



**Facilities Ad Hoc Committee Meeting
Friday, March 7, 2025, 8:30 a.m.**

MINUTES

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

STAFF PRESENT: Leo Alvarez, Pam Nabors, Tadar Muhammad, Lance Willingham, Sean Masherella, Vince Bruno and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Walton, Committee Chair, called the meeting to order at 8:30 a.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 8/28/24 Facilities Ad Hoc Committee Meeting.	Mr. Albu made a motion to approve the minutes from the 8/28/24 Facilities Ad Hoc Committee Meeting. Dr. Kostenbauder seconded; motion passed unanimously.
5	Information and Discussion <u>Review Facility Lease Schedule</u> - Reviewed lease schedule of all CSCF locations (attachment). <u>Lease Updates</u> - Reviewed below lease updates (attachments): - Administration - Reviewed proposed office space reduction and lease terms at current location. - Broker attained market data from 14 office locations within 1 mile radius of current Admin office; rental rates ranged between \$29 to \$38 per sq. ft. - Once lease renewal is finalized at current location, it should remain about \$30 per sq. ft. - Seminole State College - Reviewed 500 sq. ft. space CSCF to utilize located within Seminole State College/Sanford location – expected launch date 4/1/25. - Also includes large space area that can be reserved for events – i.e. job fairs. - Valencia College - Reviewed 750 sq. ft. space CSCF to utilize located within Valencia College East Campus – expected launch date 4/1/25.	

	- Lake-Sumter State College - o With lease renewal, looking to reduce 20-30% of space • Ms. Nabors, CEO, relayed about 70% of individuals visiting the career centers come as a requirement of reemployment or cash assistance benefits. To strategically reach those specifically seeking career support and upskilling, CSCF will continue to search for organizations, like colleges, that attract career seekers; where CSCF can co-locate to provide career support. This will also help to provide CSCF provide more flexibility, especially if there is a reduction in funds, as well as reduce brick & mortar costs.	
6	<u>Other Business</u> Committee concurred to have next meeting scheduled in late May 2025.	
7	Adjournment Meeting adjourned at 9:23 a.m.	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator