

**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 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. 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 Cappel to give an update on the Health Science programs. Dr. Cappel 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. Cappel stated that the enrollment has increased for that program. President Hawkins thanked Dr. Cappel for her presentation. Dr. Cappel 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

5.1 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 21st Century Act (Perkins V), Career and Technical Education Postsecondary Programs \$275,066
- Strengthening Career and Technical Education for the 21st 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.