

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

Trustees Present: Joy Hagen, Tom Snider, George Scherck, Kevin Sturn
Others Present: Richard Haen, Martin Rudd, Scott Emmert, Tiffany Yang (student), John Goss (student)
Absent:

- 1) Call to Order: Chair Hagen called the meeting to order at 11:00 a.m. Introductions occurred between committee members and students attending the meeting.
- 2) Public comment on agenda items: Chair Hagen requested reverse items 6 and 9 on the agenda to accommodate a conflict.
- 3) Approval of Minutes from February 13, 2017: Trustee Sturn motioned to approve the minutes as submitted, seconded by Trustee Snider, motion carried 4-0.
- 4) Presentation and Discussion of Bills: The trustees reviewed the invoice summary dated 3/13/2017 for \$10,058.11, general discussion ensued with no additional action taken.
- 5) Budget Report: The trustees reviewed the report dated March 13, 2017 depicting expenditures through the first week of March. General discussion ensued with no additional action taken.
- 6) Report from the Regional Executive Officer and Dean: See below in bold for the report submitted to the Board of Trustees. In addition to the report, Rudd briefly discussed a new 5 million dollar STEM building at UW Green bay as part of the Governor's proposed budget. Rudd also encouraged the Board of Trustees to draft and sign a letter to UW System President Ray Cross for continued support of the current engineering programs offered at the UW-Fox Valley campus. Trustee Scherck motioned to draft and sign such letter, seconded by Trustee Sturn, motion carried 4-0.

Regional Dean's Report to Board of Trustees March 2017

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

1. **Upcoming Visits:** We have two visitors to campus this month with faculty/staff/student forum opportunities
 - **Rep. Mike Rohrkaste:** (R, 55th Assembly District, <http://legis.wisconsin.gov/assembly/55/rohrkaste>) will be on campus on 13th March including a forum with faculty/staff starting at 1.45pm. Mike is on the Joint Finance Committee that will be looking at all aspects of the state budget including proposals for the UW System.
 - **Regent Michael Grebe:** he will be here on Thursday 16th March and will hold a faculty and staff forum at noon between a campus tour, meeting with regional leadership and meeting a group of students.
[BREAKING NEWS – this is being RESCHEDULED FOR APRIL]
2. **Budget Update:** Not too much else to report since my last communication with you. The Chancellor's Office is working their way through the items that may affect the UW System that are proposed in the budget including changes to student allocable fees, tuition "cuts", changes to course options and new money for initiatives.
3. **Kings International Education:** Bill and I hosted a group from Kings International Education (out of Los Angeles) together with Director of International Education, Tim Urbonya from UW Colleges. This group has been working with Tim to expand the international recruitment of students for our campuses, specifically UWFox. The group will require some dedicated classroom space starting next academic year as they intend to grow the student group from an estimated 20 to perhaps three figures over time. We are reviewing a detailed MOU from them at present and we will let you know how this plan will be phased in.
4. **Regional Media Roundtable:** The Fond du Lac campus hosted a regional media roundtable on "College Affordability and Student Debt". Five panelists, including a (former UW Colleges) student, a UW-Extension/Madison faculty member, UW Colleges Associate Vice Chancellor for Student Affairs and Enrollment Management, the CEO of UW Credit Union and State Rep Joan Ballweg were led through a series of questions from moderator, Chancellor Cathy Sandeen, and later followed by

audience questions. The Chancellor provided two radio interviews associated with coverage of the event – the topics focused slightly more on the state budget, and a good summary came from regional Gannett media (FDL Reporter). Regional Director of Communications, Laurie Krasin, and REA, Renee Anderson, did wonderful work in connecting with the Chancellor's staff and the invitees to ensure the event was highly visible. I am bringing this up to you as it is likely we will have continued interest from the Chancellor's Office in hosting events, including at UWFox in coming months.

<http://www.radioplusinfo.com/episode/2-23-uw-colleges-and-extension-chancellor-cathy-sandeen/>
(Interview with WFDL) <http://www.fdlreporter.com/story/news/2017/02/23/experts-weigh-student-debt/98193120/>

5. **Highlights of Community Activities:** You might have seen there have been some significant changes at the Fox Cities Chamber of Commerce with the departure of the CEO and VP for the Regional Partnership. However, a packed ballroom at the Radisson Paper Valley Hotel heard a summary of 2016 activities (Economic Outlook Breakfast) that underline the increasing strength of the economy in the Fox Cities, including the value of all our institutions of higher education.

I met with the principal and counselor from Xavier High School to sure up the classes that are offered by UWFox faculty at the high school and present new options to include in their curriculum. At present, we offer 2 classes (ECO and SOC) at Xavier.

I met with Colleen Merrill from the Small Business Development Center at UW Oshkosh to talk about the work that they do and to understand the classes (certificates) that are on offer through their Center for Entrepreneurship and Innovation. I particularly like that these classes are offered widely to non-business majors and do not have prerequisites. We talked about ways to bring these types of offerings to UWFox.

Respectfully submitted, Martin 03/09/17

7) New Business

- a) Parking: Discussion ensued about charging for parking on campus. Several ideas were proposed but no action taken. Additional discussions were tabled until the next meeting.

Meeting paused to facilitate tour of property at 1428 Midway Road.

8) Old Business

- a) Nursing program: Discussion ensued about the nursing program offered at UW-Fox Valley. There are no intentions to offer a four year degreed program at UW-Fox. Additional discussions were tabled until the next meeting.
- b) Tour of Property at 1428 Midway Road: – Completed
- c) Classroom Security including locking of doors from inside: Student Goss stated it is his preference that classroom doors have the ability to lock from the inside in the event of an intruder or active shooter on campus. Currently doors need to be locked by first opening them and then flipping a lever or using a key. Haen indicated that an assessment of the campus should be done to understand costs, maybe implement in phases. Trustee Stern indicated this should be taken into consideration with any future renovations as well.
- d) Student Union: Discussions ensued about the need to renovate the kitchen and student union. Outagamie County has approved its portion of the conceptual design and feasibility study. The process at Winnebago County will begin in April. Haen requested a motion be made to start the process with Winnebago County. Trustee Snider motioned to approve funding (\$42,000) for the conceptual design and feasibility study, seconded by Trustee Sturn, motion carried 4-0. Student Yang stated that she along with fellow students are in favor of the renovation and that updates are definitely needed.

- 9) 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 March 13, 2017

Summary:

The campus continues to be in good operation condition as we start to transition out of winter. One item I would like to call you attention to is that we recently experienced some problems with the two steam boilers above the Science wing. A contractor was called in to assist us with resolving the issues. Both boilers are scheduled to be replaced as part of the 2017 boiler project. Also, Menasha Utilities has notified us of a power outage that will

affect a portion of the campus, as they need to perform some maintenance to one of their transformers. The outage is tentatively scheduled for March 28 from 5:00 am – 9:00 am. This is spring break for the campus so it is anticipated the interruption will cause little disruption to the campus. *Updates to any section since the February 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. *Update 3/13/17, 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. Update 2/13/17, no additional information to report at this time. *Update 3/13/17, please see separate attached report for additional information.*

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. *Update 3/13/17, 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. 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. *Update 3/13/17, 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.* Update 2/13/17, no additional information to report at this time. *Update 3/13/17, 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. Update 3/13/17, project was scheduled the week of Feb 26 however the nice weather quickly deteriorated and the project was postponed. The work is now tentatively scheduled for the week of March 26, which is spring break for the campus.

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. *Update 3/13/17, 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. *Update 3/13/17, the contractor anticipates wrapping up their work by March 17.*

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. *Update 3/13/17, on March 2, the Winnebago County Personnel & Finance committee passed the rollover request. No further action is needed at Winnebago County. According to Brian Massey from Outagamie County, the revolving (rollover) fund request from each department is going to the Finance committee on March 7th for their review and possible approval and the full Board on the 14th or 28th.*

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. *Update 3/13/17, no additional information to report at this time.*

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

10) Future Agenda Items:

- a) New Business:
 - i) Tree Campus USA
 - ii) UW Platteville Signage
 - iii) Kings International Program

- b) Old Business:
 - i) Parking Fees
 - ii) Nursing Program
 - iii) Property at 428 Midway Road

11) Schedule next meeting: April 10, 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 12:30 p.m.

J. Hagen, Chair; R. Haen, Recorder