



Executive Committee Meeting

Wednesday, September 18, 2024, 9:00 a.m.

MINUTES

MEMBERS PRESENT: Richard Sweat, Andrew Albu, Sheri Olson, David Sprinkle, and Matt Walton

MEMBERS ABSENT: John Gill, Jeff Hayward and Eric Ushkowitz

STAFF PRESENT: Tadar Muhammad, Leo Alvarez, Vince Bruno and Kaz Kasal

GUESTS PRESENT: Heather Ramos / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	<p>Welcome Mr. Sweat, CSCF Vice Chair, called the meeting to order at 3:02 p.m.</p>	
2	<p>Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.</p>	
3	<p>Public Comment None offered.</p>	
4	<p><u>Approval of Minutes – 6/13/24 Executive Committee Meeting</u></p> <ul style="list-style-type: none"> • Reviewed minutes (attachment). 	<p>Mr. Walton made a motion to approve the draft minutes from the 6/13/24 Executive Committee meeting. Ms. Olson seconded; motion passed unanimously.</p>
5	<p>Information / Discussion / Action Items</p> <p><u>Chair’s Report</u></p> <ul style="list-style-type: none"> • Executive Committee Charter – Annual Review <ul style="list-style-type: none"> ○ Committee concurred no changes at this time. • PY 2024-2025 Committee Structure <ul style="list-style-type: none"> ○ Reviewed current Committee Chairs and current membership of each Committee. <p><u>President’s Report</u></p> <ul style="list-style-type: none"> • Mr. Muhammad, COO, on behalf of Ms. Nabors, CEO, provided below highlights: <ul style="list-style-type: none"> – September is Workforce Development Month. Annual Summitt occurred last week. CSCF staff, Amulyasai Bangaru and Marcel Cicero received awards for outstanding work. – Revenue diversity – great start this program year; receiving contributions from some major companies. – CSCF exceeded all goals last program year. – Continuing right sizing the organization with workforce planning. – Dr. Lasandrini will provide training session at next week’s Board Meeting. 	

- Ms. Nabors spoke at Region 3 State Administrator’s meeting with Department of Labor on reimagining the workforce system and how partnerships make a difference.
- Exceeded Board Engagement goals in all three categories, with Contribution at its highest at 74%
- Draft Local Workforce Plan (1/1/2025 – 12/31/2028)
Reviewed the Workforce Plan (attachment)

Committee Reports

Audit

Mr. Walton, Audit Committee Chair, stated the Committee met jointly with the Finance Committee on 9/3/24. The Committee reviewed its charter, as well as audit planning to be performed by auditors Cherry Bekaert.

Career Services

Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 9/12/24 and:

- Approved, for Board’s final approval, an MOU with Ironworkers Local Union 808 Joint Apprenticeship Trust.
- Reviewed:
 - o Committee’s charter
 - o Year-end scorecard for PY 2023-2024
 - o PY 2024-2025 Performance Targets
 - o Grant updates
 - o Updates on Education & Industry Consortium.

Community Engagement

Mr. Sprinkle, Community Engagement Committee Chair, stated committee met on 8/29/24 and reviewed:

- Committee charter
- PY 2023-2024 year-end recap
- National Science Foundation update
- Timeline on website refresh, with audit survey coming for Committee’s further feedback
- Committee discussed messaging strategies with youth population.

Facilities Ad Hoc

Mr. Walton, Facilities Ad Hoc Committee Chair, stated Committee met on 8/28/24 at Seminole Career Center and:

- Reviewed lease schedules of all CSCF locations

Mr. Walton made a motion to forward for Board’s final approval, the approval of CSCF’s Local Plan for fiscal year 2024-2025, beginning 1/1/25 thru 12/31/28. Mr. Sprinkle seconded; motion passed unanimously.

	<ul style="list-style-type: none"> - Discussed the two-year space optimization plan to reduce overhead costs and strategically utilize technology while not reducing service delivery. <p><u>Finance Committee</u> Mr. Ushkowitz, Finance Committee Chair, reported the Committee met jointly with the Audit Committee on 9/3/24 and reviewed:</p> <ul style="list-style-type: none"> - Committee charter - Financials thru July 2024 - Facilities update - Approved, for Board’s final approval, the budget adjustment increase of \$4.7M. <p><u>Governance</u> Ms. Olson, Governance Committee Chair, stated Committee met on 8/21/24 and reviewed:</p> <ul style="list-style-type: none"> - Committee charter. - PY 2023-2024 Board Engagement Metrics, which exceeded goals including 74% in Contribution category. - Enterprise Risk update. <p><u>Revenue Diversity and New Markets</u> Mr. Alvarez, CFO, on behalf of John Gill, Revenue Diversity and New Markets Committee Chair, stated the Committee will meet on 10/1/24.</p> <p><u>9/26/24 Board Meeting Agenda:</u></p> <ul style="list-style-type: none"> - Reviewed agenda for upcoming Board Meeting (attachment) 	
6	<p>Other Business</p> <ul style="list-style-type: none"> • None offered 	
7	<p>Adjournment Meeting adjourned at 4:02 pm</p>	

Respectfully submitted,
Kaz Kasal, Executive Coordinator