

FACILITIES AND FINANCE COMMITTEE
Seibert Conference Room
Belleville Campus
September 16, 2019
5:00 p.m.

Committee members present: Richard E. Roehrkasse, Chairman
Steve Campo
Robert G. Morton

Trustees present: John Blomenkamp
Nick Raftopoulos
Dejanae Thomas-Jackson, Student Trustee
Eugene Verdu

Administrators present: Nick J. Mance
Linda Andres
Anna Moyer
Staci Oliver
Missy Roche
Robert Tebbe
Bernie Ysursa

Brad Sparks

Attorney present: Garrett Hoerner

CALL TO ORDER

Chairman Roehrkasse called the meeting to order at 6:08 p.m.

APPROVAL OF MINUTES

Mr. Morton moved, seconded by Mr. Campo, to approve the minutes of the August 19, 2019 meeting as submitted. The motion carried.

FACILITIES

Public Safety Reports

Chief Administrative Services Officer Ysursa presented the Monthly Activity/Media Log for August 2019. There were no questions.

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 Awards/RFP/Agreements

Executive Director of IT Linda Andres presented a request to renew the annual Microsoft Campus Agreement, Volume Licensing in Enrollment for Education Solutions (EES) with CDW-G, Chicago

IL in the amount of \$57,985.75. Microsoft requires licenses to use its applications. Ms. Andres added next year the cost of the same agreement will increase by approximately 10%.

Mr. Morton moved, seconded by Mr. Campo, to recommend the Board of Trustees renew the annual Microsoft Campus Agreement, Volume Licensing in Enrollment for Education Solutions (EES) with CDW-G, Chicago IL in the amount of \$57,985.75. The motion carried. (This item will appear on the consent agenda.)

FY 2020 Metro Transportation Pass Program

CFO Roche presented a request to approve agreement between Bi-State Development Agency of the Missouri-Illinois Metropolitan District, the Metro East Transit District of St. Clair County, and Southwestern Illinois College, District #522 for the Fall 2019, Spring 2020 and Summer 2020 semesters.

The college has partnered with Bi-State Development to provide free Metro passes to students since the U-Pass Program began in 2001 and has worked with Metro to obtain a contract for the current fiscal year. The Bi-State Development agreement includes a 4% increase per student cost; however the college has an agreement with the St. Clair County Transit District to provide financial support to maintain the pass program. There is no increased cost to SWIC.

Mr. Morton moved, seconded by Mr. Campo, to recommend the Board of Trustees approve agreement between Bi-State Development Agency of the Missouri-Illinois Metropolitan District, the Metro East Transit District of St. Clair County, and Southwestern Illinois College, District #522 for the Fall 2019, Spring 2020 and Summer 2020 semesters. The motion carried. (This item will appear on the consent agenda.)

Disposal of Capital Assets

CFO Roche presented a request to dispose of the Red Bud Modular Building, SWIC property tag number 00012930, in accordance with Board Policy 6008. This item was purchased in 1994 at the cost of \$5,310 and has fully depreciated and is considered unsafe.

Mr. Morton moved, seconded by Mr. Campo, to recommend the Board of Trustees dispose of the Red Bud Modular Building, SWIC property tag number 00012930, in accordance with Board Policy 6008. The motion carried. (This item will appear on the consent agenda.)

Ms. Roche presented a request to dispose of two mowers and two pickup trucks per list providing SWIC tag information, equipment description, cost and date of purchase, in accordance with Board Policy 6008. All items are fully depreciated and not in service. The college plans to sell the items on the GovDeals website.

Trustee Campo asked if we are closer to looking at leasing. Ms. Roche replied yes to the cars; however we need to do a little more digging concerning the mowers and lawn equipment.

Mr. Morton moved, seconded by Mr. Campo, to recommend the Board of Trustees dispose of two mowers and two pickup trucks per list providing SWIC tag information, equipment description, cost and date of purchase, in accordance with Board Policy 6008. The motion carried. (These items will appear on the consent agenda.)

Dean of Technical Education Brad Sparks presented a request to dispose of a Sharp HD television, SWIC property tag number 014324, in accordance with Board Policy 6008. The television was

acquired June 28, 2013 at a purchase price of \$10,804.94 and is inoperable. It has been replaced with an existing TV from another area so no additional purchase was required.

Mr. Morton moved, seconded by Mr. Campo, to recommend the Board of Trustees dispose of a Sharp HD television, SWIC property tag number 014324, in accordance with Board Policy 6008. The motion carried. (This item will appear on the consent agenda.)

Dean Sparks presented a request to dispose of equipment from the closed Automotive Collision Repair Technology program per list providing SWIC tag information, equipment description, cost and date of purchase, in accordance with Board Policy 6008. Staff is going through the grant removal process; and the equipment will be sold on the GovDeals website.

Mr. Morton moved, seconded by Mr. Campo, to recommend the Board of Trustees dispose of equipment from the closed Automotive Collision Repair Technology program per list providing SWIC tag information, equipment description, cost and date of purchase, in accordance with Board Policy 6008. The motion carried. (These items will appear on the consent agenda.)

FY 2020 Tentative Budget Update

CFO Roche provided an update concerning the FY 2020 budget. The tentative budget has been on display for 30 days; to date she has received no questions concerning the budget. A public hearing is scheduled for September 25, 2019 prior to the Board of Trustees meeting to hear commentary concerning the budget, and the FY 2020 budget will be on the agenda for action by the Board of Trustees.

Trustee Campo requested a comparison of the FY 2018 and FY 2019 budgets by departments. Ms. Roche will provide the requested information.

NEXT SCHEDULED MEETING

The next regular meeting of the Facilities and Finance Committee will be Monday, October 7, 2019 at 5:00 p.m. in the Seibert Conference Room.

ADJOURNMENT

Mr. Morton moved, seconded by Mr. Campo, to adjourn the meeting at 6:20 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees