

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
May 11, 2010**

Members Present: Susan Agre-Kippenhan - Chair, Walt Banziger, Kurt Blunck, Ritchie Boyd for Joe Fedock, Allyson Bristol, Jeff Butler, Michael Everts, Linda LaCrone for Tom McCoy, Mary Miles, Jim Rimpau, Kasey Welles – ASMSU, Brenda York

Members Absent: Jim Becker, Brad Garnick, Mandy Hansen, Jeffrey Jacobsen, Craig Roloff, Tom Stump, Jim Thull, Allen Yarnell

Guests: Victoria Drummond, Facilities Planning, Design & Construction

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 April 27, 2010. Kurt Blunck seconded the motion. The meeting notes were approved unanimously.

ITEM No. 2 – Executive Committee Report

Walt Banziger reported the Facilities Services grounds crew looked at the three trees noted in the **UFPB Recommendation – Gaines Hall – Tree and Sidewalk Removal/Reconfiguration**. The crew removed two of the trees because they were deemed as hazardous. It was then determined that a third tree was in worse condition than they thought, so it was removed also. The other trees that were listed in the motion are under consideration to be relocated or preserved while the design is being finalized with the Gaines project according to UFPB recommendation to the president.

ITEM No. 3 – Consent Agenda - None.

ITEM No. 4 – Recommendation – Draft *Heritage Building and Sites Policy*

Walt Banziger presented the request that the draft *Heritage Building and Sites Policy* (attached) be posted on the MSU public policy page for comment and feedback and then be sent to the president for approval.

The draft was distributed to the UFPB at the April 27, 2010, UFPB meeting for members to review. Banziger referenced clarifications made since that meeting then welcomed comments and discussion. Courtney Kramer, City of Bozeman Planning Department; Mark Hufstetler, City Historic Preservation Office; and Pete Brown with the State Historic Preservation Office(SHPO); along with Tom O’Connell and Jim Whaley, State Architecture and Engineering Division (A&E) have expressed their support of this document and MSU’s initiative to initiate such a policy.

Jeff Butler made the motion to move to approve as presented. Allyson Bristol seconded the motion; it was approved with the following vote:

Yes: 12
Abstain: 1 – Jim Thull

There will be an update on the status of the draft at the next UFPB meeting.

ITEM No. 5 – Recommendation – Draft Public Art Procedures

Victoria Drummond requested the board recommend approval of the Public Art Procedures as proposed. These procedures will guide the individuals who want the public art and compliment the *Public Art Policy*. For more than six months, the PAC collaborated, researched, and then reviewed the procedures of the Museum of the Rockies and the University of Washington, and drafted a set of procedures to support the recently adopted *Public Art Policy*. On April 8, 2010, the PAC voted unanimously to endorse the current draft. Throughout its development, the document was reviewed by Facilities Services, FPDC, and representatives of the MSU Art Department. The draft was also sent to MSU Legal Counsel and the MSU Foundation for review and comment. After reviewing the draft, the MSU Foundation had no comment. These procedures may be revised upon request at anytime.

MSU legal counsel suggested forms be used which allows the same questions to be asked of everyone. The three categories of acquired public art are as follows:

- Works gifted or donated to MSU
- Works solicited, commissioned and sponsored
- Works loaned to MSU.

The procedures do not address student art.

Changes and reorganization of the draft were suggested by UFPB members and noted by Drummond to be addressed before the draft is passed on for review on the web. Modifications by the group include the following:

- The corrections Drummond noted at the beginning of her presentation:
 - The staff report should be changed from *Public Art Policy* to *Public Art Procedures*
 - Strike *Effective Date* and *Review Date*
- Moving the first two items in section six that have to do with additional considerations into section one and making them requirements.
- Formatting and organizing the information in one, two and three in section one the way it was suggested.
- The addition of commissioning or accepting does not obligate the university to the architect for future art work.

Kasey Welles suggested the document include student art – all in one policy. Drummond acknowledged that the recently drafted *Film Policy* included student and non-MSU entities in one document, and suggested that when the *Student Policy* is submitted to UFPB, that the issue of one policy be revisited.

Kurt Blunck made the motion to move to approve as modified by the group. Mike Everts seconded the motion; it was approved unanimously with the proxy vote of Jim Thull.

ITEM No. 6 – Recommendation – Noise Criteria

Walt Banziger recommended approval of the draft - *Noise Criteria* as proposed, to become effective upon approval and included in the revised *MSU Design Guideline and Construction Standards*. Facilities Planning, Design and Construction has been working on updating the Design Guidelines and developing Construction Standards. In 2008, MSU commissioned an engineering firm, Big Sky Acoustics, LLC, to do a study on noise issues on campus. Research has also been done in terms of local noise criteria. The city of Bozeman does not have a noise policy – only requirements for big events. The document is the culmination of the resulting noise measurements, evaluation and study of noise criteria and the recommendations of the UFPB. Banziger reviewed the limits of noise for the exterior and the interior of buildings, as well as the exemptions. If the procedures need to be revised, the procedures can be revised immediately.

Ritchie Boyd made the motion to approve as presented. Kasey Welles seconded the motion; it was approved unanimously with the proxy votes of Allyson Bristor and Jim Thull.

ITEM No. 7 – Information – New Procedure for Distributing UFPB Packet

Victoria Drummond announced the new procedure for distributing packets will be via the following website and suggested UFPB members notify their constituents that the agenda and staff reports will be available the Friday afternoon preceding an UFPB meeting.

<https://www.facilities.montana.edu/committees/ufpb/display.html>

This meeting was adjourned at 5:00 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

Heritage Buildings and Sites Policy (DRAFT 5/13/2010)

Subject: Physical Plant

Policy: Heritage Buildings and Sites Policy

Revised: May 15, 2010

Origin Date: May 15, 2010

Review Date: Five (5) years from Revised Date above

Sponsor: University Facilities Planning Board (UFPB)

Introduction and Purpose:

All MSU facilities are owned by the State of Montana and MSU. The facilities operations departments; Facilities Planning, Design & Construction (FPDC) and Facilities Services (FS) are charged with operating, maintaining and preserving the value of MSU's physical facilities for the benefit of the State and MSU, which includes preservation and adaptive reuse of historically significant properties. MSU acknowledges that historically significant properties of the MSU campus are recognizable icons of the campus and living connections to the state's heritage. The historically significant properties contribute to the embodiment of the ideas, values and vision of those who shaped the University. They help define a sense of place and are essential to alumni development, student recruitment, and the University's public image. MSU is committed to sensible adaptive re-use and renovation in order to preserve heritage value and ensure their continued contribution to the campus aesthetics, founding principles and ongoing mission.

Definitions:

Historically Significant Properties refers to any district, building, structure, landscape, sites, or object designated as such by the University Facilities Planning Board to be of significant in the history, architecture, archaeology, or culture of the University.

Heritage Property refers to a designation bestowed on said property in accordance with State and/or Board of Regents (BOR) policy.

Registered Property refers to registration of said property on the National Register of Historic Places.

National Register refers to properties registered and/or designated by the Secretary of Interior or State Historic Preservation Office as worthy of preservation because of national, state or local significance.

Adaptive re-use refers to a rehabilitative process of returning a property (building, structure, landscape, or site) to a state of utility through repair or alteration, which makes possible an efficient contemporary (institutional) use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.

Preservation refers not only to the preservation in place of a property or other cultural resources, but also to the preservation of information about that resource

Montana Antiquities Act (as amended) refers to the responsibilities of the State Historic Preservation Office (SHPO) and other state agencies regarding historic and prehistoric sites including buildings, structures and paleontological or archeological sites on state owned lands.

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State Historic Preservation Office (SHPO) is the state office designated by the Governor to administer the State historic preservation program pursuant to state legislation.

Policy:

The MSU Heritage Plan expresses the University's commitment of stewardship regarding the preservation of historically significant properties and promotes the development of standards to adaptively re-use, preserve, and protect such properties and facilitate restoration and rehabilitation to serve the University mission. Prior to the removal, demolition, or substantial alteration of any historically significant property owned by Montana State University and MAES, the entity planning such removal, demolition, or substantial alteration shall comply with the provisions of this policy.

Montana State University shall comply with the provisions of the Montana Antiquities Act as amended (MCA 22-3-421 through 22-3-442) and the Board of Regents Heritage Properties policy (1003.5 and 1003.6).

MSU's Historically significant properties will be continuously preserved and maintained to present a positive appearance to alumni, visitors, students, and the public, and to protect the enduring value of the properties. Removal of or major alteration to any historically significant properties designated or determined to be of historic significance, designated as a Heritage Property or listed on the National Register must be recommended by the University Facilities Planning Board and approved by the University President and/or appropriate governing agency when applicable.

Procedures:

The University will document historic or potentially historic properties consistent with the Montana Antiquities Act and BOR policies in a professionally competent and responsible manner and in consultation with the SHPO prior to implementing significant modifications or alterations.

Nomination of potential historic, archaeological, cultural and architectural properties and resources owned or controlled by MSU for Federal designation (National Register of Historic Places) and/or State designation (Heritage Property), shall be recommended by the UFPB to the President of Montana State University for approval. Nominations of historically significant property shall comply with BOR policy 1003.5 and other applicable state and federal statutes. The President, in making the determination, may consult with the University Staff, Faculty, and other resources as needed.

The University will consider national and state recognized historic preservation principles and guidelines (i.e. Secretary of Interior's Standards for Preservation) when implementing adaptive re-use or reuse of historically significant properties, Heritage Properties, or Registered Properties under ownership and control of the University in the planning and implementation of projects when possible and feasible.

The Facilities Planning Design and Construction is responsible for coordinating University activities and projects with the SHPO and the state Architecture & Engineering Division as necessary or appropriate, and will be supported in these efforts by Facilities Services staff and UFPB.

The University Facilities Planning Board is responsible for overseeing compliance with the above policy guidelines and all applicable regulations of the BOR and State.

Internal Control:

Facilities Planning Design and Construction in conjunction with the UFPB will be responsible for the identification and inventory of the University's historically significant properties.

UFPB shall make recommendations to the MSU President with respect to monitoring historically significant properties and resources for rehabilitation, adaptive re-use, conservation, restoration, maintenance, interpretation, energy and operational efficiency, sustainability, and related ADA (Americans with Disabilities Act) compliance.

UFPB shall act as the advising body for the appropriate administrator(s) on matters concerning University buildings listed on the State Register of Cultural Properties and the National Register of Historic Places.