

## UW-RICHLAND COMMITTEE

January 8, 2018

The UW-Richland Committee met on Monday, January 8, 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; Greg Zimmerman, part-time Acting Campus Administrator; Brian Zobel, Regional Director of Facilities Planning and Management for the Southwest Region; John Carter, HVAC Specialist; 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 Huffman, second by Brewer that the agenda be approved. Motion carried.

Motion by Huffman, second by Brewer that the printed copies of the December 11, 2017 minutes be approved.

Greg Zimmerman was introduced as part-time acting campus administrator. Mr. Zimmerman is also serving as academic advisor. The temporary appointment is due to former Campus Administrator Tracy Davidson's acceptance of a position with the University of Wisconsin System. The temporary appointment is effective through August 2018.

Arneson presented the Food Service Financial Report as of December 31, 2017. Arneson reported on the cleaning of freezers and equipment. The number of meals provided for the Richland Center Nutrition Site keep climbing. An analysis of the cost for providing nutrition meals was presented for review. The renewal of the contract for providing meals for the nutrition sites was discussed. The purchase of a steam table for the Richland Center Nutrition site was discussed. Brewer will find out if funds are available for the steam table through the Nutrition Fund. The renewal of the Nutrition contract will be presented to the Committee at their February meeting.

Zobel reported that the base part of the Melvill Hall Roof Replacement Project has been completed. All that remains are punch list items. The second payment request from Pioneer Roofing on the project is for \$37,836.00. \$16,163.000 is retainage on the project. The bulk of the retainage is for a ladder that needs to be installed to provide service access to the old part of the roof. Bellman noted the concrete repairs that are needed. Zobel explained that the concrete repairs are part of the punch list. Motion by Brewer, second by Huffman to approve the payment request from Pioneer Roofing in the amount of \$37,836.00. Motion carried.

Zobel reported that the on-site work for the Science Building Chiller Condensing Unit Replacement is completed. The electrical repairs have been completed and the building is being heated. Testing of the air conditioning will take place when the weather permits.

Zobel presented an overview of the 2017 budget. The budget includes the annual insurance premiums of \$10,214.00. Over the break painting has taken place in the offices that had damage from the roof leaks. Other offices and areas are also being painted.

Carter provided the following maintenance report:

- Snow removal equipment was serviced;
- Cub valves were closed for the goose neck roof drains;
- Equipment storage areas were organized;
- Wall paper in the north hall of the Student Center was removed;
- The Student Center north hall was painted;
- Clips were made and installed to reattach the door frame of the northeast vestibule of the Student Center;
- Locks were installed on all seasonal disconnects;
- The Campus Administrator's office was painted;
- Marilyn Peckham's office was painted and the ceiling repaired;
- Gail Hoffman's office was painted;
- The Campus Foundation office was painted;
- Coppertop Theater locks were replaced and rekeyed; and
- Library furnaces were repaired.

Arneson reported on a problem the steam kettle. Carter explained the problem that has developed in trying to install the retro-fit water float sensor.

Zobel reported on his participation with the Vice Chancellor of Administrative Affairs' committee for the transition. A meeting was held on campus and a tour of the campus was conducted. The UW Platteville Chancellor will be on the campus February 1<sup>st</sup>.

Zobel reviewed the monthly invoices. An invoice for \$1,310.86 from First Supply LLC is for a blower assembly replacement for the boiler at the Student Center. An invoice for \$1,552.00 from Miller Electric is for the 125 amp breaker work that was completed for the Science Building. Motion by Huffman, second by Burke to approve payment of the invoices totaling \$3,975.68 from the 2017 Outlay budget. Motion carried.

Motion by Brewer, second by Huffman to adjourn. Motion carried. The meeting adjourned at 1:41 p.m.

Victor V. Vlasak  
Richland County Clerk