

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, Jim Thull, Brenda York

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

RE: **May 5, 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 21, 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 - **Temporary Modular for College of Engineering Capstone**
Presenter – Randy Stephens

ITEM No. 5 –INFORMATIONAL - **Chalking on Sidewalks**
Presenter – EJ Hook

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 21, 2015**

- Members Present:** Walt Banziger – Vice Chair, Jeff Butler, Neil Jorgensen, Kurt Blunck, Mike Everts, Fatih Rifki, Greg Gilpin, Tom Stump
- Proxy:** Walt Banziger for Bob Lashaway; Victoria Drummond for Nancy Cornwell, Allyson Brekke, Renee Reijo Pera, Chris Fastnow and Julie Tatarka
- Members Absent:** Brett Gunnink, Chris Kearns, Martha Potvin, Charles Boyer, Dana Dale, Sara Mannheimer, David Singel, Brenda York
- Staff & Guests:** Randy Stephens, Sam Des Jardins, Candace Mastel, James Tobin, Tammie Brown, Bill Mackin, Bill Walker, Leila Sterman

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

ITEM No. 1 – Approval of Meeting Note

Stump moved to approve the meeting notes from April 7, 2015. Blunck 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

The agenda was reorganized in the following order:

ITEM No. 7 –RECOMMENDATION - ITC Outdoor Wireless – Campus Plan

Candace Mastel presented ITC's proposal to increase the outdoor wireless coverage in the core of campus, including the Romney green area, Centennial Mall and Montana Hall. The overall plan is to cover most of these areas; Wilson Hall is first phase of this plan, which is a priority due to the opening of Jabs Hall. Phase two is the Romney green space, and phase three is and Centennial Mall and Montana Hall, which provides permanent installation of outdoor wireless for events. The funding is to come in the future and this would be done over some time, so ITC is looking for approval to do these phases when funding is available.

Internally it has been discussed that some of the proposed locations for the units are on historical buildings; Mastel asked if UFPB would like to approach the locations phase by phase, or by building. The same type of unit will be used in each location, and it will be mounted near the space it will serve and cannot be enclosed or hidden behind landscaping or architectural treatments. ITC would like to paint the units, which brings up the issues of who is responsible for peeling and other maintenance. The Technical Antenna Committee (TAC) has reviewed and approved the proposal for the campus plan and the phases including Wilson Hall.

Butler commented that Facilities Services is in support of the concept, as it will benefit the maintenance management program where they are limited currently. He would not suggest painting the units, and would like to be able to review the location by building. Banziger added that he agrees that Campus Planning, Design & Construction (CPDC) is in support, and he would want to be sensitive about the location on buildings. Blunck suggested this just be done in a sensitive manner. Gilpin asked when this would be rolled out; the timeline depends on funding, but Wilson Hall will be done immediately by Fall 2015. Gilpin added that he suspects other universities will also be trying to balance the aesthetics of units like this. Everts asked if power and data will be going to the units; this is where Facilities Services will be involved in determining exact location to wire and install. Stump suggested that the units be installed in a location that is high enough to not be reached by students.

Blunck moved to approve all three phases of the campus plan, and ITC works with CPDC and Facilities Services to determine locations. Drummond seconded the motion. The motion passed unanimously.

The vote:

Yes: 14
No: 0

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

Consider moot since phase 1, Wilson Hall, was approved in the previous item; ITC will work with CPDC and Facilities Services to determine location of the units.

ITEM No. 4 –RECOMMENDATION - Campus Design Guidelines

Randy Stephens explained that no comments have been received since the Campus Design Guidelines were presented to UFPB on March 24, 2015. There are some minor formatting issues to be finalized before recommending approval to the President. Something to be considered is what the process is for making revisions to the document in the future.

Butler moved to approve the Campus Design Guidelines. Blunck seconded the motion. The motion passed unanimously.

The vote:

Yes: 14
No: 0

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

Bill Mackin presented Residence Life's request to locate four storage units near North and South Hedges. The proposed location is on hard surfaces of the North Hedges parking lot west of the SOB Barn and sidewalks between Roskie and South Hedges Halls. The units are 8 feet wide and 40 feet long. The parking lot west of the SOB Barn will also be used for other construction staging this summer. Residence Life has historically used floor lounges to store student items during the summer, and also needs to have temporary student housing available in the lounges for Fall 2015. The students need to be able to bring their items to the units via hand carts, so they cannot be very far from the buildings. The North Hedges asbestos abatement project needs access to lounges this summer so the lounges are not available as needed.

Stump said these units will just be here this summer to accommodate fall move-in temporary housing, and will be removed by September 4th. Gilpin asked why Roskie parking lot cannot be used for this; Blunck explained that Roskie parking lot was used for construction staging last summer and is in need of complete maintenance without any staging. Butler stated that he would offer use of the McCall Hall grass site across from South Hedges for this. Brown added that Roskie is fully occupied for the summer. Jorgenson commented that the storage units seem ugly to have in this location for move in day, and suggested backing them away from the sidewalk for visibility of pedestrians on the street.

Butler moved to approve two units at the grass site next to McCall Hall across from South Hedges and two units at the North Hedges parking lot west of the SOB Barn. Blunck seconded the motion. The motion passed unanimously.

The vote:

Yes: 14
No: 0

ITEM No. 10 –RECOMMENDATION - Academic Building R&R Fund for the Renovation of the University Testing Center in Renne Library

Victoria Drummond presented the request to use the Academic Building R&R Fund for the renovation of the University Testing Center in Renne Library. The current fund balance is approximately \$1,260,728.78 and this request is for \$140,000. The purpose of the request is to complete the expansion project; on August 27, 2013 UFPB recommended approval to the President for the use of \$195,000 of the Academic Building R&R Funds to move the Testing Center into Renne Library, providing ADA accessible testing space. Recently the Dean of the Library and the Provost decided to continue the Testing Center in the Renne Library and expand it into additional storage space and media room to consolidate all the Testing Center needs, including staff offices and additional facilities. The current expansion project cost is \$260,000. The university is providing \$120,000 leaving a balance of \$140,000. The schedule is to construct Summer 2015 and as such it needs to be released for public bid as soon as possible.

Bill Walker described what the expansion includes, which is the following: additional grouped testing stations and private testing stations, ETS testing room, and staff offices. The consultants are currently finishing design and the project will be ready to bid shortly, so that construction can begin in June.

Banziger commented that other projects may come to UFPB for Academic R&R funds: Romney project may take a portion of Academic R&R funds and use it for bonding if the Legislative bill passes in its current configuration; the Native American Student Center may bond in a similar fashion; Classroom Committee may lobby for Academic R&R funds on a yearly basis for classroom renovations; the Cheever TEAL classroom that is currently in process for construction this summer may have a short fall in funding (currently funded at \$250,000 and projected cost is \$315,000); Howard Hall band storage may also look for Academic R&R funds (currently funded at about \$70,000 and projected cost is about \$145,000).

Everts asked how the Academic Building R&R fund is funded and how students are involved in the decision of how the fund is used; Banziger explained that it is funded on a yearly basis from student fees designated for academic purposes. UFPB (including an ASMSU representative) makes decisions up to \$150,000, and recommends to the President; if the fund request is in excess of \$200,000 it also is reviewed by ASMSU and the Board of Regents.

Blunck motioned to approve the use of Academic Building R&R fund for the renovation of the University Testing Center in the Renne Library. Butler seconded the motion. The motion passed unanimously.

The vote:

Yes: 14
No: 0

Everts agrees with motions but it seems it should be discussed with ASMSU.

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

Drummond described the revisions to the Public Art Guidelines, which were originally brought to UFPB on April 7, 2015. Since then the Public Art Committee (PAC) has reviewed UFPB’s comments and made changes. The first bullet item of Section II of the Procedures (Evaluation Criteria and Requirements of all Proposals), will be similar to how it was originally proposed and will read “promotes the MSU Public Art Policy’s Mission and Intent”. Below the criteria bullets, a Likert scale is described for evaluation; UFPB will receive the evaluation values and a narrative for proposed public art. Section II also includes items that discuss enriching the educational experience, sufficient quality in materials and medium, sufficient interest in subject or message, offering diversity of ideas, and multiple installations by the same artist so that it continues to enrich the diverse learning environment, is part of a pre-established theme, and installation costs are manageable or covered by the artist. As discussed in the previous meeting, some of the weight on diversity has been reduced. At the previous meeting there was also a comment to change the first section of the Public Art Policy to “Mission and Intent”; this will remain as “Introduction and Purpose” because this is the format of the policies in the group titled “Physical Plant”.

Jorgenson asked for clarification on the bullet that says “multiple installation of art by the same artist is part of a pre-established theme...”; Drummond explained that this allows for a conversation if an artist has a group of pieces to donate and how this can be managed. Jorgenson agreed that changing it to read “...by the same artist **may be** part of a pre-established theme...” would be clearer. Gilpin suggested moving item 1b, which reads “proposed work of art is of sufficient quality in materials/medium...” to section 2 (Quality and Presentation); Rifki also suggested removing the word “sufficient” and replacing it with “appropriate” in item 1b, and remove it from item 1c. Everts suggested removing the first bullet of 1e because it is redundant, and removing the phrase “multiple installation” from third bullet of 1e and to move this bullet to section 2 or 3.

Rifki moved for approval, on the condition that revisions brought up today are made by consulting members who have commented. Everts seconded the motion. The motion passed unanimously.

The vote:

Yes: 14
No: 0

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

Banziger presented an update on the Norm Asbjornson Innovation Center (NAIC) and parking solutions projects. Some direction on moving forward with the project has been given to the design team and the President has conveyed the desire to move forward with the parking structure. The parking structure is intended to have 550 to 600 parking spaces, and be located in the south west corner of the site. The presentation venue is going to be a smaller facility. The programming document is 100% complete, and will be distributed and reviewed by the Executive Oversight Committee, the Building Committee, and the Space Management Committee. Sam Des Jardins added that the design team has been directed to start on schematic design so the timeline is on track for the parking structure. Another update may be presented to UFPB in 4 to 6 weeks, with specifics about the parking structure. Construction will start on the parking structure as soon as September, with the parking structure ground breaking in October 2015, and opening in January 2017. There is possible overlap with construction starting on the NAIC in Fall 2016. Banziger added that it is intended to have an urban front on W. Grant St and S. 7th Ave.

This meeting was adjourned at 5:00p.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 # 10		Request for Academic Building R&R Funds contribution for the University Testing Center Renovation and Expansion project.				
Late Submission – not in packet.						
PRESENTERS:						
Victoria Drummond, Assoc University Planner Bill Walker, AIA, CPDC						
PROJECT PHASE:	PLANNING	X	SCHEMATIC	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS	
VICINITY MAP:						
Lower level of Renne Library						
STAFF COMMENTS:						
<p>August 27, 2013 the UFPB recommended to the President approval for the use of \$195,000 from the Academic Building R&R Fund for the renovation of a storage and media area in Renne Library for the temporary location of the University Testing Center. That project brought together the Office of Disability, Re-Entry and Veterans testing needs in an ADA accessible location and most of the testing resources from Reid Hall. Recently the Dean of the Library worked with the Provost in the decision to continue the Testing Center in the Renne Library and expand it to consolidate all Testing Center needs – including staff offices and additional facilities in the one Renne Library location.</p> <p>The current expansion project cost is \$260,000. The university is providing \$120,000 leaving a balance of \$140,000. The schedule is to construct Summer 2015 and as such it needs to be released for public bid as soon as possible.</p> <p>The requests for University Testing Center services continues to increase. It provides services to potential MSU students, current MSU students for ADA and degree required testing such as the FE-Fundamentals of Engineering Exam, and exams to the broader community for licensure renewals, GRE and college entrance exams to other states.</p> <p>The current balance of the Academic Building R&R Fund is \$1,260,728.78 (balance after pending request will be \$1,120,728.78). OCHE Authority for Expansion of the University Testing Center project (PPA# 14-0177) April 21, 2015.</p>						
COMPLIANCE:				YES	NO	
MSU POLICIES				X		
COMMITTEE OR APPROPRIATE REVIEW				X		
MASTER PLAN				X		
BOARD ACTION REQUIRED:						
Recommend approval of the recommendation to use Academic Building R&R funds for Presidential approval.						



UNIVERSITY FACILITIES PLANNING BOARD

May 5, 2015

ITEM # 4		Temporary Modular for College of Engineering Capstone					
PRESENTERS:							
Randy Stephens, University Architect							
PROJECT PHASE:	PLANNING	X	SCHEMATIC	X	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS	
VICINITY MAP:							
See Attachment							
STAFF COMMENTS:							
<p>CPDC received a request from the College of Engineering to place a temporary modular for the fall semester (2015) in the EPS service court that would give the College some relief of overcrowded spaces for their Capstone design projects until the Norm Asbjornson Innovation Center (NAIC) is open (projected Fall 2018). After the opening of the NAIC, the modular would be removed.</p> <p>The proposed location of the modular is between the existing equipment in the center of the service court and the landscape island screening the service yard from 6th Street and is located to avoid conflict with service vehicles and snow removal/storage (see attached site plan). Adjacency to EPS was considered important by the College for access to fabrication equipment located in EPS.</p> <p>The modular will be used by faculty and students to work on student capstone design projects and for storage of projects. The facility will require electrical service for heating, plug loads, and lighting. No other utilities are required.</p> <p>While modulares are generally not accepted as space solutions, permanent or temporary, CPDC takes no further exception for this request due to the urgent space needs in light of projected fall enrollments, little impact to maintenance operations, some screening provided by an existing landscape buffer, and a commitment to remove the modular by the College when the NAIC is complete.</p>							
COMPLIANCE:						YES	NO
MSU POLICIES						X	
COMMITTEE OR APPROPRIATE REVIEW						X	
MASTER PLAN						N/A	
BOARD ACTION REQUIRED:							
Recommend approval of the request as proposed.							

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HALL
119

S. OTTILIA AVENUE

ENGINEERING
PHYSICAL

PRELIMINARY - NOT FOR CONSTRUCTION

DATE 05-01-15	SHEET V1.1	SHEET TITLE ...	TITLE ...	DRAWN BY ...	CHECKED BY ...	DATE ...	CAMPUS PLANNING, DESIGN & CONSTRUCTION MONTANA STATE UNIVERSITY BOZEMAN, MONTANA PHONE: 406.994.5413 FAX: 406.994.5465	ENGINEERING & PHYSICAL SCIENCES TEMPORARY MODULAR BUILDING	 MONTANA STATE UNIVERSITY

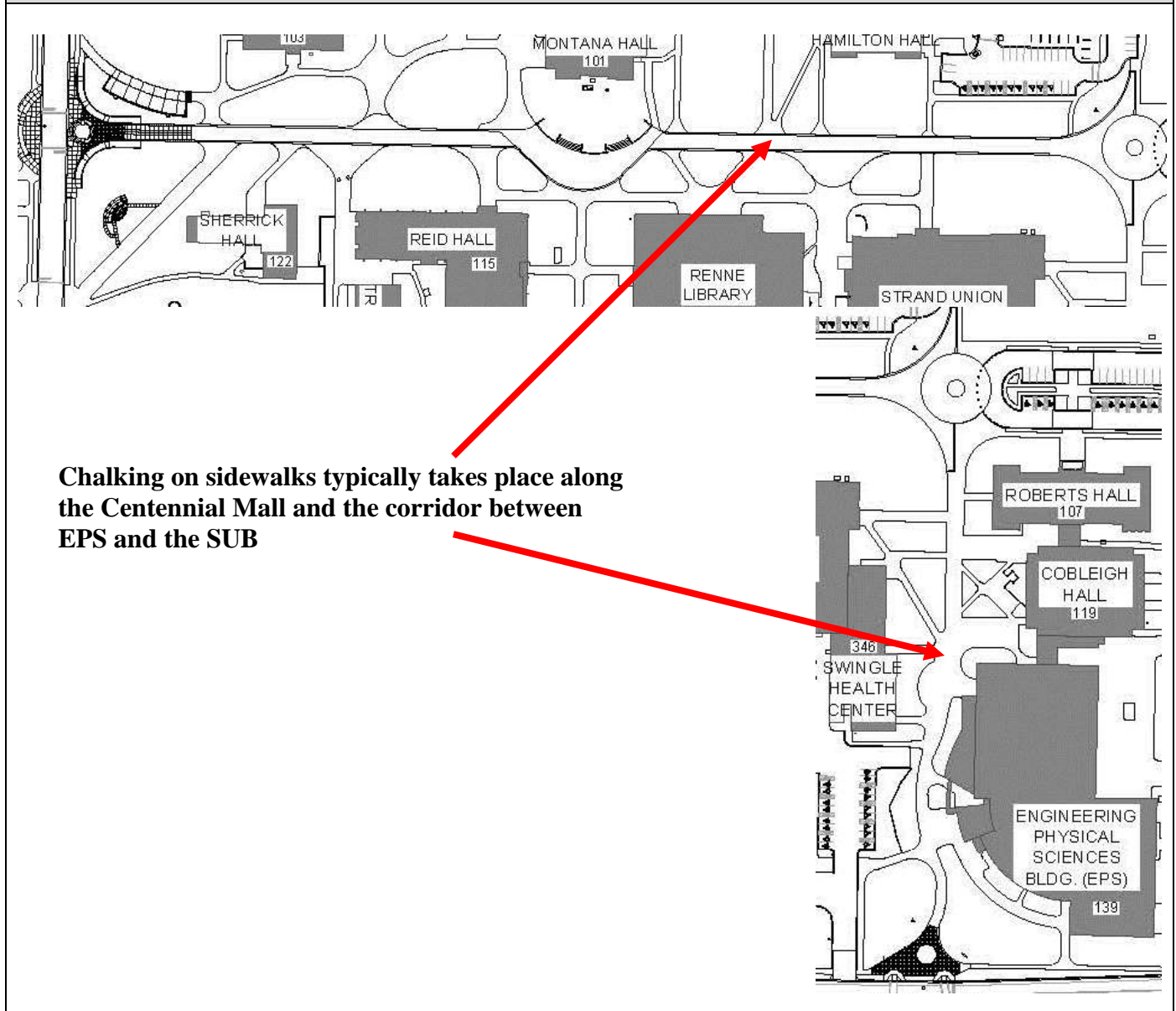
ITEM # 5	Chalking on Sidewalks
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PRESENTERS:

E.J. Hook, Environmental Services manager

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



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

STAFF COMMENTS:

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

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

- Aesthetic of campus
- Potential damage to facilities

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

PHOTOS

Movie Night



Bone Marrow Drive



Race arrows



Catapalooza numbers



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

P:\UFPB\AGENDA & MEMOS\2015 Agenda\Meeting 05-05-2015\#5 Chalking on Sidewalks.docx