

**Minutes-APPROVED**  
**UWO Fox Cities Board of Trustees**  
**January 20, 2021 1:00 p.m.**

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

Excused: Tom Snider

Others Present: JoAnn Rife, Martin Rudd, Ane Carriveau, Paul Farrell, Pam Massey, Renee Anderson, Craig Moser

1. The meeting was called to order at 1:00 pm by Jerry Iverson, presiding chair in the absence of Tom Snider.
2. Public comment on agenda items. There were none.
3. Approval of December 28, 2020 minutes. There was a motion by Steve Binder to accept the minutes as presented. Seconded by Jerry Iverson. 0 Opposed, 1 Abstention. Motion carried.
4. Presentation and discussion of bills [*Tracy Schwartz*]. No questions following the presentation of the January bills.
5. New Business and Standing Reports
  - a. 2021 Operational Budget Update and YTD Spending [*JoAnn Rife*]. The 2021 budget is the same as it was for 2020. Revenue includes \$10,380 from cell tower land use agreement.
  - b. 2020 Projects: Status of 2020 CIP and small capital projects. Status of approvals, rollovers and process [*JoAnn Rife*]. JoAnn filled out the Winnebago County request or carryover requests. This includes everything outstanding as POs (2 for Automated Logic, 1 for Capelle Bros, 2 for Elmstar for current work). Requesting carryover for work on Children's Center. Within 6 months this project should be out to bid with construction start this fall. Fire-alarm system updated. Requesting carryover for this project 2). Carry forward of the 175K for 10% design & Engineering study 3) \$42K for Library ceiling repair projects 4) Library carpet replacement will come out of 2021 operational budget and will be completed by the end of January.
  - c. 2021 Projects: Status of budget and capital approval [*JoAnn Rife*]. Nature Center trail & signage updates-requesting to advance to committees in Winnebago Co. (on agenda for Property & Finance Committee for Feb mtgs), Fume hood replacements, building & land purchase (internal study being done for square footage needs for

COB program), science wing wall (south side), Geology Lab flooring replacement. Steve suggests looking for grants to help with the Nature Center projects.

- d. Condition Report for Campus [*Tracy Schwartz*]. Major spring-cleaning taking place (example tornado shelter in basement). Snow removal has been slow. Plowing invoices slow to come through. Preventative maintenance on equipment and paint touch-ups taking place.
6. Old Business
    - a. 2020 Operational Budget and Final Spending [*JoAnn Rife*]. Overall, we have only spent 58.3% of budget. We have yet to be fully billed for the property liability insurance. There will be returns to general funds for both counties once all remaining 2020 invoices have been processed. In the budget process, there was an accounting misunderstanding and Outagamie Co utilized double the amount allocated for parking lot creating a \$28.6K deficit. Outagamie Co. put together a document with procedural information to lay out the process. Although other options are available, Paul recommended that the best option is to utilize the unspent operational dollars. Steve Binder made a motion to approve that of the \$81.6K of unspent monies that would go back to the counties, \$28.6K less will go to Outagamie Co. Seconded by Yvonne Monfils. Motion carried unanimously. A final amendment would need to come from the Finance Committee and will occur at their February meeting.
  7. Report from the Assistant Chancellor for Access Campuses. Martin has invited Aggie Hanni to attend and provide an enrollment update at the February Meeting. Spring will look very much like the fall but with return to more F2F classes. Masking will still be required. The Fox Cities campus will have on-site COVID-19 testing on an every other week basis beginning the first week of class. FOX Village Housing has been through hard times as a result of international students being unable to return to Wisconsin for 2020-2021 academic year. They have several new staff members and Martin will be providing the City of Menasha with updates to the housing partnership. There is economic impact of a campus in the community. Jeff Sachse of UWO would be interested in developing an economic impact study for the community. Parking services is in the final stage of hiring a parking officer for the FOX campus for spring semester. We will not be sending materials to the media any longer. This is in line with what other committees are doing.
  8. Future Agenda Items: Scheduling of Safety Walk/Tour. Update on parking passes sold.
  9. The next meeting is confirmed as Monday February 22, 2021, via Blackboard Collaborate.
  10. Steve Binder made a motion to adjourn the meeting. Seconded by Yvonne Monfils. Meeting adjourned at 2:00 pm.