

UW-RICHLAND COMMITTEE

January 9, 2017

The UW-Richland Committee met on Monday, January 9, 2017, at 1:00 p.m. in the Dean's Conference Room, located in Melvill Hall, 1200 Highway 14 West, Richland Center, Wisconsin.

Committee members present included: Bob Bellman, Marty Brewer, Carol Clausius, James Huffman and Dave Turk.

Others present included: Victor Vlasak, County Clerk; Dr. Charles E. Clark, Regional Executive Officer and Dean for the Southwest Region; Brian Zobel, Regional Director of Facilities Planning and Management for the Southwest Region; and Angie Arneson, Food Services Supervisor.

Chairman Bellman called the meeting to order.

The County Clerk verified that the meeting had been properly noticed. Copies of the agenda were sent by either mail or email to all UW-Richland Committee members, a copy was faxed to The Richland Observer, a copy was emailed to WRCO and a copy was posted on the Courthouse Bulletin Board and County web site.

Motion by Clausius, second by Brewer that the agenda be approved. Motion carried.

Motion by Turk, second by Brewer that the minutes for the January 9th meeting be approved. Motion carried.

Dr. Clark reported that the campus is in between semesters.. The process continues to fill the Information Specialist position. This is the front person in the Student Affairs office. A search is also being conducted to fill the International Student Coordinator position. There is one winterim course being conducted during the semester break. The course focuses on the social aspects of sports and athletics. The spring term will start on January 23rd.

Dr. Clark reported that enrollment is typically lower in the spring. There is still registration availability for the semester. Concurrent enrollment is where high school students can take college classes in their high school and earn UW colleges credits. In the past these students were registered and enrolled in the fall even if the courses they were enrolled in were an entire year long. For those courses, an incomplete would be entered for the student at the end of the fall semester and then in the spring semester when the student continues the course, the incomplete would be eliminated and the student's grade would be entered. Effective this year, these students will be counted, for enrollment purposes, in the spring.

Chairman Bellman noted that on March 1st at 10:00 a.m. a meeting is scheduled. Dr. Clark reported that the meeting was requested so that the UW Colleges Chancellor and the Vice Chancellor for Administration and Finance could attend for a specific discussion of deferred maintenance.

Arneson reported that Mary Connor has submitted a letter of resignation from the Cafeteria position. Motion by Huffman, second by Clausius to accept Ms. Connor's letter of resignation. Motion carried. Arneson will send a letter of appreciation to Ms. Connor on behalf of the UW-Richland Committee.

Arneson reported that the ad to fill the Cafeteria position will run from January 16th through February 2nd. Interviews will be scheduled for Friday, February 10th beginning at 1:00 p.m. Arneson noted that the person who has worked in the department for the past seven years may apply for the position. Arneson noted that she is her niece. Angie's niece was hired by the previous Food Services Supervisor.

Arneson reported that meal service revenues, this year, are 39% of total revenues received. Arneson emphasized the importance of the meal site revenues to the meal service. Discussion followed regarding County discussions about eliminating non-essential services. These discussions could affect the Nutrition Program.

Zobel provided an update on the Honeywell Energy Efficiency project. The first two phases of the lighting, windows and barriers has been completed. The third phase started the week of December 27th. The third phase deals with the controls for the Science Building. The VAV system has been installed in the building but is not hooked up. The third phase will continue through early April. They will also be hooking up some controls for the gym. Two additional pole lights were also installed on the corner of Symons Circle.

Zobel reported on three items that are being focused on. One is the Solution Center (Student Affairs office). Furniture is being rearranged in that area. Funding may be available for new carpeting. The area is being opened up and space freed up. The second project is the men's locker room in the gym. The old lockers are being pulled. New donated lockers received from another UW system campus are being installed. The third project is removing the wallpaper and painting the hallways of the Student Center.

Zobel gave an update on the benefits of having the Custodial Supervisor from Rock County meeting with the maintenance staff. The staff is learning how to better utilize the equipment and learning about more modern standards. The ground worker position vacancy has been filled. There are currently two full time and one half time maintenance staff people.

Zobel reported that the insurance premiums for 2016 came in at \$10,043. \$19,000 had been budgeted for premium costs. That will free up funds for other repair projects.

Zobel reported that SEG is still studying the ice and snow buildup issue at the entrances to the Student Services building. The engineers are researching trench drain products.

Dr. Clark distributed copies of the report on the estimated costs of \$4,826,000 for the maintenance and infrastructure needs highlighted in the Master Plan. The estimates are to bring buildings up to code and current requirements. The estimated deferred maintenance costs for the Classroom building is \$633,000. Dr. Clark noted that the review of the Master Plan put the Classroom building as a priority. The remodeling of the building was estimated at just under one million dollars. That number did not take into account the costs of deferred maintenance. Another priority is safety and risk issues because of the ice issues and the condition of the concrete walkways. Added to the cost estimates was the replacement of the windows in all of the buildings except the new additions. All windows, with the exception of the new additions, are original to the construction. An estimate to replace all of the windows in the original buildings is \$250,000 to \$275,000.

Zobel reviewed the invoices for the month totaling \$939.50. One of the invoices was from the Highway Department for bridge inspection services. Chairman Bellman requested that a copy of the inspection report be provided. Motion by Brewer, second by Huffman to approve the payment of the invoices from the Outlay budget. Motion carried.

Chairman Bellman expressed concern about the condition of the water damaged ceiling in Marilyn Peckham's office. Zobel reported that when it warms up Brian Wontor, from Residential Roofing, will be back to look at that area of the roof.

Motion by Huffman, second by Turk to adjourn. Motion carried. The meeting adjourned at 1:43 p.m.

Victor V. Vlasak
Richland County Clerk