

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 19, 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

Draft notes from September 05, 2017 to be distributed before next meeting.

ITEM No. 2 – EXECUTIVE COMMITTEE REPORT

Report on any current Executive Committee actions

ITEM No. 3 – CONSENT AGENDA **None**

ITEM No. 4 – DISCUSSION **Space Management Policy**
Presenter: John How

ITEM No. 5 – INFORMATIONAL **Athletic Master Plan Rollout Schedule**
Presenter: Walt Banziger

ITEM No. 6 –RECOMMENDATION **Swingle Health Center Name Change**
Presenter: Walt Banziger

ITEM No. 7– RECOMMENDATION **1102 S 6th Building Sign**
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/es

PC:

President Cruzado	Heidi Gagnon, VP Admin & Finance	Julie Kipfer, Communications
Amber Vestal, President’s Office	Jennifer Joyce, VP Student Success	Jody Barney, College of Agriculture
Maggie Hammett, President’s Office	Leslie Schmidt, Asst.VP Research Office	Susan Fraser, College of Agriculture
Julie Heard, Provost Office	Tony Campeau, Registrar	Robin Happel, College of Agriculture

ASMSU President

Lisa Hespen, VP Admin & Finance

Robert Putzke, MSU Police

Becky McMillan, Auxiliaries
Services

Elizabeth Schmidt, College of
Business

Candace Mastel, Campus Planning

**MEETING MINUTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
September 5, 2017**

Members Present: Kregg Aytes – Chair, Royce Smith, Keith Hamburg, Tom Stump, Leslie Schmidt, Glen Steinhoff, Mike Everts, David Singel, Christina Fastnow, David Kack, Mike Everts

Proxy: Kregg Aytes for Neil Jorgenson

Members Absent: Walt Banziger, Matthew Campbell, Tom McNab for Faith Rifki, Chris Kearns, Susan Fraser for Charles Boyer, Nicole Redding, Chris Kearns. Terry Leist, Robert Mokwa, Renee Reijo Pera, and Jim Thull.

Staff & Guests: Randy Stephens, Bill Walker, Sam Des Jardin, and Candace Mastel

ITEM No. 1 – APPROVAL OF NOTES

Approval of the draft notes from June 20th, 2017

ITEM No. 2 – EXECUTIVE COMMITTEE REPORT **Parking Structure ‘P’ Sign Installation**

The round ‘P’ sign option was installed on the south and east side of the garage as per approval of the executive committee previous to the UFPB meeting on September 5, 2017.

ITEM No. 3 – CONSENT AGENDA

None

ITEM No. 4 – RECOMMENDATION - Culinary Arts/Hospitality Management Signage

Candace Mastel presented the proposed new Culinary Arts/Hospitality Management Signage. The Hospitality Management and Culinary Arts program is now located in in the former Hannon Hall Dining Room. Mastel explained that the access door for the programs on the south side of Hannon Hall does not currently have wayfinding signage. The program will be there temporarily, and they do not require a formal building sign. Mastel proposed on installing window mounted vinyl lettering (white) in the glass windows on the south side of the building near the entry door to their classroom space. This is unprecedented situation because currently vinyl letters are not used as signage facing out into the landscape. But this signage would be able to be easily removed once/if they change locations.

Kregg Aytes explained that the purpose of signage is because the Hannon Hall Dining Room had been used so long as a dining room the signage would ensure students do not get confused and help the public find the program’s location.

The motion was unanimously approved.

The Vote:

Yes: 10

No: 0

ITEM No. 5 – RECOMMENDATION - University Health Partners Signage

Candace Mastel presented the proposed the modification to the existing signage on Student Health Services. Student Health Services recently announced a reorganization of their department and changed their name to “University Health Partners.” Due to the name change they are requesting new signage reading “University Health Partners.”

Mastel explained that the building is technically named “Swingle Health Center” and there is no current signage identifying the building name. As per precedence on wayfinding signs they generally only state the name of the building and do not include the department’s name. If the department leaves that building and the banner needs to be removed/altered it can be a expensive process.

There are a few examples of building signs on campus that includes the department name with the building name:

- Huffman Building and the University Police department

- SUB and the University Bookstore
- Hamilton Hall and Gallatin College Programs

Mastel explained that the Director of University Health Partners, Jim Mitchell, preferred having only “University Health Partners” on the building sign. Aytes explained that this is university space and not departmental space, and the sign should reflect the building name as well. He suggested having signage with the building name that includes a banner underneath stating, “University Health Center.” This banner, included with the building name on the signage, would help students find the department. Aytes proposed an amendment to the motion to change the name of “Swingle Health Center” to “Swingle Health Hall” (which would name the building more appropriately and in line with current precedent) and include “University Health Partners” as a banner underneath. Planning staff will need to look further into the possibility of changing “Swingle Health Center” to “Swingle Health Hall” or “Swingle Hall.” It was agreed to include the name of “Swingle” on the signage and a banner underneath that reflects the new name of the department “University Health Center.”

The motion was unanimously approved.

The Vote:

Yes: 10

No: 0

ITEM No. 6 – INFORMATION AND DISCUSSION - Wilson 2nd Floor English Department Upgrades

Bill Walker informed the group that the English Department in Wilson Hall has used departmental funds to replace unused, old frayed cubicles in the hallway (spaces 2-169A and 2-169B) outside the departmental offices (2-176). New furniture was installed to make better use of the available space by students. Walls were also repainted with blue accent paint.

Walker explained that the English Department renovated the space earlier in the summer without consulting CPDC. The space is considered public and technically still requires UFPB approval. The group discussed the process for a department requiring approval for alterations in public space. Randy Stephens explained that sometimes there are work orders placed and Work Controls assumes the project has already been approved. It is also difficult to determine what is public and private space in Wilson Hall due to its unconventional layout. Aytes suggested that we ensure to determine what is private and what is public space before improvements begin.

It was questioned if egress space was minimized due to the new furniture in being installed. Walker stated that he inspected the area with the fire marshal, Skip Hougland, to ensure there was 44 inches of clear aisle as per fire code.

There was also a continued discussion about whether this type of small project would come to the UFPB for approval, and since it was small in nature it was suggested that it should be an Executive Committee decision. The Executive Committee generally rules on projects that are time sensitive (it needs to be done before the next UFPB meeting), not just small in scope. Aytes stated that it is UFPB’s goal to have approval procedures in place that will help guide how a department receives approval before they begin updating spaces. The approval process will ensure that public spaces function and that improvements do not affect health and safety. Smith agreed that if a department completes improvements without formal approval there could be consequences such as:

- The department does not account for egress space
- The department uses the wrong paint
- The department buys and installs furniture that was not approved and they have to return/lose money

The motion was unanimously approved.

The Vote:

Yes: 10

No: 0

ITEM No. 7 – RECOMMENDATION - Classroom and Lab Funding

Randy Stephens recommended \$2M to be sources from R&R funds for the 2018 classroom and lab room updates (\$1M towards classroom and \$1M towards lab updates). This project will be presented at the next ASMSU

committee meeting. The reason for the R&R funding to be recommended to UFPB is to ensure they approved before it is presented to the other committees.

The list of classrooms is:

- Reid Hall 332, 333, and 452
- Roberts Hall 319 & 321
- Wilson Hall 1-115, 1-126 & 1-128
- Linfield Hall 109
- Traphagen 225
- Cheever Hall 214 (capacity 28-72)

The specific lab rooms to be renovated are still be evaluated.

The motion was unanimously approved.

The Vote:

Yes: 10

No: 0

HORIZON ITEMS

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Susan Fraser, College of Agriculture

Robin Happel, College of Agriculture

Elizabeth Schmidt, College of Business

Candace Mastel, Campus Planning



UNIVERSITY FACILITIES PLANNING BOARD

09/15/17

ITEM # 4		Space Management Policy Update 2017					
PRESENTERS:							
John How, Managing Director for Office of Space Planning and Management							
PROJECT PHASE:	PLANNING	X	SCHEMATI C		DESIGN DOCUMENTS		CONSTRUCTION DOCUMENTS
VICINITY MAP:							
NA							
STAFF COMMENTS:							
The updated space management policy is out for formal review by several different groups including Dean's Council, Planning Council, Professional Council, Faculty/Staff Senate and ASMSU. The new policy clarifies the space decision process as well as outlines specific policies pertaining to offices, research and conference room use. We have also updated the general policy to include more detailed processes for prioritizing space.							
COMPLIANCE:					YES	NO	
MSU POLICIES							
COMMITTEE OR APPROPRIATE REVIEW					X		
MASTER PLAN							
BOARD ACTION REQUIRED:							
I would like a formal review of the policy; however, board members need only to send me specific comments about any changes they would like to see incorporated.							

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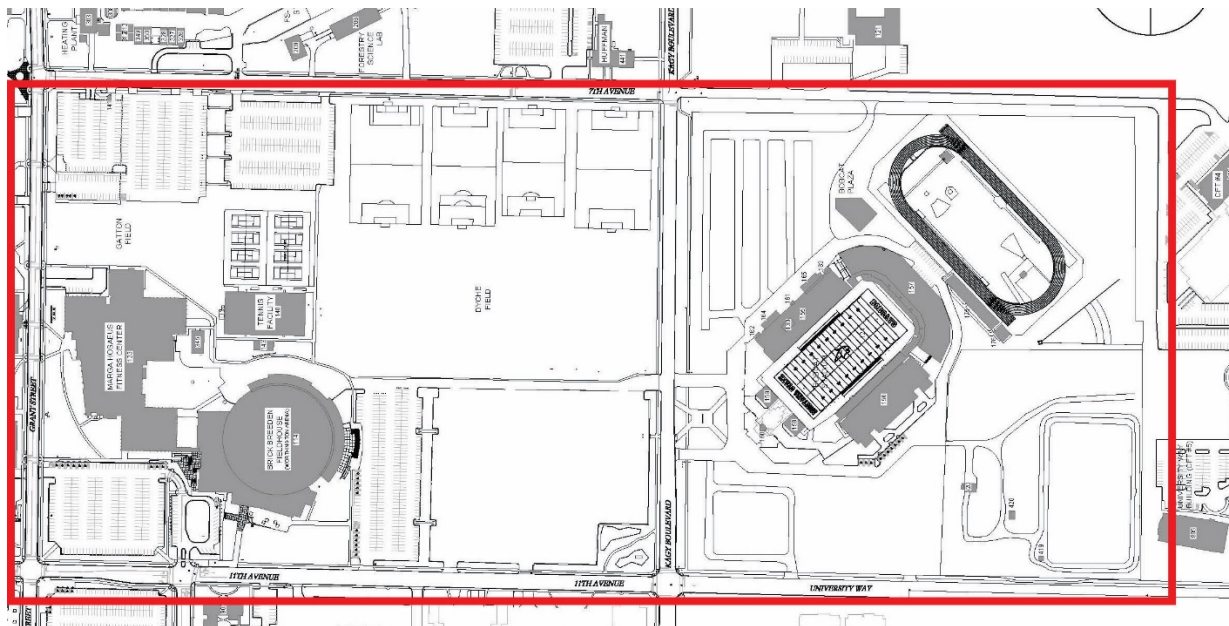
ITEM #	Athletics Master Plan
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PRESENTERS:

Walter Banziger, Director CPDC; Leon Costello, Athletic Director; A&E Architects

PROJECT PHASE:	PLANNING	X	SCHEMATI C	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS
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VICINITY MAP:



STAFF COMMENTS:

The Athletic program looks to develop a master plan for the future development of its program which would include proposed new construction, additions and renovations to its existing facilities as well as maintenance and updates in an effort to promote and advance the athletic programs for the next 10 to 20 years.

The master plan outlines the fundamental concepts which will:

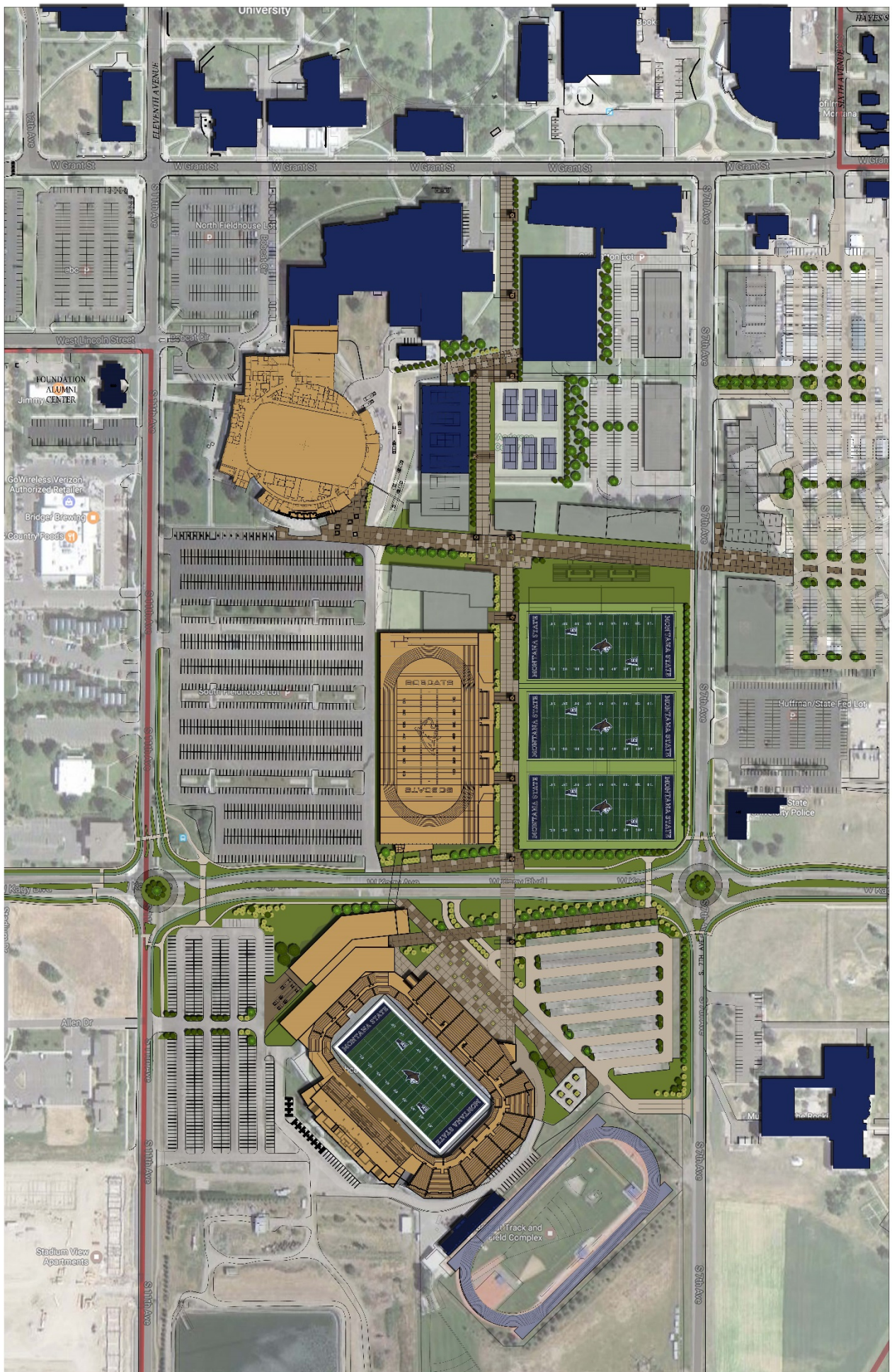
- a) Analyze existing facilities in terms of performance, needs, and future development.
- b) Identify potential growth projections.
- c) Identify Athletic Program needs and desires focus on the next 20 years.
- d) Graphically represent potential phased build out scenarios.
- e) Provide a probable multi-faceted build out schedule.
- f) Provide order of magnitude cost analysis and estimates of probable costs for build out scenarios including each identified proposed project phase.

Marketing documents will be developed and may include but are not limited to drawings, renderings, site plans, models, 3d graphics, digital fly through models, estimates, and phasing schedules as well as other relevant information necessary to assist the Athletics Department, Foundation, and University with a capital campaign for funding its future endeavors and vision.

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

BOARD ACTION REQUIRED:

Recommendation to the President on its appropriateness and direction for campus development.



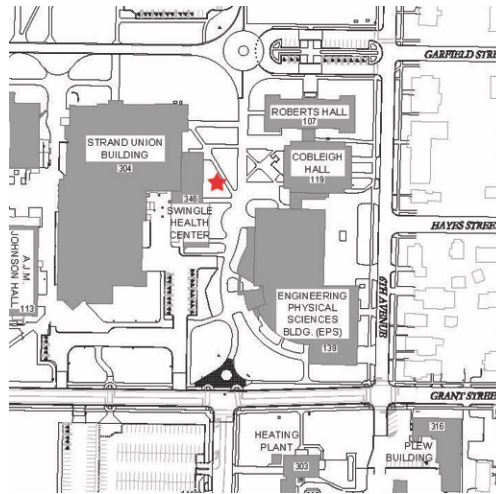
ITEM # 5	Swingle Health Center Building Name Change
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PRESENTERS:

Candace Mastel, Assistant Planner

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



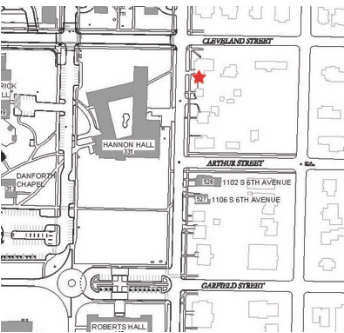
STAFF COMMENTS:

On September 5th, UFPB voted to recommend University Health Partners be permitted to place the text “Swingle Health Center” on a top banner of the standard building sign and then “University Health Partners” on the bottom banner of the same sign. There was an amendment to permit them to use the wording “Swingle Health Hall” on the top banner if it is permissible to change the wording on the sign. Currently, the building is technically called “Swingle Health Center” but this does not read well as a building name. Campus Planning prefers “Swingle Hall” over UFPB’s suggested “Swingle Health Hall.” FYI: the sign currently reads “Student Health Services.”

Some background on Deane B. Swingle: he was a professor of botany in 1906 and founded the department of botany and bacteriology. Later Swingle played a primary role in establishing student health service and the nursing education program. Swingle Health Center, the building, was dedicated in the mid-1960’s.

At this time, it is requested that UFPB recommend the building name on the standard campus building sign be changed to “Swingle Hall.” An additional banner will be installed below it that reads “University Health Partners.” At the same time, Campus Planning will discuss the issue with Commemorative Tributes Committee to get their endorsement of this change for the sign.

	YES	NO
MSU POLICIES	X	
COMMITTEE OR APPROPRIATE REVIEW	X	
MASTER PLAN	X	
BOARD ACTION REQUIRED:		
Approve the modification of the existing building sign to read "Swingle Hall."		

ITEM # 7		1102 South 6th Avenue Building Sign				
PRESENTERS:						
Candace Mastel, Assistant Planner						
PROJECT PHASE:	PLANNING	X	SCHEMATIC	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS	
VICINITY MAP:						
						
STAFF COMMENTS:						
<p>The Office of Health Advancement (part of University Health Partners) requests that a building sign be installed at 1102 South 6th Avenue, in the building formally housing the Wheeler Center, that reads:</p> <p>“1102 South 6th Avenue” on the upper banner; and “Health Advancement” on the lower banner.</p> <p>There is currently no sign at this campus building. It is a campus student center and it has been advised that if a second banner is to be used that this is the ideal circumstances to allow it.</p>						
				YES	NO	
MSU POLICIES				X		
COMMITTEE OR APPROPRIATE REVIEW				X		
MASTER PLAN				X		
BOARD ACTION REQUIRED:						
Approve the installation of a building sign that reads “1102 South 6th Avenue” and “Health Advancement.”						