(APPROVED)

THE UNIVERSITY COMMISSION: UW-Marshfield/Wood County
Meeting Minutes for November 10, 2011

The meeting was called to order at 5:00 p.m. by Chair Feddick.

Present: Feddick, Breu, Meyer, Rozar, Moody and Stuhr. Absent: Pliml, Earll and Hendler. Also present: Marcie Koziczkowski, Commission Bookkeeper, Tom Waalkens, Building and Grounds Superintendent and Dan McCollum, Assistant Campus Dean for Administrative Services. Feddick declared a quorum was present.

There were no public comments.

There was a motion (Moody/Breu) to approve the minutes of the September 22, 2011 meeting. The motion carried unanimously. (Minutes on file.)

Following discussion of the two bids received for preparation of financial statements and 2011 audit, there was a motion (Rozar/Breu) to contact Clifton-Gunderson to clarify if the bid included financial statement preparation since it was not specifically noted and to award the contract to them if the price was inclusive. The motion further stated that if the bid did not include the preparation of the financial statements, a new bid could be obtained and all bids returned to the Commission for consideration. The motion carried unanimously. (Bids on file.)

There was a motion (Rozar/Moody) to receive and place on file the Statement of Accounts. The motion carried unanimously. (Statement of Accounts on file.) McCollum pointed out that the Facility Enhancement budget was overspent as projected ($8,685.38). The Commission approved the additional expense to be covered with monies in the Savings account at its meeting on April 7, 2011.

There was a motion (Rozar/Moody) to receive and place on file the list of pre-paid operating account bills. The motion carried unanimously. (List of bills on file.)

There was a motion (Breu/Rozar) to receive and place on file the Building & Grounds Superintendent's report. The motion carried unanimously. (Building & Grounds Superintendent's Report on file.) Waalkens thanked the Commission for the facility improvement to the parking lot; it was especially easier to remove snow with the removal of the parking islands.

There was no awarding of a snow and ice removal contract since we are currently in the third year of a three-year contract with Nikolay.

There was a motion (Rozar/Moody) to table the agenda item dealing with the discussion of a salary increase for the Commission bookkeeper. The motion carried unanimously.

McCollum reported that Noel-Levitz is in the process of completing the student survey questions related to a campus dormitory needs assessment with the expectation of having results back within a month. He also reported that the campus Strategic Plan is about complete. This plan drives the six-year facility plan, followed by the capital improvement plan submitted to the City and County. Dan also expressed his thanks to the Commission for the parking lot improvements, noting that the new LED lighting was excellent and remarked upon positively by campus neighbors. Rozar asked if electric savings could be tracked and Dan noted that he will prepare a three-year cost history for the next meeting.

Pat Stuhr introduced herself to the members. She then reported that the campus will be 50 years old in 2014 and that she will work to present a plan working in conjunction with a University Foundation capital campaign to repair and remodel the theater. The third partner sharing the costs would be the State. The Dean noted that enrollments are up for the spring semester and that we are continuing recruitment efforts.

Meeting dates for 2012 are January 19, May 17, September 20 and November 15.

Feddick declared the meeting adjourned at 5:48 p.m.

Minutes taken for Donna Rozar by Marcie Koziczkowski, University Commission Bookkeeper.