

Minutes – Subject to Approval – January 9, 2017
University of Wisconsin-Fox Valley Board of Trustees

Trustees Present: Joy Hagen, Tom Snider, George Scherck
Others Present: Richard Haen, Scott Emmert, Brian Eberwein (student), Guy Hegg
Absent: Dan Grady, Nancy Barker, Kevin Sturn, Martin Rudd

- 1) Call to Order: Chair Hagen called the meeting to order at 11:00 a.m.
- 2) Public comment on agenda items: No public comment.
- 3) Approval of Minutes from December 12 meeting: Trustee Snider motioned to approve the minutes as submitted, seconded by Trustee Scherck. No discussion followed, motion carried 3-0.
- 4) Presentation and Discussion of Bills: The trustees reviewed the invoice summary dated 1/9/2017 for \$18,234.74, general discussion ensued. Haen clarified that the invoice from S&S Mechanical was only partial billing for equipment, as the labor will be invoiced after the unit is installed later this spring.
- 5) Budget Report: The trustees reviewed a report dated 06-Jan-17 depicting budget expenditures and balances using Winnebago County's budget line items, general discussion ensued. Haen explained year-end budget balances would be discussed under item eight of the agenda.
- 6) Report from the Regional Director of Facilities Planning and Management: See below **in bold** for the report submitted to the board of trustees.

Regional Director of Facilities Report to the Board of Trustees January 9, 2017

Summary:

The campus continues to be in good operation condition as we head into the semester break. The custodial department is busy deep cleaning areas that are difficult to accomplish during the semester. We did have some mechanical issues with several pieces of HVAC equipment during the cold snap in December. Roof top units that server the 1300 wing, the Barlow Planetarium and Weis Earth Museum were affected. A local mechanical contractor was called in to assist with the repairs. We continue to make progress with items listed under projects, please see the project section of this report for updates to those items. *Updates to any section since the December meeting are in blue italics.*

Old Business:

Cell Tower Lease: In August I had a discussion with a Mr. John Puleo from American Tower Corporation representing Verizon Wireless who owns the tower north of the campus which was acquired in 2008 as part of the property at 1655 University Drive. Even though the current lease doesn't expire until July 2022, His customer, Verizon wants to ensure their ability to retain their site for 20-30 years beyond 2022. We currently receive \$8,640 (split 50/50) annually. In 2018 it increases to \$10,368 annually. Update 11/14/16, On November 3, I received an amendment to the lease from American Tower Corporation representing Verizon. If the lease is amended, the current lease rate will increase to \$17,000 annually with eight (8) five (5) year terms with 20% increase each term. Next steps need to be determined. Do we get committee approvals from both counties and then have legal review or vice versa? Also annual revenue is currently accounted for in the operating budget. Update 12/12/16, no additional information to report at this time. *Update 1/9/17, no additional information to report at this time.*

Night Safety Walk: The annual Night Safety Walk was conducted on Monday, October 17 at 6:30 pm without any county representation. A lot of hazardous were identified that may lead to slips, trips, falls and potential injury. Most of the hazardous were related to uneven walking surfaces, drop offs, missing concrete, etc. Several low lighting concerns were expressed along with overgrown

vegetation. A report is being generated and will be shared with the Board of Trustees once finalized. Update 12/12/16, no additional information to report at this time. *Update 1/9/17, no additional information to report at this time.*

Custodian Vacancies: UW-Fox Valley is recruiting for two second shift custodians. Deadline to apply is November 29. Interested parties should go to <https://uwc.edu/about/administration/humanresources/jobs/admin> and follow the instructions to apply. Update 12/12/16, application materials were received from 18 applicants and are currently being reviewed. It's anticipated that interviews will be conducted the first part of January 2017. *Update 1/9/17, eighteen applications were received and reviewed, eight candidates have been invited to participate in the next step of the process. Interviews are scheduled for January 9, 2017.*

Meeting with Counterparts: At the request of several county supervisors, I will be meeting regularly with Paul Farrell, Outagamie County Maintenance Supervisor and Michael Elder, Director of Facilities, Winnebago County. Our first meeting is tentatively scheduled for the morning of November 14. The purpose of the meetings is to increase communication between the counties. Update 12/12/16, the first meeting went well. We basically discussed topics such as what we hope to achieve by meeting on a regular basis, frequency of meetings, communication, etc. Our next meeting is schedule on December 12 at 9:00 am with a tour of the campus. Board of Trustee members have been invited to attend. *Update 1/19/17, Paul and Mike toured the campus with trustee members, the dean and myself on December 12, 2016. Mechanical and other areas within the campus were visited, particular attention was given to areas where projects have been previously funded, recently funded or identified in the 5 year CIP process. Due to conflicts, a January meeting has not be set as of yet.*

Snow Removal and Deicing Contract: RFP# FV02-16 was issued for responses by Winnebago County on September 28 with responses due October 14. Only two contractors responded. After review of the proposals, and meeting with the contractor with the lowest cost proposal, a professional services contract was extended to Northeast Construction and Landscaping. This contractor has performed snow removal and deicing services in prior years before Dave and Bobs won the contract. No issues surfaced about prior performance of Northeast Construction and Landscaping. Update 12/12/16, The purchase of services contract has been signed by the contractor and Outagamie County, it is currently with Winnebago County for final signatures and issuance of a purchase order. *Update 1/9/17, the purchase of services contract has signed and fully executed by all parties along with a blanket purchase order issued for the 2016/17 snow season. To date the new contractor has performed beautifully with the recent snow events with no complaints received from the campus community.*

HVAC Tech Vacancy: November 17 was the last day for Andy Dillenburg, UW-Fox Valley's HVAC Technician. Andy resigned to accept a position that was closer to his home. It's anticipated that recruitment for an HVAC Technician will start in the new year however we are looking to alter the position description and responsibilities of a new incumbent to provide a higher level of service and technical ability to the campus and region ultimately reducing equipment down time, better preventative maintenance and increased comfort levels while reducing utility costs. *Update 1/9/17, no additional information to report at this time.*

Projects:

Boiler Project: Update 12/12/16, a RFP is being drafted between myself and Winnebago County for Professional Services. Hopefully we will have an engineering firm on contract in January. *Update 1/9/17, no additional information to report at this time.*

Library Exterior Wall Project: 12/12/16, a proposal from SEH has been received and a purchase of services contract is being drafted. It's anticipated that bid packages will be available in February to contractors. *Update 1/9/17, no additional information to report at this time.*

1500 Wing Vestibule: Update 11/14/16, After review of the proposals, a purchase order was issued to LaForce. Project is expected to be completed before the end of the year. 12/12/16, Installation is scheduled for the week between December 26 and December 30. *Update 1/9/17, no additional information to report at this time.*

Fire Sprinkler System – Booster Pump: Update 11/14/16, A professional service contract was accepted by USA Fire Protection and is currently being circulated to the counties for signatures. 12/12/16, The purchase of services contract has been signed by Outagamie County, it is currently with Winnebago County for final signatures and issuance of a purchase order. *Update 1/9/17, the purchase of services contract has signed and fully executed by all parties along with a purchase order issued. The replacement pump is ordered and tentatively scheduled for replacement in March due to the need to perform a flow test by the manufacture. Warmer weather is needed to perform the test to prevent icing outside the Communication Arts Building.*

Roof Curb: Update 11/14/16, A professional service contract was accepted by S&S Mechanical and is currently being circulated to the counties for signatures. A professional service contract was accepted by Tremco Inc. and is currently being circulated to the counties for signatures. 12/12/16, The purchase of services contract has been signed by Outagamie County, it is currently with Winnebago County for final signatures and issuance of a purchase order. Update 1/9/17, the purchase of services contract with S&S Mechanical has signed and fully executed by all parties along with a purchase order issued. The replacement unit and curb have been ordered and received. Installation will commence once temperatures stay above 40 degrees to properly accommodate modifications to the roof system. The purchase of services contract with Tremco is waiting signatures and issuance of a purchase order at Winnebago County.

Air Conditioning Unit in Science Wing: Update 11/14/16, A professional service contract was accepted by Energy Control and Design and is currently being circulated to the counties for signatures. 12/12/16, The purchase of services contract has been signed by Outagamie County, it is currently with Winnebago County for final signatures and issuance of a purchase order. Update 1/9/17, no additional information to report at this time.

Building Control Project: Update 11/14/16, A professional service contract was extended to Automated Logic and has not been returned as of yet. Update 12/12/16, no additional information to report at this time. *1/9/17, the purchase of services contract has been signed by Outagamie County, it is currently with Winnebago County for final signatures and issuance of a purchase order.*

Parking Lot Asphalt Repairs and Maintenance: Update 11/14/16, no additional information at this time. Update 12/12/16, a costs proposal to perform additional concrete and asphalt repairs along with striping has been requested from Winnebago County. *Update 1/9/17, estimate from Winnebago County was received and shared with Board of Trustees members on December 12, 2016.*

Library Air Conditioning Project: Update 11/14/16, no additional information at this time. Update 12/12/16, I am considering bidding this replacement as part of the boiler replacement project this summer. Funding was budgeted in capital outlay for items less than \$100K. Better pricing may be obtained by combining it with a larger mechanical project. *Update 1/9/17, no additional information to report at this time.*

Respectfully submitted,
Richard N. Haen
Director of Facilities Planning and Management

7) New Business

a) 5 year Capital Improvement Projects – preliminary discussions

Trustee Hagen started the discussion by stating the Board of Trustees needs to discuss the projects currently in the 5 year CIP, specifically the next one slated for 2018 that involves the nursing program. The purpose of the discussions over the next couple of months is to understand the needs of the project before the CIP process begins so that the members are able to properly support and advocate for it. Part of the process would include evaluating the current nursing program, evaluate current space on campus dedicated to nursing, evaluate what other nursing programs are being offered in the area and discuss what the potential scope of the project could be based on the findings.

Haen discussed a current project included in the 2017 CIP, which is funding for the preliminary evaluation of the student union and food service which was originally constructed in 1959 to serve approximately 300 students. Haen explained that once an architectural firm is selected, a series of meetings would be held to interview students, faculty and staff as well as community members along with anyone from Winnebago or Outagamie County government who has an interest in the project. The purpose of the meeting is to gain an understanding of the needs to properly create a preliminary design and budget centered on the needs of the campus. Haen stated that Outagamie County approved their portion in November and was presented to the full county board at Winnebago on January 17. Haen asked Trustee Snider or Trustee Scherck to check to see if Winnebago County approved the 5 year CIP at the January meeting or if it was deferred to the February meeting.

8) Old Business

a) 2016 Operating Budget

The Board of Trustees reviewed a report dated PROJECTION, which depicted the end of the year balance, after all expenses for 2016 have been applied. Haen stated that he was waiting on a few invoices and that the date to submit all 2016 invoices to Winnebago County was February 10, 2017. The report showed a positive balance of approximately \$69,412. The Board of Trustees also reviewed a list of repairs needed on campus and discussed each one individually. Haen requested that the Trustees check with their respective county to ensure that they would allow any remaining balance to be rolled into 2017 provided specific projects had been identified. The Trustees tabled further discussion on the 2016 budget to the February meeting.

9) Report from the Regional Executive Officer and Dean: See below in **bold** for the report submitted to the Board of Trustees. The Trustees discussed item 2 in the Deans report and tabled further discussions to the February meeting. Trustee Hagen encouraged fellow members to attend any Upcoming Events outline in item 3 of the Deans report.

Regional Dean's Report to Board of Trustees January 2017.

Happy New Year to you all!

Here are some updates from the Regional Dean's Office.

1. **Legislative Connections:** Earlier in December, The Dean's Office sent out more than 20 letters (regionally) to elected and re-elected legislators from the Assembly and Senate inviting them to campus. In some cases we will try and arrange for a tour of campus, and a meeting with faculty, staff and student groups (e.g. with Rep Dave Murphy – Colleges and Universities Committee and

Rep. Mike Rohrkaste – JFC). As they get developed during the Spring, and the upcoming budget season, I will send invitations to you.

2. **Another Building Opportunity:** Through our campus info inbox, we received a message from the owner of 428 Midway Road (the assessor building) that there is interest in selling it (or expanding / renovating it by the owners). So, this comes back to the Trustees. Several years ago, the building came on the market and was deemed to be too expensive to purchase at the time. No price is available yet, as it was only a “first shout” enquiry as to whether the campus remains interested in its possible acquisition. I replied “yes” and have let our Vice Chancellor for Administration and Finance (Steve Wildeck) know too. Given that this building has not been on the market for several years – at least 6 – I do not believe there is a fully updated plan for its possible use (mainly because we had “moved on” when the 1524 Midway Road building became available in 2015. We will need the advice of the Trustees on how to move forward.

3. **Upcoming Events:** I would like to extend an invitation to you for several Spring events
 - (i) Visit of Board of Regents Member, Michael Grebe: Thursday 16th March, 11am-2pm (maybe over the lunch hour?)
 - (ii) 100 Friends of Fox Foundation Event ,CAC, Thursday 27th April, 5-9pm
 - (iii) UWFox Commencement (speaker is Regent Michael Grebe), Tuesday 22nd May, 7pm

4. **Retirement:** After 38 (and a half) years of teaching and administration, Associate Professor of Psychology, Rex Hieser, is retiring. He has officially taught his last classes and graded his final finals! We held a luncheon in his honor in December. There is virtually no committee on campuses he has not chaired; he was also campus Associate Dean and held several UW System administrative appointments during his long tenure in the UW Colleges. He started his career at UW-Marinette in 1989 and transferred to UWFox in 1989.

Respectfully submitted, Martin 12/29/16

10) Future Agenda Items:

- a) New Business:
 - (i) Classroom security, locking of doors from inside the classroom.

- b) Old Business:
 - (i) 2016 Operating budget ii) Property at 428 Midway Road
 - iii) 5 year CIP

11) Schedule next meeting: February 13, 2017, 11:00 a.m., in Room 1706.

12) Trustee Scherck moved to adjourn the meeting and seconded by Trustee Snider. No additional discussion, motion carried 3-0. The meeting adjourned at 12:00 p.m.

J. Hagen, Chair; R. Haen, Recorder