



**SFSC  
District Board of Trustees  
Regular Meeting  
December 3, 2025**

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

---

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

---

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



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: DECEMBER 3, 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 December 3, 2025 be adopted.

**SUGGESTED MOTION:**

**Move to adopt the agenda of the regular meeting of  
December 3, 2025 as presented.**

**REGULAR MEETING AGENDA  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
HIGHLANDS CAMPUS  
DECEMBER 3, 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 – October 29, 2025
  - 1.3 Review of Master Calendar
- 2.0 Communications, Introductions, and Recognition
  - 2.1 New Employee Introductions
- 3.0 Public Comment
- 4.0 Presentations
- 5.0 Consent Agenda Action Items
  - 5.1 Personnel Actions
  - 5.2 Operating Actions
    - 5.2.1 Monthly Accounts Payable & Payroll Check Register
    - 5.2.2 Property Disposals – December 2025
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
  - 7.1 Curriculum Proposals
- 8.0 Other Action Items
- 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: DECEMBER 3, 2025

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: MINUTES – REGULAR MEETING – OCTOBER 29, 2025

It is recommended that the minutes of the regular meeting held October 29, 2025 be approved as presented.

**SUGGESTED MOTION:**

**Move to approve the minutes of the October 29, 2025 regular meeting as presented.**

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
OCTOBER 29, 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. June Weyrauch
Mrs. Emily Dabolt	Mrs. Anastasia Fuchser	Dr. James Hawker
Mr. Keith Loweke	Mr. Corey Wales	Ms. Brenda Daniels
Mrs. Kim Cloud	Ms. Carleigh Okwali	

**Excused:** Mrs. Michelle Leidel

The regular meeting of the District Board of Trustees was called to order at 1:01 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mr. Terry Atchley.

**1.0 PRELIMINARY MATTERS**

**1.1 Adoption of Agenda**

**Mr. Eason made a motion, seconded by Mr. Donaldson, to adopt the agenda of the regular meeting as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, and Mr. Eason. **Motion carried by unanimous vote.**

**1.2 Approval of Minutes**

**1.2.1 Regular Meeting Minutes**

**Mr. Bryan made a motion, seconded by Mr. Eason, to approve the minutes of the regular meeting held September 24, 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**

None

**3.0 PUBLIC COMMENT**

None

#### 4.0 PRESENTATION

None

#### 5.0 CONSENT AGENDA ACTION ITEMS

##### 5.0 Personnel Actions

Approved a list full-time career staff; full-time professional staff; full-time faculty; 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 **Affiliation Agreement – State of Florida Department of Health, Highlands County Health Department**

Approved the agreement between State of Florida Department of Health, Highlands County Health Department and South Florida State College as presented.

*(EXHIBIT "B")*

###### 5.2.2 **Affiliation Agreement – VITAS Healthcare Corporation**

Approved the agreement between VITAS Healthcare Corporation and South Florida State College as presented.

*(EXHIBIT "C")*

##### 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 September 2025.

*(EXHIBIT "D")*

###### 5.3.2 **Property Disposals – October 2025**

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

*(EXHIBIT "E")*

**Mr. Eason made a motion, seconded by Mr. Donaldson, to approve the Consent Agenda, Items 5.1 through 5.3.2 as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, and Mr. Eason. **Motion carried by unanimous vote.**

#### 6.0 PLANNING AND POLICY ISSUES

None

## 7.0 ACADEMIC AND STUDENT MATTERS

### 7.1 Curriculum Proposals

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

*(EXHIBIT "F")*

**Mr. Donaldson made a motion, seconded by Mr. Eason, to approve the curriculum proposals as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, and Mr. Eason. **Motion carried by unanimous vote.**

### 7.2 2026-2027 Proposed College Calendar

Dr. Bukowski presented the proposed 2026-2027 College Calendar. He informed the Board the proposed calendar has been reviewed by departments directly involved in providing student services, the Faculty Council, and the President's Council. Dr. Bukowski stated the calendar has been coordinated to coincide as closely as possible with local school districts and meets the State required dates for beginning terms.

*(EXHIBIT "G")*

**Mr. Eason made a motion, seconded by Mr. Bryan, to approve the 2026-2027 College Calendar as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, and Mr. Eason. **Motion carried by unanimous vote.**

## 8.0 PURCHASING AND OTHER ACTION ITEMS

### 8.1 Local Hazard Mitigation Strategy (LMS) Plan - Hardee

Per the request from the August 2025 DBOT meeting. Mr. Elliott presented a request to accept the Hardee County Local Hazard Mitigation Strategy (LMS) Plan. He reported that college staff has worked closely with Hardee County staff and several other local governments and associations to update the multi-jurisdictional Highlands LMS Plan. Mr. Elliott gave a brief overview of the LMS Plan.

Mr. Atchley questioned the life cycle of the generator at the Hardee Campus. Mr. Elliott stated that it is in good working order and has received regular checks and maintenance. Mr. Eason gave a brief overview of the process of up-grading a generator through the LMS plan.

*(EXHIBIT "H")*

**Mr. Eason made a motion, seconded by Mr. Donaldson, to accept and adopt the Hardee County Multi-Hazard Local Mitigation Strategy Plan.** Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, and Mr. Eason. **Motion carried by unanimous vote.**

### 8.2 Non-recurring Pay – December 2025

Mr. Elliott reported that the DBOT 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. He stated that during that June 25 DBOT meeting, 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. Mr. Elliott reported that the staff has designated sufficient funds to implement a non-recurring salary increase for all active employees as of November 1, 2025, payable on November 21, 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. He stated the fiscal impact of this proposal is \$300,000.

*(EXHIBIT "I")*

**Mr. Donaldson made a motion, seconded by Mr. Eason, to approve a non-recurring salary increase for all active employees as of November 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.** 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 September 2025.

Mr. Elliott reported the Trane project is moving along and gave a brief overview of the project.

*(EXHIBIT "J")*

### 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 **\$863.00** from September 1 through September 30, 2025.

Mrs. Dabolt reported on the following items:

1. Reminded and asked the DBOT to join the Foundation at the following events:

- Jacaranda Jubilee – December 1
- Foundation Holiday Luncheon – December 4

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

- Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V), Career and Technical Education Postsecondary Programs \$52,704
- SFSC Faculty Development for Student Success \$5,000
- 2025-26 Perkins V Career and Technical Education Equipment Upgrade and Modernization (EUM) Project \$227,210

### 9.3 President's Report

President Hawkins reported on the following items:

1. Tallahassee Update: President Hawkins gave a brief overview of appropriations and

proposed budget funding. He reported that he is speaking with local agencies about conducting active shooter training on campus.

2. Shared that he spoke at the Senate Higher Ed Appropriations Committee in Tallahassee on October 8. He shared his report with the DBOT of what he presented. President Hawkins stated that he met with Speaker Garrison on October 24.
3. Reminded the DBOT that Fall Commencement will be held on December 11 at 4:00 p.m. He announced that Chancellor Kathy Hebda will serve as a guest speaker this year.
4. Shared that he and some others will be traveling to FGCU for a tour of their campus and to attend some meeting sessions on their micro-credentialing programs.
5. Enrollment Update: President Hawkins reported that there has been a drop in ESOL and Adult Ed FTE but that other colleges are seeing the same decline in numbers. He gave a brief overview of the impact to the college.

President Hawkins thanked the DBOT for approving the non-recurring stipend to be paid in November.

#### **9.5 Board Attorney's Report**

Mr. Cole stated no report.

#### **9.6 Board Members' Reports**

Mr. Donaldson stated no report.

Mr. Bryan stated no report.

Mr. Eason stated no report.

#### **9.7 Board Chair Report**

Mr. Atchley gave brief overview of the ACCT Leadership Congress conference he was able to attend in New Orleans, October 20-25. He stated that there are great opportunities for development and training for trustees and he encouraged the Board to attend some training sessions. Mrs. Bennett distributed Mission Possible handout to the Board. Mr. Atchley presented SFSC's developing Strategic Plan, "Mission Possible". He stated under President Hawkins' leadership, the plan incorporates input from students, faculty, community members, and District Board of Trustee members. He emphasized the Board's responsibility to ensure the plan aligns with Board priorities and district needs, and to allocate resources accordingly. Dr. Heston gave a brief background on the development of "Mission Possible" and the developing Strategic Plan. Dr. Kuehnle reported on the awareness campaign for the mission statement. Dr. Heston stated that the site visit is scheduled for April. Mr. Bryan asked if the "Mission Possible" handout was just in preparation for the site visit. Dr. Heston addressed his concerns. Mr. Atchley asked for a motion to accept the report on the "Mission Possible" Strategic Plan. **Mr. Eason made a motion, seconded by Mr. Donaldson, to accept the Chair's report on the "Mission Possible" Strategic Plan, recognizing that development and implementation are ongoing.** Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, and Mr. Eason. **Motion carried by unanimous vote.**

#### **10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 1:47 p.m.



OFFICE OF THE PRESIDENT

**Item 1.3**

PRESENT TO BOARD: DECEMBER 3, 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

DECEMBER 2025	JANUARY 2026	FEBRUARY 2026
<b>1</b> Jacaranda Jubilee, 6:30 PM Hotel Jacaranda  <b>3</b> Board Meeting, 1 PM Highlands Campus  <b>4</b> Foundation Christmas Luncheon 11:30 AM, Hotel Jacaranda  <b>11</b> Fall Commencement	<b>28</b> Board Meeting, 1 PM Highlands Campus	No Board Meeting  <b>8-11</b> ACCT National Legislative Summit, Washington, DC
MARCH 2026	APRIL 2026	MAY 2026
<b>25</b> Board Meeting, 1 PM Highlands Campus	<b>17</b> Boots & Bling, Foundation's Learning & Legacy Gala, Hotel Jacaranda  <b>22</b> Board Meeting, 1 PM Highlands Campus	<b>27</b> Planning/Budget Workshop, 11AM, Highlands Campus  Board Meeting, 1 PM Highlands Campus
JUNE 2026	JULY 2026	AUGUST 2026
<b>24</b> Board Meeting, 1 PM Highlands Campus	<b>22</b> Board Meeting, 1 PM Highlands Campus	<b>26</b> Board Meeting, 1 PM Highlands Campus
SEPTEMBER 2026	OCTOBER 2026	NOVEMBER 2026
<b>TBD</b> Board Meeting, 1 PM Highlands Campus	<b>TBD</b> Board Meeting, 1 PM Highlands Campus	<b>TBD</b> Board Meeting, 1 PM Highlands Campus

**New Addition**

Tentative \*

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



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: DECEMBER 3, 2025

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Velma Aponte Rodriguez	Assistant Director, Financial Aid	Marcia Conliffe	8/4/2025
Daniel Scherwatzky	Instructor, English	Michelle Macbeth	8/8/2025

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

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



***5.0 Consent Agenda Action Items***



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: DECEMBER 3, 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>Operating Actions</b>	<b>22</b>
	<b>5.2.1 Monthly Accounts Payable &amp; Payroll Check Register</b>	
	<b>5.2.2 Property Disposals – December 2025</b>	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: DECEMBER 3, 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:

<b>I. APPOINTMENTS, FULL-TIME CAREER STAFF (TRANSFERS):</b>		
Lindsay Duncan	Staff Assistant I, Hardee	11/03/25
Samuel Miranda	General Maintenance, Hotel Jacaranda	10/01/25
<b>II. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:</b>		
<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Cynthia Tomerlin	MOFAC Curator	01/05/26
Lori Wolfe	Payroll Specialist	11/17/25
<b>III. APPOINTMENTS, ADMINISTRATION:</b>		
Mary Hutzelman	Controller	12/01/25
<b>IV. APPOINTMENTS, FULL-TIME FACULTY:</b>		
<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Mario Toussaint	Instructor, Mathematics	01/05/26
<b>V. RESIGNATIONS:</b>		
Esmeralda Benavidez	Staff Assistant I, Hardee	10/15/25
Carmen Ortiz Rivera	Custodian	11/04/25

<b>VI.</b>	<b>ADJUNCT FACULTY, 2023-24, ACADEMIC YEAR AS NEEDED:</b>		
	<b><u>Name</u></b>	<b><u>Teaching Area</u></b>	<b><u>Rank</u></b>
	Amanda Bartlett	Nursing/Practical Nursing	III
	Sean Christadore	ABE/GED/ESOL	III
	Dianna Davis	CDL	IV
	Pete Garzia	Computer Science	III
	Jose Gonzalez	CDL	IV
	Juana Rodriguez Avalos	ABE/GED/ESOL	III
	Maria Schneider	ABE/GED/ESOL	III

**SUGGESTED MOTION:**

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



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: DECEMBER 3, 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 October 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	460	3,337,623	11,096,708	536	1,574,898	6,611,239
November			11,096,708	389	1,448,395	8,059,634
December			11,096,708	308	1,295,755	9,355,389
January			11,096,708	468	1,904,267	11,259,656
February			11,096,708	450	1,180,342	12,439,998
March			11,096,708	356	1,018,624	13,458,622
April			11,096,708	477	1,322,906	14,781,528
May			11,096,708	462	1,015,756	15,797,284
June			11,096,708	329	2,211,343	18,008,627
<b>Totals</b>	<b>1,479</b>	<b>11,096,708</b>		<b>4,863</b>	<b>18,008,627</b>	

**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	444	1,217,546	4,822,980	471	1,253,120	4,860,061
November			4,822,980	484	1,311,614	6,171,675
December			4,822,980	482	1,264,636	7,436,311
January			4,822,980	411	1,133,844	8,570,155
February			4,822,980	452	1,220,595	9,790,750
March			4,822,980	478	1,253,626	11,044,376
April			4,822,980	468	1,270,877	12,315,253
May			4,822,980	468	1,303,123	13,618,376
June			4,822,980	403	1,284,699	14,903,075
<b>Totals</b>	<b>1704</b>	<b>4,822,980</b>		<b>5359</b>	<b>14,903,075</b>	

**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	748	807,338	2,897,239	696	659,861	3,052,044
November			2,897,239	350	310,635	3,362,679
December			2,897,239	30	60,552	3,423,231
January			2,897,239	1385	2,444,800	5,868,031
February			2,897,239	385	474,895	6,342,926
March			2,897,239	38	53,398	6,396,324
April			2,897,239	78	107,452	6,503,776
May			2,897,239	164	32,871	6,536,647
June			2,897,239	783	828,939	7,365,586
<b>Totals</b>	<b>2207</b>	<b>2,897,239</b>		<b>5583</b>	<b>7,365,586</b>	

**P-Card**

	2025/26			2024/25		
	# Transaction	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	501	94,975	427,244	414	93,674	392,390
November			427,244	384	74,795	467,185
December			427,244	256	65,492	532,677
January			427,244	492	125,938	658,615
February			427,244	485	98,223	756,838
March			427,244	401	93,864	850,702
April			427,244	503	137,601	988,303
May			427,244	446	136,388	1,124,691
June			427,244	281	71,249	1,195,940
<b>Totals</b>	<b>1779</b>	<b>427,244</b>		<b>4859</b>	<b>1,195,940</b>	

**Grand total**

**Transactions/Spend**      **7,169**    **\$ 19,244,172**      **20,664**    **\$ 41,473,227**



OFFICE OF THE PRESIDENT

**Item 5.2.2**

PRESENT TO BOARD: DECEMBER 3, 2025

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: PROPERTY DISPOSAL – DECEMBER 2025

Authorization is requested to delete the equipment items listed below. The capitalized items (over \$5,000) have been fully depreciated, therefore, there is no financial impact. These items are beyond repair and/or obsolete and will be held in storage until disposal. Any equipment with possible residual value will be auctioned or traded if feasible.

<u>Tag #</u>	<u>Date Purchased</u>	<u>Description</u>	<u>Cost</u>	<u>Condition Code</u>
6214	1/12/1989	Ammco Brake Shop Trainer	\$10,801.00	Poor
6288	4/13/1989	Exhibit Case Autumn Oak	\$1,225.75	Poor
6586	4/19/1989	Combinator Key Machine(red)	\$4,150.00	Poor
6993	11/28/1989	Southbend 6 Burner Stove	\$3,968.50	Poor
6989	12/15/1989	Southbend 6 Burner Stove	\$4,150.00	Poor
7049	1/18/1990	International Dryer	\$1,290.00	Poor
10966	1/20/1998	Lambda UV-VIX Spectrophotmeter	\$12,600.73	Poor
12916	2/12/2002	Fault-insertion System	\$25,000.00	Poor
13274	1/29/2003	Bulldog 33.1 Spray Machine	\$2,492.00	Poor
13510	8/19/2003	Dexter Dental Head	\$2,163.00	Poor
13511	8/19/2003	Dexter Dental Head	\$2,163.00	Poor
13713	11/17/2003	Dukane Presentation System	\$5,941.43	Poor
13714	11/17/2003	Dukane Presentation System	\$5,941.44	Poor
13782	6/21/2004	Autoclave	\$3,485.00	Poor
13882	11/3/2004	Lambda UV-VIX Spectrophotmeter	\$7,352.00	Poor



13883	11/3/2004	Lambda UV-VIX Spectrophotometer	\$7,352.00	Poor
13885	12/1/2004	Ferrett Lab	\$3,499.00	Poor
13899	10/27/2004	1999 Saturn Cutaway	\$3,160.00	Poor
13913	2/21/2005	2000 Saturn L32 Cutaway	\$10,345.00	Poor
14582	3/29/2007	Dukane Presentation System	\$3,001.53	Poor
15079	10/3/2007	Dukane SVP505a	\$1,420.00	Poor
15645	7/21/2008	EZ Go Cart with Utility	\$2,500.00	Poor
16049	7/21/2009	Digital Visual Presenter	\$1,132.50	Poor
16053	7/21/2009	Dukance Digital Visual Presenter	\$1,135.91	Poor
16054	7/21/2009	Dukance Digital Visual Presenter	\$1,135.91	Poor
16212	11/13/2009	Fry Master Deep Fryer	\$3,006.45	Poor
16933	2/22/2012	Robinair 34288 Recovery Machine	\$2,498.99	Poor
17188	8/24/2015	Ice Machine For PSA	\$2,317.85	Poor
17299	4/5/2017	Podium Upgrade 4/17	\$6,363.12	Poor
17372	10/13/2017	Hoffman 770 Aligner	\$22,990.00	Poor
17485	10/31/2018	Battery & Electric Diagnostic	\$2,699.81	Poor
17475	11/31/18	Hoffman 8200P Wheel Balancer	\$12,484.00	Poor
17013	8//30/12	2013 GMC Sierra	\$16,173.00	Poor
			\$195,938.92	

**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: DECEMBER 3, 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. COURSE REVISION

Request approval to remove the prerequisite for OST 2322 Office Equipment and Procedures II, effective Spring 2026 (202620). Course has been revised to align with the FLDOE curriculum frameworks for the Office Administration program and now covers distinct topics that do not depend on the foundational knowledge from the prerequisite OST 2321C.

- **OST 2322 Office Equipment and Procedures II (3 credit hours) – Remove prerequisite OST 2321C Office Equipment and Procedures I**

**SUGGESTED MOTION:**

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

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

**9.0 Reports**



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: DECEMBER 3, 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 October 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 2025-26 to Fiscal year 2024-25**  
**10/31/2025**

	<b>Budgeted Annual Revenue</b>	<b>Recorded Year To Date</b>	<b>% Recorded of Annual</b>	<b>Recorded Prior Year To Date</b>	<b>% Recorded Prior Year</b>
Student Fees	\$ 7,015,379	\$ 3,911,514	56%	\$ 3,580,365	65%
State Funding	28,093,575	8,796,890	31%	\$ 8,757,243	31%
Other Revenue	1,087,126	1,292,969	119%	1,006,516	54%
<b>Total Revenue</b>	<b>\$ 36,196,080</b>	<b>\$ 14,001,373</b>	<b>39%</b>	<b>\$ 13,344,124</b>	<b>38%</b>

	<b>Budgeted Annual Expenditures</b>	<b>Expenditures Year To Date</b>	<b>% Expended of Annual</b>	<b>Expenditures Prior Year To Date</b>	<b>% Expended Prior Year</b>
Salaries	\$ 25,124,828	\$ 7,283,240	29%	\$ 7,096,472	28%
Current Expense	12,144,511	2,849,583	23%	3,876,725	35%
Capital Outlay	48,000	47,409	99%	61,319	51%
<b>Total Expenditures</b>	<b>\$ 37,317,339</b>	<b>\$ 10,180,232</b>	<b>27%</b>	<b>\$ 11,034,516</b>	<b>30%</b>

<b>South Florida State College</b> <b>Fund Balance Summary Projection</b> <b>2025-26 Fiscal Year</b>		
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	<u>\$ 11,457,355</u>	
Plus		
Actual Revenue to Date	\$ 14,001,373	
Projected Additional Revenue	\$ 22,194,707	
Total Revenue	<u>\$ 36,196,080</u>	
Total Projected Funds Available	<u>\$ 47,653,435</u>	
Minus		
Actual Expenditures to Date	\$ 10,180,232	
Projected Additional Expenditures	\$ 27,137,107	
Total Projected Expenditures	<u>\$ 37,317,339</u>	
Total Projected Fund Balance Available for FY 2026-27	\$ 10,336,096	
Less: Encumbrances	<u>\$ -</u>	
Total Projected Fund Balance Unallocated for FY 2026-27	\$ 10,336,096	
Projected Unallocated Fund Balance Percentage:		21.69%



**South Florida State College**  
**Budget to Actual**  
**Fiscal year 2025-26 to Fiscal year 2024-25**  
**10/31/2025**

	Budget FY 25-26	Recorded 10/31/2025	% Recorded	Budget FY 24-25	Recorded 10/31/2024	% Recorded
<b>Revenue:</b>						
Tuition	\$ 4,660,608	\$ 2,956,414	63%	\$ 4,327,809	\$ 2,695,132	62%
Student Fees	2,354,771	955,100	41%	1,205,256	885,233	73%
State Support - FCSFP	24,398,816	8,390,287	34%	24,365,885	8,343,952	34%
State Support - Lottery	3,694,759	406,603	11%	3,719,349	413,291	11%
Other Revenue	1,087,126	1,292,969	119%	1,847,449	1,006,516	54%
<b>Total Revenue</b>	<b>\$ 36,196,080</b>	<b>\$ 14,001,373</b>	<b>39%</b>	<b>\$ 35,465,748</b>	<b>\$ 13,344,124</b>	<b>38%</b>
	Budget FY 25-26	Expended 10/31/2025	% Expend	Budget FY 24-25	Expended 10/31/2024	% Expend
<b>Expenses:</b>						
<b>Personnel Expenses:</b>						
Salary Expense	\$ 17,948,246	\$ 5,103,406	28%	\$ 18,333,054	\$ 5,138,738	28%
Fringe Benefits	7,176,582	2,179,834	30%	6,799,354	1,957,734	29%
<b>Sub Total</b>	<b>\$ 25,124,828</b>	<b>\$ 7,283,240</b>	<b>29%</b>	<b>\$ 25,132,408</b>	<b>\$ 7,096,472</b>	<b>28%</b>
<b>Other Expenses:</b>						
Travel	361,949	54,271	15%	\$ 377,245	\$ 54,200	14%
Postage & Telephone	347,800	98,472	28%	278,644	104,983	38%
Printing	25,756	3,194	12%	32,386	8,159	25%
Repairs & Maintenance	1,430,014	799,100	56%	2,310,144	1,058,271	46%
Rental & Insurance	830,731	36,391	4%	837,741	629,173	75%
Utilities	1,926,274	545,080	28%	1,928,749	601,265	31%
Services	1,866,997	367,408	20%	1,255,948	425,455	34%
Supplies & Subscriptions	1,663,181	582,090	35%	1,678,975	615,631	37%
Transfers	1,421,715	-	0%	2,075,000	0	0%
Other Expenses	2,270,094	363,577	16%	187,770	379,588	202%
<b>Sub Total:</b>	<b>\$ 12,144,511</b>	<b>\$ 2,849,583</b>	<b>23%</b>	<b>\$ 10,962,602</b>	<b>\$ 3,876,725</b>	<b>35%</b>
<b>Capital Outlay:</b>	<b>\$ 48,000</b>	<b>\$ 47,409</b>	<b>99%</b>	<b>\$ 120,969</b>	<b>\$ 61,319</b>	<b>51%</b>
<b>Total Expenses</b>	<b>\$ 37,317,339</b>	<b>\$ 10,180,232</b>	<b>27%</b>	<b>\$ 36,215,979</b>	<b>\$ 11,034,516</b>	<b>30%</b>
<b>Revenue Over (Under) Expenses</b>	<b>\$ (1,121,259)</b>	<b>\$ 3,821,141</b>		<b>\$ (750,231)</b>	<b>\$ 2,309,608</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**  
**10/31/2025**

	<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	\$ 204,208			\$ 210,833	\$	249,444
Local Support	41,349					
State Support	42,473			489,290		
Federal Support	544,071			3,775,833		23,121
Gifts & Contracts	20,953	93,204				
Sales	-	491,585				
Insurance Proceeds	-					136,765
Other Revenue	250	26,332				215,625 <span style="color: red;">▼</span>
<b>TOTAL REVENUE</b>	<b>\$ 853,304</b>	<b>\$ 611,121</b>	<b>\$ -</b>	<b>\$ 4,475,956</b>	<b>\$</b>	<b>624,955</b>
<b><u>EXPENDITURES</u></b>						
<b><u>Personnel Expenditures</u></b>						
Salary	\$ 400,364	\$ 156,712	\$ -	\$ -	\$	-
Fringe Benefits	142,834	78,812				-
<b>Subtotal</b>	<b>\$ 543,198</b>	<b>\$ 235,524</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>
<b><u>Other Expenses</u></b>						
Travel	\$ 15,299	\$ 5,604				
Postage & Telephone	4,653	3,243				
Printing	462	82				
Repairs & Maintenance	37,909	54,123				
Rental & Insurance	8,646	286				
Utilities	-	57,792				
Services	114,800	140,890				
Materials & Supplies	71,854	145,952				
Scholarships & Waivers	41,350	-		4,492,516		
Transfers to Other Funds	-	-				
Other Expenses	48,145	-				(9,290)
<b>Subtotal</b>	<b>\$ 343,118</b>	<b>\$ 407,972</b>	<b>\$ -</b>	<b>\$ 4,492,516</b>	<b>\$</b>	<b>(9,290)</b>
<b><u>Capital Outlay</u></b>						
Furniture & Equipment	\$ 156,598	\$ 10,795			\$	122,241
Capital Infrastructure	-					6,292,827
Renovating & Remodeling	170,434	12,124				43,160
<b>Subtotal</b>	<b>\$ 327,032</b>	<b>\$ 22,919</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$</b>	<b>6,458,228</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,213,348</b>	<b>\$ 666,415</b>	<b>\$ -</b>	<b>\$ 4,492,516</b>	<b>\$</b>	<b>6,448,938</b>
<b>NET INCREASE (DECREASE) IN</b>						
<b>FUND BALANCE</b>	<b>\$ (360,044)</b>	<b>\$ (55,294)</b>	<b>\$ -</b>	<b>\$ (16,560)</b>	<b>\$</b>	<b>(5,823,983)</b>

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

	<b>Current Fund</b>					<b>Unexpended</b>	<b>Invested in</b>	
	<b>Restricted</b>	<b>Auxiliary Fund</b>	<b>Loan Fund</b>	<b>Scholarships</b>		<b>Plant</b>	<b>Plant</b>	<b>Totals</b>
<b><u>ASSETS</u></b>								
Cash/Cash Equivalents	\$ (412,979)	\$ 818,157	\$ 76,157	\$ 162,382	\$ 13,304,272	\$ -	\$	\$ 13,947,989
Accounts Receivable, Net	\$ 237,790	\$ 14,476		\$ -	\$ 3,370,249		\$	\$ 3,622,515
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>\$ (175,189)</b>	<b>\$ 832,633</b>	<b>\$ 76,157</b>	<b>\$ 162,382</b>	<b>\$ 19,434,521</b>	<b>\$ 47,187,579</b>	<b>\$</b>	<b>\$ 67,518,083</b>
<b><u>LIABILITIES AND FUND BALANCE</u></b>								
<b><u>Liabilities</u></b>								
Accounts Payable	\$ 29,959	\$ 106,834	\$ -	\$ -	\$ -		\$	\$ 136,793
Loan Payable					\$ 12,567,144		\$	\$ 12,567,144
SBITA Payable						\$ 821,579	\$	\$ 821,579
Retainage Payable							\$	\$ -
Unearned Revenue		\$ 35,765					\$	\$ 35,765
Salaries & Benefits Payable							\$	\$ -
<b>Total Liabilities</b>	<b>\$ 29,959</b>	<b>\$ 142,599</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,567,144</b>	<b>\$ 821,579</b>	<b>\$</b>	<b>\$ 13,561,281</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)	\$ (360,044)	\$ (55,294)	\$ -	\$ (16,560)	\$ (5,823,983)	\$ -	\$	\$ (6,255,881)
<b>Total Fund Balance</b>	<b>\$ (205,148)</b>	<b>\$ 690,034</b>	<b>\$ 76,157</b>	<b>\$ 162,382</b>	<b>\$ 6,867,377</b>	<b>\$ 46,366,000</b>	<b>\$</b>	<b>\$ 53,956,802</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ (175,189)</b>	<b>\$ 832,633</b>	<b>\$ 76,157</b>	<b>\$ 162,382</b>	<b>\$ 19,434,521</b>	<b>\$ 47,187,579</b>	<b>\$</b>	<b>\$ 67,518,083</b>



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: DECEMBER 3, 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 October 2025 meeting of the College District Board of Trustees. The included dates are October 1, 2025 through October 31, 2025. The total amount reported is **\$7,399.00**.

**II. Resource Development Update**

No report.

**South Florida State College Foundation**  
**Gift Summary Report 10/1/2025 - 10/31/2025**

<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>
1077	TSIC General Scholarship	1	\$20.00	\$0.00	\$0.00	\$20.00
2024	Dorm Fundraising	15	\$2,304.00	\$0.00	\$0.00	\$2,304.00
255149	Lori Barber Scholarship	1	\$5,000.00	\$0.00	\$0.00	\$5,000.00
5110	Highlands County Bar Association Scholarship	2	\$75.00	\$0.00	\$0.00	\$75.00
<b>Grand Totals:</b>		<b>19</b>	<b>\$7,399.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,399.00</b>

**19 Gift(s) listed**

**17 Donor(s) listed**