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**WASHINGTON COUNTY  
UWWC BOARD OF COMMISSIONERS**

UWWC, Room 303  
West Bend, Wisconsin

August 20, 2013  
2:00 p.m.

Present: Kenneth Brandt, John Bulawa, Brenda Jaszewski, Roger Kist, Paul Price, Amy Reuteman, and Paul Ustruck.

Also present: Assistant Dean Dan Anhalt, Facilities Manager Dave Loomans, UWWC Maintenance Supervisor Jon Etta, and City of West Bend Assistant Administrator Steve Volkert.

Supervisor Ustruck called the meeting to order and read the Affidavit of Posting.

**ELECTION OF OFFICERS - CHAIRPERSON, VICE-CHAIRPERSON, SECRETARY**

Mr. Brandt nominated Mr. Ustruck as Chairperson. Moved by Mr. Kist, seconded by Dean Price to close nominations and cast a unanimous ballot for Mr. Ustruck as Chairperson. Motion carried.

Mr. Brandt nominated Mr. Bulawa as Vice-Chairperson. Moved by Ms. Jaszewski, seconded by Dean Price to close nominations and cast a unanimous ballot for Mr. Bulawa as Vice-Chairperson. Motion carried.

Mr. Ustruck nominated Ms. Jaszewski as Secretary. Moved by Dean Price, seconded by Mr. Brandt to close nominations and cast a unanimous ballot for Ms. Jaszewski as Secretary. Motion carried.

**MINUTES**

Moved by Mr. Kist, seconded by Mr. Brandt to approve the April 17, 2013, minutes as presented. Motion carried.

**FACILITIES MANAGEMENT 2013 BUDGET AND PROJECTS UPDATE**

Mr. Loomans presented an update on the 2013 accounts, repair expenses over \$500, and 2013 projects budget.

**2014 FACILITIES BUDGET**

The 2014 UWWC operating budget was presented as follows:

Tower Rent (Revenue)	(\$1,960)
Telephone	2,200
Repair & Maintenance	38,836
Contracted Services	55,127
Property & Liability Insurance	<u>67,700</u>
Total 2014 Budget	\$161,903

1 Moved by Dean Price, seconded by Mr. Kist to approve the 2014 UWWC budget as proposed,  
2 and forward to the Washington County and City of West Bend Administration departments.  
3 Motion carried.

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5 **UWWC MAINTENANCE SUPERVISOR PROJECTS UPDATE**  
6 Mr. Etta reported the locker room updates will be completed this week. Maintenance has started  
7 waxing the hallways in preparation for classes. The Performance Contract is making progress  
8 and as part of that project, all light fixtures have been replaced.

9  
10 **CAMPUS MASTER PLAN**  
11 Mr. Anhalt reported he and Mr. Etta have been working with Purchasing Manager Bill Kurer and  
12 the Request for Proposal was released approximately two weeks ago. Last week, there was a  
13 pre-bid conference with 22 individuals, representing 13 different firms, in attendance. Proposals  
14 are due the end of August and will be reviewed by Mr. Bulawa, Mr. Ustruck, and Ms. Jaszewski  
15 from this Board, as well as Mr. Anhalt, and Mr. Etta. In early October, the Board of  
16 Commissioners will make a final decision as to which firm will be awarded the project.

17  
18 **UPDATE ON THE CAMPUS**  
19 Dr. Price reported enrollment is expected to be approximately 110% this fall. The 2014 budget  
20 from the State will be challenging and it is anticipated that UWWC will need to use some  
21 reserves in order to maintain programs and services.

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23 **NEXT TENTATIVE MEETING DATE**  
24 The UWWC Board of Commissioners will tentatively meet on Wednesday, October 9, 2013 at  
25 2:00 p.m.

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27 **ADJOURNMENT**  
28 Moved by Ms. Jaszewski, seconded by Ms. Reuteman to adjourn at 2:40 p.m. Motion carried.

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Brenda J. Jaszewski  
Secretary, UWWC Board of Commissioners