

**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 Cappo
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

5.1 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 21st 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.