

**MEETING NOTES OF THE  
UNIVERSITY FACILITIES PLANNING BOARD  
March 16, 2010**

**Members Present:** Susan Agre-Kippenhan - Chair, Walt Banziger, Kurt Blunck, Lashaway for Roloff, Jim Thull

**Members Absent:** Jim Becker, Blake Bjornson – ASMSU, Boyd for Fedock, Allyson Bristor, Jeff Butler, Michael Everts, Brad Garnick, Mandy Hansen, Jeffrey Jacobsen, LaCrone for McCoy, Mary Miles, Jim Rimpau, Tom Stump, Allen Yarnell, Brenda York

**Guests:** Jon ford, Facilities Services; Gretchen Hooker, ASMSU Sustainability Director; Melinda Peirce, MSU Student

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

**ITEM No. 1 – Approval of Meeting Notes**

For lack of quorum, the meeting notes from February 2, 2010, were not approved.

**ITEM No. 2 – Executive Committee Report**

A majority of the Executive Committee has voted to uphold the building sign standard and approve the specific exception request for MSU Mail Services.

MSU's existing standard is that each building has an approved building sign. The sign is a bronze-colored metal monument-style sign with a single white-colored face plate that displays the name of the building, also bronze colored. The standard is that only the building's name is displayed on the building sign. An exception has been approved for two building signs to allow a face plate below the building name for special services. The exceptions are: the Huffman Building that announces the Police Department and Emergency Command Post; and the Strand Union that announces the Bookstore. Facilities Planning recommended granting approval to Mail Services to include their service to the building sign because it meets the basic criteria used to grant the other exceptions, which is that these are general public services and their location needs to be made clear to the campus community members as well as the public who is unfamiliar with the campus. Another consideration is that it is visually more attractive to combine the service sign with the building sign than it is to consider a sign affixed to the building near the entrance.



**ITEM No. 3 – Consent Agenda** - None.

**ITEM No. 4 – Informational** – “Flowerbeds are not Ashtrays” Earth Week Campaign

On March 3, 2009, MSU student Melinda Peirce presented a report to the UFPB regarding smoking violations and smoking related litter on campus. Since then, she has continued her pursuits and engaged other student organizations in her campaign to raise the consciousness of cigarette smokers as part of the 2010 campus Earth Day/Week (April 18–24) events.

Gretchen Hooker stated that the project has the support of the ASMSU Office of Sustainability and funding from Craig Roloff, VP Administration & Finance, will come through the Office of Sustainability. Three design students have worked up graphic designs for the sign project around the mall. The signs will be posted where trash cans and ash receptacles are not being used. Peirce will be responsible for the installation and the removal of the signs. Volunteer students will adopt signs in their area of transport everyday on their way to classes during Earth Week to insure their integrity. The signs will be posted on four foot sticks which will go six inches into the ground. A map with the thirty-five locations will be given to the Facilities Services utility locator to ensure underground systems will not be damaged. Facilities Services will donate the money for the services of the locator. Carmen McSpadden reviewed Peirce's awareness campaign proposal and has submitted the Outdoor Event Request Form for approval to post the signs.

There was a consensus of encouragement and support for where Peirce was headed regarding raising awareness about litter and smoking.

This meeting was adjourned at 4:15 p.m.

VCD:da

pc: Waded Cruzado, 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  
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