

UW-RICHLAND COMMITTEE

August 7, 2017

The UW-Richland Committee met on Monday, August 7, 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, Melissa Burke and 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; Dr. Tracy White, Regional Associate Dean for Academic Affairs and UW-Richland Campus Administrator; Brian Zobel, Regional Director of Facilities Planning and Management for the Southwest Region; John Carter, HVAC Specialist; and Angie Arneson, Food Service 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 Huffman, second by Turk that the agenda be approved. Motion carried.

Motion by Brewer, second by Burke that the printed copies of the minutes for the July 10th meeting be approved. Motion carried.

Dr. Clark reported that he continues to work with the Southwest Partners Economic Development group. Kate Koziol, Economic Development Specialist, has been visiting some of the townships and individual businesses. Dr. Clark and Dr. White have been working with the developing Chamber of Commerce. The Chamber has been holding social hours monthly. The campus will host one of the social hours in October. Overall enrollment for the fall is at about 87% of last year at this time. The enrollment is down by 30 FTE compared to this time last August. While there have been fewer applications, there have been more admissions. Enrollment decreases are lowest mostly because of the decline in the high school class. Dr. Clark presented information on yields percentages relating to admissions and enrollment. Enrollment is currently just shy of 200. Students can continue to register through the summer. Incoming international students do not register until the end of August. The Richland campus has had a stronger international program and is more aggressive in recruiting international students.

Dr. White reported on events planned for the 50th anniversary. The idea is to do a series of events to connect with the community. Dr. White reported on the hiring process for the athletic director position. Two candidates have been interviewed. Opening day activities are being planned. Staff professional development will take place on opening day. Interviewing and hiring for the music, business and biologist positions continues. A group will be going to Chicago to look at new technology available for distance education.

Arneson presented the July Food Service financial report. Arneson reported on summer programs involving Food Service. Students will be moving into the dorms the last week of August. Dr. White noted that the faculty will be assisting students with the move. A gentleman will be coming in to wash the walls in the kitchen. The Viola nutrition meal site will continue to operate until October. Providing meals for the jail will have to be a cooperative venture with Pine Valley. Delivery of the meals is still under discussion. It is also not known at what point the current jail meals contract can be terminated.

Zobel distributed copies of the bid tabulation sheet for the Melvill Hall Roof Replacement Project. Also distributed were copies of the bids received for the replacement of the Science Building chiller condensing unit.

The bids for the Roof Replacement Project were as follows:

- \$157,640 – Pioneer Roofing, Johnson Creek, Wisconsin
- \$174,700 – Winona Heating and Ventilating Company, Winona, Minnesota
- \$273,220 – Interstate Roofing and Waterproofing, Onalaska, Wisconsin

The bids for the replacement of the Science Building chiller condensing unit were as follows:

- \$62,751.08 – Johnson Controls, Onalaska, Wisconsin
- \$76,660.00 – Honeywell Corporation, Madison, Wisconsin

The Committee discussed the proposed completion dates proposed by the bidders for the roof project. Zobel noted that the roof project will take approximately two months. The bids are based upon the bid specs for the project. The Committee favored the Winona Heating bid because of the contractor's projected start and end dates. The roof project was advertised in The Richland Observer.

Zobel reviewed the two bids received for the replacement of the condensing unit with a Trane unit. The contractor will also need to change out the Freon type in the air handler system. Chairman Bellman noted that this is a heating and cooling unit combined. There is a one year warranty on the replacement unit.

Motion by Huffman, second by Brewer to recommend acceptance of the bid from Winona Heating and Ventilating Company in the amount of \$174,700 for the Melvill Hall roof replacement project and the Johnson Controls bid of \$62,751.08 for the replacement of the Science Building chiller condensing unit. Motion carried. The funding request would be for \$174,700 for the roof project, \$63,000 for the chiller unit, \$14,800 for the engineering firm's services and a 10% contingency for possible change orders with the roof project. Total funding in the amount of \$272,000 will be requested.

Carter presented the following maintenance report:

- New plantings for the alumni landscaping project;
- Replaced benches in front the Library building;
- Installed new advertising displays in Student Services;
- Pulled weeds on roof tops;

- Power washed lawn equipment and performed routine maintenance;
- Cleaned up branches from the storms;
- Repaired vandalism of the storage shed;
- Changed oil in the control compressors;
- Updated the soap dispensers in the Student Center;
- Swept all of the sidewalks;
- Trimmed trees;
- Weed wacked the creek bank;
- Cleaned up junk behind the windbreak; and
- Fixed fans in the South Hall of the Student Center.

No new information was available regarding the remodeling of the Classroom building.

Zobel presented a report on the status of the Outlay budget. The report includes invoices being presented for approval plus approved encumbrances. Zobel reviewed the invoices. Motion by Turk, second by Burke approving payment of the invoices totaling \$3,430.09 from the Outlay budget. Motion carried.

Zobel distributed copies of the proposed 2018 Outlay budget. The total operating budget request is for \$63,000. Capital expenditure needs for 2018 were discussed. Zobel also provided Committee members with the projected ten year campus repair needs which total \$3,632,000. Motion by Turk, second by Huffman to present to the Finance and Personnel Committee the 2018 Outlay budget request of \$63,000. Carter reported on other buildings where roof leaks are occurring. Dr. Clark recommended that pictures be presented to the Finance and Personnel Committee of the areas where the leaks are occurring.

The next meeting is scheduled for September 11th at 1:00 p.m.

Motion by Turk, second by Huffman to adjourn. Motion carried. The meeting adjourned at 2:08 p.m.

Victor V. Vlasak
Richland County Clerk