FACILITIES AND FINANCE COMMITTEE
Seibert Conference Room
Belleville Campus
September 9, 2013
5:00 p.m.

Committee members present:	Richard E. Roehrkasse, Chairman Kenneth R. Joseph
Committee member absent:	Nick J. Mance
Administrators present:	Clay Baitman Staci Clayborne Mark Eichenlaub, Ed.D. Mike Fleming James Riha, Ph.D. Bernie Ysursa Deb Massena

CALL TO ORDER
Chairman Roehrkasse called the meeting to order at 5:15 p.m. and announced a quorum.

APPROVAL OF MINUTES
Chairman Roehrkasse thanked staff for their participation in the special meeting of August 19, 2013. He requested Vice President Ysursa to provide updates to him in the event he was asked questions at the upcoming September 13 meeting of the ICCTA Board of Representatives.

Mr. Joseph moved, seconded by Mr. Roehrkasse, to approve the minutes of the regular meeting of August 12, 2013 and the special meeting of August 19, 2013 as submitted. The motion carried.

FACILITIES
Change Order
Vice President Ysursa presented request for Change Order #001 to Bruce Unterbrink Construction, Inc., Greenville, IL in the amount of $36,276.22 to provide all labor, material and equipment for modifications including flooring, casework, piping modifications, sound mitigation, insulation for pipes uncovered during the project and attritional exterior concrete, landscaping and drains for the Belleville Campus Biology Lab renovation project. The project is located by the cafeteria. The funds for this change order will come from FY14 PHS, as the funds are not in their contingency; however the bid came in lower than expected. This change order has been reviewed by Ittner for both scope identification and for the improvements associated with the project.

Mr. Joseph moved, seconded by Mr. Roehrkasse, to recommend the Board of Trustees approve Change Order #001 to Bruce Unterbrink Construction, Inc., Greenville, IL in the amount of $36,276.22 to provide all labor, material and equipment for the Belleville Campus Biology Lab renovation project. The motion carried. (This item will appear on the consent agenda.)

Bid Award
Vice President Ysursa presented bid award for the Belleville Campus electrical upgrades-HVAR and replacement of emergency diesel generator. The projects, bid as separate packages with the option of a combined bid, involve the extension of the main electrical service and additions in order to accommodate the power needed for the HVAR lab and the addition of a larger emergency diesel generator to provide backup power to the IT data closets, emergency lighting and other critical loads in the event of a power outage.

A total of five bids were received. The lowest responsible bid was from Guarantee Electrical Construction, Granite City, IL in the amount of $539,360.00.

Mr. Joseph moved, seconded by Mr. Roehrkasse, to recommend the Board of Trustees award the lowest responsible bid to Guarantee Electrical Construction, Granite City, IL in the amount of $539,360.00 for Belleville Campus electrical upgrades-HVAR and to replace emergency diesel generator. The motion carried. (This item will appear on the consent agenda.)

Project Status Report
Chairman Roehrkasse referred to the Project Status Report supplied by Ittner and requested any questions be referred to Vice President Ysursa or him. Mr. Ysursa called attention to the parking lot improvements at the Belleville Campus and stated the project went very well.

ARAMARK Contract Amendment
Vice President Ysursa presented proposed amendment to the current ARAMARK contract. ARAMARK is seeking an amendment to the 2012 which would have SWIC cover their losses and provide them with a 3% margin in FY 2014 and thereafter. Since the 2012 contract was offered in 2009, SWIC's enrollment has declined, several restaurants have opened across Illinois Rt. 161, and amortization of investments (i.e. Starbucks) has increased ARAMARK's costs to the point they are incurring significant annual losses. SWIC needs ARAMARK to operate Starbucks and will work with them to increase sales and reduce costs in order to minimize the subsidy.

Mr. Joseph moved, seconded by Mr. Roehrkasse, to recommend the Board of Trustees approve proposed amendment to the current ARAMARK contract, pending review by the college attorney. The motion carried. (This item will appear on the consent agenda.)

Belleville Campus Projects Priority List
Mr. Ysursa provided list of various projects in need of funding at the Belleville Campus:

Central Quad Renovations	$4,000,000 to $6,000,000
Wi-Fi Campus	$ 250,000
Storage Building 2 Renovations	$ 500,000
Horticulture and Technology Complex	$3,000,000
BC Monuments	$1,000,000 to $1,500,000

Overall these projects total between $8.75M on the low side and $11.25M on the high side. Funds could be transferred from the Education 01 account to the Restricted Purposes 03 account. This does not impact the budget. Mr. Ysursa recommended getting the FY 2014 Tentative Budget through the September 24, 2013 special meeting before addressing this topic.

