

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MAY 15, 2024**

Members Present: Mr. Terry Atchley, Chair
Mr. Tim Backer, Vice Chair
Mr. Devon Donaldson
Mr. John Eason
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. Michele Halle
	Dr. James Hawker	Mr. Don Kesterson	Mrs. Melissa Kuehnle
	Mrs. Michelle Leidel	Mrs. Amie Kelly	Dr. Chris van der Kaay
	Mrs. Teresa Vorous	Mrs. June Weyrauch	Mrs. Anastasia Fuchser
	Mr. Keith Loweke	Mr. John Lackey	Ms. Carleigh Okwali
	Ms. Megan Togno	Mrs. Kelly Fairfield-Dec	Ms. Emily Hendges
	Dr. Daniel Sanches	Mr. Rob Hampton	Mrs. Courtney Green
	Mrs. Deborah Latter		

Excused: Dr. Michele Heston Ms. Cindy Garren

Others Present:	Mrs. Barbara Kirschner	Mrs. Keaton Griffin	Mr. Tom Griffin
	Mrs. Tami Cullens	Mr. Andrew Fells	Mr. Alex Fells
	Dr. Lindsey Bryon		

The regular meeting of the District Board of Trustees was called to order at 1:04 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 with the additions of item 8.3 and 8.4 of the regular meeting as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Donaldson, Mr. Eason, 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 Dr. Kirschner, to approve the minutes of the regular meeting held April 17, 2024 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Donaldson, Mr. Eason, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

1.3 **Review of Master Calendar**

The Master Calendar was reviewed. Mr. Atchley highlighted that the Foundation's Legacy Showcase and Fundraiser will be held on June 13. He recommended to cancel the July 17 DBOT meeting due to meeting and travel schedules. Mr. Atchley stated that the Board would meet back on August 14 for the annual reorganization and set the DBOT meeting schedule for the year. **Mr. Eason made a motion, seconded by Mr. Donaldson, to approve the DBOT Master Calendar with the recommendation to cancel the July 17 DBOT meeting.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Donaldson, Mr. Eason, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

2.0 **COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS**

2.1 **Introductions**

Mr. Atchley welcomed our newly appointed trustees, Mr. Devon Donaldson and Mr. John Eason. He asked for round the table introductions of trustees and college staff in attendance for our newly appointed trustees.

Mr. Atchley recognized and honored our two outgoing trustees, Mrs. Tami Cullens and Mrs. Kris Rider and college attorney, Mrs. Pam Karlson. He stated that it has been a privilege to serve with each one of them and the college has been blessed to have them.

3.0 **PUBLIC COMMENT**

None

4.0 **PRESENTATION**

4.1 **College Attorney Recommendation**

Mr. Atchley gave a brief overview of the college attorney selection process. He presented the recommendation to the Board for approval based on the terms submitted by GrayRobinson. President Hawkins introduced Mr. Scott Cole with GrayRobinson. Mr. Cole gave a brief background on the firm and thanked the Board for the opportunity to be here today. Dr. Kirschner asked if the Board was going to get any information on the firms that submitted proposals and voiced his concerns of not having a local attorney firm. Mr. Atchley stated all that information is available and addressed his concerns. Mr. Backer and Mrs. Rider both stated that they agree with the recommendation. Mr. Eason added that he has worked with GrayRobinson firm before for many years. Mrs. Karlson stated that she believes the firm will lead the college in a good direction. . **Mr. Eason made a motion, seconded by Mrs. Rider, to accept the recommendation to retain GrayRobinson as the college attorney as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Donaldson, Mr. Eason, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

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

5.0 **CONSENT AGENDA ACTION ITEMS**

5.1 **Personnel Actions**

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

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

5.2 Agreements and Contracts

5.2.1 Affiliation Agreement – Sebring Healthcare Services, LLC d/b/a HCA Florida Highlands Hospital

Approved the agreement between Sebring Healthcare Services, LLC d/b/a HCA Florida Highlands Hospital 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 March 2024.

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

5.3.2 Property Disposals – May 2024

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

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

5.3.3 Bad Debt Listing

Approved the write off of uncollectible debt in the amount of \$ 33,522.67 as presented.

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

5.3.4 Annual Fixed Assets Inventory

Accepted the Annual Fixed Assets Inventory as presented.

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

Mr. Backer made a motion, seconded by Mr. Donaldson, to approve the Consent Agenda, Items 5.1 through 5.3.4 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Donaldson, Mr. Eason, 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. Hawker presented on behalf of Dr. Heston the curriculum addition and revisions to the Board.

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

Mr. Backer made a motion, seconded by Mr. Eason, to approve the curriculum proposals as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Donaldson, Mr. Eason, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Special Needs Shelter Agreements with DeSoto and Hardee Counties

Mr. Elliott presented a request to approve the agreements with DeSoto and Hardee Counties Emergency Managements for two years allowing them to use the DeSoto and Hardee campuses in advance of a potential disaster or immediately after a disaster event.

(EXHIBIT "I")

Mr. Backer made a motion, seconded by Mr. Donaldson, to approve the Special Needs Shelter Agreement between South Florida State College and the DeSoto and Hardee Emergency Managements as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Donaldson, Mr. Eason, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

8.2 Annual Facilities Inspection Summary Report

Mr. Elliott presented a request to approve the Annual Comprehensive Safety Inspection Reports from Fire Prevention Specialists, a fire retained through the Florida College System Risk Management Consortium.

(EXHIBIT "J")

Dr. Kirschner made a motion, seconded by Mr. Backer, to approve the fire safety, sanitation, and casualty inspection reports for the 2023-2024 year as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Donaldson, Mr. Eason, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

8.3 SFSC Mission Statement Affirmation

The Board reviewed the current SFSC Mission Statement. No changes were recommended.

(EXHIBIT "K")

Mr. Eason made a motion, seconded by Mrs. Rider, to affirm the SFSC Mission as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Donaldson, Mr. Eason, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

8.4 SFSC Strategic Plan (Destination 2027)

Mr. Elliott presented the SFSC Strategic Plan (Destination 2028) for approval.

(EXHIBIT "L")

Mr. Donaldson made a motion, seconded by Mr. Backer, to approve the SFSC Strategic Plan (Destination 2028) as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Donaldson, Mr. Eason, 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 March 2024.

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

9.2 **Resource Development Report**

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$10,323.60** from April 1 through April 30, 2024.

Mrs. Bateman reported on the following items:

1. Announced the Dr. McLochlin Estate is under contract.
2. Lobbyist Update: Mrs. Bateman welcomed The Griffin Group to the meeting. Mr. Tom and Keaton Griffin gave an update from this year's session. President Hawkins and Mr. Atchley thanked them for all that they do for the college and being at today's meeting.
3. SFSC/UF NSF HSI Stem Grant: Mrs. Bateman welcomed Dr. Lindsay Byron to the meeting. Dr. Bryon gave a brief background on what she does at University of Florida. She gave a brief update on the newest grant awarded and what that means for SFSC.

9.3 **President's Report**

President Hawkins reported on the following items:

1. Military Friendly School Update: Dr. Mark Bukowski reported that we were awarded the Military Friendly school award again this year and commended Mr. Rob Hampton for his efforts.
2. Panther Athletics: President Hawkins congratulated both our Panther baseball and softball teams for their seasons. He reported that the softball team traveled to Alabama for the championship tournament and placed 2nd. He shared with the Board that the girls had to travel the day of commencement and that he along with others Face Timed the team for a virtual conferring of their degrees.
3. Congratulated the Foundation for no audit findings. He commended Mrs. Bateman and her team for their continued good work.
4. Recognized Dr. Bukowski for the work he does in preparing for commencements. President Hawkins highlighted Spring Commencement held on May 7.
5. Recognized Mrs. Cullens, Mrs. Rider, and Mrs. Karlson again for their time and service to the college and communities.

9.3 **Board Attorney's Report**

Mrs. Karlson thanked the Board again for the opportunity to serve as the college attorney. She stated that she leaving the college in good shape.

9.4 **Board Members' Reports**

Mr. Backer stated the commencement was wonderful and proud to be a part of the ceremony. He welcomed the new trustees and wished both Mrs. Rider and Mrs. Karlson the best. Mr. Backer stated that both will be missed.

Dr. Kirschner welcomed Mr. Donaldson and Mr. Eason to the Board. He wished both Mrs. Rider and the Mrs. Karlson the best. He thanked Mrs. Karlson for her work as the college attorney.

Mr. Eason stated that he is excited to be on the Board.

Mr. Donaldson agreed with Mr. Eason and is excited to serve on the Board.

Mrs. Rider stated it has been a great ride and welcomed the new trustees. She stated that she will continue to pray over the college.

9.5 Board Chair Report

Mr. Atchley congratulated everyone on a wonderful commencement and their hard work. He stated that Mrs. Rider and Mrs. Karlson will be missed and wished both the best. Mr. Atchley thanked everyone for doing an amazing job.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:39 p.m.