



**Facilities Ad Hoc Committee Meeting
Monday, March 30, 12:00 p.m.**

MINUTES

MEMBERS PRESENT: Matt Walton, Andrew Albu and Dr. Molly Kostenbauder

STAFF PRESENT: Leo Alvarez, Lance Willingham, Vince, and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Walton, Committee Chair, called the meeting to order at 12:01 p.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported a quorum present.	
3	Public Comment None offered.	
4	Approval of Minutes Reviewed draft minutes from 8/25/25 Facilities Ad Hoc Committee Meeting.	Mr. Albu made a motion to approve the minutes from the 8/25/25 Facilities Ad Hoc Committee Meeting. Dr. Kostenbauder seconded; motion passed unanimously.
5	Information / Discussion / Action Items <u>Lease Updates (attachment)</u> - Seminole Office - Reviewed timeline of the closure process. - Staff's last day at office 3/31/26 - Lease ends on 6/30/26 but may be able to turnover lease earlier. - Southeast Office - Reviewed timeline of the closure process. - Staff move-out by 6/30/26 - Lease turnover 9/30/26 <u>Community Hubs (attachment)</u> - Goal: 6 full-service Career Hub Offices by 6/30/26 Community Hub locations: <u>Currently activated:</u> - East Coast Dream Center - Seminole State College – Lake Mary/Sanford Campus - Valencia College – East Campus - Altamonte Springs Library <u>Opening soon:</u> - Front Porch (Goldsboro area in Sanford) - Orange Technical College – South Campus	

	- Specialized Community Hubs – these hubs service special populations and are only open on specific days - Reviewed active, pending and prospective specialized community hub locations - CSCF will pause and re-review CSCF's footprint once the 6 full-service community hubs are all up and running. Committee discussed some possible future hub options in Osceola County. <u>Facility Lease Schedule (attachment):</u> - Reviewed overall lease schedules of CSCF's centers and admin office. <u>Three-Year Lease Cost Analysis (attachment):</u> - Reviewed the continued cost savings over the last three years.	
6	<u>Other Business</u> None offered.	
7	Adjournment Meeting adjourned at 12:43 p.m.	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator