

FACILITIES AND FINANCE COMMITTEE
Seibert Conference Room
Belleville Campus
June 11, 2012
6:15 p.m.

Committee members present:	Richard E. Roehrkasse, Chairman Kenneth R. Joseph Nick J. Mance
Trustees present:	Eugene Verdu (left at 6:53 p.m.) Brandon Wagner, Student Trustee
Administrators present:	Georgia Costello, Ph.D. Clay Baitman H. O. Brownback Staci Clayborne Mike Fleming James Riha, Ph.D. Valerie Thaxton, Ed.D. Bernie Ysursa Deb Massena Mike Thomas
Attorney present:	Garrett Hoerner

CALL TO ORDER

Chairman Roehrkasse called the meeting to order at 6:19 p.m.

APPROVAL OF MINUTES

Mr. Joseph moved, seconded by Mr. Mance, to approve the minutes of the regular meeting of May 7, 2012 as submitted. The motion carried.

FACILITIES

Change Order

Mr. Joseph moved, seconded by Mr. Mance, to recommend the Board of Trustees approve Change #001 to Henges Enterprises Inc., Earth City MO in the amount of \$12,623.09 to provide labor, material and equipment to change linoleum flooring to tile flooring for the Liberal Arts Building II project. The change to Azrock tile flooring is at the owner's request. The motion carried. (This item will appear on the consent agenda.)

Bid Award

Mr. Mance moved, seconded by Mr. Joseph, to recommend the Board of Trustees award the lowest responsible bid for the Main Complex Boiler project at the Belleville Campus to G.R.P.

Mechanical Company, Inc., Bethalto IL in the amount of \$633,000.00. One bid was received from G.R.P. in the amount of \$633,000. Based on the bid information received, staff petitioned the Board to approve the carry-over of additional funding to supplement the original budgetary estimate so the project can be completed during summer 2012 and be ready for operation in September 2012. The motion carried. (This item will appear on the consent agenda.)

Ittner Project Status Report and Ittner Meeting Minutes/Notes/Letters

Chairman Roehrkasse stated the reports were included in the committee packets. Trustees should review them and direct any questions to him or Vice President Yursa.

Public Safety Monthly Activity/Media Log

Mr. Yursa stated Dr. Riha, Mark Green and he looked into cameras throughout the third floor. Dr. Riha reported his staff is performing an additional programming on the phones as an emergency call. By hitting a soft button on the phone it will go to Public Safety. He also reported staff will have a training program for users.

There were no questions concerning the Public Safety reports.

FINANCE

Bid Award

There were no bid awards.

RAMP FY 2014

Vice President Yursa reported the FY 2014 RAMP capital request lists three projects that have been reviewed by college staff. The list contains the three projects requested for FY 2012 and FY 2013 RAMP and has been reviewed by the architects, as prescribed by the ICCB, allowing the opportunity to update the project for minor programmatic and scope modifications as well as inflationary cost increases.

Dr. Costello said she has not heard anything from the state concerning the Early Childhood Development grant; that it why the project is still on the RAMP. It is a \$500K commitment on the college's part. She plans to lobby hard for the Science and Technology Building and requested direction from the committee. The funds will be Capital Development funds.

Mr. Mance moved, seconded by Mr. Joseph, to recommend the Board of Trustees endorse the FY 2014 RAMP capital request and submit to the Illinois Community College Board. The motion carried. (This item will appear on the consent agenda.)

Carry-over of Funds for Main Complex Boiler Project at the Belleville Campus

Mr. Yursa stated the Board of Trustees previously approved the carry-over of funds in the amount of \$580,000 from the FY 2011 budget to the FY 2012 budget for the Main Complex Boiler Project at the Belleville Campus. The project was originally planned for completion in early spring 2012 but the project was delayed.

The actual bid for this project is \$633,000. Mr. Ysursa requested an additional carry-over of \$137,310, which includes a 5% contingency, to cover the deficit between the original estimate and current pricing. The substantial completion date for the project is now September 1, 2012.

Trustee Mance stated he wants a comparison. Trustee Roehrkasse reported at the recent ICCTA Convention representatives from Chevron Energy Solutions were in attendance and provided information concerning their energy efficiency services. Mr. Ysursa stated Director of Physical Plant Ron Henderson will look into it when he returns from vacation. Dr. Costello added staff is working items through IGEN as well.

Mr. Mance moved, seconded by Mr. Joseph, to recommend the Board of Trustees continue the carry-over of \$580,000 previously approved in July 2011 for the Main Complex Boiler project at the Belleville Campus and to carry-over \$137,310 from FY 2012, Fund 02 to FY 2013, Fund 03 for completion of the Main Complex Boiler project at the Belleville Campus. The motion carried. (These items will appear on the consent agenda.)

Information Technology Capital Outlay Budget

CIO Riha has been reviewing the IT infrastructure strengths and weaknesses as well as future IT support needs and requests. Due to the rapidly changing nature of IT products and services, pending change in President's staff, forthcoming organization changes and the evolving FY 2013 IT Tactical Plan, he requested a carry-over of unexpended FY 2012 IT funds to the FY 2013 IT budget. This carry-over of funds request will ensure the IT capital funds are utilized in the most effective manner and fully align with the short and long term needs of the institution.

Trustee Mance said, "I want to make sure everyone is clear on a few things. A budget is a budget. If I have a budget of \$150K and I spend \$100K and ask to carry-over \$50K, then next year I will get \$200K. First, it is funny money; second it is a fallacy. I am a little concerned that we are going to start carrying over and pretty soon we will have a deficit; eventually it will catch up and we will run a deficit. The project moves forward but the money is over. We need to put the projects in the budget and then figure out how to fund them."

Mr. Mance also added, "Staff needs to start building up the fund balance. This year we raised tuition and levy a little. If SURS comes along and gives us a bill for \$8M then we will have a negative balance." Dr. Costello stated this has been an unusual year. She stated, "We have really tried to do our part putting dollars into the fund balance. The savings we will realize through the Print Shop reorganization will be huge."

Mr. Mance moved, seconded by Mr. Joseph, to recommend the Board of Trustees carry-over a maximum of \$150,000, or any lesser amount so remaining, from FY 2012 Information Technology Capital Outlay funds to FY 2013 Information Technology Capital Outlay Technology funding by a like amount. The motion carried. (This item will appear on the consent agenda.)

FY 2012 Budget Update

Mr. Ysursa reported staff is preparing FY 2013 budget pages and plan to disseminate them to appropriate staff this week. There was no action required of the committee.

SURS Pension Reform

Chairman Roehrkas reported pension reform is at a standstill and probably will be until after the election. He will keep the trustees apprised.

Production Equipment for the Print Shop at the Belleville Campus

Public Information and Marketing, Information Technology, and Purchasing are currently evaluating proposals from two companies to update production equipment in the Print Shop at the Belleville Campus. The SWIC evaluation team will be prepared to make a recommendation at the June meeting of the Board of Trustees. Chairman Roehrkas directed that a spot be reserved on the non-consent agenda for possible action by the Board of Trustees at its June 20 meeting.

Financial Aid Update

Vice President Clayborne provided the following update concerning Financial Aid:

Federal Program Review

In response to a 2011 audit finding the Department of Education will be reviewing all of our Return to Title IV records for the 2010-2011 academic year. This involves multiple records for approximately 1100 students. To save time and resources a virtual printer is being used to create files that will be sent electronically to the reviewer.

ISAC

Cost of attendance figures for the Monetary Award Program grant (MAP), the Illinois National Guard grant (ING), and the Illinois Veteran's grant (IVG) for the 2012-2013 academic year will be sent to ISAC on June 1. This is a yearly requirement.

NASFAA Standards of Excellence

A team from the National Association of Financial Aid Administrators will be on campus June 4-7 to perform a review of the financial aid processes. This is a complex review that requires input from several areas. We are looking forward to the insight and suggestions this team will provide.

New Director

The new Financial Aid Director Robert Tebbe joins the office June 4. This start date not only allows transition time with the incumbent director but also partners with the Standards of Excellence Program Review, assuring that Mr. Tebbe is exposed to all aspects of SWIC processes and procedures and receives recommendations for change from NASFAA experts.

Renewal of Advertising Agreement with the Belleville News-Democrat

Vice President Fleming presented the renewal agreement for six months' advertising with the Belleville News-Democrat. This six month contract provides an option to renew for another half-year at the same price.

Mr. Mance moved, seconded by Mr. Joseph, to recommend the Board of Trustees renew advertising agreement with Belleville News-Democrat for the period July 1, 2012 through

December 31, 2012 in the amount of \$25,000.00. The motion carried. (This item will appear on the consent agenda.)

OTHER COMMITTEE RELATED BUSINESS

Dr. Costello extended thanks and appreciation to Director of Purchasing Mike Thomas for his work on the LAB II project. She stated this has been a collaborative effort, and we are on the right track. We anticipate a December move-in with classes beginning in January 2013.

NEXT COMMITTEE MEETING

The next meeting of the Facilities and Finance Committee will be held Monday, July 9, 2012 at 6:15 p.m. in the Seibert Conference at the Belleville Campus.

ADJOURNMENT

Mr. Mance moved, seconded by Mr. Joseph, to adjourn the meeting at 6:58 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees