

FACILITIES AND FINANCE COMMITTEE
Seibert Conference Room
Belleville Campus
July 13, 2022

Committee members present:	Richard Roehrkasse, Chair Steve Campo Charles Hannon
Trustees present:	John Blomenkamp Robert G. Morton Nick Raftopoulos
Administrators present:	Nick Mance Linda Andres Danielle Chambers Sue McClure Missy Roche Dr. Gina Segobiano Bob Tebbe
Attorney present:	Garrett Hoerner
Guests present:	Representatives from Farnsworth Group Representatives from Holland Construction Services

CALL TO ORDER

Chairman Roehrkasse called the meeting to order at 5:30 p.m.

Chairman Roehrkasse opened the meeting with the bid award for the Manufacturing Training Academy at the Belleville Campus in order to accommodate guests.

Farnsworth Group is the architect for the Manufacturing Training Academy project and designed the building. Holland Construction Services is the construction manager. All seventeen bid packages were specified by Farnsworth and Holland and were very specific regarding the requirements and informed potential bidders of the required specifications. The bids were reviewed by Farnsworth, Holland, Purchasing and Physical Plant; and all information is available for inspection in the Purchasing Office.

The total project cost (excluding A&E fees) is \$18,276,796.89. In examining the bids, the Finance Office noted the project cost exceeds the original approved budget. Proposed funding for the project includes grants, transfers from the Operations & Maintenance Fund and transfers from the Education Fund.

Trustee Blomenkamp questioned if we have received the \$7.5M grant. CFO Roche replied we have received \$1.8M but are scheduled to receive all of it because it is DCEO. Executive Director Enrollment Development and Institutional Planning Bob Tebbe stated we are also going out for grants for the equipment. Staff has submitted a \$3.0M application but we do not know if we will receive it.

Trustee Campo inquired about the project timeline. It is expected to break ground mid-August and be operational next July 2023. The time may be extended to mid-August due to weather and material delays. Once the prices are locked in (Board approved), they are locked in. Holland has established relationships with all the bidders, has reviewed the bids, and the pricing is fair.

Chairman Roehrkasse directed questions concerning this project be channeled through President Mance. Trustee Blomenkamp said he will have questions next Wednesday at the Board meeting and that he would pull this topic should it appear on the consent agenda.

Mr. Campo moved, seconded by Mr. Hannon, to recommend the Board of Trustees award the lowest responsible bids for the Manufacturing Training Academy, Belleville Campus in the total amount of \$18,276,796.89 funded from DCEO grant and college funding. Upon a roll call vote, those trustees voting aye were Mr. Campo, Mr. Hannon and Mr. Roehrkasse. Nays: none. Absent: none. The motion carried. (This item will appear on the non-consent agenda.)

SUSPENSION OF MEETING

The meeting was suspended at 5:42 p.m.

RECONVENE OF MEETING AND ROLL CALL

The meeting was reconvened at 6:42 p.m.

Committee members present:	Richard Roehrkasse, Chair Steve Campo Charles Hannon
Trustees present:	John Blomenkamp Robert G. Morton Nick Raftopoulos
Administrators present:	Nick Mance Linda Andres Danielle Chambers Sue McClure Missy Roche Dr. Gina Segobiano Bob Tebbe
Attorney present:	Garrett Hoerner

APPROVAL OF MINUTES

Mr. Campo moved, seconded by Mr. Hannon, to approve the minutes of the June 8, 2022 meeting as presented. Upon a roll call vote, those trustees voting aye were Mr. Campo, Mr. Hannon and Mr. Roehrkasse. Nays: none. Absent: none. The motion carried.

FINANCE

Approval of Bills

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

Bid Awards/Purchase/Contract

CFO Melissa Roche presented a request to award the lowest responsible bid for parking lot maintenance and repair at the Belleville Campus to Sonnenberg Asphalt Co. Inc., Belleville, IL in the amount of \$104,801.00 funded from budgeted departmental funds.

Mr. Campo moved, seconded by Mr. Hannon, to recommend the Board of Trustees award the lowest responsible bid for parking lot maintenance and repair at the Belleville Campus to Sonnenberg Asphalt Co. Inc., Belleville, IL in the amount of \$104,801.00 funded from budgeted departmental funds. Upon a roll call vote, those trustees voting aye were Mr. Campo, Mr. Hannon and Mr. Roehrkasse. Nays: none. Absent: none. The motion carried. (This item will appear on the consent agenda.)

CFO Roche presented a request to approve contract with CLEAN Uniform Company, Effingham, IL in the amount of \$35,192.30 to provide uniform services for all employees in the Physical Plant Department funded from FY23 Physical Plant Operations. The uniform program will comply with the new maintenance collective bargaining agreement requesting the college provide uniforms for employees.

Mr. Campo moved, seconded by Mr. Hannon, to recommend the Board of Trustees approve contract with CLEAN Uniform Company, Effingham, IL in the amount of \$35,192.30 to provide uniform services for all employees in the Physical Plant Department funded from FY23 Physical Plant Operations. Upon a roll call vote, those trustees voting aye were Mr. Campo, Mr. Hannon and Mr. Roehrkasse. Nays: none. Absent: none. The motion carried. (This item will appear on the consent agenda.)

Executive Director of Enrollment Development and Institutional Planning Robert Tebbe presented a request to approve contract with Data Unlimited Inc., Collinsville, IL in the amount of \$70,138.51 for the purchase of direct mail advertising for 2022 Fall Semester funded from budgeted departmental funds. One postcard will promote new academic programs offered by the college and the second postcard will promote services available to students to help them succeed at SWIC.

Mr. Campo moved, seconded by Mr. Hannon, to recommend the Board of Trustees approve contract with Data Unlimited Inc., Collinsville, IL in the amount of \$70,138.51 for the purchase of direct mail advertising for 2022 Fall Semester funded from budgeted departmental funds.

Upon a roll call vote, those trustees voting aye were Mr. Campo, Mr. Hannon and Mr. Roehrkasse. Nays: none. Absent: none. The motion carried. (This item will appear on the consent agenda.)

FY 2023 Metro Transportation Pass Program

CFO Roche presented a request to approve agreement between Southwestern Illinois College, District #522, and Bi-State Development Agency of the Missouri-Illinois Metropolitan District for distribution of passes at a per pass rate of \$20.34 to students during the Fall 2022, Spring 2023 and Summer 2023 semesters. The Bi-State Development agreement includes a rate per pass (\$20.34 [an increase of \$.78 from the prior year]) based on college enrollment. The supplemental agreement with the St. Clair County Transit District that provides financial support to the pass program has expired; however the college has not utilized the agreement the last two years.

Mr. Campo moved, seconded by Mr. Hannon, to recommend the Board of Trustees approve agreement between Southwestern Illinois College, District #522, and Bi-State Development Agency of the Missouri-Illinois Metropolitan District as presented. Upon a roll call vote, those trustees voting aye were Mr. Campo, Mr. Hannon and Mr. Roehrkasse. Nays: none. Absent: none. The motion carried. (This item will appear on the consent agenda.)

FY 2023 Insurance Program

CFO Roche presented a request to approve renewal of policies and premiums with Alliant Insurance Services, Chicago, IL for the college's insurance program for FY 2023. Staff will continue to monitor coverage levels and make adjustments as necessary.

Mr. Campo moved, seconded by Mr. Hannon, to recommend the Board of Trustees approve renewal of policies and premiums with Alliant Insurance Services, Chicago, IL for the college's insurance program for FY 2023. Upon a roll call vote, those trustees voting aye were Mr. Campo, Mr. Hannon and Mr. Roehrkasse. Nays: none. Absent: none. The motion carried. (This item will appear on the consent agenda.)

FY 2022 Permanent Operating Transfers

CFO Roche presented a request to adopt Resolution Authorizing Permanent Operating Transfers of Funds. Permanent operating transfers occur between various funds of the college to facilitate financial objectives and meet statutory requirements. These amounts are included, and will continue to be included, in the approved Annual Budget; however there may be instances when a transfer is needed that was not projected in the budget.

Each year the Auxiliary Fund is subsidized for Athletics and Transit Passes. The amounts for FY 2022 are \$1,100,000 and \$215,160 respectively. It is prudent to have a separate resolution authorizing these transfers as permanent transfers in which no repayment is required. ICCB requires formal approval of transfers. Trustee Blomenkamp requested trustees be provided with information concerning the \$1.1M subsidy.

Mr. Hannon moved, seconded by Mr. Campo, to recommend the Board of Trustees adopt Resolution Authorizing Permanent Operating Transfers of Funds. Upon a roll call vote those

trustees voting aye were Mr. Campo, Mr. Hannon, and Mr. Roehrkasse. Nays: none. Absent: none. The motion carried. (This item will appear on the consent agenda.)

FY 2023 Tentative Budget

CFO Roche reported she will bring the FY 2023 Tentative Budget to the committee at its August 10, 2022 meeting. The budget must be on display for 30 days. A public hearing will be held prior to the September 21, 2022 meeting to hear commentary concerning the proposed budget.

The FY 2023 Tentative Budget reflects an overall deficit of \$5.5M, the main reason being the increase in transfers to other funds. The college has a sufficient fund balance to support the deficit budget.

No action was required from the committee.

ANY OTHER COMMITTEE RELATED BUSINESS

The next meeting of the Facilities and Finance Committee is Wednesday, August 10, 2022 at 5:30 p.m. in the Seibert Conference Room at the Belleville Campus.

ADJOURNMENT

Mr. Hannon moved, seconded by Mr. Campo, to adjourn the meeting at 7:09 p.m. Upon a voice vote the motion carried.

Respectfully submitted,

Beverly J. Fiss
Board Secretary