Minutes of the Monthly Meeting of the
Council for the Built Environment
November 12, 2013

I. Attendance
   A. Voting Members
      1. Present: N. K. Anand, Pierce Cantrell, Joe Weber, Kate Miller (attending for Jose Bermudez), Joe Newton, Paul Hardin, Jose Fernandez-Solis (not present for voting), Elizabeth Tebeaux*, Tom Swanner, Brittany Bounds, Matthew Keller (not present for voting), Brandon Valenta*
      2. Absent: Glen Laine, Jose Bermudez
   B. Non-voting Members
      1. Present: Bill Dugas, Emil Straube, Amanda Mather, Erin Simmons
      2. Absent: none
   C. Ex-officio Members
      2. Absent: None

II. Call to Order: Co-Chair Watson
   A. Co-Chair Watson called the meeting to order at 1:30 p.m.
   B. The October minutes were unanimously approved as drafted.

III. Updates and Announcements
   A. Classroom Improvement Committee Update—Msc
      1. As an information item to CBE, the Maintenance Sub-Council (Msc) Chair provided an update on the classroom committee currently working towards identifying construction projects for registrar-controlled classrooms.
      2. Mr. Ron Carter is chairing a sub-committee of the Msc with faculty, staff, and a student to identify classrooms in need of repairs/renovations. The committee is working toward a 5-year plan to repair/renovate classrooms that will be submitted to the CBE as a recommendation with final approval from the President. Initial findings were determined by polling faculty and students. The poll has determined that general aesthetics and lighting are the main concerns with users.
      3. The issue of aesthetics in specific classroom locations can be addressed with some painting over the holiday break schedule; lighting issues will need to begin with a consultant assessing the current lighting situation.
4. The Msc has approved the classroom committee’s use of $100K to begin painting classrooms over the holiday break and requesting a consultant to evaluate the lighting of classrooms (cost TBD).

B. Horticulture Greenhouses 1176, 1177, 1178, 1179 Heating and Cooling Systems Update—Msc

1. The heating and cooling system of Horticulture greenhouses 1176, 1177, 1178, and 1179 has been in use since 1986 when construction of the greenhouses was completed. Horticulture is currently using all four greenhouses with research experiments valued between $50K - $100K.

2. Currently the manufacturer does not make replacement parts for the heaters due to the heater model being obsolete. Zone maintenance is spending significant time working on the systems. The renovation will replace all 15 heaters, including flue piping through roof with flashings, collars, and caps.

3. The cooling system has several leaks at the aluminum joints and other areas of the cooling pad system. Cooling system improvements would include replacing all existing 8 wet wall evaporative cooling systems with new PVC evaporative systems.

4. The total project cost is $168K which includes construction, contingency, asbestos surveys, Zone Maintenance support and the SSC administrative fee.

5. Msc approved the funding of $168K for the renovations to the heating and cooling systems.

C. SSC Service Solutions’ Yearly Update to CBE—Bob Casagrande

1. Bob Casagrande presented a 42-slide presentation which was an abbreviated version of the annual report presented to the TAMU Vice President for Finance & CFO and others from the division overseeing the SSC contract. The CBE presentation contents included an overview, construction services, custodial services, building maintenance, and grounds management. Details from each section included the following information reported by SSC:

2. Overview – 55,336 work orders completed; Staffing increase from 829 associates to 899 associates (562 transitioned associates currently remain and 178 of those have been promoted); maintenance and administration structures have been changed for cost and time efficiencies; and savings have occurred.

3. Construction Services – Of the 1050 projects assigned, 839 have closed (~ $45M); communication has improved with the use of the online work order which can be viewed for status updates; EDCS customer service survey questions show an overall average score of 9.67; multiple projects generated savings.

4. Custodial Services – Transitioning 462 employees included employee development on many levels: FISH (First Interaction to Sustainable Housekeeping), SSC/Compass Management Training, On the job training, Mandatory trainings for all personnel, Hepatitis B Training, and Cross Training to develop diversified crews. Sustainability is promoted through the use of 83% of supplies being green cleaning products.
5. Building Maintenance – Communication has been made to building occupants/proctors to provide the name of the Facilities Services Supervisor assigned to specific buildings and information has been distributed regarding the online work order system, AggieWorks. Numerous accomplishments have been made to provide financial savings for the University. Community involvement includes the donation of supplies to Habitat for Humanity.

6. Grounds Management – Safety/Training has been provided for SSC employees. Sustainability has been encouraged through the use of organic fertilizers, naturalizing groves, and IPM (Integrated Pest Management) strategies. Partnering for the future includes working with Agriculture Engineering students and providing scholarships. Accomplishments include landscaping in visiting team colors in the flowerbed outside Rudder Tower, restoring turf at the Bonfire Memorial, and handling pest control for bats, snakes, etc.

IV. Presentations by Sub-Councils

A. Polo Manukainiu Memorial @ Bright Football Complex

Texas A&M Athletics Department is requesting the purchase of a granite pillar to be installed in front of the Bright Football Complex. This pillar will be in honor of 19-year old freshman Aggie football player, Polo Manukainiu, who was killed in an automobile accident this past summer. The memorial consists of a plaque on top of a granite pillar, and will be identical to the two other existing memorials in this area. Funding for this project will be from the A&M Athletics Department.

1. Design Review Sub-Council (DRsc) – members expressed concerns about the size of the memorials creating a visual of the number of student football athletes that have passed away, which could create a negative impression. DRsc members also expressed concerns over the absence of a policy that would address the circumstances that decide which students could receive memorials, where they would be located, and in what format.

DRsc members unanimously voted to recommend approval of the request as presented, with the following caveats:

- Per the approved Athletic Facilities District Plan and its implementation, it will be necessary to remove these memorials to allow for future construction. At that time, it is recommended that Athletics consider changing the design of the memorials to something that will not be as visually cumulative over time, such as granite pavers laid flat into the plaza area.

- Before the next request of this nature is brought to the CBE, it is recommended that Athletics develop a long term plan or strategy for the administration of student memorials, to apply to all student athletes.
2. Technical Review Sub-Council (TRsc) – members support the creation of the memorial and recommend approval, provided the following concerns are addressed and funded:

Utilities & Energy Services: no objection to proposed memorial, but is requesting that Athletics confirm in advance with UES that memorial not be placed over any existing utility infrastructure, in order to avoid the possible need to disturb or relocate the memorial if underground repairs are required.

Facilities Services:
Memorial installation should be coordinated with utility locations to minimize interference and cost.

Action/Recommendation: CBE voted unanimously to recommend the President approve, with noted caveats, the request to install a memorial granite pillar for Polo Manukainiu in front of the Bright Football Complex.

Responsible Party: Co-Chair Watson

B. CVM Request to Install Way Finding Signs
The College of Veterinary Medicine has requested permission to install two new signs on campus: Large Animal Hospital (bldg. #1194) and Histology Service Lab (bldg. #1010).

The first sign would be installed in front of the Large Animal Hospital to direct students, clients, guests, and others to the front door. There are many large buildings that comprise the Large Animal Hospital grouping making it difficult for newcomers to determine which building houses the main entrance.

The second sign would be installed in front of the Histology Service Lab which sits in the center of Parking Area 36 and currently has no appropriate signage. It is on the route to TVMDL and is often mistaken for such. A new way finding sign would help to ensure the privacy and safety of the Histology Lab, as well as direct TVMDL clients to the correct building.

1. Design Review Sub-Council (DRsc) – members voted to recommend approval of the new way finding signs.
   - Two signs to be installed in front of the Large Animal Hospital and one sign to be installed in front of the Histology Service Lab.
   - The proposed signage will be consistent with existing campus signage and all guidelines set forth by the CBE.

2. Maintenance Sub-Council (Msc) – members approve way finding signs at both locations with these caveats:
• Signs to be designed with a material that is maintainable
• Mow Strip is constructed around the sign

3. Technical Review Sub-Council (TRsc) – members support the proposed signage, provided the following concerns/issues are addressed and funded:
   Facilities Services: sign locations should be coordinated so they do not interfere with utilities, other signage, traffic or other safety concerns.

A suggestion was made for the Histology Service Lab sign to include the wording “TVMDL” and an arrow to indicate which direction the TVMDL building is located. There were no objections from CBE members to include the additional signage information. Lilia Gonzales, chair of DRsc, will include that information in the signage wording.

**Action/Recommendation:** The CBE voted unanimously to recommend the President approve the request to install CVM way finding signage with noted caveats and the addition of “TVMDL” wording and an arrow to indicate which direction the TVMDL building is located.

**Responsible Party:** Co-Chair Watson

V. Miscellaneous
   A. TEEX Riverside Restroom Facility Construction
      1. Request is pending review by DRsc
      2. No anticipated problems for recommendation to CBE.
      3. CBE may be requested to vote electronically if there are no other December meeting materials. The packet containing the request, sub-council reports, and other supporting documents will be emailed along with the deadline, IF the electronic vote is requested.

   B. Golf cart barns have been constructed on the TAMU Golf Course.

VI. Meeting adjourned 2:15 p.m.