

FACILITIES AND FINANCE COMMITTEE
Seibert Conference Room
Belleville Campus
August 19, 2019
5:00 p.m.

Committee members present:	Richard E. Roehrkasse, Chairman Steve Campo Robert G. Morton
Trustees present:	John Blomenkamp Nick Raftopoulos
Administrators present:	Nick J. Mance Linda Andres Anna Moyer Staci Oliver Missy Roche Robert Tebbe Bernie Ysursa Brad Sparks Mike Thomas
Faculty present:	Tim Grant
Attorney present:	Garrett Hoerner

CALL TO ORDER

Chairman Roehrkasse called the meeting to order at 7:00 p.m.

APPROVAL OF MINUTES

Mr. Morton moved, seconded by Mr. Campo, to approve the minutes of the July 8, 2019 meeting as submitted. The motion carried.

FACILITIES

Public Safety Reports

Chief Administrative Services Officer Ysursa presented the Monthly Activity/Media Log for July 2019. With the start of the Fall semester, staff is very busy and the parking lots are full. The lines to secure a parking permit are moving; everything is very positive.

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.

Extension of Contract with Pepsi

CFO Roche presented a request to amend the agreement between Pepsi and Southwestern Illinois College to extend the term through June 30, 2026.

Items of note:

The Café will participate in the Pepsi exclusive program, which will allow two SKU selections of competitive product on the bottom shelf of the Café cooler only.

Pepsi will provide the Café new fountains and coolers at no charge to the college.

Pepsi will pay SWIC a one-time upfront payment of \$25,000.

Trustee Morton questioned CFO Roche why three years out? Director of Purchasing Thomas stated to recoup the money Pepsi will be putting in/providing to SWIC.

Mr. Morton moved, seconded by Mr. Campo, to recommend the Board of Trustees amend agreement between Pepsi and Southwestern Illinois College to extend term through June 30, 2026. The motion carried. (This item will appear on the consent agenda.)

FY20 Athletic Team Travel

CFO Roche presented a request to award the lowest responsible bid for FY20 athletic team travel to Huskey Trailways, Festus, MO in the amount of \$70,951. Travel for the college's FY20 sports are men's and women's soccer; men's and women's basketball; men's baseball; women's softball; and women's volleyball for the period August 2019 through May 2020. Any added/additional trips will be evaluated at that time.

Mr. Campo moved, seconded by Mr. Morton, to recommend the Board of Trustees award the lowest responsible bid for FY20 athletic team travel to Huskey Trailways, Festus, MO in the amount of \$70,951. The motion carried. (This item will appear on the consent agenda.)

Aircraft Simulation Training Room Expansion

CFO Roche reported the aircraft simulation classroom currently located in BCMC2162 does not meet the requirements of the FAA and requested the Board of Trustees award renovation of Belleville Campus, Main Complex, Room 2160 to R. L. Vollintine Construction, Inc., Springfield, IL at a cost of \$46,923.43. This project will join Rooms 2160 and 2162.

The majority of the demolition was performed by SWIC's Physical Plant. An asbestos abatement was also required and has been completed by Environmental Consultants. Trustee Blomenkamp questioned what was wrong with the room and why did it need renovating. Dean of Technical Education Brad Sparks stated the FAA inspects our facility each year and reported that our space is too cramped for the number of students we have. Mr. Sparks will supply information from the program coordinator for inclusion in the green sheets.

The college is using a Job Order Contractor (JOC) awarded through a consortium, which is being increasingly used by Illinois universities and community colleges because it is more cost efficient for smaller projects. Local subcontractors will be used.

Trustee Campo questioned if this project would fall under the job for an architect. Director Thomas stated this is a smaller job that can be handled in this manner; however we are coming up on larger

projects that will require an architect. Mr. Campo asked where we are with the selection of an architect. Mr. Thomas is in the process of preparing the RFQs for architectural services per project and the timeline for interviewing the responders/bidders.

Mr. Morton moved, seconded by Mr. Campo, to recommend the Board of Trustees award renovation of Belleville Campus, Main Complex, Room 2160 to R. L. Vollintine Construction, Inc., Springfield, IL at a cost of \$46,923.43, subject to the receipt of FAA background information. The motion carried. (This item will appear on the consent agenda.)

FY 2020 Budget

CFO Roche presented the FY 2020 Tentative Budget along with a request to adopt Resolution Declaring the Dates of the Fiscal Year, Providing for a Public Hearing on the Tentative Budget, and Publication of Notice of Said Hearing, Scheduling a Public Inspection of the Tentative Budget, and Publication of Notice of Such Public Inspection.

The FY 2020 operating budget reflects a \$1.5M increase in expenditures (attributable to contractual services; required software updates; professional development; and capital purchases that have been delayed the past three fiscal years) from the FY 2019 budget and an overall deficit of \$0.9M.

Revenue Assumptions

- State Funding set at 100% of the FY 2020 ICCB College Allocation.
- Property Taxes revenue set at 99.5% collection of the tax levy.
- Tuition and Fees revenue set at 97% of the prior year tuition revenue.
- Revenue from Other Sources set consistent with actuals data from FY 2019.

Expenditure Assumptions

- Salary estimates were based on known increases in several collective bargaining agreements and expected increases in instructional staff due to recommended changes by the Strategic Enrollment Management Committee.
- Benefit estimates were based on a 10% increase of FY 2019 actual expenditures.
- Additional expenditures are based on approved agreements as well as planned activities, within the individual programs, that support the college's goal to increase enrollment.

Ms. Roche continued that upon completion of the FY 2020 Tentative Budget being on display for 30 days, a public hearing will be held Wednesday, September 25, 2019 at 5:00 p.m. prior to the Board of Trustees meeting. The FY 2020 Annual Budget will be adopted by the Board of Trustees at its meeting immediately following the public hearing.

Mr. Campo moved, seconded by Mr. Morton, to recommend the Board of Trustees adopt Resolution Declaring the Dates of the Fiscal Year, Providing for a Public Hearing on the Tentative Budget, and Publication of Notice of Said Hearing, Scheduling a Public Inspection of the Tentative Budget, and Publication of Notice of Such Public Inspection. The motion carried. (This item will appear on the consent agenda.)

ICCB Funding Tutorial

CFO Roche provided the following documents:

1. ICCB memo listing FY 2020 budget allocations per college
2. Internal document re base operating grants and equalization grant

Ms. Roche summarized the documents and briefly explained ICCB funding. She suggested should any trustee have any questions to contact her for explanation and/or clarification.

OTHER COMMITTEE RELATED BUSINESS

Trustee Blomenkamp inquired about the status of the PSOP audit. CFO Roche replied staff is in the process of finding the supporting documents for the requested time period.

Trustee Campo asked about the process to choose an architect. Board Attorney Hoerner stated the RFQs will be on a per project basis. The entire Board of Trustees will interview the firms that bid on the projects and rank them per qualifications. This approach will be reviewed next year to determine if the process is beneficial.

NEXT SCHEDULED MEETING

The next regular meeting of the Facilities and Finance Committee will be Monday, September 9, 2019 at 5:00 p.m. in the Seibert Conference Room.

ADJOURNMENT

Mr. Morton moved, seconded by Mr. Campo, to adjourn the meeting at 7:40 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees