

MEMORANDUM

TO: University Facilities Planning Board: Joe Fedock - Chair, Walt Banziger - Vice Chair, Jim Becker, Kurt Blunck, Allyson Bristor, Jeff Butler, ASMSU President, Michael Everts, Mandy Hansen, Jeff Jacobsen, Patricia Lane, Terry Leist, Tom McCoy, Jim Rimpau, Tom Stump, Joe Thiel – ASMSU, Jim Thull, Allen Yarnell, Brenda York

FROM: Victoria Drummond, Assoc. University Planner, Planning, Design & Construction

RE: **August 16, 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 July 5, and 19, 2011.

ITEM No. 2 – EXECUTIVE COMMITTEE REPORT

Report on any current Executive Committee actions.

ITEM No. 3 – CONSENT AGENDA -

ITEM No. 4 – RECOMMENDATION - Campus Entry Signage – Kagy & 7th and Kagy & 11th
Presenter – Joe Bleehash

ITEM No. 5 – RECOMMENDATION – Fieldhouse Practice Field Storage Facility
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
- Smoking Problems

VCD/aw

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

Robert Putzke, MSU Police

JoDee Palin, Arts & Architecture

Martha Potvin, Provost Office

ITEM # 4	CAMPUS ENTRY SIGN MODIFICATION AND RELOCATION – 7TH AND KAGY
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PRESENTERS:

JOE BLEEHASH

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



STAFF COMMENTS:

THE EXISTING SIGN REMOVED FROM THE CORNER OF 11TH AND COLLEGE IS PLANNED TO BE ALTERED FROM ITS EXISTING CONFIGURATION AND DESIGN AND OUTFITTED WITH A NEW CAP AND SIGNBOARD. IDENTICAL LETTERING WILL BE INSTALLED ON THE OPPOSITE FACE OF SIGN FOR VEHICLES TRAVELING EAST ON KAGY. THIS SIGN IS PROPOSED TO BE

RELOCATED TO THE CORNER OF 7TH STREET AND KAGY ON THE NORTHWEST SIDE OF THE INTERSECTION. THIS WILL PROVIDE DIRECTIONAL WAYFINDING FOR VISITORS ENTERING THE CAMPUS FROM THE EAST ON KAGY AND WILL INDICATE THE ACCESS TO PRIMARY VISITOR PARKING AND THE SUB. THE CAP TREATMENT IS ALSO PROPOSED FOR THE EXISTING SIGN (TO REMAIN) AT 11TH AND KAGY.

PHOTOGRAPHIC RENDERINGS FOLLOW



EXISTING SIGN



PROPOSED ALTERED SIGN

COMPLIANCE:	YES	NO
MSU POLICIES	X	
COMMITTEE OR APPROPRIATE REVIEW	X	
MASTER PLAN	X	
BOARD ACTION REQUIRED:		

Part 1 - "Recommend approval of proposed location and sign design"

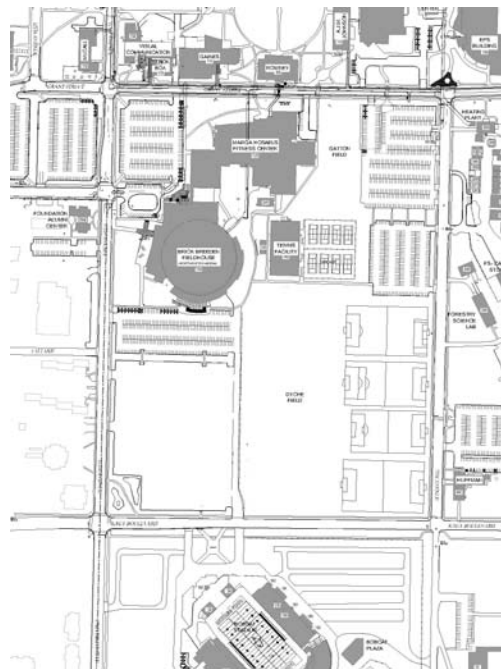
ITEM # 5	FIELDHOUSE PRACTICE FIELD STORAGE FACILITY
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PRESENTERS:

WALTER BANZIGER – DIRECTOR FPDC, DAN DAVIES – SENIOR ASSOCIATE ATHLETIC DIRECTOR

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



STAFF COMMENTS:

The Athletics Department is requesting that the existing storage unit located at the west end of the Fieldhouse practice fields be replaced with a storage shed building. The existing unit is currently used for football equipment storage. The building will be of wood construction with a shed roof. Exterior finishes shall include asphalt shingle roof material and Hardi-plank siding. The unit will be located on a concrete pad in the approximate vicinity of the practice fields. The existing porta-john is expected to be concealed within the structure.

The project is partially donated by local private entities and is expected to be constructed in the Fall of 2011. Construction work would be coordinated through Facilities Work Control. UFPB is asked to comment on location of the unit, intended use, design considerations, and overall appropriateness of the unit for the site.

COMPLIANCE:	YES	NO
MSU POLICIES		X
COMMITTEE OR APPROPRIATE REVIEW	X	
MASTER PLAN		X
BOARD ACTION REQUIRED:		
Recommend approval of proposed location and design.		

**BRICK BREEDEN
FIELDHOUSE
(WORTHINGTON ARENA)**

114

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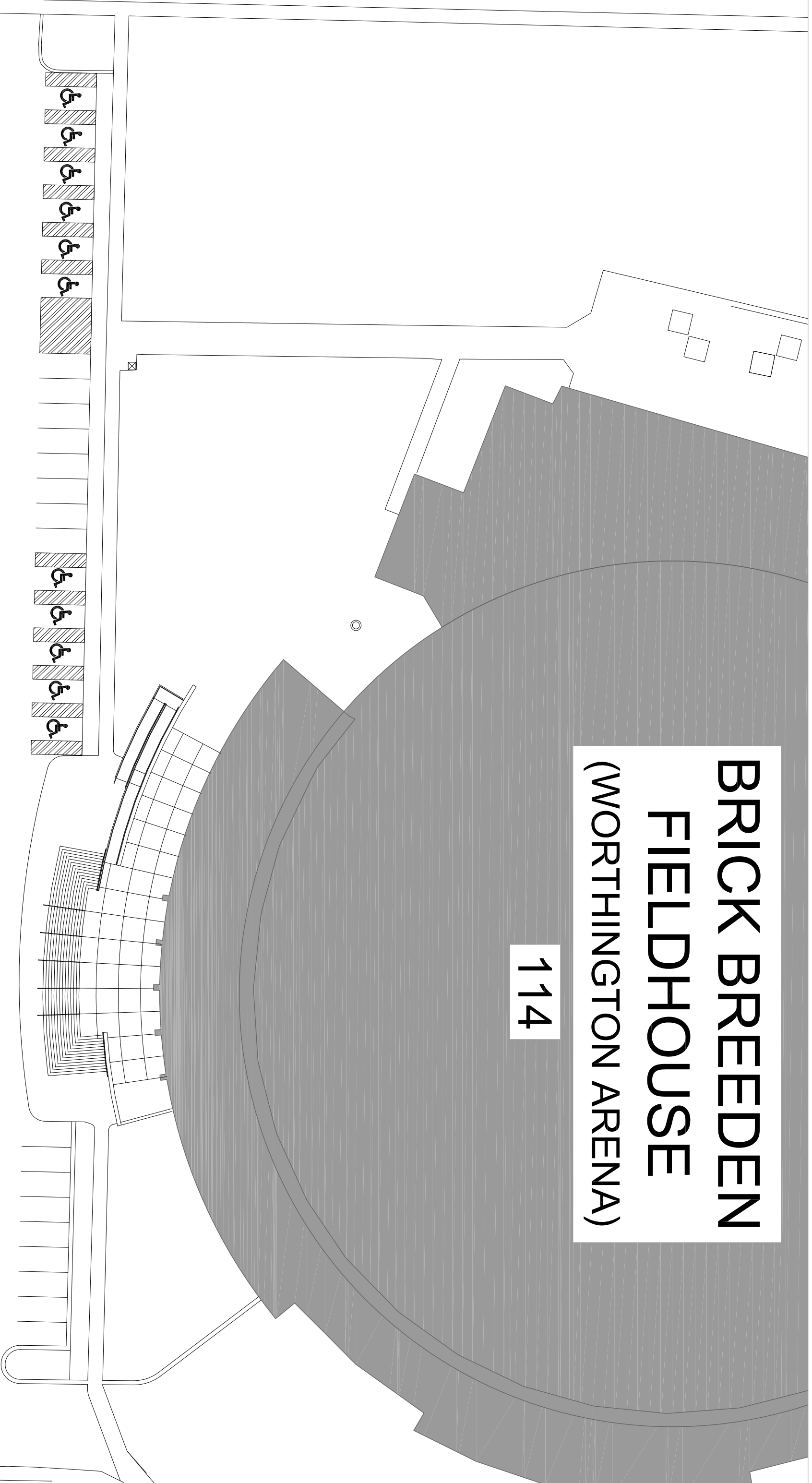
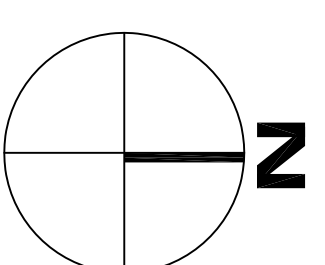
F/

11TH AVENUE

KAGY BOULEVARD

EXISTING STORAGE CONTAINER
TO BE REMOVED

PROPOSED 10' X 20'
STORAGE BUILDING



**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
July 5, 2011**

Members Present: Joe Fedock - Chair, Walt Banziger - Vice Chair, Jim Rimpau, Mandy Hansen, Jeff Butler, Linda LaCrone for McCoy, Lisa Duffey for Jeff Jacobsen, Patricia Lane, Robert Lashaway for Leist, Jim Thull, Tom Stump, Ritchie Boyd,

Members Absent: Michael Everts, Brenda York, James Becker Allyson Bristol, Kurt Blunck, Allen Yarnell, Joseph Thiel – ASMSU

Guests: Victoria Drummond, Facilities Planning, Design & Construction; Dennis Raffensperger, Facilities Planning Design & Construction; Loras O'Toole, Facilities Services; Billy Dubois, Registrar Office

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

ITEM No. 1 – Approval of Meeting Notes

Stump noted a clarification to the notes that Sports Facilities will be responsible for management of the fire pit, but they will not be financially responsible for its future relocation.

Stump moved to approve the meeting notes from May 24, 2011. Thull seconded the motion. The meeting notes were approved unanimously.

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

ITEM No. 3 – CONSENT AGENDA - None at this time

ITEM No. 4 – DISCUSSION/RECOMMENDATION – UFPB Comments on Draft Classroom Design Guidelines

Banziger presented the classroom design guidelines and outlined the process for their development. The guidelines are based on existing models obtained from other Universities such as Emory College, University of Maryland, USC, etc. The guidelines were developed by the classroom committee which has representative membership from Faculty, Students, Facilities Planning Design and Construction, Facilities Services, Office of the Registrar, Provost Office, and ITC. The design guidelines have been through several review and edit sessions by the Classroom Committee and were determined to be ready to be advanced to the next stage of review through UFPB and ultimately recommended for approval as the university standard.

The classroom design guidelines were distributed at a previous UFPB meeting to allow the members of the board to become familiar with the document, review with their representative constituents, and provide comment back at this meeting. The appropriate modifications would then be incorporated into the document. The document would then be distributed to the representative senates, councils, and boards (i.e., ASMSU, Faculty, Senate, Professional Council, and Staff Senate) in the fall for public review and comment with the goal to finalize and request President approval in late fall.

Fedock began the discussion requesting clarification of several issues. 1) Is the document intended to be used for new construction or renovations? Banziger clarified that the guidelines are intended to provide guidance in both renovation of existing facilities as well as for new facilities. 2) How is budgeting and financing addressed for classroom renovations? Banziger clarified that financing acknowledgments and plans are not included within the document as these are undertaken on a case by case basis when renovation opportunities arise. This will be clarified in the introduction of the document. 3) In addition, the stated intent of the document was asked to be clarified in the introduction. Banziger summarized the intent of the document is to provide a guideline to promote implementation of best practices in terms of performance, technology, occupancy, aesthetics, and user comfort, in renovation and construction of campus classrooms. The document identifies and outlines several classroom types and technology levels as well as the design parameters associated with these classroom types. The document does not make recommendation as to where and when certain types of classrooms or technology levels should be implemented. The direction for determining type of classroom will be undertaken on a case by case basis with respect to the existing room parameters, program requirements, and direction provided by the Registrar and Provost to facilitate alignment with campus teaching demands, pedagogical styles, and most importantly the academic mission as directed by the provost Fedock indicated that the document represented a thorough and well conceived design guideline.

