

Minutes – Subject to Approval – September 12, 2016
University of Wisconsin-Fox Valley Board of Trustees

Trustees Present: Joy Hagen, George Scherck, Nancy Barker, Kevin Sturn
Others Present: Martin Rudd, Richard Haen, Scott Emmert, Brian Eberwein (student), Guy Hegg (Winnebago District 27 supervisor)
Absent: Kathy Groat, Dan Grady, Tom Snider

- 1) Chair Hagen called the meeting to order at 11:00 a.m. Trustee Hagen asked that everyone introduce themselves as there were several new faces in the room. Trustee Sturn indicated he is the chair of Outagamie's Finance Committee and has been assigned as an alternate for Kathy Groat. Trustee Hagen indicated that Peter Stueck could not make the meetings due to his work hours.
- 2) Public comment on agenda items: Supervisor Hegg had no comments on the proposed agenda but requested that Haen meet with department heads from both counties on a regular basis to increase communication between counties. Haen indicated that he does consult with Paul Farrell, maintenance supervisor from Outagamie and Mike Elder, director of facilities from Winnebago; as things occur at the campus. Haen also suggested that another way to increase communication to the committee levels at the two counties is that UW-Fox Board of Trustees members also sit on specific committees like property and finance within their respective county.

Trustee Hagen requested we enter a line item on future agendas labeled: Suggestions for Future Agenda.

- 3) Approval of Minutes from August 8 meeting: Trustee Scherck motioned to approve the minutes as submitted, seconded by Trustee Barker (alternate for Trustee Snider). Discussion ensued that the August 8 minutes should reflect Chair Hagen, not Vice-chair Hagen, motion carried 3-0-1.
- 4) Presentation and Discussion of Bills: The trustees reviewed the invoice summary dated 8/8/16 in the amount of \$18,748.76, general discussion ensued with no additional questions.
- 5) Budget Report: The trustees reviewed reports for 2016 dated Sept 16, 2016 depicting budget expenditures and balances using Winnebago County's budget line items, general discussion ensued. Haen stated that the report reflected balances partially through the third quarter and that they would see more than usual activity in the fourth quarter as several repair projects get underway before years' end. Trustee Hagen expressed concerns that Winnebago County reduced the Operating budget by \$3,000 (50/50 split) after all these years of Winnebago wanting to increase operating budget. Trustee Hagen also expressed concerns about the operational budget at UW-Fox being held to a 0% increase for many years given that costs for goods and service have increased.
- 6) Report from the Regional Director of Facilities Planning and Management. See below **in bold** for the report submitted to the board of trustees. During the presentation of the report, the process of requesting CIP funding for the Library Exterior Facade and boiler replacement project. Haen stated that under normal conditions he would follow the process established by both counties. However, given the current time frame that bid packages need to go to obtain favorable bids, and that these projects were partially approved by one or both counties, he thought it to be in the best interest of the counties to try to accelerate the approval processes.

Trustee Scherck requested that we reach out to Boldt to ensure they have the opportunity to bid any future projects, or to at least understand why they may not be bidding projects for UW-Fox Valley. Rudd assured Trustee Scherck that we would do so prior to the next large project going out for bid.

Trustee Sturn asked about the condition of the roofs on campus. Haen indicated that he has reviewed reports from previous consultants and felt the roofs were in good condition but suggested the counties entertain a roof maintenance contract to ensure the full life expectancy of the roofs given the large investments by the two counties.

Regional Director of Facilities Report to the Board of Trustees August 8, 2016

Summary:

The campus continues to be in good operation condition as we move through summer. Deep cleaning of academic spaces along with carpet extraction and reconditioning of hard floor surfaces wrapped up the week before Labor Day. There are two items I would like to bring to your attention. One, American Tower Corporation has contacted us in regards to extending the current lease Verizon has with us for the tower located north of the campus. Two, UW System through UW Colleges has initiated a project to install a mini split air conditioning system to properly cool the switch room in the basement of the original building. Please see the New Business section on page #4 for further details on each item. *Updates to any section since the August 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. Update 7/11/16, the 2017 operating budget was submitted to Winnebago County on July 6. Our initial meeting with Winnebago County Executive Mark Harris, is scheduled for August 17 @ 11:00 am. Outagamie's 2017 operating budget materials were received on June 30 and due back to Outagamie County by July 27. Update 8/8/16, Our initial meeting with Winnebago County Executive Mark Harris, has been rescheduled for August 18 @ 10:00 am. Our meeting with Outagamie County Executive Thomas Nelson, is scheduled for August 31 @ 8:30 am. *Update 9/12/16, The meeting on August 17 with Winnebago County Executive Mark Harris to present and discuss the 2017 operating budget went well. The only action taken was to reduce 1062-54024 Repair and Maintenance Supply request by \$3,000 or \$1,500 per County. The meeting on August 31 with Outagamie County Executive Thomas Nelson to present and discuss the 2017 operating budget went well. The only action taken was to note Winnebago's action and reduce Outagamie's Building Maintenance and Repair request by \$3,000 or \$1,500 per County. On 9/9/16, we received a correspondence from Craig Moser of Outagamie County that the budget as presented (less \$1,500) will not change and go forward to the Board in October.*

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. Update 7/11/16, meeting with Outagamie County Executive Thomas Nelson, is scheduled for July 18 at 8:00 am to review the 2017 CIP request. Update 8/8/16, the review and discussion of the 2017 – 2021 CIP with Outagamie County Executive Thomas Nelson, Craig Moser and Brian Massey appeared to be well received. The discussion revolved around the library exterior wall project and the possible purchase of the adjacent property located at 1524 Midway Road. No additional information at this time. *On 9/9/16, we received a correspondence from Craig Moser of Outagamie County that Executive Thomas Nelson elected not to include any funding for the building acquisition in the 2017 budget. However, he would be supportive of the Finance Committee amending the budget to include \$100,000 in October if the private entity you've been engaged with comes through with a written commitment to fund 50% of the project. The remaining CIP budget as presented will not change and go forward to the Board in October.*

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. Update 7/11/2016, upon review and discussions with Winnebago County's Finance Director Chuck Orenstein, it is his recommendation to request funding for the entire project. In your materials is a budget transfer sheet from Winnebago County requiring a vote and signature requesting the entire amount. Upon approval the next step will be to take it to Winnebago's Facilities and Property Committee for approval on August 10. This approval process was requested by the Personnel and Finance Committee on July 7. This applies to all new projects including projects where additional funding is being requested. We may ask that a Winnebago County supervisor that serves on the UW-Fox Valley Board or Trustees be present on August 10. Update 8/8/16, this project is scheduled to be reviewed by Winnebago's Facilities and Property Committee on August 10 @ 9:00 am at the Maintenance Facility located at 1221 Knapp Street, Oshkosh, WI. We are requesting that a Board of Trustees member from Winnebago County be present at this meeting. *Update 9/12/16, Winnebago's Facilities and Property Committee on August 10 approved the rollover of funds from 2015 and the additional amount requested. This project is scheduled to be reviewed by Winnebago's Personnel and Finance Committee on October 6 @ 8:00 am. We are requesting that a Board of Trustees member from Winnebago County be present at this meeting.*

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 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. Update 7/11/16, the request to transfer the original approved amount (\$216,000) from 2015 to 2016 was deferred to September by the Personnel and Finance committee on July 7. They also deferred the project, specifically the additional amount to be requested, to the Facilities and Property Committee for review and approval. We may ask that a Winnebago County supervisor that serves on the UW-Fox Valley Board or Trustees be present at the Facilities and Property Committee meeting on August 10. Update 8/8/16, this project is scheduled to be reviewed by Winnebago's Facilities and Property Committee on August 10 @ 9:00 am at the Maintenance Facility located at 1221 Knapp Street, Oshkosh, WI. We are requesting that a Board of Trustees member from Winnebago County be present at this meeting. *Update 9/12/16, Winnebago's Facilities and Property Committee on August 10 approved the project request. It is now scheduled to be reviewed by Winnebago's Personnel and Finance Committee on October 6 @ 8:00 am. We are requesting that a Board of Trustees member from Winnebago County be present at this meeting.*

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. Update 7/11/16, no additional information at this time. Update 8/8/16. I now have two quotes for replacement of the booster pump in the CAC. USA Fire Protection was on campus 8/1/16 to perform the annual inspection of all seven sprinkler systems which included running the booster pump. All seven systems passed inspection including the booster pump as it met the pressure requirements however the leak at the pump seal significantly increased while the pump was running. *Update 9/12/16, I received the third quote for the replacement of the booster pump in the CAC. I still need to review all three quotes for accuracy before a professional services contract can be issued to the lowest bidder.*

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. Update 7/11/16, Estimate to repair and enhance the existing curb is \$3,420. Cost for a crane to lift the roof top unit off the curb and reset it is estimated at \$3,770. The HVAC contracted question due to the cost of the crane, do we really want to reinstall a 20+ year old rooftop unit? For another \$8,755 we can replace the rooftop unit with new. Update 8/8/16, no additional information at this time. *Update 9/12/16, I received two additional quotes in August for the replacement of the roof curb and rooftop unit. I still need to review all three quotes for accuracy before a professional services contract can be issued to the lowest bidder.*

On July 18 it was reported that the gas fired water heater in the Communication Arts Center was leaking. Upon inspection we found that the tank has corroded through. We are in the process of obtaining quotes for replacement. *Update 9/12/16, In August I received three quotes for the replacement of the gas fired water heater in the CAC. I still need to review all three quotes for accuracy before a professional services contract can be issued to the lowest bidder.*

Early July we noticed that the air conditioning unit that serves the Science wing was no longer cooling effectively. We first thought it was due to the high outdoor temperatures and humidity but after closer inspection we found that one of the two compressors wasn't running. An HVAC contractor was called in to investigate the problem further and confirmed that we had a compressor failure. We are in the process of obtaining quotes to replace the compressor. *Update 9/12/16, In August I received three quotes to replace one of the two compressors in the air conditioning unit that serves the Science wing. I still need to review all three quotes for accuracy before a professional services contract can be issued to the lowest bidder.*

New Business:

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 doesn't 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.

Informational only. One of the benefits of consolidation with UW Colleges Information Technology department is our ability to tap into resources previously not available. CITS (Central Information Technology Services) received funding approval from UW System to have a mini split air conditioning system installed to cool the switch room located in the basement. There will be no cost to the Counties for this improvement. The room is currently being cooled by a window unit which dispenses hot moist air into the adjacent areas within the basement. Because the window unit runs constantly due to its inefficiency to effectively cool the room, the unit has to be replaced on an annual basis.

Projects:

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. Update 7/11/16, no additional information at this time. Update 8/8/16, contact was made with the salesman from Automated Logic and waiting on confirmation as to when they will start the work. *Update 9/12/16, I am in the process of issuing Automated Logic a professional services contract for the work that was budgeted in 2016 so that AL can complete both projects at the same time. It's anticipated the work will be completed later this fall.*

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. Update 7/11/16, Outagamie Highway Department has responded that they would not be able to accommodate the work and recommended several contractors. Winnebago Highway Department responded that they are still interested. Currently in the process of setting up a meeting onsite to determine the scope of the work given the amount of funding that was budgeted for 2016. Update 8/8/16, On July 11 I meet with a supervisor from the Winnebago Highway Department. We reviewed all of the asphalt and concrete surfaces on campus and determined that the Winnebago Highway Department had the capacity to replace broken and deteriorated sections of concrete curbing, crack fill open joints that haven't "spider webbed" and restripe all of the parking stalls, curbs, cross walks and stop bars on campus. Work started with curb replacement on July 25 and lasted through the week. Cracking filling is next followed by striping. All work is expected to be complete by the end of August prior to the start of the Fall semester. *Update 9/12/16, All of the work is complete except striping. I need to check with Winnebago Highway Department to see if they can still accommodate us with the start of the fall semester or if I need to subcontract it out as the work will need to be done over a weekend as we cannot section or restrict parking.*

Library Air Conditioning Project - 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. Update 7/11/16, no additional information at this time. Update 8/8/16, no additional information at this time and will be moved to the project section of my report. *Update 9/12/16, no additional information at this time.*

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

- 7) Report from the Regional Executive Officer and Dean. See below in **bold** for the report submitted to the Board of Trustees.

Regional Dean's Report to Board of Trustees August 2016

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

- 1. Enrollments:** As an institution, UW Colleges realized lower enrollments for the start of the 2016-17 academic year compared to the 2015-16 academic year. This continues to be a result of declining, and now statistically leveling, high school graduating class sizes [demographic decline], together with increased competition for those students within the higher education system, and continuing attractive school to work pathways. The headcount at the start of the semester was around 1400 students. We are able to typically manage lower headcounts in the same way that we have dealt with increases in enrollments in the period leading up to 2012-13 – by adjusting the curriculum we offer. That is done carefully and with a great deal of thought. We continue to want to allow students to graduate on time, have full access to the classes that they need to complete their associate degrees and to offer a comprehensive sophomore level curriculum in majors areas. We were able to see early enough that enrollments would be lower and so over the summer, those adjustments have been made. Again, entering the planning of the 2017-18 curriculum (already underway), we are using a steady state approach.
- 2. First Full Year of Regional Model:** We enter the 2016-17 academic year and facing our first full year in our new regional structural model. Several assessments of its effectiveness in all aspects of the institution's work are underway through various governance groups and during the course of the year, I will provide you with updates on that.
- 3. Convocation:** On 1st September, Chancellor Cathy Sandeen welcomed faculty and staff and guests back to the new academic year at UW-Fond du Lac.
- 4. TAP INTO IT:** A new social media awareness campaign has been launched by UW Colleges and UW-Extension called TAP INTO IT. Each day, 200000 Wisconsin residents are served by UW Colleges or UW-Extension connections – through a local campus, extension office for example. This campaign is aimed at collecting stories of how you have “Tapped into UWCX” – you can use the website www.uwcx.org to write a short story about how YOUR connection with a person, or service, or class has inspired you. At the website, you can also see the stories that are public. If you share via social media, as we hope you do, you can use #TapIntolt
- 5. Scholars Evening:** In August, the Foundation held its annual Scholars Evening where scholarship donors had an opportunity to meet with the recipients chosen by the campus' Scholarship and Academic Actions Committee. More than 50 recipients were present and dozens of donors, together with a theatre full of parents and supporters. We also presented two Outstanding Alumni Awards to Jeff Schneider and Russ Clayton.
- 6. Theatre Event on Saturday 09/11:** On Saturday, the UWFox Theatre will have a single (evening) performance of “The Guys”, a tribute to 9/11 heroes, 15 years on.
<http://uwfox.uwc.edu/event/public-promotional-event/gu>

7. UWFox in the News:

FOX student spotlight: <http://www.postcrescent.com/story/money/2016/09/04/student-spotlight-robort-guy-olson/89709476/>

On 20th Sept at the East Side YMCA in Green Bay, UWFox staff will be involved in a regional media roundtable that will discuss “Opioids – Impact Beyond the Individual”. The event starts at 10.30am and we are expecting local legislators to be present. You are all welcome to attend too.

Respectfully submitted,

Martin

09/08/16

- 8) Schedule next meeting: October 10, 2016, 11:00 a.m., in Room 1706.
- 9) Trustee Hagen moved to adjourn the meeting and seconded by Trustee Barker. No additional discussion, motion carried 4-0. The meeting adjourned at 12:00 p.m.

J. Hagen, Chair; R. Haen, Recorder

