

## **UW-RICHLAND COMMITTEE**

**June 18, 2018**

The UW-Richland Committee met on Monday, June 18, 2018, 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: Chad Cosgrove, Linda Gentes, James Huffman, Shaun Lopez-Murphy and Melissa Luck.

Others present included: Victor Vlasak, County Clerk; Dr. Charles E. Clark, Regional Executive Officer and Dean for the Southwest Region; Brian Zobel, Regional Director of Facilities Planning and Management for the Southwest Region; John Carter, HVAC Specialist; Angie Arneson, Food Services Supervisor; and Brandon Fetterly, Acting Regional Dean.

Committee Chairman 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 Huffman, second by Lopez-Murphy that the printed copies of the May 14<sup>th</sup> meeting be approved. Motion carried.

Dr. Clark reported that this will be the last UW-Richland Committee meeting that he will be attending. Effective July 1<sup>st</sup> Brandon Fetterly will be the Acting Regional Dean. Dr. Clark provided an overview of recruitment efforts. Discussion followed.

Arneson presented the Financial Report for Food Service as of May 31, 2018. The cash balance is \$13,685.13. Outstanding accounts receivables total \$16,412.00. Discussed was the loss of revenues to food service due to lower enrollment and the inability to sell meal plans to students when they receive their financial aids.

Arneson requested approval for attendance at classes for the renewal of the food safety license. The cost is \$65.00 for each class. Motion by Huffman, second by Cosgrove for approval of the request. Motion carried.

Arneson requested approval to increase the credit line on her Walmart credit card. Motion by Lopez-Murphy, second by Huffman to approve increasing the limit from \$1,500 to \$2,000. Motion carried.

Zobel reported that Johnson Controls was on campus several weeks ago. The Science building chiller is now successfully operating.

Carter reported that during the fire extinguisher inspections it was found that the fire suppression system in the kitchen will have to be replaced because it did not pass the inspection.

Carter presented his May-June maintenance report. Items included were: gym hallway painting; coaches' office painting and tile; classroom and library buildings air conditioner repair and recharge; Coppertop roof repairs; and lawn mowing.

The remodeling of the Classroom building was discussed. Dr. Clark noted that in the Master Plan it was identified as the post pressing academic related remodeling need.

Zobel reviewed the invoices for May and June. Invoices totaling \$1,068.22 from First Supply LLC were for repairs to the classroom and library buildings air conditioners. An invoice in the amount of \$994.25 from Tru-Green Commercial was for two lawn treatments. Motion by Huffman, second by Luck to approve payment of the invoices totaling \$2,743.79 from the Outlay budget. Motion carried.

Zobel reviewed the Outlay budget.

Zobel reviewed the ten-year plan that was developed for campus buildings roofs replacement, concrete repairs and fire alarm system upgrades. Discussed was the need to develop a plan regarding sidewalk elevations to insure proper draining when areas of concrete are replaced.

The next meeting is scheduled for July 9<sup>th</sup> at 1:15 p.m.

Motion by Huffman, second by Lopez-Murphy to adjourn to Monday, July 9<sup>th</sup> at 1:15 p.m. Motion carried. The meeting adjourned at 2:57 p.m.

Victor V. Vlasak  
Richland County Clerk