

UW-RICHLAND COMMITTEE

March 14, 2016

The UW-Richland Committee met on Monday, March 14, 2016, 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 and Dave Turk.

Others present included: Victor Vlasak, County Clerk; Dr. Charles Clark, Regional Executive Officer and Dean of the Southwest Region; Dr. Tracy White, Regional Associate Dean for Academic Affairs and UW-Richland Campus Administrator; Dundee McNair, Regional Associate Dean for Administrative and Finance for the Southwest Region; John Carter, Campus HVAC Specialist; and Angie Arneson, Food Services Supervisor.

Committee 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 Brewer, second by Turk to approve the agenda. Motion carried.

Motion by Turk, second by Brewer to approve the February 8th minutes. Motion carried.

Dean Clark reported on board and committee meetings that he has attended. Dean Clark reported on a notice that was sent out regarding the hiring of Brian Zobel for the position of Regional Facilities Planning Management Director. The campus will be receiving a .5 position for the maintenance/custodial side of the old building and grounds superintendent position.

Dr. White reported that interviews are taking place for the mathematics and music faculty positions. These positions are 100% Richland.

Arneson reported on the upcoming high school art show, garden show and upper and lower Michigan waste management event. Participation at the Richland Center Nutrition site is increasing. Meal Service will start taking over the frozen meals for the Nutrition Program that currently come from Gordy's. The number of frozen meals is currently at 240 a month. Storage space is needed for the frozen meals. The plan is to locate an upright freezer at Health and Human Services to store the frozen meals. Arneson and Deitelhoff will be attending a food show in Baraboo on March 22nd.

McNair reported on the following maintenance and repairs that have been completed:

- The parking lot lights in the east lot were repaired;
- The ice machine for food service and the ice machine in athletics were repaired.
- Patched the parking lot.
- Hung banners in the gym.
- Repaired the hot table for food service.
- Johnson Controls was in to work on the controls for the two Cleaver Brooks boilers. There are concerns about parts that are no longer available.
- Brought down the set material for the theater production.
- Constructed shelving for student services.

- Repainted the halls of Melvill and the Science Building.
- Repaired a urinal in Melvill.
- In the process of changing all of the soap dispensers in all of the buildings because the soap that has been used has been discontinued.
- Rebuilt the popcorn maker for athletics.
- Rebuilt half a dozen faucets in various buildings.
- Worked on malfunctioning walkway light.
- Performed routine maintenance on the campus truck and other power equipment in gearing up for spring and summer.
- Changed all of the furnace filters.
- Changed all of the ballasts and lights in the buildings.
- Augured the drain in food service.
- Repaired a refrigerator and freezer for food service.
- Installed benches for the font patio.
- Changed lights in the scoreboard in the gym.

Invoices for the month totaled \$6,183.49. Hall Ceilings invoice for \$1,050.00 was for the replacement of the water damaged ceiling tiles in Melvill. Mike Baker was hired as a limited term employee to do some painting. The Johnson Controls invoice is \$4,046.10. February 24th both boilers were tuned. A leaking gas valve on boiler number one in the gymnasium was discovered. Johnson Controls will quote a replacement adjusted air regulator for night set back. February 25th they trouble shot stats and calibrated controls for AHU 9 and 10. February 29th they calibrated pneumatic stats and controls. March 3rd they calibrated controls for the gym air handling unit and replaced and recalibrated the auditorium stat. Motion by Turk, second by Brewer to approve payment of the invoices from the Outlay account. Motion carried.

There was nothing new to report regarding the Classroom Building remodeling. McNair reported that the walls will be painted in the building.

McNair reviewed the final 2015 Outlay report. The report included line item changes where needed to cover items that went over budget. Motion by Brewer, second by Clausius to recommend to the Finance and Personnel Committee approval of the line item transfers. Motion carried.

McNair reviewed the current Outlay report as updated on March 13th.

Committee members were given copies of the Facilities Rental Form – External Groups and the Facility Use Policies and Procedures and the Rental Information. The Policies and Procedures will be discussed at the Committee's next meeting.

McNair reported on the condition of the parking lots and the possibility of contracting with the Highway Department to make repairs where needed.

Motion by Clausius, second by Brewer to adjourn. Motion carried. The meeting adjourned at 1:39 p.m.

Victor V. Vlasak
Richland County Clerk