

**MEETING MINUTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
September 5, 2017**

Members Present: Kregg Aytes – Chair, Royce Smith, Keith Hamburg, Tom Stump, Leslie Schmidt, Glen Steinhoff, Mike Everts, David Singel, Christina Fastnow, David Kack, Mike Everts

Proxy: Kregg Aytes for Neil Jorgenson

Members Absent: Walt Banziger, Matthew Campbell, Tom McNab for Faith Rifki, Chris Kearns, Susan Fraser for Charles Boyer, Nicole Redding, Chris Kearns. Terry Leist, Robert Mokwa, Renee Reijo Pera, and Jim Thull.

Staff & Guests: Randy Stephens, Bill Walker, Sam Des Jardin, and Candace Mastel

ITEM No. 1 – APPROVAL OF NOTES

Approval of the draft notes from June 20th, 2017

ITEM No. 2 – EXECUTIVE COMMITTEE REPORT **Parking Structure ‘P’ Sign Installation**

The round ‘P’ sign option was installed on the south and east side of the garage as per approval of the executive committee previous to the UFPB meeting in September.

ITEM No. 3 – CONSENT AGENDA

None

ITEM No. 4 – RECOMMENDATION - Culinary Arts/Hospitality Management Signage

Candace Mastel presented the proposed new Culinary Arts/Hospitality Management Signage. The Hospitality Management and Culinary Arts program is now located in in the former Hannon Hall Dining Room. Mastel explained that the access door for the programs on the south side of Hannon Hall does not currently have wayfinding signage. The program will be there temporarily, and they do not require a formal building sign. Mastel proposed on installing window mounted vinyl lettering (white) in the glass windows on the south side of the building near the entry door to their classroom space. This is unprecedented situation because currently vinyl letters are not used as signage facing out into the landscape. But this signage would be able to be easily removed once/if they change locations.

Kregg Aytes explained that the purpose of signage is because the Hannon Hall Dining Room had been used so long as a dining room the signage would ensure students do not get confused and help the public find the program’s location.

The motion was unanimously approved.

The Vote:

Yes: 10

No: 0

ITEM No. 5 – RECOMMENDATION - University Health Partners Signage

Candace Mastel presented the proposed the modification to the existing signage on Student Health Services. Student Health Services recently announced a reorganization of their department and changed their name to “University Health Partners.” Due to the name change they are requesting new signage reading “University Health Partners.”

Mastel explained that the building is technically named “Swingle Health Center” and there is no current signage identifying the building name. As per precedence on wayfinding signs they generally only state the name of the building and do not include the department’s name. If the department leaves that building and the banner needs to be removed/altered it can be a expensive process.

There are a few examples of building signs on campus that includes the department name with the building name:

- Huffman Building and the University Police department

- SUB and the University Bookstore
- Hamilton Hall and Gallatin College Programs

Mastel explained that the Director of University Health Partners, Jim Mitchell, preferred having only “University Health Partners” on the building sign. Aytes explained that this is university space and not departmental space, and the sign should reflect the building name as well. He suggested having signage with the building name that includes a banner underneath stating, “University Health Partners.” This banner, included with the building name on the signage, would help students find the department. Aytes proposed an amendment to the motion to change the name of “Swingle Health Center” to “Swingle Health Hall” (which would name the building more appropriately and in line with current precedent) and include “University Health Partners” as a banner underneath. Planning staff will need to look further into the possibility of changing “Swingle Health Center” to “Swingle Health Hall” or “Swingle Hall.” It was agreed to include the name of “Swingle” on the signage and a banner underneath that reflects the new name of the department “University Health Partners.”

The motion was unanimously approved.

The Vote:

Yes: 10

No: 0

ITEM No. 6 – INFORMATION AND DISCUSSION - Wilson 2nd Floor English Department Upgrades

Bill Walker informed the group that the English Department in Wilson Hall has used departmental funds to replace unused, old frayed cubicles in the hallway (spaces 2-169A and 2-169B) outside the departmental offices (2-176). New furniture was installed to make better use of the available space by students. Walls were also repainted with blue accent paint.

Walker explained that the English Department renovated the space earlier in the summer without consulting CPDC. The space is considered public and technically still requires UFPB approval. The group discussed the process for a department requiring approval for alterations in public space. Randy Stephens explained that sometimes there are work orders placed and Work Controls assumes the project has already been approved. It is also difficult to determine what is public and private space in Wilson Hall due to its unconventional layout. Aytes suggested that we ensure to determine what is private and what is public space before improvements begin.

It was questioned if egress space was minimized due to the new furniture in being installed. Walker stated that he inspected the area with the fire marshal, Skip Hougland, to ensure there was 44 inches of clear aisle as per fire code.

There was also a continued discussion about whether this type of small project would come to the UFPB for approval, and since it was small in nature it was suggested that it should be an Executive Committee decision. The Executive Committee generally rules on projects that are time sensitive (it needs to be done before the next UFPB meeting), not just small in scope. Aytes stated that it is UFPB’s goal to have approval procedures in place that will help guide how a department receives approval before they begin updating spaces. The approval process will ensure that public spaces function and that improvements do not affect health and safety. Smith agreed that if a department completes improvements without formal approval there could be consequences such as:

- The department does not account for egress space
- The department uses the wrong paint
- The department buys and installs furniture that was not approved and they have to return/lose money

The motion was unanimously approved.

The Vote:

Yes: 10

No: 0

ITEM No. 7 – RECOMMENDATION - Classroom and Lab Funding

Randy Stephens recommended \$2M to be sources from R&R funds for the 2018 classroom and lab room updates (\$1M towards classroom and \$1M towards lab updates). This project will be presented at the next ASMSU committee meeting. The reason for the R&R funding to be recommended to UFPB is to ensure they approved before

it is presented to the other committees.

The list of classrooms is:

- Reid Hall 332, 333, and 452
- Roberts Hall 319 & 321
- Wilson Hall 1-115, 1-126 & 1-128
- Linfield Hall 109
- Traphagen 225
- Cheever Hall 214 (capacity 28-72)

The specific lab rooms to be renovated are still be evaluated.

The motion was unanimously approved.

The Vote:

Yes: 10

No: 0

INFORMATIONAL DISCUSSION – Introduction of New Chair

Kregg Aytes announced that he will be stepping down as Dean of Jake Jabs College of Business and Entrepreneurship, which means he will be stepping down as the Chair for UFPB. Aytes also announced that Dean Royce Smith will be filling his position starting this fall term. Aytes stated that he will run the next meeting on October 19 unless Smith felt comfortable running the meeting. The group thanked Aytes for all of his hard work. The group welcomed Smith as the new chair.

Tom Stump announced that Duane Morris will now serve as proxy for him on the board.

HORIZON ITEMS

- **Interior Public Spaces Signage**
- **Turf Fields Facility Concept**
- **Renne Library Spaces & Technology Renovation**
- **External Building Signage Policy**
- **Master Planning Issues**
- **Revisit and Update Policies**
- **Second Phase of Garage Art**
- **Transportation Master Plan**
- **New Residence Hall Site Proposal**

CM/es

PC:

President Cruzado
Amber Vestal, President's Office
Maggie Hammett, 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
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
Elizabeth Schmidt, College of Business
Candace Mastel, Campus Planning