

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
JUNE 19, 2024**

**Members Present:** Mr. Terry Atchley, Chair  
Mr. Tim Backer, Vice Chair  
Mr. Derren Bryan  
Mr. Devon Donaldson  
Mr. John Eason  
Dr. Louis H. Kirschner  
Mr. Fred Hawkins, President/Secretary  
Mr. Scott Cole, College Attorney

<b>Staff Present:</b>	Mrs. Jamie Bateman	Mrs. Ashley Bennett	Dr. Mark Bukowski
	Mr. Peter Elliott	Ms. Cindy Garren	Ms. Michele Hall
	Dr. Michele Heston	Mr. Don Kesterson	Mrs. Melissa Kuehnle
	Mrs. Michelle Leidel	Ms. Taylor Massey	Dr. Chris van der Kaay
	Mrs. Teresa Vorous	Mrs. June Weyrauch	Mrs. Anastasia Fuchser
	Mr. Keith Loweke	Mr. John Lackey	Mrs. Kelly Fairfield-Dec
	Ms. Christina Dohmann	Mrs. Emily Dabolt	Mrs. Asena Mott
	Mr. Joseph Serrano	Dr. John McLaughlin	

**Excused:** Dr. Kathleen Cappelletti Dr. James Hawker

**Others Present:** Mrs. Barbara Kirschner Rev. Dustin Woods Exec. Pastor John Bender  
Mrs. Chelsea Allcorn

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. Eason made a motion, seconded by Mr. Backer, to adopt the agenda with the additions of items 5.2.14 and 5.2.15 of the regular meeting as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Dr. Kirschner. **Motion carried by unanimous vote.**

**1.2 Approval of Minutes**

**1.2.1 Planning/Budget Workshop Minutes**

**Mr. Donaldson made a motion, seconded by Mr. Backer, to approve the minutes of the planning/budget workshop held May 15, 2024 as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Dr. Kirschner. **Motion carried by unanimous vote.**

**1.2.2 Regular Meeting Minutes**

**Mr. Backer made a motion, seconded by Mr. Eason, to approve the minutes of the regular meeting held May 15, 2024 as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Dr. Kirschner. **Motion carried by unanimous vote.**

**1.3 Review of Master Calendar**

The Master Calendar was reviewed. No recommendations.

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS**

None

**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; full-time faculty; retirements; resignations; adjunct faculty for the 2023-24, academic year as needed; and adjunct faculty, 2024-25, academic years as needed as presented.

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

**5.2 Agreements and Contracts**

**5.2.1 Contracts for Private Attorney Services 2024-2025 and Appointment of College Attorney**

Approved the contracts for private attorney services 2024-2025 and appointment of college attorney as presented.

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

**5.2.2 Dual Enrollment Agreement – School Board of Highlands County**

Approved the agreement between School Board of Highlands County and South Florida State College as presented.

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

**5.2.3 Dual Enrollment Agreement – Hardee County School Board**

Approved the agreement between Hardee County School Board and South Florida State College as presented.

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

**5.2.4 Dual Enrollment Agreement – DeSoto County School Board**

Approved the agreement between DeSoto County School Board and South Florida State College as presented.

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

**5.2.5 Dual Enrollment Agreement – Polk County School Board**

Approved the agreement between Polk County School Board and South Florida State College as presented.

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

**5.2.6 Dual Enrollment Agreement – Parkview Prep Academy**

Approved the agreement between Parkview Prep Academy and South Florida State College as presented.

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

**5.2.7 Dual Enrollment Agreement – Heartland Christian School**

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

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

**5.2.8 Dual Enrollment Agreement – Grace Christian School**

Approved the agreement between Grace Christian School and South Florida State College as presented.

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

**5.2.9 Dual Enrollment Agreement – Home Education Students and Parents**

Approved the agreement between Home Education Students and Parents and South Florida State College as presented.

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

**5.2.10 Affiliation Agreement – Lakeside Neurologic**

Approved the agreement between Lakeside Neurologic and South Florida State College as presented.

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

**5.2.11 Agreement – Disaster and Non-Disaster Restoration of Operational Services**

Approved the agreement with Belfor USA Group, Inc., ATI Disaster Recovery Services, and/or DKI Solutions, LLC, to provide disaster recovery services to the college, if needed through June 1, 2025.

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

**5.2.12 Lease Agreement – Florida Center for Addictions and Dual Disorders**

Approved the renewal of the lease for The Center for Addictions and Dual Disorders as presented.

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

**5.2.13 Lease Agreement – Hotel Jacaranda**

Approved the renewal of the lease agreement between the SFSC Foundation, Inc. and South Florida State College for the Hotel Jacaranda as presented.

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

**5.2.14 Dual Enrollment Agreement – Arcadia Christian Academy**

Approved the agreement between Arcadia Christian Academy and South Florida State College as presented.

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

**5.2.15 Dual Enrollment Agreement – Faith Community Christian**

Approved the agreement between Faith Community Christian and South Florida State College as presented.

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

**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 June 2024.

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

**5.3.2 Property Disposals – June 2024**

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

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

**Mr. Eason made a motion, seconded by Mr. Donaldson, 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, Mr. Donaldson, Mr. Eason, and Dr. Kirschner. **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 Current Unrestricted Fund Budget**

Mr. Elliott presented a request to accept the Current Unrestricted Fund Budget that was discussed at the May 15, 2024 Budget Workshop. He reported that the Governor did sign the budget and gave a brief overview of what was approved and vetoed. Mr. Elliott gave a brief description of the Current Unrestricted Fund Budget to the Board. President Hawkins stated that the team will start having budget meetings next week and will update the Board as they proceed in planning. He thanked Mr. Elliott and team for their continued good work in budget planning. Dr. Kirschner questioned the portion of the state health plan that was vetoed. Mr. Elliott gave a brief explanation of the appropriation line that was vetoed.

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

**Mr. Backer made a motion, seconded by Mr. Donaldson, to accept the Current Unrestricted Fund budget as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Dr. Kirschner. **Motion carried by unanimous vote.**

**8.2 FY2024-25 Salary Schedule**

Mr. Elliott asked for a motion to approve the FY2024-25 Salary Schedule that was presented and discussed at the May 15, 2024 Budget Workshop.

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

**Mr. Backer made a motion, seconded by Mr. Eason, to approve the amended Salary Schedule as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Dr. Kirschner. **Motion carried by unanimous vote.**

**8.3 Capital Outlay Budget**

Mr. Elliott presented a request to accept the Capital Outlay Budget. Mr. Elliott gave brief recap of the Capital Outlay Budget that was presented at the May 15, 2024 Budget Workshop, this does not include the dental clinic renovation appropriation, budget amendment at a later date.

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

**Mr. Backer made a motion, seconded by Mr. Donaldson, to approve the Capital Outlay Budget as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Dr. Kirschner. **Motion carried by unanimous vote.**

**8.4 Capital Improvement Plan (CIP)**

Mr. Elliott presented a request to approve the Capital Improvement Plan for 2024-2025 through 2026-2027 and submission to the Division of Florida Colleges. He gave a brief description of the CIP assessment and the needs of the college.

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

**Mr. Eason made a motion, seconded by Mr. Backer, to approve the Capital Improvement Plan for 2024-2025 through 2026-2027 and submission to the Division of Florida Colleges as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Dr. Kirschner. **Motion carried by unanimous vote.**

**8.5 Recertification of Direct Support Organization (DSO)**

Mrs. Bateman presented a request to accept the 2023 independent audit and IRS form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of the college as a direct support organization in support of the college's vision and mission, utilizing support from the college as presented for the 2024-25 fiscal year.

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

**Mr. Donaldson made a motion, seconded by Mr. Backer, to accept the 2023 independent audit and IRS form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of the college as a direct support organization for the 2024-25 fiscal year.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Dr. Kirschner. **Motion carried by unanimous vote.**

### 8.6 **Approval of Presidential Contract**

Mr. Atchley stated the contract was distributed to the Board for their review. Mr. Atchley highlighted keys areas were adjusted. He stated that President Hawkins has met the relocation requirement. Mr. Atchley reported that there was one typo discovered right before the board meeting started in section 2 (f) Housing Allowance, changing "monthly" housing allowance to "annual" housing allowance.

**Mr. Eason made a motion, seconded by Mr. Donaldson, to approve the presidential contract with the correction to section 2 (f), changing "monthly" to "annual" as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Dr. Kirschner. **Motion carried by unanimous vote.**

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

## 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 April 2024.

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

### 9.2 **Resource Development Report**

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$103,165.84** from May 1 through May 31, 2024.

Mrs. Bateman reported on the following items:

1. Thanked the Board for approving the DSO re-authorization for the 2024-25 fiscal year.
  2. Foundation Board Members: Mrs. Bateman announced the new executive board members as follows:
    - President – Dr. Darrell Jensen
    - Vice President – Mrs. Cheryl Brown
    - Treasurer – Mr. Don Elwell
    - Secretary – Dr. George MousaShe also recognized the outgoing board members.
  3. Grants Development: Mrs. Bateman reported on the grants awarded and declined for the fiscal year.
  4. Highlighted the Gatsby Getaway event celebrating 100-year anniversary of the Hotel Jacaranda and 40-year anniversary of the Foundation being established. She shared that Dr. Cornelius was recognized as the 2024 Legacy Award recipient.
  5. Mosaic Tour: She highlighted the lunch-n-learn with Mosaic and thanked Mr. Backer for attending.
  6. Announced Sebring Soap Company as a new tenant at the Hotel Jacaranda and shared their ribbon cutting.
  7. Panther Partner Tour in DeSoto: Mrs. Bateman shared that she was had the opportunity to tour Dr. Dean Hautamaki and Mr. Kurt Malcolm on the DeSoto Campus. She stated both are interested in supporting the trades programs in DeSoto.
- Bennett, Ashley's Zoom Meeting

### **9.3 President's Report**

President Hawkins reported on the following items:

1. Gatsby Getaway: President Hawkins stated what a great event and gave kudos to Mrs. Bateman and her team for all their work.
2. Lake Placid Center: President Hawkins gave a brief overview of the property and the discussions with Grace Bible Church on the purchase on a portion of the property. Mr. Elliott welcomed and introduced Rev. Dustin Woods and team to the Board. He stated that a potential contract would be presented at the August DBOT meeting for approval.
3. Drafting Program: President Hawkins asked Dr. Heston to report on this program. Dr. Heston stated that the Board had a flyer at their spots highlighting the program and asked them to share with the community. She gave a brief overview of the course addition.
4. Commissioner's Summit Event: President Hawkins reported the he along with Dr. Heston and Mr. Atchley attended the Commissioner's Summit even in Miami, May 30-31. He highlighted topics of the sessions and gave a brief overview of the current accreditation process.
5. Council of Presidents Update: President Hawkins reported that COP has set the priorities for the coming year. He stated the he will keep the Board informed as meetings reconvene.
6. Thanked the SFSC lobbyist team for their work on the Dental Clinic renovation appropriation.

### **9.3 Board Attorney's Report**

Mr. Atchley welcomed and introduced Mr. Scott Cole.

Mr. Cole thanked the Board and he appreciates being here. He stated no report.

### **9.4 Board Members' Reports**

Mr. Backer stated no report.

Dr. Kirschner stated no report

Mr. Eason stated no report

Mr. Donaldson stated no report.

Mr. Bryan stated no report.

### **9.5 Board Chair Report**

Mr. Atchley reminded the Board that there will be no July DBOT meeting and the next meeting will be August 14. He stated that Convocation is August 12 and hopes everyone will be able to attend.

## **10.0 ADJOURNMENT**

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