

Minutes – Subject to Approval  
**The Trustees of the University of Wisconsin Oshkosh-Fox Cities Campus**

Monday September 26, 2022, 1:00 p.m.

1478 Midway Road, Menasha

Trustees Present: Yvonne Monfils (OC), Chris Croat (OC), Steve Binder (WC), Tom Swan (WC), Tom Borchardt (WC-Alt), John Cuff (OC–Alt)

Others Present: Martin Rudd, JoAnn Rife, Paul Farrell, Craig Moser, Tracy Schwartz, Pam Massey, Kevin Sturm, Mike Elder, Kara Homan, Renee Anderson (recorder)

1. **Call to Order.** Chair, Yvonne Monfils called the meeting to order at 1:00 pm.
2. **Public comment on agenda.** There were none.
3. **Approval of August 22, 2022, minutes.** There was no discussion on the previous meeting’s minutes. Tom Swan made the motion to approve the August minutes as submitted. Seconded by John Cuff. 0 Opposed. Chris Croat abstained. Motion carried.
4. **Presentation of Facility Use of 1428 Midway Road [Dan Brosman, Executive Director, SBDC, Alta Center for Entrepreneurship UW Oshkosh].** Dan introduced himself and gave a brief overview of the SBDC and the Alta Center for Entrepreneurship (CEI). Students can pursue a 12-credit certificate or obtain an emphasis in Entrepreneurship through the CEI. SBDC works with businesses at any stage of their planning, from start-up to succession to exit strategy. In 2021, they helped 24 new businesses start up. Wisconsin currently ranks low in the number of small business startups. Their current offices are in Sage Hall at UW Oshkosh. By obtaining the Midway Road property, the hope is to increase their presence in Northern Winnebago and Outagamie Counties, as an expansion of their existing services offered in the region. They currently partner with and staff an office at the Fox Cities Chamber (1<sup>st</sup> Wednesday of each month) which has become more heavily focused on supporting small businesses. They work very similarly with Heart of the Valley Chamber. They have had limited involvement with the UW-EXT offices for Start-up FDL/Oshkosh, etc. The proposed space would provide co-working space, a makerspace for prototyping, shared program support offices, and leased office space. This project would not change the mission of the university. The counties are responsible for the spaces covered in the existing MOU. Yvonne Monfils would like to see how this arrangement could fit into that MOU. Dan is leaving materials and business cards.
5. **Presentation and discussion of bills.** There were no questions following the presentation of the bills by Tracy Schwartz.
6. **New Business and Standing Reports.**
  - a. **2022 Operational Budget Update and YTD Spending [JoAnn Rife].** There were no questions following the presentation of the 2022 YTD operating budget.
  - b. **2021 and 2022 Projects: Status of 2021 CIP and small capital projects. Status of approvals, rollovers and process [JoAnn Rife].** The Children’s Center is the only 2020 carryover project. Three projects did not get placed on the Personnel and Finance Committee agenda. They should get on the next meeting (Oct 6), likely leading to projects being competed next year.
  - c. **2021 and 2022 Projects: Status of budget and capital approval and project bids [JoAnn Rife].** These projects will be presented early in 2023 to the counties. Craig Moser stated that the fume hood CIP submitted to Outagamie County for 2023 will not be in the County Executive’s budget, following further study and review. Paul Farrell stated that by attempting to properly repair and with continued maintenance there may not be a need to replace these items. This recommendation comes from the results of a study completed and shared in April. Having properly

trained personnel to perform this maintenance will help keep existing equipment functioning. An estimated timeline is pending on repair quotes. An airflow evaluation would need to be completed again after the repairs and then re-evaluated.

- d. **Condition Report for Campus.** Tracy Schwartz was able to obtain furniture from the previous MBA Marathon Center location, for the new spaces on the Fox Cities Campus. A mobile hot line was also obtained which will benefit the Foxes Den and will eliminate the use of Sternos. He is obtaining quotes to fix a roof drain leak above the stage in Perry Hall. Fall grounds work is being completed. Fox Cities Marathon recently took place with an estimated 5K-7K participants taking part. All AC issues have been repaired. Childcare doors and windows have been delayed until November. The lines to the Children's Center are being laid. A Safety Walk will be scheduled soon. Tracy is completing a roof walk this Friday with Outagamie County Facilities Supvr. and their roofer. Steve Binder asked to obtain an estimate of the remaining life of the roof as part of this review.
- e. **Student Responses to Food Service Survey.** Amanda Doperalski went through data obtained from the 52 student responses to a student survey conducted this fall at the Welcome Back Bash and Student Involvement Fair. A couple of common themes were that students desired more comfortable seating and private/quiet student spaces. The most important draws to eating on campus were price, quality & freshness, and variety (in that order).

## 7. Old Business

- a. **Status of appraisal for 1428 Midway Road.** JoAnn Rife's office is reaching out to a variety of appraisers for additional costs based on new criteria for the appraisal. It was requested that we obtain an overall condition report of the facility as well. Martin will work with Jim Danielson (owner) so Trustees and others can tour the Accurate Building.
8. **Length of Trustees Meeting.** It was determined to continue with a 90-minute meeting. We will adjust calendars to reflect the official change from 60 to 90 minutes as a reoccurring meeting time.
9. **Report from the Assistant Chancellor for Access Campuses [Martin Rudd].** Martin clarified that following the consideration for outsourcing custodial and grounds staff with Kentucky based company SSC, Chancellor Leavitt made a decision not to move ahead with this. No other questions arose from his submitted report.

## 10. Future Agenda Items:

- a. Chancellor Leavitt will be asked to attend the October Meeting.
  - b. Martin will request an update from Ben Richardson on parking permits obtained.
  - c. Fall Safety Walk date
11. The next meeting has been confirmed as October 24, at 1.00pm.
12. Adjournment. Chris Croats made a motion to adjourn. Seconded by Steve Binder. Meeting adjourned at 2:42 p.m.

Respectfully submitted,

Renee Anderson