

UW-RICHLAND COMMITTEE

April 11, 2016

The UW-Richland Committee met on Monday, April 11, 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 and Carol Clausius. Dave Turk was absent.

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; Brian Zobel, Regional Director of Facilities Planning and Management; 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 Clausius, second by Brewer that the agenda be approved. Motion carried.

Motion by Brewer, second by Clausius that the March 14th minutes be approved. Motion carried.

Dr. Clark introduced Brian Zobel who was recently hired as the Regional Director of Facilities Planning and Management. Zobel will manage facilities for UW-Richland, University of Wisconsin-Baraboo/Sauk County and University of Wisconsin-Rock County. Dr. Clark noted that the degree of backfill in the area of maintenance and custodial services for all of the thirteen campuses has not been decided.

Dr. Clark requested that the Committee, in the very near future, take an extended tour of the campus. Steve Wildeck, Vice Chancellor for Administration and Finance at University of Wisconsin Colleges and University of Wisconsin-Extension and Kate Sullivan, Director of Facilities Planning at University of Wisconsin System were recently on campus updating the internal campus facilities plan.

Dr. White reported on the Academic Alliance Program where high school instructors are working with college instructors to teach college credits for the high school students and on the Community Education Cooperative which is working in conjunction with SW Tech and manufacturers in the region to give students experience in the manufacturing sector. Dr. White reported that the last day of classes will be May 12th. Commencement ceremonies are on May 6th.

Arneson reported that completed programs include the Garden Show, Upper Michigan Kiwanis Club, Delta Kappa Gamma and a hospital group. Last week was Richland Rocks week. Upcoming is the Art Show, Taste of Richland, Feast of Nations and EAAS Dinner. There may be a Korean Program coming in July and August which will overlap with the Japanese Program.

The Facility Use Policies and Procedures and associated usage fees and rental rate schedules were discussed. McNair explained that the fees are designed to cover costs associated with the use of the facilities. Eric Hoffman, Campus Administrative Specialist, coordinates internal rentals and Jessica Laeseke, Regional Director of Continuing Education, is handling fee based rentals.

Arneson reported that it was recently discovered that sales tax collection applies to every non student that comes to the register. The taxable sales will now be tracked on the registers.

Zobel reported that there are four main sections, totaling 450 square yards, in the parking lot that are in need of repair. Two areas are on either side of the northeast bridge, one area is in front of Melvill Hall and the fourth area is in the southeast lot. Three bids have been received. The Highway Shop has also been asked to give a quote. Carter explained how the repairs will be made. The Committee will postpone a decision on the repairs until the May meeting.

Carter reported on the following maintenance/repairs that have been completed:

- Three of the high parking lot lights were repaired.
- Four outdoor building lights will have to be replaced due to damage.
- The outdoor lighting timers and clocks were reset.
- Several drains in the kitchen area were augured out.
- Schneider Plumbing was called to auger out the drain line. They pulled up clay indicating that there is a broken pipe.
- Schneider Plumbing and Rynes Plumbing were called to give estimates on the replacement of the drain line and grease trap.
- Halls in Melvill Hall and the Sengstock Conference Room were painted.
- The windshield in the campus car was chipped by rocks and had to be replaced.
- Snowplowing damage to the campus truck was repaired by Mueller Auto Body.
- D.L. Gasser, Pickett's Paving, Scott Construction, D&P Enterprises and the Richland County Highway Department were called to give estimates for the parking repairs.
- Interior lights and ballasts were replaced.
- Lighting work was done for the Theater production.
- Assisted with the scholarship duck race.

Zobel explained the bid received from Rynes Plumbing of around \$6,000.00 on the approximately twenty linear feet of drain line in the kitchen area that could need replacement. Carter explained that the blockage is about five feet into the pipe. The grease trap will need to be brought up to code. Twenty feet is the minimum and the length could stretch up to eighty or ninety feet. When they cut the pipe, they will need to decide how far they have to go to get to good pipe. This drain is for the entire back part of the kitchen. Arneson noted that a cleaning crew will be needed after the repairs are made. Everything in the kitchen will need to be removed while the work is being completed. The floors will have to be repaired after the drain line is replaced. Chairman Bellman suggested that an alternate repair be investigated before a decision is made to cut into the floors to replace the drain pipe.

Invoices totaling \$461.57 were reviewed. Motion by Brewer, second by Clausius to approve payment of the invoices from the Outlay budget. Motion carried.

McNair emphasized the importance of continued consideration of updating and remodeling the Classroom building.

McNair reviewed the Outlay budget as of April 11, 2016.

Arneson reported on plans to replace the wall tiles in the dish room of the kitchen with milk house board. The Committee will review bids for the project at their next meeting.

Motion by Brewer, second by Clausius to adjourn. Motion carried. The meeting adjourned at 2:05 p.m.