

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MARCH 20, 2024**

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 Cappel	Mr. Peter Elliott	Ms. Cindy Garren
	Ms. Michele Hall	Dr. James Hawker	Dr. Michele Heston
	Mr. Don Kesterson	Mrs. Melissa Kuehnle	Mrs. Michelle Leidel
	Ms. Taylor Massey	Dr. Chris van der Kaay	Mrs. Teresa Vorous
	Dr. Keith Cavedo	Mrs. Diana Cleghorn	Mr. John Boersma
	Mr. Curtis Heyda	Mr. Chuck Hemler	Mr. Mike Flowers
	Mrs. Tina Stetson	Ms. Megan Togno	

Others Present: Mrs. Barbara Kirschner

The regular meeting of the District Board of Trustees was called to order at 1:02 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

Mr. Backer made a motion, seconded by Mrs. Rider, to approve the minutes of the regular meeting held January 31, 2024 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 recommendations. Mr. Atchley announced that Energy Saving Fridays will start on May 31, 2024.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Curtis Heyda	TLC Specialist – Math Lab	Keith Cavedo	10/23/23

President Hawkins asked Mr. Elliott to recognize a few key employees. Mr. Elliott announced that Banner SaaS went live last weekend. He gave a brief overview of the conversion process to Banner SaaS. Mr. Elliott recognized the following individuals:

- Mr. Chuck Hemler
- Mrs. Diane Cleghorn
- Mrs. Teresa Vorous
- Dr. Michele Heston
- Dr. Chris van der Kaay
- Dr. Mark Bukowski
- Mrs. Tina Stetson
- Mrs. Mary Hutzelman
- Ms. Michele Hall

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 professional staff; resignations; retirements; and adjunct faculty for the 2023-24, academic year as needed; reappointments, vice presidents, 2024-25; reappointments, full-time administrative staff, 2024-25; reappointments, full-time faculty, 2024-25, and annual contract (9, 10, 11, 12 month contract depending upon responsibilities) as presented.

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

5.1.1 Employee Retirement Acknowledgement

Approved to recognize the retirement of Herbert Donglasan for his many years of service to South Florida State College.

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

5.2 Agreements and Contracts

5.2.1 Affiliation Agreement – The City of Lakeland (Fire and Rescue Division)

Approved the agreement between The City of Lakeland (Fire and Rescue Division) and South Florida State College 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 January 2024.

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

Mr. Bryan made a motion, seconded by Mrs. Cullens, 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

None

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

Dr. Heston presented the curriculum revisions, deletions, and additions to the Board.

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

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

8.1 RFQ 23-02 Construction Management At-Risk Services For Construction Projects On A Continuing Basis For SFSC and SFSC Foundation

Mr. Elliott reported in December 2023, the college posted RFQ 23-02 requesting proposals from one or more construction management companies to provide construction management services on various minor construction, remodel, renovation, and maintenance projects. He stated that all work will be provided for SFSC and SFSC Foundation, Inc., pursuant to Florida Statutes 287.055, Consultant's Competitive Negotiation Act. Mr. Elliott gave a brief overview of the contract and contract periods. He stated the review committee conducted interviews with five firms on February 19, 2024 and recommended entering into negotiations with the following three firms:

- A.D. Morgan Corporation
- Marmer Construction
- Henkelman Construction

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

Mr. Backer made a motion, seconded by Mrs. Rider, to authorize the college to negotiate and enter into contracts with the recommended firms to provide construction management services for various minor construction, remodel, renovation, and maintenance projects valued to \$4,000,000 and to allow South Florida State College Foundation, Inc. (Foundation) to use the selected firms on its projects 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 the graphs and revenue and expenditure summary compared to budgeted funds within the Operating Budget through January 2024.

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

9.2 **Resource Development Report**

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$65,234.30** from January 1 through February 29, 2024.

Mrs. Bateman reported on the following items:

1. Announced the Larry Johnson Estate has been sold. She also shared that there is an offer on the table for the Dr. McLochlin Estate.
2. Partnership Opportunities: Mrs. Bateman highlighted the tour with Mach Connections from Bowling Green, FL. She also shared about the Career Café with Publix event that was held on the Highlands campus.
3. College Events: Mrs. Bateman highlighted College Week, Spirit Day at the Lake Placid Center, Hardee Senior High College for a Day, and the Wildstein Center, where former lead singer for Journey Steve Augeri will be performing on March 28.
4. Undergraduate Research: Mrs. Bateman announced nineteen students from SFSC presented their research during the Florida Undergraduate Research Conference at the University of North Florida in Jacksonville, February 16-17.
5. Highlighted Frostproof Chamber Luncheon where President Hawkins was a guest speaker.
6. Grant Update: Mrs. Bateman reported on the following grant awards:
 - Perkins V Career and Technical Education Equipment Upgrade and Modernization Grant \$ 3,000
 - Duke Energy Foundation \$ 50,000
 - AmeriCorps Seniors \$ 54,534
 - South Arts Express Grant \$ 1,000

9.3 **President's Report**

President Hawkins reported on the following items:

1. Lifetime Learners event: President Hawkins shared he was the guest speaker along with Dr. van der Kaay at the event.
2. Highlighted the Frostproof Chamber luncheon.
3. Tallahassee Update: President Hawkins stated that the session ended on March 8. He gave a brief update and kudos to the SFSC lobbyist team. Mr. Elliott gave a brief overview of the appropriations. President Hawkins stated that the governor still has to approve the budget.
4. Announced that he has been working with Senator Denise Grimsley about expanding the culinary program and working with Central Florida Hotel & Lodging Association. He stated that Senator Grimsley will be taking the lead and partnering with SFSC.
5. Shared that he attended a Highlands County Economic Development meeting. He gave a brief recap of the meeting.

6. Shared the Strategic Plan is coming along and thanked all those who have contributed to it.
7. Shared he enjoyed attending both the Highlands County and Hardee County fairs. President Hawkins also stated he attended the 12Hours of Sebring as a guest of AdventHealth Sebring. Mrs. Cullens commented about having a continuing education on technology for an older demographic. She shared some incidents that happened at the raceway as they have gone completely electronic. Mrs. Cullens asked if there was some course or YouTube video, SFSC could do for this demographic. President Hawkins stated he would report back to the board.

9.3 Board Attorney's Report

Mrs. Karlson stated no report.

9.4 Board Members' Reports

Mr. Bryan announced that he has volunteered to be the head football coach for Hardee Senior High and with this new responsibility he will not be seeking reappointment as a District Board of Trustee. He stated that he will serve on the board until he is replaced. Mr. Bryan stated he has loved serving as a trustee and at the college. He thanked everyone for how wonderful they have made his experience as a trustee.

Dr. Kirschner stated no report.

Mrs. Cullens thanked President Hawkins for the legislative updates. She stated it was wonderful seeing everyone and meeting today.

Mrs. Rider agreed with Mrs. Cullens, it was wonderful seeing everyone and a good meeting. She announced that she submitted her letter of retirement as a District Board of Trustee and her last meeting will be May 31. Mrs. Rider stated she wanted to attend one more commencement ceremony.

Mr. Backer stated he appreciates everyone, their continued good work, and serving on the board. He stated that Mr. Bryan and Mrs. Rider will be missed.

9.5 Board Chair Report

Mr. Atchley concurred with Mr. Backer that Mr. Bryan and Mrs. Rider will be missed but they still have a couple more meetings. He stated that the vetting process for trustee appointments by the governor's office has started.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 1:52 p.m.