



**SFSC
District Board of Trustees
Regular Meeting
September 24, 2025**

**Highlands Campus
1:00 p.m.**

**Terry Atchley, Chair
John Eason, Vice Chair
Derren Bryan
Devon Donaldson
Denise Grimsley
Alison Hancock
Fred Hawkins, President/Secretary**

1.0 *Call to Order and Preliminary Matters*



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: SEPTEMBER 24, 2025

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: ADOPTION OF AGENDA

It is recommended that the agenda of the regular meeting of September 24, 2025 be adopted.

SUGGESTED MOTION:

**Move to adopt the agenda of the regular meeting of
September 24, 2025 as presented.**

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
SEPTEMBER 24, 2025
1:00 P.M.**

- 1.0 Call to Order and Preliminary Matters
 - 1.1 Adoption of Agenda
 - 1.2 Approval of Minutes
 - 1.2.1 Regular Minutes – August 27, 2025
 - 1.3 Review of Master Calendar
- 2.0 Communications, Introductions, and Recognition
 - 2.1 New Employee Introductions
 - 2.2 Employee Retirement Acknowledgements
- 3.0 Public Comment
- 4.0 Presentations
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Agreements and Contracts
 - 5.2.1 Dual Enrollment Agreement – Independent Baptist Academy
 - 5.2.2 Dual Enrollment Agreement – Divine Academy
 - 5.2.3 Affiliation Agreement – Sun N’ Lake Medical Group: Internal and Pediatric Medicine
 - 5.2.4 Memorandum of Understanding Agreement – The School Board of DeSoto, Hardee, and Highlands County
 - 5.3 Operating Actions
 - 5.3.1 Monthly Accounts Payable & Payroll Check Register
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
- 8.0 Other Action Items
 - 8.1 Carry Forward Balance Spending Plan for the 2025-26 Fiscal Year
 - 8.2 Textbook and Instructional Materials Affordability
- 9.0 Reports
 - 9.1 Financial Report
 - 9.2 Resource Development Report
 - 9.3 President's Report
 - 9.4 Board Attorney Report
 - 9.5 Board Member Reports
 - 9.6 Board Chair Report
- 10.0 Adjournment



OFFICE OF THE PRESIDENT

Item 1.2.1

PRESENT TO BOARD: SEPTEMBER 24, 2025

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: MINUTES – REGULAR MEETING – AUGUST 27, 2025

It is recommended that the minutes of the regular meeting held August 27, 2025 be approved as presented.

SUGGESTED MOTION:

Move to approve the minutes of the August 27, 2025 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
AUGUST 27, 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. 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	Mrs. Anastasia Fuchser	Dr. James Hawker
	Mr. Keith Loweke	Mr. Corey Wales	Mrs. Ralene Graham
	Ms. Jillian Gorzycki	Ms. Bryliance Augustus	Mrs. Miriam Silva
	Ms. Michele Hall	Mrs. Micaela Ford	Ms. Lena Phelps
	Mrs. Courtney Green		

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 Ms. Hancock, 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. Donaldson, to approve the minutes of the regular meeting held June 25, 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

The Master Calendar was reviewed. President Hawkins proposed moving the October 22 board meeting to October 29 due to a conflict with the ACCT Leadership Congress conference. **Mr. Eason made a motion, seconded by Mr. Donaldson, to move the October 22 board meeting to October 29, 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.**

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Jillian Gorzycki	Student Advisor	Asena Mott	3/19/25
Bryliance Augustus	Customer Service	Michele Hall	3/31/25
Miriam Silva	Instructor, Nursing	Kathleen Cappo	4/7/25
Ralene Graham	Instructor, Nursing	Kathleen Cappo	5/1/25

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

None

5.0 CONSENT AGENDA ACTION ITEMS

5.0 Personnel Actions

Approved a list full-time faculty; full-time professional; resignations; and adjunct faculty for the 2025-26, 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 July 2025.

(EXHIBIT "B")

5.2.2 Property Disposal – August 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

6.2 Reorganization of the Board

Following the District Board of Trustees Policy 2.02, **President Hawkins called for nominations to serve as the 2025-2026 District Board of Trustees Chair.**

Ms. Denise Grimsley stated as a new board member she is recommending retaining the current board positions for an additional year. The Board discussed the recommendation and agreed to keep the following individuals in their current roles for the 2025-26 year:

- Mr. Terry Atchley, Chair
- Mr. John Eason, Vice Chair
- Mr. Devon Donaldson, Foundation Liaison

Ms. Grimsley made a motion, seconded by Ms. Hancock to retain the current DBOT positions for an additional year. President Hawkins asked if there were any other nominations. There being none, President Hawkins then called for a vote.

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 stated that he believes we have a great team in place and it is an honor to serve another year as Board chair. He stated he is going into his fourth year serving as a trustee and being a part of this amazing institution.

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

Dr. Heston presented the curriculum revisions and deletion to the Board.

(EXHIBIT "D")

Mr. Donaldson made a motion, seconded by Ms. 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.**

7.1 Curriculum Proposals

Dr. Heston presented the 2026-27 General Education review to the Board.

(EXHIBIT "D")

Mr. Donaldson made a motion, seconded by Ms. Hancock, to approve the 2026-2027 General Education Review 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 Local Hazard Mitigation Strategy (LMS) Plan

Mr. Elliott presented a request to accept the Highlands County Local Hazard Mitigation Strategy (LMS) Plan. He reported that college staff has worked closely with Highlands County staff and several other local governments and associations to update the multi-jurisdictional Highlands LMS Plan. Mr. Elliott gave a brief overview of the LMS Plan. Mr. Eason asked if the college has worked with Hardee County on a LMS Plan. Mr. Elliott stated that the college has not in the past. Mr. Eason recommended reaching out to Hardee County to participate in a LMS Plan.

(EXHIBIT "E")

Mr. Eason made a motion, seconded by Mr. Donaldson, to accept and adopt the Highlands County Multi-hazard Local Mitigation Strategy Plan. 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 for June 2025, fiscal year 2024-25 and July 2025, fiscal year 2025-26.

(EXHIBIT "F")

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 **\$68,985.35** from June 1 through July 31, 2025.

Mrs. Dabolt reported on the following items:

1. Shared that the Foundation has had a very busy summer and invited the Board to come to the up-coming seasonal Foundation events.
2. Grant Update: Mrs. Dabolt reported on the following grant awards:
 - The Lunch Box at SFSC's Hardee Campus \$ 500
 - FDLE Trust Fund – SFSC \$ 43,280
 - Presenting the Performing Arts for Rural Communities in Central Florida \$ 90,000

Mrs. June Weyrauch gave a recap and brief overview of FY25 grants. She also reported on recent grant changes and impacts on FY26 grants.

9.3 President's Report

President Hawkins reported on the following items:

1. Enrollment Update: Dr. Bukowski reported fiscal year 24-25 FTE is up 6.7% and summer term is up 10% FTE compared to prior year. He stated that fall term is off to a good start.
2. AdventHealth Partnership: Dr. Heston announced that AdventHealth renewed their partnership with an increase in funds. She highlighted the renewal. President Hawkins stated that SFSC is very grateful for the support from Mr. Jason Dunkel, CEO and that he is an outstanding leader.
3. College Drive Update: President Hawkins asked Mr. Elliott to give a brief update. Mr. Elliott reported Highlands County Engineering would like to present the final design proposal for College Drive widening to both Leader Team and the Board. He suggested a possible workshop on September 16. The Board reviewed their schedules and agreed to have a workshop on September 16 for the presentation.
4. Announced that Florida Trend made contact about conducting interviews for a story on rural colleges. Mrs. Melissa Kuehnle gave brief overview of the story. President Hawkins stated that he will be attending a luncheon along with other FCS presidents on September 10.
5. Recapped Convocation held on August 11 and August 15.

6. Collegewide Policies: President Hawkins reported the Commissioner of Education called all colleges to review policies pertaining to protest on campus. He stated that he believes SFSC is in good standing. Mr. Elliott asked as policies are being reviewed/updated that the Leader Team can make scribal error corrections. **Ms. Grimsley made a motion, seconded by Mr. Eason to allow Leader Team to make scribal error corrections to SFSC policies.** Those voting in favor of the motion were Mr. Atchley, Mr. Donaldson, Mr. Eason, Ms. Grimsley, and Ms. Hancock. **Motion carried by unanimous vote.**
7. Tallahassee Update: President Hawkins reminded the Board of the Legislative Fly-In held November 4-5 in Tallahassee. He stated to let Mrs. Bennett know if you would like to attend for travel arrangements.

9.5 Board Attorney's Report

Mr. Cole stated no report. He congratulated everyone on their reappointments.

9.6 Board Members' Reports

Mr. Donaldson stated no report.

Ms. Grimsley stated no report.

Ms. Hancock stated no report.

Mr. Eason gave an inspirational speech on "light bulb" moments and how important those moments are for students as well as instructors. He commended everyone for what they do every day and that everyone has Panther Pride each day they come to work.

9.7 Board Chair Report

Mr. Atchley thanked everyone and is looking forward to another great year.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:08 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: SEPTEMBER 24, 2025

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: REVIEW OF MASTER CALENDAR

Information:

The Board of Trustees Calendar identifies the activities, meetings, and issues directly affecting the Board throughout the year. Please review the attached calendar and identify any additional items that should be listed, or any changes that might be necessary.

District Board of Trustees Master Calendar

SEPTEMBER 2025	OCTOBER 2025	NOVEMBER 2025
<p>24 Board Meeting, 1 PM Highlands Campus</p>	<p>29 Board Meeting, 1 PM Highlands Campus</p> <p>22-25 ACCT Leadership Congress New Orleans, LA</p>	<p>No Board Meeting</p> <p>4-5 Legislative Fly-In and Legislative Reception Tallahassee, FL</p>
DECEMBER 2025	JANUARY 2026	FEBRUARY 2026
<p>1 Jacaranda Jubilee, 6:30 PM Hotel Jacaranda</p> <p>3 Board Meeting, 1 PM Highlands Campus</p> <p>4 Foundation Christmas Luncheon 11:30 AM, Hotel Jacaranda</p>	<p>28 Board Meeting, 1 PM Highlands Campus</p>	<p>No Board Meeting</p> <p>8-11 ACCT National Legislative Summit, Washington, DC</p>
MARCH 2026	APRIL 2026	MAY 2026
<p>25 Board Meeting, 1 PM Highlands Campus</p>	<p>22 Board Meeting, 1 PM Highlands Campus</p>	<p>27 Planning/Budget Workshop, 11AM, Highlands Campus</p> <p>Board Meeting, 1 PM Highlands Campus</p>
JUNE 2026	JULY 2026	AUGUST 2026
<p>24 Board Meeting, 1 PM Highlands Campus</p>	<p>22 Board Meeting, 1 PM Highlands Campus</p>	<p>22 Board Meeting, 1 PM Highlands Campus</p>

New Addition

Tentative *

2.0 Communications, Introductions, and Recognitions



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: SEPTEMBER 24, 2025

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Clara Campbell-Florvilus	Staff Assistant II, Public Safety	Steve Ashworth	6/22/25
Corey Wales	Director, Information Technology & Analysis	Peter Elliott	6/9/25



OFFICE OF THE PRESIDENT

Item 2.2

PRESENT TO BOARD: SEPTEMBER 24, 2025

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: EMPLOYEE RETIREMENT ACKNOWLEDGEMENTS

Employee	Position	Dates of Service
Cathy Lewis	Administrative Assistant II, Arts & Science	10/9/2000-9/30/2025
Lauren Redick	Front Office Manager, Dental Education Office	9/13/1999-9/5/2025

SUGGESTED MOTION:

Move to recognize the retirement of Cathy Lewis and Lauren Redick for their many years of service to South Florida State College.

3.0 Public Comment

4.0 *Presentations*

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: SEPTEMBER 24, 2025

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: CONSENT AGENDA ACTION ITEMS

The following Consent Agenda is provided for your review. Any Consent Agenda item may be discussed or removed from the Consent Agenda at the request of any Board member. The actual agenda items with background information are provided in the related section of the Board Agenda. The following sections of the agenda are included in the Consent Agenda: Personnel Actions, Contracts/Agreements, Grant Awards, and Operating Actions. Your consideration of the recommended action is appreciated.

SUGGESTED MOTION:

Move to approve the agenda items listed in the Consent Agenda.

	<i>CONSENT AGENDA ACTION ITEMS</i>	Page
5.1	Personnel Actions	21
5.2	Agreements and Contracts	22
	5.2.1 Dual Enrollment Agreement – Independent Baptist Academy	
	5.2.2 Dual Enrollment Agreement – Divine Academy	
	5.2.3 Affiliation Agreement – Sun N’ Lake Medical Group: Internal and Pediatric Medicine	
	5.2.4 Memorandum of Understanding Agreement – The School Board of DeSoto, Hardee, and Highlands County	
5.3	Operating Actions	26
	5.3.1 Monthly Accounts Payable & Payroll Check Register	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: SEPTEMBER 24, 2025

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: PERSONNEL ACTIONS

It is recommended that the personnel items, as specified below, be approved:

I. RESIGNATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Megan Togno	Assistant Registrar, Customer Service and Records	9/05/2025

II. Retirements

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Lauren Redick	Front Office Manager, Dental Education Clinic	9/05/2025
Cathy Lewis	Administrative Assistant II, Arts & Science	9/30/2025

III. ADJUNCT FACULTY, 2025-26, ACADEMIC YEAR AS NEEDED:

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Shawntise Brown	Medical Assisting	IV
Daniel Couto	Biology	IV
Mary Ann Duncan	Master Student	II
Abraham Garcia	Electrical Apprenticeship	IV
Ryan Jones	Electrical Apprenticeship	IV
Crystal McDonald	Dental Education	III
Lindsey Owens	Practical Nursing/ADN and Clinical Labs	III

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: SEPTEMBER 24, 2025

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: DUAL ENROLLMENT – INDEPENDENT BAPTIST ACADEMY

Approval is requested to enter into a **new** the dual enrollment agreement between Independent Baptist Academy and South Florida State College for the purpose of providing dual enrollment opportunities to Highlands County. This agreement renews annually.

SUGGESTED MOTION:

Move to approve the agreement between Independent Baptist Academy and South Florida State College as presented.



OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: SEPTEMBER 24, 2025

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: DUAL ENROLLMENT – DIVINE ACADEMY

Approval is requested to enter into a **new** the dual enrollment agreement between Divine Academy and South Florida State College for the purpose of providing dual enrollment opportunities to Highlands County. This agreement renews annually.

SUGGESTED MOTION:

Move to approve the agreement between Divine Academy and South Florida State College as presented.



OFFICE OF THE PRESIDENT

Item 5.2.3

PRESENT TO BOARD: SEPTEMBER 24, 2025

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: AFFILIATION AGREEMENT – SUN N’ LAKE MEDICAL GROUP: INTERNAL
AND PEDIATRIC MEDICINE

Approval is requested to **renew** the clinical affiliation agreement between Sun n’ Lake Medical Group: Internal and Pediatric Medicine and South Florida State College. This is an updated affiliation agreement for the Health Sciences’ Emergency Medical Services, Health Services Management, Medical Administration, Medical Assisting, and Nursing programs.

This agreement will provide SFSC’s Health Science students with a clinical learning experience, including pediatrics, at the named agency. This current updated agreement shall be effective from 5/9/2025 and shall continue in effect from year to year unless the agreement is terminated or changed per stated terms.

SUGGESTED MOTION:

Move to approve the agreement between Sun N’ Lake Medical Group: Internal and Pediatric Medicine and South Florida State College as presented.



OFFICE OF THE PRESIDENT

Item 5.2.4

PRESENT TO BOARD: SEPTEMBER 24, 2025

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: MEMORANDUM OF UNDERSTANDING AGREEMENT – THE SCHOOL
BOARD OF DESOTO, HARDEE, HIGHLANDS COUNTY

Approval is requested to **renew** the memorandum of understanding agreement (MOUs) between The School Board of DeSoto, Hardee, and Highlands County and South Florida State College. The MOUs for SFSC's Bachelor of Science in Elementary Teacher Education (BSETE) program for the three service counties: DeSoto, Hardee, and Highlands.

These agreements continue the partnership between SFSC and each respective school board for the placement of teacher candidates enrolled in the BSETE program into clinical experiences within the districts. The MOUs outline the roles and responsibilities of both parties to ensure high-quality field experiences that support candidate development and program standards.

SUGGESTED MOTION:

Move to approve the agreement between The School Board of DeSoto, Hardee, and Highlands County and South Florida State College as presented.



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: SEPTEMBER 24, 2025

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: MONTHLY ACCOUNTS PAYABLE/PAYROLL CHECK REGISTER

Summary information for disbursements for all funds through August are enclosed. Detailed information related to expenditures to date is available during normal business hours in the College Business Office.

SUGGESTED MOTION:

Move to approve the monthly accounts payable/monthly payroll check register as presented.

Vendor Payments:

	2025/26				2024/25		
	# Payments	Monthly Total	Cumulative Total		# Payments	Monthly Total	Cumulative Total
July	316	\$ 1,433,111	\$ 1,433,111		340	\$ 1,833,742	\$ 1,833,742
August	348	1,069,187	2,502,298		428	1,518,769	3,352,511
September			2,502,298		320	1,683,830	5,036,341
October			2,502,298		536	1,574,898	6,611,239
November			2,502,298		389	1,448,395	8,059,634
December			2,502,298		308	1,295,755	9,355,389
January			2,502,298		468	1,904,267	11,259,656
February			2,502,298		450	1,180,342	12,439,998
March			2,502,298		356	1,018,624	13,458,622
April			2,502,298		477	1,322,906	14,781,528
May			2,502,298		462	1,015,756	15,797,284
June			2,502,298		329	2,211,343	18,008,627
Totals	664	2,502,298			4,863	18,008,627	

Payroll:

	2025/26				2024/25		
	# Payments	Monthly Total	Cumulative Total		# Payments	Monthly Total	Cumulative Total
July	434	\$ 1,261,088	\$ 1,261,088		432	\$ 1,255,152	\$ 1,255,152
August	391	1,152,201	2,413,288		378	1,150,622	2,405,774
September			2,413,288		432	1,201,167	3,606,941
October			2,413,288		471	1,253,120	4,860,061
November			2,413,288		484	1,311,614	6,171,675
December			2,413,288		482	1,264,636	7,436,311
January			2,413,288		411	1,133,844	8,570,155
February			2,413,288		452	1,220,595	9,790,750
March			2,413,288		478	1,253,626	11,044,376
April			2,413,288		468	1,270,877	12,315,253
May			2,413,288		468	1,303,123	13,618,376
June			2,413,288		403	1,284,699	14,903,075
Totals	825	2,413,288			5359	14,903,075	

Student Refunds:

	2025/26				2024/25		
	# Payments	Monthly Total	Cumulative Total		# Payments	Monthly Total	Cumulative Total
July	105	\$ 115,898	\$ 115,898		362	\$ 369,877	\$ 369,877
August	4	11,930	127,828		41	27,649	397,526
September			127,828		1271	1,994,657	2,392,183
October			127,828		696	659,861	3,052,044
November			127,828		350	310,635	3,362,679
December			127,828		30	60,552	3,423,231
January			127,828		1385	2,444,800	5,868,031
February			127,828		385	474,895	6,342,926
March			127,828		38	53,398	6,396,324
April			127,828		78	107,452	6,503,776
May			127,828		164	32,871	6,536,647
June			127,828		783	828,939	7,365,586
Totals	109	127,828			5583	7,365,586	

P-Card

	2025/26				2024/25		
	# Transactions	Monthly Total	Cumulative Total		# Transactions	Monthly Total	Cumulative Total
July	308	\$ 82,062	\$ 82,062		276	\$ 66,634	\$ 66,634
August	421	110,671	192,732		452	101,716	168,350
September			192,732		469	130,366	298,716
October			192,732		414	93,674	392,390
November			192,732		384	74,795	467,185
December			192,732		256	65,492	532,677
January			192,732		492	125,938	658,615
February			192,732		485	98,223	756,838
March			192,732		401	93,864	850,702
April			192,732		503	137,601	988,303
May			192,732		446	136,388	1,124,691
June			192,732		281	71,249	1,195,940
Totals	729	192,732			4859	1,195,940	

Grand total Transa 2,327 \$ 5,236,146

20,664 \$ 41,473,227

6.0 Planning and Policy Issues

7.0 Academic and Student Matters

8.0 Purchasing and Other Action Items



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: SEPTEMBER 24, 2025

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: CARRY FORWARD BALANCE SPENDING PLAN FOR THE 2025-26 FISCAL
YEAR

Section 1013.841(2)(b), Florida Statutes requires that “Each Florida College System institution with a final FTE less than 15,000 for the prior year that retains a state operating fund carry forward balance in excess of the 5 percent minimum shall submit a spending plan for its excess carry forward balance. The spending plan shall include all excess carry forward funds from state operating funds. The spending plan shall be submitted to the Florida College System institution’s board of trustees for approval by September 30, 2020, and each September 30 thereafter. The State Board of Education shall review and publish each Florida College System institution’s carry forward spending plan by November 15, 2020, and each November 15 thereafter.” The attached report details the College’s ending General Fund balance for the 2024-25 fiscal year and the amount required to be included in the College’s spending plan. The College’s spending plan includes reserves for nonrecurring operational expenditures, contingency reserves for recovery from state declared disaster emergencies, funds allocated for collegewide repairs and maintenance projects in lieu of PECO Maintenance funds, and a reserve sufficient to ensure that the college maintains 30 days operating cash on hand to allow for prudent cash and investment management.

SUGGESTED MOTION:

Move to approve the Carry Forward Balance Spending Plan for the 2025-26 fiscal year as presented.

South Florida State College
2025-26 Florida College System Carryforward Spending Plan
Pursuant to 1013.841, Florida Statutes
July 1, 2025

Line Item #	Carryforward Spending Plan Category	Specific Expenditure/Project Title	Carryforward Amount Budgeted for Expenditure During FY 2025-26	Project Timeline			Comments/Explanations
				Total # Years of Expenditure per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	
1.	(e) Operating expenditures	Transition to State Health Insurance Plan	750,000	2	2	2026	
	(e) Operating expenditures	Reserve Operating Funds	3,500,000				
2.							Governmental Finance Officers Association (GFOA) recommends maintaining an unrestricted budgetary fund balance of no less than two months general fund operating expenses
3.	(g) Commitment to contingency reserve related to state declared emergency	Reserve for recovery from hurricanes and other natural disasters. 0.5% of Total Insured Value	1,000,000				Natural disaster reserves.
4.	(e) Operating expenditures	Collegewide Infrastructure, Repairs, & Maintenance Projects	3,000,000				
5.	(e) Operating expenditures	Campus Technology Refresh	1,064,536				Strategic technology & equipment refresh

Total as of July 1, 2025: \$ 9,314,536

Amount Requiring Spending Plan \$ 9,314,536



OFFICE OF THE PRESIDENT

Item 8.2

PRESENT TO BOARD: SEPTEMBER 24, 2025

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: TEXTBOOK AND INSTRUCTIONAL MATERIALS AFFODABILITY

1004.085, F.S. (Textbook and Instructional Materials Affordability) was amended during the 2016 Legislative Session to require posting of the local cost and identifying information of at least 95% of all textbooks and instructional materials required and recommended for each scheduled class at least 45 days prior to the start of each upcoming term. Follett, our bookstore partner, has worked closely with our faculty and staff to ensure compliance with this requirement.

Additionally, the amendment requires each college to review variances in the cost of textbooks and instructional materials required for each course, by course section and the percentage of textbooks and instructional materials that remain in use for more than one term (can be used or resold by the student) and to share the results with academic department chairs and program staff for review. The goal is to reduce the cost of required textbooks and instructional materials per course section.

The following was determined during the examination of textbooks and instructional materials for all general education courses offered during the 2025 fiscal year:

- Each department chair is integrally involved in the textbook and instructional materials adoption process for each course.
- Of 2,605 course sections, 2,567 adopted textbooks before the deadline, equating to 98.5% overall compliance. Fall 2024 had a compliance percentage of 98.9%, Spring 2025 had a compliance percentage of 99.3%, and Summer 2025 had a compliance percentage of 96.5%.

- South Florida State College (SFSC) adheres to internal Procedure No. 4041, which dictates use of adopted textbooks and instructional materials for a period of at least three years or until the edition changes, whichever occurs first.
- SFSC utilizes several recognized cost reducing efforts, including:
 - Open Educational Resources
 - Textbook Affordability Committees
 - Textbook Rentals
 - Offer Programs with no Textbook Costs
- SFSC considers the following factors when selecting materials:
 - Purchasing digital textbooks in bulk
 - Expanding the use of open-access materials
 - Providing rental options for textbooks and related materials
 - Increasing the availability and use of affordable digital textbooks and learning objects
 - Developing mechanisms to assist in buying, renting, selling, and sharing textbooks
 - The length of time that textbooks and instructional materials remain in use.
- The SFSC Foundation has provided Innovation Grant funding to faculty members for review of OER materials that may be utilized in the classroom for a greater cost-savings to students.
- SFSC utilized open educational resources for 3.63% of all FY2025 course sections which required instructional materials.

SUGGESTED MOTION:

Move to approve the report of Textbook and Instructional Materials Affordability as required by 1004.85, F.S., as presented.

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: SEPTEMBER 24, 2025

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Enclosed for your review is the August 2025 financial summary along with details of revenues and expenditures compared to budget funds within the operating budget. Also, for your review, a statement of revenues, expenditures, and other changes along with balance sheet details of other funds is provided.

SOUTH FLORIDA STATE COLLEGE
FINANCIAL SUMMARY
Fiscal year 2025-2026 to Fiscal year 2024-25
8/31/2025

	Budgeted Annual Revenue	Recorded Year To Date	% Recorded of Annual	Recorded Prior Year To Date	% Recorded Prior Year
Student Fees	\$ 7,015,379	\$ 2,811,195	40%	\$ 2,409,420	44%
State Funding	28,093,575	4,172,084	15%	\$ 3,916,301	14%
Other Revenue	1,305,126	605,226	46%	607,998	31%
Total Revenue	\$ 36,414,080	\$ 7,588,505	21%	\$ 6,933,719	19%

	Budgeted Annual Expenditures	Expenditures Year To Date	% Expended of Annual	Expenditures Prior Year To Date	% Expended Prior Year
Salaries	\$ 25,124,828	\$ 3,386,211	13%	\$ 3,219,429	13%
Current Expense	11,751,411	1,369,692	12%	1,961,420	18%
Capital Outlay	2,198	2,198	100%	17,956	5%
Total Expenditures	\$ 36,878,437	\$ 4,758,101	13%	\$ 5,198,805	14%

South Florida State College Fund Balance Summary Projection 2025-26 Fiscal Year	
Fund Balance Carryforward from Fiscal Year 2024-25 (preliminary)	
Unallocated Fund Balance	\$ 11,457,355
Reserve for Encumbrances	-
Total Fund Balance Available for FY 2025-26	\$ 11,457,355
Plus	
Actual Revenue to Date	\$ 7,588,505
Projected Additional Revenue	\$ 28,825,575
Total Revenue	\$ 36,414,080
Total Projected Funds Available	\$ 47,871,435
Minus	
Actual Expenditures to Date	\$ 4,758,101
Projected Additional Expenditures	\$ 32,120,336
Total Projected Expenditures	\$ 36,878,437
Total Projected Fund Balance Available for FY 2026-27	\$ 10,992,998
Less: Encumbrances	\$ -
Total Projected Fund Balance Unallocated for FY 2026-27	\$ 10,992,998
Projected Unallocated Fund Balance Percentage:	22.96%

South Florida State College
Budget to Actual
Fiscal year 2025-26 to Fiscal year 2024-25
8/31/2025

	Budget FY 25-26	Recorded 8/31/2025	% Recorded	Budget FY 24-25	Recorded 8/31/2024	% Recorded
Revenue:						
Tuition	\$ 4,660,608	\$ 2,074,240	45%	\$ 4,327,809	\$ 1,860,126	43%
Student Fees	2,354,771	736,955	31%	1,205,256	549,294	46%
State Support - FCSPF	24,398,816	4,172,084	17%	24,365,885	3,916,301	16%
State Support - Lottery	3,694,759	-	0%	3,719,349	-	0%
Other Revenue	1,305,126	605,226	46%	1,942,449	607,998	31%
Total Revenue	\$ 36,414,080	\$ 7,588,505	21%	\$ 35,560,748	\$ 6,933,719	19%
	Budget FY 25-26	Expended 8/31/2025	% Expend	Budget FY 24-25	Expended 8/31/2024	% Expend
Expenses:						
Personnel Expenses:						
Salary Expense	\$ 17,948,246	\$ 2,349,336	13%	\$ 18,333,054	\$ 2,304,935	13%
Fringe Benefits	7,176,582	1,036,875	14%	6,799,354	914,494	13%
Sub Total	\$ 25,124,828	\$ 3,386,211	13%	\$ 25,132,408	\$ 3,219,429	13%
Other Expenses:						
Travel	338,949	\$ 15,736	5%	\$ 377,245	\$ 11,504	3%
Postage & Telephone	347,800	49,255	14%	278,644	48,854	18%
Printing	25,756	1,348	5%	32,386	1,432	4%
Repairs & Maintenance	1,430,014	497,643	35%	2,310,144	604,630	26%
Rental & Insurance	830,731	35,497	4%	837,741	585,726	70%
Utilities	1,926,274	236,993	12%	1,928,749	248,549	13%
Services	1,781,997	142,502	8%	1,255,948	205,002	16%
Supplies & Subscriptions	1,628,081	246,910	15%	1,673,675	255,723	15%
Transfers	1,171,715	-	0%	1,975,000	0	0%
Other Expenses	2,270,094	143,808	6%	223,070	0	0%
Sub Total:	\$ 11,751,411	\$ 1,369,692	12%	\$ 10,892,602	\$ 1,961,420	18%
Capital Outlay:	\$ 2,198	\$ 2,198	100%	\$ 363,969	\$ 17,956	5%
Total Expenses	\$ 36,878,437	\$ 4,758,101	13%	\$ 36,388,979	\$ 5,198,805	14%
Revenue Over (Under) Expenses	\$ (464,357)	\$ 2,830,404		\$ (828,231)	\$ 1,734,914	

Additional Information:

1. Tuition and fee revenues are generally collected in the following manner: 43% Fall (Aug. - Oct.), 42% Spring (Nov. - Jan.), 15% Summer (April - May).
2. State Support (FSCPF & Lottery) is distributed evenly over 12 months.
3. Other Revenues vary throughout the year.
4. Salaries: Full-time regular employees are paid equally over 12 months. Part-time instructors are paid based on class load.
5. Current expenses remain constant from month-to-month.
6. Capital expenses vary throughout the year but do not have a significant impact on total expenses.

RESTRICTED, AUXILIARY AND PLANT FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND OTHER CHANGES
8/31/2025

	Current Fund					Unexpended
	Restricted	Auxiliary Fund	Loan Fund	Scholarships		Plant
<u>REVENUE</u>						
Student Fees	\$ 154,864			\$ 146,729	\$	182,892
Local Support	41,349					
State Support	6,250			446,783		
Federal Support	69,325			38,351		
Gifts & Contracts	22,453	84,998				
Sales	-	144,711				
Insurance Proceeds	-					
Other Revenue	56	20,756				195,911
TOTAL REVENUE	\$ 294,296	\$ 250,465	\$ -	\$ 631,863	\$	378,803
<u>EXPENDITURES</u>						
<u>Personnel Expenditures</u>						
Salary	\$ 192,986	\$ 73,712	\$ -	\$ -	\$	-
Fringe Benefits	70,893	41,233				-
Subtotal	\$ 263,879	\$ 114,945	\$ -	\$ -	\$	-
<u>Other Expenses</u>						
Travel	\$ 4,459					
Postage & Telephone	1,742	1,750				
Printing	125	82				
Repairs & Maintenance	44,231	40,134				
Rental & Insurance	7,971	143				
Utilities	-	15,205				
Services	30,975	64,687				
Materials & Supplies	20,588	78,637				
Scholarships & Waivers	24,069	-		3,080,124		
Transfers to Other Funds	-	-				
Other Expenses	20,693	-		710		
Subtotal	\$ 154,853	\$ 200,638	\$ -	\$ 3,080,834	\$	-
<u>Capital Outlay</u>						
Furniture & Equipment	\$ 94,019	\$ 10,795			\$	9,455
Capital Infrastructure	-					1,933,969
Renovating & Remodeling	-					
Subtotal	\$ 94,019	\$ 10,795	\$ -	\$ -	\$	1,943,424
TOTAL EXPENDITURES	\$ 512,751	\$ 326,378	\$ -	\$ 3,080,834	\$	1,943,424
NET INCREASE (DECREASE) IN FUND BALANCE	\$ (218,455)	\$ (75,913)	\$ -	\$ (2,448,971)	\$	(1,564,621)

SOUTH FLORIDA STATE COLLEGE
BALANCE SHEET - ALL FUNDS
As of August 31, 2025

	Current Fund Restricted	Auxiliary Fund	Loan Fund	Scholarships	Unexpended Plant	Invested in Plant	Totals
<u>ASSETS</u>							
Cash/Cash Equivalents	\$ (252,099)	\$ 693,973	\$ 76,157	\$ (2,370,460)	\$ 17,563,634	\$ -	\$ 15,711,205
Accounts Receivable, Net	\$ 187,988	\$ 71,637		\$ 100,431	\$ 3,370,249		\$ 3,730,305
Land						\$ 2,477,518	\$ 2,477,518
Buildings, Net						\$ 37,956,007	\$ 37,956,007
Perpetual Data Licenses						\$ 579,029	\$ 579,029
Furniture & Equipment, Net						\$ 3,841,071	\$ 3,841,071
Data Software - SBITA Lease Agreement						\$ 1,117,368	\$ 1,117,368
Artwork						\$ 567,876	\$ 567,876
Construction in Progress					\$ 2,760,000	\$ 648,710	\$ 3,408,710
Other	\$ 552	\$ -					\$ 552
TOTAL ASSETS	\$ (63,559)	\$ 765,610	\$ 76,157	\$ (2,270,029)	\$ 23,693,883	\$ 47,187,579	\$ 69,389,641
<u>LIABILITIES AND FUND BALANCE</u>							
<u>Liabilities</u>							
Accounts Payable	\$ -	\$ 96,196	\$ -	\$ -	\$ -		\$ 96,196
Loan Payable					\$ 12,567,144		\$ 12,567,144
SBITA Payable						\$ 821,579	\$ 821,579
Retainage Payable							\$ -
Unearned Revenue							\$ -
Salaries & Benefits Payable							\$ -
Total Liabilities	\$ -	\$ 96,196	\$ -	\$ -	\$ 12,567,144	\$ 821,579	\$ 13,484,919
<u>Fund Balance:</u>							
Fund Balance	\$ 154,896	\$ 745,328	\$ 76,157	\$ 178,942	\$ 12,691,360	\$ -	\$ 13,846,683
Investment in Plant						\$ 46,366,000	\$ 46,366,000
Change in Fund Balance (YTD)	\$ (218,455)	\$ (75,914)	\$ -	\$ (2,448,971)	\$ (1,564,621)	\$ -	\$ (4,307,961)
Total Fund Balance	\$ (63,559)	\$ 669,414	\$ 76,157	\$ (2,270,029)	\$ 11,126,739	\$ 46,366,000	\$ 55,904,722
TOTAL LIABILITIES AND FUND BALANCE	\$ (63,559)	\$ 765,610	\$ 76,157	\$ (2,270,029)	\$ 23,693,883	\$ 47,187,579	\$ 69,389,641



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: SEPTEMBER 24, 2025

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: RESOURCE DEVELOPMENT REPORT

I. Donations and Pledges to the SFSC Foundation, Inc.

The chart presented is a summary listing of all donations and pledges made to the SFSC Foundation since the August 2025 meeting of the College District Board of Trustees. The included dates are August 1, 2025 through August 31, 2025. The total amount reported is **\$25,873.00**.

II. Resource Development Update

a. Grants

South Florida State College Foundation, Inc.
Gift Summary Report 08/01/2025 - 08/31/2025

Fund ID	Fund Description	Gift Count	Cash	Pledges	Stocks/Other	Total
1000	Unrestricted	27	\$393.50	\$0.00	\$0.00	\$393.50
2000	Jacaranda Restoration Fund	1	\$500.00	\$0.00	\$0.00	\$500.00
5011	SFSC General Scholarship	15	\$4,561.50	\$0.00	\$0.00	\$4,561.50
5025	General Nursing Scholarship	2	\$14,352.00	\$0.00	\$0.00	\$14,352.00
5031	SFSC Community Fund	1	\$10.00	\$0.00	\$0.00	\$10.00
5032	SFSC Library Donations	1	\$30.00	\$0.00	\$0.00	\$30.00
5045	Athletic Booster Club	4	\$35.00	\$0.00	\$0.00	\$35.00
5098	Arcadia Center	1	\$25.00	\$0.00	\$0.00	\$25.00
5110	Highlands County Bar Association Scholarship	2	\$75.00	\$0.00	\$0.00	\$75.00
5128	Helios Education Foundation First Generation Scholars	1	\$5,261.00	\$0.00	\$0.00	\$5,261.00
5143	Nursing Programs	1	\$25.00	\$0.00	\$0.00	\$25.00
5158	TSIC Scholarships	6	\$50.00	\$0.00	\$0.00	\$50.00
6005	Partnership Project	2	\$20.00	\$0.00	\$0.00	\$20.00
6006	Alumni Association Fund	2	\$510.00	\$0.00	\$0.00	\$510.00
6010	STEM Endowment	3	\$25.00	\$0.00	\$0.00	\$25.00
Grand Totals:		69	\$25,873.00	\$0.00	\$0.00	\$25,873.00

69 Gift(s) listed

58 Donor(s) listed

Grant Awards

Grant Title 2025-2026 Title II – Adult Education and Family Literacy Act Consolidated Adult General Education (Highlands/Hardee)

Grantor Florida Department of Education

Amount Awarded \$541,694

Description Funds will be used to continue offering Adult Basic Education (ABE) and General Education Development (GED) courses in Hardee and Highlands counties.

Grant Title 2025-2026 Title II – Adult Education and Family Literacy Act Consolidated Corrections Education (Highlands/Hardee)

Grantor Florida Department of Education

Amount Awarded \$200,000

Funds will be used to continue offering Adult Basic Education (ABE) and English Literacy (ESOL) courses for criminal offenders in correctional institutions and institutionalized individuals in Hardee and Highlands counties.

Grant Title 2025-2026 Title II – Adult Education and Family Literacy Act Consolidated Integrated English Literacy and Civics Education (Highlands/Hardee)

Grantor Florida Department of Education

Amount Awarded \$173,881

Description Funds will be used to continue offering English for Speakers of Other Languages (ESOL) courses in Hardee and Highlands counties.

Grant Title 2025-26 National Farmworker Jobs Program, Farmworker Career Development Program

Grantor Florida Department of Education

Amount Awarded \$280,116

Description Funds will be used to provide 124 migrant and seasonal farmworkers and their families comprehensive career and training services, job placement, and educational support.

Grant Title **Strengthening Career and Technical Education for the 21st Century Act (Perkins V), Career and Technical Education Postsecondary Programs**

Grantor Florida Department of Education

Amount Awarded \$275,066

Description Funds will be used to more fully develop the academic and career technical skills of students who elect to enroll in career and technical education programs that prepare them for high-skill, high-wage and/or high-demand fields.

Grant Title **Strengthening Career and Technical Education for the 21st Century Act (Perkins V), Rural Innovation Career and Technical Education Programs.**

Grantor Florida Department of Education

Amount Awarded \$99,576

Description Funds will be used to more fully develop the academic and career technical skills of students in rural communities who elect to enroll in career and technical education programs that prepare them for high-skill, high-wage and/or high-demand fields.

Grant Title **SFSC Faculty Development for Student Success**

Grantor Walmart Spark Good, Avon Park

Amount Awarded \$1,000

Description Funds will be used to support faculty trainings through the Center for Innovative Teaching at the Highlands Campus. These sessions will equip new and current faculty with teaching strategies that foster student success, strengthen career readiness, and promote economic growth across our rural service area.