

MEMORANDUM

TO: University Facilities Planning Board: Nancy Cornwell - Chair, Walt Banziger - Vice Chair, Kurt Blunck, Allyson Brekke, Jeff Butler, ASMSU President, Michael Everts, Chris Fastnow, Greg Gilpin, Brett Gunnink, Neil Jorgensen, Shad Cristando – ASMSU, Terry Leist, Chris Kearns, Martha Potvin, Fatih Rifki, Tom Stump, Julie Tatarka, Jim Thull, Brenda York

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

RE: **January 27, 2015**, 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 December 2, 2014. Draft notes from January 13, 2015 to be distributed before next meeting.

ITEM No. 2 – EXECUTIVE COMMITTEE REPORT

Report on any current Executive Committee actions.

ITEM No. 3 – CONSENT AGENDA - No items

ITEM No. 4 –RECOMMENDATION - Door Graphics for DSEL Space
Presenter – Jillian Bertelli and Meta Newhouse

ITEM No. 5 –INFORMATIONAL - CPDC Project Process Brochure
Presenter – Randy Stephens

ITEM No. 6 –INFORMATIONAL - Chalking on Sidewalks
Presenter – EJ Hook

HORIZON ITEMS

- **Jabs Hall Outdoor Furniture**
- **External Building Signage Policy**
- **Seminar Materials**
- **Master Planning Issues**
- **Revisit and Update Policies**
- **HBO5 Amendment for Lab Facility**

VCD/lsh

PC:

President Cruzado

Melissa Hill, President's Office

Maggie Hammett, President's Office

Keely Holmes, 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, Campus Planning

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
December 2, 2014**

- Members Present:** Nancy Cornwell - Chair, Walt Banziger - Vice Chair, Jeff Butler, Michael Everts, Chris Fastnow, Neil Jorgensen, Fatih Rifki, Brenda York, Greg Gilpin, Kurt Blunck, Jim Thull, Tom Stump, David Single
- Proxy:** Victoria Drummond for Linda LaCrone, Julie Tatarka, Allyson Brekke and Chris Fastnow; Walt Banziger for Bob Lashaway
- Members Absent:** Brett Gunnink, Chris Kearns, Shad Cristando, Charles Boyer
- Staff & Guests:** Bill Clinton, EJ Hook, Sam Des Jardins, Candace Mastel, Darryl Curfman, Tony Campeau, Galen Brokaw, Reed Simonson, Steve Erickson, Randy Stephens, Jillian Bertelli, David Singel

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

ITEM No. 1 – Approval of Meeting Notes

Draft notes from November 18, 2014 to be distributed before next meeting. There will not be a meeting on December 16, 2014, based on the end of the semester and Commencement and there are no pressing agenda items.

Jim Thull announced that he will be on sabbatical for Spring 2015 and Sara Mannheimer will be his proxy for the semester.

ITEM No. 2 – Executive Committee Report

Banziger presented the Executive Committee decision for the Furniture Order for Cheever DSEL Lab Space. The College of Arts and Architecture will utilize the existing space (DSEL Lab), as is, with the newly purchased furniture. The requested changes at this time do not include architectural, mechanical or electrical modifications. Any architectural, mechanical, and or electrical modifications necessary or desired by the College of Arts & Architecture will be done at a later date. The expedited order was necessary to accommodate class scheduling of the space for the Spring 2015.

Campeau asked if this is space that can be scheduled or reserved for classes with the Registrar's office. Cornwell responded that this is partially an instructional space and partially a collision space. The Director of DSEL will be in charge of scheduling the space.

ITEM No. 3 – Consent Agenda – No Items

The agenda was reorganized in the following order:

ITEM No. 4 – Recommendation - Modern Languages Bamboo Wall Rack

Candace Mastel presented the request from the Modern Language Department to install a bamboo wall rack in their hallway of Gaines Hall. The rack has nine slots for standard letter sized paper and they would use it to place brochures, Handouts, and class information for students. The rack would be installed on the ground face block wall across from the department office, next to the bulletin board and matches some of the finishes throughout the hallways in Gaines. The bamboo wall rack measures 28 inches wide by 40 inches tall by 2.5 inches deep, and will be at a height that meets ADA and fire safety regulations.

Blunck moved to approve. Thull seconded the motion. The motion passed unanimously.

The vote:

Yes: 18

No: 0

ITEM No. 5 – Recommendation - CAC Collision Spaces Design – Cheever, VisCom, and Howard

Jillian Bertelli presented the proposed design for the Creative Arts Complex (CAC) and Visual Communications Collision Spaces. In the Visual Communications (VisCom) Building the public spaces of the south entry and the lower

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gathering space have outdated furnishings; the proposal is to update the furnishings in both spaces. There are additional improvements to this space by providing a gallery art wall, which requires the demolition of the hand rail and replacing it with a gypsum wall. This will provide an opportunity to place electrical outlets on the wall for lighting to highlight photography. The furniture will be purchased on the state contract, and includes chairs made from recycled coke bottles, and coffee tables made from recycled polyethylene. Thull asked for clarification of wall replacing hand rail; the hand rail currently separates the upper level from the lower level. Drummond asked if the gallery wall will be used for student art, and Cornwell responded that it will be rotating student art from courses.

At Howard Hall the large public space at the entry of the building, it is proposed to get new furniture, including seating, coffee tables, and cafe tables which are adjustable in height. Most of this furniture is also being used or tested in other locations on campus, in places such as Cheever Hall and the Library. This furniture is durable and environmentally responsible, and there are also fabrics available with Nano-Tex coatings that prevent stains.

On the second floor of Cheever Hall will use furniture from the architecture design build class led by Bill Clinton, including a coffee table and a bar-height attachment to the handrail, which does meet ADA guidelines for accessibility. There will also be some refurbished furniture from the Cheever "fish bowl" (the space becoming DSEL) which now have "Idea Paint" that can be used with dry erase pens.

Stump moved to approve. Blunck seconded the motion. The motion passed unanimously.

The vote:

Yes: 18
No: 0

ITEM No. 6 – Recommendation - Design Sandbox for Engaged Learning (DSEL)

Randy Stephens presented the proposal for the Design Sandbox for Engaged Learning (DSEL) space on the first floor of Cheever Hall (room 102). This is an inter-disciplinary co-lab space primarily used to bring different disciplines across campus to apply design thinking to solve problems. There are courses that proposed to use this space, including the Honors College, Agriculture, Business, Design and Engineering. The space will be branded with identity and the colors that will be used are orange and cool gray. Cornwell added that this space will remain open at all times and that the connecting room 125 will also be part of DSEL, used to secure high end materials and technology and have some work space.

The furniture will be flexible for multiple configurations, and the rolling cabinets are lockable and can fit into the locked space when needed. The path through the space will remain as an exit, though the doors can be closed but not locked while the space is being used. Clinton added that the design includes a movable panel that can slide back and forth along the pathway, which would help separate the path from classes that are taking place in the space. Banziger noted that the panel cannot encroach on the exit pathway so there needs to be some way to limit the movement. York clarified that there would need to be turn ratios for wheelchairs and ADA accessibility. Rifki added that the classroom configurations should reflect the accessibility to the exit; it was suggested that the color of the carpet could indicate the pathway and the space needed for the exit.

Drummond asked for clarification on whether room 125 is changing its function to storage; Cornwell responded that it would become partially a work space for students, with some conference-style meeting space, and be lockable for secure storage of rolling cabinets and high end technology.

York moved to approve the design concept of the DSEL, pending approval from Space Management Committee of a classroom being converted to storage*. Blunck seconded the motion. The motion passed unanimously.

The vote:

Yes: 18
No: 0

*Note: Have clarified that room 125 would sill function as instructional space with some storage.

ITEM No. 7 –Informational - Norm Asbjornson Innovation Center Update

Walt Banziger presented an update on the Norm Asbjornson Innovation Center (NAIC). Currently the Design Team is working on the programming elements of the project and figuring out on who and what goes into the building
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(classrooms, labs, storage, offices, etc.). The Design Team has now been given good direction on this, the parking solution, and ideas for the presentation hall. There are several committees, work groups, and a lot of people involved in this project. The parking solution is likely going to be a parking structure, which may have 400-600 spaces and will be a multi-modal transportation hub. The focus of the project includes walkable streets, an urban setting, entry to campus, and limited vehicular circulation. Based on the financing model, the original schedule is likely to change and is currently being worked on. The contractor will be determined in December, the next Integrated Design Event (IDE) is in January, and there will be a LEED charrette in February. Some of the ideas that will be incorporated into the building will be freshman design labs, multi-disciplinary labs, capstone spaces, shop space, and rapid prototyping space. The Design Team would also like to incorporate high-end labs, alternative energy labs, robotics, student project storage, collaborative space, classrooms, computer design lab, office space, and material science lab.

Jorgensen asked how the space between the parking structure and the addition to the Marga Hosaeus Fitness Center is being addressed; Banziger responded that it is being addressed between the designs of both projects.

ITEM No. 9 – Informational - Update on Relocation EHHD Performance Labs

Darryl Curfman presented an update of the relocation of the EHHD Performance Labs, which is to make the addition to the Marga Hosaeus Fitness Center on the north east corner of the building instead of the south east corner of the building. This would be the same footprint and would have several advantages, including a better entry and visibility, better access to the Fitness Center, and it may align well with the development of the NAIC site. The main challenge with this location is that the service drive for Romney will need to be relocated. There is some discussion of consolidating service drives with AJM Johnson.

Banziger added having the addition on the north side of the Fitness Center continues the urban theme on Grant St. Relocating the service drive next to Romney on the north side of Grant St. may mean also relocating Veteran’s Park, which would become part of the Romney Renovation project. Banziger clarified that the EHHD relocation is funded by the Romney Renovation project, and if that project does not get funded nothing will need to be relocated. York stated that as part of this design, the relocation and design of Veteran’s Park needs to be considered, and she needs to be involved in this.

ITEM No. 8 – Informational - Chalking on Sidewalks

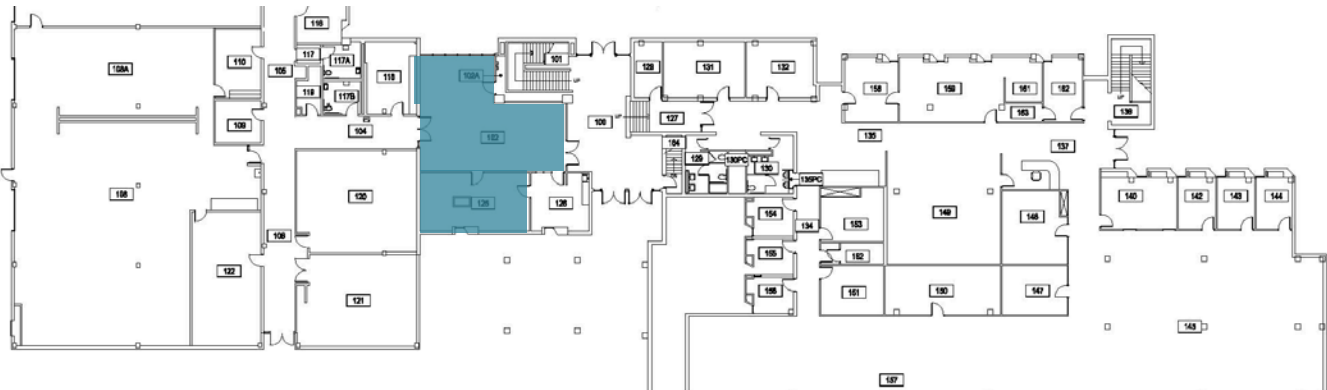
This item will be discussed at a future UFPB meeting.

This meeting was adjourned at 5:00 p.m.

VCD:lsb

PC:

President Cruzado	Heidi Gagnon, VP Admin & Finance	Julie Kipfer, Communications
Adam Arlint, President’s Office	Jennifer Joyce, VP Student Success	Jody Barney, College of Agriculture
Maggie Hammett, President’s Office	Linda LaCrone, VP Research Office	Susan Fraser, College of Agriculture
Lisa Duffey, Provost Office	Bonnie Ashley, Registrar	Robin Happel, College of Agriculture
ASMSU President	Robert Putzke, MSU Police	JoDee Palin, College of Arts & Arch
Diane Heck, VP Admin & Finance	Becky McMillan, Auxiliaries Services	Victoria Drummond, Campus PDC

ITEM # 4		DSEL Door Graphics				
PRESENTERS:						
Jillian Bertelli, Staff Architect						
PROJECT PHASE:	PLANNING	SCHEMATIC	DESIGN DOCUMENTS	X	CONSTRUCTION DOCUMENTS	
VICINITY MAP:						
 <p>Cheever Hall 1st Floor</p>						
STAFF COMMENTS:						
As part of the DSEL project on the first floor of Cheever Hall, which was presented to UFPB on December 2, 2014, the attached images are the design of the doors leading into and out of the DSEL space.						
COMPLIANCE:				YES	NO	
MSU POLICIES				X		
COMMITTEE OR APPROPRIATE REVIEW				X		
MASTER PLAN				X		
BOARD ACTION REQUIRED:						
Approve designs.						

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don't be

afraid

to play

in the

sandbox





UNIVERSITY FACILITIES PLANNING BOARD

January 7, 2015

ITEM # 5		CPDC Project Process Brochure				
PRESENTERS:						
Randy Stephens, University Architect						
PROJECT PHASE:	PLANNING	X	SCHEMATIC		DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS
VICINITY MAP:						
Not Applicable						
STAFF COMMENTS:						
<p>To assist customers on campus, Campus Planning, Design & Construction (CPDC) has developed a brochure to help explain the steps in the process to deliver a project. The brochure could be used to send electronically or with face-to-face kick off meetings with customers to help them understand policies and procedures as established by MCA, MSU and/or CPDC prior to the start of a project. The brochure includes useful information about developing scope, budget, schedule, required spending authority and approvals, and reasonable time frames for each step of the process.</p> <p>Electronic copy attached; please use for your reference. This will be posted on the CPDC website.</p>						
COMPLIANCE:					YES	NO
MSU POLICIES						
COMMITTEE OR APPROPRIATE REVIEW						
MASTER PLAN						
BOARD ACTION REQUIRED:						
No action needed						

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MSU CONSTRUCTION POLICIES

- The State of Montana is the owner of all University facilities.
- Campus Planning, Design & Construction (CPDC) is responsible for the management of design and construction activities:
 - New structures
 - Renovations
 - Major Maintenance
 - Infrastructure projects
 - Large and/or complex construction projects
- CPDC is charged with the stewardship and preservation of University facilities.
- CPDC administers all campus construction contracts.

CPDC RESPONSIBILITIES:

According to state statutes, all construction activities, regardless of source of funds must be administered by:

- CPDC for projects requiring design services, construction contracts and professional Consultants.
- Facilities Services for maintenance and small scale projects.

There are different construction processes depending on the project cost.

CPDC's role is to guide the client through the complexities associated with delivering a project that complies with state regulations.

CPDC will be the central contact point for all parties during the various stages of the project delivery process.



CORE VALUES

STEWARDSHIP

Promote and practice sustainable principles as proactive stewards of resources.

ACCOUNTABILITY

Be accountable to our Clients, coworkers, University Community and the Citizens of Montana.

BALANCE

Balance the Client need and project requirements with the University Mission and larger community.

RESPECT

Treat our Clients, colleagues and coworkers with respect.



CAMPUS PLANNING, DESIGN & CONSTRUCTION

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CAMPUS PLANNING, DESIGN & CONSTRUCTION



ABOUT CAMPUS PLANNING, DESIGN & CONSTRUCTION



ILLUSTRATION COURTESY OF COMMA-Q/HENNEBERY EDDY ARCHITECTS, INC.

MISSION STATEMENT

Provide responsible leadership and systematic guidance to preserve and advance the physical environment of MSU in support of education, research and community outreach.

Campus Planning, Design & Construction (CPDC) consists of two service management sections; the Planning group and the Design & Construction group. As stewards of MSU's physical assets, our Planners, Designers and Project Managers are committed to guiding Clients through the construction process with approaches that enhance and preserve the Campus, historic buildings, landscapes, and cultural features.

In addition, the office is the liaison with local, state and federal agencies as related to planning and construction issues.

SERVICES OFFERED:

- Design Services
- Project Construction Management
- Master and Capital Planning
- Landscape Design
- Interior Design Services
- Long Range Building Program Planning
- Construction Standards and Guidelines
- Signage and Wayfinding
- Space Management
- Utility Locates
- Mapping, Drafting (CAD) and Geographic Information System (GIS)
- ADA Upgrades and Compliance

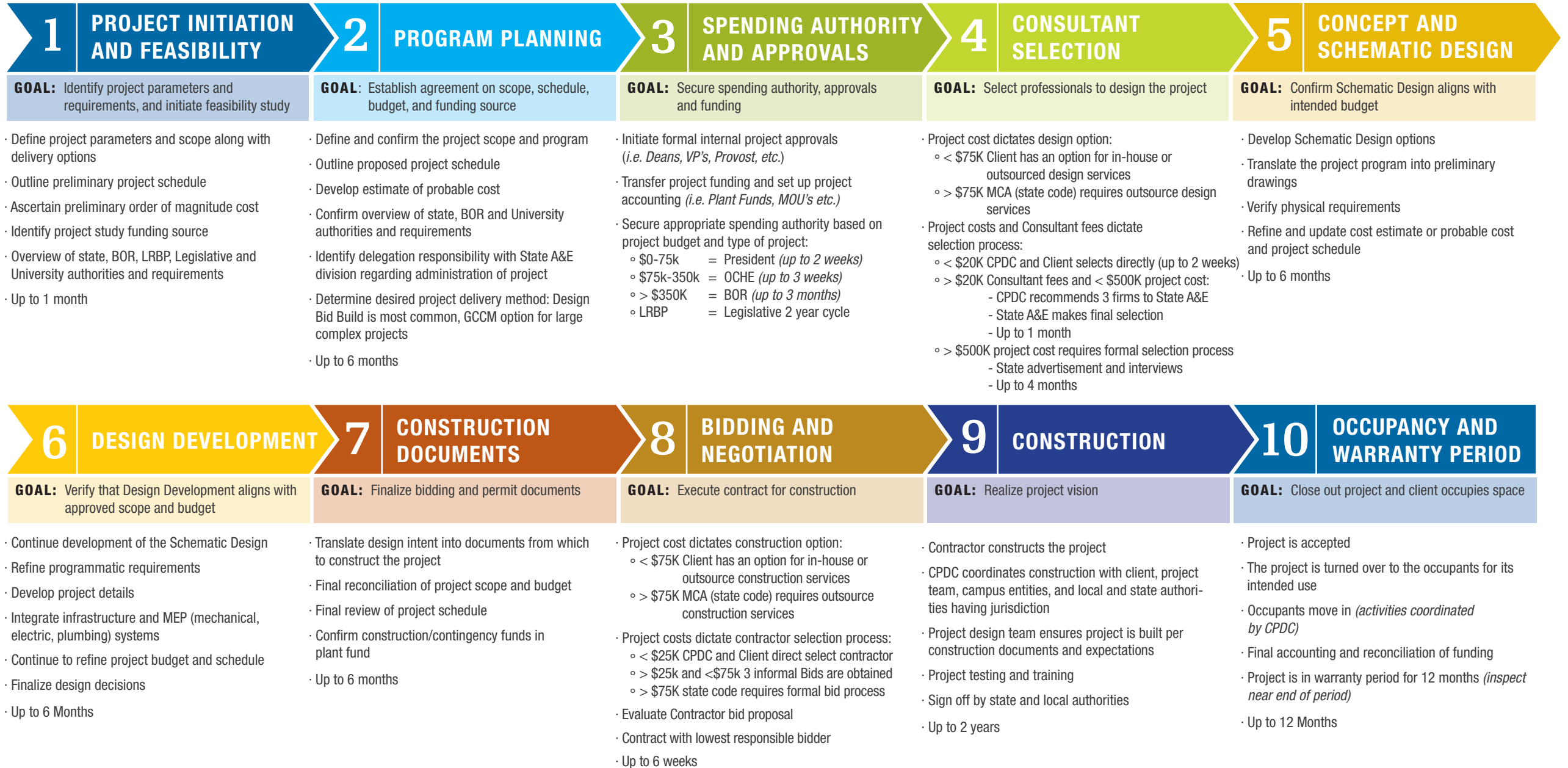
SCHEDULING YOUR PROJECT

The project delivery process is long and complex. Clients are encouraged to contact CPDC as soon as possible to facilitate a successful and pleasant project experience.

CAMPUS PLANNING, DESIGN & CONSTRUCTION PROJECT PROCESS



PHOTO BY KELLY GORHAM



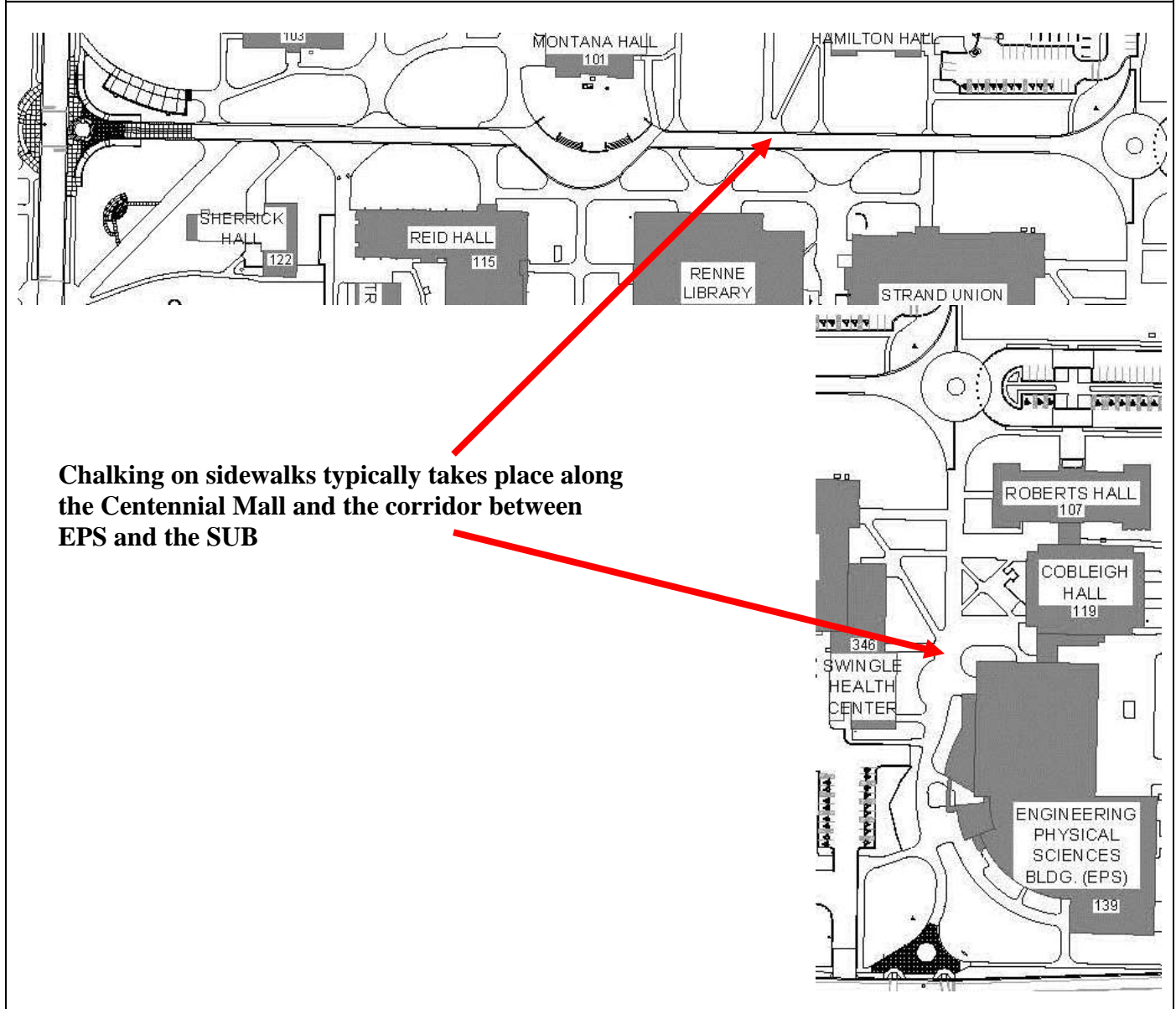
ITEM # 6	Chalking on Sidewalks
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PRESENTERS:

E.J. Hook, Environmental Services manager

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



Chalking on sidewalks typically takes place along the Centennial Mall and the corridor between EPS and the SUB

STAFF COMMENTS:

Historical uses for marking on sidewalks are Catapalooza booth marking, running course layout/directionals, color runs, and, more recently promoting student club events, donation drives, and sponsored campus events.

Problem Statement - Using the paved surfaces of our campus as a means of promoting events on campus and/or as a medium for promoting ones message has become an increasingly popular option. The primary area used for these purposes is along the Mall, major mall pathway intersections and along the corridor between EPS and the SUB. This raises two core issues—

- Aesthetic of campus
- Potential damage to facilities

The process - The current process used to approve outdoor events and practices is Outdoor Program Request (OPR) which is managed by the office of Activities and Engagement. This process is used for all outdoor events and requires approval by Facilities, Auxiliary Services, and University Police for the event to occur. For sidewalk marking requests, approval is contingent upon the use of chalk as the media (spray chalk or sidewalk chalk). Through experience the process has added the requirement for removal of any chalk residual within 7 days of it being placed; removal is the responsibility of the requestor. To date the OPR process has been used successfully to manage running course layout and several other events/occurrences like Catapalooza booth layout, the solar system to scale, and student club events. Most recently Health Promotions, with OPR approval, used spray chalk to promote their Homecoming outdoor movie event using spray chalk. The promotion was prominent and extensive which led to questions about the appropriateness of this practice.

PHOTOS

Movie Night



Bone Marrow Drive



Race arrows



Catapalooza numbers



COMPLIANCE:	YES	NO
MSU POLICIES	X	
COMMITTEE OR APPROPRIATE REVIEW		X
MASTER PLAN		X
BOARD ACTION REQUIRED:		
Seeking UFPB advice/comments on the impacts and potential impacts to our campus caused by this increasingly popular and requested practice.		

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