

**FACILITIES AND FINANCE COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**October 7, 2019**  
**5:00 p.m.**

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

Trustee present:                                     Nick Raftopoulos

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 6:10 p.m.

**APPROVAL OF MINUTES**

Mr. Morton moved, seconded by Mr. Campo, to approve the minutes of the September 16, 2019 meeting as submitted. The motion carried.

**FACILITIES**

**Public Safety Reports**

Chief Administrative Services Officer Ysursa presented the Monthly Activity/Media Log for September 2019. He added staff was gearing up for the “Dine and Dash” event on October 18<sup>th</sup>. 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**

CFO Missy Roche presented a request to award the purchase of an Apollo PH Medium/Lenovo (patient simulator) to CAE Healthcare, Inc., Sarasota, FL in the amount of \$36,175.53, funded by the Perkins grant. The patient simulator will be used by multiple departments in the Health Sciences

area. The simulator will update existing equipment to enhance training, and the current equipment will be used as a trade-in.

Mr. Morton moved, seconded by Mr. Campo, to recommend the Board of Trustees award the purchase of an Apollo PH Medium/Lenovo (patient simulator) to CAE Healthcare, Inc., Sarasota, FL in the amount of \$36,175.53, funded by the Perkins grant. The motion carried. (This item will appear on the consent agenda.)

CFO Roche presented a request to award the purchase of a Panasonic DLP Laser Projector to Schillers, St. Louis, MO in the amount of \$28,722.50, purchased from departmental budgeted funds. The projector will replace existing equipment in the Liberal Arts Theatre as the current equipment is outdated and not functioning properly. The outdated equipment will be put on govdeals.com.

Mr. Morton moved, seconded by Mr. Campo, to recommend the Board of Trustees award the purchase of a Panasonic DLP Laser Projector to Schillers, St. Louis, MO in the amount of \$28,722.50, purchased from departmental budgeted funds. The motion carried. (This item will appear on the consent agenda.)

Executive Director of IT Linda Andres presented a request to approve contract for AT&T Switched Ethernet (ASE) network services for five years (October 30, 2019 through October 29, 2024) at a monthly rate of \$2,353.87, purchased from departmental budgeted funds. After reviewing bandwidth usage history, staff realized the size of the circuits could be reduced without impacting traffic (staff can always up the usage if needed). The proposed ASE network monthly cost reflects a 47% reduction in the current monthly cost.

Mr. Morton moved, seconded by Mr. Campo, to recommend the Board of Trustees approve contract for AT&T Switched Ethernet (ASE) network services for five years (October 30, 2019 through October 29, 2024) at a monthly rate of \$2,353.87, purchased from departmental budgeted funds. The motion carried. (This item will appear on the consent agenda.)

**Authorization for Payment**

Dean of Technical Education Brad Sparks presented a request to submit six union invoices as follows totaling \$159,000 for Construction Apprenticeship training for the Spring 2019 semester:

Southern Illinois CJAP	\$65,800.00
Iron Workers Local 392	\$18,400.00
Painters District Council No. 58	\$15,600.00
Sheet Metal Workers Local 268	\$21,600.00
Plumbers and Pipefitters Local 101 JATC	\$13,200.00
Steamfitters Local 439	\$24,400.00

SWIC will bill each of the above unions for the SWIC courses their apprentices were enrolled for training during the same time period. Paying 51% of the instructional cost will allow the college to claim reimbursement.

Mr. Morton moved, seconded by Mr. Campo, to recommend the Board of Trustees submit six union invoices totaling \$159,000 for Construction Apprenticeship training for the Spring 2019 semester as presented. The motion carried. (This item will appear on the consent agenda.)

**2019 Tax Levy Preparation - FY 2021**

CFO Roche presented the 2019 tax levy information for FY 2021. Determining the revenue necessary from local tax sources is the first step in the budget process for FY 2021.

In order to continue our eligibility for Equalization Funding, the district must keep the operating tax rate at 95% of the Maximum Operating Rate as established by ICCB, which equates to approximately \$5.8M in funding to SWIC. The college’s PHS projects total \$3.25M.

The Board does not establish rates in the levy request but determines the level of dollars, which is then extended against the Equalized Assessed Value (EAV) of the total district. EAV levels are yet unknown and subject to maximum rates in certain funds.

Options available to the Board are fairly narrow in order to maintain eligibility for Equalization Funding and monitor EAV in the district. The maximum operating rate has been established by ICCB at \$29.05 for next year. This maximum operating rate, combined with a projected EAV growth of 3.0% in the district, would result in a total levy of \$33.2M in all funds. This year we saw an EAV growth of 3.9%. Ms. Roche stated she does not think it will be that high this year.

The tax levy resolution will be presented at the November meeting. Chairman Roehrkasse asked if administration would be agreeable to having a member of the Facilities and Finance Committee review the documents, ask questions, etc. Trustee Campo inquired if Ms. Roche would have time to explain the tax levy to a ‘rookie’. Trustee Roehrkasse suggested Mr. Campo would then bring that information to the committee.

**OTHER COMMITTEE RELATED BUSINESS**

Trustee Campo inquired about the architect selection process and subsequent special Board of Trustees meeting. Board Attorney Hoerner stated this RFQ is different than the QBS process because the Board of Trustees did not vote for an architect of record. The process was set up this way to follow statute. Mr. Campo asked if the trustees could receive the questions ahead of time; the questions will be provided.

**NEXT SCHEDULED MEETING**

The next regular meeting of the Facilities and Finance Committee will be Tuesday, November 12, 2019 at 5:00 p.m. in the Seibert Conference Room.

**ADJOURNMENT**

Mr. Morton moved, seconded by Mr. Campo, to adjourn the meeting at 6:27 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees