

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MAY 21, 2025**

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

Excused: Mr. Derren Bryan Ms. Alison Hancock

Staff Present: Mrs. Ashley Bennett Dr. Mark Bukowski Dr. Kathleen Cappel
Mr. Peter Elliott Ms. Cindy Garren Dr. Michele Heston
Mr. Don Kesterson Mrs. Melissa Kuehnle Mrs. Teresa Vorous
Mrs. Asena Mott Mrs. Amie Kelly Mrs. June Weyrauch
Mrs. Emily Dabolt Ms. Brenda Daniels Mrs. Anastasia Fuchser
Mrs. Angie Hjort Mr. Keith Loweke Dr. John McLaughlin
Mr. Mike Austin Mrs. Courtney Green Ms. Heather Bass
Ms. Taylor Truitt

Excused: Dr. James Hawker 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

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. Donaldson, Mr. Eason, and Ms. Grimsley. **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 April 23, 2025 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Donaldson, Mr. Eason, and Ms. Grimsley. **Motion carried by unanimous vote.**

1.3 Review of Master Calendar

The Master Calendar was reviewed. No recommendations were made.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Taylor Truitt	Records Specialist, Criminal Justice	John McLaughlin	2/10/25
Heather Bass	Instructor, Radiology	Kathleen Cappel	2/10/25

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

None

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

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

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

5.2 Agreements and Contracts

5.2.1 **Dual Enrollment Agreement – Arcadia Christian Academy**

Approved the agreement between Arcadia Christian Academy and South Florida State College as presented.

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

5.2.2 **Dual Enrollment Agreement – Faith Community Christian**

Approved the agreement between Faith Community Christian and South Florida State College as presented.

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

5.2.3 **Dual Enrollment Agreement – Grace Christian School**

Approved the agreement between Grace Christian School and South Florida State College as presented.

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

5.2.4 **Dual Enrollment Agreement – Heartland Christian School**

Approved the agreement between Heartland Christian School and South Florida State College as presented.

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

5.2.5 Dual Enrollment Agreement – Home Education Students and Parents

Approved the agreement between Home Education Students and Parents and South Florida State College as presented.

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

5.2.6 Dual Enrollment Agreement – Parkview Prep Academy

Approved the agreement between Parkview Prep Academy and South Florida State College as presented.

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

5.2.7 Dual Enrollment Agreement – School Board of DeSoto County

Approved the agreement between School Board of DeSoto County and South Florida State College as presented.

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

5.2.8 Dual Enrollment Agreement – School Board of Hardee County

Approved the agreement between School Board of Hardee County and South Florida State College as presented.

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

5.2.9 Dual Enrollment Agreement – School Board of Highlands County

Approved the agreement between School Board of Highlands County and South Florida State College as presented.

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

5.2.10 Dual Enrollment Agreement – The School Board of Polk County

Approved the agreement between School Board of Polk County and South Florida State College as presented.

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

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 April 2025.

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

5.3.2 Property Disposals – May 2025

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

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

5.3.3 Bad Debt Listing

Approved the write off of uncollectible debt in the amount of \$26,877.55 as presented.

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

5.3.4 Annual Fixed Assets Inventory

Approved the Annual Fixed Assets Inventory report for fiscal year 2025 as presented.

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

Mr. Eason made a motion, seconded by Mr. Donaldson, to approve the Consent Agenda, Items 5.1 through 5.3.4 as presented. Those voting in favor of the motion were Mr. Atchley, 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

None

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 SFSC Mission Statement Affirmation

Dr. Heston gave a brief background on the HLC submission process. Mr. Atchley asked what does the timeframe for HLC accreditation look like for SFSC. Dr. Heston addressed his question with an overview of the accreditation process with HLC.

The Board reviewed the current SFSC Mission Statement. No changes were recommended.

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

Mr. Donaldson made a motion, seconded by Ms. Grimsley, to affirm the SFSC Mission as presented. Those voting in favor of the motion were Mr. Atchley, 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 April 2025.

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

9.2 **Resource Development Report**

Mrs. Emily Dabolt reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$6,219.00** from April 1 through April 30, 2025.

Mrs. Dabolt reported on the following items:

1. Grant Update: Mrs. Dabolt reported on the following grant awards:
 - DeSoto Panther Prep Summer Program 2025 \$ 20,000
2. Stated she had her first Foundation Board meeting and will have more news to share at a later date.
3. Highlighted the Panther Partner tours and thanked Mrs. Anastasia Fuchser for her work on hosting and organizing them.

9.3 **President's Report**

President Hawkins reported on the following items:

1. Enrollment Update: President Hawkins asked Dr. Bukowski to report on enrollment. Dr. Bukowski reported that spring FTE is up 6% and summer FTE compared to last year is up 14%. He stated that fall registration opened in April.
2. ACCT Membership Update: President Hawkins recommended renewing the membership with Association of Community College Trustees (ACCT) as they have made changes to the policy and procedures. Mr. Atchley gave a brief background on ACCT and training opportunities for trustees. **Ms. Grimsley made a motion, seconded by Mr. Eason, to renew the membership with Association of Community College Trustees (ACCT).** Those voting in favor of the motion were Mr. Atchley, Mr. Donaldson, Mr. Eason, and Ms. Grimsley. **Motion carried by unanimous vote.**
3. Tallahassee Update: President Hawkins gave a brief update on bills and the session. He stated we are still waiting to hear about the budget.
4. Recapped Spring Commencement that was held on May 8. President Hawkins thanked everyone involved in the planning process.
5. Highlighted Events: Law Day Luncheon, May 15; Sebring Chamber Banquet, May 16; and DeSoto FCA Gala, May 16.
6. Shared the he and Chairman Atchley will be attending the Commissioner's Summit in Miami, June 4-5.

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.

Mr. Eason stated no report.

9.7 **Board Chair Report**

Mr. Atchley stated the both graduation ceremonies were phenomenal and appreciated the energy from everyone. He thanked all those involved with planning and preparation.

10.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 1:32 p.m.