

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
OCTOBER 23, 2024**

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

Excused: Ms. Alison Hancock

Staff Present:	Mrs. Jamie Bateman	Mrs. Ashley Bennett	Dr. Mark Bukowski
	Dr. Kathleen Cappo	Mr. Peter Elliott	Ms. Cindy Garren
	Dr. James Hawker	Dr. Michele Heston	Mr. Don Kesterson
	Mrs. Melissa Kuehnle	Mrs. Teresa Vorous	Mrs. Teresa Vorous
	Ms. Taylor Massey	Mrs. Asena Mott	Ms. Christina Dohmann
	Ms. Christina Dohmann	Mr. Keith Loweke	Ms. Irene Cerna
	Mrs. Anastasia Fuchser	Mrs. Emily Dabolt	Ms. Carleigh Okwali
	Mr. John Lackey	Ms. Michelle Hall	Mrs. Angie Hjort
	Mrs. Sureka Personette	Mrs. Kim Cloud	Ms. Dina Capuano
	Ms. Melissa Prusinski	Mr. Joseph Serrano	Ms. Pieada Sarmiento-Noriega

Excused: Mrs. Michelle Leidel

Others Present:	Mr. Marc Valero, Highlands News-Sun	Rev. Dustin Woods
	Exec. Pastor John Bender	Mrs. Chelsea Allcorn
	Mr. Tim Backer	Mrs. Pat Backer

The regular meeting of the District Board of Trustees was called to order at 1:00 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. Donaldson, to adopt the agenda of the regular meeting as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Ms. Grimsley. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mr. Donaldson made a motion, seconded by Ms. Grimsley, to approve the minutes of the regular meeting held September 25, 2024 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Ms. Grimsley. **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
Dina Capuano	Coordinator, Off-Campus Instructional Sites, Lake Placid	Asena Mott	07/08/24
Irene Cerna	Coordinator, Off-Campus Instructional Sites, DeSoto	Asena Mott	07/08/24

Mr. Atchley recognized Ms. Irene Cerna for her dedication and working at the DeSoto Campus during Hurricane Milton as the campus was used as a shelter during the storm.

2.2 Employee Retirement Acknowledgement

Employee	Position	Dates of Service
Piedad Sarmiento-Noriega	Curriculum Support Assistant	08/06/12-11/06/24

Mr. Eason made a motion, seconded by Ms. Grimsley, to recognize the retirement of Piedad Sarmiento-Noriega for her many years of service to South Florida State College. Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Ms. Grimsley. **Motion carried by unanimous vote.**

Mr. Atchley recognized Mr. Tim Backer for his many years of service as a District Board of Trustee. President Hawkins recognized Dr. Louis Kirschner for his many years of service as a District Board of Trustee. Unfortunately, Dr. Kirschner was unable to attend the Board meeting but President Hawkins read a message that he had sent.

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION**4.1 Wildstein Center for the Performing Arts Study Presentation**

Ms. Cindy Garren gave a brief presentation to the Board on a study conducted by Webb Management. She asked Mrs. Bennett to email the Board the full report for their review.

Mr. Atchley thanked Ms. Garren and her team for all their efforts and the presentation. Mr. Atchley informed the Board a copy of Policy 1.07 Alcohol and Drug-Free Campus and Workplace has been provided for their review. The Board reviewed the current Policy 1.07 and discussed. Mr. Atchley asked for a motion for the college to move forward with a review and amendments to the current Policy 1.07 to align with the needs at the Wildstein Center based on the study that was conducted. **Mr. Eason made a motion, seconded by Ms. Grimsley, to approve the college to move forward with a review of the current Policy 1.07, compare to other institutes, and amend Policy 1.07 to align with the needs of the Wildstein Center.** Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Ms. Grimsley. **Motion carried by unanimous vote.**

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list 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 – Ridge Area ARC

Approved the agreement between Ridge Area ARC and South Florida State College as presented.

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

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 September 2024.

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

5.3.2 Property Disposal – October 2024

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

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

Mr. Bryan 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. Bryan, Mr. Donaldson, Mr. Eason, and Ms. Grimsley. **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 proposals and revisions to the Board.

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

Mr. Donaldson 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. Bryan, Mr. Donaldson, Mr. Eason, and Ms. Grimsley. **Motion carried by unanimous vote.**

Dr. Heston reported the year-to-date enrollment is up 5.02%. She also announced and recognized Dr. Kathleen Cappel as she will be serving on the Florida Center for Nursing Advisory Board.

7.2 State-Mandated General Education Review

Dr. Heston presented the request to amend the General Education course list following the Florida Department of Education to comply with the content, principles, and standards as stated in F.S. 1007.25 and 1007.55 to the Board.

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

Mr. Donaldson made a motion, seconded by Ms. Grimsley, to approve the amended General Education list as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Ms. Grimsley. **Motion carried by unanimous vote.**

President Hawkins commended Dr. Heston and team for their work on the general education requirements. He stated the college was the first to receive a letter from the State.

7.3 2025-2026 Proposed College Calendar

Dr. Heston presented the proposed 2025-2026 College Calendar. She informed the Board the proposed calendar has been reviewed by departments directly involved in providing student services, the Faculty Council, and the President's Council. Dr. Heston stated the calendar has been coordinated to coincide as closely as possible with local school districts and meets the State required dates for beginning terms.

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

Ms. Grimsley made a motion, seconded by Mr. Donaldson, to approve the 2025-2026 College Calendar as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Ms. Grimsley. **Motion carried by unanimous vote.**

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 State Fiscal Recovery Funds – Mechanical Infrastructure Phase II

Mr. Elliott reported in Fiscal Year 2022, the College received an appropriation in the amount of \$3.3 million of Federal State Fiscal Recovery Funds (SFRF) for Renovation - College-Wide Mechanical Infrastructure – Phase II. This project is intended to address ongoing issues with the College's Heating, Ventilation, and Air Conditioning (HVAC) systems. Mr. Elliott asked the Board to consider approving the expenditure of \$4,061,833.83 from the FY2022 SFRF Appropriation and local capital funds for Renovation - College-Wide Mechanical Infrastructure Phase II pursuant to the attached proposal from Trane U.S. Inc dated October 1, 2024.

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

Ms. Grimsley made a motion, seconded by Mr. Donaldson, to approve the expenditure of SFRF an local capital funds for Renovation-College-Wide Mechanical Infrastructure Phase II in the amount of \$4,061,833.63 with Trane U.S. Inc. pursuant to their proposal dated October 1, 2024. Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Ms. Grimsley. **Motion carried by unanimous vote.**

8.2 Lake Placid Center Buildings 200-500

Mr. Elliott reported the College has been engaged in a dialogue with Grace Bible Church (GBC) of Highlands County regarding their interest in purchasing a portion of the College's campus in Lake Placid. He stated, GBC has proposed a sale price of \$200,000 with a 120-day inspection period. In addition, the College has requested separate operating agreements between the College and GBC regarding the cross utilization of parking facilities, cooperative use of any signage or monument sign on the property, and an agreement on the use and maintenance of the lift station on the property. Mr. Elliott requested permission from the Board to move forward with the purchase and sale agreement with GBC.

Representatives of the Lake Placid E-Learning Center voiced their concerns pertaining to the sale of Lake Placid Center Buildings 200-500 as they currently utilize some of the classrooms.

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

Mr. Donaldson made a motion, seconded by Ms. Grimsley, to approve the Board Chair and President to execute a purchase and sale agreement with Grace Bible Church of Highlands County along with such other documents as may be necessary to close the transaction. Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Ms. Grimsley. **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 September 2024.

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

9.2 Resource Development Report

Mrs. Batman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$42,094.03** from September 1 through September 30, 2024.

Mrs. Bateman reported on the following items:

1. Grant Update: Mrs. Bateman reported on the following grant awards:
 - Highlands County Health Facilities Authority \$ 5,000

9.3 President's Report

President Hawkins reported on the following items:

1. Recapped Hurricane Milton college preparations. President Hawkins thanked the team for all their efforts. He commended the maintenance and grounds crew for their quick turn-a-round on getting the campuses back to normal.

2. Highlighted the Mosaic training event that was held October 2-4. He thanked Mr. Steve Ashworth, Mrs. Tina Gottus, and team for all their work for this event.
3. Highlighted the first SFSC Gives Back event at the Habitat for Humanity located in downtown Sebring.
6. Recapped one-on-one meeting with the Board pertaining to Strategic Planning and focusing more on enrollment. President Hawkins thanked the Board for their time.

9.5 Board Attorney's Report

Mr. Cole stated no report.

9.6 Board Members' Reports

Mr. Eason stated no report.

Mr. Donaldson stated no report.

Mr. Bryan thanked President Hawkins and staff for the one-on-one meetings. He also thanked President Hawkins for honoring Mr. Backer for his years of service as a trustee.

Ms. Grimsley stated no report.

9.7 Board Chair Report

Mr. Atchley commented about the transformation of the college. He appreciates everyone and their continued work at the college and their efforts.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:21 p.m.