

**FACILITIES AND FINANCE COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**January 14, 2019**  
**5:00 p.m.**

Committee members present:	Harry Briggs, Ph.D. Robert G. Morton
Committee member absent:	Richard E. Roehrkaese, Chairman
Trustees present:	John Blomenkamp Sonny Wilson
Administrators present:	Nick J. Mance Staci Oliver Bernie Ysursa  Janet Fontenot, Ed.D. Jim Haverstick Anna Moyer Missy Roche
Attorney present:	Garrett Hoerner

**CALL TO ORDER**

Dr. Briggs called the meeting to order at 6:07 p.m.

**APPROVAL OF MINUTES**

Mr. Morton moved, seconded by Dr. Briggs, to approve the minutes from the December 10, 2018 meeting as submitted. The motion carried.

**FACILITIES**

**Bid Award**

There were no bid awards.

**Public Safety Report**

Vice President Ysursa reported today was the first day of the 2019 Spring semester. He reported no items out of the ordinary but requested any questions concerning the report be directed to him.

**FINANCE**

**Approval of Bills**

Trustee Briggs 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 Chairman Roehrkaese or to Vice President Ysursa.

Mr. Morton moved, seconded by Dr. Briggs, to place the topic Approval of Bills on the non-consent agenda for action by the Board of Trustees. The motion carried.

**Purchase of Security Cameras for ATS Buses**

CFO Missy Roche presented a request to authorize the Business Office to make a payment to St. Clair County Transit District in the amount of \$244,868.09 to cover a portion of the total cost for security cameras in ATS buses. Funding for this payment will come from support dollars received annually from various local townships as spelled out in the current service agreement between St. Clair County Transit District and Southwestern Illinois College/Alternative Transportation System, as well as City of Belleville annual grant funds that are designated for ATS use.

Trustee Blomenkamp questioned where it was stated in the agreement that we have to put cameras in the buses. Ms. Roche reported SWIC does not own the buses; St. Clair County Transit District (SCCTD) does and is responsible for housing the buses, repairs, etc. SWIC’s monetary obligation is only subject to the amount we have collected. SCCTD requested the transfer of those funds to them for the purchase of the cameras.

Trustee Blomenkamp questioned the amount of money collected. CFO Roche will check with Cheryl Brunsmann, Executive Director of Community Education, to get an update.

Mr. Morton moved, seconded by Dr. Briggs, to recommend the Board of Trustees authorize the Business Office to make a payment to St. Clair County Transit District in an amount up to \$244,868.09 to cover a portion of the total cost for security cameras in ATS buses. The motion carried. (This item will appear on the consent agenda.)

**Ratification of Advertising Agreement with Belleville News-Democrat**

Vice President Ysursa presented a request to ratify the agreement between the Belleville News-Democrat and Southwestern Illinois College for advertising for calendar year 2019.

The newspaper required a signed agreement stating the college would advertise at its 2018 experience level or greater before it would place any ads in the newspaper. The college’s advertising rate for 2018 was in the range of \$20-29K. Public Information Coordinator Jim Haverstick anticipates the same range for 2019.

Mr. Morton moved, seconded by Dr. Briggs, to recommend the Board of Trustees ratify the agreement between the Belleville News-Democrat and Southwestern Illinois College for advertising for calendar year 2019. The motion carried. (This item will appear on the consent agenda.)

**Audit Update**

CFO Roche reported the college did not meet the deadline of December 31, 2018 to submit its annual audit. Staff is working to complete prior to January 18, 2019. She will keep the committee updated and provide information.

**Financial Aid Update**

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

**Purchase of Service Vehicles**

CFO Roche reported she will bring to the committee next month proposals to purchase the following service vehicles, which will be purchased from the State of Illinois contract:

Public Safety vehicles to be used for patrol: one for Belleville Campus and one for Sam Wolf Granite City Campus; and

Physical Plant truck and tractor for the Belleville Campus.

**Quality Based Selection Process for Architectural Services**

President Mance stated the college has utilized the current architects for approximately nine years and suggested that architectural services be reviewed prior to the planning of any future projects. The Board of Trustees is required to follow the Quality Based Selection (QS) process as outlined in Illinois statute. Director of Purchasing Mike Thomas will begin the process.

**NEXT SCHEDULED MEETING**

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

**ADJOURNMENT**

Mr. Morton moved, seconded by Dr. Briggs, to adjourn the meeting at 6:31 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees