

**MEETING MINUTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
August 21, 2018**

Members Present: Royce Smith – Chair, John How – Vice Chair, Chris Catlett, Christina Fastnow, David Kack, Duane Morris, Tom Rogers, Leslie Schmidt, David Singel, and Glen Steinhoff

Members Absent: Kurt Blunck, Mike Everts, Duane Morris, Matthew Regan, Fatih Rifki, Joe Schumacher, Dan Stevenson, Tom Stump, Jim Thull, Disabilities Services representative, and ASMSU representative

Staff & Guests: Madison Graff, EJ Hook, Jaclyn Liebscher, Leslie Schroeder, Randy Stephens, and Candace Mastel

Royce opened the meeting by sharing an exciting opportunity for the College of Arts & Architecture and the Federal University of Parana (FUP) in Curitiba, Brazil. The school in Brazil has been given a building that was not originally intended to be a school. MSU students will interview the faculty and staff of FUP, as well as the Curitiba community members, to turn the building into an academic space. This is an opportunity to apply the land-grant mission of access and opportunity to people in Brazil that do not have these resources. Royce suggested that perhaps UFPB could share in an advisory role.

ITEM No. 1 – APPROVAL OF NOTES

David Kack moved to approve the draft notes from August 7, 2018.

Leslie Schmidt seconded the motion.

The meeting notes were unanimously approved.

ITEM No. 2 – EXECUTIVE COMMITTEE REPORT

None

ITEM No. 3 – CONSENT AGENDA

The only item on the Consent Agenda was the Sprint Antenna Replacement at North Hedges.

David Kack moved to approve the Consent Agenda.

John How seconded the motion.

The Consent Agenda was unanimously approved: 9 Aye, 0 Nay.

ITEM No. 4 – RECOMMENDATION – Delegation Review for Use of Public Wall Space Requests

Randy Stephens presented a set of evaluation criteria for CPDC review and approval of public wall space requests.

The recommendation is to relieve UFPB of standard public wall space requests and to allow Campus Planning, Design & Construction to review and approve them based on the following evaluation criteria. CPDC wants to maintain a more professional and appealing environment, suitable for an institution of higher education. Use of wall space should not compete with or hinder wayfinding or doorways. Building supervisors will be notified, to make sure there are not future plans for the space CPDC is unaware of. Additionally, several other committees will be consulted with each request in order to address any unforeseen concerns.

The following are the proposed criteria for evaluation of Use of Public Wall Space proposals:

1. New requests for use of wall space for permanent or temporary display and/or communication:
 - a. Shall not visually detract from creating a professional and appealing environment appropriate for an institution of higher education.
 - b. Shall not compete with or conceal existing wayfinding elements, room identification signs, fire alarm system devices or egress signs.
 - c. Must be reviewed and approved by CPDC prior to installation in consideration of safety, methods of installation, added maintenance attention, building codes, and visual impact. Depending on the request, CPDC may involve other campus partners, such as University Communications, Facilities Services, and University Information Technology.
 - d. Must be reviewed by the Building Supervisor prior to installation to avoid conflicts with existing or future uses of wall space.
2. Installations prior to reviews are subject to immediate removal at the cost of the requestor.
3. The costs for installation and removal are the responsibility of the requestor.
4. Proposals shall adhere to other MSU Policies or Committees, including but not limited to:
 - a. Public Art Committee
 - b. Film and Photography Policy
 - c. Facilities Use Manual
 - d. Freedom of Expression Policy
 - e. Media Policy and Guidelines

- f. Graphic Identity and Branding Policy
- g. Sales/Promotions and Commercial Activities
- h. Trademarks and Licensing Policy
- i. Construction Activities Policy

John How made a friendly amendment to criterion number two to include CPDC approval of requests in addition to simply review of requests. Royce Smith made a friendly amendment to criterion number three to include maintenance in addition to installation and removal.

