

STATE FAIR COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES FOR JUNE 27, 2024

GENERAL SESSION

The Board of Trustees of State Fair Community College met in General Session at 5:30 p.m., Thursday, June 27, 2024, in the Hopkins Board Room. The meeting was simultaneously shown and recorded on the State Fair Community College YouTube Channel.

ATTENDEES

Keith Acuff, George Albers, Dr. Brent Bates, Dr. Amie Breshears, Allison Brosch, Andy Burt, James Cunningham, McKenzi Dillner, Taylor Ditzfeld, Gavin Doyal, Mark Haverly, Brad Henderson, Justin Hubbs, Michael Leonard, Beverly Marquez, Darci McFail, Dr. Michael Murders, Kelly Mutch, Lisa Oesterle, Jeff Page, Richard Parker, Sean Ring, Scott Simoneaux, Jennifer Swift, Mary Treuner, Dr. Autumn Whitehead, Patricia Wood, Dr. Treaka Young

Absent: Tim Carr

APPROVAL OF THE AGENDA

Mr. Hubbs moved that the Board of Trustees approve the agenda. Mr. Parker seconded the motion; motion passed (Yes-5; No-0; Absent-1).

CITIZENS COMMENTS

Recording Secretary Oesterle reported that there were no citizens comments.

INTRODUCTION OF NEW EMPLOYEES

Facilities Director Andy Burt introduced new *Custodian Gavin Doyal*, and new *Maintenance Technicians George Albers and Sean Ring*

Dean Dr. Autumn Whitehead introduced *Assistant Registrar Kelly Mutch*, *Testing Center Coordinator II McKenzi Dillner*, and *Associate Registrar Jennifer Swift*.

Dean James Cunningham introduced *Jefferson City Campus Director Dr. Treaka Young*.

Dean Michael Leonard introduced *Collab Lab Coordinator & Outreach Liaison Taylor Ditzfeld*.

APPROVAL OF MINUTES FOR THE MAY 23, 2024, BOARD MEETING AS PUBLISHED

Mr. Page moved that the Board of Trustees approve the minutes for the May 23, 2024, Board Meeting as published. Mr. Parker seconded the motion; motion carried (Yes-5; No-0; Absent-1).

WARRANT #11, MAY 2024

Mr. Hubbs moved that the Board of Trustees approve Warrant #11, for May 2024. Mr. Parker seconded the motion; motion carried (Yes-5; No-0; Absent-1).

INSTITUTIONAL REPORTS

- HIT Program - Dean Brosch introduced Beverly Marquez who presented on the Health Information Technology (HIT) Program.

Mrs. Marquez reported that the pandemic really was a boost to the HIT career field, due to all the data reporting that was required. She also pointed out that the profession also works in prisons and law offices for record keeping, and even in zoos for keeping the animal health records. HIT is involved in all health areas, and even though they don't have direct patient care, they are beside the doctor or nurse recording the stats and they do medical coding for billing purposes.

We were selected to become a demonstration program due to our high-quality program, and because of that accreditors have changed our curriculum to dealing with real scenarios. As a result, we are in our reaccreditation cycle. Our program coordinators will let the accreditors know what works and doesn't work, so that by 2026 all the schools will be ready to go with the improved curriculum. This is a lot of work for our staff and faculty, but we have already been doing more than we need to do.

The HIT program currently has 55 declared and enrolled students in this program. The program is the only fully online AAS program in Health Sciences. Some nursing students come back and want to learn more about record keeping. HIT also works with Medical Assisting.

The credential is a coding credential and students graduating with a degree are certified RHIT. The program has excellent placement.

FY2025 MILITARY TUITION/FEE RATES REVISION

Mr. Parker moved that the Board of Trustees approve the military rate for covered individuals under 38 U.S.C. §379 (Veterans' Benefits) including Whiteman Air Force Base active duty personnel, their spouse and dependent children and who do not meet In-District residency requirements, be set at the Board approved Missouri resident tuition rate for online, on-ground and hybrid courses, effective with the second-eight-week classes in Fall 2024 (to meet the 90-day military tuition change notice requirement). Also, effective with the second-eight-week classes in Fall 2024, the Technology Fee will be waived for online, on-ground and hybrid courses for the military-related students designated herein.

Mr. Hubbs seconded the motion; motion carried (Yes-5; No-0; Absent-1).

FY2024 INCREASED BUDGET AUTHORITY

Due to the positive budget variance to-date, and forecast for the remainder of FY2024, Mr. Parker moved that the Board of Trustees approve an FY2024 budget authority increase of \$107,046.37 to be used for an upgraded renewal of the Smartsheet productivity SaaS, including additional modules for enterprise-wide project management functions. Mr. Page seconded the motion; motion carried (Yes-5; No-0; Absent-1).

SMARTSHEET ENTERPRISE SAAS PLUS PROJECT MANAGEMENT MODULES

Mr. Page moved that the Board of Trustees accept the following quote of \$107,046.37 from Smartsheet for the upgraded renewal of the Smartsheet productivity SaaS including additional modules for enterprise-wide project management functions. Funding is FY2024 Operating budget. Mr. Parker seconded the motion; motion carried (Yes-5; No-0; Absent-1).

FISCAL YEAR 2025 BUDGET

Mr. Parker moved that the Board of Trustees approve the Fiscal Year 2025 budget, granting budget authority of \$72,030,957. The FY2025 budget includes a compensation increase and tuition increase as previously approved and assumes a 3.0% enrollment increase over FY2024. Mr. Hubbs seconded the motion; motion carried (Yes-5; No-0; Absent-1).

NEW POSITION: DISABILITY RESOURCE COORDINATOR

Mr. Hubbs moved that the Board of Trustees approve the addition of the Disability Resource Coordinator position to support the strategic goals to enhance student success, student support, and student well-being. Mr. Page seconded the motion; motion carried (Yes-5; No-0; Absent-1).

This position works to create equitable access to programs and services for SFCC students in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended. This position is responsible for assisting students with disabilities to identify, request, and effectively utilize support services and accommodations to mitigate educational limitations imposed by their verified disability. The Disability Resource Coordinator serves as a student advocate through collaboration with faculty, staff, and community partners, and raises awareness and understanding of the impact of barriers in a community college environment.

Currently, these duties are handled by the Coordinator/Counselor Access and Disability Services but demand for both Counseling and Disability Resources has exceeded the capacity of one position. This addition would allow the college to dedicate the other position to Counseling. The need for this position was identified through Service Review and the new position was prioritized as part of the FY2025 budget process.

STUDENT HOUSING SOFTWARE

Mr. Hubbs moved that the Board of Trustees accept the following bid, as shown in the Table below, for Student Housing Management Software to be used by Student Services. Funding is the FY24 additional budget authorization. Mr. Page seconded the motion; motion carried (Yes-5; No-0; Absent-1).

QTY	Item Bid	Item Selected	Vendor	Vendor Location	Total Price Bid	# of Bids
1	Housing Management Software	Housing.Cloud	Student Res Life, Inc.	New York, NY	\$24,500	2

AUTOMOTIVE PROGRAM INSTRUCTIONAL EQUIPMENT

Mr. Parker moved that the Board of Trustees accept the following bid, as shown in the Table below, for Mechanics Tool Sets to be used by the SFCC Automotive Program expansion in the CAATT. Funding is the State of Missouri MoExcels IV grant. Mr. Hubbs seconded the motion; motion carried (Yes-5; No-0; Absent-1).

QTY	Item Bid	Item Selected	Vendor	Vendor Location	Total Price Bid	# of Bids
22	Mechanics Tool Sets	See List in Bid	MSC	Davidson, NC	\$134,340.54	2

POLICY 6450 – DEFINITION OF A CREDIT HOUR

Mr. Hubbs moved that the Board of Trustees approve the modification of Policy 6450 that modifies the definition of semester hour, which is the unit of credit at State Fair Community College. Mr. Parker seconded the motion; motion carried (Yes-5; No-0; Absent-1).

SUPPORT FOR JUSTIN HUBBS CANDIDACY FOR ACCT BOARD OF TRUSTEES

Whereas SFCC is an active member of the Association of Community College Trustees (ACCT), and whereas there is a history of success service to ACCT by Missouri community college trustees, and whereas that service is beneficial not only to State Fair Community College and the communities it serves, but also to all community colleges, Mr. Parker moved that the Board of Trustees declare its support for the candidacy of SFCC Trustee Justin Hubbs for the ACCT Board of Directors. Mr. Page seconded the motion; motion carried (Yes-5; No-0; Absent-1).

Through this action, the board commits to financially support his ACCT service, including funding participation in the ACCT Leadership Congress, the Community College National Legislative Summit, and the Annual Summer Board of Directors Retreat and Meeting. Additionally, the Board authorizes President Patricia Wood to submit a letter outlining this support on behalf of the SFCC Board of Trustees.

PRESIDENT’S REPORT

- Calendar Review

Dr. Bates called attention to the annual athletic golf tournament; there are still a few team spots available.

Convocation is on Friday, August 16th. There will be a presentation to faculty and staff for the Vision based on the ELT and Board retreats. Lunch will be included. Presentations will be at 11 a.m. and 1 p.m. This is a good opportunity for the Board to see everyone and kick off the new academic year.

- FLSA Rule Implementation

Mr. Simoneaux gave a brief update of this federal ruling that goes into effect July 1, 2024. None of the injunctions will go into effect, so we are prepared. HR has met with the employees affected by this new policy. A second part of the ruling will take effect in January, and we will be prepared should it move forward.

- Board Retreat

July 20th – It will be the first step in the FY26 budget planning process and conclusion to the FY25 process. Deliverables will be at the direction of the Board on the FY25 goals. Mr. Parker asked for information to be emailed in the next week. Dr. Bates will put out an agenda within the next 10 days.

- Subcommittee for Board Communications for Technical Options

The Board Secretary was evaluated and one of her goals was to look at ways to streamline and

find a more efficient way to communicate with Board members. A committee is being formed to review options. Members of the committee will include two Board members, the College President, Board Secretary, and a representative from IT.

Dr. Bates reported that there are a couple of house representatives who are passionate about higher education funding based on performance. A recommendation recently found that higher education was severely underfunded. A few legislators would like to continue looking into performance funding and will have a report by December. The Commissioner has put together a performance report from an advisory group.

This year seven of our SFCC sporting teams were named All American Athletic Teams, with team GPAs greater than 3.0. Those teams were Women’s Outdoor Track, Softball, Women’s Basketball, Baseball, Women’s Cross Country, Men’s Indoor Track and Field, and Women’s Indoor Track and Field. We also had 47 individual athletes earn all American academic status.

FINANCIAL REPORT

- Monthly Financial Report – Mr. Acuff reported that the College continues to have a strong year, with revenues exceeding full year projections. He gives credit to the efforts of many who believe in what we’re doing and how we’re doing it. The budget for next year is aggressive, but is a very thorough and complete budget.

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

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

Schiller’s AV	Wavenet Wall Mount Equipment	\$11,265.00
Nexstar Media	Advertising	\$11,499.80

BOARD DISCUSSION

- Report on the Trustee and Executive Leadership Conference

Mrs. Wood, Mr. Parker, Mr. Acuff, Dr. Whitehead, and Dr. Bates attended this year’s Trustee and Executive Leadership Conference.

Mr. Parker reported that ‘Uncertainty’ was the theme. With a new governor coming into office, we are not sure of what educational support we’ll have under this new governor. We’ve finished six years of a governor who strongly supported education and workforce development. We will also be impacted by what goes on in Washington, D.C.

Recently the Department of Education released many new Title IX rules, but some of that could be stalled by litigation. Colleges will have to be flexible during these times.

We will additionally have two new state senators and a couple of state reps in our service area, so we will need to start establishing relationships with our new legislators.

Recently, Mr. Jee Hang Lee, ACCT CEO/President, visited the SFCC campus and he asked the group to share their concerns with him. In his presentation at MCCA, he presented on the top issues. National leadership has done assessments that mirror our assessments that we do internally.

Mr. Acuff and Mr. Parker’s presentation was approved and will be presented to the ACCT conference in Seattle in October.

NEXT MEETINGS

The next Board of Trustees General Session meeting will be held on Thursday, July 18, 2024, at 5:30 p.m. in the Hopkins Board Room. A work session is not expected.

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 June 27, 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. Parker seconded the motion; motion carried.

Roll Call: Amie Breshears Yes Tim Carr Absent 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-5; No-0; Absent-1).

Lisa M. Oesterle Asst. Secretary of the Board
 Tim Carr, Secretary

Lisa M. Oesterle, Recording Secretary

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.*