Career Services Committee Meeting

Thursday, November 20, 2025, 3:00pm

MINUTES

MEMBERS PRESENT: Molly Kostenbauder, Robert Bixler, Sean Donnelly, Casey Ferguson, Karen Hogans, Paula Mooney, Chris Pascal, Jonathan Schaefer and Richard Watford

MEMBERS ABSENT: Andrew Albu and Brinkley Ruffin

STAFF PRESENT: Gina Ronokarijo, Tadar Muhammad, Vince Bruno, Sean Masherella and Kaz Kasal

Agenda Item	Topic	**Action Item** / *Follow Up Item*
1	**Welcome** • Dr. Kostenbauder, Committee Vice Chair, called the meeting to order at 3:05 p.m.	
2	**Roll Call / Establishment of Quorum** • Ms. Kasal reported a quorum was present.	
3	**Public Comment** • None offered.	
4	**Approval of Minutes** • Reviewed minutes from the 9/11/25 Career Services Committee meeting (attachment).	**Mr. Donnelly made a motion to approve the minutes from the 9/11/25 Career Services Committee meeting. Mr. Schaefer seconded; motion passed unanimously.**
5	**Action / Information/Discussion** <u>Action Items</u> • Designation of Direct Provider of Workforce Services (PY 26-29) (attachment). – Reviewed staff recommendation for CSCF's continued designation as a Direct Service Provider for the delivery of services to its career seekers and businesses for the period of three years: 7/1/26 through 6/30/29.	**Ms. Hogans made a motion to approve forwarding for Board's approval, the recommendation for CSCF's continued designation as a Direct Service Provider for the next program year beginning July 1, 2026 through June 30, 2029, and for this request to be submitted to Florida Commerce and CareerSource Florida Board. Mr. Watford seconded; motion passed unanimously.**

	• Approval of Apprenticeship Programs Added to ETPL (attachment). – Reviewed staff recommendation for CSCF to use funds for new apprentice enrollments in three state-approved programs, as presented. – Committee had further discussion around the importance of making sure all sources of income go towards apprentices; that tools, equipment, etc. are provided to the apprentice and not training provider/employer. A question on benefits was also brought up. – Committee concurred to defer this action to next meeting, pending further information and where lines are drawn on funding programs. <u>Information</u> • Quarter 1 Workforce Operations Scorecard (attachment) – Reviewed workforce operations and businesses' measures during 1st quarter (July through September 2025) ○ Staff are looking to increase conversion from "Explore" to "Engage" at least at 50%. ○ HSCE (High School Career Express) goal is to provide this program to all counties in CSCF's region. <u>Committee Feedback:</u> ➢ High school students should also be counted for "Engaged" ➢ Trades are back in high schools – this should help with "Engage" then to "Experience" ➢ Funnel HSCE participants to Summer Youth Program, Experience track ➢ Track Youth data through journey to tell story ➢ CSCF to reach out to students prior to leaving high school to help them navigate their next steps ➢ CSCF should provide counseling support with college students, especially those newly enrolled, those taking general education, and those unsure of their career path. • Spotlight Community Hub as a Talent Access Point – Early Insights & Next Steps – Reviewed foot traffic in Quarter 1 at all CSCF locations. Also reviewed zip codes where most job seekers are coming from, of which many are from low-income areas. What the job seeker is coming for is also important.	*Staff to send to Committee the standards on the three apprenticeships presented today.* *Staff to check about the benefits included to apprentices during OJT / internship training.* .

- Digital Access Expansion – Strengthening Reach and Responsiveness
  - As Seminole and Southeast locations close, it is anticipated that virtual and hub services would increase.
  - CSCF plans to increase: "hub" locations at colleges and community organizations, and virtual services.

    Committee Feedback:
    - Over last few years, Seminole College has noticed youth preferring a balance of remote and in-person classes.
    - Start out with virtual service, and any further services could be in person.

Interactive Discussion

1. Which area would most strengthen CSCF's community access & employer impact?

   Committee Feedback:
   - Awareness and Visibility: **43%**
   - Employer Participation: **14%**
   - Tech and Virtual: **43%**

   - Face-to-face is important - shows more care
   - CSCF is very present at job fairs, community events

2. Please indicate your level of agreement with these statements?

   Committee Feedback:
   - Community hubs are most scalable way to expand CSCF's reach: **7.5**
   - Virtual services are equally critical to employers as physical location: **5.3**
   - Students are an underutilized source of skilled talent: **5.3**

   - Presence is important – the more hubs the better
   - Don't' have enough data on virtual services – after 1 or 2 years will know more
   - CSCF could help new employees that have difficulty with digital onboarding, especially with contractors.
   - Youth not ready yet to decide on definite career – better for them to "try it" first– job shadowing, earn and learn, orientation to the trades

	3. If CSCF could invest in only one area this quarter, which creates the greatest value for employers and job seekers? ➢ Expand community and education partnerships: **0%** ➢ Increasing employer engagement and responsiveness: :**71%** ➢ Enhancing digital and virtual access: **0%** ➢ Raise awareness and visibility of CSCF services: **29%** ○ How do employers find us? Employers need to know what CSCF does, then employers can make a decision on how to engage ○ Tie CSCF with Florida Chamber of Commerce ○ Small Business Administration can refer businesses to CSCF	
	Other Business • Ribbon cutting at Seminole Community Hub, located in Seminole State College, occurs on Tuesday, 12/9/25, 9:00 a.m. • Next committee meeting: 2/12/25.	
7	**Adjournment** Meeting adjourned at 4:33 p.m.	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator