



**Career Services Committee Meeting**  
**Thursday, February 5, 2026, 3:00pm**  
**MINUTES**

**MEMBERS PRESENT:** Andrew Albu, Robert Bixler, Casey Ferguson, Molly Kostenbauder, Paula Mooney, Jonathan Schaefer and Richard Watford

**MEMBERS ABSENT:** Sean Donnelly, Karen Hogans, Chris Pascal and Brinkley Ruffin

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

| Agenda Item | Topic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Action Item / Follow Up Item                                                                                                                                                                                                                                                                                                           |
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| 1           | <b>Welcome</b> <ul style="list-style-type: none"> <li>Mr. Albu, Committee Chair, called the meeting to order at 3:03 p.m.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                        |
| 2           | <b>Roll Call / Establishment of Quorum</b> <ul style="list-style-type: none"> <li>Ms. Kasal reported a quorum was present.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                        |
| 3           | <b>Public Comment</b> <ul style="list-style-type: none"> <li>None offered.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                        |
| 4           | <b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>Reviewed minutes from the 11/20/25 Career Services Committee meeting (attachment).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Mr. Watford made a motion to approve the minutes from the 11/20/25 Career Services Committee meeting. Mr. Schaefer seconded; motion passed unanimously.</b>                                                                                                                                                                         |
| 5           | <b>Action / Information/Discussion</b><br><u>Action Items</u> <ul style="list-style-type: none"> <li>Approval of Apprenticeship Programs Added to ETPL (attachment). <ul style="list-style-type: none"> <li>Reviewed staff recommendation for CSCF to add the following Registered Apprenticeship Programs (RAP) to the Eligible Training Provider List (ETPL). Each below RAP has been approved at the state and listed on the statewide ETPL, and therefore eligible at the local level: <ul style="list-style-type: none"> <li>MPH Salud</li> <li>Association of International Certified Professional Accountants</li> <li>Florida Makes</li> </ul> </li> </ul> </li> </ul><br><u>Information</u> <ul style="list-style-type: none"> <li>Quarter 2 Workforce Operations Scorecard (attachment) <ul style="list-style-type: none"> <li>Reviewed workforce operations and businesses' measures during 2<sup>nd</sup> quarter (October through December 2025) <ul style="list-style-type: none"> <li>Reviewed training and development expenditures by industry sector to date for this PY.</li> </ul> </li> </ul> </li> </ul> | <b>Mr. Schaefer made a motion to approve forwarding for Board's final approval, the staff recommendation allowing program funds to support new apprentice enrollments based on current policies into the occupations, as presented, for a Registered Apprenticeship Program. Dr. Kostenbauder seconded; motion passed unanimously.</b> |

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| <ul style="list-style-type: none"> <li>• <b>Spotlight: Sector Employment Outlook and Employer Engagement Signals (attachment)</b> <ul style="list-style-type: none"> <li>– Reviewed current key employment factors per industry sector.</li> </ul> </li> <li>• <b>Education and Industry Consortium</b> <ul style="list-style-type: none"> <li>– The Consortium met on 12/4/25. The topic was workforce challenges with recruitment and retainage in the hospitality industry.</li> </ul> </li> </ul> <p><u>Interactive Discussion</u></p> <p>Sector Outlook:</p> <ul style="list-style-type: none"> <li>• How should we approach industry sectors next program year?</li> </ul> <p>Committee Feedback:</p> <ul style="list-style-type: none"> <li>➤ Healthcare: <b>89%</b></li> <li>➤ Construction: <b>80%</b></li> <li>➤ IT: <b>75%</b></li> <li>➤ Manufacturing: no consensus</li> <li>➤ Hospitality: <b>27%</b></li> <li>➤ Trade &amp; Logistics: <b>26%</b></li> </ul> <ul style="list-style-type: none"> <li>– Committee needs more info on manufacturing</li> <li>– Hospitality: how to get mid-level hospitality jobs, so more opportunity for career pathways.</li> </ul> <ul style="list-style-type: none"> <li>• Rank sectors by priority of funding for next program year:</li> </ul> <p>Committee Feedback:</p> <ol style="list-style-type: none"> <li>1. Healthcare</li> <li>2. Construction</li> <li>3. IT</li> <li>4. Manufacturing</li> <li>5. *Hospitality</li> <li>6. *Trade &amp; Logistics</li> </ol> <p>*Tied</p> <p>Employer Engagement – Strengths and Gaps:</p> <ul style="list-style-type: none"> <li>• Rank employer engagement where CSCF delivers the most value:</li> </ul> <p>Committee Feedback:</p> <ol style="list-style-type: none"> <li>1. Recruitment, hiring and training support.</li> <li>2. Ongoing partnerships and talent pipeline support.</li> <li>3. Awareness and outreach.</li> </ol> | <p>.</p> <p><i>Staff (BI) to pull what manufacturing in Central Florida looks like</i></p> |
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|   | <p>4. Business consulting and needs assessment.</p> <ul style="list-style-type: none"> <li>– Businesses don't need to know how to run their business</li> <li>• Where are employers least likely to think of CSCF:</li> </ul> <p>Committee Feedback:</p> <ul style="list-style-type: none"> <li>➤ Business consulting and needs assessment: <b>45</b></li> <li>➤ Awareness and outreach: <b>38</b></li> <li>➤ Ongoing partnerships and talent pipeline support: <b>11</b></li> <li>➤ Recruitment, hiring and training support: <b>6</b></li> </ul> |  |
|   | <p><b>Other Business</b><br/>None offered.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| 7 | <p><b>Adjournment</b><br/>Meeting adjourned at 4:14 p.m.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |

Respectfully submitted,

Kaz Kasal  
Executive Board Coordinator