

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

Trustees Present: Joy Hagen, Tom Snider, *George Scherck, Kevin Sturn
Others Present: Martin Rudd, Richard Haen, Scott Emmert, Brian Eberwein (student) **Guy Hegg
Absent: Kathy Groat, Dan Grady, Nancy Barker
*George Scherck left the meeting at approximately 11:30 am
** Guy Hegg arrived at approximately 11:10 am

- 1) Call to Order: Chair Hagen called the meeting to order at 11:00 a.m.
- 2) Public comment on agenda items: No public comment.
- 3) Approval of Minutes from October 10 meeting: Before asking for approval of October 10 minutes, Chair Hagen advised board on Roberts Rules of Order pertaining to voting on motions. Chair Hagen clarified that after a motion is made and seconded, and possible discussion follows, that an absent member at the prior meeting is allowed to vote as the minutes are made available beforehand. Only when that member is absent, should the alternate be voting.

Scherck motioned to approve the minutes as submitted, seconded by Trustee Snider. No discussion ensued, motion carried 4-0.
- 4) Presentation and Discussion of Bills: The trustees reviewed the invoice summary dated 11/14/2016 in the amount of \$4,516.17, general discussion ensued with no additional questions.
- 5) Budget Report: The trustees reviewed report dated 13-Nov-1616 depicting budget expenditures and balances using Winnebago County's budget line items, general discussion ensued. Haen stated the committee would see more than usual activity in the fourth quarter as several repair projects get underway before years' end. Haen stated he would prepare an end of the year projection statement for the committee to review at the December meeting. Chair Hagen asked Haen to assemble a list of issues on campus that possible left over year end funding could be considered for by the committee.
- 6) Report from the Regional Director of Facilities Planning and Management: See below **in bold** for the report submitted to the board of trustees. Chair Hagen clarified Haen's report that Outagamie County approved their 2017 operating budget and 2017-2021, 5-year Capital Improvement Plan (CIP) on November 7. Haen stated he would correct his report before attaching it to the minutes. Haen also stated during the meeting that he met that morning with Paul Farrell, Outagamie County Maintenance Supervisor and Michael Elder, Director of Facilities, Winnebago County. The meeting was very productive and the three decided to tour the campus at their next meeting scheduled December 12. Haen stated that this was the same date as the Board of Trustees meeting in December and that any Trustee was welcome to join us. Chair Hagen asked if the meeting could be scheduled to start at 9:00 am as she would be interested in attending. Other Trustee members expressed similar interest. Haen to inquire and send out meeting invites to confirm.

Regional Director of Facilities Report to the Board of Trustees November 14, 2016

Summary:

The campus continues to be in good operation condition as we prepare for Winter. There has been no major mechanical or building issues to report other than we are continuing to repair or replace several items before the onset of Winter. These items have been previously identified in prior reports. *Updates to any section since the October meeting are in blue italics.*

Budget Preparation for 2017:

Operating Budget: Outagamie County Board approved its 2017 operating budget on November 7. Winnebago County Board approved the 2017 operating budget at their meeting November 1- 3.

Capital Improvement Plan (CIP): Outagamie County Board approved its 5-year Capital Improvement Plan on November 7. Winnebago County has just started the CIP process with November 28 being the deadline which materials are due to Finance. Materials submitted will be revised to mirror what was submitted to Outagamie County.

Old Business:

Boiler Project: Outagamie's Finance Committee approved the additional funding for the Boiler Replacement project on October 27 and Outagamie County Board approved it on November 7. Winnebago County board approved the funding (Contingent upon Outagamie County approving their portion) at their October 18 meeting.

Library Exterior Wall Project: Outagamie's Finance Committee approved the additional funding for the Library Exterior Wall project on October 27 and Outagamie County Board approved it on November 7. Winnebago County

board approved the funding (Contingent upon Outagamie County approving their portion) at their October 18 meeting.

Cell Tower Lease: 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. *Update 11/14/16, On November 3, I received an amendment to the lease from American Tower Corporation representing Verizon. If the lease is amended, the current lease rate will increase to \$17,000 annually with eight (8) five (5) year terms with 20% increase each term. Next steps need to be determined. Do we get committee approvals from both counties and then have legal review or vice versa? Also annual revenue is currently accounted for in the operating budget.*

Night Safety Walk: The annual Night Safety Walk was conducted on Monday, October 17 at 6:30 pm without any county representation. A lot of hazardous were identified that may lead to slips, trips, falls and potential injury. Most of the hazardous were related to uneven walking surfaces, drop offs, missing concrete, etc. Several low lighting concerns were expressed along with overgrown vegetation. A report is being generated and will be shared with the Board of Trustees once finalized.

New Business:

Custodian Vacancies: UW-Fox Valley is recruiting for two second shift custodians. Deadline to apply is November 29. Interested parties should go to <https://uwc.edu/about/administration/human-resources/jobs/admin> and follow the instructions to apply.

Meeting with Counterparts: At the request of several county supervisors, I will be meeting regularly with Paul Farrell, Outagamie County Maintenance Supervisor and Michael Elder, Director of Facilities, Winnebago County. Our first meeting is tentatively scheduled for the morning of November 14. The purpose of the meetings is to increase communication between the counties.

Snow Removal and Deicing Contract: RFP# FV02-16 was issued for responses by Winnebago County on September 28 with responses due October 14. Only two contractors responded. After review of the proposals, and meeting with the contractor with the lowest cost proposal, a professional services contract was extended to Northeast Construction and Landscaping. This contractor has performed snow removal and deicing services in prior years before Dave and Bobs won the contract. No issues surfaced about prior performance of Northeast Construction and Landscaping.

Projects:

1500 Wing Vestibule: Update 11/14/16, After review of the proposals, a purchase order was issued to LaForce. Project is expected to be completed before the end of the year.

Fire Sprinkler System – Booster Pump: Update 11/14/16, A professional service contract was accepted by USA Fire Protection and is currently being circulated to the counties for signatures.

Roof Curb: Update 11/14/16, A professional service contract was accepted by S&S Mechanical and is currently being circulated to the counties for signatures. A professional service contract was accepted by Tremco Inc. and is currently being circulated to the counties for signatures.

Gas Fired Water Heater in CAC: Update 11/14/16, A professional service contract was accepted by S&S Mechanical and is currently being circulated to the counties for signatures.

Air Conditioning Unit in Science Wing: Update 11/14/16, A professional service contract was accepted by Energy Control and Design and is currently being circulated to the counties for signatures.

Building Control Project: Update 11/14/16, A professional service contract was extended to Automated Logic and has not been returned as of yet.

Parking Lot Asphalt Repairs and Maintenance: Update 11/14/16, no additional information at this time.

Library Air Conditioning Project: Update 11/14/16, no additional information at this time.

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

7) Old Business

a) Cell Tower Agreement

Haen stated in his report that he has an amendment to the lease from American Tower Corporation representing Verizon. If the lease is amended, the current lease rate will increase to \$17,000 annually with eight (8) five (5) year terms with 20% increase each term. Haen stated that the way he understands how the income from the ground lease is accounted for now is that Winnebago County receives payment and takes half which is reflected as income in the operating budget and then credits Outagamie the remaining half when they invoice Outagamie County for their share of eth operating expenses. Chair Hagen asked Haen to follow up with Brian Massey to verify how it is reflected in UW-Fox's operating budget with Outagamie County.

b) Roof Maintenance Contract

Haen discussed the benefits of roof maintenance contracts given the amount of roofs on campus and given the dollar amount the counties have invested in replacing roofs over the past decade or so. Haen passed around samples of proposals and documentation from other campuses with roof maintenance contracts. The committee was in favor of exploring this further and requested this topic be kept on as a future agenda item.

- 8) Report from the Regional Executive Officer and Dean: See below in **bold** for the report submitted to the Board of Trustees. Prior to review of the report, Rudd stated to the board that parking on campus is being enforced by Menasha PD. And trustees needing a parking permit can request one through Haen. Rudd also stated that item 3 in his report Fox Talks scheduled for November 15 is being rescheduled.

Regional Dean's Report to Board of Trustees November 2016

Here are some updates from the Regional Dean's Office. I will not be at the Jan Trustees Meeting.

1. **UWFox e.a.t.s. Scholarship Fundraiser:** On Saturday 5th November, the UWFox Foundation held its 20th annual e.a.t.s event (Educational Assistance through Scholarships) with more than 200 people in attendance with the aim of raising more than \$70,000 for student scholarships for next year. There were more than 40 community chefs, including faculty, staff and local campus supporters, and three celebrity chefs (on stage in Perry Hall). Thank you for those of you who were able to come and support the work of the Foundation is providing financial assistance to students through scholarships. More details on final amount next month.
2. **Out and About in the Fox Cities:** Laurie Krasin and I were guests for an hour on the "Fresh Take" radio show on WHBY with Josh Dukelow where we had a wide-ranging conversation about the budget related reorganization, enrollments, programs.

UW System President and Wisconsin Technology Council President, Tom Still hosted a lunchtime forum at Fox Valley Technical College that I attended. The theme was a discussion of a report that the WTC has produced that has some long term connections with UW System (plans/ strategies).

The Appleton Area School District hosted its annual Community Partnership Breakfast at James Madison Middle School. The theme this year was centered around the new Academic and Career Planning that AASD has been piloting for the DPI. At our tables we got to hear directly from 7th and 8th graders about the types of in-depth career planning that goes on, and in particular how higher education fits within that.

In July, Carla Rabe (Regional Associate Dean for Student Affairs and Enrollment Management) and I attended a Manitowoc County Job Fair at the Holiday Inn. As part of a continuum of follow ups resulting from the companies that we met that day, I invited Assistant Professor of Engineering from the UW-Platteville-Fox Valley Collaborative Engineering Program, Ranen McLanahan and Peter Wills (from Progress Lakeshore [Econ Devt] to tour Parker-Hannifin with me. In particular, they had indicated they are currently in the market for hiring mechanical and electrical engineers and were admittedly unaware of the opportunities at all of our campuses for students to complete BS degrees in engineering through the UW-Platteville Collaborative Degree program. We toured the huge facility with the Internship Director and Plant Manager and learned of the types of internship and coop positions that they have that could be connections for our UWFox students. There are several steps we are taking to follow up.

3. **Fox Talks:** Later in November (15th at 5.30pm), UWFox and UW-Green Bay are jointly hosting a pilot event to outline the "Phoenix Rising" transfer program that was developed with several NE Wisconsin campuses last year and approved by Provost Lampe. The event is designed to provide information to students about the benefits of the program (transfer, UW-Green Bay activities, academics)

9) Future Agenda Items:

a) Old Business:

- i) Cell Tower Agreement
- ii) Roof Maintenance Contract

b) New Business:

- i) 2017-2021 CIP*
- ii) Board of Trustees – Committee Structure
- iii) Operating Budget*
- iv) Ongoing list of needs*

* Items with asterisk will be discussed at the December 10 meeting.

10) Schedule next meeting: December 12, 2016, 11:00 a.m., in Room 1706.

11) Trustee Sturn moved to adjourn the meeting and seconded by Trustee Snider. No additional discussion, motion carried 3-0. The meeting adjourned at 12:00 p.m.

J. Hagen, Chair; R. Haen, Recorder

