MEMORANDUM

TO: University Facilities Planning Board: Susan Agre-Kippenhan - Chair, Walt Banziger - Vice Chair, Jim Becker, Kurt Blunck, Allyson Bristor, Jeff Butler, ASMSU President, Michael Everts, Mandy Hansen, Jeff Jacobsen, Patricia Lane, Tom McCoy, Ed Mooney, Martha Potvin, Jim Rimpau, Craig Roloff, Tom Stump, Joe Thiel – ASMSU, Jim Thull, Allen Yarnell, Brenda York

FROM: Victoria Drummond, Associate Planner, Planning, Design & Construction

RE: February 15, 2011, meeting of the University Facilities Planning Board to be held in the Facilities Meeting Quonset at 3:30 pm

ITEM No. 1 – APPROVAL OF NOTES
Approval of the draft notes from the February 1, 2011.

ITEM No. 2 – EXECUTIVE COMMITTEE REPORT
Report on any current Executive Committee actions.

ITEM No. 3 – CONSENT AGENDA -

ITEM No. 4 – RECOMMENDATION – Stadium Review
Presenter – George Thompson

ITEM No. 5 – RECOMMENDATION - Renne Library
Presenter – Debbie Drews

ITEM No. 6 – RECOMMENDATION - Campus Entry Signs
Presenter – Debbie Drews

ITEM No. 7 – DISCUSSION – Use of Centennial Mall to park a vehicle as a temporary sign
Presenter – Victoria Drummond

HORIZON ITEMS
- External Building Signage Policy
- Staging Discussion
- Seminar Materials
- Master Planning Issues
- Revisit and Update Policies
- HBO5 Amendment for lab Facility
- Smoking Problems

VCD/da
PC:
President Cruzado Victoria Drummond, Facilities PDC Shari McCoy, Presidents Office
ASMSU President Lisa Duffey, College of Agriculture Becky McMillan, Auxiliary Services
Bonnie Ashley, Assoc Registrar Heidi Gagnon, VP Admin & Finance Robert Putzke, MSU Police
Jody Barney, College of Agriculture Diane Heck, Provost Office Ashley Steen, Arts & Architecture
Pat Chansley, Provost Office Jennifer Joyce, Planning & CIO Office
Cathy Conover, VP Communications Linda LaCrone, VP Research Office

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MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
February 1, 2011

Members Present: Agre-Kippenhan - Chair, Banziger - Vice Chair, Becker, Blunck, Butler, Everts, LaCrone for McCoy, Lane, Lashaway for Roloff, Mooney, Rimpau, Stump, Mooney, York

Members Absent: Boyd for Potvin, Bristor, Hansen, Jacobsen, Thiel – ASMSU, Thull, Yarnell

Guests: Candace Mastel, Facilities Planning, Design & Construction;

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

ITEM No. 1 – Approval of Meeting Notes
Blunck moved to approve the meeting notes from December 7, 2010. Everts seconded the motion. The meeting notes were approved unanimously.

ITEM No. 2 – Executive Committee Report – No actions to report

ITEM No. 3 – Consent Agenda – Howard Hall Recital Hall Storage - Banziger made the motion to approve the consent agenda, the construction of storage rooms in the lobby of the Howard Hall Recital Hall as presented. Lane seconded the motion; it was approved unanimously with the proxy vote of Allyson Bristor.

ITEM No. 4 – Recommendation – Revise Facilities Use Manual 320.00 – Approved Sites for Signage – Candace Mastel requested recommendation of approval the modification of the Facilities Use Manual (Section 320.00) to allow provisions for temporary exterior signage for the ASMSU sponsored event Rail Jam by Chamberlain Production on two columns on the west side of the SUB. The proposal is supported by Facilities Services, FPDC and the Building Supervisor. If the recommendation is approved, future similar proposals will only need to be presented to FS, FPDC and the Building Supervisor of the SUB for consideration.

It was recently discovered that the currently posted policy was incorrect and did not include the approved site of the Reid Hall north side glass atrium. Mastel’s request would add the exterior location on the SUB as an allowed place for event signage and also amend the policy to include the Reid Hall location. There would be four allowable locations on campus for event signage of the type described in the policy:

- Reid Hall north side glass atrium
- Wilson Hall bridge
- Interior of Auxiliary Buildings
- SUB west side columns, two maximum

Reference the existing text (highlighted in yellow) and the amended text (in red edits) in the attached document to see the proposed changes.

Lashaway made the motion that the revised Facilities Use Manual 320.00 – Approved Sites for Signage be posted for comment with the following changes: The approval of Reid, Wilson and the exterior of the SUB will be made by the Building Supervisors, FS and FPDC. Butler seconded the motion; it was approved unanimously with the proxy vote of Bristor.

In case the language change is held up for a lengthy amount of time, Lane made the motion to approve the temporary exterior signage on two columns on the west side of the SUB for Rail Jam by Chamberlain Productions. Stump seconded the motion; it was approved unanimously with the proxy vote of Bristor.

This meeting was adjourned at 4:40 p.m.

WB/da
PC:
President Cruzado
ASMSU President
Jody Barney, College of Agriculture
Pat Chansley, Provost Office
Victoria Drummond, Facilities PDC
Cathy Conover, VP Communications
Diane Heck, Provost Office
Jennifer Joyce, Planning & CIO Office
Linda LaCrone, VP Research Office
Becky McMillan, Auxiliary Services
Heidi Gagnon, VP Admin & Finance
Lisa Duffey, College of Agriculture
Robert Putzke, MSU Police
Chuck Nelson, Registrar
Ashley Steen, Coll of Arts & Arch
300.00 Distribution and Posting of Written Materials


SECTION CONTENTS

310.00 Distribution/Posting Areas
320.00 Applicable Restriction

310.00 Distribution/Posting Areas

Affiliated and non-affiliated groups may distribute written materials in the following areas, subject to the restrictions set forth in 320.00.

- A. The Centennial Mall located directly south of Montana Hall.
- B. The areas adjacent to the Bobcat Stadium as noted on the map. No distribution is allowed within the fenced enclosure of the stadium.
- C. The cement areas adjacent to the Brick Breeden Fieldhouse, at least 40 feet west of base of stairs on North and South entrances. See map.
- D. The public use bulletin boards by Sherrick Hall and the Library for posting of written material.

320.00 Applicable Restrictions

The following restrictions on the distribution and posting of printed materials apply.

- A. No distribution is allowed within the Fieldhouse or Stadium, except materials pertaining to the event distributed by the University or by a private organization which has leased the facility with written approval of the Director of Sports Facilities or designee.
- B. If the written material pertains to political campaigns, the policies pertaining to Political Campaigning [Section 500.00] also apply.
- C. No commercial promotion or solicitation will be allowed at the time of distribution of written materials on campus, except by commercial enterprises which have contractual agreements with the University which authorize such distribution or promotion in exchange for support of a University program.
- D. Handbills, bumper stickers, or any other similar materials may not be placed or posted on vehicles on the University campus. Persons or groups that place or post materials in violation of this policy may be required to remove the materials and/or charged for the cost of removal or damages.
- E. Handbills or other printed materials may be posted on the public bulletin boards adjacent to the Library and Sherrick Hall. These bulletin boards may be used for commercial purposes, informational purposes, or for solicitation of charitable contributions. They may be used by any person or group, whether affiliated or non-affiliated, without prior approval. All notices will be removed at regular intervals. Other building bulletin boards are reserved for use by particular offices; unauthorized postings may be removed without notice.
F. Printed materials may not be placed on any bulletin board or other interior surface of any University building without the consent of the Building Supervisor and in accordance with the rules established for each building.

G. No notice, sign, banner, advertisement, or document of any kind may be attached to any wall, door, tree or other surface, other than kiosks or bulletin boards provided for such purposes. Banners promoting a University or an ASMSU event may be hung over the Wilson Hall balcony bridge upon prior approval of the Dean of Letters and Sciences or in an Auxiliary Building upon prior approval of the Director of Auxiliaries. Damage to walls or other surfaces resulting from violation of this policy will require that the individual or organization responsible pay the costs of repair or cleaning.

H. The University does not assume any obligations or responsibility for the content of the materials distributed. Furthermore, the University reminds any organization distributing materials to be aware of laws concerning defamation, obscenity, fair labor practices, etc.

REVISED TEXT FOR “G”

(Note: Deleted text is struck out and proposed text is in underlined red)

No notice, sign, banner, advertisement, or document of any kind may be attached to any wall, door, tree or other surface, other than kiosks or bulletin boards provided for such purposes. Banners promoting a University or an ASMSU event may be hung over the Wilson Hall balcony bridge upon prior approval of the Dean of Letters and Sciences, or in an Auxiliary Building upon prior approval of the Director of Auxiliaries, on the glass inside the atrium on the north side of Reid Hall upon the approval of the Dean of EHHD, or on two columns on the Student Union Building’s west entry upon the approval of the Building Director the atrium. Damage to walls or other surfaces resulting from violation of this policy will require that the individual or organization responsible pay the costs of repair or cleaning.
ITEM #4 | Stadium-End Zone Expansion

PRESENTERS:

Walt Banziger, George Thompson

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<tr>
<th>PROJECT PHASE:</th>
<th>PLANNING</th>
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<th>SCHEMATIC</th>
<th>DESIGN DOCUMENTS</th>
<th>CONSTRUCTION DOCUMENTS</th>
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VICINITY MAP:
**STAFF COMMENTS:**

The anticipated modifications to Bobcat Stadium will consist of a multi-level, concrete seating structure, constructed at the south end zone with a lower concourse of seating connecting to both the existing grandstands on the west and east sides of the stadium. The scope of work for the Stadium South End Zone (EZ) Seating expansion consists of demolition and disposal of existing metal seating in the south end zone; construction of 7,200 new grandstand style seats; new public restroom and concession facilities; officials and visiting team’s locker room facilities (similar in finish and quality to existing facilities at the north end zone) and storage areas. The ancillary facilities (restrooms, concessions, storage, lockers, etc.) are to be constructed under the new south end zone seating. The project shall include ADA access, building and site utilities, and all required egress facilities. The project will also include site development such as pedestrian circulation, service drive areas, parking, ADA access, and landscape, necessary to facilitate access to the new structures at the south end zone. Demolition and/or modifications to some existing structures may also be necessary.

The project will also include an additive alternate of a football field lighting system and the purchase and installation of grandstand style seats (noted as Phase II on the Stadium Bowl Concept drawing).

The EZ Expansion will enhance the game day experience for students, and ticket holders. Designated student gate at the southeast corner to Stadium will open into the concourse concession stand and restroom facilities. The entrance to the visitor team locker room will be from the south west corner and exit onto the field.

New scoreboard at North End Zone will have enhanced graphics capabilities and include new sound system. The project will be adjacent to the existing Bobcat Plaza and includes handicap access ramps to both the student and booster seating areas.

The seating expansion will provide additional seating on concrete seating structure.

The most recent drawing graphics will be presented electronically at time of meeting.
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**BOARD ACTION REQUIRED:**

Recommend approval of the request as proposed.
ITEM # 5  
RENNE LIBRARY COMMONS RENOVATION

PRESENTERS:

DEBBIE DREWS, PROJECT MANAGER

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VICINITY MAP:

PROJECT LOCATION: RENNE LIBRARY 1ST FLOOR, MAIN ENTRANCE FROM THE MALL

STAFF COMMENTS:

THE PROJECT CONSISTS OF AN INTERIOR RENOVATION OF THE RENNE LIBRARY MAIN
FLOOR SPACE. FUNDRAISING HAS BEEN UNDERWAY FOR THE LAST THREE YEARS TO TRANSFORM THE FIRST FLOOR OF THE MSU LIBRARY INTO A STUDENT CENTERED STUDY AND LEARNING AREA THAT IS RICH IN TECHNOLOGIES THAT STUDENTS NEED TO COMPLETE THEIR WORK.

THE PROJECT WILL RELOCATE THE EXISTING SERVICE DESK FROM ITS PRESENT LOCATION IN THE NORTHWEST CORNER OF THE SPACE TO A LOCATION BEYOND THE ATRIUM AND IN DIRECT LINE OF SIGHT FROM THE MAIN ENTRANCE. AT THIS TIME THE CIRCULATION DESKS WILL REMAIN. THE CURRENT COMPUTER DESKS WILL BE MOVED AND RE-ARRANGED AROUND THE SPACE AND NEW GROUP TECHNOLOGY SPACES WILL BE PROVIDED.

PLANS ATTACHED.

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BOARD ACTION REQUIRED:

“Recommend approval of the request as proposed.”
1. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND JOB SITE CONDITIONS BEFORE COMMENCING WORK AND SHALL REPORT ANY DISCREPANCIES TO THE ARCHITECT.

2. USE WRITTEN DIMENSIONS. DO NOT USE SCALED DIMENSIONS. WHERE NO DIMENSION IS PROVIDED, CONSULT THE ARCHITECT FOR CLARIFICATION BEFORE PROCEEDING WITH THE WORK.

3. PROVIDE WALL BLOCKING FOR ALL CABINETRY AND ACCESSORIES ATTACHMENT. COORDINATE HEIGHT WITH ARCHITECT.

4. USE WATER RESISTANT G.W.B. IN ALL BATHROOMS, JANITOR CLOSETS, AND LAUNDRY ROOMS.

5. TYPICAL DOOR OFFSET F.O.S. TO R.O. UNLESS NOTED OTHERWISE:

6. APPLIANCES ARE TO BE OWNER SUPPLIED CONTRACTOR INSTALLED, U.N.O.

7. DIMENSIONS ARE TO FACE OF STUD OR FACE OF CMU U.N.O.

8. CONSTRUCTION IS TO BE PLACED IN A MANNER THAT ENSURES THE VARIOUS SYSTEMS ARE FUNCTIONAL WITHIN THEIR RESPECTIVE AREAS.

9. COPIER/PRINTER LOCATIONS ARE TO BE DEEMED AS DEPARTMENT SPECIFIC.

10. PAINT - TOUCH UP ONLY, THIS LOCATION

11. PAINT - FULL COVERAGE, THIS LOCATION

12. PARQUET AND FLEXIBLE LAMINATE CAN BE INSTALLED IN LOCATIONS WHERE WOOD FLOORING IS USUALD.

13. WINDOW/DOOR SIZES AND VERTICAL CLEARANCES ARE TO BE DETERMINED AND MEASURED BY ARCHITECT. VERIFY ALL FLOOR TO CEILING DIMENSIONS TO MATCH NUMBERS ON THIS SHEET.

14. DIMENSIONS ON THIS SHEET ARE TO BE USED TO PLAN THE LOCATION AND ORIENTATION OF CURTAIN WALLS, CABINETS, AND CABINET Franations.

15. PROVIDE ACCESSIBILITY DETAILS TO MEET ADA REQUIREMENTS.

16. DIMENSIONS SHOWN ARE STOPLINES OF FLOOR FINISH. VERIFY THESE DIMENSIONS AGAINST THE VITUALIZED MILLWORK TO MAKE SURE THE MILLWORK IS IN THE CORRECT LOCATION.

17. PROVIDE ACCESSIBILITY DETAILS TO MEET ADA REQUIREMENTS.
ITEM # 6  |  CAMPUS ENTRY SIGNAGE PPA# 09-0159

PRESENTERS:

DEBBIE DREWS, PROJECT MANAGER

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VICINITY MAP:

EXISTING AREA PLAN
APPROXIMATE SIGN LOCATION

PLAN INDICATING NEW ROUNDBOOUT

STAFF COMMENTS:

THE CITY OF BOZEMAN WILL COMMENCE CONSTRUCTION OF THE NEW ROUNDBOOUT LOCATED ON 11TH AVENUE AND COLLEGE STREET IN SUMMER 2011. THE WORKS WILL IMPACT MSU LAND ON THE SOUTH EAST AND SOUTH WEST CORNERS. THE EXISTING MSU CAMPUS ENTRY SIGN LOCATED ON THE SOUTH EAST CORNER WILL BE REMOVED. A NEW ENTRY SIGN IS BEING PROPOSED FOR THIS LOCATION WITH CONSIDERATION TO RELOCATING THE EXISTING SIGN ON THE CORNER OF COLLEGE AND SOUTH 19TH AVENUE – SUBJECT TO BUDGET.

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BOARD ACTION REQUIRED:

RECOMMEND APPROVAL OF THE REQUEST AS PROPOSED
EXCAVATE BELOW CONCRETE BASE AND CUT EXISTING SIGN AND BASE TO BE RELOCATED REMOVE BY OTHER DURING ROUNDABOUT RECONSTRUCTION

8"-10" FIELD VERIFY LINE OF GRADE 0' - 7 1/4" CONC. SLAB NEW CONCRETE FOUNDATION 0' - 2" 8' - 2" 0' - 4" 3' - 4 9/16" 1/2"x3" STEEL PLATE PAINT TO MATCH 1' - 1" 0' - 0 1/2" 0' - 1" 0' - 0 1/2" 0' - 6" 0' - 0 1/2" 0' - 3 7/32" 1' - 10" 0' - 0 1/2" 0' - 3 7/32" 0' - 3 7/32" 1' - 10"
ITEM # 7 Discussion

Use of Centennial Mall to park a vehicle as temporary signage

PRESENTERS:

Victoria Drummond, FPDC

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STAFF COMMENTS:

Using Centennial Mall to park a vehicle as temporary signage. It is not as clear cut as placing a sandwich board sign on the mall.

Issues may include:

- who gets to park on campus (associated with MSU or any vendor)
- it is a main pedestrian corridor that is also the emergency vehicle route
- who drives the car on and off the mall
- where are the keys in an emergency
- what type of vehicles
- duration on the mall
- a specific location
- radio or amplified music from the vehicle; time of year (Catapalooza is not during exam week)
- liability to damage to vehicle while on campus

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BOARD ACTION REQUIRED:

Discussion only.