

# STATE FAIR COMMUNITY COLLEGE

## BOARD OF TRUSTEES

### MEETING MINUTES

### FOR JULY 27, 2023

#### GENERAL SESSION

The Board of Trustees of State Fair Community College met in regular session Thursday, July 27, 2023, in the Hopkins Board Room at 5:30 p.m. The meeting was simultaneously shown and recorded on the State Fair Community College YouTube Channel.

#### ATTENDANCE

Keith Acuff, Cara Barth-Fagan, Dr. Brent Bates, Dr. Amie Breshears, Allison Brosch, Tim Carr, James Cunningham, Brady Glover, Brad Henderson, Justin Hubbs, James Kilby, Darci McFail, Dr. Michael Murders, Lisa Oesterle, Tom Oldham, Richard Parker, Krista Poe, Dr. Autumn Porter, Scott Simoneaux, Seth Stucker, Eric Thomas, Mary Treuner, Jo Lynn Turley, Patricia Wood, Kristy Woolery

#### APPROVAL OF THE AGENDA

Mr. Oldham moved that the Board of Trustees approve the agenda with the addition on Item #23 Request for Closed Session of *c. Pending legal actions, litigation pursuant to RSMO Sec. 610.021 (2)*. Mr. Hubbs seconded the motion; motion carried (Yes-6; No-0).

#### CITIZENS COMMENTS

There were no citizens comments.

#### INTRODUCTION OF NEW EMPLOYEES

- Dean Allison Brosch introduced *Krista Poe, Nursing Instructor*
- Dean Dr. Autumn Porter introduced *Natalie Hague, Admissions Coordinator*
- VP Dr. Michael Murders introduced *Seth Stucker, Welding Instructor/Program Coordinator* and *James Kilby, IEM Instructor/Program Coordinator*
- Dr. Brent Bates will introduce *Deshon Portley, Assistant Men's Basketball Coach & MPC Assistant* at the next meeting since Mr. Portley was unable to attend.

#### APPROVAL OF MINUTES FOR THE JUNE 29, 2023, BOARD MEETING AS PUBLISHED.

Mr. Oldham moved the Board of Trustees approve the minutes for the June 29, 2023, Board Meeting as published. Dr. Breshears seconded the motion; motion carried (Yes-6; No-0).

## **WARRANT #12, JUNE 2023**

Mr. Oldham moved the Board of Trustees approve Warrant #12, for June 2023. Mr. Hubbs seconded the motion; motion carried (Yes-6; No-0).

## **INSTITUTIONAL REPORTS**

- Dual Credit (Kristy Woolery)

Ms. Woolery, Dual Credit Manager, gave an overview of the Dual Credit program, which allows eligible high school students the opportunity to take college level courses for college credit at various locations, such as high schools, CTCs, on the college campus, and online. We currently have 30 high schools and CTCs which offer SFCC Dual Credit courses. High School faculty who teach the courses are approved to teach by the college program coordinator, division chair, and Dean and meet accreditation requirements.

There are eligibility requirements for students that include GPA, ACT scores (for freshmen), permission from parents and school office, and appropriate placement scores.

In September 2022, the State of Missouri began the Dual Credit/Dual Enrollment Scholarship. One year ago, SFCC began the Tiger Roadrunner Express program. Sacred Heart is starting to take advantage of this by allowing student to take advanced Mathematics courses, and Ms. Woolery is working with several other schools to bring a similar program to offer to their students.

Dual Credit has seen an increase in enrollment over the years, so Ms. Woolery is currently searching for a specialist to assist her with the administrative duties of the office.

- Teaching Program (Cara Barth-Fagan)

Ms. Barth-Fagan, Program Coordinator for Education, indicated that in meetings with superintendents they learned that there is an immediate need for teachers. She announced that in an effort to graduate more teachers into the job force, SFCC and Central Methodist University have agreed upon a 3½ year teaching program. This program includes an accelerated schedule and some courses could be taken as Dual Credit. The program is geared toward elementary, early childhood, middle school, and special education.

- SkillsUSA Student Recognition (Brady Glover, Eric Thomas)

Brady Glover, sponsor of SFCC's SkillsUSA team, explained what the SkillsUSA competition does and how students benefit from being a part of the competition. He introduced CTC student Eric Thomas, who competed in the Industrial Motor Controls area. Mr. Glover displayed a long and detailed list of skills that must be proven in the competition. Last year, Eric came in 11<sup>th</sup> place and 3<sup>rd</sup> place this year. This result is quite an accomplishment considering that he competed against 19 other students from all over the nation. Eric is from Green Ridge and plans to study Robotics.

## **LOAN & LEASE PAYMENT SCHEDULES**

Mr. Oldham moved the Board of Trustees approve all loan and lease payments due in FY2024 be paid as designated. Mr. Hubbs seconded the motion; motion carried (Yes-6; No-0).

Heckart Science and Allied Health COP	\$600,375	UMB
TRANE Equipment Lease/Purchase Agreement	\$459,974	Bank of America
Olen Howard Workforce Innovation Center	\$542,582	Cedar Rapids Bank & Trust
Lake Ozarks Campus	\$169,781	Baily & Blum, Inc
Clinton Campus	\$197,828	Golden Valley MH
Science Hall Boonville	\$ 25,400	City of Boonville
Eldon Career Center	\$ 30,000	Eldon School District
Copiers/Print Room	\$ 60,000	Marco

## **ACCOUNTS RECEIVABLE WRITEOFF**

Mr. Oldham moved the Board of Trustees authorize the Vice President, Finance & Administration to write-off \$342,186.21 as uncollected balances for the fiscal year 2023. Mr. Parker seconded the motion; motion carried (Yes-6; No-0).

This option is an accounting requirement and SFCC will continue efforts to collect those debts.

## **COMMERCIAL INSURANCE COVERAGES**

Mr. Carr moved the Board of Trustees approve the commercial insurance renewal premium payment to Assured Partners of Sedalia, MO, in the amount of \$487,924 for FY2024. This has been accounted for in the FY2024 budget. Mr. Oldham seconded the motion; motion carried (Yes-6; No-0).

Quotes are evaluated annually and go out to carriers for bid. The recommendation is made after the college has done its due diligence.

## **ATHLETIC INSURANCE COVERAGE**

Mr. Oldham moved the Board of Trustees approve the athletic insurance renewal premium payment to Arthur J. Gallagher, First Agency Branch of Kalamazoo, MI, in the amount of \$72,141 for FY2024. This premium has been accounted for in the FY2024 budget. Dr. Breshears seconded the motion; motion carried (Yes-6; No-0).

## **CANVAS LMS CONTRACT RENEWAL**

Mr. Oldham moved the Board of Trustees approve the Instructure renewal contract for the Canvas LMS for a period of five years for a total cost of \$495,687.50. The cost for FY2024 is \$93,362.50 and is accounted for in the FY2024 budget. Mr. Hubbs seconded the motion; motion carried (Yes-6; No-0).

## **BRED COWS PURCHASE**

Mr. Oldham moved the Board of Trustees approve the purchase of 23 Bred Cows from Venters Bros Farms, LLC of Sedalia, MO, for \$39,100. These Bred Cows will be for the academic programs within the Agriculture Department. Funding is the J. Higdon Potter Educational Foundation. Mr. Carr seconded the motion; motion carried (Yes-6; No-0).

## **FIELDING FIRE ALARM SYSTEM**

Mr. Oldham moved the Board of Trustees accept the bid for the Fielding Technical Center Fire Alarm Replacement in the amount of \$120,284 from Soteria Fire Safety, LLC, of Overland Park, KS. Additionally, the Vice President for Finance and Administration is authorized and directed to sign the Agreement with Soteria Fire Safety and perform those acts as necessary to carry out the terms of the Agreement. The funding source is College capital reserves. Mr. Parker seconded the motion; motion carried (Yes-6; No-0).

## **RECYCLES MORE! GRANT**

Mr. Carr moved the Board of Trustees accept the Recycles More! grant in the amount of \$69,054.06 from the West Central Solid Waste Management District F. Dr. Breshears seconded the motion; motion carried (Yes-6; No-0).

These funds will be used for the purchase of a utility vehicle with hydraulic loader for placing ferrous and non-ferrous metals into containers for recycling from our larger machining/welding lab. They will also be used to purchase additional recycle collection bins and prepaid shipping containers for recyclable batteries, ballasts, and lamps. Acceptance of these funds requires a 15% SFCC match (\$10,358.15) of the total project amount of \$79,412.21. Funding for the match is in the FY2024 Operating budget.

## **HIGH-FIDELITY ADULT PATIENT SIMULATOR**

Mr. Carr moved the Board of Trustees accept the sole source purchase from CAE Healthcare, Inc of Chicago, IL, in the amount of \$70,000 for an Apollo high-fidelity adult patient simulator package. Mr. Oldham seconded the motion; motion carried (Yes-6; No-0).

This simulator will be utilized in the Sedalia Nursing Program. Funding is 75% Enhancement Grant and 25% FY2024 Operating Budget.

## **RESIDENCE HALL CONSTRUCTION DOCUMENTS**

Mr. Carr moved the Board of Trustees accept the bid from Robert Rollings Architects, LLC, of Sedalia, MO, in the amount of \$425,000 for continued Architectural Services for the new Residence Hall. Additionally, the President and Vice President for Finance and Administration are authorized and directed to sign the Agreement with Robert Rollings Architects and perform those acts as necessary to carry out the terms of the Agreement. Mr. Parker seconded the motion; motion carried (Yes-6; No-0).

The bid includes final design development, detailed construction documents, bidding/negotiation services and construction administration services through project completion. The funding source is College capital reserves, with those reserves to be replenished with financing proceeds upon approval and receipt of project financing.

## **PRESIDENT'S REPORT**

Dr. Bates reported the upcoming events:

- Saturday, July 29 - Board of Trustees Retreat

- August 14 – SFCC will assisting the MO State Fair with water distribution at the Fair.
- August 14 – Rep. Alford will be holding a Listening Session on the Farm Bill from 10 am-noon at the Nucor Pavilion.
- August 15 – CTC Instructor, and Air Force Veteran, Doug Gantz will be honored at the military flag retirement at 5:30 pm
- August 17 – Governor’s Ham Breakfast at the Nucor Pavilion. Contact Jo Lynn if you would like a ticket to attend.
- First Two Weeks Events – Dr. Bates will send out a communication to Board Members when it is available.

**FINANCIAL REPORT (VP Acuff)**

- Monthly Financial Report – The college is in good standing at the end of the fiscal year.
- Quarterly Investment Report – Account earnings are going well.

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

During the month of June 2023, the following purchases between \$10,000 and \$25,000 were made:

Holem Excavating	South Parking Lot Water Drainage	\$13,600.00
Technolutions	Slate CRM Annual Renewal	\$25,000.00
Avante Health	Surg Tech Operating Table	\$14,900.00
EAB	Consulting Access Annual Fee	\$24,500.00
Jackson Concrete	Campus Walkway Repairs	\$16,350.00
Robert Rollings Arch.	Residence Hall Design Work	\$18,322.86

**BOARD DISCUSSION**

- Mr. Parker, Mr. Carr, and Mr. Hubbs recently met to review the responses from the 360 Evaluation. More discussion regarding the results will be at the retreat.

**NEXT MEETING**

The next Board of Trustees General Session meeting will be held on August 24, 2023, at 5:30 p.m. in the Hopkins Board Room.

**REQUEST FOR CLOSED SESSION**

Mr. Oldham moved 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 July 27, 2023, in the Hopkins Board Room on the campus of State Fair Community College, Sedalia, Missouri, for the purpose of considering:

- Lease, purchase, or sale of real estate pursuant to RSMO Sec. 610.021 (2);
- Hiring, firing, disciplining, or promotion of personnel pursuant to RSMO Sec. 610.021(3)
- Pending legal actions, litigation pursuant to RSMO Sec. 610.021 (2).

Mr. Hubbs seconded the motion; motion carried (Yes-6; No-0).

Roll Call: Amie Breshears Yes Tim Carr Yes Justin Hubbs Yes  
Tom Oldham Yes Richard Parker Yes Patricia Wood Yes

**GENERAL SESSION MEETING ADJOURNED**

Mr. Hubbs moved to adjourn the General Session. Mr. Oldham 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.*

  
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Tim Carr, Secretary

Lisa M. Oesterle, Recording Secretary