

**MEMORANDUM**

**TO:** University Facilities Planning Board: Royce Smith - Chair, Walt Banziger - Vice Chair, Gregg Aytes, Kurt Blunck, City of Bozeman, Chris Catlett, ASMSU President, Ian Estes, Michael Everts, Chris Fastnow, Keith Hamburg, Terry Leist, Robert Mokwa, Duane Morris, Chris Kearns, Renee Reijo Pera, Fatih Rifki, Glen Steinhoff, Tom Stump, Julie Tatarka, Jim Thull, David Kack, Leslie Schmidt, Keith Hamburg and Nicole Redding

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

**RE:** **October 17, 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 October 03, 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 – INFORMATIONAL**      **Capital Projects Process**  
**Presenter:      Walt Banziger and Candace Mastel**

**ITEM No. 5 – INFORMATIONAL**      **LRBP MSU Bozeman List**  
**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	Robert Putzke, MSU Police	Elizabeth Schmidt, College of Business
Lisa Hespen, VP Admin & Finance	Becky McMillan, Auxiliaries Services	Candace Mastel, Campus Planning

**MEETING MINUTES OF THE  
UNIVERSITY FACILITIES PLANNING BOARD  
October 3, 2017**

**Members Present:** Walt Banziger – Chair, Kregg Aytes, Kurt Blunck, Chris Catlett, Ian Eastes, Mike Everts, Christina Fastnow, David Kack, Duane Morris, and David Singel

**Members Absent:** Keith Hamburg, Chris Kearns, Terry Leist, Robert Mokwa, Renee Reijo Pera, and Jim Thull.

**Staff & Guests:** Randy Stephens, John How, Candace Mastel, Bill Walker, and Jim Mitchell

**ITEM No. 1 – APPROVAL OF NOTES**

Approval of the draft notes from September 19, 2017 meeting.

**ITEM No. 2 – EXECUTIVE COMMITTEE REPORT**      **None**

**ITEM No. 3 – CONSENT AGENDA**      **None**

**ITEM No. 4 – INFORMATIONAL – Rodeo Barn Update**

Bill Walker informed UFPB about the Rodeo Storage Facility.

The rodeo storage facility was originally proposed to be in the ropes course center area. It will now be in the Facility Services yard by the reservoir. Its purpose is to store the chutes and rodeo equipment. Walker also informed the group that the facility size would be changed to accommodate a truck driving through.

Duane Morris stated that he knew the building was being relocated, but did not know the storage facility size would be larger to accommodate a truck driving through. He said that he needed to have some more discussions internally with his department to define the direction they wanted to go for the building design and function.

Banziger stated instead of approving the design of the building (to allow Morris to have more internal conversations), they would just move forward with approving the new location. Morris agreed that the new proposed location in the Facility Services yard would be more convenient.

**ITEM No. 5 – RECOMMENDATION – Swingle Health Center Name Change**

Candace Mastel presented the Swingle Health Center sign change. Jim Mitchell, Director of University Health Partners was also present.

Mastel explained that on September 5 the name “University Health Partners” was approved to be a bottom banner on the new sign for the Swingle Health Center building. On September 19 Walt Banziger presented to UFPB to allow the building sign in front of Swingle to be modified to read “Swingle Hall” on the top banner and on the bottom to read “University Health Partners.” During that meeting UFPB members were concerned as to what defined a building as a “Hall”, “Building”, “Lab”, or “Center.” UFPB then agreed to table the discussion until the October 3 meeting when Jim Mitchell, Director of University Health Partners, could be present to give more background information as to why he prefers “Swingle Hall” on the new sign.

Mastel then presented her and Mitchell’s suggestion of the new sign displaying the name “Swingle Hall” on the top banner instead of its technical name “Swingle Health Center.” Banziger also stressed that “Swingle” must stay on the sign as per the foundation’s preference and it is important that it stays in the sign name.

The suggestion for the name change from “Swingle Health Center” to “Swingle Hall” on the sign was for verbal aesthetics. Mastel explained that if the top banner read “Swingle Health Center” and the bottom read “University Health Partners” it would repeat the words “health”, being redundant, and would not be verbally appealing.

Mitchell stated that the reason for the department name change from “Student Health Services” to “University

Health Partners” was because the organization was restructured and the new name reflected reorganization more efficiently. The sign would also ensure that students are able to find the offices more easily.

David Singel asked what the current name of the building was on the maps and databases. Mastel explained that on the maps the technical name is “Swingle Health Center.” Singel believed that it would be less confusing if the maps and sign names matched for the students to find the building easier.

It was brought up again that there is no clear definition for “Center” or “Hall.” It was brought up, by Jim Mitchell, that BOR and President Cruzado did not want the name “Center” on a building unless it is a research center. Singel stated that “Center” is not being inserted into the name, it is currently part of the name used in the directory.

Banziger noted that the name of the building was not formally changing, it was a change for the name on the sign. There are signs on campus that do not reflect the technical name from the database and maps. Singel stated that it would still be confusing to students if the technical name was not the same on the sign and the database. He proposed that the structure should have only one name across all boards. Singel asked if there was a policy in place to rename a building and who can officially approve of a building name change.

Chris Fastnow stated that usually building name changes do not typically come to UFPB and is not part of UFPB’s purview. Banziger stated that it was not a building name change, it was a change on the signage only. He requested a formal motion.

Aytes motioned to change the sign to “Swingle Hall” on the top banner and “University Health Partners” on a banner underneath. Fastnow stated that would officially change the building name and it was not part of UFPB’s scope.

Mastel stated that the name on the sign would just be vinyl lettering and if it was decided that “Swingle Hall” was not appropriate, after being approved, it could be easily changed. Mastel stressed that there is currently no wayfinding signage for University Health Partners and it was urgent to come to a decision so they could place signage soon. She stated that there are examples on campus where the signage for the building names have been shortened and altered for some signs and do not always match their technical name. The only precedence is to include the name that the building is dedicated to. Therefore “Swingle Hall” would be appropriate for the signage.

Ian Eastes stated that consistency is important because of the nature of the building and should be easy to find for students. He stated that students might not recognize “Hall” as a health center facility.

Aytes motioned to have signage to read “Swingle Hall “and a bottom banner to read “University Health Partners”.

AYE: 4  
NAY: 5

Singel advised to recommend that maps and directories should be consistent with signage. There should be a commitment to upgrade maps to match signage. Singel motioned that the building sign should read “Swingle Health Center” on the top banner and “University Health Partners” on the bottom banner.

AYE:9  
NAY: 1

#### **ITEM No. 6 – DISCUSSION – Space Management Policy**

John How presented the new space management policy that will change how space requests are met. This is an updated version from the 2014 policy. The updated policy is out for review by several different groups (Dean’s Council, Planning Council, Professional Council, Faculty/Staff Senate, and ASMSU). How asked for board members to send him specific comments about any changes they would like to see to the policy. SMC will meet November 6 SMC and will review all comments.

The policy will only involve interior spaces and does not include exterior space, SUB rooms or major interior spaces (like in Jabs Hall).

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- **Revisit and Update Policies**
- **Second Phase of Garage Art**
- **Bicycle Master Plan**
- **New Residence Hall Site Proposal**

CM/es

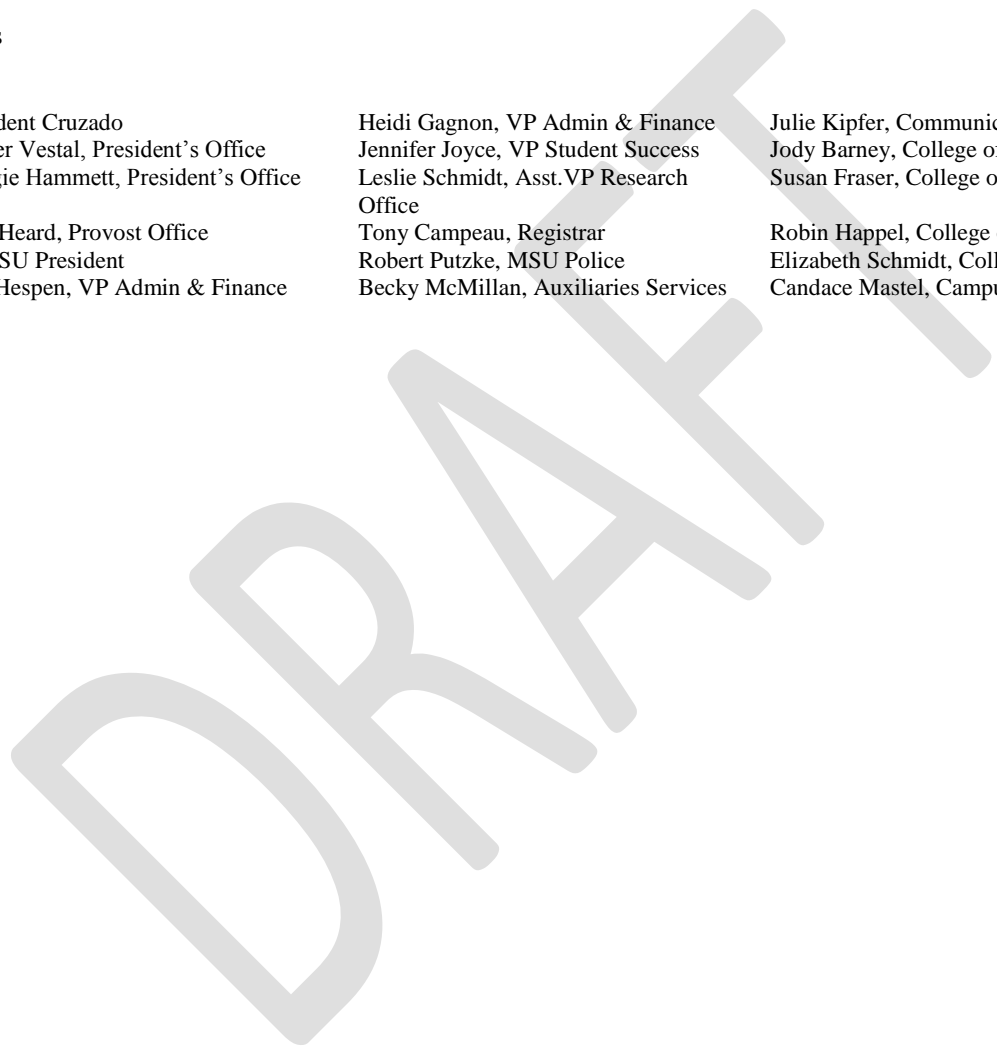
PC:

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

Julie Heard, Provost Office  
ASMSU President  
Lisa Hespen, 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  
Elizabeth Schmidt, College of Business  
Candace Mastel, Campus Planning





**UNIVERSITY FACILITIES PLANNING BOARD**

**October 17, 2017**

<b>ITEM # 4</b>							
<b>PRESENTER:</b>							
<b>WALT BANZIGER, CPDC</b>							
<b>PROJECT PHASE:</b>	<b>PLANNING</b>	<b>X</b>	<b>SCHEMATI C</b>		<b>DESIGN DOCUMENTS</b>		<b>CONSTRUCTION DOCUMENTS</b>
<b>REVIEW:</b>							
<b>COMPLIES WITH LRCDP</b>	<b>FACILITES REVIEW</b>	<b>ADHERES TO MSU POLCY</b>	<b>LEGAL COUNCIL REVIEW</b>	<b>BUILDING COMMITTEE APPROVAL</b>	<b>AFFECTED DEAN AND BUILDING SUPERVISOR REVIEW</b>		
<b>YES</b>		<b>YES</b>					
<b>STAFF COMMENTS:</b>							
As part of a facilities management program that includes FCI, Major Maintenance, Capital Planning, and Long-Range Campus Master Planning, University Services is looking to establish a Capital Planning process. The Capital Planning process would be integrated with FCI and Major Maintenance to develop project proposals related to Major Maintenance, Capital Improvements and special institutional needs projecting campus needs for the foreseeable next 10 years.							
<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: (IN THE FORM OF A MOTION)</b>							
<b>INFORMATIONAL AND REQUEST FOR COMMENTS</b>							
<b>RECOMMENDATION:</b>							
APPROVE							
DENY							
NEED MORE INFORMATION							
NO FORMAL RECOMMENDATION							
Board Chair				Board Vote			



# Capital Planning

Campus Planning, Design & Construction

Walt Banziger

Randy Stephens

Candace Mastel

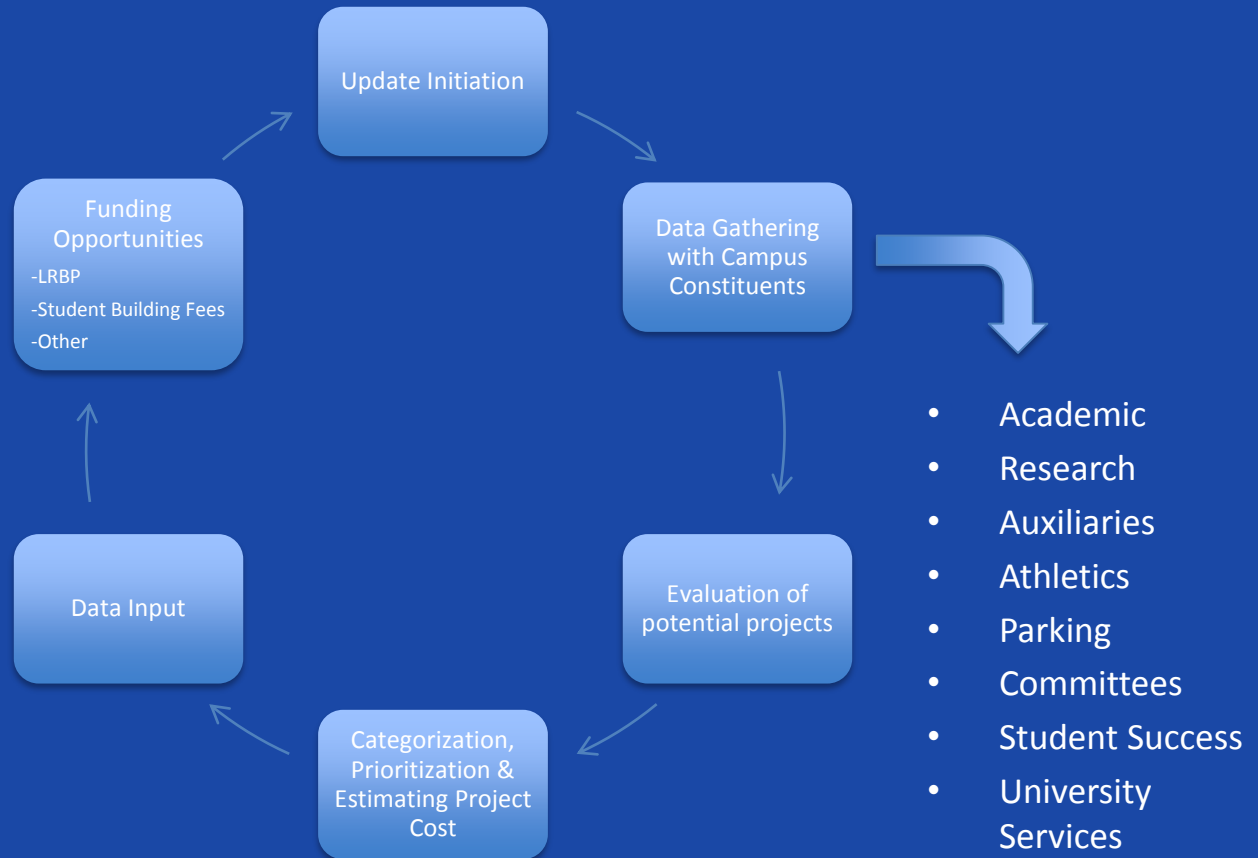
Madi Graff

University Facilities Planning  
Board

# What is Capital Planning?



# 2-Year Process





# Data Base = Tracking Mechanism

## Capital Projects In Database - Wilson Hall

Time	Description	Scope	Est. Total	...	AreaName	WorkType	WkType2	PM	Other_Attend
WILSON HALL									
0-2	Chilled H2O/Energy Plant Improvement		\$500,000	CP	LONG RANGE BUILDING PROGRAM	Building			
0-2	Wilson Chilled Water Interconnect		\$400,000	MM	ACADEMIC/ADMINISTRATIVE	Energy			
0-2	Bridge Repairs		\$190,000	MM	ACADEMIC/ADMINISTRATIVE	Building	Building		
0-2	AHU Coil Replacement	Replace plugged heat (and cool) coils in AHU's where plugged. TAB report noted plugged coils during Energy project 10-0007	\$50,000	MM	ACADEMIC/ADMINISTRATIVE	MEP		OTo	
2-5	HVAC Systems Upgrade	Upgrading and maintenance measure to correct operational inefficiencies, overcome poor performance, and improve temperature control.	\$5,400,000	MM	ACADEMIC/ADMINISTRATIVE	Building			
2-5	Lighting Upgrades	Replace the existing lighting fixtures throughout. Equipment is original to the building, antiquated, and no longer capable of providing satisfactory illumination levels.	\$576,000	CP	ACADEMIC BUILDING	Energy			
2-5	Secondary Electrical Upgrade		\$250,000	MM	LONG RANGE BUILDING PROGRAM	Building			
2-5	2nd Floor Restroom Stalls Upgrade	Stall doors pop open, only end units are secure	\$150,000	MM	ACADEMIC/ADMINISTRATIVE	Building			
2-5	Wayfinding Signage		\$30,000	CP	ACADEMIC BUILDING	Building			
2-5	AHU-4 airflow modification	Airflow too low for cooling noted before and after 2011 Energy project.	\$25,000	MM	ACADEMIC/ADMINISTRATIVE	MEP		OTo	
2-5	Classroom Egress Upgrades		\$15,000	MM	ACADEMIC/ADMINISTRATIVE	Building	Building		
2-5	Fin Tube Modifications	Branches off bottom of main collect debris. Branch piping to fin-tube in 1153/4/5A+B/6A+B	\$10,000	MM	ACADEMIC/ADMINISTRATIVE	MEP		OTo	
2-5	Energy Upgrades			CP	ACADEMIC BUILDING	Energy			
5-10	Roof Replacement	Replacing existing roofing system, including deteriorated underlayments, insulation, and flashing. Materials have reached their designed life expectancy.	\$500,000	MM	ACADEMIC/ADMINISTRATIVE	Building			
5-10	Service Drive		\$500,000	MM	ACADEMIC/ADMINISTRATIVE	Streets			
5-10	Masonry Restoration	Repair bridge and exterior stairs; repair wall on North side	\$460,000	MM	ACADEMIC/ADMINISTRATIVE	Building		CM	
5-10	Interior Finishes Upgrade	Upgrading maintenance measure to improve the general appearance of the public areas.	\$252,000	MM	ACADEMIC/ADMINISTRATIVE	Building			
5-10	Broken fan coils replacement	MKK CX noted many broken fans and plugged coils during Energy project 10-0007	\$50,000	MM	ACADEMIC/ADMINISTRATIVE	MEP		OTo	

# UFPB Contribution

- Evaluate existing conditions
- Determine if these conditions warrant requesting capital projects
- Prioritized projects & concise requests
- Communicate openly about expectations
- Open dialogue about real needs
- Advocate for funding
- Capital renewal, maintenance & improvement

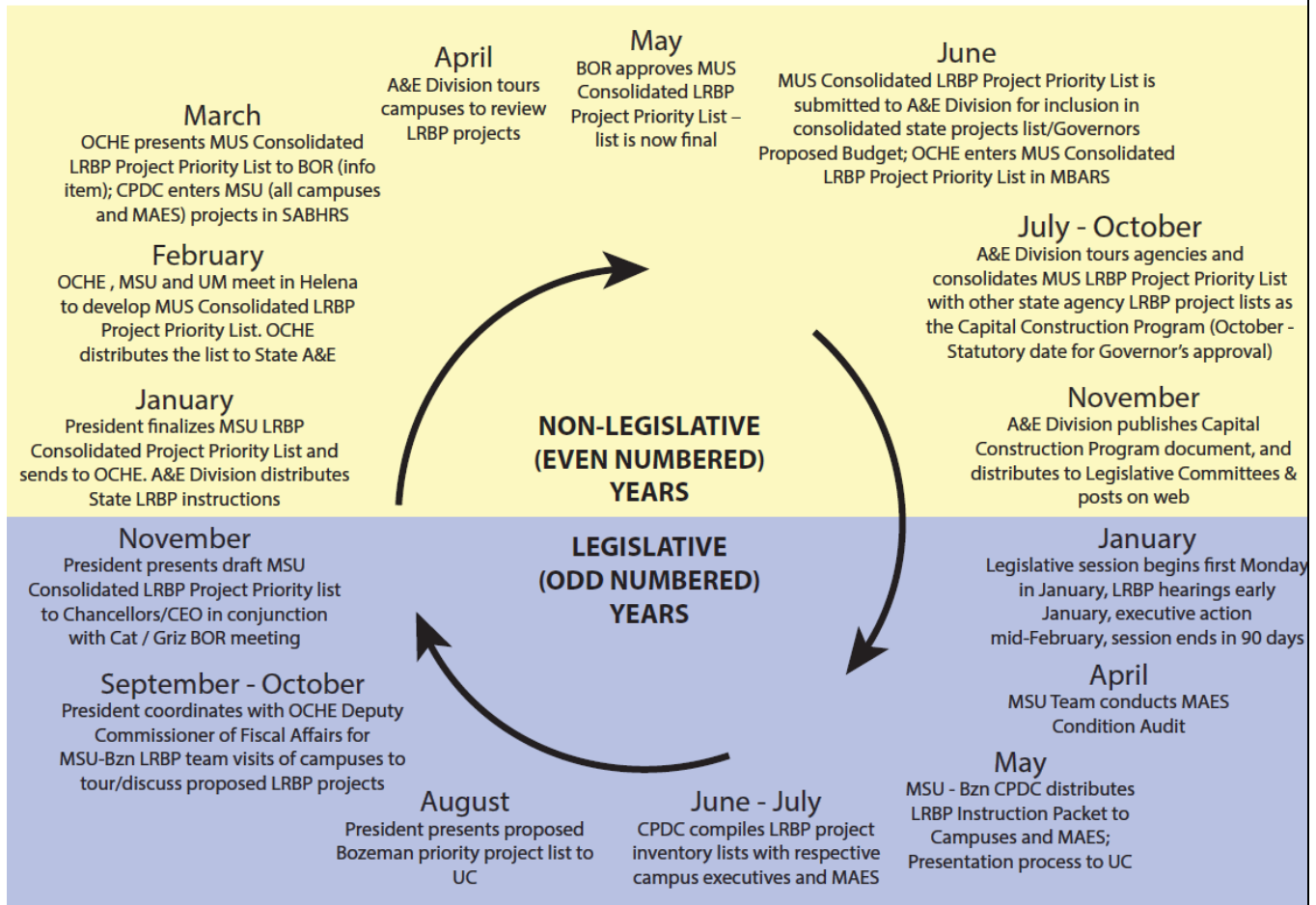


**UNIVERSITY FACILITIES PLANNING BOARD**

**October 17, 2017**

<b>ITEM # 5</b>		<b>LRBP MSU Bozeman List</b>				
<b>PRESENTER:</b>						
<b>WALT BANZIGER, CPDC</b>						
<b>PROJECT PHASE:</b>	<b>PLANNING</b>	<b>X</b>	<b>SCHEMATIC</b>	<b>DESIGN DOCUMENTS</b>	<b>CONSTRUCTION DOCUMENTS</b>	
<b>REVIEW:</b>						
<b>COMPLIES WITH LRCDP</b>	<b>FACILITES REVIEW</b>	<b>ADHERES TO MSU POLCY</b>	<b>LEGAL COUNCIL REVIEW</b>	<b>BUILDING COMMITTEE APPROVAL</b>	<b>AFFECTED DEAN AND BUILDING SUPERVISOR REVIEW</b>	
<b>YES</b>	<b>YES</b>	<b>YES</b>				
<b>STAFF COMMENTS:</b>						
<p>The state’s Long-Range Building Program (LRBP) is a statutorily-mandated, legislative process to develop and define the state’s biennial Capital Construction Program (CCP). For MSU, the LRBP is a continuous, cyclical planning process. MSU Campus Planning, Design &amp; Construction (CPDC) is coordinating the LRBP process for MSU, its four campuses, and Montana Agricultural Experiment Station (MAES). Projects that are eventually funded by the legislature are then executed by the state’s Architecture &amp; Engineering Division in collaboration with MSU CPDC.</p> <p>MSU Bozeman’s LRBP project priority list is currently in the process of development where CPDC shares the draft as an informational item governance groups on throughout campus. On October 31, 2017, CPDC will relay the comments from the governance group to the President and work with the President and Campus Executives to compile, consolidate and finalize the LRBP project priority list for all MSU campuses and MAES.</p> <p>The current draft of Bozeman’s LRBP project priority list will be presented on digital display only because it remains confidential to the public at this point in the LRBP process.</p>						

# LRBP CONTINUOUS PLANNING PROCESS



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<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: (IN THE FORM OF A MOTION)</b>		
<b>INFORMATIONAL AND REQUEST FOR COMMENTS</b>		
<b>RECOMMENDATION:</b>		
APPROVE		
DENY		
NEED MORE INFORMATION		
NO FORMAL RECOMMENDATION		
Board Chair	Board Vote	