

FACILITIES AND FINANCE COMMITTEE
Seibert Conference Room
Belleville Campus
July 8, 2019
5:00 p.m.

Committee members present:	Richard E. Roehrkasse, Chairman Steve Campo Robert G. Morton
Trustees present:	Nick Raftopoulos Philip L. Smith
Administrators present:	Nick J. Mance Linda Andres Anna Moyer Staci Oliver Missy Roche Robert Tebbe Bernie Ysursa Julie Muertz Mike Thomas
Attorney present:	Garrett Hoerner

CALL TO ORDER

Chairman Roehrkasse called the meeting to order at 6:45 p.m.

APPROVAL OF MINUTES

Mr. Morton moved, seconded by Mr. Campo, to approve the minutes of the June 10, 2019 meeting as submitted. The motion carried.

FACILITIES

Public Safety Reports

Chief Administrative Services Officer Ysursa presented the Monthly Activity/Media Log for June 2019. He added Public Safety is down three officers and staff is continuing to recruit experienced officers.

The college's Emergency Operation Plan is being finalized to file with ICCB.

Mr. Ysursa reported there were no major changes for the beginning of the Fall 2019 semester.

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.

FY 2020 Insurance Program

CFO Roche stated the college will continue to utilize Alliant/Mesirow Insurance Services for the broker/agent services in the development of the comprehensive college insurance program. The recommended policies and premiums have been determined to best meet objectives of the program for FY 2020. Staff will continue to monitor coverage levels each year and make adjustments as necessary.

Items of note:

The increase related to ATS is fully covered by the grant.

The water damage deductible is higher due to claim of Library flooding.

The health insurance premium went down \$60K from last year.

Trustee Campo questioned CFO Roche why the college uses a broker/agent out of Chicago instead of someone locally to handle the college's insurance needs. Board Attorney Hoerner stated the company was selected through the RFP process. Alliant/Mesirow has a relationship with a number of colleges.

Mr. Morton moved, seconded by Mr. Campo, to recommend the Board of Trustees approve renewal of policies and premiums with Alliant/Mesirow Insurance Services, Chicago, IL for the college's FY 2020 insurance program. The motion carried. (This item will appear on the consent agenda.)

FY 2019 Examination Services - CLA Engagement Letter

CFO Roche presented a request to approve the FY 2019 Examination Services Engagement Letter with CliftonLarsonAllen, Belleville, IL. The Audit Engagement Letter was approved by the Board of Trustees at its April 2019 meeting. The second engagement letter, which services are included in the cost of the audit previously approved, relates to examination of the Schedule of Enrollment Data and Other Bases Upon Which Claims are Filed for Southwestern Illinois College for the year ended June 30, 2019. The schedule is submitted to ICCB as part of the District's year-end procedures.

Mr. Morton moved, seconded by Mr. Campo, to recommend the Board of Trustees approve the FY 2019 Examination Services Engagement Letter with CliftonLarsonAllen, Belleville, IL. The motion carried. (This item will appear on the consent agenda.)

Permanent Operating Transfers

CFO Roche reported permanent operating transfers occur between various college funds to facilitate financial objectives and meet statutory requirements. These amounts have been included in the approved Annual Budget for each fiscal year; however there may be instances when a transfer is needed that was not projected in the budget. In addition to the approval obtained in the adoption of the Annual Budget, it is prudent to have a separate Board resolution authorizing these transfers as permanent transfers in which no repayment is required. These transfers are allowable under the Illinois Public Community College Act as well as the Illinois Community College Board's Fiscal Management Manual.

Mr. Morton moved, seconded by Mr. Campo, to recommend the Board of Trustees adopt Resolution Authorizing Permanent Operating Transfers of Funds, subject to review by the college attorney. The motion carried. (This item will appear on the consent agenda.)

Disposal of a Capital Asset

CFO Roche presented a request to dispose of Konica copier inventory per listed manufacturer serial number and SWIC property tag numbers. The assets will fully depreciate in the current year, and the leases have either expired or will expire within the year. The college has transitioned to Xerox copiers and received a buyout for the last year of the Konica copier leases. The original cost of each item exceeded \$5,000 so Board approval is required for disposal.

Mr. Morton moved, seconded by Mr. Campo, to recommend the Board of Trustees dispose of Konica copier inventory per listed manufacturer serial number and SWIC property tag numbers. The motion carried. (This item will appear on the consent agenda.)

FY 2020 Budget Update

CFO Roche provided an update concerning the FY 2020 budget. A tentative budget will be presented at the August meeting. Ms. Roche reported final numbers have been received from the state; staff is examining tuition; expenditures are being refined; and pages will be released to the budget managers this week.

The tentative budget must be on display for 30 days. A special Board meeting will be required on September 22, 2019 in order to comply with the 30 day requirement. (The regular Board meeting is September 18, 2019)

OTHER COMMITTEE RELATED BUSINESS

Trustee Campo directed CFO Roche and Director of Purchasing Thomas to look into leasing big mowers, copiers, golf carts, etc. as opposed to purchasing the items.

NEXT SCHEDULED MEETING

The next regular meeting of the Facilities and Finance Committee will be Monday, August 12, 2019 at 5:00 p.m. in the Seibert Conference Room.

ADJOURNMENT

Mr. Morton moved, seconded by Mr. Campo, to adjourn the meeting at 7:05 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees