

FACILITIES SERVICES MEETING MINUTES

Facilities Services Conference Room

Monday, May 9, 2022

Kevin Cloos, Director Mike Metzger, VP Finance & Administration Mark Delcamp, Assistant Director Tim Lillie, Head Janitor Randy Grant, EMS Tim Bentham, Assistant Director	Rich Newton, Head Grounds Supervisor Jim Kuras, Structural Supervisor Nelson White, Plumbing Supervisor Gary Hardy, Heating Services Supervisor Shannon McKoon, Office Assistant II
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Kevin Cloos

- Pierce Services will level the uneven paver outside of the residence hall entrance at University Commons
- A. Carapella Masonry will repair damaged exterior stairs and patch a few sidewalk locations
- The dumpsters for move-out of the Residence Halls and Town Houses are scheduled to arrive this week
- Please review the Policy on Lost or Abandoned Property at <https://www.fredonia.edu/sites/default/files/section/about/offices/human-resources/files/LostProperty.pdf>
- I will be out of the office on Tuesday, 5/10

Mike Metzger

- I will be retiring at the end of the year. I will be part time starting in July
- Our goal is to have 3,800 enrolled for the Fall semester. In order to break even financially, we need 5,000 enrolled
- We will be closing Igoe and Hendrix for cost savings
- There is a study to get non-residential services out of the residence halls to be able to shut down entire buildings
- All of Jewett will be closed except for the Planetarium

Mark Delcamp

- Custodial & Grounds staffing continues to be problematic for us. Retirements, unscheduled absences and long-term medical leaves have us operating at a +/- 30% reduction in staffing
- I met with Larry from Brooks Rigging to review the machine shop relocation. I'm now waiting on an estimate
- Rural Ministries dropped off collection bins to the Residence Halls for the annual Give and Go recycling initiative today. Collections will run through the end of May
- Pucci's is planning to install McEwen Stair treads on Friday, May 6th and Saturday May 7th. Building users will be redirected Friday and Saturday during the installation. RAC treads were completed as planned last week
- I've begun ordering supplies for summer floorcare and misc. cleaning projects
- Tim and I completed a suite room furniture review in Kasling, Grissom and Igoe. We are planning to repurpose good furniture by placing it into Igoe once the new suite room furniture arrives for Kasling and Grissom
- Working to update quotes for Summer projects (met with Pucci's last week Thursday), to include Steele Hall restrooms, stair treads (glass block stairwell) and King Concert Hall stage repairs

- Working with staff to develop summer residence hall needs/purchases (blinds, lamps, mirrors, mattresses, blankets and pillows) as well as academic needs for projects and new equipment, repairs etc.
- Working with Colvin Draperies to schedule repairs to blinds in RAC

Orion Purslow

- Working on Fieldhouse items to help prep for Commencement
- Monitoring some fire alarm issues that we believe to be resolved now
- Working on work orders and PM's

Tim Lillie

- Darlene continues to be off all week
- I am leaving at 2:45 today and noon on Thursday
- The Fieldhouse is closed for Commencement setup except for a track practice on Tuesday
- We will be setting up the stage on Wednesday. Scotty will be pulling out the south bleachers that day
- We're spending a lot of time on Commencement preparations the next two weeks. Other duties will be taking a back seat

Randy Grant

- No new updates

Tim Bentham

- Working with Facilities Planning on capital projects
- Working with JCI/Tyco on cameras and card access projects on campus
- Working with ITS on future classroom improvement projects
- Working on future DIFR and MCM projects

Rich Newton

- Staff is starting to clean up debris and damage from the weekend "activities"
- We will be working with the nice weather to catch up on the lawn mowing, maintenance and continue to clean up and mulch beds
- The fence in Dods grove is coming down Monday morning so staff can get that cleaned up before Commencement activities
- I have an appt Wednesday morning and will be stepping out for a little while for that

Nelson White

- We will be checking all plumbing fixtures in Steele and Dods Halls before Commencement
- Irrigation has been turned back on and is ready to use at the ball fields
- The Williams Center outdoor water feature will be started up when White Terrace completes caulking on the base
- Getting quotes for a new gutter pump and motor for the pool
- Still gathering parts for our summer projects

Jim Kuras

- Preparing for Commencement
- Working on lock and door issues as well as various work orders
- AW Farrells repaired a roof leak at Jewett
- Hillside Painting will be painting throughout campus
- White Terrace has replaced broken seat in the Fieldhouse and will waterproof the Williams Center water fountain
- Fredonia Glass has replaced a broken mirror in RAC

Gary Hardy

- Getting cooling systems online this week
- Contractors were out last week again working on Houghton chiller system to determine proper operation
- Stanley Steamer will be cleaning duct systems at Nixon and Alumni Halls after students are gone
- Need to set up AC units at Park Place apartments for new CIO
- Working on PM's and work orders as they come in

Campus Calendar 2022	
5/13	Last day of classes
5/16-5/20	Final exams
5/21	Commencement
8/17	All Campus Meeting
8/18-8/19	Orientation and Registration
8/18 and 8/20	Res Halls open
8/22	First day of classes

Summer Residential Program Schedule			
DATES	EVENT	BUILDING	GUESTS
6/5-7/24	Castleman Quartet Program	Kasling	40/week
6/26-7/2	Fredonia Summer Music Festival	Schulz	120
7/11-7/15	Fredonia Dive Camp	McGinnies	45
7/12-7/16	LAX	Hemingway	50
7/24-7/30	Fredonia Summer Music Festival	Schulz	30
7/25-7/30	UFVA (up to 400 attendees, 200 in residence)	UC, Alumni & Chautauqua	200
7/31-8/5	Music for People	UC	30
8/7-8/17	BRIDGE Program	Igoe	40
8/14-8/17	EDP	Igoe	25
Day Programs (No Lodging)			
5/28-6/4	Danza Dance Recital		
6/5-6/11	Collage Dance Recital		
6/14-6/18	McKenna Dance Recital		
6/20-6/25	E. DA. Co. Dance Recital		
6/26	Fredonia High School Graduation		
7/8, 7/11, 7/13 & 7/15	Summer Jump-Start/FREDReady Days (11 am-4 pm, 250 per session)		

Custodial Supervisor Schedule for 5/9-5/15								
	#	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Tim Lillie	65	8 a-2:45 p	8 a-4:30 p	8 a-4:30 p	8 a-12 p	8 a-4:30 p	Off	Off
Darlene Miller	51	Off	Off	Off	Off	Off	Off	Off
Art Franklin	43	7 a-3:30 p	7 a-3:30 p	7 a-3:30 p	7 a-3:30 p	7 a-3:30 p	Off	Off
Nick Valentine	32	6 a-2:30 p	6 a-2:30 p	6 a-2:30 p	6 a-2:30 p	6 a-2:30 p	Off	Off
Rich Logan	62	3 p-12:30 a	3 p-12:30 a	3 p-12:30 a	3 p-12:30 a	3 p-12:30 a	Off	Off

Custodial Weekend Coverage Friday, 5/13 – Sunday, 5/15				
Friday	Athletics	6 pm-2:30 am	Derek Case	16-03
Saturday	Athletics	6 am-2:30 pm	Richelle Steward	16-06
	Mason	6 am-2:30 pm	Donna Poncharik	02-02
	RAC & SC	6 am-2:30 pm	Pete Privitere	04-04
	UC, WC & RAC	3:30 pm-12 am	Dan Schrader	74-03
	Athletics & Mason	6 pm-2:30 am	Derek Case	16-04
Sunday	Athletics & RAC	6 am-2:30 pm	Andrea Markham	17-02
	Mason, WC & McEwen	6 am-2:30 pm	Candy Nolan	17-01
Residence Halls				
Sunday	Alumni	7 am-3:30 pm	Bryan Miller	20-01
	Nixon		Brooks Glapa	20-02
	Disney		Elly Irizarry	24-02
	Eisenhower		Carmen Vazquez-Ruiz	24-03
	Gregory		Jessica Brown	06-02
	Schulz		Elizabeth Meadows	33-02
	Hendrix & Igoe		Zach Schober	35-02

Heating Services Schedule for 5/9-5/15							
Shift	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1st 7 am-3:30 pm	G. Tucker	G. Hardy G. Tucker H. Farner S. Carutis R. Linnecke	G. Hardy G. Tucker H. Farner S. Carutis R. Linnecke	G. Hardy G. Tucker H. Farner S. Carutis R. Linnecke	G. Hardy H. Farner S. Carutis R. Linnecke	H. Farner R. Linnecke	G. Tucker
2nd 3 pm-11:30 pm	D. Halas	D. Halas M. Hill	D. Halas M. Hill	D. Halas M. Hill	M. Hill	M. Hill	D. Halas
3rd 11 pm-7:30 am	A. Jagow	K. Szklenski A. Jagow	K. Szklenski A. Jagow	K. Szklenski	K. Szklenski	A. Jagow	A. Jagow

Residence Director Staff				
Residence Hall	Area	RD	Apt.	Office
Alumni	A	Seme Andrew	3262	3261
Chautauqua	A	Kyle Piscitelli	3412	3411
Disney	B	Leanna Hess	3516	3515
Eisenhower	B	Christopher Shirley-Brown	3518	3517
Gregory	A	Fred DiLorenzo	N/A	3491
Grissom	B	Richard Sanders	3512	3511
Hemingway	B	Adrian Vega Bautista	3566	3565
Igoe	B	Adrian Vega Bautista	3562	3561
Kasling	B	Natalie Rivera	3514	3513
McGinnies	A	Ronny Nissen	3352	3351
Nixon	A	Fatihath Assani	3432	3431
Schulz	B	Grace Breen	3564	3563
University Commons	A	Fred DiLorenzo	3679	3678
University Village	A	Dan Goodwin	4981	4982

Residence Hall Coverage Schedule		
Monday, 5/9 from 9 am through Monday, 5/16 at 9 am	Adrian Vega Bautista	679-8524
Friday, 5/13 from 5 pm through Monday, 5/16 at 9 am	Leanna Hess	673-5024

Anniversaries—Thank you and Happy Anniversary!!	
Duane Blakely will be starting his 29 th year	Jim Kuras will be starting his 27 th year
Bob DeGolier will be starting his 25 th year	Tim Bentham will be starting his 24 th year
Ramona Padua will be starting her 23 rd year	

cc:
Facilities Services Staff
Judy Langworthy
Katharine Bixby
Brent Isaacson
Ken Schmitz

Geoffrey Braun
Kathy Forster
Eric Hadley
Scott Martin
Brian Studley

Naomi Baldwin
Markus Kessler
Marc Levy
Jerry Fisk
Dan Goodwin

Sarah Laurie
Betty Gossett
Ben Miller
Don Scott
Aaron Parkhurst

Kevin Hahn
Michael Metzger
Mark Suida
David Starrett