

**Minutes – Subject to Approval – April 11, 2016**  
University of Wisconsin-Fox Valley Board of Trustees

Trustees Present: Tom Widener, Nancy Barker (alt), Kathy Groat, Joy Hagen  
Others Present: Martin Rudd, Scott Emmert, Richard Haen

1. Chair Widener called the meeting to order at 11:00 a.m.
2. Public comment: None.
3. Trustee Hagen moved and Trustee Widener seconded approval of draft minutes for the meeting held March 14, 2016. No discussion followed and the motion was unanimously approved 4-0 by voice vote.
4. The Trustees reviewed the invoice summary dated 04/11/16 totaling \$20,870.63. 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. 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. Haen explained that per the advice of corporate counsel John Bodner, he and David Staerkel met with representatives from Bob & Dave's, reviewed invoices in detail and compared them against logs kept by their sub-contractors. Small discrepancies were noted and a net credit of \$198.75 was issued. Additional conversations with John Bodner took place on April 5 in which Mr. Bodner advised the invoices be paid. Additional discussions took place about moving forward. Haen explained that he plans to request RFP's for snow removal services that will offer a level of protection for the counties as well as UW Fox Valley so we don't find ourselves in this predicament again. Haen also went on to explain that the pest control services invoices were doubled for the months of February and March as the vendor mistakenly did not invoice correctly for November and December of last year. Trustee Hagen moved and Trustee Barker seconded the approval of the invoices. Vote carried 3-1 in favor of approving with Trustee Groat voting against. Additional discussions ensued with Trustee Groat expressing concerns about the snow removal costs as well as the new costs associated with the interim snow removal contractor. Haen explained that the invoices are very detailed as to what pieces of equipment are being used, date, time along with weather conditions. Haen also explained that the billing is done on time and material and each piece of equipment is billed at a different rate.
5. The Trustees reviewed reports for 2016 dated April 11, 2016 depicting budget expenditures and balances using Winnebago County's budget line items. It was noted that Maintenance – Building 1062-54020 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. Also that Pest Extermination 1062-55002 and Snow Removal 1062-55003 were higher than their quarterly percentage of 25%. Haen indicated that overages would have to be realized elsewhere in the existing budget and that Snow Plowing only occurs over half of the year or two quarters so 50% should be realized for fall or the fourth quarter October – December. All lines with the exception of those noted above have 81% or better budget remaining with the first quarter ending March 31.
6. Facilities Condition Report. See below for report submitted to the board of trustees. After discussion of the report, Trustee Groat moved and Trustee Barker seconded the approval to make repairs to the broken condensate line in the greenhouse and to engage with another engineering firm to take a second look at the plans and budget amounts present by Honeywell for the replacement of the two steam boilers in the science wing along with the associated piping, steam coils and fin tube radiation. No discussion followed and the motion was unanimously approved 4-0 by voice vote.

**Regional Director of Facilities Report to the Board of Trustees April 11, 2016**

**Summary**

It has been one month in my position with UW Colleges providing planning and management oversight for the Northeastern region which includes UW Fox Valley, UW Fond du Lac and UW Manitowoc. I'm happy to report that my initial assessment of the Fox Valley campus reveals the campus to be in good operating condition. Facility staff are adjusting well to the recent leadership changes and we will continue to move the campus forward providing exceptional service and care of the resources provided by both Winnebago and Outagamie County.

**Old Business**

At the March meeting, invoices from Valley Pest Control were questioned by the board. According to Mr. Staerkel, Valley Pest Control failed to submit monthly invoices on time at the end of 2015. The additional cost reflected in the budget summary are from November and December 2015.

Bob & Dave's on March 22. We reviewed and discussed each invoice in detail. We also compared their sub-contractor logs against the invoices and found some minor discrepancies which resulted in a net credit of \$198.75. After further discussions with Winnebago corporate counsel John Bodner on April 5, he advised

we pay them and develop an RFP for future snow removal services that specifies exact requirements to protect the County and UW.

Boiler Project – After review of the project with Honeywell engineer Chris Deleeuw on March 16, it was determined to bid the project with a base bid and two alternates. The base bid would only correct the issues with the fin tube radiation heating in the greenhouses and will be well under the established budget. The alternates would include replacing the boilers, steam coils in three air handlers and associated piping. By bidding base and alternates, we will know the actual cost of the entire project and select what we want to implement that will fit within the existing budget. Honeywell is estimating the project to be somewhere between \$250K - \$500K and is quoting their professional engineering services at 10% of installed costs. Note - Winnebago County still needs to approve this as a capital project for 2016.

Library Exterior Wall Project – Jim Eagon and I met with architects from SEH on March 16 and reviewed the project. Bid packages are expected to be available to general contractors the week of April 11.

### **New Business**

On March 22, I reviewed the fire sprinkler systems, mechanical rooms and chemical storage areas with Nik Stasinopoulos from FM Global, who is representing the County's insurance carrier. A report has been generated with no major deficiencies observed. I am in the process of determining what corrective actions can be accomplished using "in house" facility staff and which actions will need the support of the counties.

It was brought to my attention that one of the DX (direct expansion) air conditioner units that serve the library failed last Fall. Initial estimates from contractors are not a direct comparison. An RFP will be written and new estimates requested. It is anticipated the cost will be between \$10,000 - \$20,000. I need to check if the County's boiler insurance will cover part of it.

The roof curb that supports the roof top air handling unit above room 1508 in the 1500 wing has apparently failed causing water to leak in whenever it rains. If the curb has completely failed, the rooftop unit will need to be removed so the curb can be rebuilt and re-flashed to the roof. My plan is to work with the County's roofing consultant to determine a scope of work and obtain bids to determine final costs. Several attempts in the past have been made with little success to repair the curb and flashing.

### **Projects**

Energy Reduction Project – Waiting on Honeywell to schedule the final commissioning of the project. Honeywell is blaming Automated Logic as the cause of the delay. I have asked Honeywell to provide a response as to a target date to close out the project.

Building Control Project – Waiting on Automated Logic to provide a date to add the boilers in the north wing to the DDC web access control system. The purchase order was issued in November of 2015. David also claims that funding is available in the 2016 budget to finish bringing the 1200 wing areas under DDC control thus eliminating and air compressor associated with the remaining pneumatic valves and stats.

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

## **7. Regional Dean's Report to Board of Trustees April 2016**

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

**Continuing Transition to Regional Leadership:** Rich Haen began his new position as Regional Director for Facilities Planning and Management on 14<sup>th</sup> March with an introduction at the March Trustees Meeting. In addition to spending time on each of the three regional campuses each week, Rich has been getting to know the staffs and getting up to speed on pending campus projects (for instance, replacement of the exterior library wall for Summer 2016). I have also arranged for him to attend meetings of key directors at both Outagamie and Winnebago Counties in early April. He will have a chance to meet with the directors of facilities and budgets. Rich has permanent office in the administration area at UW Fox when he is on campus. As you know, UW Fox has a close and highly developed relationship with the county supervisors from Outagamie and Winnebago Counties that make up our Board of Trustees. While we anticipate that our relationship will continue to grow positively for the UW Fox campus, the staff of the university who represent us at the Trustees' meetings will change. Governance will continue to be represented through the Chair of the Steering Committee (and President of Student Government) but moving forward it will be Rich and I who are omnipresent.

**Campus Solution Center Hires:** The last couple of weeks have brought the final solution center hires onto our campuses, housed in Student Affairs; at UWFox, Becky Nielsen has started in her role as the Coordinator of Student Life and I'd like to thank her for her welcome email earlier this week. Thank you to Carla, in her role as Regional Associate Dean for Student Affairs and Enrollment Management, for spearheading those searches with campus staff and governance representation, including input from Student Government.

**REO/Dean Activities:** I had the opportunity to serve, as I have for several years, as a judge for the Fox Cities Chamber of Commerce's "Business of the Year" awards. Meeting with other multi-cluster leaders from the community, we spent time analyzing the nominations and making recommendations. I was in San Diego the week before Spring Break, attending the American Chemical Society's 251<sup>st</sup> Meeting with about 16000 attendees in my role of chair as the national committee on local section activities. This past week, I have been in New York City, actually lower Manhattan, with Professor Andi Butler, (student) Alexandra (Alex) West, Executive Director of the UW-Fox Valley Foundation, Diane Abraham and Regional Director of Continuing Education, Suzanne Lawrence, as part of our expanding and supported work with Guardian Life at a mini conference at the Borough of Manhattan Community College. Guardian Life, through the Office of Continuing Education, provides large scale financial support for a section of BUS110 (Personal Finance) that is taught by Andi as part of Guardian's philanthropic outreach with 6 two-year college partners (mainly community colleges from the East Coast). We have termed the class "Money Management for Life" and while it is currently offered as a 3 credit standalone class with all tuition and books for all students in the class covered, our 2 day conference brought administrators, students and instructors from the partner colleges together to talk about expanding the teaching models and utilizing resources from national organizations that offer financial education. This class is **completely free for students who are accepted**, after review of an application; one of the goals is to also provide internship experiences for those who have completed it both at the local Appleton office, but also further afield at other Guardian Offices.

**Tree Campus USA:** Thanks to the great work on tree care by Buildings and Grounds staff, following our tree care plan, and our participation in a number of activities associated with the Arbor Foundation, UWFox has been recognized AGAIN as a Tree Campus USA. We will be celebrating this high honor and mark of continued excellence in sustainability during Arbor Day with the City of Menasha on 19<sup>th</sup> April.

**Visit of Chancellor Sandeen:** I would like to extend an opportunity for the Board of Trustee to meet with Chancellor Sandeen in a forum with the UWFox Foundation. This meeting will take place on campus (room yet to be determined) most likely at 9am on Tuesday 19<sup>th</sup> April. I will communicate with you by email to confirm that. She is here for a day long visit that will include a meeting with faculty, staff and students.

**University Children's Center (UCC):** Wendy Eagon, Director of the UCC, recently communicated that they had received, again, the HIGHEST possible rating from the State of Wisconsin for childcare facilities, the Youngstar Five Star Rating (<http://dcf.wisconsin.gov/youngstar/>). Congratulations to Wendy and her wonderful staff on this outstanding achievement!

**Regional work with NEW ERA:** All of the public 2 year UW Colleges, technical colleges and UW comprehensive campuses in NE Wisconsin are members of a tremendous alliance called the Northeast Wisconsin Educational Resource Alliance (NEW ERA). NEW ERA responded to a call about 8 years ago to begin development of a regional engineering technology degree and through hundreds of hours of joint work between faculty and CEOs, two years ago three new degrees in Engineering Technology were launched by UW-Green Bay and UW Oshkosh with full support and startup funding from the UW System. Shared resources were the ONLY way that we could pull off this type of ambitious multi-pathway program. Students are enrolled at each of our institutions and are working towards graduation at the two degree-granting universities. We are not resting on our laurels, however. NEW ERA is currently working with the Valley's IT Initiative to envision improved pathways and faster degree deliveries to beef up the pipeline of IT trained employees for the diverse needs of our businesses. I will continue to keep you informed about these strong developments.

Respectfully submitted,  
Martin  
04/08/16

8. Trustee Groat recognized Trustee Widener for his years of service to the UW Fox Valley Board of Trustees and wished him well in his future endeavors.
9. The next meeting of the Trustees will be Monday, May 9, 2016, 11:00 a.m., in Room 1706.
10. Trustee Barker moved and Trustee Groat seconded approval to adjourn the meeting. The motion was approved unanimously by voice vote 4-0. The meeting was adjourned at 12:07 p.m.

T. Widener, Chair; R. Haen, Recorder