

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: **April 21, 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 April 7, 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 Design Guidelines
Presenter – Randy Stephens

ITEM No. 5 –RECOMMENDATION - Residence Life Summer Storage Units
Presenter – Bill Mackin

ITEM No. 6 –RECOMMENDATION - Public Art Committee’s Recommended Changes to the Public Art Guidelines
Presenter – Victoria Drummond

ITEM No. 7 –INFORMATIONAL - ITC Outdoor Wireless – Campus Plan
Presenter – Candace Mastel

ITEM No. 8 –RECOMMENDATION - ITC Outdoor Wireless – Wilson Hall
Presenter – Candace Mastel

ITEM No. 9 –INFORMATIONAL - NAIC and Parking Solutions Project Update
Presenter – Walt Banziger

HORIZON ITEMS

- PAC Recommendation of Sculpture Gift – Abraham Lincoln
- 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
April 7, 2015**

Members Present: Nancy Cornwell – Chair, Walt Banziger – Vice Chair, Jeff Butler, Sara Mannheimer, Neil Jorgensen, Kurt Blunck, Mike Everts, Greg Gilpin, Bob Lashaway, Chris Fastnow, David Singel

Proxy: Duane Morris for Tom Stump and Brenda York, Victoria Drummond for Renee Reijo Pera and Julie Tatarka, Mike Everts for Fatih Rifki

Members Absent: Brett Gunnink, Chris Kearns, Martha Potvin, Allyson Brekke, Charles Boyer, Dana Dale

Staff & Guests: Randy Stephens, Leila Sterman, Sam Des Jardins, Tony Campeau

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 March 24, 2015. Butler 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 - Public Art Committee’s Recommended Changes to the Public Art Guidelines

Victoria Drummond presented the Public Art Committee’s (PAC) recommendation to change the public art guidelines. The Public Art Policy was adopted on February 11, 2010, and the Procedures were adopted shortly after that. The PAC is recommending changes to the Procedures, to help in the evaluation of Public Art proposals. Over the last year, the PAC has been considering changes to the Procedures and on February 24, 2015 UFPB discussed that the procedures lacked specific criteria for evaluating proposals that would provide additional clarity for informed decision making.

In Section II of the Procedures (Evaluation Criteria and Requirements of all Proposals), it is proposed to add a bullet reading “aligns with MSU’s Public Art Policy’s Mission and Intent”. There are three additional items that relate to this bullet, and discuss broadening the educational experience, diversity of subject matter, materials/medium, and artists, and the suitability as an addition to the collection of public art. The last page of the Procedures is an evaluation matrix for the PAC to fill out collectively for each proposal. The matrix takes the items from “Aligns with Public Art Policy’s Mission and Intent” and “Quality and Presentation” and allows for one point to be received for each criteria that the art piece meets; the points would be totaled and would move it into consideration for a vote by the PAC. Each art piece would need a minimum of 5 points to move forward with a PAC recommendation.

Cornwell commented that the Public Art Policy does not have a “Mission and Intent” heading, and for clarity it would be helpful to do so instead of having it buried in the Introduction and Purpose. She added that instead of “School of Art and Architecture” it should read “College of Arts and Architecture” on the first page of the Procedures. She also noted that the matrix allows for a piece of art to receive all available points for the aligning with Public Art Policy’s Mission and Intent and get a recommendation without receiving any points for Quality and Presentation; Drummond responded that part of the criteria could be that art pieces need to receive at least one point in each category to get a recommendation. Singel commented that aligning with the general aesthetic and “quality form and craftsmanship demonstrating proficient art techniques” should be weighted heavier, or possibly mandatory. Everts suggested that the artist could submit comments on each of these points as part of their proposal; Drummond responded that the PAC wanted to make sure the same questions were being asked for consistency.

Cornwell expressed additional concern with the criteria, because three of the criteria are about diversity (heavily weighted) and the only mention of diversity in the Introduction and Purpose reads “providing a richly diverse learning environment”. Sterman commented that the PAC was considering what a diverse learning environment looks like and how can it be measured quantitatively. She also suggested adding the phrase “taking into consideration” to these criteria items; Cornwell suggested using the phrase “facilitates a diverse learning environment” directly from the mission. Drummond added that there are several ways to achieve diversity, and artists don’t always stay in one medium.

Cornwell also suggested using a Likert Scale of 1-3 with an average, instead of yes or no; Singel suggested a range of 1-5. Gilpin commented that it will be very difficult to get a consensus with a wider range of available points. Everts suggested the recommendation of the PAC be presented with a structured narrative of their discussion.

Morris moved to have the issues returned to Public Art Committee for improvements and bring it back to UFPB at a later meeting. Blunck seconded the motion. The motion passed unanimously.

The vote:

Yes: 16
No: 0

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

Drummond presented these recommendations from the Commemorative Tributes Committee, which is charged with reviewing naming opportunities in relation to donations. These recommendations can go directly from the committee to the President, but any type of plaque or sign goes to UFPB. The first recommendation has been approved by the Commemorative Tributes Committee and is going into an Auxiliaries Services managed building. This will be located in the Men’s Basketball locker room, which is not a public space. The locker room will be named The Sean and Lindsay Gallinger Men’s Basketball Locker room; there is one sign outside of the space and one inside the space commemorating others who donated to the project.

The second recommendation is for multiple donor recognition for the establishment of a new Plant Sciences and Plant Pathology Chair. There is a large sign proposed, which lists donors who were involved in establishing the Chair. The MSU Foundation has provided the concept of the sign, which is about 16 inches tall by 24 inches wide. The location of this has not been determined, and will come back to UFPB for recommendation at a future date. The Chair is within the College of Agriculture, so they will be involved in selecting the building and location within the building where this sign will be displayed.

The third recommendation is naming the new Animal and Range Sciences Chair as The Nancy Cameron Chair in Animal and Range Sciences. The MSU Foundation is currently reviewing a sign design, and this will likely be a single donor. Since this is associated with a Chair, it has been suggested that this be located in a Dean’s or administrative office, and possibly use and electric monitor (flat screen TV) that could include other messages as well. The location of this may also need to come back to UFPB if the proposed location is a public space.

Lashaway commented that one of the issues may be that these types of signs may proliferate and the appearance of these in buildings. Singel suggested that a Chair could have a sign at their office. He also stated that commemorative signage for a Chair position is not customary and MSU has not done this before; it is not known whether peer institutions are doing this.

Butler moved to approve moved concept of the sign of the multiple donor recognition for the establishment of a new Plant Sciences and Plant Pathology Chair, and the location will come back to UFPB. Lashaway seconded the motion. The motion passed affirmatively.

The vote:

Yes: 14
No: 2 (Singel, Fastnow)

Banziger moved to table the concept of the single donor sign for the naming of the Animal and Range Sciences Chair. Singel seconded the motion.

ITEM No. 6 –RECOMMENDATION - Jabs Hall Commemorative Signage

Victoria Drummond introduced the Jabs Hall commemorative signage, which was brought to UFPB as an informational item on September 9, 2014. The Commemorative Tributes Committee has reviewed and approved five naming opportunities of conference rooms, a breakout room, an entrepreneurship room, and a ticker. There are MSU standards for types of signage and a Campus wayfinding plan is being developed. The signs will be about eight inches wide by four inches tall, and most of these will be located directly outside or inside of the space. The fireplace will have “Jake Jabs” in large letters, with “College of Business & Entrepreneurship” in small letters below; there will also be a plaque with information about Jabs, which may be glass or a solid form. The Bracken Center will have aluminum lettering on the glass outside the room.

Sam Des Jardins noted that these are updates to what had previously been presented to UFPB. Everts asked if these signs are ADA compliant. Des Jardins explained that there will be the MSU Standard room identification signs, which are ADA compliant, in addition to the commemorative signage. The room identification signs are all located on the corridor side of the rooms, and the commemorative signage is placed as consistent as possible but in some cases are located inside the room where the controls are. The signs will not interfere with each other. There have been graphic designers involved in the design and placement of the signs, as a sub-consultant.

The informational electronic ticker is on the curved wall of the lobby and is about 40 feet long and about 10 inches tall, and is possible due to a donation. The naming and signage of this is being considered, and may come back to UFPB at a future date. The ticker can display stock information, as well as other information from the College of Business.

Fastnow moved to approve the sign designs as presented. Everts seconded the motion. The motion passed unanimously.

The vote:

Yes: 16
No: 0

Announcements

- Randy Stephens reminded UFPB that the Campus Design Guidelines are out for comment and will return to UFPB on April 21, 2015. The draft guidelines are available at: http://www.montana.edu/us/committees/ufpb/documents_guidelines.php

This meeting was adjourned at 4:45 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



UNIVERSITY FACILITIES PLANNING BOARD

April 21, 2015

ITEM # 9		Campus Design Guidelines				
PRESENTERS:						
Randy Stephens, University Architect, Campus Planning, Design & Construction						
PROJECT PHASE:	PLANNING	SCHEMATIC	DESIGN DOCUMENTS	X	CONSTRUCTION DOCUMENTS	
VICINITY MAP:						
N/A						
STAFF COMMENTS:						
<p>The Montana State University Campus Design Guidelines is a living document established to guide Design Consultants and MSU Staff through many phases of project development. It serves to consolidate and organize the range of institutional knowledge retained by Campus Planning Design & Construction and Facilities Services.</p> <p>The 95% draft is for you to review and have comments back to Randy Stephens by April 7, 2015. The Guidelines can be found at the following link: http://www.montana.edu/us/committees/ufpb/documents_guidelines.php.</p>						
COMPLIANCE:				YES	NO	
MSU POLICIES				X		
COMMITTEE OR APPROPRIATE REVIEW				X		
MASTER PLAN				X		
BOARD ACTION REQUIRED:						
<p>No vote needed. UFPB members can give their comments to Randy Stephens, University Architect. We will present the final copy to UFPB on May 5, 2015 for recommendation.</p>						

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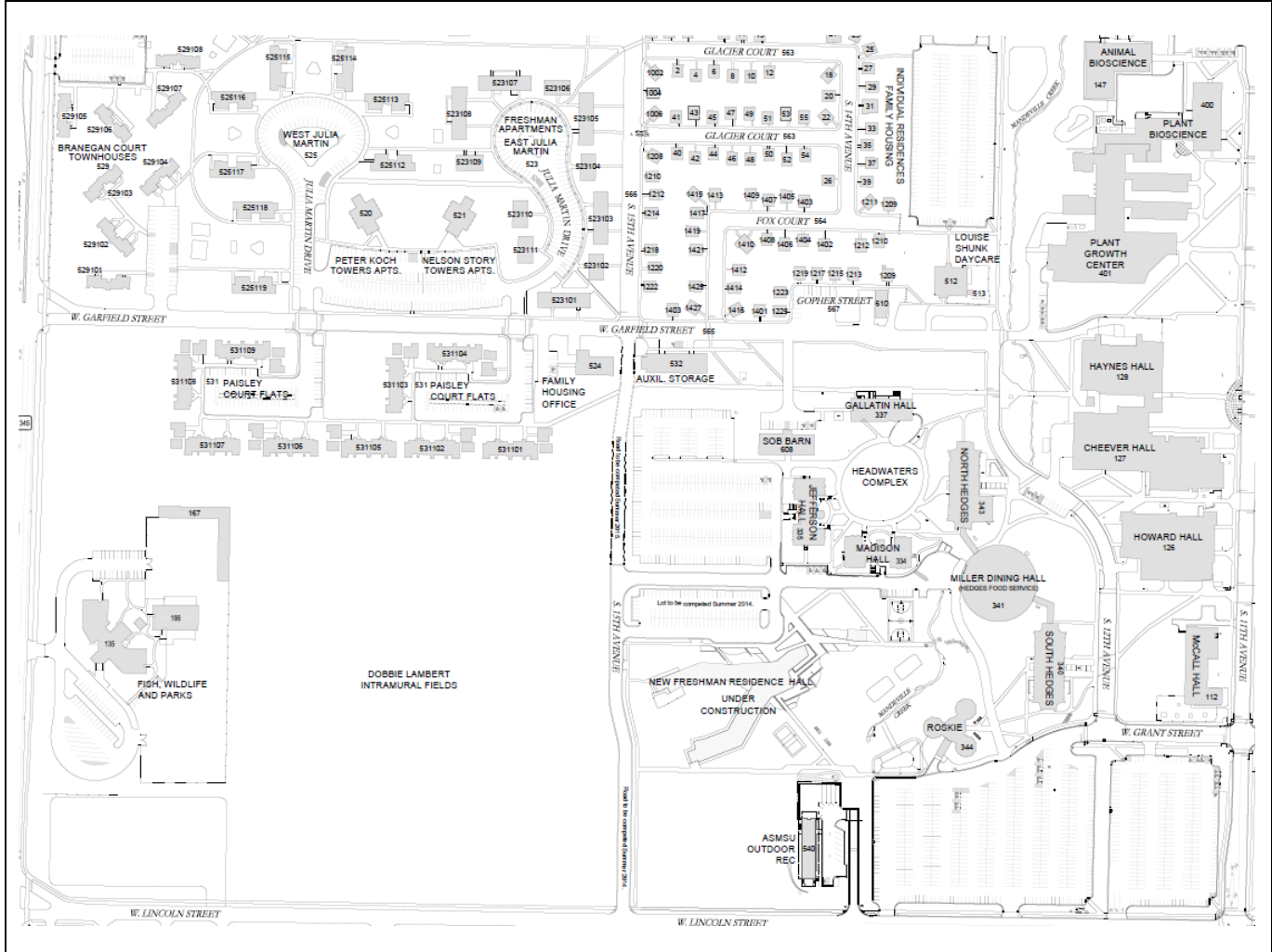
ITEM # 7	Residence Life Summer Storage Units
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PRESENTERS:

Bill Mackin, Project Manager
James Tobin, Assistant Director of Residence Life

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



STAFF COMMENTS:

This is an informational item for Residence Life Summer Storage. Due to the North Hedges Asbestos Abatement project, other projects going on this summer in the Residence Halls and an increased occupancy resulting in more overflow housing, Residence Life is not able to use their floor lounges for

student storage as they have historically done. Instead they will rent four 8 foot by 40 foot storage units and place them at the corner of 12 th Ave and Grant St. These units will be paid for and managed by Residence Life, and will be in this space April 27 th – September 4 th .		
COMPLIANCE:	YES	NO
MSU POLICIES	X	
COMMITTEE OR APPROPRIATE REVIEW	X	
MASTER PLAN	NA	
BOARD ACTION REQUIRED:		
Recommend approval of the request as proposed.		

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ITEM # 6		Public Art Committee's Recommended Changes to the Public Art Procedures				
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 April 7, 2015 the UFPB reviewed proposed changes to the Public Art Procedures. It was determined that the changes would not necessary improve the process and the issue was returned to the PAC for improvements.</p> <p>A pdf of the edited Procedures document highlighting proposed changes is attached. The proposed changes are:</p> <p><u>II. Evaluation Criteria and Requirements of all Proposals</u></p> <p>MSU will consider public works of art proposals using the following considerations and criteria:</p> <ul style="list-style-type: none"> ● Promotes the MSU 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 <p>[For each of the following, the PAC will use a scale of 1-5, with 1=strong disagreement and 5=strong agreement to determine if the proposal meets the evaluation criteria and requirements. The PAC will provide a final average numeric value, using the same 1-5 scale, and a brief narrative capturing both the proponent and opponent evaluation comments.]</p>						

1. Promotes the MSU Public Art Policy’s Mission and Intent

- a) The proposed work of art enriches the educational experience for the MSU community
- b) Proposed work of art is of sufficient quality in materials/medium for permanent installation on campus
- c) The proposed work of art is of sufficient interest in subject or message for permanent installation on campus
- d) The proposed work of art offers diversity of ideas to the MSU community
- e) In the case of multiple installations by the same artist the additional criteria are considered:
 - the proposed work of art continues to enrich the diverse learning environment of MSU
 - multiple installation of art by the same artist is part of a pre-established theme endorsed by appropriate MSU committees
 - Installation costs are either institutionally manageable or covered by the artist as part of the multiple installation plan

Additionally, the Procedures were updated with the **Campus Planning, Design & Construction** replacing Facilities Planning, Design & Construction.

It was suggested the first section of the Public Art Policy be renamed ‘Mission and Intent’ to make it obvious that is where the information is located. However, all Policies in the category of “Physical Plant (Facilities, grounds, parking, vehicles, etc.)” begin the first section with “Introduction and Purpose”. Other Policies with this consistent formatting include Commemorative Tributes, Video Surveillance, Freedom of Expression, Film and Photography, Heritage Buildings and Sites, Tobacco Free Campus, SUB Use, etc.

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.		

Public Art Procedures

Procedures:

The Public Art Committee (PAC) 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 College 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, Campus Planning, Design & Construction (CPDC), 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 CPDC will notify the proposal initiator of MSU's decision. Upon receipt of final approval of the proposal, CPDC 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, Campus 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 CPDC will notify the proposal initiator of MSU's decision. Upon receipt of final approval of the proposal, CPDC 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, Campus 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 CPDC will notify the proposal initiator of MSU's decision. Upon receipt of final approval of the proposal, CPDC 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:

- Promotes the MSU 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

[For each of the following, the PAC will use a scale of 1-5, with 1=strong disagreement and 5=strong agreement to determine if the proposal meets the evaluation criteria and requirements. The PAC will provide a final average numeric value, using the same 1-5 scale, and a brief narrative capturing both the proponent and opponent evaluation comments.]

1. Promotes the MSU Public Art Policy's Mission and Intent
 - a) The proposed work of art enriches the educational experience for the MSU community

- b) Proposed work of art is of sufficient quality in materials/medium for permanent installation on campus
- c) The proposed work of art is of sufficient interest in subject or message for permanent installation on campus
- d) The proposed work of art offers diversity of ideas to the MSU community
- e) In the case of multiple installations by the same artist the additional criteria are considered:
 - the proposed work of art continues to enrich the diverse learning environment of MSU
 - multiple installation of art by the same artist is part of a pre-established theme endorsed by appropriate MSU committees
 - Installation costs are either institutionally manageable or covered by the artist as part of the multiple installation plan

2. Quality and Presentation

- 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 CPDC 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.

4. Security

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

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.

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.

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.

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

_____ Date_____

Donor

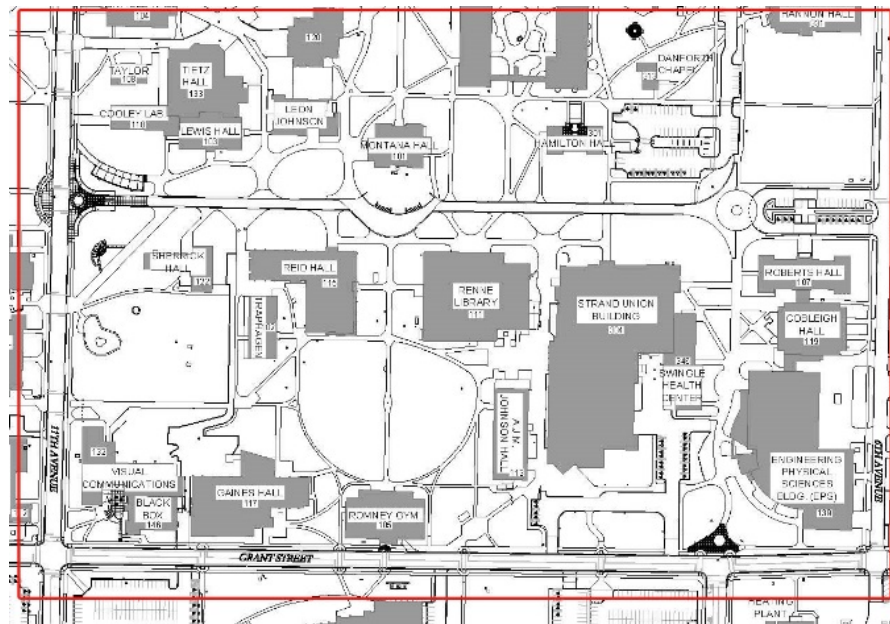
ITEM # 7	ITC Outdoor Wireless – Campus Plan
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PRESENTERS:

Candace Mastel, Project Manager

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



STAFF COMMENTS:

ITC has requested the approval to install outdoor wireless antennas in three phases. The phases would include Phase One at Wilson Hall (one antenna) (see as UFPB item on this week’s agenda); Phase Two on Romney Oval (seven antenna); and Phase Three on Centennial Mall (nine antenna) (see Photo #1 for illustration of future proposed coverage with all three phases completed).

A wireless access point extends the services to the outdoor spaces. The units that ITC propose to install are manufactured by Aruba Networks and is Model 270 series (see Photo #2). The units are colored off-white and is approximately 9” x 9.5” x 10.5” in size. Space on the outside of buildings are needed to mount the 5-1/2” x 6-5/8” bracket that holds the antennas. The bracket arm will extend the units 21-1/2” out from the building. ITC Cat 6 cable will need to be pulled to the access point location outside. The wireless access points will be mounted approximately 16-1/2’ high on the building. The installation would require ITC working with Facilities Services to install the units and to perform connections for other services from the building.

The Technical Antenna Committee (TAC) has reviewed and approved ITC's request to install outdoor wireless antennas. They recommend the approval of this request for a campus-wide plan in the core area to serve outdoor spaces. These antenna will greatly enhance the coverage for special outdoor events and activities, including Catapalooza.

Some members of CPDC felt that these antenna should not be mounted on historical buildings. UFPB should be prepared to discuss this issue. Campus Planning also recommends that with all new building construction projects, ITC works with the Project Manager and Building Committee to plan for outdoor wireless during the programming and design of the project in order to integrate them where needed, with the outdoor spaces and the architecture.

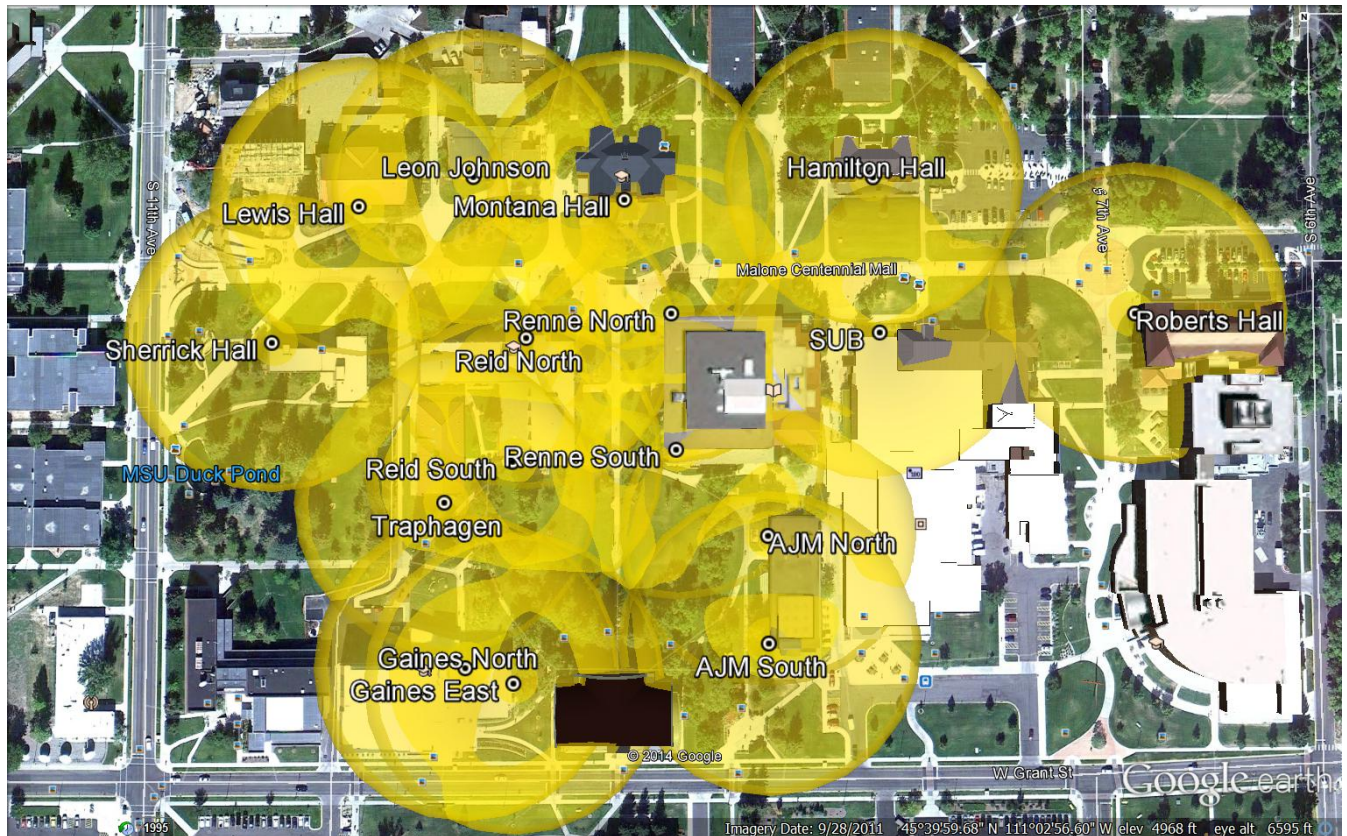


Photo #1



Photo #2



Photo #3: An example of what the antenna might look like mounted on Gaines Hall, north side



Photo #4: An example of what the antenna might look like mounted on Montana Hall, south side

	YES	NO
MSU POLICIES	X	
COMMITTEE OR APPROPRIATE REVIEW	X	
MASTER PLAN	X	
BOARD ACTION REQUIRED:		
Recommend approval of the core campus antenna plan to service outdoor spaces.		

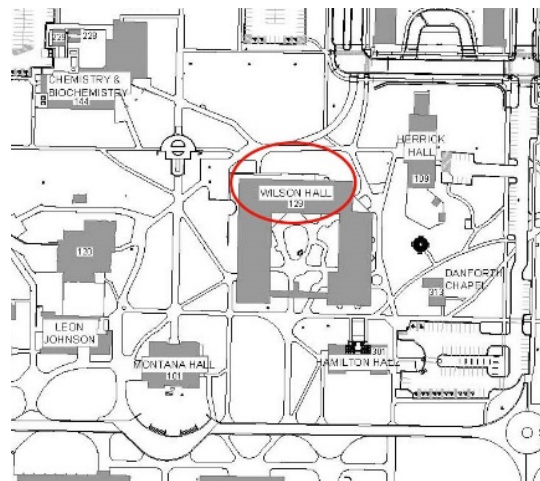
ITEM # 8	ITC Outdoor Wireless – Wilson Hall
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PRESENTERS:

Candace Mastel, Project Manager

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



STAFF COMMENTS:

ITC has requested the approval to install an outdoor wireless antenna on Wilson Hall, on the north side of the building (see Photo #1). This is basically Phase One of a multi-phase, campus-wide installation master plan for wireless coverage of outdoor spaces in the core of campus. The antenna at Wilson Hall would cover the outdoor areas at Jabs Hall. The other phases, detailed in another staff report for this meeting, would cover Romney Oval and adjacent spaces and Centennial Mall.

A wireless access point extends the services to the outdoor spaces. The unit that ITC proposes to install is manufactured by Aruba Networks and is Model 270 series (see Photo #2). It is colored off-white and is approximately 9" x 9.5" x 10.5" in size. Space on the outside of Wilson Hall is needed to mount the 5-1/2" x 6-5/8" bracket that holds the antenna. The bracket arm will extend the unit 21-1/2" out from the building. ITC Cat 6 cable will need to be pulled to the access point location outside. The wireless access points will be mounted approximately 16-1/2' high on the building. The installation would require ITC working with Facilities Services to install the unit and to perform connections for other services from the building.

For further information, Phase Two includes Romney Oval and Phase Three includes Centennial Mall.

The Technical Antenna Committee (TAC) has reviewed and approved ITC’s request to install outdoor wireless antennas. They recommend the approval of both the Wilson Hall antenna installation and approval of the larger conceptual plan for providing campus-wide coverage.

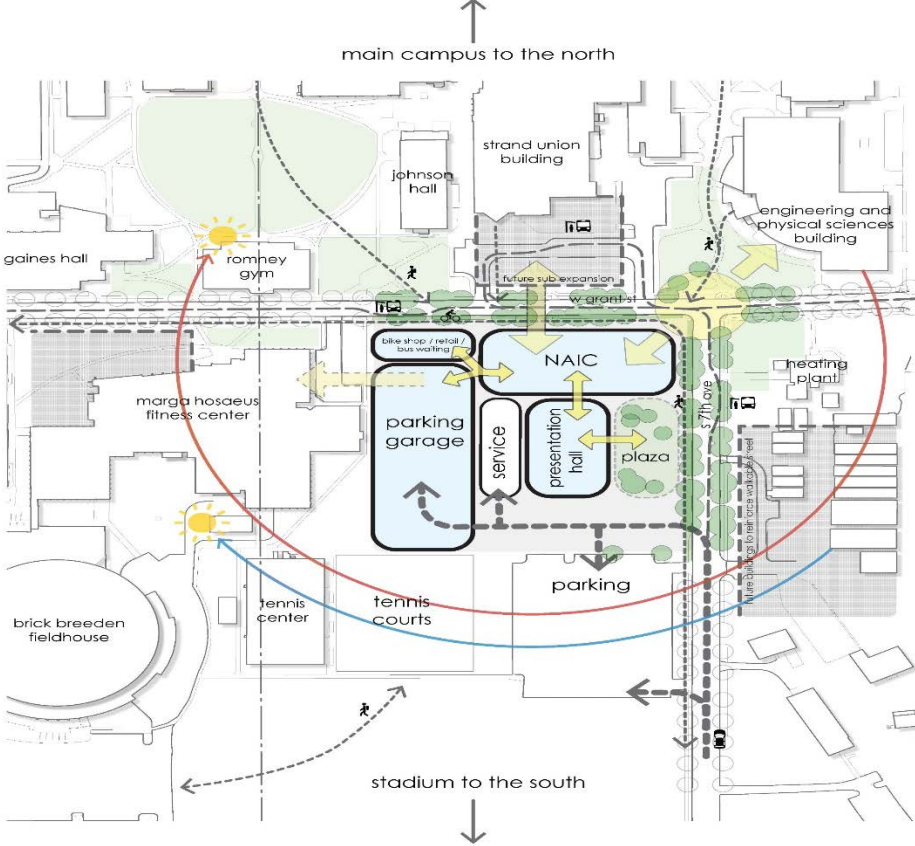


Photo #1



Photo #2

	YES	NO
MSU POLICIES	X	
COMMITTEE OR APPROPRIATE REVIEW	X	
MASTER PLAN	X	
BOARD ACTION REQUIRED:		
<p>Recommend approval of the installation of an outdoor wireless antenna (as described above) on Wilson Hall.</p>		

ITEM # 9		Norm Asbjornson Innovation Center (NAIC) Project Update (Parking Solutions & Presentation Hall)				
PRESENTERS:						
Walt Banziger & Sam J. Des Jardins						
PROJECT PHASE:	PLANNING	<input checked="" type="checkbox"/> SCHEMATIC	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS		
VICINITY MAP:						
						
STAFF COMMENTS:						
Walt and Sam will be presenting the following updates:						
<ul style="list-style-type: none"> - Project status update – where they are in terms of programming - NAIC - Parking Solutions - Presentation Hall 						
COMPLIANCE:				YES	NO	
MSU POLICIES				X		
COMMITTEE OR APPROPRIATE REVIEW				X		
MASTER PLAN				NA		
BOARD ACTION REQUIRED:						
No Action Needed - informational						