

**Minutes-Approved**  
**November 18, 2019**  
**University of Wisconsin Fox Valley Board of Trustees**  
1478 Midway Road, Room 1706

Trustees Present: Joy Hagen (OC), Mike Thomas (OC), Mike Brunn (WC), Tom Snider (WC), Steve Binder (WC),

Others Present: Pam Massey, William Hansen (Student), Ane Carriveau, Chuck Hermes, Joann Rife, Renee Anderson, Craig Moser (OC Deputy Director, Dept. & Board Relations)

1. The meeting was called to order by board chair, Joy Hagen, at 4:00 p.m. Introductions were provided from all present.
2. **Public comments on agenda items.** There were none.
3. **Approval of October 28, 2019 minutes.** A motion was made by Trustee Snider. Seconded by Trustee Binder. A minor amendment was made to clarify the student attendee last name. 1 abstention. Motion carried.
4. **Presentation and discussion of bills [Chuck Hermes].** No discussion on items presented.
5. **New Business**
  - a) **2019 Budget Update [Chuck Hermes].** Hermes referenced the Expenditure Report handed out at today's meeting. Some recent building repairs required excavation, replacement of piping and a hydrant. Hermes stated these repairs cost more than anticipated. He will look into using a contractor utilized at the Oshkosh campus for future repairs. Hermes indicated that to cover the resulting overages they will be able to move some other balances around. Bids are coming in soon for Small Capital Outlays; replacement of Planetarium HVAC and repairs of Student Affairs/Student Union HVAC. The removal/reinstallation of fence around tennis courts and Engineering Building upgrades is complete.
  - b) **2020 Planning: CIP, Operational (incl. small capital) and current state of approvals and timelines [JoAnn Rife].** Rife provided a new format for CIP status updates which was received well by all. Those projects with associated costs of \$5-30K were defined as Small Capital Outlays and those with costs <\$5K were defined as Operational Budget Outlay. The Children's Center addition and reconstruction of the South Parking lots were approved at the October County Board(s) Meetings and a purchase order will be completed soon to move on the design. Roof repairs is on the Winnebago County Board Meeting for November 19.
6. **Old Business**
  - a) **Condition report for campus [Chuck].** Tracy Schwartz has been promoted to Buildings and Grounds Superintendent of the Fox Cities Campus and is temporarily providing these duties at the FDL Campus until a hire can be made for a similar position at FDL. That search is underway. Schwartz is handling all day to day operations. Rife provided reasoning as to why they decided to return to these previous titles held prior to the 2016 regionalization. There was overall support by the Trustees to have the two as separate positions. Following some other staff transitions at the FOX campus, two positions remain open and those searches are underway. A purchase order has been written to move the current keyless entry system from the UW Colleges to the UW O server. This should be completed over the next month and should alleviate recent problems. Current projects summary: Engineering Building upgrades are completed, waiting on quotes for Planetarium Controls Closet AC, low bid contract (for \$36.8K) is

being drafted for Student Union HVAC, and Elmstar Electric will be installing new lighting on Dec 5-6 in the Library Computer Lab (at budgeted \$3K).

- b) **Facilities Use Fee Planning follow-up [Joy]**. Hagen gave a recap from the October minutes. It should be clarified that total annual administrative costs to administer/police the permits was agreed upon by Trustees and is to be no more than \$15K. The implementation and communication of the new process will be completed by both the Parking & Transportation and Police Departments just as it is on the Oshkosh campus. A FOX campus office space has not been identified but will most likely be near the main entrance. A communication will be shared with staff and students and there will be an option to complete the form and pay online. Parking Services will work out the details of whether the permit will be a cling (sticker) or a hanging (transferable) permit. Questions should be sent to the Parking Services office. This office will make the hire for the FOX campus staff member that will do the policing. This initial parking permit process will be re-evaluated, but the Trustees have agreed that the process through the Board of Regents (BoR) to have the fee added to non-allocable (for fixed financial costs) student segregated fees should continue to be discussed. Hagen was sent the policy on Student Segregated Fees by Martin. Policy states that these fees must be related to the mission of the operations of the campus. FOX Campus Student Government will have a voice in that BoR decision-making process.
7. **Report from the Assistant Chancellor for Access Campuses**. Martin Rudd was not in attendance of today's meeting. Hagen reviewed the highlights from his report. EATS fundraiser is done and was well attended. Mid-year graduation will take place for the first time in December. The Trustees are invited to attend the ceremony at UWO. Hagen noted the monies that are being returned to the campuses to help support the previous UWC centralized services (referred to as *cross walk money*). There may be some additional FTEs coming with these dollars. Signage for permitted parking will be ordered through facilities and Rife iterated that signage is extremely expensive. That is going through the standard UWO process, but will come from the parking budget. Monies for exterior signage is \$80K for each campus will be provided through the UWC crosswalk money (explanation above). Interior signage will be replaced as well with those items currently out for bid. DOT signage will also reflect the new UWO signage.
8. **Future Agenda Items**. Update on parking (Hagen). Increased use of buildings (Hagen).
9. **Schedule next meeting [TBD 12/23, Fox Cities Campus]**. It was agreed upon to change to Monday December 16<sup>th</sup> at 1 PM.
10. Adjournment and Safety Walk (5pm). A motion to adjourn was made by Trustee Thomas. Seconded by Trustee Binder. Meeting adjourned at 5:02 PM.

Respectfully submitted,  
Renee Anderson