

**FACILITIES AND FINANCE COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**July 6, 2020**  
**5:00 p.m.**

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

Administrators present:                   Nick J. Mance  
Linda Andres  
Anna Moyer  
Staci Oliver (via phone)  
Missy Roche  
Gina Segobiano, Ed.D.  
Robert Tebbe  
Bernie Ysursa

Rob Luttrell (via phone)

Attorney present:                   Garrett Hoerner (remote)

**CALL TO ORDER**

Chairman Roehrkasse called the meeting to order at 5:47 p.m.

**APPROVAL OF MINUTES**

Mr. Campo moved, seconded by Mr. Morton, to approve the minutes of the June 8, 2020 meeting as submitted. The motion carried.

**FACILITIES**

**Public Safety Reports**

Chief Administrative Services Officer Bernie Ysursa presented the Monthly Activity/Media Log for June 2020 and stated staff is gearing up for the August campus re-opening.

**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 Missy Roche.

**Bid Awards/Contracts/Purchases**

**Purchase**

Chief Financial Officer Missy Roche presented a request to award the purchase of an ALEX Pro Patient Simulator to Simulaids, Saugerties, NY in the amount of \$32,290 funded by the Workforce Equity Initiative grant. The simulator will be used in the Practical Nursing Program at the Sam Wolf Granite City Campus.

Mr. Campo moved, seconded by Mr. Morton, to recommend the Board of Trustees award the purchase of an ALEX Pro Patient Simulator to Simulaids, Saugerties, NY in the amount of \$32,290 funded by the Workforce Equity Initiative grant. The motion carried. (This item will appear on the consent agenda.)

#### Advertising Contract Renewal

Chief of Staff Beverly Fiss presented a request to approve renewal contract agreement with DDI Media, St. Louis, MO at \$3,000 per month for the period July 6, 2020 through January 5, 2021 for billboard advertising. The billboards are located on I-270 North and I-255 South to promote recruitment in the St. Louis area. Budgeted departmental funds will be utilized.

Mr. Campo moved, seconded by Mr. Morton, to recommend the Board of Trustees approve renewal contract agreement with DDI Media, St. Louis, MO at \$3,000 per month for the period July 6, 2020 through January 5, 2021 for billboard advertising. The motion carried. (This item will appear on the consent agenda.)

#### Advertising Contract Ratification

Chief of Staff Fiss presented a request to ratify the contract agreement with Hubbard Interactive, St. Louis, MO in the amount of \$23,820 for the period July 7, 2020 through August 18, 2020 for radio advertising. Budgeted departmental funds will be utilized.

At a previous committee meeting, Trustee Campo suggested radio advertising to increase SWIC's enrollment. Recorded :30-second commercials will weekly air 34 times each on The Point 105.7 and WIL-FM 92.3. These stations reach 312,500 listeners every week within a 20-mile radius of a SWIC campus location.

Mr. Campo moved, seconded by Mr. Morton, to recommend the Board of Trustees to ratify the contract agreement with Hubbard Interactive, St. Louis, MO in the amount of \$23,820 for the period July 7, 2020 through August 18, 2020 for radio advertising. The motion carried. (This item will appear on the consent agenda.)

#### Building Automation System Replacement Project

CFO Roche reported the college is progressing on the Automated Controls Project in the Main Complex at the Belleville Campus. This is a CDB project, and Woolpert is the architect. (Note: CDB uses its own architect through the bid process.)

The project budget totals \$3,200,000 (CDB/state funds \$2,400,000 and PHS/local funds \$800,000). Woolpert completed an assessment of the building automation system in the Main Complex, Phases I, II and III, and the air handling units and equipment prioritized in 4 levels. It was recommended the college replace the building automation system and all equipment that is past useful service life in constant need of repairs included in Options 3 and 4. This would require an increase of approximately \$500,000-\$600,000; the additional funds would need to come from the college. The college has the PHS funds originally levied available to be utilized on the project.

Mr. Campo moved, seconded by Mr. Morton, to recommend the Board of Trustees approve budget increase of \$500,000 for the Building Automation System Replacement Project utilizing existing Protection, Health, Safety funds. 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 transfers are allowable under the Illinois Public Community College Act, as well as the Illinois Community College Board's Fiscal Management Manual. 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.

Trustee Morton questioned the Education Fund to Auxiliary Enterprises losses. CFO Roche replied this bring revenue to that fund but many times the losses outweigh the revenue. It is a subsidy subject to review by the Board attorney.

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

### **PSOP Consulting Engagement Report**

Chris Suda, Principal with CliftonLarsonAllen (CLA), called in to the meeting to provide the analysis and assessment of 19 restricted funds from the 2016, 2017 and 2018 Grant Spending Reports provided by CFO Roche.

CLA noted there was generally no significant activity during the time period with exception of allocation of revenue from interest on investments or other local government sources and expenses for general materials & supplies. CLA requested additional historical revenue and expense information for each fund. Ms. Roche provided a listing for each of the 19 funds showing a history of revenues, expenses, and fund balance dating back to 2002. CLA selected a year and a fund based on the type of activity associated with the fund and year, resulting in eight selections. CLA then selected a specific revenue or transfer activity during the year and requested additional supporting documentation. However the supporting documentation aligned more with supporting the transaction rather than identifying the purpose and classification of the fund restriction.

CLA met with PSOP Executive Director Cheryl Brunsmann and PSOP Bookkeeper and Grant Assistant Theresa Ackerman to discuss the overall PSOP program operations, policies and procedures, and the available underlying supporting detail for purpose and classification of the fund restrictions.

CLA's conclusion was inconclusive due to the records retention policy of the District. The cost/benefit of retrieving and reviewing the documentation is not justified. Chris Suda however did offer that during the performance of the consulting procedures and interviews CLA noted there appeared to be inefficiencies and lack of oversight by the District's finance department as it relates to the business operations and accounting for the PSOP program. Mr. Suda recommended consolidating the business operations and accounting for the PSOP program into the framework and location of the Business Office at the District's main office.

Mr. Morton moved, seconded by Mr. Campo, to recommend the Board of Trustees accept the PSOP Consulting Engagement Report prepared by CliftonLarsonAllen and their recommendation to consolidate the business operations and accounting for the PSOP program into the framework and

location of the Business Office at the District's main office. The motion carried. (This item will appear on the consent agenda.)

**OTHER COMMITTEE RELATED BUSINESS**

**Security Camera System Project Information**

CFO Roche reported the college is proceeding with the Security Camera System Project approved at the June meeting of the Board of Trustees. It was requested at the Facilities and Finance Committee meeting in June to provide information on additional cameras to be located at the Belleville Campus entrances.

The quote was received from Utilitra for camera kits, however the bid excluded electrical work or cellular work/connectivity. Ms. Roche stated more information is needed and will be brought to the committee next month. The additional information will contain cost of license plate reader cameras; rolling footage cameras; power requirements; and cellular requirements. No action was required of the committee.

**NEXT SCHEDULED MEETING**

The next regular meeting of the Facilities and Finance Committee will be Monday, August 10, 2020 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,

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Beverly J. Fiss  
Secretary to the Board of Trustees