

STATE FAIR COMMUNITY COLLEGE

BOARD OF TRUSTEES

MEETING MINUTES

AUGUST 24, 2023

AD VALOREM PROPERTY TAX RATE FOR 2023 PUBLIC HEARING

The SFCC Board of Trustees opened the public hearing on the proposed Ad Valorem Property Tax Rate for 2023, in which citizens of the SFCC taxing district were invited to address the Board of Trustees with comments on the rate. The tax rate of \$0.3972 per one hundred dollars of assessed valuation was proposed and no comments were received.

GENERAL SESSION

The Board of Trustees of State Fair Community College met in regular session on Thursday, August 24, 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. Prior to the general session Board Members met for a work session to see a demonstration of the Criminal Justice program's shooting simulator and hear more about the Criminal Justice program.

ATTENDANCE

Keith Acuff, Dr. Brent Bates, Allison Brosch, Dr. Amie Breshears, Kirstin Bright (via Zoom), Tim Carr, James Cunningham, April Godwin, Cendy Harrell-Carson, Mark Haverly, Brad Henderson, Chris Holmberg, Justin Hubbs, Jade Jenkins, Deaven Kaiser, Shannon Kammerlohr, Darci McFail, Katelyn Milberg, Leah Mullen, Lisa Oesterle, Tom Oldham, Dr. Autumn Porter, Deshon Portley, Jaime Privitt, Eric Rehmer, Angela Richard, Amy Schroeder, Lewis Silverman, Scott Simoneaux, Daniel So, Jill Steffen, Mary Treuner, Jo Lynn Turley, Tara Weber, Patricia Wood, Josh Zarembo

Absent: Richard Parker

APPROVAL OF THE AGENDA

Mr. Hubbs moved that the Board of Trustees approve the agenda with the addition of the *Resolution for the Disclosure of Conflicts of Interest Policy*. Mr. Oldham seconded the motion; motion carried (Yes-5; No-0; Absent-1).

CITIZENS COMMENTS

There were no citizens comments.

INTRODUCTION OF NEW EMPLOYEES

Dean Allison Brosch introduced the following new employees in the Health Sciences Division:

- *Kirstin Bright*, Nursing Instructor in Eldon
- *Katelyn Milberg*, OTA Instructor

Dean Dr. Autumn Porter introduced the following new employee in the Student and Academic Support Services Office:

- *Leah Mullen*, TRiO Student Success Coach

Dean James Cunningham introduced the following new employees in the Academic Affairs Department:

- *Lewis Silverman*, Chemistry Instructor/Program Coordinator
- *Shannon Kammerlohr*, Instructional Resource Technician
- *Angela Richard*, Instructional Resource Technician
- *Christopher Holmberg*, Digital Media Communication Instructor
- *Jade Jenkins*, Agriculture Instructor
- *Kristen Henning*, Theatre Instructor/Program Coordinator (*not in attendance*)
- *Jaime Privitt*, Public Speaking Instructor

Vice President Dr. Michael Murders introduced the following new employees in the Career and Technical Education Department:

- *William Ivie*, Precision Machining Instructor (*not in attendance*)
- *Joshua Zaremba*, Building Trades Instructor
- *April Godwin*, Adult Education and Literacy Director
- *Deaven Kaiser*, CIS Instructor/Program Coordinator

President Dr. Brent Bates introduced the following new employee in the Athletic Department:

- *Deshon Portley*, Assistant Men's Basketball Coach & MPC Assistant

APPROVAL OF MINUTES FOR THE JULY 27, 2023, BOARD MEETING AS PUBLISHED

Mr. Oldham moved that the Board of Trustees approve the minutes for the July 27, 2023, Board Meeting as published. Dr. Breshears seconded the motion; motion carried (Yes-5; No-0; Absent-1).

WARRANT #1, JULY 2023

Mr. Hubbs moved that the Board of Trustees approve Warrant #1, for July 2023. Mr. Oldham seconded the motion; motion carried (Yes-5; No-0; Absent-1).

INSTITUTIONAL REPORTS

- Admissions BPA (Dean Porter)

To improve our application process, a team was formed that included Student Services and many other key departments to go through a BPA (Business Process Analysis). The team went through our application software, Slate, and identified areas that slowed the timing of the application to the point of being admitted. EAB, which is partnering with SFCC to help us with data and process improvements, did a virtual audit of our application and was able to figure out

the “pain points” in the application process and gave advice and examples on how to improve these issues. With these changes, we have gone from 21 days from Application to Admission to less than nine days. We plan to continue to do these application audits every two years to continue to improve. Additionally, the Team will continue to measure improvements, and track difficulties, and in November they plan to celebrate the huge improvement that has been made and the hard work of all the team members.

The Admissions BPA Team included LaTice Jones, Dara Bigler, Bethany Pfeiffer, Amy Schroeder, Angel Mefford, Julie Cannon, Jill Steffens, Dr Annette Roberts, Tammie Montgomery, Courtney Casey, Kristy Woolery, Rochelle Hockett, and Mindy Beebe.

AD VALOREM PROPERTY TAX

Mr. Oldham moved that the Board of Trustees set the Ad Valorem property tax rate for 2023 at the permissible amount of \$0.3972 per one hundred dollars of assessed valuation and to direct the Vice President for Finance and Administration to notify each of the County Clerks of this resolution. This rate is unchanged from the previous year. Mr. Hubbs seconded the motion; motion carried (Yes-5; No-0; Absent-1).

CLINTON PRACTICAL NURSING PROGRAM EXPANSION

Mr. Carr moved that the Board of Trustees approve the expansion of the Practical Nursing Program to include a cohort at the SFCC Clinton location starting in the Fall 2024 semester, the addition of two faculty positions, and that the Board approve a capital investment budget for advanced technologies, not to exceed \$300,000. Mr. Oldham seconded the motion; motion carried (Yes-5; No-0; Absent-1).

This program will serve up to 25 LPN students. With 20 students (80% capacity), annual Pro Forma financials of the program (using FY24 rates) are:

- Annual tuition/fees revenues	\$276,950
- Annual personnel costs	\$175,000
- Annual operating expenses	\$ 21,750
- Annual contribution	\$ 80,200

The addition of two faculty positions would include a Clinton Level One Coordinator/Nursing Instructor (12-month faculty) and a Clinton Nursing Instructor (12-month faculty). The capital investment budget would go for a Lucina Patient Simulator, Pediatric Simulator, and Learning Space A/V equipment. These capital investments will be brought individually to the Board for approval. Capital investments above \$300,000 would require additional Board approval. Capital fund sources will be a combination of SFCC Foundation, community funding sources and the General Fund reserve.

CLINTON PRACTICAL NURSING PROGRAM PREPARATION

Mr. Oldham moved that the Board of Trustees approve the addition of \$155,000 to the FY24 General Fund budget in order to begin the SFCC Clinton Practical Nursing cohort in Fall 2024. Mr. Carr seconded the motion; motion carried (Yes-5; No-0; Absent-1).

This budget addition includes the two previously approved positions to begin January 2, 2024, (\$75,000) and the purchase of necessary laboratory FF&E (\$80,000). The source of these additional budget funds will be a combination of SFCC Foundation, community funding sources and the General Fund reserve.

RECYCLES MORE! UTILITY VEHICLE

Mr. Oldham moved that the Board of Trustees accept the bid for one utility vehicle with hydraulic loader, which meets the requirements of the Recycles More! grant, in the amount of \$78,880.55 from Bobcat of Columbia of Columbia, MO. Mr. Carr seconded the motion; motion carried (Yes-5; No-0; Absent-1).

The utility vehicle will be used to help recycle ferrous and non-ferrous metals from SFCC's machining and welding labs. Funding is 85% Recycles More! grant and 15% SFCC Operating budget.

BOARD 360 EVALUATION – *Discussion Purposes Only*

A 360 Board evaluation was conducted in Spring 2023 and more than 1800 responses were received. Mr. Carr, Mr. Hubbs, and Mr. Parker reviewed the responses. Employees recognize the Board Members' advocacy efforts and appreciated the streaming of the Board meetings. The responses will help form the future activities and efforts of the Board.

PRESIDENT'S REPORT

- Strategic Plan Placemat – A copy of the Strategic Plan that includes the FAST Goals was distributed in the Board Members' Board packet. This document will be put online for all to see. Offices are posting this in their departments and it will also be hung in the Board Room. Dr. Bates recognized Darci McFail for her work on this document.
- Enrollment – Our enrollment is up by 5%; this is the first time since 2011 we've had this kind of increase. There have been significant improvements in the application process. Dr. Porter is putting together an Enrollment Management Team, which will look for other ways to improve our enrollment.
- MCCA 59th Annual Convention – This event will be Nov. 8-10 in the Downtown Kansas City Marriott Hotel. Board members interested in attending can contact Lisa Oesterle to have registration and reservations made. The Awards Banquet will be Wednesday night during that time. Awards will be going to several, including Golden Valley Memorial Healthcare who will be honored for their partnership with SFCC. Several from GVMH will be there to receive the honors.
- Semester Start-up – Staff and Faculty welcomed students to campus wearing "Ask Me" shirts, handed out waters and snacks, and helped direct students and answer their questions. Dr. Bates recognized Shelly Gardner, Mary Treuner, Megan Cannon, and Irina Kazakov for organizing and doing all the hard work to get waters and snacks to each of the tables stationed all over campus.
- Foundation Office – Mary Treuner has created two showcase rooms for showing to future students and parents in our Residence Hall and gave a facelift to the Res. Hall lobby. The Foundation Office has also put together welcome boxes to have in the Res. Hall rooms when the students arrive.
- HLC Assurance Argument – Our Assurance Argument was reviewed by HLC and was approved without any issues. Dr. Bates and the IE Office celebrated with an ice cream gathering for staff and faculty to announce the good news.
- Mr. Parker, Keith Acuff, Dr. Bates, and Facilities Director Andy Burt attended the City Council meeting and the council voted unanimously to waive our building fees for upcoming projects.

Dr. Bates voiced his appreciation to the City.

- Gov. Parson and his family recently visited the campus, and there was discussion on Economic Development.

FINANCIAL REPORT

- Monthly Financial Report – Keith reported that our financials are strong one month into FY24.

JULY “BOARD REPORTING” PURCHASES (VP Acuff) – *Informational Purposes Only*

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

Royal Papers	26” Ride On Floor Scrubber	\$13,460.00
Jackson Concrete	Campus Walkway Repairs	\$15,185.00
Philips Healthcare	Sonography Ultrasound PM Contract	\$14,200.00
MCCA	Institutional Dues	\$28,618.00
Nexstar Media	Advertising	\$10,250.00
Superior Lawns	Soccer Field Lawn Care	\$10,325.00

RESOLUTION FOR THE DISCLOSURE OF CONFLICTS OF INTEREST POLICY

Mr. Oldham moved that the Board of Trustees approve the standard resolution for the Disclosure of Conflicts of Interest policy as presented. Mr. Hubbs seconded the motion; motion carried (Yes-5; No-0; Absent-1).

BOARD DISCUSSION

- The Whiteman AFB Bomber’s Ball is November 17th. RSVPs due on November 1st. Mr. Oldham suggested that this is an event we might want to attend. There is a nice dinner and auction, and it raises funds to send several airmen home for the holidays.
- The Classic Jamboree is coming up on October 8th.
- Mouse Races Athletic Fundraiser is September 30th.
- The Blood Drive fundraiser is Sept. 16-17. The organization that has the most donors participate wins a monetary prize.
- Several Board members attended the Foundation’s Quarterly meeting and expressed appreciation for the Foundation and what they do.
- The Winter Commencement will be Friday, December 15th.

NEXT MEETING

The next Board of Trustees General Session meeting will be held on September 28, 2023, 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 August 24, 2023, 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. Oldham seconded the motion; motion carried.

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

GENERAL SESSION MEETING ADJOURNED

Mr. Hubbs moved to adjourn the General Session. Mr. Oldham seconded the motion; motion carried (Yes-5; No-0; Absent-1).



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.