

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
DECEMBER 6, 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:

Mr. Steve Ashworth	Mrs. Jamie Bateman	Mrs. Ashley Bennett
Dr. Mark Bukowski	Dr. Kathleen Cappel	Dr. Brent Ferns
Ms. Cindy Garren	Ms. Michele Hall	Dr. James Hawker
Dr. Michele Heston	Mr. Don Kesterson	Mrs. Melissa Kuehnle
Mrs. Amie Kelly	Mr. Keith Loweke	Dr. Chris van der Kaay
Mrs. Teresa Vorous	Mrs. June Weyrauch	Mrs. Tina Gottus
Ms. Angie Noonon	Mrs. Tina Stetson	Mrs. Mary Hutzelman
Mrs. Courtney Green	Mrs. Denise Morales	Mrs. Mary VonMerveldt
Mr. Randy Paepflow	Dr. Deborah Milliken	Mrs. Michelle Macbeth
Ms. Adela Bello	Mr. Joe Burke	Mr. Go Ramnarain
Ms. Taylor Currie	Mrs. Tracey Ligon	Mr. Mario Gomez, Jr.
Ms. Kozette Hubbard	Ms. Edna Hudson-Kinzey	Ms. Carylanne Joubert Maier
Mr. Anthony Pacheco-Moran	Mr. Jesus Perez	Ms. Vinita Prabhakar
Mr. Ardell Ceva Sutton, Jr.	Mr. Alexander Aguilar	Ms. Sierra Campbell
Mr. Frank Anderson, Jr.	Ms. Carole Pierre Francois	

Excused: Mr. Peter Elliott

Others Present: Mr. Marc Valero, Highlands
News-Sun

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

Dr. Kirschner made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held October 18, 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. Mr. Atchley made a recommendation to move the January 17 DBOT meeting to January 31 due to schedule conflicts. He asked the Board to review their schedules. The Board agreed to move the January 17 DBOT meeting to January 31.

Mr. Atchley announced the FCS Trustee Commission Update and Legislative reception will be held on January 22 in Tallahassee. He asked those who would like to attend to let Mrs. Bennett know so, she can plan travel arrangements.

Mr. Atchley reminded the Board that the ACCT National Legislative Summit early bird registration deadline is December 13 and to get with Mrs. Bennett if they would like to attend in February.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Taylor Currie	Coordinator, Residence Life	Mark Bukowski	07/31/23
Tracey Ligon	Coordinator, Cultural Programs	Cindy Garren	08/01/23
Carole Pierre Francois	Instructor, Dental Hygiene Program	Deb Milliken	08/14/23
Mario Gomez, Jr.	Instructor, Electric Line Service Repair	Brent Ferns	08/14/23
Kozette Hubbard	Instructor, EMS	Steve Ashworth	08/14/23
Edna Hudson-Kinzey	Instructor, Nursing	Mary von Merveldt	08/14/23
Carylann Joubert Maier	Instructor, English/Humanities	Michelle Macbeth	08/14/23
Anthony Pacheco-Moran	Coordinator, Clinical Experience and Nursing Lab	Kathleen Cappel	08/14/23
Jesus Perez	Instructor, EMS	Steve Ashworth	08/14/23
Vinita Prabhakar	Instructor, English	Michelle Macbeth	08/14/23
Ardell Ceva Sutton, Jr.	CDL Specialist	Joe Burke	08/28/23
Alexander Aguilar	Instructor, Adult Education	Courtney Green	09/05/23
Sierra Campbell	Staff Assistant I, Testing Assessment Center	Adela Bello	09/05/23
Frank Anderson, Jr.	Lead General Maintenance, Hotel Jacaranda	Go Ramnarain	09/07/23

2.2 Employee Retirement Acknowledgements

Employee	Position	Dates of Service
Deborah Milliken	Professor, Dental Hygiene	08/17/2004 – 01/04/2024
Randall Paepflow	Director, Lake Placid Center	08/18/1993 – 01/05/2024

Mrs. Cullens made a motion, seconded by Mr. Backer, to recognize the retirement of Deborah Milliken 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.**

Mrs. Rider made a motion, seconded by Mr. Backer, to recognize the retirement of Randall Paepflow 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

4.1 Florida Blue Nursing and Allied Health Scholarship

Mr. Atchley introduced Mrs. Bateman who reported that the Florida College System Foundation Board of Directors awarded \$14,325 to South Florida State College Foundation for the 2023-2024 Florida Blue Nursing and Allied Health Scholarship. With matching funds, SFSC awarded students from the dental, nursing, and radiography programs. The students were brought forward and introduced by Mrs. Bateman and received their scholarship from Mrs. Tami Cullens, member of the Florida College System Foundation Board. Mrs. Cullens also stated that SFSC received additional funds from Helios Education Foundation and Bank of America to be distributed through financial aid to first generation recipients with matching funds from SFSC Foundation.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of full-time professional staff; full-time career staff; faculty; and adjunct faculty for the 2023-24, academic year as needed as presented.

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

5.2 Operational Actions

5.2.1 Monthly Accounts Payable/Payroll Check Register

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

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

5.2.2 Donation – 2019 EZGO TXT Golf Cart

Approved the donation of an operational 2019 EZGO TXT golf cart to benefit the Athletic Department – Baseball team at the Highlands campus as presented.

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

5.3.2 Property Deletion

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

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

Mrs. Rider made a motion, seconded by Mrs. Cullens, 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

None

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

Dr. Heston presented the curriculum proposals and revisions to the Board.

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

Mrs. Cullens made a motion, seconded by Mr. Backer, to approve the curriculum proposals 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.**

7.2 2023-2024 Proposed College Calendar

Dr. Heston presented the proposed 2024-2025 College Calendar. She informed the Board the proposed calendar has been reviewed by departments directly involved in providing student services, the Faculty Council, and the President's Council. Dr. Heston stated the calendar has been coordinated to coincide as closely as possible with local school districts and meets the State required dates for beginning terms.

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

Mr. Backer made a motion, seconded by Mr. Bryan, to approve the 2024-2025 College Calendar 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.**

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Non-recurring Pay – December 2023

Mrs. Teresa Vorous reported on behalf Mr. Elliott that the DBOT adopted the operating budget for the 2023-24 fiscal year and the related college salary schedule for the year implementing new salary rates and adopting the schedule of regularly established positions. She stated that during that June 21 DBOT meeting, the president reserved the ability to recommend a non-recurring salary increase in accordance with the college salary schedule for later in the fiscal year. Mrs. Vorous reported that the staff has designated sufficient funds to implement a non-recurring salary increase for all active employees as of December 1, 2023, payable on December 15, 2023, in the amount of \$2,000 for all employees in regularly established full-time positions and \$1,000 for all employees in regularly established part-time positions. She stated the fiscal impact of this proposal is \$630,000.

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

Mr. Backer made a motion, seconded by Mrs. Rider, to approve a non-recurring salary increase for all active employees as of December 1, 2023, in the amount of \$2,000 for all employees in regularly established full-time positions and \$1,000 for all employees in regularly established part-time positions 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

Mrs. Vorous reported on behalf of Mr. Elliott the graphs and revenue and expenditure summary compared to budgeted funds within the Operating Budget through October 2023.

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

9.2 Resource Development Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$81,717.00** from October 1 through September 30, 2023.

Mrs. Bateman reported on the following items:

1. Announced the Johnson property is now under contract and the Foundation is working with a local company to demo the older buildings and level the ground for the potential buyer. She stated the proceeds from the sale will go to the Johnson Softball fund.
2. Thanked sponsors for their continued support to the Foundation.
3. Highlighted the Selby Foundation grant, Jarrett Ford donation, and the Nucor campus tour.
4. Giving Tuesday Update: Mrs. Bateman stated the Foundation had a goal of \$5,000. She reported this goal was exceeded and \$8,380 was raised. Mrs. Bateman gave a special thanks to all who contributed.
5. Announced the office of Community Relations and Marketing was recognized with three awards from the Association of Florida Colleges 2023 Awards of Excellence as follows:
 - Outdoor Signage
 - Print Advertisement in Third-Party Publication
 - Redesign
6. Holiday Events: Mrs. Bateman recapped the Jacaranda Jubilee and shared that the December 7th Foundation holiday luncheon has had 181 RSVPs.
7. Aspen Institute Update: Mrs. Bateman announced SFSC was named one of the 150 institutions eligible to compete for the \$1 million Aspen Prize for Community College Excellence. She thanked Dr. Heston for leading a team to submit the next steps in the process, which is due next Tuesday, December 12. Dr. Heston gave a brief overview.
8. Recapped the Veterans Day ceremony.
9. College Graduations: Criminal Justice graduation, November 15.
10. Announced during the Florida Nursing Students Association (FNSA) convention on October 23-24, SFSC Student Nurses Association was presented the Diamon Chapter award.
11. Shared SFSC Holiday Greeting
12. Grant Update: Mrs. Bateman reported on the following grant awards:

• Walmart Foundation (Avon Park)	\$500
• Department of Labor Increasing Access: The Next Generation Of Healthcare Professionals	\$1,421,600
• National Farmworker Jobs Program	\$282,306

- Perkins V Post-Secondary Career and Technical Education Programs \$267,051
- Perkins V Rural Innovation Career and Technical Education Programs \$99,753

9.3 President’s Report

President Hawkins thanked the DBOT for approving the non-recurring payment.

President Hawkins reported on the following items:

1. Tallahassee Update: President Hawkins announced the Trustee Commission Update and Legislative reception will be held on January 22 for those who would like to attend. Mrs. Cullens gave a brief recap of her visit to Tallahassee, where FCS met with lobbyist and advocated for SFSC. She thanked Mr. Atchley for allowing her to represent the college in his absence.
2. Shared that he attended a meeting pertaining to a study that was conducted on the theater. President Hawkins stated he will share the results at a later time.
3. Lake Placid Center Update: President Hawkins stated as we congratulate Mr. Randy Paepflow on his 31 years of service to SFSC, we would like to announce the appointment of Mrs. Asena Mott as Interim Director of the Lake Placid Center in addition to her role as Director of the DeSoto Campus. He stated Mrs. Mott’s leadership will be key to ensuring a seamless transition during this time.
4. Reminded the DBOT of Fall Commencement on Thursday, December 14.

9.3 Board Attorney’s Report

Mrs. Karlson distributed a handout for the 2023 Presidential and 2023 Board Self Evaluation and asked that they are returned to her by January 10. She stated that she will also send it electronically. Mrs. Karlson wished everyone a Merry Christmas and Happy New Year.

9.4 Board Members’ Reports

Dr. Kirschner thanked President Hawkins and vice presidents for meeting with him and the other DBOT and getting their input on the Strategic Plan. He wished everyone a Merry Christmas.

Mrs. Rider stated she is looking forward to the holiday luncheons and fall commencement.

Mrs. Cullens stated it was an honor to serve and represent SFSC and the DBOT in Tallahassee. She wished everyone a Merry Christmas and Happy New Year.

Mr. Bryan wished everyone a Merry Christmas.

Mr. Backer wished everyone a Merry Christmas and Happy New Year.

9.5 Board Chair Report

Mr. Atchley stated it is an honor and pleasure to serve with everyone and embracing this new journey with new leadership. Mr. Atchley gave a motivating speech on embracing change and improvements for the betterment of our students and community. He thanked everyone for their continued work and compassion. Mr. Atchley wished everyone a Merry Christmas, Happy New Year, and wonderful 2024.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:34 p.m.