

**Approved Minutes – November 9, 2015**  
University of Wisconsin-Fox Valley Board of Trustees

Trustees Present: Tom Widener, Kathy Groat, Nancy Barker, Tom Snider

Others Present: Martin Rudd, Jim Eagon, David Staerkel, Scott Emmert, Juli McGuire, Terence Regan

1. Chair Widener called the meeting to order at 11:00 a.m.
2. Public comment: None.
3. The minutes for the meeting held October 12, 2015 were declared approved as submitted by Chair Widener.
4. The Trustees reviewed the bill summary dated 11/6/15 totaling \$13,885.41. Trustee Groat moved and Trustee Snider seconded to approve payment of the bills. The motion was approved unanimously by voice vote.
5. The Trustees reviewed the budget expenditure report dated 09-Nov-15. In response to a question, Mr. Eagon indicated that if there is a positive balance in the budget at the end of the year, each County's unspent allocation remains with that County. The campus as a county department does not retain unused dollars. Winnebago County pays the county bills and then bills Outagamie County for their portion for reimbursement of the expenses made by Winnebago County on behalf of both counties for the campus.
6. Information Update on Budget Proposal for 2016. Both Winnebago and Outagamie Winnebago County passed its budget which included funds for the UWFox facility. The campus is grateful for the continued support and is proceeding with plans for the new fiscal year.
7. Facilities Condition Report. Nothing major to report regarding existing facilities. The new set of boilers are operational and the campus is looking forward to bills to reflect energy savings into the future. There is one annual facility project remaining for the year with a purchase order in process. Snow removal equipment has been inspected and is operational. It was reported that the entrance doors near Continuing Education are difficult to open. The gates which segregate the Barlow Planetarium lobby from the rest of the campus from are being used and are tested on a monthly basis.
8. Energy Conservation Project Update. The last phase of the energy upgrade is wrapping up which includes the replacement of pneumatic actuator valves in the ceiling of each room. There are a few light fixtures that have yet to be installed as well as a few punch list items and are expected to be completed in the near future.
9. Dean's Report  
**Regionalization Work: Rounds 1 and 2.** As a result of the \$5M budget reduction to the UW Colleges, work has been proceeding since May, and especially since July, in consolidation and regionalization of many operational parts of the institution. There is a massive task and during the summer alone, more than 100 faculty, staff and students were working on the many task forces that were reporting back to the "central committee" (BISC) that was handling and assembling final reports for the Executive Sponsors (Vice Chancellors) for the final decision (Chancellor Sandeen). I will try and summarize some of the key steps that have been made so far:

**UW Colleges Budget Reduction:** Round 1 implementation planning ended in late August with the submission of reports, and acceptance of many of the findings of the task forces. Resulting was the kick off of a series of actions that:

- (i) UW Colleges will immediately begin to implement the Student Services "One-Stop-Shop" model and consolidate Student Services operations, as described in the task group reports. This implementation is complex and affects a large number of staff members who dedicate all or a portion of their jobs to admissions, recruiting, financial aid, veterans' services, accessibility services, and student conduct and compliance. Associate Vice Chancellor for Student Affairs and Enrollment Management Rich Barnhouse has been assigned to lead the implementation effort.
- (ii) UW Colleges will immediately begin implementation of the "Second Stop" Center for Academic Success and Engagement (CASE) as described in the task group reports. This implementation is also complex and affects a large number of staff members serving in UW Colleges libraries, information technology, and instructional technology areas. Associate Vice Chancellor for Academic Affairs Joe Foy and Assistant Vice Chancellor for Information Technology Werner Gade have been assigned to lead the implementation effort.
- (iii) UW Colleges will suspend for the time being any final decision regarding Academic Departments. We have not had sufficient opportunity to review and discuss the report and its recommendations.
- (iv) The Course Options Coordinator position has been eliminated and coordination has been transferred to existing staff in academic affairs. There is no further action that needs to be taken on this decision.
- (v) UW Colleges will temporarily suspend any further action to issue a Request for Proposals (RFP) for custodial and grounds keeping services. I concur with the task group's conclusion and the vice chancellors' recommendation that this action should be taken after the regional framework for

- facilities planning and management has been appointed. At this time, we cannot clearly articulate our vendor requirements and an RFP would not prove useful until more information is known.
- (vi) UW Colleges will conduct additional research on alternatives to student computer labs. The task group did not have sufficient data upon which to make specific recommendations and more work needs to be done. Assistant Vice Chancellor for Information Technology Werner Gade has been assigned to lead that effort.
  - (vii) The budgetary allocations for construction support, the FY15 contingency, and the fringe benefit liability have been eliminated. There is no further action required on this decision.

Much progress has been made in all these areas:

In (i): consolidation and regionalization of staff in "Student Affairs" has begun and will continue through next month. This is a large task that has required a massive amount of interaction with Human Resources as virtually all position descriptions have been re-written in identifying what is REQUIRED on each campus (based on size) and which processes (functions) can be consolidated to central or regional positions serving the institution.

In the next 2 weeks, all current student service staff who wished to apply for positions in the new "Solution Center" will be interviewed. At UWFox, we will essentially move to 3.5 FTE (advisors, event planner). Student Life will also have a position. At the UW Colleges level, hires have been in "Compliance", "Admissions" and are underway in "Recruiting".

In (ii): a significant overhaul of Information Technology, the campus Learning Centers and Library are proposed to be co-located and called "Center for Academic Success and Engagement" (CASE). There will be position losses in IT (and a new position serving academic learning through distance education). An announcement was made regarding a new Executive Director of the UW Colleges Libraries (Jennifer is currently the director of library at UW-Washington County). Our library staff are being re-titled but the operational hours of the library will remain. A "front desk" CASE assistant will be the first stop that students have when seeking out research, resources, IT, tutoring or learning assistance.

**Regional Positions:** In October, the UW Colleges announced the new regional leadership teams. All existing staff who had expressed an interest via an application were interviewed for regional dean or associate dean positions. As printed in the Post Crescent, the team are:

NE Wisconsin: REO/Dean – Martin Rudd; Associate Campus Dean for Academic Affairs/Campus Administrator at UW-Fox Valley: Bill Bultman; Associate Campus Dean for Student Affairs/Campus Administrator at UW-Manitowoc: Carla Rabe; Associate Campus Dean for Administration and Finance/Campus Administrator at UW-Fond du Lac" Bethany Rusch

This team official begins its work on 1<sup>st</sup> January 2016 but is already involved in campus visits, meetings and on 23<sup>rd</sup> November, we are meeting with the other regional teams for a day in Madison. Our biggest challenges are dealing with work that was formerly done by colleagues who will be terminated in their positions within about 3 months of new hires. There is a long list of transitional items to work on right now.

**Round 2:** Round 2 implementation planning is currently underway with examination of Business Services Dean Executive Assistants, other administrative positions on campus, Human Resources and three regional positions (Facilities and Planning, Continuing Education and Marketing / Communication). None of these three positions have been released yet for recruitment. The timing on those is expected in the next 2-3 weeks and by mid-December the reports will be with the Executive Sponsors (again) for recommendations to the Chancellor.

**What does it mean for how we will look (with the Trustees):** Current Assistant Campus Dean for Administration and Finance, Jim Eagon, is taking an institution-wide position, to continue the role he has been playing since earlier in the summer (only 25% on campus). With that, Bethany Rusch will transition into attending the Trustees Meetings as officially December 2015 will be Jim's last meeting. At some point too, there will be a new Director of Facilities and Planning for the NE Wisconsin Region. One of the roles that Bethany will play is to connect with the Trustees and County governments.

10. The next meeting of the Trustees is Monday, December 14, 11:00 a.m., in Room 1706.
11. Trustee Groat moved and Trustee Barker seconded approval to adjourn the meeting. The motion was approved unanimously by voice vote and the meeting was adjourned at 11:45 a.m.

T. Widener, Chair; J. McGuire, Recorder