FACILITIES AND FINANCE COMMITTEE
Seibert Conference Room
Belleville Campus
August 8, 2012
5:00 p.m.

Committee members present:	Richard E. Roehrkasse, Chairman Nick J. Mance
Committee member absent:	Kenneth R. Joseph
Administrators present:	Georgia Costello, Ph.D. (arrived at 5:15 pm) Clay Baitman Staci Clayborne Mark Eichenlaub, Ed.D. Mike Fleming James Riha, Ph.D. Bernie Ysursa Deb Massena
Attorney present:	Garrett Hoerner

CALL TO ORDER
Chairman Roehrkasse called the meeting to order at 5:03 p.m.

APPROVAL OF MINUTES
Mr. Mance moved, seconded by Mr. Roehrkasse, to approve the minutes of the regular meeting of July 9, 2012 as submitted. The motion carried.

FACILITIES
Change Orders
Vice President Ysursa presented Change Order #006 to Pyramid Electrical Contractors, Inc., Fairview Heights, IL in the amount of $47,621.00 to revise electrical power and data receptacles and to add ADA door operator push plates at required entrances for the Liberal Arts Building II project. Trustee Mance questioned the need for this change order. Provisions for the electrical cables and boxes should have been in the drawings. If they were not, why not? Mr. Ysursa stated the change order request, issued by Ittner and Hurst-Rosche, was required because the function of door operators was not shown on contract electrical drawings.

Mr. Mance moved, seconded by Mr. Roehrkasse, to recommend the Board of Trustees approve Change Order #006 to Pyramid Electrical Contractors, Inc., Fairview Heights, IL in the amount of $47,621.00 to revise electrical power and data receptacles and to add ADA door operator push plates at required entrances for the Liberal Arts Building II project. The motion carried. (This item will appear on the consent agenda.)

Mr. Ysursa presented Change Order #006 to Plocher Construction Co., Inc., Highland, IL in the amount of $8,860.00 to revise laminate lockers in Room 131A to meet LEED requirements and to revise casework and trim in testing area for the Liberal Arts Building II project. The plastic laminate lockers were revised to provide lockers with no added urea formaldehyde to meet LEED requirements.

Mr. Mance moved, seconded by Mr. Roehrkasse, to recommend the Board of Trustees approve Change Order #006 to Plocher Construction Co., Inc., Highland, IL in the amount of $8,860.00 to revise laminate lockers in Room 131A to meet LEED requirements and to revise casework and trim in testing area for the Liberal Arts Building II project. The motion carried. (This item will appear on the consent agenda.)

Bid Awards

Mr. Ysursa presented the following bid awards and requested they be recommended to the Board of Trustees:

> Award the lowest responsible bid for the Belleville Campus Liberal Arts Building II access control system to Barcom Security, Swansea, IL in the amount of $119,641.00. The access control system will allow Public Safety to supervise access to classrooms, offices and entryways as part of security management operations during normal operations and provide the ability to secure and lockdown the building in case of emergency. Three bids were received. The cost of this project will be funded by Liability, Protection and Settlement funds.
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> Award the lowest responsible bid for the Belleville Campus Liberal Arts Building II video surveillance system to Barcom Security, Swansea, IL in the amount of $114,789.00. Additional video surveillance capability is required to properly monitor and record information for safety and security purposes. Two bids were received. The cost of this project will be funded by Liability, Protection and Settlement funds.
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> Award the lowest responsible bid for the Belleville Campus Liberal Arts Building II information technology equipment to IT Outlet, Sioux Falls, SD in the amount of $196,089.00. The IT Department requires various data switches, data modules, transceivers, and power supplies in order to build out the needed technology infrastructure in the main switch room and the electrical/data rooms on each floor of the new addition. IT Outlet provided the lowest cost and is one of the preferred sources. The purchase of this equipment is funded from the IT budget.

Mr. Mance moved, seconded by Mr. Roehrkasse, to recommend the Board of Trustees approve the three bid awards as presented. The motion carried. (These items will appear on the consent agenda.)

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

Chairman Roehrkasse stated the Project Status Report was included in the committee packets. Trustees should review it and direct any questions to him or Vice President Ysursa. There were no meeting minutes/notes or letters.

Vice President Ysursa reported the Business Office has received all of the $19.1M for the Liberal Arts Building II project.

Public Safety Monthly Activity/Media Log
There were no questions concerning the Public Safety reports.

FINANCE
Bid Awards
There were no bid awards.

FY 2013 Tentative Budget
Mr. Ysursa presented the FY 2013 Tentative Budget for review and discussion. He stated the summer tuition revenue has been added, and it now appears that we will be even or approximately $363K to the good. We will not be faced with a $2.6M deficit as initially projected.

Mr. Ysursa reported we are budgeting a 1% decrease in enrollment hours. Some community colleges are budgeting a 6-8% enrollment decrease. He stated we will finish up FY12 with a fund balance of $22M.

Chairman Roehrkasse stated he would like a few days to review the newly revised figures and asked Mr. Hoerner his opinion concerning placing the FY 2013 Tentative Budget on the consent agenda vs. the non-consent agenda. Mr. Hoerner opined the Tentative Budget could be placed on the consent agenda.

Mr. Mance moved, seconded by Mr. Roehrkasse, to recommend the Board of Trustees adopt the budget resolution by title only to place the FY 2013 Tentative Budget on display and to adopt the resolution. The motion carried. (This item will appear on the consent agenda.)

Permanent Operating Transfers
Mr. Ysursa stated Permanent Operating Transfers occur between various funds of the college to facilitate financial objectives and meet statutory requirements. These transfers are allowable under the Illinois Public Community College Act, as well as the Illinois Community College Board's Fiscal Management Manual. These amounts have always been, and will continue to be, included in the approved Annual Budget for each fiscal year. The committee recommended a separate Board resolution authorizing these transfers as permanent transfers in which no repayment is required.

Mr. Mance moved, seconded by Mr. Roehrkasse, to recommend the Board of Trustees adopt resolution by title only authorizing permanent operating transfers of funds and to adopt the resolution, subject to review and approval by the college attorney. The motion carried. (This item will appear on the consent agenda.)

Transportation Pass Program Agreement with Metro
Mr. Ysursa presented the Transportation Pass Program Agreement between Bi-State Development Agency of the Missouri-Illinois Metropolitan District (Metro). He stated the FY 2013 Funding Agreement indicates a 4% increase in the fare per eligible student and employee riders. The agreement has no impact on the recently negotiated and approved agreement between SWIC and St. Clair County Transit District (SCCTD), which outlines the funding limits of SWIC to Metro and SCCTD through FY 2014. Mr. Hoerner stated he is working with Metro to bring together the timelines of the two agreements.

Mr. Mance moved, seconded by Mr. Roehrkasse, to recommend the Board of Trustees approve Transportation Pass Program Agreement with Bi-State Development Agency of the Missouri-Illinois Metropolitan District for the contract year July 1, 2012 through June 30, 2013, subject to review and approval by the college attorney. The motion carried. (This item will appear on the consent agenda.)

Project Labor Agreement

Vice President Ysursa reported the current Project Labor Agreement expired July 31, 2012. The proposed agreement begins August 1, 2012 and ends July 31, 2015. The experience with the past agreement has been positive and believed to be successful in avoiding labor issues, clarifying labor and union roles, and generally successful construction project completion.

Mr. Mance moved, seconded by Mr. Roehrkasse, to recommend the Board of Trustees approve agreement with the Southwestern Illinois Building & Construction Trades Council, subject to review and approval by the college attorney. The motion carried. (This item will appear on the consent agenda.)

Financial Aid Update

Vice President Clayborne provided the following update concerning Financial Aid:

2012-2013 Academic Year

We have begun awarding aid for the 2012-2013 academic year. At this point we have packaged 2,316 students.

Guarantee Date

For the 2012-2013 academic year the guarantee date was July 13, 2012. Students who submitted all needed paperwork and met all requirements by July 13, 2012 were guaranteed to have the financial aid they qualify for awarded by the state for the fall semester. We are currently verifying documentation from July 17 and have set an internal office goal of August 10 to have all verifications completed and awards posted to student accounts.

ISAC MAP Update

We have begun awarding MAP funds to students for the 2012-2013 academic year. Students who have completed their FAFSA by March 19 and are eligible will receive MAP funds for the fall semester. In an effort to keep current, the Financial Aid office will be participating in a July 31 webinar regarding MAP updates, guidelines, and procedures.

New Student Orientation

The Financial Aid office will participate in the New Student Orientation on August 10. We will be presenting financial aid information and tips to students and parents.

Financial Aid Personnel

Dena Johnson, newly-hired Assistant Director of Financial Aid, will join the office August 6.

F5 Load Balancer Replacement
CIO Riha reported load balancers are used to manage incoming internet traffic to the college. The college's two existing units will be end-of-life December 2012 and maintenance updates will no longer be available. The replacement load balancers are more powerful and can support more secure socket layer connections and utilize more advanced connection management software. Dr. Riha requested the committee recommend to the Board of Trustees the purchase of two F5 load balancers and a one year maintenance agreement from CDW-G, Vernon Hills, IL in the total amount of $45,416.00.

Mr. Mance moved, seconded by Mr. Roehrkasse, the Board of Trustees purchase two F5 load balancers and a one year maintenance agreement from CDW-G, Vernon Hills, IL in the total amount of $45,416.00. The motion carried. (This item will appear on the consent agenda.)

MISCELLANEOUS
Vice President Fleming reported a new look and feel to the college's website www.swic.edu. He stated SWIC is the first community college in the state to advertise on a .edu domain; we are unique in the state. SWIC has in-kind sponsorships with Moto-Mart. At the Moto-Mart gas pumps, every fifth message reads "Register @ swic.edu."

NEXT COMMITTEE MEETING
The next meeting of the Facilities and Finance Committee will be held Monday, September 10, 2012 at 6:15 p.m. in the Seibert Conference at the Belleville Campus.

ADJOURNMENT
Mr. Mance moved, seconded by Mr. Roehrkasse, to adjourn the meeting at 5:37 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss
Secretary to the Board of Trustees