

**FACILITIES AND FINANCE COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**April 8, 2019**  
**5:00 p.m.**

Committee members present:	Richard E. Roehrkasse, Chairman Harry Briggs, Ph.D. Robert G. Morton
Trustee present:	John Blomenkamp
Administrators present:	Nick J. Mance Staci Oliver Bernie Ysursa  Linda Andres Janet Fontenot, Ed.D. Anna Moyer Missy Roche Robert Tebbe
Attorney present:	Garrett Hoerner

**CALL TO ORDER**

Chairman Roehrkasse called the meeting to order at 5:11 p.m.

**APPROVAL OF MINUTES**

Mr. Morton moved, seconded by Dr. Briggs, to approve the minutes of the March 11, 2019 and March 18, 2019 meetings as submitted. The motion carried.

**FACILITIES**

**Public Safety Reports**

Chief Administrative Services Officer Ysursa reported normal business routine. The relocation of Public Safety to the first floor in the Main Complex is going well. Graduation is around the corner and the officers are gearing up for the activity.

**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 Roche presented a request to award the lowest responsible bid for a Coordinated Measurement Machine to Carl Zeiss Industrial Metrology, LLC, Maple Grove, MN in the amount of \$46,000 purchased with Perkins Grant funding. The equipment will be used to train students on automated measurement devices used in manufacturing and must work in conjunction with existing equipment in the lab; therefore

it is considered sole source. This device will increase capacity for the machining classes in the Technical Education division.

Dr. Briggs moved, seconded by Mr. Morton, to recommend the Board of Trustees award the lowest responsible bid for a Coordinated Measurement Machine to Carl Zeiss Industrial Metrology, LLC, Maple Grove, MN in the amount of \$46,000 purchased with Perkins Grant funding. The motion carried. (This item will appear on the consent agenda.)

CFO Roche presented a request to award the lowest responsible bid for a Beveler UZ 30 Express to Beveler USA, Ambridge, PA in the amount of \$34,145 and purchased with Perkins Grant funding. This new equipment will be located at the Sam Wolf Granite City Campus and used for welding classes in the Technical Education division. This purchase is considered sole source and is being purchased directly from the manufacturer.

Dr. Briggs moved, seconded by Mr. Morton, to recommend the Board of Trustees award the lowest responsible bid for a Beveler UZ 30 Express to Beveler USA, Ambridge, PA in the amount of \$34,145 and purchased with Perkins Grant funding. The motion carried. (This item will appear on the consent agenda.)

#### **FY 2019 Audit Engagement Letter**

CFO Roche presented a request to approve the FY 2019 Audit Engagement Letter with CliftonLarsonAllen, Belleville, IL at a cost of \$52,520 which includes two major programs under Uniform Grant Guidance and each additional major program audit \$3,300 per program; fees for additional services will be billed at \$160 per hour. Chris Suda, CPA and Principal of CliftonLarsonAllen, is responsible for the performance of the audit engagement.

Ms. Roche called attention to pages six and seven of the audit report presented to the committee in February 2019 which suggested possibly outsourcing the audit report due to the inability of the Business Office to provide required information in a timely fashion. Ms. Roche stated the Assistant Controller position has been vacant, and that position could do the reporting. The Manager of Student Accounts division is being transitioned from Ms. Roche, which should allow more time for her to complete the report, which is due December 31, 2019. President Mance recommended the auditors be present at the college prior to October to keep on the appropriate time schedule.

Mr. Morton moved, seconded by Dr. Briggs, to recommend the Board of Trustees approve the FY 2019 Audit Engagement Letter with CliftonLarsonAllen, Belleville, IL as presented. The motion carried. (This item will appear on the consent agenda.)

#### **Annual Renewal of Maintenance Agreements**

##### **Axway, Inc., Phoenix, AZ**

Executive Director of IT Andres presented a request to approve the annual maintenance agreement with Axway, Inc., Phoenix, AZ in the amount of \$25,199.95 for the period July 1, 2019 through June 30, 2020 to support two anti-spam email gateways for the college's email system. The gateways stop 85% of external email (identified as spam, malware, denial of service attacks, etc.) from entering into SWIC's Exchange system. The maintenance agreement supports 2800 mailboxes.

Mr. Morton moved, seconded by Dr. Briggs, to recommend the Board of Trustees approve the annual maintenance agreement with Axway, Inc., Phoenix, AZ in the amount of \$25,199.95 for the period

July 1, 2019 through June 30, 2020 as presented. The motion carried. (This item will appear on the consent agenda.)

**CDW-G LLC, Vernon Hills, IL**

Executive Director Andres presented a request to approve the annual maintenance agreement with CDW-G, Chicago, IL in the amount of \$31,978 (which includes \$2,289 for on-demand training) for the period July 1, 2019 through June 30, 2020 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.

Dr. Briggs moved, seconded by Mr. Morton, to recommend the Board of Trustees approve the annual maintenance agreement with CDW-G, Chicago, IL in the amount of \$31,978 (which includes \$2,289 for on-demand training) for the period July 1, 2019 through June 30, 2020 for Commvault Simpana software as presented. The motion carried. (This item will appear on the consent agenda.)

**Payments to Barnes & Noble College Bookstore**

Dr. Fontenot presented a request to ratify the payment of \$179,486.40 to SWIC Barnes & Noble Bookstores for the purchase of My Labs as part of the First Day Agreement. Funds for the payment were collected through student course fees in the following courses offered in the Spring 2019 semester: MATH 93, MATH 94, MATH 97, MATH 107, MATH 111, MATH 191 and BUS 205. The Belleville Campus bookstore payment is \$158,697.60 and the SWGCC bookstore payment is \$20,788.80.

Mr. Morton moved, seconded by Dr. Briggs, to recommend the Board of Trustees ratify the payment of \$179,486.40 to SWIC Barnes & Noble Bookstores for the purchase of My Labs as part of the First Day Agreement. The motion carried. (This item will appear on the consent agenda.)

**Financial Aid Update**

Executive Director of Enrollment Development and Institutional Planning Tebbe provided the update to the committee. Chairman Roehrkasse asked if there was a way to measure attendance and how it affects enrollment and added in the future it may be helpful in Strategic Enrollment Management.

**NEXT SCHEDULED MEETING**

The next regular meeting of the Facilities and Finance Committee will be Monday, May 6, 2019 at 5:00 p.m. in the Seibert Conference Room.

**ADJOURNMENT**

Dr. Briggs moved, seconded by Mr. Morton, to adjourn the meeting at 5:37 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees