

**MEMORANDUM**

**TO:** University Facilities Planning Board: Kregg Aytes - Chair, Walt Banziger - Vice Chair, Kurt Blunck, City of Bozeman, Chris Catlett, ASMSU President, Michael Everts, Chris Fastnow, Greg Gilpin, Brett Gunnink, Neil Jorgensen, ASMSU, Terry Leist, Robert Mokwa, Chris Kearns, Renee Reijo Pera, Faith Rifki, Tom Stump, Julie Tatarka, Jim Thull, David Kack, Leslie Schmidt, Keith Hamburg and Nicole Redding

**FROM:** Candace Mastel, Planner; Campus Planning, Design & Construction

**RE:** **September 05, 2017** 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 June 20<sup>th</sup>, 2017

**ITEM No. 2 – EXECUTIVE COMMITTEE REPORT**

Report on any current Executive Committee actions

**Parking Structure ‘P’ Sign Installation**

**Walt Banziger**

**ITEM No. 3 – CONSENT AGENDA**

**None**

**ITEM No. 4 – RECOMENDATION**

**Culinary Arts/Hospitality Management Signage**

**Presenter: Candace Mastel**

**ITEM No. 5 – RECOMMENDATION**

**University Health Partners Signage**

**Presenter: Candace Mastel**

**ITEM No. 6 – INFORMATION AND DISCUSSION**

**Wilson 2<sup>nd</sup> Floor English Department Upgrades**

**Presenter: Bill Walker**

**ITEM No. 7 – RECOMMENDATION**

**Classroom and Lab Funding**

**Presenter: Walt Banziger**

**HORIZON ITEMS**

- **Interior Public Spaces Signage**
- **Turf Fields Facility Concept**
- **Renne Library Spaces & Technology Renovation**
- **External Building Signage Policy**
- **Master Planning Issues**
- **Revisit and Update Policies**
- **Second Phase of Garage Art**
- **Transportation Master Plan**
- **New Residence Hall Site Proposal**

CM/am

PC:

President Cruzado  
Amber Vestal, President’s Office  
Maggie Hammett, President’s Office

Heidi Gagnon, VP Admin & Finance  
Jennifer Joyce, VP Student Success  
Leslie Schmidt, Asst. VP Research  
Office

Julie Kipfer, Communications  
Jody Barney, College of Agriculture  
Susan Fraser, College of Agriculture

Julie Heard, Provost Office  
ASMSU President  
Lisa Hespen, VP Admin & Finance

Tony Campeau, Registrar  
Robert Putzke, MSU Police  
Becky McMillan, Auxiliaries Services

Robin Happel, College of Agriculture  
Elizabeth Schmidt, College of Business  
Candace Mastel, Campus Planning

**MEETING MINUTES OF THE  
UNIVERSITY FACILITIES PLANNING BOARD  
June 20, 2017**

**Members Present:** Kregg Aytes – Chair, Walt Banziger – Co-Chair, Kurt Blunck, Keith Hamburg, Tom Stump, Leslie Schmidt, Dan Stevenson, David Singel, Rebecca Owens, Kylar Clifton, David Singel and Chris Fastnow.

**Proxy:** Tom Stump for David Kack

**Members Absent:** Tom McNab for Faith Rifki, James Thull, Chris Kearns, Susan Fraser for Charles Boyer, Mike Everts, Chris Catlett and Nicole Redding

**Staff & Guests:** Randy Stephens, Madison Graff, EJ Hook, Candace Mastel, Darryl Curfman and Logun Norris

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

**ITEM No. 1 – APPROVAL OF MEETING NOTES –**

The meeting notes from June 6, 2017 were unanimously approved.

**ITEM No. 2 – EXECUTIVE COMMITTEE REPORT –** No Items

**ITEM No. 3 – CONSENT AGENDA –** No Items

**ITEM No. 4 – RECOMMENDATION – Hannon Hall Culinary Arts Access Sidewalk**

Bill Mackin presented the proposed Hannon Hall Culinary Arts Access Sidewalk installation. Until recently, Hannon Residence Hall had an attached dining room that served Hannon residents, guests and the public. Mackin noted that the dining room and kitchen located on the south and east side of the building were taken out of service Spring 2017. The current plans call for the dining and kitchen area to be converted to an academic culinary program administered by Gallatin College.

There is a need to separate the academic students and the residents of Hannon Hall. To do this, a new dedicated entrance separate from the residence hall needs to be created. Currently, there is a set of double doors on the south side of the dining hall that would provide the desired entrance for this academic program. However, there is no sidewalk to this door. Mackin is recommending extending a new sidewalk 150 feet to the south of the existing east-west intersecting sidewalk. There is also a popular pedestrian ‘cow path’ that cuts diagonal through this same area.

The selected site for this new sidewalk is located on a part of campus that is currently reserved for the Native American Student Center (NASC). In 2005, students worked with President Gamble and determined the site for the Native American Student Center to be the space south of Hannon Hall. This site was reserved for five years and renewed in 2011, till November 2016. When NASC is constructed the entire area will likely receive a new sidewalk plan and the proposed sidewalk could remain or be relocated to meet the design of NASC.

Banziger noted that normally CPDC wouldn’t bring an issue with such minor issues to the board, but because it has to do with the Native American site, they wanted to make sure everyone had an opportunity to understand why the sidewalk is being installed. They want to ensure we have full communication.

Leslie Schmidt motioned to approve the recommendation and Tom Stump seconded the motion.

The motion was unanimously approved.

The Vote:

Yes: 13

No: 0

**ITEM No. 5 – RECOMMENDATION – Recycling Signage**

Logun Norris (*MSU's Recycling Coordinator*) discussed the need for new recycling signage. MSU has had the same recycling signage since 2009, when the recycling program was started. The current signs are outdated and do not reflect the following recent changes MSU has made:

- Accept only plastics number one and two – no longer one through seven
- Recently combined our office paper with mixed paper
- Now have cardboard and landfill signage

Norris showed an example of the old signage vs. new signage and noted the following things that are now different:

- New signs are a lot cleaner looking and visual appealing
- Added Reduce, Reuse and Recycle
- Added MSU logo to show that MSU is on board with recycling
- Added blue & gold equals green to show that MSU is a sustainable campus
- Added contact info
- Added images of items that can't go in the bins and crossed them out to prevent contamination

Norris discussed MSU's Recycling history and where they are today. There was some concern to clarify in the signs what type of plastics are ok.

Tom Stump motioned to approve the recommendation and Leslie Schmidt seconded.

The motion was unanimously approved.

The Vote:  
Yes: 13  
No: 0

**ITEM No. 6 – RECOMMENDATION – Reid Hall Installation of Pow Wow Posters**

Ian Sobol discussed that the College of Education, Health and Human Development has requested permission to hang nine posters representing the annual Montana State University Pow Wow from the years 2008 through 2016 on the 4th floor of Reid Hall. The posters would be on the corridor walls adjacent to the Center for Bilingual Multicultural Education (*Reid Hall 417*). There was discussion of where the posters go if CBME moves. It was decided that if the CBME department moves to another location, the posters are to move with them.

Kurt Blunck motioned to approve the recommendation and Tom Stump seconded. An amendment was made to approve a rotation of Pow Wow posters over time.

The motion was unanimously approved.

The Vote:  
Yes: 13  
No: 0

**ITEM No. 7 – DISCUSSION – How to Inform Campus of Rules on Wall Wraps**

Walt Banziger discussed that about a week ago, on a twitter feed, Charles Boyer (*VP of Ag-Dean*) posted about a wall wrap at the College of Ag. The last time UFPB discussed wall wraps we decided that we would approve those by the Board with the condition that they were reviewed by CPDC first. Banziger noted that unfortunately, the wall wrap Charles Boyer tweeted about was never seen by UFPB or CPDC. Banziger then posed the question "*How do we get the Wall Wrap ideas out to MSU Community?*".

There was discussion to bring the UFPB Wall Wrap policy to Deans Council, Space Management and other University Councils.

**ITEM No. 8 – RECOMMENDATION – Earth Sciences USGS Seismic Equipment GPS**

Candace Mastel discussed that University Information Technology and Facilities Services received a request from Dave Lageson, Earth Sciences and Jim Smith, USGS to mount a GPS antenna to the roof of Roberts Hall. This

antenna would be cabled to the basement of Roberts where existing seismic equipment is located. The USGS recently upgraded their system for measuring earthquakes that requires a GPS to have a clear view of the sky.

The GPS unit would be attached to a small mast bracket and have a LMR-400 cable extended from the GPS on the east side roof to the basement equipment. The GPS is not visible from the ground; but can be seen from the upper floors of Cobleigh Hall. There are no frequency interference issues.

Mastel noted that this antenna installation will require roof penetration – as questioned at pre-UFPPB. How the penetrations will be executed is being discussed with University Information Technology (UIT). Mastel discussed why the GPS can't be installed on top of Cobleigh Hall is because it needs to be directly above where the existing seismic equipment is located.

Kurt Blunck motioned to approve the recommendation and Tom Stump seconded.

The motion was unanimously approved.

The Vote:

Yes: 13

No: 0

#### **ITEM No. 9 – INFORMATIONAL – New Residence Hall Site Selection**

Darryl Curfman presented on the New Residence Hall. After studying multiple sites including renovating Johnstone Center, CPDC received direction from President Cruzado to move forward with Antelope Parking Lot, west of Wally Byam Park along College. The design team is currently in the planning stages and no building configuration has been decided yet.

Banziger interjected that this is a unique site selection for us in terms of process. Normally this process is very public where we have forums and meet and greets. Up to seven different potential sites were brought forward to the design team, President Cruzado and Executive Council. President Cruzado quickly steered the design team away from a few sites because she felt they should be academic sites as they were already aligned with academic buildings.

One site that was looked at was by Jabs Hall – a potential partnership project that was mixed use of academic and residential. That became almost impossible due to State laws requiring the University to not mix money (*Auxiliaries and State funds*). Banziger noted that Johnstone Center was next on the list of potential sites. This was also falling into the mixed use of funds. The other problem with Johnstone Center is by the time it took the University to tear the building down and renovate it, the project would have escalated from a \$45 Million project to \$85 Million project. The project became financially difficult for the University to do.

The design team steered away from the south side of campus because the University just built Yellowstone Hall on that side of Campus. The focus then went to the North side of Campus – Deer Lot and Antelope Lot, across from the new Bison Lot. As this new residence hall will be up to 450 beds, it would overtax Miller Dining Hall. If the New Residence Hall is put on Deer or Antelope lot it would be equidistant to Miller Dining Hall and the New Dining Hall. Antelope Lot is the preferred lot for the President, Auxiliaries and the Design Team.

There was discussion about pedestrian corridors and a nice path from Harrison Street to 19<sup>th</sup> Street.

Single questioned how many stories tall the new building is expected to be – Banziger said they are looking at five stories. Stevenson noted they are working on balancing this project with the height and land conservation. Five stories high is a breaking point where the building becomes substantially more expensive. Singel had concern of the size of the building next to a residential strip on College Street– Stevenson noted that is a design solution that will be worked on.

There was discussion about the parking demand and how will you move people in and out for move in day.

Fastnow voiced concern about massing too much on College Street because of the views for the residences.

Aytes questioned at what point will the Bozeman Community know about this site. Banziger noted probably when we are done with the Schematic Design phase.

Banziger noted that the New Residence Hall will come back to UFPB with design updates.

CM:aw

PC:

President Cruzado  
Amber Vestal, President's Office  
Maggie Hammett, President's Office

Julie Heard, Provost's Office  
ASMSU President  
Pam Schulz, VP Admin & Finance

Heidi Gagnon, VP Admin & Finance  
Jennifer Joyce, VP Student Success  
Leslie Schmidt, Asst. 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  
Candace Mastel, Campus PDC

DRAFT

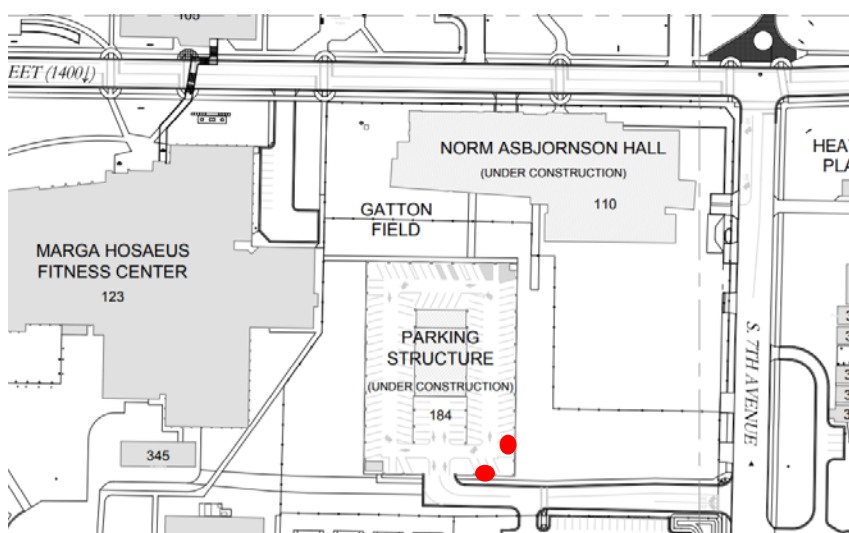
<b>ITEM # 2</b>	<b>Parking Structure ‘P’ Sign Installation</b>
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**PRESENTERS:**

Sam J. Des Jardins, University Architect

<b>PROJECT PHASE:</b>	<b>PLANNING</b>	<b>SCHEMATIC</b>	<b>DESIGN DOCUMENTS</b>	<b>X</b>	<b>CONSTRUCTION DOCUMENTS</b>
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**VICINITY MAP:**



**STAFF COMMENTS:**

As you are aware there has been a need to get a more defined parking sign for the Parking Structure.

Kurt Blunck’s comment “We have had multiple complaints that the Parking Structure looks like a continuation of the construction site and not like a Garage. Therefore, we have been asked by Senior Administrators to put up large scale signs, visible from a significant distance (i.e. Kagy) that clearly identify the structure as public parking.”

CPDC is proposing two ‘P’ signs that will be eight feet in diameter. The signs will be installed on the south & east faces of the Parking Structure. The body of the signs will be painted the color of the garage metal work or black. The face will be blue in color with a back lit white ‘P’. The sign will be illuminated with white LED’s.

There are two options as shown below attachment:

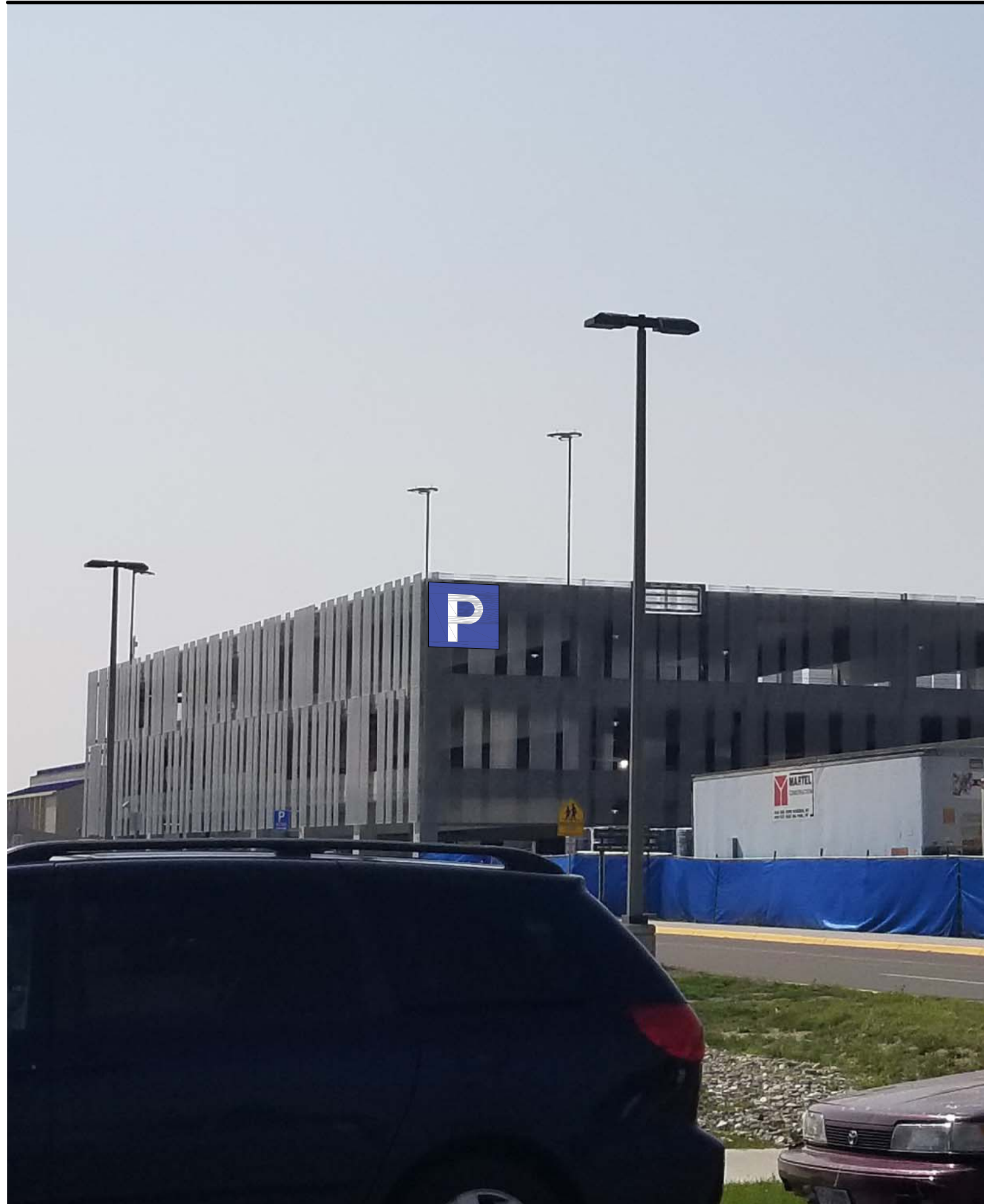
1. Square sign with a ‘P’
2. Round sign with a ‘P’

Parking Services is requesting to proceed with the 'Round Sign' option with the intent for it to be installed at the beginning of fall semester. Randy Stephens, University Architect, also prefers the 'Round Sign' option. To get the sign installed at the Fall Semester deadline, we need an Executive Committee Approval before July 28<sup>th</sup> – this date is before the next UFPB meeting.

<b>COMPLIANCE:</b>	<b>YES</b>	<b>NO</b>
<b>MSU POLICIES</b>	<b>X</b>	
<b>COMMITTEE OR APPROPRIATE REVIEW</b>	<b>X</b>	
<b>MASTER PLAN</b>	<b>X</b>	
<b>BOARD ACTION REQUIRED:</b>		
<b>Requesting UFPB to recommend the proposed option for a Parking Sign.</b>		

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PROPOSED PARKING GARAGE WAY-FINDING SIGANGE: SQUARE



PROPOSED PARKING GARAGE WAY-FINDING SIGANGE: CIRCLE





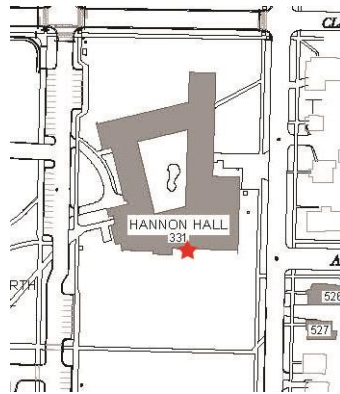
<b>ITEM # 4</b>	<b>Hannon Hall Hospitality Management and Culinary Arts Signage</b>
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**PRESENTERS:**

Candace Mastel, Assistant Planner

<b>PROJECT PHASE:</b>	<b>PLANNING</b>	<b>SCHEMATIC</b>	<b>X</b>	<b>DESIGN DOCUMENTS</b>	<b>CONSTRUCTION DOCUMENTS</b>
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**VICINITY MAP:**



**STAFF COMMENTS:**

The University has expanded its academic opportunities in the development of the new Hospitality Management and Culinary Arts programs. These programs are located in Hannon Hall in the space formerly used as the Hannon Hall Dining Room. The space was recently remodeled to accommodate the new program requirements and separate it from the residence hall space. Students in the programs will access the classroom via a door on the south side of the building or the loading dock door on the east side of the building, depending on their needs during the day.

The program directors have requested some wayfinding signage. After much discussion, it was decided to hold on installing a formal building sign on the south side of the building and instead to propose some window mounted vinyl lettering in the glass windows on the south side of the building near the entry to their classroom space. A photograph of the entry is provided below.

The wording would be in white letters and would face out into the lawn area. This is why the request is being brought before UFPB. There are no other precedents in allowing signage in storefront style windows facing out into the landscape. The proposal on the table today for Hospitality Management and Culinary Arts would be a temporary installation until they move to a more permanent location in a few years or decide that a more formal building sign is a better solution.



View of the south entry to Hannon Hall, now being used as the entrance to the Hospitality Management and Culinary Arts programs. Vinyl signage would be applied to the inside of the window on the left or right of the double doors.

	YES	NO
<b>MSU POLICIES</b>	<b>X</b>	
<b>COMMITTEE OR APPROPRIATE REVIEW</b>	<b>X</b>	
<b>MASTER PLAN</b>	<b>X</b>	
<b>BOARD ACTION REQUIRED:</b>		
<b>Approve the installation of temporary storefront signage on the south entry to the Hospitality Management and Culinary Arts program classrooms and facilities in Hannon Hall.</b>		

<b>ITEM # 5</b>	<b>University Health Partners Signage</b>
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**PRESENTERS:**

Candace Mastel, Assistant Planner

<b>PROJECT PHASE:</b>	<b>PLANNING</b>	<b>SCHEMATIC</b>	<b>X</b>	<b>DESIGN DOCUMENTS</b>	<b>CONSTRUCTION DOCUMENTS</b>
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**VICINITY MAP:**



**STAFF COMMENTS:**

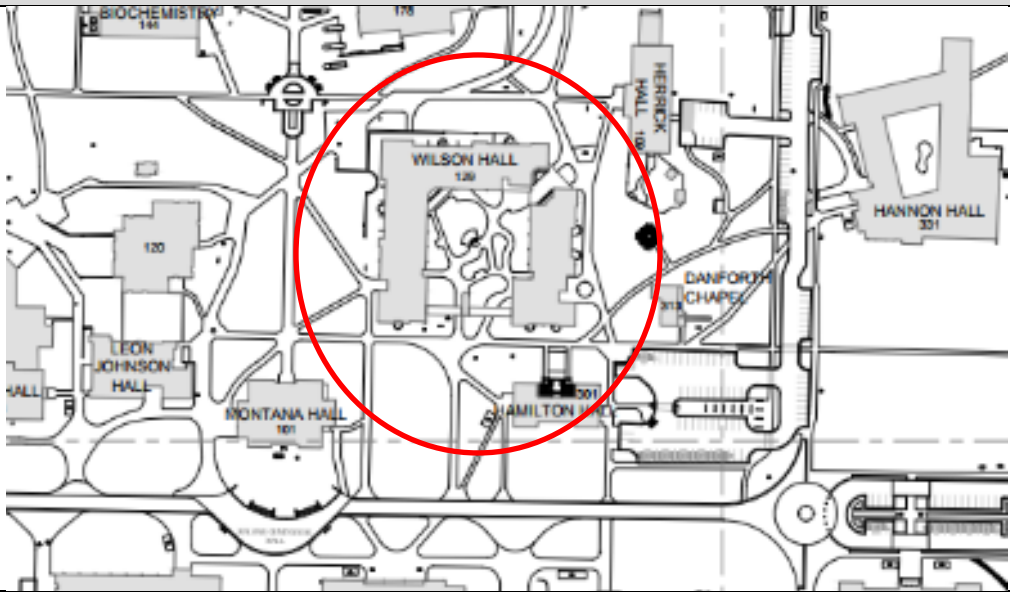
Student Health Services recently announced a reorganization of their department into “University Health Partners.” As such, they would like to better brand their department for wayfinding at the Swingle Health Center, which is located on the east side of the Strand Union Building.

The current building sign reads “Student Health Services,” which neither indicates the building name nor reflects the name change to University Health Partners.

After discussion with Jim Mitchell, Director, it is their intent to create a more cohesive wayfinding plan to their three main entrances off the pedestrian corridor, but to also have a building sign that is indicative of their new name change. The first phase of this wayfinding solution includes modifying the building sign name banner.

At this time, it is desired to request that the white sign banner be modified to read “University Health Partners.

	<b>YES</b>	<b>NO</b>
<b>MSU POLICIES</b>	<b>X</b>	
<b>COMMITTEE OR APPROPRIATE REVIEW</b>	<b>X</b>	
<b>MASTER PLAN</b>	<b>X</b>	
<b>BOARD ACTION REQUIRED:</b>		
<b>Approve the modification of the existing building sign to read “University Health Partners.”</b>		

<b>ITEM # 6</b>		<b>English Department Collision Space</b>				
<b>PRESENTERS:</b>						
<p>Bill Walker, CPDC Mandy Hansen, Department of English</p>						
<b>PROJECT PHASE:</b>	<b>PLANNING</b>	<b>SCHEMATIC</b>	<b>DESIGN DOCUMENTS</b>	<b>CONSTRUCTION</b>	<b>X</b>	
<b>VICINITY MAP:</b>						
						
<b>STAFF COMMENTS:</b>						
<p>The English Department has used departmental funds to replace underused old frayed cubicles in the hallway (spaces 2-169A and 2-169B) outside the departmental offices (2-176). New furniture fostering student use—tables and chairs, upholstered chairs and group seating—has been installed to make better use of the available space by students. Walls have been repainted with blue accent walls. One cubicle has been provided for an anticipated additional staff position in the future.</p>						
<b>COMPLIANCE:</b>				<b>YES</b>	<b>NO</b>	
<b>MSU POLICIES</b>				<b>X</b>		
<b>COMMITTEE OR APPROPRIATE REVIEW</b>				<b>X</b>		
<b>MASTER PLAN</b>				<b>X</b>		
<b>BOARD ACTION REQUIRED:</b>						
<b>For UFPB Information and feedback only.</b>						





Photos of the previous installation of cubicles for English graduate teaching assistants



Photos of new furniture installation.







**UNIVERSITY FACILITIES PLANNING BOARD**

April 18<sup>th</sup>, 2017

<b>ITEM # 7</b>		<b>2017 Classroom &amp; Class Lab Funding Plan</b>				
<b>PRESENTERS:</b>						
Walt Banziger, Director of Campus Planning, Design & Construction						
<b>PROJECT PHASE:</b>	<b>PLANNING</b>	<b>X</b>	<b>SCHEMATI C</b>		<b>DESIGN DOCUMENTS</b>	<b>CONSTRUCTION DOCUMENTS</b>
<b>VICINITY MAP:</b>						
Various locations throughout campus.						
<b>STAFF COMMENTS:</b>						
<p>In April of 2017, UFPB was presented with a proposed plan from the Classroom Committee to renovate classrooms for the summer of 2018. UFPB approved the general concept of proceeding with obtaining funding from various sources. Classroom Committee and CPDC worked with Terry Leist, the Provost Office, and others to secure \$2,000,000 in funding to renovate classrooms (for \$1,000,000) and expand the current ongoing class labs renovation project (\$1,000,000).</p> <p>The project scopes of work vary between buildings but include aesthetic upgrades, functional improvements to MEP systems, and furniture fixtures and equipment modernization. The renovation and modernization costs for all projects, both classroom and class labs, is budgeted at \$2M as noted above. The requested funding source to be used is the Non-Resident Student Building Fee. Upon recommendation for approval by UFPB, the project will be proposed to ASMSU (tentatively scheduled for September 15, 2017) for endorsement per MUS protocol of projects exceeding \$200,000 utilizing student building fee funds.</p> <p>Initial design and execution of projects is already underway with consultant selections. Design work is expected to begin in late September for a summer of 2018 construction window.</p> <p>The classroom and class-lab projects tentatively scheduled for renovation in 2018 include:</p> <ul style="list-style-type: none"> <li>• Loose furniture Fund to supplement maintenance budget and furnish additional rooms that are in good aesthetic condition but need furniture updates. Budget of 50k</li> <li>• The identified classrooms are: <ul style="list-style-type: none"> <li>○ Reid Hall 332, 333, and 452</li> <li>○ Roberts Hall 319 &amp; 321</li> <li>○ Wilson Hall 1-115, 1-126 &amp; 1-128</li> <li>○ Linfield Hall 109</li> <li>○ Traphagen 225</li> <li>○ Cheever Hall 214 (capacity 28-72)</li> </ul> </li> <li>• The labs are still being identified</li> </ul>						
<b>COMPLIANCE:</b>						<b>NO</b>
<b>MSU POLICIES</b>					<b>X</b>	
<b>COMMITTEE OR APPROPRIATE REVIEW</b>					<b>X</b>	

<b>MASTER PLAN</b>	<b>X</b>	
<b>BOARD ACTION REQUIRED:</b>		
<b>Recommendation for approval.</b>		

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