

## UW-RICHLAND COMMITTEE

October 12, 2015

The UW-Richland Committee met on Monday, October 12, 2015, at 1:00 p.m. in the Dean's Conference Room, located in Melvill Hall, 1200 Highway 14 West, Richland Center, Wisconsin.

Committee members present included: Bob Bellman, Marty Brewer, Carol Clausius, Dave Turk and Lewis Van Vliet.

Others present included: Victor Vlasak, County Clerk; Dr. Patrick Glenn Hagen, Campus Executive Officer and Dean; Dundee McNair, Assistant Campus Dean for Administrative and Financial Services; Tom Waalkens, Building and Grounds Superintendent; and Angie Arneson, Food Services Supervisor.

Committee Chairman Bellman called the meeting to order.

The 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 Turk, second by Brewer that the agenda be approved. Motion carried.

Motion by Brewer, second by Clausius that the printed copies of the minutes for the September 14th meeting be approved. Dean Hagen asked that the minutes be amended to note that the Buildings and Grounds Supervisor position will be regionalized. The regionalized position will become the Director of Facilities. There will be a part-time replacement, on the labor side, of the person who becomes the Director. Dean Hagen also asked that the minutes be amended to state that with regionalization, many jobs "could" be contracted, as that fact is not known yet. Motion carried.

Dean Hagen reported that Dr. Charles Clark has been named to the newly created position of Southwestern Regional Executive Officer/Dean. Dr. Clark will oversee the UW-Richland, UW-Baraboo/Sauk County and UW-Rock County campuses starting January 1, 2016. Dean Hagen will assist in the transition, while continuing as UW-Richland Dean/CEO until the end of the year.

Dean Hagen reported on semester enrollment numbers. The final fall headcount is 491, including high school students taking courses at the campus. This count is about 8.5% lower than at the same time a year ago. The full time equivalent is 282, including the high school students. New freshman enrollment is at 128, which is 84% of the past enrollment. Continuing education students number 193, which is at parity with the previous fall. International student enrollment last year was 52. This year 49 international students are enrolled.

Dean Hagen gave an update on steps taken on campus to educate and address safety concerns. McNair chairs the Safety Committee, a committee which is required by the UW system. McNair explained the system developed to issue warnings to students, faculty and staff of emergency situations.

Discussion took place regarding the safety concerns with ice falling from the roofs in the winter months. It was noted that the services of an engineer are needed to design a solution to address the safety concerns.

Arneson reported on events for which the Meal Service provided food. Arneson read a letter received regarding the Viola Meal Site. In the letter, dissatisfaction was expressed about the quality of the food being served. A visit will be made to the Viola Meal Site to discuss the concerns mentioned in the letter.

Motion by Van Vliet, second by Clausius to approve the expenditure in the amount of \$2,994.17 for the purchase of a replacement garbage disposal for the kitchen from Martin Bros. Distribution Company, Inc. Motion carried. It was noted that the disposal was installed in August. Committee approval of the purchase was needed to comply with the Rules of the County Board which state *“if the purchase price of the needed property including computers is between \$1,000 and \$5,000, the purchase must be made by the appropriate committee of the County Board after having obtained a minimum of 3 quotations from vendors, if reasonably possible”*.

Waalkens presented the following Building and Grounds Superintendent’s report:

- A new ballast was purchased from Viking electric and installed to replace a bad ballast for the internal lighting source for the campus direction map at the east parking lot.
- A new photo electronic controller was purchased from Walsh’s Ace Hardware and installed on the east parking lot lighting control because the lights seemed to be going on and off at will.
- A new circuit breaker was purchased from Walsh’s Ace Hardware because the breaker in the Classroom was tripping. A load test was performed and it was found that the load the breaker was carrying was under the breaker’s rating.
- Two concrete pads were removed and replaced with new concrete at the Library building entrance. The pads were severely deteriorated and presented a tripping hazard. Mark Bowell was the lowest of the three quotations received for the work. The quotations received were as follows:
  - \$2,500.00 – Mark Bowell, Blue River
  - \$3,428.00 – Falk Concrete Construction, Richland Center
  - \$4,065.80 – Burch Concrete Construction, Lone Rock

Invoices for the month of September totaling \$2,643.34 were reviewed. Motion by Turk, second by Brewer to approve payment of the invoices from the Outlay budget. Motion carried.

No new information was available regarding the Classroom Building Remodeling.

Waalkens reported on maintenance and infrastructure needs. Work is still in progress on the concrete replacement on the north side of the classroom building. A pour plan is being developed because of the size of the area where the concrete is being replaced. There is a ten foot gap where equipment could not reach to place the rip rap by the east bridge. Broken concrete from the cement pads being replaced will be used to manual place the broken concrete in the remaining area where the rip rap is needed.

Copies of the Outlay report were distributed. McNair reported that hardware on the automatic doors at the Science building and the Classroom building failed and had to be replaced. The cost of the replacement hardware was \$4,500.00.

Motion by Clausius, second by Turk to adjourn. Motion carried. The meeting adjourned at 1:41 p.m. The next meeting is scheduled for November 9<sup>th</sup> at 1:00 p.m.

Victor V. Vlasak  
Richland County Clerk