

UW-BARABOO / SAUK COUNTY CAMPUS COMMISSION MINUTES

UW-Baraboo/Sauk County Campus, Executive Dining Room

Baraboo, Wisconsin

Thursday, February 18, 2016

Members present: Phil Wedekind, Tom Geimer, Tom Kolb, Cheryl Giese, Andrea Lombard, Brentt Michalek, Scott VonAsten

Members Absent: None

Others Present: Regional Dean Charles Clark, Dundee McNair, Mike Connor, Mike Palm, Ed Geick, Marty Krueger, Tom Pinion

Certification of compliance with the open meeting law and Approval of Agenda –**Motion by Kolb second by Geimer to adopt the agenda. Motion carried.**

Approval of Minute of Previous Meeting - **Motion by Lombard second by Kolb to approve the minutes of the prior meeting. Motion carried.**

Public Comment - **None**

Communications - **None**

Consideration of Science Facility Change Orders. **Pinion detailed there are a few small items to wrap up but they are very close to completion. They are all minor issues at this point. There are some concerns from one contractor who is looking for a little over \$13,000 in additional funds. These would all be after the fact. The commission asked for a detailed breakdown of the \$13,000.**

Facilities and Maintenance Report(s) - **Connor stated there was an allowance for signage and detailed an invoice for partial shipment of the signage with a bill for \$8,302.83. Connor talked about the maintenance details for the month and handed out his report. Connor went on to present the campus commission bills and detailed the list in the amount of \$9,971.21, this total also includes the room signage.**

Discussion and possible action on forming a maintenance committee – **McNair detailed the maintenance staff plan for each campus. There was some discussion about a seven-year maintenance plan for the campus. Clark talked about the maintenance plan and that the University will be working on updating their plan this year which is a six-year plan. Discussion went on to detail the commission's desire to have County and City staff involved in the maintenance plan and to have them regularly report to this campus commission. Clark and McNair detailed that the new maintenance position will be more involved in the planning and maintenance reporting side. Clark and McNair talked about bringing in the position description to have further discussion regarding the maintenance of the campus. VonAsten expressed his concerns about not having someone on hand for the campus; he stated he was concerned about the part time nature of this investment. Commission stressed the concern over the design of the campus maintenance report and continued review of the maintenance of the facility. The commission requested that the City Engineer and the County EMBS Administrator report on a monthly basis to this commission.**

Financial Report and approval of Vouchers - **Giese presented the report and vouchers. Giese stated that she has bills in the amount of \$25,338.21. The Commission also agreed by general consensus to reserve an encumbrance of \$30,000 for the library carpeting replacement as identified in the 2015 budget. Motion by VonAsten seconded by Lombard to pay the bills totaling \$25,338.21, which includes the maintenance report bills totaling \$9,971.21. Motion carried with all in favor.**

Update and discussion on Student Housing - **Lombard – New assistant manager for the Villas was introduced, during their meeting. She detailed campus housing events and leasing for the summer.**

There was discussion on the lighting issues and they are continuing to work on them. Lighting will remain on the agenda until it is completed to their satisfaction.

Campus Administrator's Report - **Dundee McNair, Campus Administrator, he went on to detail the new positions that are being filled. The Director of Facilities Maintenance is being offered and will likely begin within the next couple of months.**

Dean's Report - **Charles Clark, Regional Dean, wanted to emphasize their support and that the UW system recognizes the investment of their local partners. The maintenance portion of the facilities will not be neglected. Enrollments across the UW system is down, however new registrations for the campus are up, as well as new freshmen enrollments. Dedication of the new science building is in the planning stage and will likely be late summer early fall.**

Set next date and time – March 17, 2016, 8:00 a.m.

At 9:20 a motion was made by Wedekind, second by Kolb to adjourn. Motion carried all in favor.

Respectfully submitted;

Brentt P. Michalek; Interim Administrative Coordinator