

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JANUARY 22, 2025**

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

Excused: Mr. Derren Bryan

Staff Present:	Mrs. Jamie Bateman	Mrs. Ashley Bennett	Dr. Mark Bukowski
	Dr. Kathleen Cappo	Mr. Peter Elliott	Ms. Cindy Garren
	Dr. James Hawker	Mr. Don Kesterson	Mrs. Melissa Kuehnle
	Mrs. Teresa Vorous	Ms. Christina Dohmann	Mrs. Asena Mott
	Mr. Keith Loweke	Ms. Michele Hall	Ms. Megan Togno
	Ms. Carleigh Okwali	Mrs. Kim Cloud	Mrs. Sureka Personette
	Mrs. Anastasia Fuchser	Mrs. Emily Dabolt	Mrs. Courtney Green
	Ms. Lena Phelps		

Excused: Dr. Michele Heston Mrs. Michelle Leidel

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

Ms. Hancock 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. 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 December 4, 2024 as presented with the correction to typo in item 9.2. Those voting in favor of the motion were Mr. Atchley, 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. Mr. Atchley recommended canceling the July board meeting and moving the reorganization of the board to the August meeting. The Board discussed canceling the meeting and agreed due to schedules to not have a July board meeting. **Ms. Grimsley made a motion, seconded by Ms. Hancock, to cancel the July board meeting.** Those voting in favor of the motion were Mr. Atchley, Mr. Donaldson, Mr. Eason, Ms. Grimsley, and Ms. Hancock. **Motion carried by unanimous vote.** Mrs. Bennett will update the calendar.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

None

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 Florida Blue Nursing and Allied Health Scholarship

Mr. Atchley introduced Mrs. Bateman who reported that the Florida College System Foundation Board of Directors awarded \$14,050.03 to South Florida State College Foundation for the 2024-2025 Florida Blue Nursing and Allied Health Scholarship. With matching funds totaling \$28,100.06, SFSC awarded students from the dental, nursing, and radiography programs. The students were brought forward and introduced by Mrs. Bateman and received their scholarship.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

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

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

5.2 Operational Actions

5.2.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check registers and summary for all funds through December 2024.

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

5.2.2 Property Disposal – January 2025

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

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

Mr. Eason made a motion, seconded by Mr. Donaldson, to approve the Consent Agenda, Items 5.1 through 5.2.2 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Donaldson, Mr. Eason, Ms. Grimsley, and Ms. Hancock. **Motion carried by unanimous vote.**

6.0 PLANNING AND POLICY ISSUES

6.1 Policy 1.02 Proposed Revisions

President Hawkins presented for discussion proposed changes to Policy 1.02 Vision, Mission, and Institutional Core Values. He gave a brief overview of the vision statements that are being recommended for board selection/approval for the new SFSC Vision statement. President Hawkins asked the board to take their time while reviewing the policy and statement selections. Mr. Atchley stated that the policy will come back during the March board meeting for the second reading and final decision.

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

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

Mrs. Bateman presented on behalf of Dr. Heston the curriculum deletions 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. Donaldson, Mr. Eason, Ms. Grimsley, and Ms. Hancock.

Motion carried by unanimous vote.

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Trane U.S., Inc. – Tax-Exempt Lease/Purchase Financing Agreement

Mr. Elliott reported the College and its business partner Trane US, Inc. purposed to enter into a Performance Agreement for Comfort from Trane (PACT) agreement (also known as a Guaranteed Energy Savings Contract). Working with the College Facilities and Finance teams, Trane has identified several Energy Conservation Measures (ECMs) designed to support SFSC's commitment to creating an energy-efficient and sustainable campus while addressing aging infrastructure. Mr. Elliott gave a brief overview of the agreement and is requesting authorization to enter into the Master Tax-Exempt Equipment Lease Purchase Agreement in the amount of \$12,567,144 with Bank of America through a Tax-Exempt Lease Purchase payable over a period of 18 years at an interest rate of 4.576%.

(EXHIBIT "F")

Ms. Grimsley made a motion, seconded by Mr. Eason, to authorize the president to execute such documents as right and necessary to execute and deliver an equipment lease/purchase agreement with respect to the acquisition, financing, and leasing of certain equipment for the public benefit; authorizing the execution and delivery of documents required in connection therewith; and authorizing the taking of all other actions necessary to the consummation of the transactions contemplated by this resolution and the PACT Agreement in the amount of \$ 12,576, 144 with Trane U.S., Inc. pursuant to their proposal dated January 7, 2025. Those voting in favor of the motion were Mr. Atchley, Mr. Donaldson, Mr. Eason, Ms. Grimsley, and Ms. Hancock. **Motion carried by unanimous vote.**

8.2 Trane U.S., Inc. – Performance Agreement for Comfort from Trane (PACT) Agreement

Mr. Elliott reported this project is intended to address ongoing issues with the College's Heating, Ventilation, and Air Conditioning (HVAC) systems. He stated College facilities staff have worked with the College's HVAC vendor to identify and prioritize the most cost effective and impactful repairs and upgrades to the Colleges HVAC systems. He gave a brief overview of the PACT agreement and is requesting authorization for the expenditure of \$12,567,144 to be financed through Bank of America through a Tax-Exempt Lease Purchase payable over a period of 18 years at an interest rate of 4.576%.

(EXHIBIT "G")

Mr. Eason made a motion, seconded by Mr. Donaldson, to authorize the president to execute such documents as right and necessary to execute the PACT agreement in the amount of \$12,576,144 with Trane U.S., Inc. pursuant to their proposal dated January 7, 2025. Those voting in favor of the motion were Mr. Atchley, Mr. Donaldson, Mr. Eason, Ms. Grimsley, and Ms. Hancock. **Motion carried by unanimous vote.**

8.3 President's Annual Performance Review

Mr. Atchley thanked the Board for participating in the president's evaluation. He asked Mr. Cole to address the Board. Mr. Cole, stated that after reviewing the evaluations that were submitted from the Trustees, he found that President Hawkins had met and exceeded the performance indicators on which the evaluation was based. He highlighted the criteria responses. Mr. Atchley then asked for a motion to accept the receipt of President Hawkins performance evaluation.

Mr. Eason made a motion, seconded by Mr. Donaldson, to approve the president's performance as a result of their review. Further the Board, during the annual review finds the president has made every effort towards achieving or has achieved the performance goals established by the accountability process implemented pursuant to s. 1008.45 and the president has made every effort towards achieving or has achieved the annual and long-term goals and objectives established in the Florida College System institution's employment accountability program implemented pursuant to s. 1012.86. Those voting in favor of the motion were Mr. Atchley, Mr. Donaldson, Mr. Eason, Ms. Grimsley, and Ms. Hancock. **Motion carried by unanimous vote.**

Mr. Atchley thanked President Hawkins for his leadership and service to the college. He stated that he has all the confidence in President Hawkins and his ability to lead the college. Ms. Grimsley thanked President Hawkins for being here and his service to the college and communities.

President Hawkins thanked the Board and college teammates for their assistance and support. He acknowledged each one of them.

8.4 District Board of Trustees Annual Self-Evaluation Review

Mr. Cole highlighted each topic of the Board Self-Evaluation that were used throughout by each Trustee.

Those topics are summarized from Board's Self-Evaluation below:

Strengths	Accomplishments	Opportunity For Improvement
The diverse expertise and leadership abilities of the board members	Affirming the SFSC mission while establishing policies and overseeing educational programs and services tailored specifically to the needs of Highlands, Hardee, and DeSoto counties	Unity, institutional understanding, policy knowledge and processes

Strong ties to the community and engage the community in multiple areas of volunteerism outside of their responsibilities with the DBOT	Overcoming the many legislative changes that affected the college in the past few years	It is ok to question staff
Extensive experience in both policy development and legislative initiatives and procedures	Continued advancement and success of the college while restructuring our DBOT	Additional education on how to best serve the college

Mr. Atchley thanked Mr. Cole for receiving and organizing the Board evaluations. He stated he appreciates each trustee and their evaluation comments. He then asked for a motion to accept the receipt of the Board's annual self-evaluation.

Mr. Donaldson made a motion, seconded by Ms. Grimsley, to accept the Board's annual self-evaluation as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Donaldson, Mr. Eason, Ms. Grimsley, and Ms. Hancock. **Motion carried by unanimous vote.**

8.5 District Board of Trustees: Setting 2024 Board Goals

Mr. Cole recapped the 2024 goals of the DBOT . He highlighted the goal summarization for the coming year as follows:

SFSC DBOT 2025 Goals

- Continue to provide affordable tuition through scholarships and grants
- Analyze the College's physical and academic footprint to confirm all facilities and programs are being utilized and offered efficiently and economically
- Maximize revenues and minimize expenditures to ensure positive gains while navigating through a competitive grant cycle and vying for funding with other institutions
- Partner with community businesses and industries to meet their employment needs
- Advance and support student success and retention through graduation
- Implement strategies to modernize the current infrastructure

Mr. Atchley asked the attendees if they thought the Board met the 2024 goals that were set last year. He stated anyone could reach out to him with their thoughts. Mr. Atchley thanked Mr. Cole again for his work. Mr. Atchley asked for a motion to approve the Board goals.

Ms. Grimsley made a motion, seconded by Mr. Donaldson, to approve the District Board of Trustees Goals for 2025 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Donaldson, Mr. Eason, Ms. Grimsley, and Ms. Hancock. **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 December 2024.

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

9.2 Resource Development Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$300,709.74** from November 1 through December 31, 2024.

Mrs. Bateman reported on the following items:

1. Grant Update: Mrs. Bateman reported on the following grant awards:
 - DeSoto Lunchbox FY24-25 \$ 3,000
 - The Ugly Duckling Theatre Performance \$ 1,001
2. Recapped the Million Dollar Hole-in-One Golf Shootout event, January 16-18.
3. Highlighted the Alumni Reunion, 2/22; and the up-coming Learning and Legacy Gala, 3/28 event.
4. Gave a brief overview of the Highlands County Bar Association Gala and how the association has reached and surpassed their endowed scholarship goal.
5. Shared a letter from a SFSC Gives Back recipient on what the college volunteers did for her that day. Mrs. Bateman complimented Mrs. Anastasia Fuchser for her hard work to coordinate these events.
6. Shared Year in Review.

9.3 President's Report

President Hawkins reported on the following items:

1. Highlighted the idea behind the SFSC Gives Back program.
2. Recapped fall commencement. He thanked Dr. Bukowski and his team for their work.
3. Tallahassee Updates: Gave brief overview of meeting with legislators and COP. Mrs. Bateman distributed priorities/appropriation request handouts to the Board and gave a brief overview of the requests.
4. Shared he had a great meeting with the new Hardee County superintendent Mrs. Sonja Bennett.
5. Recommended the Board attend a Sunshine Law refresher training. Mr. Atchley added that the new Board members would benefit from the training. Mr. Atchley asked the Board how they would like to conduct the training. He recommended in-person training with Mr. Cole. Ms. Grimsley seconded his recommendation.

9.5 Board Attorney's Report

Mr. Cole stated no report.

9.6 Board Members' Reports

Mr. Donaldson stated no report.

Ms. Grimsley stated no report.

Ms. Hancock stated no report.

9.7 Board Chair Report

Mr. Atchley thanked everyone for their attendance and all that they do for the college. He asked everyone to keep Mr. Terry Heston in their prayers. Mr. Atchley congratulated Ms. Hancock on her recent nuptials.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:25 p.m.

