

Task Force Meeting Agenda

Common template used by all optimization task forces — per Task Force Norms, Section 2

Task Force Name	Rezoning Committee	Date	August 18, 2026
Lead	Dr. Rachel Naugle	Time	5:30pm - 7:30pm
Recorder	Somer Niemann	Location / Link	LTC - Lonestar Room
Cabinet Liaison	Dr. Laila Olivarez	Decision Method	Consensus

Decision method: consensus / majority / fist-to-five — confirm once at the start of the task force and reuse it every meeting.

1. Purpose of Today's Meeting

Build a shared understanding of the Rezoning Task Force's charge, roles, and decision making process.

Uncover the complexity of rezoning decisions.

Analyze student, programmatic, facility, and demographic data that will guide the committee recommendations.

Purpose:

Decision(s) needed by end of meeting: What additional information will be needed to make a rezoning recommendation?

2. Core Working Session

Data review, option development, discussion. Time-box each item below.

Time	Agenda Item	Type	Owner
5:30-5:45	Welcome & Introductions Recording Disclaimer	Discussion	Dr. Naugle
5:45-6:00	Review the committee's charge, scope, and decision-making authority	Discussion	Dr. Naugle
6:00-6:10	Review norms, roles, and expectations	Discussion	Dr. Naugle
6:10-6:20	Review committee timeline	Discussion	Dr. Naugle
6:20-6:50	Case Study	Data Review	Dr. Naugle
6:50-7:05	Rezoning guiding principles	Discussion	Dr. Naugle
7:05-7:20	Additional data needs	Decision	Dr. Naugle
7:20-7:30	Closing & Next Steps	Discussion	Dr. Naugle

Type = discussion / data review / option development / decision. Anything outside this task force's charge goes to the Parking Lot / Out-of-Scope Log (Section 7), not into this session.

4. Decisions / Consensus Reached Today

Distinguish Decisions (agreement to move forward) from Inputs (data, concerns, options still under evaluation). If consensus isn't reached, record the dissenting view briefly.

Decision / Consensus	Method Used	Dissenting View (if any)

5. Action Items

Owner + due date for each. Feeds next meeting's Section 2 review.

Action Item	Owner	Due Date	Notes

6. Next Meeting Focus

Focus of next meeting: Review draft proposals

Next meeting date: September 8, 2026

7. Parking Lot & Out-of-Scope Log

Tangents and issues outside this task force's charge — log and route to the appropriate owner rather than absorbing into scope.

Item	Routed To / Owner	Status

Meeting Norms Reminders

- We will begin and end as scheduled.
- We will listen to understand and capture topics that need additional discussion in the Parking Lot.
- Personal experiences and perspectives matter, and we will use data and evidence to evaluate options and make recommendations.
- Different perspectives are expected and valued. We will challenge ideas and assumptions while respecting one another.