

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JUNE 29, 2026**

Members Present: Mr. Terry Atchley, Chair
Mr. John Eason, Vice Chair
Mr. Justin Fussell
Ms. Denise Grimsley
Ms. Alison Hancock
Mr. Fred Hawkins, President/Secretary
Ms. Andrea Amigo, College Attorney

Excused: Mr. Derren Bryan Mr. Bo Conerly Mr. Devon Donaldson

Staff Present: Mrs. Ashley Bennett Dr. Mark Bukowski Dr. James Hawker
Mr. Peter Elliott Mr. Harry Havery
Dr. Michele Heston Mrs. Mary Hutzelman Mr. Don Kesterson
Dr. Melissa Kuehnle Mrs. Amie Kelly Mrs. Emily Dabolt
Dr. Asena Mott Mr. Keith Loweke Mrs. Anastasia Fucsher
Mrs. Mary VonMerveldt Mrs. Melissa Prusinski Ms. Brenda Daniels
Mrs. Kelly Fairfield Dec Ms. Tasha Saucedo Ms. Rebecca Nero

Excused: Dr. Kathleen Cappel Mrs. June Weyrauch

The regular meeting of the District Board of Trustees was called to order at 11:00 a.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. Atchley welcomed everyone to the meeting. He stated due to conflicting schedules and time constraints, Mr. Atchley will amend the agenda by starting with Item 8.0.

Mr. Eason made a motion, seconded by Ms. Grimsley, to adopt the amended agenda beginning with Item 8.0 of the regular meeting as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Eason, Mr. Fussell, Ms. Grimsley, and Ms. Hancock. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Planning/Budget Workshop Minutes

Mr. Fussell made a motion, seconded by Mr. Eason, to approve the minutes of the planning/budget workshop held May 27, 2026 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Eason, Mr. Fussell, Ms. Grimsley, and Ms. Hancock. **Motion carried by unanimous vote.**

1.2.2 Regular Meeting Minutes

Ms. Eason made a motion, seconded by Ms. Grimsley, to approve the minutes of the regular meeting held May 27, 2026 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Eason, Mr. Fussell, Ms. Grimsley, and Ms. Hancock. **Motion carried by unanimous vote.**

1.3 Review of Master Calendar & SFSC Events Calendar

The Master Calendar and SFSC Events Calendar were 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
Rebecca Nero	Adm. Asst. III, Arts & Sciences	Dr. James Hawker	1/20/2026
Harry Havery	Director, Cultural Programs	Fred Hawkins	2/2/2026
Tasha Saucedo	Admissions Specialist	Kelly Fairfield Dec	2/23/2026

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

None

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of resignations; retirements; 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 Agreement – Arcadia Christian Academy

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

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

5.2.2 Dual Enrollment Agreement – Faith Community Christian

Approved the agreement between Faith Community Christian and South Florida State College as presented.

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

5.2.3 Dual Enrollment Agreement – Divine Academy

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

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

5.2.4 Dual Enrollment Agreement – Independent Baptist Academy

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

[*\(EXHIBIT "E"\)*](#)

5.2.5 Dual Enrollment Agreement – Grace Christian School

Approved the agreement between Grace Christian School and South Florida State College as presented.

[*\(EXHIBIT "F"\)*](#)

5.2.6 Dual Enrollment Agreement – Heartland Christian School

Approved the agreement between Heartland Christian School and South Florida State College as presented.

[*\(EXHIBIT "G"\)*](#)

5.2.7 Dual Enrollment Agreement – Home Education Students and Parents

Approved the agreement between Home Education Students and Parents and South Florida State College as presented.

[*\(EXHIBIT "H"\)*](#)

5.2.8 Dual Enrollment Agreement – Parkview Prep Academy

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

[*\(EXHIBIT "I"\)*](#)

5.2.9 Dual Enrollment Agreement – The Academy at the Parc

Approved the agreement between The Academy at the Parc and South Florida State College as presented.

[*\(EXHIBIT "J"\)*](#)

5.2.10 Dual Enrollment Agreement – School Board of DeSoto County

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

[*\(EXHIBIT "K"\)*](#)

5.2.11 Dual Enrollment Agreement – School Board of Hardee County

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

[*\(EXHIBIT "L"\)*](#)

5.2.12 Dual Enrollment Agreement – School Board of Highlands County

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

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

5.2.13 Dual Enrollment Agreement – The School Board of Polk County

Approved the agreement between School Board of Polk County and South Florida State College as presented.

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

5.2.14 Dual Enrollment Agreement – Early College Student Performance Contract

Approved the Early College Student Performance College as presented.

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

5.2.15 Affiliation Agreement – HCA Florida Highlands Hospital

Approved the agreement between HCA Florida Highlands Hospital and South Florida State College as presented.

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

5.2.16 Affiliation Agreement – BayCare Health System, Inc.

Approved the agreement between BayCare Health System, Inc. and South Florida State College as presented.

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

5.2.17 Affiliation Agreement – Who We Play For, Inc.

Approved the agreement between Who We Play For, Inc. and South Florida State College as presented.

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

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 May 2026.

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

5.3.2 Property Disposals – June 2026

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

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

Mr. Eason made a motion, seconded by Mr. Fussell, 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. Eason, Mr. Fussell, 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 and additions to the Board.

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

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

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Current Unrestricted Fund Budget

Mr. Elliott presented a request to accept the Current Unrestricted Fund Budget. He reported pursuant to State Board of Education Rule 6A-14.0716, Florida Administrative Code – Florida College Systems Budgets, the College shall prepare a budget for the Current Unrestricted (General) Fund in such form as prescribed by the State Board of Education. Mr. Elliott stated that the approved budget is to be submitted to the Chancellor of the Florida College System no later than June 30, 2026. He stated that a proposed budget for FY2026-27 based upon the FY2026-27 state appropriations pursuant to the instructions provided by the Division of Florida Colleges has been provided for the Board's review. Mr. Elliott stated amendments to the budget will be made, if necessary, to conform the budget to the final passed General Appropriations Act, as approved by the Governor, once we have the final approved act.

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

Ms. Grimsley made a motion, seconded by Mr. Fussell, to approve the Current Unrestricted Fund budget, pending the final approval and signature of the Governor. Those voting in favor of the motion were Mr. Atchley, Mr. Eason, Mr. Fussell, Ms. Grimsley, and Ms. Hancock. **Motion carried by unanimous vote.**

8.2 FY2026-27 Salary Schedule

Mr. Elliott asked for a motion to approve the FY2026-27 Salary Schedule as presented. Mr. Elliott stated the salary schedule includes all positions added, deleted, or amended as of June 1, 2026.

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

Ms. Hancock made a motion, seconded by Mr. Fussell, to approve the amended Salary Schedule as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Eason, Mr. Fussell, Ms. Grimsley, and Ms. Hancock. **Motion carried by unanimous vote.**

8.3 Capital Outlay Budget

Mr. Elliott presented a request to accept the Capital Outlay Budget, pending final approval by the Governor. Mr. Elliott gave brief overview of the Capital Outlay Budget for the FY2026-27, inclusive of any capital outlay projects included in the General Appropriations Act. He stated such projects are subject to the final approval and signature of the

Governor and the capital outlay budget will be amended as necessary once the College has received the final approved act.

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

Mr. Fussell made a motion, seconded by Mr. Eason, to approve the Capital Outlay Budget, pending the final approval and signature of the Governor. Those voting in favor of the motion were Mr. Atchley, Mr. Eason, Mr. Fussell, Ms. Grimsley, and Ms. Hancock. **Motion carried by unanimous vote.**

8.4 Amendment to 2023-2028 Educational Plant Survey

Mr. Elliott reported on June 21, 2023, the Board approved its 2023-2028 Educational Plant Survey (EPS). He gave a brief highlight of the EPS and the Capital Improvement Plan (CIP). Mr. Elliott reported that the Highlands Career Institute made the decision to move out of Building L, located on the Avon Park campus, due to budgetary considerations. Mr. Elliott presented a request to modify the EPS, known as a spot survey, to remodel Building L. He stated the request will allow SFSC to include the building into the CIP and move forward with funding requests. Mr. Elliott stated the request will turn Building L into useable classroom space for college purposes.

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

Mr. Fussell made a motion, seconded by Ms. Hancock, to approve the amendment to the 2023-2028 Educational Plant Survey as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Eason, Mr. Fussell, Ms. Grimsley, and Ms. Hancock. **Motion carried by unanimous vote.**

8.5 Capital Improvement Plan (CIP)

Mr. Elliott presented a request to approve the Capital Improvement Plan for 2026-2027 through 2027-2028 and submission to the Division of Florida Colleges. He gave a brief description of the CIP assessment and the needs of the college. Mr. Elliott reported the CIP and Legislative Budget Request have been prepared in accordance with the Educational Plant Survey (2023-2028).

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

Mr. Eason made a motion, seconded by Mr. Fussell, to approve the Capital Improvement Plan for 2026-2027 and submission to the Division of Florida Colleges as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Eason, Mr. Fussell, Ms. Grimsley, and Ms. Hancock. **Motion carried by unanimous vote.**

8.6 Laboratory Fees

Mr. Elliott reported Pursuant to Section 1009.23(12(a), Florida Statutes, SFSC Policy 4.11 – Student Fees, and College Procedure 4114 – Lab/Course and Distance Learning Fees, the College is authorized to assess laboratory fees to cover the costs of consumable materials, supplies, insurance, or other special products or services purchased by the College and provided to students in a designated course/program so that students may complete the required learning projects or assignments. He stated pursuant to Procedure 4114, College personnel have reviewed all the laboratory fees.

He highlighted and distributed handouts to the Board of the recommendations and fee revisions for their review. Mr. Elliott reported that notification of fee changes was properly noticed on the college website and in the newspaper as required.

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

Mr. Fussell made a motion, seconded by Ms. Grimsley, to approve the laboratory fee schedule as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Eason, Mr. Fussell, Ms. Grimsley, and Ms. Hancock. **Motion carried by unanimous vote.**

8.7 Recertification of Direct Support Organization (DSO)

Mrs. Dabolt presented a request to accept the 2025 independent audit and IRS form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of the college as a direct support organization in support of the college's vision and mission, utilizing support from the college as presented for the 2026-28 fiscal year.

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

Ms. Grimsley made a motion, seconded by Mr. Fussell, to accept the 2025 independent audit and IRS form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of the college as a direct support organization for the 2026-27 fiscal year as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Eason, Mr. Fussell, Ms. Grimsley, and Ms. Hancock. **Motion carried by unanimous vote.**

8.8 Approval of Presidential Contract

Mr. Atchley stated the contract was distributed to the Board for their review. Ms. Andrea Amigo, Board Attorney gave a brief overview and stated no changes to the president's contract. Ms. Grimsley stated that she is grateful for him and the work that he has done. Mr. Atchley stated he appreciates President Hawkins and to continue his hard work and efforts.

President Hawkins stated that it is hard to believe it has only been three years working at SFSC. He stated that he is truly blessed with the best team that he has worked with in his career. President Hawkins thanked everyone for their continued support.

Mr. Eason made a motion, seconded by Ms. Grimsley, to approve the presidential contract as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Eason, Mr. Fussell, Ms. Grimsley, and Ms. Hancock. **Motion carried by unanimous vote.**

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

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 May 2026.

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

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 **\$16,178.00** from May 1 through May 31, 2026.

Mrs. Dabolt reported on the following items:

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

- SFSC and The Henson Fund Partnership Opportunities 2026 \$ 39,139
- Florida Gulf Coast Gulf Scholars Program \$ 62,800

9.3 President's Report

President Hawkins reported on the following items:

1. Recapped the FCS Campus Safety Workshop that he and Mr. Keith Loweke attended June 23-24 in Orlando.
2. Reminded the Board to submit their Form 1 Financial Disclosures by June 30.
3. Announced that he would be on vacation in July but would be available if they needed to contact him.

9.5 Board Attorney's Report

Ms. Amigo stated no report.

9.6 Board Members' Reports

Ms. Hancock stated no report.

Ms. Grimsley stated no report.

Mr. Fussell stated no report.

Mr. Eason stated no report.

9.7 Board Chair Report

Mr. Atchley stated no report. He thanked everyone for what they do each and every day.

President Hawkins congratulated Mr. Atchley on his impending retirement from Hardee County and thanked him for his leadership.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 11:39 a.m.