

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JANUARY 31, 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 Cappel	Mr. Peter Elliott	Ms. Cindy Garren
	Ms. Michele Hall	Dr. James Hawker	Dr. Michele Heston
	Mrs. Amie Kelly	Mr. Don Kesterson	Mrs. Melissa Kuehnle
	Mrs. Michelle Leidel	Mr. Keith Loweke	Ms. Taylor Massey
	Dr. Chris van der Kaay	Mrs. Teresa Vorous	Mrs. June Weyrauch
	Mr. Patrick Baker	Mrs. Kim Cloud	Mr. John Lackey
	Mr. Samuel Miranda	Mrs. Emily Dabolt	Dr. Mintoo Patel
	Mrs. Anastasia Fuchser	Ms. Megan Togno	Mrs. Kelly Dec-Fairfield
	Dr. John McLaughlin	Mr. Joseph Serrano	Mr. Go Ramnarain
	Mrs. Mlisa Manning	Mr. Joe Marble	Mrs. Shawn Haralson
	Mr. Mike Austin	Mrs. Courtney Green	Mrs. Asena Mott

Others Present: Mr. Marc Valero, Mrs. Marielena McLaughlin Mrs. Wendy Turner
Highlands News-Sun

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

Mr. Backer 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 December 6, 2023 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 stated he and some of the other trustees attended the FCS Trustee Commission Update and Legislative reception held on January 22 in Tallahassee. He thanked those trustees who were able to attend.

Mr. Atchley stated that while he was in Tallahassee, he was also able to attend the Undergraduate Research at the Capitol event. Mrs. Jamie Bateman introduced Dr. Mintoo Patel and the dual enrollment undergraduate students. Dr. Hawker gave a brief overview of the event and stated that SFSC was one of two state colleges that presented. Dr. Patel introduced the students and they each gave a brief overview of the research project posters that they presented in Tallahassee.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS**2.1 New Employee Introduction**

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Samuel Miranda	General Maintenance	Go Ramnarain	09/25/23
Amie Kelly	Executive Assistant, Vice President for Administrative Services	Peter Elliott	09/25/23
Patrick Baker	General Maintenance Hotel Jacaranda	Go Ramnarain	10/02/23
John Lackey	Multimedia Technology	Emily Dabolt	10/02/23
Kimberly Cloud	Administrative Assistant III, Institutional Effectiveness	Chris van der Kaay	10/02/23

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION**4.1 Criminal Justice Program Update**

Dr. Michele Heston introduced Dr. John McLaughlin, Director of the Criminal Justice programs. Dr. McLaughlin gave a brief overview of the criminal justice program and the course processes. He introduced his team to the board and gave a background on their credentials and what they do in the criminal justice program. Mrs. Cullens inquired about enrollment in the criminal justice program. Dr. McLaughlin gave her a brief update on enrollment. Mr. Atchley stated that there is a great need for law enforcement and providing qualified officers. President Hawkins stated that he is grateful to have Dr. McLaughlin at SFSC and the work that he does for the college. Mrs. Cullens asked about additional marketing opportunities to promote the criminal justice program. Mrs. Kuehnle stated that she is currently working on some marketing and promotional opportunities.

5.0 CONSENT AGENDA ACTION ITEMS**5.1 Personnel Actions**

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

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

5.2 Agreements and Contracts

5.2.1 Affiliation Agreement – BayCare Health System, Inc.

Approved the agreement between BayCare Health System, Inc. and South Florida State College as presented.

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

5.2.2 Affiliation Agreement – AdventHealth West Florida Division

Approved the agreement between AdventHealth West Florida Division and South Florida State College as presented.

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

5.2.3 Affiliation Agreement – H. Lee Moffitt Cancer Center and Research Institute Hospital, Inc.

Approved the agreement between H. Lee Moffitt Cancer Center and Research Institute Hospital, Inc. and South Florida State College as presented.

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

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 December 2023.

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

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, 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

None

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 President's Annual Performance Review

Mr. Atchley asked Mrs. Karlson to address the Board. Mrs. Karlson stated even though President Hawkins has only served as the college president for six months, it is time for the annual review. Mrs. Karlson highlighted the criteria responses. She reported that after reviewing the evaluations that were submitted from the Trustees, the general consensus overall, is it's relatively early in the relationship to form strong opinions to complete the evaluation, but most find President Hawkins to be eagerly trying to meet expectations, is trying to establish relationships with trustees, getting involved in the community activities and understands the importance, and that being a full-time resident will help with meeting the expectations. Mrs. Cullens stated she thought the evaluations were great and it is still early in his presidency. Mr. Atchley agreed with Mrs. Cullens and stated that President Hawkins is doing great.

President Hawkins stated he appreciates and respects the evaluations and that there is always room for improvement. He stated that he has fallen in love with the college, employees, and community.

Mr. Atchley asked for a motion to accept the receipt of President Hawkins' performance evaluation.

Mr. Backer made a motion, seconded by Mrs. Cullens, to approve the president's performance results as a result of their review. Further, the Board, during the annual review finds the president in conjunction with his predecessor has made every effort towards achieving or has achieved the performance goals established by the accountability process implemented pursuant to s. 1008.45 and the president in conjunction with his predecessor has made every effort towards achieving or has achieved the annual and long-term goals and objectives established in the Florida College System Institution's employment accountability program implemented pursuant to s. 1012.86. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

8.2 District Board of Trustees Annual Self-Evaluation Review

Mrs. Karlson highlighted each topic of the Board Self-Evaluation that were used throughout by each Trustee.

Those topics are summarized from Board's Self-Evaluation below:

Strengths	Accomplishments	Opportunity For Improvement
Ability to work together	Working through transition of leadership	More attentive to college happenings
Commitment to students		More engagement/attendance at college functions
Belief in vision and diversity in strengths		More community involvement

Mr. Atchley thanked Mrs. Karlson for receiving and organizing the Board evaluations. He then asked for a motion to accept the receipt of the Board's annual self-evaluation.

Mrs. Rider made a motion, seconded by Mr. Backer, to accept the Board's annual self-evaluation 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.**

8.3 District Board of Trustees: Setting 2024 Board Goals

Mrs. Karlson highlighted the goal summarization for the coming year as follows:

SFSC DBOT 2024 Goals

- Protect college's reputation
- Support efforts for on-campus student residence halls and fieldhouse project
- Continue to support college leadership
- Providing active oversight of the college's core values
- To continue to lead the college to fulfill the mission

Mr. Atchley thanked Mrs. Karlson again for her work. He stated that he is proud of how well the Board works together. Mr. Atchley asked for a motion to approve the Board goals.

Mr. Backer made a motion, seconded by Mrs. Cullens, to approve the District Board of Trustees Goals for 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.

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 December 2023.

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

9.2 Resource Development Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$304,561.76** from November 1 through December 31, 2023.

Mrs. Bateman reported on the following items:

1. Announced a scholarship has been established by Mr. Bert Horwitz, the BEKA Endowed Trades scholarship in remembrance of his wife.
2. Recapped the Million Dollar Hole-in-One Golf Shootout event.
3. DeSoto Education Foundation Donations: Mrs. Bateman shared the Foundation received a \$10,000 donation from the Education Foundation through a local resident, Mr. John Olin, which is the first of nine that will be received to create possibilities for DeSoto County students to become teachers. She thanked Mrs. Asena Mott for assisting in the coordination of this generous donation.
4. Welding Lab Naming Opportunity: Mrs. Bateman gave a brief overview of the potential naming opportunity for the welding lab on the DeSoto Campus. She asked the Board for their consideration and approval for the naming opportunity and to move forward as presented. **Mr. Backer made a motion, seconded by Mrs. Cullens, to approve the Foundation to move forward with the welding lab naming opportunity 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.**
5. Highlighted Ford Appreciation Day and Opening Day for the Panthers.
6. Tallahassee Update: Mrs. Bateman thanked those trustees who were able to attend the Trustee Commission Update and Legislative reception. She stated that they were also able to meet with Senator Grall, Representative Tuck, and Senator Albritton while in Tallahassee.
7. Recapped the Undergraduate Research at the Capitol event.
8. Rotary Club of Highlands County Scholarship Endowment: Mrs. Bateman shared the Rotary Club of Highlands County gave the Foundation a donation of \$20,700 toward their scholarship which puts them above the endowment level of \$100,000.
9. Announced CareerSource Heartland's Panther Youth Partnership was awarded an Adult and Community Educators of Florida ACE award during the ACE of Florida annual conference for its partnership with SFSC's Adult Education department.

10. Grant Update: Mrs. Bateman reported on the following grant awards:

- Battle Creek Community Foundation \$ 3,000

9.3 President's Report

President Hawkins wished Mrs. Anastasia Fuchser happy birthday.

President Hawkins reported on the following items:

1. Tallahassee Update: President Hawkins stated that he enjoyed meeting in Tallahassee as a team and thanked those trustees who were able to attend. He gave a brief overview of the Trustee Commission Update and Legislative reception. President Hawkins gave brief update on the dorm facility designation.
2. Shared that he attended a CEO Roundtable in Hardee County. He gave a brief recap of the meeting.
3. Highlighted the meeting with Moffit Cancer Center & Research Institute Hospital and the agreement that was approved in the consent agenda.
4. Shared he had a meeting with Mrs. Casey Hartt with Sebring Tourism. He stated that he will have some additional meetings and will give a report when he has more information.
5. Announced he would like to have a team building retreat with the Board and college leadership team this spring.

9.3 Board Attorney's Report

Mrs. Karlson stated no report.

9.4 Board Members' Reports

Dr. Kirschner stated no report.

Mrs. Rider stated no report.

Mrs. Cullens stated it was a great trip to Tallahassee for the Trustee Commission Update and Legislative reception. She stated that she agrees with President Hawkins that a trustee and leadership team retreat is a wonderful idea and coming together for the betterment of the college.

Mr. Backer agreed with Mrs. Cullens on the Tallahassee trip and stated he learned lots of new information. He reported that he was in attendance one of the days for the Foundation Hole-in-One Golf Shootout event. Mr. Backer stated he appreciates everyone and their continued work.

9.5 Board Chair Report

Mr. Atchley concurred with both Mr. Backer and Mrs. Cullens on the trip to Tallahassee. He stated how important relationships with trustees, the college, and legislators are and a necessity to have a voice in Tallahassee. He reported that he was able to attend the Undergraduate Research at the Capitol event. Mr. Atchley thanked everyone and stated it is an honor to serve the college.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:25 p.m.