Council of Built Environment (CBE)

December 13, 2011

Minutes ~ Approved January 10, 2012

I. Attendance

A. Voting members present: Jose Bermudez, Scott Bowen, Pierce Cantrell, Bill Dugas (voting TAMUS Agency rep in absence of N. K. Anand), Thomas Mather, Kate Miller, Valerian Miranda, Genyne Royal, Joe Weber

B. Voting members absent: N. K. Anand, Lawrence Rauchwerger

C. Ex-Officio members present: Rodney McClendon, Matt Fry, Kevin Hurley, James Massey, Tom Reber, David Woodcock, Deborah Wright

D. Ex-Officio members absent: Karan Watson, B. J. Crain, Rod Weis

E. Non-voting members present: Guido Kanschat, Jeff Seemann, Janice Walpert

F. Non-voting members absent: Kevin Pollak

G. Guests: Thomas Harwell, Merna Jacobsen, Shelly Janac, David Morrison, Dennis O’Neal

II. Meeting was called to order by Dr. Rodney McClendon (1:30 p.m.)

A. Minutes were unanimously approved as drafted.

B. Introduction of Dr. Merna Jacobsen, new Chief of Staff to the Vice President for Administration.

III. Facilities Assignment Processes—McClendon and Massey

A. Dr. Watson, James Massey, and Dr. McClendon met prior to CBE meeting and discussed how to expedite the approval of space requests that are currently being routed through sub-councils in a perfunctory fashion. The goal would be to expedite the routing and approval while maintaining the integrity of CBE’s advisory role.

B. Currently, space requests come to co-chairs, are assigned to sub-councils, recommendations come back from sub-councils to CBE, CBE votes, recommendation letter is sent from CBE co-chairs to President for approval.

1. Exception was made when Student affairs needed space for Koldus. In this case, a large part was already assigned to student affairs, student
affairs had invested significant resources in renovating/modifying the space, there was a need to consolidate IT staff, and a commitment to CBE was made that this would address needs for foreseeable future.

2. CBE has received a request from Liberal Arts to obtain space in Bolton which prompted this conversation. The move of Women and Gender Studies from Leggett Hall to Bolton would help in restoring Leggett Hall to a residence hall, a desire expressed by CBE in previous discussions.

3. One question: Is the Bolton request similar to Koldus request?

4. Second question: Would a greater good be done by keeping traditional process or streamlining the process to the following?

   a. Requests come to CBE co-chairs

   b. Co-chairs assess whether a request has a high likelihood of being granted to the requestor to address the requestor’s and/or the University’s interests (i.e., a full review would be perfunctory) or whether the request should go through the standard process.

   c. If Co-chairs believe a full review would be perfunctory, they would bring the request to the full CBE to determine whether it agrees or whether it believes a review following the standard process is appropriate.

   d. If CBE has questions or determines further review needs to be completed by the sub-councils, the request will be assigned to the sub-councils for their recommendation(s) to CBE before voting is done by CBE. If CBE determines a full review would be perfunctory, no further reviews by sub-councils are needed and CBE voting members will vote on recommendation to the President for his approval.

   e. David Woodcock asked for assurance that a streamlined process would not prevent sub-councils from participating in the review of plans, construction, etc. Co-chair McClendon noted the sub-Councils role as described would not be reduced or eliminated.

C. Motion was made by Joe Weber to move to a more streamlined process when requests for space assignments are received. The co-chairs will determine whether to follow the standard process or bring the request to CBE for discussion prior to assigning it to sub-councils. If the request is brought directly to CBE, the members can either vote on a recommendation to be sent to the President or send the request to the sub-councils for further review and recommendation before CBE voting. Sub-councils roles in reviewing plans, construction, etc. remain intact.

D. Motion was seconded by Valerian Miranda.
E. Voting members approved unanimously.

**Action/Recommendation:** Letter will be sent to President Loftin to inform him of the aforementioned streamlined process to achieve efficiencies and help facilitate timeliness of space assignments.

**Responsible Parties:** Karan Watson and Rodney McClendon

IV. VPA Strategic Planning Issues (Deferred Maintenance Plan)—McClendon

A. Informational Item—the Division of Administration is going through a strategic planning process and identified Deferred Maintenance as one of its 7 strategic initiatives.

B. Continuous Improvement (CI) teams have been formed to include a cross-section of representatives within the Division of Administration and outside the Division. The Deferred Maintenance CI Team, sponsored by James Massey, will be looking for efficiencies and ideas—and those ideas and recommendations will be provided to CBE.

C. The Division recognizes that the CBE process is the official process by which we prioritize deferred maintenance, but what we hope is that when you get a cross-section of experts as well as those who have different perspectives, the process will be more informed.

V. Presentations by Sub-Councils

A. Transition Building Plan Update—James Massey

1. The sub-councils have reviewed, but there is not a black and white process because of trying to understand the implication of time and space use and all other elements.

2. FURsc is continuing to work through on the process.

3. In another meeting with Dr. Watson, she mentioned that some institutions have instituted a policy of no new net space. TAMU has not instituted this policy, but it is something to consider. When new buildings are coming online, space they leave is either reassigned or the site is torn down.

VI. Miscellaneous

A. David Woodcock suggested it would be helpful if CBE was made aware of any plans (“district”, “master”, etc.) in progress. Suggestion was made for CBE co-chairs to send letter to Deans and Vice Presidents encouraging people to think ahead in planning, particularly as it relates to facilities. The letter should solicit information be submitted to CBE for all “master plans” already in progress or as new plans are initiated.
Action/Recommendation: Letter to Deans/Vice Presidents requesting notification to CBE co-chairs of any ongoing or new Masterplans being developed.

Responsible Parties: Karan Watson and Rodney McClendon

B. Campus about to initiate search for University Architect. Jane Schneider will be chairing the search committee.

C. Holiday gift of early dismissal. Thank you for your commitment to CBE!

VII. Meeting adjourned at 2:00 p.m.

REMINDER: Next meeting for CBE will be on Tuesday, January 10, 2012
1:30 – 3:00 p.m., 410 Rudder Tower