

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
APRIL 17, 2024**

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

Excused: Mr. Derren Bryan

Staff Present:	Mrs. Jamie Bateman	Mrs. Ashley Bennett	Dr. Mark Bukowski
	Dr. Kathleen Cappo	Mr. Peter Elliott	Ms. Cindy Garren
	Ms. Michele Hall	Dr. James Hawker	Dr. Michele Heston
	Mr. Don Kesterson	Mrs. Melissa Kuehnle	Mrs. Michelle Leidel
	Mrs. Amie Kelly	Mrs. Teresa Vorous	Mrs. June Weyrauch
	Mrs. Anastasia Fuchser	Mrs. Asena Mott	Mr. Keith Loweke
	Mr. Andy Polk	Ms. Megan Togno	Ms. Mirtala De Lara
	Ms. Rose Dubois	Ms. Tiffany Hernandez	

Excused: Dr. Chris van der Kaay

Others Present: Mrs. Barbara Kirschner

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

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mrs. Rider made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held March 20, 2024 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

1.3 Review of Master Calendar

The Master Calendar was reviewed. No recommendations. Mr. Atchley reminder the board about the May 7 spring commencement and that two ceremonies will be held due to the large number of graduates.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Mirtala De Lara	Staff Assistant I, Human Resources	Don Kesterson	01/03/2024
Tiffany Hernandez	Instructor, Dental Hygiene	Rose Dubois	01/04/2024

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 Student Life, Activities, Services, and Athletics

Mr. Atchley introduced Mr. Andy Polk and Mr. Rick Hitt to the Board, who in turn, introduced the athletic coaches and they brought forward members of the Panther baseball, softball, volleyball, and cross-country teams. Mr. Andy Polk, student activities director, introduced members of the Student Government Association along with advisors and members of clubs and organizations.

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

4.2 Highlands Campus Update

Mr. Elliott reported on the state of the mechanical infrastructure (HVAC) systems on the Highlands campus. He gave a brief overview and discussed options to address long term viability. Mr. Atchley stated that Hardee County is currently experiencing the same issue and asked about the pumping of the chiller. Dr. Kirschner asked how long the warranty and maintenance term was for and life expectancy of the chillers. Mr. Elliott addressed both their questions. President Hawkins thanked Mr. Elliott for his work and research on the presentation and he appreciates the opinion of the Board. Mr. Atchley asked for a motion.

Dr. Kirschner made a motion, seconded by Mr. Backer, to continue to move forward with the HVAC Trane project as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

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

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of full-time professional staff; full-time faculty; resignations; reappointments, full-time professional staff, 2024-25; reappointments, full-time career staff, 2024-25; and adjunct faculty for the 2023-24, academic year as needed as presented.

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

5.2 Agreements and Contracts

5.2.1 Affiliation Agreement – CareerSource Heartland

Approved the agreement between CareerSource Heartland and South Florida State College as presented.

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

5.2.2 Affiliation Agreement – HCA West Florida Division

Approved the agreement between HCA West Florida Division Hospitals, Inc. and South Florida State College as presented.

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

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 February 2024.

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

5.3.2 Property Disposals – April 2024

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

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

Mr. Backer made a motion, seconded by Dr. Kirschner, 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, 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 revisions and deletions to the Board.

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

Mr. Backer made a motion, seconded by Mrs. Cullens, 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.**

8.0 PURCHASING AND OTHER ACTION ITEMS

None

9.0 REPORTS

9.1 **Financial Report**

Mr. Elliott reported on the graphs and revenue and expenditure summary compared to budgeted funds within the Operating Budget through February 2024.

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

9.2 **Resource Development Report**

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$53,339.00** from March 1 through March 31, 2024.

Mrs. Bateman reported on the following items:

1. Announced the Dr. McLochlin Estate has been removed from the market after some septic tank concerns.
2. Hardee County State of the County Event: Mrs. Bateman thanked both Mr. Atchley and Mrs. Teresa Crawford for attending and representing SFSC as panelist.
3. Congratulated Mr. Derek Bermudez for being named the FCSAA DII baseball player of the week.
4. Advisory Committee Event: Mrs. Bateman highlighted the advisory committee event that was held on April 4 and had over 100 attendees.
5. Highlighted Alumnus Daniel Duque featured in Heartland Living Magazine and his experience as a nurse at the South Pole.
6. Lineworker Appreciation Day: Mrs. Bateman thanked Duke Energy for visiting SFSC Hardee campus. Duke Energy provided demonstrations, networking, and lunch while discussing the benefits of a career in electric utilities with our students.
7. Undergraduate Research: Mrs. Bateman announced SFSC undergraduate researchers won some awards at the 87th annual meeting of the Florida Academy of Sciences at Southeastern University in Lakeland. Dr. Hawker highlighted the event.
8. Highlighted Sweet Water Coffee Company grand opening at the Hotel Jacaranda on April 11.
9. Grant Update: Mrs. Bateman reported on the following grant awards:
 - Linking Industry to Nursing Education (LINE) \$ 200,000
 - Criminal Justice Trust Fund FY25 \$ 37,404
 - HSI Pilot Project: enhancing STEM Participation and Attainment at a Rural, Hispanic-Serving Institution \$ 299,999

9.3 **President's Report**

President Hawkins reported on the following items:

1. Lineworker Appreciation Event: President Hawkins highlighted the event was and shared how well the students are trained after they complete the course. He stated that he appreciates the partnership with Duke Energy.
2. Shared that he along with Dr. Heston have made some classroom visits. He gave a brief overview.
3. Advisory Committee Event: President Hawkins thanked those involved in the planning of the event and stated how much he appreciated their hard work.
4. Announced that Michelle Leidel is officially the Dean of Applied Sciences and Technologies. He thanked Mrs. Leidel for all her hard work.

5. Announced Who We Play For will be conducting heart screenings again for our student athletes.
6. Announced a potential partnership with Chick-Fil-A.
7. Reminded the Board that spring commencement is on May 7 and we will be holding two ceremonies due to the large number of graduates.
8. Announced that Mrs. Pam Karlson submitted a letter stating that May 31st will be her last day serving as the college attorney. President Hawkins asked the Board for direction on how they would like to proceed in selecting a new college attorney. Mr. Atchley recommended vetting an attorney along with Mr. Peter Elliott and President Hawkins to bring a recommendation back to the Board for approval. The Board agreed with Mr. Atchley's recommendation.
9. Shared that he had a great time at the Hardee County TDC event and gave Mr. Atchley and Senator Grimsley kudos for their work.

9.3 Board Attorney's Report

Mrs. Karlson thanked the Board for the opportunity to serve the past twelve years as the college attorney. She stated next month will be her last DBOT meeting. Mr. Atchley thanked her for all that she has done.

9.4 Board Members' Reports

Mrs. Cullens stated no report.

Mrs. Rider stated great meeting.

Dr. Kirschner thanked Mr. Elliott for his HVAC presentation and research.

Mr. Backer announced that he was able to attend professional development day and that the keynote speaker was wonderful.

9.5 Board Chair Report

Mr. Atchley stated that during the Hardee County Development Group meetings, they discuss SFSC and how to incorporate the college. He stated that SFSC continues to have great success for students and the communities in the Heartland area.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:33 p.m.