

**MEETING MINUTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
August 7, 2018**

Members Present: John How – Vice Chair, Kurt Blunck, Tony Campeau, Chris Catlett, Christina Fastnow, Brandy Murray (representing Leslie Schmidt), Joe Schumacher (and by proxy, Royce Smith – Chair and Duane Morris)

Members Absent: Mike Everts, Keith Hamburg, David Kack, Matthew Regan, Fatih Rifki, Tom Rogers, David Singel, Royce Smith, Glen Steinhoff, Dan Stevenson, Tom Stump, Jim Thull, and ASMSU representative

Staff & Guests: Jaime Conway, Madison Graff, Jaclyn Liebscher, Candace Mastel, Hailey Muller, Pat Simmons, Randy Stephens, Alissa Taysom, Audrey Wooding, and Leslie Schroeder

ITEM No. 1 – APPROVAL OF NOTES

Chris Catlett moved to approve the draft notes from July 3, 2018.
Kurt Blunck seconded the motion.

ITEM No. 2 – EXECUTIVE COMMITTEE REPORT **None**

ITEM No. 3 – CONSENT AGENDA **None**

ITEM No. 7 – RECOMMENDATION – WTI Temporary Storage Unit Site

Presenter: Pat Simmons, Financial Project Coordinator

The Spectrum Lab lease in building CFT4 ends September 30th, and a contractor is scheduled to begin work in that space, so Spectrum Lab needed to be moved over to leased building CFT2. The new leased space contains furniture and equipment belonging to the previous tenant, Western Transportation Institute (WTI). The owner of the CFT2 and CFT4 buildings will not allow a temporary storage unit in their parking lots, so placement of a temporary, rented storage unit on MSU property was necessary. The rented unit is located on the west side of South Seventh in a level gravel area just east of the stadium fence. WTI has 60 days to decide what furniture and equipment they want to keep or dispose of. This location will not interfere with parking for the football game-day workers. The unit will be removed by September 30th, if not sooner.

Chris Fastnow moved to approve the location of the WTI temporary storage unit site.
Chris Catlett seconded the motion.
The Vote: 9 Aye, 0 Nay.

ITEM No. 4 – RECOMMENDATION – Furniture in Public Space

ITEM No. 5 – RECOMMENDATION – Use of Public Wall Space

Presenter: Randy Stephens, University Architect

The presentations of these two recommendations were combined, because they are very similar. The committee receives several requests a year for seating in corridors or new furniture in offices. Similarly, requests to hang framed posters and other small wall space projects currently come before UFPB. Randy asked the board to release the responsibility for these kinds of projects to CPDC, as long as they meet a list of predetermined criteria. UFPB's current design guidelines do not address either of these areas very clearly, and many of these kinds of projects that come to UFPB are almost penalized by the scrutiny. The goal is to get ahead of this issue by presenting a positive, proactive approach to clients by helping them walk through the steps of the system. CPDC's intent is not to "take over", but rather to unburden UFPB of these smaller, repetitive requests. In both cases, the recommendation is for UFPB to delegate to CPDC the responsibility of vetting and approving requests. In order to keep the committee informed, quarterly or biannual reports will be prepared, documenting the requests and how they are implemented. If anything out of the ordinary arises, CPDC would bring the unusual request to UFPB.

Randy believes that the majority of the furniture in corridors, as well as much of the wall art in small public spaces, never goes through UFPB. He conducted a photographic survey around campus, including photos of several wall art

projects that never came before UFPB. The vinyl wall wrap outside the Computer Science Department office on the third floor of Barnard Hall, framed faculty photographs in Barnard Hall, the glass wall in Jabs Hall, photographs in a study space in Jabs Hall, photographs in Wilson Hall outside of the office of the Dean of the College of Letters and Science, the Wilson Hall collection of posters about a lecture series, whiteboards in Wilson Hall, and even the 125th Anniversary showcase in the SUB didn't come to UFPB for approval. It is important to consider whether wall art causes distractions. As with wall art, campus groups have been buying their own furniture without coming to UFPB, like the English department.

CPDC is trying to promote an environment that encourages students to linger longer in academic buildings so that collaborations can take place. They want to provide appropriate seating and work spaces. CPDC input and involvement in these requests can help to add professionalism to campus buildings. One of the first steps in reviewing a furniture request is to walk the space with Skip Hougland (MSU Fire Marshall), and then talk with EJ Hook (Environmental Services Manager) regarding maintenance concerns. Conference rooms are public spaces that are currently not under the purview of UFPB. Chris Catlett voiced concerns from a risk management perspective: Was building code met? Does the redecorating reduce the lifespan of the wall? Does it impact maintenance so that walls eventually look shabby? Facilities Services has limited funds and time for repainting walls. As long as these kinds of concerns are considered, then Chris is fine with turning over the responsibility to CPDC. He is interested in knowing how many projects are rejected or do not go through, in addition to the information already planned for the biannual reports. Chris Fastnow thinks this is an appropriate delegation of responsibility.

John would like to allow his staff to be responsible for what they are good at. Since they are planners, designers and architects, they have the appropriate experience to handle the requests. He doesn't think UFPB should be looking at every piece of wall art or every new bench in a corridor. He would like to see the furniture criteria beefed up a bit, but other than that he is on board. Regarding the wall space criteria, he would like to see signage addressed, so that wayfinding won't be hindered by wall art. John also suggested that Randy go before the University Council to pass a wall space and furniture policies for interior public spaces. Currently there is no policy, so there is no way to enforce our guidelines if departments proceed without approval. Candace Mastel pointed out that policies are difficult to change once they are in place, since the process is long (six months) and cumbersome. The policy should be written in a general way so that it references our procedures and guidelines, which are more easily modified.

John suggested Randy bring this back to the next meeting after he has finalized the criteria/guidelines for both Use of Public Wall Space and Furniture in Public Space. The group agreed. No motion was made or vote was taken.

ITEM No. 6 – RECOMMENDATION – NAH Student Art Contest

Presenter: Alissa Taysom, Campus Planner

The College of Engineering (COE) has three identical spaces on three floors of Norm Asbjornson Hall (NAH). COE would like to use these prominent spaces as an art gallery for the winner of a student art contest. The contest will occur every three years. The selected pieces for each three-year cycle will be thematically similar, so that the three spaces are visually tied together. The spaces are in alcoves just outside the elevators on each floor of NAH in an open atrium. A \$7000 scholarship will be awarded to the winning artist/team. The artist (or team of artists) is responsible for mitigating the space at the end of the three-year cycle. The art will become University property. Rob Maher said one of Norm Asbjornson's goals for NAH is to break stereotypes of how students learn and faculty teach. A prominent art gallery will send a message to students, faculty and visitors about breaking the barriers of traditional thinking. He added that many of the faculty in the Art Department commented that they would like to see the student submissions treated similarly to professional art competitions. Public Art Committee approved this recommendation, but was concerned about proper lighting, maintenance, and returning the walls to their original state at the end of each three-year period. Tony Campeau wondered about future funding for installation, maintenance and repair. Neither the signage nor the egress for the elevators will be affected by the art installations.

Chris Fastnow moved to approve these three locations in Norm Asbjornson Hall as gallery space for the Student Art Contest.

Chris Catlett seconded the motion.

The Vote: 9 Aye, 0 Nay.

John addressed the horizon items on the agenda:

The UFPB Charge is being updated, but it is a slow process.

We are updating our committee membership and will identify committee members who do not regularly attend to determine if they still want to serve. Members with more than two absences in a calendar year can be removed from the committee. Members need to decide if this is a commitment they have time for.

Correction to today's meeting Agenda – this meeting was held in Cheever 210, not the Facilities Meeting Quonset.

HORIZON ITEMS

- Proposed wording for Public Wall Space Policy
- Proposed wording for Public Space Furniture Policy

CM/Is

CC:

President Cruzado
Amber Vestal, President's Office
Maggie Hayes, President's Office

Julie Heard, Provost Office
ASMSU President
Lisa Hespen, VP Admin & Finance

Heidi Gagnon, VP Admin & Finance
Jennifer Joyce, VP Student Success
Leslie Schmidt, Asst. VP Research
Office
Tony Campeau, Registrar
Frank Parrish, MSU Police
Becky McMillan, Auxiliaries Services

Julie Kipfer, Communications
Jody Barney, College of Agriculture
Susan Fraser, College of Agriculture

Robin Happel, College of Agriculture
Elizabeth Schmidt, College of Business
Candace Mastel, Campus Planning