

Minutes-Subject to Approval
February 24, 2020
UWO-Fox Cities Board of Trustees
1478 Midway Road, Room 1706

Trustees Present: Joy Hagen (OC), Mike Thomas (OC), Mike Brunn (WC), Tom Snider (WC), Steve Binder (WC)

Others Present: Pam Massey, William Hansen (Student), Ane Carriveau, Chuck Hermes, Joann Rife, Martin Rudd, Tracy Schwartz, Craig Moser (Deputy Director Financial Svcs.), Renee Anderson

Guests: Mike Elder (WC Director of Facilities), Paul Farrell (OC Maintenance Supervisor)

1. The meeting was call to order at 1:00 PM by Trustee chair, Joy Hagen.
2. **Public comment on agenda items.** There were none.
3. **Approval of January 27, 2020 minutes.** Mike Thomas moved for approval of the minutes as written. Seconded by Tom Snider. Motion carried.
4. **Presentation and discussion of bills [Chuck Hermes].** Bill were presented for the months of January-February. No additional discussion.
5. New Business
 - a) **a) Kitchen and Student Union Facility Planning (JoAnn Rife).** The Student Development Center (kitchen and union) renovation is included in the counties' plans for 2020. Joann is drafting the process for these improvements. These will be county projects (not state) because property is owned by the county. New space planning will be researched and there will be multiple design options presented. The survey created by students a couple of years ago will be re-circulated to current students for review and comments so feedback is current and will then be re-shared with the board. The design phase will occur in 2020 with the construction slated for 2021. Trustee Hagen suggested that after elections of County Board members another tour of the facilities be scheduled.
 - b) **2019-20 Budget Updates [Chuck Hermes].** Chuck shared the Winnebago County income statement. There were no questions from the board.
 - c) **2020 Planning: CIP, Operational (incl. small capital) and current state of approvals and timelines [JoAnn Rife].** JoAnn provided a hard copy status update to all attendees at the meeting. She is currently working with Winnebago County Highway Dept. to develop a timeline for reconstructing the South Parking Lot. An updated budget number was determined, with additional parking lot lights to be added in May just after commencement. 2020 improvements projects will move forward soon starting with the Children's Center addition. The RFP will be drafted and sent to Winnebago County so architect can be selected. Construction would likely start in fall 2020. Roof repairs will require working with Winnebago County procurement. Small capital outlays would be done this summer. Operational budget outlays

will take place this spring and summer. The remaining 5-year plan capital Improvement Projects were highlighted. Martin described the UWO Space Planning process and stated that any Fox Cities Campus issues can be sent up through the Campus Administrator who will share up to the UWO Planning Committee.

- d) **Master Planning discussion [Martin Rudd].** JoAnn mentioned that the current UWO MBA program, currently located inside the Marathon Center in Appleton, is being considered for relocation to the Fox Cities Campus. Current academic planning at UWO will help determine these needs.
- e) **County Boards and UWO Fox Cities BoT reorganization [Joy Hagen].** Trustee Hagen reminded everyone that county primary elections will take place on April 7 with potential board/committee member changes taking place on April 22. The BoT is scheduled to meet the following Monday, April 27. The County Board chairs have the final say as to the committee make-ups. Continue this items on next month's agenda.

6. Old Business

a) **Condition report for campus (Chuck Hermes).** A Facilities Report was included with the hard copy materials distributed at today's meeting. A new Buildings and Grounds Superintendent has been hired at the FDL Campus which now allows Tracy Schwartz to concentrate his time fully to the Fox Cities Campus. Painting continues to bring color scheme in line with UWO colors. Remaining UW Colleges servers are going dark on April 1. Automated Logic will be working with UWO to move servers to the UWO IT infrastructure. New door/entrance numbering will require new maps to be created. Outside signage will be taken care of soon. Bids have been received and contractors selected for replacing the Planetarium Controls Closet AC. Bids were received, contracts signed and a PO issued to Gartmann Mechanical for the Student Union HVAC.

b) **Summary of Parking Fee Implementation [Martin Rudd].** Martin stated that warnings are still being issued. He will try to get preliminary permit numbers after the end of the month to present at the next meeting.

c) **Report from the Assistant Chancellor for Access Campuses [Martin Rudd].** International students have been informed regarding the Corona Virus as a result of meetings over winter break and campus-wide communications confirmed that those that traveled out to China returned before travel restrictions came into place in early February. There are good things on the horizon in the area of enrollment management; an adult student campaign will occur this summer for late enrollers; career pathways are being investigated for current students; and the international program continues to grow. The *Navigate* software program will launch on the access campuses and will greatly improve our ability to reach out to students. Kimberly Area School District is trying to determine the reason

for greater Developmental Math needs for their students. We met recently with them to discuss.

7. **Future Agenda Items.** (1) Are there pathways by which Calumet County could support the campus? (Mike Thomas), 2) It was asked again by the board to find out how many students complete their degree in two years. Martin will investigate to report out at a future meeting. 3) Martin suggested that Chihae Lee or another from the Kings Education (International) program attend to talk to the board. He will check her availability to attend a future meeting.
8. **Schedule next meeting.** The next meeting will be March 23, 2020.
9. **Adjournment.** Mike Thomas motioned to adjourn the meeting Seconded by Tom Snider. Meeting adjourned at 1:52 PM.

Respectfully Submitted,

Renee Anderson