

**MEMORANDUM**

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

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

**RE:** **July 3, 2018** 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 June 5, 2018 to be distributed before July 3, 2018 meeting.  
The June 19, 2018 meeting was cancelled, so there are no minutes to approve for that date.

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

Report on any current Executive Committee actions

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

**ITEM No. 4 – RECOMMENDATION**      **American Indian Student Center (AISC) Site Reservation**  
**Presenter: Jaclyn Liebscher**

**ITEM No. 5 – DISCUSSION**      **UFPB Meeting Locations**  
**Presenter: John How**

**HORIZON ITEMS**

- Charter
- Subcommittees
- Scoring Rubric

CM/lis

**CC:**

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 Hayes, 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	Frank Parrish, 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  
June 5, 2018**

**Members Present:** Royce Smith – Chair, John How – Vice Chair, Kurt Blunck, Mike Everts, Christina Fastnow, Duane Morris, Tom Rogers, Leslie Schmidt, David Singel, and Glen Steinhoff

**Members Absent:** Fatih Rifki, Chris Catlett, Tom Stump, David Kack, Chris Kearns, Dan Stevenson, Jim Thull, and ASMSU representative

**Staff & Guests:** Leslie Schroeder

**ITEM No. 1 – APPROVAL OF NOTES**

Glen Steinhoff motioned to approve the draft notes from May 15, 2018.  
Kurt Blunck seconded the motion.

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

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

**ITEM No. 4 – DISCUSSION**      **Garage Art Installation, UFPB Charter, Horizon Items  
Presenters: Royce Smith, John How**

**Parking Garage Art, fifth installation:** Dean Smith introduced a recommendation to approve a new garage art installation. Based on previous UFPB recommendations regarding Parking Garage Art, future art installations are subject to UFPB review. The College of Art and Architecture recently received strategic funding for visiting artist Ledania to teach a “spray” course, making MSU one of the first universities in the country to offer a graffiti course. The Public Art Committee gave a blanket approval for all art installations in the garage, but UFPB needs to see an example of the intended art. The students will be coming up with the design themselves. The board is willing to give conditional approval to go forward with allowing the class to proceed with the installation, provided the graffiti avoids profanity and is non-destructive.

Kurt Blunck brought up garage maintenance, which is scheduled to take place July 2 - 6. The 4-week class ends July 6<sup>th</sup>, so coordination between the class and the maintenance crew will be needed. Ledania arrives June 11<sup>th</sup>.

Christina Fastnow motioned to recommend that the students bring (via email) a conceptual design to UFPB for review prior to June 19<sup>th</sup>.

John How seconded the motion.

Tom Rogers made a friendly motion to make this a discussion item rather than an approval item. A formal motion to approve the garage art installation will be in the form of an email proxy vote during the week of the June 19<sup>th</sup> scheduled meeting.

The friendly motion was unanimously approved.

The Vote:

Yes: 10

No: 0

**UFPB Charter:** John is hesitant to update the UFPB charter until the Office of Planning & Analysis has finished updating its Strategic Plan. UFPB’s role should tie in to the Strategic Plan of the university. Our current charter does not reference the Strategic Plan, but it should, so that goals will be aligned. Royce agreed that this will also be useful when UFPB prepares to develop a rubric. The rubric will be an objective scoring system for evaluating recommendations that come to UFPB for approval.

**UFPB Meeting Location:** John proposed meeting in the same building for two months at a time, and then moving on to another location for the next two months. This will allow UFPB to visit six different buildings a year, and meeting four times in the same location should help reduce the potential for decreased attendance. David Singel proposed that we hold the January and February 2019 meetings in the newly built conference room on the third floor

of Norm Asbjornson Hall. Royce proposed that perhaps someone from the department that uses the building UFPB is meeting in could give a brief presentation about the challenges and peculiarities of the building. David Singel suggested that this would be a good idea for Classroom Committee.

**UFPB website:** The current website is outdated and no longer supported by UIT. It will be replaced with a new website within a month or so.

**Committee Reporting Structures:** John believes that Classroom Committee should not be reporting up through UFPB (as it currently does). It would be more appropriate to report up through Space Management, because Classroom Committee deals with interior spaces. UFPB's charter specifically defines its role as determining exterior spaces and building designs. Interior renovations are the prevue of Space Management. David Singel thinks of Space Management as responsible for space allocation and utility and UFPB as responsible for design. John sees the two committees as responsible for interior renovations (SM) and exterior renovations (UFPB), but he is open to input from the group. These are two different models. Interior collaborative spaces have historically come to UFPB. Perhaps cost is the determining factor for what is escalated up to UFPB. Royce clarified that public lobbies and major hallways are under the prevue of UFPB. Tom pointed out that the CPDC website also addresses the functions of UFPB. The Campus Design Plan was adopted in 2015 so it is not that old. The statements in the website regarding UFPB are harmonious with those in the UFPB charter.

**UFPB scope:** Duane Morris expressed frustration about how often we end up in the weeds. He wants UFPB to generally approve designs but not micromanage the designers. He wants us to trust them to work within the guidelines. He supports the current efforts to clarify our mission, for the sake of efficiency. The rubric should help with this. John shared that the University Architect and designers have frequently felt hamstrung by this committee. He proposed that UFPB allow CPDC do their job, trusting them to follow the guidelines. Design teams would then only come to UFPB with exceptions. If this approach doesn't work, we can return to the current way of doing things. David pointed out that this is very similar to the way Space Management functions, and he commends the idea because it has worked well for Space Management. Tom noted that our charter states the UFPB role is to consider the design and whether or not it meets design intent and overall objectives of the long-range plan. Duane commented that UFPB initially denied the New Residence Hall, due to legitimate concerns from neighbors about shading. He agrees that UFPB should be involved with initial overall design considerations of a new building, but we should not be designing the lobby. This committee has a wide diversity of representation across campus, so the discussions are valuable. John's goal is to empower his staff to work within the guidelines without fear of their work being redesigned by UFPB. Chris Fastnow added that there needs to be a balance between coming to UFPB too early (and risking too much UFPB intervention in the design phase) and coming to UFPB too late in the design phase.

**UFPB rubric:** If UFPB were to develop a rubric, it would clarify what needs to happen for approval of projects. For example, there might be a box to tick for checking in with Maintenance regarding new furniture in renovated spaces, so that white Costco sofas don't end up in heavily-used lobbies. A good rubric will demonstrate that the designers have done their due diligence so that UFPB doesn't have to be the monitor. Depending on cost investment, different processes are followed. Cost thresholds can determine who needs to weigh in for approval. Duane added that in the past CPDC has brought some small items to UFPB (like putting a flat screen in an office). As long as CPDC is following our design guidelines, they should only bring larger issues to UFPB. Glen Steinhoff is in favor of the rubric with check boxes.

**Consent Agenda:** UFPB has not been using this, but this is a way to filter projects that come to UFPB. Similar to an Executive Summary, this allows several similar items to be decided upon at the same time.

**Signage around campus:** Getting around the MSU campus is difficult for newcomers. Royce would love for UFPB to think about wayfinding. Wichita State recently made a significant wayfinding effort. It may be worth a trip to their campus to see what they have done.

**The June 19<sup>th</sup> meeting will be cancelled** due to many absences. There will not be enough for a quorum.

#### **HORIZON ITEMS**

- Rendezvous Dining Pavilion

- New Residence Hall Design
- Evaluation Criteria / Rubric
- UFPB charter, roles, duties
- Subcommittees and relationships with other committees

CM/Is

CC:

President Cruzado  
Amber Vestal, President's Office  
Maggie Hayes, 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  
Frank Parrish, 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

DRAFT

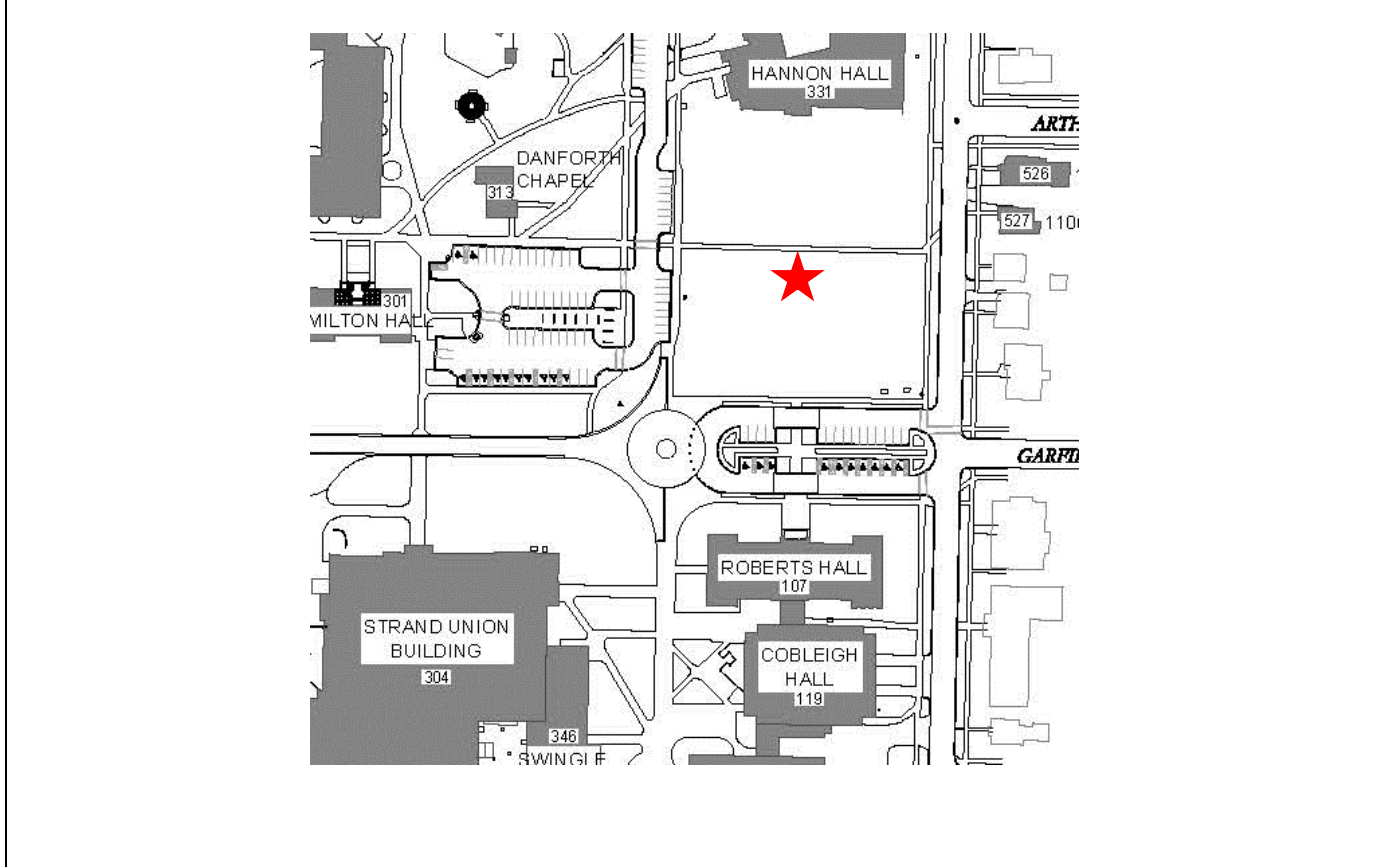
<b>ITEM # 004</b>	<b>American Indian Student Center Site Reservation</b>
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**PRESENTERS:**

Jaclyn Liebscher, Project Manager CPDC

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



**STAFF COMMENTS:**

Back in 2006, the concept for a gathering place for American Indian/Alaska Native (AI/AN) students was born and the American Indian Student Center took shape on paper. The Legislature approved authority to spend \$8mil in private funds but the fundraising was incomplete. UFPB approved use of the “Hannon Lawn” in 2006 before the project stalled. Now, twelve years later, the project has regained momentum.

Preliminary site plans are attached showing the proposed size and orientation of the building as well as exterior elements such as an interpretative trail system, outdoor classroom space, maintenance facilities, etc.

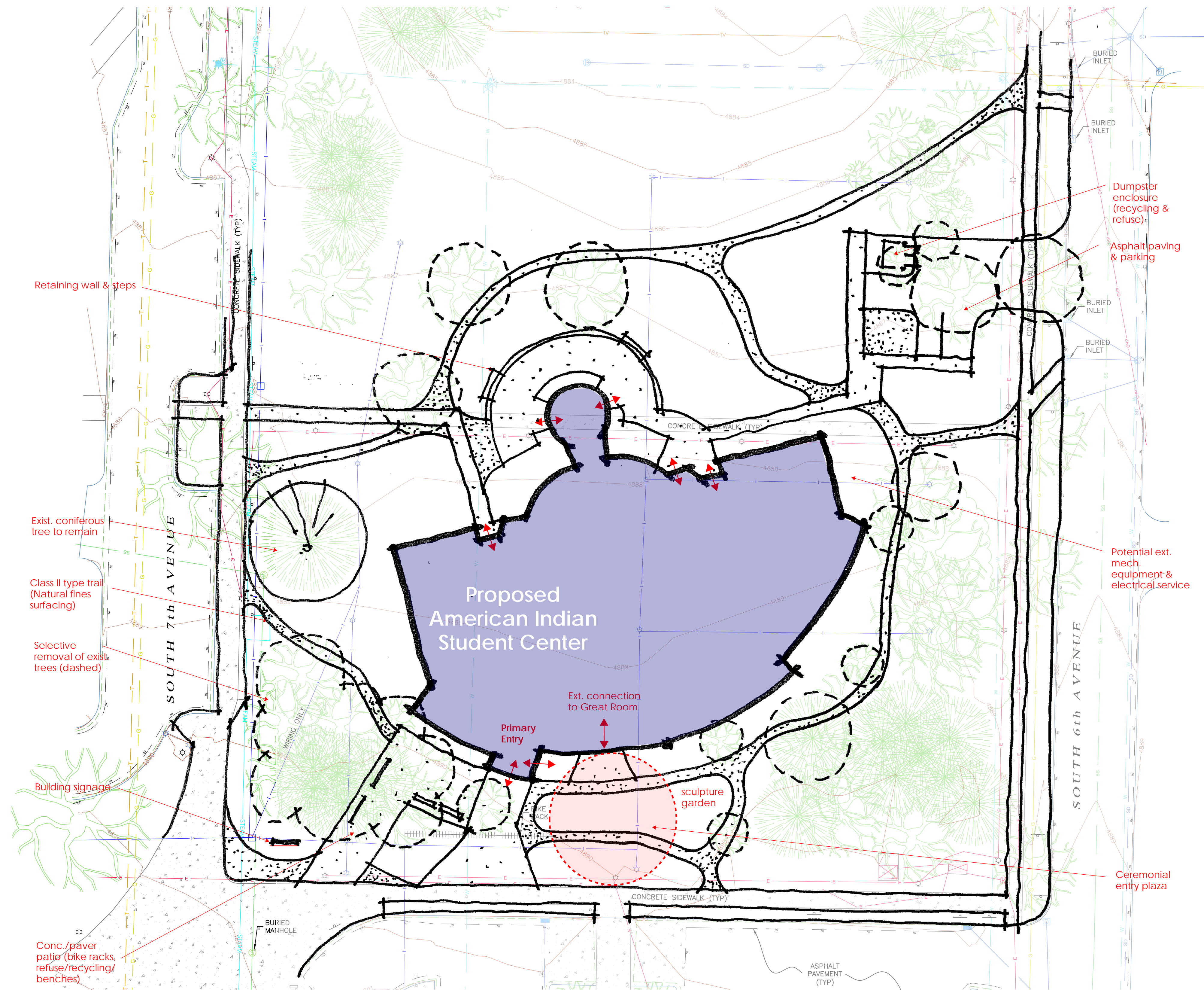
We are asking UFPB to extend the approval for the use of the site for the American Indian Student Center.

<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>	

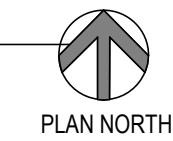
**BOARD ACTION REQUIRED:**

**Recommend approval to extend the Hannon Lawn site reservation for the AISC for five years.**





**A1 SITE PLAN (Site Improvements)**  
SCALE: APPROX. 1"= 20'-0"



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**AMERICAN INDIAN  
STUDENT CENTER**  
MONTANA STATE UNIVERSITY

%PRELIMINARY



DRAWN BY:	KCB	
REVIEWED BY:	MDA	
REV.	DESCRIPTION	DATE

**STAMP**

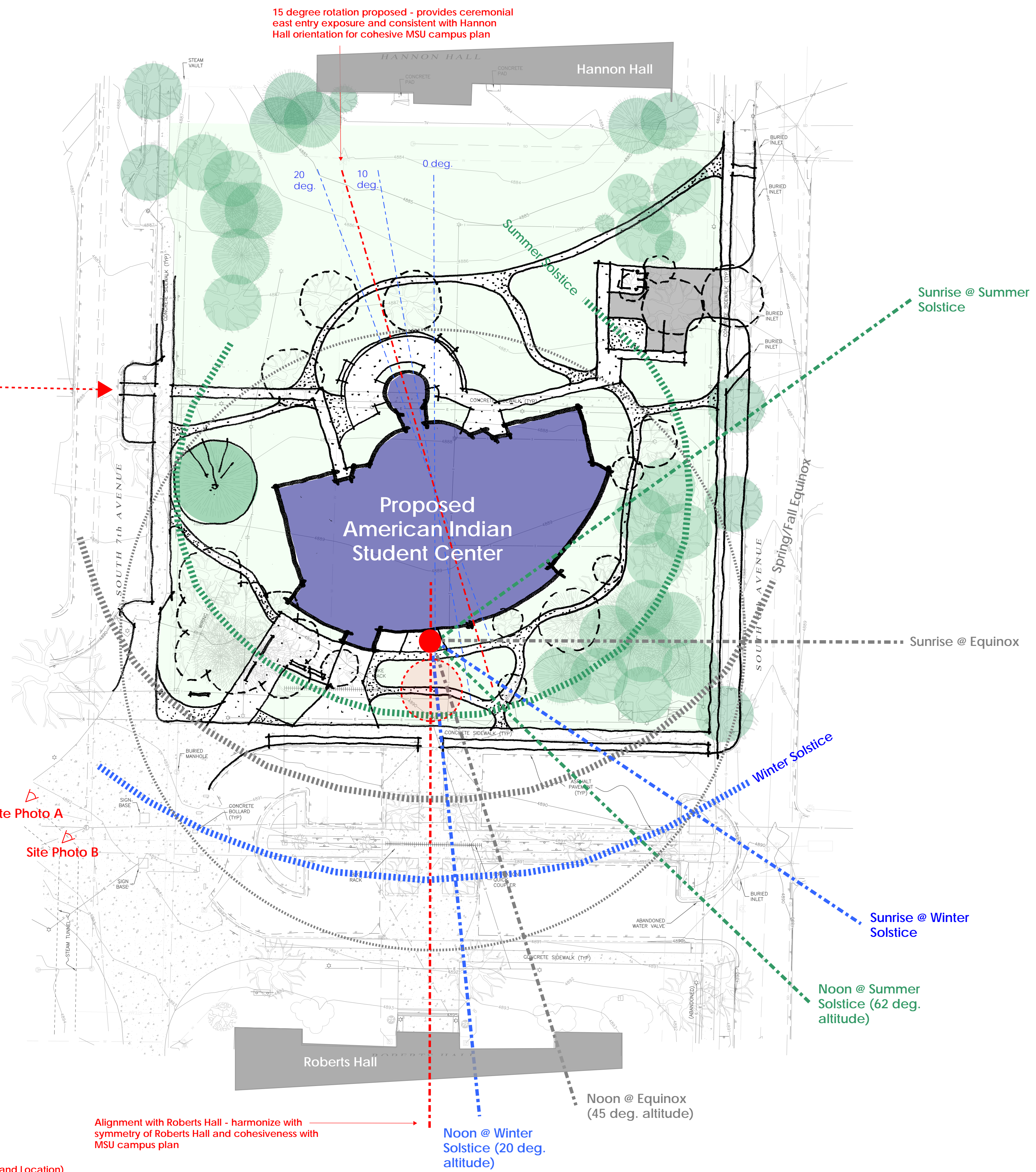
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A/E#00-00-00  
CONSULTANT#:

**SHEET TITLE  
SITE PLAN**

**SHEET  
A-101**

**DATE  
06/07/2018**



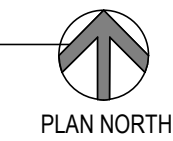


15 degree rotation proposed - provides ceremonial east entry exposure and consistent with Hannon Hall orientation for cohesive MSU campus plan

Visual connection and termination with turtle imagery from existing walk from Montana Hall and Wilson Hall

Alignment with Roberts Hall - harmonize with symmetry of Roberts Hall and cohesiveness with MSU campus plan

**A1 SITE PLAN (Building Orientation and Location)**  
SCALE: APPROX. 1"= 30'-0"



Site Photo A



Site Photo B



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**AMERICAN INDIAN STUDENT CENTER**  
MONTANA STATE UNIVERSITY

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DRAWN BY: **KCB**  
REVIEWED BY: **MDA**

REV.	DESCRIPTION	DATE

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SHEET TITLE  
**SITE PLAN**

SHEET  
**A-101**

DATE  
**06/07/2018**

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