

FACILITIES AND FINANCE COMMITTEE
Seibert Conference Room
Belleville Campus
May 6, 2019
5:00 p.m.

Committee members present:	Richard E. Roehrkasse, Chairman Steve Campo Robert G. Morton
Trustees present:	John Blomenkamp Dejanae Thomas-Jackson
Administrators present:	Nick J. Mance Linda Andres Anna Moyer Staci Oliver Missy Roche Robert Tebbe Bernie Ysursa Mike Thomas
Attorney present:	Garrett Hoerner

CALL TO ORDER

Chairman Roehrkasse called the meeting to order at 6:31 p.m. He welcomed Trustee Campo to the committee and stated he will make productive contributions to the committee.

COMMENTS

Trustee Campo inquired about the PSOP audit and stated he knew this was a hot topic. Data has been sent to the auditors; CFO Roche's files that go back ten years+ have been provided; and several selections were sent back to the auditors. Staff is waiting for follow-up questions.

APPROVAL OF MINUTES

Mr. Morton moved, seconded by Mr. Campo, to approve the minutes of the April 8, 2019 meeting as submitted. The motion carried.

FACILITIES

Public Safety Reports

Chief Administrative Services Officer Ysursa presented the Monthly Activity/Media Log for April 2019. Staff is working on the Public Safety eligibility hiring list and gearing up for the activity surrounding commencement. Relocation of Public Safety to the first floor in the Main Complex is nearing completion; they are awaiting the camera system.

President Mance addressed the concern voiced by trustees of an incident at the Belleville Campus Metrolink. The incident was still under investigation so no communication was disseminated. The incident was then picked up by and appeared in the Belleville News-Democrat. Mr. Mance stated communication will improve in the future.

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.

Trustee Blomenkamp questioned the legal bills and requested to review the invoices, which will occur at the May 15, 2019 meeting of the Board of Trustees.

Bid Awards/RFP/Agreements

Negotiated Contract for Architectural Services

Board Attorney Hoerner previously provided documentation to the trustees concerning the Quality Based Selection (QBS) for choosing an architect, which was also contained in the committee packets, and again explained the process. The college followed the process and recommended Farnsworth of Fairview Heights, Illinois. The topic was placed on the consent agenda for action by the Board of Trustees at its May 15, 2019 meeting; however the topic was pulled from the agenda.

Trustee Campo asked why the college is “getting rid of Ittner”. Ittner has been the college’s architect for at least seven years; and administration decided to test the market. Mr. Campo questioned why FGM of Fairview Heights was not chosen (ranked #3 out of 3 by the architectural review and interview committee). CFO Roche replied the college is looking for a full-service architect and FGM did not qualify.

Trustee Blomenkamp questioned why we have to go through the QBS process. The college currently has no projects; why couldn’t an architect be hired when one was needed. The college could then just choose the best price. Mr. Hoerner stated there is a market rate. The QBS process is a statutory mechanism, and the Board of Trustees must approve the selection of an architect. He added, “The law is what it is. My job is to advise you of the law. It is up to you if you choose to follow it.”

Mr. Campo stated Ron Henderson, former director of SWIC Physical Plant, used to perform a lot of architect duties and the college could have saved money.

Mr. Morton moved, seconded by Mr. Roehrkasse, to recommend the Board of Trustees approve master agreement negotiated by the Board Attorney with Farnsworth, Fairview Heights, IL to provide architectural services for the college. Mr. Campo opposed the motion. The motion carried. (This item will appear on the consent agenda.)

Print Shop Production Equipment

CFO Roche presented a request to award the lease of production print equipment from Sumner One, Highland, IL in the amount of \$4,647.52 per month for a term of 60 months.

The current lease for the production equipment will expire within the next year. The current market for production equipment is very competitive, and it was decided to request proposals on equipment evaluated on price, efficiency, print quality, service and dependability. All proposals were required to be priced through a purchasing consortium. Five proposals were evaluated; three met the required criteria.

The college chose Canon equipment distributed by Sumner One of Highland, IL. The lease price for the equipment will be \$4,647.52/month and the lease term is 60 months. The pricing includes a buyout of the existing equipment leases; and the projected savings will be \$3,000 per month/or \$36,000 annually.

Mr. Blomenkamp requested identification of the other two vendors. Director of Purchasing Mike Thomas stated Xerox and Ricoh.

Mr. Morton moved, seconded by Mr. Campo, to recommend the Board of Trustees award the lease of production print equipment from Sumner One, Highland, IL in the amount of \$4,647.52 per month for a term of 60 months. The motion carried. (This item will appear on the consent agenda.)

Electric Rate Contract

CFO Roche reported Midwest Energy Alliance (MEA) is a consultant who has had a long relationship with SWIC dating back to the 1990s. BJ Hilton of MEA will provide the electric rates/term and length of contract (one, two or three years) to Mike Thomas by 2pm on Wednesday, May 15, 2019. The contract must be executed and received by MEA by 11:59 p.m. that day or the rates/terms become invalid. The market rate is good now so favorable terms are anticipated.

Annual Renewal of Maintenance Agreements

Oracle Software Maintenance

Executive Director of IT Andres presented a request to approve annual payment for Oracle PeopleSoft contract in the amount of \$292,107.80 for the period July 1, 2019 through June 30, 2020. The current Oracle maintenance contract expires June 30, 2021. This request is to approve payment four of the five-year contract. SWIC would be unable to continue operations without Oracle PeopleSoft Financials, Campus Solutions, Human Resource and Enterprise Portal support.

Mr. Morton moved, seconded by Mr. Campo, to recommend the Board of Trustees approve the annual payment for Oracle PeopleSoft contract in the amount of \$292,107.80 for the period July 1, 2019 through June 30, 2020. The motion carried. (This item will appear on the consent agenda.)

Avaya Software Contract

Executive Director Andres presented a request to approve annual payment for Avaya Software Advantage contract to STL Communications, Inc., Chesterfield, MO in the amount of \$77,952.80 for the period July 1, 2019 through June 30, 2020.

The current Avaya maintenance contract expires June 30, 2019. SWIC receives access to technical support with the Advantage contract. Avaya Support Advantage is mandatory support through Avaya. It will allow SWIC access to firmware, patch and software fixes, without which support SWIC nor STL Communications on the college's behalf would be able to access any software patches for the Avaya system.

Mr. Morton moved, seconded by Mr. Campo, to recommend the Board of Trustees approve the annual payment for Avaya Software Advantage contract to STL Communications, Inc., Chesterfield, MO in the amount of \$77,952.80 for the period July 1, 2019 through June 30, 2020. The motion carried. (This item will appear on the consent agenda.)

CollegeNet Software Maintenance

IT Executive Director Andres presented a request to approve annual payment for maintenance contract to CollegeNET, Portland, OR in the amount of \$22,050 for the period July 1, 2019 through June 30, 2020. The current CollegeNET maintenance contract expires June 30, 2019 and includes hosting, technical support, interfaces, upgrades and fixes for Series 25 scheduling software.

Mr. Morton moved, seconded by Mr. Campo, to recommend the Board of Trustees approve annual payment for maintenance contract to CollegeNET, Portland, OR in the amount of \$22,050 for the period July 1, 2019 through June 30, 2020. The motion carried. (This item will appear on the consent agenda.)

Annual Software and Hardware Maintenance Information

Ms. Andres provided an informational item listing the college’s software and hardware maintenance contracts required for normal IT operations for the college. These contracts run on a fiscal year and are paid quarterly. No action was required of the committee.

Disposal of Capital Assets

CFO Roche presented a request to dispose of the following capital assets in accordance with Board Policy 6008, Disposal of College Property:

- Hydraulic Power Unit
- Hydraulic Ram
- Hydraulic Shears
- Hydraulic Spreader

These items are fully depreciated; do not work; and are obsolete. The original cost of each item exceeded \$5,000, therefore Board approval is required. The items will then be placed on the website www.govdeals.com to sell; if unsuccessful the items will be disposed.

Financial Aid Update

Executive Director of Enrollment Development and Institutional Planning Tebbe provided the update to the committee, which was the same as provided to the Personnel, Programs and Services Committee. Future reports will have a new title and include student services updates.

MISCELLANEOUS

President Mance reported on the Schmidt Art Center landscaping project. Wilson Landscaping was contracted to gut the existing landscaping, clean the area, lay mulch, etc. New plantings are required for the Schmidt Family Gardens, and Scott Wilson submitted a bid of \$12K for just the plants (‘insurance’ would be an additional 20%; labor costs were not determined at time of the estimate). John Schmidt agreed to pay for the new plants but not the labor expense. Mr. Mance is working with Chief Administrative Services Officer Bernie Ysursa to determine if Jim Gunter and the Physical Plant staff can perform and sustain maintenance of the project. Details will be provided when determined.

NEXT SCHEDULED MEETING

The next regular meeting of the Facilities and Finance Committee will be Monday, June 10, 2019 at 5:00 p.m. in the Seibert Conference Room.

ADJOURNMENT

Mr. Morton moved, seconded by Mr. Campo, to adjourn the meeting at 7:15 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees