

Minutes-Subject to Approval
UWO Fox Cities Board of Trustees
October 26, 2020 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: JoAnn Rife, Tracy Schwartz, Martin Rudd, Pam Massey, Craig Moser, Ane Carriveau, Will Hansen (FSA)

1. Call to Order. The meeting was called to order at 1:00 pm by Trustee Chair Tom Snider.
2. Public comment on agenda items. There were no public comments.
3. Approval of September 28, 2020 minutes. Jerry Iverson moved to accept the September 28 meeting minutes. Seconded by Steven Binder. Motion carried.
4. Presentation and discussion of bills. Tracy Schwartz ran through the bill summaries. Steve questioned whether some of the electrical repairs could be due to the electrical storms. Tracy didn't think so. Jerry questioned whether there are other sump pumps that may need attention especially with all of the recent rain. Tracy indicated that the two pumps that were replaced were dual heavy-duty pumps that push out ground water. They are back-ups to each other and thus need to be replaced simultaneously.
5. New Business and Standing Reports
 - a. Parking update. No report was received. Martin will follow up with Parking Services so a report is available for next month.
 - b. 2019-20 Operational Budget Update and YTD Spending. To clarify, Martin stated that he reorganized the titles of JoAnn's reports to help with separating out information in the minutes. YTD budget totals were shared from the document that was provided to the board via email. JoAnn clarified that encumbrances represent expectations of a future actual transaction but were not yet included in the YTD figures. Due to the reduced number of students on campus, Tracy has mapped out a plan to reduce the parking lot areas to be plowed over winter. That should reduce the actuals in the Snow Removal category.
 - c. 2020 Projects: Status of 2020 CIP and small capital projects. Status of approvals and process [JoAnn Rife]. Presentations regarding the feasibility study of the Food Service / Student Commons in Winnebago County Personnel/Finance Committee will take place on Nov. 5 and to the Winnebago County Board on Nov. 17. Tracy checked into spot filling of the lot, but it's too cold now. The amount that was left over was rolled back into the Outagamie County general fund. Money for the Children's Center will be rolled over.
 - d. Deferral of UWO Fox Cities Capital Project "Student Commons and Food Service" to 2021. The \$2 million request will be deferred to 2021 because approval was just received from Winnebago County to move ahead with the design phase. The deferral will allow the approval processes between counties to catch up with each other. Outagamie County sales tax is coming in a little weak and thus we want to

allow both counties to have a better position on actual costs. We don't want the counties to get out of sync. Jerry moved to approve that this item be deferred for construction to 2022. Seconded by Steve Binder. Motion carried by unanimous approval.

- e. 2021 Projects: Status of budget and capital approval [*JoAnn Rife*]. 2021 CIPs were looked over in depth at the last Board of Trustees meeting. Gray Associates met last week and we are in the month long process to develop new academic programming across all campuses. This will include bachelor degree programming at this campus. The 1428 Midway Road property remains attractive as a site for additional academic programming.
 - f. Condition Report for Campus. Tracy Schwartz indicated that his staff are in the middle of seasonal grounds clean up in preparation for winter. The Boy Scout deer fence project was completed this past month at no cost to the campus. They will be back out for a clean-up day yet this fall. The Master Gardeners will be brought back to campus to renew a previous collaboration to help maintain beds and improve plantings around campus. Additionally, Martin and JoAnn met with Chancellor Leavitt to ensure that Master Gardeners and other similar partnership groups that perform work on campus will not require oversight of the Space Planning Committee. Seasonal preventative roofing repairs (flashings, etc.) are being completed.
 - g. Trustee Orientation to Campus Facilities. Multi page campus floor plans were distributed by JoAnn so Trustees could view the campus layout and orient to the various drawings. The UWO Facilities Planning Department is in the process of hiring a designer. This position will bring specific "Facilities Planning Specialist" knowledge to the planning and construction department. This new position will help ensure that academic needs are considered into future facilities planning.
6. Report from the Assistant Chancellor for Access Campuses [*Martin Rudd*]. With the recent surge in COVID cases, we may be able to deploy additional resources onto campus for testing. We are aggressively pursuing student retention for spring. Brainstorming sessions will be taking place to consider new ways to improve retention. Enrollment was down about 5.7% from last fall, but we estimated conservatively for a 12% decrease so we will not be in as bad of shape budget-wise.
 7. Future Agenda Items: parking update, academic planning/programming update by Caroline Geary (for November), pricing for large bobcat (Tracy to include with next condition report).
 8. Schedule next meeting. November 30 was unanimously agreed upon by Trustees as the next meeting date.
 9. Schedule date for Safety Walk. Jerry wondered if this was a required activity of UWO or other group. JoAnn indicated that they were not required by UWO, while Martin indicated that previously under UW Colleges, Safety Walks were a required activity. Tom gave some insight stating that these walks provided an opportunity for a "campus tour" for new board members and last year helped identify areas of poor lighting and overgrown shrubs that caused a safety concern for students and staff when leaving campus buildings during evening hours. Martin clarified that these walks are attended by the campus administrator

and a student government rep to give other perspective. Distancing and masks will be required on the walk. Due to current the high COVID numbers at this time the board will discuss a possible date at the next meeting.

10. Adjournment. Jerry made a motion to adjourn. Seconded by Tom. Motion carried. Meeting was adjourned at 2:17 pm.

Respectfully submitted,

Renee Anderson