



Executive Committee Meeting

**Tuesday, December 4, 2018
9:00 a.m.**

MINUTES

MEMBERS PRESENT: Debbie Clements, Eric Jackson, Leland Madsen, Kathleen Plinske, Eric Ushkowitz, Larry Walter, Jody Wood and Mark Wylie

MEMBERS ABSENT: Greg Beliveau and Richard Sweat

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez and Kaz Kasal

GUEST PRESENT Thomas Wilkes/GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Ms. Clements, CSCF Chair, called the meeting to order at 9:03 a.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	Action Items <u>Approval of Minutes - 9/18/18 and 10/25/18 Executive Committee Meetings</u> <ul style="list-style-type: none"> Reviewed minutes. Training Provider Request for Approval <ul style="list-style-type: none"> Reviewed action item memo (attachment) to approve training providers that align with CSCF's industries of focus for PY 2018-2019. 	<p>Mr. Walter made a motion to approve the draft minutes from the 9/18/18 and 10/25/18 Executive Committee Meeting. Ms. Wood seconded; motion passed unanimously.</p> <p>Mr. Jackson made a motion to recommend, for Board final approval, the training providers, as listed on memo, to CSCF's training provider matrix. Mr. Wylie seconded; motion passed unanimously.</p>
5	Information <u>Chair's Report</u> <ul style="list-style-type: none"> At 12/13/18 Board Meeting, Ms. Clements will encourage Board to engage in CSCF activities and also read the monthly newsletter, the Board Source. <u>President's Report</u> <ul style="list-style-type: none"> Facility Updates 	<p><i>Staff to research and provide</i></p>



	<ul style="list-style-type: none"> - Reviewed CSCF's West Orange office's lease expiration and alternative location options. - Reviewed status of lease and build-out project at Lake Sumter State College for CSCF's Lake County office. • Board Meeting Agenda for 12/13/18 <ul style="list-style-type: none"> - Reviewed agenda. 	<i>recommendations on lease options and alternative locations.</i>
6	<p>Committee Reports</p> <p><u>Governance</u> Mr. Wylie, Governance Committee Chair, reported the Committee is scheduled to meet on 1/9/19.</p> <p><u>Career Services</u> Dr. Plinske, Career Services Committee Chair, reported the Committee met on 11/15/18 and reviewed results of scorecard through 9/30/18. The Committee also voted to forward, for Board approval, staff's recommendation to adjust impact model by reallocating \$1.2M in training funds from Construction to Healthcare, Trade & Logistics and IT & Finance.</p> <p><u>Revenue Diversity Ad Hoc</u> Mr. Jackson, Revenue Diversity Committee Chair, reported the Committee met on 10/24/18 and reviewed Ticket To Work 1st quarter results and youth pilot program in construction.</p> <p><u>Community Engagement</u> Ms. Wood, Community Engagement Committee Chair, reported the Committee met on 11/6/18. The Committee reviewed and provided input on Edelman's work on master narrative. The Committee will meet again on 1/14/19 to review revised master narrative based on Committee's feedback.</p> <p><u>Audit and Finance Committees</u> Mr. Walter, Audit Committee Chair, and Mr. Ushkowitz, Finance Committee Chair, stated the Committees will meet jointly on 1/31/19.</p>	
7	<p>Other Business None offered.</p>	
8	<p>Adjournment Meeting adjourned at 9:43 a.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator