

Minutes – Subject to Approval – March 14, 2016
University of Wisconsin-Fox Valley Board of Trustees

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

Others Present: Nancy Barker, Susan Locke, Scott Emmert, Juli McGuire, Bill Bultman, Richard Haen

1. Chair Widener called the meeting to order at 11:00 a.m.
2. Public comment: None.
3. Trustee Groat moved and Trustee Snider seconded approval of draft minutes for the meeting held February 8, 2016 with amendment. The motion was approved unanimously by voice vote.
4. The Trustees reviewed the bill summary dated 03/11/16 totaling \$26,647.96. The Trustees asked about the claimed amounts for snow removal indicated on ten January invoices submitted by Bob and Dave's Lawn and Landscape Maintenance totaling \$13,996.25. Dr. Bultman suggested the amounts seemed high for the amount of snow fall during the billing period. Discussion ensued about how to handle the amounts in question. It was decided that the campus would relay pertinent information regarding the snow removal contract and invoices from Bob and Dave's Lawn and Landscape Maintenance to Winnebago County Corporation Counsel John Bodnar for review and assistance. Dr. Bultman reiterated that the campus has terminated the contract with Bob and Dave's and now has an interim snow removal contract with Bucklin Tree Service until the contract goes out for rebid later in the year. While the campus makes ultimate decisions on payment of the bills, it was agreed by request of the Trustees that all bills presented at today's meeting will be processed for immediate payment with the exception of those for Bob and Dave's. Thus the approved total of bills for payment at today's meeting is \$12,651.71. Trustee Snider moved and Trustee Hagen seconded to approve payment of the bills totaling \$12,651.71. The motion was approved unanimously by voice vote. The Trustees requested that the Bob and Dave's invoices not be paid until they can revisit the situation along with the Corporation Counsel's recommendation at a future Trustees' meeting. The Trustees also requested information regarding how pest control services for the year are billed in reaction to four invoices for \$51 for four dates of service on this month's list of bills to get a better idea as to what to expect for an annual budget for this service.
5. The Trustees reviewed reports for 2016 dated 10-Mar-16 depicting budget expenditures and balances using Winnebago County's budget line items. It was noted that Building Maintenance has exceeded its budget for the year because of one project this period where the actual cost to replace the lighting in the library was higher than numbers used for budgeting. Dr. Bultman indicated that he expects the overage will have to come from somewhere else in the budget and that the overall annual budget is expected to remain unchanged.
6. Facilities Condition Report (Existing facilities/Projects update): As Mr. Staerkel was not present, specific project updates were not provided; however, Dr. Bultman indicated that he has no major issues to report.

Richard Haen was introduced as the new UW Colleges Regional Director for Facilities and Planning for the Northeast Region which includes the campuses of UW-Fox Valley, UW-Fond du Lac, and UW-Manitowoc. Mr. Haen indicated that today is his first day on the job and that he expects to be spending a great deal of time on the UWFox campus. He will be meeting with S.E.H. this week to discuss the library wall rebuild project. He also has meetings scheduled to review facilities, contracts, projects, and county purchasing guidelines. Mr. Haen plans to do an analysis of facilities needs and if he has anything different to recommend he plans to bring it to the Trustees for consideration.

The Trustees welcomed Mr. Haen in his new role. Chairman Widener emphasized the importance of having campus facilities needs relayed to the Trustees. Trustee Groat requested that information be made available at least one meeting prior to the meeting where a vote will be taken. Mr. Haen indicated he fully expects to be able to do that.

Dr. Bultman indicated that one expected benefit from having a regional director for facilities is that all information will be able to flow through one person.

Mr. Haen has 18 years' experience in various facilities management roles, most recently as Director of Facilities & Security at Lakeland College where he was responsible for the main Sheboygan campus and six other centers around the state. Prior to that he worked from 2000 to 2011 as Building & Grounds Superintendent at UW-Sheboygan.

Another staff change was reported: This is Juli McGuire's final Trustees meeting to record after 18 years on the job, due to layoff. Trustee Snider made a motion to commend Juli McGuire for her many years of excellent service to the campus, Trustees and the community. Trustee Groat seconded the motion. The motion was approved unanimously by voice vote.

7. Regional Dean's Report to Board of Trustees March 2016: Here are some updates from the Regional Dean's Office. I will not be in attendance at the March Meeting as I will be at a conference in California. **Continuing Transition to Regional Leadership:** We have been through the second full month of our transition to working in a regional leadership team. Thus there have been lots of meetings, often via Skype while different individuals continue to be in different locations. The technology works pretty well and we are able to accomplish business in those meetings. We have one new regional director to now bring into the fold for NE Wisconsin: on 20th February, we were able to announce that Richard (Rich) Haen has accepted the position of Regional Director for Facilities Planning and Management (FP&M) and will commence on 14th March. He will have important and significant duties with the Board of Trustees for UWFox (and other campuses). I expect his position to involve triangulating travel between the campuses in both facilities maintenance and planning (with the counties) and also management of the excellent staffs. Regional FP&M Directors will be responsible for campus and regionally-based coordination of all facilities planning and management matters, including projects, construction, workforce management, budget, maintenance, plant operations, housekeeping, grounds keeping, and real estate. Together with the Regional Executive Officers, they will work closely with local government units to manage and plan facilities improvements and maintenance. They will also work closely with the institutional office on matters pertaining to facilities planning, the capital budget, and operations and maintenance (O & M) standards.

Simultaneously, David Staerkel, the Building and Grounds Superintendent for a marvelous 17 years has announced his retirement, effective 1st April. David has provided stalwart leadership of all of the staff, technical know-how on all aspects of the facilities and, of course, been an incredibly valuable member of the institution, both as a superintendent and on campus governance committees. He will be greatly missed and we wish him the very best as he retires from UWFox. He is committed to assisting Rich Haen in the transition for as long as he is able to do so. There is a tremendous amount to learn from David as a result of his wisdom and experience.

Facilities Visit: On 17th February, Vice Chancellor Steve Wildeck and Senior Institutional Planner Kate Sullivan visited UWFox for a day. They were on campus for a series of meetings to discuss facilities. As you may be aware, the former Assistant Campus Deans for Administration and Finance provided updates to campus facility planning that passed through the Vice Chancellor's Office on its way to UW System. This formed part of the "six year plan". With those positions no longer on campuses, Kate Sullivan has been asked to provide leadership and documents that outline where the campuses are with facility needs and projects. On her comprehensive tour and subsequent discussions with faculty and staff, Kate was able to see what currently exists, and in the case of our campus, get an overview of the future of the food service, atrium and student union areas – those that have been identified as being the most urgent on campus. She met with a variety of faculty and staff from different areas of the campus to ask questions about master planning, space and programmatic needs beyond those immediately identified. We will await her more complete assessment of the space needs and suggested project direction.

Legislative Breakfast: The Chambers of Commerce of the Fox Cities, Fond du Lac, Waupaca and Oshkosh held a joint legislative breakfast at the Bridgewood Resort in Neenah. It was moderately well attended and featured federal updates from Congressman Glen Grothman and Rep Jim Steineke on what they have been up to in government and their particular bills and those they support for businesses.

Report to the Community: On Wednesday 2nd March, UWFox held its third annual Report to the Community breakfast and unveiling of the written report. About 100 (mainly) community leaders attended, in addition to faculty, staff and students. Our own Tom Snider represented the Trustees with introductory comments about the relationship of the counties with the campus over the last 56 years and gave an excellent oversight of the "energy conservation project" that we have undertaken (mainly in 2015). Other speakers included Regent Tim Higgins, Foundation Executive Director, Diane Abraham, Matt Busch (Valley Packaging to talk a the THRIVE Career Academy, Professor Judith Waller (UWFox ,Art), students from UWFox who participate in a NASA research project in tethered aerostat launches and payload design and a former UWFox student (2007-8), Russ Clayton MD. The event was livestreamed online. Thank you to those of you who came to support. I was pleased that Outagamie County Executive Thomas Nelson stopped to talk with me afterwards about how enjoyable the event was.

Legislative Visits: Working with the Chancellor's Chief of Staff, Molly Vidal, I was able to schedule a day of legislative visits with Chancellor Sandeen earlier in February at the State Capitol. We had sessions with the following "eastern lakeshore" legislators and/or their staffers in a useful round of visits, some of whom have connections to the UWFox recruitment area. The conversations were primarily to bring the legislators up to speed on how the regional transition was going, but naturally the conversation also moved into the proposed "areas" that are being developed for UW-Extension, Cooperative Extension.

1. Sen Frank Lasee (in person and staff) [R, De Pere]
2. Rep Andre Jacque (staff) [R, De Pere]
3. Sen Devin LeMahieu (in person and staff) [R, Oostburg]
4. Rep Paul Tittl (in person and staff) [R, Manitowoc]
5. Sen Duey Stroebel (in person and staff) [R, Saukville]

Departing Staff: March is a particularly tough month for staff at UWFox. We are reaching the weeks when layoff notices kick in and we are saying goodbye to valued and committed staff. While workflow patterns have and are changing to accommodate new regional and consolidated positions, we are remembering our departing employees with great thanks for their contributions over decades of professional service. My deepest thanks go to Juli McGuire who has diligently served the Trustees as recorder and organizer by preparing the agendas, minutes, materials, coping with late Dean's reports, and accurately reflecting the meaningful discussions that have occurred. I am going to really miss her presence in the Dean's Office and I know I speak for all of us when I say "we wish you luck in your next endeavor, whatever that may be".

Respectfully submitted,
Martin
03/03/16

8. The next meeting of the Trustees will be Monday, April 11, 2016, 11:00 a.m., in Room 1706.
9. Trustee Groat moved and Trustee Hagen seconded approval to adjourn the meeting. The motion was approved unanimously by voice vote. The meeting was adjourned at 11:45 a.m.

T. Widener, Chair; J. McGuire, Recorder