Public Safety Monthly Activity/Media Log
Mr. Ysursa referred to the August 2013 Public Safety Reports. He commended and thanked Director of Public Safety Mark Green and CIO Jim Riha for their assistance in the identification cards project. There were no questions from the committee.

FINANCE
State of State Payments
Controller Deb Massena provided an ICCB payment summary for FY 2013. SWIC has been paid through April 2013 on the equalization grant and through May 2013 on the base operating grant. The state is in arrears to SWIC in the amount of approximately $1.7M

FY 2014 Tentative Budget
Mr. Ysursa reported the FY 2014 Tentative Budget has been on display for 30 days; the notice of public hearing has been published; and the public hearing and a special Board meeting have been set for Tuesday, September 24, 2013 in the Wilmsmeyer Room at the Sam Wolf Granite City Campus.

Pension Committee
There has been no action from the blue ribbon committee assembled to resolve Illinois' pension crisis. Vice President Baitman stated that in addition to the pension crisis, we have many other concerns such as Obamacare; equalization concerns (two other community colleges are receiving equalization); SURS return to work rule; FY14 enrollment is relatively flat; and a Board mandated 3% cut.

Financial Aid Update
Vice President Clayborne provided the following report:

> **2013-2014 Academic Year**
> We have begun awarding aid for the 2013-2014 academic year. At this point we have packaged 5,479 students. Last year at this point we packaged 5,043 students.
>
> **Financial Aid Training Day**
> The Financial Aid Office has created a training opportunity for the staff. On October 12th from 8:00 – 12:00, the Financial Aid Administration team will train staff to stay current on rules and regulations. satisfactory academic progress, verification policies, return of funds, and specific student services are just a few key topics that will be discussed.
>
> **Financial Aid Personnel**
> Lauren Threuekauf, newly hired Financial Aid and Student Employment Administrative Assistant, joined the office on August 26th.

Running Start Participation Fee
Dr. Eichenlaub reported recruitment visits and informational meetings for the Running Start program will be held in fall for the Fall 2014 pilot project group. Thirty-eight new students will attend at all three campuses.

The participation fee must be established in order to move forward with the development of program materials. The staff recommended $3,150 annual rate represents a 5% increase over the 2013-14 public school rate and a 21% reduction of the established home school rate for 2013-14. The recommended home school rate of $4,000 is the same as the home school rate for 2013-14.

This is an information item only. The action will come from the Personnel, Programs and Services Committee.

Advertising Contract Renewal with Mediaworks

Mr. Fleming presented request for contract renewal with Mediaworks for checkout-lane advertising at seven area Schnucks stores. This lowest vehicle of advertising/marketing drive to www.swic.edu receives $300K hits monthly. Website traffic has increased significantly since we have emphasized swic.edu as prominent signature for all print/outdoor advertising.

Trustee Roehrkasse directed Mr. Fleming to electronically send him a paragraph concerning this topic. Mr. Roehrkasse participates in a trustee roundtable at the ICCTA Board of Representatives meetings. He would like to share this information with his colleagues should they have a question about marketing or advertising.

Mr. Joseph moved, seconded by Mr. Roehrkasse, to recommend the Board of Trustees renew advertising contract with Mediaworks, Mound, MN in the amount of $9,100.00 for six months' checkout-lane advertising at seven area Schnucks stores. The motion carried. (This item will appear on the consent agenda.)

OTHER COMMITTEE RELATED BUSINESS

Vice President Baitman reported at his recent Chief Academic Officers meeting last week, several school officials stated the Internal Revenue Service has sent astronomical bills for mismatched social security numbers. Some penalties are close to $100K. Part of the target is people who get more than 50% financial aid, who have dual citizenship or are naturalized citizens. This is not an ethnicity issue. The Business Office is working with Enrollment Services to determine SWIC's exposure, which for FY11 is approximately $8100.

The next regular meeting of the Facilities and Finance Committee will be Monday, October 7, 2013 at 5:00 p.m. in the Seibert Conference Room.

ADJOURNMENT

Mr. Joseph moved, seconded by Mr. Roehrkasse, to adjourn the meeting at 5:45 p.m. The motion carried.

Respectfully submitted,

_____

Beverly J. Fiss
Secretary to the Board of Trustees