

## 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: **September 13, 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 30, 2011.

### **ITEM No. 2 – EXECUTIVE COMMITTEE REPORT**

Report on any current Executive Committee actions.

### **ITEM No. 3 – CONSENT AGENDA -**

**ITEM No. 4 – INFORMATIONAL -** Academic Building R&R Fund  
Presenter – Terry Leist

**ITEM No. 5 – RECOMMENDATION -** Prototypical Building Information Signage  
Presenter – Candace Mastel

**ITEM No. 6 – RECOMMENDATION -** Campus Entry Signage PPA# 09-0159  
Presenter – Joe Bleehash

### **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

<b>ITEM # 5</b>		<b>Prototypical Building Information Signage</b>				
<b>PRESENTERS:</b>						
Candace Mastel, Assistant Planner						
<b>PROJECT PHASE:</b>	<b>PLANNING</b>		<b>SCHEMATIC</b>	<b>X</b>	<b>DESIGN DOCUMENTS</b>	<b>CONSTRUCTION DOCUMENTS</b>
<b>VICINITY MAP:</b>						
Applies to all buildings on campus.						
<b>STAFF COMMENTS:</b>						
<p>FPDC and Facilities Services have been working on developing a wayfinding system for campus that includes hierarchical signage for buildings, building information, departmental identification, and room numbering.</p> <p>The piece of the plan presented in this staff report is the Building Information Signage. Examples of this type of signage are already in use in buildings such as Animal Bioscience Building and Gaines Hall. The goal is to implement the suggested Building Information Signage in all new buildings and renovations and on a case by case basis for existing buildings.</p> <p>This signage has been designed to complement the various architectural building styles on campus as well as to standardize the display of information from building to building.</p> <p>The signage has also been designed to be flexible in nature, allowing the inserts, which would have layouts of floors, to be swapped out if necessary, without removing the sign from the wall or unscrewing stand-off devices on the front of the sign. The inserts would contain information such as floor plan layout; room numbering, departmental suite identification; stairwell locations; elevator locations; and accessible routes.</p> <p>The signs would be constructed out of high quality glass, brushed stainless sheets, aluminum medallions, and stainless stand-offs. As illustrated below, the buildings that exhibit mid-century or modern architectural characteristics might use the brushed stainless steel background sign and the older buildings might use the bronze sign. The bronze sign will feature anodized aluminum.</p>						



Mid-Century to Modern Sign – Building Floor by Elevator



Mid-Century to Modern Sign – Building Lobby



Historical Building Sign – Building Floor by Elevator

<b>COMPLIANCE:</b>	<b>YES</b>	<b>NO</b>
<b>MSU POLICIES</b>	<b>X</b>	
<b>COMMITTEE OR APPROPRIATE REVIEW</b>	<b>X</b>	
<b>MASTER PLAN</b>	<b>X</b>	
<b>BOARD ACTION REQUIRED:</b>		
<p><b>Recommend approval of the prototypical building information signage design request as proposed.</b></p>		

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<b>ITEM # 6</b>	<b>CAMPUS ENTRY SIGNAGE PPA# 09-0159</b>
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**PRESENTER:**

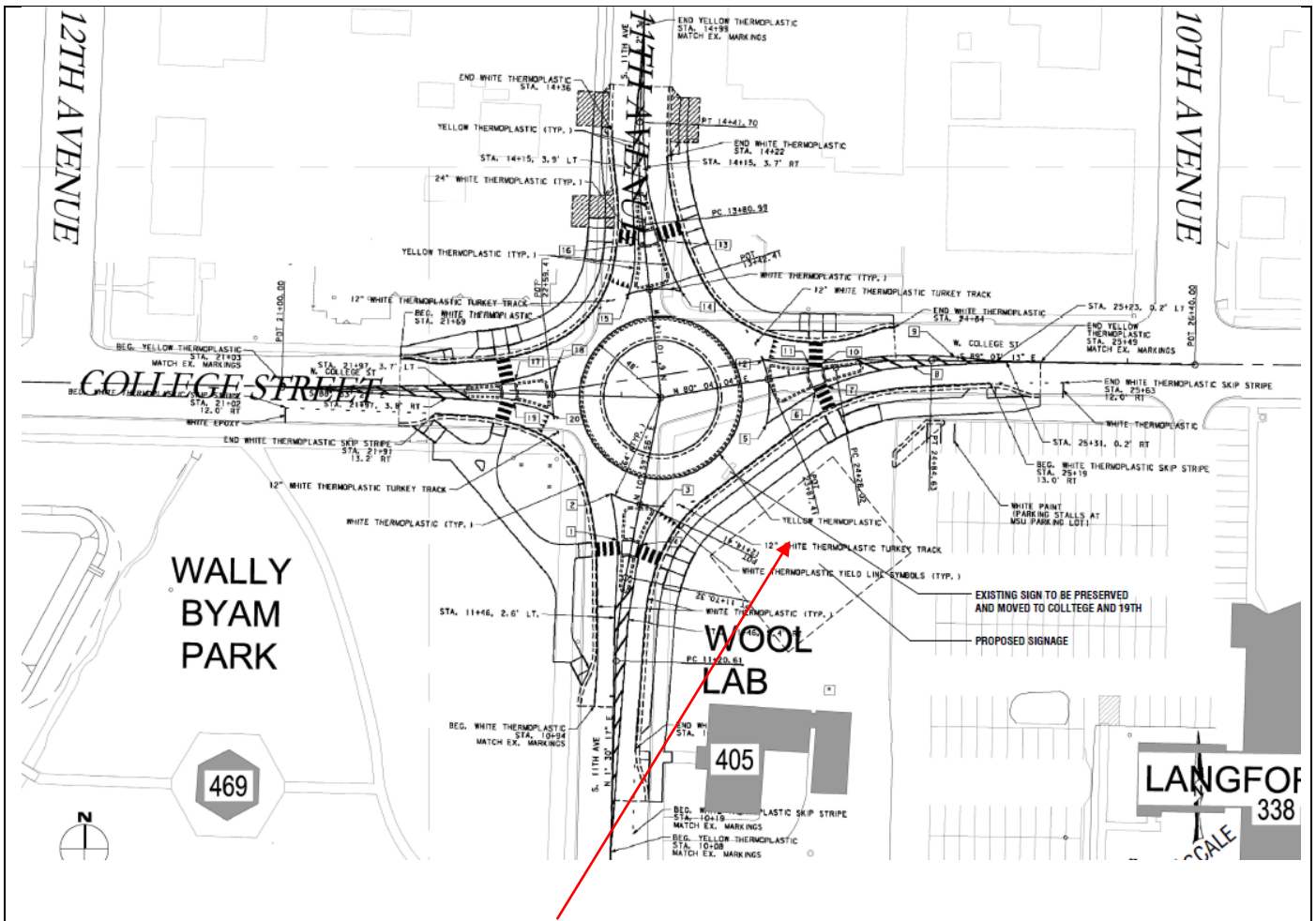
JOE BLEEHASH, PROJECT ARCHITECT

<b>PROJECT PHASE:</b>	<b>PLANNING</b>	<b>SCHEMATIC</b>	<b>DESIGN DOCUMENTS</b>	<b>X</b>	<b>CONSTRUCTION DOCUMENTS</b>
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**VICINITY MAP:**



**EXISTING AREA PLAN**



**APPROXIMATE SIGN LOCATION**

**PLAN INDICATING NEW ROUNDABOUT**

**STAFF COMMENTS:**

THE CITY OF BOZEMAN HAS CONCLUDED CONSTRUCTION OF THE NEW ROUNDABOUT. EXISTING SIGNAGE HAS BEEN REMOVED AND A NEW ENTRY SIGN IS BEING PROPOSED. THIS SIGN WILL OCCUPY THE AREA TO THE SOUTHEAST OF THE ROUNDABOUT AND PROVIDE A FORMAL ANNOUNCEMENT TO THE ENTRANCE OF CAMPUS. MATERIAL SELECTIONS WILL BE MADE AS DESIGN PROGRESSES.

<b>COMPLIANCE:</b>	<b>YES</b>	<b>NO</b>
<b>MSU POLICIES</b>	<b>N/A</b>	
<b>COMMITTEE OR APPROPRIATE REVIEW</b>	<b>N/A</b>	
<b>MASTER PLAN</b>	<b>X</b>	

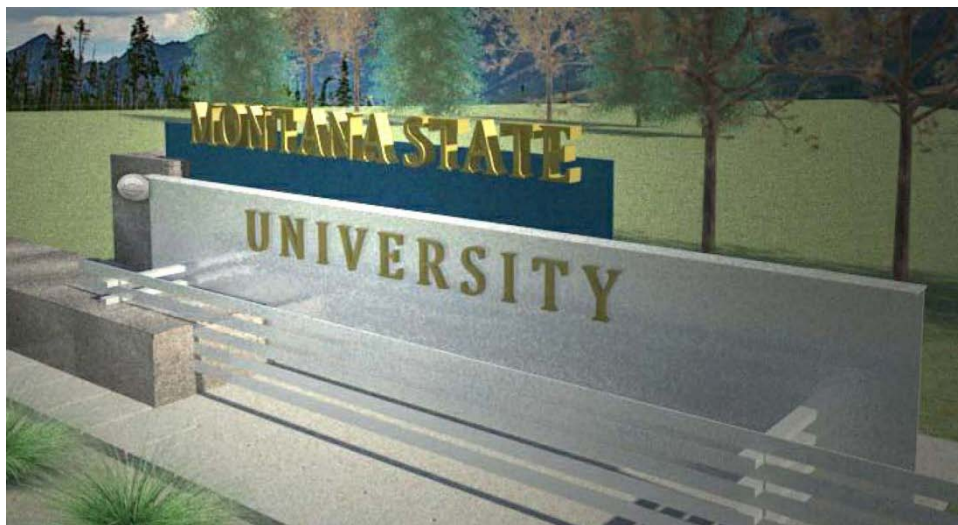
**BOARD ACTION REQUIRED:**

**RECOMMEND FINAL APPROVAL OF THE DESIGN**

ILLUSTRATIONS ATTACHED



PROPOSED SIGN DESIGN (GRANITE FRONT PANEL)



