

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 30, 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 August 2 and 16, 2011.

ITEM No. 2 – EXECUTIVE COMMITTEE REPORT

Report on any current Executive Committee actions.

ITEM No. 3 – CONSENT AGENDA -

ITEM No. 4 – RECOMMENDATION – **Academic Building R & R Fund**
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/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

Robert Putzke, MSU Police

JoDee Palin, Arts & Architecture

Martha Potvin, Provost Office

ITEM # 4		Academic Building R & R Fund				
PRESENTERS:						
Walter Banziger – Director FPDC						
PROJECT PHASE:	PLANNING	X	SCHEMATIC	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS	
VICINITY MAP:						
<p>The Wilson Writing Center Project presented on July 19th 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.</p> <p>If this project is approved, it would go to ASMSU for concurrence in September, and then on to the President for approval. The project would then need to be presented to the Board of Regents at the November meeting. (place on the agenda in early October).</p> <p>At this time, the Writing Center project is the only project on the list for the fund. FPDC believes that this is an appropriate use of the funds since the Writing Center supports students on campus.</p> <p>When initially presented at July 19 meeting, 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:</p> <ul style="list-style-type: none"> • 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.

FPDC is developing a defined process that establishes some of the factors to be 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.

STAFF COMMENTS:

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

BOARD ACTION REQUIRED:

Recommendation to approve the use of the R&R Fund for the Writing Center Project.

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
August 2, 2011**

Members Present: Joe Fedock - Chair, Walt Banziger - Vice Chair, Kurt Blunck, Ritchie Boyd for Potvin, Allyson Bristor, Jeff Butler, Linda LaCrone for McCoy, Patricia Lane, Robert Lashaway for Leist, Jim Rimpau, Tom Stump, Blake Bjornson – ASMSU, Jim Thull, Brenda York

Members Absent: James Becker, Michael Everts, Mandy Hansen/proxy, Jeff Jacobsen, Allen Yarnell

Guests: Victoria Drummond, Facilities Planning, Design & Construction, Billy Dubois, Registrar's Office

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

ITEM No. 1 – Approval of Meeting Notes

Previous meeting's notes were not submitted for approval.

ITEM No. 2 – Executive Committee Report – Romney Planning Suggestions

Walt Banziger presented on behalf of James Becker the suggestion that UFPB undertake discussions of the Romney Gym future use as a Horizon Item. Members questioned how that discussion would interact or overlap with the Space Management Committee's area of responsibility. After discussion, it was determined that the Board could discuss types of adaptive uses that would protect the historical nature of the building, without interfering with the Space Management Committee's charge of space allocation. Drummond advised that Facilities has been maintaining a repository file of the various uses of this era gymnasium building at other universities. Banziger will add this item to the Horizon list for September or October.

ITEM No. 4 – RECOMMENDATION – The Cookson Memorial Plaque

Candace Mastel presented a request from the College of Education, Health and Human Development, to place an additional commemorative plaque in Herrick Hall. The plaque is being donated by George Cookson and will be in memory of Vivienne Finley Cookson, a 1937 Home Economics graduate. The plaque would be placed near the observation area in Herrick Hall and would be made of similar materials as other plaques on display within the building. The Commemorative Tributes Committee approved the tribute in April, 2011. Stump moved to approve the plaque. Blunck Seconded the Motion and it was unanimously approved by the Board.

ITEM No. 5 – RECOMMENDATION – LRBP Prioritization

Walt Banziger and Victoria Drummond described the process for determining the UFPB recommended ranking of the projects receiving the highest number of votes from the Board members. Each project was given a score based on how many times it fell in the top 10 and was given a ranking number which gave a total score of points. A summary of the top ten projects and their ranking was distributed to members. 13 projects were listed since there were two ties in the scores. After discussion of the projects and their priorities, Thull Moved to modify the list to reflect that the Campus energy Utility Infrastructure Master Plan (#7), Cobleigh ADA Upgrades (#10), and Reid Hall Elevator and Restroom (#10) be moved to numbers 11, 12, and 13. Stump Seconded the Motion. After further discussion regarding the two projects tied at number 3, the Board determined that the two projects would be shown as numbers 3 and 4, as listed. The Motion was amended to reflect that the Creative Arts Complex Upgrades would remain at number 3, and the Reid Hall Renovation would then become number 4. The amended Motion was also seconded by Stump. The Motion was approved by majority vote with York opposed. The final UFPB recommendation for LRBP project priority ranking is shown as follows:

Priority Number	Project	Estimate
1	Campus - Classrooms Renovation (Linfield Rm 125; Reid Rms 105, 452; Wilson Rms 1-119, 1-132, 1-143)	\$2,000,000
2	Tietz Hall - Replace HVAC - Critical Care Engineered Systems	\$1,700,000
3	Creative Arts Complex - Upgrades (Cheever, Haynes, Howard Halls) ⁵	\$2,000,000
4	Reid Hall - Renovation ²	\$38,000,000
5	Campus - Code and Deferred Maintenance	\$4,700,000
6	Campus - Utility Infrastructure Upgrades (Water and Sewer)	\$6,800,000
7	Renne Library - Expansion Phase I	\$6,000,000
8	Linfield Hall- Renovation ²	\$29,500,000
9	Campus - ADA Projects (multiple bldgs-some as separate LRPB projects)	\$2,000,000
10	Campus - Roof Replacements (Renne,MOR,AJMJ,EPS)	\$2,400,000

The Chair thanked members for their contributions and reiterated the importance of the Planning Board's participation in the LRBP process.

