

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
September 15, 2009**

Members Present/Represented: Susan Agre-Kippenhan - Chair, Walt Banziger, Jim Becker, Boyd for Fedock, Allyson Bristor, Jeff Butler, Michael Everts, Brad Garnick, LaCrone for McCoy, Lashaway for Roloff, Mary Miles, Jim Rimpau, Teresa Snyder - ASMSU President, Jim Thull, Brenda York

Members Absent: Kurt Blunck, Mandy Hansen, Jeffrey Jacobsen, Tom Stump, Allen Yarnell

Guests: Victoria Drummond, FPDC; Candace Mastel, FPDC; Gretchen Hooker, ASMSU Sustainability Director; Bill Layton, Veterinary Diagnostic Lab

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

ITEM No. 1 – Approval of Meeting Notes

Jeff Butler moved to approve the meeting notes from September 1, 2009. Brad Garnick 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 - None

ITEM No. 4 – Recommendation – Stadium Recycling Container Location

Candace Mastel introduced the recommendation: the permanent relocation of the beige colored collection recycling container to the south side of the stadium. Gretchen Hooker explained that the central collection container would be moved from the current location behind the Fieldhouse on the east side and be used by a recycling collection team who will pick up recyclables from smaller containers and use the larger one as a central staging area for collection services. Hooker discussed the move with Athletics and Facilities Grounds Department, who approved the new location.

Butler was opposed to the location because of the public having 24 hour access to the unsupervised backside of a facility.

Garnick moved to approve the motion with the condition that the collection recycling container would be positioned (within a ten feet envelop) such that in the winter Facilities Services does not have to plow the area for access to the container. Thull seconded the motion. The motion was approved:

Yes: 15 including Blunck's proxy
No: 1 - Butler

ITEM No. 5 – Recommendation – Marsh Lab Storage Container

Victoria Drummond presented Bill Layton's request to use a red colored shipping container as a storage container for Marsh Lab. Layton would like to purchase a used container (available in two sizes). The department is willing to paint the container a more neutral color and adjust the request for the location of the container. The container options are as follows:

8' wide by 40' long by 8'6" high
OR
8' wide by 20' long by 8'6" high

Layton stated that the storage would be used for records and inert materials and needs to be nearby for regular access. Layton is willing to go down on size, but prefers to have it on site in a location that is agreed upon by MSU Veterinary Diagnostic Lab, and College of Ag if required.

Drummond provided minutes from a November 15, 2005, UFPB meeting (attached) in which UFPB provided a precedent for standardized storage solutions in the form of shipping containers for approval on a case-by-case basis, with color schemes that blend with adjacent buildings. It was also recommended that these containers have no foundation and that they be put on skids so they could be removed. The request today is for a permanent use of a shipping container on skids, painted neutral that meets the precedent established by UFPB in 2005. Layton is amenable to the request of Facilities Planning that the location of the container be west of the ABSL3, therefore less visible from South 19th Street.

Butler added that the recommendation made on November 15, 2009, was approved for one year, but the container is still sitting there. There is no enforcement on the removal of temporary storage containers that were approved for specific lengths of time. Facilities is the caretaker of the non-research space and has allowed containers there during construction projects which had final dates.

Allyson Bristol suggested there be different policies for different areas on campus, and there should not be any temporary storage containers approved without a clear way of regulating it.

Butler suggested an area for the container under the purview of Jeff Jacobsen (COA).

Bristol suggested guidelines for storage be created.

Susan Agre-Kippenhan asked if MSU has a policy to limit storage.

Drummond pointed out that absent is policy or guidelines. The 2005 UFPB decision set a precedent to and the UFPB can decide the request as meets the "case by case" item.

Walt Banziger suggested continuing the recommendation next week when Megan Walker, the designer assigned to the project, will return from vacation.

Butler moved to approve the storage unit be placed west of Marsh Lab, away from South 19th Street, or hidden on the west side of Marsh Lab. Without a second, the motion died.

Bob Lashaway recommended giving direction for coming back: Facilities Planning continues to work this into a proposal that has a specific site plan and begin to characterize why we would consider this location and not others.

Agre-Kippenhan suggested an inventory of storage units on campus should be provided by Facilities Services before future development of a policy. The parameters UFPB decides for this recommendation may be used to form policy, but this request does not have to wait for a policy since there is the 2005 decision.

The recommendation will be brought back to UFPB.

ITEM No. 6 – Recommendation – Demolition of the East Long Barn

Drummond presented. In 1943, MSU acquired the Robinson family farm, which consisted of 143 acres (south of Lincoln from South 3rd Street to South 11th Avenue). The property consisted of a residence, a large barn, three single-story long barns, and a quonset hut. The East Long Barn is a simple rectangle building with a metal gable roof and exterior wooden clapboard siding. The foundation is slab on grade. Similar structures were removed to make way for the development of storage facilities. MSU Facilities Services requests approval to demolish the East Long Barn in order to continue the development of storage facilities.

