

**FACILITIES AND FINANCE COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**January 7, 2013**  
**5:00 p.m.**

Committee members present:

Richard E. Roehrkasse, Chairman  
Kenneth R. Joseph  
Nick J. Mance

Administrators present:

Georgia Costello, Ph.D.  
Clay Baitman  
H. O. Brownback  
Staci Clayborne  
Mark Eichenlaub, Ed.D.  
Mike Fleming  
James Riha, Ph.D.

Mark Green  
Deb Massena

Attorney present:

Garrett Hoerner

**CALL TO ORDER**

Chairman Roehrkasse called the meeting to order at 6:40 p.m. and announced a quorum.

**APPROVAL OF MINUTES**

Mr. Mance moved, seconded by Mr. Joseph, to approve the minutes of the regular meeting of December 10, 2012 as submitted. The motion carried.

**MULTI-MODAL TRANSPORTATION PRESENTATION**

Director of Public Safety Mark Green reported staff is meeting every week concerning the Multi Modal Project, which is on schedule. Mr. Mance questioned the cost of \$70K to install conduit; does it then become the college's responsibility? If it is SWIC's responsibility, then we need to look at it in detail. He requested more information and time to review the project. Mr. Green stated staff is meeting on Wednesday, January 9.

**FACILITIES**

**Change Orders**

There were no change orders.

**Bid Awards**

There were no bid awards.

### **Project Status Report**

The SWIC/Ittner Project Status Report as of January 2, 2013 was provided. There were no questions.

### **Meeting Minutes/Notes/Letters**

There were no meeting minutes, notes, or letters.

### **Public Safety Report**

The monthly Public Safety report was provided. Trustee Joseph highlighted an off-campus incident in which SWIC Public Safety assisted. Mr. Joseph stated SWIC's Public Safety officers are highly trained and are requested to assist other police departments.

### **FINANCE**

#### **Bid Award**

Vice President Baitman presented the bid award for printing of the college catalog. College staff solicited 12 companies for the printing of the college catalog. Three bids were received and were reviewed by Vice President Baitman and Dean Laurie Bingel. Mr. Baitman reported we are continually reducing the number of printed catalogs since we now have a searchable catalog online. We also create 2,000 in CD version. The price per printed catalog is \$1.55 each.

Mr. Joseph moved, seconded by Mr. Mance, to recommend the Board of Trustees award the lowest responsible bid for printing of the 2013-2014 college catalog to Breese Journal and Publishing, Breese, IL, in the amount of \$23,337.00, based on a quantity of 15,000 catalogs. The motion carried. (This item will appear on the consent agenda.)

### **PENSION COMMITTEE**

Mr. Hoerner stated the House has adjourned for the day; it looks unlikely the House or Senate will convene tomorrow. The new Session will convene Wednesday and will probably initiate conversations concerning pension reform from the beginning.

### **FINANCIAL AID UPDATE**

Vice President Clayborne provided the following report:

#### **Census Date**

The Financial Aid and Student Employment Office has recently updated and corrected census date for the spring 2013 semester. To stay consistent with Enrollment Services and eliminate student confusion, the Financial Aid census date is 1/25/13.

#### **Pell Grant Program Update**

The 2013-2014 maximum Pell Grant award is increasing to \$5635 compared to \$5550 in 2012-2013. We have yet to receive the full Pell Chart for 2013-2014, but the increase was valuable news.

#### **FSA Conference Update**

Recently a few staff members were able to attend the Federal Student Aid Conference. Below are updates that were relayed to Financial Aid community:

- The Department of Education has consolidated many websites and has created [www.studentaid.gov](http://www.studentaid.gov). This will allow students, parents, and even Financial Aid administrators to receive updates from a centralized location.
- Gainful Employment updates were presented; we are still awaiting a court decision. Currently all institutions must abide by the necessary disclosure requirements. Reporting and submission of new programs are currently off the table.
- Default Prevention was a significant topic and new payment options such as "Pay As You Earn" and "Income Contingent Plan" are being implemented.
- We received news of updated and new verification requirements. When more data and information are released we will immediately begin implementation for 2013-2014 academic year.
- Implementation of FAAA projects is occurring in community colleges across the country.

#### Training Day

We have recently scheduled our Financial Aid Training Day for March 2<sup>nd</sup>. We are currently discussing major topics to be discussed with all Financial Aid staff and hope to continue the recent success of last training day held October 6<sup>th</sup>.

#### **RUNNING START INTERGOVERNMENTAL COOPERATIVE AGREEMENT**

Dr. Eichenlaub reported an Intergovernmental Cooperative Agreement with Granite City School District #9 to negotiate a participation rate for the Running Start Program with Granite City School District #9.

#### **BOARD DOCS**

Mr. Mance requested administration look at going paperless for the Board agendas. He is currently using Board Docs at another institution and recommended staff look at the software. CIO Riha stated he will work with the Board Secretary to determine levels of security, search capabilities, etc. and will outline an approach for the Facilities and Finance Committee.

#### **NEXT COMMITTEE MEETING**

The next meeting of the Facilities and Finance Committee will be held Monday, February 11, 2013 at 5:00 p.m. in the Seibert Conference at the Belleville Campus.

#### **ADJOURNMENT**

Mr. Mance moved, seconded by Mr. Joseph, to adjourn the meeting at 7:00 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees