

MEMORANDUM

TO: University Facilities Planning Board: Susan Agre-Kippenhan - Chair, Walt Banziger - Vice Chair, Jim Becker, Kurt Blunck, Allyson Bristor, Jeff Butler, ASMSU President, Michael Everts, Joseph Fedock, Mandy Hansen, Jeff Jacobsen, Patricia Lane, Tom McCoy, Ed Mooney, Jim Rimpau, Craig Roloff, Tom Stump, Jim Thull, Kasey Welles – ASMSU, Allen Yarnell, Brenda York

FROM: Victoria Drummond, Associate Planner, Planning, Design & Construction

RE: **September 14, 2010**, meeting of the University Facilities Planning Board to be held in the **Facilities Meeting Quonset at 3:30 pm**

ITEM No. 1 – APPROVAL OF NOTES

Approval of the draft notes from the August 31, 2010.

ITEM No. 2 – EXECUTIVE COMMITTEE REPORT

Report on any current Executive Committee actions.

ITEM No. 3 – CONSENT AGENDA - None

ITEM No. 4 – RECOMMENDATION – Gaines Hall Service Drive **Presenter – Candace Mastel**

ITEM No. 5 – RECOMMENDATION – Classroom Committee Renovations Recommendation **Presenter – Walt Banziger**

HORIZON ITEMS

- **External Building Signage Policy**
- **Staging Discussion**
- **Seminar Materials**
- **Master Planning Issues**
- **Revisit and Update Policies**
- **HBO5 Amendment for lab Facility**

VCD/da

pc: Waded Cruzado, President
ASMSU President
Jody Barney, Budget and Fiscal Director, Office of Dean and Director
Patricia Chansley, Assistant to the Provost
Cathy Conover, Vice President, Communications & Public Affairs
Lisa Duffey, Assistant to the Dean of Agriculture
Heidi Gagnon, Assistant to the Vice President, Administration & Finance
Diane Heck, Administrative Associate, Provost
Jennifer Joyce, Assistant to the Vice President for Planning and CIO
Linda LaCrone, Assistant to the Vice President for Research, Creativity and Technology
Glenn Lewis, Special Assistant, Vice President, Student Affairs & Dean of Students
Shari McCoy, Assistant to the President
Sheron McIlhattan, Accounting Associate IV, University Business Services
Becky McMillan, Administrative Associate, Auxiliary Services
Charles Nelson, Registrar and Director of Admissions
Robert Putzke, Director, MSU Police
Ashley Steen, Assistant to the Dean, Arts and Architecture

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
August 31, 2010**

- Members Present:** Susan Agre-Kippenhan - Chair, Walt Banziger - Vice Chair, Jim Becker, Kurt Blunck, Ritchie Boyd for Joe Fedock (for items 1,2,3,50), Allyson Bristol, Jeff Butler, Michael Everts, Joe Fedock, Jeffrey Jacobsen, Patricia Lane, Tom McCoy, Ed Mooney, Jim Rimpau, Craig Roloff, Tom Stump, Jim Thull
- Members Absent:** Mandy Hansen, Kasey Welles – ASMSU, Allen Yarnell, Brenda York*
- Guests:** Victoria Drummond, Lindsay Schack, Dennis Raffensperger, Facilities Planning, Design & Construction; Paula Lutz, Dean of Letters & Science; Sheron McIlhattan, University Business Services; Loren Acton, Dana Longcope, Dick Smith, Physics Department; Mariah Lord, Exponent

The University Facilities Planning Board met beginning at 3:30 pm to discuss the following:

Chair announced a change in the agenda order and started with item #4.

ITEM No. 4 – Recommendation – NSO National Solar Observatory Proposal

Banziger gave an overview of the proposal and requested a recommendation for the preferred National Solar Observatory (NSO) site location which would be reserved for three years or until the NSO renders a decision as to which University's proposal it will accept, whichever comes first. The NSO in association with the Association of Universities for Research in Astronomy (AURA) is seeking to partner with a host institution to consolidate its directorate operations currently located in New Mexico and Arizona into a single facility. It is important that the university chosen has a strong Solar Physics program so they can do partnerships in teaching, research and recruitment of students and researchers. MSU Physics Department has received approval from the President and VP of Research to enter a competitive proposal which demonstrates MSU's ability to support both the NSO research operations and foster recruitment and development of solar education. MSU is one of a dozen universities competing; the proposal is due December 30, 2010.

A reserved site for this facility must be presented to the President within the next two weeks for approval. Working with the Physics Department, Facilities Planning Design and Construction (FPDC) will hire a consultant, Place Architect, who will develop conceptual sketches for the site showing what the building could look like and develop some estimates also. Real construction costs can then be put together so a good business plan can be included with the proposal as to how this building could be funded, and lease costs considerations.

On July 20, 2010, ten possible campus sites were presented to UFPB for the location of the NSO facility. Eight of the sites were east of S. 19th Street and two west of S. 19th Street. Last week, FPDC met with the Physics Department and narrowed the ten sites to a preferred three sites that Physics believed would be competitive for their proposal. The preferred three sites (not in any specific order) are South Gaton, Huffman Lot, and Faculty Court (also referred to as Research Court). All three sites are on the east side of S. 19th Street and south of Grant Street (aerial photo attached). The sites chosen are close to the core of campus because the facility is intended to house the 60 NSO personnel, and there will be a strong connection to MSU's academic programs and the Solar Physics program in EPS. Researchers working for NSO could work as adjunct faculty and teach in facilities on our campus while in turn, the proposal would host up to ten MSU faculty members to work with the NSO personnel; possibly 20 - 25 grad students in the facility; and a seminar space and a classroom so classes can be taught there. This would provide a strong tie for the federal research component as well as the academic component provided by MSU.

In concurrence with support from the VP of Research, Provost, VP of Administration and Finance, and the Dean of Letters and Science, the site that UFPB recommends is close to the academic core of campus and the Physics Department's Solar group operations located in EPS in order to facilitate a strong academic partnership between University and NSP operations. The intent of this site is to provide a facility that will facilitate a strong tie between the federal research component of NSO and the academic component provided by MSU. If the proposal is successful with Research Court as the reserved site, the site will also provide an anchor building for future development of the Research Court area in accordance with the University Long Range Campus Development Plan (LRCDP).

Longcope stated that the Physics Department would like to show the NSO how they would be integrated with MSU. By having MSU faculty having offices in the same building they have their offices in, with MSU graduate students and their

graduate students sharing the same quarters, they would be integrated. That level of integration is essential to the proposal. Having a site chosen and an actual lease cost are essential to making a proposal that they can compare with competing proposals. NSO is a government agency and it will lease this building from whoever builds it. MSU will specify in the proposal the length of the lease.

McCoy commented that MSU will have stiff competition from at least two other universities. MSU has a strong group of faculty that are doing internationally recognized solar physics research and education programs which gives MSU an advantage. Other states will be putting state dollars into their proposals, MSU will most likely not. Having a location we can offer that shows true synergy with the scientists and engineers that are part of the NSO Solar Observatory will make MSU's proposal competitive. That is a good reason to find a location near EPS, Roberts and Cobleigh complex. Getting it built requires the Board of Regents as well as the Governor's approval prior to the submission deadline of December 30, 2010. A way of funding the project needs to be explored; university bonding is a possibility. McCoy suggested Faculty Court would be the best candidate. A backup site off campus should also be considered as an alternative site.

Lutz interjected that one of the strongest aspects of MSU's proposal is a strong Solar Physics program. The stronger the connection MSU can show with the academic side, the stronger the proposal will be. Having it close to the EPS Building will be a positive aspect of the proposal and preferred the sites of South Gattton and Faculty Court.

Roloff stated that Faculty Court has potential as an anchor for future research development and is an attractive site for the proposal, and there would be no need to take out or add parking stalls.

Fedock echoed the comments made by Lutz, McCoy and Roloff. Also, the benefit of the facility is, in addition to the outstanding solar physicists that MSU has and the Graduate Program, the ability to build upon that in the general area of astronomy more broadly. There are potential considerations of departmental name changes that would reflect the ability to provide a much broader academic curriculum in the general area of astronomy for which then would be a significant attractor to undergraduate students as well as the Graduate Program expertise.

The criteria that narrowed down the choices to three sites were the proximity to the EPS location and cost factors. Faculty Court, as well as the other two preferred sites, will need infrastructure upgrade costs of \$600 K to \$1Million (part of the lease). A negotiation with the Forestry Department would allow an easement to access Faculty Court through the parking lot. Other access possibilities to Faculty Court could be explored by Place Architect. Facilities prefers the Faculty Court site and South Gattton site.

Acton pointed out that this is a growth opportunity and an excellent recruiting tool where MSU would have the most visible and strongest Solar Physics program in the country.

McCoy moved that the Faculty Court be the preferred National Solar Observatory (NSO) site location which would be reserved for up to three years while the proposal is being reviewed or until NSO decision, whichever is sooner. Stump seconded the motion; it was approved unanimously with the proxy vote of York.

McCoy, Roloff, Fedock and several audience members and guests left.

ITEM No. 1 – Approval of Meeting Notes

Stump moved to approve the meeting notes from August 3, 2010. Butler seconded the motion. The meeting notes were approved unanimously.

ITEM No. 2 – Executive Committee Report

Banziger reported on two items:

1. Cheever Service Drive – Walt Banziger and Jeff Butler met with Bill Clinton and Chris Livingston to discuss their usage of the area behind the facility. It was agreed to allow the temporary storage there of the remaining wood from the Chemistry/Biochemistry site. The wood will be used this fall for projects by students. At a later date, a long term meeting will occur with them regarding better usage of the service drive. Jeff Jacobsen suggested that other users of the service drive beyond Architecture be included in the long term meeting. It was confirmed that other users would be included in the long term meeting.
2. Classroom Renovations – The Classroom Committee recently met and short-listed three small classrooms (50 people or less); three medium sized classrooms (51 – 115 person classrooms); and three large classrooms (115 person or more) prioritized for projects coming to UFPB shortly for review and approval. The three small

classrooms funded for \$370,000 for renovation are in AJM, Wilson and Roberts. If an additional \$200,000 is secured, one of the medium sized classrooms in Wilson will be picked up for renovation. The largest classrooms will not make the cut with the funding available this year. The largest classrooms, one in Linfield, one in Roberts and one in Reid, will be dependent on what LRBP gives MSU out of the spring session. A decision will be made soon by the Provost Office and confirmed by Space Management and Registrar as to how the rooms will be configured - whether they will be standard lecture hall styled classrooms or should MSU be looking at collaborated learning such as pods, seminars or conference centers.

ITEM No. 3 – Consent Agenda - Gaines Commemorative Tribute Signage

Bristor made the motion to approve the consent agenda. Thull seconded the motion; it was approved unanimously with the proxy vote of York.

ITEM No. 5 – Recommendation – Herrick Food Lab Mechanical Equipment

This item was pulled from the agenda; it will be presented at a future meeting.

This meeting was adjourned at 4:20 p.m.

*Member who submitted proxy

VCD:da

pc: Waded Cruzado, President
ASMSU President
Jody Barney, Budget and Fiscal Director, Office of Dean and Director
Patricia Chansley, Assistant to the Provost
Cathy Conover, Vice President, Communications & Public Affairs
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Becky McMillan, Administrative Associate, Auxiliary Services
Charles Nelson, Registrar and Director of Admissions
Robert Putzke, Director, MSU Police
Ashley Steen, Assistant to the Dean, Arts and Architecture
and to all guests

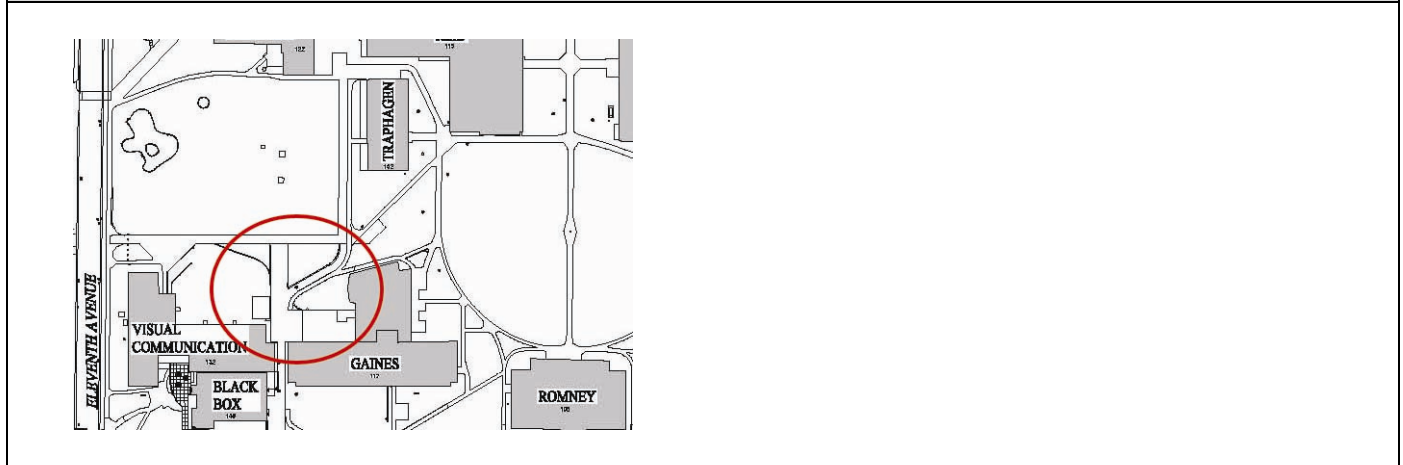
ITEM # 4	Gaines Hall Service Drive
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PRESENTERS:

Candace Mastel, Assistant Planner

PROJECT PHASE:	PLANNING	SCHEMATIC	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS	X
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VICINITY MAP:



STAFF COMMENTS:

On August 19, 2008 the UFPB recommended approval of a service access master plan for the general area that provided one-way circulation through the area, served from Grant Street on the south and South 11th Avenue on the west and going through the southeast corner of the Shakespeare area. President Gamble approved that design concept on Sept 30, 2008.

During the Gaines Hall reconstruction it was determined that it would be prudent to work toward redesign of the service drive area between Gaines Hall and VisCom since the area was partially torn up during the construction project. Facilities Services ascertained that it had the funds to retain the services of CTA Architects Engineers to design the service drive and to plan for Spring 2011 construction.

In essence, the Gaines Hall Service Drive project will:

1. Improve on the UFPB approved plan presented on
2. Establishing pedestrian circulation as priority through area by making vehicular routes subordinate.
3. Provide necessary and adequate space for regular maintenance operations for Gaines Hall, VisCom, Traphagen Hall, and Sherrick Hall.
4. Provide ample room for on-site staging and/or construction activities associated with minor or major renovations of the same four buildings or site work in the area.
5. Provide additional trash receptacles/dumpster locations where they are most needed, including a new cardboard recycling pad centrally located in the service drive.
6. Incorporate four new standard parking spaces for short term use.
7. Redesign and reconstruct the VisCom loading dock and access as well as the vehicular access between the two buildings, making it safer and more visible from both directions.

8. Improve the grading and drainage to provide positive drainage away from buildings and facilities while also increasing the ability of storm runoff systems to handle loads.
9. Improve the vehicular circulation through the area by increasing widths on vehicular routes.

A drawing set will be provided at the UFPB meeting. Please note that great concern has been taken to provide landscape screening for the service drive and building equipment to create a more aesthetic interface between the east-west sidewalk into Romney Oval and also the surrounding buildings. In addition, a fence is planned for around the EVAPCO mechanical unit, mostly for protecting the controls on this unit.

The sidewalk illustrated on the site plan was added recently. The grading and details for this sidewalk are still being finalized with the consultant.