Duane Morris reminded the board that public wall spaces in Auxiliaries buildings (*the SUB, residence halls, dining halls, the Fieldhouse, and the Stadium*) are excluded from UFPB review. He referred to a conversation that took place ten years ago between Bob Lashaway, Jeff Butler, Tom Stump, Walt Banziger, and himself. Historically, Auxiliary Services has been trusted to make their own decisions regarding use of wall space. He wanted to confirm that this situation would not change with this recommendation. John responded that Space Management treats Auxiliary space and Athletic space in the same way Duane described, because these are neither academic nor institutional office spaces. Duane mentioned also that they sell their wall space to advertisers, so that is another distinction from traditional university spaces. Maintenance has not been an issue, because there is funding in place to cover these costs. Royce acknowledged the historical agreement and suggested that it remain.

Chris Catlett moved to approve the recommendation to delegate the review and approval of Public Wall Space requests to CPDC, including the two friendly amendments, based on the evaluation criteria presented.

Leslie Schmidt seconded the motion.

The Vote: 10 Aye, 0 Nay.

ITEM No. 5 – RECOMMENDATION – Delegation Review for Public Space Furniture Requests

Randy Stephens presented a set of evaluation criteria for CPDC review and approval of public area furniture requests. One intent of this recommendation is to help guide clients toward the pre-approved vendors with pre-negotiated state contracts whose furniture can withstand institutional use. Buying furniture on state contracts helps with accountability as well as quality. The list of pre-approved vendors provides many choices and is not limiting.

The following are the proposed criteria for evaluation of Public Area Furniture proposals:

1. The installation of furniture in public spaces in existing buildings:
 - a. Shall contribute to creating a professional and appealing environment appropriate for an institution of higher education.
 - b. Shall support collaborative interactions between students, faculty and staff and/or provide places for study, waiting or rest.
 - c. Shall not block or negatively impede the egress capacity of the corridor or lobby.
 - d. Shall not significantly increase maintenance and operation of the building.
 - e. Shall be selected from State Term Contracts, unless approved by CPDC and/or Procurement Services.
 - f. Must be reviewed and approved by CPDC prior to installation in consideration of safety, added maintenance attention, building codes, and visual impact. Depending on the request, CPDC may involve other campus partners, such as Safety & Risk Management or Facilities Services.
 - g. Must be reviewed by the Building Supervisor prior to installation to avoid conflicts with existing or future uses of space.
2. Installations prior to approvals are subject to immediate removal at the cost of the requestor.
3. The costs for the initial purchase, future replacements and removal are the responsibility of the requestor.
4. The costs for reasonable care and maintenance are the responsibility of the requestor.
5. Proposals shall adhere to other MSU Policies or Committees, including but not limited to:
 - a. Public Art Committee
 - b. Facilities Use Manual
 - c. Sales/Promotions and Commercial Activities
 - d. Trademarks and Licensing Policy
 - e. Construction Activities Policy
 - f. Procurement Services

Chris Fastnow suggested the two friendly amendments to the Use of Public Wall Space recommendation would apply to this recommendation as well. Royce Smith added that the Furniture Design class in the College of Arts & Architecture is also a resource for furniture. Randy pointed out that the wording of 1(e) allows the option for CPDC to funnel appropriate furniture requests to the College of Arts & Architecture. Randy has been working on a proposal to use student-designed furniture around campus. He will bring this to UFPB in the future. The board decided to add another friendly amendment that failure to comply with maintenance will result in removal at the client's expense.

Chris Fastnow moved to approve the recommendation with the friendly amendments.

David Singel seconded the motion.

The Vote: 10 Aye, 0 Nay.

ITEM No. 6 – INFORMATIONAL – 125th Decal Placements

EJ Hook presented information on the 125th Anniversary decals which have already been placed on sidewalks around campus. Back in February, the 125th Anniversary decals were approved by UFPB, but the weather was not conducive to applying them to the sidewalk surfaces. Fourteen decals have recently been placed strategically on the mall and other prominent pedestrian pathways in preparation for the start of fall semester. The temporary decals are forty-two inches in diameter, have an appropriate slip coefficient, and are easily removed. Regarding maintenance, all decals will be removed at the first sign of failure.

Horizon Items

None

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