

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
August 18, 2009**

Members Present: Walt Banziger for Susan Agre-Kippenhan - Chair, Jim Becker, Kurt Blunck, Allyson Bristor, Jeff Butler, Michael Everts, Brad Garnick, Mandy Hansen, LaCrone for McCoy, Lashaway for Roloff, Jim Rimpau, Tom Stump, Jim Thull, Brenda York

Members Absent: Jeffrey Jacobsen, Mary Miles, Teresa Snyder-ASMSU President, Allen Yarnell, Greg Young

Guests: Jill Davis, English Department; Brett Gunnink, Civil Engineering; Sheron McIlhattan, VPA; Alexey Kalinin, Student; Debbie Drews, FPDC; Candace Mastel, FPDC

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

ITEM No. 1 – Approval of Meeting Notes

Butler moved to approve the meeting notes from August 4, 2009. Blunck seconded the motion. The meeting notes 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.

ITEM No. 4 – Recommendation – Hamilton Hall North Entrance Stair Renovation

Debbie Drews presented the information on the exterior modifications of Hamilton Hall. The original staircases designed in 1910 consisted of two separate staircases. The staircases and canopy were thought to have been damaged during an earthquake resulting in a change to a single staircase in approximately 1925. Additional funding (\$300,000) has been secured for the Hamilton Hall Renovation to replace and renovate the main north entrance stairs of Hamilton Hall due to their poor condition. The funding is provided through the State. The project is intended to be added onto the existing structural renovation project which includes brickwork restoration for the remainder of the building, subject to satisfactory bids.

Reverting to the original design is consistent with the University's efforts to restore historic buildings on campus and will also enable MSU to repair the flat roofed areas at either side of the entrance and reintroduce the patio areas with the opportunity to create a formal landscaped area. The two flat roofed areas have been areas of high maintenance; they will be reroofed with a tile system, which will allow for better drainage. The addition of a safer compliant landing at the entrance door will be included and radiant heat in the stair treads will aid snow and ice removal.

Stump moved to approve the recommendation as presented. Garnick seconded the motion. The motion was approved unanimously with the proxy vote of Agre-Kippenhan.

ITEM No. 5 – Recommendation – Cobleigh Hall Landscape Screening

Candace Mastel gave the presentation. The Civil Engineering Department is proposing to create a landscape screen on 6th Street to provide a visual buffer between the residents of the adjacent neighborhoods and the storage of materials for the academic program. Facilities Services and Facilities Planning have been working with Brett Gunnink of the Civil Engineering Department at MSU to find a storage solution that gives them the room they need for staging materials for their program as well as respecting the adjoining neighbors.

Facilities Planning reviewed the plans with Chris Saunders, the City of Bozeman's Assistant Planning Director, who approved the plans via email. The project will be installed by Facilities Services Grounds staff in the fall of 2009. The landscape screen will partially utilize materials already growing in the MSU nursery which will grow 6' to 8' high at maturity. The landscape screen is 20' setback from row and will create three storage/staging areas behind the screen of approximately 5,000 square feet.

Bristor suggested a buffer between the storage and the shrubs. Blunck expressed concern about the ability of the shrubs to screen the storage area effectively.

Thull moved to approve the recommendation as presented. Butler seconded the motion. The motion was approved with the following vote:

Yes: 14 - with the proxy vote of Agre-Kippenhan
No: 1 - Blunck

ITEM No. 6 – Recommendation – Walt Whitman Sculpture Location

Candace Mastel presented this item. The recommendation for the Walt Whitman Sculpture Location came before UFPB on July 7, 2009. It was decided at that time to send this item to the Public Art Committee (PAC) to discuss several possible sites and have them make a recommendation to the UFPB. The PAC determined the two most appropriate locations on campus to be the Wilson Courtyard and two locations near the Duck Pond (one on the north side and one on the south side). The PAC determined these spots would be appropriate locations for all future sculptures MSU might be presented with.

The artist, Facilities Services, and Facilities Planning decided the easiest maintenance location was the South Duck Pond location. Wilson Courtyard, where the Dean of Letters and Science resides, was the second choice, and the North Duck Pond location was the third choice.

There were concerns that Wilson Courtyard would be too shady. Banziger, Drummond and Ford visited the site; their opinion is that it is sunlit in the afternoon.

Stump moved to recommend the Wilson Courtyard as the Walt Whitman Sculpture location. Bristor seconded the motion. The motion was approved with the following vote:

Yes: 12 - with the proxy vote of Agre-Kippenhan
No: 3 – Garnick, Rimpau, York

ITEM No. 7 – Information – Iris Garden Restoration

This informational item was presented by Candace Mastel. *Students for Danforth Park* is a student group led by Jill Davis and Alexey Kalinin. This group joined with Alice Janke and Candace Mastel to garner interest in rejuvenating/restoring Danforth Park/Iris Garden. Landscape Designer Errol Schumann worked with the student group, Facilities Services, and Facilities Planning to devise a new plan for the park and garden. Volunteers removed the chain link fence and railroad ties, pruned, weeded, and removed dead shrubs. One idea the group would like to initiate is to open the park up to the east and bring people through it by making it more of a roundabout than dead-end space; this would open it up to Hannon and pedestrian from the east direction.

Jill Davis stated there are six groups on campus who have already funded this project along with several grants. Students surveyed responded that they want an amphitheater and meditative spaces. Those polled stated that there was no place of beauty outdoors for students to hang out besides the Duck Pond.

Butler suggested an agreement of expectation to clarify maintenance responsibilities. Stump requested that it be posted at the SUB on the display boards and on the Web. Davis stated that it would be on display in the Renne Library for the month of September. Mastel requested feedback by phone or email from UFPB.

The project will return to UFPB for formal review and recommendation at a later date.

ITEM No. 8 – Recommendation – Adoption of the Classroom Committee as a committee of the UFPB and approval of committee charge and membership

Walt Banziger presented the information. FPDC has been working with the Provost Office to reestablish what used to be called the Large Classroom Committee, which would now be just the Classroom Committee that would do Facilities inventories or conditions assessments on all Registrar controlled classrooms, and upon request, assess departmental classrooms. The committee would also be involved with helping to establish classroom design standards and technology standards as well as selecting which classrooms should get what level of standard, and other duties as noted in the attached charge.

The committee reports to UFPB and makes recommendations through the UFPB to the President's office. Other duties include: assisting ITC and Facilities departments with development of renovation plans. Membership of the committee consists of representatives from the Provost Office; Faculty; ASMSU; Registrar; ITC; Facilities Planning, Design and Construction; and Facilities Services. There would be no overlap between this committee and the Space Management Committee.

Rimpau suggested some research and work be done to assure this committee and the Academic Technology Advisory Committee is formally in sync because there may be some overlap. Brenda York stated that the committee needs an ADA representative.

Banziger agreed to table the recommendation (no vote) and asked for comments to be submitted to him before the next meeting on September 1, 2009.

This meeting was adjourned at 4:40 p.m.

WB:da

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
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



UNIVERSITY FACILITIES PLANNING BOARD

August 18, 2009

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| ITEM # 8 | | Adoption of the Classroom Committee as a committee of the UFPB and approval of committee charge and membership | | | | |
| PRESENTERS: | | | | | | |
| Walter Banziger, Director | | | | | | |
| PROJECT PHASE: | PLANNING | | SCHEMATIC | | DESIGN DOCUMENTS | CONSTRUCTION DOCUMENTS |
| STAFF COMMENTS: | | | | | | |
| <p>In an effort to continually improve our long range planning and fiscal management of University facilities, the University has recently initiated efforts to establish a Classroom Committee which will oversee and advise on the future development of registrar classrooms and assist with development of departmental classrooms. The Classroom Committee is being modeled after those found at other Universities such as University of Oregon, UCLA, NCSU, and University of Maryland. The committee will, review utilization statistics and make appropriate recommendations, help direct condition assessments, develop priority lists of future classroom renovations, develop classroom technology, design, and construction standards, and other duties as noted in the attached charge.</p> <p>The committee will be a committee of the UFPB and make recommendations through the UFPB to the Provost and President's offices as well as assist ITC and Facilities departments with development of renovation and improvement plans. Membership of the committee consists of representatives from the Provosts Office, Faculty, Students, Registrar, ITC, Facilities Planning, Design and Construction, Facilities Services.</p> | | | | | | |
| COMPLIANCE: | | | | | YES | NO |
| MSU POLICIES | | | | | X | |
| COMMITTEE OR APPROPRIATE REVIEW | | | | | X | |
| MASTER PLAN | | | | | X | |
| BOARD ACTION REQUIRED: APPROVAL OF CONCEPT DESIGN | | | | | | |
| Recommend approval as presented. | | | | | | |
| RECOMMENDATION: | | | | | | |
| APPROVE | | | | | | |
| DENY | | | | | | |
| NEED MORE INFORMATION | | | | | | |
| NO FORMAL RECOMMENDATION | | | | | | |
| Board Chair | | | | Board Vote | | |

Classroom Committee Committee Charge

Members

| <u>Name</u> | <u>Position</u> | <u>Represents</u> | <u>Term</u> | <u>Term Expires</u> |
|----------------------|---------------------|-----------------------------|-------------|---------------------|
| Greg Young | Co Chair/Ex Officio | Provosts Office | - | Perm. |
| Walter Banziger | Co Chair/Ex Officio | FPDC - Planning | - | Perm. |
| Dennis Raffensperger | Ex Officio | FPDC - University Architect | - | Perm. |
| Loras O'Toole | Ex Officio | FS -University Engineer | - | Perm. |
| Jon Ford | Ex Officio | FS – Custodial Services | - | Perm. |
| Tom Morrison | Ex Officio | ITC – Wiring | - | Perm. |
| Brad Garnick | Ex Officio | ITC – Audio Visual | - | Perm. |
| Bonnie Ashley | Ex Officio | Registrar | - | Perm. |
| TBD | Member* | Faculty | 1 | TBD |
| TBD | Member* | Faculty | 1 | TBD |
| Mark Eggensperger | Member | ASMSU/Student | 1 | TBD |
| Victoria Drummond | Ex Officio** | FPDC – Staff support | - | - |
| Matt Hume | Ex Officio** | FPDC – Staff support | - | - |

Clerical/support services provided by FPDC)

* Appointed by UFPB

** Ex-Officio (Non-Voting Member)

Charge

The Classroom Committee is a standing committee of the University Facilities Planning Board and the activities of the Committee include:

- Review annual classroom utilization statistics (including Registrar classrooms as well as departmental classrooms).
- Evaluates long and short-term impacts of adding classrooms or changing existing classrooms to non-classroom functions for designated Registrar classrooms and/or departmental classrooms.
- Review and analyze classroom sizes and make recommendations as to future campus needs.
- Conduct condition assessments of campus classroom facilities.
- Provide oversight and recommendations of the classroom upgrades/maintenance needs on the campus. Assist in the development of systematic long range plans to prioritize and implement facility renovations, upgrades, and technology improvements.
- Develop and recommend classroom technology levels.
- Develop and recommend campus classroom design and construction standards.
- Consult with various constituents regarding classrooms (for example, Facilities Services custodial and maintenance staff, Facilities Planning

Design and Construction departmental staff, faculty, students and branch campus staff and faculty as appropriate). Consult with and report to UFPB, the Provost, President's Cabinet and/or Budget Council as needed.

Member Responsibilities

Committee members are selected on the basis of one or more of the following: a) the Specific responsibilities related to their position (ex officio); b) their particular expertise, knowledge or interest relating to the responsibilities of the committee and/or the campus in general; or, c) to represent the interests of a particular constituent group.

In recognition of the importance of MSU's commitment to Shared Governance, MSU's dynamic participative governance processes actively solicit input, advice and perspective from all campus constituencies to inform the institution's administrative leadership regarding campus issues, policies, procedures that impact the direction of the institution. Therefore, in addition to the active participation in committee activities by each member, the responsibilities of committee members who represent a constituent group, and particularly those who represent an MSU governance body (e.g., Faculty Senate, Professional Council, Staff Senate, ASMSU), include regular, timely reports to their governance body and dissemination of appropriate and relevant information to their constituents, as well as reciprocal solicitation of constituent group input regarding issues before for the Committee.

The committee is comprised of members that represent the campus constituency, including ex official members, and representation from the greater university community. Official committee activities requires a quorum of 2/3 of the current membership (i.e. 5 is quorum of 9 members), including proxies.

Appointed Members: The President appoints the following members, from nominees submitted from their respective organizations, to three year terms, with no limit on the number of terms: Faculty Senate representatives. ASMSU appoints the following member to a three year term or term that best suites ASMSU Practices – ASMSU representative

Ex Officio Members: The Ex Officio members may choose to designate a regular representative to attend in their stead and exercise voting rights; however, the Ex Officio member may choose to attend any meeting in place of their designee, and may exercise their voting right. Each member shall have only one regular vote (i.e. by either ex officio or designee).

Meeting

Monthly and as necessary to conduct the business of the Committee.

Length of Term:

Appointed members serve a three-year term, with no limit to the number of terms. (Terms for ASMSU representation will accommodate ASMSU practices).

Committee Co-Chairs:

Current – Greg Young

Title – Vice Provost Undergraduate Education

Current – Walter Banziger

Title – Director Facilities Planning Design & Construction

Appointed by Position

Length of Term – term of office

Advisory To:

University Facilities Planning Board

Required Reports:

Semi annual activity report to UFPB; Bi-annual recommendation report to coincide with development of LRBP program; others requested.