

Minutes – Approved  
**The Trustees of the University of Wisconsin Oshkosh-Fox Cities Campus**

Monday January 23, 2023 1:00 p.m.

1478 Midway Road, Menasha

Trustees Present: Yvonne Monfils (OC), Steve Binder (WC), Tom Swan (WC), Tom Borchardt (WC-Alt), John Cuff (OC-Alt)

Trustees Excused: Chris Croat (OC)

Others Present: Martin Rudd, JoAnn Rife, Paul Farrell, Tracy Schwartz, Pam Massey, Amanda Doperalski, Mike Elder, Renee Anderson (recorder)

1. The meeting was called to order at 1:00 p.m. by Trustee Chair, Yvonne Monfils.
2. There were no public comments on agenda items.
3. A motion was received by Trustee Binder to approve the minutes of the December 5, 2022 meeting as presented in the materials. Seconded by Tom Swan. 0 Opposed. 1 Abstention (John Cuff). Motion carried.
4. *UWO Fox Cities Design and Engineering Study on Student Development Center and Food Service [All]*. A motion was made by Trustee Cuff to continue to pause funding for the design and engineering bid work and bring this back for discussion at the next meeting. Seconded by Trustee Binder. 0 Opposed. 0 Abstentions. Motion carried.
5. *UW-Platteville Engineering Partner Meeting [Martin Rudd/All]*. UW-Platteville is inviting stakeholders including county representatives to a half day meeting on Feb 17.
6. *Presentation and discussion of bills [Tracy Schwartz]*. Trustee Binder asked how the fume hoods were functioning. With multiple maintenance/repair costs identified for the heavily used Bobcat in the December bills summary, Trustee Borchardt asked if our maintenance staff make the repairs themselves which they mostly do. The first invoice for snow removal from the new contractor has been processed.
7. *New Business and Standing Reports*
  - a. *2023 Operational Budget Update and YTD Spending [JoAnn Rife]*. The 2023 Operating budget has 1.2% of its budget spent YTD in FY23.
  - b. *2022 Operational Budget Closeout and Budget Rollovers [JoAnn Rife]* The campus ended up slightly over budget in the Maintenance/Grounds budget line but well under in most others. Eighty-three percent of the budget allocation for FY22 was spent.
  - c. *2021 - 2023 Projects: Status of 2021 and 2022 CIP and small capital projects. Status of approvals, rollovers and process [JoAnn Rife]*. 2021 CIPs: Three bids were received via RFB process for appraisals on the Accurate building. A purchase order will be cut to the lowest bidder that has MAI designation. 2022 CIPs: AE services are to advance forward for the Barlow Planetarium updates. Black-top repair at the front entrance and additional lot work will move forward with a PO and JoAnn will work with the highway department to get on their schedule for completion.
  - d. *2021 and 2022 Projects: Status of budget and capital approval and project bids [JoAnn Rife]*. Winnebago County made a change in their process to approve multiple projects at one time.

- e. *Condition Report for Campus [Tracy Schwartz]*. There was a recent health inspection of food service area and that will require a hand wash sink. A recent bed-bug inspection found the campus clear of infestation. Staff continue to freshen up the old part of the UCC to match the new addition. A master grounds plan is being developed by new shared grounds staff member. Tree plotting and the Weis Museum Rock Garden will both occur as part of this plan. A Facilities Technician II position is currently being advertised.
8. *Report from the Assistant Chancellor for Access Campuses [Martin Rudd]*. Everyone is invited to attend the official opening of the UCC next week on February 1 at 12:45 pm.
9. *Future Agenda Items: Revisit MOU*.
10. The next meeting has been confirmed as February 27, at 1.00pm.
11. A motion to adjourn was made by Tom Swan. Seconded by John Cuff. The meeting was adjourned at 2:02 pm.

Respectfully submitted,  
Renee Anderson