SCHEMATIC MASSING STUDIES

**MEETING NOTES OF THE  
UNIVERSITY FACILITIES PLANNING BOARD  
August 30, 2011**

**Members Present:** Joe Fedock - Chair, Walt Banziger - Vice Chair, Brenda York, Jim Rimpau, Linda LaCrone for McCoy, Patricia Lane, James Becker, Jim Thull, Joseph Thiel – ASMSU, Kurt Blunck, Jeff Butler

**Members Absent:** Allyson Bristol, Michael Everts, Mandy Hansen, Jeff Jacobsen, Allen Yarnell, Tom Stump, Terry Leist, Martha Potvin

**Guests:** Bob Lashaway, Richie Boyd

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

**ITEM No. 1 – Approval of Meeting Notes**

Rimpau noted a correction to the Minutes of the Meeting notes of July 19, 2011: Item No. 5, Part 2, Paragraph 3 should read “Rimpau suggested looking at the CFAC program which addresses how many students would be touched when considering a project or developing a recommendation.” The correction should also be noted in the handout for the August 30, 2011 meeting. Boyd moved to approve the Meeting Notes from August 2 and 16, 2011. Butler seconded the Motion and it was unanimously approved by the Board.

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

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

**ITEM No. 4 – Recommendation – Academic Building R & R Fund**

Walt Banziger presented an overview of the use of the Student Fee Academic Building R&R Fund for the \$300,000 Wilson Writing Center project. If approved, it would be constructed in the summer of 2012. After approval of the president and ASMSU (by resolution September 15, 2011) the project would need to be on the Board of Regents October 15<sup>th</sup> Agenda for their November meeting. After the appropriate state authorities are in place, the architect would be hired and given 2-3 months to design, with the project put out to bid in March, 2012. Construction would start after students leave in May, 2012. The Wilson Writing Center would be expanded to Rooms 1-113 and 1-115.

The R&R Fund was proposed for the project because it is directly related to student use. Since the R&R Fund is a new process there isn't a list of projects waiting to use it. The Wilson Writing Center is the only one on record, now. UFPB would use several sources to develop a list for the R&R Fund such as projects that may not have been funded through the LRBP process and projects from the Facilities Condition Inventory Assessment that would need to be addressed right away. A new capital projects database is being developed now as a long range planning tool to identify planned projects over the next decade. The projects would be categorized into two different functions: major maintenance and capital or functional improvement projects and then be prioritized. UFPB would use that list to help populate the Long Range Building Program list, help with major maintenance projects and also to pull projects off of to use the R&R Fund for. Department requests as well as projects from the Division of Vice Presidents would also be put onto the list. A semi-annual review would be put in place to identify projects at an appropriate time for planning and making recommendations.

The Chair wanted to address the time sensitive issue of the Wilson Writing Center and have a discussion and a recommendation vote for the use of the R & R Fund. Currently \$320,000 is accumulated per year in the R&R Fund and is intended for debt service. As some of the debts retire, debt service reserves begin to free up some funds. There are now two years available. The Wilson Writing Center is asking for \$300,000 and was proposed by the Dean of Letters & Science through the Provost's office. It had moved to the R&R Fund as a second choice of a funding source. Members questioned if excess should be used for the Wilson Writing Center, since it's the only project at this time, or if they should wait to prioritize projects to compete with the Wilson Writing Center. The R&R Fund comes from the building fee as part of student fees. Since the R&R Fund is student fee generated, the funding should go to serve students. As writing centers are being well used, and with marked improvement in student papers, the Writing Center would be an appropriate project for the R&R Fund. Thull moved to recommend approval of the Wilson Writing Center Project (with the issues surrounding Room 1-115 to be settled through the Space Management Committee process) and also recommended that the project be funded from the Academic Building R&R fund. York seconded the motion and it passed unanimously.



Members went on to discuss the space dilemma, soliciting the fund to campus, and the issue of using student fees for debt service obligations as well as for the R&R Fund. UFPB needs to know what's available from the building fees, the intent, and what appropriate responsibility they have for the use of the R&R Fund. It is requested that Laura Humberger or Terry Leist come to the next meeting to educate UFPB about how the revenue from the building fee is distributed (Lashaway to arrange).

This meeting was adjourned at 4:35 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

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Lisa Duffey, College of Agriculture  
Robert Putzke, MSU Police  
Bonnie Ashley, Registrar  
JoDee Palin, Coll of Arts & Arch

DRAFT