

## **UW-RICHLAND COMMITTEE**

February 12, 2018

The UW-Richland Committee met on Monday, February 12, 2018, 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. Dave Turk was absent.

Others present included: Victor Vlasak, County Clerk; Dr. Charles E. Clark, Regional Executive Officer and Dean for the Southwest Region; Greg Zimmerman, part-time Acting Campus Administrator; Todd Carothers, Assistant Chancellor for Administrative Services; Brian Zobel, Regional Director of Facilities Planning and Management for the Southwest Region; and John Carter, HVAC Specialist.

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 Brewer that the agenda be approved. Motion carried.

Motion by Burke, second by Brewer for approval of the printed copies of the minutes for the January 8<sup>th</sup> meeting. Motion carried.

Dr. Clark reported on his work in the community with the Chamber. Chancellor Dennis Shields visited the campus. Potential is seen for the Richland campus in relation to programs at Platteville. One example is agriculture and the location of the Richland campus and the Foundation ownership of the Smart Farm.

Zimmerman reported that new printers and copiers have arrived and will be installed in March. The spring semester is rolling. Retention of the current students and the recruitment of more students is the goal. For retention an academic coaching program has been started to help struggling students. A high school visit program was set up last year so students can visit classes and meet with professors and students to find out what college is about. Kickapoo brought 30 students last year. Ten of those students have completed the application process and were admitted. Of 81 students admitted for the fall, 45 of the students were from six area districts.

Zobel reported that the Melvill Hall Roof Replacement project is substantially complete. The metal workers have completed their punch list. The flat roof contractors have not completed their punch list. A part of their punch list is the concrete work. On the roof project, everything has been paid out except the retainage.

Zobel reported that the chiller project is in a holding pattern until the spring start-up. A third bill was received from Johnson Controls. However, the second bill had not been received. The electrical work was completed. The commissioning date for the chiller is set for March.

Zobel reported that there was a leak in an office in Student Services. The roof replacement covered the top of the drain. This was interior drain work that the engineer and contractor had identified. A plumber was called to repair the drain. Damaged ceiling will be replaced with matching tile. Carter explained that a three inch pipe completely separated. The pipe had not been installed properly. The

clamp was never tightened. When it came apart, water was draining onto the floor. Zobel noted that there is another drain that needs to be inspected.

Zobel reported that a part-time painter has been working on the hallways in the Wallace Student Center. He will also be painting the dining area. The individual doing the painting is working under the Green Thumb Program.

Carter presented the following maintenance report for January and February:

- Gym and locker room toilets were repaired;
- The Food Service freezer was repaired;
- Soap dispensers in east hall were changed;
- The drain in the café was augured out;
- Parking lots and sidewalks were plowed and salted;
- Classroom setups were completed;
- Tractor repairs were made;
- Air filters were changed and air handlers greased;
- Melvill Hall furnaces were worked on;
- Set ups for six basketball games were completed in the last month;
- The north basketball hoop was welded;
- Painting of the north hall of the Student Center was finished; and
- The café wall paper is being striped and the walls painted.

Zobel reported that the custodial lead worker position is vacant. A temp has been hired in a custodial LTE position. Recruitment for the position is ongoing. It is a nighttime position.

Zobel reviewed the Outlay budget. County Clerk Vlasak reported that funds have been transferred from the County's Borrowed Money Fund to the UW-Richland Outlay to cover the following capital project expenditures:

\$ 10,360.00	Specialty Engineering Group
\$ 50,926.69	Johnson Controls
\$107,631.00	Pioneer Roofing
\$ 37,836.00	Pioneer Roofing
\$206,753.69	TOTAL

Monthly invoices totaling \$5,439.58 were reviewed by Zobel. Included in the listing is an invoice from Specialty Engineering Group in the amount of \$4,400.00 for the Melvill Hall Project. Motion by Turk, second by Huffman to approve payment of the monthly invoices from the Outlay budget. Motion carried.

Discussed was the turnover that will take place on the UW-Richland Committee with the election of the County Board in April. Bellman is not seeking re-election to the County Board. Turk will have served six years on the UW-Richland Committee.

Motion by Brewer, second by Turk to adjourn. Motion carried. The meeting adjourned at 1:38 p.m.

Victor V. Vlasak  
Richland County Clerk