

**MEETING NOTES OF THE  
UNIVERSITY FACILITIES PLANNING BOARD  
July 31, 2012**

**Members Present:** Nancy Cornwell – Chair, Walt Banziger - Vice Chair, Kurt Blunck, Ritchie Boyd for Martha Potvin, Jeff Butler, Christina Fastnow, Lisa Duffey for Jeff Jacobsen, Linda LaCrone for Tom McCoy, Bob Lashaway for Terry Leist, Jim Rimpau, Duane Morris for Tom Stump, Jim Thull, Brenda York

**Proxy:** Michael Everts and Patricia Lane carried by Walt Banziger, Mandy Hansen carried by Lindsey Klino

**Members Absent:** James Becker, Allyson Bristol, Troy Duker – ASMSU

**Guests:** Dan Archer, Bob Arnold, Victoria Drummond, Candace Mastel

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

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

Lashaway moved to approve the meeting notes from July 3, 2012. Morris seconded the Motion. The meeting notes were approved unanimously.

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

Walt Banziger gave an update on the temporary classrooms. Presidential approval was received for the site north of the Chemistry modulares. There are two units. In one unit there are two 32 person classrooms and in the other there are two 40 person classrooms. The 32 person classroom unit has been ordered and will arrive August 11, 2012. It's a brand new unit and has ADA access. The sidewalk and ramp will lead north toward Harrison Street and the parking lot. The other unit will be new as well and will be here late September/early October. The asphalt pad will start this week. Drummond added that the name for the buildings have been approved by the Registrar and will be called "Temporary Classrooms East" and "Temporary Classrooms West." Classes will be TCE 100 and TCE 102 for the fall semester. The campus maps will be updated online. Butler mentioned a temporary path should be paved around the building toward Montana Hall because Duffey pointed out that people will not go around and up the new sidewalk. People will have to walk around the building in order to access the ramp.

\*On 8/9/2012 Joe Bleehash notified that the first unit (32 cap per classroom) will be TCW, Rooms 101 and 103.

**ITEM No. 3 – Consent Agenda – Temporary Sandwich Board Signs - Tobacco Free Policy Information**

Lashaway moved to approve the temporary sandwich board signs. Boyd seconded the Motion. The vote:

Yes: 14  
No: 1 (Blunck)

**ITEM No. 4 – Recommendation –Academic R&R Fund Guidelines**

Victoria Drummond presented an overview of the draft Academic R&R Fund Guidelines. Several meetings over the last year were spent discussing the guidelines. Input from the last meeting on May 22, 2012 is included in the draft. The first group of information is the Background, which includes the dollar amount and where it comes from. Then the Board of Regents Policies for how the fund is used. The Parameters for Use include Registrar-controlled instructional spaces, public spaces and buildings that benefit the students; building maintenance projects; and may be used to augment department funded projects that also support students and classrooms. Generally the Fund is not to be used for non-state building (instructional/research), equipment, technology, etc. The Academic R&R Funds can also be used to finance larger projects or to leverage some additional funding. Under the Submitting Projects to UFPB section, UFPB would be the vetting resource. FPDC would manage the proposals and then send them to UFPB. They would also be responsible for making sure ASMSU is involved. For Accountability FPDC would maintain a reporting process so UFPB and the President know how the funds are being applied. The last stage is information about some of the things that are gathered when preparing proposals in the

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vetting process. It includes questions like how many students this benefits and how this is going to be used. Duffey recommended a word change for 4a to say “to evaluate project proposals” rather than “to vet project proposals.” Banziger recommended for the Accountability section that the annual report be submitted between January and March due to the time it takes for the necessary procedures. Lashaway mentioned that the report should not be confused with the project process. The report is an annual accounting for UFPB to look at, but any project could come at any time. Lashaway moved to approve the Academic R&R Fund Guidelines with the 4a amendment. Thull seconded the Motion. The vote:

Yes: 15  
Abstain: 1 (Hansen)

#### **ITEM No. 5 – Recommendation – Visual Communications Building Loading Dock Lift**

Candace Mastel introduced Dan Archer with Safety and Risk Management and Robert Arnold with the School of Film and Photography and then presented an overview of the Visual Communications Building loading dock lift installation. They have been working on this project to address safety issues with the School of Film and Photography. Last summer a complete overhaul of the service drive was done following the Gaines Hall project. That included new pavement, a new enclosure for the mechanical units, a new loading dock, railings, 30 minute parking spaces and service parking. During that time the loading dock was recreated as it existed before and is made for semi truck type vehicles. At the VisCom building the user vehicle of choice is a 14 foot U-Haul truck. The average loading dock height is about 47 inches, which is higher than the U-Haul truck (approximately 30-33 inches). When the loading dock was built code required that the stairway access to the building door be fenced off separate from the loading dock, which prevents students from exiting the building with equipment and walking it down the stairs. Now they have to transition from the high loading dock to that low level. Code requires secure fencing/railings that are closeable at the loading dock where the big drop is or separate pedestrian traffic that goes into the pedestrian door with solid railing/enclosure. Separating the pedestrian traffic was chosen instead because that was the safest thing to do. The ramp that comes with the 14 foot U-Haul goes downhill from the loading dock and into a lower vehicle. A large cart of about 2,000 pounds coming down the ramp is one of the biggest concerns. Some of them don't fit on the U-Haul standard ramp, which creates an unsafe situation. To avoid the unsafe situation they would like to provide a lift. The proposed Kelly Hulk (or similar) lift is durable and carries up to 4,000 pounds. It has the ability to be surface mounted and is a scissor type lift. Dan Archer was able to get a grant for the project. With the limited maintenance the school is open to discussion about sharing the maintenance costs. The cost of getting power there is unknown at this time and if there is extra money from the grant it would go to power. The power unit will be installed in the lockable equipment check out facility so only equipment check out staff would be able to operate it. Archer mentioned that a remote operator can be purchased. Thull moved to approve the concept with the idea that Mastel works with Butler to get proper lockouts. Boyd seconded the Motion and it was unanimously approved.

Yes: 16

This meeting was adjourned at 4:08 p.m.

VCD:lk

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, Auxiliaries Services  
Julie Kipfer, Communications

Lisa Duffey, College of Agriculture  
Robert Putzke, MSU Police  
Bonnie Ashley, Registrar  
JoDee Palin, Coll of Arts & Arch