

**Minutes – Subject to Approval – December 12, 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  
Absent: Dan Grady, Nancy Barker

- 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: Trustee Sturn motioned to approve the minutes as submitted, seconded by Trustee Snider. Trustee Hagen stated the previous meeting minutes should reflect that Outagamie County only approved funding for the first year of the 5-year Capital Improvement Plan (CIP). The rest of the CIP is used as a guide for planning purposes. Trustee Snider agreed that process at Winnebago County is similar. Motion carried 4-0.
- 4) Presentation and Discussion of Bills: The trustees reviewed the invoice summary dated 12/12/2016 in the amount of \$9,805, general discussion ensued with no additional questions.
- 5) Budget Report: The trustees reviewed report dated 11-Dec-16 depicting budget expenditures and balances using Winnebago County's budget line items, general discussion ensued. Haen also presented a reported dated 2016 PROJECTION which estimated a positive balance at the close of 2016. Haen explained how he estimated each budget line and stated that the only uncertainty is with snow removal. Continuous snow fall in December could skew his projection. At the November meeting it was requested that Haen assemble a list of issues on campus that any remaining funding at year end could be used for. Haen briefly discussed items such concrete sidewalk and curb repair, repairs to asphalt surfaces, striping parking stalls, repairs to storage shed, roof maintenance contract and fire alarm upgrades to name a few. Trustee Sturn stated that he would be willing to support use of any remaining funds. Trustee members would inquire with their respective county about procedures for requesting funds to be carried over into the next budget year. After the meeting, Haen circulated written estimates and notes used to project year end to Trustees members via email.
- 6) Report from the Regional Director of Facilities Planning and Management: See below **in bold** for the report submitted to the board of trustees. Haen started his report by thanking trustee members for touring the facilities that morning prior to the trustees meeting. Paul Farrell, Outagamie County Maintenance Supervisor and Michael Elder, Director of Facilities, Winnebago County were also present on the tour.

**Regional Director of Facilities Report to the Board of Trustees December 12, 2016**

**Summary:**

The campus continues to be in good operation condition as we prepare for Winter and semester break. There are no new mechanical or building issues to report. We are continuing to make progress on several items before the onset of Winter. Please see the project section of this report for updates to those items. *Updates to any section since the November meeting are in blue italics.*

**Old Business:**

**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. *Update 12/12/16, no additional information to report at this time.*

**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. *Update 12/12/16, no additional information to report at this time.*

**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. *Update 12/12/16, application materials were received from 18 applicants and are currently being reviewed. It's anticipated that interviews will be conducted the first part of January 2017.*

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. *Update 12/12/16, the first meeting went well. We basically discussed topics such as what we hope to achieve by meeting on a regular basis, frequency of meetings, communication, etc. Our next meeting is schedule on December 12 at 9:00 am with a tour of the campus. Board of Trustee members have been invited to attend.*

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. *Update 12/12/16, The purchase of services contract has been signed by the contractor and Outagamie County, it is currently with Winnebago County for final signatures and issuance of a purchase order.*

#### **New Business:**

*November 17 was the last day for Andy Dillenburg, UW-Fox Valley's HVAC Technician. Andy resigned to accept a position that was closer to his home. It's anticipated that recruitment for an HVAC Technician will start in the new year however we are looking to alter the position description and responsibilities of a new incumbent to provide a higher level of service and technical ability to the campus and region ultimately reducing equipment down time, better preventative maintenance and increased comfort levels while reducing utility costs.*

#### **Projects:**

*Boiler Project: Update 12/12/16, a RFP is being drafted between myself and Winnebago County for Professional Services. Hopefully we will have an engineering firm on contract in January.*

*Library Exterior Wall Project: 12/12/16, a proposal from SEH has been received and a purchase of services contract is being drafted. It's anticipated that bid packages will be available in February to contractors.*

*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. 12/12/16, Installation is scheduled for the week between December 26 and December 30.*

*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. 12/12/16, The purchase of services contract has been signed by Outagamie County, it is currently with Winnebago County for final signatures and issuance of a purchase order.*

*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. 12/12/16, The purchase of services contract has been signed by Outagamie County, it is currently with Winnebago County for final signatures and issuance of a purchase order.*

*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. 12/12/16, The purchase of services contract was signed by Outagamie and Winnebago Counties, a purchase order was issued and the replacement water heater has been installed. Project is complete.*

*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. 12/12/16, The purchase of services contract has been signed by Outagamie County, it is currently with Winnebago County for final signatures and issuance of a purchase order.*

*Building Control Project: Update 11/14/16, A professional service contract was extended to Automated Logic and has not been returned as of yet. Update 12/12/16, no additional information to report at this time.*

*Parking Lot Asphalt Repairs and Maintenance: Update 11/14/16, no additional information at this time. Update 12/12/16, a costs proposal to perform additional concrete and asphalt repairs along with striping has been requested from Winnebago County.*

*Library Air Conditioning Project: Update 11/14/16, no additional information at this time. Update 12/12/16, I am considering bidding this replacement as part of the boiler replacement project this summer. Funding was budgeted in capital outlay for items less than \$100K. Better pricing may be obtained by combining it with a larger mechanical project.*

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

- 7) New Business
  - a) Operating Budget  
2016 Budget Projection was discussed under Item 5) Budget Report
  - b) Ongoing List of Needs  
A list of current issues was discussed under Item 5) Budget Report
- 8) Old Business
- 9) 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 December 2016**

Here are some updates from the Regional Dean's Office. I will not be at the Jan Trustees Meeting and will not be able to provide an agenda or report.

1. **NEW ERA Internship Draft Day:** UWFox students represented the campus at the 2016 Internship Draft Day held at Lambeau Field in November (<http://www.internshipdraftday.com/>). At this event, which requires students to pre-register and develop a resume, they can receive up to 5 interviews with regional companies who are interested in taking them on as paid interns. More than 215 students alone attended. Companies are able to score the students based on their interviews and pre-prepared materials and the top students are "drafted" by the companies (i.e. they compete) for the students who are there. While primarily initiated as a regional event, students are now attending from Michigan Tech, UW-Madison and UW-Stout. As you may have seen from President Cross, [internship opportunities](#) are going to be expanded as part of the next biennial budget request, which is intricately linked to [2020FWD](#) (The UW System "Strategic Plan"). Tammy Brunette was involved in the planning and development of the event again – thank you Tammy! At some point, I'd like to ask those who took part to provide an oversight for other students – in a promote and encourage way.
2. **UW-Green Bay Mechanical Engineering:** Last month I learned that the UW Colleges was one of several institutions who officially expressed concerns that UW-Green Bay is requesting permission to plan a BS in Mechanical Engineering. Greg Lampe specifically asked REO/Deans who might be impacted to provide information about our engineering programs as part of a response to the UW System Associate Vice President who oversees new program. I indicated I would be happy to work with Greg at that meeting in Madison in early February. This discussion is somewhat beyond routine as the concerns that we presented about the need for an additional program need to be fully addressed by UW-Green Bay. I will keep you updated as clearly there could be an impact on our programs with UW-Platteville. Note: this program will not be base funded by UW System
3. **UW Budget Forum:** Earlier this week I attended a UW Budget Forum hosted by Chancellors Blank (Madison) and Leavitt (Oshkosh). I am pleased to report that the format of the session was quite similar to the way in which Chancellor Sandeen has outlined how the UW Colleges has proceeded with our budget reduction; there was an overview of what has happened to state funding over the last decade and the last 2 years (especially). Chancellor Blank made comparisons of funding with other Big 10 schools. I suspect that the audience was generally made of UW-Madison and UW Oshkosh alumni and supporters as the questions were friendly. In particular, both Chancellors explained the size of their budget reductions in this current biennium, how they approached them [position reductions – as Chancellor Leavitt said, by the end of this year, they will have reduced their staff from 1440 FTE to 1300 FTE almost exclusively through attrition and retirements as that "there is nothing less strategic in building an institution than unplanned and non-specific losses of personnel"], and the effects on campus. Chancellor Blank pointed to the now apparent [drop of UW-Madison in national research rankings](#) and persistent pressure on faculty. She said that in some academic departments, 80% of the faculty had received offers to move. You are probably aware that UW-Madison spent [\\$24M to keep staff](#) – actually she said that only about \$2M of that was in base salary increases – other uses were, for example, short term stipends for grad students in labs "to keep research going". At UW Oshkosh, in addition to wanting to stem 4 years of enrollment decreases (including of course decreased transfer student numbers), Chancellor Leavitt indicated that a strong

enrollment for 2017-18 is emerging thanks to investment in admissions marketing from approx. \$100K to \$700K. Again, the message from both of them was economic impact, and a need to re-invest. This past week, President Cross has been talking about the need to [re-invest in the UW System](#).

4. **Community Activities:** I had an opportunity to talk with Appleton Public Library Director Colleen Rortved to find out more about the programming that takes place at the library and the types of ways that faculty and staff expertise can be involved. Among the items I am following up on is an interest in her having the College Resource Councilor, or perhaps the Adult Student Recruiter visit the library to provide information about UWFox programming, and to know more about events. The library also hosts some specialized topic group discussions in family history (not genealogy), veterans and Polish connections (please let me know if you'd like to explore

further).

The Business and Education Group that I have been a part of through the Fox Cities Chamber or about 4 years is actively discussing how to work with an expanded group of school districts who are seeking information about careers and the associated education / training pathways from local employers. Three years ago we developed a portal that uniquely connected employer opportunities with high school teachers; that has evolved to a more robust website now. We are in the process of meeting with individuals who are interested in learning more about the information about career pathways that include higher education through the UW.

Last week I met with the new Chief Education Officer of CESA-6, Ted Neitzke. He has only recently taken his position after serving with the West Bend School District as Superintendent. He is also a graduate of the UW Colleges (UW-Washington County). We talked extensively about course options, the result of changes in course options and the varying needs of the 30+ districts in CESA-6.

On behalf of the NE Region, I attended the [NEW NORTH Summit](#) earlier this week in Green Bay. The theme of the conference was (progressively) attract, develop, retain and included highlight presentations by education partners from UW Oshkosh and FVTC. Impressively, there were videos shown throughout the day showing the very strong things that the Fox Cities is doing (young professionals organization – attract; innovative recruitment methods to name just two)

5. **Legislative Connections:** In addition to sending a hand-written Thanksgiving note to our county and community partners, I will shortly be sending a letter that has been developed by the Chancellor's Office to our newly elected and reelected officials congratulating them, and providing a few key reminders about the campuses and UW Colleges. It is based on the most recent talking points that were developed (I have attached them). Renee is beginning to set of meetings for me with our regional legislators including Rep. Mike Rohrkaste from Neenah (55<sup>th</sup> District) who has just been [selected to the Joint Finance Committee](#).

Respectfully submitted, Martin 12/08/16

10) Future Agenda Items:

- a) New Business:
  - i) 5 year CIP – preliminary discussions
- b) Old Business:
  - i) 2016 Operating budget

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

12) Trustee Sturn moved to adjourn the meeting and seconded by Trustee Scherck. No additional discussion, motion carried 4-0. The meeting adjourned at 12:00 p.m.

J. Hagen, Chair; R. Haen, Recorder