On September 4, 2009, as required, MSU FPDC prepared a *Montana Historic Property Record* for the State Historic Preservation Office to include information in the Montana National Register of Historic Places Program and State Antiquities Database. MSU is waiting for SHPO's comment regarding the planned demolition; the comment period is fifteen working days. MSU FPDC has compiled a record of the East Long Barn – CAD line drawing of the premises, photo record of the building's exterior and interior as part of the report to SHPO. By the end of September 2009, FPDC will have completed inquiries with MOR and other local preservation organizations as due diligence seeking other potential outcomes for the building, that still would remove the building from MSU's property, but not demolish it.

If SHPO has no comment or recommendation for its disposition and there are no other entities interested in this building, Facilities Services will then proceed with the demolition schedule.

Brad Garnick asked if Space Management had been consulted as office or storage.

Butler explained that it is not an energy efficient building and the space is not salvageable for utilization; the usable square feet is not the foot print of the building. The removal of the East Long Barn is the last phase of the expansion of storage buildings. The plan is to build two more storage units in 2010. There is a list of 20+ people requesting storage space.

Mike Everts moved to approve the recommendation as proposed. York seconded the motion. As an amendment to the motion, Drummond suggested that pending SHPO's comment, the recommendation be brought back to UFPB as an Informational Consent Agenda item in a future UFPB meeting with final details including a site map.

The motion was approved:

Yes: 15 including Blunck's proxy
No: 1 - Bristol

ITEM No. 7 – Recommendation – Classroom Committee Charge

Walt Banziger introduced the recommendation, a returning item from the August 18, 2009, UFPB meeting. Revisions made to the charge were based on comments received from the UFPB on the August 18, 2009, meeting and are as follows:

1. ADA requirements and recommendations are now included in the committee charge as part of the design and construction standards. Coordination with UFPB's ADA Committee would occur as necessary.
2. The Classroom Committee will keep Academic Technology Advisory Committee (ATAC) up to date on aspects of emerging classroom technologies as they impact campus IT infrastructure and processes – in other words, the Classroom Committee will provide more classroom and instruction specific info and recommendations in support of the broader, more general IT planning and deployment process performed by ATAC.

The Classroom Committee will provide more classroom and instruction specific information and recommendations in support of the broader and more general IT planning and deployment process performed by ATAC. ATAC will use information the Classroom Committee gains on classroom design in their long range decision making.

Mark Eggensperger will be the student/ASMSU member. Appointment of two faculty members is required. Upon approval of the charge and membership, Banziger will contact Faculty Senate for their recommendations to the committee.

Butler moved to approve the provisions to the charge of the committee and ratifying the subcommittee of UFPB. Boyd seconded the motion. The motion was approved unanimously with Blunck's proxy vote.

This meeting was adjourned at 4:35 p.m.

VCD:da

Attachment

pc: Geoffrey Gamble, President
ASMSU President
Jody Barney, Budget and Fiscal Director, Office of Dean and Director
Patricia Chansley, Assistant to the Provost
Cathy Conover, Vice President, Communications & Public Affairs
Victoria Drummond, Associate Planner
Lisa Duffey, 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

**MINUTES OF
THE UNIVERSITY FACILITIES PLANNING BOARD
November 15, 2005**

Members Present: Bancroft, Chair, Johns, Lashaway, McIlhattan, Miles, Putzke, Sharrock

Members Absent: Dooley, Garnick, Johnson, Roloff; Stump, Thull, Yarnell

Members Excused: Hafso, Rimpau; York

Members Represented: Banziger for Vaniman, LaCrone for McCoy; Shelhamer for Jacobsen;

Guests: Pam Barrett, Associate Planner
Mandy Hansen, Financial Aid Officer
Karen Hedglin, Project Manager, Office of Facilities Services
Scott Hedglin, Architect, Office of Facilities Services
Trey Kucherko, Manager, Wild Trout Laboratory
Linda LaCrone, Assistant to Vice President for Research
Connie Shelhamer, Budget & Fiscal Director, Office of Agricultural Experiment Stations

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

ITEM No. 1 – APPROVAL OF MINUTES

Minutes from November 1st, 2005 were approved as distributed. The minutes from November 4th, 2005 were approved with one clarification amendment to Item No. 4 Leon Johnson Lobby. First paragraph, last sentence was amended to read:

There is a desire to decrease access from the lobby to the offices for Land Resources and Environmental Sciences, creating a space in the lobby for faculty consultations etc. yet discouraging public loitering in this area.

ITEM No. 2 – WILD TROUT LAB – STORAGE BUILDING

Karen Hedglin, Project Manager for Office of Facilities Services, gave a presentation on the Wild Trout Laboratory, located in the University Faculty Court area. This Laboratory has outgrown its existing facilities and is in need of additional storage for equipment. The need for additional storage is immediate, as Wild Trout Laboratories is anticipating beginning a new configuration of its research tanks within the next several weeks, and there are currently no available On-Campus Rental Storage Units. The proposal for a pre-fabricated storage unit to be placed on skids in close proximity to the building was discussed.

Lashaway suggested that in light of the fact that other entities are also currently using a variety of temporary storage systems in this area, it is likely time for the UFPB to establish a reasonable campus standard for temporary storage.

The type of units suggested would preferably be placed on skids (no foundations) to allow ease of removal and relocation and minimize the need for City of Bozeman Building Permits for each unit. A number of options were discussed, including the development of plans for a storage building, the building of which could be contracted out to a local contractor. This would ensure uniformity of the buildings. Another option discussed was the use of shipping containers. These can be standardized by painting them a color to blend with the existing color palettes of the buildings to which they are in close proximity. These units can be utilized in a broad fashion to allow for anything from additional lab space to simple storage. They can be installed in a neat, clean and presentable manner, requiring a minimum of maintenance. It was suggested that Facilities Services could set up a future program where by Facilities Services, buy and rent these units to customers...

Johns made a motion to provide a precedent for standardized storage solutions in the form of shipping containers with the following stipulations:

1. Color schemes are to be approved and blend with the existing color palette of adjacent buildings
2. Placement of unit is approved on a case-by-case basis.

Sharrock seconded the motion. Additional discussion resulted in this motion being tabled until the November 29th, 2005 meeting. At which time, Karen Hedglin will return with information regarding unit cost, a site proposal, and color scheme for UFPB to consider.

ITEM No. 3 – GOPHER COURT - SIGNAGE

Walt Banziger and Scott Hedglin, Architect, Office of Facilities Services, gave a presentation on the proposed signage in the Gopher Court region. The “Insight Program” located in one of the small individual residence-type buildings has requested placement of signage on the building rather than the current free-standing campus standard signage which is proportionally sized for larger structures. It was noted that there are sign exceptions to the standards currently used in the Branegan Court area for directories on the buildings. It was agreed that an exception for Gopher Court Area be reviewed further. It was requested for Scott Hedglin to return with additional research and design on the proposed signs with the following guidelines:

1. Limiting them to less than two (2) to three (3) square feet in size.
2. Coordinate signs with current University “branding” and signage.
3. Proposed installation location.

ITEM No. 4 – LONG RANGE CAMPUS DEVELOPMENT PLAN

Walt Banziger, Interim University Planner gave an update on the Long range Campus Development plan. The consultant selection process has been completed. Ten (10) proposals were received and evaluated and Ayres/Saint/Gross, Inc., one of the premier planners in the country was selected. MSU – Purchasing is drafting a contract and we will be working with their Phoenix office. The LRCDP Work Group will be coordinating with Ayres/Saint/Gross, Inc. to finalize schedules and processes. The list of stakeholders is currently being finalized and stakeholder meetings are planned to begin mid-January 2006. Terry Sutherland, Office of Facilities Services, is compiling a University History, and developing a PowerPoint presentation which will be used in introduction at the Stakeholder meetings.

The Executive Oversight Committee needs representation from ASMSU. An invitation was sent to ASMSU, and they have suggested the representation duties be shared by Blake Rasmussen, current ASMSU President and Bovard Tiberi, ASMSU President Pro Temp.

Banziger made a motion that UFPB recommend, to the President, Rasmussen and Tiberi as the ASMSU representatives on the LRCDP Executive Oversight Committee. The motion was seconded by Johns and passed unanimously.

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

Respectfully submitted,

Anne K. McBee, Administrative Assistant
For Walter Banziger, Interim University Planner

pc: Geoffrey Gamble, President
Walt Banziger, University Architect
Pam Barrett, Associate Planner
Al Bertelsen, Director, Strand Union
Paul Burns, Parking & Operations Manager, University Police
Patricia Chansley, Administrative Officer, Provost
Cathy Conover, Director, Communications & Public Affairs
Joseph Fedock, Senior Vice Provost
Heidi Gagnon, Assistant to the Vice President, Administration & Finance
Mandy Hansen, Financial Aid Officer
Diane Heck, Administrative Officer, College of Agriculture
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, Office of Facilities Services
Shari McCoy, Assistant to the President
Becky McMillan, Administrative Associate, Auxiliary Services
Charles Nelson, Registrar and Director of Admissions
Dianne Ostermiller, Accounting Associate, Office of Sponsored Programs
Connie Shelhamer, Budget and Fiscal Director, Office of Agricultural Experiment Stations
ASMSU President