

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
January 27, 2015**

Members Present: Walt Banziger - Vice Chair, Bob Lashaway, Neil Jorgensen, Brenda York, Greg Gilpin, Michael Everts, Jeff Butler, Dana Dale

Proxy: Brenda York for Kurt Blunk, Walt Banziger for Allyson Brekke, Michael Everts for Fatih Rifki

Members Absent: Nancy Cornwell, Brett Gunnink, Chris Kearns, Martha Potvin, Sara Mannheimer, Chris Fastnow, Julie Tatarka, Tom Stump, Charles Boyer, Renee Reijo Pera

Staff & Guests: Randy Stephens, Jillian Bertelli

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

ITEM No. 1 – Approval of Meeting Notes

Butler moved to approve the meeting notes from December 2, 2014. York seconded the motion. The meeting notes were approved unanimously.

ITEM No. 2 – Executive Committee Report

There was no action from the Executive Committee to report.

ITEM No. 3 – Consent Agenda – No Items

ITEM No. 4 –RECOMMENDATION - Door Graphics for DSEL Space

Jillian Bertelli presented the proposed door graphics for the DSEL space in Room 102 in Cheever Hall. The design and furniture have been approved by UFPB and President Cruzado. The graphics for doors will be printed on vinyl and adhered to doors by a company called Clean Slate. The graphics will be on the inside of the doors so when all doors are closed the graphics will remain within the space. Everts asked when the doors are typically closed. The intention with this space is for the doors to be closed when a class or event is in session. Butler asked what the purpose of these graphics is and what would happen if a Campus standard for wayfinding signage is developed. The purpose of the graphics is branding of the space.

Lashaway moved to approve the proposed. Butler seconded the motion. The motion passed unanimously.

The vote:

Yes: 11
No: 0

ITEM No. 5 –INFORMATIONAL - CPDC Project Process Brochure

Randy Stephens presented the Campus Planning, Design & Construction quad-fold project process brochure, which CPDC will use to educate clients and have more discussions on campus. It is in print and will be available on the webpage. The purpose of this brochure is to promote what CPDC does and help clients understand the complex process of any project on campus. In the brochure there is a note that the State of Montana is the owner of all University facilities, and that all projects should go through CPDC. This also gives clients an idea of the timeline of a project and encourages them to contact CPDC as early as they can when they have a project in mind. This has been presented to Professional Council and it is intended to be presented to as many groups on campus as possible. Banziger added that it is important to keep in mind that doing a State-owned project takes longer than a private project based on many factors (cost, authorities, etc.).

ITEM No. 6 –INFORMATIONAL - Chalking on Sidewalks

This item will be discussed at a future UFPB meeting.

This meeting was adjourned at 4:00 p.m.

VCD:lsb

PC:

President Cruzado

Adam Arlint, President's Office

Maggie Hammett, President's Office

Julie Heard, Provost's Office

ASMSU President

Diane Heck, VP Admin & Finance

Heidi Gagnon, VP Admin & Finance

Jennifer Joyce, VP Student Success

Linda LaCrone, VP Research Office

Tony Campeau, Registrar

Robert Putzke, MSU Police

Becky McMillan, Auxiliaries Services

Julie Kipfer, Communications

Jody Barney, College of Agriculture

Susan Fraser, College of Agriculture

Robin Happel, College of Agriculture

JoDee Palin, College of Arts & Arch

Victoria Drummond, Campus PDC