

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, Mandy Hansen, Jeff Jacobsen, Patricia Lane, Tom McCoy, Ed Mooney, Martha Potvin, Jim Rimpau, Craig Roloff, Tom Stump, Joe Thiel – ASMSU, Jim Thull, Allen Yarnell, Brenda York

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

RE: **February 1, 2011**, 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 December 7, 2010.

ITEM No. 2 – EXECUTIVE COMMITTEE REPORT

Report on any current Executive Committee actions.

ITEM No. 3 – CONSENT AGENDA - **Howard Hall Recital Hall Storage**

ITEM No. 4 – RECOMMENDATION - **Amend Facilities Use Manual 320.00 – Approved Sites for Signage**
Presenter – Candace Mastel

HORIZON ITEMS

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

VCD/da

PC:

President Cruzado
ASMSU President

Bonnie Ashley, Assoc Registrar

Jody Barney, College of Agriculture

Pat Chansley, Provost Office

Cathy Conover, VP Communications

Victoria Drummond, Facilities PDC

Lisa Duffey, College of Agriculture

Heidi Gagnon, VP Admin & Finance

Diane Heck, Provost Office

Jennifer Joyce, Planning & CIO Office

Linda LaCrone, VP Research Office

Shari McCoy, Presidents Office

Becky McMillan, Auxiliary Services

Robert Putzke, MSU Police

Ashley Steen, Arts & Architecture

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
December 7, 2010**

- Members Present:** Agre-Kippenhan - Chair, Banziger - Vice Chair, Boyd for Fedock, Everts, Hansen, LaCrone for McCoy, Lashaway for Roloff, Mooney, Stump, Thull
- Members Absent:** Becker, Blunck, Bristor/proxy, Butler, Jacobsen, Lane/proxy, Rimpau/proxy, Welles – ASMSU, Yarnell, York/proxy
- Guests:** Victoria Drummond, Dennis Raffensperger, FPDC; Phyllis Bock, Mike Cavaness, ASMSU; Sharon McIlhattan, UBS

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

ITEM No. 1 – Approval of Meeting Notes

Boyd moved to approve the meeting notes from November 9, 2010. Thull seconded the motion. The meeting notes were approved unanimously.

ITEM No. 2 – Executive Committee Report – Victoria Drummond distributed copies of the Planning Pak to UFPB members and announced copies will be mailed to University Council according to distribution list included. The contents include demographics about MSU and the Bozeman Community; it shows the Montana Ag Experiment Stations; tuition dollars that the campuses are collecting; current and historical information including sources and maps of the campuses produced every other year just before legislative session as a guide resource.

ITEM No. 3 – Consent Agenda

- A. Donor Signage – Animal Bioscience Building** – It was explained that the naming opportunities have already been secured and the donor signage has already been installed by the College of Agriculture and that the review and approval process has been circumvented. The review and approval process includes donor signage designs to be reviewed by UFBP and recommendation sent to the President for approval prior to installation. In addition, “any commemorative naming of buildings, physical facilities, specific academic components or positions, and displays or erection of plaques, signs, and portraits as a commemorative tribute to a person, organization or other entity must be approved in advance by the Commemorative Tributes Committee.” Banziger made a clarifying point – the Commemorative Tributes Committee had not been presented with the commemorative tributes proposal and will not review this item until their next available meeting which may be January or later. Commemorative Tributes Committee is responsible to review the naming levels of the dollar contribution and determine as to whether they are equitable for the spaces assigned and made sure that the donors were aware of the appropriate sunset dates. The University Facilities Planning Board serves in an advisory capacity to the President and will hear, review, and make recommendations on items to maintain policies related to the development of campus facilities and grounds. UFPB’s role would have been to review the donor wall design to determine whether it was architecturally appropriate for the building design and in line with campus planning and aesthetic standards. Since the naming opportunities and the commemorative tribute display have already been formally presented to the public at the Animal Bioscience Building dedication, it was decided that UFPB would not take action to recommend or deny this installation; **University Policy and Procedures** were clearly circumvented in this particular process and the board wishes to stress this point. Everts made the motion to not vote on this item; the discussion indicating the circumvention of University Policy will be included in the record that is sent to the Commemorative Tributes Committee and President Cruzado. Mooney seconded the motion; it was approved unanimously with the proxy vote of Lane, Rimpau and York.
- B. Center for Student Success Remodel** - Stump made the motion to approve consent agenda item 3B, remodeling a portion of the Center for Career Services in the 100 level of the SUB to house the Center for Student Success, as presented as a separate item from 3A. Boyd seconded the motion; it was approved unanimously with the proxy vote of Lane, Rimpau and York.

ITEM No. 4 – Discussion – Outdoor Recreation Building Sign – Banziger explained there was an oversight regarding signage of the Outdoor Recreation Building in that a MSU standard building sign should have been included with construction project. Approximately one month ago, Outdoor Rec installed the existing sign used at SOB on the new building. Unfortunately, the problems related to that action are that it was done outside of the Facilities Services realm which

violated University Construction policy and some union agreements and it was put up without first being reviewed by UFPB which also violated University Policy. Cavaness stated that after moving all their equipment, they assumed moving and installing the building sign was permissible.

Per Banziger, the cost of the sign is typically born by the building budget at a cost of approximately \$2,500 installed. Agre-Kippenhan suggested the sign be financed over a period of a few years. Stump stated that he would fund the permanent sign while funding is being arranged by ASMSU to pay for it, and pay Facilities Services to make sure the old sign is safely hung until the new sign can be installed in the spring. Stump will place an order with Work Control for the appropriate sign and Spring 2011 installation.

There was no need to make a motion because the agreement is the solution.
This meeting was adjourned at 4:15 p.m.

VCD/da

PC:

President Cruzado

ASMSU President

Jody Barney, College of Agriculture

Pat Chansley, Provost Office

Victoria Drummond, Facilities PDC

Cathy Conover, VP Communications

Diane Heck, Provost Office

Jennifer Joyce, Planning & CIO Office

Linda LaCrone, VP Research Office

Shari McCoy, Presidents Office

Becky McMillan, Auxiliary Services

Heidi Gagnon, VP Admin & Finance

Lisa Duffey, College of Agriculture

Robert Putzke, MSU Police

Chuck Nelson, Registrar

Ashley Steen, Coll of Arts & Arch

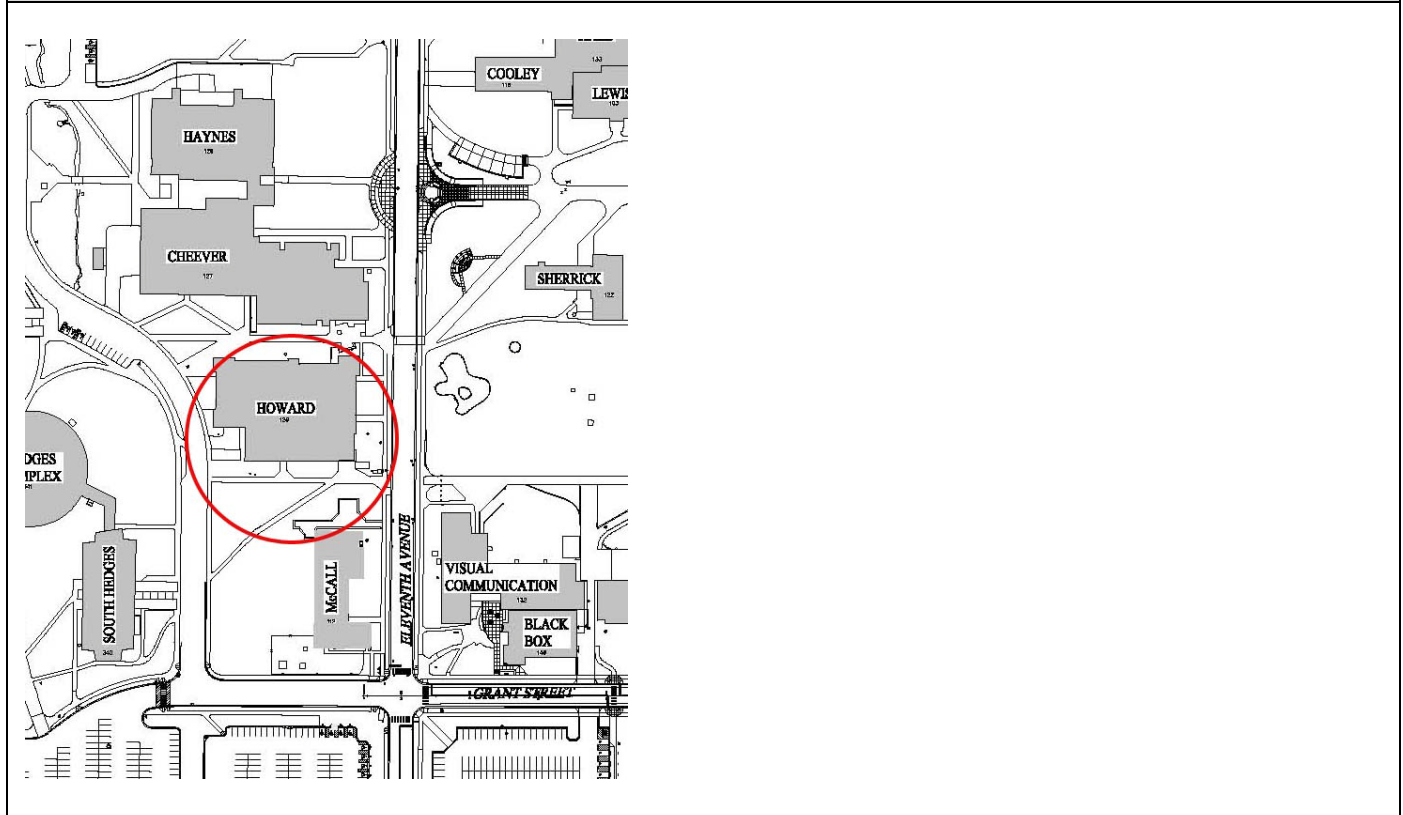
ITEM # 3: CONSENT	Howard Hall Recital Hall Storage
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PRESENTERS:

Candace Mastel, Assistant Planner

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



STAFF COMMENTS:

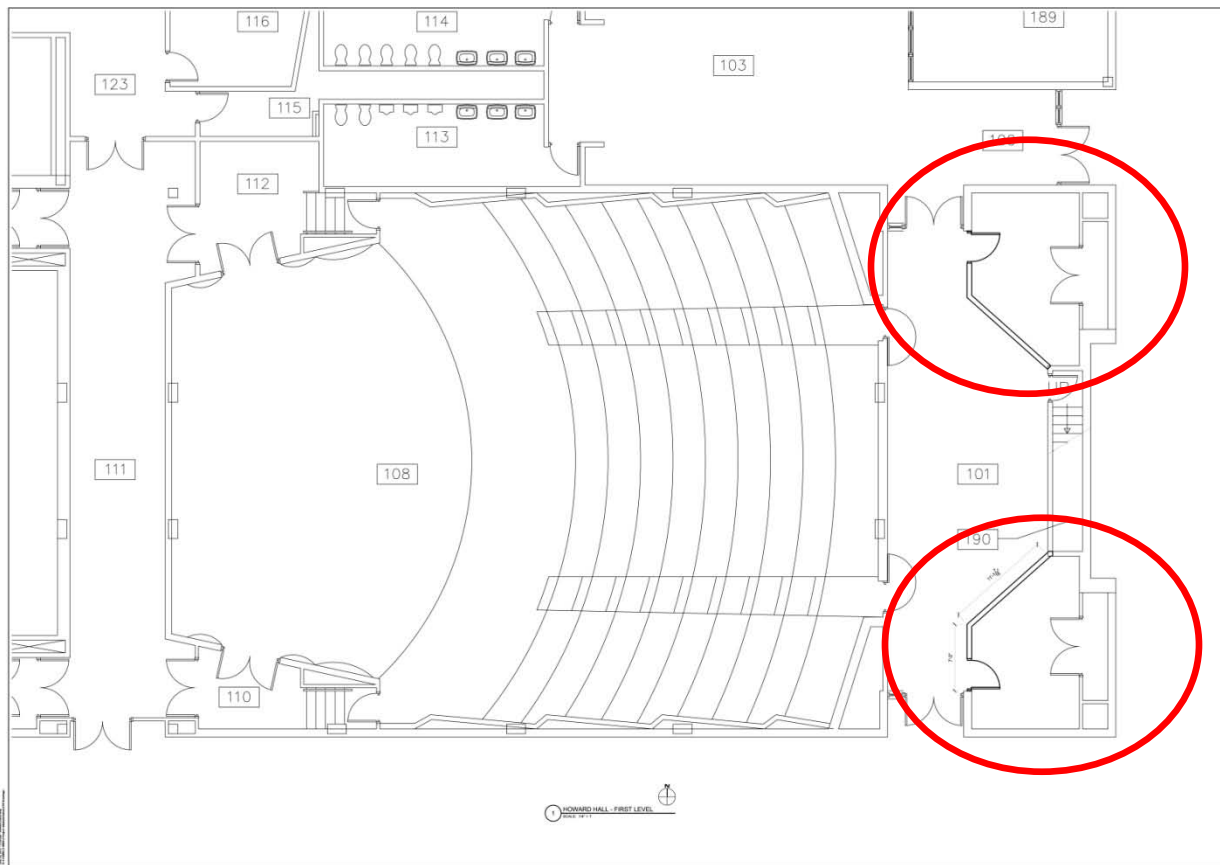
The Music Department, as represented by Carole McClean, has requested to construct two storage rooms within the Howard Hall Recital Hall lobby to replace the temporary storage areas shown in the photos below. These storage rooms would be totally enclosed, as indicated on the drawings below and would have lockable doors designed for storage of musical instruments and other items. The walls of these storage units would be finished to match the adjacent walls.



