

Minutes –APPROVED

UWO Fox Cities Board of Trustees

Monday March 28, 2022 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: Martin Rudd, Paul Farrell, Tracy Schwartz, Mike Elder, Renee Anderson (recorder)

1. The meeting was called to order by Trustee Chair, *Tom Snider at 1:00 pm.*
2. There were no public comments on agenda items.
3. *Approval of February 28 minutes.* Trustee Binder made a motion to accept the minutes as presented. Seconded by Trustee Monfils. 0 Opposed. 0 Abstentions. Motion carried.
4. *Recognition of Departing Trustees [Martin Rudd].* Martin Rudd recognized Tom Snider, Jerry Iverson, and Mike Brunn for their many combined years of service to the Board of Trustees as they transition out of their roles. Martin also thanked the remaining board members with the hope that (given their reappointments to this committee) we would continue under their guidance into the next year as new board members are provided an orientation. It was shared that the Fox Cities campus has a unique advantage to other two-year campuses in that it benefits from the support of two counties.
5. *Presentation and discussion of bills [Tracy Schwartz].* There were no questions following the bills presented by Tracy Schwartz. He reconfirmed from the February meeting discussion that the snow removal contract will be out for bid after this season. He will request more detailed monthly billing moving forward.
6. *New Business and Standing Reports*
 - a. *2022 Operational Budget Update and YTD Spending [JoAnn Rife].* Dollars appearing in “Percent Used” in *Repair Maintenance Supplies YTD* category is in line with the budgeted amount through the first quarter. JoAnn will re- evaluate and adjust numbers in the next budget to better reflect actuals.
 - b. *2021 and 2022 Projects: Status of 2021 CIP and small capital projects. Status of approvals, rollovers and process [JoAnn Rife].* JoAnn provided updates on the two 2020 carryover CIP projects that were awaiting budget transfer and feasibility study approvals. Martin suggested moving these 2020 CIPs under Old Business.
 - c. *2021 and 2022 Projects: Status of budget and capital approval and project bids [JoAnn Rife].* Budget transfer was approved by at the Facilities and Property Management Committee at the March 9th meeting for the Food Service and Union design and engineering. An April presentation date is set at Personnel and Finance Committee and May for the Special Orders Meeting of Winnebago County. Trustee Iverson reminded everyone that we have garnered parking lot fees which can be used for blacktop repairs. Additional lighting will be added in when the parking lot is next resurfaced. There was some discussion around whether it was better to have more “planned” routine maintenance rather than unplanned repair maintenance to help with the longevity of

county property. There was no question that the former is preferred but it is not always encompassed during budget planning.

- d. *Condition Report for Campus [Tracy Schwartz]*. Spring clean-up is taking place. Quotes are being obtained for sidewalk repairs. After recent heavy rains, there was a leak in the Library again that was likely caused by a tear in the roof membrane. A campus lighting audit for inside lighting only is being conducted. Maintenance staff are painting classrooms that are in greatest need. Campus can obtain furniture from the UWO Nursing Building to help replace some of the old furnishings from the 1950s-60s.
7. Old Business
 - a. *Comments on document outlining Counties' approval processes*. Trustee Iverson commented that the document circulated by JoAnn at the February meeting holds a lot of value and will be useful for new incoming board members. Trustee Monfils mentioned that if WC approves the engineering piece of the Student Union feasibility study it would be in the best interest of the project to identify what needs to be done (scope) in the RFP document. For a project of this multi-million-dollar size, Trustee Iverson proposed that it could be advantageous for committees to have input on the scope of the design work when an RFP goes out for bid. He feels the overall process is less likely to incur decisional hesitations or delays from the board after this process. After additional discussion, the Trustees agreed that it would be valuable for the committees to approve the *scope* and *direction* of the phase of the work or design of the company in advance of drafting the RFP and that it would be a good practice moving forward with the new board.
 - b. *Status of appraisal for 1428 Midway Road [Jerry Iverson]*. This was reviewed at the last finance meeting and there was discussion as to whether the Small Business Development Center (SBDC) would fit into the scope of the university's mission. Trustee Iverson compared this project to the UWP Engineering collaborative agreement as the SBDC is part of an educational program and/or entrepreneurial process. He suggested comparing renovation versus new construction as a measure of the value of the property and as an alternative to completing an appraisal. There was some discussion around whether the location of the property will cause it to have an inflated value for the university from the perspective of the current owners.
 8. *Report from the Assistant Chancellor for Access Campuses [Martin Rudd]*. Martin Rudd wanted input from current board members to clear up future need for parking permits to attend Trustee Meetings. It was questioned whether it should be current or incoming board members that inform a decision on Trustee parking for meetings. Yvonne made a motion to waive the requirement to purchase a parking permit for meeting attendance for the Trustees, their alternates, and ancillary county staff. Seconded by Trustee Iverson. Motion carried. One-time use permits for meetings will be provided for the entire semester. Chancellor Leavitt has approved investment in additional marketing efforts to help boost overall enrollments. Social Work and Human Services Leadership coursework has been added to get additional enrollments for courses that were not previously offered on our campuses. There is also an initiative to increase online classes to attract a new student audience (those with some college credits but actively in the workforce). UWO will be undergoing an accreditation visit in 2023 following the "branch campus" definition provided by UW System at the time of merger. As our three UWO

campuses have merged, we would most likely be considered *Alternate Locations* (rather than “branch campuses”). This would not change anything about how we do business. Other 2-year campus mergers have already resulted in this status change.

9. *Future Agenda Items.* OC appointees should be approved on April 16th. Getting a presentation in May is the pressing issue to get on the county board meeting agenda by mid-May.
10. *Schedule next meeting [April 25, 1.00pm].* Because the new trustees will not be (re)appointed by the April 25 meeting and date and there is no pressing business, the next BoT meeting will be delayed to May (exact date TBD).
11. *Adjournment.* Trustee Monfils made a motion to adjourn the meeting. Seconded by Trustee Snider. Meeting was adjourned at 2:26 pm.

Respectfully submitted,
Renee Anderson