



**SFSC  
District Board of Trustees  
Regular Meeting  
October 29, 2025**

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

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

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***1.0 Call to Order and Preliminary Matters***



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: OCTOBER 29, 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 October 29, 2025 be adopted.

**SUGGESTED MOTION:**

**Move to adopt the agenda of the regular meeting of  
October 29, 2025 as presented.**

**REGULAR MEETING AGENDA  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
HIGHLANDS CAMPUS  
OCTOBER 29, 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 – September 24, 2025
  - 1.3 Review of Master Calendar
- 2.0 Communications, Introductions, and Recognition
- 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 Affiliation Agreement – State of Florida Department of Health, Highlands County Health Department
    - 5.2.2 Affiliation Agreement – VITAS Healthcare Corporation
  - 5.3 Operating Actions
    - 5.3.1 Monthly Accounts Payable & Payroll Check Register
    - 5.3.2 Property Disposals – October 2025
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
  - 7.1 Curriculum Proposals
  - 7.2 2026-2027 College Calendar
- 8.0 Other Action Items
  - 8.1 Local Hazard Mitigation Strategy (LMS) Plan – Hardee
  - 8.2 Non-Recurring Pay – December 2025
- 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: OCTOBER 29, 2025

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: MINUTES – REGULAR MEETING – SEPTEMBER 24, 2025

It is recommended that the minutes of the regular meeting held September 24, 2025 be approved as presented.

**SUGGESTED MOTION:**

**Move to approve the minutes of the September 24, 2025 regular meeting as presented.**

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
SEPTEMBER 24, 2025**

**Members Present:** Mr. Terry Atchley, Chair  
Mr. John Eason, Vice Chair  
Mr. Derren Bryan  
Mr. Devon Donaldson  
Mr. Fred Hawkins, President/Secretary  
Mr. Scott Cole, College Attorney

**Excused:** Ms. Denise Grimsley 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    | Dr. 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        | Ms. Brenda Daniels            |
| Mr. Christian Negron | Mr. John Lackey        | Mrs. Sureka Personette        |
| Mrs. Kim Cloud       | Ms. Carleigh Okwali    | Mrs. Melinda Haygood          |
| Mrs. Sheryl McGrath  | Dr. Mary von Merveldt  | Mrs. Clara Campbell-Florvilus |
| Mr. Steve Ashworth   |                        |                               |

**Others Present:** Ms. Lynette Declue

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. Bryan, Mr. Donaldson, and Mr. Eason. **Motion carried by unanimous vote.**

### **1.2 Approval of Minutes**

#### **1.2.1 Regular Meeting Minutes**

**Mr. Eason made a motion, seconded by Mr. Bryan, to approve the minutes of the regular meeting held August 27, 2025 as presented.**

Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, and Mr. Eason. **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   |
|--------------------------|---------------------------------------------|----------------|---------|
| Clara Campbell-Florvilus | Staff Assistant II, Public Safety           | Steve Ashworth | 6/22/25 |
| Corey Wales              | Director, Information Technology & Analysis | Peter Elliott  | 6/9/25  |

**2.2 Employee Retirement Acknowledgement**

| 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  |

**Mr. Donaldson made a motion, seconded by Mr. Eason, to recognize the retirements of Cathy Lewis and Lauren Redick for their many years of service to South Florida State College.** Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, and Mr. Eason. **Motion carried by unanimous vote.**

**3.0 PUBLIC COMMENT**

None

**4.0 PRESENTATION****4.1 Health Science Programs Update**

President Hawkins asked Dr. Kathleen Cappelto to give an update on the Health Science programs. Dr. Cappelto thanked the Board for their time. She gave a brief overview of the Health Science programs and new technologies available to the students. Mr. Atchley asked if she has seen an increase in enrollment for the surgical tech program. Dr. Cappelto stated that the enrollment has increased for that program. President Hawkins thanked Dr. Cappelto for her presentation. Dr. Cappelto introduced her directors to the Board. Mr. Atchley thanked everyone for all that they do for the students, college, and communities.

**5.0 CONSENT AGENDA ACTION ITEMS****5.0 Personnel Actions**

Approved a list retirements; resignations; and adjunct faculty for the 2025-26, academic year as needed as presented.

*(EXHIBIT "A")*

**5.2 Agreements and Contracts****5.2.1 Dual Enrollment – Independent Baptist Academy**

Approved the agreement between Independent Baptist Academy and South Florida State College as presented.

*(EXHIBIT "B")*

**5.2.2 Dual Enrollment – Divine Academy**

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

*(EXHIBIT "C")*

**5.2.3 Affiliation Agreement – Sun N’ Lake Medical Group: Internal and Pediatric Medicine**

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

*(EXHIBIT "D")*

**5.2.4 Memorandum of Understanding Agreement – The School Board of DeSoto, Hardee, and Highlands County**

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

*(EXHIBIT "E")*

**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 August 2025.

*(EXHIBIT "F")*

**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. Bryan, Mr. Donaldson, and Mr. Eason. **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 Carry Forward Balance Spending Plan for the 2022-23 Fiscal Year**

Mr. Elliott presented the Carry Forward Balance Spending Plan per 1013.841(2)(b), F.S. He stated the attached report details the College’s ending General Fund fund balance for the 2024-25 fiscal year and the amount required to be included in the College’s spending plan.

*(EXHIBIT "G")*

**Mr. Donaldson made a motion, seconded by Mr. Eason, to approve the Carry Forward Balance Spending Plan for the 2025-26 fiscal year as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, and Mr. Eason. **Motion carried by unanimous vote.**



## **8.2 Textbook and Instructional Materials Affordability**

Mr. Elliott presented the Textbook and Instructional Materials Affordability report to the Board. He stated that 1004.85, 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. He stated Follett, our bookstore partner, has worked closely with our faculty and staff to ensure compliance with this requirement. Mr. Elliott reported of 2,605 course sections, 2,567 were adopted 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%.

*(EXHIBIT "H")*

Mr. Atchley gave kudos to Mr. Elliott and his team for working and successfully getting compliance numbers up as he knows they have been working on this in the past.

**Mr. Eason made a motion, seconded by Mr. Donaldson, to approve the report of Textbook and Instructional Materials Affordability as required by 1004.85, F.S., as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, and Mr. Eason. **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 August 2025.

*(EXHIBIT "I")*

### **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 **\$25,873.00** from August 1 through August 31, 2025.

Mrs. Dabolt reported on the following items:

1. Announced three new Foundation Board members:

- Mr. Chris Campbell
- Mrs. Amy Bennett
- Ms. Sarah Evers

2. Grant Update: Mrs. Dabolt reported on the following grant awards:

- 2025-2026 Title II – Adult Education and Family Literacy Act Consolidated Adult General Education (Highlands/Hardee) \$ 541,694
- 2025-2026 Title II – Adult Education and Family Literacy Act Consolidated Corrections Education (Highlands/Hardee) \$ 200,000

- 2025-2026 Title II – Adult Education and Family Literacy Act Consolidated Integrated English Literacy and Civics Education (Highlands/Hardee) \$173,881
- 2025-2026 National Farmworker Jobs Program, Farmworker Career Development Program \$280,116
- Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V), Career and Technical Education Postsecondary Programs \$275,066
- Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V), Rural Innovation Career and Technical Education Programs \$99,576
- SFSC Faculty Development for Student Success \$1,000

### 9.3 President's Report

President Hawkins reported on the following items:

1. Tallahassee Update: President Hawkins gave a brief update on possible budget funding for FCS. He stated legislative meetings have been scheduled in Tallahassee.
2. HLC Accreditation: President Hawkins stated that trustees will need to be involved during the accreditation process and strategic planning. He gave a brief overview.
3. Announced that he and Mr. Elliott will be attending the SUS Safety Summit hosted at UCF on October 8. He also reported that he attended the Florida Attorney General press conference on September 22. He gave a brief overview of the Combat Violent Extremism portal and stated that he will be working with Dr. Kuehnle to get the message out. President Hawkins addressed the assassination of Charlie Kirk. President Hawkins stated at SFSC, the safety and well-being of our students, staff, and faculty are our highest priority. We want every member of the SFSC community to feel secure, supported, and able to thrive anywhere they live, work, learn, or gather. He stated we are committed to maintaining a safe and welcoming environment, and any actions that could compromise the health or safety of our community will be addressed with the utmost seriousness.
4. ACCT Update: Mr. Terry Atchley announced that he was asked to serve on the ACCT Board of Directors. He gave a brief background on the nomination to serve on the board with the support from SFSC DBOT. **Mr. Bryan made a motion, seconded by Mr. Eason to approve Mr. Atchley to serve with full support on the ACCT Board of Directors.** Those voting in favor of the motion were Mr. Bryan, Mr. Donaldson, and Mr. Eason. Mr. Atchley abstained from voting. **Motion carried by unanimous vote.** President Hawkins stated that he will have a letter of support drafted for Mr. Atchley. Mr. Atchley also stated that SFSC will need a voting delegate at the ACCT Leadership Congress Summit held in New Orleans. He gave a brief background on the voting delegate and nominated Ms. Denise Grimsley. **Mr. Eason made a motion, seconded by Mr. Donaldson to approve Ms. Grimsley to serve as the voting delegate at the ACCT Leadership Congress Summit.** Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, and Mr. Eason. **Motion carried by unanimous vote.**

### 9.5 Board Attorney's Report

Mr. Cole stated no report.

**9.6 Board Members' Reports**

Mr. Donaldson stated no report.

Mr. Bryan congratulated Mr. Atchley on his nomination to serve on the ACCT Board of Directors.

Mr. Eason stated no report.

**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: OCTOBER 29, 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

| OCTOBER 2025                                                                                                 | NOVEMBER 2025                                                                                                  | DECEMBER 2025                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>29 Board Meeting, 1 PM<br/>Highlands Campus</p> <p>22-25 ACCT Leadership Congress<br/>New Orleans, LA</p> | <p>No Board Meeting</p> <p>4-5 Legislative Fly-In and<br/>Legislative Reception<br/>Tallahassee, FL</p>        | <p>1 Jacaranda Jubilee, 6:30 PM<br/>Hotel Jacaranda</p> <p>3 Board Meeting, 1 PM<br/>Highlands Campus</p> <p>4 Foundation Christmas<br/>Luncheon 11:30 AM, Hotel<br/>Jacaranda</p> <p>11 Fall Commencement</p> |
| JANUARY 2026                                                                                                 | FEBRUARY 2026                                                                                                  | MARCH 2026                                                                                                                                                                                                     |
| <p>28 Board Meeting, 1 PM<br/>Highlands Campus</p>                                                           | <p>No Board Meeting</p> <p>8-11 ACCT National Legislative<br/>Summit, Washington, DC</p>                       | <p>25 Board Meeting, 1 PM<br/>Highlands Campus</p>                                                                                                                                                             |
| APRIL 2026                                                                                                   | MAY 2026                                                                                                       | JUNE 2026                                                                                                                                                                                                      |
| <p>22 Board Meeting, 1 PM<br/>Highlands Campus</p>                                                           | <p>27 Planning/Budget Workshop,<br/>11AM, Highlands Campus</p> <p>Board Meeting, 1 PM<br/>Highlands Campus</p> | <p>24 Board Meeting, 1 PM<br/>Highlands Campus</p>                                                                                                                                                             |
| JULY 2026                                                                                                    | AUGUST 2026                                                                                                    | SEPTEMBER 2026                                                                                                                                                                                                 |
| <p>22 Board Meeting, 1 PM<br/>Highlands Campus</p>                                                           | <p>26 Board Meeting, 1 PM<br/>Highlands Campus</p>                                                             | <p>TBD Board Meeting, 1 PM<br/>Highlands Campus</p>                                                                                                                                                            |

New Addition

Tentative \*

## ***2.0 Communications, Introductions, and Recognitions***

### ***3.0 Public Comment***

#### **4.0 *Presentations***



#### ***5.0 Consent Agenda Action Items***



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: OCTOBER 29, 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.**

|            | <b><i>CONSENT AGENDA ACTION ITEMS</i></b>                                                                      | <b>Page</b> |
|------------|----------------------------------------------------------------------------------------------------------------|-------------|
| <b>5.1</b> | <b>Personnel Actions</b>                                                                                       | <b>20</b>   |
|            |                                                                                                                |             |
| <b>5.2</b> | <b>Agreements and Contracts</b>                                                                                | <b>22</b>   |
|            | <b>5.2.1 Affiliation Agreement – State of Florida Department of Health, Highlands County Health Department</b> |             |
|            | <b>5.2.2 Affiliation Agreement – VITAS Healthcare Corporation</b>                                              |             |
|            |                                                                                                                |             |
| <b>5.3</b> | <b>Operating Actions</b>                                                                                       | <b>24</b>   |
|            | <b>5.3.1 Monthly Accounts Payable &amp; Payroll Check Register</b>                                             |             |
|            | <b>5.3.2 Property Disposals – October 2025</b>                                                                 |             |
|            |                                                                                                                |             |



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: OCTOBER 29, 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. APPOINTMENTS, FULL-TIME CAREER STAFF:

| <u>Name</u>      | <u>Position</u>          | <u>Effective Date</u> |
|------------------|--------------------------|-----------------------|
| Virianai Linares | Financial Aid Specialist | 09/11/25              |

II. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:

| <u>Name</u>        | <u>Position</u>                              | <u>Effective Date</u> |
|--------------------|----------------------------------------------|-----------------------|
| Kimberly Cloud*    | Educational Technology and Design Specialist | 09/22/25              |
| *Internal transfer |                                              |                       |

III. APPOINTMENTS, FULL-TIME FACULTY:

| <u>Name</u> | <u>Position</u> | <u>Effective Date</u> |
|-------------|-----------------|-----------------------|
|-------------|-----------------|-----------------------|

IV. RESIGNATIONS:

|                   |                                         |          |
|-------------------|-----------------------------------------|----------|
| Joann Kramer      | Educational Technology Specialist       | 09/09/25 |
| Aidimar Mendoza   | Coordinator, Human Resources Operations | 09/17/25 |
| Paul Sotiropoulos | General Maintenance, Hotel Jacaranda    | 09/22/25 |
| Derek Bryant      | HVAC/Building Trades Specialist         | 09/26/25 |

V. RETIREMENTS:

| <u>Name</u>    | <u>Position</u>                      | <u>Effective Date</u> |
|----------------|--------------------------------------|-----------------------|
| Teresa Vorous  | Controller                           | 01/31/26              |
| Cynthia Garren | Director, Cultural Programs          | 05/31/26              |
| Deborah Latter | Coordinator, Internal Communications | 07/31/26              |

**V. ADJUNCT FACULTY, 2023-24, ACADEMIC YEAR AS NEEDED:**

| <b><u>Name</u></b>       | <b><u>Teaching Area</u></b>          | <b><u>Rank</u></b> |
|--------------------------|--------------------------------------|--------------------|
| Damara Hutchins          | ASN Clinicals/Labs/Practical Nursing | III                |
| Kendall King             | EMS/Fire Science for CCE             | IV                 |
| Travis Minard            | EMS/FS for CCE                       | IV                 |
| Sueellen Nipper-Williams | Dental Hygiene                       | III                |
| Caden Storts             | EMS/Fire Science for CCE             | IV                 |
| Scott Topper             | EMS/Fire Science for CCE             | IV                 |

**SUGGESTED MOTION:**

**Move to approve the personnel recommendations as presented.**



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: OCTOBER 29, 2025

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: AFFILIATION AGREEMENT – STATE OF FLORIDA DEPARTMENT OF  
HEALTH, HIGHLANDS COUNTY HEALTH DEPARTMENT

Approval is requested to **renew** the clinical affiliation agreement between State of Florida Department of Health, Highlands County Health Department and South Florida State College. This is an updated affiliation agreement for the Health Science program.

This agreement will continue to provide SFSC's Health Science students with a clinical learning experience at the named agency. Unless terminated earlier per stated terms, this agreement shall be effective from September 1, 2025, or the latest date of signature by the parties, whichever is later, through September 1, 2028.

**SUGGESTED MOTION:**

**Move to approve the agreement between State of Florida Department of Health, Highlands County Health Department and South Florida State College as presented.**



OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: OCTOBER 29, 2025

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: AFFILIATION AGREEMENT – VITAS HEALTHCARE CORPORATION

Approval is requested to enter into a **new** clinical affiliation agreement between VITAS Healthcare Corporation and South Florida State College. This is a new affiliation agreement for the Health Sciences program.

This agreement will provide SFSC's Health Science students with a clinical learning experience at the named agency. This agreement shall be effective from the date of approval 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 VITAS Healthcare Corporation and South Florida State College as presented.**



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: OCTOBER 29, 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 September 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.**



South Florida State College

Business Services payments processed for fiscal years 2025/26 and 2024/25.

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 | 355        | 5,256,787     | 7,759,085        |  | 320        | 1,683,830     | 5,036,341        |
| October   |            |               | 7,759,085        |  | 536        | 1,574,898     | 6,611,239        |
| November  |            |               | 7,759,085        |  | 389        | 1,448,395     | 8,059,634        |
| December  |            |               | 7,759,085        |  | 308        | 1,295,755     | 9,355,389        |
| January   |            |               | 7,759,085        |  | 468        | 1,904,267     | 11,259,656       |
| February  |            |               | 7,759,085        |  | 450        | 1,180,342     | 12,439,998       |
| March     |            |               | 7,759,085        |  | 356        | 1,018,624     | 13,458,622       |
| April     |            |               | 7,759,085        |  | 477        | 1,322,906     | 14,781,528       |
| May       |            |               | 7,759,085        |  | 462        | 1,015,756     | 15,797,284       |
| June      |            |               | 7,759,085        |  | 329        | 2,211,343     | 18,008,627       |
| Totals    | 1,019      | 7,759,085     |                  |  | 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 | 435        | 1,192,146     | 3,605,434        |  | 432        | 1,201,167     | 3,606,941        |
| October   |            |               | 3,605,434        |  | 471        | 1,253,120     | 4,860,061        |
| November  |            |               | 3,605,434        |  | 484        | 1,311,614     | 6,171,675        |
| December  |            |               | 3,605,434        |  | 482        | 1,264,636     | 7,436,311        |
| January   |            |               | 3,605,434        |  | 411        | 1,133,844     | 8,570,155        |
| February  |            |               | 3,605,434        |  | 452        | 1,220,595     | 9,790,750        |
| March     |            |               | 3,605,434        |  | 478        | 1,253,626     | 11,044,376       |
| April     |            |               | 3,605,434        |  | 468        | 1,270,877     | 12,315,253       |
| May       |            |               | 3,605,434        |  | 468        | 1,303,123     | 13,618,376       |
| June      |            |               | 3,605,434        |  | 403        | 1,284,699     | 14,903,075       |
| Totals    | 1260       | 3,605,434     |                  |  | 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 | 1350       | 1,962,073     | 2,089,901        |  | 1271       | 1,994,657     | 2,392,183        |
| October   |            |               | 2,089,901        |  | 696        | 659,861       | 3,052,044        |
| November  |            |               | 2,089,901        |  | 350        | 310,635       | 3,362,679        |
| December  |            |               | 2,089,901        |  | 30         | 60,552        | 3,423,231        |
| January   |            |               | 2,089,901        |  | 1385       | 2,444,800     | 5,868,031        |
| February  |            |               | 2,089,901        |  | 385        | 474,895       | 6,342,926        |
| March     |            |               | 2,089,901        |  | 38         | 53,398        | 6,396,324        |
| April     |            |               | 2,089,901        |  | 78         | 107,452       | 6,503,776        |
| May       |            |               | 2,089,901        |  | 164        | 32,871        | 6,536,647        |
| June      |            |               | 2,089,901        |  | 783        | 828,939       | 7,365,586        |
| Totals    | 1459       | 2,089,901     |                  |  | 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 | 549            | 139,537       | 332,270          |  | 469            | 130,366       | 298,716          |
| October   |                |               | 332,270          |  | 414            | 93,674        | 392,390          |
| November  |                |               | 332,270          |  | 384            | 74,795        | 467,185          |
| December  |                |               | 332,270          |  | 256            | 65,492        | 532,677          |
| January   |                |               | 332,270          |  | 492            | 125,938       | 658,615          |
| February  |                |               | 332,270          |  | 485            | 98,223        | 756,838          |
| March     |                |               | 332,270          |  | 401            | 93,864        | 850,702          |
| April     |                |               | 332,270          |  | 503            | 137,601       | 988,303          |
| May       |                |               | 332,270          |  | 446            | 136,388       | 1,124,691        |
| June      |                |               | 332,270          |  | 281            | 71,249        | 1,195,940        |
| Totals    | 1278           | 332,270       |                  |  | 4859           | 1,195,940     |                  |

Grand total

Transactions/Spend      5,016   \$ 13,786,690      20,664   \$ 41,473,227



OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: OCTOBER 29, 2025

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: PROPERTY DISPOSAL – OCTOBER 2025

Authorization is requested to delete the equipment item listed below from SFSC property records. These items are beyond repair and/or obsolete and will be held in storage until disposal.

**South Florida State College  
Disposal Items  
October 2025**

| <u>Tag #</u> | <u>Date<br/>Purchased</u> | <u>Description</u>              | <u>Cost</u> | <u>Condition Code</u> |
|--------------|---------------------------|---------------------------------|-------------|-----------------------|
| 16056        | 7/12/2009                 | Digital Visual Presenter Dukane | \$1,135.91  | Poor                  |

Total: \$1,135.91

**SUGGESTED MOTION:**

**Move to approve the deletion of College property from inventory records as presented.**

## **6.0 Planning and Policy Issues**

## **7.0 Academic and Student Matters**



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: OCTOBER 29, 2025

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: CURRICULUM PROPOSALS

Approval is requested for the following curriculum proposals:

I. PROGRAM REVISIONS

Request approval to revise the contact hours for two labs in the *Administrative Office Specialist* program, along with an update to the program's Classification of Instructional Program (CIP) number. The contact hour revisions are necessary to ensure alignment with the *Medical Administrative Specialist CC* program, so students in both programs complete the same lab courses. In addition, the Florida Department of Education has updated the program's CIP to reflect its current coding system. These changes do **not** affect the overall length of the program. The revisions will take effect in Spring 2026 (202620).

➤ **#3430 Administrative Office Specialist CC**

- Change OTA 0422L Office Practices Lab I from 90 to 96 contact hours (first fall term)
- Change OTA 0932L Office Practices Lab IV from 96 to 90 contact hours (second spring term)
- Update CIP# 0552040103 to CIP# 0552040104

Request approval to revise the course structure to the Medical Assisting (HCI Track) program. Students in this program are not required to take a separate medical terminology course, as the content is already integrated into other courses. Additionally, students currently complete the medical office procedures without the simulation component. The simulation portion is reserved for the students in the Medical Administrative Specialist, as it provides additional front office training specific to that program. To better support the Medical Assisting students, we propose replacing

these two courses with a lab course designed to strengthen their preparation for the final term and the certification exam. These revisions do not affect the overall program length. The changes will take effect in Spring 2026 (202620).

➤ **#3500 Medical Assisting (HCI Track) CC**

- Remove MEA 0239 Occupational Medical Terminology II 48 contact hours and MEA 0310C Occupational Medical Office Procedures with Simulation 48 contact hours and replace both courses with OTA 0932L Office Practices Lab IV 96 contact hours in third fall term

II. COURSE REVISION

Request approval to modify the prerequisite for the following course, effective Spring 2026 (202620), by adding the option “or Instructor’s Approval.” Students in the Medical Assisting program are not required to complete the current prerequisite, OTA 0931L Office Practices Lab III. Instead, they will use OTA 0932L Office Practices Lab IV to review medical procedures and prepare for the certification exam.

- **OTA 0932L Office Practices Lab IV (15–288 contact hours) – Revise prerequisite to *OTA 0931L Office Practices Lab III or Instructor’s Approval***

**SUGGESTED MOTION:**

**Move to approve the curriculum proposals as presented.**



OFFICE OF THE PRESIDENT

Item 7.3

PRESENT TO BOARD: OCTOBER 29, 2025

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: 2026 – 2027 PROPOSED COLLEGE CALENDAR

Attached is the proposed 2026 – 2027 College Calendar. The proposed calendar has been reviewed by departments directly involved in providing student services, the Faculty Council, and the President's Council. The calendar has been coordinated to coincide as closely as possible with local school districts and meets the State required dates for beginning terms.

**SUGGESTED MOTION:**

**Move to approve the 2026 – 2027 College Calendar as presented.**

Classes for community education, workforce training, and selected certificate programs are ongoing. Adult Education classes are open-entry and are offered year-round. Please check our website at [www.southflorida.edu](http://www.southflorida.edu) or with a counselor/advisor for the most current offerings. Dual enrollment students check with a high school counselor for beginning and ending dates.

| South Florida State College                                                                                                                                |         | Academic Dates and Deadlines                                                                              |                                                                             |                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------------------------------|
|                                                                                                                                                            |         | Fall 2026                                                                                                 | Spring 2027                                                                 | Summer 2027                                                         |
| Priority Date for SFBC Foundation Scholarships                                                                                                             |         | July 15, 2026                                                                                             | Nov. 15, 2026                                                               | April 1, 2027                                                       |
| Faculty Return                                                                                                                                             |         | Aug. 7, 2026                                                                                              | Jan. 4, 2027                                                                | -                                                                   |
| Last Day to Apply for Graduation                                                                                                                           |         | Oct. 22, 2026                                                                                             | March 24, 2027                                                              | -                                                                   |
| Last day to Purchase Cap and Gown                                                                                                                          |         | Oct. 29, 2026                                                                                             | March 31, 2027                                                              | -                                                                   |
| Commencement /Graduation                                                                                                                                   |         | Dec. 10, 2026                                                                                             | May 12, 2027                                                                | -                                                                   |
| <b>Full Term</b>                                                                                                                                           |         | <b>Aug. 12 - Dec. 9, 2026 (16 week)</b>                                                                   | <b>Jan. 8 - May 10, 2027 (16 week)</b>                                      | <b>May 13 - Aug. 2, 2027 (12 week)</b>                              |
| Priority Registration for Students with over 40 hours to Include Priority Registration for veterans/dependents using the GI Bill                           |         | March 30, 2026                                                                                            | Oct. 5, 2026                                                                | Oct. 5, 2026                                                        |
| Begin Registration for Students with over 20 hours                                                                                                         |         | April 2, 2026                                                                                             | Oct. 7, 2026                                                                | Oct. 7, 2026                                                        |
| Begin Open Registration                                                                                                                                    |         | April 7, 2026                                                                                             | Oct. 12, 2026                                                               | Oct. 12, 2026                                                       |
| Fee Payment Deadline                                                                                                                                       |         | Aug. 8, 2026                                                                                              | Jan. 6, 2027                                                                | May 7, 2027                                                         |
| Classes Begin                                                                                                                                              |         | Aug. 12, 2026                                                                                             | Jan. 8, 2027                                                                | May 13, 2027                                                        |
| Registration Ends (Last Day to Add a Class)                                                                                                                |         | Aug. 14, 2026                                                                                             | Jan. 12, 2027                                                               | May 17, 2027                                                        |
| Deadline to Drop Classes with Refund or Change Audit Status. Last date for instructors to report during the first week for non-attendance.                 |         | Aug. 19, 2026                                                                                             | Jan. 15, 2027                                                               | May 20, 2027                                                        |
| <b>MANDATORY ATTENDANCE</b>                                                                                                                                |         | <b>Aug. 12-18, 2026</b>                                                                                   | <b>Jan. 8-14, 2027</b>                                                      | <b>May 13-18, 2027</b>                                              |
| Deadline to Withdraw with a Grade of W                                                                                                                     |         | Oct. 18, 2026                                                                                             | March 23, 2027                                                              | June 29, 2027                                                       |
| <b>Exam Week</b>                                                                                                                                           |         | <b>Dec. 3-8, 2026</b>                                                                                     | <b>May 4-10, 2027</b>                                                       | -                                                                   |
| Last Day of Classes                                                                                                                                        |         | Dec. 9, 2026                                                                                              | May 10, 2027                                                                | Aug. 2, 2027                                                        |
| Faculty - Grades Due to Registrar's Office                                                                                                                 | BY NOON | Dec. 10, 2026                                                                                             | May 11, 2027                                                                | Aug. 3, 2027                                                        |
| <b>First Flex Term</b>                                                                                                                                     |         | <b>Aug. 12 - Oct. 5, 2026 (8 week)</b>                                                                    | <b>Jan. 8 - March 3, 2027 (8 week)</b>                                      | <b>May 13 - June 22, 2027 (6 week)</b>                              |
| Priority Registration for Students with over 40 hours to Include Priority Registration for veterans/dependents using the GI Bill                           |         | March 30, 2026                                                                                            | Oct. 5, 2026                                                                | Oct. 5, 2026                                                        |
| Begin Registration for Students with over 20 hours                                                                                                         |         | April 2, 2026                                                                                             | Oct. 7, 2026                                                                | Oct. 7, 2026                                                        |
| Begin Open Registration                                                                                                                                    |         | April 7, 2026                                                                                             | Oct. 12, 2026                                                               | Oct. 12, 2026                                                       |
| Fee Payment Deadline                                                                                                                                       |         | Aug. 8, 2026                                                                                              | Jan. 6, 2027                                                                | May 7, 2027                                                         |
| Classes Begin                                                                                                                                              |         | Aug. 12, 2026                                                                                             | Jan. 8, 2027                                                                | May 13, 2027                                                        |
| Registration Ends (Last Day to Add a Class)                                                                                                                |         | Aug. 14, 2026                                                                                             | Jan. 12, 2027                                                               | May 17, 2027                                                        |
| Deadline to Drop Classes with Refund or Change Audit Status. Last date for instructors to report during the first week for non-attendance.                 |         | Aug. 19, 2026                                                                                             | Jan. 15, 2027                                                               | May 20, 2027                                                        |
| <b>MANDATORY ATTENDANCE</b>                                                                                                                                |         | <b>Aug. 12-18, 2026</b>                                                                                   | <b>Jan. 8-14, 2027</b>                                                      | <b>May 13-18, 2027</b>                                              |
| Deadline to Withdraw with a Grade of W                                                                                                                     |         | Sept. 14, 2026                                                                                            | Feb. 8, 2027                                                                | June 7, 2027                                                        |
| Last Day of Classes                                                                                                                                        |         | Oct. 5, 2026                                                                                              | March 3, 2027                                                               | June 22, 2027                                                       |
| Faculty - Grades Due to Registrar's Office                                                                                                                 | BY NOON | Oct. 6, 2026                                                                                              | March 4, 2027                                                               | June 23, 2027                                                       |
| <b>Second Flex Term</b>                                                                                                                                    |         | <b>Sept. 2 - Dec. 9, 2026 (13 week)</b>                                                                   | <b>Jan. 29 - May 10, 2027 (13 week)</b>                                     | <b>June 23 - Aug. 2, 2027 (6 week)</b>                              |
| Priority Registration for Students with over 40 hours to Include Priority Registration for veterans/dependents using the GI Bill                           |         | Aug. 6, 2026                                                                                              | Nov. 16, 2026                                                               | Oct. 5, 2026                                                        |
| Begin Registration for Students with over 20 hours                                                                                                         |         | Aug. 10, 2026                                                                                             | Nov. 18, 2026                                                               | Oct. 7, 2026                                                        |
| Begin Open Registration                                                                                                                                    |         | Aug. 12, 2026                                                                                             | Dec. 1, 2026                                                                | Oct. 12, 2026                                                       |
| Fee Payment Deadline                                                                                                                                       |         | Aug. 28, 2026                                                                                             | Jan. 26, 2027                                                               | June 17, 2027                                                       |
| Classes Begin                                                                                                                                              |         | Sept. 2, 2026                                                                                             | Jan. 29, 2027                                                               | June 23, 2027                                                       |
| Registration Ends (Last Day to Add a Class)                                                                                                                |         | Sept. 4, 2026                                                                                             | Feb. 2, 2027                                                                | June 28, 2027                                                       |
| Deadline to Drop Classes with Refund or Change Audit Status. Last date for instructors to report during the first week for non-attendance.                 |         | Sept. 9, 2026                                                                                             | Feb. 5, 2027                                                                | June 30, 2027                                                       |
| <b>MANDATORY ATTENDANCE</b>                                                                                                                                |         | <b>Sept. 2-8, 2026</b>                                                                                    | <b>Jan. 29-Feb. 4, 2027</b>                                                 | <b>June 23-28, 2027</b>                                             |
| Deadline to Withdraw with a Grade of W                                                                                                                     |         | Oct. 27, 2026                                                                                             | March 30, 2027                                                              | July 19, 2027                                                       |
| Last Day of Classes                                                                                                                                        |         | Dec. 9, 2026                                                                                              | May 10, 2027                                                                | Aug. 2, 2027                                                        |
| Faculty - Grades Due to Registrar's Office                                                                                                                 | BY NOON | Dec. 10, 2026                                                                                             | May 11, 2027                                                                | Aug. 3, 2027                                                        |
| <b>Third Flex Term</b>                                                                                                                                     |         | <b>Oct. 6 - Dec. 9, 2026 (8 week)</b>                                                                     | <b>March 4 - May 10, 2027 (8 week)</b>                                      |                                                                     |
| Priority Registration for Students with over 40 hours to Include Priority Registration for veterans/dependents using the GI Bill                           |         | March 30, 2026                                                                                            | Oct. 5, 2026                                                                | -                                                                   |
| Begin Registration for Students with over 20 hours                                                                                                         |         | April 2, 2026                                                                                             | Oct. 7, 2026                                                                | -                                                                   |
| Begin Open Registration                                                                                                                                    |         | April 7, 2026                                                                                             | Oct. 12, 2026                                                               | -                                                                   |
| Fee Payment Deadline                                                                                                                                       |         | Sept. 30, 2026                                                                                            | Feb. 28, 2027                                                               | -                                                                   |
| Classes Begin                                                                                                                                              |         | Oct. 6, 2026                                                                                              | March 4, 2027                                                               | -                                                                   |
| Registration Ends (Last Day to Add a Class)                                                                                                                |         | Oct. 8, 2026                                                                                              | March 8, 2027                                                               | -                                                                   |
| Deadline to Drop Classes with Refund or Change Audit Status. Last date for instructors to report during the first week for non-attendance.                 |         | Oct. 13, 2026                                                                                             | March 11, 2027                                                              | -                                                                   |
| <b>MANDATORY ATTENDANCE</b>                                                                                                                                |         | <b>Oct. 6-12, 2026</b>                                                                                    | <b>March 4-10, 2027</b>                                                     | -                                                                   |
| Deadline to Withdraw with a Grade of W                                                                                                                     |         | Nov. 10, 2026                                                                                             | April 15, 2027                                                              | -                                                                   |
| Last Day of Classes                                                                                                                                        |         | Dec. 9, 2026                                                                                              | May 10, 2027                                                                | -                                                                   |
| Faculty - Grades Due to Registrar's Office                                                                                                                 | BY NOON | Dec. 10, 2026                                                                                             | May 11, 2027                                                                | -                                                                   |
| <b>Limited Services Available</b>                                                                                                                          |         |                                                                                                           |                                                                             |                                                                     |
| Convocation                                                                                                                                                |         | Aug. 10, 2026                                                                                             | -                                                                           | -                                                                   |
| Professional Development Day                                                                                                                               |         | -                                                                                                         | Feb. 19, 2027                                                               | -                                                                   |
| <b>Energy Saving Fridays</b>                                                                                                                               |         |                                                                                                           | <b>No Classes - College Closed</b>                                          |                                                                     |
| No Classes on Fridays in Summer (May 28, June 4, 11, 18, 25, July 2, 9, 16, 23, and 30, 2027) Exceptions: Community Ed., Workforce Training, and Adult Ed. |         | Labor Day - Sept. 7, 2026<br>Thanksgiving - Nov. 21-29, 2026<br>Winter Break - Dec. 17, 2026-Jan. 3, 2027 | Martin Luther King - Jan. 18, 2027<br>Spring Break - March 13-21, 2027<br>- | Memorial Day - May 31, 2027<br>Independence Day - July 5, 2027<br>- |

\* Fees due on day of registration after deadline date  
\*\* ends at 11:59 p.m.



## ***8.0 Purchasing and Other Action Items***



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: OCTOBER 29, 2025

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: LOCAL HAZARD MITIGATION STRATEGY (LMS) PLAN - HARDEE

College staff worked closely with Hardee County staff and several other local governments and associations to update the multi-jurisdictional Hardee County Local Hazard Mitigation Strategy (LMS) Plan. The plan was prepared in accordance with federal regulations and has been approved by the State of Florida Division of Emergency Management (FDEM) and the Federal Emergency Management Agency (FEMA), pending adoption of the plan by participating entities (see attached letter from FDEM). The College has participated in the development and implementation of the LMS since inception, with staff participating in amendments and updates throughout the years.

A major objective of the five-year update to the LMS is to maintain eligibility to apply for and/or receive project grant funding for Hardee County and its participating jurisdictions. Local governments must have an LMS approved by FEMA in order to be eligible for hazard mitigation assistance programs, including the Hazard Mitigation Grant Program and the Pre-Disaster Mitigation, Flood Mitigation Assistance, and Severe Repetitive Loss programs.

Our staff has reviewed the plan and recommends adoption of the resolution.

**SUGGESTED MOTION:**

**Move to accept and adopt the Hardee County Multi-Hazard Local Mitigation Strategy (LMS) Plan as presented.**



OFFICE OF THE PRESIDENT

Item 8.2

PRESENT TO BOARD: OCTOBER 29, 2025

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: NON-RECURRING PAY – DECEMBER 2025

On June 25, 2025, the District Board of Trustees adopted the operating budget for the 2025-26 fiscal year and the related college salary schedule for the year, implementing new salary rates and adopting the schedule of regularly established positions. Pursuant to Section 215.425(1), Florida Statutes, the College salary schedule provides that “upon recommendation of the President and at the discretion of the Board of Trustees, a non-recurring salary increase to all eligible employees may be awarded at any time during the fiscal year (July 1 through June 30), contingent upon available funds. This non-recurring salary increase may be addition to or in lieu of regular salary increases.” Included in the operating budget approved June 25, 2025, the President reserved the ability to recommend a non-recurring salary increase in accordance with the College salary schedule for later in the fiscal year.

In acknowledgement of the current economic conditions and the impact inflation has had on employee households, staff has designated sufficient funds to implement a non-recurring salary increase for all active employees as of December 1, 2025, payable on December 12, 2025, in the amount of \$1,000 for all employees in regularly established full-time positions, and \$500 for all employees in regularly established part-time positions. The fiscal impact of this proposal is approximately \$300,000.

**SUGGESTED MOTION:**

**Move to approve a non-recurring salary increase for all active employees as of December 1, 2025, in the amount of \$1,000 for all employees in regularly established full-time positions and \$500 for all employees in regularly established part-time positions as presented.**

## ***9.0 Reports***



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: OCTOBER 29, 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 September 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  
9/30/2025

|               | Budgeted Annual<br>Revenue | Recorded Year<br>To Date | % Recorded of<br>Annual | Recorded Prior<br>Year To Date | % Recorded<br>Prior Year |
|---------------|----------------------------|--------------------------|-------------------------|--------------------------------|--------------------------|
| Student Fees  | \$ 7,015,379               | \$ 2,857,395             | 41%                     | \$ 2,695,705                   | 49%                      |
| State Funding | 28,093,575                 | 6,115,744                | 22%                     | \$ 6,131,610                   | 22%                      |
| Other Revenue | 1,320,126                  | 962,353                  | 73%                     | 707,956                        | 36%                      |
| Total Revenue | \$ 36,429,080              | \$ 9,935,492             | 27%                     | \$ 9,535,271                   | 27%                      |

|                    | Budgeted Annual<br>Expenditures | Expenditures<br>Year To Date | % Expended of<br>Annual | Expenditures<br>Prior Year To Date | % Expended<br>Prior Year |
|--------------------|---------------------------------|------------------------------|-------------------------|------------------------------------|--------------------------|
| Salaries           | \$ 25,124,828                   | \$ 5,324,341                 | 21%                     | \$ 5,151,956                       | 20%                      |
| Current Expense    | 11,760,411                      | 2,171,648                    | 18%                     | 3,120,393                          | 29%                      |
| Capital Outlay     | 7,340                           | 7,336                        | 100%                    | 17,956                             | 5%                       |
| Total Expenditures | \$ 36,892,579                   | \$ 7,503,325                 | 20%                     | \$ 8,290,305                       | 23%                      |

| South Florida State College<br>Fund Balance Summary Projection<br>2025-26 Fiscal Year |               |               |
|---------------------------------------------------------------------------------------|---------------|---------------|
|                                                                                       |               |               |
| Fund Balance Carryforward from Fiscal Year 2024-25                                    |               |               |
| 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                                                                | \$ 9,935,492  |               |
| Projected Additional Revenue                                                          | \$ 26,493,588 |               |
| Total Revenue                                                                         |               | \$ 36,429,080 |
| Total Projected Funds Available                                                       |               | \$ 47,886,435 |
| Minus                                                                                 |               |               |
| Actual Expenditures to Date                                                           | \$ 7,503,325  |               |
| Projected Additional Expenditures                                                     | \$ 29,389,254 |               |
| Total Projected Expenditures                                                          |               | \$ 36,892,579 |
| Total Projected Fund Balance Available for FY 2026-27                                 |               | \$ 10,993,856 |
| Less: Encumbrances                                                                    |               | \$ -          |
| Total Projected Fund Balance Unallocated for FY 2026-27                               |               | \$ 10,993,856 |
| Projected Unallocated Fund Balance Percentage:                                        |               | 22.96%        |

**South Florida State College**  
**Budget to Actual**  
**Fiscal year 2025-26 to Fiscal year 2024-25**  
**9/30/2025**

|                         | Budget FY 25-26      | Recorded<br>9/30/2025 | %<br>Recorded | Budget FY 24-25      | Recorded<br>9/30/2024 | %<br>Recorded |
|-------------------------|----------------------|-----------------------|---------------|----------------------|-----------------------|---------------|
| <b>Revenue:</b>         |                      |                       |               |                      |                       |               |
| Tuition                 | \$ 4,660,608         | \$ 2,094,912          | 45%           | \$ 4,327,809         | \$ 2,085,562          | 48%           |
| Student Fees            | 2,354,771            | 762,483               | 32%           | 1,205,256            | 610,143               | 51%           |
| State Support - FCSFP   | 24,398,816           | 6,115,744             | 25%           | 24,365,885           | 6,131,610             | 25%           |
| State Support - Lottery | 3,694,759            | -                     | 0%            | 3,719,349            | -                     | 0%            |
| Other Revenue           | 1,320,126            | 962,353               | 73%           | 1,947,449            | 707,956               | 36%           |
| <b>Total Revenue</b>    | <b>\$ 36,429,080</b> | <b>\$ 9,935,492</b>   | <b>27%</b>    | <b>\$ 35,565,748</b> | <b>\$ 9,535,271</b>   | <b>27%</b>    |

|                            | Budget FY 25-26      | Expended<br>9/30/2025 | %<br>Expend | Budget FY 24-25      | Expended<br>9/30/2024 | %<br>Expend |
|----------------------------|----------------------|-----------------------|-------------|----------------------|-----------------------|-------------|
| <b>Expenses:</b>           |                      |                       |             |                      |                       |             |
| <b>Personnel Expenses:</b> |                      |                       |             |                      |                       |             |
| Salary Expense             | \$ 17,948,246        | \$ 3,711,684          | 21%         | \$ 18,333,054        | \$ 3,711,297          | 20%         |
| Fringe Benefits            | 7,176,582            | 1,612,657             | 22%         | 6,799,354            | 1,440,659             | 21%         |
| <b>Sub Total</b>           | <b>\$ 25,124,828</b> | <b>\$ 5,324,341</b>   | <b>21%</b>  | <b>\$ 25,132,408</b> | <b>\$ 5,151,956</b>   | <b>20%</b>  |

|                          |                      |                     |            |                      |                     |            |
|--------------------------|----------------------|---------------------|------------|----------------------|---------------------|------------|
| <b>Other Expenses:</b>   |                      |                     |            |                      |                     |            |
| Travel                   | 338,949              | \$ 39,169           | 12%        | \$ 377,245           | \$ 37,639           | 10%        |
| Postage & Telephone      | 347,800              | 67,018              | 19%        | 278,644              | 78,027              | 28%        |
| Printing                 | 25,756               | 2,459               | 10%        | 32,386               | 5,930               | 18%        |
| Repairs & Maintenance    | 1,430,014            | 672,229             | 47%        | 2,310,144            | 934,033             | 40%        |
| Rental & Insurance       | 830,731              | 31,680              | 4%         | 837,741              | 606,597             | 72%        |
| Utilities                | 1,926,274            | 391,157             | 20%        | 1,928,749            | 445,189             | 23%        |
| Services                 | 1,781,997            | 304,347             | 17%        | 1,255,948            | 353,013             | 28%        |
| Supplies & Subscriptions | 1,637,081            | 420,644             | 26%        | 1,673,675            | 502,849             | 30%        |
| Transfers                | 1,171,715            | -                   | 0%         | 1,975,000            | 0                   | 0%         |
| Other Expenses           | 2,270,094            | 242,945             | 11%        | 223,070              | 157,116             | 70%        |
| <b>Sub Total:</b>        | <b>\$ 11,760,411</b> | <b>\$ 2,171,648</b> | <b>18%</b> | <b>\$ 10,892,602</b> | <b>\$ 3,120,393</b> | <b>29%</b> |

|                        |                 |                 |             |                   |                  |           |
|------------------------|-----------------|-----------------|-------------|-------------------|------------------|-----------|
| <b>Capital Outlay:</b> | <b>\$ 7,340</b> | <b>\$ 7,336</b> | <b>100%</b> | <b>\$ 363,969</b> | <b>\$ 17,956</b> | <b>5%</b> |
|------------------------|-----------------|-----------------|-------------|-------------------|------------------|-----------|

|                       |                      |                     |            |                      |                     |            |
|-----------------------|----------------------|---------------------|------------|----------------------|---------------------|------------|
| <b>Total Expenses</b> | <b>\$ 36,892,579</b> | <b>\$ 7,503,325</b> | <b>20%</b> | <b>\$ 36,388,979</b> | <b>\$ 8,290,305</b> | <b>23%</b> |
|-----------------------|----------------------|---------------------|------------|----------------------|---------------------|------------|

|                                      |                     |                     |  |                     |                     |  |
|--------------------------------------|---------------------|---------------------|--|---------------------|---------------------|--|
| <b>Revenue Over (Under) Expenses</b> | <b>\$ (463,499)</b> | <b>\$ 2,432,167</b> |  | <b>\$ (823,231)</b> | <b>\$ 1,244,966</b> |  |
|--------------------------------------|---------------------|---------------------|--|---------------------|---------------------|--|

**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**  
**9/30/2025**

|                                                | <b>Current Fund</b> |                       |                  |                     |           | <b>Unexpended</b>                          |
|------------------------------------------------|---------------------|-----------------------|------------------|---------------------|-----------|--------------------------------------------|
|                                                | <b>Restricted</b>   | <b>Auxiliary Fund</b> | <b>Loan Fund</b> | <b>Scholarships</b> |           | <b>Plant</b>                               |
| <b><u>REVENUE</u></b>                          |                     |                       |                  |                     |           |                                            |
| Student Fees                                   | \$ 155,161          |                       |                  | \$ 144,237          | \$        | 180,272                                    |
| Local Support                                  | 41,349              |                       |                  |                     |           |                                            |
| State Support                                  | 16,875              |                       |                  | 488,658             |           |                                            |
| Federal Support                                | 300,783             |                       |                  | 3,692,035           |           | 23,121                                     |
| Gifts & Contracts                              | 21,953              | 92,378                |                  |                     |           |                                            |
| Sales                                          | -                   | 271,907               |                  |                     |           |                                            |
| Insurance Proceeds                             | -                   |                       |                  |                     |           |                                            |
| Other Revenue                                  | 250                 | 24,606                |                  |                     |           | 195,911 <span style="color: red;">▲</span> |
| <b>TOTAL REVENUE</b>                           | <b>\$ 536,371</b>   | <b>\$ 388,891</b>     | <b>\$ -</b>      | <b>\$ 4,324,930</b> | <b>\$</b> | <b>399,304</b>                             |
| <b><u>EXPENDITURES</u></b>                     |                     |                       |                  |                     |           |                                            |
| <b><u>Personnel Expenditures</u></b>           |                     |                       |                  |                     |           |                                            |
| Salary                                         | \$ 295,802          | \$ 112,903            | \$ -             | \$ -                | \$        | -                                          |
| Fringe Benefits                                | 106,829             | 57,273                |                  |                     |           | -                                          |
| <b>Subtotal</b>                                | <b>\$ 402,631</b>   | <b>\$ 170,176</b>     | <b>\$ -</b>      | <b>\$ -</b>         | <b>\$</b> | <b>-</b>                                   |
| <b><u>Other Expenses</u></b>                   |                     |                       |                  |                     |           |                                            |
| Travel                                         | \$ 6,305            | \$ 2,618              |                  |                     |           |                                            |
| Postage & Telephone                            | 2,207               | 2,488                 |                  |                     |           |                                            |
| Printing                                       | 319                 | 82                    |                  |                     |           |                                            |
| Repairs & Maintenance                          | 7,716               | 48,694                |                  |                     |           |                                            |
| Rental & Insurance                             | 8,551               | 214                   |                  |                     |           |                                            |
| Utilities                                      | -                   | 42,691                |                  |                     |           |                                            |
| Services                                       | 63,356              | 101,367               |                  |                     |           |                                            |
| Materials & Supplies                           | 52,178              | 109,529               |                  |                     |           |                                            |
| Scholarships & Waivers                         | 29,996              | -                     |                  | 3,815,240           |           |                                            |
| Transfers to Other Funds                       | -                   | -                     |                  |                     |           |                                            |
| Other Expenses                                 | 39,101              | -                     |                  | 711                 |           | (7,271)                                    |
| <b>Subtotal</b>                                | <b>\$ 209,729</b>   | <b>\$ 307,683</b>     | <b>\$ -</b>      | <b>\$ 3,815,951</b> | <b>\$</b> | <b>(7,271)</b>                             |
| <b><u>Capital Outlay</u></b>                   |                     |                       |                  |                     |           |                                            |
| Furniture & Equipment                          | \$ 87,615           | \$ 10,795             |                  |                     | \$        | 14,850                                     |
| Capital Infrastructure                         | -                   |                       |                  |                     |           | 3,992,338                                  |
| Renovating & Remodeling                        | 20,731              | 12,122                |                  |                     |           |                                            |
| <b>Subtotal</b>                                | <b>\$ 108,346</b>   | <b>\$ 22,917</b>      | <b>\$ -</b>      | <b>\$ -</b>         | <b>\$</b> | <b>4,007,188</b>                           |
| <b>TOTAL EXPENDITURES</b>                      | <b>\$ 720,706</b>   | <b>\$ 500,776</b>     | <b>\$ -</b>      | <b>\$ 3,815,951</b> | <b>\$</b> | <b>3,999,917</b>                           |
| <b>NET INCREASE (DECREASE) IN FUND BALANCE</b> | <b>\$ (184,335)</b> | <b>\$ (111,885)</b>   | <b>\$ -</b>      | <b>\$ 508,979</b>   | <b>\$</b> | <b>(3,600,613)</b>                         |



**SOUTH FLORIDA STATE COLLEGE**  
**BALANCE SHEET - ALL FUNDS**  
**As of September 30, 2025**

|                                               | Current Fund<br>Restricted | Auxiliary Fund    | Loan Fund        | Scholarships      | Unexpended<br>Plant  | Invested in<br>Plant | Totals               |
|-----------------------------------------------|----------------------------|-------------------|------------------|-------------------|----------------------|----------------------|----------------------|
| <b><u>ASSETS</u></b>                          |                            |                   |                  |                   |                      |                      |                      |
| Cash/Cash Equivalents                         | \$ (117,662)               | \$ 762,043        | \$ 76,157        | \$ 687,921        | \$ 15,527,642        | \$ -                 | \$ 16,936,101        |
| Accounts Receivable, Net                      | \$ 105,368                 | \$ 19,487         |                  | \$ -              | \$ 3,370,249         |                      | \$ 3,495,104         |
| 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                                         | \$ -                       | \$ -              |                  |                   |                      |                      | \$ -                 |
| <b>TOTAL ASSETS</b>                           | <b>\$ (12,294)</b>         | <b>\$ 781,530</b> | <b>\$ 76,157</b> | <b>\$ 687,921</b> | <b>\$ 21,657,891</b> | <b>\$ 47,187,579</b> | <b>\$ 70,378,784</b> |
| <b><u>LIABILITIES AND FUND BALANCE</u></b>    |                            |                   |                  |                   |                      |                      |                      |
| <b><u>Liabilities</u></b>                     |                            |                   |                  |                   |                      |                      |                      |
| Accounts Payable                              | \$ 17,145                  | \$ 148,087        | \$ -             | \$ -              | \$ -                 |                      | \$ 165,232           |
| Loan Payable                                  |                            |                   |                  |                   | \$ 12,567,144        |                      | \$ 12,567,144        |
| SBITA Payable                                 |                            |                   |                  |                   |                      | \$ 821,579           | \$ 821,579           |
| Retainage Payable                             |                            |                   |                  |                   |                      |                      | \$ -                 |
| Unearned Revenue                              |                            |                   |                  |                   |                      |                      | \$ -                 |
| Salaries & Benefits Payable                   |                            |                   |                  |                   |                      |                      | \$ -                 |
| <b>Total Liabilities</b>                      | <b>\$ 17,145</b>           | <b>\$ 148,087</b> | <b>\$ -</b>      | <b>\$ -</b>       | <b>\$ 12,567,144</b> | <b>\$ 821,579</b>    | <b>\$ 13,553,955</b> |
| <b><u>Fund Balance:</u></b>                   |                            |                   |                  |                   |                      |                      |                      |
| 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)                  | \$ (184,335)               | \$ (111,885)      | \$ -             | \$ 508,979        | \$ (3,600,613)       | \$ -                 | \$ (3,387,854)       |
| <b>Total Fund Balance</b>                     | <b>\$ (29,439)</b>         | <b>\$ 633,443</b> | <b>\$ 76,157</b> | <b>\$ 687,921</b> | <b>\$ 9,090,747</b>  | <b>\$ 46,366,000</b> | <b>\$ 56,824,829</b> |
| <b>TOTAL LIABILITIES AND FUND<br/>BALANCE</b> | <b>\$ (12,294)</b>         | <b>\$ 781,530</b> | <b>\$ 76,157</b> | <b>\$ 687,921</b> | <b>\$ 21,657,891</b> | <b>\$ 47,187,579</b> | <b>\$ 70,378,784</b> |



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: OCTOBER 29, 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 September 2025 meeting of the College District Board of Trustees. The included dates are September 1, 2025 through September 30, 2025. The total amount reported is **\$863.00**.

**II. Resource Development Update**

a. Grants

**South Florida State College Foundation, Inc.**  
**Gift Summary Report 09/01/2025 - 09/30/2025**

| <b>Fund ID</b>            | <b>Fund Description</b>                      | <b>Gift Count</b> | <b>Cash</b>     | <b>Pledges</b> | <b>Stocks/Other</b> | <b>Total</b>    |
|---------------------------|----------------------------------------------|-------------------|-----------------|----------------|---------------------|-----------------|
| 1000                      | Unrestricted                                 | 27                | \$403.50        | \$0.00         | \$0.00              | \$403.50        |
| 5011                      | SFSC General Scholarship                     | 14                | \$159.50        | \$0.00         | \$0.00              | \$159.50        |
| 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         |
| 5143                      | Nursing Programs                             | 1                 | \$25.00         | \$0.00         | \$0.00              | \$25.00         |
| 5158                      | TSIC Scholarships                            | 5                 | \$45.00         | \$0.00         | \$0.00              | \$45.00         |
| 6005                      | Partnership Project                          | 2                 | \$20.00         | \$0.00         | \$0.00              | \$20.00         |
| 6006                      | Alumni Association Fund                      | 1                 | \$10.00         | \$0.00         | \$0.00              | \$10.00         |
| 6010                      | STEM Endowment                               | 3                 | \$25.00         | \$0.00         | \$0.00              | \$25.00         |
| <b>Grand Totals:</b>      |                                              | <b>62</b>         | <b>\$863.00</b> | <b>\$0.00</b>  | <b>\$0.00</b>       | <b>\$863.00</b> |
|                           |                                              |                   |                 |                |                     |                 |
| <b>62 Gift(s) listed</b>  |                                              |                   |                 |                |                     |                 |
| <b>54 Donor(s) listed</b> |                                              |                   |                 |                |                     |                 |

# Grant Awards

**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   \$52,704 in additional (rollover) funds

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. These rollover funds plus the original granted amount totals \$327,770 in funding for FY26.

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

Grantor   Highlands County Health Facilities Authority

Amount Awarded   \$5,000

Description   Funds will be used to provide pro bono preventive services by the SFSC Dental Hygiene students to Highlands County residents at the SFSC clinic and several community sites.

**Grant Title**   **2025-26 Perkins V Career and Technical Education Equipment Upgrade and Modernization (EUM) Project**

Grantor   Florida Department of Education

Amount Awarded   \$227,120

Description   Funds will be used to upgrade the equipment in the Firefighter program to reflect current industry standards and to ready students for real-world experiences. Purchases include a used fire engine, 12 self-contained breathing apparatus bundles, and a roof ventilation simulator.