

Minutes – APPROVED

UWO Fox Cities Board of Trustees

Monday February 28, 2022 1:00 p.m.

Trustees Present: Tom Snider (WC-Chair), Steve Binder (WC), Mike Brunn (WC-Alt), Jerry Iverson (OC) Yvonne Monfils (OC), Mike Thomas (OC-Alt),

Others Present: Martin Rudd, Paul Farrell, Pam Massey, Tracy Schwartz, Craig Moser, Mike Elder, Renee Anderson (recorder), Dan Brosman (WI SBDC guest presenter)

1. The meeting was called to order by Tom Snider, Chair, at 1:00 pm.
2. There were no public comments on agenda item.
3. Approval of January 24, 2022, minutes. Trustee Monfils made a motion to accept the minutes of the January meeting. Seconded by Trustee Binder. An amendment was requested to remove an unclear sentence. 0 Opposed. 1 Abstention. Motion carried.
4. Update on plans for SBDC at 1428 Midway Road [*Dan Brosman, Director*]. Dan is here today to clarify questions that have arisen around potential duplication of SBDC mission in the region as it relates to occupying the Midway Rd location. Over the last 5 years, over 60% of SBDC clients were already existing businesses seeking services of the SBDC. Another 40% would be considered pre-venture (ideation stages). The Fox Cities Chamber has been very supportive of the services that the SBDC could provide in this collaboration. Trustee Monfils asked what type of collaboration has existed with Mia Young (& Diana Hammer) of the UW Extension. Mike Brunn asked if there would be service overlap or if a need exists for more than one location of these services in the valley. Dan indicated that there is much demand for the many SBDC related services in this region. Jerry asked how New North is connected in the Oshkosh area and what interest there is here. New North (which represents 18 NE Wisconsin counties) has been supportive of business going through SBDC programming. When asked what the current wait time was for an appointment, Dan indicated that most clients can be seen within a week. He elaborated that it is more than booking an appointment, but also the convenience of offering programming in the area which supports the WI Idea of bringing opportunities to our local entrepreneurs. When asked by Yvonne to give his elevator pitch as to why trustees should vote for this development, Dan stated that by expanding to this location they are not only expanding in Winnebago and Outagamie Counties, but they are expanding their opportunities to grow and expand new *and* existing businesses forward and creating more incubator space. Jerry asked for an explanation as to how the Venture Center at FVTC works to acquire capital. Dan stated that capital infusion is a primary focus of SBDC and less from with FVTC, and a huge part of what they support (Capital Access Teams with financial projections). It is also a key factor as to whether companies grow or survive. It was agreed that a building value must be determined before this can move forward for further approval. Jerry made a motion that the Trustees support the allocation of money from both counties to complete a preliminary appraisal. This was seconded by Tom Snider. 0 Opposed. 0 Abstentions. This matter will be taken to the new boards for discussion and to make the decision about whether to move ahead. The estimated cost is around \$3000 based on recent examples.

5. Counties' Processes for Capital Project Approval exemplified using Food Service and Student Development Center [*JoAnn Rife, Martin Rudd*]. JoAnn shared a document that helped to identify the capital project steps needed to move a project forward. Those steps are Pre-design/Feasibility, Design/Engineering, and Bidding and Construction with the latter appearing to take the shortest amount of time, but actually taking the most time. JoAnn will share the document with the trustees after the meeting.
6. Presentation and discussion of bills [*Tracy Schwartz*]. Tracy presented three pages of bills. Questions arose about the large bill for plowing. Tracy is reviewing other contracts and is considering whether removal of a half-inch of snow is creating higher bills than necessary. An increase was made to \$60K for snow removal at least 5 years ago. It was suggested to ask for an equipment rate from their current contractor and determine if the number of parking permits sold justifies plowing all lots.
7. New Business and Standing Reports
  - a. 2022 Operational Budget Update and YTD Spending [*JoAnn Rife*]
  - b. 2021 and 2022 Projects: Status of 2021 CIP and small capital projects. Status of approvals, rollovers, and process [*JoAnn Rife*]. The Nature Center is not moving forward as a capital project. The card access project is 95% complete and the Fire Alarm project is completed.
  - c. 2021 and 2022 Projects: Status of budget and capital approval and project bids [*JoAnn Rife*]. Food Service and Student Development Center project moving ahead with feasibility study completed and moving to draft of design bid, pending approval from Winnebago County Board.
  - d. Condition Report for Campus [*Tracy Schwartz*]. No additional questions arose from Tracy's report.
8. Report from the Assistant Chancellor for Access Campuses [*Martin Rudd*]. An Academic Open House was recently held on campus as well as a presentation by Dr. Carlos Salazar talking about becoming an Emerging Hispanic Serving Institution (EHSI). Martin included several bills that were under consideration of the assemblies. They have since adjourned and it is uncertain which bills have been passed. Certificates in Business and Sustainability, which require completing 15 credits, are now available to students on all three campuses. A UWO online initiative is to bring six of our most popular majors to students in an online format which should draw a new student audience.
9. Future Agenda Items. It was clarified that Dan Brosman will not be required to come to the next meeting. Mike Elder indicated that once an appraisal is completed, the Trustees will need to compare it with an assessment.
10. The next meeting was confirmed as March 28, at 1.00pm. This will be Tom & Jerry's last Trustees meeting.
11. A motion to adjourn was received by Iverson. Seconded by Snider. Motion carried. The meeting adjourned at 2:38 pm.

Respectfully submitted,  
Renee Anderson