

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
July 5, 2011**

Members Present: Joe Fedock - Chair, Walt Banziger - Vice Chair, Jim Rimpau, Mandy Hansen, Jeff Butler, Linda LaCrone for McCoy, Lisa Duffey for Jeff Jacobsen, Patricia Lane, Robert Lashaway for Leist, Jim Thull, Tom Stump, Ritchie Boyd,

Members Absent: Michael Everts, Brenda York, James Becker Allyson Bristol, Kurt Blunck, Allen Yarnell, Joseph Thiel – ASMSU

Guests: Victoria Drummond, Facilities Planning, Design & Construction; Dennis Raffensperger, Facilities Planning Design & Construction; Loras O'Toole, Facilities Services; Billy Dubois, Registrar Office

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

ITEM No. 1 – Approval of Meeting Notes

Stump noted a clarification to the notes that Sports Facilities will be responsible for management of the fire pit, but they will not be financially responsible for its future relocation.

Stump moved to approve the meeting notes from May 24, 2011. Thull seconded the motion. The meeting notes were approved unanimously.

ITEM No. 2 – Executive Committee Report – No actions to report

ITEM No. 3 – CONSENT AGENDA - None at this time

ITEM No. 4 – DISCUSSION/RECOMMENDATION – UFPB Comments on Draft Classroom Design Guidelines

Banziger presented the classroom design guidelines and outlined the process for their development. The guidelines are based on existing models obtained from other Universities such as Emory College, University of Maryland, USC, etc. The guidelines were developed by the classroom committee which has representative membership from Faculty, Students, Facilities Planning Design and Construction, Facilities Services, Office of the Registrar, Provost Office, and ITC. The design guidelines have been through several review and edit sessions by the Classroom Committee and were determined to be ready to be advanced to the next stage of review through UFPB and ultimately recommended for approval as the university standard.

The classroom design guidelines were distributed at a previous UFPB meeting to allow the members of the board to become familiar with the document, review with their representative constituents, and provide comment back at this meeting. The appropriate modifications would then be incorporated into the document. The document would then be distributed to the representative senates, councils, and boards (i.e., ASMSU, Faculty, Senate, Professional Council, and Staff Senate) in the fall for public review and comment with the goal to finalize and request President approval in late fall.

Fedock began the discussion requesting clarification of several issues. 1) Is the document intended to be used for new construction or renovations? Banziger clarified that the guidelines are intended to provide guidance in both renovation of existing facilities as well as for new facilities. 2) How is budgeting and financing addressed for classroom renovations? Banziger clarified that financing acknowledgments and plans are not included within the document as these are undertaken on a case by case basis when renovation opportunities arise. This will be clarified in the introduction of the document. 3) In addition, the stated intent of the document was asked to be clarified in the introduction. Banziger summarized the intent of the document is to provide a guideline to promote implementation of best practices in terms of performance, technology, occupancy, aesthetics, and user comfort, in renovation and construction of campus classrooms. The document identifies and outlines several classroom types and technology levels as well as the design parameters associated with these classroom types. The document does not make recommendation as to where and when certain types of classrooms or technology levels should be implemented. The direction for determining type of classroom will be undertaken on a case by case basis with respect to the existing room parameters, program requirements, and direction provided by the Registrar and Provost to facilitate alignment with campus teaching demands, pedagogical styles, and most importantly the academic mission as directed by the provost. Fedock indicated that the document represented a thorough and well conceived design guideline.

Stump moved to approve distribution of the classroom design guidelines to ASMSU, Faculty, Senate, Professional Council, and Staff Senate for their review and comment upon inclusion of clarifications discussed above. Thull seconded the motion. Consensus approval was received.

ITEM No. 5 – INFORMATIONAL – Academic R&R Fund presentation (added agenda item)

Lashaway presented the Academic Building Project Development R&R Fund. The handout described the project development and approval process as well as outlined the background, use parameters, and administrative approval process associated with the fund. The fund is intended to utilize a debt service funding mechanism which will provide cash required over a given period for the repayment of interest and principal on a debt. The fund is managed by FPDC. FPDC will solicit, develop, and document project proposals for consideration, prioritization, and recommendation by the UFBP to the President for implementation and use of the funds. The fund is specifically targeted for use on projects which affect students – i.e., classrooms, public spaces, academic centers, and maintenance issues which impact academic student areas.

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

VCD/da

PC:

President Cruzado

ASMSU President

Jody Barney, College of Agriculture

Pat Chansley, Provost Office

Victoria Drummond, Facilities PDC

Heidi Gagnon, VP Admin & Finance

Diane Heck, Provost Office

Jennifer Joyce, Planning & CIO Office

Linda LaCrone, VP Research Office

Shari McCoy, Presidents Office

Becky McMillan, Auxiliary Services

Julie Kipfer, Communications

Lisa Duffey, College of Agriculture

Robert Putzke, MSU Police

Bonnie Ashley, Registrar

JoDee Palin, Coll of Arts & Arch