

Minutes – Subject to Approval – February 13, 2017
University of Wisconsin-Fox Valley Board of Trustees

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

- 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 January 9, 2017: Trustee Scherck motioned to approve the minutes as submitted, seconded by Trustee Snider. Trustee Snider commented the date of the minutes should be January 9, 2017 instead of January 9, 2016, motion carried 4-0.
- 4) Presentation and Discussion of Bills: The trustees reviewed the invoice summary dated 2/6/2017 for \$15,070.47, general discussion ensued about the fire alarm repair and associated invoices. No additional action taken.
- 5) Budget Report: The trustees reviewed the report dated February 13, 2017 depicting expenditures through the first week of February. General discussion ensued with no additional action taken.
- 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 February 13, 2017

Summary:

The campus continues to be in good operation condition with the start of the spring semester. We continue to have some control issues with several pieces of HVAC equipment. Automated Logic is on campus performing building automation upgrades and will address these issues at the same time. We continued to have issues with the fire alarm system in January. Legacy Communications has since corrected those issues. We also experience a roof leak in the CAC where it meets the classroom wing when it rained in January. Due to the snow and ice on the roof, water backed up until it found its way into the building. With the recent thaw, a contractor was called in and was able to identify the leak and repair the roof. 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 January 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 does not 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. *Update 2/13/17, Per John Bodnar and Chuck Orenstein, the materials were sent to Mike Elder to negotiate. Chuck thought that it did not need to go to full county board for vote, as it is simply a contract renewal.*

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. *Update 2/13/17, 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/human-resources/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 is 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. *Update 2/13/17, two candidates were offered the positions and accepted. Their start date was February 6.*

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 scheduled 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 been set as of yet. *Update 2/13/2017, Board of Trustees members have requested to attend the meetings with Paul and Mike when available. The recurring meeting will be at 10:00 am each month on the same day prior to the Board of Trustee meeting.*

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. *Update 2/13/2017, It's anticipated that the recruitment process will begin for a highly skilled HVAC Technician that will also have administrative/supervisor duties assigned to them as part of their responsibilities. Incumbent will also serve the Northeast region.*

Projects:

Boiler Project: Update 12/12/16, a RFP is being drafted between Winnebago County and myself 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. *Update 2/13/2017, The draft RFP needs to be finalized and then sent to Winnebago County for solicitation.*

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. *Update 2/13/2017, Project is ready to go out for bid. One final review is needed and then the project materials will be sent to Winnebago County for solicitation.*

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. *Update 2/13/2017, Project has been completed however funding will need to be rolled into 2017 for payment.*

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 manufacturer. Warmer weather is needed to perform the test to prevent icing outside the Communication Arts Building. *Update 2/13/17, no additional information to report at this time.*

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. Update 2/13/17, no additional information to report at this time.

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. Update 2/13/17, 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. *Update 2/13/17, The purchase of services contract was signed, a purchase order issued and work started on February 6. It is anticipated the two projects will last approximately 2-3 weeks.*

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. [Update 2/13/17, no additional information to report at this time.](#)

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. [Update 2/13/17, no additional information to report at this time.](#)

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

7) New Business

a) Locking of classroom doors. The item was added to the February agenda under new business at the request of Student Government President Biran Eberwein. General discussion about current door locking hardware ensued along with alternative methods for securing doors in the event of an active shooter or related incident. Martin Rudd commented that on average there are about 6-8 medical situations per year on campus. Trustee Scherck requested a copy of the campuses emergency procedures.

8) Old Business

a) 2016 Operating Budget. The trustees reviewed the report dated Dec 31, 2016 w/rollover depicting expenditures through December 31, 2016. General discussion ensued about rolling over a portion of the remaining balance to perform maintenance and repairs to concrete and asphalt surfaces on campus that were not completed in 2016. Additional discussions ensued about charging for parking on campus to help pay for ongoing maintenance and repairs of eth parking lots and roadways. Trustee Scherck motioned to approve rolling over funding for items 1-4 totaling \$28,500 from the ongoing needs list, seconded by Trustee Snider. General discussion ensued followed by a vote. Motion carried 3-1 in favor.

i) Items 1-4 from the ongoing needs list are as follows:

(1) Stripe entire Campus including parking stalls and curb areas.	\$6,000
(2) Replace driveway curb cut section on East side of Campus.	\$2,500
(3) Install wheel chair ramps and ADA pads in island near Planetarium.	\$7,500
(4) Repair North and South Entrances to Campus off of Midway Rd.	<u>\$12,500</u>
Total	\$28,500

b) Property at 1428 Midway Road. Rudd briefly discussed the additional property that has again become available for sale even though it has not been officially listed. Rudd invited the Board of Trustees to tour the property at a future meeting. Haen stated that would be the time for us to learn about the current owner's vision for the property if they do not sell it.

c) 5 year Capital Plan Improvements.

i) Student Union. Haen briefly explained the process still needed with Winnebago County to request the \$42,000 for preliminary scope and budget. Rudd commented that the additional time needed to get the funding approved would not jeopardize our ability to solicited information over the summer to the architectural firm selected through an RFP process.

ii) Nursing Program. General discussion ensued about what steps needed to be performed for county support of the project prior to preliminary scope and budget funding for 2018. Continued future agenda item.

9) Report from the Regional Executive Officer and Dean: See below in **bold** for the report submitted to the Board of Trustees.

Regional Dean's Report to Board of Trustees February 2017

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

1. **Regent and Legislative Visits for Spring:** Each of our campuses are receiving a visit from their "Regent Buddy" during the Spring Semester. For Fox, Regent Michael Grebe will be visiting from 11am – 2pm on Thursday 16th March. You can read his Board of Regents bio [here](#). These visits are designed to showcase the campus for the Regent, through a tour and conversation with faculty, staff and students. We know he has not been here before, and next year he won't be with UWFox. **BUT** he will be with the Board of Regents and will have learned about who we are, our mission and how we accomplish that. The central part of his visit are two forum opportunities starting over the lunch hour.

2. **Transfer Agreement with UW-Madison:** You may have heard that we finally have a [new transfer contract agreement](#) with UW-Madison. This has been a long time in development and has been driven by an aging “old” agreement and a need to shore up the typical pathway that our international students like have.

Independently, and breaking news as I attended the Board of Regents Meeting last week, was the announcement of the Badger Promise program from Chancellor Becky Blank at UW- Madison. Remembering that it is a UW-Madison program that will *help* UW Colleges students, the details are yet to be filled in but a link to the recent press release is [here](#). You may have heard about several of the [technical colleges](#), most recently Moraine Park Technical College, launching “promise” programs designed to bring a college education to those who otherwise may not be able to afford it.

3. **Regional Media Roundtables:** Since I was last able to attend our Trustees Meeting, a regional media roundtable was held in the SW Region at UW-Rock County (mid-December). These events are being organized jointly between the Chancellor’s Communications staff and the Regional Director for Communications. In December, a panel of experts was assembled to discuss workforce development – as previously, the panel was moderated by Chancellor Sandeen. On 23rd February, the NE Region is hosting another media roundtable, this time focusing on the topic of student debt (this has been a topic on which Gannett Media has published a series recently in our market). The event will be held at UW-Fond du Lac.
4. **Update on proposed Mechanical Engineering Program at UW-Green Bay:** I was invited to attend a UW System Meeting to discuss the Notice of Intent (NOI) by UW-Green Bay to offer a bachelor’s degree in Mechanical Engineering. That meeting was supposed to have been on 1st February. UW System needed additional time to work through the responses to their questions on the new program, and the meeting was rescheduled for 8th March. In the meantime, a new [STEM building was proposed](#) at UW-Green Bay that would house engineering.

Associate Professor of Engineering, Mike Zampaloni, and I met with the Human Resources Manager and Training Manager from Michels Corp recently to discuss internship opportunities for students at all stages in the engineering programs with which we collaborate.

5. **Update on UW Oshkosh Foundation situation:** I will not be able to provide information on all of the recent stories that have emerged since the press release detailing the Board of Regents action against the former chancellor and vice chancellor. You can see plenty of stories in the regional papers, especially the Oshkosh Northwestern. Immediately following the news release, Chancellor Sandeen called a teleconference of Foundation Executive Directors and Presidents to discuss the matter and to provide reassurances that this was isolated to UW Oshkosh. MOUs are being developed, driven by UW System legal, that will more formally outline the relationship between the university and the foundation, and especially if there are “shared staff” – there are not at any of our regional campuses. Foundations will also be subject of annual audits.

I reached out to all the regional county executives with a personal phone call to see if there were questions coming from county board supervisors regarding what they had been reading. There were not at the time, but I wanted to assure them that they could contact me with any concerns.

6. **Visit by Kings International Education:** Recently, including this past week, Campus Administrator, Bill Bultman and I hosted a group of professional staff from Kings Internal Education from California. They are a long established collegiate connection who recruit intrnata students to come to European and US campuses. Interestingly, they have a connection with a former 2+2 college in California whose mission was also transfer. We are exploring a partnership with them for Fall 2017 to bring students in need of ESL training to UWFox (possibly 20, expanding to 100). They have their own staff, but are looking to use space. If this moves forward, we expect the program to be in need of additional space after Fall 2017.

Respectfully submitted, Martin 02/09/17

10) Future Agenda Items:

- a) New Business:
- b) Old Business:
 - i) Nursing program
 - ii) Property at 428 Midway Road
 - iii) Classroom security, locking of doors from inside the classroom.

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

12) Trustee Stern moved to adjourn the meeting and seconded by Trustee Snider. No additional discussion, motion carried 4-0. The meeting adjourned at 12:00 p.m.

J. Hagen, Chair; R. Haen, Recorder