

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JUNE 25, 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
Ms. Kaylee Tuck, College Attorney

Excused: Mr. Derren Bryan

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. Michelle Leidel
	Mrs. Emily Dabolt	Ms. Brenda Daniels	Mrs. Anastasia Fuchser
	Dr. James Hawker	Mr. Keith Loweke	Dr. John McLaughlin
	Mr. Mike Austin	Mr. Corey Wales	Mrs. Charla Ellerker
	Ms. Alexandra Corso	Ms. Carleigh Okwali	Mrs. Sureka Personette
	Mrs. Kim Cloud	Mr. Rob Hampton	Mr. Julio Nieves

Excused: Mrs. June Weyrauch

Others Present: Marc Valero, Highlands
News-sun

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. 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. 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. Eason, to approve the minutes of the regular meeting held May 21, 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.**

1.3 Review of Master Calendar

Mr. Atchley discussed the proposed 2025-2026 South Florida State College District Board Trustees Meeting Schedule with the Board. The Board reviewed the dates with their schedules for any conflicts. The Master Calendar was reviewed. No changes were recommended by the Board.

(EXHIBIT "A")

Mr. Donaldson made a motion, seconded by Ms. Grimsley, to approve the South Florida State College District Board of Trustees Meeting Schedule for the 2025-2026 academic year 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.**

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Brenda Daniels	Director, Facilities & Plant Operations	Peter Elliott	02/24/25
Alexandra Corso	Advisor, Dual Enrollment	Charla Ellerker	03/17/25

2.2 Employee Retirement Acknowledgement

Employee	Position	Dates of Service
Elizabeth D. Andrews	Professor, English	08/01/06-06/20/25
Kristini Juve	Coordinator, RSVP	07/01/07-06/30/25
James McBride	Professor, Mathematics	08/16/06-06/20/25

Ms. Grimsley made a motion, seconded by Ms. Hancock, to recognize the retirements of Elizabeth D. Andrews, Kristini Juve, and James McBride for their many years of service to South Florida State College. Those voting in favor of the motion were Mr. Atchley, 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 administrative staff; full-time faculty; full-time career staff; resignations; retirements; adjunct faculty, 2024-25, academic year as needed; and adjunct faculty for the 2025-26, academic year as needed as presented.

(EXHIBIT "B")

5.2 Agreements and Contracts

5.2.1 Contracts for Private Attorney Services 2025-2026 and Appointment of College Attorney

Approved the contracts for private attorney services 2025-2026 and appointment of college attorney as presented.

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

5.2.2 Lease Agreement – The Florida Center for Addictions and Dual Disorders

Approved the renewal of the lease agreement for The Florida Center for Addictions and Dual Disorders as presented.

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

5.2.3 Lease Agreement – Hotel Jacaranda

Approved the renewal of the lease agreement between the SFSC Foundation, Inc. and South Florida State College for the Hotel Jacaranda as presented.

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

5.2.4 Affiliation Agreement – Dwyer Workforce Development

Approved the agreement between Dwyer Workforce Development and South Florida State College as presented.

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

5.2.5 Affiliation Agreement – AdventHealth West Florida Division

Approved the agreement between AdventHealth West Florida Division and South Florida State College as presented.

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

5.2.6 Dual Enrollment Agreement – The Academy at the Parc

Approved the agreement between The Academy at the Parc and South Florida State College as presented.

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

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 May 2025.

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

Mr. Eason made a motion, seconded by Mr. Donaldson, to approve the Consent Agenda, Items 5.1 through 5.3.1 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

None

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

Dr. Heston presented the curriculum revisions to the Board.

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

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

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Current Unrestricted Fund Budget

Mr. Elliott presented a request to accept the Current Unrestricted Fund Budget. He reported pursuant to State Board of Education Rule 6A-14.0716, Florida Administrative Code – Florida College Systems Budgets, the College shall prepare a budget for the Current Unrestricted (General) Fund in such form as prescribed by the State Board of Education. Mr. Elliott stated that the approved budget is to be submitted to the Chancellor of the Florida College System no later than June 30, 2025. He stated that a proposed budget for FY2025-26 based upon the FY2024-25 state appropriations pursuant to the instructions provided by the Division of Florida Colleges has been provided for the Board's review. Mr. Elliott stated amendments to the budget will be made, if necessary, to conform the budget to the final passed General Appropriations Act, as approved by the Governor, once we have the final approved act.

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

Mr. Donaldson made a motion, seconded by Mr. Eason, to approve the Current Unrestricted Fund budget, pending the final approval and signature of the Governor. 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 FY2025-26 Salary Schedule

Mr. Elliott asked for a motion to approve the FY2025-26 Salary Schedule as presented. Mr. Elliott stated the salary schedule includes all positions added, deleted, or amended as of June 1, 2025.

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

Mr. Donaldson made a motion, seconded by Ms. Hancock, to approve the amended Salary Schedule 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.**

8.3 Capital Outlay Budget

Mr. Elliott presented a request to accept the Capital Outlay Budget, pending final approval by the Governor. Mr. Elliott gave brief overview of the Capital Outlay Budget for the FY2025-26, inclusive of any capital outlay projects included in the General Appropriations Act. He stated such projects are subject to the final approval and signature of the Governor and the capital outlay budget will be amended as necessary once the College has received the final approved act.

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

Mr. Eason made a motion, seconded by Mr. Donaldson, to approve the Capital Outlay Budget, pending the final approval and signature of the Governor. Those voting in favor of the motion were Mr. Atchley, Mr. Donaldson, Mr. Eason, Ms. Grimsley, and Ms. Hancock. **Motion carried by unanimous vote.**

8.4 Capital Improvement Plan (CIP)

Mr. Elliott presented a request to approve the Capital Improvement Plan for 2025-2026 through 2026-2027 and submission to the Division of Florida Colleges. He gave a brief description of the CIP assessment and the needs of the college.

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

Mr. Donaldson made a motion, seconded by Ms. Grimsley, to approve the Capital Improvement Plan for 2025-2026 through 2026-2027 and submission to the Division of Florida Colleges 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 Annual Facilities Inspection Summary Report

Mr. Elliott presented a request to approve the Annual Comprehensive Safety Inspection Reports from Fire Prevention Specialists, a firm retained through the Florida College System Risk Management Consortium. He gave a brief overview of the fire safety, sanitation, and casualty inspection reports for the 2024-25 year.

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

Mr. Donaldson made a motion, seconded by Mr. Eason, to accept the fire safety, sanitation, and casualty inspection reports for the 2024-25 year 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.**

8.6 Recertification of Direct Support Organization (DSO)

Mrs. Dabolt presented a request to accept the 2024 independent audit and IRS form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of the college as a direct support organization in support of the college's vision and mission, utilizing support from the college as presented for the 2025-26 fiscal year.

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

Mr. Eason made a motion, seconded by Mr. Donaldson, to accept the 2024 independent audit and IRS form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of the college as a direct support organization for the 2025-26 fiscal year 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.**

8.7 Approval of Presidential Contract

Mr. Atchley stated the contract was distributed to the Board for their review. Mr. Atchley gave a brief overview and stated no changes to the president's contract. Mr. Atchley reported that there was one typo discovered and it will be corrected before signing the contract. He stated he appreciates President Hawkins and to continue his hard work and efforts.

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

Mr. Donaldson made a motion, seconded by Mr. Eason, to approve the presidential contract with the correction to the typo prior to signing 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 May 2025.

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

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 **\$2,134.00** from May 1 through May 31, 2025.

Mrs. Dabolt reported on the following items:

1. Grant Update: Mrs. Dabolt reported on the following grant awards:
 - Linking Industry to Nursing Education – Round II \$ 25,000
2. Announced that the following Foundation Board members will be rolling- off:
 - a. Mr. Don Elwell
 - b. Dr. Vinod Thakkar
3. Announced Ms. Julie Barber as the new treasurer for the Foundation Board 2025-26.

9.3 President's Report

President Hawkins reported on the following items:

1. Commended Mrs. Dabolt for her work and stepping into the interim role as the Foundation Executive Director. He thanked Mrs. Fuchser for her continued work and support of the Foundation. He stated that counsel has recommended that he be a non-voting member of the Foundation Board.

2. Highlighted Event: President Hawkins asked Dr. John McLaughlin to report on SFSC Public Service Academy training. Dr. McLaughlin reported that the Public Service Academy hosted 97 members of the 715th Military Police Company for two weeks of annual training. He stated on June 9, they engaged in pepper spray and taser training toward certification and they practiced defensive tactics, traffic stop techniques, and search procedures.
3. Announced SFSC was awarded 2025-2026 Military Friendly School designation. Mr. Rob Hampton gave a brief overview of the process of being awarded designation.
4. Shared that Mr. Manny Diaz, Jr will be stepping into the presidential role at the University of West Florida. He stated that Mr. Anastasios Kamoutsas is the new commissioner of education.
5. Enrollment Update: President Hawkins asked Dr. Bukowski to report on enrollment. Dr. Bukowski thanked Mrs. Sureka Personette for her enrollment reports. He reported FTE for spring is up 6.5% and summer/fall FTE is trending high. President Hawkins thanked Mrs. Personette for the FTE update emails and appreciates her work.
6. Reminded the Board to submit their Form 1 filers before July 1.
7. Congratulated Ms. Grimsley on her reappointment to the Board.
8. Tallahassee Update: President reported that he will be attending the COP annual meeting at Daytona State College, June 19-20. He reported that COP will have a meeting on July 11 to discuss priorities. President Hawkins gave a brief overview of the funding model. He stated he will keep the Board informed as he receives information. President Hawkins thanked Mr. Elliott, Mrs. Vorous, and team for all their hard work with the three DOGE requests on top of all their other job responsibilities with year-end approaching. Mr. Atchley congratulated President Hawkins for being nominated and voted to serve as the Vice Chair for COP.

9.5 Board Attorney's Report

Ms. Tuck stated no report.

9.6 Board Members' Reports

Mr. Donaldson stated no report.

Ms. Grimsley stated no report.

Ms. Hancock stated no report.

Mr. Eason commended President Hawkins and the college teams. He stated he is amazed about the virtual nursing training that our students have access to and the benefits they will gain. Mr. Eason stated that he is proud of our military friendly designation. He commended Dr. McLaughlin and team for their training with military police.

9.7 Board Chair Report

Mr. Atchley reported and highlighted on the Commissioner's Summit held in Miami, June 3-4, that he was able to attend with President Hawkins. He stated that he is excited that President Hawkins is moving into a leadership role within COP. Mr. Atchley stated as always, amazing work by SFSC in the communities.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:07 p.m.