

MEMORANDUM

TO: University Facilities Planning Board: Kregg Aytes - Chair, Walt Banziger - Vice Chair, Kurt Blunck, Allyson Brekke, Jeff Butler, ASMSU President, Michael Everts, Chris Fastnow, Greg Gilpin, Brett Gunnink, Neil Jorgensen, Kyle Glose – 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: **October 20, 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 August 11, 2015 and September 22, 2015.

ITEM No. 2 – EXECUTIVE COMMITTEE REPORT

Report on any current Executive Committee actions.

ITEM No. 3 – CONSENT AGENDA - No items

ITEM No. 4 –DISCUSSION - Student Building Fees Fund Work Group
Presenter – Walt Banziger

ITEM No. 5 –INFORMATIONAL - NAIC and Parking Garage Update
Presenter – Sam Des Jardins

ITEM No. 6 –RECOMMENDATION - Freshman Residence Complex Name
Presenter – Walt Banziger and Tom Stump

HORIZON ITEMS

- Antennas at Leon Johnson
- Gender Neutral Signage Plan
- New Dining Hall Site Selection
- Turf Fields Facility Concept
- 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
Halina Rickman, College of Business
Victoria Drummond, Campus Planning

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
August 11, 2015**

- Members Present:** Nancy Cornwell – Chair, Walt Banziger – Co-Chair, Jeff Butler, Brenda York, Chris Fastnow, Neil Jorgensen, Kurt Blunck, Allyson Brekke
- Proxy:** Jeff Butler for Bob Lashaway; Victoria Drummond for Renee Reijo Pera and Michael Everts
- Members Absent:** Brett Gunnink, Martha Potvin, Dana Dale, Fatih Rifki, Charles Boyer, David Singel, Tom Stump, Julie Tatarka
- Staff & Guests:** Randy Stephens, Aaron Britton, Bob Brekke, Pat Simmons, Candace Mastel

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 July 14, 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 – Montana Hall Lights

Aaron Britton presented the design for decorative celebratory lights on the exterior of Montana Hall, a project requested by President Cruzado. These could be turned on for special events throughout the year. These are LED rope lights that will be permanently installed on the eaves of the roof, the ridges and cupola. Stephens commented that the design takes into account being sensitive to the building, and the State Historic Preservation Office has been consulted. York asked how future requests like this would be addressed; they would be reviewed on a case by case basis.

Banziger read Everts' proxy as the following "I do not approve the following recommendation to add eave lights to Montana Hall. The idea of holiday lights enhancing the celebratory presence of Montana Hall is a great idea, however the specific light scheme, strings of individual lights at eaves, is more common in residential and various retail applications. I would support an alternate strategy of strategically placing surface flood lights that highlight the unique and historically significant features of the building of Montana Hall."

Allyson Brekke agreed with Everts' comments and added that this proposal does not abide with the City of Bozeman Lighting Standards and the Zoning Ordinance. MSU is exempt from the City Zoning Ordinance, but does try to respect the zoning codes, especially on campus perimeter properties.

Post Meeting Note: Joe Shaw was consulted and gave his approval to proceed with the light installation.

Fastnow moved to approve the lighting display as presented. Blunck seconded the motion. The motion passed unanimously.

The vote:

Yes: 9

No: 2 (Everts, Brekke)

ITEM No. 4 – RECOMMENDATION – College of Agriculture/MAES – Industrial Communications 2-way Radio Antenna System

Candace Mastel presented the proposal for the installation of a 2-way radio antenna system on the rooftop grain legs of the Agriculture feed mill on the Bart Farm. The Telecommunications Antenna Committee (TAC) has approved

this proposal. FCC has been consulted and the licensed frequencies are okay to use. Placing the antenna on the existing structure is also safe, and would be provided for and maintained by Industrial Communications and Electronics Company (ICE). The standards for installation will be followed. The intention of this system is to improve the communication on Bart Farm and between other areas.

Butler moved to approve the proposal. York seconded the motion. The motion passed unanimously.

The vote:

Yes: 11

No: 0

This meeting was adjourned at 4:05p.m.

VCD:lsb

PC:

President Cruzado

Adam Arlint, President's Office

Maggie Hammett, President's Office

Julie Heard, Provost's Office

ASMSU President

Diane Heck, VP Admin & Finance

Heidi Gagnon, VP Admin & Finance

Jennifer Joyce, VP Student Success

Linda LaCrone, VP Research Office

Tony Campeau, Registrar

Robert Putzke, MSU Police

Becky McMillan, Auxiliaries Services

Julie Kipfer, Communications

Jody Barney, College of Agriculture

Susan Fraser, College of Agriculture

Robin Happel, College of Agriculture

Halina Rickman, College of Business

Victoria Drummond, Campus PDC

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
September 22, 2015**

Members Present: Walt Banziger – Chair, Fatih Rifki, Martha Potvin, Kyle Glose, Neil Jorgensen

Members Absent: Brett Gunnink, Charles Boyer, David Singel, Tom Stump, Julie Tatarka, Kurt Blunck, Allyson Brekke, Jeff Butler, Brenda York, Chris Fastnow, Bob Lashaway, Michael Everts, Jim Thull, Chris Kearns

Staff & Guests: Randy Stephens

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

ITEM No. 1 – Approval of Meeting Notes

Draft notes from August 11, 2015 to be distributed before next meeting.

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 - End of Summer Project Update

Walt Banziger presented an overview of summer projects that UFPB has previously reviewed.

1. At Montana Hall, celebratory lights were installed as requested by President Cruzado. The LED rope lights are permanently installed on the eaves of the roof, the ridges and cupola of the building.
2. Renne Library had renovation to the third floor, including furniture, painting, technology and collaborative learning environments.
3. Miller Dining Hall opened at the beginning of the Fall semester, after a major remodel. It now displays 21st Century model of food serveries, which feature cooked to order items and a variety of seating configurations.
4. The Freshman Residence Complex is currently in construction and scheduled to be completed Summer 2016. This is a new 400 bed facility.
5. Parking Maintenance across Campus was completed, including resurfacing, sealing, and re-stripping multiple parking lots; this is a project that takes place every summer.
6. The Cheever Hall TEAL classroom is MSU's largest TEAL classroom. The active learning environments have shown about 30% improvement in passing rates for math and statistics classes.
7. The National Ecological Observatory Network (NEON) tower is now cancelled due to change in Federal funding; this was approved to be located off of College Street, near Family & Graduate Housing.
8. The Renne Library Testing Center was expanded to increase space in the Library, to consolidate when moving the center from Reid Hall.
9. As a result of the College of Business moving from Reid Hall to Jobs Hall, Facilities Services is cleaning the offices and classrooms, painting, installing energy efficient lighting, and cleaning the HVAC system.
10. The West Garfield Street Reconstruction is in design, to make a more walkable street in the Family & Graduate Housing area.
11. Similarly, the 12th Street Reconstruction concepts will try to address conflicts between pedestrians, bikes and vehicles, and have a pedestrian-focused and shared use streetscape. In this concept vehicles will take a secondary role, allowing this area to become an active student space and connected to the Campus.
12. There is a new classroom concept chair that is being tried at Wilson Hall, aiming to improve flexibility and adaptability of classrooms.
13. The Renne Library Generator Screen (fencing) is in process of being designed; UFPB reviewed and approved the installation of the emergency generator.
14. A building sign has been installed in the EPS Building, which is part of the standard wayfinding sign for buildings, and identifies key areas of the building.

15. The application for LEED Campus credit points has now been submitted and is being reviewed; it is estimated MSU will receive between 15 and 30 points, which will be able to be used as a base for LEED building certification of new projects.
16. The indoor and outdoor tennis courts have been resurfaced.
17. Sola Café in Jabs Hall is now in operation and has been well received.
18. Landscaping between Leon Johnson Hall and Lewis hall has been redesigned and completed, and is much improved.

ITEM No. 5 –INFORMATIONAL - Draft LRBP – Bozeman Project Priority List

Banziger explained the Long Range Building Program (LRBP), which is a two year cyclical process; the project list gets reviewed this year. In May, the MSU campuses started compiling their lists of proposed projects. MSU reviews and combines these lists into one list. The combined project list gets presented as an informational item at the November Board of Regents meeting. In January, the MSU and University of Montana put their lists together, for approval from the Board of Regents in March. The list is then submitted to the State of Montana and the budget proposal is put together and presented to the Legislative process in January 2017. Every two years, MSU typically gets a cash program from this, and sometimes funding for one or two large projects.

The MSU Bozeman proposal of projects that will be going through this session includes the number one priority project of Romney Hall. It is not unusual for it to take multiple sessions for large projects to be approved. The \$28 million project includes renovating Romney with classrooms and learning environments, building a new ROTC building, and an EHHD addition to the Marga Hoseaus Fitness Center. The Bozeman list also includes an ADA project, classroom renovation, a campus key system upgrade, and the Montana Hall renovation, which is another \$28 million project.

This meeting was adjourned at 4:00p.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	Halina Rickman, College of Business
Diane Heck, VP Admin & Finance	Becky McMillan, Auxiliaries Services	Victoria Drummond, Campus PDC



UNIVERSITY FACILITIES PLANNING BOARD

October 20, 2015

ITEM # 4		Student Building Fees Fund Work Group				
PRESENTERS:						
Victoria Drummond, CPDC Bob Lashaway, University Services						
PROJECT PHASE:	PLANNING	X	SCHEMATIC	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS	
VICINITY MAP:						
N/A						
STAFF COMMENTS:						
<p>On June 16, 2015, UFPB reviewed the proposal is to establish the Student Building Fees Fund, and the President has approved this. It has been suggested and discussed to establish a work group to discuss solicitation and marketing of the Student Building Fees Fund.</p> <p>The guidelines and process outline are attached.</p>						
COMPLIANCE:				YES	NO	
MSU POLICIES				X		
COMMITTEE OR APPROPRIATE REVIEW				X		
MASTER PLAN				X		
BOARD ACTION REQUIRED:						
Discussion of work group for solicitation and marketing of the Student Building Fees Fund.						

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University Facilities Planning Board

GUIDELINES FOR USE OF STUDENT BUILDING FEE FUNDS

(Revised May2015)

1. General Background

- a. MSU students pay two student building fees which charge students for the use, maintenance and improvement of state funded buildings:
 - i. The Academic Building R&R Fee currently generates approximately \$320,000 annually.
 - ii. The Non-Resident Student Building Fee currently generates approximately \$1.18M annually.
- b. Changes/increases in these fees requires endorsement by the Associated Students of MSU (ASMSU) and approval of the Board of Regents.
- c. These student building fees represent pledged revenue, and are treated like other pledged building fees in that they are first committed to debt service (to amortize loans made to execute groups of qualifying projects) with any excess available for expenditure on individual projects.
- d. These student building fees are designated for improvements to academic buildings. "Academic Building" means state-funded facilities that house instructional and/or research uses for which operations and maintenance funding is generally provided by the state.
- e. These student building fees are generally not intended for use on buildings funded by auxiliary self-supporting revenues or other student fees (e.g., auxiliary facilities, sports facilities, non-state funded research facilities, parking facilities, etc.)
- f. Campus Planning Design & Construction (CPDC) is responsible for managing the student building fee funds.

2. Pertinent Board of Regents Policies

- a. BOR Policy 940.9.1 – Allows the president to authorize projects up to \$75,000, including projects that will use student building fee funding.
- b. BOR Policy 940.9.2 – Allows the Commissioner to authorize projects between \$75,000 and \$350,000, including projects that will use student building fee funding.
- c. BOR Policy 940.9.3 – requires student endorsement for projects that will use student building fee funding in excess of \$200,000. This requirement is met by an ASMSU Resolution endorsing the project. (This policy also requires reporting projects > \$200,000 to the Commissioner of Higher Education.)

3. Parameters for use of student building fees funds

Use of student building fee funds should focus on the following types of projects:

- a. Registrar-controlled instructional spaces, e.g., classrooms, classlabs, seminar rooms, etc.
- b. Public spaces and building systems that benefit students and general building users, e.g., restrooms, lobbies, corridors/egress/ADA, building HVAC/lighting, etc.
- c. Building maintenance/repairs, enhancements, replacement & renewal projects; or to augment the budgets of such projects funded primarily by other sources (e.g., departmental funds, major maintenance funds, Long Range Building Program funds, etc).
- d. May be used to augment department-funded projects for state-supported, departmental assigned classrooms, classlabs or seminar rooms.
- e. Generally *not* to be used for non-building (instructional/research) equipment/technology which is traditionally funded from other sources (e.g., computer fees, equipment fees, IT fees, research funds, etc.)
- f. Student building fee funds can be used to finance larger projects or groups of projects using the annual revenue stream to service the debt on funds borrowed to accomplish the work; or allow funds to accrue to execute individual projects periodically.

4. Submitting Projects to UFPB

- a. The University Facilities Planning Board (UFPB) is designated by the president as the MSU entity responsible to vet project proposals and make recommendations to the president regarding use of student building fee funds.
- b. CPDC will collaborate with key constituents to assess needs, develop project priorities and to periodically present projects to UFPB for recommendation to the president.
- c. CPDC will manage the project development process as described in the Project Development Process Outline for Student Building Fee Funds.
- d. CPDC is also responsible to present projects to ASMSU for student endorsement as necessary and to procure appropriate project authority.

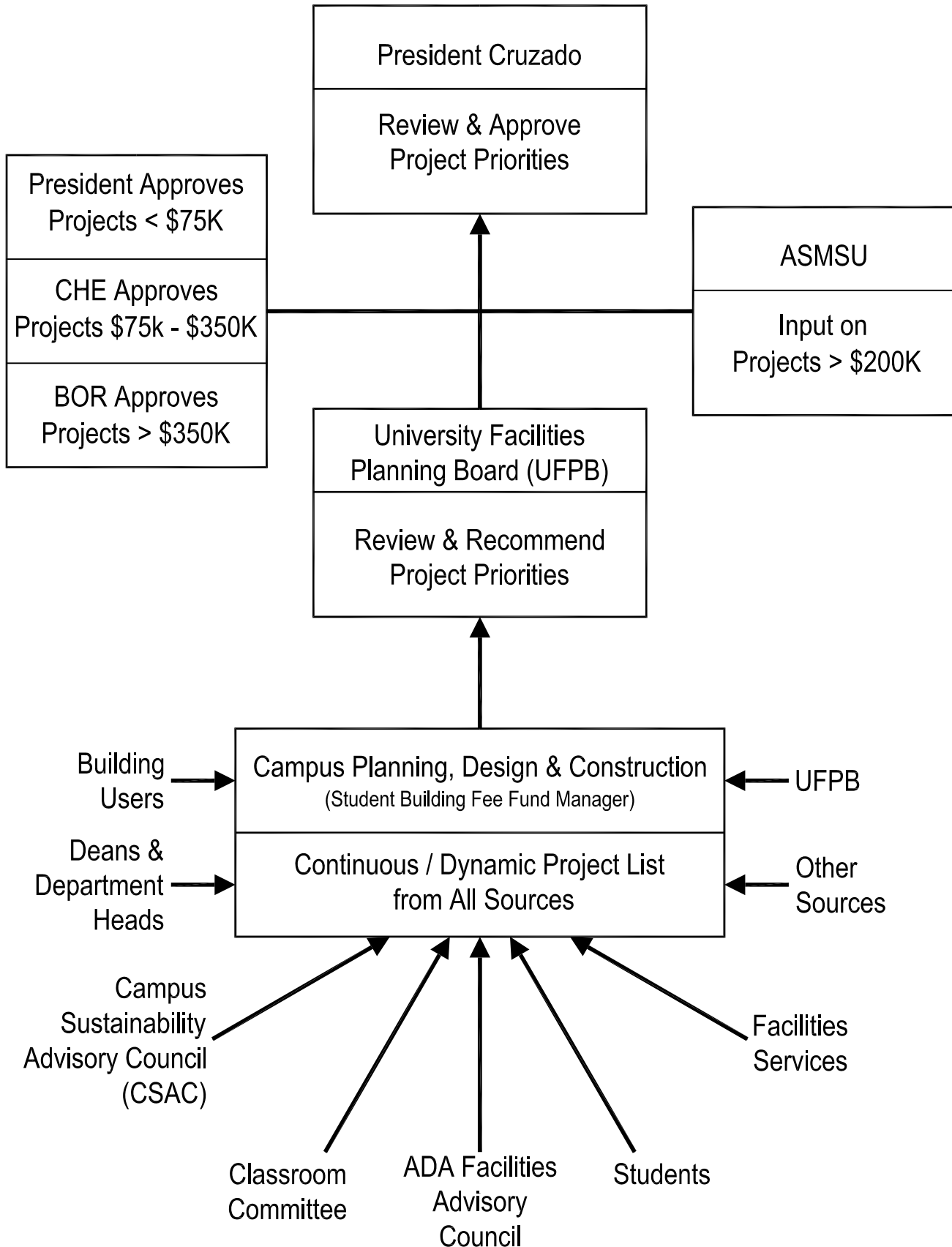
5. Accountability

- a. CPDC shall prepare and submit a report to UFPB annually, detailing use of student building fee funds, including the amount reserved for debt service and the current fund balance, status of projects approved by the president, and a working list of projects for which future funding might be appropriate.

Project Development Process Outline

for

Student Building Fee Funds



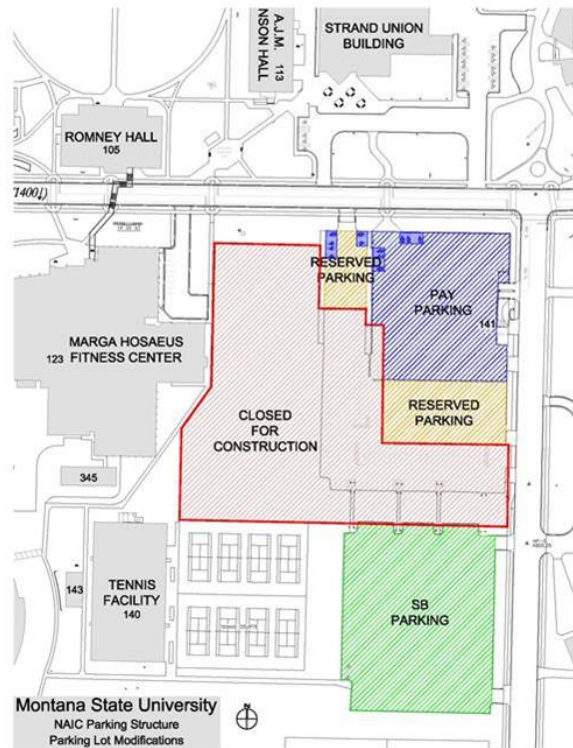
ITEM # 5	NAIC and Parking Garage Update
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PRESENTERS:

Sam Des Jardins, CPDC Project Manager

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



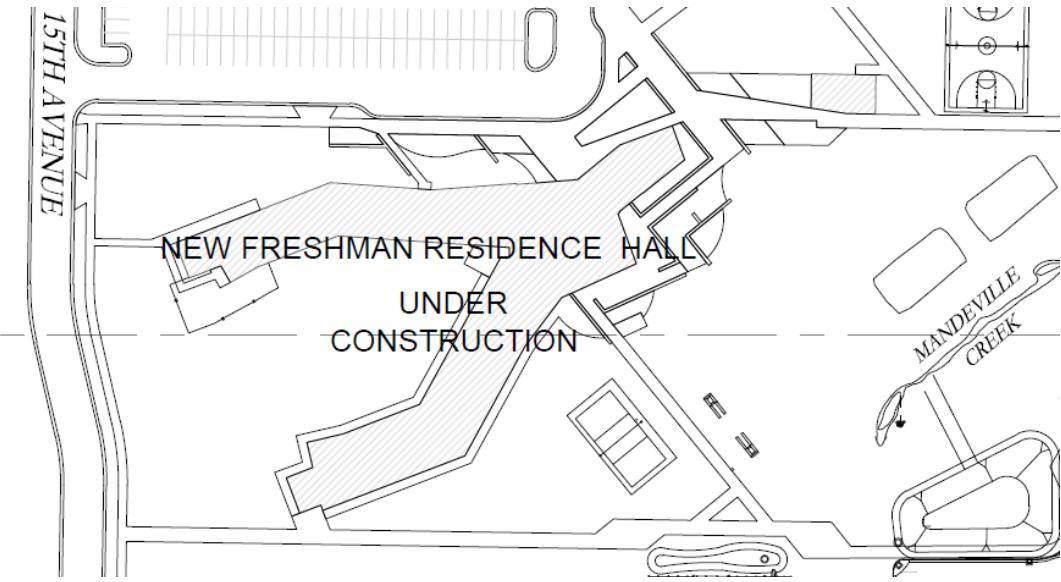
STAFF COMMENTS:

The construction fencing has been set up, and the Martel construction trailer is in place. Construction documents for the Parking Garage have been produced, and the NAIC is in schematic design phase.

COMPLIANCE:	YES	NO
MSU POLICIES	X	
COMMITTEE OR APPROPRIATE REVIEW	X	
MASTER PLAN	X	

BOARD ACTION REQUIRED:

No Action Required

ITEM # 6		Freshman Residence Complex Name				
PRESENTERS:						
<p>Walt Banziger, Director CPDC Tom Stump, Director Auxiliary Services</p>						
PROJECT PHASE:	PLANNING	SCHEMATIC	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS	X	
VICINITY MAP:						
						
STAFF COMMENTS:						
<p>The Freshman Residence Complex is currently in construction and scheduled to be completed Summer 2016. At this point, Residence Life would like to move forward with officially naming the building “Yellowstone Hall”. The Commemorative Tributes Committee is currently reviewing this request. Please see attached letter.</p>						
COMPLIANCE:				YES	NO	
MSU POLICIES				X		
COMMITTEE OR APPROPRIATE REVIEW				X		
MASTER PLAN				X		
BOARD ACTION REQUIRED:						
Recommend approval of name as proposed.						

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October 13, 2015

To: Chris Murray, Commemorative Tribute Committee Chair

From: Tammie Brown, Chief Housing Officer

Re: Proposal to name the “New Freshman Residence Hall”

The new co-ed residence hall will house 400 freshmen students, providing modern amenities for the on-campus population. The design encompasses contemporary double, single, and semi-suite style room layouts. The new building will also include amenities such as resident meeting spaces, collaborative academic work areas, lounge space, a kitchen area, and an enclosed, secure, and exterior bike storage along with a bike maintenance room. The project is on track to open for the Fall 2016 semester!

We would like to move forward with the request to officially name the new freshman residence hall, Yellowstone Hall. At this time, there is no intent for the new freshman residence hall to be a commemorative building.

The process to solicit input and name ideas included meeting with the residence hall student government during Spring 2015.

- April 2, 2015 – Tammie Brown met with the Interhall RHA to solicit their suggestions for names from the student leadership from across campus. A list of 13 potential building names was forwarded to the individual hall RHA for comment and endorsement.
- April 16, 2015 – Tammie Brown met with the Interhall RHA to facilitate a discussion to determine the preferred three building names; in descending popularity, these were determined to be Yellowstone, Bridger, and Hylite Hall.
- In additional meetings with Housing Staff, the Residence Life Advisory Committee, the Building Construction Committee, and other invested partners, the resounding top choice is Yellowstone Hall.

Residence Life

University Food Service

A Division of Auxiliary Services

Hedges Complex

P.O. Box 172080

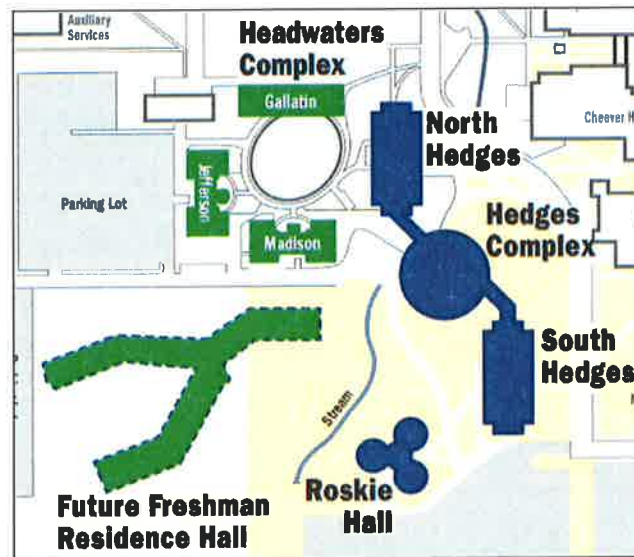
Bozeman, MT 59717-2080

www.montana.edu/campuslife

Tel (406) 994-2661

Fax (406) 994-1918

- In part, the appeal of this particular building name is the proximity of the new freshman residence hall to the already existing Headwaters Complex, which includes Gallatin Hall, Madison Hall, and Jefferson Hall.
- The new freshman residence hall is shaped in a Y, which leads us to a natural conclusion that Yellowstone Hall is a great fit!



- Tammie Brown is scheduled to present the new freshman residence hall construction update and naming convention to ASMSU on Thursday, October 15, 2015.
- The naming of the building is on the UFPUB agenda for October 20, 2015.

We would like to finalize the building name as we are in the process of planning opening ceremonies and developing marketing materials for recruiting purposes.

Thank you for your consideration.

CC: Walter Banzinger, Director, CPDC
Terry Leist, Vice President of Administration and Finance