

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, Martha Potvin, Jim Rimpau, Tom Stump, Jim Thull, Joe Thiel – ASMSU, Allen Yarnell, Brenda York

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

RE: **May 22, 2012**, 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 April 24, 2012 and May 8, 2012.

ITEM No. 2 – EXECUTIVE COMMITTEE REPORT

Report on any current Executive Committee actions.

ITEM No. 3 – CONSENT AGENDA -

ITEM No. 4 – RECOMMENDATION – **Tobacco Free Campus Transition Plan: Signage**
Presenter – Victoria Drummond and Jenny Haubenreiser

ITEM No. 5 – INFORMATIONAL – **DRAFT – Procedures for Evaluating Heritage Property**
Presenter – Victoria Drummond

ITEM No. 6 – DISCUSSION – **DRAFT – Procedures for Academic R&R Fund Proposals**
Presenter – Victoria Drummond

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/lk

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



UNIVERSITY FACILITIES PLANNING BOARD

May 22, 2012

ITEM # 4		Tobacco Free Campus Signage				
PRESENTERS:						
Victoria Drummond, Associate University Planner Jenny Haubenreiser, Student Health						
PROJECT PHASE:	PLANNING	X	SCHEMATIC	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS	
VICINITY MAP:						
A large campus map will be presented at the UFPB meeting.						
STAFF COMMENTS:						
<p>Pursuant to the Tobacco Free Campus Policy, August 1, 2012 is the official effective date of MSU Bozeman campuses tobacco free environment. Follow link below for complete policy.</p> <p>http://www2.montana.edu/policy/smoking_facilities/tobacco_free.html</p> <p>Permanent informational signage will be installed at key entry points to campus. The sign message is being designed by MSU Communications – modeled after other institutions and MSU’s unique message. The sign size and design is similar to speed limit road signs and will meet DOT specification.</p> <p>A hierarchy of signs was established due to limited funds (including some grant funds) and additional signs as well as other signage types may be considered and proposed once areas requiring additional education and enforcement are identified.</p>						
COMPLIANCE:				YES	NO	
MSU POLICIES				X		
COMMITTEE OR APPROPRIATE REVIEW				X		
MASTER PLAN				X		
BOARD ACTION REQUIRED:						
Recommend Approval of the Tobacco Free Campus signage as proposed.						

ITEM # 5		DRAFT Procedures for Evaluating MSU Heritage Property				
PRESENTERS:						
Victoria Drummond, Associate University Planner						
PROJECT PHASE:	PLANNING	X	SCHEMATIC	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS	
VICINITY MAP:						
None required						
STAFF COMMENTS:						
<p>FPDC is proposing procedures that will be used to evaluate state-owned and heritage eligible property when considering significant modification to the site or building that includes removal of part or all of its original elements. Use link to view MSU's complete Policy: http://www2.montana.edu/policy/Heritage_Building_and_Sites_Policy.htm</p> <p><u>Procedures for Evaluating MSU Heritage Property - DRAFT</u> <i>Approved by UFPB on XXX, 2012. Scheduled for review on XXX, 2015.</i></p> <p>INTRODUCTION Montana State University is obligated to provide to the State Historic Preservation Office information on state-owned facilities that qualify as heritage (pursuant to MCA) including documentation of the original building detailing the significance of its architecture and architect, as well as how it contributes to historical events, people, or the social and cultural development of the area.</p> <p>POCEDURES</p> <ol style="list-style-type: none"> 1. Construction projects that significantly renovate or remove parts of or entire buildings/structures/sites of MSU facilities that are heritage eligible pursuant to statutes will include a heritage review and documentation consistent with Montana Statutes and MSU Policy. 2. The review includes required documents to the State Historic Preservation Office (SHPO). 3. FPDC, Facilities Planning staff will complete (or update an existing) SHPO's Historic Property Record form and attach a cover letter that summarizes the proposed renovation or demolition action and declare whether the action will adversely affect the property/site or not. 4. State preservation officers from SHPO will provide a written response. SHPO accepts MSU's determination of adverse or no adverse affect, but will however provide its professional opinion, suggest construction alternatives or other considerations, and encourage mitigation that may include an interpretative display publically accessible to connect the current facility to its past. 						

Interpretative panel example in MSU Renne Library



This is what the atrium space behind you, Heathcote Court, looked like prior to the renovation in 2001. The view was taken in 1995 from above looking toward your left.

5. Adverse affect determination is the evaluation conclusion of the proposed action and outcomes and its determination will not prevent MSU from continuing to pursue the proposed action, including demolition.
6. FPDC will include a copy of the Historic Property Record and SHPO response as part of project recommendation process. UFPB's recommendation to the University President will include noting that the Heritage Building and Sites Policy procedures were adhered to and identify any mitigation planned. The recommendation may also include suggesting the property be considered for Montana Heritage Designation (pursuant to Board of Regents Policies) and National Register of Historic Places.

COMPLIANCE:	YES	NO
MSU POLICIES	X	
COMMITTEE OR APPROPRIATE REVIEW	X	
MASTER PLAN	X	
BOARD ACTION REQUIRED:		
Recommend Approval of Procedures as proposed.		

ITEM # 6		Second Review - DRAFT Procedures for Academic R&R Fund Proposals				
PRESENTERS:						
Victoria Drummond, Associate University Planner						
PROJECT PHASE:	PLANNING	X	SCHEMATIC	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS	
VICINITY MAP:						
None required						
STAFF COMMENTS:						
<p>The following as a proposed process for applying for Academic R&R Fund consideration and the UFPB review and recommendation process. It was developed according to information provided to UFPB from Admin & Finance staff and comments and suggestions discussed during UFPB meetings (7/5/2011, 7/19/2011, 8/30/11, 9/13/2011, 9/27/2011, 2/14/2012, 2/28/2012) and modeling the MSU CFAC – Computer Fee Allocation Committee Proposal requirements.</p> <p>On March 27, 2012 – the UFPB received this draft process. No comments have been received.</p> <p><u>MSU Academic Building R&R Fund Proposal Process - DRAFT</u> Approved by UFPB on XXX, 2012. Scheduled for review on XXX, 2015.</p> <p>INTRODUCTION Building fees are collected through student registration of courses. Administration and Finance manage the fund. Building fees are pledged to pay debt service as a first priority first and as a lump sum it has the potential to sufficiently pay bond debt payments as a single source found. In 2011 the building debt service commitments were reduced and the funds can be used on an annual basis for other needs. The accrued funds vary however in 2011 approximately \$325,000 was available for academic needs.</p> <p>PURPOSE The intent of using the fund is to apply it to student-oriented projects that don't have the revenue producing or generating possibilities. The first use was for improvements to the Writing Center – available to the entire student body. The priority emphasis will be to involve student participation in identifying and selecting projects as the principal contributors of the funds. The funds may improve spaces within an Academic or Auxiliary Services building or improve outdoor spaces including landscapes, plazas, respite and seating areas, sculpture gardens, bus stops, and passive or active recreations areas.</p> <p>PROCEDURES – RECOMMENDATION APPROVAL Each year the UFPB will consider the Academic R&R Fund for the following:</p> <ul style="list-style-type: none"> • Use it. Determine the Fund amount available for use; solicit and vet project proposals; as a broad 						

constituency venue, the UFPB will review and make a recommendation of project (or projects) to the President.

- **Bank it.** Continue accrue funds with the intention of funding a larger project. This may be to continue in good faith that a project will come up and by vetting and selecting a project to establish and begin a budget. (Greater risk as the Fund's priority is debt repayment)

The Process to Use the R&R Fund is as follows:

1. Office of Administration & Finance provides an annual fund balance report (including the amount applied to debt service or to cover Land Grant Income deficient) and determine the fund amount for this review period.
2. Open proposal submittal period and actively solicit proposals. A submittal form will be developed and provided. The guidelines for submittals will be the Purpose and Procedures of this document. Solicitation period deadline is 30 days from opening.

Populating the Projects list will be required each time the fund is considered for use. The list can be informed by individuals, database lists (i.e. FPDC Capital Projects database, LRBP, etc.), or other investment proposals (i.e. 2012 Admin & Finance Investment Proposals).

The call for projects requires transparency and equity, therefore a call for proposal will be sent to ASMSU, Deans Council, Staff Senate, Professional Council, Faculty Senate, Space Management Committee, the UFPB Committees, and the Office of the Provost. The list will be prioritized by ASMSU and then presented to UFPB. UFPB will review the projects and make a recommendation to the president.

Accepted proposals will be submitted to FPDC using the required Academic R&R Fund Application (included below).

3. As staff to UFPB, FPDC compiles a project list including all proposals received by deadline. The project proposals will be listed in a spreadsheet with the values-based criteria for evaluation.
4. Categorize the project proposals using the values-based criteria.
 - a. Supports student success, retention and graduation
 - b. Supports student recruitment (opposite would be it doesn't support)
 - c. Broad campus community impact (opposite would be inequitably enhances students of one college)
 - d. Enhances existing College/Department programs or physical assets
 - e. Creates new College/Department programs of physical assets
 - f. Not qualified for revenue producing funds
 - g. Promotes sustainable (meets the goals of the MSU sustainability initiatives)
 - h. Proposal is substantial, not a trend or short sighted
 - i. Reconciles a Space Management Committee identified need
 - j. Conducive project timing (shovel ready, and what type of architectural services are required)
 - k. On the LRBP list
 - l. Supported by Constituency groups
 - m. Reduces deferred maintenance

- n. Has matching or other funds – or sole source for project
- o. Adds new technology or opportunities by creating a premier space
- p. Public space or designated use (i.e. building lobby or classroom)

5. Proposals over \$200,000 are to be reviewed by ASMSU and recommended to UFPB.
6. A written recommendation from UFPB is sent to the president for consideration. The recommendation will include the type of authority required and the time frame according to Montana State law for obtaining the authority to spend the amount as proposed by each recommended project.

PROCEDURES – RECOMMENDATION APPROVAL

Academic R & R Fund Proposal
 Montana State University
 UFPB Proposal for FY13 Funds

Instructions: Please submit a cover memo and this completed form to FPDC by XXXX for consideration by the University Facilities Planning Board.

1. Provide a single paragraph overview of the project.
2. Existing Facilities: Provide a brief history of the facility and an overview of its current uses.
 - What specific student needs does the facility support? Please be specific with regards to numbers of students, courses supported, and overall usage. How was this need assessed? How does the proposal address this need?

New Facilities: Provide an overview of the project with attention to the following issues:

 - What specific student needs does the facility support? Please be specific with regards to numbers of students, courses supported, and overall usage. How was this need assessed? How does the proposal address this need?
3. Provide overview of all anticipated funding and other sources investigated. Describe why this fund is most appropriate source of funding.
4. Provide prioritized list of the components of the request, so that the proposal may be reviewed in terms of partial funding or phases.
5. Identify any maintenance responsibilities or other ongoing costs associated with this proposal. Describe any deferred maintenance issues that may be eliminated or reduced by this proposal.

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

BOARD ACTION REQUIRED:

Recommend Approval of the Academic R&R Fund Proposal Process as proposed.

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
April 24, 2012**

Members Present: Joe Fedock – Chair, Walt Banziger - Vice Chair, James Becker, Kurt Blunck, Ritchie Boyd, Jeff Butler, Michael Everts, Linda LaCrone for McCoy, Patricia Lane, Bob Lashaway for Terry Leist, Jim Rimpau, Jim Thull, Brenda York

Proxy: Mandy Hansen

Members Absent: Allyson Bristol, Troy Duker – ASMSU, Jeff Jacobsen, Tom Stump, Allen Yarnell

Guests: Joe Bleehash, Billy Dubois, EJ Hook, Candace Mastel, Don Platisha

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

ITEM No. 1 – Approval of Meeting Notes

Lashaway moved to approve the meeting notes from April 10, 2012. Blunck seconded the Motion. The meeting notes were approved unanimously.

ITEM No. 2 – Executive Committee Report

There was no action from the Executive Committee to report.

ITEM No. 3 – Consent Agenda

No items.

ITEM ADDED – Recommendation – 2012 Classroom Renovations

Joe Bleehash presented an overview of the summer classroom renovations, which was previously presented to the Board on March 27, 2012. There are four classrooms on the list to be done: three in Roberts Hall and one in Wilson Hall. Initially, UFPB recommended the transfer of \$350,000 from the reverted appropriations fund into the budget for these classroom renovations. Bids were received and are comparable to last summer's classroom renovations. Construction, AV upgrades, and the new campus standard classroom furniture are the three large ticket items for these renovations. Total project cost is currently at \$395,000. There is a shortfall from the money that was allotted from the reverted appropriation funds of \$45,000. There is about \$20,000 left in the fund from last summer's classroom renovations and Bleehash is proposing to transfer that \$20,000 into this year's budget, but it is still \$25,000 short. He asked UFPB to raise the budget, from the reverted appropriations funding source, \$25,000 to cover the balance. If a classroom was chosen not to be renovated there would be a \$75,000 surplus. This was presented to the Classroom Committee and they unanimously recommended that the additional money be funded to the project. Banziger explained the reverted appropriation of \$1.5 Million was given for classroom renovations. \$350,000 was originally funded for these four classrooms, \$700,000 was for Linfield Hall Room 125, \$40,000 was for the AJM Johnson Hall Room 221 computer interactive classroom, and the balance of approximately \$400,000 was set aside for future funding of an interactive classroom. Bleehash asked to take \$25,000 from that balance. Lashaway had concern about Dean's Council not being informed about this. Boyd didn't think they would have a problem with the increase since the process was clarified with them. Boyd will give the Provost an accounting of everything so she knows where the money is going. Butler moved to approve the increase in use of money from the reverted appropriation funds to cover the cost of the renovations. Lashaway seconded the Motion and it was unanimously approved.

ITEM No. 4 – Informational – Temporary Road for Access during the Cooley Utility Work

Don Platisha, Construction Management Services, who is working with Cecilia Vaniman, project manager, presented an overview of the temporary road access during the Cooley Lab utility work. A sanitary sewer needs to be installed and is in the access drive between Taylor Hall and Linfield Hall. In order to perform the work, the access drive will have to be closed. It will be closed five to six weeks while the sewer system is installed. With no access to the back of Tietz Hall or Leon Johnson, a temporary road will need to be put in. The access drive will not be closed until the temporary road is put in from Cleveland Street to the back of Tietz Hall and Leon Johnson Hall. The temporary road will be the existing sidewalk and a six foot road mix installed on the side to be a total of 12 feet wide. June 18, 2012 is the completion date for the sewer system. At that time the temporary road will be removed and there will be an eight foot drivable sidewalk installed in its place. One

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parking spot will be removed for the temporary road and it will not affect access to the sidewalk. The temporary road will be fenced off because of tripping hazards, but there may be a temporary pedestrian access going to Linfield Hall. Vaniman will need to contact Jeff Jacobsen and other impacted entities regarding access to Linfield Hall.

ITEM No. 5 – Recommendation – Bobcat Flagpole Installation

Candace Mastel presented an overview of the Bobcat Flagpole installation. Money was donated to the track team to put in three flagpoles. The poles will carry the United States, state of Montana, and Montana State University flags, and potentially non-governmental/MSU flags during special events. They will be located between the track and Bobcat Plaza and will be in an extension of the existing rock bed. They will be embedded in a concrete foundation so if they needed to move in the future they can be reused. Athletics take care of the flags. Since they will not be lit, they will not be left up in the evening and will only be used for special events. The tallest pole is approximately 40 feet and the other two are approximately 35 feet. Mastel mentioned there was concern that this location wasn't proximate enough to the track. The donating group wanted the poles to be seen from the approach around the gates and from Kagy, and also function for more than a track event and be a focus for all groups. Lashaway moved to approve the installation. Butler seconded the Motion and it was unanimously approved.

ITEM No. 6 – Recommendation – Budget Increase Request for EPS 103 and Leon Johnson 339

Jeff Butler presented a budget increase request for EPS Room 103 and Leon Johnson Hall, Room 339. He explained the numbers given at the last presentation on March 27, 2012 were for construction and did not include design and contingencies. The project in EPS Room 103 will be put over \$150,000 so the Board of Regents is needed for spending authority. Banziger explained anything under \$75,000 needs Presidential authority, anything between \$75,000 and \$150,000 needs Commissioner of Higher Education authority and anything over \$150,000 needs Board of Regents or Legislative authority. Due to the urgency of getting these projects done this summer The Board of Regents agenda item has been submitted to Terry Leist, but has not left the university. There is authority from the Commissioner of Higher Education in the interim to allow continuing the design and bidding of the project, pending approval by the Board of Regents. Lashaway moved to approve the budget increase. Blunck seconded the Motion and it was unanimously approved.

ITEM No. 7 – Informational – Parking Garage for NE Campus

Bob Lashaway presented an overview of the issue of a parking garage for the northeast side of campus. Meetings were held with Staff Senate, Faculty Senate, Professional Council, ASMSU and the public. The northern site selected for the College of Business provoked the residence halls association to look at parking in that area. They put out a memo to the President saying they wouldn't support a building in that area if it decreased their ability to park. There has been a deficiency of parking for the northeast residence halls, which are primarily occupied by women residents, and they cite safety and their concerns relative to the parking in that area of campus. It was an issue in 2005 and when it rose to the level of ASMSU commuting students didn't support the needs of the residence hall students to have parking in that area. So it was pulled from further consideration by the Board of Regents at that time. It is an issue again, but there is more significant support from the residence hall students this time than there was in 2005. Once ASMSU began to look at it they found commuting students weren't too sympathetic with perceptions or demands for parking for residence halls. ASMSU voted to discuss parking and safety issues in the fall. At this point, if ASMSU wants to pursue a parking garage solution for the northeast sector, it will be their responsibility, and they will take lead on it and take it to Faculty Senate, Staff Senate, Professional Council as well as commuting students and neighborhoods. There will be a mandate for the College of Business building to do no harm to the parking. Any lost parking will be replaced. As of now, the building site doesn't look like it will take much parking, so the lot just may be expanded. Also, the parking lot will not be used for staging for construction of the College of Business. It may be staged remotely similar to Cooley Lab.

This meeting was adjourned at 4:24 p.m.

VCD:lk

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
May 8, 2012**

Members: Joe Fedock – Chair, Walt Banziger - Vice Chair, James Becker, Kurt Blunck, Allyson Bristor, Ritchie Boyd, Jeff Butler, Troy Duker – ASMSU, Michael Everts, Mandy Hansen, Jeff Jacobsen, Linda LaCrone for McCoy, Patricia Lane, Bob Lashaway for Terry Leist, Jim Rimpau, Tom Stump, Jim Thull, Allen Yarnell, Brenda York

The University Facilities Planning Board met electronically to discuss the following:

ITEM No. 1 – Approval of Meeting Notes

Meeting notes from April 24, 2012 to be approved at the next meeting.

ITEM No. 2 – Executive Committee Report

There was no action from the Executive Committee to report.

ITEM No. 3 – Consent Agenda - Roskie Hall Railing

Members electronically approved this consent item.

VCD:lk

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
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Lisa Duffey, College of Agriculture
Robert Putzke, MSU Police
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