

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
August 30, 2011**

Members Present: Joe Fedock - Chair, Walt Banziger - Vice Chair, Brenda York, Jim Rimpau, Linda LaCrone for McCoy, Patricia Lane, James Becker, Jim Thull, Joseph Thiel – ASMSU, Kurt Blunck, Jeff Butler

Members Absent: Allyson Bristol, Michael Everts, Mandy Hansen, Jeff Jacobsen, Allen Yarnell, Tom Stump, Terry Leist, Martha Potvin

Guests: Bob Lashaway, Richie Boyd

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

ITEM No. 1 – Approval of Meeting Notes

Rimpau noted a correction to the Minutes of the Meeting notes of July 19, 2011: Item No. 5, Part 2, Paragraph 3 should read “Rimpau suggested looking at the CFAC program which addresses how many students would be touched when considering a project or developing a recommendation.” The correction should also be noted in the handout for the August 30, 2011 meeting. Boyd moved to approve the Meeting Notes from August 2 and 16, 2011. Butler seconded the Motion and it was unanimously approved by the Board.

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

ITEM No. 3 – Consent Agenda – None at this time

ITEM No. 4 – Recommendation – Academic Building R & R Fund

Walt Banziger presented an overview of the use of the Student Fee Academic Building R&R Fund for the \$300,000 Wilson Writing Center project. If approved, it would be constructed in the summer of 2012. After approval of the president and ASMSU (by resolution September 15, 2011) the project would need to be on the Board of Regents October 15th Agenda for their November meeting. After the appropriate state authorities are in place, the architect would be hired and given 2-3 months to design, with the project put out to bid in March, 2012. Construction would start after students leave in May, 2012. The Wilson Writing Center would be expanded to Rooms 1-113 and 1-115.

The R&R Fund was proposed for the project because it is directly related to student use. Since the R&R Fund is a new process there isn't a list of projects waiting to use it. The Wilson Writing Center is the only one on record, now. UFPB would use several sources to develop a list for the R&R Fund such as projects that may not have been funded through the LRBP process and projects from the Facilities Condition Inventory Assessment that would need to be addressed right away. A new capital projects database is being developed now as a long range planning tool to identify planned projects over the next decade. The projects would be categorized into two different functions: major maintenance and capital or functional improvement projects and then be prioritized. UFPB would use that list to help populate the Long Range Building Program list, help with major maintenance projects and also to pull projects off of to use the R&R Fund for. Department requests as well as projects from the Division of Vice Presidents would also be put onto the list. A semi-annual review would be put in place to identify projects at an appropriate time for planning and making recommendations.

The Chair wanted to address the time sensitive issue of the Wilson Writing Center and have a discussion and a recommendation vote for the use of the R & R Fund. Currently \$320,000 is accumulated per year in the R&R Fund and is intended for debt service. As some of the debts retire, debt service reserves begin to free up some funds. There are now two years available. The Wilson Writing Center is asking for \$300,000 and was proposed by the Dean of Letters & Science through the Provost's office. It had moved to the R&R Fund as a second choice of a funding source. Members questioned if excess should be used for the Wilson Writing Center, since it's the only project at this time, or if they should wait to prioritize projects to compete with the Wilson Writing Center. The R&R Fund comes from the building fee as part of student fees. Since the R&R Fund is student fee generated, the funding should go to serve students. As writing centers are being well used, and with marked improvement in student papers, the Writing Center would be an appropriate project for the R&R Fund. Thull moved to recommend approval of the Wilson Writing Center Project (with the issues surrounding Room 1-115 to be settled through the Space Management Committee process) and also recommended that the project be funded from the Academic Building R&R fund. York seconded the motion and it passed unanimously.

Members went on to discuss the space dilemma, soliciting the fund to campus, and the issue of using student fees for debt service obligations as well as for the R&R Fund. UFPB needs to know what's available from the building fees, the intent, and what appropriate responsibility they have for the use of the R&R Fund. It is requested that Laura Humberger or Terry Leist come to the next meeting to educate UFPB about how the revenue from the building fee is distributed (Lashaway to arrange).

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

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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