



**DRAFT**  
**Facilities Ad Hoc Committee Meeting**  
**Monday, August 25, 2025, 11:00 a.m.**  
**MINUTES**

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

**STAFF PRESENT:** Leo Alvarez, Lance Willingham, Sean Masherella, and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> <ul style="list-style-type: none"><li>Mr. Walton, Committee Chair, called the meeting to order at 11:00 a.m.</li></ul>	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal reported a quorum present.	
3	<b>Public Comment</b> None offered.	
4	<b>Approval of Minutes</b> <ul style="list-style-type: none"><li>Reviewed draft minutes from 3/7/25 Facilities Ad Hoc Committee Meeting.</li></ul>	<b>Mr. Albu made a motion to approve the minutes from the 3/7/25 Facilities Ad Hoc Committee Meeting. Dr. Kostenbauder seconded; motion passed unanimously.</b>
5	<b>Information / Discussion / Action Items</b> <u>Lease Updates</u> <ul style="list-style-type: none"><li>Reviewed updated layouts and lease terms on following locations (attachment)<ul style="list-style-type: none"><li>Administration</li><li>Valencia College: Community Hub launched on 4/10/25</li><li>Seminole State College: Community Hub launched on 4/28/25</li><li>Lake-Sumter State College</li></ul></li></ul> <u>Facility Lease Schedule: Review/Recommendations</u> <ul style="list-style-type: none"><li>Reviewed overall lease schedules of CSCF's centers, admin and community hubs (attachments). CSCF anticipates an overall savings of more than \$800,000, and to have 6 Community Hubs by 6/30/26.</li></ul>	<b>Dr. Kostenbauder made a motion for Board's final approval to allow staff to notify Seminole and Southeast offices landlords of CSCF's intent to not renew the respective leases beyond the current term. Mr. Albu seconded; motion passed unanimously.</b>
6	<u>Other Business</u> None offered.	
7	<b>Adjournment</b> Meeting adjourned at 11:48 a.m.	

Respectfully submitted,

Kaz Kasal  
Executive Board Coordinator