

STATE FAIR COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES FOR DECEMBER 17, 2024

WORK SESSION

The Board of Trustees met in the Hopkins Board Room at 4:45 p.m. for group and individual photos. Photographer was Ms. Cheryl Landers of the SFCC Marketing and Communications Department.

GENERAL SESSION

The Board of Trustees of State Fair Community College met in General Session at 5:30 p.m., Tuesday, December 17, 2024, in the Hopkins Board Room. The meeting was simultaneously shown and recorded on the State Fair Community College YouTube Channel.

BOARD OF TRUSTEES IN ATTENDANCE

Dr. Amie Breshears, Tim Carr, Justin Hubbs, Jeff Page, Richard Parker, Patricia Wood

OTHERS IN ATTENDANCE

Keith Acuff, Rebecca Baker, Dr. Brent Bates, Diane Brockman, James Cunningham, Brad Henderson, Michael Leonard, Darci McFail, Dr. Michael Murders, Lisa Oesterle, Jessica Sawford, Scott Simoneaux, Clinton Sullivan, Mary Treuner, Dr. Autumn Whitehead

APPROVAL OF THE AGENDA

Mr. Hubbs moved that the Board approve the agenda. Mr. Page seconded the motion; motion carried (Yes-6; No-0).

CITIZENS COMMENTS (Recording Secretary Oesterle)

Mrs. Oesterle reported that there were no citizens' comments.

INTRODUCTION OF NEW EMPLOYEES

- Dean Michael Leonard introduced *Clint Sullivan, Welding Instructor*.

APPROVAL OF MINUTES FOR THE NOVEMBER 21, 2024, BOARD MEETING AS PUBLISHED

Dr. Breshears moved that the Board of Trustees approve the minutes for the November 21, 2024, Board meeting as published. Mr. Carr seconded the motion; motion carried (Yes-6; No-0).

WARRANT #5, NOVEMBER 2024

Mr. Hubbs moved that the Board of Trustees approve Warrant #5, for November 2024. Mr. Parker seconded the motion; motion carried (Yes-6; No-0).

INSTITUTIONAL REPORTS

- **Vector Training Overview**

Human Resources Executive Director, Scott Simoneaux introduced the Vector Learning Management System to the Board, which approved the purchase of this system in a prior meeting. This software will help SFCC provide more training and professional development, while helping us maintain compliance, and house the training records for all employees. It also allows employees to do self-paced training.

Vector is one of the most trusted software programs, and used by more than 200 colleges and universities. Mr. Simoneaux was part of the implementation team, and stated that the Vector team has a great support system. They have also been flexible with all the Title IX changes and have redone them to fit each states' position on it.

The purchase price for Vector was \$10,400, which includes employee and student training. Last year 475 employees completed 4,619 courses. Vector has 317 different employee courses available; for students there are 122 courses. Last year 246 students completed 282 courses. Dr. Whitehead and her staff have helped launch this with our students.

Key Features of Vector are: Single Sign-on option through Okta, easily generates reports for compliance, capability to build custom courses, compiles recurring and new-hire training plans.

We additionally purchased the Vector Professional Development Tracker and Evaluation Suite in 2024 for \$9,850. The system will house assessments, measure performance, provide improvement targets, capture results, obtain analysis, and ensure feedback is conducted. Mr. Simoneaux shared a screen shot of what a dashboard looks like, and it will start appearing in our Okta on January 2nd. There will be some training on the evaluations before spring semester begins.

As part of the Vector Evaluation System, each employee will have an evaluation plan. There will be an ELT Evaluation Plan, Faculty Evaluation Plan, and Staff Evaluation Plans for PSA and CSA. The forms for each Plan will include a rubric and 50 different questions.

AUDITED FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2024

Mr. Hubbs moved that the Board of Trustees accept the audited results of the annual financial report and related information as conducted, prepared and presented by KPM CPAs, PC for the year ended June 30, 2024. Mr. Parker seconded the motion; motion carried (Yes-6; No-0).

Additionally, Mr. Acuff introduced Mrs. Diane Brockman who will be retiring after tonight's Board meeting. This is her 30th and final audit for State Fair Community College and he thanked her for all the great work she has done on behalf of the college. Mrs. Jessica Sawford has been in training with Mrs. Brockman for the past year and will do a fine job as her replacement. He also introduced Ms. Rebecca Baker with KPM who was the lead on our audit. KPM oversaw the financial audit for the college and the Foundation. The college received the best opinion that you can get as noted on page 3 of the audit. This report will be submitted to the Federal Government. There were no questions from the Board.

RENOVATION OF THE TECH II BUILDING CONSTRUCTION BID

Mr. Carr moved that the Board of Trustees accept the bid from Septagon Construction Company of Sedalia, Mo., in the amount of \$2,033,435.00 consisting of:

Base Bid:	\$2,025,000.00
<u>Bid Alternate 2</u>	<u>\$ 8,435.00 (flooring)</u>
BID TOTAL	\$2,033,435.00

for renovation of the Tech II Building to house the expanded Dental Hygiene program and the MHPC Occupational Therapy Assistant (OTA) program. It is further recommended that the Board authorize the President and Vice President of Finance & Administration to execute the required contracts with Septagon Construction Company for the timely completion of the Tech II Building renovation. Funding is MoExcels V. Dr. Breshears seconded the motion; motion carried (Yes-6; No-0).

BOARD APPROVAL BIDS – DECEMBER 2024

Mr. Carr moved that the Board of Trustees accept bids for State Fair Community College purchases as shown in the table below. There was a consent motion to approve the two bids, and that for each of these approved bids, as required, the Vice President for Finance and Administration be authorized and directed to sign any and all Agreements and perform those acts as necessary to carry out the terms of any Agreement so signed. Funding for each bid is as indicated in the table. Mr. Page seconded the motion; motion carried (Yes-6; No-0).

QT Y	Item Bid	Item Selected	Vendor	Vendor Location	Total Price Bid	Funding Source	# of Bids
196	(a) Residence Hall Dorm Room Furniture	196 Beds, Mattresses, Dressers	Commercial Source Industries	Prairie Village, KS	\$189,937.27	Residence Hall Construction Budget	3
13	(b) Roland Pianos	Roland HP702 Upright Digital Piano	Steinway Piano Gallery	Lenexa, KS	\$30,708.90	\$12,000 Stauffacher Endowment \$5,545 Foundation \$13,164 FY25 Music Operating Budget	3

PRESIDENT’S REPORT

- Calendar Review
 - Tomorrow starts the holiday break; grades have been turned in and there’s a lot that goes on after grades are in. Dr. Bates appreciates the great work that went into wrapping up Fall semester
 - Campus opens again on January 2, 2025.
- Strategic Plan Update
 - Invitations have been sent to Strategic Plan Team. They will be kicking off the planning with the assistance of EAB who will share market studies and enrollment analysis. Dr. Andrea Henderson who specializes in Foresight will be making a presentation in February to help train everyone to think about the future. After that, the Team will come

up with consensus on what the future looks like and what do we need to do to attain this. This will be a unique strategic planning process. This process will ongoing and will allow us to be agile and responsive to our community needs.

- There will be a special session for the Board with Dr. Andrea Henderson on February 7th from 9a-4p. Board members should try to attend this.
- Campus Master Plan Update
 - We have invited 8 firms out of 11 that submitted qualifications to make a presentation to the Master Plan Committee on January 9, 10 and 13. The plan is to take it to the Board to approve which firm we will use in the January meeting. We have already received some insight to each of these firms based on references. Since we are working on the strategic plan at the same time, we can apply that info to the Master Plan. Mr. Page and Mrs. Wood are the Board representatives on this committee.
- OnBoard
 - We have signed a contract with OnBoard. A kickoff meeting will be on Dec. 30th. After January 2nd Board members can pick up their laptop from IT. We hope to use the laptops at the January meeting.

FINANCIAL REPORT

- Monthly Financial Report – We have a relatively good financial report since we are done with one semester. November is the month Mr. Acuff uses as a Benchmark. Compared to last year our revenues increased, but so did our expenses (but we are doing a good job moderating expenses). We have spent 42% of our budget.

DECEMBER “BOARD REPORTING” PURCHASES – *Informational Purposes Only*

During the month of November 2024, the following purchases between \$10,000 and \$25,000 were made:

SMC Electric	IEM Tooling Pkg – Enhancement Grant	\$19,130.52
Ebsco	Academic Search Premier DB - Nursing	\$15,544.00

BOARD DISCUSSION

- Mr. Hubbs has been appointed a member of ACCT Communications and Education Committee. Being appointed is a competitive process so congratulations to Justin!
- Mrs. Wood commended the Jingle on the Green team and thanked those involved in all the hard work.
- Mr. Carr mentioned that Commencement went really well.
- Mr. Parker wanted to encourage the Board to do the survey that was distributed by AACC. It encourages you to reflect on the challenges of the future.
- Mr. Hubbs mentioned that the SFCC Legislative Day went really well, and that he enjoyed hearing them compliment our campus. We debuted the Service Report at the meeting, and also provided them with the H.B. 183 transfer bill that has been filed.

NEXT MEETING

The next Board of Trustees General Session meeting will be held on Thursday, January 23, 2025, at 5:30 p.m. in the Hopkins Board Room.

REQUEST FOR CLOSED SESSION

Mr. Hubbs moved that the meeting be adjourned to Executive Session pursuant to RSMO 610.021, and that the Board of Trustees of State Fair Community College meet in closed meeting, with closed record and closed vote, on December 17, 2024, in the Hopkins Board Room on the campus of State Fair Community College, Sedalia, Missouri, for the purpose of considering:

- a. Hiring, firing, disciplining, or promotion of personnel pursuant to RSMO Sec. 610.021 (3).

Mr. Page seconded the motion; motion carried.

Roll Call: Amie Breshears Yes Tim Carr Yes
Justin Hubbs Yes Jeff Page Yes
Richard Parker Yes Patricia Wood Yes

GENERAL SESSION MEETING ADJOURNED

Mr. Hubbs moved to adjourn the General Session. Dr. Breshears seconded the motion; motion carried (Yes-6; No-0).

Mission *State Fair Community College provides relevant and responsive learning experiences that empower our students and communities to prosper.*

Vision *State Fair Community College will be the communities' preferred choice, where students, faculty, and staff realize their confidence, passion, skills, and potential.*


Tim Carr, Board Secretary

Lisa M. Oesterle, Recording Secretary

Custodian of Records: Mrs. Jo Lynn Turley
jturley@sfccmo.edu or (660) 596-7222