

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
DECEMBER 4, 2024**

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

Staff Present:	Mrs. Jamie Bateman	Mrs. Ashley Bennett	Dr. Mark Bukowski
	Dr. Kathleen Cappo	Mr. Peter Elliott	Dr. James Hawker
	Dr. Michele Heston	Mr. Don Kesterson	Mrs. Melissa Kuehnle
	Mrs. Teresa Vorous	Mrs. June Weyrauch	Mrs. Amie Kelly
	Mrs. Teresa Crawford	Ms. Esmeralda Benavidez	Dr. Ben Carter
	Mr. Go Ramnarain	Mrs. Kim Cloud	Mrs. Sureka Personette
	Mrs. Anastasia Fuchser	Mrs. Emily Dabolt	Ms. Carleigh Okwali
	Dr. John McLaughlin	Ms. Melinda Haygood	Mr. Decquon Cowell
	Mr. Juan Hernandez	Mr. Micah Montague	Mr. Arthur Tomerlin
	Mr. Abimael Abad Castillo		

Excused: Ms. Cindy Garren Mrs. Asena Mott

Others Present: Mr. Vent Crawford

The regular meeting of the District Board of Trustees was called to order at 1:03 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, Ms. Grimsley, and Ms. Hancock. **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 October 23, 2024 as presented with the correction to typo in item 9.2. Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, Mr. Eason, Ms. Grimsley, and Ms. Hancock. **Motion carried by unanimous vote.**

1.3 Review of Master Calendar

The Master Calendar was reviewed. No changes were recommended by the Board. Mr. Atchley reminded the Board about Fall Commencement on Dec. 12 and asked that if you haven't already to let Mrs. Bennett know if you will be able to participate.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Melinda Haygood	Director, Surgical Services	Dr. Kathleen Cappel	9/9/24
Decquon Cowell	TSIC College Success	Dr. Ben Carter	8/1/24
Juan Hernandez	Instructor, Psychology	Dr. James Hawker	8/9/24
Micah Montague	Instructor, Speech	Dr. James Hawker	8/1/24
Arthur Tomerlin	Instructor, Economics	Dr. James Hawker	8/9/24
Abimael Abad Castillo	Ground Maintenance	Govindah Ramnarain	8/26/24

2.2 Employee Retirement Acknowledgement

Employee	Position	Dates of Service
Dr. Teresa M. Crawford	Director, Hardee Campus	070/7/01-01/10/25
Katrina Blandin	Student Advisor, Hardee Campus	02/17/05-10/18/24

Mr. Eason made a motion, seconded by Mr. Donaldson, to recognize the retirements of Dr. Teresa Crawford and Katrina Blandin for their 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, Ms. Grimsley, and Ms. Hancock. **Motion carried by unanimous vote.**

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

None

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

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

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

5.2 Agreements and Contracts

5.2.1 Affiliation Agreement – Bone & Joint Surgical Suites, LLC

Approved the agreement between Bone & Joint Surgical Suites, LLC and South Florida State College as presented.

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

5.2.2 Affiliation Agreement – Boys and Girls Club of Highlands County

Approved the agreement between Boys and Girls Club of Highlands County and South Florida State College as presented.

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

5.2.3 Affiliation Agreement – Citrus Dental – Dr. Tina Thomas

Approved the agreement between Citrus Dental – Dr. Tina Thomas and South Florida State College as presented.

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

5.2.4 Affiliation Agreement – Smiletastic Family Dentistry

Approved the agreement between Smiletastic Family Dentistry and South Florida State College as presented.

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

5.2.5 Affiliation Agreement – Florida Joint & Spine Institute, PA

Approved the agreement between Florida Joint & Spine Institute, PA and South Florida State College as presented.

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

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 October 2024.

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

5.3.2 Property Disposal – December 2024

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

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

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

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

Dr. Heston reported enrollment is up 4.94% same day last year. She stated the fall enrollment will finish up 6.82%. Dr. Heston reported spring enrollment is projecting to be up 7% same day last year. Dr. Heston announced the Higher Learning Commission (HLC) accepted the application to begin the accreditation process. She will update the Board as we continue the process.

8.0 PURCHASING AND OTHER ACTION ITEMS

None

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 October 2024.

(EXHIBIT "I")

Mr. Elliott presented a comprehensive recommendation for Guaranteed Energy Saving Program (GESP) from Trane. He stated the initiative aims to address ongoing indoor air quality concerns, enhance the learning and working environment, and utilize energy, water and operational cost savings to fund critical infrastructure improvements. He stated additionally, the program has innovative STEM and Career and Technical Education opportunities for SFSC students. Mr. Elliott stated that he will bring the final budget back in January for Board approval.

9.2 Resource Development Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$39,804.00** from October 1 through October 31, 2024.

Mrs. Bateman reported on the following items:

1. Grant Update: Mrs. Bateman reported on the following grant awards:
 - 2024-25 National Farmworker Jobs Program, Farmworker Career Development Program \$ 280,116
 - Selwyn Birchwood Master Class and Concert \$ 1,750
 - Linking Secondary Metabolite Expression and Genotype In Ziziphus Celata as a Guide to Optimize Genetic Diversity in Population Augmentation Following Sandhill Restoration \$ 12,000

Mrs. Bateman stated pursuant to 2 CFR 200.318, conflict of interest for grant awards, requires us to ask if any Board members have any known significant financial interest to the two grants that were presented. She stated that we are now required to have Board members disclose any potential conflicts of interest, and if so, to abstain from the vote, which will be documented in the minutes.

Mrs. Bateman asked if there was any know conflict of interest with the two grants she reported on. The Board stated no conflicts of interest and each Board member filled out and signed the conflict-of-interest disclosure form for grants and returned the forms to Mrs. Bennett.

2. Highlighted Foundation Events: Jacaranda Jubilee, Dec. 2, Giving Tuesday, Dec. 3, and Foundation Christmas Luncheon, Dec. 5.
3. Announced the TSIC – Leaders 4 Life finalist, Ms. Jalia Charlery from Sebring High School.
4. Shared the SFSC Holiday Greetings video.

9.3 President's Report

President Hawkins reported on the following items:

1. Highlighted and commended Mrs. Bateman and her team for the Jubilee event.
2. Recapped meetings in Tallahassee.
3. Shared he attended the Florida Rural Economic Development Association summit in Ocala. He stated that Mr. Atchley and Ms. Grimsley were also in attendance.
4. Reminded the Board about his annual evaluation and Board evaluation coming up in January. He stated that Mr. Scott Cole will work with on collecting the evaluations prior to the January DBOT meeting.
5. Wished everyone a Merry Christmas and to enjoy the holiday season.

9.5 Board Attorney's Report

Mr. Cole stated no report.

9.6 Board Members' Reports

Mr. Donaldson stated no report.

Mr. Bryan shared how proud he is of Dr. Crawford and her achievements and dedication to her community through education. That she has been very active in education for 30+ years in Hardee County. Mr. Bryan wishes her the best in her retirement.

Ms. Hancock stated no report.

Ms. Grimsley stated no report.

Mr. Eason stated that Dr. Crawford will be missed at the Hardee campus. He praised Dr. Crawford for her work and dedication in Hardee County.

9.7 Board Chair Report

Mr. Atchley stated that it is a pleasure to be here today. He said we are winding down on another awesome calendar year but getting ready for spring term. He commended SFSC for working to meet goals and helping students. Mr. Atchley wished everyone a very Merry Christmas.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 1:58 p.m.