

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
October 13, 2009**

Members Present: Susan Agre-Kippenhan - Chair, Jim Becker, Blake Bjornson – ASMSU, Kurt Blunck, Boyd for Fedock, Jeff Butler, Michael Everts, Brad Garnick, Mandy Hansen, Jeffrey Jacobsen, LaCrone for McCoy, Lashaway for Roloff, Mary Miles, Jim Thull, Brenda York

Members Absent: Walt Banziger, Allyson Bristol, Jim Rimpau, Tom Stump, Allen Yarnell

Guests: Robert Arnold, School of Film & Photography; Eric Dietrich, *Exponent*; Victoria Drummond, Facilities Planning; Julie Kipfer, Communications & Public Affairs; Coleman Mack, Student; Candace Mastel, Facilities Planning

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

ITEM No. 1 – Approval of Meeting Notes

Brenda York moved to approve the meeting notes from September 15, 2009. Brad Garnick seconded the motion. The meeting notes were approved unanimously.

ITEM No. 2 – Executive Committee Report

Susan Agre-Kippenhan reported Richie Boyd from the Provost Office was assigned to co-chair the UFPB Classroom Committee (replacing Greg Young).

ITEM No. 3 – Consent Agenda - None

ITEM No. 4 – Recommendation – Standard Traffic Signs

Candace Mastel introduced the adoption of a set of the standard traffic signs to include the following reference manuals: *Manual on Uniform Traffic Control Devices for Streets and Highways*, *Standard Highway Signs* and the *Montana SIS Catalog (State of Montana Supplement to DOT)*. With adoption of these traffic signage standards, included signage can be installed without review and approval by UFPB, thus eliminating the “case by case” basis review. Also requested was the approval to include in the *MSU Sign Catalog-Exterior Signs* a “No Idling” sign constructed of high grade reflective .080 gauge aluminum; white with red lettering/image; test will read “NO IDLING, PLEASE TURN OFF YOUR ENGINE.” The sign will help notify vehicle users to not idle their vehicle when parked.

Brad Garnick was assured the size and color would be consistent with what has been established on campus.

Jeff Butler moved to accept the recommendation as the format and standard for all types of traffic signs for what we use on campus and to include in the *MSU Sign Catalog-Exterior Signs* a “No Idling” sign. Garnick seconded the motion. The motion was approved unanimously with proxy votes from Banziger and Bristol.

ITEM No. 5 – Recommendation – Romney Oval/Veteran’s Park Flag Display Discussion

Robert Lashaway presented the information. In the 1980’s, an all-volunteer, donated project sponsored by campus ROTC groups created Veteran’s Park. No State funds were used for the creation of the area. The flag pole was donated by the Mack family. ROTC cannot remember how long the flag has not been raised and lowered as a daily routine; for the past 6-8 years, there has been no official activity whatsoever. Facilities maintains the park, including planting an annual flower bed to resemble the U. S. Flag.

The Romney Oval flag is MSU’s official 24/7/365/flag display supported by the university. The University Police manages the Romney flag operations, tracking orders from Federal or State governments regarding half-mast periods, etc., and Facilities Custodial Services replaces the flag periodically. The university now has one major location to display the colors. Per Lashaway, the ROTC does not have the resources to have a twice-daily ceremony as they did when Veteran’s Park was initiated. Veteran’s Park flag has not been utilized in such a long time that Facilities is requesting to remove the flag pole and offer it back to the family that donated it.

Coleman Mack stated that the flag pole was donated by his family when his mother was a student at MSU in honor of her father, a World War II Veteran. He said it should not be difficult to find the time to raise and lower the flag, and that it sends

a negative message to the students of MSU; it would be telling the students that the flag at Veteran's Park doesn't matter. He asked if taking down the flag would be the first step of removing the park all together.

Brenda York recently had a conversation with Army ROTC about Veteran's Park. York is willing to check the cost of lighting and purchasing a small flag to make it a symbol for our Veterans, which would come out of the Office of Disability, Re-entry, & Veteran Services (DRV) budget. Teresa Snyder, ASMSU President, stated ASMSU would be willing to help sponsor the lighting and the purchase of the flag. Veteran's Park makes the statement that MSU recognizes Veterans service to our country and use the flag to honor them.

On October 8, 2009, ASMSU came out with *2009-R-15 Save the Pole Resolution* (attached). Blake Bjornson stated that ASMSU would like to support and help pay for the cost of the lighting and the flag.

Lashaway stated that Facilities will put together an estimate and an agreement with DRV that ASMSU will own, manage and operate the flag at Veteran's Park. York and Bjornson will put together a committee to meet with Facilities.

The recommendation was tabled and will be brought back to the UFPB at a later date.

ITEM No. 6 – Informational – Draft of MSU Film Policy

Candace Mastel presented the information and requested comments, suggestions or questions about the current process. The MSU Film Policy, which outlines the protocol for the filming privileges on campus for affiliated and not-affiliated individuals, was last updated in 2008. The policy is under review by Facilities Planning for modifications to help address inconsistencies or potential areas for improvements including, but not limited to, cooperation with the School of Film and Photography(SFP), Conference Services, publishing a web site for filming on campus and simplifying documentation and forms for filming.

Mastel suggested having an entity on campus to do the review and approval and support of those processes by performing the following services:

- Be a good judge and also be a good support network for filming on campus, whether dealing with a student or a commercial entity
- Clarify the policy's "how and if's"
- Simplify the review and approval process
- Put it on line so the forms and information are available, so the research can be done before calling Communications or Conference Services

Susan Agre-Kippenhan asked Mastel what exactly is not currently working. Lashaway responded that copyrights are an issue (MSU's image and brand). A policy should be created from the ground up.

Robert Arnold and SFP addressed the student's needs. The current form pertains to shooting in buildings on campus, not on campus. There should be a process, but there cannot be one policy for commercial entities shooting on campus and students shooting on campus. The current process is not fair to students. The faculty should have sign-off on students filming on campus. A faculty guide is currently being worked on by SFP.

Agre-Kippenhan would like to work out a process that separates out students in a reasonable way, yet highlights what does need to go through an approval process and who should make that decision; can we leave that in the hands of the faculty or does it require someone external to the school making that decision?

Butler stated he was leery leaving it in the hands of the faculty; faculty changes year to year. There are some filming situations he needs to be aware of and some that don't require his attention.

Julie Kipfer, Communications & Public Affairs, remarked that what she was hearing is the more important concerns about filming are disruption, noise and safety. There needs to be a more streamlined way of getting the sign off's, perhaps an electronic epath form to facilitate the process.

Lashaway stated part of the process of walking the form around is giving that person the opportunity to ask the student questions. Consensus needs to be gained by everyone involved before posting policy for comment. The process would be that UFPB will be the responsible entity for this policy; therefore, it would come back through UFPB to make sure there is consensus before it is put forward to the campus. Mastel will work with the group to draft a new policy and bring it back to UFPB.

This meeting was adjourned at 4:45 p.m.

VCD:da

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

2009-R-15
Save the Pole

Sponsors: Sarah Sample
Matt Smith
Grant Wheeler

Yes 14 No 0 Abs 0
date passed: 10/8/09

Vote Necessary: Majority

- 1 **Intent:** To express our opinion that the flag pole should not be removed from Veteran's Park.
2
3 **Whereas,** Veteran's Park is a memorial for military service members with historical
4 significance; and,
5
6 **Whereas,** Montana State University has a long history of support for military service members
7 and has a reputation that reflects that dedication; and,
8
9 **Whereas,** the flag flying in Veteran's Park is the only flag on campus that is visible to the
10 community as a whole, and therefore stands as a symbol of Montana State University's support
11 of veterans and troops regardless of its size; and,
12
13 **Whereas,** lighting the flag would better demonstrate that support for troops and alleviate the
14 ROTC Departments of any duties they may have concerning flag care; and,
15
16 **Whereas,** removal of the flag at this point would be prematurely executed without thorough
17 investigation of other alternatives.
18
19 **Therefore, let it be resolved that:** the Associated Students of Montana State University stand
20 resolved that the flag pole in Veteran's Park remain as a symbol of Montana State University's
21 support for veterans and active military personnel; and,
22
23 **Let it be further resolved that:** the flag pole in Veteran's Park be lit to allow the flag to be
24 flown in honor of the United States Service Members and as an emblem of Montana State
25 University's support for them.
26
27 **Let it be further resolved that:** a copy of this resolution be sent to President Gamble, the Office
28 of Veteran's Affairs, Army ROTC Lt. Col. West, Air Force ROTC Lt. Col. Hamilton, and the
29 ASMSU Exponent.