Stump moved to approve distribution of the classroom design guidelines to ASMSU, Faculty, Senate, Professional Council, and Staff Senate for their review and comment upon inclusion of clarifications discussed above. Thull seconded the motion. Consensus approval was received.

ITEM No. 5 – INFORMATIONAL – Academic R&R Fund presentation (added agenda item)

Lashaway presented the Academic Building Project Development R&R Fund. The handout described the project development and approval process as well as outlined the background, use parameters, and administrative approval process associated with the fund. The fund is intended to utilize a debt service funding mechanism which will provide cash required over a given period for the repayment of interest and principal on a debt. The fund is managed by FPDC. FPDC will solicit, develop, and document project proposals for consideration, prioritization, and recommendation by the UFBP to the President for implementation and use of the funds. The fund is specifically targeted for use on projects which affect students – i.e., classrooms, public spaces, academic centers, and maintenance issues which impact academic student areas.

This meeting was adjourned at 4:40 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

Diane Heck, Provost Office

Jennifer Joyce, Planning & CIO Office

Linda LaCrone, VP Research Office

Shari McCoy, Presidents Office

Becky McMillan, Auxiliary Services

Julie Kipfer, Communications

Lisa Duffey, College of Agriculture

Robert Putzke, MSU Police

Bonnie Ashley, Registrar

JoDee Palin, Coll of Arts & Arch

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
July 19, 2011**

Members Present: Joe Fedock - Chair, Walt Banziger - Vice Chair, James Becker, Kurt Blunck, Jeff Butler, Mandy Hansen, Linda LaCrone for McCoy, Patricia Lane, Robert Lashaway for Leist, Jim Rimpau, Jim Thull, Brenda York

Members Absent: Allyson Bristol, Michael Everts/proxy, Jeff Jacobsen, Tom Stump, Joseph Thiel – ASMSU, Allen Yarnell

Guests: Joe Bleehash, Facilities Planning, Design & Construction

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

ITEM No. 1 – Approval of Meeting Notes

Meeting Notes from the previous Meeting were not submitted for approval.

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

ITEM No. 3 – Consent Agenda – None at this time

ITEM No. 4 – RECOMMENDATION – Part 1 - Recommendation for Wilson Writing Center presentation of concept

Joe Bleehash presented background information for the Wilson Writing Center project. The Writing Center is currently located in rooms 1-105 and 1-106 in Wilson Hall. The project includes refreshing finishes in this area and relocating tutoring carrels from room 1-114, which would allow for the new Writing Center to be relocated to 1-114 and 1-115 (currently a Registrar controlled classroom). The proposal includes a new entrance, improved visibility to the exterior and an interior office. New windows would match the windows on the first level in the courtyard area. On the second floor, minor changes include a walled area with carrels for student tutoring which would also be a part of the Writing Center. Board members questioned whether the Registrar's office was on board with releasing registrar classroom 1-115 (which is a heavily utilized room). Banziger advised that FPDC has met with the Registrar's office and they are currently exploring ideas with the College of Letters and Science. However that issue will likely need to be addressed by the Space Management Committee if a suitable replacement is not available for classroom 1-115. The project will result in an improved space for the Writing Center. This proposal will not add any additional square footage to the building.

Butler moved to recommend approval of the proposed concept of the Writing Center as presented, and to move forward whether or not the Registrar's classroom 1-115 would be available for the renovation, with the notation that the UFBP members have expressed concern and support for the Registrar's office to be able to obtain comparable space in exchange for the space they would be relinquishing. Rimpau Seconded the Motion and it was unanimously approved by the Board.

Part 2 – Recommendation of Academic Building R&R Fund to fund the Project

The Writing Center Project is anticipated to cost in the \$300,000 range and it has been recommended that the Academic R&R Fund (a student academic fee) be used to fund this project. The fee represents pledged revenue and is committed first on a debt service with any excess available for expenditures on current projects. The protocol for using the Academic R&R Fund begins with Facilities Planning Design and Construction, either by request or through the various project lists maintained by FPDC. FPDC then categorizes and ranks proposals for presentation to the Planning Board for determination as

to whether the use of the fund is appropriate. Upon UFPB's recommendation to approve use of the fund for a project, the request is then forwarded to the President for approval, with the caveat that any project over \$200,000 must also have ASMSU approval. If this project is approved, it would go to ASMSU for concurrence in the fall, and then on to the President for approval. At this time, the Writing Center project is the only one on the list for the fund. FPDC recommended that this is an appropriate use of the funds since the Writing Center supports students on campus. Members expressed concern that the prioritization process for identifying projects to be supported by the fund be consistent, open and reasonably transparent to all constituencies throughout the institution. Banziger advised that since the fund is relatively new, there has not been an influx of projects into it as of yet, and this is the first project to surface with appropriateness for these funds. Members discussed various options for determining how the fund would be used:

- An RFP for a large bonded series of projects;
- Choose one bonded project and not return to the fund for 10 years because the funds are committed;
- Use the revenue stream on an annual basis to get ~\$300,000 of work done, or
- Bank funds in a year when there aren't viable projects, and hold off until the next year to have additional funds for a larger project;
- Approach the state with a partnering option.

Rimpau suggested looking at the ITC program which addresses how many students would be touched when considering a project or developing a recommendation. The Board agreed that the Writing Center project appears to be attractive for these funds, however members wish to defer a specific recommendation vote on the funding mechanism, but also to recognize that students are going to need to weigh-in and revisit as soon as is feasible (within the next two meetings). By consensus, the Board moved to continue.

Banziger was given the charge to collectively define a process that establishes some of the factors considered. The Board may support a recommendation to spend the design portion of the fee in order to avoid delay, with a project schedule beginning immediately after commencement 2012, and completion by fall semester, 2012. Lashaway will also be meeting with ASMSU in the next two weeks to define the process for projects over \$200,000.

ITEM No. 5 – INFORMATIONAL – LRBP Presentation and Discussion

Banziger provided an overview of the Long Range Building Program (LRBP). The LRBP is a continuous process and we are always somewhere in the cycle. The OCHE expects the University of Montana and MSU to use a similar process to develop a comprehensive list to be submitted. FPDC centrally coordinates the process, including team tours to the campus to look at their project proposals, but each stage of the LRBP process is reviewed by the President. We are currently in the odd-numbered year of the cycle where the MSU campuses are submitting their lists to FPDC to be reviewed and combined. These lists are evaluated and consolidated into a draft MSU list by October and are then presented to the MSU campuses at the November Board of Regents meeting as an informational discussion item. The President will finalize the consolidated MSU list and in January the consolidated list is then presented to the OCHE for consolidation with UM's list to develop a consolidated MUS LRBP list. Over the next few months, the projects will be reviewed, edited into the final MUS LRBP Project Priority List for approval by the Board of Regents in May and submittal to the State A&E office for inclusion in the state LRBP projects list.

Of the Cash Project List approved by the BOR for the MUS, none of the projects were approved by the state Legislature. The Legislature also voted down funding for the MUS Bonded Project List.

Banziger distributed a packet listing projects by size, including written descriptions of the top 39 projects for review and discussion. Following discussions of the Long Range Building Program process, it was agreed that in accordance with duties of the board UFPB shall “Review and participate in establishing priorities for the MSU Long Range Building Program”, (Section 2: Function, of the Role and Scope). The Board members then agreed to prioritize and rank the top ten UFPB suggested projects from the *LRBP 2013 Preliminary Project Inventory*. Members were tasked to submit their recommended top 10 projects for the next meeting. Each member’s recommendation will then be collated to form one consensus list for submission to the President for her consideration.

This meeting was adjourned at 4:55 p.m.

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PC:

President Cruzado

ASMSU President

Jody Barney, College of Agriculture

Pat Chansley, Provost Office

Victoria Drummond, Facilities PDC

Heidi Gagnon, VP Admin & Finance

Diane Heck, Provost Office

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