



**Executive Committee Meeting**

**Tuesday, September 18, 2018  
9:00 a.m.**

**MINUTES**

**MEMBERS PRESENT:** Debbie Clements, Greg Beliveau, Eric Jackson, Leland Madsen, Kathleen Plinske, Eric Ushkowitz, Larry Walter, Jody Wood and Mark Wylie

**MEMBERS ABSENT:** Richard Sweat

**STAFF PRESENT:** Pam Nabors, Mimi Coenen, Leo Alvarez and Kaz Kasal

**GUEST PRESENT** Thomas Wilkes/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Ms. Clements, Committee Chair, called the meeting to order at 9:00 a.m.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	<b>Public Comment</b> None offered.	
4	<b>Action Items</b> <u>Approval of Minutes -7/17/18 and 7/30/18 Executive Committee Meetings</u>  <b>One-Stop Operator Recommendations</b> <ul style="list-style-type: none"> <li>• Reviewed memo on One-Stop Operator RFQ (attachment)               <ul style="list-style-type: none"> <li>○ Review team comprised of Board Member Jim Sullivan and CSCF staff evaluated and scored proposals received.</li> <li>○ Review team concurred to recommend LDW Group LLC.</li> </ul> </li> </ul>	<p><b>Dr. Plinske made a motion to approve the draft minutes from the 7/17/18 and 7/30/18 Executive Committee Meeting. Mr. Wylie seconded; motion passed unanimously.</b></p> <p><b>Dr. Plinske made a motion to move recommendation of LDW Group, LLC to Board for final review and approval. Mr. Wylie seconded; motion passed unanimously.</b></p>
5	<b>Information</b> <u>Charter Review</u> <ul style="list-style-type: none"> <li>• Reviewed Charter and proposed revisions as noted (attachment).</li> </ul>	<p><b>Mr. Walter made a motion to approve the proposed changes as noted on the Charter. Mr. Beliveau seconded; motion passed unanimously.</b></p>

	<p><u>Chair's Report</u></p> <ul style="list-style-type: none"> <li>At 9/27/18 Board Meeting, Ms. Clements will encourage Board to engage in CSCF activities and sign-up sheet will be provided.</li> </ul> <p><u>President's Report</u></p> <ul style="list-style-type: none"> <li>Reviewed Board Meeting Structure:       <ul style="list-style-type: none"> <li>Each Board meeting will feature an HGI – examine what are the employer needs, wage challenges, job types and training needed. Hospitality and Culinary positions to be featured at 9/27/18 meeting.</li> </ul> </li> </ul> <p><u>Quarterly President's Report / Board Newsletter</u></p> <ul style="list-style-type: none"> <li>Board will receive newsletter starting in October 2018.</li> </ul> <p><u>HR Updates / Lease Updates</u></p> <ul style="list-style-type: none"> <li>CSCF procured an HR consultant to review HR processes and provide recommendations.</li> <li>CSCF Lake County office to relocate to Lake-Sumter State College's Foundation building – projected move-in date: 2/1/19.</li> <li>CSCF Osceola County office to relocate to Valencia College-Osceola campus – projected move-in date 1/1/20.</li> <li>Opportunities to co-locate within Seminole State College under review.</li> </ul> <p><u>Board Meeting Agenda / Information Session for 9/27/18</u></p> <ul style="list-style-type: none"> <li>Reviewed Board Meeting agenda.</li> </ul>	
6	<p><b>Committee Reports</b></p> <p><u>Governance</u>        Mr. Wylie, Committee Chair, reported Committee met on 8/29/18 and reviewed Charter, Sumter Seat status, Board characteristics, Enterprise Risk update and Board self-evaluation surveys, 2017 vs. 2014 - which will be also reviewed at the 9/27/19 Board meeting.</p> <p><u>Career Services</u>        Dr. Plinske, Committee Chair, reported Committee met on 9/13/18 and reviewed Charter, scorecard, culinary training and job attainment activities since 2015, and a presentation from Mr. Stanakis, Jobs Partnership of Florida.</p> <p><u>Community Engagement</u>        Ms. Wood, Committee Chair, reported Committee met on 9/17/18. The Committee reviewed Charter and updates from Edelman on Master Narrative project. Ms. Burby introduced two new staff: Ms. Kristine Concepcion, Sr. Manager of Corporate Communications and Mr. Anthony</p>	

	Adams, Sr. Manager of Marketing Outreach. <u>Audit</u> Scheduled to meet on 9/20/18	
7	<b>Other Business</b> None offered.	
8	<b>Adjournment</b> Meeting adjourned at 9:42 a.m.	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator