

Minutes – Subject to Approval – June 13, 2016
University of Wisconsin-Fox Valley Board of Trustees

Trustees Present: Kathy Groat, Tom Snider, George Scherck
Others Present: Nancy Barker, Martin Rudd, Scott Emmert, Richard Haen

- 1) Vice-Chair Hagen called the meeting to order at 11:00 a.m. Vice-Chair Hagen mentioned that due to Trustee Groat's personal circumstances, she would not be in attendance and alternates Peter Stueck and Dan Grady would be attending future meetings.
- 2) Public comment: None.
- 3) Election of Chair and Vice Chair:
 - a) Trustee Snider motioned and nominated Trustee Hagen as Chair, Trustee Scherck seconded the motion. Discussion by Dean Rudd stated that the chair is typically served by a trustee from one county for a period of two years and that it was Outagamie's turn since Trustee Widener from Winnebago County last served as chair. Trustee Hagen accepted the nomination, no further discussion, motion carried 3-0.
 - b) Trustee Scherck motioned that Trustee Snider serve as vice-chair, seconded by Trustee Hagen. Trustee Snider accepted the nomination, no further discussion, motion carried 3-0.
- 4) Approval of Minutes from May 9 meeting: Trustee Snider motioned to approve the minutes as submitted, seconded by Trustee Hagen. No further discussion, motion carried 2-0-1 with Trustee Scherck abstaining.
- 5) Presentation and Discussion of Bills: The trustees reviewed the invoice summary dated 06/06/16 in the amount of \$3,524.57, general discussion ensued. Trustee Snider inquired about the Elmstar Electric invoice for the failed frequency drive. Haen explained that the invoice in the amount of \$1,050 was to have the new variable frequency drive (VFD) installed and the invoice for the amount of \$187.25 was for initially troubleshooting the failed VFD. There was also discussion whether or not the Board of Trustees needed to be actually approving the invoices. Dean Rudd stated that it was more a review process than an approval process and no signature would be needed as in the past. Haen stated that Winnebago County has requested that all invoice be processed immediately rather than waiting 30 days for board approval as finance charges may occur depending upon the invoice terms. Trustee Snider moved and Trustee Scherck seconded the approval of the invoices as presented. No further discussion, vote carried 3-0.
- 6) Budget Report: The trustees reviewed reports for 2016 dated June 11, 2016 depicting budget expenditures and balances using Winnebago County's budget line items, general discussion ensued with no concerns. Haen stated that line 1062-55008 Building Repairs was highlighted as there were expenses for A&E Services for the Library Exterior Wall project as funding had not been requested to be rolled over from 2015. Haen also stated that the funding rollover request would be reviewed later in the meeting. Trustee Snider moved and Trustee Scherck seconded the approval of the invoices as presented. No further discussion, vote carried 3-0.
- 7) Report from the Regional Director of Facilities Planning and Management. See below **in bold** for the report submitted to the board of trustees. During presentation of the report, the proposed 2017 operating budget was presented for review and approval. Haen stated that it was due to Winnebago County in July. Haen stated that the printed page did not copy correctly and the bottom portion was missing. Haen stated he would either include it with the minutes or email it separately to the trustees. Haen stated that one item under 1062-54020 Maintenance-Building for \$5,000 was to replace some obsolete track and can lighting near the Barlow Planetarium. Another item under 1062-58002 Capital Outlay was for \$50,000 to replace the failed direct expansion (DX) air conditioner units that serves the library. Trustee Hagen expressed concern that we were not asking to increase the operating budget to cover this expense. Haen stated we were asked to maintain a 0% increase for 2017 and reallocating dollars within the allotted amount is the only way to achieve this. Trustee Snider moved and Trustee Scherck seconded the approval of the 2017 operating budget as presented. No further discussion, vote carried 3-0

The 2017-2021 CIP plan for Outagamie County was presented. Discussion ensued about the projects listed in the plan with no major concerns. Haen stated that the 2017-2021 CIP plan was due to Outagamie County on June 1. Haen stated that the first two items under 2017 were for two projects currently underway and the request was for additional funding to what was approved previously. Trustee Snider moved and Trustee Scherck seconded the approval of the 2017-2021 CIP plan as presented. No further discussion, vote carried 3-0. Trustee Hagen requested that the plan be reviewed again at the next Board of Trustees meeting in July as information only to the new members that were not present at today's meeting.

The Boiler Replacement project was reviewed and discussed as part of the 2017-2021 CIP plan. For 2016, Haen has requested that funding for engineering services be transferred and/or rolled over from 2015 so that the projected can be engineered this year and bid packages be available in December 2016. Trustee Snider moved and Trustee Scherck seconded the request to transfer and/or roll over any funding to current year to start the

engineering process. No further discussion, vote carried 3-0. Note: Funding from Winnebago County has not been requested as of yet. For Winnebago County, \$15,000 is being requested for 2016 with the difference of \$200,000 for 2017. For Outagamie County, \$137,500 will be requested to be rolled over into 2016 and remaining balance in 2017 with the CIP request for the additional amount of \$77,500 in 2017.

The Library Exterior Wall project was reviewed and discussed as part of the 2017-2021 CIP plan. For 2016, Haen has requested that Winnebago County roll over \$216,000 of funding from 2015 to 2016 so architectural and engineering services can continue this year and bid packages be available in December 2016. Trustee Snider moved and Trustee Scherck seconded the request to transfer \$216,000 of funding to current year to start the engineering process. No further discussion, vote carried 3-0. Note, request to roll over funding in 2017 will need to occur with both counties. The difference of \$354,918 (split 50/50) is being requested as part of the 2017-2021 CIP process.

Regional Director of Facilities Report to the Board of Trustees June 13, 2016

Summary

The campus continues to be in good operation condition as we transition from spring into summer. Deep cleaning of academic spaces along with carpet extraction and reconditioning of hard floor surfaces are the main objectives to be completed over the summer break. Two items I would like to bring to your attention are with the main air handler (Old Business) that serves the 1600, 1700, 1800 and 2800 sections of the main building and the air handler that serves the theater in the Communication Art Center (New Business). Please see below for further details on each item. *Updates to any section since the May meeting are in blue italics.*

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. *Update 6/13/16, the 2017 operating budget is due to Winnebago County on July 22. In your materials is a copy of the revised budget.*

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. *Update 6/13/16, a draft CIP request was submitted to Outagamie County on June 1. In your materials is a copy of the CIP request.*

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. *Update 6/13/16, \$215,000 has been requested in 2017 as part of Outagamie's CIP process. \$200,000 will be requested as part of Winnebago's CIP for 2017. \$15,000 will be requested from Winnebago County as a budget transfer this year to start the engineering project so bid packages can be issued in January 2017. In your materials is a budget transfer sheet from Winnebago County requiring a vote and signature.*

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. *Update 6/13/16, on May 10, Winnebago County received two bids on the project. In your materials are*

Old Business Continued

the bid results. Miron Construction provided the low base bid of \$377,572 and alternate bid of \$49,721 for a total of \$427,293, well over the \$216,000 budgeted for this project. Please refer to the power point presentation for further details about the project. Included in your materials is a budget transfer sheet from Winnebago County requiring a vote and signature.

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. *Update 6/13/16, in the process of obtaining two additional quotes for replacement.*

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. *Update 6/13/16, neither County has insurance to cover this repair. \$50,000 is being requested as capital outlay in the 2017 operational budget. Measures are in the process of being implemented to minimize and control humidity in the space until the unit can be replaced next year.*

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. *Update 6/13/16, meeting scheduled the afternoon of 6/13 with another roofing consultant to review the situation.*

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. *Update 6/13/16, the VFD was replaced on May 16 and as of May 20, the issue has been fully resolved.*

New Business

On June 6, 2016 the air handler for the theater seating portion of the Communication Art Center was reported not running. After troubleshooting the issue, it has been determined that one of the windings in the electrical motor is shorted causing the frequency drive to shut down under protection. We are in the process of sourcing a 25 hp, 3 phase, 480-volt electrical motor. No one in Wisconsin stocks this size motor plus the manufacture has discontinued making this specific model. Measures have been taken to minimize excessive temperatures in the CAC as the theatre is scheduled for use through 6/13.

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. *Update 6/13/16, the commission process started on May 11. Due to the frequency drive issue with the main air handler, they were not able to complete the process. Waiting for an update from Honeywell as to the next steps of the 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 and 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. *Update 6/13/16, nothing to report on the project. I would like to invite discussion at the next meeting whether we should stay with Automated Logic or look to a different vendor. Ever since they were bought out and now headquartered in Atlanta Georgia, it's been difficult to initiate new projects with them. We still have several phases to go before the pneumatic controls are completely eliminated and some of the first Automated Logic controls are starting to fail which will require the County to upgrade to newer versions.*

Parking Lot Asphalt Repairs and Maintenance – Currently in the process of determining the exact scope of the project. Contact has been made with Paul Farrell from Outagamie County and Mike Elder from Winnebago County. Outagamie Highway Department may have interest with repairing any concrete curbs and Winnebago with crack filling and other repairs. The end of July/beginning of August is the ideal time for UW-Fox Valley to have these repairs done.

Respectfully submitted,

Richard N. Haen

Director of Facilities Planning and Management

8) Report from the Regional Executive Officer and Dean

Regional Dean's Report to Board of Trustees June 2016

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

1. End of the Academic Year. On 20th May, UWFox held its annual commencement ceremony and presented associate of arts and science degrees to 174 graduating students. The inspiring commencement address was delivered by UW-Milwaukee Chancellor, Mark Mone. In a busy post-graduation week, UWFox also hosted a 2 day UW System "WiSCUR" Conference that brought together administrators who oversee undergraduate research programs across the state, and also the "end of academic year" UW Colleges Colloquium. We were also the hosts for Valley New School's high school graduation.

2. UW System Budget. At its June Board of Regents Meeting, the 2017-19 biennial budget was discussed and approved:

http://www.jsonline.com/news/education/withheld-uw-system-budget-was-finalized-last-week-b997_41979z1-382496971.html

<https://www.wisconsin.edu/news/archive/focused-on-affordability-regents-recommend-increased-state-funding-for-financial-aid-day-1-news-summary/>

3. Faculty Tenure and Promotion: After all the discussion about the future of promotion and tenure, as is usual at the June Board of Regents Meeting, faculty promotions and tenure were confirmed by the Board. At UWFox, three professors received notifications:

Jamie Douglas-Jamie is promoted to Associate Professor with Tenure in the Department of Computer Science, Engineering, Physics and Astronomy. Jamie has a 25% appointment at the UW-Fox Valley campus and a 75% appointment with UW Colleges Online;

Carrie Tirel - Carrie is promoted to Associate Professor with Tenure in the Department of Mathematics.

Marc Sackman - Mark is promoted to Professor in the Department of Music.

4. UWFox in the News:

<http://www.postcrescent.com/story/news/education/2016/06/12/student-spotlight-kayla-oconnell/85701700/>

Steve Acheson: He was a soldier in the Iraq conflict

http://www.hngnews.com/waunakee_tribune/news/local/article_e73e4128-2cde-11e6-8f42-7b1b643a4833.html

Long running theater troupes stay alive ... barely

<http://www.postcrescent.com/story/news/2016/06/07/long-running-theater-troupes-stay-alive-barely/85342914/>

Respectfully submitted,

Martin

06/13/16

9) Schedule next meeting: July 11, 2016, 11:00 a.m., in Room 1706.

10) Tour of Library / Wall Project: Upon inspection, the Trustees agreed that exterior walls and windows are at the end of their life and in need of replacing. Trustee Hagen requested that we explore the costs of adding an exterior footing and foundation wall to support the weight of full size bricks in lieu of adding the additional steel studding to support the thin brick wall cladding system.

11) Trustee Scherck moved and Trustee Snider seconded to adjourn the meeting. No further discussion, motion carried 3-0. The meeting adjourned at 12:30 p.m.

J. Hagen, Chair; R. Haen, Recorder