

STATE FAIR COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING AGENDA

Date: June 27, 2024

Time: 5:30 P.M.

Location: Hopkins Board Room, a public forum. If you would like to view the meeting virtually, please visit the [State Fair Community College YouTube Channel @ 5:30 p.m.](#)

1. CALL TO ORDER (Board Pres. Wood)

2. APPROVAL OF THE AGENDA

Motion _____ Second _____

3. CITIZENS COMMENTS (Recording Secretary Oesterle)

Remarks may be limited to three minutes and to one appearance, thus allowing a maximum number of participants in the allotted time period in which citizens are to speak to issues. Policy 0412 (approved 2/24/04) Citizens who wish to speak at the Board Meeting must notify the President one week prior to the date of the meeting. Citizens must provide the topic they wish to present when they give notice of their intent to speak. Regulation 0412 (approved 2/24/04)

4. INTRODUCTION OF NEW EMPLOYEES

Office of Finance and Administration – VP Keith Acuff

- *Gavin Doyal, Custodian*
- *George Albers, Maintenance Technician*
- *Sean Ring, Maintenance Technician*

Office of Student Services – Dean Dr. Autumn Whitehead

- *Kelly Mutch, Assistant Registrar*
- *McKenzi Dillner, Coordinator II, Testing Center*
- *Jennifer Swift, Associate Registrar*

Office of Academic Affairs – Dean James Cunningham

- *Dr. Treaka Young, Director, Jefferson City Campus*

Office of Technical Programs and Workforce Development – Dean Michael Leonard

- *Taylor Ditzfeld, Collab Lab Coordinator & Outreach Liaison*

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

Motion _____ Second _____

6. WARRANT #11, MAY 2024 (VP Acuff)

Resolved that the actions of Keith Acuff, Vice President of Finance and Administration, as confirmed by Justin Hubbs, Treasurer, in disbursing the funds of State Fair Community College per Warrant #11, are hereby approved and ratified as the acts of the Board of Trustees.

Motion _____ Second _____

7. INSTITUTIONAL REPORTS

- HIT Program (Beverly Marquez)

8. FY2025 MILITARY TUITION/FEE RATES REVISION (VP Acuff)

It is recommended that effective with the second-eight-week classes in Fall 2024 (to meet the 90-day military tuition change notice requirement), 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, is set at the Board approved Missouri resident tuition rate for online, on-ground and hybrid courses. Also, effective with the second-eight-week classes in Fall 2024, the Technology Fee will be also be waived for online, on-ground and hybrid courses for the military-related students designated herein.

Motion _____ Second _____

9. FY2024 INCREASED BUDGET AUTHORITY (VP Acuff)

Due to the positive budget variance to-date, and forecast for the remainder of FY 2024, it is recommended 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.

Motion _____ Second _____

10. SMARTSHEET ENTERPRISE SAAS PLUS PROJECT MANAGEMENT MODULES (VP Acuff)

It is recommended 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.

Motion _____ Second _____

11. FISCAL YEAR 2025 BUDGET (VP Acuff)

It is recommended 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

Motion _____ Second _____

12. NEW POSITION: DISABILITY RESOURCE COORDINATOR (Exec. Dir. Simoneaux)

It is recommended 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.

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.

Motion _____ Second _____

13. STUDENT HOUSING SOFTWARE (VP Acuff)

It is recommended 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.

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

Motion _____ Second _____

14. AUTOMOTIVE PROGRAM INSTRUCTIONAL EQUIPMENT (VP Acuff)

It is recommended 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.

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

Motion _____ Second _____

15. POLICY 6450 – DEFINITION OF A CREDIT HOUR (VP Murders)

Modifications to the definition are to align with Department of Education’s action eliminating from the previous definition any mention of hours in or out of class. Instead, the department allows institutions and their accreditors to define “a reasonable approximation of an amount of student work.” This new definition allows SFCC to take into account alternative delivery methods, measurements of student work, academic calendars, disciplines and degrees.

It is recommended 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.

Motion _____ Second _____

16. 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, it is recommended that the Board of Trustees declare its support for the candidacy of SFCC Trustee Justin Hubbs for the ACCT Board of Directors. 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.

Motion _____ Second _____

17. PRESIDENT’S REPORT (Pres. Bates)

- Calendar Review
- FLSA Rule Implementation
- Board Retreat
- Subcommittee for Board Communications for Technical Options

18. FINANCIAL REPORT (VP Acuff)

- Monthly Financial Report

19. 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

20. BOARD DISCUSSION

- Report on the Trustee and Executive Leadership Conference (Pres. Wood, VP Parker)

21. 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.

22. REQUEST FOR CLOSED SESSION

It is recommended 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)

Motion _____ Second _____

Roll Call:

Amie Breshears _____ Tim Carr _____

Justin Hubbs _____ Jeff Page _____

Richard Parker _____ Patricia Wood _____

23. GENERAL SESSION MEETING ADJOURNED

Motion _____ Second _____

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.*