

**FACILITIES AND FINANCE COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**February 17, 2014**  
**5:00 p.m.**

Committee members present:

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

Administrators present:

Georgia Costello, Ph.D.  
Staci Clayborne  
Mark Eichenlaub, Ed.D.  
James Riha, Ph.D.  
Bernie Ysursa

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

Mr. Joseph moved, seconded by Mr. Mance, to approve the minutes of the regular meeting of January 13, 2014 as submitted. The motion carried.

**FACILITIES**

**Change Orders**

There were no change orders.

**Bid Award**

There were no bid awards.

**Project Status Report**

Chairman Roehrkasse referred to the Project Status Report supplied by Ittner and requested any questions be directed to Vice President Ysursa or him.

**2014 Hourly Billing Rates**

Vice President Ysursa presented request to approve the 2014 hourly billing rates for architectural and engineering services provided by Ittner, Hurst-Rosche and Hoelscher Engineering effective January 1, 2014. In accordance with the September 16, 2009 agreement between Ittner and SWIC, Ittner is required to notify SWIC of annual adjustments to the hourly billing rates of its design team.

Mr. Joseph moved, seconded by Mr. Mance, to recommend the Board of Trustees approve the 2014 hourly billing rates for architectural and engineering services provided by Ittner, Hurst-Rosche and Hoelscher Engineering effective January 1, 2014. The motion carried. (This item will appear on the consent agenda.)

**Facility Usage Agreement with Southern Illinois University Carbondale**

Dr. Eichenlaub presented request to approve facilities usage agreement between Southern Illinois University Carbondale (SIUC) and Southwestern Illinois College, District 522 (SWIC) to enable SIUC to offer motorcycle rider courses at SWIC's Belleville Campus effective January 1, 2014. The classes are in accordance to SIUC's Motorcycle Rider Training Program. The liability insurance is in place; SIUC is required to have a higher liability insurance policy than anyone else. Mr. Hoerner has reviewed the agreement.

Mr. Mance moved, seconded by Mr. Joseph, to recommend the Board of Trustees approve the facilities usage agreement between Southern Illinois University Carbondale and Southwestern Illinois College for SIUC to offer motorcycle rider courses at SWIC's Belleville Campus. The motion carried. (This item will appear on the consent agenda.)

**Public Safety Monthly Activity/Media Log**

The January 2014 Public Safety Reports were provided to the trustees. There were no questions from the committee. Mr. Joseph commented there were several unusual occurrences.

**Bureau of Alcohol, Tobacco, Firearms and Explosives MOU**

Mr. Ysursa presented Memorandum of Understanding regarding the eTrace Internet Based Firearm Tracing Application with the Bureau of Alcohol, Tobacco, Firearms and Explosives. This program is being promoted by all state and federal legislators to ensure all violent crimes committed with firearms are being tracked and recorded. Board approval is not required since SWIC has no indemnification or liability; however Mr. Hoerner has reviewed and approved the Memorandum of Understanding.

**FINANCE**

**Bid Awards**

There were no bid awards.

**SWIC Audit Summary**

Vice President Ysursa provided a summary of the proposed processes and timelines regarding the college audit. This is a collaborative effort with all the vice presidents to make certain all timelines are met in preparation of the audit and to ensure we are ready for the auditors when they arrive. There were no questions from the committee; however Mr. Mance stated he is still reviewing the audit and the proposed timelines.

**FY 2014 Audit Engagement Letter**

Mr. Ysursa began discussion concerning CliftonLarsonAllen (CLA) and their proposal to provide auditing services for FY2015, FY2016 and FY2017. The college is in the final year of the five-year commitment with CLA. Mr. Roehrka suggested continuing with CLA for one more year (FY2015) since the FY2013 audit noted some concerns. He also suggested going out for an RFP for 2015. The RFP process would begin in October of this year. Trustee Mance stated he would have no problem going out for an RFP in October, even though the FY2014 audit will not be complete. After discussion it was recommended that CLA will complete the FY2014 audit and hopefully clean up the issues we have with the FY2013 audit. An RFP process will begin in October 2014.

Mr. Mance moved, seconded by Mr. Joseph, to recommend the Board of Trustees approve audit engagement letter with CliftonLarsonAllen, Belleville, Illinois to provide external auditing services for the period ended June 30, 2014 (FY 2014) in the amount of \$38,500. The motion carried. (This item will appear on the consent agenda.)

### **State of State Payments**

Mr. Ysursa reported the state is behind in its payments to the college. Mr. Roehrkasse stated sooner or later we are going to run out of money. Mr. Ysursa said he expects a 'doom and gloom outlook' from the governor when he provides his budget address (scheduled after the primary).

Discussion evolved to the five year budget projections provided by Mr. Ysursa. The Board instructed the FY13 budget be cut by 3%, with the cuts to be accomplished by FY15. Mr. Mance noted a \$5M loss has been projected for FY15 even with the 3% cuts and stated we have to do something. He thinks we will have to raise tuition, but he will not entertain a \$10 increase. Mr. Mance said he will have to look at reductions; you cannot only look at one side. Revenues are slowing down and expenses keep going up.

Mr. Roehrkasse suggested setting up an ad hoc 'control' committee. He wants to have focus and priority. Mr. Mance stated we need to look at this. Mr. Roehrkasse stated we will reassess the need for a committee in the May timeframe. Dr. Costello stated we already have the mechanics in place. She suggested staff could provide several scenarios "what will we do if" and have them ready.

Trustees Roehrkasse and Mance agreed to have the tuition discussion in March. Mr. Mance offered the tuition increase will not be the lower end but it won't be the high end either.

Mr. Mance asked if administration has started looking at programs, departments, etc. that aren't making it. Dr. Costello stated we have a few ideas and will provide them to the trustees of this committee. Mr. Mance asked if the plans were available to please share them with this committee. Dr. Eichenlaub stated staff will be bringing evaluations to the March meeting. This will all coincide.

### **FY2015 Budget Calendar**

Mr. Ysursa requested the committee recommend the approval of the FY 2015 Budget Calendar. The FY 2015 formal budget process begins with the adoption of the budget calendar by the Board of Trustees. Mr. Roehrkasse questioned if the timelines are similar to what we have done in the past, which they are.

Mr. Mance moved, seconded by Mr. Joseph, to recommend the Board of Trustees adopt Budget Calendar for Fiscal Year 2015. The motion carried. (This item will appear on the consent agenda.)

### **Pension Committee**

Mr. Roehrkasse reported an update by SURS will be presented at the March meeting of the ICCTA Board of Representatives meeting in Lisle, Illinois. Mr. Ysursa will discuss with Sherry Favre, Director of Human Resources, if she is interested in attending the meeting.

### **Running Start Intergovernmental Cooperative Agreements**

Dr. Eichenlaub presented the following agreements for the Running Start program:

Intergovernmental cooperative agreement with Granite City Community Unit School District #9 effective June 1, 2014. This agreement provides the structure to facilitate the Running Start Program with Granite City District #9, now entering the third year of their participation in the pilot project.

Intergovernmental cooperative agreement with New Athens School District #60 effective June 1, 2014. The renewal provides the structure to facilitate the Running Start Program with New Athens District #60, which will be entering the second year of the program.

Intergovernmental cooperative agreement with Granite City Community Unit School District #9 effective June 1, 2014. Running Start 1.0 is a new initiative for the 2014-15 school year. Students will complete their senior year of high school at SWIC while simultaneously completing their first year of an associate degree. The program is targeted to students who might otherwise be early graduates from high school and to students who did not participate/qualify for Running Start at the end of their sophomore year.

Mr. Joseph moved, seconded by Mr. Mance, to approve the intergovernmental cooperative agreements for the Running Start program. The motion carried. (Note: These agreements were recommended by the Personnel, Programs and Services Committee and appear on the agreement table for approval by the Board of Trustees.)

### **Disposal of Data Projectors**

Mr. Baitman requested approval to dispose of two data projectors in Media Services. The projectors were purchased in 1999 at a cost exceeding \$5000 each. They are now obsolete, damaged, and are no longer in working condition. The cost to purchase similar projectors on the current market would be approximately \$500 each.

Mr. Mance moved, seconded by Mr. Joseph, to recommend the Board of Trustees approve the disposal of two data projectors in Media Services. The motion carried. (This item will appear on the consent agenda.)

### **OTHER COMMITTEE RELATED BUSINESS**

Mr. Roehrkas reported the ACCT Congress will be held October 22-25 in Chicago at the Hyatt Regency on Wacker Drive. Trustees have been asked to be ambassadors for the event.

Dr. Costello is pursuing funds for what might be a science and technology building. She has spoken with Ittner to provide some preliminary drawings and talking points she plans to take to Springfield. Mr. Roehrkas asked that as she formulates her talking points she share them with Mr. Mance or him.

Dr. Costello reported Governor Quinn will visit the Belleville Campus on Wednesday, March 5 at 3:30 p.m. The event will be held in the Liberal Arts Complex, either in the Lobby or on the Terrace. Further details will be provided when received.

Paul Vallas, candidate for Lt. Governor, visited the Belleville Campus on February 7. He toured the LAC and conversed with the president and vice presidents concerning what community colleges (particularly SWIC) provide to their students and communities.

The next regular meeting of the Facilities and Finance Committee will be Monday, March 3, 2014 at 5:00 p.m. in the Seibert Conference Room.

### **ADJOURNMENT**

Mr. Mance moved, seconded by Mr. Joseph, to adjourn the meeting at 5:57 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees