

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, Joe Fedock, Mandy Hansen, Jeff Jacobsen, Patricia Lane, Terry Leist, Tom McCoy, Ed Mooney, Jim Rimpau, Tom Stump, Joe Thiel – ASMSU, Jim Thull, Allen Yarnell, Brenda York

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

RE: **March 29, 2011**, meeting of the University Facilities Planning Board to be held in the **SUB 233 at 3:30 pm.**

ITEM No. 1 – APPROVAL OF NOTES

Approval of the draft notes from the March 15, 2011.

ITEM No. 2 – EXECUTIVE COMMITTEE REPORT

Report on any current Executive Committee actions.

ITEM No. 3 – CONSENT AGENDA - **Presentation of the Classroom Committee Report regarding Gaines Hall Classroom Capacity Increase Requests**

ITEM No. 4 – RECOMMENDATION - **Public Art Committee's proposed Public Art Fund**
Presenter – Victoria Drummond

ITEM No. 5 – RECOMMENDATION – **Departmental Signage Standard**
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, Registrar

Jody Barney, College of Agriculture

Pat Chansley, Provost Office

Julie Kipfer, 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

Martha Potvin, Provost Office

Robert Putzke, MSU Police

JoDee Palin, Arts & Architecture

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
March 1, 2011**

Members Present: Banziger - Vice Chair, Becker, Butler, Fedock, Hansen, LaCrone for McCoy, Lane, Lashaway for Roloff, Mooney, Rimpau, Stump, Thiel – ASMSU, Thull, York

Members Absent: Agre-Kippenhan - Chair, Blunck, Bristol, Everts, Jacobsen, Yarnell

Guests: Victoria Drummond, Facilities Planning, Design & Construction; Robert Putzke, University Police; Duane Morris, Auxiliary Services; Julie Kipfer, Communications and Public Affairs; Melinda Peirce, Breane Huckabone, Student; Jenny Haubenreiser, Health Promo Program

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

Members agreed to begin meeting with ITEM No. 4.

ITEM No. 4 – Informational – Campus Beautification Project

Melinda Peirce, a student who had presented this informational item twice before at UFPB, gave the update on littering, because it is still an issue on campus. She officially created the Campus Beautification Project under Student Activities as a club, which allows funding to promote education. NECO is the umbrella the project is under. Breane Huckabone, also a student, assisted in the presentation. The intent, with Facilities Service approval, is as follows:

- Place CBP butt buckets outside building entrances that lack trash cans or butt receptacles for gum and cigarette butts during Earth Week, which will include volunteers to adopt a bucket to help keep them dumped - if this idea works out, it may be continued beyond Earth Week
- Year-round Flowering with a message, which involves members who will design plastic flower arrangements for the MSU flower pots and beds with a message of that place not being an ash tray (group volunteers will adopt a flower pot or bed to keep up the appearance, cleaning and removal in the spring)
- Campus clean-up events, which include members working with certain professors and their classes twice during Earth Week, once at end of the semester and twice during the summer
- Hold tables in the SUB throughout each semester displaying projects and events (the tables will have educational materials to hand out along with goodies, and hopefully pocket ashtrays)

The club would like to work around the campus with signage because many of the existing signs are not visible or in need of repair. The Tobacco Initiative to create a smoke-free campus will cause the signs to go away if the initiative passes, but currently, signage is not working.

Lane suggested wooden flowers be given to different departments on campus to decorate and include a message about smoking to be placed along Centennial Mall.

Butler stated that anything that is being planned that is permanent in nature will affect how things look and should be brought before UFPB; the plan may work, but the process will affect the way things look on campus. Peirce will fill out an outdoor use agreement and meet with Facilities for approval of the Earth Week plans. CBP can then return to UFPB with a request that is permanent in nature. Peirce has a goal to bring litter education to the State of Montana starting at MSU.

Jenny Haubenreiser, Director of Health Promotion Program, addressed the Tobacco Initiative. The purpose of a campus tobacco free policy is to provide a clean and healthy living environment for everyone on campus. There is no safe exposure to tobacco smoke. It is being measured at the DNA level. Second hand smoke is as dangerous outside as it is inside. There are now many smokeless tobacco products targeting students and the tobacco industry is now shooting for dual usage with its mailers sent out to 18 and over.

Tobacco Free Policies have become a national standard. There are 280 campuses nationwide that have gone tobacco free. Five campuses in Montana are or will soon be tobacco free: Tech in Butte, U of M, Fort Peck Community College, Western MT and School of Technology in Helena. The students are holding it up at MSU. ASMSU is going to put this on the ballot for a student vote.

Lashaway warned against the visual clutter that too many signs on campus can create. It comes to a point that people don't notice signs anymore.

Peirce will continue to work with Victoria Drummond and Facilities Services.

ITEM No. 1 – Approval of Meeting Notes

Stump moved to approve the meeting notes from February 15, 2011. Lane seconded the motion. Lane requested that the meeting notes be amended to reflect that Montana Bobcats be replaced with Montana State Bobcats in three places. The meeting notes were approved unanimously.

ITEM No. 2 – Executive Committee Report – No actions to report

ITEM No. 3 – Consent Agenda - None

ITEM No. 5 – Discussion – Signage: Non-traditional signs; Venues off campus; Formalize perimeter locations

Banziger introduced three guests who are consulted by Facilities regarding signage issues on campus and invited to participate in the meeting: Robert Putzke, University Police; Julie Kipfer, Communications and Public Affairs; and Duane Morris, Auxiliary Services.

Victoria Drummond identified two main issues for discussion: pushing the envelope with traditional signage and using the campus boundary to invite people onto campus. A PowerPoint and hard copy examples demonstrating traditional and non-traditional signage on campus was presented.

An example of pushing the envelope is the recent request by Tate Chamberlain to advertise Rail Jam with sky divers and to park a vinyl-covered vehicle on Centennial Mall for two days. MSU partnered with Chamberlain for the off-campus event, but it is a non-MSU venue. Issues include:

- This sets a precedent when who else will want to park a vehicle on campus (associated with MSU or any vendor)
- The Mall is a main pedestrian corridor and emergency vehicle route
- Who drives the vehicle on and off the Mall
- Where are the keys in an emergency
- Open to what types of vehicles
- Maximum duration on the Mall
- A specific location on the Mall
- Radio or amplified music from the vehicle; time of year (Catapalooza is not during exam week)
- Liability to damage to vehicle while on campus

Putzke stated that Centennial Mall has mixed pedestrian and bicycle traffic and occasionally the usage of Facilities Services and emergency vehicles, which are legitimate reasons to be on the Mall. The Rail Jam vehicle would solely be on the Mall for advertising and is not considered to be a legitimate reason by the University Police. The request to advertise Rail Jam with sky divers landing on Centennial Mall was denied because of safety issues.

Kipfer asked what the relationship is between MSU and Rail Jam, and are we paying them money.

Drummond explained that the request came through on the Outdoor Event Agreement which identifies MSU as a sponsor but does not elaborate on the sponsorship.

Morris explained that ASMSU and Chamberlain Productions partnered up for the Rail Jam event and when that happened, certain avenues opened up for Chamberlain to advertise. He involves students in graphic design which gives some of our students educational experience, but Morris does not believe ASMSU shares the gate proceeds. Chamberlain has their logo on a poster and in return for that they have some promotional opportunities that open up for them to advertise. It is easy to say no on this campus; the SUB tries to work out how to say yes and be creative. The SUB recently allowed banners on the pillars, which was an advertisement, but Morris believes we cross a line when we allow vehicles to be parked on campus with an advertising message and he would then expect to have opportunities to advertise using vehicles on the Mall in the future if this is allowed.

Banziger stated that the vinyl advertising creates visual clutter, and all of the vinyl used for advertisement on campus ends up in the landfill, which does not promote sustainability.

Stump believes the real issue is what we want the Mall, the interior to campus, to look like.

Butler pointed out that UFPB is reviewing this for a recommendation on this type of advertising, not the specific car itself, so those receiving Outdoor Event Agreement requests (Butler, Stump, Putzke) have guidance.

Banziger suggested to the group that they may continue to discuss the issue or make a motion to change it from a discussion item to a recommendation item.

Lashaway said we are not against all innovative advertising. This is a specific request for a vinyl covered vehicle on the Mall that we feel is not appropriate for this kind of event off MSU campus and we need the direction from the group.

Lane made the motion to recommend not allowing vehicles on campus for advertising purposes unless it's directly related to an event that is held on campus.

Stump remarked that every advertisement that we would put on campus would have some kind of tie to us.

York stated that it should be case-by-case.

The motion died.

Butler moved to reject Rail Jam's request to advertise using a vehicle on the Mall for this 2011 event. York seconded the motion.

There was a discussion comparing this request to an ROTC request. It was decided that ROTC has a direct affiliation to MSU academia and its Land Grant Institution Mission and has never advertised for an event that was off campus.

The motion was approved unanimously.

Drummond proceeded with the second part of the discussion regarding the use of the campus perimeter for sign displays targeting vehicle traffic in promoting on-campus events.

1. Does MSU want to put signs up at campus perimeter and do these signs promote MSU's desired image?
2. If we allow them, should the signs be better controlled and meet a set standard? We have no control over the type or size of the sign or how it is mounted or attached. Should we formalize the process and have specific locations?

Drummond again distributed pictures to UFPB members demonstrating traditional and non-traditional signage on the campus perimeter. The locations include Kagy and 7th, Lincoln and 11th, Grant and 7th, and Grant and 11th. If we want to reach out to the public to bring them into the events that are happening, do we want to formalize that and should we have specific locations for that and develop a program? Dropping banners off the side of Shroyer Gym would get the message out, or something hanging off a lamppost, or a panel and post scenario would serve the purpose. We can train the traveling public – this is where you will see a sign; this is the type of sign; this is where it will be safely attached. That location would be managed by an entity and you would schedule and arrange for your opportunity to advertise.

Banziger said we have a standing agreement with the City of Bozeman Planning Office, particularly on the perimeter of the campus where the campus joins the local neighborhood, and that we will try to follow the city's zoning ordinance, even though we are not required to. The sign ordinance is a part of the zoning ordinance.

Putzke worried that signs on the perimeter obscures views and creates a significant safety issue because the speed limits are higher there than on campus.

Morris believes the food bizarre signage is an ugly representation of our campus and feels there are inconsistencies regarding signage. There have been times when the SUB would like to have welcomed guests to campus with banners which are more attractive than plywood signs on the corner. There are marketing and directional signage in purpose, and they both need to be factored into an event.

Drummond was hoping to get some direction regarding designated locations good for advertising and events, and believed a committee should be established.

Banziger suggested that before any action is taken, MSU should take a look at other campuses first, then act on permanent signage.

Thull liked the idea of forming a committee to look at marketing signs on the perimeter of campus and then report back to UFPB after taking a look at other universities. There are many issues that a smaller group could look at in depth.

Kipfer sees the importance to have a positive campus atmosphere for our student groups who work hard on the events they put on. Also, she would support the marketing signs of the SUB because they support student groups. In twenty or thirty years, the perimeter may be the center of campus.

Stump believed the food bazaar group should have done their marketing ahead of time, and not rely on directional signage to work at the last minute.

Lashaway suggested that the idea evolve with further presentation and discussion at UFPB and to not form a task committee.

It was decided that FPDC could bounce ideas off Morris and Kipfer and report to UFPB at a future meeting.

ITEM No. 6 – Recommendation – Public Art Committee’s proposed Public Art Fund

To be rescheduled due to time constraints.

The March 15th meeting, at this point, is still cancelled unless there is an emergency item. The next meeting is March 29th. This meeting was adjourned at 5:00 p.m.

VCD/da

PC:

President Cruzado
ASMSU President
Jody Barney, College of Agriculture
Pat Chansley, Provost Office
Victoria Drummond, Facilities PDC
Heidi Gagnon, VP Admin & Finance

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Julie Kipfer, Communications

Lisa Duffey, College of Agriculture
Robert Putzke, MSU Police
Bonnie Ashley, Registrar
Ashley Steen, Coll of Arts & Arch
Martha Potvin

UFPB Classroom Committee Investigation of Gaines Hall University/Registrar-Classrooms' Furniture and Capacity

Facilities Planning, Design & Construction
March 2011

EXECUTIVE SUMMARY

Issue Statement

Departmental users of Gaines Hall University/Registrar-controlled classrooms noted seating was migrating to other rooms affecting classrooms' capacity impacting comfort and functionality related to faculty and students use. The Classroom Committee was tasked with reviewing and recommending seating capacity and layout for specific classrooms 30, 43, 143, 144, 148 and 243. The committee recommendations will be forwarded to SMC and copied to the Registrar's and Provost's office for action.

Department Requests

1. Add tables for faculty in the front area of 24-25 person capacity classrooms.
2. Increase Room Capacities.
 - a. Increase the capacity of classrooms 43, 143 and 243 from 60 person to 70 person capacity with seat/tables or mixed setup of tablet arm chairs combined with seats and tables.
 - b. Add tablet arm chairs to increase the capacity of 24-25 person capacity classrooms 30, 144 and 148.
3. Add left handed tablet arm chair option in classrooms with tablet arms.

Recommendation Summary

The department requests were evaluated against the UFPB Classroom Committee's Draft *Classroom Design Guidelines*, fire codes, building codes, and aesthetics for the consideration of adequate comfort and overall learning experience for students and faculty. Based on these resources and criteria, the Classroom Committee makes these recommendations:

1. The Draft *Classroom Design Guidelines* recommend adding tables for the teacher in the front of the 24-25 person capacity classrooms in accordance with the department's request.
2. Maximum seating capacity was determined according to the Draft *Classroom Design Guidelines* applicable life safety and building codes. The CAD layouts in Appendix B represent the recommended design criteria for chair spacing, seat dimensions, and layout arrangement, and illustrate the maximum number of chairs recommended in each of the rooms.
 - a. Both the IBC and Draft *Classroom Design Guidelines* do not support increasing capacity of the 60 person capacity classrooms numbers 43, 143 and 243. Exceeding this capacity would

- impact functionality, student comfort, view angles to boards and screens, and violates IBC requirements. Please see the Detailed Analysis and Recommendations for more details.
- b. Both the IBC and Draft *Classroom Design Guidelines* do not support the department's request for adding chairs to increase the capacity of the 24 person capacity classrooms numbers 144 and 148 from 24 to 26.
The current listed capacity of Gaines classroom number 30 is 25 seats. However, the room contains 7 more seats for a total capacity of 32. The IBC and Draft *Classroom Design Guidelines* support increasing the capacity to 34 seats.
3. The Draft *Classroom Design Guidelines* supports including left handed tablet arm chairs in rooms with tablet arms. The Guidelines recommend that 5 chairs out of the 24 to 26 chairs should be left handed in classroom numbers 144 and 148. According to the Guidelines, Gaines classroom number 30 with a current capacity of 32 seats should have 6-7 of those seats as left handed.

DETAILED ANALYSIS AND RECOMMENDATIONS

Analysis

These department requests were evaluated against the UFPB Classroom Committee's Draft *Classroom Design Guidelines*, fire codes, building codes, and aesthetics for the consideration of adequate comfort and overall learning experience for students and faculty.

Rooms Under Discussion

- Classrooms numbers 43, 143, and 243 are three similarly designed 60 person capacity, 1220 sf rooms (Style 1 Appendix)
 - Classrooms number 30 is a 25 person capacity, 690 sf room (Style 2 Appendix)
 - Classrooms numbers 144 and 148 are two similarly designed 24 person capacity, 480 sf rooms (Style 3 Appendix)
1. The Draft *Classroom Design Guidelines* recommends both a faculty table and a lectern in classrooms. It is recommended based on national reference that 8 to 10 feet be maintained from the front of the room teaching wall to the first row of student seats. All six classrooms in this review were designed with this intent.
 2. Maximum seating capacity was determined according to the Draft *Classroom Design Guidelines* and applicable life safety and building codes and guidelines. MSU is under the jurisdiction authority of the City of Bozeman, which has adopted the International Building Codes (IBC), Version 2009. Gaines Hall was designed under IBC version 2006. The 2009 IBC building codes require that these classrooms be designed with 20 sf per person. The CAD layouts in Appendix B represent the recommended design criteria for chair spacing, seat dimensions, and layout arrangement, and illustrate the maximum number of chairs recommended in each of the rooms.
 - a. Style 1 includes the three 60 person capacity classrooms numbered 43, 143, and 243. The rooms are 1220 sf, so the IBC limits the capacity to 61 people due to the 20sf per person space requirements. Other design criteria were also investigated, but the limiting factor for this style of room is the IBC requirement. These three classrooms use 2' by 5' tables with 2

chairs at each table (See Figure 1). Refer to the CAD layout drawing in Appendix B: *Style 1 - GAINES 43, 143, 243*. Specific design criteria are dimensioned on the CAD drawing and listed in Appendix A.



Figure 1 – Current Seating in 60 Person Capacity Classrooms

- b. Style 2 includes the 25 person capacity classroom number 30. Style 3 includes the two 24 person capacity classrooms number 144 and 148. GAINES 144 and 148 are 480 sf, so the IBC limits the capacity to 24 people. GAINES 30 is 687 sf, so the IBC limits the capacity to 34 people. Other design criteria were also investigated, but the limiting factor for the style 2 and style 3 classrooms is the IBC. Both these styles of classrooms use a castered seat with a tablet arm. The difference between Style 2 and Style 3 is the size and shape of the rooms. Refer to the CAD layout drawing in Appendix B: *Style 2 - GAINES Room Number 30, Style 3- GAINES Room Numbers 144 and 148*. Specific design criteria are on the drawings and listed in Appendix A.



Figure 2 - Current Seating in Smaller 24 and 25 Person Capacity Classrooms

3. The Draft *Classroom Design Guidelines* recommends including 20% left handed tablet arm chairs. We have not verified whether there is any left handed seating in GAINES classrooms numbers 30, 144 and 148, but we do recommend left handed seat quantities that our Guidelines recommend in the following section of this report: *Recommendations Based on Analysis*.

Recommendations Based on Analysis

1. MSU Draft *Classroom Design Guidelines* recommend adding tables for the teacher in the front of the 24-25 person capacity classrooms in accordance with the department's request.
2.
 - a. The IBC and Draft *Classroom Design Guidelines* do not recommend increasing capacity of the 60 person capacity classrooms numbers 43, 143 and 243. The IBC limits the maximum capacity to 61. If a faculty seat is needed, then the IBC limits the maximum student seats to 60. Guidelines suggest that 60 student seats are maximum for the Style 1 classrooms according to the spacing guidelines listed in Appendix A and on the CAD drawing in

Appendix B. Exceeding this capacity would impact functionality, student comfort, view angles to boards and screens, and possibly violate egress principles.

Additionally, it was reported that Gaines classroom number 143 had six additional seats in excess of its capacity of 60 along the back wall. Although it appears that there is still plenty of room for maneuvering with these additional seats along the back wall, the room is currently setup with only 5 feet at the front of the room and only 24 to 28" row spacing which is well below the recommended spacing. The 5 feet in lieu of 8-10' at the front of the room could contribute to a poor student learning experience and congest the faculty teaching area. The Guidelines suggest 8 to 10 feet between teaching wall and front row and a minimal of 30" row spacing between seats. The large amounts of space that the department observed in the back of the room would not exist if the room were arranged according to the Guidelines.

The department also suggested mixing seating styles by placing tablet arm chairs along the back wall in addition to the standard table and chairs (See Figure 3). Although tablet arms could be placed along the back wall by moving the first row of tables to 8 feet from the front wall and leaving an additional 2 feet in the back of the room, the Guidelines do not support mixing seating styles due to potential negative effects on the student's learning experience and faculty pedagogy styles. Mixing seating styles would detract from the aesthetic appearance of the rooms. Additionally, analysis would be needed to verify whether 8 feet from the first row of tables to the front of the room would have an adverse impact on the space. A comfortable distance is dependent upon the size of the classroom and ceiling height. The 60 person capacity classrooms only have 8' ceiling heights rather than a recommended minimum of 10' ceiling. The low ceiling height in combination with chairs close to the front wall would likely negatively impact viewing angles, room performance and student comfort.



Figure 3 - Tablet Arm Chairs

Table 1 follows and summarizes the recommended and suggested capacities.

Table 1 - Style 1 Classroom Capacity Summary

Style	Gaines Hall Registrar Room	Current Registrar & Design Capacity	Current Count of Chairs in Room	Department Suggested Capacity	IBC & Draft Classroom Design Guidelines Recommended Max Student Capacity
1	43	60	64	70	60
	143	60	64	70	60
	243	60	60	70	60

- b. The IBC and Draft *Classroom Design Guidelines* do not support the department’s request for adding chairs to increase the capacity of the 24 person capacity classrooms numbers 144 and 148 from 24 to 26. See Appendix B Style 3 for the recommended layout.

Additionally, the IBC and Draft *Classroom Design Guidelines* potentially supports adding up to 34 chairs in Gaines classroom number 30. The department did not make a capacity change recommendation on the Gaines classroom number 30. The current listed capacity of classroom number 30 is 25 people. However, the room contains 7 more seats for a total capacity of 32. The IBC and Draft *Classroom Design Guidelines* support increasing the capacity up to 34 seats.

Table 1 - Style 2 and 3 Classroom Capacity Summary

Style	Gaines Hall Registrar Room	Current Registrar & Design Capacity	Current Count of Chairs in Room	Department Suggested Capacity	IBC & Draft Classroom Design Guidelines Recommended Max Student Capacity
2	30	25	32	No Recommendation	34
3	144	24	24	26	24
	148	24	25	26	24

3. The Draft *Classroom Design Guidelines* supports including left handed tablet arm chairs in rooms with tablet arms. The Guidelines recommend that 5 chairs out of the 24 to 26 chairs should be left handed in classroom numbers 144 and 148. According to the Guidelines, Gaines classroom number 30 with a current capacity of 32 seats should have 6-7 of those seats as left handed.

Appendix A – Specific Design Guideline Criteria used (We only considered these capacity constraining factors)

Style 1:

- International Building Codes require new classrooms to be designed with 20sf per person
- Recommends 30” between rows of tables. Sufficient spacing allows students to maneuver around sitting students, while the spacing also encourages a safer egress situation.
- Recommends 8-10 feet at the front between the first row of seats and teaching wall.
- Walkway aisles perpendicular to the seat rows, are suggested to be 36” when two aisles exist in the room, and about 4’ when only one aisle exists in the room. The recommended configuration of Style 1 rooms encouraged two 36” aisles rather than the single aisle.

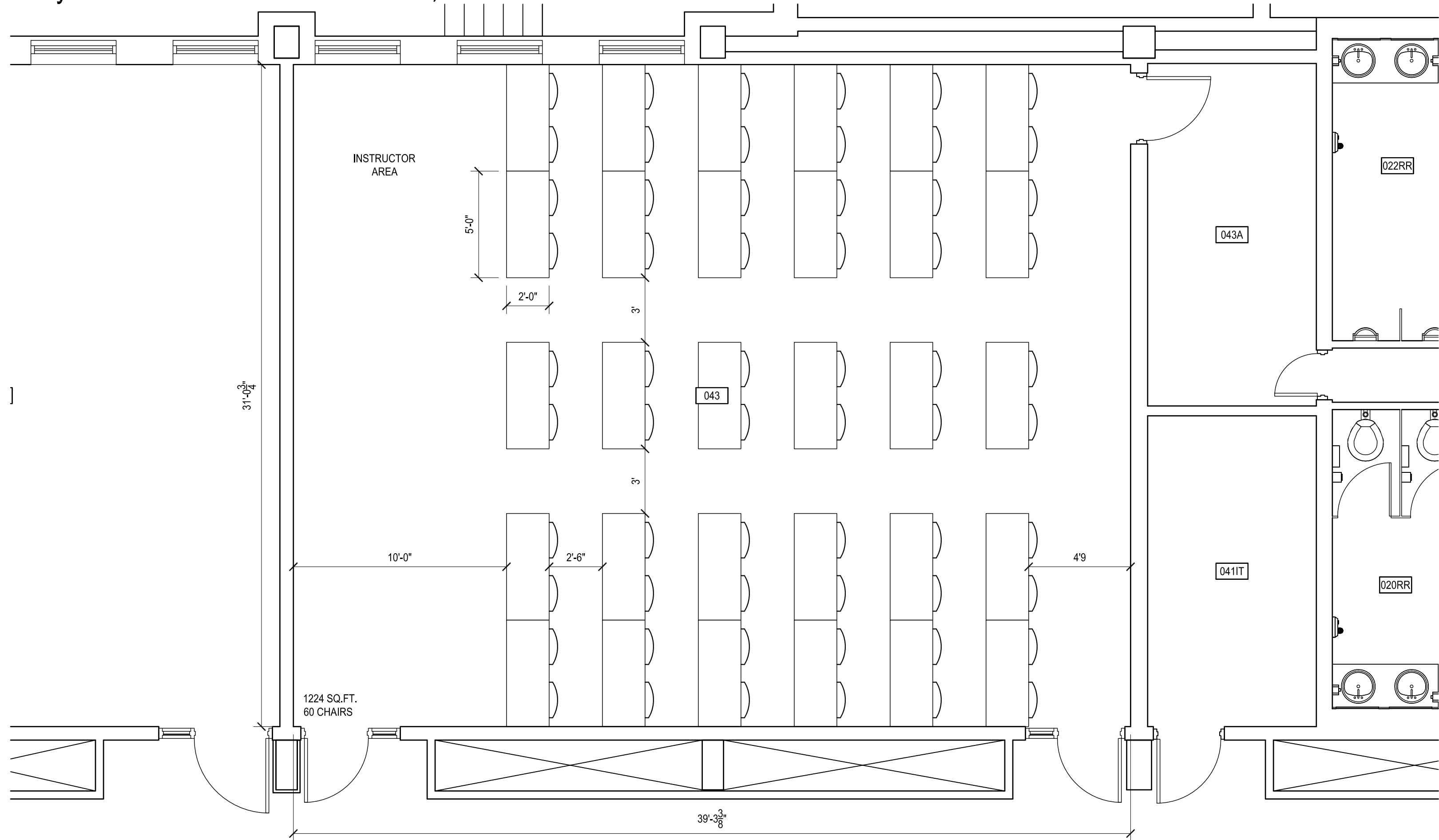
Style 2 and 3:

- International Building Codes require new classrooms to be designed with 20sf per person
- Recommends 1’ between rows of tablet arms for egress
- Recommends 28” center to center seat spacing within the row
- Recommends 8-10 feet at the front between the first row of seats and teaching wall.
- Walkway aisles perpendicular to the seat rows are suggested to be 36” when two aisles exist in the room and about 4’ when only one aisle exists in the room. Two 36” aisles rather than the single aisle is recommended due to advantage in comfort and viewing angles.

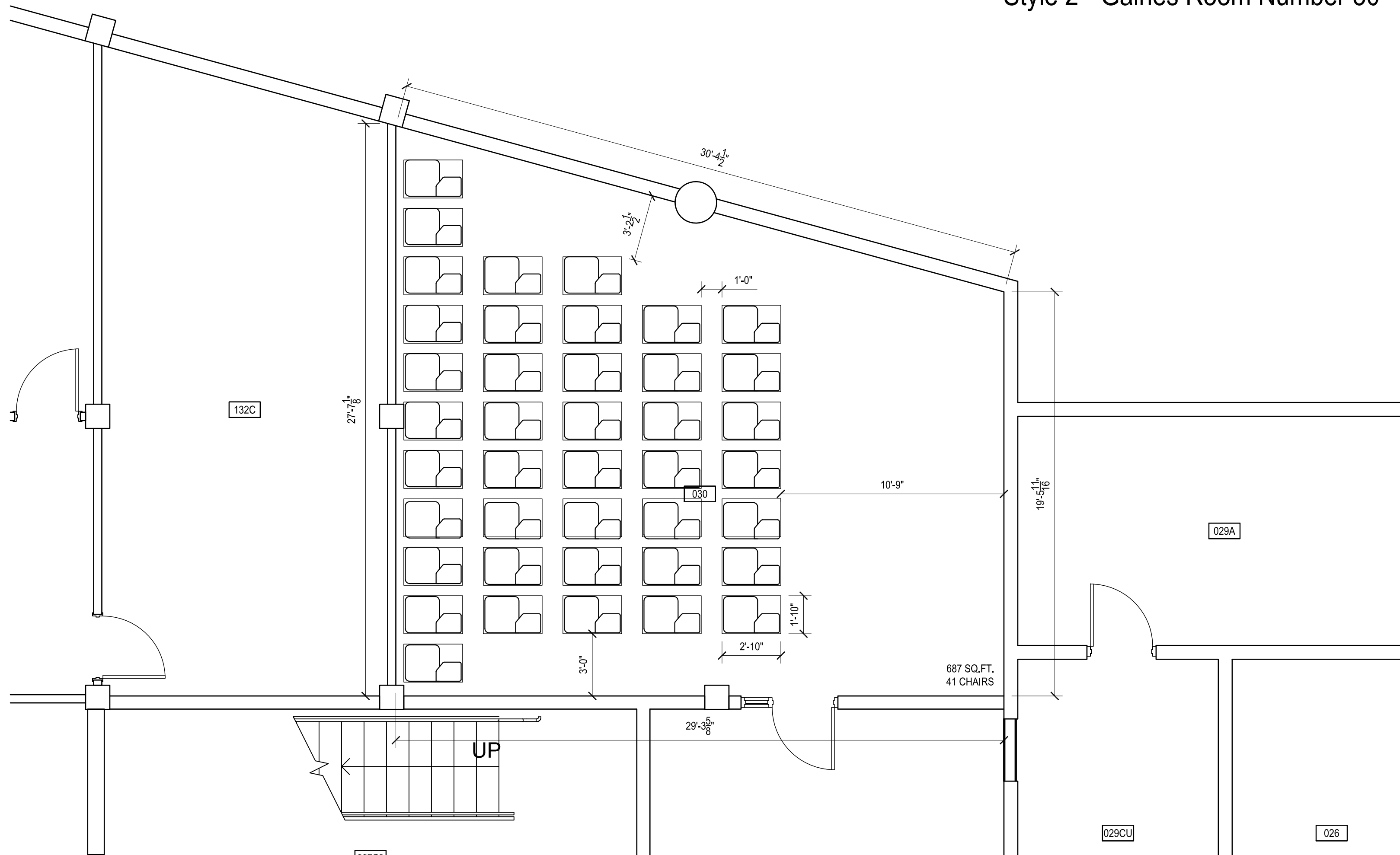
Appendix B – CAD Layout Drawings

Attached next three pages

Style 1 - Gaines Room Numbers 43, 143 and 243



Style 2 - Gaines Room Number 30



Style 3 - Gaines Room Numbers 144 and 148

24'-3 $\frac{11}{16}$ "

479 SF.FT.
26 CHAIRS

9'-0 $\frac{3}{8}$ "

19'-0 $\frac{3}{8}$ "

2'-4"

1'-10"

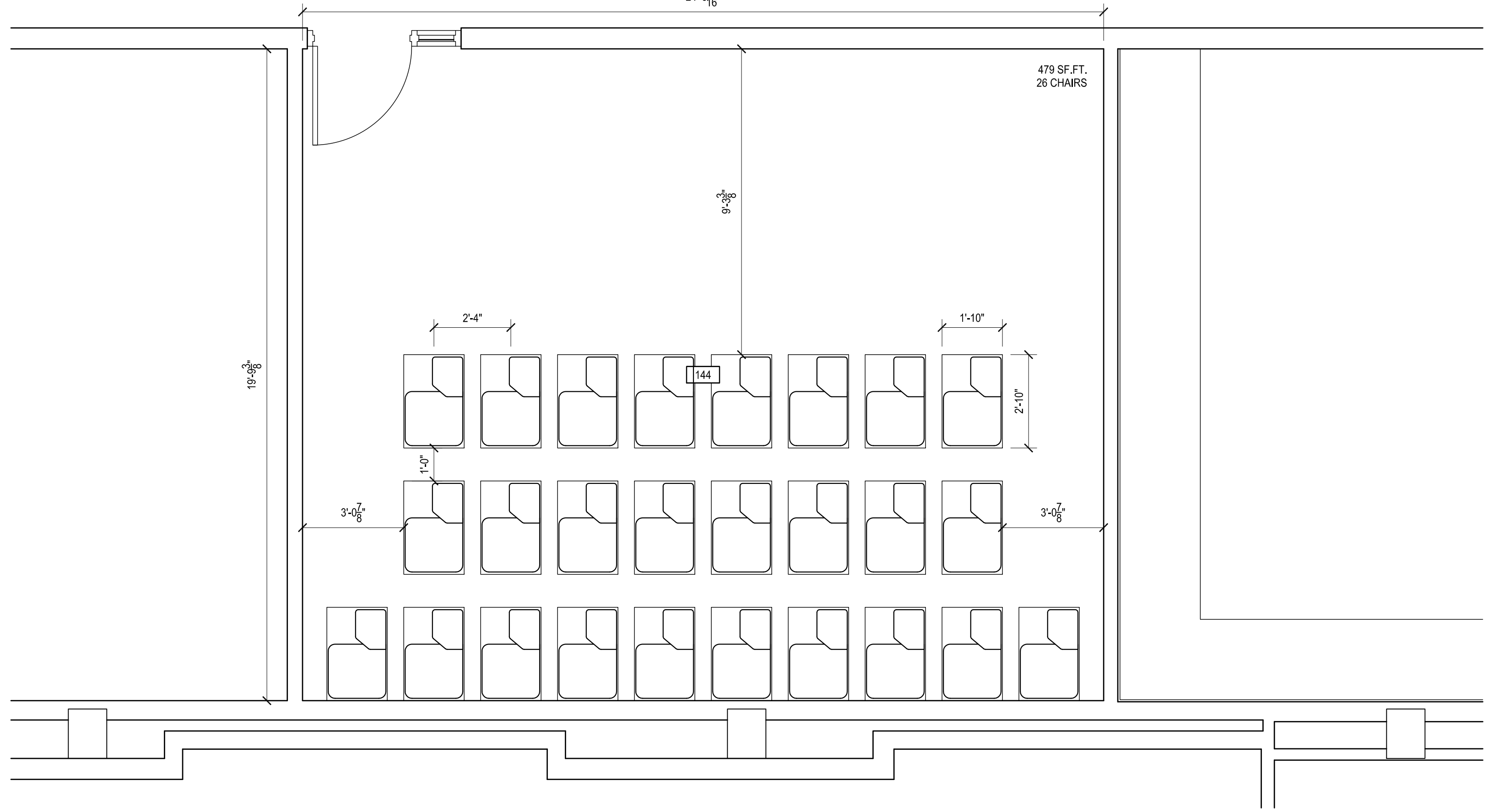
144

2'-10"

1'-0"

3'-0 $\frac{7}{8}$ "

3'-0 $\frac{7}{8}$ "





UNIVERSITY FACILITIES PLANNING BOARD

March 29, 2011

Postponed from 3-1-2011 Agenda

ITEM # 4		Public Art Committee presents The Public Art Fund				
PRESENTERS:						
Victoria Drummond, Associate University Planner /Chair Public Art Committee						
PROJECT PHASE:	PLANNING	X	SCHEMATIC	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS	
COMMENTS:						
<p>The following is proposed as an amendment to the Public Art Policy or as a complimentary policy.</p> <p>Background On January 27, 2010, Montana State University (Bozeman campus) adopted the Public Art Policy establishing a consistent evaluation process for the procurement, ownership, display and deaccession of public works of art. The Policy was followed by operational procedures (May 11, 2010) approved by the UFPB, under which the Public Art Committee (PAC) would review proposals of art gifted, commissioned, or procured by the university and submit a recommendation for action to the university president.</p> <p>Unfortunately, no funding mechanism had been established to procure works of art and MSU has historically simply relied upon sporadic, isolated opportunities promulgated by enterprising individuals over the years. This reactive process does not provide for a thoughtful, university-wide plan for the procurement of a well thought out range of art work, nor for the coordinated placement of such works. Using Montana statute (MCA 22-2-404 <i>Art for new state buildings – finance</i>), the PAC identified in the Public Art Procedures the need for a funding mechanism in order to position the university to proactively acquire public works of art. On March 9, 2010 the PAC was directed by President Cruzado to draft a Public Art Fund proposal for presentation to the University Council for consideration.</p> <p>MUS Investigation Comparison with University of Montana. The University of Montana, Missoula campus adopted an Art Siting Program/Percent for Art Policy (201.11) that like MSU’s proposed policy is modeled after MCA 22-2 401-408. UofM’s policy procedures are similar to MSU’s proposed policy in that a subcommittee provides the initial analysis and reports to a campus-constituency entity (UFPB at MSU) that makes a recommendation to the President. UofM’s policy is different from MSU’s proposed policy in that there isn’t a dollar threshold; the 1% requirement is applied to all major projects with the exceptions of “Administrative Computing, Stadium renovations, Crosswinds acquisition and parking improvements.” While not defined in the policy, according to UofM’s Facilities Planning and Construction department, major projects do not include renovations and repairs, but except for the exclusions, all academic and Auxiliary Services building projects must comply.</p>						

UofM’s policy is different from MSU’s proposed policy in that the fund oversight and management is a function delegated to UofM’s Montana Museum of Art & Culture entity and receives an annual fee equal to 15% the fund’s balance managed; and MSU’s Facilities Planning, Design & Construction department would manage the fund as part of its service to the university.

Proposed Public Art Fund Policy (italicized portion below)

Purpose

The display of art in public spaces throughout the university is consistent with MSU’s mission of providing a richly diverse learning environment that promotes exploration, discovery and the dissemination of new knowledge. The Public Art Fund will allow MSU-Bozeman to actively seek and acquire new art works and maintain existing art works thereby expanding the aesthetic experience for students, faculty, staff, and visitors to the campus.

Funding

All MSU-Bozeman construction projects with total costs of \$250,000 or greater shall allocate a fee equal to 1% of the total project cost to the Montana State University Public Art Fund (PAF). The PAF will be used for the acquisition and installation of new public works of art; and maintenance of the public art inventory (including restoration and relocation) on the MSU-Bozeman campus; and such other related purposes as deemed appropriate by the PAC and approved by University Facilities Planning Board. The PAF is mandatory; however, any reduction of the PAF fee may be considered based on hardship. Appeals will not be considered without clear reasoning and budget justification (such as grant funding constraints). Reduction appeals must be submitted to UFPB in writing for consideration as part of the project’s conceptual plan or with the first presentation to UFPB for project approval. Once UFPB has recommended approval of a project, no PAF reduction appeals will be considered.

Uses of the Funding

The PAF will be used to procure works of art, fund maintenance and relocation of works of art, provide matching funds for student-sponsored works of art, and such other related purposes as deemed appropriate by the PAC and approved by UFPB. The PAC will have recommending oversight of the PAF. Facilities Planning, Design & Construction will manage the PAF and provide accounting/reporting to PAC as appropriate. The Public Art Committee will consider art work referrals from all parties including the public and all members of the MSU community. Construction projects providing the PAF fee may submit a recommendation for works of art, artist, and placement location of art work to the PAC for consideration; however, monies are not tied to a specific project or building, but rather meant to provide artwork for the campus as a whole. This dedicated funding source would make available those funds currently used to install and maintain MSU’s public art inventory for other needs, including campus wide maintenance uses.

Staff Recommendation

UFPB may want to modify the proposed policy to specifically exclude the Stadium, ITC, and Parking; and consider removing the dollar threshold and instead define those projects that must comply as all new construction that adds square footage to the campus and all major renovations defined as projects that are not life safety, ADA compliance, or deferred maintenance projects.

COMPLIANCE:	YES	NO
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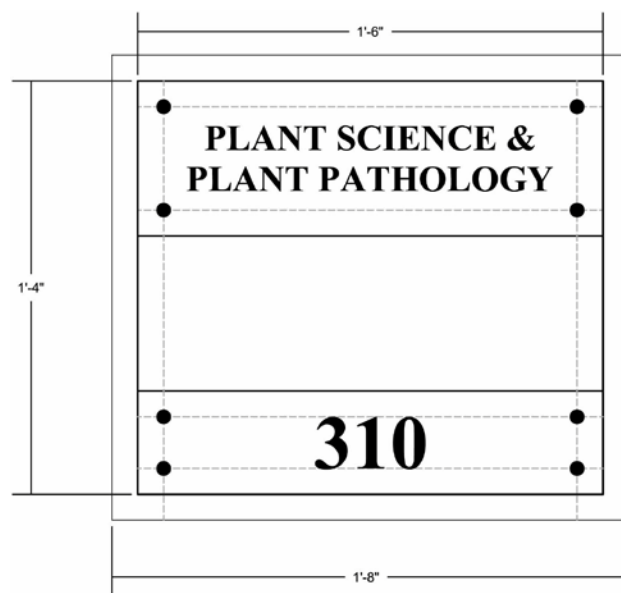
MSU POLICIES	X	
COMMITTEE OR APPROPRIATE REVIEW		UNIVERSITY COUNCIL PRESENTATION REQUIRED
MASTER PLAN	X	
BOARD ACTION REQUIRED:		
Approve recommendation to University President via the University Council as proposed.		



UNIVERSITY FACILITIES PLANNING BOARD

March 29, 2011

ITEM # 5		Interior Departmental Signage Standard for Modern Buildings				
PRESENTERS:						
Candace Mastel, Assistant Planner						
PROJECT PHASE:	PLANNING		SCHEMATIC	X	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS
VICINITY MAP:						
Campus Wide						
STAFF COMMENTS:						
BACKGROUND						
<p>There have been several requests recently for departmental directory signage in Gaines Hall. The departments of Modern Languages and University College have requested two different styles of signage. In looking at these from a planning and wayfinding perspective, and within the larger campus signage planning effort, it was determined that we should look closely at finding a solution for all possible requests as a standard instead of on a case by case basis. This is in keeping also with our development of the building directory signage options for different architectural eras and with the need to provide larger and more visible signage for departments that occupy entire wings, suites or areas of buildings.</p> <p>The eventual plan would be to provide three different departmental directory designs for three different architectural eras (i.e. historic, mid-century and modern) of buildings on campus. The design before UFPB today reflects a design for a modern building and compliments those building directory signage pieces already in place in new or remodeled buildings such as Reid Hall, Animal Bioscience Building and Gaines Hall. It would be constructed of brushed metal, clear acrylic sheets, metal standoff affixers, and vinyl lettering. This design would also feature a flexible slider area for bulletins and inserts provided by the department. The size of this slider area could vary, depending on the needs of the department. This is illustrated in the included sketches. The other two departmental directory designs have not been completed but would complement the architectural qualities of historical and mid-century building types.</p>						



MINIMUM SLIDER OPTION:
SLIDER AREA IS 6" MINIMUM HEIGHT.

COMPLIANCE:	YES	NO
MSU POLICIES	X	
COMMITTEE OR APPROPRIATE REVIEW	X	
MASTER PLAN	X	
BOARD ACTION REQUIRED:		
<p>Recommend approval of the presented design(s) as a building interior departmental signage standard for modern buildings.</p>		
RECOMMENDATION OUTCOME:		