

**MEETING NOTES OF THE
UNIVERSITY FACILITES PLANNING BOARD
May 12, 2009**

Members Present: Susan Agre-Kippenhan - Chair, Walt Banziger, Jim Becker, Kurt Blunck, Jeff Butler, Allyson Bristol, Michael Everts, Brad Garnick, Mandy Hansen, Jim Thull, Brenda York

Members Absent: Jeff Jacobson, Mary Miles, Jim Rimpau, Tom Stump, Kevin Vilkin, Allen Yarnell

Members Represented: Lashaway for Roloff; LaCrone for McCoy; Butler for Stump, Young for Dooley

Guests: Victoria Drummond, UFPB

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

ITEM No. 1 – APPROVAL OF MINUTES

LaCrone noted under Item No. 2, second paragraph, third sentence, Dr. McCoy was the only one who met with Faculty Council to discuss the disposition of the temporary Chemistry Labs. Garnick moved to approve the minutes from April 28, 2009, with the change by LaCrone noted. York seconded the motion. The minutes were approved unanimously.

ITEM No. 2 – Executive Committee Report

There was no action from the Executive Committee to report.

ITEM No. 3 – Consent Agenda

There were no items from the Consent Agenda.

ITEM No. 4 – Discussion – Horizon Items Priority (List provided at meeting)

Banziger presented. There was a discussion about the level and type of issues UFPB will be involved in and a review/discussion of the Horizon Items to prioritize them. Also discussed was the possibility of quarterly reports from the UFPB subcommittees. There will be a series of short vignettes' or presentations/webinars and a series of mini-workshops. Banziger and Drummond will be putting together a concept plan while looking at other Universities and their guidelines. The topics will be areas MSU needs to focus on. Candace Mastel is researching other campuses film, video and photo policies which will be a one meeting discussion in August.

The Chair recommended the prioritization of the items by issues that are revisited, such as the service access issues in conjunction with the Master Plan. Banziger suggested the fiscal influences and results and how they are handled be an addition to the list. Everts will create an outline for the next meeting about what the School of Architecture is doing. York stated the ADA task force will be reporting quarterly to UFPB. The charge of the subcommittee will be drafted, and then brought to UFPB for approval.

ITEM No. 5 – Discussion – External Building Signage (Power Point)

Drummond presented an overview of the existing signage on campus. The issues being faced are the signage being temporary versus permanent use; materials and design; maintenance; security, message content; eclectic collection of signage; exceptions and the enforcement process; and the direction from UFPB.

Types reviewed: entry signs, gate signs, electronic changeable-message signs, wayfinding signs, Centennial Mall flags, building name signs with stacked logo, remnants or departures of branding, aggressive plastering and spill, program and event signs, embellished event directional signs, event instructions and greeting signs, specialty signs - commemorative/recognition plaques, impromptu signs, consciousness raising - provocative signs.

UFPB is being involved with solving visual clutter and physical obstacles by working on design guidelines, a designated UFPB task force, process and enforcement, and the funding a comprehensible wayfinding plan.

A discussion followed about the Outdoor Event Agreement, standard colors of signage, the two Centennial Mall kiosks, sandwich boards and building directories. Also discussed was enforcement of uniformity. Issues should be addressed, and then guidelines applied. A created culture will shape actions.

Action items are the kiosks, sandwich board items, and campus directories – locations and how many.

This meeting was adjourned at 4:50 p.m.

Respectfully submitted,

Donna Abel, Administrative Associate
Planning, Design and Construction

pc: Geoffrey Gamble, President
ASMSU President
Jody Barney, Budget and Fiscal Director, Office of Agricultural Experiment Stations
Patricia Chansley, Assistant to the Provost
Cathy Conover, Vice President, Communications & Public Affairs
Victoria Drummond, Associate Planner
Lisa Duffy, Assistant to the Dean of Agriculture
Joseph Fedock, Senior Vice Provost
Heidi Gagnon, Assistant to the Vice President, Administration & Finance
Diane Heck, Administrative Associate, Provost
Jennifer Joyce, Assistant to the Vice President for Planning and CIO
Linda LaCrone, Assistant to the Vice President for Research, Creativity and Technology
Donna LaRue, Assistant MSU Chief of Police
Shari McCoy, Assistant to the President
Becky McMillan, Administrative Associate, Auxiliary Services
Kathleen McPherson-Glynn, Assistant to the Dean, Arts and Architecture
Charles Nelson, Registrar and Director of Admissions
Robert Putzke, Director, MSU Police