

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
SEPTEMBER 20, 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

**Staff Present:**

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Dr. Mark Bukowski
Dr. Kathleen Cappo	Mr. Peter Elliott	Dr. Brent Ferns
Ms. Cindy Garren	Ms. Michele Hall	Dr. James Hawker
Dr. Michele Heston	Mrs. Melissa Kuehnle	Mr. Keith Loweke
Ms. Taylor Massey	Dr. Chris van der Kaay	Mrs. June Weyrauch
Ms. Carme Cooper-Robinson	Mrs. Courtney Green	Mrs. Tina Gottus
Ms. Deborah Gutierrez	Mrs. Mary Hutzelman	Mrs. Wynnie Jaugrie
Mrs. Tammy Jordan-Thelen	Ms. Megan Togno	

**Excused:** Mr. Don Kesterson Mrs. Teresa Vorous

**Others Present:** Mrs. Barbara Kirschner Ms. Ingrid Utech

The regular meeting of the District Board of Trustees was called to order at 1:01 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 Mr. Backer, 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**

**Mr. Backer made a motion, seconded by Mr. Bryan, to approve the minutes of the regular meeting held August 16, 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**

The Master Calendar was reviewed. No changes were recommended by the Board.

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS**

**2.1 New Employee Introduction**

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Tammy Jordan-Thelen	Staff Assistant II, Health Sciences	Kathleen Cappel	06/05/23

**2.2 Employee Retirement Acknowledgements**

Employee	Position	Dates of Service
Wilnoeann (Wynnie) Jaurigue	Staff Assistant II, Corporate and Community Education	03/06/2000-09/29/2023

**Mrs. Cullens made a motion, seconded by Mr. Backer, to recognize the retirement of Wilnoeann (Wynnie) Jaurigue for her 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; and adjunct faculty for the 2022-23, academic year as needed as presented.

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

**5.2 Agreements and Contracts**

**5.2.1** Approved the agreement between Arcadia Christian Academy and South Florida State College as presented.

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

**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 August 2023.

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

**5.3.2 Property Deletion**

Approved the deletion of college property from inventory records as presented.

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

**Mr. Backer made a motion, seconded by Mrs. Rider, to approve the Consent Agenda, Items 5.1 through 5.3.2 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 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 approve the 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**

### 6.2 Approval of New DBOT Policy 2.22

Mr. Elliott recapped 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 Mrs. Rider, to approve the new 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**

Mr. Elliott reported the Policy 1.17 Tobacco-Free College has been reviewed and there are no recommended changes.

### 6.3 Institutional Accreditation

Dr. Heston reported that Dr. Leitzel presented information about changing accreditors in June 2022. Dr. Heston gave a brief recap and stated this request to start the correspondence process is due to the regulatory and statutory changes as well as the State of Florida's expectation that public postsecondary institutions seek additional accreditation options. Mrs. Cullens voiced her concerns on issues that are occurring at other institutions that are seeking additional accreditation options and does not want to see that occur at SFSC. Dr. Heston assured her that SFSC is in a good position and does not foresee any issues. President Hawkins stated that Mr. Elliott budgeted for the accrediting expenses.

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

**Mrs. Rider made a motion, seconded by Mr. Backer, to approve the correspondence with the U.S. Department of Education Office of Postsecondary Education to begin the process of exploring accreditation with the Higher Learning Commission 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 Carry Forward Balance Spending Plan for the 2022-23 Fiscal Year**

Mr. Elliott presented the Carry Forward Balance Spending Plan per 1012.841(2)(b), F.S. He stated the attached report details the College’s ending General Fund fund balance for the 2022-23 fiscal year and the amount required to be included in the College’s spending plan.

*(EXHIBIT "H")*

**Mr. Bryan made a motion, seconded by Mrs. Cullens, to approve the Carry Forward Balance Spending Plan for the 2022-23 fiscal 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.**

**8.2 Textbook and Instructional Materials Affordability**

Mr. Elliott presented the Textbook and Instructional Materials Affordability report to the Board. He stated that 1004.85, F.S. (Textbook and Instructional Materials Affordability) was amended during the 2016 Legislative Session to require posting of the local cost and identifying information of at least 95% of all textbooks and instructional materials required and recommended for each scheduled class at least 45 days prior to the start of each upcoming term. He stated Follett, our bookstore partner, has worked closely with our faculty and staff to ensure compliance with this requirement. Mr. Elliott reported of 3,856 course sections, 3,716 were adopted before the deadline, equating to 96.4% overall compliance. Fall 2022 had a compliance percentage of 96.6%, Spring 2023 had a compliance percentage of 96.1%, and Summer 2023 had a compliance percentage of 96.5%.

*(EXHIBIT "I")*

**Mrs. Cullens made a motion, seconded by Mr. Backer, to approve the report of Textbook and Instructional Materials Affordability as required by 1004.85, F.S., 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 August 2023.

*(EXHIBIT "J")*

Mr. Atchley asked if Dr. van der Kaay could give an enrollment update per the request from Mr. Bryan at the August 16 DBOT meeting. Dr. van der Kaay gave an overview of enrollment highlights, comparisons, and catalysts. Mr. Bryan thanked Dr. van der Kaay for his report.

Dr. Heston reported that the college has applied to the Florida Pathways group and is working with all three K12 school districts. She stated she will report back to the board when she has more information and if SFSC was selected to participate.

**9.2 Resource Development Report**

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$12,716.50** from August 1 through August 31, 2023.

Mrs. Bateman reported on the following items:

1. Recognized new Foundation board members: Judge Heather Beato, Dr. George Mousa, and Mr. Andrew Santos.
2. Highlighted SFSC Athletics: 2023-24 Volleyball and Cross-County Teams.
3. USF Fuse Event: Shared President Hawkins joined FCS presidents to sign the transfer agreement with USF as one of the eight members of the Fuse program that helps to enroll students in the career pathway of choice. Dr. Hawker gave a brief overview of the Fuse event.
4. Fall Term Activities: SFSC Club Rush, September 7; and DeSoto, Hardee, and Highlands College Fair, September 14.
5. Grant Update: Announced Walmart Foundation presented SFSC with a check in the amount of \$1,500 to assist the college's adult education program in Hardee County. Mrs. Bateman stated the presentation took place during the Re-Grand Opening Celebration at the Walmart in Wauchula.
6. Student Facility Update: Announced that the Foundation is pursuing another potential option before moving forward with establishing another DSO.
7. Tallahassee Update: Stated appropriation requests were submitted for consideration for the upcoming fiscal year to include the following:
  - \$3.5 million for Driving Course
  - \$1,975,000 million for Dental Education Clinic
  - Increase to base funding

**9.3 President's Report**

President Hawkins thanked those who reached out to him about his parents.

President Hawkins reported on the following items:

1. USF Fuse Event: Highlighted the student speaker at the event and what a great opportunity this pathway is for students.
2. Recapped appropriations and gave a brief background.
3. Trustee Reappointments: Governor's office is reviewing reappointments. He reported that three applications have been received for the two seat vacancies and are under review.
4. Tallahassee Update: Stated that he along with Mrs. Bateman and Dr. Heston are leaving after the DBOT meeting to travel to Tallahassee for a Division orientation and COP meeting.
5. Shared that social media and its outreach is very important to him. President Hawkins stated it is a great way to get the college's name out there and all the wonderful things that are happening here. He stated the Mrs. Kuehnle is doing a great job promoting the college.

**9.5 Board Attorney's Report**

Mrs. Karlson stated no report.

**9.6 Board Members' Reports**

Dr. Kirschner stated no report.

Mrs. Rider stated no report.

Mrs. Cullens stated no report.

Mr. Bryan stated no report. He thanked Dr. van der Kaay for his enrollment report.

Mr. Backer thanked President Hawkins and Dr. Heston for attending the Early bird breakfast hosted on the DeSoto Campus.

**9.7 Board Chair Report**

Mr. Atchley asked which trustees will be attending ACCT Leadership Congress in Las Vegas, October 9-12. He asked who would like to represent SFSC as a voting delegate at the conference. Mr. Backer stated that he would be the voting delegate. Mr. Atchley asked for a motion. **Mr. Bryan made a motion, seconded by Mrs. Cullens, to approve Mr. Backer to represent SFSC as the voting delegate at the ACCT Leadership Congress conference.** 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.**

Mr. Atchley reported that he attended an entrance auditor conference prior to the DBOT meeting and he does not foresee any challenges. He stated that so far, the college is off to a great start to the new year.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:08 p.m.