

FACILITIES AND FINANCE COMMITTEE
Seibert Conference Room
Belleville Campus
February 13, 2019
5:00 p.m.

Committee members present:	Richard E. Roehrkasse, Chairman Robert G. Morton
Committee member absent:	Harry Briggs, Ph.D.
Trustee present:	John Blomenkamp
Administrators present:	Nick J. Mance Staci Oliver (arrived at 5:57 p.m.) Bernie Ysursa Linda Andres Janet Fontenot, Ed.D. Rob Luttrell Anna Moyer Missy Roche
Attorney present:	Garrett Hoerner
Guests present:	Chris Suda, CPA Engagement Principal CliftonLarsonAllen LLP Tim Richter, CPA Director CliftonLarsonAllen LLP

CALL TO ORDER

Chairman Roehrkasse called the meeting to order at 5:55 p.m.

APPROVAL OF MINUTES

Mr. Morton moved, seconded by Mr. Roehrkasse, to approve the minutes of the January 14, 2019 meeting as submitted. The motion carried.

AUDIT REPORT

Chris Suda and Tim Richter of CliftonLarsonAllen LLP (CLA) presented the college's 2018 Annual Financial Report for the fiscal year ended June 30, 2018. The audit results provided an unmodified opinion, which is the cleanest opinion. CFO Roche thanked Mr. Suda and Mr. Richter and stated the college diligently worked to make the deadline.

Trustee Blomenkamp inquired about the audit of PSOP accounts. Mr. Suda reported CLA and SWIC concur on agreed upon practices/procedures but are trying to streamline the specifics and added we

would have to narrow the scope. Mr. Blomenkamp asked when this could be completed; Mr. Suda could provide an engagement letter this week. CFO Roche offered this audit is purely “resource driven” and that the audit is just the college reserve fund, not the PSOP restricted funds. President Mance suggested meeting next Monday, February 18 to finalize terms of engagement agreement.

Mr. Morton moved, seconded by Mr. Roehrkasse, to recommend the Board of Trustees accept the FY 2018 Audit Report and to file with ICCB. The motion carried. (This item will appear on the consent agenda.)

FACILITIES

Public Safety Reports

Vice President Ysursa reported nothing out of the ordinary. The relocation of Public Safety to the first floor in the Main Complex is moving along.

FINANCE

Approval of Bills

Chairman Roehrkasse directed Approval of Bills be placed on the non-consent agenda for action by the Board of Trustees. Any questions concerning the bills should be directed to him or to CFO Roche.

Bid Award/RFP/Agreements

CFO Roche presented a request to award the purchase of two 2019 Ford Expeditions to Marrow Brothers Ford, Greenfield, IL in the amount not to exceed \$35,000 each and in the total amount not to exceed \$70,000. One vehicle is designated for the Belleville Campus and one for the Sam Wolf Granite City Campus. They will replace 2007 and 2008 vehicles and will be purchased from the State of Illinois contract using budgeted departmental funds. The cost to maintain the current vehicles is cost prohibitive.

Mr. Morton moved, seconded by Mr. Roehrkasse, to recommend the Board of Trustees award the purchase of two 2019 Ford Expeditions to Marrow Brothers Ford, Greenfield, IL in the amount not to exceed \$35,000 each and in the total amount not to exceed \$70,000. The motion carried. (This item will appear on the consent agenda.)

CFO Roche presented a request to award the purchase of a 2019 Ford pickup truck to Bob Ridings Fleet Sales, Taylorville, IL in the amount of \$43,448. This vehicle will replace a 2002 GMC Sierra pickup truck and will be purchased from the State of Illinois contract using budgeted departmental funds. The cost to maintain the current vehicle is cost prohibitive.

Mr. Morton moved, seconded by Mr. Roehrkasse, to recommend the Board of Trustees award the purchase of a 2019 Ford pickup truck to Bob Ridings Fleet Sales, Taylorville, IL in the amount of \$43,448. The motion carried. (This item will appear on the consent agenda.)

CFO Roche presented a request to award the purchase of a Heater & A/C System Trainer to Avotak, Weyers Cave, VA in the amount of \$24,995. This trainer is new equipment and will support the Airframe and Powerplant program in the Aviation Maintenance department at the Sam Wolf Granite City Campus. The equipment is custom made and is considered sole source.

Mr. Morton moved, seconded by Mr. Roehrkasse, to recommend the Board of Trustees award the purchase of a Heater & A/C System Trainer to Avotak, Weyers Cave, VA in the amount of \$24,995. The motion carried. (This item will appear on the consent agenda.)

Payment for Helicopter Flight Training

Dr. Fontenot presented on behalf of Vice President Baitman a request to authorize the Business Office to make payment of \$238,315 to North American Helicopter for helicopter flight training conducted per an agreement approved by the Board of Trustees on November 30, 2016. Terms of payment are included in section 3 of the contract and state that North American Helicopter will invoice SWIC after the first full week of class of each semester and that the college shall pay North American within 30 days of receipt of the invoice.

Mr. Morton moved, seconded by Mr. Roehrkasse, to recommend the Board of Trustees authorize the Business Office to make payment of \$238,315 to North American Helicopter for helicopter flight training conducted per an agreement approved by the Board of Trustees on November 30, 2016. The motion carried. (This item will appear on the consent agenda.)

Shared Data Agreement with IDES and ICCB

Executive Director of IT Linda Andres presented a request to approve Shared Data Agreement with Illinois Department of Employment Security and Illinois Community College Board to provide data for the purpose of accessing the Career Outcome Higher Education Institutional Research Tool. This pilot project connects higher education data to employment data and allows for greater understanding of the workforce outcomes of graduates in Illinois via web-based applications. ICCB already has access to the data requested. This shared agreement is to allow IDES access for the purpose of making their tool available to SWIC.

This pilot project, which is currently free of charge, will hopefully provide better data to determine how our students are doing and the best direction of offering what our students need/want, which will be valuable in making program decisions.

Mr. Morton moved, seconded by Mr. Roehrkasse, to recommend the Board of Trustees approve Shared Data Agreement with Illinois Department of Employment Security and Illinois Community College Board to provide data for the purpose of accessing the Career Outcome Higher Education Institutional Research Tool. The motion carried. (This item will appear on the consent agenda.)

FY 20120 Budget Calendar

CFO Roche reported the FY 2020 formal budget process begins with the adoption of the budget calendar by the Board of Trustees and began last fall with the adoption of the tax levy. Upcoming work on revenue and expense estimates will include tuition review, analysis of funding from the state, impact of potential minimum wage increases, and upcoming collective bargaining unit negotiations. Discussion of a possible tuition increase will be presented at next month's committee meeting. Ms. Roche will begin distributing budget parameters April 22.

Ms. Roche reported this request also includes a request to begin the budget process a month earlier than usual. This will allow sufficient time to bring a tentative budget, which must be on public display for 30 days, in July.

Mr. Morton moved, seconded by Mr. Roehrkasse, to approve the FY 2020 Budget Calendar. The motion carried. (This item will appear on the consent agenda.)

Financial Aid Update

Vice President Clayborne provided the monthly Financial Aid update as submitted at the Personnel, Programs and Services Committee meeting earlier this evening.

OTHER COMMITTEE RELATED BUSINESS

Chairman Roehrkaske inquired about the online process/timeline of availability of the Strategic Planning Group meetings. President Mance replied the meetings will be established and distributed.

NEXT SCHEDULED MEETING

The next regular meeting of the Facilities and Finance Committee will be Monday, March 11, 2019 at 5:00 p.m. in the Seibert Conference Room.

ADJOURNMENT

Mr. Morton moved, seconded by Mr. Roehrkaske, to adjourn the meeting at 6:40 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees