

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
AUGUST 16, 2023**

**Members Present:** Mr. Terry Atchley, Chair  
Mr. Tim Backer, Vice Chair  
Mr. Derren Bryan  
Mrs. Tami Cullens  
Dr. Louis H. Kirschner  
Mrs. Kris Y. Rider  
Mr. Fred Hawkins, President/Secretary  
Mrs. Pamela T. Karlson, College Attorney

<b>Staff Present:</b>	Ms. Sarah Alfaro	Ms. Hirell Bell	Dr. Mark Bukowski
	Dr. Kathleen Cappo	Mr. Peter Elliott	Mr. Edgar Eugenio-Badillo
	Dr. Brent Ferns	Ms. Cindy Garren	Ms. Michele Hall
	Dr. Michele Heston	Mr. Don Kesterson	Mrs. Melissa Kuehnle
	Mr. Brian LaFleur	Mr. Keith Loweke	Ms. Taylor Massey
	Mr. Jeff Miller	Ms. Megan Togno	Ms. Jennifer Tollison
	Dr. Chris van der Kaay	Mrs. Teresa Vorous	Mrs. June Weyrauch
	Ms. Josie Wilson		

**Excused:** Mrs. Jamie Bateman Mrs. Ashley Bennett Dr. James Hawker

The regular meeting of the District Board of Trustees was called to order at 1:00 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mr. Terry Atchley.

**1.0 PRELIMINARY MATTERS**

**1.1 Adoption of Agenda**

**Mrs. Rider made a motion, seconded by Mrs. Cullens, to adopt the agenda of the regular meeting as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

**1.2 Approval of Minutes**

**1.2.1 Regular Meeting Minutes**

**Mrs. Cullens made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held June 21, 2023 as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

**1.3 Review of Master Calendar**

Mr. Atchley discussed the proposed 2023-2024 South Florida State College District Board Trustees Meeting Schedule with the Board. The Board reviewed the dates with their schedules for any conflicts. The Master Calendar was reviewed. No changes were recommended by the Board.

[\(EXHIBIT "A"\)](#)

**Mr. Backer made a motion, seconded by Mrs. Cullens, to approve the South Florida State College District Board of Trustees Meeting Schedule for the 2023-2024 academic year as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS**

**2.1 New Employee Introduction**

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Megan Togno	Assistant Registrar, Customer Service and Records	Michele Hall	05/10/23
Hirell Bell	Staff Assistant I, Human Resources	Don Kesterson	05/15/23
Sarah Alfaro	Case Manager, Farmworker Career Development Program	Brent Ferns	05/16/23
Josie Wilson	Staff Assistant I – Lake Placid	Jennifer Tollison	05/17/23
Edgar Eugenio-Badillo	Case Data Specialist, Farmworker Career Development Program	Brent Ferns	05/30/23
Brian LaFleur	Grounds Maintenance	Jefferey Miller	05/31/23

**2.2 Employee Retirement Acknowledgements**

Employee	Position	Dates of Service
Santiago Caro	Custodian Supervisor	11/03/1997-08/31/2023

**Mr. Backer made a motion, seconded by Mrs. Cullens, to recognize the retirement of Santiago Caro for his many years of service to South Florida State College.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

**3.0 PUBLIC COMMENT**

None

**4.0 PRESENTATION**

None

**5.0 CONSENT AGENDA ACTION ITEMS**

**5.1 Personnel Actions**

Approved a list of full-time faculty; full-time professional staff; full-time career staff; resignations; and adjunct faculty for the 2022-23, academic year as needed as presented.

*[\(EXHIBIT "B"\)](#)*

**5.2 Agreements and Contracts**

**5.2.1** Approved the lease agreement with Lester and Bunny Copeland as presented.

*[\(EXHIBIT "C"\)](#)*

### 5.3 Operational Actions

#### 5.3.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check registers and summary for all funds through June 2023.

[\(EXHIBIT "D"\)](#)

**Mrs. Rider made a motion, seconded by Mr. Backer, to approve the Consent Agenda, Items 5.1 through 5.3.1 as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

## 6.0 **PLANNING AND POLICY ISSUES**

### 6.1 Reorganization of the Board

Following the District Board of Trustees Policy 2.02, **Mrs. Karlson, Board Attorney called for nominations to serve as the 2023-2024 District Board of Trustees Chair. Mr. Backer moved and Mr. Bryan seconded the nomination of Mr. Atchley to remain as Chair for 2023-24. Mrs. Karlson asked if there were any other nominations. There being none, Mrs. Karlson then called for a vote.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. Mr. Atchley abstained. **Motion carried by unanimous vote.**

**Mrs. Karlson called for nominations to serve as the 2023-2024 District Board of Trustees Vice Chair. In following District Board of Trustees Policy 2.02, Mrs. Rider moved and Mrs. Cullens seconded the nomination of Mr. Backer to remain Vice Chair for 2023-24. Mrs. Karlson asked if there were any other nominations. There being none, Mrs. Karlson then called for a vote.** Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. Mr. Backer abstained. **Motion carried by unanimous vote.**

**Mrs. Karlson called for nominations to serve as the 2023-2024 SFSC Foundation Liaison. Mrs. Rider stated if no others wanted to serve, she would serve as the SFSC Foundation Liaison. Mr. Bryan moved and Mrs. Cullens seconded the nomination of Mrs. Rider. Mrs. Karlson asked if there were any other nominations. There being none, Mrs. Karlson then called for a vote.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, and Dr. Kirschner. Mrs. Rider abstained. **Motion carried by unanimous vote.**

Mr. Atchley stated that the college had a great year and this year will be even better. He stated he hopes Convocation sets the tone for this academic year.

### 6.2 Policy 5.16 Proposed Revisions

Mr. Elliott presented for discussion proposed changes to Policy 5.16 Holiday, Overtime Pay, Compensatory Time, Call-In Pay, and the Minimum Wage.

[\(EXHIBIT "E"\)](#)

**Mrs. Cullens made a motion, seconded by Mr. Backer, to table approval of revisions to current DBOT Policy 5.16 as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote**

**6.3 Approval of New DBOT Policy 2.22**

Mr. Elliott stated that the Board requested that Mrs. Karlson and himself create a policy for public records. Mr. Elliott presented for discussion the proposed new Policy 2.22 Public Records.

[\(EXHIBIT "F"\)](#)

**Mrs. Cullens made a motion, seconded by Mr. Backer, to table adoption of DBOT Policy 2.22 as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote**

**7.0 ACADEMIC AND STUDENT MATTERS**

None

**8.0 PURCHASING AND OTHER ACTION ITEMS**

**8.1 DeSoto Campus Easement**

Mr. Elliott reported that in September 2022 the Board approved an easement through a portion of the college's DeSoto Campus property for the purpose of construction of a sanitary sewer line for a 56-unit elderly rental development, Arcadia Landings. Mr. Elliott stated that Florida Power and Light is requesting an easement. He gave a brief description of the request. Mrs. Karlson has reviewed the easement request. Mr. Backer stated that the easement is in the woods and would not affect the campus.

[\(EXHIBIT "G"\)](#)

**Mrs. Rider made a motion, seconded by Mr. Backer, to approve granting of an easement to Florida Power and Light for the purpose of running power lines to Arcadia Landings as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

**9.0 REPORTS**

**9.1 Financial Report**

Mr. Elliott reported on updated summary views and reports of revenue and expenditure summary compared to budgeted funds within the Operating Budget through June 2023. He expanded on information provided to the Board and operations of the college.

Mr. Atchley stated that he appreciates the added details.

[\(EXHIBIT "H"\)](#)

**9.2 Resource Development Report**

Dr. Heston reported on behalf of Mrs. Bateman that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$61,983.00** from June 1 through June 31, 2023. Dr. Heston gave a brief update on the local bill through legislation to build and own new dorms. She reported that the Foundation received an estate from the late Dr. Charles McLochlin for unrestricted funds. Dr. Heston announced the grants department has been reorganized and now reports to Mrs. Bateman. She also reported that Mrs. June Weyrauch is the new Coordinator, Grant Development and Federal Relations.

Dr. Heston reported that Cultural Programs was awarded a grant in the amount of \$31, 010 to provide support for performance costs at the Alan Jay Wildstein Center for the Performing Arts. Dr. Heston stated that Mrs. Bateman will serve an additional year as the FCRD Chair.

Mr. Atchley stated that Ms. Taylor Massey will be replacing Mrs. Weyrauch with assisting Mrs. Bennett during DBOT meetings.

### **9.3 President's Report**

President Hawkins stated that everyone at the college has been helpful in his transition and the three vice presidents are amazing. That we live in a great community.

President Hawkins reported on the following items:

1. Announced that he closed on his house in Sebring on Monday, August 14.
2. Recapped Convocation and thanked those trustees that were able to attend. He stated that the goal was to have high energy and make it fun and hopes it set the tone for the academic year. He thanked all those involved with planning Convocation.
6. Panther Athletics: President Hawkins reported the college and Who We Play For (WWPF) will provide heart screenings for all student-athletes with parent permission at the Highlands Campus on Friday, August 18. He gave a brief background on WWPF.
7. Shared that he has had dorm discussions with both Senator Grall and Representative Tuck. President Hawkins gave brief overview of the appropriations bill. He stated that Council of President meetings have begun.
8. Enrollment Update: President Hawkins reported that SFSC is one of three Florida College institutions that had enrollment increases. Mrs. Cullens asked for an enrollment recap. Dr. Chris van der Kaay reported total fundable summer FTE is up 12.27% and fall FTE is up approximately 7% but students are still registering. He also reported that the cumulative summer/fall FTE is up 7% compared to last year. Mrs. Cullens thanked Dr. van der Kaay.

### **9.5 Board Attorney's Report**

Mrs. Karlson reported that she has been working on the easement agreement and policy. Mr. Atchley stated that he is extremely excited that Mrs. Karlson will be the board attorney for another year. Mrs. Karlson thanked the Board for renewing her contract and the opportunity to serve another year.

### **9.6 Board Members' Reports**

Dr. Kirschner congratulated both Mr. Atchley and Mr. Backer on their positions as Chair and Vice Chair. He welcomed President Hawkins.

Mrs. Rider thanked the Board for nominating her to serve as the Foundation Liaison.

Mrs. Cullens welcomed President Hawkins and stated it is a pleasure and honor to work with him. She thanked Mr. Atchley and Mr. Backer for continuing their positions. Mrs. Cullens thanked Mrs. Karlson for serving as board attorney. Mrs. Cullens thanked everyone at the college for their continued good work.

Mr. Bryan requested an enrollment breakdown and reasons why enrollment is up from Dr. van der Kaay.

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Mr. Backer stated that he is looking forward to another wonderful year with the leadership of Mr. Atchley as Board Chair. He welcomed President Hawkins and looks forward to a great year. Mr. Backer stated that the college faculty and staff have been outstanding and that Board are also here to serve the students.

**9.7 Board Chair Report**

Mr. Atchley agreed with Mr. Backer that the Board is here to support the college and SFSC students. He stated he is excited that President Hawkins has joined the SFSC family and looks forward to another amazing year. Mr. Atchley stated that Convocation has set the stage for the new academic year.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 1:54 p.m.