

MEMORANDUM

TO: University Facilities Planning Board: Nancy Cornwell - Chair, Walt Banziger - Vice Chair, Kurt Blunck, Allyson Brekke, Jeff Butler, ASMSU President, Anne Camper, Glenn Duff, Michael Everts, Chris Fastnow, Greg Gilpin, Mandy Hansen, Carsten Kirby – ASMSU, Terry Leist, Robert Marley, Martha Potvin, Fatih Rifki, Tom Stump, Julie Tatarka, Jim Thull, Brenda York

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

RE: **January 14, 2014**, 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 November 5 and December 3, 2013.

ITEM No. 2 – EXECUTIVE COMMITTEE REPORT

Report on any current Executive Committee actions.

ITEM No. 3 – CONSENT AGENDA

No items.

ITEM No. 4 – RECOMMENDATION – MSU Alumni Foundation Antenna – Marsh Lab
Presenter - Pat Simmons

ITEM No. 5 – INFORMATIONAL – Miller Dining Hall
Presenter – Andy Allen

ITEM No. 6 – RECOMMENDATION– Cheever 215 Classroom Renovation Update and Use of Academic Building R&R Funds
Presenters – Andy Allen and Walt Banziger

ITEM No. 7 – INFORMATIONAL – Update on New Residence Hall
Presenter – Tom Stump

ITEM No. 8 – INFORMATIONAL – Classroom Design Guide Update and Feedback
Presenter – Walt Banziger

ITEM No. 9 – RECOMMENDATION – Haynes Hall Seismic Phase 2 Summer Work
Presenter – Andy Allen

HORIZON ITEMS

- External Building Signage Policy
- Seminar Materials
- Master Planning Issues
- Revisit and Update Policies
- HBO5 Amendment for lab Facility

VCD/lk

PC:

President Cruzado
Melissa Hill, President's Office
Maggie Hammett, President's Office
Lisa Duffey, Provost Office
ASMSU President
Diane Heck, VP Admin & Finance

Heidi Gagnon, VP Admin & Finance
Jennifer Joyce, VP Student Success
Linda LaCrone, VP Research Office
Bonnie Ashley, Registrar
Robert Putzke, MSU Police
Becky McMillan, Auxiliaries Services

Julie Kipfer, Communications
Jody Barney, College of Agriculture
Susan Fraser, College of Agriculture
Robin Happel, College of Agriculture
JoDee Palin, College of Arts & Arch
Victoria Drummond, Facilities PDC

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
November 5, 2013**

- Members Present:** Nancy Cornwell - Chair, Walt Banziger - Vice Chair, Kurt Blunck, Jeff Butler, Susan Fraser for Glenn Duff, Chris Fastnow, Carsten Kirby, Ritchie Boyd for Martha Potvin, Fatih Rifki, Tom Stump, Julie Tatarka, Brenda York
- Proxy:** Allyson Brekke and Anne Camper carried by Victoria Drummond
- Members Absent:** Michael Everts, Greg Gilpin, Mandy Hansen, Bob Lashaway, Robert Marley, Jim Thull
- Guests:** Candace Mastel, Randy Stephens, Billy Dubois

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

Introductions

Carsten Kirby was introduced as the new ASMSU representative. Randy Stephens was introduced as the new University Architect.

ITEM No. 1 – Approval of Meeting Notes

Butler moved to approve the meeting notes from September 24, 2013. Stump seconded the Motion, Kirby abstained, and the meeting notes were approved. Stump moved to approve the meeting notes from October 8, 2013. Boyd seconded the Motion, Kirby abstained, and the meeting notes were approved.

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 – Informational – Montana State University-Bozeman Historic District Nomination

Victoria Drummond presented an overview of the Montana State University-Bozeman Historic District nomination. A hired consultant prepared a Class Three Architectural Survey of the campus to determine if it was eligible for nomination as a Historic District through the National Register. It includes contributing elements not necessarily historic, such as landscapes and public art. The Montana State Historic Preservation Review Board unanimously approved the nomination on September 13, 2013 and submitted it to the National Register. We will know by the end of the year if we were successful in getting the district approved.

UFPB reviewed and supported the survey as it required committed funds; and the President signed the recommendation in June 2012. We partnered with the State Historic Preservation Office (SHPO), each providing 50% of the proposal costs. The commitment was to do the architectural survey and once completed submit an application for a historic district. The advantage for MSU with the completed survey and district is that since the Legislature approved Senate Bill 3, MSU as an agency needs to biannually report compliance with the Montana State Antiquities Act.

Stump questioned if it will be more difficult to renovate these buildings. Drummond replied that it will require consultation with SHPO, but expects it to be similar to how MSU is already addressing historic preservation; however, it will take a little more time because the collaboration will include the state level and the national level. Drummond will come back to UFPB to let them know if we are successful with the district.

ITEM No. 5 – Informational – The Lift Tower Project Plaque

Candace Mastel presented an overview of The Lift Tower Project plaque. The sculpture was recently installed and will soon have a dedication. The artist had a team of faculty and students complete the sculpture after he moved to Hawaii in July. The team created a plaque to pay homage to those involved including Bridger Bowl, Seneca Boards and other major individuals that contributed to the construction of the sculpture. The plaque is about 6” x10” and made of copper. It’s buffed, etched and coated in three layers. It’s an attractive plaque and placed on the back so it’s not in a person’s face as they approach the piece. The sculpture will also have the standard bronze plaque on the front.

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Butler expressed concern because they were told not to do a plaque by PAC and UFPB. Drummond indicated it is on the back side of the sculpture and attractive. Mastel explained that it was a surprise and she didn't know about it until it was already fabricated for the sculpture. There was miscommunication about the plaque, but it is nice and does not obscure the piece. Mastel wanted to let UFPB know that it did happen and they will keep a better eye on these things in the future.

Updates

Banziger gave an update on the residence hall site selection. He's been holding UFPB's recommendation to the President so that it wasn't in advance of the Board of Regents meeting that's going to approve the finance plan and construction authority for the project.

Stump gave an update on the dining hall project. Miller Dining Hall will be started in March 2014. They will put the addition on the back, open up the two entry nodes and the plan is to possibly expose Mandeville Creek in front of North Hedges. Infrastructure will be done in the summer of 2015 and upgrades inside the dining hall will be summer 2016. A segment of South 12th Avenue in front of North Hedges will be done to accommodate the creek and parking. Upgrades to Harrison and Hannon dining halls will be in 2016 also.

This meeting was adjourned at 4:02 p.m.

VCD:lk

PC:

President Cruzado

Jayson O'Neill, President's Office

Maggie Hammett, President's Office

Allen Yarnell, President's Office

Lisa Duffey, Provost Office

Diane Heck, Provost Office

Victoria Drummond, Facilities PDC

ASMSU President

Heidi Gagnon, VP Admin & Finance

Jennifer Joyce, VP Student Success

Linda LaCrone, VP Research Office

Bonnie Ashley, Registrar

Robert Putzke, MSU Police

Becky McMillan, Auxiliaries Services

Julie Kipfer, Communications

Jody Barney, College of Agriculture

Susan Fraser, College of Agriculture

Robin Happel, College of Agriculture

JoDee Palin, College of Arts & Arch

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
December 3, 2013**

Members Present: Walt Banziger - Vice Chair, Jeff Butler, Carsten Kirby, Bob Lashaway, Fatih Rifki, Tom Stump, Jim Thull, Brenda York

Proxy: Chris Fastnow carried by Victoria Drummond, Ritchie Boyd carried by Walt Banziger, Julie Tatarka carried by Brenda York

Members Absent: Nancy Cornwell - Chair, Kurt Blunck, Allyson Brekke, Linda LaCrone, Glenn Duff, Michael Everts, Greg Gilpin, Mandy Hansen, Jim Luebbers

Guests: Randy Stephens

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

ITEM No. 1 – Approval of Meeting Notes

No notes were approved.

Item No. 2 – Executive Committee Report

There are funds to improve the Molecular Beam buildings, which are near the Huffman building. In order to upgrade the siding during winter break, approval was needed quickly. The University Architect reviewed the paint colors and selected Sandstone Beige for the base and Khaki Brown for the trim. The Executive Committee unanimously approved the upgrades.

Item No. 3 – Consent Agenda

No Items.

Item No. 4 – Recommendation – 2013 MSU Pre-Disaster Mitigation Plan Update

Victoria Drummond presented an overview of the 2013 MSU Pre-Disaster Mitigation Plan. The five year plan enables us to qualify for FEMA grants. We submitted a grant to FEMA and were awarded \$25,000 in 2012, and MSU exceeded the match requirement. The consultant for the project, Tetra Tech, put information about the plan on the website www.universitypdm.com. This is an updated version of the Plan from 2007. Next steps are to get FEMA and the President's approval. When approved, it becomes an adopted plan for the university for the next five years. Without the plan we are not eligible for some FEMA grants. CD's and a printed copy of the plan will be kept at Facilities Planning. Rifke questioned if there was a disaster and post-disaster plan and Drummond replied that those plans are underway and described the value of this PDM plan including modeling evaluation of campus facilities under hazards such as winter storms and earthquakes. Lashaway moved to approve the 2013 MSU Pre-Disaster Mitigation Plan. Thull seconded the Motion. The vote:

Yes: 11
No: 0

Item No. 5 – Informational – LEED Campus Master Site

Walt Banziger presented an overview of a possible LEED Campus Master Site. He met with Kath Williams who is a consultant on the new College of Business. There is a new process in the LEED certification that would benefit campus. It now recognizes single owners of an area being developed with multiple buildings. There is the ability to look at campus as a group site or master site. If it is looked at as a master site, boundaries would be identified and we would go through the application process to get a set of core credits. Future buildings within the master site boundaries would automatically get that set of core credits. They allow a new building to go through the process quicker because they wouldn't have to go through the review process and apply each time. A building in that zone still has to apply on an individual basis. The College of Business project is in the process of LEED certification and has a Gold projection. Applying for a master site can possibly be done along with the College of Business. If we are successful in identifying a master site, it could benefit the dining center projects, the new residence hall and any future projects. CSAC was supportive of the idea. Rifke questioned the restricted area and Banziger explained that they would work with Kath Williams to identify the boundaries. Stump questioned if the university would get any designation recognition in terms of a green campus. Banziger replied no, but it makes the LEED certification process quicker and more comprehensive. Stump questioned if it ties us to anything or requires anything and Banziger replied projects do not have to be LEED certified. The master site can have non-LEED certified buildings. Current infrastructure

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would be used so it wouldn't have to be applied for over and over again. The board was behind pursuing the process of having a master site.

This meeting was adjourned at 4:00 p.m.

VCD:lk

PC:

President Cruzado

Melissa Hill, President's Office

Maggie Hammett, President's Office

Lisa Duffey, Provost Office

ASMSU President

Diane Heck, VP Admin & Finance

Heidi Gagnon, VP Admin & Finance

Jennifer Joyce, VP Student Success

Linda LaCrone, VP Research Office

Bonnie Ashley, Registrar

Robert Putzke, MSU Police

Becky McMillan, Auxiliaries Services

Julie Kipfer, Communications

Jody Barney, College of Agriculture

Susan Fraser, College of Agriculture

Robin Happel, College of Agriculture

JoDee Palin, College of Arts & Arch

Victoria Drummond, Facilities PDC

DRAFT

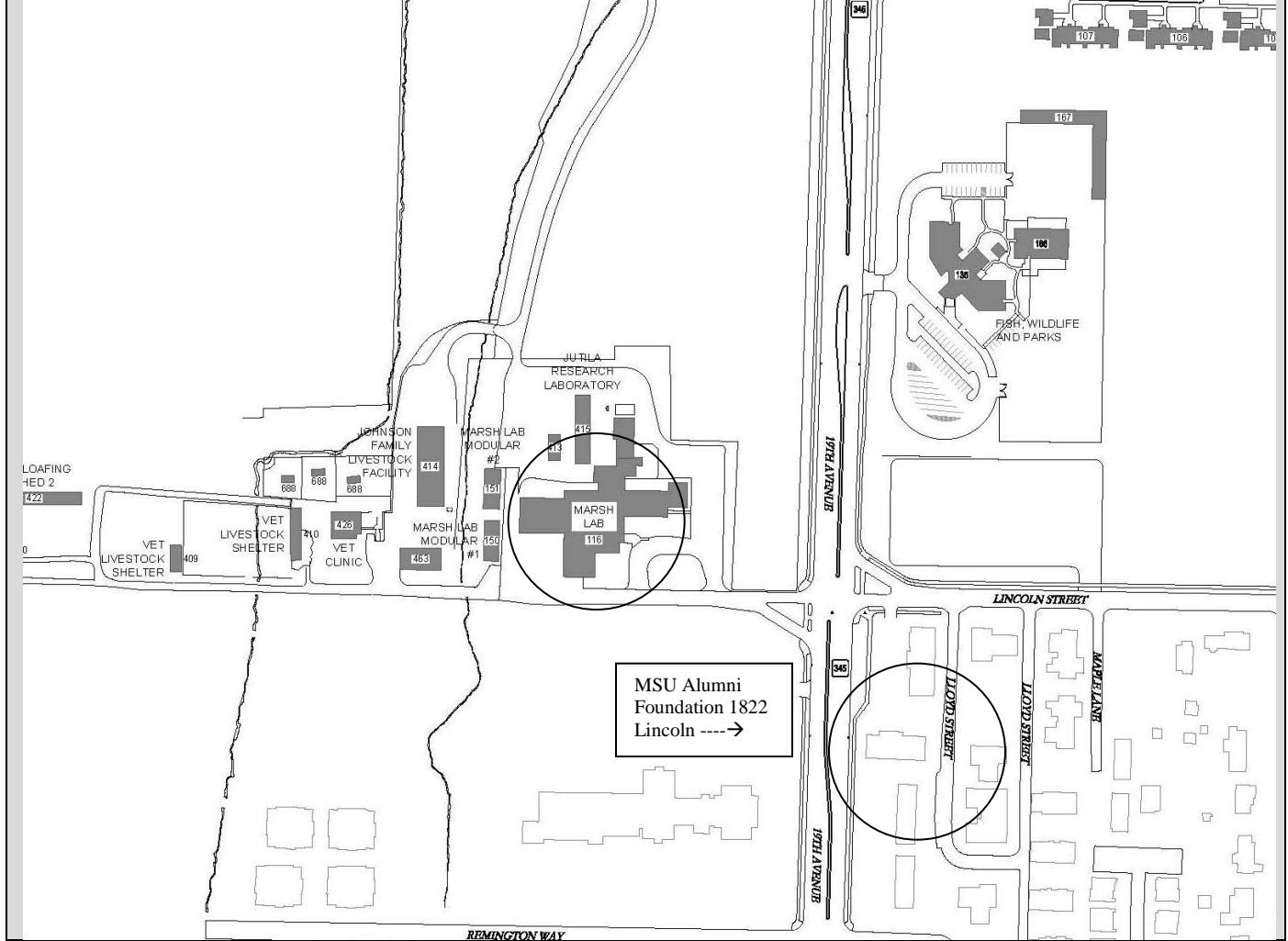
ITEM #	MSU Alumni Foundation Antenna – Marsh Lab
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PRESENTERS:

Pat Simmons, Facilities Project Coordinator, representing the Technical Antenna Committee
Jason Jimmerson, Chief Information Officer, MSU Alumni Foundation

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



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STAFF COMMENTS:

The MSU Alumni Foundation has some of its staff located in their owned building Lincoln Square Condo, at 1822 Lincoln Street. The current data services are not adequate and more staff will be moved to this building in January, 2014. The MSU Alumni Foundation CIO discussed options for higher bandwidth with their IT Desktop support contractor, Granite TCS, ITC’s Telephone Services, and ITC’s Network Analyst and they have concluded that the only viable option is installing an antenna system between the Lincoln building and Marsh Lab in order to utilize the campus network, which has capacity available at Marsh Lab. Therefore an antenna would be installed on the rooftop of the Lincoln building, pointed to an antenna mounted to the light pole adjacent to the south end of Marsh Lab, and cabled to Marsh Lab Room 66, ITC Telecommunications Room.

The Marsh antenna cable will go down into the building using an existing air conditioning exhaust pipe hole that enters the ITC Telecommunications Room 66. Power for the antenna is Passive Power over Ethernet. In TR 66, an existing cable tray will hold the cable from the roof hole to the racks, where the cable will be terminated. ITC will provide an Ethernet port on its data switch, and an existing vLAN will connect the data transmissions to the MSU Alumni Foundation’s network.

Frequency Study was performed by our TAC Committee member and off campus advisor, Neil Ramhorst, comparing these frequencies, 24.05-24.25 GHz with all known existing frequencies on campus with no interference found.

MSU Alumni Foundation’s contractor, Granite TCS, a registered State of Montana contractor will be responsible for installation of the antennas and cable. The installation method was reviewed on site with Facilities Services Maintenance Supervisor, Tom Pike and with ITC Network Analyst, Colin Daniel. The system will be installed in January, 2014, as soon as UFPB and President Cruzado approve this application.

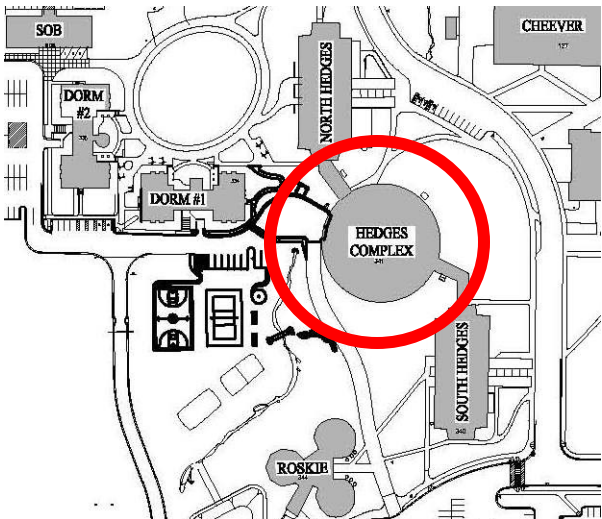
Drawings and pictures will be provided at the meeting.

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

BOARD ACTION REQUIRED:

The Technical Antenna Committee recommends approval of the MSU Alumni Foundation antenna on Marsh Lab as proposed.”

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ITEM # 5		Miller Dining Hall				
PRESENTERS:						
Andy Allen, Project Manager						
PROJECT PHASE:	PLANNING	X	SCHEMATIC	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS	
VICINITY MAP:						
						
STAFF COMMENTS:						
<p>This is an informational item on the Auxiliaries upgrades. Topics discussed will be the exterior additions, entry points, and finish materials. This presentation is intended to inform the committee of the exterior finish options.</p>						
COMPLIANCE:				YES	NO	
MSU POLICIES				X		
COMMITTEE OR APPROPRIATE REVIEW				X		
MASTER PLAN				NA		
BOARD ACTION REQUIRED:						
No vote needed – Informational only						

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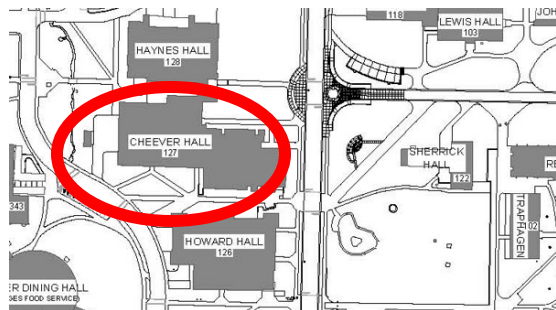
ITEM # 6	Cheever 215 Classroom Renovation Update and use of Academic Building R&R Funds
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PRESENTERS:

Andy Allen, Project Manager and Walt Banziger, Director of FPDC

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



STAFF COMMENTS:

Cheever Hall registrar classroom 215 is considered one of the top 3 large classrooms in need of renovation and upgrading in the large classroom registrar pool by the Classroom Committee rankings. Recently Facilities Services identified the need to replace the existing seating in the classroom due to the failure of the existing seating system and inability to obtain replacement parts.

The Classroom Committee along with the Provost Office expressed the desire to fully renovate and upgrade the classroom in similar fashion to Reid 108 and Linfield 125 in lieu of simply replacing the seating and associated flooring. The order of magnitude cost for fully renovating a facility of this nature is likely to be approximately \$500,000 to \$600,000. Funding for the renovation has not been identified.

UFPB previously approved \$75,000 in Academic Building R&R funds to hire the design consultant and develop construction documents for potential bidding (pending final funding) for the summer of 2014. FPDC is now requesting additional Academic Building R&R funds up to \$425K to renovate Cheever 215.

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

BOARD ACTION REQUIRED:

Recommendation – Academic Building R&R Funding use for Renovation Services



UNIVERSITY FACILITIES PLANNING BOARD
(1/14/2014)

ITEM # 7		New Residence Hall Update				
PRESENTERS:						
Tom Stump, Director of Auxiliaries and Andy Allen, Project Manager						
PROJECT PHASE:	PLANNING	X	SCHEMATIC	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS	
VICINITY MAP:						
NA						
STAFF COMMENTS:						
Tom Stump and Andy Allen will update UFPB on the New Residence Hall Project						
COMPLIANCE:				YES	NO	
MSU POLICIES				X		
COMMITTEE OR APPROPRIATE REVIEW				X		
MASTER PLAN				X		
BOARD ACTION REQUIRED:						
No vote needed – Informational only						

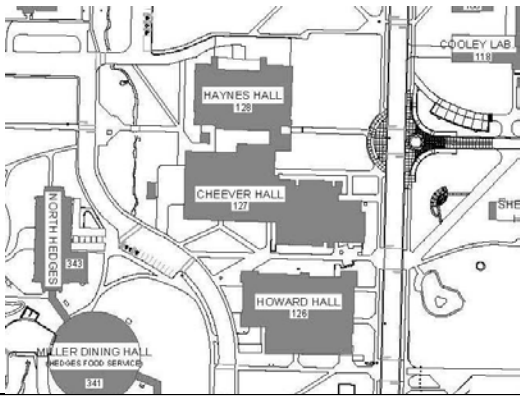
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UNIVERSITY FACILITIES PLANNING BOARD
(1/14/2014)

ITEM # 8		Classroom Design Guide Update and Feedback					
PRESENTERS:							
Walt Banziger, Director Facilities Planning, Design & Construction.							
PROJECT PHASE:	PLANNING	X	SCHEMATIC	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS		
VICINITY MAP:							
NA							
STAFF COMMENTS:							
<p>The Classroom Design Guide was approved by UFPB on November 21, 2011. The Classroom Committee is in the process of updating the Classroom Design Guide and would like to get as much feedback as possible from the many campus groups.</p> <p>The current Guide can be found online at: http://www.montana.edu/us/pdc/planning/files/MSUClassroomDesignGuidelines.pdf</p>							
COMPLIANCE:				YES	NO		
MSU POLICIES				X			
COMMITTEE OR APPROPRIATE REVIEW				X			
MASTER PLAN				NA			
BOARD ACTION REQUIRED:							
No vote needed. UFPB members can get their comments to Randy Stephens, University Architect.							

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ITEM # 9		Haynes Hall Seismic Phase 2 Summer Work				
PRESENTERS:						
Andy Allen, Project Manager FPDC						
PROJECT PHASE:	PLANNING	X	SCHEMATIC	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS	
VICINITY MAP:						
						
STAFF COMMENTS:						
<p>The State of Montana and FEMA have determined that the Creative Arts Center including, Howard, Haynes and Cheever Halls, is in need of life safety, seismic upgrades. The work that will be performed involves interior masonry walls, interior brace frames and exterior brace frames.</p> <p>The exterior brace frame Covers are the topic of this UFPB document. The exterior brace frames are on the outside of certain portions of the three buildings and pose some safety and aesthetic concerns. These brace frames are necessary as this is originally a structural upgrade.</p> <p>In previous UFPB meetings, we presented the brace frame covers that were needed on Howard and Cheever and they were approved. This year, summer 2014, we will install brace frame cover on the elevator tower between Haynes and Cheever Hall. We need approval to add either a brace frame or concrete to the exterior of Haynes Hall.</p>						
COMPLIANCE:				YES	NO	
MSU POLICIES				X		
COMMITTEE OR APPROPRIATE REVIEW				X		
MASTER PLAN				NA		
BOARD ACTION REQUIRED:						
Recommend approval of the request as proposed.						

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