

# STATE FAIR COMMUNITY COLLEGE

## BOARD OF TRUSTEES

### MEETING MINUTES

Date: March 30, 2023

Time: 5:30 P.M.

Location: Hopkins Board Room, a public forum. The meeting was simultaneously shown on the State Fair Community College YouTube Channel.

#### WORK SESSION

The Board of Trustees met at 4:00 p.m., in a Work Session prior to the General Session to discuss Capital Project Financing and to tour the newly renovated dining facility and the ongoing renovations in the Fielding Building.

#### GENERAL SESSION

The Board of Trustees of State Fair Community College met in regular session Thursday, March 30, 2023, in the Hopkins Board Room at 5:30 p.m.

#### ATTENDANCE

Keith Acuff, Dr. Brent Bates, Danielle Beumer, Dr. Amie Breshears, Bailey Brimer, Allison Brosch, Tim Carr, Bailey Coleman, Jake Coleman, Sarah Coslett, Rachel Dawson, Rhonda Franken, Brad Henderson, Rochelle Hockett, Justin Hubbs (arrived 6:15 p.m.), Elizabeth Keehart-Bertani, Darci McFail, Dr. Michael Murders, Lisa Oesterle, Tom Oldham, Darren Pannier, Richard Parker, Michael Poropat, Dawson Propst, Colette Quade, Eric Rehmer, Michael Rogg, Jill Semau, Jo Lynn Turley, Patricia Wood

#### APPROVAL OF THE AGENDA

Mr. Oldham moved that the Board of Trustees approve the agenda. Dr. Breshears seconded the motion; motion carried (Yes-5; No-0; Absent-1).

#### CITIZENS COMMENTS

There were no citizens comments.

#### INTRODUCTION OF NEW EMPLOYEES

- Dean Michael Rogg introduced *Bailey Brimer, Apprenticeship Coordinator.*
- Dean Allison Brosch introduced *Sarah Coslett, Surgical Tech Clinical Coordinator at the Clinton Campus,* and *Rhonda Franken, Nursing Instructor at the Eldon Campus.*
- Dr. Brent Bates introduced *Michael Poropat, Men's and Women's Head Soccer Coach.*

## **APPROVAL OF MINUTES FOR THE FEBRUARY 23, 2023, BOARD MEETING AS PUBLISHED.**

Mr. Carr moved the Board of Trustees approve the minutes for the February 23, 2023, Board Meeting as published. Mr. Parker seconded the motion; motion carried (Yes-5; No-0; Absent-1).

## **WARRANT #8, FEBRUARY 2023**

Mr. Oldham moved the Board of Trustees approve Warrant #8, for February 2023. Mr. Parker seconded the motion; motion carried (Yes-5; No-0; Absent-1).

## **INSTITUTIONAL REPORTS**

- Medical Assistant Program (Jill Semau)

Jill Semau, MEA Program Director, Bailey Coleman, MEA Clinical Coordinator, and Colette Quade, MEA student, made a presentation that highlighted all the many responsibilities that a Medical Assistant has in the field, and the training that is required. The MEA program is two semesters long for completion of a certificate and new classes start every August and January. Classes are hybrid, with students having to come in only one day a week for skills labs at our Clinton, Boonville, and Lake of the Ozarks campuses.

SFCC currently has partnerships established with Lake Regional, Golden Valley and Boone Health, all which will pay tuition, fees, books and supplies for students in return for a two-year commitment of working as a medical assistant at their facility.

- Career & Technical Education (CTE) Collaboration, Engagement & Outreach (Eric Rehmer, Rochelle Hockett)

Rochelle Hockett, Technical Programs Community Liaison, and Eric Rehmer, Executive Director for Career & Technical Center, presented on how they both work together to expand our reach to high school students by showing them how their CTC education can help them transition smoothly into college classes that will earn them a degree or certificate. Events and programs that Rochelle provides include: meeting individually with students, organizing tours of the OHWIC Building, having our instructors work with students on STEM, and hosting a signing day that celebrates those students who are committing to furthering their education.

## **MILEAGE POLICY AND REGULATION**

Mr. Keith Acuff, VP of Finance & Administration, reported to the Board of Trustees that he will be proposing a change to the Mileage Reimbursement Policy and Regulation. He would like to convert Policy 3450 to a Regulation with changes in verbiage. Additionally, Mr. Acuff presented a worksheet of mileage reimbursement rates that would standardize our mileage based on the State of Missouri's rates. Once approved, the reimbursement would be computed at the rate equal to the State of Missouri standard mileage rate (as published by the Office of Administration) less five cents per mile. Any change to the mileage reimbursement rate would be effective July 1 of each year based on the State of Missouri standard mileage rate in effect at that time.

## **FY 2024 POSITION APPROVALS**

Dr. Breshears moved the Board of Trustees approve the full-time faculty, exempt, and administrative positions as presented and the new positions as listed, which have been included in the FY24 budget development process. Mr. Oldham seconded the motion; motion carried (Yes-5; No-0; Absent-1).

## **RADIOLOGIC TECHNOLOGY X-RAY MACHINE**

Mr. Carr moved the Board of Trustees accept the bid from Agfa US Corp of Greenville, SC, for the purchase of one DR600 X-Ray Unit, Duraline Charger and XD+14 Detector and Office Viewer, including system installation and training in the amount of \$104,910.10. This system will be used by Radiologic Technology Program and is required for program accreditation. Funding is College capital reserves. Dr. Breshears seconded the motion; motion carried (Yes-6; No-0).

## **RADIOLOGIC TECHNOLOGY ENERGIZED LAB**

Mr. Carr moved the Board of Trustees approve the bid of \$55,189.20 from Corbett Construction of Knob Noster, MO, for the preparation of the Radiological Technology energized lab to accommodate the new Radiology X-ray system, and authorizes the VP, Finance & Administration to sign all contracts and agreements with Corbett Construction necessary for the timely completion of this project. Funding for the project is capital fund reserves. Mr. Oldham seconded the motion; motion carried (Yes-6; No-0).

## **NURSING EDUCATION INCENTIVE PROGRAM (NEIP) GRANT**

Mr. Oldham moved the Board of Trustees accept the NEIP funds of \$150,000 as awarded by the Missouri State Board of Nursing and authorize the Vice President of Finance and Administration to sign any and all agreements related to the acceptance of these funds. Mr. Parker seconded the motion; motion carried (Yes-6; No-0).

The NEIP funds will be used to purchase simulation technology for Eldon campus nursing students, including a high-fidelity CAE Lucina Simulator and CAE LearningSpace AV technology.

## **HVAC PROGRAM BUILDING AUTOMATION SYSTEM**

Mr. Oldham moved the Board of Trustees accept the bid from Trane U.S. Inc., of Lenexa, KS., for the purchase and installation of a comprehensive Building Automation Systems lab for NC3 Certifications in the amount of \$499,000. Mr. Parker seconded the motion; motion carried (Yes-6; No-0).

This system will be used by the commercial instruction component of the HVAC program. Funding is MoExcels.

## **HVAC PROGRAM RESIDENTIAL EQUIPMENT INSTALLATION**

Mr. Oldham moved the Board of Trustees accept the bid from Trane U.S. Inc., of Lenexa, KS., for the installation of the residential HVAC NC3 lab equipment (purchased last year and in storage) in the amount of \$56,000. Mr. Parker seconded the motion; motion carried (Yes-6; No-0).

This system will be used by the residential instruction component of the HVAC program. Funding is MoExcels.

## **BOARD OF TRUSTEES EVALUATION**

Dr. Bates reminded the Board of Trustees that a 360 evaluation is conducted for Board members every odd year. It is anonymous, but Board Members are allowed to choose who the survey goes to. Dr. Bates suggested that it could also be added to the college portal. There was also discussion that the survey could be split into two parts – a section for open-ended questions, and a section for targeted questions. Completing the survey is not a timely requirement, so there is time to consider changes to it.

## **EMPLOYEE COMPENSATION FOR FY 2024**

Dr. Breshears moved the Board of Trustees adopt the following compensation increases for FY 2024 for employees in good standing and hired into their current position before February 1, 2023, pending final approval of the FY24 budget. Mr. Oldham seconded the motion; motion carried (Yes-5; No-0; Abstain-1).

1) Full-time Faculty: Provide a 7% increase to the current faculty salary base for both 168-day, 180-day and 184-day contracts and provide one step advancement on the updated salary schedule (unless at maximum step) for faculty eligible for a step. 2) Non-instructional full-time staff: provide a 6.0% cost of living adjustment plus a 3.0% competitive market adjustment for full-time classified and professional staff. 3) Permanent part-time classified staff: 6.0% increase. 4) Adjustments as appropriate for educational attainment, professional development activities, job reclassification, and/or equity. The above compensation package has been taken into consideration in the development of the Fiscal Year 2024 budget.

## **MILITARY TUITION RATE**

Mr. Carr moved the Board of Trustees approve the following Military tuition rate. Mr. Oldham seconded the motion; motion carried (Yes-6; No-0).

The tuition rate for covered individuals under 38 U.S.C. §379 (Veterans' Benefits) including Whiteman Air Force Base active duty personnel, their spouses and dependent children who do not meet In-District residency requirements, is set at the Board approved Missouri resident tuition rate. Additionally, the online differential tuition will be waived for the students designated above. Upon approval, the military tuition rate will be effective for the Fall 2023 semester through the Summer 2024 semester.

## **ADMISSIONS POLICY 2210 REVISION**

Mr. Oldham moved the Board of Trustees approve revising Policy 2210, changing "open enrollment" to "open admissions." Mr. Parker seconded the motion; motion carried (Yes-6; No-0).

## **COMMUNITY COLLEGE MONTH PROCLAMATION**

Dr. Breshears moved the Board of Trustees approve the Proclamation, recognizing April 2023 as State Fair Community College Month. Mr. Oldham seconded the motion; motion carried (Yes-6; No-0).

## **PRESIDENT'S REPORT**

- Daum Museum Acquisitions Committee - Dr. Bates reported that the Daum Museum has an Acquisition Committee that meets quarterly. If any of the Board of Trustees would like to join this group, Mrs. Wood know. Mr. Oldham indicated that he would like to be involved in this committee.

- Congressional Directed Spending Request – We sent proposals for funding Ag projects to U.S. to Rep. Leutkemeyer and Rep. Alford but both declined at this time. In gathering the support needed for a spending request, we did gather 15 letters of support from area industries which we can possibly use for future initiatives.
- Farmfest - Dr. Bates commended the Foundation Office for organizing this very successful event. Proceeds will be dedicated to helping with expenses for the college farm startup.

**FINANCIAL REPORT**

- Monthly Financial Report – Mr. Acuff reported that we are in good standing with our expenses at this time.

**BOARD DISCUSSION**

- Legislative Advocacy Report – Mr. Parker and Dr. Bates attended two days of legislative advocacy recently. They met with 14 members of the Missouri legislature and shared with them the college priorities, which would include the 7% Core increase in funding. They also shared their concerns with the personal property tax decrease, which could be a 10% decrease in funding to the college. They did find that all the legislators were very supportive of State Fair Community College and several were excited about our forthcoming partnership with Lincoln University.
- ACCT Proposals for Presentation – Mrs. Wood reported that ACCT is currently looking for presenters for their 2023 Fall Leadership Congress in Las Vegas, October 9-12. She suggested that our partnership with Lincoln University would be a good topic to present. Let her know if you are interested in presenting at the conference.

**NEXT MEETING**

The next Board of Trustees General Session will be held on April 27, 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 February 23, 2023, in the Hopkins Board Room on the campus of State Fair Community College, Sedalia, Missouri, for the purpose of considering:

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

Dr. Breshears 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**

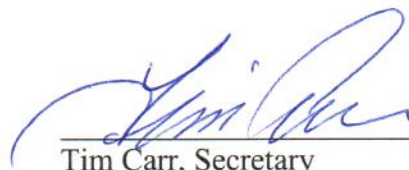
Dr. Breshears moved to adjourn the General Session. Mr. Carr seconded the motion; motion carried (Yes-6; No-0).

**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