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3 **UWWC BOARD OF COMMISSIONERS**

4 UWWC, Room 101
5 West Bend, Wisconsin

6 May 22, 2008
7 1:00 p.m.

8
9 Present: Ralph Hensel, Daniel Knodl, Dean David Nixon, Amy Reuteman, Brenda Jaszewski, William Meyers (Alternate), and Michael Schlotfeldt (Alternate).

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11 Excused: Richard Bertram and Nick Dobberstein.

12 Also present: Administrative Coordinator Doug Johnson, County Board Chairman Herbert Tennes, Supervisors Roy Justman and James Core, Assistant Dean Cathi Dziezcic, Facility Manager David Loomans, and UWWC Maintenance Supervisor Jon Etta.

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14 Chairman Tennes called the meeting to order and read the Affidavit of Posting.

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16 **ELECTION OF OFFICERS**

17 Mr. Hensel nominated Mr. Bertram as Chairperson and Ms. Jaszewski seconded the nomination. By unanimous vote, Mr. Bertram was duly elected Chairperson.

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19 Mr. Knodl nominated himself as Vice-Chairperson and Mr. Meyers seconded the nomination. By unanimous vote, Mr. Knodl was duly elected Vice-Chairperson.

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21 Mr. Hensel nominated Ms. Jaszewski as Secretary and Mr. Schlotfeldt seconded the nomination. By unanimous vote, Ms. Jaszewski was duly elected Secretary.

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23 **MINUTES**

24 Moved by Mr. Schlotfeldt, seconded by Mr. Hensel to approve the minutes of April 10, 2008. Motion carried.

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26 **THIRD FLOOR BUILD OUT/MUSIC AREA RENOVATION**

27 Appearance: Brandon Applebee, and George Beyer CMG, Inc.,

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29 Mr. Applebee distributed a cost summary, noting that through April, total expenditures for the project were \$229,544. The preliminary project timeline was distributed and completion is expected to be early November. Mr. Johnson stated there were two construction meetings to date and recommends the Board of Commissioners plan to meet monthly after a construction meeting.

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31 It was noted that previously, this Board discussed authorizing Mr. Johnson to approve change orders not exceeding \$10,000 for the project and Mr. Johnson stated formal action is required if this Board is in agreement. Mr. Johnson would provide an update on all change orders that occur for the project.

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33 Moved by Dean Nixon, seconded by Mr. Schlotfeldt to authorize Administrative Coordinator Doug Johnson to approve change orders less than \$10,000 for the third floor build out/music area renovation project and update this Board monthly on all change orders. Motion carried.

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1 **FUNDING OF HVAC ROOFTOP UNIT REPLACEMENTS/EXPAND KITCHEN/FAMILY**
2 **RESTROOM/**

3 Mr. Loomans stated two new capital projects have been identified for UWWC. The first is an
4 expansion of the kitchen area and the second is to create a family restroom using a portion of the
5 current women’s restroom near the theater. The preliminary cost estimate for both projects is \$50,000
6 to \$70,000. In addition, Mr. Loomans stated that last year, he presented proposed capital projects for
7 the University that included replacement of five or six HVAC rooftop units in 2009 and replacement of
8 two or three units in 2010, for a total cost of approximately \$300,000.

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10 Mr. Loomans recommends the Board consider including the kitchen area expansion, creation of a
11 family restroom, and replacement of nine or ten HVAC rooftop units in the proposed borrowing for the
12 third floor/music area renovation project, stating that the 2009 operating budget probably would not
13 support all three projects. It was noted that previously, discussion was held regarding the inclusion of
14 the HVAC rooftop unit replacements in the third floor build out/music area renovation project and it
15 was the decision of this Board to exclude the HVAC units from this project and address them in future
16 operating budgets. Concerns were raised regarding changing the scope of the borrowing at this time
17 since both the City of West Bend and the County have approved the contracts for the third floor build
18 out/music area project, which came in under budget. Dean Nixon stated the kitchen expansion and
19 family restroom projects could be delayed in order to avoid potential problems in trying to add funding
20 for these projects into the current borrowing.

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22 Moved by Mr. Meyers, seconded by Mr. Hensel to make no changes to the current borrowing and
23 funding plan for the third floor build out/music area renovation project and to consider the request for
24 the kitchen expansion and family restroom projects in the 2009 operating budget, and the HVAC
25 rooftop replacement units in the 2009 Capital Improvement Plan budget. Motion carried.

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27 **FACILITY MANAGEMENT REPORT**

- 28 Mr. Loomans presented the status of the following projects:
29 Roof Area (Cafeteria) – Complete.
30 Replace Chalkboards with Whiteboards – In progress.
31 Courtyard Door Frame Replacements – Scheduled for summer.
32 Gym Floor Sealant – Scheduled for August.
33 Parking Lot Maintenance – Scheduled for summer.

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35 Moved by Mr. Schlotfeldt, seconded by Mr. Meyers to accept the Facility Management report. Motion
36 carried.

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38 **UWWC MAINTENANCE SUPERVISOR PROJECTS REPORT**

39 Mr. Etta stated all items that were in the third floor shell have been moved to storage. The summer
40 cleaning and repair/maintenance is ready to begin. Moved by Mr. Schlotfeldt, seconded by Mr.
41 Meyers to accept the UWWC Maintenance Supervisor report. Motion carried.

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43 **UNIVERSITY PROGRAM REPORT**

44 Dean Nixon reported he continues to work on the budget for the equipment and staff for the
45 Engineering degree program. Currently, students are enrolling in the program and video classes will
46 be offered this fall. Dean Nixon is also looking at the possibility of developing a Criminal Justice
47 degree program, which might begin in January 2009. Fund raising will continue over the summer and
48 Dean Nixon is confident the target will be reached prior to the completion of the third floor build

1 out/music area project. The University is considering television advertising to be more of a presence
2 in the community. Moved by Mr. Hensel, seconded by Mr. Meyers to accept the University Program
3 Report. Motion carried.

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5 **NEXT MEETING**

6 The next meeting is tentatively scheduled for Thursday, June 19, 2008 at 1:00 p.m.

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8 **ADJOURNMENT**

9 Moved by Ms. Jaszewski, seconded by Mr. Schlotfeldt to adjourn at 1:55 p.m. Motion carried.

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Brenda J. Jaszewski
Secretary, UWWC Board of Commissioners