MEMORANDUM

TO: Dr. R. Bowen Loftin
    President

SUBJECT: Recommendation from the Council of Built Environment: Assignment for Space in the Business Management Services Building (BMSB)

Facilities Utilization Review Sub-Council (FURsc) reviewed two requests for utilizing vacated space in the Business Management Services Building (BMSB): Telecommunications and Transportation Services. These requests were related to the future use of the 8,220 assignable square feet which was previously assigned to Texas AgriLife Extension. With the opening of the new Ag Headquarters Building, the space will soon become available. No proposals for use as academic space were submitted. Because of his affliction with the Division of Administration in which Transportation Services is located, Chairman Massey excused himself from compiling the CBE FURsc report. FURsc members Kathleen Hubbard and Sherry Wine drafted the sub-council report and Chairman Massey reviewed the report and concurred with its content.

The Facilities Utilization Review Sub-Council (FURsc) recommended that CBE support the request to assign the future vacated space in the BMSB to Telecommunications because of the following:

- Academic link provided by the Advanced Telecommunications and Learning Technologies (AATLT)
- Size of the budgetary savings (and potential impact on the telecommunication rates)
- Long term use of the space better serves Telecommunications

FURsc further advocates that a permanent solution for Transportation Services needs to be found and that there be transparency related to the savings realized by relocating Telecommunications to the BMSB.

CBE co-chair Dr. Karan Watson stated that rates are NOT likely to decrease so the CBE decision to award this vacated space to Telecommunications should not be based on this assumption.

CBE members voted unanimously to approve the assignment of vacant space in the BMSB for use by Telecommunications. Therefore, CBE recommends that the President approve the request made by Telecommunications.

Karan L. Watson  
Provost and Executive Vice President for Academic Affairs  
Co-Chair, Council of Built Environment  

Rodney P. McClendon  
Vice President for Administration  
Co-Chair, Council of Built Environment  

Recommendation Approved:

R. Bowen Loftin  
President  

cc: Members, Council of Built Environment  
Pierce Cantrell  

1179 TAMU  
College Station, TX 77843-1179  
Tel. 979.862.1065  Fax. 979.862.7778  
www.tamu.edu
MEMORANDUM

To: Dr. Karan Watson
Chair, Council for the Built Environment

Dr. Rodney McClenod
Chair, Council for the Built Environment

Subject: Assignment of Space in the Business Management Services Building

RECOMMENDATION

The Council for the Built Environment’s (CBE) Facilities Utilization Review sub-committee (FURsc) has voted to recommend that the CBE support the request by Telecommunications to occupy the space in the Business Management Services Building (BMSB) located at Texas Avenue and Dominik (8,220 assignable square feet).

SCOPE

The FURsc met June 17 to consider the requests by Telecommunications and Transportation Services for the 8,220 assignable square feet in the BMSB. Walt Magnussen, Director of Telecommunications, and Peter Lange, Executive Director of Transportation Services, were present at the meeting to discuss their proposals. The requested space has recently been assigned to Texas Agrilife Extension. However, with the opening of the new Ag Headquarters Building, the space will soon become available. No proposals for use as academic space were submitted since the building is off-campus and not currently configured for classrooms.

ANALYSIS

Telecommunications

Telecommunications, a service department in the Office of the Vice President and Associate Provost for Information Technology, provides telecommunication services to the students, faculty, and staff of Texas A&M University and the Texas A&M University System. Telecommunications currently leases space in the EastMark Building located off of Southwest Parkway near the bypass. They have been in this location for approximately seven (7) years.

Telecommunications recently signed a new lease for the EastMark space which will allow their staff and the staff of the Academy for Advanced Telecommunications and Learning Technologies (AATLT) to be co-located in the same building. These two groups collaborate closely with each other on various academic programs, and technology research, development, and deployment. In spite of this new lease, however, the EastMark space does not meet the needs of Telecommunications. Large pieces of
equipment (for example, large batteries that need environmental controls) must be unloaded and carried to the second floor.

The benefits of having the BMSB space assigned to Telecommunications are as follows:

- An annual cost savings of approximately $300,000 annually
- Shorter dispatch times for the service vehicles
- Additional machine room space
- Closer access for students who participate in research through the AATLT
- Additional storage space
- Improved collaboration with other research/academic units on campus

**Transportation Services**

Transportation Services, an auxiliary department under the Office of the Vice President for Administration, provides fleet, parking, and transit services to the university community. In the Spring of 2004, Transportation Services was informed that their office space in the Koldus Building had been allocated to another department. As a result, Transportation moved their administrative office off campus to the Village Center and they were provided University funding for the rental cost through FY2009. In addition, Transportation Services moved their Customer Service Center into a smaller space in Koldus. Transportation Services was told that these were temporary moves that would last no longer than two (2) years.

The benefits of having the BMSB space assigned to Transportation Services are as follows:

- An annual cost savings of $128,000, $94,608 of which is rent
- Frees up 1,225 assignable square feet of space in Koldus
- Consolidates 46 budgeted and 20 student employees currently in four (4) different locations
- Eliminates operational issues by consolidating seven (7) locations into five (5)
- No renovations to the BMSB would be needed—only reorganization of the existing cubicles
- Outbuilding could be used for equipment storage

With regard to customer access, the adjacent parking lot offers short term free parking. Also, because Transportation Services utilizes e-business processes and permits are distributed by mail, customer access to this location should not pose a problem.
RECOMMENDATION
The Facilities Utilization Review Sub-council recommends that the CBE support the request to assign the space in the BMSB to Telecommunications because of the following:

- Academic link provided by the AATLT
- Size of the budgetary savings (and potential impact on the telecommunication rates)
- Long term use of the space better serves Telecommunications

The committee further advocates that a permanent solution for Transportation Services needs to be found and that there be transparency related to the savings realized by relocating Telecommunications to the BMSB Building.

We are pleased to offer this recommendation and welcome further inquiries related to this analysis.

Sincerely,

Kathleen Hubbard
Member, CBE-Facilities Utilization Review sub-council
Director, Office of Cost Analysis

Sherry Wine
Member, CBE-Facilities Utilization Review sub-council
Director, University Center Complex

Note: To avoid the appearance of a conflict of interest, the CBE-Facilities Utilization Review Sub-Council Chairman deferred the compilation of this report to CBE-FURsc members Hubbard and Wine. Chairman Massey has reviewed this report and concurs with its content.

Attachments
CC: CBE-FURsc members

218 Williams Administration Building
1247 TAMU
College Station, TX 77843-1247

Tel. 979.845.1911
http://fcor.tamu.edu/