

MEMORANDUM

TO: University Facilities Planning Board: Nancy Cornwell - Chair, Walt Banziger - Vice Chair, Jim Becker, Kurt Blunck, Allyson Bristor, Jeff Butler, ASMSU President, Michael Everts, Chris Fastnow, Mandy Hansen, Jeff Jacobsen, Patricia Lane, Terry Leist, Tom McCoy, Martha Potvin, Jim Rimpau, Tom Stump, Jim Thull, Troy Duker – ASMSU, Brenda York

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

RE: **July 31, 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 July 3, 2012.

ITEM No. 2 – EXECUTIVE COMMITTEE REPORT

Report on any current Executive Committee actions.

ITEM No. 3 – CONSENT AGENDA – Temporary Sandwich Board Signs - Tobacco Free Policy Information

ITEM No. 4 – RECOMMENDATION – Academic R&R Fund Guidelines Presenter – Victoria Drummond

ITEM No. 5 – RECOMMENDATION – Viscom Loading Dock Lift Presenter – Candace Mastel

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

Allen Yarnell, Presidents Office

| | | | | | | |
|--|-----------------|--|------------------|--|-------------------------|--|
| ITEM # 3 CONSENT | | Tobacco Free Sandwich Board Temporary Signage | | | | |
| PRESENTERS: | | | | | | |
| Victoria Drummond, Facilities Planner Jenny Haubenreiser and Doug Fulp, MSU Health Promotion | | | | | | |
| PROJECT PHASE: | PLANNING | | SCHEMATIC | | DESIGN DOCUMENTS | CONSTRUCTION DOCUMENTS X |
| STAFF COMMENTS: | | | | | | |
| <p>The Health Promotion office looks to continue our educational outreach about the upcoming Tobacco-Free policy on the MSU campus. A plan has been prepared to display temporary signage at key locations across the campus in the form of sandwich board signs that will display the same basic design, colors, message and logo UFPB approved for the Tobacco Free permanent signs. The intent of the signage is to inform the campus community of the new Policy and the purpose of sandwich board type signage is to have flexibility in their locations. The first target areas identified for these temporary signs include the main South and East entrances of the Strand Union Building; Renne Library main South entrance; and in the Wilson Hall courtyard. The first three weeks of Fall 2012 semester, MSU Health Promotion staff will place the signs each weekday at 9am and remove them each afternoon at approximately 4pm. As other problem areas are identified the education signage strategy will be adjusted.</p> | | | | | | |
|  <p>The image shows a blue rectangular sign with a white border. At the top, it says 'Welcome to' in a yellow cursive font. Below that, 'TOBACCO FREE MSU' is written in large, bold, white capital letters. Underneath, 'Big Sky, Clean Air' is written in a smaller white font. At the bottom center is the Montana State University logo, which includes a stylized 'M' and the text 'MONTANA STATE UNIVERSITY Mountains & Minds'.</p> | | | | | | |
| COMPLIANCE: | | | | | YES | NO |
| MSU POLICIES | | | | | X | |
| COMMITTEE OR APPROPRIATE REVIEW | | | | | X | |
| MASTER PLAN | | | | | X | |
| BOARD ACTION REQUIRED: | | | | | | |
| Approve the Consent Agenda and allow the action as proposed. | | | | | | |

