

Minutes – Subject to Approval – May 9, 2016
University of Wisconsin-Fox Valley Board of Trustees

Trustees Present: Kathy Groat, Joy Hagen, Tom Snider
Others Present: Martin Rudd, Scott Emmert, Richard Haen

1. Vice-Chair Hagen called the meeting to order at 11:03 a.m.
2. Public comment: None.
3. Trustee Hagen suggested to add the following items to next month's agenda:
 - a) Election of Officers
 - b) Parking Lot Improvements
4. Trustee Groat moved and Trustee Snider seconded approval of draft minutes for the meeting held April 11, 2016. No discussion followed and the motion carried 2-0-1 with Trustee Snider abstaining as he was not present at the April 11 meeting.
5. The trustees reviewed the invoice summary dated 05/09/16 in the amount of \$2,228.89, general discussion ensued. Trustee Snider inquired about the invoice for the failed frequency drive. Haen explained that the invoice included in the summary was just to have a local firm verify the drive was unrepairable. Haen also stated the replacement frequency drive has been ordered with delivery/installation scheduled for this Wednesday or Thursday. Trustee Grote moved and Trustee Sneider seconded the approval of the invoices as presented, vote carried 3-0.
6. The trustees reviewed reports for 2016 dated May 9, 2016 depicting budget expenditures and balances using Winnebago County's budget line items, general discussion ensued with no concerns.
7. Facilities Condition Report. See below for the report submitted to the board of trustees. During presentation of the report, the trustees discussed the CIP process for Outagamie County and reviewed items that are currently in the 2017 – 2021 plan. The trustees did not make a motion to approve the plan as presented but were in consensus that Dean Rudd and Haen are moving the right direction in developing the plan to be submitted to Outagamie County by June 1. A presentation of the updated version to the Board of Trustees will be at the June 13 meeting. Trustee Snider asked if the Regional Director of Facilities Report could be emailed in advance of the meeting for review. The committee discussed and since everyone has an email account, the report along with the invoice and budget summary will be emailed to committee members the week prior to the meeting.

Regional Director of Facilities Report to the Board of Trustees May 9, 2016

Summary

The campus continues to be in good operation condition as we transition from winter to spring. Repairing scalped lawns and controlling weeds are the two biggest challenges we face as we prepare for commencement on May 20. Two items I would like to bring to your attention are with the sprinkler system (Old Business) in the Communication Arts Center and the main air handler (New Business) that serves the 1600, 1700, 1800 and 2800 sections of the main building.

Budget Preparation for 2017

On April 29, I met with the UW-Fox Valley Budget Committee and presented them with a 2017 County operating budget for consideration. The proposed budget was approved by the committee pending Martin's final review and will be presented to The Board of Trustees on June 13. The requested operating budget is due to Winnebago County on July 22.

Outagamie County's 2017 – 2021 CIP process has started. The date to revise and submit is June 1. In your materials is a copy of the summary which we would like to review with the Board of Trustees today.

Old Business

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. [Update 05/09/16, Engineer from SEH has evaluated the project and estimates the labor and materials to be roughly \\$400,000 and engineering / professional services to be roughly \\$30,000. It's anticipated the next step would be to](#)

request an increase to Outagamie's portion by \$90,000 for 2017. Winnebago's amount would be \$215,000 as it has not been requested as of yet in 2016 due to the uncertainty of the actual project cost.

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. [Update 05/09/16, Bid packages went out the week of April 11 with a pre-bid meeting on April 19. Bids are due on May 10. It's anticipated we'll receive a qualified bid under the budgeted amount. If so, a contract will be awarded with work starting as early as May 23 with completion no later than August 31.](#)

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. [Update 05/09/16, The booster pump housing on the sprinkler system located in the Communication Arts Center is severely corroded due to leaking seals. A representative from J.F. Ahern and I reviewed the condition on April 19 and they recommend not running it until the pump is replaced. Current estimate for repair exceeds \\$5,000 and will require additional quotes to proceed. Under NFPA \(National Fire Protection Association\) it is required that the pump is run and tested weekly to be compliant. We are currently in the process of obtaining additional quotes.](#)

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. [Update 05/09/16, After additional review, the unit is past the end of its life and should be replaced vs. being repaired. Awaiting replacement estimates to include in next year's capital request.](#)

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. [Update 05/09/16, I have been working with Bruce Flater from STR – SEG to determine the best course of action. It has been determined the roof is off warranty. It's anticipated the rooftop unit will have to be removed, the curb stripped, inspected, replaced if necessary and re-flashed back into the roof. Reset and install rooftop unit. The cost is likely to exceed \\$5,000 so three quotes will be obtained](#)

New Business

On the morning of May 2, we discovered the frequency drive that controls the speed of the main air handler to be in alarm. Upon inspection we could not get the unit to reset. Technicians from Elmstar Electric and Kurz were called in to evaluate the unit and found the inverter to be shorted. Due to its age, parts are not readily available and would exceed costs to replace it with a new drive. Three quotes were obtained and a replacement drive ordered last week. It's anticipated the drive will be onsite in 3-4 days. Elmstar Electric will be contracted to install it.

Projects

Energy Reduction Project – Waiting on Honeywell to schedule the final commissioning of the project. I have asked Honeywell to provide a response as to a target date to close out the project. [Update 05/09/16, Representatives from Honeywell are scheduled to be onsite May 10 – 12 to start the commissioning process.](#)

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. Funding is also available in the 2016 budget to include the 1200 wing areas under DDC control thus eliminating an air compressor associated with the remaining pneumatic valves and stats. [Update 05/09/16, Awaiting update from Automated Logic as to when they plan to start the project. A purchase order will be issued for the work approved as part of the 2016 budget.](#)

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

8. Regional Dean's Report to Board of Trustees May 2016

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

1. **Continued Staffing Losses:** April and May have seen and will see continuing end dates for our valuable employees.

As Bill Bultman indicated in an email last week, Juli McGuire's work in the dean's office has ended and we are all so very thankful for her 19 years of tremendous service on the campus and to the institution. She had a long spell as the Dean's Office Manager under former CEO/Dean Jim Perry, a brief spell with Andy Keogh in 2011 and then with me for 4 years. Juli worked on furthering her education while working: she completed a bachelor degree with UW Oshkosh and a culinary arts degree from Fox Valley Technical College. Those were remarkably time consuming and really gave us an insight into her ability to take care of the office and its role on the campus, and furthering her own education, especially in areas (marketing included) that benefitted the campus. Customer service was a particular passion of Juli's and she mentored staff from the campus services office in their "front facing duties" with dedication and a high degree of skill. She worked some major projects for the Dean's Office – organization of meetings with all the counties' supervisors as we developed early stage support for the CAC; for Jim Perry as he served as the Chair of the NEW ERA; local support for the mammoth work of hosting a Board of Regents meeting at UWFox. She has, of course, interfaced with essentially everyone on campus through the hiring and orientation process and her unique, rapid and personable problem solving. Most recently she took on the huge work associated with the creation and running of the University Staff Council. Thank you, Juli.

2. **New Staff:** We are, of course, delighted to welcome Jeanan Hodge as the new Campus Administrative Specialist for UWFox. Sarah Christensen has also started her work on the UWFox campus as the new International Student Coordinator. She reports to Tim Urbonya and has an office in Student Affairs from which she will work with the international student population.
3. **Chancellor Visit.** Chancellor Sandeen's campus visit on 19th April was a whirlwind of activities. Starting with an early morning interview with Jen Zettel of the Post Crescent, she attended a forum with the Trustees/Foundation, the Tree Campus / Tree City Celebration at Menasha High School, did a video interview with NBC-26, and forums with faculty, staff and students. In the evening, she attended a presentation and celebration for Fond du Lac County Executive, Allen Buechel, who has been in public office for 40 years. Thank you to those of you who attended the various forums, and offered her comments and thoughts on what has happened, and what you would like to see.

<http://www.nbc26.com/news/uw-system-emergency-grant-helping-students-in-need>
<http://www.postcrescent.com/story/news/education/2016/04/20/uwfox-program-inspires-new-emergency-grants/82976124/>

4. **Relationships with Counties:** Regional Director of Facilities Planning and Management, Rich Haen and I visited with *both leadership teams of both counties* recently. Jim Eagon also accompanied us in Winnebago County. These meetings had the County Executive, Director of Facilities, Director of Administration, Director of Finance (and also county clerk) so it was a chance for us to explain how the position that Rich holds came to be, the way in which he will interact with the counties and on what issues and provide us with a clear opportunity to let the county partners know that their facilities are in good hands and we continue to be exceptional stewards of their investments. I would characterize these meetings as very straightforward, and exceptionally useful to ease the concerns that initially existed following the announcement of changes of faces with our Trustees.
5. **Board of Regents Meeting:** I attended the Board of Regents Meeting at UW-Green Bay. As you are probably aware, this meeting was somewhat controversial for what it didn't have, rather than the content of the two-day meeting. Short presentations that were planned by all the Chancellors as a response to a request to discuss the effects of budget cuts were removed from the final agenda. You may also have heard that those practice presentations were videotaped but those videos were subsequently deleted. A document of the 2 page institutional "highlights" was shared by Senate Steering Chair, Holly Hassel a couple of weeks ago. Some of the items from that document, particularly a figure of student to advisor ratios have been used by the Chancellor and REO/Deans in some recent media conversations.
6. **Activities through the Dean's Office:** In the middle of April, UWFox hosted a group of 6 faculty, staff and senior administration from UW-Green Bay to converse with us about engaging in more opportunities for our students. We explored degree ideas in business, internships and research opportunities (and that pipeline has already started) and the new "Rising Phoenix" program, recently

signed by Provost Lampe, that will allow students that UW-Green Bay might consider to be better starting with UWFox as conditional admits.

The Fox Cities Chamber of Commerce also hosted its first "Forum: Investing in People and Talent" that arose from the Business and Education Alliance of which I have been a member for 4 years. The event brought in several hundred participants from businesses throughout the Fox Cities area to hear about how talent pipelines are being developed through creative K-12 partnerships. As an example, the Little Chute Career Academy was featured as one of several talks by the Little Chute School District.

7. **Undergraduate Research Activities and Campus Spotlights:** On 14th April I headed to Madison with the students from our regional campuses, together with their faculty mentors, who were presenting at the annual UW System "Posters in the Rotunda" held in the State Capitol. This event brings together students from across the UW System to interact with their state legislators and UW System personnel in a day to demonstrate the excellent level of work that takes place at all our campuses. In case you didn't see, here is a video link of the event

<https://www.youtube.com/watch?v=yNxGZZyNy5k&feature=youtu.be>

And the program:

<https://www.wisconsin.edu/posters/>

Several students together with two faculty and staff also presented at a different undergraduate research event, the UW System's "Undergraduate Research and Creativity Symposium", held in Stevens Point. "Understanding and Serving ELL (English Language Learner) Writers" (Christina Marty and students) and "Learning Outcomes of Hands-On Activities in a Community College General Chemistry Classroom" (Caroline Geary and students)

You may also have seen recent "Student Spotlights" that we are continuing through the Post Crescent: David Niemi, <http://www.postcrescent.com/story/money/2016/05/01/student-spotlight-david-niemi/83700786/>

Laura Anderson, <http://www.postcrescent.com/story/money/2016/03/20/student-spotlight-laura-anderson/81912614/>

And Professor Bill Gillard, had a great article in the PC about his upcoming summer class: Harry Potter films focus of UWFox summer class

<http://www.postcrescent.com/story/entertainment/2016/05/03/harry-potter-films-focus-uwfox-summer-class/83608314/>

Respectfully submitted,

Martin

05/09/16

9. Trustee Groat stated that her alternate for the Board of Trustees would be Peter Stueck. Trustee Hagen stated she currently didn't have one but she didn't mind sharing Peter Stueck. She would take it up at her next committee's meeting.
10. Trustee Snider stated he wasn't sure who from Winnebago County would be appointed to the Board of Trustees. He also wasn't sure about the status of Nancy Barker but would find out.
11. The next meeting of the Trustees will be June 13, 2016, 11:00 a.m., in Room 1706.
12. Trustee Snider moved and Trustee Groat seconded to adjourn the meeting, Motion carried 3-0. The meeting was adjourned at 12:04 p.m.

J. Hagen, Vice-Chair; R. Haen, Recorder