

## **UW-RICHLAND COMMITTEE**

February 11, 2019

The UW-Richland Committee met on Monday, February 11, 2019, at 1:15 p.m. in the Dean's Conference Room, located in Melvill Hall, 1200 Highway 14 West, Richland Center, Wisconsin.

Committee members present included: Linda Gentes, Jim Huffman, Chad Cosgrove, Melissa Luck and Shaun Murphy-Lopez.

Others present included: Victor Vlasak, County Clerk; Brandon Fetterly, Interim Campus Dean; John Carter, HVAC Specialist; Angie Arneson, Food Services Supervisor;

Chair Gentes 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 Cosgrove, second by Huffman that the agenda be approved. Motion carried.

Motion by Murphy-Lopez, second by Luck that the printed copies of the minutes for the January 14th meeting be approved. Motion carried.

Dean Fetterly provided enrollment numbers. Full-time equivalency for enrollment is 141. The head count for enrollment is 197. Spring 2016 the head count was 258. Spring 2017 the head was 215. Spring 2018 the head county was 209. On possible reason for the enrollment decrease was the change that was made from a local recruiter to a regional recruiter. The UW Platteville is currently working very hard at recruiting. UW Platteville is awarding merit scholarships to students to stimulate them to commit to attendance sooner. Over the spring semester Dean Fetterly will be going out with the recruiting staff to offer merit scholarships to attend the campus.

Dean Fetterly reported that interviews have been held for the facilities director position for the Baraboo and Richland campuses. The committee is proposing to both deans the pros and cons of the candidates. Commencement is May 17<sup>th</sup> on the campus. May 9<sup>th</sup> is awards night on the campus. Awards night is being held on a separate night so that scholarship donors and award winners can get recognition. New student scholarship awards will be made at the area high school awards nights.

Arneson provided copies of the revised December 31, 2018 and January 31, 2019 Financial Statements for the Food Service. Invoices dated 2018 were posted back to 2018 resulting in a revised December statement. There have been a lot of snow days for the meal sites. 150 frozen meals were delivered to people that cannot get out to get their meals. Arneson reported on events that Meal Service will be providing food for. There are 53 students at the dorms. A lot of cafeteria business is coming from the international students. The nutrition contract will be bid in August. Food costs will be brought back to the Committee at their July meeting so that an actual bid can be put in by the Meals Service for the nutrition contract.

A discussion followed regarding providing meals for the county jail. One problem is that the Meal Service does not have a vehicle to deliver the meals. Another problem is that the Meal Service is not open on the weekends. It is also required that inmates must have two hot meals a day. Currently the meals for the jail are provided by an outside contractor. Also discussed was a possible collaboration between Pine Valley and the Meal Service to meet the requirements for providing meals to the jail. Martin Brothers is now the exclusive supplier for the Meal Service.

Dean Fetterly reported that Symons Recreation Complex Director Denise Lins did present the proposed building collaboration to the City Council. The proposal was well received. Private fund raising will be sought to finance the proposed project.

Carter presented the following maintenance report for January and February

- The boiler pump coupler in the gym was replaced. The boiler is still leaking. It has been determined that the boiler will need immediate attention.
- The John Deere gator is being rebuilt.
- The weight room is being painted.
- The student center boiler room and boiler are being painted.
- Tours were provided to the facility director candidates.
- Daily snow and ice removal.

Carter explained that there are no roof guards on the buildings because the roof structures cannot handle the weight and because there is not seal in the seams of the copper. During the extreme cold weather water ran in on the north side of the gym, north side of the library, north and west side of the classroom building and the north side of the student center. Some proactive measures were taken for the cold. The exhaust fans were turned off so that there would be no air exchanges. The building thermostats were turned to non-occupied dropping the temperature to sixty degrees. Room 102 had a frozen pipe. The system was not set up to pump enough heat into that room. The doors were opened and fans used to raise the temperature in that room. The pipe did not break.

Carter reported that the first inspection took place on the fire suppression system in the kitchen. The City's fire inspector noted that the kitchen hoods need to be cleaned every six months. The estimated cost of the cleaning is \$400.00. Only two companies, one in Bangor and one in Platteville, provide the cleaning service. Currently there is no box with building keys that the fire department could use to get access to the buildings in case of a fire. There were also some access issues to some of the buildings for the fire trucks. The hydrants on the grounds are low flow hydrants.

Carter reported that there are active roof leaks near the back of the café, the north entrance to the gymnasium, the circulation desk area of the library, the stage, the science building in the physics lab and the geology lab where the buildings meet and the second room on the left in the classroom building. Each time there is a weather event thirty to forty gallons of water leaks on the stage. Some of the buildings did not have leak before the April 2018 hail event.

The west half of the roof on the Melvill building was replaced. There is one leak on the exterior in the soffit. Carter wants the company that installed the roof to check on the leak to see if it is a warranty issue. Snow guards were used on the new roof. There are no horizontal seams in the new roof. The old roofs have horizontal and vertical seams. A sealer was put on the seams of the new roof. A machine roll locked the seams on the new roof. The place where the leak is where there was a drain that was eliminated during the roofing project.

Invoices for the month totaling \$736.32 were reviewed. Motion by Luck, second by Huffman to approve payment of the invoices from the Outlay budget. Motion carried. The invoices are as follows:

Equipment Repair

\$189.25 – Fire & Safety Equipment – Kitchen Fire Suppression Hood Inspection

Building Maintenance and Repair

\$130.21 – Bailey’s Paint – Paint for Gym Weight Room

\$108.50 – Bailey’s Paint – Paint for Student Center

Repair of Furnaces and Boilers

\$ 15.80 – Chitwood’s Electric Repair – Gym Boiler Pump Contactor

\$ 30.38 – Chitwood’s Electric Repair – Gym Boiler Pump Coupler

Grounds Maintenance

\$ 42.40 – Walsh’s Ace Hardware – Concrete Safe Ice Melt

\$ 59.94 – Walsh’s Ace Hardware – Concrete Safe Ice Melt

\$ 59.94 – Walsh’s Ace Hardware – Concrete Safe Ice Melt

\$ 99.90 – Walsh’s Ace Hardware – Concrete Safe Ice Melt

Copies of the Outlay report as of December 31, 2018 were distributed to Committee members.

The next meeting is scheduled for Monday, March 11<sup>th</sup> at 1:15 p.m.

Motion by Luck, second by Huffman to adjourn. Motion carried. The meeting adjourned at 2:05 p.m.

Victor V. Vlasak  
Richland County Clerk