| | | | | | | |
|--|-----------------|---|------------------|-------------------------|-------------------------------|--|
| ITEM # 4 | | DRAFT - Academic R&R Fund Guidelines | | | | |
| PRESENTERS: | | | | | | |
| Victoria Drummond, Associate University Planner | | | | | | |
| PROJECT PHASE: | PLANNING | X | SCHEMATIC | DESIGN DOCUMENTS | CONSTRUCTION DOCUMENTS | |
| VICINITY MAP: | | | | | | |
| None required | | | | | | |
| STAFF COMMENTS: | | | | | | |
| <p>The UFPB has discussed the Academic R&R Fund and guidelines for its use at nine meetings beginning in July 2011. The most recent discussion (May 22, 2012) and input was incorporated into the revised draft guideline below:</p> <p align="center">University Facilities Planning Board</p> <p align="center"><u>GUIDELINES FOR USE OF ACADEMIC BUILDING R&R FUNDS</u></p> <p align="center">(Revised July, 2012)</p> <ol style="list-style-type: none"> 1. <u>Background</u> <ol style="list-style-type: none"> a. The Academic Building R&R Fund is funded by the Student Academic Building R&R Fee which was established in 2001. This student fee currently generates ~\$320,000 annually. b. This student fee represents pledged revenue, and is treated like other pledged building fees in that it is first committed to debt service (to amortize loans made to execute groups of qualifying projects) with any excess available for expenditure on individual projects. c. The Student Academic Building R&R Fee is designated for improvements to academic buildings. "Academic Building" means state-funded facilities that house instructional and research uses for which operations and maintenance funding is generally provided by the state (i.e., auxiliaries facilities, sports facilities, non-state funded research facilities, etc., are not considered eligible for use of these funds. d. Facilities Planning Design & Construction (FPDC) is responsible for managing the Academic Building R&R Fund. 2. <u>Pertinent Board of Regents Policies</u> <ol style="list-style-type: none"> a. BOR Policy 940.9.1 – Allows the president to authorize projects up to \$75,000, including projects that will use student building fee funding. b. BOR Policy 940.9.2 – Allows the Commissioner to authorize projects between \$75,000 and \$150,000, including projects that will use student building fee funding. | | | | | | |

- c. BOR Policy 940.9.3 – requires student endorsement for projects that will use student building fee funding in excess of \$200,000. (This policy also requires reporting projects > \$200,000 to the BOR – which is met by the board item requesting authorization for the project.)

3. Parameters for Use of Academic Building R&R Funds

Use of the Academic Building R&R Funds should focus on the following types of projects:

- a. Registrar-controlled instructional spaces, e.g., classrooms, classlabs, seminar rooms, etc.
- b. Public spaces and building systems that benefit students and general building users, e.g., restrooms, lobbies, corridors/egress/ADA, building HVAC/lighting, etc.
- c. Building maintenance/repairs, enhancements, replacement & renewal projects; or to augment the budgets of such projects funded primarily by other sources (e.g., departmental funds, major maintenance funds, Long Range Building Program funds, etc).
- d. May be used to augment department-funded projects for state-supported, departmental assigned classrooms, classlabs or seminar rooms.
- e. Generally *not* to be used for non-building (instructional/research) equipment/technology which is traditionally funded from other sources (e.g., computer fees, equipment fees, IT fees, research funds, etc.)
- f. The Academic Building R&R Funds can be used to finance larger projects or groups of projects using the annual revenue stream to service the debt on funds borrowed to accomplish the work; or allow funds to accrue to execute individual projects periodically.

4. Submitting Projects to UFPB

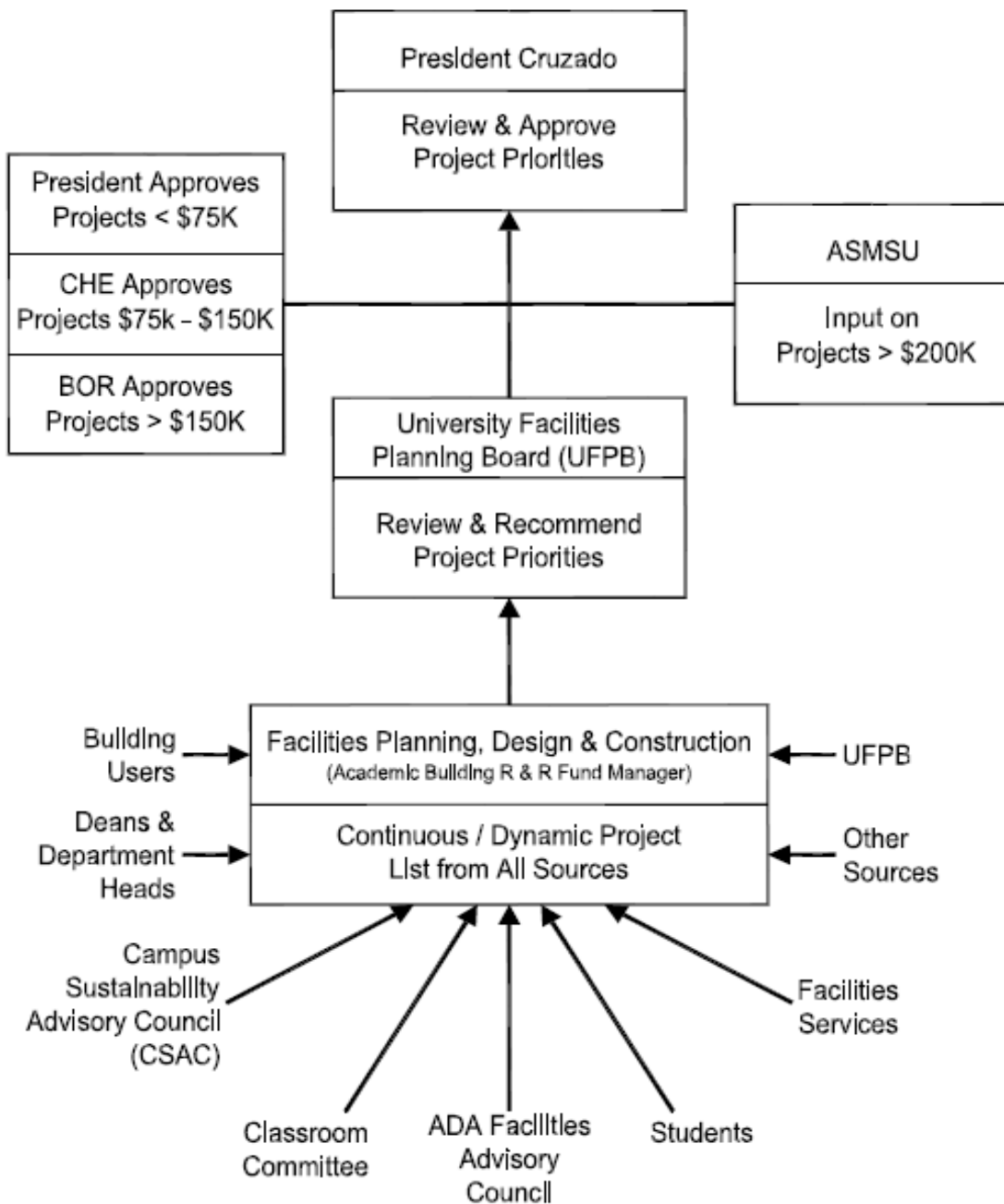
- a. The University Facilities Planning Board (UFPB) has been designated by the president as the MSU entity responsible to vet project proposals and make recommendations to the president regarding use of the Academic Building R&R Funds.
- b. FPDC will collaborate with key constituents to assess needs, develop project priorities and to periodically present projects to UFPB for recommendation to the president.
- c. FPDC will manage the project development process as described in the Academic Building R&R Fund Project Development Process Outline (below).
- d. FPDC is also responsible to present projects to ASMSU for student endorsement and to procure appropriate project authority.

5. Accountability

- a. FPDC shall prepare and submit a report to UFPB annually, detailing use of Academic Building R&R Funds, including the amount reserved for debt service and the current fund balance, status of projects approved by the president, and a working list of projects for which future funding might be appropriate.

Academic Building R&R Fund Project Development Process Outline

Academic Building R & R Fund Project Development Process Outline



06/26/12

Finally – the submittal process FPDC staff will follow in providing UFPB with proposals for Academic R&R Fund consideration will include:

1. Brief overview of the project.
2. Brief description of the assessed needs for either renovated or new facilities:
 - Current use and projected need.
 - Student demographics supported (i.e. College, courses, majors, FTE)
 - Correlation with student success and/or other student initiatives.
3. Identify additional funding sources (including grant, LRBP, Capital Campaign)
4. Describe any maintenance responsibilities or other ongoing costs associated with this proposal; and identify eliminated deferred maintenance issues with the renovation or new facility.

| 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 Guidelines as proposed. | | |
| | | |

| | |
|-----------------|--|
| ITEM # 5 | VisCom Loading Dock Lift Installation |
|-----------------|--|

PRESENTERS:

Candace Mastel, Assistant Planner

| | | | | | |
|-----------------------|-----------------|----------|------------------|-------------------------|-------------------------------|
| PROJECT PHASE: | PLANNING | X | SCHEMATIC | DESIGN DOCUMENTS | CONSTRUCTION DOCUMENTS |
|-----------------------|-----------------|----------|------------------|-------------------------|-------------------------------|

VICINITY MAP:



STAFF COMMENTS:

The School of Film & Photography has formally requested the proposal to install a hydraulic lift at the VisCom Building loading dock on the northeast corner of the building. The school worked closely with Dan Archer at Safety & Risk Management to research a pre-manufactured lift to hopefully solve unsafe loading situations on the loading dock.

The dock was redesigned and rebuilt in 2011 as part of the Gaines Service Drive project. At that time, it was designed as it existed before, to accommodate semi-truck traffic deliveries. In the year since that project was finished, it has become apparent to the school that the type of vehicle that typically makes deliveries is much lower in height than the dock, requiring the use of a U-haul provided ramp to bridge the gap between the dock and the truck. In addition, the ramp typically provided with the U-haul truck is too narrow to accommodate most of the school's storage carts and particularly the scissor lift used for special shoots. It would be an improvement to provide a flexible, movable type of lift or dock enhancement to bridge the gap more effectively between standard dock height and any of the varied vehicles that might use the dock.

The existing dock edge is, on average, 47 inches above finish grade. The average U-haul truck has a height at the rear of the vehicle of approximately 33 inches. This presents a difference in height of 14 inches. The gap has traditionally been bridged by means of a U-haul provided ramp, as mentioned above. The ramp is situated going downhill towards the vehicle. This situation has posed unsafe scenarios when the dock is in use.

In order to increase safe use of the loading dock, Dan and the school propose the use of a Kelley Hulk hydraulic dock lift. This lift would be permanently mounted in the space adjacent to the dock and would be oriented with the long axis north-south. It will be mounted permanently in this space by means of a concrete pit and foundation, requiring some saw cutting of the existing asphalt, removal of some sub-grade and the forming of a "pit" and

pouring of foundation for unit. Unit would then be placed, following extension of electrical service. FPDC is currently working with Work Control to ascertain the electrical power connection situation. The lift effectively bridges the gap by use of a scissor like expansion vertically to allow equipment to be unloaded to the lift, the lift is then raised via operator, then the equipment unloaded onto the dock and later into the building. The lift would provide fall protection in the form of railings.

The proposed piece of equipment is estimated to cost \$10,500 with freight. Additional trade support or contractor work is estimated to cost \$7,500. A grant has been awarded for this project and will cover up to \$18,000 of the project.

More information can be found at: <http://kelley.4frontes.com/Products/LiftProducts/ld1.aspx>



| COMPLIANCE: | YES | NO |
|--|-----|----|
| MSU POLICIES | X | |
| COMMITTEE OR APPROPRIATE REVIEW | X | |
| MASTER PLAN | X | |
| BOARD ACTION REQUIRED: | | |
| Recommend use of Kelley brand loading dock lift installation on the existing loading dock on the northeast corner of the VisCom building. | | |
| RECOMMENDATION OUTCOME: | | |

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
July 3, 2012**

- Members Present:** Walt Banziger - Vice Chair, Ritchie Boyd for Martha Potvin, Jeff Butler, Christina Fastnow, Mandy Hansen, Lisa Duffey for Jeff Jacobsen, Bob Lashaway for Terry Leist, Jim Rimpau
- Proxy:** Kurt Blunck carried by Walt Banziger, Allyson Bristor carried by Victoria Drummond, Patricia Lane carried by Nora Smith, Tom McCoy carried by Jim Rimpau
- Members Absent:** James Becker, Troy Duker – ASMSU, Michael Everts, Tom Stump, Jim Thull, Brenda York
- Guests:** Joe Bleehash, Nancy Cornwell, EJ Hook, Candace Mastel, Duane Morris, David Singel

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

INTRODUCTION

Joe Fedock has submitted his resignation as the UFPB Chair as he is stepping down as Interim Dean of the College of Arts and Architecture. Nancy Cornwell is the new Dean and has also been nominated for the new Chair of UFPB.

ITEM No. 1 – Approval of Meeting Notes

Butler moved to approve the meeting notes from June 19, 2012. Drummond 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 – Tobacco Free Campus Policy Implementation Plan Regarding Cigarette Disposal Containers

Victoria Drummond presented an overview of the tobacco free campus policy implementation plan regarding cigarette disposal containers. Effective August 1, 2012 MSU Bozeman becomes tobacco free. Drummond is looking for direction from UFPB on what to do with the cigarette disposal containers. She proposed three plan options for their removal. One is to leave all containers on campus with added policy signage and coordinate a phased removal of the containers. The second option is to leave a few containers in high use areas, add signage and over time phase out the containers. The third option is to remove all containers so there is a clear message smoking is not permitted and modify the trash receptacles to have a raised lid that allows you to tamp out the cigarettes and then drop the cigarette butt into the receptacle. There is additional cost with option three – \$172 per lid. These lids will also keep the trash receptacles from filling up with snow and water.

Jenny Haubenreiser then talked about the implementation of the MSU Policy. EJ Hook counted the number of containers on campus that are used for cigarette butt disposal. There are 76 disposable containers and 62 of those are chimney style containers. The initiative began about three years ago as a state wide effort to consider tobacco free policies as part of a national movement. The surgeon general released her support for a national initiative to promote tobacco free campuses. MSU is a leader in that area. Other MUS campuses are tobacco free and they removed all cigarette disposal container from their campuses. There are 550 campuses with a smoke free policy and about 300 with a full tobacco free policy. The MSU policy was passed October 2011 and since then there has been a health promotion focusing on education awareness. There is a concern with litter if cigarette disposal receptacles are removed. People are used to coming out and having a receptacle. When it's not there they will throw the cigarette butt down. The goal of the Policy is to get people to not use tobacco on campus and to clean up the environment. Ideally over time the litter issue will go away, which is what other campuses have experienced. Haubenreiser's perspective is that people are expected to comply and is not in favor of having any of the disposable containers stay out there with signs because that would send a mixed message. She prefers to have the trash receptacles with the lids along the perimeter of campus because that is where people are allowed to smoke. Education will be continued and the policy will become a social norm after about a year. They've done everything they can during orientation so incoming freshmen and parents know.

Singel asked what the penalty would be for noncompliance. Haubenreiser stated the Policy would treat violations of the no tobacco use just like any other policy violation. During the first month there will be friendly reminders, but repeat violators would be referred to the Dean's office for a student code of conduct issue. Staff and faculty would be referred to supervisors. Lashaway moved to recommend the complete removal of the disposable containers and allow Facilities to consider the lid option at selected sites. Rimpau seconded the Motion. Butler expressed that there will be a bigger problem with litter and that there is a problem now even with the chimney receptacles. He feels it will continue and get worse and he would rather see a phased removal of at least three months. Facilities will do what they can to take care of the litter, but it will be in lieu of other things they are expected to do. Banziger also suggested that if there is too big of a problem they could be brought back, but others countered that once the cigarette receptacles are removed they would not be returned to campus.

The vote:

Yes: 10

No: 2 (Butler opposed the selected option, Blunck opposed all options)

ITEM No. 5 – RECOMMENDATION – SUB Banner Installation

Candace Mastel presented an overview of the SUB banner installation. The SUB would like the ability to put banners up that reflect a welcome feature for events. Standard 2' x 4' banners would be tastefully designed and installed like other areas on campus such as Malone Centennial Mall and 11th Avenue to welcome conference goers. Conference organizers would provide conference banners to the specifications Duane Morris and his constituents provide and the SUB would provide general intermittent banners for things like Welcome Friday, Orientation, or Welcome to the SUB. They would be of a general nature for MSU activities or of a welcoming nature for SUB events. The banners will be installed by Auxiliaries Services and the hardware will be installed by Facilities Services Trades. They would be on four light poles: three on the north side of the drive and one on the south side of the drive. There would be a maximum of two banners per pole for a total of eight banners. The intent is to always have a banner displayed and swap them out for events. The message and entire process for the banners would be controlled by the SUB. Auxiliaries Services will enforce the policies as it relates to the design of the banners. Julie Kipfer of Communications supports this. Butler advised that a bucket truck or lift is needed to change the banners. Boyd moved that the SUB can use four light poles to install banners in front of the Strand Union Building, provided that they adhere to all appropriate and applicable MSU policies. Fastnow seconded the Motion and it was unanimously approved. [12:0]

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

Joe Bleehash presented an overview of the site location for the Provost's office requested temporary classrooms. The plan is to place leased mobile modular classroom units on campus for a term of 24 months. The site chosen is directly north of the existing Chem Modulares off of Harrison Street. The proposed two units are 24' by 60' each, and would be oriented north and south with access from the west sidewalk and access to parking and existing utilities (water, sewer, electric and data). Currently solicited is pricing for two different modular units. One is a new unit, straight out of the factory, to meet current energy codes. There's one entry door with an ADA accessible ramp and level platform. Directly in the entry door is a vestibule which provides an airlock for the classrooms. The restrooms are located right off the vestibule so there is no interference with the classes. The two classrooms are approximately 649 sq. ft. each with a configuration of 32 seats per classrooms. They would be technology enabled classrooms with a smart type podium with projector and screens. The second type of unit is used and provides a little more space, but the entrances go directly into the classroom, and the restrooms lead directly into the classrooms. The classroom area is about 800 sq. ft. with a configuration of approximately 42 seats. They are not permanent units so they will remain on axles/tires and have a skirting. There are packaged terminal air-conditioning units so these classrooms are climate controlled. This is a bid process through the state and the bid date for the units is July 13, 2012. There is the option to take new units, used units or a combination of both. Seven companies have been directly solicited and it is also posted publicly on the FPDC webpage. The bid intent is to setup the classrooms by August 20, 2012.

David Singel then talked about the reason for the modulares. These modulares will help implement the long term solution to growth in enrollment. The response to increasing enrollment is to think about how to use technology in a smart way to change the dynamic of a classroom. Facilities Services upgrades the technology of classrooms in the summer because there aren't classrooms to take offline. There is a lack of swing space to advance that schedule. During a faculty development workshop they talked about implementing inverted classes with team learning. This should improve student success in gateway courses. The fewer students that take math twice the less space is needed to accommodate. So it has a potential to save space. In order to do this a classroom has to be taken offline. Swing space is needed. Within two years we will have

another 10 classrooms and by that time we should have three or four inverted classrooms reducing need even as students increase. The modulars are temporary and will be used for swing space that makes better permanent solutions possible. Advisors have also emphasized to the freshman class to take a larger credit load. There are other remedies for enrollment growth. Those are the remedies we are looking forward to. The long term solution is not building a lot of space; it is a catalyst for thinking about how more effectively to use technology. Other sites were considered, but they would create displaced parking spaces, cost more for utilities, or were too far of a walk. Lashaway moved to recommend the approval of the proposed site and move forward with the concept. Butler seconded the Motion.

The vote:

| | |
|----------|--------------|
| Yes: | 10 |
| No: | 1 (Blunck) |
| Abstain: | 1 (Jacobsen) |

This meeting was adjourned at 5:00 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