

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
DECEMBER 3, 2025**

**Members Present:** Mr. Terry Atchley, Chair  
Mr. John Eason, Vice Chair  
Ms. Denise Grimsley  
Ms. Alison Hancock  
Mr. Fred Hawkins, President/Secretary  
Mr. Scott Cole, College Attorney

**Excused:** Mr. Derren Bryan Mr. Devon Donaldson

**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 Mrs. Michelle Leidel  
Mrs. Mary Hutzelman Ms. Velma Aponte Rodriguez

The regular meeting of the District Board of Trustees was called to order at 1:02 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mr. Terry Atchley.

**1.0 PRELIMINARY MATTERS**

**1.1 Adoption of Agenda**

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

**1.2 Approval of Minutes**

**1.2.1 Regular Meeting Minutes**

**Ms. Grimsley made a motion, seconded by Mr. Eason, to approve the minutes of the regular meeting held October 29, 2025 as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Eason, Ms. Grimsley, and Ms. Hancock. **Motion carried by unanimous vote.**

**1.3 Review of Master Calendar**

Mr. Atchley reminded the Board to let Mrs. Ashley Bennett know if they would like to attend ACCT Legislative Summit in Washington DC in February. He stated she will need to register those who want to attend by December 12. Mr. Atchley announced that Chancellor Hebda will be a guest speaker at the December 11 Fall Commencement. 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
Velma Aponte Rodriquez	Assistant Director, Financial Aid	Marcia Conliffe	8/4/2025

**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; administration; resignations; and adjunct faculty for the 2025-26, academic year as needed as presented.

[\(EXHIBIT "A"\)](#)

**5.2 Operational Actions**

**5.2.1 Monthly Accounts Payable/Payroll Check Register**

Approved the monthly accounts payable/monthly payroll check registers and summary for all funds through October 2025.

[\(EXHIBIT "B"\)](#)

**5.2.2 Property Disposals – December 2025**

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

[\(EXHIBIT "C"\)](#)

**Ms. Grimsley made a motion, seconded by Mr. Eason, to approve the Consent Agenda, Items 5.1 through 5.2.2 as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Eason, Ms. Grimsley, and Ms. Hancock. **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 revisions to the Board.

[\(EXHIBIT "D"\)](#)

Dr. Heston gave a brief update on the HLC accreditation process and where the team is at on the timeline.

**Ms. Hancock 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. Eason, Ms. Grimsley, and Ms. Hancock. **Motion carried by unanimous vote.**

## 8.0 PURCHASING AND OTHER ACTION ITEMS

None

## 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 October 2025.

*(EXHIBIT "E")*

### 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 **\$7,399.00** from October 1 through October 31, 2025.

Mrs. Dabolt reported on the following items:

1. Highlighted the Jacaranda Jubilee event.
2. Shared an update on Giving Tuesday. Ms. Anastasia Fuchser gave a brief overview and announced they raised \$14,393 with a matching donation up to \$10,000 from the Thakkar family. Mr. Atchley congratulated the Foundation on a successful Giving Tuesday.

### 9.3 President's Report

President Hawkins reported on the following items:

1. Grants Update: Mrs. June Weyrauch gave brief presentation on grants in development, submitted, and awarded since the October DBOT meeting. She highlighted post award activity, compliance, and accountability. Ms. Cindy Garren reported on the new requirements for 2027 GPS/SCP Grant Program, Engaging Rural Communities with Live Performances. One of the requirements is a letter of support from the DBOT. Mr. Atchley asked for a motion to approve a letter of support from the DBOT for the grant application. **Ms. Grimsley made a motion, seconded by Ms. Hancock, to approve a letter of support for the grant application for the GPS/SCP Grant Program.** Those voting in favor of the motion were Mr. Atchley, Mr. Eason, Ms. Grimsley, and Ms. Hancock. **Motion carried by unanimous vote.**
2. Tallahassee Update: President Hawkins recapped the Legislative Fly-In in Tallahassee. He thanked and appreciates everyone who was able to attend.
3. Announced that Dr. Norm Stephens and Dr. Catharine Cornelius will be participating in commencement on December 11.
4. Shared that he and Mr. Elliott are planning on scheduling a meeting possibly early spring or summer for a Master Planning – Highlands Campus with the DBOT.

He gave a brief overview of campus improvements. Mr. Atchley stated that having a planning meeting is necessary for the campus and future of the college.

5. Shared the Holiday 2025 video.

President Hawkins thanked the DBOT for their leadership and wished everyone a happy holiday.

**9.5 Board Attorney's Report**

Mr. Cole stated no report.

**9.6 Board Members' Reports**

Ms. Grimsley stated no report. She wished Mr. Atchley a happy early birthday.

Ms. Alison stated no report.

Mr. Eason stated no report.

**9.7 Board Chair Report**

Mr. Atchley stated at the September DBOT meeting the Board approved a letter of support for him to serve on the ACCT Board of Directors. He stated that another letter of support was needed for him to continue to serve on the ACCT Board of Directors. The Board approved the letter of support for him to continue to serve on the ACCT Board of Directors. Mr. Atchley reported on a project coming before the Board in the near future pertaining to a piece of property at the NE corner of College Drive. He gave a brief background on the development and that we are working with Highlands County on the road widening and how this impacts the college. He stated if you have any questions to reach out to President Hawkins or Mr. Elliott. Mr. Atchley stated that there is still lots of uncertainty and everyone will try to answer questions to the best of their ability. Mr. Atchley congratulated Mr. Eason on earning his master's degree. He wished everyone a Merry Christmas and Happy New Year.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 1:38 p.m.