

**FACILITIES AND FINANCE COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**August 9, 2021**  
**5:15 p.m.**

Committee members present: Richard E. Roehrkasse, Chairman  
Steve Campo  
Nick Raftopoulos

Trustees present: Mya Gill, Student Trustee  
Charles Hannon  
Robert G. Morton  
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 7:29 p.m.

**APPROVAL OF MINUTES**

Mr. Raftopoulos moved, seconded by Mr. Campo, to approve the minutes of the July 12, 2021 meeting as submitted. The motion carried.

**FACILITIES**

**Public Safety Reports**

Chief Administrative Services Officer Bernie Ysursa presented the Monthly Activity/Media Log for July 2021 and stated staff is ready to go with students returning next week. There were no questions from 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.

**Omnibus Vote**

Chairman Roehrkasse and committee members Mr. Campo and Mr. Raftopoulos agreed to an omnibus vote for the agenda topic "Bid Award and Purchases". President Mance requested to pull B.4. (purchase of a Bobcat) from the agenda.

## **Bid Award and Purchases**

CFO Missy Roche presented the following requests to:

award the lowest responsible bid for a Ford F450 truck to Arch Equipment Group LLC, Troy, IL in the amount of \$74,202.00; the truck will be used as a mobile lab for the Welding department and will be funded by the Workforce Equity Initiative grant;

award the lowest responsible bid for an autoclave to Scott Laboratory Solutions, Knoxville, TN in the amount of \$46,322.00; this autoclave will be used in the Biology department at the Belleville Campus, will replace an existing autoclave that no longer functions, and will be purchased using departmental budgeted funds;

purchase 35 Motorola radios and five headsets from Wireless USA, Maryland Heights, MO in the amount of \$36,525.00; these radios and headsets will replace existing radios that are obsolete and no longer functional. State of Illinois Contract #CMS3618850 will be used for this purchase; therefore a bid is not required, and the equipment will be purchased using departmental budgeted funds; and

purchase Police Academy classroom furniture to KI, Maryland Heights, MO in the amount of \$17,543.82; the furniture will facilitate a new classroom to allow for expansion of the program. Illinois Public Higher Education Cooperative contract #OT0030729A will be used for this purchase; therefore a bid is not required, and the purchase will be made with departmental budgeted funds.

Executive Director of IT Linda Andres presented the following requests to:

purchase services from Comm Squad, Lebanon, IL to replace networking with fiber optic cables in the Main Complex, Rooms 1517, 1381, 2181, 2163 and 2183 in the amount of \$24,640.00 using CARES funds; the network wiring in the Main Complex is old, run randomly through the walls, is difficult to trace and requires an upgrade; the updated cables will be run through the new wiring closet in the Print Shop; and

purchase a survey from Zagarr Engineering, St. Louis, MO in the amount of \$15,000.00 using CARES funds to determine cellular carrier and wi-fi strengths at the Belleville, Sam Wolf Granite City and Red Bud Campuses; Zagarr Engineering will map out service for all three campuses and recommend carrier independent cell boosters and determine weak areas of wi-fi reception. SWIC Network Services will then know the best locations to add wi-fi hot spots.

Mr. Campo moved, seconded by Mr. Raftopoulos, to recommend the Board of Trustees approve:

awarding the lowest responsible bid for a Ford F450 truck to Arch Equipment Group LLC, Troy, IL in the amount of \$74,202.00;

awarding the lowest responsible bid for an autoclave to Scott Laboratory Solutions, Knoxville, TN in the amount of \$46,322.00;

purchasing 35 Motorola radios and five headsets from Wireless USA, Maryland Heights, MO in the amount of \$36,525.00;

purchasing Police Academy classroom furniture to KI, Maryland Heights, MO in the amount of \$17,543.82;

purchasing services from Comm Squad, Lebanon, IL to replace networking with fiber optic cables in the Main Complex, Rooms 1517, 1381, 2181, 2163 and 2183 in the amount of \$24,640.00; and

purchasing a survey from Zagarr Engineering, St. Louis, MO in the amount of \$15,000.00.

Upon a roll call vote, those trustees voting aye were Mr. Campo, Mr. Raftopoulos, and Mr. Roehrkasse, Nays: None. Absent: None. The motion carried. (These items will appear on the consent agenda.)

### **Disposal of Capital Assets**

Executive Director Andres presented a request to dispose of computer equipment as delineated in an attached list in accordance with Administrative Procedure 6008AP. The surplus computer equipment is obsolete, outlived its useful life and is no longer able to support any institutional need.

Chief Administrative Services Officer Bernie Ysursa presented a request to dispose of lawn equipment per his memo in accordance with Administrative Procedure 6008AP. The items do not work and are obsolete.

Mr. Raftopoulos moved, seconded by Mr. Campo, to recommend the Board of Trustees approve disposal of the capitalized computer equipment and lawn equipment as presented. Upon a roll call vote those trustees voting aye were Mr. Campo, Mr. Raftopoulos, and Mr. Roehrkasse, Nays: None. Absent: None. The motion carried. (These items will appear on the consent agenda.)

### **FY 2022 Insurance Program**

CFO Roche presented a request to approve the renewal of policies and premiums with Alliant Insurance Services for the college's FY 2022 insurance program. The college will continue to utilize Alliant 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 2022. The college will continue to monitor coverage levels each year and make adjustments as necessary. The Board Attorney has reviewed the information.

Mr. Campo moved, seconded by Mr. Raftopoulos, to recommend the Board of Trustees approve the renewal of policies and premiums with Alliant Insurance Services for the college's FY 2022 insurance program. Upon a roll call vote those trustees voting aye were Mr. Campo, Mr. Raftopoulos, and Mr. Roehrkasse, Nays: None. Absent: None. The motion carried. (This item will appear on the consent agenda.)

### **FY 2022 Metro Transportation Pass Program**

CFO Roche presented a request to approve Transportation Pass Program Agreement between The Bi-State Development Agency of the Missouri-Illinois Metropolitan District, the Metro East Transit District of St. Clair County and Southwestern Illinois College, Community College District #522. The proposed agreement will include distribution of passes to students during the Fall 2021, Spring 2022 and Summer 2022 semesters. The Bi-State Development agreement includes a rate per pass distributed to the college that is consistent with the prior year. The agreement with the St. Clair

County Transit District will provide financial support to the pass program if needed. SWIC's cost has gone down due to the decrease in enrollment.

Mr. Campo moved, seconded by Mr. Raftopoulos, to recommend the Board of Trustees approve the Transportation Pass Program Agreement as presented. Upon a roll call vote those trustees voting aye were Mr. Campo, Mr. Raftopoulos, and Mr. Roehrkasse, Nays: None. Absent: None. The motion carried. (This item will appear on the consent agenda.)

### **FY 2022 Tentative Budget**

CFO Roche presented 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.

In the FY 2022 Tentative Budget, total operating revenue is projected to increase \$1.4M from the prior year budget, primarily attributable to an increase in local revenue source estimates. Total operating expenditures are expected to decrease approximately \$999K, primarily attributable to decreases in other expenditures such as finance charges, chargebacks, and scholarship/waiver expenditures.

A public hearing will be held prior to the Board meeting of September 22, 2021 at 5:15 p.m. in the Performing Arts Room at the Red Bud Campus.

Mr. Campo moved, seconded by Mr. Raftopoulos, to recommend the Board of Trustees adopt budget resolution as presented. Upon a roll call vote those trustees voting aye were Mr. Campo, Mr. Raftopoulos, and Mr. Roehrkasse, Nays: None. Absent: None. The motion carried. (This item will appear on the consent agenda.)

### **MISCELLANEOUS**

Trustee Campo inquired about additional CARES funding for students. Interim Chief Student Services Officer Danielle Chambers stated money is coming in but it's not as generous as in the past.

Mr. Campo asked about problems concerning COVID. President Mance replied we are moving forward; masks and social distancing will be the norm.

### **NEXT SCHEDULED MEETING**

The next regular meeting of the Facilities and Finance Committee will be Monday, September 13, 2021 at 5:15 p.m. in the Seibert Conference Room.

### **ADJOURNMENT**

Mr. Campo moved, seconded by Mr. Raftopoulos, to adjourn the meeting at 7:49 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees