

Approved Minutes – January 11, 2016
University of Wisconsin-Fox Valley Board of Trustees

Trustees Present: Tom Widener, Kathy Groat, Tom Snider, Joy Hagen

Others Present: Martin Rudd, David Staerkel, Scott Emmert, Juli McGuire, Bethany Rusch, Kim Schatz

1. Chair Widener called the meeting to order at 11:05 a.m.
2. Public comment: None.
3. Introductions were made to the Trustees of key campus/regional administrators who may be attending future Trustees' meetings as needed: UWFox Campus Administrator Bill Bultman who is also the Regional Associate Dean for Academic Affairs to the Northeast Region of the UW Colleges which includes the campuses of UWFox, UW-Fond du Lac, and UW-Manitowoc. Martin Rudd is the new Regional Executive Officer and Dean for this region. Bethany Rusch is the Regional Associate Dean for Administration and Finance. Kim Schatz is providing part-time support as Interim Associate Dean at UWFox.
4. Chairman Widener requested inclusion of the Trustees' approval for carpet replacement to the minutes held December 14, 2015. With this change, Trustee Snider moved and Trustee Hagen seconded approval of minutes for the meeting held December 14, 2015.
5. The Trustees reviewed the bill summary for 2015 dated 01/08/15 totaling 7,531.07. Trustee Hagen moved and Trustee Groat seconded to approve payment of these bills. The motion was approved unanimously by voice vote. The Trustees reviewed the bill summary for 2016 dated 01/08/16 totaling \$91.59. Trustee Snider moved and Trustee Groat seconded to approve payment of these bills. The motion was approved unanimously by voice vote.
6. The Trustees reviewed the budget expenditure reports for 2015 and 2016 dated 08-Jan-16. Mr. Staerkel noted there may be one more snow removal invoice coming to apply to 2015.
7. Information Update on Budget Proposal for 2016: No new information to report.
8. Facilities Condition Report (Existing facilities/Projects update): Per report by Mr. Staerkel, all 2015 projects are completed and the building is running smoothly day to day. Dean Rudd reported that he has learned that the Honeywell estimate of the cost to connect the greenhouses to the new heating system was very conservative. The latest estimate is nearly \$700,000. Mr. Staerkel reiterated the goal of the campus is to get the greenhouses off of the steam boiler system. The steam boiler system is 20 years old and is costly to maintain and treat with chemicals. Dean Rudd and the Trustees agreed there is a need to know what the actual cost will be to get the greenhouses hooked up to the rest of the new heating system. The Trustees had several questions regarding funding the project. Dean Rudd will ask Mr. Staerkel to seek a new cost estimate to share with the Trustees. Trustee Widener indicated future actions will depend upon the new cost estimate.
9. Energy Conservation Project Update: Trustee Hagen stated how fortunate the campus and counties are to have been able to participate in the energy conservation project. Most of the work is completed on this project with the exception of some frequency drives that need to be installed which control air handling through the science lab fume hoods.
10. Dean's Report

Happy New Year! At today's meeting, we will introduce some of the Regional Leadership Team, although we are waiting for the hire of the new Regional Director of Facilities and Planning Management. We hope that new (yet unnamed) person will join us for the March Meeting. The new Regional Director will have a direct role with the counties in planning and executing the projects on which we collaborate. I have included the position description for your information. Here are some updates from the Dean's Office:

- l. **Regional Transition Summary:** Officially kicking off on 4th January, a regional model for the UW Colleges is now beginning as a result of the \$5.6M reduction to the base budget of the UW Colleges from 1st July 2015. At this moment, we continue to use "cash" that is above our current operating budget. We are using institutional and campus balances to cover the costs of transitioning to a regional model. As you might expect, many of those costs are because, at present, very few staff have actually been taken off payroll [those that are losing their positions as a result of consolidation, elimination or reductions are in notice periods that have not officially changed their duties yet]. As Dean Clark indicated in his reports to you in the Fall semester, many functions are undergoing consolidation, and determining exactly how "what used to be done" now gets done, is a challenge in the new model. Let me briefly run through some of the transitions:*
 - a. **Regional Executive Officers and Deans:** these 4 positions were announced in early October with one regional dean in each of the regions.*

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- b. Regional Associate Deans:** these were announced in late October; each regional has essentially three associate deans who also serve as Campus Administrators. For our region they are:

 - Bethany Rusch, Regional Associate Dean for Administration and Finance and Campus Administrator, UW-Fond du Lac
 - Bill Bultman, Regional Associate Dean for Academic Affairs and Campus Administrator, UW-Fox Valley
 - Carla Rabe, Regional Associate Dean for Student Affairs and Enrollment Management and Campus Administrator, UW-Manitowoc.
- c. Regional Directors:** these have been announced in the last month

 - Regional Director for Communications, Laurie Krasin, UW-Fond du Lac
 - Regional Director for Continuing Education, Suzanne Lawrence, UW-Manitowoc
 - Regional Director for Facilities and Planning Management: this search and screen process is at the interview state and regional deans will be on the interview team for the finalists (probably later this month)
 - Regional Executive Assistant, Renee Anderson, UW-Fond du Lac
- d. Campus Based Services** are being locally developed according to specific positions that are common across all campuses. Students will come into a “Solution Center” (a one-stop shop) to meet with advisors but also to get initial directions to information about finance, veterans assistance etc. Staffing the Solution Centers will be a footprint of staff that include advisors, a student life/activities and events coordinator and an information specialist. Internal interviews for these staff positions were held from among the existing “Student Affairs” staff (although not limited to them). Position responsibilities are common across all campuses. UW-Manitowoc has three positions, one of which (Information Specialist) remains unfilled. We are awaiting further directions from Human Resources on the pathway to complete this staffing hire for the start of the Spring 2016 semester.

In addition, there has been a consolidation of services between information technology and the library resulting in the “Center for Academic and Student Engagement (CASE)”. Each campus will have a new “front desk” person to deal with minor to moderate IT related issues and information finding; if the problem is locally unresolvable, a “ticket” to Central IT will be developed and quickly turned around. In creating this model, campus network administrators had an opportunity to apply for consolidated positions, working for Central IT’s Madison operation, but on a campus. Yeh – you get the picture of the moving parts this past semester!

There are certainly some final pieces of the staffing to put into place before we learn exactly how this all fits together. Campus Administrative Support positions are currently being hired, again through an internal search process. This person will provide local support for room reservations and perform some local business office operations that have not been consolidated.

As you can tell from the timeline, while some people have been in their transitioning into their new roles for a couple of months, others are brand new to theirs; while some people may have been doing specific tasks for a campus for a long period of time, in the new regionalized model, they may be working in a quite different position description, albeit with familiar people.

I will continue to keep you informed of the staffing situation.

- II. Enrollment:** Through all of the changes, the new regional model is based on a lower operating base budget. The staffing reductions that have been made are in response to state cuts to the budget. Thus we remain a heavily tuition dependent institution. Enrollments for Spring 2016 look to be around 10-15% below Spring 2015 (at this stage) both for the UW Colleges and UW-Fox Valley. So what may be going on? We continue in the trough of regional/statewide high school graduating class sizes; there are simply less college bound traditional aged students that will enroll. Of course, UWFox is positioned in a very competitive market for those students and as an institution of access, we are also vulnerable to minor modifications from the 4 year comprehensive universities (especially Green Bay and Oshkosh) in admissions and graduation requirements that may be the different between admitting a student or not. Like UWFox, UW Oshkosh and UW-Green Bay have seen double digit enrollment declines since 2012/13 and they are aggressively pursuing both new freshmen that might have come our way AND transfer students who perhaps might have stayed some additional time with us.
- III. Recruitment and admissions** are now being handled centrally; while we understand that upheaval during the Fall semester may have prevented each and every normal recruitment and retention activity from being in place, we are dealing with complex factors in enrollment. What does remain however is that we have a revenue requirement to meet; enrollment is critical to meeting that target.

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*IV. **Report to the Community:** Please hold Wednesday 2nd March for the 2015 Report to the Community Breakfast and Event. We hope to see you there!*

11. The next meeting of the Trustees is Monday, February 8, 2016, 11:00 a.m., in Room 1706.

12. Trustee Hagen moved and Trustee Snider seconded approval to adjourn the meeting. The motion was approved unanimously by voice vote and the meeting was adjourned at 11:50 a.m.

T. Widener, Chair; J. McGuire, Recorder