



**MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF TRUSTEES  
SOUTHWESTERN ILLINOIS COLLEGE  
DISTRICT NO. 522  
Seibert Conference Room  
Belleville Campus  
November 22, 2010**

**CALL TO ORDER**

A special meeting of the Board of Trustees of Southwestern Illinois College, District No 522, was held Monday, November 22, 2010 in the Seibert Conference Room of the Belleville Campus, 2500 Carlyle Avenue, Belleville, Illinois. Chairman Nick Mance called the meeting to order at 5:00 p.m. and stated the purpose of the special meeting was to interview construction management firms for the Liberal Arts Building Addition.

**ROLL CALL**

Trustees present:

Kenneth R. Joseph  
Nick Mance  
Robert G. Morton  
Richard Roehrkas  
Philip L. Smith  
Eugene Verdu

Trustees absent:

Sam Wolf  
David Hobbs, Student Trustee

**PUBLIC COMMENTS**

There were no public comments.

**PRESENTATIONS BY CONSTRUCTION MANAGEMENT FIRMS**

Members of the college architect firm Ittner were present for the interviews:

Dennis Young, President and CEO  
J. C. Rearden, Vice President of Operations  
David Kehm, AIA  
Greg Goebel, Director of Design

The following firms were interviewed by the Board of Trustees:

1. Holland Construction Services
2. S M Wilson
3. Impact Strategies

The construction management firms were asked the following questions:

**Pre-Construction**

In many projects, the early cost estimate prepared during schematic design, sets the direction for the project from programming through sustainable design.

Describe for us how you will work with SWIC and the design team so we do not come in \$2,000,000 under budget and therefore eliminate building design program or LEED points, since the money for this project comes from a grant where we use it or lose it?

**Sustainability**

Sustainability is important to SWIC and this project and SWIC wants to be a leader in sustainable design.

Can you describe three important ways that you can help SWIC and the design team achieve our goals for sustainable design and leadership?

**Project Superintendent**

The Project Superintendent plays a very important role in the success of the project.

What is the biggest problem you have faced on a previous project and what steps did you take to resolve that problem?

**Project Manager**

The Project Manager also has a critical role in the success of any building project.

Describe two responsibilities you have as Project Manager that will bring value to this project?

**Bid Packages**

The design team will prepare a single set of bid documents. It will be your responsibility to break these documents into specific bid packages for each trade.

How will you handle this process to minimize gaps in the bid packages and the potential for change orders?

At the conclusion of the interviews Chairman Mance asked how critical the timeline is and is there a drop-dead date for a decision. He inquired if the trustees wanted to rank the firms and give direction to college attorney Hoerner to negotiate a contract or if they wanted to think it over and rank the firms at the December committee meeting and make a decision at the December 15 Board meeting. Ittner was all right with the timeline of choosing someone by December 15, 2010. Ittner will continue with the design process. The construction management

firms will be ranked at the December 6, 2010 meeting of the Facilities and Finance Committee with a recommendation to the college attorney to negotiate a contract for approval at the December 15, 2010 Board meeting.

Chairman Mance stated there will be disagreements between the construction management firm and Ittner. He called attention to the fact that CDB will not be involved in this project because the money is coming from DCEO. Mr. Mance opined, "The bigger number of people you have in a project when difficulties arise, the finger-pointing begins. I will go to Ittner when problems or issues arise."

**MISCELLANEOUS**

Dr. Costello thanked the trustees for expediting the process of choosing a construction management firm for the Liberal Arts Building Addition project. This will help us in trying to secure the additional \$2.8M.

**ADJOURNMENT**

Mr. Smith moved, seconded by Mr. Morton, to adjourn the meeting at 8:50 p.m. The motion carried.

Approved: **12-15-10**

Respectfully submitted,

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Nick J. Mance  
Chairman of the Board of Trustees

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Beverly J. Fiss  
Secretary to the Board of Trustees