

Minutes -APPROVED

UWO Fox Cities Board of Trustees

Monday November 22, 2021 1:00 p.m.

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

Trustees Absent: Tom Snider (Chair)

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

1. *Call to Order.* Vice-chair, Jerry Iverson, called the meeting to order at 1:03 p.m.
2. *Public comment on agenda items.* There were none.
3. *Approval of October 22, 2021 minutes.* Steve Binder made a motion to approve the October 22 meeting minutes as presented. Seconded by Yvonne Monfils. 0 Opposed/0 Abstained. Motion carried.
4. *Presentation and discussion SBDC and CEI Space in 1428 Midway Road [Dan Brosman, Executive Director].* The Wisconsin Small Business Development Center (SBDC), with inception in 1980, is an accredited member of the America's SBDC. They are one of 13 centers, many of which are located on UW campuses. They work with small businesses at all stages, start-up to succession to exit planning. A proposed UWO, Fox Cities site would include a Digital Marketing Clinic which would provide free digital marketing services and a Center for Entrepreneurship & Innovation which would provide start-up resources for students. It would also support accelerator programs for students with internships. A Fox Cities base could allow clients to be served through incubating, maker spaces, support of prototypes, drop in space, etc. The trustees asked, *what will the relationship would be for the space and how would that function?* There could be entrepreneurs in-residence. There has been a recent need for commercial kitchen space for start-ups. Clients would have a key and come & go as needed. The facility would have its own parking lot. Steve Binder had concerns from a risk perspective with clients having open access to the space. This would be a county building with similar policies as the university. Martin compared the relationship similar to the Engineering building partnership. Martin talked with UWP engineers that run the device, design & XXX and they are also in need of additional maker space. The goal is to provide access to the

community with the hope to keep small business talent in the area. Jerry suggested asking for a design of a proposed floor plan and also a formal appraisal of the building. He also suggested meeting with the Chamber to gain support. The building would need minimal renovations initially. It was agreed to have Dan attend the Finance Meeting on December 7.

5. *Presentation and discussion of bills.* Tracy Schwartz presented the bills for just over \$10.8K in invoices. There were no further questions from the trustees.
6. New Business and Standing Reports
 - a. *2021 Operational Budget Update and YTD Spending.* JoAnn Rife provided updates on the current FY budget. We have spent 70% of the annual budget and have completed 80% of the budget year. Tracy confirmed that there are no foreseen charges due to hit before the end of the budget year.
 - b. *2020 Projects: Status of 2020 CIP and small capital projects. Status of approvals, rollovers and process.* JoAnn Rife stated that the Children's Center Addition contract should be issued in December with construction to start in March or April 2022. They are working through some financial considerations with Winnebago County for the Fire Alarm upgrade. Two additional bids will be required for that project. Bids were received for the Student Development Center feasibility study with results presented at the November County Committees and December Board Meetings.
 - c. *2021 Projects: Status of budget and capital approval and project bids.* JoAnn Rife informed the board that they will begin the acquisition process for 1428 Midway Road. An appraisal will be required. The card access upgrade is partially installed. They are awaiting parts and anticipate completion in December.
 - d. *Condition Report for Campus.* Tracy Schwartz indicated that new landscaping gravel was placed in front of campus. The collapsed culvert by the ENG Building was repaired. All concrete services are closed for the season so concrete barriers will temporarily protect gas meters until bollards can be installed in spring. All lighting issues, as pointed out in the Safety Walk, have been addressed. There have been two incidents with people walking off the terrace steps by CAC. Winnebago County brought some reflective paint to use on those steps to prevent further incidents. A composting project is taking place with grass clippings and local food pantry scraps recycled for use in the community gardens. Tracy is still working to bring Master Gardeners on campus next year.
7. Old Business
 - a. *Updates on discussions and presentations for Food Service and Student Development Center.* On November 9, UWO Fox Cities and Dan from Sommerville, made a joint presentation at the OC Property Committee. The OC Finance Meeting on Nov 16 also had Dan present. The Property Committee will not be meeting in December. Personnel & Finance Committee met and had follow up with the OC County Board to complete the process. Both Yvonne &

Jerry reported out from their recent sub-committee meetings. There were some concerns on the mezzanine. Most rated the proposal an 8 (Jerry-9, Mike T.-5). Mike based his decisions on space utilization. He questioned eliminating the Emeritus Room when school children visiting the Barlow use this space for lunch. Mike also sees concerns for locating the coffee shop next to the stage. Martin stated that we are utilizing our best experts in designing the space. Jerry would like to talk through residual questions further at the next meeting. JoAnn will see if Sommerville can return to another Trustees meeting. The OC Property Committee will meet December 14. The WC Property Committee will next meet on December 8 with a final presentation to the Winnebago County Board on December 21.

8. *Report from the Assistant Chancellor for Access Campuses* Martin Rudd indicated that there is a Strategic Planning Meeting around student success this Wednesday. Campus is preparing for the Barlow Director search and we are gathering commencement stories from FOX students. Martin, Pam & Tracy met with the City Clerks and Mayor Don Merkes regarding moving their polling location from the high school to the Fox Cities Campus. A similar transition in polling locations is occurring with the City of FDL and the FDL Campus. Vice Chancellor for Student Affairs candidate visits were recently concluded.
9. *Future Agenda Items.* Martin suggested keeping the meeting brief.
 1. Director for Career and Professional Development update (suggested for January).
 2. End of semester update on Parking.
10. *Schedule next meeting.* December 27 at 1.00pm was confirmed as the next meeting date/time. It was mentioned that Winnebago County offices are closed on this Monday.
11. *Adjournment.* A motion to adjourn was made by Steve Binder. Seconded by Mike Brunn. Meeting adjourned at 2:40 pm.

Respectfully submitted,

Renee Anderson