

**FACILITIES AND FINANCE COMMITTEE**  
**LAC Conference Rooms 2311-2313**  
**Belleville Campus**  
**January 13, 2014**  
**5:00 p.m.**

Committee members present:	Richard E. Roehrkasse, Chairman Kenneth R. Joseph Nick J. Mance
Trustees present:	Harry Briggs, Ph.D. Cliff Davis, Student Trustee Robert G. Morton Philip L. Smith Eugene Verdu
Administrators present:	Georgia Costello, Ph.D. Staci Clayborne Mark Eichenlaub, Ed.D. Mike Fleming James Riha, Ph.D. Bernie Ysursa  Janet Fontenot, Ed.D. Deb Massena
Attorney present:	Garrett Hoerner
Architect present:	Greg Goebel, Wm. B. Ittner Steve Raskin, Wm. B. Ittner Dennis Young, President, Wm. B. Ittner

**CALL TO ORDER**

Chairman Roehrkasse called the meeting to order at 5:52 p.m.

**PRESENTATION BY COLLEGE ARCHITECT**

President Dennis Young and Design Architect Greg Goebel from Wm. B. Ittner made presentation of the proposed quad area at the Belleville Campus. The quad area will be the focal point of the campus and the site for a number of activities. Drawings will be completed to get cost estimates, which will then be submitted to the committee to determine what order and how fast to complete the project. The drawings should be completed in the next six weeks or so and will be submitted to the committee at its March meeting.

**APPROVAL OF MINUTES**

Mr. Mance moved, seconded by Mr. Joseph, to approve the minutes of the regular meeting of December 9, 2013 as submitted. The motion carried.

## **FACILITIES**

### **Change Orders**

There were no change orders.

### **Bid Award**

Vice President Ysursa presented the bid award for the Belleville Campus Main Complex Career Center and Veterans Services Project. Bids were solicited and eight bids were received. The lowest responsible bid was received from Calhoun Construction, Inc., Belleville, Illinois in the amount of \$174,872. The award to Calhoun Construction is for construction only and does not include contingency, A&E, or furniture and technology. The total projected cost for the project is \$300,619.

Mr. Mance moved, seconded by Mr. Joseph, to recommend the Board of Trustees award the lowest responsible bid to Calhoun Construction, Inc., Belleville, IL in the amount of \$174,872 for the Career Center and Veterans Services project at the Belleville Campus, Main Complex. 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 directed to Vice President Ysursa or him.

### **Ittner Professional Services Contract**

Mr. Ysursa presented the contract from college architect Wm. B. Ittner for the Belleville Campus Main Complex Career Center and Veterans Project and ISB Renovations in the amount of \$79,130. The costs associated with these projects will be financed by the Operations and Maintenance Fund 2. In addition Ittner will provide furniture selection services in the lump sum of \$15,000 plus reimbursable expenses.

Mr. Joseph moved, seconded by Mr. Mance, to recommend the Board of Trustees approve Ittner Professional Services Contract in the total amount of \$79,130 for the Career Center and Veterans Services project (\$27,260) at the Belleville Campus and for the Information Sciences Building Renovations project (\$51,870) at the Belleville Campus. The motion carried. (This item will appear on the consent agenda.)

### **Public Safety Monthly Activity/Media Log**

The December 2013 Public Safety Reports were provided to the trustees. There were no questions from the committee.

### **Firearms Concealed Carry Act**

Mr. Ysursa stated the Firearms Concealed Carry Act (FCCA) requires the Illinois State Police provide a searchable database accessible by law enforcement agencies. This agreement is intended to enhance and foster the responsible exchange of law enforcement objections by ensuring participating agencies and the Illinois State Police understand their respective roles and responsibilities. There are no associated costs with this agreement.

Mr. Mance moved, seconded by Mr. Joseph, to recommend the Board of Trustees approve the Illinois State Police Firearms Concealed Carry Act - Law Enforcement Objection Database User Agreement. The motion carried. (This item will appear on the consent agenda.)

## **FINANCE**

### **Bid Awards**

There were no bid awards.

### **Audit Response**

Vice President Ysursa and Controller Deb Massena presented responses to the auditors' recommendations concerning the college's most recent audit. Mr. Ysursa emphasized we must stick to the deadlines established by the Business Office and himself. By doing so, no problems are anticipated going into the future. Ms. Massena recommended moving the deadlines up by four weeks or to place expenses in the next fiscal year. Trustee Roehrkasse addressed his comment to Mr. Ysursa and Ms. Massena: "You have support from this committee and the trustees, but you need support from the staff."

Trustee Mance stated it is a pretty common practice to wait until the end of the fiscal year to turn in the purchase orders and suggested identifying the departments that do so. Mr. Roehrkasse stated the backlog is a killer; Mr. Mance replied the college's backlog that exists has been there for years. Mr. Roehrkasse suggested the calendar of audits could be tied in with the President's evaluation.

Mr. Mance stressed that auditors/auditing firms are mandated by law to report an unqualified opinion or a material weakness/finding or a significant weakness/finding. He stated there is nothing in the SWIC audit that is new or bad. The audit standards have changed.

Mr. Ysursa reported the college has been with the current auditing firm for five years. Since the Facilities and Finance Committee is the audit committee, he asked if it was their desire to do an RFP. Mr. Roehrkasse replied to continue this year with the same firm while "we have these things hanging, and then we will go out for an RFP." Mr. Mance stressed several times he wants to think about it. After discussion it was agreed to bring this topic back at the February meeting for further discussion.

### **Pension Committee**

Mr. Roehrkasse reported a few lawsuits have been filed challenging the pension legislation. More information may be available at the upcoming ICCTA meeting on February 10.

### **Financial Aid Update**

Vice President Clayborne provided the same Financial Aid update as presented to the Personnel, Programs and Services Committee.

### **Grant Funding Update**

Dr. Eichenlaub provided the same grant funding update as presented to the Personnel, Programs and Services Committee.

## **OTHER COMMITTEE RELATED BUSINESS**

Trustee Joseph asked Vice President Ysursa for an update on the damage sustained at the Belleville Campus during the recent snowstorm. Mr. Ysursa reported the insurance company has been notified, and Director of Purchasing Mike Thomas is working with the adjuster.

The next regular meeting of the Facilities and Finance Committee will be Monday, February 10, 2014 at 5:00 p.m. in the Seibert Conference Room.

**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