

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: **February 10, 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 January 13, 2015, and January 27, 2015.

ITEM No. 2 – EXECUTIVE COMMITTEE REPORT

Report on any current Executive Committee actions.

ITEM No. 3 – CONSENT AGENDA - No items

ITEM No. 4 –RECOMMENDATION - Campus Outdoor Furniture
Presenter – Candace Mastel

ITEM No. 5 –RECOMMENDATION - Jobs Hall Outdoor Furniture
Presenter – Sam Des Jardins

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

ITEM No. 7 –INFORMATIONAL - Miller Dining Hall Update
Presenter – Andy Allen

HORIZON ITEMS

- Renne Library Spaces & Technology Renovation
- 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
January 13, 2015**

Members Present: Bob Lashaway, Neil Jorgensen, Fatih Rifki, Brenda York, Kurt Blunck, Greg Gilpin

Proxy: Victoria Drummond for Chris Fastnow, Renee Reijo Pera, and Julie Tatarka; Candace Mastel for Walt Banziger; Bob Lashaway for Jeff Butler and Tom Stump

Members Absent: Nancy Cornwell, Michael Everts, Allyson Brekke, Brett Gunnink, Chris Kearns, Martha Potvin, Shad Cristando, Sara Mannheimer

Staff & Guests: Candace Mastel, Tammie Brown, Cindy Judkins, Rebecca Gleason, Kristen Blackler, Anna Price

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

ITEM No. 1 – Approval of Meeting Notes

Blunck moved to approve the meeting notes from November 18, 2014. Jorgenson 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 – INFORMATIONAL - Bike Task Force Update

Candace Mastel, Kristen Blackler and Rebecca Gleason gave an update on the Bike Task Force. The Bike Task Force was created last year due to a generous private donation from MSU Alumni, to improve the bike environment at MSU. They convened a series of meetings with members of campus and community stakeholders, and a few themes emerged: education, outreach and infrastructure. One of the first steps taken was re-establishing the Bike/Pedestrian Coordinator student position on campus, and this position is currently filled by Anna Price. The Bike Task Force has recently hosted Bike to School events, started the Bobcat Bike Check at home football games (which saw an increase from 20 bikes checked at the first game to 100 bikes checked at the second game), partnering with the City of Bozeman, submitted the first Bike-Friendly Campus application, instituted a bike survey, and established relationships with academic classes.

Gleason explained that she is on the Bozeman Area Bicycle Advisory Board, which makes recommendations to the City Commission on how to make biking a more convenient option. One thing that was accomplished was the city-wide bike counts, which found that the locations near MSU have highest number of bikes in the city (MSU Centennial Mall, Grant St & S. 7th Ave, and W. College St & S. 11th Ave). Brown asked for clarification on days the data was collected; the data was collected on three days (Tuesday, Wednesday, Thursday) in September at peak hours (5-7pm). This information was used in the Bike-Friendly Campus application in July 2014; from this MSU received “honorable mention” in October 2014 and a report with what MSU can do to become more bike-friendly. The recommendations included creating a Campus Bicycle Master Plan, developing an education program, and increase the amount of high quality bike parking. The Bike Task Force also to get input from students, faculty and staff with a survey, which had 408 response of the 1,600 people it was sent to (a representative sample of the MSU community included non-bikers). The results showed that people rely on biking or walking to campus as their form of transportation, and weather and safety are reasons people choose not to bike.

Mastel discussed what is on the horizon for the Bike Task Force and the progress that is to be made in the future. The priority is to create a Campus Bicycle Master Plan, which is tied in with other forms of transportation, led by MSU with the help of Alta Planning & Design. There will academic involvement of students and the campus community to creating the Master Plan document. The Bike Task Force also plans to do more outreach events, including a larger presence at Catapalooza, and being more involved with Residence Life. Lashaway noted that there is a difference between bike storage and bike parking, and weather it is covered or not covered, and that there are

some people that use a bike to get to campus and others that use a bike to get around campus. Jorgenson added that those who live on campus might use a bike to get other places in Bozeman if they had reliable covered storage. Brown recommended that there is an information fair at each Freshman Orientation, which may be a good opportunity to reach out to students and parents before they begin attending MSU. She also suggested educating bikers about safe biking on campus and in Bozeman.

ITEM No. 5 –RECOMMENDATION - Illuminated Exterior Display Board East Julia Martin

Mastel presented a proposal to install an exterior display board near the intersection of W. Garfield St. and S. 15th Ave, near the Freshman Apartments (East Julia Martin Dr.). This board would be a location for Residence Life staff to post vital information for the freshmen students who are currently housed in East Julia Martin Dr. It is a brushed bronze display board, is lit and is secure. The display board will be used for no more than two years, or until the apartments are no longer being used to house freshmen students by Residence Life. During this time, Campus Planning, Design & Construction will work with Residence Life to look at other options that are appropriate for their purpose and for the rest of Campus. Fastnow questioned the cost of \$5,000 for this board if it is only being used for two years; Mastel clarified that this cost includes installation and the cost of the board, which was previously purchased. Brown noted that Residence Life has identified a need for a way to keep the students living in the Freshman Apartments connected to campus, which is not currently in place. Upon a Campus kiosk standard being developed, the display board would be removed.

York moved to approve the proposed. Blunck seconded the motion. The motion passed unanimously.

The vote:

Yes: 12
No: 0

ITEM No. 6 –RECOMMENDATION - Public Art Committee Membership Update

Victoria Drummond presented an update to the membership of the Public Art Committee (PAC), which is a committee of UFPB and is meant to be made up of individuals who are involved in the art community. The committee received a unanimous nomination for a new Faculty member; the committee currently has two Arts & Architecture Faculty members and this would allow for a third member from the department. The nomination is for Jim Zimpel, who has been Sculpture faculty since 2013 and is very active in the School of Art and the art community in Bozeman. Rifki asked why there should be another member from the Art department, instead of any Faculty member; he expressed that there is a large body of Faculty who may have an interest in art and this may be good to have on the PAC.

The second update is to reappoint the PAC Co-Chairs, Jim Thull and Victoria Drummond. Thull is on a sabbatical and provided a permanent proxy, Leila Sterman, who has accepted the Co-Chair duties as part of the proxy. The third update is that the vacancies for Staff Senate and ASMSU have been solicited.

Rifki moved to add a Faculty member to the PAC, from the Faculty-at-large which would not preclude Arts & Architecture Faculty; and the approval of the remainder of the item as proposed. Gilpin seconded the motion. The motion passed unanimously.

The vote:

Yes: 12
No: 0

ITEM No. 7 –INFORMATIONAL - CPDC Project Process Brochure

This item will be discussed at a future UFPB meeting.

This meeting was adjourned at 4:30 p.m.

VCD:lsb

PC:

President Cruzado
Adam Arlint, President's Office
Maggie Hammett, President's Office
Julie Heard, Provost's Office
ASMSU President
Diane Heck, VP Admin & Finance

Heidi Gagnon, VP Admin & Finance
Jennifer Joyce, VP Student Success
Linda LaCrone, VP Research Office
Tony Campeau, 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 PDC

DRAFT

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
January 27, 2015**

Members Present: Walt Banziger - Vice Chair, Bob Lashaway, Neil Jorgensen, Brenda York, Greg Gilpin, Michael Everts, Jeff Butler, Dana Dale

Proxy: Brenda York for Kurt Blunk, Walt Banziger for Allyson Brekke, Michael Everts for Fatih Rifki

Members Absent: Nancy Cornwell, Brett Gunnink, Chris Kearns, Martha Potvin, Sara Mannheimer, Chris Fastnow, Julie Tatarka, Tom Stump, Charles Boyer, Renee Reijo Pera

Staff & Guests: Randy Stephens, Jillian Bertelli

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

ITEM No. 1 – Approval of Meeting Notes

Butler moved to approve the meeting notes from December 2, 2014. York 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 - Door Graphics for DSEL Space

Jillian Bertelli presented the proposed door graphics for the DSEL space in Room 102 in Cheever Hall. The design and furniture have been approved by UFPB and President Cruzado. The graphics for doors will be printed on vinyl and adhered to doors by a company called Clean Slate. The graphics will be on the inside of the doors so when all doors are closed the graphics will remain within the space. Everts asked when the doors are typically closed. The intention with this space is for the doors to be closed when a class or event is in session. Butler asked what the purpose of these graphics is and what would happen if a Campus standard for wayfinding signage is developed. The purpose of the graphics is branding of the space.

Lashaway moved to approve the proposed. Butler seconded the motion. The motion passed unanimously.

The vote:

Yes: 11
No: 0

ITEM No. 5 –INFORMATIONAL - CPDC Project Process Brochure

Randy Stephens presented the Campus Planning, Design & Construction quad-fold project process brochure, which CPDC will use to educate clients and have more discussions on campus. It is in print and will be available on the webpage. The purpose of this brochure is to promote what CPDC does and help clients understand the complex process of any project on campus. In the brochure there is a note that the State of Montana is the owner of all University facilities, and that all projects should go through CPDC. This also gives clients an idea of the timeline of a project and encourages them to contact CPDC as early as they can when they have a project in mind. This has been presented to Professional Council and it is intended to be presented to as many groups on campus as possible. Banziger added that it is important to keep in mind that doing a State-owned project takes longer than a private project based on many factors (cost, authorities, etc.).

ITEM No. 6 –INFORMATIONAL - Chalking on Sidewalks

This item will be discussed at a future UFPB meeting.

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

VCD:lsb

PC:

President Cruzado

Adam Arlint, President's Office

Maggie Hammett, President's Office

Julie Heard, Provost's Office

ASMSU President

Diane Heck, VP Admin & Finance

Heidi Gagnon, VP Admin & Finance

Jennifer Joyce, VP Student Success

Linda LaCrone, VP Research Office

Tony Campeau, 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 PDC

DRAFT

ITEM # 4		Campus Outdoor Furniture				
PRESENTERS:						
Candace Mastel, Assistant Planner						
PROJECT PHASE:	PLANNING	X	SCHEMATIC		DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS
VICINITY MAP:						
Campus In General						
STAFF COMMENTS:						
<p><u>Brief History</u></p> <p>In the past, MSU has used an outdoor furniture standard to accomplish three basic things:</p> <ol style="list-style-type: none"> 1. Purchase durable and aesthetically consistent (in visual language and materials/color) outdoor furniture that would perform well in an institutional environment. 2. Enable efficient maintenance and replacement of benches and trash receptacles. 3. Provide a convenient purchasing method through purchasing from a consistent vendor (although sole sourcing requires justification). <p>The MSU “standard” has mostly been employed in the core campus areas, in public areas, and in circulation routes including but not limited to Centennial Mall (this area also features a custom fabricated bench sponsored by donors), Veteran’s Park, Alumni Plaza, the plaza on the north side of Hamilton Hall, and the Iris Garden. Several exceptions have been made if site constraints or ADA considerations existed, for example:</p> <ol style="list-style-type: none"> 1. At Veteran’s Park, a round, heavy table was desired that had one space for a wheel chair. The only manufacturer that could provide that with the specifications we desired was Landscapeforms, not the same vendor as the benches we use on campus. However, the color was very similar and the materials were still a high quality powder coated steel. These tables were later employed around Centennial Mall and have been well received and well used. 2. At Animal Bioscience Building the outdoor patio associated with the building featured a very narrow space on the west side. Two tables similar to the ones used at Veteran’s park were purchased through yet another vendor to allow a freestanding, two seat configuration, which is what would fit in the space on the patio. They are a similar bronze color and also made of steel. <p>Over the course of the last few years, with new building construction and major building renovations there have been several requests to use a style or color that isn’t in the same vein as the MSU “standard.” Typically these requests still offer an outdoor furniture option that is institutional quality, paint and construction. They are typically requested in association with a plaza adjacent or integral to the building and complimentary to the architecture or exterior design.</p>						

Proposal

In order to allow more flexibility for custom or furnishings differing from our MSU “standard,” it is proposed UFPB adopt a tiered system of furnishing allowances or standards. These would be based on the following basic tenants at the least:

1. All furnishings must be of institutional or commercial design, engineering, quality, materials, coatings, etc. to ensure that they will be durable and will perform well in the university environment.
2. All furnishings must be chosen so that they complement the existing campus environment and provide enjoyable and safe user experiences.
3. All outdoor furnishings must be selected and/or reviewed by CPDC and Facilities Services to ensure consistency and aesthetic conformance to the specific site opportunities and restraints as well as the tiered system identified as part of this recommendation.

The tiered system would be defined as follows:

1. All general public areas in the core of campus, including but not limited to Centennial Mall, areas linked to the mall via common sidewalks; like the area between EPS/Cobleigh/Roberts and the SUB; and areas not directly adjacent to a building entrance, plaza or other exterior associated space.
2. Areas adjacent to a building entrance, a plaza or other exterior associated space adjacent to a building that is directly accessed by a door into the building.

The belief is that through a tiered system, given the basic tenants listed above, outdoor furnishings will be able to:

1. Where it is appropriate, as in general public areas, be able to create a common “language” or character built around the same quality, style and basic color of items in the landscape and create a consistency visually and aesthetically.
2. Where it is appropriate, to allow individual buildings install within close proximity to their entries, or in their plazas, or other associated adjacent spaces, furnishings which better compliment the architecture, interior uses, or programming needs of the departments or occupants inside the building.

Photos of Existing Outdoor Furnishings



Bench at Alumni Plaza



Carousel Table at Veteran’s Park



Donor Bench on Centennial Mall

	YES	NO
MSU POLICIES	X	
COMMITTEE OR APPROPRIATE REVIEW	X	
MASTER PLAN	X	
BOARD ACTION REQUIRED:		
Recommend approval for the adoption of a tiered approach to selection and placement of outdoor furniture on campus.		

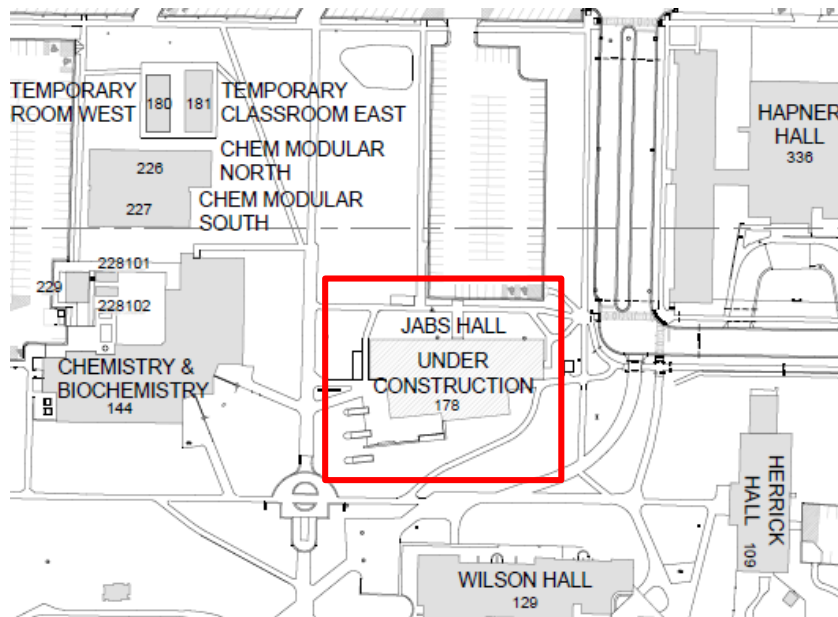
ITEM # 5	Jabs Hall Outdoor Furniture
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PRESENTERS:

Sam Des Jardins, Project Manager

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



STAFF COMMENTS:

Brief History

The Jake Jabs College of Business and Entrepreneurship is close to completion and with the grand opening on the horizon there has been much planning being done for the final appearance of the outdoor space adjacent to the building.

The building project features a large outdoor plaza on the south side of the building, with Montana Hall and Alumni Plaza as a backdrop to the space and with the synergy of revitalized pedestrian pathways from all directions coming together to meet in a space that was once just the crossing of two concrete sidewalks. The outdoor plaza space directly adjacent to the building is intended to be attractive to all campus users for studying, hanging out, grabbing a bite to eat inside the building and enjoying lunch on the plaza, and impromptu classes or student gatherings. As such, the College of Business wanted the plaza to contain movable and fun furniture that complimented the building and was conducive to collaborative and spontaneous use. They were also concerned about durability and quality, thus why they have chosen the furniture proposed in this staff report.

The outdoor furniture used elsewhere on campus that has been referred to as our “campus standard,” is very heavy furniture and cannot be moved easily to accommodate changing use patterns, collaborative environments and isn’t always necessarily complimentary to the architecture. The College of Business is proposing a non-“campus standard” for the outdoor plaza on the south side of the building.

One of the proposed styles would be provided by AFW. These pieces would be square brushed aluminum tables with composite plastic tops and four matching chairs (image provided below). The second proposed style would be provided by Landscapeforms, a company the university has purchased before in the past, including their round carousel tables with handicap accessible seating.

The details on the two furnishing styles are as follows:

1. AFW Brushed Aluminum – image shown is of a similar rectangular table. No benches would be used with the square table. There would be four chairs, like the ones shown instead.

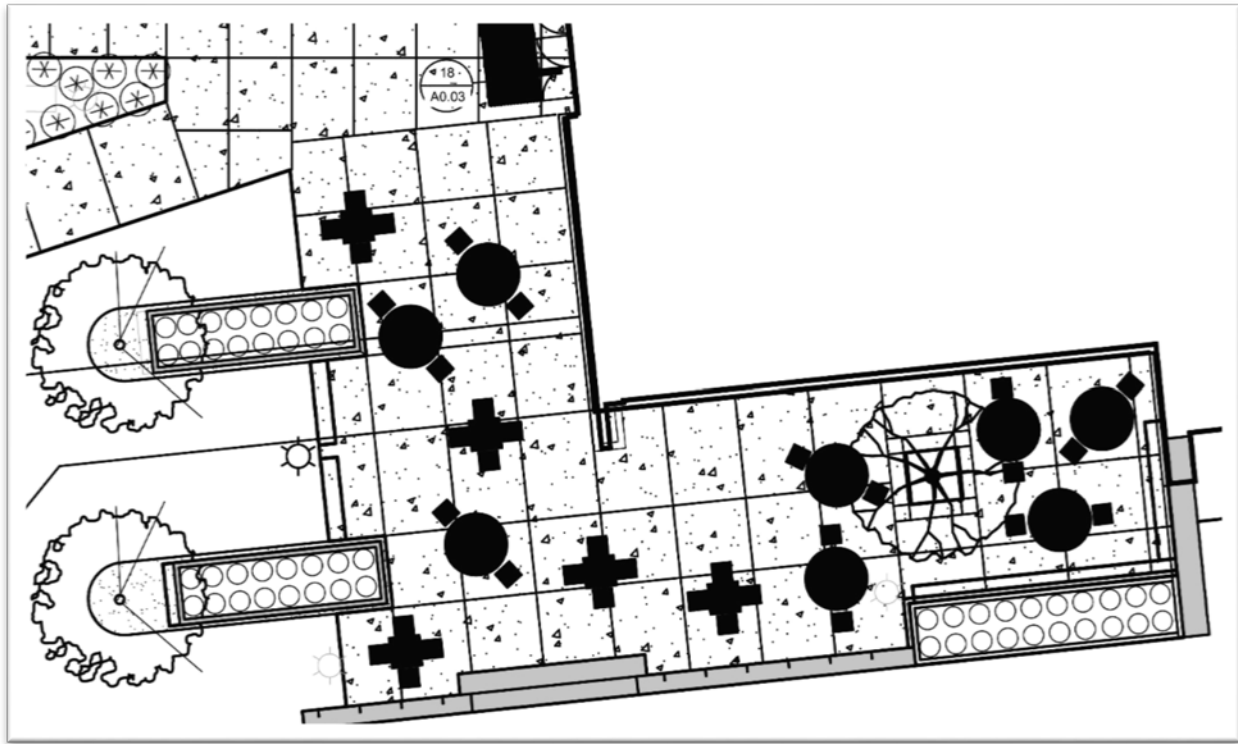


2. Landscapeforms

The Landscapeform table and chairs sets would include one table and two chairs for each set. The tables are fabricated of powder coated steel, with a Steelhead Rolled and Perforated top (top is similar to the Carousel style tables at Veteran’s Park or on Centennial Mall). The tables are 36” in diameter. The chairs are also fabricated of powder coated steel. They are stackable. The tables weigh approximately 100 pounds and the chairs weigh approximately 25 pounds each. The client has selected the color “Flambe Orange” because it complements the zinc and terra cotta finishes on the exterior of the building. The color also offers an attractive eye-catching element in the plaza from surrounding areas and draws your eye in to the building and its outdoor plaza. Landscapeforms was kind enough to send MSU a special order sample to be able to test out prior to this request and to show the client.



Proposed Conceptual Public Plaza Layout



Summary

In relation to the earlier discussion item in this UFPB meeting, this request does not meet the campus standard in several regards. However, given that it is adjacent to the building, in a plaza designed to be an integral extension of the indoor programed space, it is believed wholeheartedly, and supported by campus planning, that this type of exception makes sense for several reasons, including but not limited to:

1. The College of Business has been integral in the discussion and selection of these outdoor furnishing options and has been supportive of trying a non-standard that fits in with their intent both inside and outside the building.
2. The proposed furniture offers an attractive and movable option for outdoor furnishings that can be removed or reconfigured for special events, shifted to accommodate impromptu outdoor gatherings or classes, and/or shifted at student's will to have study sessions or enjoy outdoor time on the plaza.
3. The outdoor furnishings have been selected according to the three basic tenants of the previous recommendation for approval, Item #1, "Campus Outdoor Furniture."
4. The outdoor furnishings have been selected according to the second tiered system criteria from the previous recommendation for approval, Item #1, "Campus Outdoor Furniture," which states "Areas adjacent to a building entrance, a plaza or other exterior associated space adjacent to a building that is directly accessed by a door into the building."

	YES	NO
MSU POLICIES	X	
COMMITTEE OR APPROPRIATE REVIEW	X	
MASTER PLAN	X	
BOARD ACTION REQUIRED:		
Recommend approval of the proposed outdoor furnishings for the Jake Jabs College of Business and Entrepreneurship.		

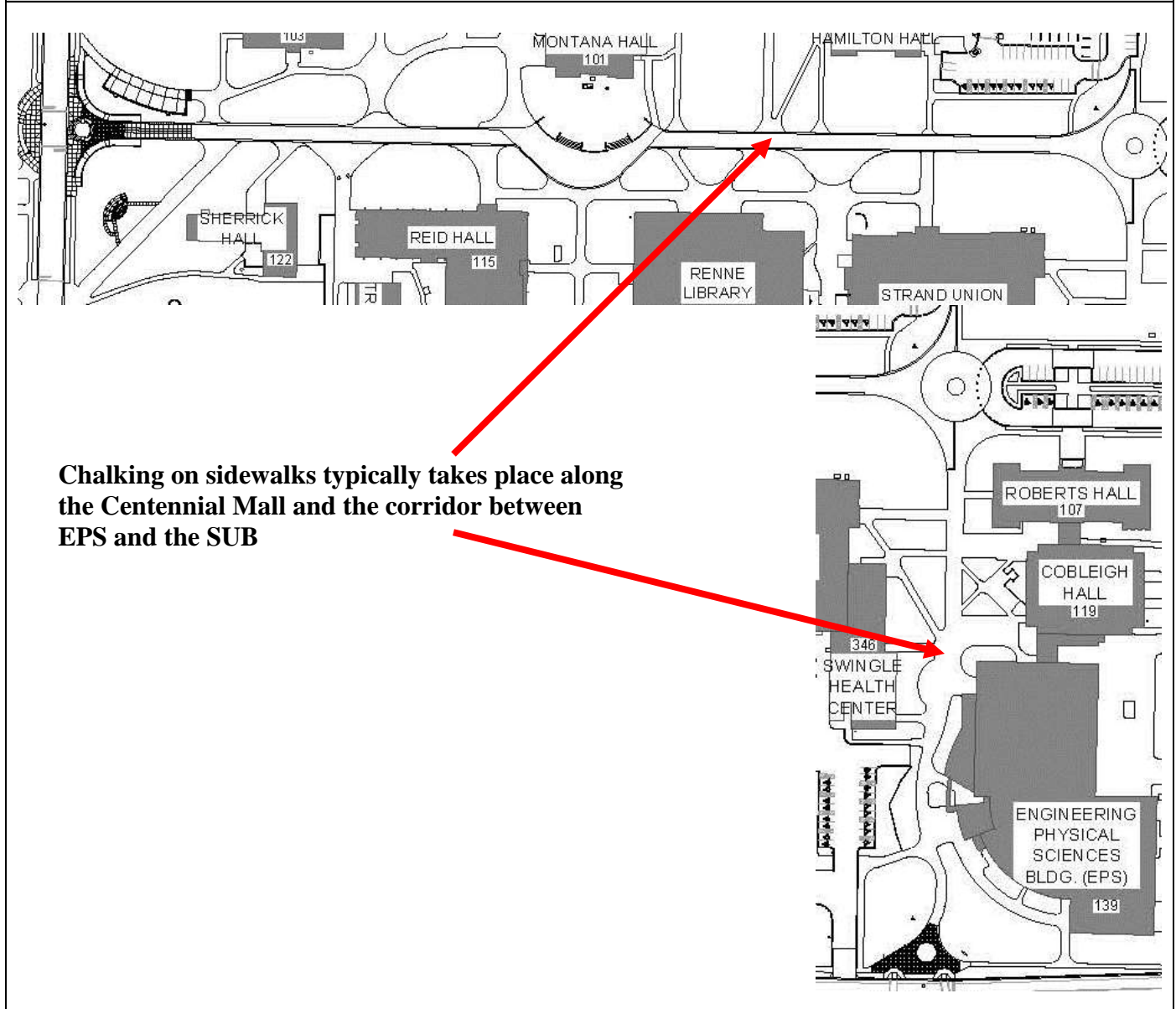
ITEM # 6	Chalking on Sidewalks
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PRESENTERS:

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

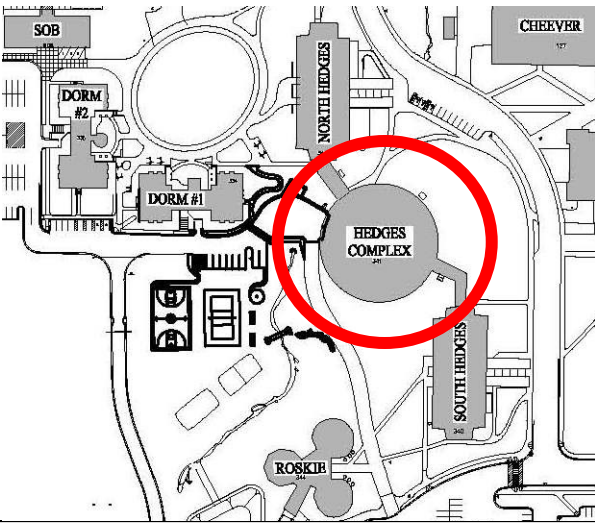


Catapalooza numbers



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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ITEM # 7		Miller Dining Hall Update				
PRESENTERS:						
Andy Allen, Project Manager						
PROJECT PHASE:	PLANNING	X	SCHEMATIC	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS	
VICINITY MAP:						
						
STAFF COMMENTS:						
This is an informational item on the Miller Dining Hall construction. Topics discussed will be the ongoing construction and how students will be fed starting around Spring Break.						
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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