COMPLIANCE:	YES	NO
MSU POLICIES	X	
COMMITTEE OR APPROPRIATE REVIEW	X	
MASTER PLAN	X	
BOARD ACTION REQUIRED:		
Recommend approval of Gaines Hall Service Drive construction documents, as proposed.		
RECOMMENDATION OUTCOME:		



UNIVERSITY FACILITIES PLANNING BOARD
September 14, 2010

ITEM # 5		Classroom Committee Renovations Recommendation				
PRESENTERS:						
Walter Banziger, FPDC Director; Classroom Committee Co-Chair						
PROJECT PHASE:	PLANNING	X	SCHEMATIC	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS	
VICINITY MAP:						
N/A						
STAFF COMMENTS:						
<p>The President's Office has approved \$219K worth of year-end utility savings funding to be applied to classroom modernization projects for the summer of 2011. An additional \$150K of maintenance funding has been dedicated bringing the total of \$369,000 for classroom renovation and upgrade projects. At the August 13, 2010, Classroom Committee meeting, the Committee identified classroom renovation candidates for UFPB concurrence and Presidential approval. Because of state statute requirements, authority issues, and architect selection procedures that can take up to two months or more to complete, Facilities Planning, Design and Construction is initiating funding and authority protocols for the projects right away to expedite design following President approval and have the projects ready to bid in early spring and construction to begin immediately following completion of the spring 2011 semester. The Classroom Committee was able to include many constituencies in the selection process including four faculty representatives from Faculty Senate to provide input in the selection process. Unfortunately student representation in the summer was unavailable.</p> <p>The committee focused on identifying 3 to 4 classrooms in each size type (small < 50, medium 51-115, and large > 115) that would be ideal candidates for modernization and upgrade for the summer of 2011. The classrooms were identified based on several criteria including current condition, utilization demographics, current technology level, and locations on campus utilization, and university-use classroom (not department controlled). The Committee ranked them in order of recommended priority. It was also recommended that due to limited budget, that a focus on small classrooms be emphasized to maximize ability to renovate multiple spaces. With that in mind the committee recommends the following classrooms be considered as the initial priority (the complete list of classrooms in priority order based on size is attached for information purposes):</p> <ol style="list-style-type: none"> 1. AJM 224 (Under 50 capacity) 2. Roberts 307 (Under 50 capacity) 3. Wilson 1-131 (Under 50 capacity) <p>It is possible that additional funds (up to \$200K) may become available during the course of the year. Therefore, the Committee identified Wilson 1-119/121 (capacity of 51-115) as a candidate for these funds.</p> <p>The recommended scope of work is to continue with lecture style movable seating configurations with improved aesthetics, audio/video technology, lighting, acoustics, and if necessary HVAC controls. For purposes of these projects, the Classroom Committee will act as the building committee and utilize the opportunity to implement and refine the classroom design guidelines currently in development by the Committee in conjunction with Facilities and ITC.</p>						
COMPLIANCE:				YES	NO	

MSU POLICIES	X	
COMMITTEE OR APPROPRIATE REVIEW	X	
MASTER PLAN	X	
BOARD ACTION REQUIRED:		
Recommend approval of recommended classroom renovations for summer 2011 as presented.		
RECOMMENDATION OUTCOME:		

**Classroom Committee
August 13, 2010**

Classroom	370K Budget	600K Budget
\$500K		
Large (115+)		
1. Linfield 125		
2. Reid 105		
3. Cheever 215		
4. Roberts 101		
5. LJH 339		
Mid Size (51-115)		
1. Wilson 1-119/121		X
2. Wilson 1-143		
3. Linfield 109		
4. LJH 346		
5. Linfield 113		
Small Size (under 50)		
1. AJM 224	X	X
2. Roberts 307	X	X
3. Wilson 1-131	X	X
4. Wilson 1-132		
5. AJM 224		
6. Reid 452		
7. Trap 204		
8. Reid 453		
9. Wilson 1-125, 1-128, 1-138		