

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, Dana Dale – ASMSU, Terry Leist, Chris Kearns, Martha Potvin, Fatih Rifki, Tom Stump, Julie Tatarka, Sara Manheimer for Jim Thull, Brenda York

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

RE: **April 7, 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 March 24, 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 - **Public Art Committee’s Recommended Changes to the Public Art Guidelines**
Presenter – Victoria Drummond

ITEM No. 5 –RECOMMENDATION - **Commemorative Tributes Committee Recommendations for Men’s Basketball Locker Room and Plant Sciences and Plant Pathology Chair and the Animal Range Sciences Chair**
Presenter – Victoria Drummond

ITEM No. 6 –RECOMMENDATION - **Jabs Hall Commemorative Signage**
Presenter – Victoria Drummond and Sam Des Jardins

HORIZON ITEMS

- **Freshman Residence Complex Name Recommendation**
- **Renne Library Spaces & Technology Renovation**
- **External Building Signage Policy**
- **Seminar Materials**
- **Master Planning Issues**
- **Revisit and Update Policies**

VCD/lsh

PC:

President Cruzado
Adam Arlint, President’s Office
Maggie Hammett, President’s Office
Julie Heard, Provost 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 Planning

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
March 24, 2015**

Members Present: Walt Banziger – Vice Chair, Tom Stump, Jeff Butler, Sara Mannheimer, Neil Jorgensen, Kurt Blunck, Dana Dale, Brenda York, Julie Tatarka

Proxy: Walt Banziger for Renee Reijo Pera

Members Absent: Nancy Cornwell, Brett Gunnink, Chris Kearns, Martha Potvin, Allyson Brekke, Greg Gilpin, Chris Fastnow, David Singel, Charles Boyer, Jeff Butler, Mike Everts, Fatih Rifki

Staff & Guests: Randy Stephens, Darryl Curfman, Donald Akina

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

The agenda was reorganized in the following order:

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 - Campus Design Guidelines

Randy Stephens presented an update on the Campus Design Guidelines. The Guidelines were brought to UFPB as an informational item in January 2014, and are being brought back for updates and comments from UFPB. UFPB is asked to review the Guidelines, get comments back to Stephens in two weeks, and it will come back to UFPB in four weeks (draft available at: http://www.montana.edu/us/committees/ufpb/documents_guidelines.php). The hope is to get the final recommendation to the President before the end of the academic year.

Stephens discussed what design guidelines are, including that they are broad parameters, general, prescriptive, MSU specific, and should not describe what the consultant should do on a project by project bases. This document began with borrowing design guidelines from Princeton University, and modifying it for MSU. York commented that this is a working document, which can be changed as needed.

The Campus Design Guidelines are organized by section, and Stephens recommended that UFPB members start by reviewing with Section 1 – General Administrative. There are also specific expertise sections, including Residence Halls, elevators, and paint palette, and these may need additional review or focus groups. Throughout the document there are references to other sections and documents, and this makes it so updates only need to be made in one place. The goal is that this document can be used as a checklist, so that it is easier to use. These should be used by a consultant, not a contractor, to incorporate into their design considerations, materials, or broad concepts, as part of their contract. There is also a LEED Campus designation being worked on, and this will be incorporated into the Design Guidelines. Stephens noted that there may be typos and formatting issues, and these can be worked out; there will also be a section for Mechanical, Electrical and Plumbing (MEP) added at a later date.

ITEM No. 5 –INFORMATIONAL - ROTC Building Design

Darryl Curfman presented an update on the ROTC Building. This will be a steel building that will look very similar to the Records Management Building. The pathway will be re-routed to the north of Records Management Building. This building will house Army ROTC only; this was reviewed by Space Management Committee, and Air Force ROTC expressed that their staffing is not sufficient to use this space. The space will include storage for equipment, a couple office spaces, a laundry room, bathrooms, and a secured area; this will be a sprinklered facility. Banziger noted that a couple parking spaces may be affected by the driveway to the building and the fire hydrant and fire lane, and this should be resolved with Parking Services.

ITEM No. 6 –RECOMMENDATION - EHHD Addition Design

Darryl Curfman presented the EHHD addition to the north east corner of the Marga Hosaeus Fitness Center. Butler noted that the current service drive will be relocated in exchange for a service drive on the north side of Grant Street next to Romney. Banziger added that the Veterans Center and York are in support of relocating Veterans’ Park and making the park better in a different location; the School of Architecture may do a design competition with students for this. This addition will include the Human Performance Lab, EHHD faculty offices, lab spaces, and one teaching space. The addition will accommodate a basketball floor, a dance studio, and will be ADA accessible. The Health Enhancement offices currently located in the north west corner of the Fitness Center will be moved to this addition. The EHHD addition and the relocation of the service drive and Veterans’ Park are part of the Romney Renovation and will go forward if funding is approved.

Blunck asked if there will be connections to the NAIC; this may be incorporated into the NAIC design but right now is not being considered. It is being kept in mind that the sidewalk and space between the two buildings is not encroached on or become alley-like, and the NAIC design team is discuss keeping 30-60 feet between the two buildings.

The service drives at AJM Johnson and Romney can be connected for circulation purposes, specifically for a garbage truck. Stump asked if ADA parking is being removed; the intention is for these parking spaces to be incorporated into the parking structure. Butler and Jorgensen noted that the relocation of the service drive will improve the service access to Romney and AJM Johnson. Blunck and York requested that additional ADA parking spaces be considered in this area. Stump commented that there is mature Ohio Buckeye tree near the proposed new location for the service drive and would like to see it stay. Banziger added that the walkable streets concept, with trees between sidewalks and curb, are being incorporated into the design.

Stump moved to approve the location of the EHHD addition, and there will be service drives serving Romney and AJM Johnson in the area currently occupied by Veterans’ Park. The final design of the service drive and Veterans’ Park will come back to UFPB. Blunck seconded the motion. The motion passed unanimously.

The vote:

Yes: 10
No: 0

ITEM No. 1 – Approval of Meeting Notes

Banziger read Fastnow’s comment to revise the meeting notes from February 24, 2015 to remove the initial vote tally. The notes would read *“Butler moved to approve acceptance of the sculpture gift. Stump seconded the motion. Additional discussion ensued, outlining the desire of the committee to obtain input and clarification from some of the proxy votes, because the quantity of proxy votes could alter the vote results. Butler moved to suspend the vote, for the item to be brought back at a future date.”*

Butler moved to approve the meeting notes from February 10, 2015 and February 24, 2015, as revised. Blunck seconded the motion. The meeting notes were approved unanimously.

This meeting was adjourned at 4:30 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 |
| Julie Heard, Provost’s Office | Tony Campeau, 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		Public Art Committee's Recommended Changes to the Public Art Guidelines					
PRESENTERS:							
Victoria Drummond, PAC Co-Chair							
PROJECT PHASE:	PLANNING		SCHEMATIC		DESIGN DOCUMENTS	X	CONSTRUCTION DOCUMENTS
VICINITY MAP:							
N/A							
STAFF COMMENTS:							
<p>Following the adoption of the Public Art Policy on February 11, 2010, Procedures were developed and approved by UFPB. The Policy has a review date of 2013. The PAC is not recommending any changes to the Policy; but, suggest changes to the Procedures. A link to the Public Art Policy is below and embedded in the Policy document is a link to the Procedures:</p> <p>http://www.montana.edu/policy/public_art/</p> <p>The PAC have been considering changes to the Procedures, during which a sculpture gift proposal was presented to the PAC. On January 8, 2015 the PAC reviewed the Abraham Lincoln sculpture gift from Jim Dolan and voted unanimously to recommend acceptance.</p> <p>On February 24, 2015, UFPB considered PAC's Recommendation of the Abraham Lincoln sculpture by artist Jim Dolan. As noted in the approved Meeting Notes, the proposal was discussed and tabled to a future meeting due to the low number of members in attendance participating in the discussion and the high number of Proxy Votes.</p> <p>Continuing through March, the PAC drafted changes to the Procedures. As pointed out by UFPB in their February 24th review, the Procedures lacked specific criteria for evaluating proposals that the UFPB felt would provide additional clarity for informed decision making.</p> <p>A pdf of the edited Procedures document highlighting proposed changes is attached. The proposed changes includes evaluation criteria that expands on existing language in the Procedures; and a matrix for scoring public art proposals.</p>							
COMPLIANCE:					YES	NO	
MSU POLICIES					X		
COMMITTEE OR APPROPRIATE REVIEW					X		
MASTER PLAN					X		
BOARD ACTION REQUIRED:							
Recommend approval of the changes for the PAC Procedures as presented.							

UFPB approved May 11, 2010; DRAFT Revised March 2015

Deleted:

Public Art Procedures

Procedures:

The Public Art Committee will develop, manage and periodically update the processes and procedures to receive, review, evaluate and make recommendations to University Facilities Planning Board (UFPB) regarding proposals for Public Art on campus. The processes and procedures address evaluation such parameters as the type of art; the proposed location and duration of the display; potential costs to the university for procurement, installation and long-term maintenance; safety; ownership; a deaccessioning process; and any desired soliciting/commissioning process. The processes and procedures developed by the committee will be vetted by UFPB with input from appropriate entities (e.g. MSU Foundation, the School of Art and Architecture, Facilities Services, Legal Counsel, etc).

Public Art proposals are identified by category and each have specific procedures. The proposal procedures for all categories are as follows:

I. Proposal Requirements by Category

1. Gifted or Donated works of art to the University

- a) Proposals for Public Art to be gifted/donated to the University must be made in writing to the MSU Public Art Committee (PAC) using the PAC Proposal Form (attached), c/o Montana State University, Facilities Planning, Design & Construction (FPDC), PO Box 172760, Bozeman, MT 59717-2760.
- b) Submission of a proposal does not commit MSU to approval. The PAC shall not incur any costs in reviewing the proposal other than the time to review the written proposal at a regularly-scheduled committee meeting. PAC review does not constitute approval.
- c) PAC will forward the art proposal to the MSU Foundation for review to prevent unintended crossover of procedures or interference with development and other fundraising opportunities.
- d) If the proposed art piece meets all criteria **and** the PAC deems the proposal is suitable for consideration, the Committee will forward its recommendation to the University Facilities Planning Board (UFPB) for review. PAC recommendation to the UFPB does not constitute approval of the proposal.
- e) UFPB review of the proposal may include a recommendation of approval to the University President. UFPB recommendation to the President does not constitute approval of the proposal.
- f) The University President may approve, deny, or return a proposal to UFPB for further consideration. The University President's decision is final and can only be reversed by the President.
- g) Director of FPDC will notify the proposal initiator of MSU's decision. Upon receipt of final approval of the proposal, FPDC and Facilities Services will work with the applicant and donor to consummate the donation and arrange for installation.
- h) MSU's acceptance of an art submission shall not obligate or prejudice the university regarding donor/artists' future art submission considerations.

- i) Upon receipt of the gifted or donated art piece, all ownership rights must transfer to MSU and are retained while in possession of the art piece. The art piece becomes property of MSU and may be disposed of by the University as is deemed appropriate.

2. Solicited, Commissioned, and Sponsored works of art to the University

- a) The University or a select unit such as a College, Center, School, or Institute may submit a request to the PAC to solicit, commission, or sponsor Public Art Committee, c/o Montana State University, Facilities Planning, Design & Construction, PO Box 172760, Bozeman, MT 59717-2760.
- b) Submission of a proposal does not commit MSU to approval. The PAC shall not incur any costs in reviewing the proposal other than the time to review the written proposal at a regularly-scheduled committee meeting. PAC review does not constitute approval.
- c) PAC will forward the art proposal to the MSU Foundation for review to prevent unintended crossover of procedures or interference with development and other fundraising opportunities.
- d) If the proposed art piece meets all criteria **and** the PAC deems the proposal is suitable for consideration, the Committee will forward its recommendation to the University Facilities Planning Board (UFPB) for review. PAC recommendation to the UFPB does not constitute approval of the proposal.
- e) UFPB review of the proposal may include a recommendation of approval to the University President. UFPB recommendation to the President does not constitute approval of the proposal.
- f) The University President may approve, deny, or return a proposal to UFPB for further consideration. The University President's decision is final and can only be reversed by the President.
- g) Director of FPDC will notify the proposal initiator of MSU's decision. Upon receipt of final approval of the proposal, FPDC and Facilities Services will work with the applicant and donor to consummate the donation and arrange for installation.
- h) MSU's acceptance of an art submission shall not obligate or prejudice the university regarding donor/artists' future art submission considerations.
- i) Upon receipt of the gifted or donated art piece, all ownership rights must transfer to MSU and are retained while in possession of the art piece. The art piece becomes property of MSU and may be disposed of by the University as is deemed appropriate.

3. Loaned works of art to the University

As noted in the Public Art Policy: The display of "loaned" artwork (or artwork for which the University does not retain unfettered ownership) in unsecured public places presents significant liability issues related to security, indemnification for damage to the artwork itself (either intentional or accidental) and/or damage to persons caused by or related to the artwork, etc; therefore, it is the University's intent to generally prohibit the display of loaned artwork in unsecured public spaces (both interior and exterior) and to retain ownership of all Public Art displayed on campus. Requests for exception to display any works of art intended to be loaned to the University, must be vetted through the process and treated on a case-by-case basis for *possible* exception. Conditions and stipulations must be customized to address specific concerns related to any proposed exception.

Art accepted by MSU for loan is by agreement and for a minimum period of two (2) years.

- a) Applications for loaned art are submitted to Public Art Committee, c/o Montana State University, Facilities Planning, Design & Construction, PO Box 172760, Bozeman, MT 59717-2760.
- b) Submission of a proposal does not commit MSU to approval. The PAC shall not incur any costs in reviewing the proposal other than the time to review the written proposal at a regularly-scheduled committee meeting. PAC review does not constitute approval.
- c) PAC will forward the art proposal to the MSU Foundation for review to prevent unintended crossover of procedures or interference with development and other fundraising opportunities.
- d) If the proposed art piece meets all criteria **and** the PAC deems the proposal is suitable for consideration, the Committee will forward its recommendation to the University Facilities Planning Board (UFPB) for review. PAC recommendation to the UFPB does not constitute approval of the proposal.
- e) UFPB review of the proposal may include a recommendation of approval to the University President. UFPB recommendation to the President does not constitute approval of the proposal.
- f) The University President may approve, deny, or return a proposal to UFPB for further consideration. The University President's decision is final and can only be reversed by the President.
- g) Director of FPDC will notify the proposal initiator of MSU's decision. Upon receipt of final approval of the proposal, FPDC and Facilities Services will work with the applicant and donor to consummate the donation and arrange for installation.
- h) MSU's acceptance of an art submission shall not obligate or prejudice the university regarding donor/artists' future art submission considerations.

II. Evaluation Criteria and Requirements of all Proposals

MSU will consider public works of art proposals using the following considerations and criteria:

- Aligns with MSU's Public Art Policy's Mission and Intent
- Quality and Presentation
- Placement and Site Location
- Security
- Insurance and Indemnification Responsibility
- Installation Ceremony
- Maintenance Requirements and Funding

1. Alignment with Public Art Policy's Mission and Intent

- a) Art work will be evaluated by its contribution of broadening the educational experience with its addition to the collection of public art.
- b) Each art piece will be evaluated by subject matter, materials/medium, and artist to assure a diversity of subject matter, materials/medium, and artists as a collection of public art.
- c) The subject matter, materials/medium, and artist are also factors in determining the suitability as an addition to the collection of public art.

2. Quality and Presentation

Deleted: 1. .

Formatted: Font: Bold, Font color: Red

Formatted: List Paragraph, Indent: Left: 0.3", Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Indent: Left: 0.5", Outline numbered + Level: 5 + Numbering Style: a, b, c, ... + Aligned at: 2.25" + Indent at: 2.5"

Formatted: List Paragraph, Indent: Left: 0.75", First line: 0"

Formatted: Font: Not Bold

Formatted: Font:

Formatted: List Paragraph, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Aligned at: 0.25" + Indent at: 0.5"

- a) The quality of art pieces refers to the overall accomplishment in the art form and content, and the quality of craftsmanship. Pieces with their own merit may not be acceptable if they are in contrast with the general aesthetic atmosphere and character of the University.
- b) Works of art must be constructed in a manner that insures its longevity. The making of the art should include the use of correct technical processes and materials which have a relative permanence.
- c) Works of art must be presented in a professional manner and demonstrate proficient and practiced art techniques.
- d) Works of art must include dedicated display mechanism, apparatus, or pedestal that is appropriately engineered and carefully constructed of durable and appropriate material.

3. Placement and Site Location

- a) The placement of works of art on the campus will be carefully considered when initially proposed; however, a site location is not a contingency for acceptance of an art piece. The installation and placement of works of art will be determined by the PAC in collaboration with the University Facilities Planning Board.
- b) Site selection will consider the relationship of materials, colors, and textures and will exclude locations which result in visually poor and conflicting relationships between the object and the site.
- c) Works of art will be placed so as not to obstruct clear lines of vision or interfere with pedestrian mobility.
- d) A work of art will be placed in an area that is structurally able to bear the object's load.
- e) Placement of works of art must take into account emergency situations and will exclude locations which inhibit efficient access of emergency vehicles and responders.
- f) Consideration is given to appropriate sites identified in the Long Range Campus Development Plan, Landscape Master Plan, and other plans. The location of art will be reviewed periodically by the Director of FPDC as part of long-range planning or upon request.
- g) A piece of art may be temporarily or permanently relocated as needed to meet development plans or university needs. In the event of either relocation or removal, the University will coordinate the activity.

Formatted: Indent: Left: 0.44", No bullets or numbering

4. Security

The University will take reasonable precautions to secure works of art in similar consideration of all assets.

Formatted: Indent: Left: 0.5", No bullets or numbering

5. Insurance and Indemnification Responsibility

Gifted and donated art is property of the University and therefore appropriately insured for liability, damage, and loss similar to other assets.

Deleted: 4.

6. Installation Ceremony

The University will coordinate a campus community awareness of the installation of an art piece that may include an on-site ceremony and MSU Today announcement. The University is responsible for ceremony announcement expenses.

Deleted: 5.

7. Maintenance and Funding

The University will perform required general maintenance as deemed necessary, and will attempt to confer with artist prior to repairs and refurbishing.

Formatted: Indent: Left: 0", First line: 0.25"

Deleted: 6.

III. Additional Evaluation Criteria and Requirements of Loaned Public Art

Loaned public art proposals follow the same process and utilize the same selection criteria as does the permanent collection, with the exception that the owner of the artwork (not the University) is responsible for:

1. The owner is responsible for maintenance costs attributed to the artwork for the duration of the loan. Maintenance fees are determined by the University and will be specified in the loan agreement. All maintenance fees are paid to the University. Unpaid maintenance fees can result in removal of the art work.
2. Installation and removal work will be performed by the University; however, the artwork owner is responsible for all installation and removal costs, which includes all associated costs for lighting and landscaping. Site preparation and remediation (following artwork removal) will be performed by the University and according to specifications from FPDC and Facilities Services.
3. During the period of time that a work of art is displayed publically by the University, the owner of the work of art must provide one of the following insurance documents:
 - An insurance rider covering the specific work of art for the entire negotiated display time.
 - A signed waiver holding the University harmless in the event of vandalism, damage, or theft.
4. MSU agrees to house the above described art work on a loan basis, a time period agreed to beginning with a minimum of two years and up to an unspecified period of time that will be reviewed every five years by the Facilities Planning, Design and Construction or Facilities Services Director for agreement modifications, including termination of agreement.

If MSU chooses to remove the art piece from the campus and terminate the agreement, the University will notify the art owner (at the address provided to the University), at least 30 days prior to planned removal date. If after the initial two year period and prior to the scheduled review period, the donor may arrange to remove the loaned art piece with a 120-day notice to MSU to coordinate the removal and satisfaction of all removal expenses.

IV Removal of Public Art

Removal of Public Art requires University President approval. The procedure broadly covers removal from site for storage, to elimination or destruction of the artwork, to deaccessioning.

Presidential approval of deaccession is for public art items that have escalated to a significant monetary value so that when disposed of provide a significant return according to current market value and insurance reduction. Methods of deaccession disposal include:

- Out-right sale
- Auction
- Donation to a non-profit institution or organization
- Sale or exchange of art through reputable art dealer

V. Internal Control Consideration:

Given the characteristics and magnitude of typical public art, it is unlikely that qualified public works of art could be installed on campus without knowledge and cooperation from Facilities Services. However, works of art installed at MSU after the effective date of the Public Art Policy, but did not comply may be removed. Prior to removal, the sponsor of the public work of art will be required to complete the *Public Art Committee Proposal Form* and process the proposal request according to procedures and guidelines of the Public Art Policy.

VI. Additional considerations:

1. Building Supervisors, Department Heads, and Deans potentially affected by site locations for public works of art should be notified early in the site-selection discussion for input and to avoid any potential controversies.
2. By statute (MCA22-2-404), legislative appropriations of approved buildings (state funded new buildings) may include up to 1% of new construction building costs for acquisition and maintenance of installed public art as part of the building project.

MCA 22-2-404. Art for new state buildings – finance. (1) Subject to legislative allocations as provided in subsection (2), all capital project appropriations by the legislature shall include, as a part of the appropriation, an amount not to exceed 1% of the amount appropriated for the use of the Montana arts council for the acquisition of works of art for new state buildings, maintenance of works of art, and administration of this part as provided in subsection (3).

(2) (a) If a state building recommended for construction in the report required by Title 17, chapter 7, part 2, is also recommended as appropriate for the inclusion of works of art as provided in [22-2-403\(2\)](#), the report shall so state, and in addition the report shall include any recommendation made by the Montana arts council concerning the appropriateness of the building for the inclusion of works of art, the types of works of art suggested for inclusion in such building, and the anticipated cost of such suggested works of art, including costs of acquisition, maintenance, and administrative expenses associated with the suggested works of art. The Montana arts council may submit a recommendation even if the architecture and engineering division of the department of administration has determined that a structure is not appropriate for inclusion of works of art.

(b) The legislature may, for those buildings recommended as appropriate for the inclusion of works of art, allocate an amount not to exceed 1% of the appropriated cost for use as specified in subsection (1).

(c) Additional funds, including separate appropriations, donations, grants, and other available governmental funds, may be used for the acquisition of works of art for new state buildings.

(3) (a) One percent of the funds received from the maximum appropriation setoff allocated by the legislature must be granted to the Montana arts council for the maintenance of art in state buildings.

(b) The administration of this part may be funded out of the appropriation setoff allocated by the legislature.

The PAC suggests that this same percentage be set aside for all University construction projects that add square footage. These set-aside funds may be used to purchase a work of art for the construction project, or instead, the cash-in-lieu of a public work of art may accrue in the designated *Facilities Public Art Fund* and contribute to a larger public art project for the campus. If proposed, the cash in-lieu option will be reviewed by the PAC and UFPB, and final approval by the University President.

VII. Required Agreement Forms:

The following forms are below:
PUBLIC ART COMMITTEE PROPOSAL FORM
AGREEMENT of ACCEPTANCE for ART LOAN
AGREEMENT of ACCEPTANCE for ART LOAN

**MONTANA STATE UNIVERSITY
PUBLIC ART COMMITTEE PROPOSAL FORM**

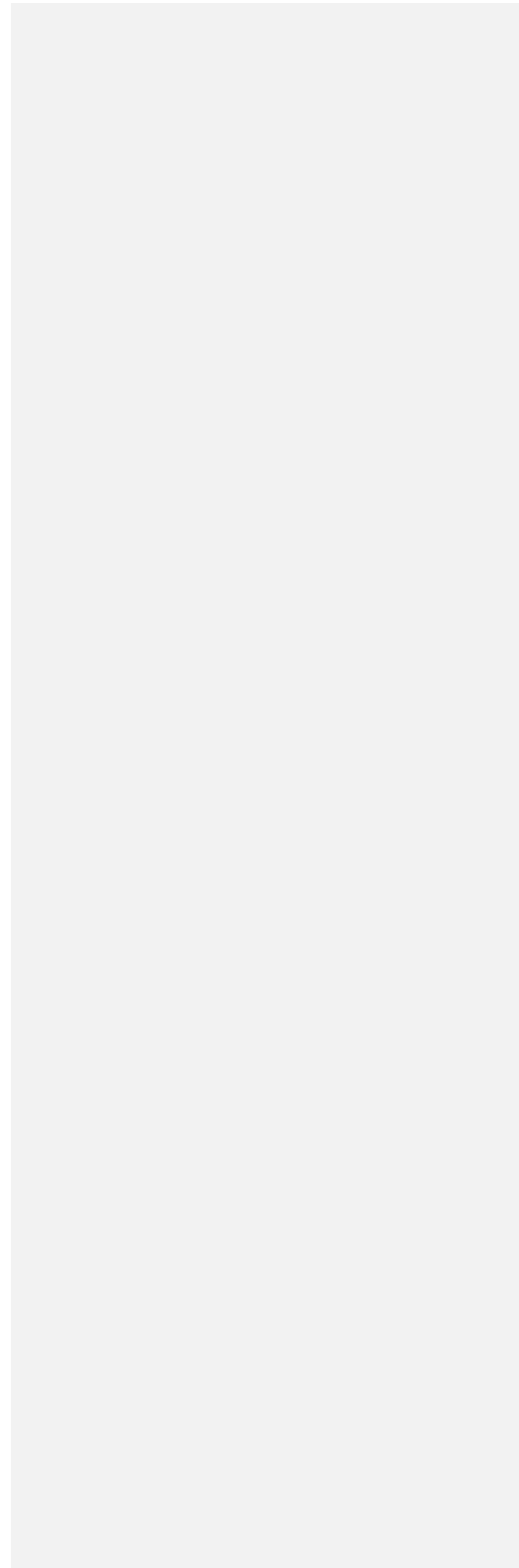
1. Artist's name, phone number, email and mailing address; and donor's information if different from the artists.
2. Artist's qualifications (may include graphic descriptions of similar art pieces and their locations; and any current or past affiliation with Montana State University).
3. A written description of the physical art piece including medium and materials; dimensions (height by width, weight as appropriate); base or pedestal materials; and any inscription, artist signature, identification number, etc.
4. A statement evaluating the appropriateness of the art piece to the Montana State University community (and if independent contact has been made with MSU constituents or departments, please provides those details).
5. A graphic description of the art piece, including either photos or drawings (photographs submitted will be retained with this form).
6. Description of the commemorative plaque with the art piece (dimensions, design, message, and how displayed).
7. The installation needs for the art piece, including proposal sites and location restrictions. Montana State University will consider proposed sites but makes the final decision as to the display location and will coordinate the installation. Costs associated with installing and maintaining the art piece will be part of the determining factors in accepting the art proposal.

The signatures below indicate approval of the terms listed above.

_____ Date _____

Director, MSU Facilities Planning, Design & Construction or Director, MSU Facilities Services

_____ Date _____
Donor



MONTANA STATE UNIVERSITY
AGREEMENT of ACCEPTANCE for ART LOAN

This document defines the terms under which loaned art will be displayed at Montana State University:

1. Artist's name, phone number, email and mailing address; and donor's information if different from artist.
2. Title of art piece.
3. Description of medium and materials.
4. Other descriptive and identifying information (dimensions, identification number, artist's signature, etc.).
5. Description of commemorative plaque with art piece (dimensions, design and message).
6. Description of condition of the art piece (submitted photographs will be retained with this form).
7. The conditions under which Montana State University agrees to the loaned art are:

Copyright remains with the owner/donor. MSU will not use representations of the art piece in any professional publications without owners' permission; but will not be accountable for other photographic uses while on public display.

MSU agrees to house the above described art work on a loan basis, a time period agreed to beginning with a minimum of two years and up to an unspecified period of time that will be reviewed every five years by the Facilities Planning, Design and Construction or Facilities Services Director for agreement modifications, including termination of agreement.

If MSU chooses to remove the art piece from the campus and terminate the agreement, the University will notify the art owner (at the address provided to the University), at least 30 days prior to planned removal date. If after the initial two year period and prior to the scheduled review period, the donor may arrange to remove the loaned art piece with a 120-day notice to MSU to coordinate the removal and satisfaction of all removal expenses.

MSU reserves the right to exhibit this artwork in a manner that is consistent with its policies, needs, and available space. In the event of unforeseen circumstances affecting the physical location of the art piece, MSU reserves the right to remove from display or relocate the art piece without prior notification to the owner/donor, but will notify the owner/donor within 60 days of its relocation.

If the owner/donor wishes to be contacted upon planned relocation, he/she shall provide the address for such notification and shall update the address as necessary. At least 30 days prior to the planned relocation or removal, MSU shall send notification to the last address on record.

If after 60 days from the first relocation or removal notification attempt, MSU has not received a response, the art work is deemed abandoned and MSU is authorized to dispose of the art work.

If MSU in possession of the art piece upon owner/donor's death then all right, title and interest in the art work is transferred to Montana State University.

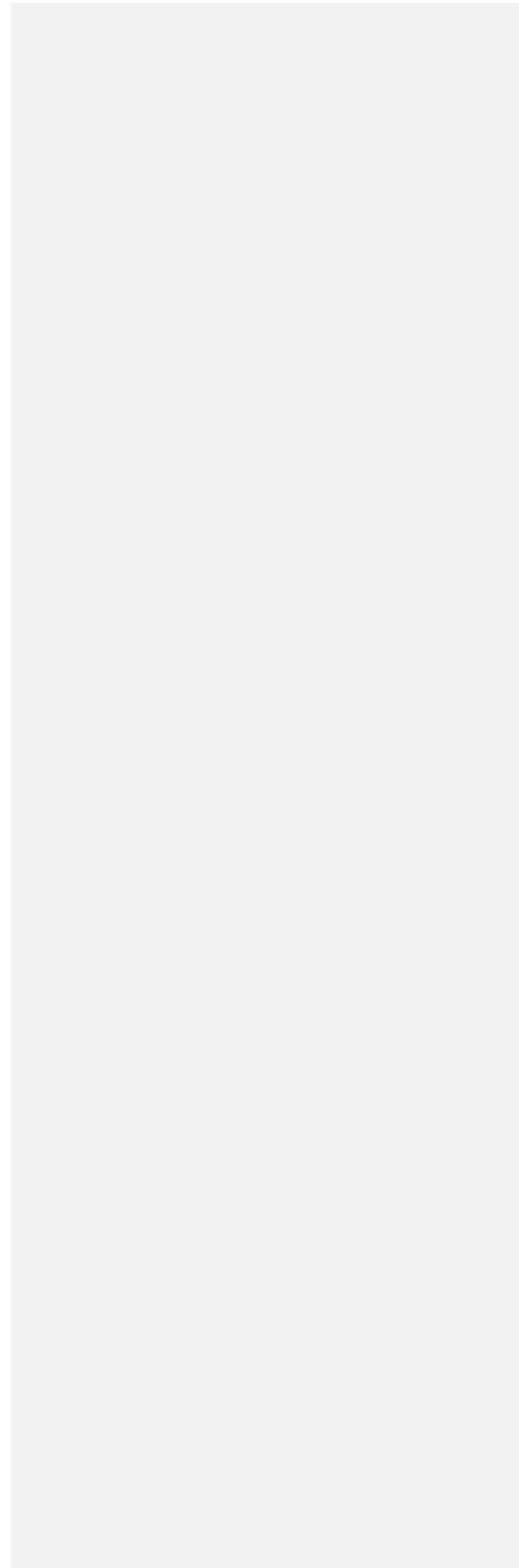
The signatures below indicate approval of the terms listed above.

_____ Date_____

Director, MSU Facilities Planning, Design and Construction or Director, MSU Facilities Services

_____ Date_____

Owner/Donor



MONTANA STATE UNIVERSITY
AGREEMENT of ACCEPTANCE for ART GIFTS and COMMISSIONED ART

1. Artist's name, phone number, email and mailing address; and donor's information if different from the artist.
2. Title of art piece.
3. Description of medium and materials.
4. Other descriptive and identifying information (such as dimensions, identification number, artist's signature, etc.).
5. Description of commemorative plaque with art piece (dimensions, design and message).
6. Description of condition of the art piece (submitted photographs will be retained with this form).
7. The conditions under which Montana State University agrees to accept the art piece:

MSU agrees to accept possession and all rights to the above described art gift, and reserves the right to exhibit this art piece in a manner that is consistent with university policies, needs, and available space.

In the event of unforeseen circumstances affecting the physical location of the art piece, MSU reserves the right to remove it from display or relocate it without prior notification to the owner/donor, but will as a courtesy notify the owner/donor within 60 days of its relocation.

For a period of 25 years following the date of donation, a courtesy attempt will be made to the last address of record to notify the donor of art piece relocation. MSU maintains an art work inventory database and information on inventoried pieces is available to donors, donor's heirs, and the general public upon request.

The signatures below indicate approval of the terms listed above.

_____ Date _____

Director, MSU Facilities Planning, Design and Construction or Director, MSU Facilities Services

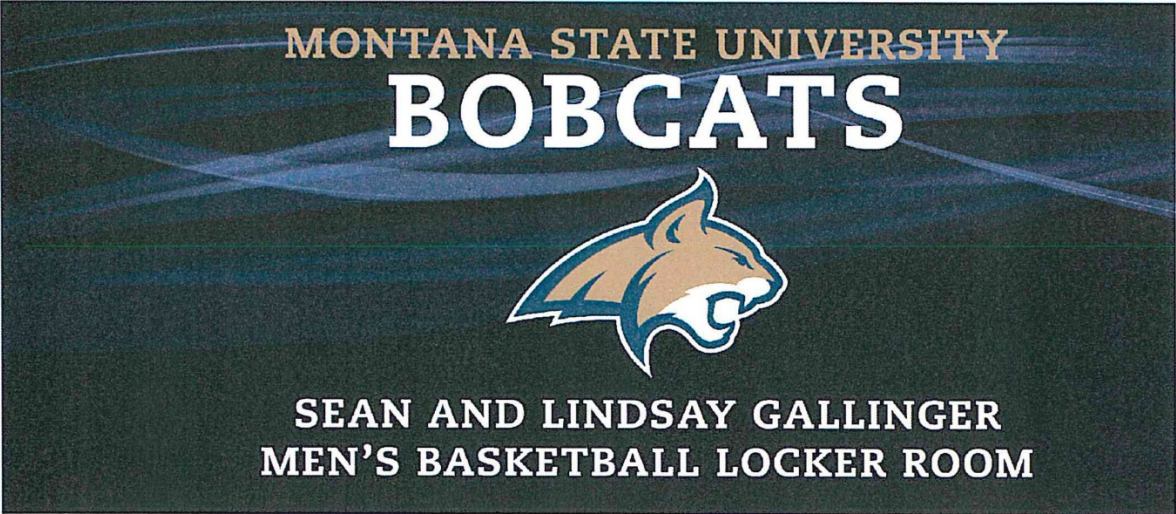
_____ Date _____

Donor

Evaluation Criteria for all Art Proposals

Name of Artist and Art Work

NAME OF ARTIST:		
Art Work Title:		
CRITERIA		YES (1) or NO (0)
Aligns with Public Art Policy's Mission and Intent		
	Contributes to the collection by broadening the educational experience.	
	Subject matter adds diversity to the collection.	
	Materials /Medium adds diversity to the collection.	
	Artist adds diversity to the collection.	
	Promotes exploration, discovery, and the dissemination of new knowledge.	
Quality and Presentation		
	Quality form and craftsmanship demonstrating proficient art techniques.	
	Aligns with the general aesthetic of the campus.	
	Construction insures longevity.	
	Includes appropriately constructed pedestal or display apparatus.	
TOTAL:	Minimum of 5 for PAC Recommendation	

ITEM # 5		Commemorative Tributes Committee Recommendations				
PRESENTERS:						
Victoria Drummond, Assoc Univ Planner						
PROJECT PHASE:	PLANNING	SCHEMATIC	DESIGN DOCUMENTS	X	CONSTRUCTION DOCUMENTS	
VICINITY MAP:						
N/A						
STAFF COMMENTS:						
<p>On Feb 25, 2015 the Commemorative Tributes Committee voted (Yes:5 No Vote:3) to approve the following three naming opportunities:</p> <ol style="list-style-type: none"> 1. Naming of The Sean and Lindsay Gallinger Men's Basketball Locker Room. The Locker Room name signage will outside the space and the donor recognition signage will be inside the room. Following final approval by President Cruzado, Auxiliaries Services and Athletics will display the name of the space and donor recognition as shown below. As an Auxiliaries Services managed building, and as non-public interior space, UFPB is not required to review the signage. 						
 <p>The image shows a proposed signage design for the locker room. It features a dark blue background with a basketball court floor pattern. At the top, it says 'MONTANA STATE UNIVERSITY' in orange and 'BOBCATS' in large white letters. Below that is the Bobcat mascot logo. At the bottom, it says 'SEAN AND LINDSAY GALLINGER MEN'S BASKETBALL LOCKER ROOM' in white.</p>						

BOBCAT MEN'S BASKETBALL

SPECIAL THANKS TO THE DONORS WHO MADE THE RENOVATION OF THIS LOCKER ROOM A REALITY
IN SUPPORT OF MEN'S BASKETBALL AND BELIEF IN STUDENT ATHLETES.

SEAN AND LINDSAY GALLINGER

MATZINGER ELECTRIC

JACKSON CONSTRUCTION

STEVE SOLBERG

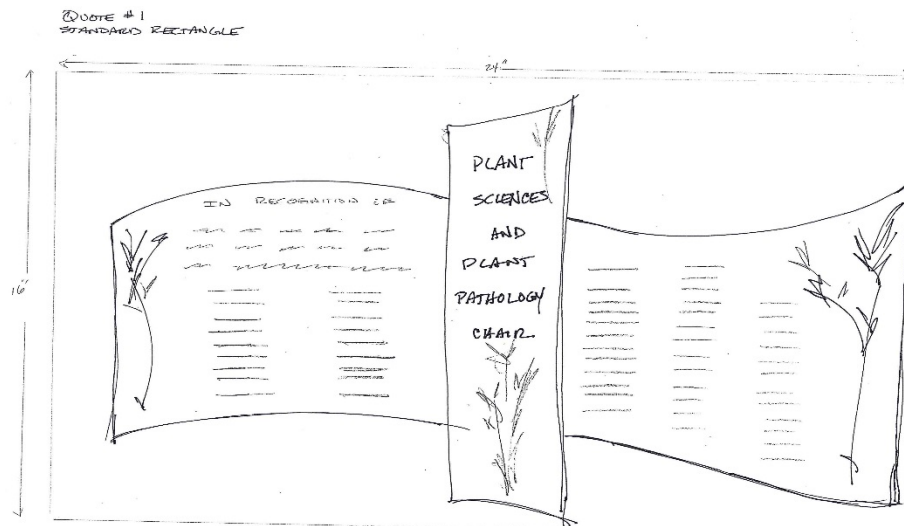
NEAL AND CONNIE ECKARD

GREG AND TRINA THAYER

MILES AND ISABLE GAUB

KEITH UELAND

2. **Multiple Donor Recognition for the establishment a new Plant Sciences and Plant Pathology Chair.** The multiple donor recognition for the sponsored academic chair within the College of Agriculture will be located in the public area of an academic building and requires UFPB's recommendation to the President for approval. The MSU Foundation provided concept of the donor sign is below. The College of Agriculture will propose the final design, size, academic building and location and will return to UFPB for review at a future meeting.



3. Naming the new Animal and Range Sciences Chair as **The Nancy Cameron Chair in Animal and Range Sciences.** The MSU Foundation is currently reviewing sign designs and the academic building and location for the commemoration and will provide it to the UFPB for review at a future meeting.

COMPLIANCE:	YES	NO
MSU POLICIES	X	
COMMITTEE OR APPROPRIATE REVIEW	X	
MASTER PLAN	X	
BOARD ACTION REQUIRED:		
Recommend approval of the naming and donor recognitions from the Commemorative Tributes Committee as proposed.		

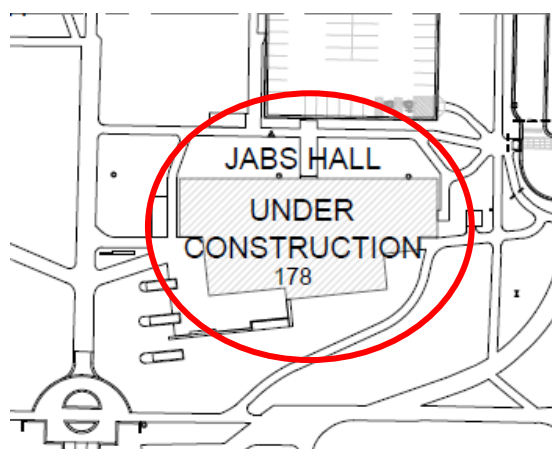
ITEM # 6	Jabs Hall Commemorative Signage
-----------------	--

PRESENTERS:

Victoria Drummond, Assoc Univ Planner and
Sam Des Jardins, CPDC Project Manager

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

VICINITY MAP:



STAFF COMMENTS:

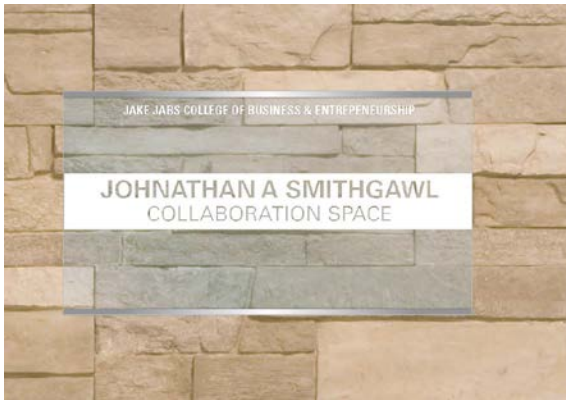
On September 9, 2014 UFPB reviewed an Informational presentation on commemorative signage for Jabs Hall. The discussion covered commemorative signage at the main fireplace to honor Jake Jabs, namesake of the building (Jabs Hall) and the renamed Jake Jabs College of Business and Entrepreneurship; and possible signage for selected spaces as commemoration was determined by the JJCBE in conjunction with the MSU Foundation’s development and Commemorative Tributes Committee (CTC) recommendations with final approval by President Cruzado.

Currently, the CTC is reviewing selected spaces, such as conference rooms, program centers, interactive classrooms, and common areas for naming recognition developed by the MSU Foundation. Signs naming a space, including temporary signs, are commemorative tributes that require Presidential approval.

This Staff Report is for UFPB’s recommendation to proceed with commemorative signage – allowing CPDC to create temporary signs (if needed) and order signs that adhere to MSU sign standards (as exemplified by already installed building directory signage) without providing precise sign style, material, and attachment details, so that recognition signage is in place for the May 7, 2015 ribbon-cutting grand opening ceremony.

MSU's standard is to achieve a consistent appearance and application of signs throughout a building – to provide appropriate wayfinding, commemoration, and safe egress while not cluttering the interior spaces, complementing the architecture without impacting the functional use of the building's spaces.

Commemorative signage will include a variety of: large lettering and a plaque at the main floor's fireplace for Jake Jabs; a plaque, or large lettering inside/outside the space, or vinyl lettering on the glass entrance to the Bracken BCC and Bracken Center; and selected interior rooms will either have a plaque (solid material, glass or Plexiglas) acknowledging an approved named space and located directly inside the space or in the corridor as the space is entered. With the exception of the Jake Jabs and Bracken signage, the named spaces commemorative signs will be the same size, approximately 8"x4". See examples:





CPDC will work with the JJCOBE Dean's office, the MSU Foundation (who will provide CTC recommendations) to finalize permanent commemorative signage.

COMPLIANCE:	YES	NO
MSU POLICIES	X	
COMMITTEE OR APPROPRIATE REVIEW	X	
MASTER PLAN	X	
BOARD ACTION REQUIRED:		
Recommend approval to proceed with Jabs Hall signage as proposed.		

P:\UFPB\AGENDA & MEMOS\2015 Agenda\Meeting 04-07-2015\#4 Jabs Hall Commemorative Signage.docx