

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
September 27, 2011**

Members Present: Joe Fedock – Chair and for Jim Rimpau, Walt Banziger - Vice Chair, Kurt Blunck, Jeff Butler, Michael Everts, Mandy Hansen, Linda LaCrone for McCoy, Patricia Lane, Jim Thull, Brenda York

Members Absent: James Becker, Allyson Bristor, Jeff Jacobsen, Terry Leist, Martha Potvin, Jim Rimpau/proxy, Tom Stump, Joseph Thiel – ASMSU, Allen Yarnell

Guests: Ritchie Boyd

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

ITEM No. 1 – Approval of Meeting Notes

Lane moved to approve the meeting notes from September 13, 2011. Butler 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

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

The Board continued the discussion from previous meetings regarding a process of using the Academic Building R&R Fund (principles and guidelines). Options include using the Fund for several smaller projects every year, bank it for 2 years and do a larger project, or bond a large project, and over time pay it off. The Board's sentiment is that the projects should be small enough so that they benefit the students who are funding them. The funding is intended for student-oriented projects that don't have revenue producing or generating possibilities, such as classroom renovations and writing centers. Once a project list is compiled, the Board would prioritize and categorize projects using values-based criteria (i.e. sustainability and broad impact on students).

UFPB would use existing resources including FPDC project log, LRBP list, Capital Projects database, and Facilities major maintenance lists. The process of soliciting from campus could be similar to that of the Space Management Committee involving Dean recommendations to University Vice Presidents and those then approved forwarded to UFPB. ASMSU is also encouraged to submit projects. Submittal guidelines, review and deadlines will be developed.

Banziger explained the project process. First, there has to be authority to spend money. There are three types: Presidential, which allows less than \$75,000, and takes one to two weeks for permission; OCHE, which allows for \$75,000-\$150,000, and takes three to four weeks; anything over \$150,000 is for the Board of Regents or Legislature. The Board of Regents takes three to four months and the Legislature could take two years. Once the authority is in place, we can solicit for architectural design. State mandates under \$75,000 can be designed in house. If outsourced, we have to select a consultant. If the project fee for the consultant is less than \$20,000 we can direct select them. If it's greater than \$20,000 and the project is less than \$500,000, we solicit three firms and then A&E selects the architect. If the fee is over \$20,000 and the project is greater than \$500,000, we must do a solicitation process which takes two to three months to get an architect appointed. Anything under \$150,000 isn't hard to get.

Soliciting will be an annual UFPB item and done during the fall semester so projects can be ranked and identified for April finalization. Banziger is to propose a timeline process for the board to look at, modify and endorse.

This meeting was adjourned at 4:30 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