

FACILITIES AND FINANCE COMMITTEE
Seibert Conference Room
Belleville Campus
April 12, 2021
5:00 p.m.

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

Trustees present: John Blomenkamp
Sara Soehlke (remote)

Administrators present: Nick J. Mance
Linda Andres
Danielle Chambers
Anna Moyer
Missy Roche
Gina Segobiano, Ed.D.
Robert Tebbe
Bernie Ysursa

Attorney present: Garrett Hoerner

CALL TO ORDER

Chairman Roehrkasse called the meeting to order at 5:33 p.m.

APPROVAL OF MINUTES

Mr. Morton moved, seconded by Mr. Campo, to approve the minutes of the March 8, 2021 meeting as submitted. The motion carried.

PRESENTATION OF THE FY 2020 AUDIT REPORT

Chris Suda, Principal with CliftonLarsonAllen, presented the audit report for year ended June 30, 2020 and stated it was a clean audit and went smoothly. The financial statement audit opinion is unmodified “cleanest opinion”. No deficiencies were identified in internal controls over financial reporting that are considered to be a material weakness. The report on compliance for each major federal program is unmodified. The student financial aid cluster represents 92% of total federal expenditures. There were two findings concerning financial aid. Mr. Suda stated findings are normal, especially in the financial aid environment and when using a third party service (National Student Loan Data System (NSLDS)). Overall, the audit went extremely well.

**FY 2021 AUDIT ENGAGEMENT LETTER AND EXAMINATION SERVICES
ENGAGEMENT LETTER**

CFO Roche presented a request to approve the FY 2021 Audit Engagement Letter with CliftonLarsonAllen, Belleville, IL at a cost of \$55,720 which includes two major programs under Uniform Grant Guidance; each additional major program audit will be \$3,500 per program; and fees for additional services will be billed at \$170 per hour. The examination services engagement letter

relates to the 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, 2021. The enrollment data schedule is required by ICCB.

Mr. Campo moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the FY 2021 Audit Engagement Letter with CliftonLarsonAllen, Belleville, IL as presented. The motion carried. (This item will appear on the consent agenda.)

FACILITIES

Public Safety Reports

Chief Administrative Services Officer Bernie Ysursa presented the Monthly Activity/Media Log for March 2021. There were no questions posed by the trustees.

FINANCE

Approval of Bills

Chairman Roehrkasse directed Approval of Bills be placed on the non-consent agenda for action by the Board of Trustees and that any questions should be directed to CFO Roche or to him.

Mr. Morton moved, seconded by Mr. Campo, to place Approval of Bills on the non-consent agenda for action by the Board of Trustees. The motion carried. (This item will appear on the non-consent agenda.)

Contract and Maintenance Renewals

Executive Director of IT Linda Andres presented a request to renew library databases of eResources with CARLI at the University of Illinois in the amount of \$26,541.96 for the period July 1, 2021 through June 30, 2022. In addition to the renewal of all databases from last year, this year's renewal will include access to the Oxford English Dictionary (\$926.88) at the request of faculty. Budgeted departmental funds will be utilized.

Mr. Morton moved, seconded by Mr. Campo, to recommend the Board of Trustees renew library databases of eResources with CARLI at the University of Illinois in the amount of \$26,541.96 for the period July 1, 2021 through June 30, 2022. The motion carried. (This item will appear on the consent agenda.)

Executive Director Andres presented a request to approve the annual maintenance agreement with CDW-G, Chicago, IL in the amount of \$32,375 (which includes \$2,441 for on-demand training) for the period July 1, 2021 through June 30, 2022 for Commvault Simpana software which provides data protection. SWIC uses Commvault Simpana software to provide data protection through backup, replication and archiving. Software maintenance provides updates and trouble ticket support. Budgeted departmental funds will be utilized.

Mr. Morton moved, seconded by Mr. Campo, to recommend the Board of Trustees approve the annual maintenance agreement with CDW-G of Chicago, IL as presented. The motion carried. (This item will appear on the consent agenda.)

Ms. Andres presented a request to approve purchase agreement with Trebon Company, Inc., Seattle, WA in the amount of \$32,374.60 for iPrism hardware appliance upgrades. Our current appliances

are end-of-life and will no longer accept updates. CARES and budgeted departmental funds will be utilized.

Mr. Morton moved, seconded by Mr. Campo, to recommend the Board of Trustees approve purchase agreement with Trebon Company, Inc., Seattle, WA in the amount of \$32,374.60 for iPrism hardware appliance upgrades. The motion carried. (This item will appear on the consent agenda.)

Intergovernmental Agreement between Perandoe Special Education District and Southwestern Illinois College

Board Attorney Hoerner is reviewing the intergovernmental agreement and will be provided to the committee once completed.

2021 Summer Semester and 2021 Fall Semester Enrollment Advertising

Executive Director of Enrollment Development Bob Tebbe presented the following requests for television and radio advertising for the 2021 Summer and Fall Semesters enrollment:

TEGNA/KSDK Channel 5 for summer advertising: \$16,250 for the period May 10 through June 13; and fall advertising: \$16,250 for the period July 19 to August 22;

Smiles TV: \$3,750 for programs to air within 90 days of contract signing date;

Hubbard Radio for summer advertising on 105.7 The Point and 92.3 WIL TV radio: \$14,400 for the period April 26 to June 6; and fall advertising on 105.7 The Point, 92.3 WIL TV and 106.5 The ARCH radio: \$18,600 for the period July 19 to August 28;

Live Endorsements 106.5 The ARCH: \$9,750 during the periods of April 29 to June 4 and July 19 to August 27; and

Belleville News-Democrat/McClatchy for print and digital ads: \$29,575 for the period April 18, 2021 through March 30, 2022.

Trustee Campo stated he had no problem with the advertising requests for KSDK; Smiles TV; Hubbard Radio; and Live Endorsements, but he has an issue with the Belleville News-Democrat print ad. He added he has a hard time giving them money when the paper does not support the school. Trustee Blomenkamp stated he would rather have our food trucks go out into the communities we serve; it would have a greater advertising impact. There was consensus to table the BND contract and to bring back to the committee next month.

Mr. Morton moved, seconded by Mr. Campo, to recommend the Board of Trustees approve the advertising contracts with KSDK; Smiles TV; Hubbard Radio; and Live Endorsements as presented and to exclude the BND contract and bring back to the committee for further review. The motion carried. (This item will appear on the consent agenda.)

NEXT SCHEDULED MEETING

The next regular meeting of the Facilities and Finance Committee will be Monday, May 10, 2021 at 5:00 p.m. in the Seibert Conference Room.

ADJOURNMENT

Mr. Morton moved, seconded by Mr. Campo, to adjourn the meeting at 6:05 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees