

**MINUTES OF
THE UNIVERSITY FACILITIES PLANNING BOARD
January 23, 2007**

Members Present: Banziger-Acting Chair, Butler, Garnick, McIlhattan, Miles, Thull, York

Members Absent: Burns, Dooley, Jacobsen, Johnson, Stump, (ASMSU)

Members Excused: Johns, Llewellyn-Chair, Rimpau,

Members Represented: LaCrone for McCoy, Lashaway for Roloff

Guests: Victoria Drummond-Associate Planner; Mandy Hansen-CEPAC-Alternate, Julie Kipfer, Marketing Director-Communications and Public Affairs, Jo Oudshoorn-Parking and Transportation Advisory Committee-Chair

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

ITEM No. 1 – APPROVAL OF MINUTES

Minutes from the January 9th, 2006 meeting were approved as distributed.

ITEM No. 2 – UFPB EXECUTIVE COMMITTEE REPORT

No action was reviewed by the UFPB Executive Committee.

ITEM No. 3 – PARKING AND TRANSPORTATION ADVISORY COMMITTEE REPORT

Jo Oudshoorn, Chair for Parking and Transportation Advisory Committee (PTAC), presented the PTAC quarterly report of activities and goals to the UFPB.

PTAC is a standing sub-committee of the University Facilities Planning Board and is comprised of members appointed by the President from various campus constituencies, ex officio members and a representative from the City of Bozeman. The activities of the Committee are divided into two main areas of responsibility as follows:

1. Business advisory activities for which the Committee is advisory to the AVP University Services and the VP Administration & Finance. The Committee shall review and make recommendations regarding:
 - Establish and maintain Mission Statement and development/Planning Principles
 - Parking Services Business Plan – annual review
 - Annual Parking Facilities Maintenance Plan/funding, including annual condition assessment
 - Long-term Maintenance/Capital Replacement Plan/Funding
 - Parking inventory/distribution
 - Hardware/software, equipment, staffing, etc.
 - Survey customers, constituents and peer institutions, and disseminate relevant information.

- Parking Permit Fee/Fine rates as required to reconcile with the Parking Services Business Plan
 - Present annual report to the VPAF and the President's Executive Council tracking data results and trends.
 - Participate in search and selection of candidates for Manager of Parking Services position.
 - Support, advocate and promote Parking Services to campus and community constituents.
2. Planning, design and maintenance activities for which the Committee is advisory to the University Facilities Planning Board (UFPB), which include:
- Determine/collect, analyze, comparative data (survey users/peers; compare perceptions to actual e.g., crime stats; demand vs availability, convenience, etc)
 - Advise UFPB regarding:
 1. Issues that represent potential impacts to Parking Services and parking facilities.
 2. Advocate support of parking facilities as requiring consideration similar to other existing campus facilities and enterprises in the campus planning processes.
 3. Service/access drive use/needs.
 4. ADA parking issues.
 5. Parking Design Guidelines (including non-motor and alternative vehicles)
 6. Parking System/Traffic Demand Management issues
 7. University/Public Transit interface issues
 - Maintain periodic consultant review as necessary to plan an effective parking service.
 - Serve as UFPB liaison to campus and community constituents regarding parking issues.
 - Meets monthly – Reports to UFPB quarterly.

Accomplishments:

- The Committee has been established.
- The framework for cyclical duties has been developed and PTAC has begun active pursuit of its goals and collection of imperial information.
- An annual Use/Customer survey is in the development stage.
- PTAC has actively participated in the MSU-Tomorrow –campus master plan process.
- PTAC has reviewed a summary of Parking Fees/Fines Concepts from Washington State (WSU). This article established that Fees tend to be driven by maintenance, capital improvements and purchased services, more than personnel and operating costs. Conversely, Fines are heavily influenced by the operating and personnel costs associated with enforcement functions.
- The ADA/HDC parking plan is under review.
- Review of the lot naming/signage system is underway. Is there a system that will make sense and be customer friendly?

An expanded list of PTAC Committee members, duties and responsibilities can be found on the website. [Office of Planning & Analysis -- Parking and Transportation Advisory Committee](#)

ITEM No. 4 – CAMPUS SIGNAGE STANDARD – BRANDING POLICY

Julie Kipfer, Marketing Director – Communications and Public Affairs in coordination with Victoria Drummond, MSU Associate Planner, presented information of the intent of the MSU Branding Policy to unite the University and its image by publishing a sample sign design and layout that is consistent with the Branding Policy. In conjunction, Communications and Public Affairs would like to implement an expansion of Branding to encompass internal departmental signage choices.

Currently, internal signage has been a “hodge-podge” of styles and placement, with the exception of the ADA signage which is considered a “campus standard”. Three possible layout designs were presented for consideration. In discussion, it was noted that for effective implementation, all hardware components should be standardized and aligned. Each hardware unit must be capable of and easy to change as departments move throughout campus. It was also noted that the trend on campus has been to be ADA friendly, not merely compliant. Therefore, signage lettering and signage placement for ADA needs examined.

The Board is generally in favor of expanding the MSU Branding Policy to encompass internal building signage, but requests that further information on the following items:

1. ADA requirements.
2. Lettering and signage size.
3. Attachment/placement of signage (currently the signage policy does not allow placement on doors).
4. Consistency within individual buildings.

Planning, Design and Construction will work with Communications on visual aspects, and return to UFPB at a later date.

Note: Following the meeting, the current Signage Policy was found not to be available on the website. There fore, a scanned copy in PDF format of the MSU Signage Policy – 1991 was sent to all UFPB members and the Director of Communications and Public Affairs.

Non-AGENDA ITEM No. 1 – COMMITTEE MEMBERSHIPS SOUGHT

Membership, for both the Sculpture Committee and the Building Naming Committee, is being sought. The Building Naming Committee has scheduled a meeting for February 1, 2007 to address recent naming requests. Individuals interested in participation should contact Victoria Drummond.

This meeting adjourned at 4:53 p.m.

Respectfully submitted,

Anne K. McBee,
For Walter Banziger, Director-Planning, Design & Construction

pc: Geoffrey Gamble, President
Al Bertelsen, Director, Strand Union
Patricia Chansley, Assistant to the Provost
Cathy Conover, Director, Communications & Public Affairs

UFPB MINUTES

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Victoria Drummond, Associate Planner
Lisa Duffey, Assistant to the Dean, College of Agriculture/Agricultural Experiment Station
Michael Everts, Assistant Professor of Architecture
Joseph Fedock, Senior Vice-Provost
Heidi Gagnon, Assistant to the Vice President, Administration & Finance
Mandy Hansen, Financial Aid Officer
Linda LaCrone, Assistant to the Vice President for Research
Donna LaRue, Assistant Chief, University Police
Glenn Lewis, Assistant to Vice President for Student Affairs
Anne McBee, Administrative Associate, Planning Design & Construction
Shari McCoy, Assistant to the President
Becky McMillan, Administrative Associate, Auxiliary Services
Charles Nelson, Registrar and Director of Admissions
Robert Putzke, Director, University Police
Madeline Rogers, Assistant to the Chief Information Officer
Connie Shelhamer, Budget and Fiscal Director, Office of Agricultural Experiment Stations
Scott Stroh, Interim University Architect
ASMSU President