Minutes of the Monthly Meeting of the
Council for the Built Environment
September 11, 2012, 1:30 – 3:00 p.m.

I. Attendance
   A. Voting members
      1. Present: N.K. Anand, José Bermúdez, Pierce Cantrell, Paul Hardin*, Thomas Harwell, Joe Newton, Holly Scott*, Tom Swanner* Joe Weber*
         A quorum was present.
      2. Absent: Bhimu Patil, Kevin Pollak, Jeff Seemann, Janice Walpert
   B. Non-voting members:
      1. Present: Bill Dugas, Taylor Smith
      2. Absent: none
         *office/organization representation for the Vice Presidents, Agencies, CPI, USC, GSC and SGA have voting and non-voting members; in meetings where the voting member is absent, the non-voting member assumes voting status.
   C. Ex-Officio members
      2. Absent: Karan Watson

II. The meeting was called to order by Co-Chair McClendon at 1:31 p.m.
   A. Approval of the Minutes: there was a correction offered by the GSC representative Taylor Smith; upon further review, it was determined his voting status as the summer replacement for outgoing GSC President Genyne Royal was in effect in August. Voting status transferred to returning member Thomas Harwell for the FY 13. Given this finding, the proposed revision was rejected; no additional revisions were submitted. The Minutes were approved unanimously.
   B. Updates and Announcements
      1. Introduction of New Members
         Co-Chair McClendon welcomed new members and requested attendees introduce themselves and share with the Council the office/organization they represent.
      2. McClendon offered a brief overview of the CBE.
         The CBE was started in FY03 by then-President Robert Gates and is in its tenth year. The longevity of the Council underscores the importance of the Council’s function. The Council’s charge is to make recommendations to the President on every aspect of the built environment, a broad and interesting range of issues involving construction, demolition,
renovation as well as artwork on campus, statues, plaques, etc., and including roadways and infrastructure. When an entity has a need in one of these categories, a written request is sent to the Co-Chairs for assignment to the appropriate Sub-Council (SC) for review. The Sub-Councils are critical to the operations of the Council. CBE has four Sub-Councils: Design Review (DRsc), Facilities Utilization Review (FURsc), Maintenance (Msc), and Technical Review (TRsc). Entities requesting changes to the built environment make presentations at the relevant SC’s and provide specific details on the request. Following the presentations to the SCs, the SC Chair submits a report to the Council and presents his/her findings at the next meeting. The Council then votes on the recommendation to go forward to the President.

To prepare for the monthly meetings, the SC reports and relevant, additional materials are forwarded to the CBE members in advance. Sub-Council Chairs agreed to submit their reports by the close of business on the Tuesday prior to the monthly meeting. Patti Urbina will compile the reports and distribute them to the members by the close of business on Wednesday. The CBE website is being revised and updated to facilitate more timely and convenient access to these materials. The anticipated release of the new site is set for October.

Members of the Council include voting, non-voting, and permanent ex-officio members; some organization representatives rotate for a one or two-year appointment. We have one and half hours allotted for the monthly meetings. Co-Chair McClendon’s goal is to finish the meeting within an hour.

III. Presentations by Sub-Councils
   A. Decommission Classroom 3067 Allen Building - FURsc
      1. FURsc - supports the request for decommissioning and notes that the Office of the Registrar reported the utilization of the room for regularly scheduled classes has historically been low; he further observed the room probably should have been removed from the classroom inventory already. The Department confirms that the loss of 3067 as a classroom will not adversely impact the delivery of the mainly graduate classes previously held in the space and that any affected classes have been distributed across other classroom sites.

      2. CBE voted unanimously to recommend the President’s approval of the request to decommission room 3067 in the Allen Building from a classroom to research space.

      **Action/Recommendation:** Memo will be sent to the President recommending his approval to decommission the classroom as requested.

      **Responsible Parties:** Co-Chairs Watson and McClendon

   B. Leonard Hall and Leadership Learning Center – DRsc, TRsc
      1. DRsc – recommends approval if the following concerns and/or observations are addressed:
(a) Shading devices at the raised outdoor plaza should not be limited to table umbrellas, but can include other designs as suggested by the architects. Further development of covered shading devices (i.e. trellis, etc.) is required as the project proceeds through design. This includes studies to establish shade patterns throughout the day. It is strongly recommended that the architects refer to the outdoor guidelines as established by the DRsc; and, (b) Incorporation of ADA accessibility access into design of the raised outdoor plaza. The DRsc commends the design team for staying true to the original intents of the architecture.

2. TRsc – recommends approval, provided the following concerns can be addressed and funded: *Parking and Transportation:* the expectation is that the parking lot surface of 40a via Spence Street, will be in the same condition at the beginning of the projects as it is at the end. If the parking lot is damaged due to heavy equipment going in and out of the project, the expectation is that the lot will be repaired. Proper pedestrian detour signage should be provided. Details of site access should be coordinated with the contractor prior to the project start date. *University Police Department:* same concerns as Parking and Transportation regarding the traffic of large trucks in the Quad and conflict with pedestrian traffic; *Environmental Health and Safety:* fire/life safety issues will be addressed throughout the design’s progress. Through all phases of construction, EHS requires that deliveries and construction-related activities be planned and that this traffic must NOT be through the Quad as these areas are used at all times of the day and night by the Corps of Cadets. *Facilities Services:* urges the design team to closely coordinate with the Utilities and Energy Services to ensure the project’s utility requirements and connections meet the desired results for the project and the other facilities in the area. The impact of the project on storm drainage needs to be calculated and properly handled, including both the before and after construction storm drainage and incorporating means to detain the increase for at least 24 hours. These calculations and the planned means of detention need to be presented during the design process. *Utilities and Energy Services:* Project management should coordinate closely with the UES to ensure TAMU energy efficiency guidelines are achieved within the facility. This includes close involvement of UES to provide input on the design of HVAC systems, building automation, lighting and metering. Coordination with UES in advance of design is needed to ensure additional utility/energy loads can be effectively served with existing infrastructure.

3. CBE voted unanimously to recommend the President’s approval of the schematic design for Leonard Hall (Dorm 7) and the 2nd Leadership Learning Center provided the above-listed considerations are satisfied.

**Action/Recommendation:** Memo will be sent to the President recommending his approval of the schematic design with the considerations listed above.  
**Responsible Parties:** Co-Chairs Watson and McClendon
C. Multi-Species Research Facility – TRsc, FURsc, DRsc

1. TRsc - recommends approval, provided the following needs and concerns are addressed:
   - **Facilities Services:** concurs with the need for new animal housing and the proposed location; the new facility will likely need its own heating and cooling equipment, as extending campus thermal lines to the proposed location would likely be cost prohibitive.
   - **University Police:** UPD would want to make sure security of the site. Exterior fencing, controlled access to the facility and exterior lighting of the facility and parking areas should be considered. Also, if the research will be at a level that could attract attention to someone entering the facility, the building interior may need hardening by inclusion of an intrusion-type alarm system in selected areas.
   - **Parking and Transportation:** Parking in the new location will be run in the same way as today; gated entry, access code required.
   - **Environmental Health & Safety:** A fire alarm system that is fiber-optically connected to the Communications Center is required. Facility must be fully sprinkled. During the design phase, particular attention should be given to ensure appropriate fire alarm warning devices are installed associated with the animals to be housed. Installation of additional exterior fire hydrant(s) may be necessary.

2. FURsc - supports the request to construct the MSRF building to support research in Neuroscience and the needs of the Comparative Medicine Program. FURsc notes the current facilities are 35 years old and lack adequate treatment and surgical facilities as well as being difficult to operate from a temperature regulation standpoint. The proposed facility would consist of 160 runs and be capable of expanding up to 200 runs. Use of the current facility would be discontinued.

3. DRsc – found the MSRF facility to be in compliance with the Campus Master Plan and recommends approval if the following concerns and/or observations are addressed:
   1. Exterior design elements and aesthetics of the facility shall be the new standard for the development of future surrounding buildings and future expansions;
   2. Perimeter fencing shall adhere to the covenants and standards as established in the College of Veterinary Medicine and Biomedical Sciences District Plan. Investigate whether “branding” can be incorporated into the fencing design to tie the entire area together. It is strongly recommended that the architects review the landscape guidelines as established by the DRsc.
   3. Items listed as TBD when reviewing the Checklist need to be further developed during the design phases. Confirmation of the items will be subject to a detailed review at design development including submittal of material selection with the DRsc Chair.

4. Additional discussion from the members added requirements for: (a) the construction plans to comply with the Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) guidelines; and (b) neighboring facilities be advised of the MSRF’s construction plans;

5. The CBE voted unanimously to recommend the President’s approval for the construction of the Multi-Species Research Facility to be used by the Neuroscience Program and the Comparative Medicine Program provided the above-referenced considerations be addressed.
Action/Recommendation: Memo will be sent to the President recommending his approval for the construction of the MSRF provided items enumerated above are addressed.

Responsible Parties: Co-Chairs Watson and McClendon

D. Request for Plaque at YMCA Building to Commemorate Texas Maritime Academy – DRsc
   1. DRsc – recommends the President’s approval in concept, pending submission of revised, more concise wording and additional details on the design, size, and general appearance of the plaque. The DRsc recommends the plaque be installed in the interior of the building.

   2. CBE voted unanimously to recommend the President’s approval for Texas A&M at Galveston to install a commemorative plaque inside the YMCA Building. Approval is contingent on the requesting party’s compliance with the review and endorsement of the final product by the Design Review Sub-Council.

Action/Recommendation: Memo will be sent to the President recommending his approval with the above-stated conditions.

Responsible Parties: Co-Chairs Watson and McClendon

IV. Miscellaneous – no items

V. Meeting adjourned at 2:05 p.m.

Next Meeting: October 9, 2012 - 1:30 – 3:00 p.m. - 410 Rudder Tower