

**Council on the Built Environment (CBE)
 February 27, 2008
 MINUTES**

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

VOTING MEMBERS ABSENT: Bobby Bisor.

Others Attending: Joe Dillard, Shelly Janac, Charles Johnson, Dan Kennedy, James Massey, Russ Wallace, Dick Williams, and Janice Crockett.

AGENDA ITEM/INFO DISCUSSED	ACTION/FOLLOW-UP/DEADLINE	RESPONSIBLE PARTY	DISTRIBUTION (beyond CBE)
1. Approval of January 23, 2008 minutes – Doug Palmer	<ul style="list-style-type: none"> Minutes approved and will be posted to the CBE website. 	<ul style="list-style-type: none"> Crockett 	
2. Chair’s Comments – Palmer a) Two RFPs have been submitted and are being reviewed by CFPC and the Campus Planner: (1) Cyclotron addition and (2) Golf Course Covered Bridge. Upcoming RFPs will be a standing item on future CBE agendas. b) Sippial will represent Palmer as a voting member of DRB when Palmer is unable to attend the meetings.			
3. Development Council Report – Johnson a) Johnson distributed draft guidelines for TAMU capital projects and private fundraising activities. For capital projects \$5M or over, the guidelines call for early discussions among the lead administrator(s) of the project and the president, executive vice presidents and the Texas A&M Foundation to outline the funding requirements and the possibilities for private fundraising. The fundraising plan would be included in the project proposal submitted for review to the CBE.	<ul style="list-style-type: none"> CBE supported the guidelines. 		

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<p>4. Modifications of CBE Process - Palmer</p> <p>a) The Council agreed to rename the “Non Deliberative Items” flowchart to “Expedited Review Process” to more accurately reflect the process.</p> <p>b) The executive vice president for operations will be added to the review and consultation process before CBE recommendations are forwarded to the president.</p>	<ul style="list-style-type: none"> The flowcharts will be updated and posted to the CBE website. 	<ul style="list-style-type: none"> Crockett 	
<p>5. Campus Security and Campus Master Plan – Calvin, Clark, Cifuentes</p> <p>a) The university does not have a security master plan and with the construction of new buildings on campus, some which have security-sensitive research, minimal preparation, such as wiring for cameras, should be part of the construction process.</p> <p>b) Sippial noted that \$200K was requested in last year’s CBE budget for a security study but it was not funded.</p>	<ul style="list-style-type: none"> Clark and Sippial will work together to prepare a request for funding for a security master plan study. Clark will submit the request as part of his unit’s budget request for FY09. 	<ul style="list-style-type: none"> Clark and Sippial 	
<p>6. Capital Planning Process – Janac</p> <p>a) The process is a five year plan, updated annually and approved by the Board of Regents (BOR) each July.</p> <p>b) Projects include new construction greater than \$1M, additions to existing facilities greater than \$1M, repair or renovation greater than \$2M, real property acquisitions, or projected funded by Revenue Financing System (RFS) or Permanent University Fund (PUF) debt.</p> <p>c) The current process calls for the design and construction team selection before being submitted to the BOR and the Coordinating Board, which allows for more concrete design and construction estimates and fewer project delays.</p> <p>d) If gift funds will be used for the project, 50% of funds must be on hand with an</p>			

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<p>additional 25% of pledges prior to project approval by the BOR.</p> <p>e) Items under consideration are no longer included on the plan. Instead each university will keep a separate record of proposed new construction/renovation.</p> <p>f) FP&C has a web-based program to track projects. Will be active once user training is complete.</p>			
<p>7. Other Business</p> <p>a) Sippial distributed copies of the Historic Core District Plan, which supports the Campus Master Plan completed in 2004. This district plan is intended to be the first in a series of District Plans for the campus.</p>			