

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MARCH 26, 2025**

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. 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. Michelle Leidel	Mrs. Teresa Vorous	Mrs. Asena Mott
Mrs. Amie Kelly	Mrs. June Weyrauch	Ms. Micaela Ford
Dr. John McLaughlin	Mrs. Kim Cloud	Mrs. Sureka Personette
Mrs. Anastasia Fuchser	Mrs. Emily Dabolt	Ms. Michele Hall
Ms. Megan Togno	Mr. Keith Loweke	Mrs. Brenda Daniels
Mr. Danielle Ochoa	Mr. Julio Nieves	Mr. Jonathan Spence
Mrs. Amanda Dorsey		

Others: Mr. Marc Valero, Highlands News-Sun

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. 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

Ms. Grimsley made a motion, seconded by Mr. Donaldson, to approve the minutes of the regular meeting held January 22, 2025 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.**

1.3 Review of Master Calendar

The Master Calendar was reviewed. Mr. Atchley announced that both he and Vice Chair Eason have a schedule conflict with the May 28 Planning/Budget Workshop and regular board meeting. He recommended moving the workshop and board meeting to May 21. The Board discussed moving the workshop and board meeting as recommended with no other schedule conflicts. **Mr. Eason made a motion, seconded by Mr. Donaldson, to move the Planning/Budget Workshop and regular board meeting from May 28 to**

May 21, 2025. 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.** Mrs. Bennett will update the calendar.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Julio Nieves	Coordinator, Criminal Justice Programs	John McLaughlin	11/11/24
Jonathan Spence	NSF SWERVE Grant Specialist	Michelle Leidel	11/18/24
Amanda Dorsey	Bursar	Teresa Vorous	11/18/24
Micaela Ford	Coordinator, Off-Campus Instructional Site – Hardee	Asena Mott	12/09/24

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 PTK Student Recognitions

President Hawkins asked Dr. Bukowski to recognize the students. Dr. Bukowski recognized both Myrlande Matine and Ashley Dean for their academic accomplishments. He stated both students were chosen for the All-Florida Academic Team. Dr. Bukowski thanked Mrs. Renee Ladue for her dedication to the students as a PTK advisor.

President Hawkins announced Dr. Mark Bukowski as the new Vice President of Student Services effective July 1. He gave a brief overview of the new vice president position. Dr. Bukowski thanked President Hawkins and the board.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list full-time administrative staff; full-time professional staff; full-time career staff; full-time faculty; resignations; retirements; and adjunct faculty for the 2025-26, academic year as needed as presented.

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

5.2 Agreements and Contracts

5.2.1 Affiliation Agreement – Chen Dental

Approved the agreement between Chen Dental 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 February 2025.

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

5.3.2 Property Disposal – March 2025

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

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

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 presented the curriculum revisions to the Board.

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

Mr. Donaldson made a motion, seconded by Ms. Hancock, to approve the curriculum proposals 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.**

Dr. Heston thanked the board for attending the Center for Innovative Teaching ribbon cutting this morning. She congratulated Dr. Bukowski on being announced the vice president for student services. Dr. Bukowski reported that spring enrollment is up 6% YTD and summer enrollment is up 10% YTD. He stated that fall registration will open on March 31.

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Building R-8 Demolition

Mr. Elliott reported that building R-8 is a modular building located on the Highlands campus. He stated that the building was being used for storage space. Mr. Elliott reported that the building sustained extensive exterior damage after Hurricane Ian, which lead to water damage and mold growth. He stated that it would not be cost effective to attempt repairs of mold remediation on this modular building.

Mr. Elliott is recommending the demolition of building R-8 and removing building R-8 from the Department of Education facilities inventory system.

(EXHIBIT "F")

Mr. Donaldson made a motion, seconded by Ms. Hancock, to approve the demolition of building R-8 and its removal from the Department of Education facilities inventory system. 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.**

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 January 2025.

(EXHIBIT "G")

9.2 Resource Development Report

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$38,503.00** from January 1 through February 28, 2025.

Mrs. Weyrauch reported on the following grant awards:

* Linking Industry to Nursing Education	\$ 200,000
* Safety and Recovery Training with Advanced Equipment	\$ 50,000
* DeSoto Remake Learning Days: Beyond the Badge	\$ 1,000

Mrs. Weyrauch gave a brief overview of the grants department. She reported and updated the board on grants in development, submitted, awarded since the last DBOT meeting, total grants actively managing, and the total amount awarded in fiscal year 2025.

President Hawkins commended Mrs. Weyrauch on her continued good work with grants.

9.3 President's Report

President Hawkins reported on the following items:

1. Reveal Dinner Update: Ms. Garren gave a brief overview along with the invitation to the Reveal Dinner that will be held on April 22 at the Island View Restaurant.
2. Thanked the board members that were able to attend the CIT ribbon cutting earlier today.
3. Shared he had a meeting with AdventHealth and gave a brief overview.
4. Shared a potential partnership and will share more information with the board as he receives it.
5. Congratulated the board for sitting in front of the Senate board as part of the District Board of Trustee appointment process.
6. Announced he will be attending Workforce Day at the Capitol on March 27.
7. Shared his experience of sitting in and observing a class earlier this week. He stated that he is excited to visit more classes.

8. Higher Learning Commission Update: President Hawkins stated he along with Chairman Atchley, Dr. Heston and some other SFSC colleagues will be attending the accreditation conference in Chicago, IL, April 4-8.
9. Commencement Update: Announced that spring commencement will be held on May 8. He shared the ceremony times have been adjusted to the following:
 - Ceremony A – 2:00p.m.
 - Ceremony B – 5:30p.m.

9.5 Board Attorney’s Report

Mr. Cole stated that Mrs. Ashley Bennett has distributed at each trustee’s spot a Conflict-of-Interest Compliance Certification for their review and signature per District Board Policy 1.06. He stated SFSC’s DBOT agreed to create a Conflict-of-Interest Statement and SACSCOC, section 4.2d recommends the Board define and address potential conflict of interest for its members. The DBOT has adopted a policy regarding conflict-of-interest transactions. Mr. Cole stated, each Board member signs a Conflict-of-Interest Compliance Certification, confirming they have received a copy of District Board Policy 1.06, titled Conflict of Interest. Further, each Board member agrees to avoid conflicts defined as situations in which regard for private interest tends to lead to disregard of a public duty or interest. The signatures on the compliance form indicate that each Board member will comply with Florida Statutes to avoid any conflict of interest in their duties as a member of the District Board of Trustees of South Florida State College. Pursuant to Florida Statutes a Board member must abstain from participating in or voting on any transaction where a conflict or a potential conflict may exist and must disclose the nature of the conflict in writing in accordance with Florida Statutes. He stated Board members cannot abstain for any other reason.

9.6 Board Members’ Reports

Mr. Donaldson stated no report.

Mr. Bryan stated no report.

Ms. Grimsley stated no report.

Ms. Hancock stated no report.

Mr. Eason congratulated the college on the ribbon cutting for the Center of Innovative Teaching. He commended the everyone for their continued good work and meeting student needs.

9.7 Board Chair Report

Mr. Atchley gave an inspirational speech about the partnership and relationships within the college and surrounding communities. He commended and praised Mrs. Asena Mott for her work and representation in Tallahassee. Mr. Atchley thanked everyone for all that they do.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 1:46 p.m.