

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
SEPTEMBER 25, 2024**

Members Present: Mr. Terry Atchley, Chair
Mr. John Eason, Vice Chair
Mr. Derren Bryan
Mr. Devon Donaldson
Mr. Fred Hawkins, President/Secretary
Mr. Scott Cole, College Attorney

Excused: Ms. Denise Grimsley Ms. Alison Hancock

Staff Present:

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Dr. Mark Bukowski
Dr. Kathleen Cappo	Mr. Peter Elliott	Mrs. Michelle Leidel
Ms. Cindy Garren	Dr. James Hawker	Dr. Michele Heston
Mr. Don Kesterson	Mrs. Melissa Kuehnle	Mrs. Teresa Vorous
Mrs. Amie Kelly	Mrs. Asena Mott	Mrs. Asena Mott
Ms. Christina Dohmann	Mr. Keith Loweke	Mrs. Anastasia Fuscher
Mrs. Anastasia Fuscher	Mr. Go Ramnarain	Ms. Carleigh Okwali
Mr. John Lackey	Ms. Michelle Hall	Ms. Emily Hendges
Mrs. Sureka Personette	Mrs. Kim Cloud	Ms. Dina Capuano
Ms. Irene Cerna	Mr. John Rosenberger	Ms. Maria Perez Ferrer
Ms. Edith Andrade		

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

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

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mr. Eason made a motion, seconded by Mr. Donaldson, to approve the minutes of the regular meeting held August 14, 2024 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, and Mr. Eason. **Motion carried by unanimous vote.**

1.3 Review of Master Calendar

The Master Calendar was reviewed. No changes were recommended by the Board.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employees were introduced:

Employee	Position	Supervisor	Hired
John Rosenberger	Temporary Instructor, Networking Technology	Michelle Leidel	03/01/24
Edith Andrade	Coordinator, Farmworker Program	Michelle Leidel	04/22/24
Carleigh Okwali	Director, Center for Innovative Teaching	Michele Heston	05/01/24
Christina Blakey- Dohmann	Executive Assistant, VP Academic Affairs/Student Services	Michele Heston	05/28/24
Emily Hendges	Admissions Specialist	Michelle Hall	05/06/24
Maria Perez Ferrer	Custodian	Go Ramnarain	05/16/24

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 faculty; full-time professional staff; full-time career staff; resignations; retirements; and adjunct faculty for the 2023-24, academic year as needed as presented.

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

5.2 Agreements and Contracts

5.2.1 Affiliation Agreement – Vivo Healthcare Sebring

Approved the agreement between Vivo Healthcare Sebring and South Florida State College as presented.

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

5.2.2 Training Provider Agreement – CareerSource Polk

Approved the agreement between CareerSource Polk 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 August 2024.

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

Mr. Eason made a motion, seconded by Mr. Donaldson, 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. Bryan, Mr. Donaldson, and Mr. Eason. **Motion carried by unanimous vote.**

6.0 PLANNING AND POLICY ISSUES

6.1 Policy 9.01 Artificial Intelligence Ethics and Integration

Mr. Elliott presented for Board approval Policy 9.01. He gave a brief overview of the new policy. Mr. Donaldson asked the development/implementation of policies and procedures. Mr. Elliott gave a brief overview of the policy and procedure implementation process.

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

Mr. Donaldson made a motion, seconded by Mr. Eason, to approve the new DBOT Policy 9.01 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, and Mr. Eason. **Motion carried by unanimous vote.**

7.0 ACADEMIC AND STUDENT MATTERS

None

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Carry Forward Balance Spending Plan for the 2022-23 Fiscal Year

Mr. Elliott presented the Carry Forward Balance Spending Plan per 1013.841(2)(b), F.S. He stated the attached report details the College's ending General Fund fund balance for the 2023-24 fiscal year and the amount required to be included in the College's spending plan.

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

Mr. Eason made a motion, seconded by Mr. Donaldson, to approve the Carry Forward Balance Spending Plan for the 2023-24 fiscal year as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, and Mr. Eason. **Motion carried by unanimous vote.**

8.2 Textbook and Instructional Materials Affordability

Mr. Elliott presented the Textbook and Instructional Materials Affordability report to the Board. He stated that 1004.85, F.S. (Textbook and Instructional Materials Affordability) was amended during the 2016 Legislative Session to require posting of the local cost and identifying information of at least 95% of all textbooks and instructional materials required and recommended for each scheduled class at least 45 days prior to the start of each upcoming term. He stated Follett, our bookstore partner, has worked closely with our faculty and staff to ensure compliance with this requirement. Mr. Elliott reported of 4,078 course sections, 3,912 were adopted before the deadline, equating to 96% overall compliance. Fall 2023 had a compliance percentage of 96%, Spring 2024 had a compliance percentage of 96%, and Summer 2024 had a compliance percentage of 97%.

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

Mr. Donaldson made a motion, seconded by Mr. Eason, to approve the report of Textbook and Instructional Materials Affordability as required by 1004.85, F.S., as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, and Mr. Eason. **Motion carried by unanimous vote.**

9.0 REPORTS

9.1 **Financial Report**

Mr. Elliott reported on updated summary views and reports of revenue and expenditure summary compared to budgeted funds within the Operating Budget through August 2024.

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

9.2 **Resource Development Report**

Mrs. Batman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$65,774.89** from August 1 through August 31, 2024.

Mrs. Bateman reported on the following items:

1. McLochlin Naming Opportunity: Mrs. Bateman reported that Dr. Charles McLochlin donated his estate to SFSC Foundation with the intentions that the estate would go to assist students with any need they may have. Mrs. Bateman shared with his donation of over \$300,000, the Foundation would like to honor Dr. McLochlin and his family with a naming opportunity. Mrs. Bateman stated with the recommendation of the Foundation Board, we ask for the Board’s consideration of naming the Mechatronics classroom the “Dr. Charles McLochlin Mechatronics” classroom. She stated with the approval, the Foundation office will proceed with the arrangements and prepare a proper ribbon cutting and small event to include his family. **Mr. Donaldson made a motion, seconded by Mr. Eason, to approve the Foundation to move forward with the naming rights for the mechatronics classroom as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, and Mr. Eason. **Motion carried by unanimous vote.**
2. Announced new Foundation Board members as follows:
 - Julie Barber
 - Rick Bateman
 - Parker Hall
 - Lisa Jarrett
3. Grant Update: Mrs. Bateman reported on the following grant awards:

• Panther Youth Partners FY24/25	\$ 610,007
• 2024-2025 Strengthening Career and Technical Education for the 21 st Century (Perkins V) Grant Rural	\$ 99,519
• 2024-2025 Strengthening Career and Technical Education for the 21 st Century (Perkins V) Grant Postsecondary	\$ 281,042
4. Announced the Foundation received a grant for \$150,000 from the Jacarlene Foundation to be used for trades students. Also, the Selby Foundation, received \$10,000, with a local match for a total of \$20,000 to be used for students in DeSoto county.

9.3 **President’s Report**

President Hawkins reported on the following items:

1. Shared that any federal grants received by the college will require DBOT members to disclose and sign a conflict of interest form. President Hawkins gave a brief overview. He stated that Mrs. Bennett will work with the college attorney on developing a conflict of interest form for DBOT members.

2. Hotel Jacaranda Update: President Hawkins stated that the college and Foundation attorneys are working together on a transfer of land agreement. Mr. Cole, college attorney stated that his firm is very familiar with and working on several public private partnership agreements (P3). He gave a brief overview of this type of agreement and it was his recommendation to explore this agreement option.
3. Announced he will be scheduling one on ones with DBOT and vice presidents to discuss several items prior to the October 23 DBOT meeting.
6. Shared that he attended the first Coffee with the President forum with the students and the next one will be in October.
7. Shared the college is monitoring Hurricane Helene.
8. Council of Presidents Update: President Hawkins stated the COP had a meeting on September 12-13 and discussed the State healthcare program and up-coming legislative meetings in Tallahassee. He stated that he will keep the Board updated.

9.5 Board Attorney's Report

Mr. Cole stated no report.

9.6 Board Members' Reports

Mr. Eason stated no report.

Mr. Bryan stated no report.

Mr. Donaldson stated no report.

9.7 Board Chair Report

Mr. Atchley highlighted the importance of the up-coming Fall Commencement on December 12. He thanked everyone who was able to attend the DBOT meeting and for everyone to stay safe during the storm.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 1:51 p.m.