

**Council on the Built Environment (CBE)
Texas A&M University
September 26, 2007
MINUTES**

VOTING MEMBERS PRESENT: Jim Calvin, Kevin Hurley, Clint Magill, Doug Palmer, David Parrott, Rich Pontious, Chuck Sippial, and Max Summers.

VOTING MEMBERS ABSENT: Bobby Bisor, Luis Cifuentes, Dick Chilcoat, and Russell Cross.

Others Attending: Tom Regan, Ralph Davila, Joe Dillard, Steve Hodge, Shelly Janac, James Massey, Nancy Sawtelle, Dick Williams, Connor Prochaska, Gali Zilbershtein, Kathy Hubbard, and Janice Crockett.

AGENDA ITEM/INFO DISCUSSED	ACTION/FOLLOW-UP/DEADLINE	RESPONSIBLE PARTY	DISTRIBUTION (beyond CBE)
1. Approval of September 12, 2007 Minutes (Palmer)	<ul style="list-style-type: none"> • Minutes considered approved. 		
2. Information Items: <ul style="list-style-type: none"> a) Factors Affecting Students' Choice of Higher Education (Sippial) <ul style="list-style-type: none"> • Sippial distributed an executive summary prepared by Association of Physical Plant Administrators (APPA) whose research indicates that the built environment is fundamentally related to recruitment and retention of students. b) Space Use per College (Regan) <ul style="list-style-type: none"> • Based on data available from Facilities Coordination (FCOR), Regan shared in pie chart and graph form the percentage amount of space each college has in the categories of classrooms (Registrar controlled and college controlled), research space, student study work area, administration space, faculty office space and support space. • Items of note: (1) for some colleges faculty office space may also include research activity not 			

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<p>reflected in the data, (2) student data is for both undergraduate and graduate, (3) the study only includes facilities on main campus, and (4) graduate assistant space and staff offices are included in administration amount.</p>	<ul style="list-style-type: none"> • Regan will share this presentation with the Council of Deans at its next meeting. • Comments on the study, including detail of content, should be sent to Regan. 	<ul style="list-style-type: none"> • All Council members 	
<p>3. Facility Condition Assessment (Williams)</p> <ul style="list-style-type: none"> • The Physical Plant will be submitting a RFP for a provider to perform a Facility Condition Assessment of select buildings on campus, as well as the hardscape and landscape of the campus. • It is anticipated that the final RFP will be submitted October 26, advertised on October 29, with proposals due January 4. Evaluation of proposals will be completed by mid-January with the anticipation of a contract to be awarded by February, 15, 2008. • The assessment teams will evaluate exterior and interior spaces including residence hall rooms, classrooms, offices, storage, and mechanical/electrical spaces. The teams will have identification badges, and the University will provide escorts to each site. Parrott reminded Williams of the need for discretion especially when assessing space in the Student Counseling Center, Student Health Services and Disability Services. • A task force will be assembled to finalize the RFP. Current anticipated 			

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<p>membership includes representatives from the agencies, finance, athletics, residence life, recreation sports and dining services. To be added is a strategic source representative and a faculty member. The Council suggested the addition of a student representative.</p> <ul style="list-style-type: none"> • Before the RFP is submitted, it will be reviewed by CBE. 	<ul style="list-style-type: none"> • Pontious to recommend a student name to Williams. • Regan suggested Jim Smith from Architecture as a faculty representative. • Names of additional members to serve on the task force should be sent to Williams. • Task force to be announced at October 24 meeting. 	<ul style="list-style-type: none"> • Pontious • Council members 	
<p>4. CBE Review Flow Chart and White Paper template (Massey/Sippial)</p> <ul style="list-style-type: none"> • Massey reviewed the deliberative items flowchart and the proposed information to be included in the white paper. • Under the “General” paragraph in the white paper document, the asterisk currently located after \$500,000, will be moved to the end of the sentence. • White paper information should be no more than two pages. Detail can be added in appendices. 	<ul style="list-style-type: none"> • Feedback on items to be included in white paper should be sent to Palmer and Sippial. 	<ul style="list-style-type: none"> • Council members 	
<p>5. Other Business</p> <ul style="list-style-type: none"> • Question raised whether the condition of the campus facilities are a factor in faculty members’ decision to leave the university. 	<ul style="list-style-type: none"> • Palmer will visit with Karan Watson to determine if this has been mentioned in faculty exit interviews. 	<ul style="list-style-type: none"> • Palmer 	