Existing partition storage on south side of hall



Existing storage area on north side of hall



Proposed new storage rooms in red

M
MONTANA
STATE UNIVERSITY

HOWARD HALL
RECITAL HALL LOBBY STORAGE ROOMS

PRELIMINARY - NOT FOR CONSTRUCTION

FACILITIES PLANNING,
DESIGN & CONSTRUCTION
MONTANA STATE UNIVERSITY
PHONE: 406.994.3100 FAX: 406.994.3102

NO.	DESCRIPTION	DATE

PPA#11-0004

SHEET
A1.1
DATE
01-06-11

COMPLIANCE:	YES	NO
MSU POLICIES	X	
COMMITTEE OR APPROPRIATE REVIEW	X	
MASTER PLAN	X	
BOARD ACTION REQUIRED:		
<p>Recommend approval of the request as proposed, to allow the construction of storage rooms in the lobby of the Howard Hall Recital Hall.</p>		

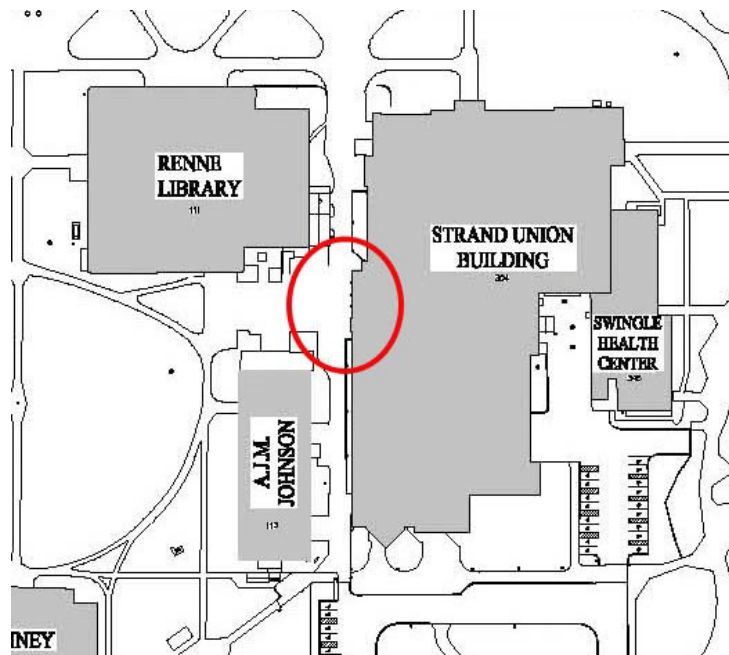
ITEM # 4	Amend Facilities Use Manual 320.00 – Approved Sites for Signage
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PRESENTERS:

Candace Mastel, Assistant Planner

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



STAFF COMMENTS:

BACKGROUND

Recently there have been several requests from ASMSU and affiliated user groups to place temporary event signage on campus. One such recent request was approved by UFPB on October 12, 2010 for the use of two pillars and two windows at the SUB for a temporary installation of event signage. The event was Avalaunch, presented by Chamberlain Productions. At this time UFPB decided that this event signage was a test case scenario for the SUB and if any future signage requests came forward, the board would need to consider making the SUB an allowable event signage location that would not need their review for future proposals.

At this time it is requested that UFPB consider for recommendation of approval the modification of the Facilities Use Manual (Section 320.00) to allow provisions for temporary exterior signage on two columns on the west side of the SUB. The Building Director would be consulted for permitting of this signage. This proposal is supported by Facilities Services, FPDC and the Building Director.

While preparing this staff report it was discovered that the currently posted policy was incorrect and did not include the approved site of the Reid Hall north side glass atrium. This request today would add the exterior location on the SUB as an allowed place for event signage and also amend the policy to include the Reid Hall location. In summary, there would be four allowable locations on campus for event signage of the type described in the policy. These include:

- Reid Hall north side glass atrium
 - Wilson Hall bridge
 - Interior of Auxiliary Buildings
 - SUB west side columns, two maximum
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The Facilities Use Manual Policy, section 320.00, Letter G, addresses the use of signage used on campus in already allowable venues. This policy statement would be amended to allow exterior signage in four key areas, Reid Hall north side glass atrium, Wilson Hall bridge, interior of Auxiliary buildings, and two west side pillars at the SUB. Reference the existing text (highlighted in yellow below) and the amended text (in red edits below) to see changes proposed at this UFBP meeting.

EXISTING TEXT

300.00 Distribution and Posting of Written Materials

Revised June 1994; Revised October 2001, Reviewed October 2004, Next Review October 2007, Revised July 2008, Revised February 2009.

SECTION CONTENTS

310.00 Distribution/Posting Areas

320.00 Applicable Restriction

310.00 Distribution/Posting Areas

Affiliated and non-affiliated groups may distribute written materials in the following areas, subject to the restrictions set forth in 320.00.

- A. The Centennial Mall located directly south of Montana Hall.
- B. The areas adjacent to the Bobcat Stadium [as noted on the map](#). No distribution is allowed within the fenced enclosure of the stadium.
- C. The cement areas adjacent to the Brick Breeden Fieldhouse, at least 40 feet west of base of stairs on North and South entrances. [See map](#).
- D. The public use bulletin boards by Sherrick Hall and the Library for posting of written material.

320.00 Applicable Restrictions

The following restrictions on the distribution and posting of printed materials apply.

- A. No distribution is allowed within the Fieldhouse or Stadium, except materials pertaining to the event distributed by the University or by a private organization which has leased the facility with written approval of the Director of Sports Facilities or designee.
- B. If the written material pertains to political campaigns, the policies pertaining to Political Campaigning [[Section 500.00](#)] also apply.
- C. No commercial promotion or solicitation will be allowed at the time of distribution of written materials on campus, except by commercial enterprises which have contractual agreements with the University which authorize such distribution or promotion in exchange for support of a University program.

- D. Handbills, bumper stickers, or any other similar materials may not be placed or posted on vehicles on the University campus. Persons or groups that place or post materials in violation of this policy may be required to remove the materials and/or charged for the cost of removal or damages.
- E. Handbills or other printed materials may be posted on the public bulletin boards adjacent to the Library and Sherrick Hall. These bulletin boards may be used for commercial purposes, informational purposes, or for solicitation of charitable contributions. They may be used by any person or group, whether affiliated or non-affiliated, without prior approval. All notices will be removed at regular intervals. Other building bulletin boards are reserved for use by particular offices; unauthorized postings may be removed without notice.
- F. Printed materials may not be placed on any bulletin board or other interior surface of any University building without the consent of the Building Supervisor and in accordance with the rules established for each building.
- G. No notice, sign, banner, advertisement, or document of any kind may be attached to any wall, door, tree or other surface, other than kiosks or bulletin boards provided for such purposes. Banners promoting a University or an ASMSU event may be hung over the Wilson Hall balcony upon prior approval of the Dean of Letters and Sciences or in an Auxiliary Building upon prior approval of the Director of Auxiliaries. Damage to walls or other surfaces resulting from violation of this policy will require that the individual or organization responsible pay the costs of repair or cleaning.
- H. The University does not assume any obligations or responsibility for the content of the materials distributed. Furthermore, the University reminds any organization distributing materials to be aware of laws concerning defamation, obscenity, fair labor practices, etc.

REVISED TEXT FOR “G”

(Note: Deleted text is struck out and proposed text is in underlined red)

No notice, sign, banner, advertisement, or document of any kind may be attached to any wall, door, tree or other surface, other than kiosks or bulletin boards provided for such purposes. Banners promoting a University or an ASMSU event may be hung over the Wilson Hall ~~balcony~~ bridge upon prior approval of the Dean of Letters and Sciences, ~~or~~ in an Auxiliary Building upon prior approval of the Director of Auxiliaries, on the glass inside the atrium on the north side of Reid Hall upon the approval of the Dean of EHHD, or on two columns on the Student Union Building’s west entry upon the approval of the Building Director ~~the atrium~~. Damage to walls or other surfaces resulting from violation of this policy will require that the individual or organization responsible pay the costs of repair or cleaning.



Example of proposed signage location on the west entry of the SUB

COMPLIANCE:	YES	NO
MSU POLICIES	X	
COMMITTEE OR APPROPRIATE REVIEW	X	
MASTER PLAN	X	
BOARD ACTION REQUIRED:		
<p>Recommend amendment of the Facilities Use Manual, Section 320.00 to allow signage, as described.</p>		
RECOMMENDATION OUTCOME:		