

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; Facilities Planning, Design & Construction

RE: **July 3, 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 June 19, 2012.

ITEM No. 2 – EXECUTIVE COMMITTEE REPORT

Report on any current Executive Committee actions.

ITEM No. 3 – CONSENT AGENDA

No items.

ITEM No. 4 – RECOMMENDATION – **Tobacco Free Campus Policy Implementation Plan Regarding Cigarette Disposal Containers**
Presenters – Victoria Drummond and Jenny Haubenreiser

ITEM No. 5 – RECOMMENDATION – **SUB Banner Installation**
Presenter – Candace Mastel

ITEM No. 6 – RECOMMENDATION – **Campus Temporary Classroom Site Location**
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/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

ITEM # 4	Tobacco Free Campus Policy Implementation Plan Regarding Cigarette Disposal Containers
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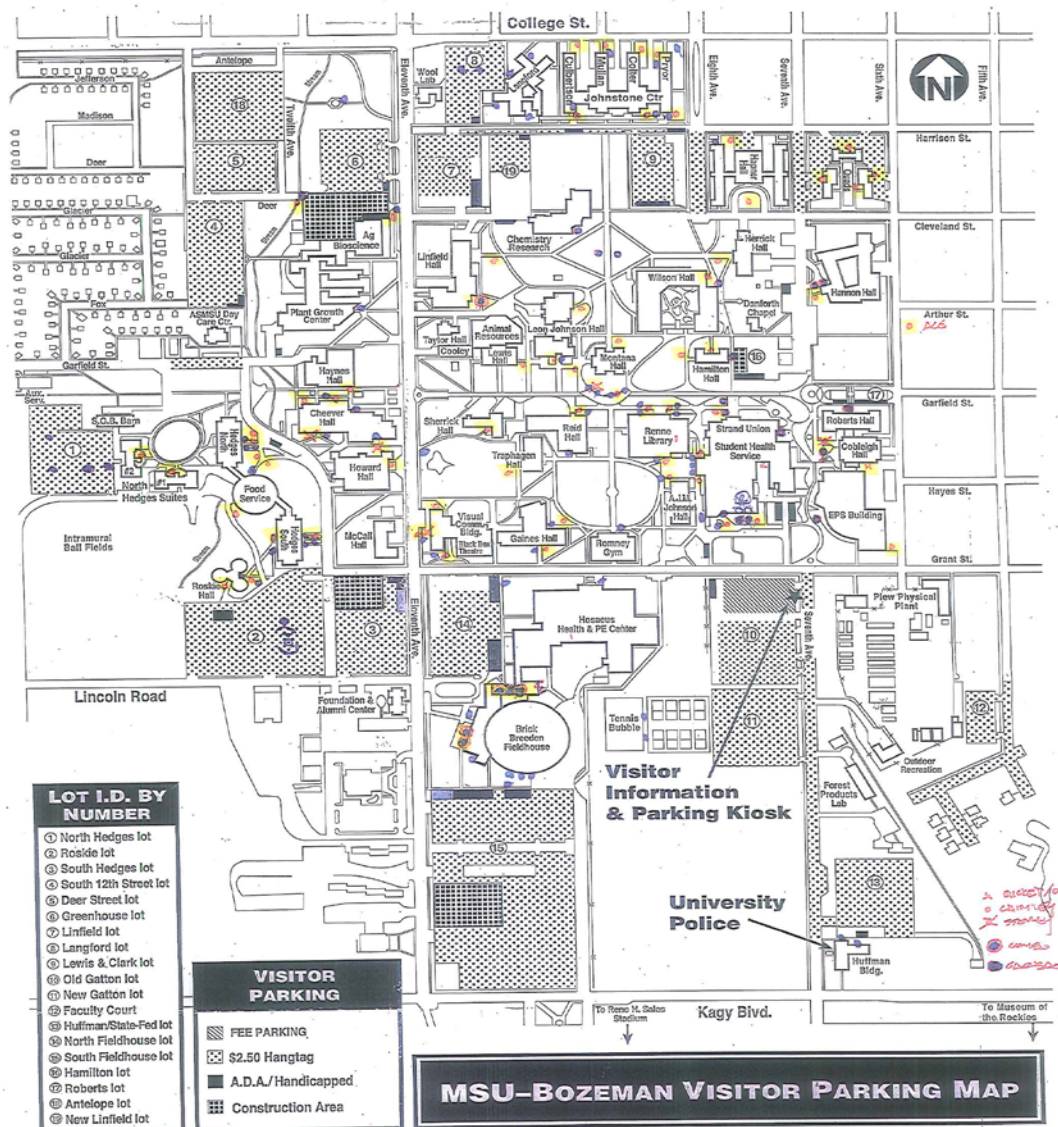
PRESENTERS:

Victoria Drummond, Associate University Planner, Facilities Planning
 Jenny Haubenreiser, Health Promotion Program Director, MSU Student Health Service

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

Markings on the map represent cigarette butt disposal containers.



STAFF COMMENTS:

Following a year-long introductory period, the MSU Tobacco Free Campus Policy becomes effective on August 1, 2012. The purpose of the Policy is to create a healthier, cleaner campus living and learning environment. Advocated by major health agencies, tobacco free policies are now a national standard for college campuses and MSU joins the growing number of higher education institutions with tobacco free policies. MSU-Bozeman is the sixth campus in Montana to adopt this approach (UM-Montana Tech has been tobacco free since July 2010; UM-Missoula's tobacco free policy went into effect August 2011).

UFPB is being asked to consider the disposition the cigarette disposal containers currently in the public realm. According to EJ Hook, Manager of Environmental Services, there are approximately 76 cigarette disposal containers throughout the campus (as noted on the map); 62 of these are the chimney-style ash urns shown below:



Since tobacco use – including smoking cigarettes – will be prohibited these cigarette disposal containers will become unnecessary. A task group working on the transition details of this Policy agrees that when smoking is prohibited on campus the disposal containers can be removed and have proposed three different approaches, or plans, to achieve their removal. The three plans proposed are:

1. A phased plan that begins by leaving all 76 cigarette disposal containers where they currently are located to be used to collect cigarette butts and to inform smokers of the new Policy. Facilities Services would attach a new, small sign to each container with an informative message such as:

**MSU is a Tobacco Free Campus - Please extinguish your cigarette
and refrain from smoking while on campus. View Policy at
<http://www.montana.edu/health/healthpromo/tobacco.php/>**

The actual wording may differ; but, the message will be that smoking is not permitted on campus. Then, over the course of three months, Environmental Services staff will systematically reduce the number of cigarette butt disposal containers, eliminating a few at a time.

Principle: A slow and methodical elimination of cigarette butt containers thereby giving smokers time to acclimate to the prohibition policy while at the same time the slow elimination of containers encourages smokers to move their smoking to a location with a cigarette butt container. As a phased change, the expectation is that there will be ample time to educate smokers and reduce the cigarette butt litter burden on Environmental Services that would occur if all disposal containers are eliminated at once. Requires a 90-day removal schedule and Environmental Services resources.

- On the effective date, remove most of the cigarette butt disposal containers leaving approximately 10 containers strategically placed at known locations for cigarette usage (i.e. Streamline transfer point at the SUB, outside the Post Office, Renne Library entrance, etc.) and a few campus perimeter locations (i.e. north side of Johnstone Center). These containers would include a new sign as described in Plan 1 above.

Principle: Removal of most of the cigarette butt disposal containers makes a stronger statement that the status quo has changed. Using a few strategically placed containers with signage concentrates information in areas where smokers congregate and at the same time not overly burden Environmental Services with cigarette butt litter while the message gets out.

- On the effective date, remove all cigarette butt disposal containers, and install a new lid (shown below) to the approximate 84 Victor Stanley trash receptacles throughout campus. The top proposed is the Rain Bonnet Lid. A portion of the lid is suspended above the receptacle opening and it is useable to extinguish a cigarette, which can then be dropped into the trash. As its name indicates, the lid is also useful in diverting snow and rain from filling the receptacles. (An optional top includes an ashtray, but it is not recommended because as an obvious ashtray it collects cigarette butts and sends a mixed message to smokers.)



Several trash receptacles in known areas of high cigarette use will also have a small sign as described in Plan 1 – to inform smokers of the Tobacco Free Policy and provide referral information.

Principle: Removal of all cigarette butt disposal receptacles because they are designed exclusively for cigarette disposal. Their absence from the campus sends a clear message that smoking is not permitted. The trash receptacle lids are an investment; however, the lids not only inconspicuously accommodate a safe way to extinguish and dispose of cigarettes, the lids improve trash collection by preventing water collection inside the containers and not overly burden Environmental Services with cigarette butt litter. As in Plan 1, strategically placed signage will inform smokers of the Policy but since it is limited it will not create a visual excess of signage.

SUMMARY and STAFF OPINION

Each of the three plans has merit, implementation costs, impact the campus aesthetic and take action to enforce the Policy. All three plans make an effort to address the concerns raised by Facilities Environmental Services. However, Plan 3 provides a solution to a broader trash collection issue according to Environmental Services and according to the Jenny Haubenreiser, Health Promotion Program Director, it also meets the public health perspective of the Tobacco Free Campus Policy and does not send a mixed message of prohibiting smoking but still providing cigarette butt disposal containers, and Facilities Planning supports it because it meets the MSU Landscape Master Plan guidelines.

COMPLIANCE:	YES	NO
MSU POLICIES	X	
COMMITTEE OR APPROPRIATE REVIEW	X	
MASTER PLAN	X	
BOARD ACTION REQUIRED:		
<p>Recommend a Plan to address the disposition of the current inventory of Cigarette Butt Disposal Containers that supports the Tobacco Free Campus Policy and avoids unintended consequences such as increased cigarette butt litter.</p>		

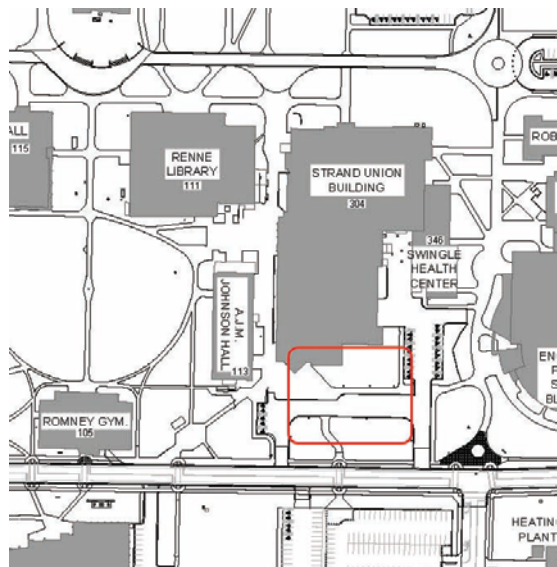
ITEM # 5	SUB Banner Installation
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PRESENTERS:

Candace Mastel, Assistant Planner

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



The four light poles are located: one on the north side of the loop drive in the seating area, two along the east-west walkway and another across the loop drive on the south side, next to the sinuous concrete walk coming from Grant Street and the visitor lot.

STAFF COMMENTS:

The Strand Union Building has requested a method by which to aesthetically and functionally “welcome” conference and event attendees to the SUB as well as appeal to students and visitors during campus special days like orientation, welcome Fridays and other MSU events. They are requesting the permission to use four existing light poles in the loop drive on the south side of the SUB for hanging of 2’ x 4’ banners for these events. These banners will be the same size as those on Centennial Mall and used on South 11th Avenue. The banners would be constructed of high quality vinyl with professionally done graphics. The banners would be changed out by the staff at the SUB. Facilities Services Trade Support will be charged with the installation of the bracket apparatus.

Just as a background on the project, this proposal has been entertained by Facilities Services, FPDC and UFPB in the past.

1. On October 28, 2008 Associate Planner Victoria Drummond presented a similar proposal from the SUB for use of a double banner installation on the light pole at the south entrance to the SUB. UFPB discussed this proposal and voted to table it pending further discussion amongst FPDC and FS staff as well as campus constituencies.
2. Since the October 28, 2008 UFPB meeting additional banners similar to the ones on Centennial Mall were approved for installation on South 11th Avenue between College Street and Grant Street. The use of banners and signs for special events was also discussed and approved as part of a new MSU policy. Reference the following: http://www2.montana.edu/policy/free_speech.htm. This policy outlines the proper placement of signs and banners for special events and also guides the review and approval process so that those most affected by special events postings have the most influence in the review and approval of their placement and use.
3. FPDC has been in detailed discussions with the SUB during the last few months concerning their desire to provide informative signage for visitors and campus users. FPDC feels that this is the most supportable option that provides an aesthetic solution as well as a functional and affordable one that doesn't affect the architecture of the building or the landscaped area. It is a universally accepted method of providing information and site enhancement.

The banners proposed at the SUB would be the same size as those shown below (however these are just examples of other banner designs done by MSU Graphics and Communications), which were used on Centennial Mall. The banner messages would be something like "Welcome MBI," or "Welcome to Orientation." The conference organizers may provide banners for a conference event. During times when there is neither a conference nor a special MSU event, generic banners something like the one on the far right might be used as a placeholder for a splash of color. These banners will not be used to promote "for profit" entities or products.



COMPLIANCE:	YES	NO
MSU POLICIES	X	
COMMITTEE OR APPROPRIATE REVIEW	X	
MASTER PLAN	X	
BOARD ACTION REQUIRED:		
Recommend the use of four light poles to install banners on the south side of the Student Union.		
RECOMMENDATION OUTCOME:		

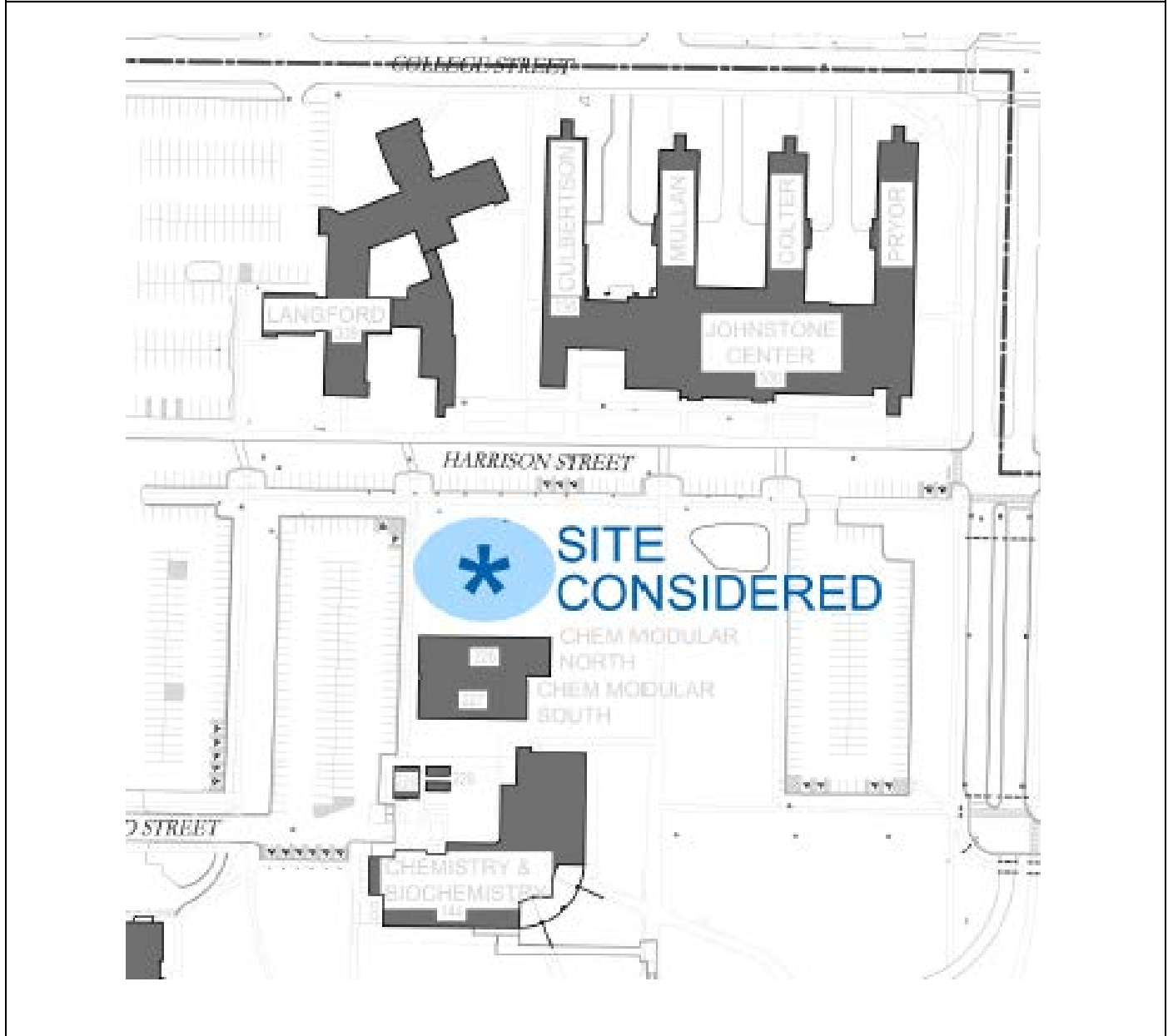
ITEM # 6	CAMPUS TEMPORARY CLASSROOM SITE LOCATION
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PRESENTERS:

JOE BLEEHASH

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



STAFF COMMENTS:

THIS PROJECT IS BEING INTRODUCED IN ITS PRELIMINARY PLANNING AND PROGRAMMING STAGES FOR CONSIDERATION TO PROVIDE 4 TEMPORARY CLASSROOMS FOR THE FALL 2012 SEMESTER. EACH MODULAR UNIT CONTAINS 2 CLASSROOMS AND EACH CLASSROOM WOULD SEAT BETWEEN 30 AND 40 STUDENTS AND WILL BE EQUIPPED WITH A TIER-2 TECHNOLOGY PACKAGE (PROJECTOR AND SMART PODIUM). THESE MODULAR UNIT DIMENSIONS ARE APPROXIMATELY 28' WIDE AND 60' LONG. EACH UNIT ALSO CONTAINS 2 UNISEX BATHROOMS.

THE LOCATION SHOWN HAS BEEN DISCUSSED WITH THE PROVOST'S OFFICE AND IS IDENTIFIED AS THE BEST OPTION DUE TO THE LOCATION OF UTILITIES, ACCESSIBILITY AND FUTURE CONSTRUCTION STAGING. PHOTOS OF SIMILAR UNITS ARE ATTACHED.



THE CLIENT IS DR. WADED CRUZADO

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

- Part 1 - "Recommend approval of project concept"**
- Part 2 - "Recommend approval of modular classroom location"**

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
June 19, 2012**

- Members Present:** Joe Fedock – Chair, Kurt Blunck, Allyson Bristol, Ritchie Boyd for Martha Potvin, Jeff Butler, Mandy Hansen, Patricia Lane, Bob Lashaway for Terry Leist, Tom Stump, Brenda York
- Proxy:** Walt Banziger and James Becker carried by Victoria Drummond
- Members Absent:** Troy Duker – ASMSU Michael Everts, Christina Fastnow, Jeff Jacobsen, Tom McCoy, Jim Rimpau, Jim Thull
- Guests:** Blake Bjornson, Peter Brown, Candace Mastel

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

ITEM No. 1 – Approval of Meeting Notes

Boyd moved to approve the meeting notes from May 22, 2012. Butler 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 No. 4 – Recommendation – Black Elk Sculpture Location

Candace Mastel presented an overview of possible locations for the Black Elk sculpture donated by Jim Dolan. She reviewed the timeline of the process (Public Art Committee (PAC) vote to not recommend acceptance of the sculpture on April 3, 2012; UFPB vote to approve the sculpture on April 10, 2012; PAC's vote to recommend approval of the Danforth Park site on May 29, 2012). The other sites considered were near the Animal Bioscience Building and Leon Johnson Hall. The Black Elk piece is constructed of metal and is about 10 feet tall. The sculpture has a base, but a concrete pad is recommended to secure it. Danforth Park was chosen for several reasons: it's not irrigated; it's shady and visible off of Malone Centennial Mall; it's a serene setting and exposed to pedestrian traffic. The Danforth Chapel is a non-denominational chapel with open green space that is calm and reflective. The nearest permanent public art is in the Iris garden north of the site. The site is not planned for a building. Stump moved to accept the Danforth Park site as the location for Black Elk. Butler seconded the Motion and it was unanimously approved. [12 YES]

ITEM No. 5 – Recommendation – Historic Architectural Survey

Victoria Drummond introduced Pete Brown, the historic architecture specialist from SHPO. Brown presented an overview of the historic architectural survey and possible nomination of MSU buildings to the National Register. This is an opportunity for MSU to formally evaluate the properties on campus as their Heritage value is considered. Every year SHPO receives funding from the National Parks Service and has a small surplus that can be put towards a specific project. The National Parks Service stipulates that the money goes toward improving a National Register listed property including doing survey work that could lead to National Register nominations. SHPO has offered to invest \$12,500 to commission the historic building survey of the campus and MSU will match the SHPO funds with maintenance funding from the Facilities budget.

The survey would save Facilities Planning the responsibility of having to start from scratch every time there's an undertaking involving a building of historic age and the statutorily required alternate year report (reference SB3). Partnering with SHPO to employ a knowledgeable consultant to perform this labor-intensive work would save MSU resources and time and would provide valuable information as we manage our buildings in the future. Some buildings may be modified to the point where there is no need to do extensive research because it's lost its historic architectural integrity. The consultant could go back 45 years so that a few years later something that turns 50 years old is included. The agriculture centers would not be included. University of Montana had a survey done several years ago and over the last few years one of their professors has taken on the responsibility of researching the mid-century buildings that have become historic in the last 10 years.

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As a response to Board questions, Brown reiterated there is a two part process. The survey would occur first so there is an understanding of which buildings are eligible to be Heritage Properties. Then if there are enough buildings and there is a cohesive district it would be nominated to the National Register. The survey and a National Register nomination do not change anything that MSU is already responsible for. MSU would partner with SHPO in the District nomination. Stump moved to recommend that MSU partner with the State Historic Preservation Office to conduct a historic architectural survey of the MSU Bozeman campus to identify Montana State heritage properties and determine if enough buildings are eligible to form a district; and if such a district does exist, MSU would support a nomination of the district to the National Register. Drummond seconded the Motion and it was unanimously approved. [12 YES]

ITEM No. 6 – Informational – Geothermal Test Well Boring Sites

Blake Bjornson presented an overview of the geothermal test well boring sites. They are not looking for hot water. They are drilling for alternative energy sources. The test bore drills consist of a closed loop pipe filled with fluid circulates and transfers heat. The fluid doesn't interface with the ground. In the summer, heat taken from buildings, through the pipe and exchanges that heat with the ground. Reverse with winter. Consultants on the project are MEP Associates in Wisconsin who has done the largest geothermal system in the country. The testers will establish exactly where the permanent wells should go.

The ground surface will be returned to original condition and the well fields will be below grade. The holes are a six inch diameter and 500 feet deep. The deeper you go the fewer you need. The pipes will be plugged into a thermal conductivity tester and a fluid will run through them for 48 hours to get the conductivity value. The pipes will then be capped below grade with an irrigation box above it. This is similar to a design at the Rehau Eco-Smart House in Bozeman. The drilling will start at the beginning of August 2012, and will be completed prior to the fall 2012 semester. These test well bores will cost about \$20,000. Lashaway recommended communication with the campus in MSU Today.

This meeting was adjourned at 4:20 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