ITEM No. 6 – RECOMMENDATION - Storm Drain Notice

Victoria Drummond reported that Facilities Services Environmental Services Manager, E.J. Hook, is currently in the process of preparing a campus storm water management plan. The plan will include an inventory of the storms drains which will eventually become a part of the utilities maps. Student employees are performing the inventory as well as measurements of sediment at the bottom of the drains. As a strategy to deter dumping of material into the drains, a suggestion has been made for the students to stencil the horizontal or vertical part of the curb above the drain with a message indicating that materials dumped into the drain will eventually lead to rivers and fish. Board members questioned the cost of future maintenance of the stenciling as well as the return on the investment. Members agreed to defer recommendation pending further information on cost.

Stump Moved to adjourn the meeting, Bjornson Seconded the Motion and it was unanimously approved by the Board.

This meeting was adjourned at 4:35 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
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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
August 16, 2011**

- Members Present:** Joe Fedock - Chair, Walt Banziger - Vice Chair, Ritchie Boyd for Potvin, Jeff Butler, Linda LaCrone for McCoy, Robert Lashaway for Leist, Jim Rimpau, Tom Stump, Jim Thull, Brenda York
- Members Absent:** James Becker, Kurt Blunck, Allyson Bristor/proxy, Michael Everts, Mandy Hansen, Jeff Jacobsen, Patricia Lane/Proxy, Joseph Thiel – ASMSU, Allen Yarnell
- Guests:** Dan Davies, Athletics, Victoria Drummond, Facilities Planning, Design & Construction; Julie Kipfer, University Communications, Sheron McIlhattan, University Business Services, Melanie Stocks, Sports Facilities

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

ITEM No. 1 – Approval of Meeting Notes

Stump moved to approve the meeting notes from July 5, 2011 and July 19, 2011. Lashaway seconded the motion. The meeting notes were unanimously approved.

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

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

ITEM No. 4 – Recommendation – Campus Entry Signage – Kagy & 7th and Kagy & 11th

Joe Bleehash presented an overview of the proposed design for a new campus entry sign to be placed at the corners of Kagy & 7th and a retrofit of the existing sign located at Kagy & 11th. The proposed new sign will be the refurbished and modified sign which was removed from College & 11th. The retrofits to both signs include removal of the existing logo and replacement with the University seal. The design allows for future adaptability of the top “cap” of the sign should the seal need to be removed if it became necessary to change the design in the future. The sign board would be two-sided and perpendicular to Kagy. The Kagy & 7th sign placement will not interfere with the practice fields and is in compliance with the City’s Vision Triangle Ordinance. Although it is more difficult to see the detail on the University Seal, it was chosen because it is not as likely to change in the future as a logo might be. Lashaway moved for Board recommendation of the location and design of the proposed campus entry signs. Stump Seconded the Motion and it was unanimously approved by the Board.

ITEM No. 5 – Recommendation – Fieldhouse Practice Field Storage Facility

The Athletics department and Sports Facilities desire to replace the cargo container currently used for storage of football practice equipment near the practice fields, with a permanent shed-type structure located on a concrete pad. Banziger presented a graphic image of the proposed structure, which would be provided by a contractor who is willing to donate the structure to Athletics. Exterior finishes include an asphalt shingle roof and Hardi-plank siding. The existing porta-john would also be concealed within the structure. The new structure would be located approximately 30-40 feet north of the current cargo container. Construction would be scheduled through Work Control and would take place in September 2011. Members questioned whether the structure could be moved further north to be less visible, however that would make it less convenient to the practice field. The new structure would clearly be an upgrade from the current structure and the Board determined that since the building is considered to be outside the campus historic core, it falls into a separate “district” and is suitable in design and construction for the area in which it will be located.

Stump moved to approve the proposed structure and location. Thull Seconded the Motion and it was approved by the majority with one absentee abstention by Joe Fedock for Pat Lane.

ITEM No. 6 – (Non-Agenda) Bonfire Ring/Roundabout

- Butler advised that the bonfire ring has been planted.
- The Roundabout at College & 11th is now scheduled to open on August 23, 2011.

This meeting was adjourned at 4:40 p.m.

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PC:

President Cruzado
ASMSU President
Jody Barney, College of Agriculture
Pat Chansley, Provost Office
Victoria Drummond, Facilities PDC
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DRAFT