

## UW-RICHLAND COMMITTEE

October 10, 2016

The UW-Richland Committee met on Monday, October 10, 2016, 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 and Dave Turk. James Huffman was absent.

Others present included: Victor Vlasak, County Clerk; Dr. Charles E. Clark, Regional Executive Officer and Dean of the Southwest Region; Brian Zoebel, Regional Director of Facilities Planning and Management for the Southwest Region; Ben Southwick, Corporation Counsel; John Carter, Campus HVAC Specialist; and Angie Arneson, Food Services Supervisor.

Chairman Bellman 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 Clausius, second by Turk that the agenda be approved. Motion carried.

Motion by Turk, second by Brewer that the September 12<sup>th</sup> minutes be approved. Motion carried.

Dr. Clark reported that there was a rare campus closing due to the heavy rains and the emergency that was declared. The Alumni meeting recently occurred with 106 people in attendance. The fourth annual Brew Fest sponsored by the Alumni Association took place. Athletics are underway. Upcoming is the fall performance of the Odd Couple on November 4, 5 and 6. Dean Clark has been working with the community on the formation of a Chamber of Commerce. Dr Clark also attended was a community meeting on economic development.

Arneson reported that the Alumni brunch was one of the largest. 337 people attended the Brew Fest. The UW Extension group, a hostel group and Passages were served by Food Service. After financial aids came in there were no more meal tickets sold. The monthly check from the Nutrition Program was delayed because the H&HS Board met early that month. The square has brought in \$17,000 of business in the last year. A deep fryer may need to be replaced.

Dr. Clark reported that enrollment is down from the previous fall about 35%. The head count is just under 300 students. The full-time equivalent number is 200-205. The trend is towards more part-time students. One thing affecting fall head count is this is the first year a decision was made not to account academic alliance students until the spring because in the past, the course offered in the high school extended over the entire school year. In the past students were register and counted in the fall, issued an incomplete and then swapping out that grade for the spring. Their numbers will now show up in the spring semester. This is a partial reason why the head count is significantly less. There are 38 international students. In the spring there were 51 international students. The UW system wide is down 5,000 students. The tech schools are also seeing lower enrollments. High school graduating classes have been declining for a decade. The four year UW schools are accepting students that they would normally not have accepted in the past and they are also competing with the two year schools for enrollments.

Arneson reported that work on the contract is progressing. Pepsi is trying to get the Food Service into a larger group now that the UW colleges no longer have a Pepsi contract.

The Nutrition contract was discussed. The previous charge per meal was \$3.35. The proposal is to charge \$3.50 per meal. Motion by Brewer, second by Turk to approve the \$3.50 charge per meal provided by the Meal Service to the Nutrition Program. Motion carried.

Corporation Counsel Southwick reviewed his comments on the Specialty Engineering Group, LLC contract. Motion by Brewer, second by Clausius that Corporation Counsel Southwick send his comments to County Clerk Vlasak to be forwarded on to the Specialty Engineering Group, LLC for their review and acceptance. Motion carried. Corporation Counsel Southwick's comments are as follows:

1. That the phrase "and its subcontractors" be eliminated from the second line of paragraph 1.
2. That the third sentence of paragraph 1 starting with "Unless otherwise stated" be replaced by the following:
3. "Client has the responsibility to notify SEG in the event that it finds any portion of the work to be inadequate or insufficient for the County's purposes."
4. That the following sentence be added at the end of paragraph 3 "The work will be accomplished in accordance with a reasonable schedule presented to SEG by the County."
5. That paragraph 9 be deleted and paragraphs 10, 11 and 12 be renumbered 9, 10 and 11.

Zoebel noted that this contract is to get together to go on the building and study the problem and recommend a solution. The next step would be to develop designs for an actual solution to the problem.

Zoebel reported on the Honeywell Efficiency Project. The bulk of the first phase of the lighting upgrade was finished last week. They have gone around to all of the buildings, classrooms and offices and all of the exteriors of the buildings. There are a few exterior problems with the light poles in the quad between Melvill Hall and the library. This week they will be sending a specialist to work on the problems. The next phase is the controls. Originally this was slated to just be the Science building. Honeywell has seen what condition the controls are in. They are trying to get some old equipment that would be better so that all of the buildings could have some controls. IT and the development team staff will be involved.

Zoebel reported that the major focus for the last month has been labor optimization. Some extra State resources funds were made available to assist with the labor force. Interviews took place for two part-time workers. A 20 hour a week custodian and a 20 hour per week grounds worker will assist the current staff. Dr. Clark noted that when the reorganization took place, the Building and Grounds position was taken off campus. Half of that position was labor and half was management. Zoebel's position is exclusively management. Additional resources were made available to the region to address the labor shortages. Zoebel noted that the UW Richland campus was affected the most on a labor basis when the reorganization took place.

Zoebel reported that the current 40 hours per week grounds worker has resigned. The position is being posted. There is the ability to get a limited term employee to temporarily fill in while going through the recruitment process.

Zoebel reported that as a part of the regional funds he targeted a regional based custodial supervisor. Strong assistance is required to improve the quality and the attention to detail on the UW-Richland campus. Training is needed on the new equipment so that it can be fully utilized.

Zoebel reviewed the Outlay budget.

Carter presented his maintenance report for September and October.

- Landscape cleanups were dealt with from the high water;
- Mowing continues;

- Some areas of the lawns are saturated;
- Work continues on the landscaping;
- Some trees and dead branches were removed from in front of the Student Center;
- A large tree that was blocking the west side of the walking trail was removed;
- Fall sports have started as well as the room setups that go along with them;
- Materials are being hauled for the fall theater production;
- Preventive maintenance on the heating system is taking place;
- New floor care products are being tested.

The repairs to the Administration Building roof were discussed. The bid of Residential Roofing was approved July 11, 2016 to repair the southwest portion of the west addition roof of Melvill Hall. There has been trouble getting Residential Roofing to give a time commitment to do the work. Zoebel contacted A-1 Roofing Systems and was provided with the same quote of \$4,800.00. Brian Wonter from Residential Roofing has the materials and is committed to doing the work within the next couple of weeks. Zoebel requested the ability to work with A-1 Roofing Systems if Residential Roofing fails to follow through. There are also some areas of the copper roof over the west section where repairs are needed. Zoebel requested authorization to have the repairs completed on a time and materials basis by Residential Roofing at a cost not to exceed \$3,000.00. Residential Roofing has the ability to do the repairs to the copper roof. Motion by Brewer, second by Clausius to commit to what was approved in July and up to \$3,000 for additional repairs as needed. Motion carried.

Zoebel noted that a review of the Master Plan documents will begin in November. He noted that general operations funds are never going to address the backlog of maintenance issues. There is 100,000 square foot of roof area on the campus. The new roof is twenty years old. Conservatively it will cost  $\frac{3}{4}$  of a million to replace the roofs within the next fifteen years. Sidewalk replacements are estimated to cost \$100,000. HVAC updates are estimated to cost one million dollars. Zoebel noted that in the next fifteen years there will be many things that will need to be either repaired or replaced.

Invoices totaling \$2,681.55 were reviewed. Motion by Turk, second by Brewer to approve payment of the invoices from the Outlay budget. Motion carried.

Motion by Brewer, second by Clausius to adjourn. Motion carried. The meeting adjourned at 2:04 p.m.

Victor V. Vlasak  
Richland County Clerk