

APPENDIX C

Board of Directors – Quarterly Meeting Minutes

Date: Monday, November 4, 2019

Time: 6:00-7:00 p.m.

Location: SPC EpiCenter, 13805 58th Street North, Largo, Conference Room 1-450

Board members present: Bridgette Bello, Watson Haynes, Commissioner Kathleen Peters, Debra Prewitt, Honorable Irene Sullivan

Board members absent: Ken Burke, George Greer, Richard Jacobs, Laurie King

Ex-officio members present:

Ex-officio members absent: Dr. Tonjua Williams

SPC Administration: Dr. Mark Strickland (Provost, Seminole Campus)

ISPS Team members present: Ellen Fontana, Sharon Panov, Jacquelyn Schuett

Guests present: Ashley Overend (County Commissioner Peters' office)

Items Discussed	Discussion/Action
<p>1. Welcome / Call to Order</p>	<p><i>Irene Sullivan</i> called the meeting to order at 6:05 p.m.</p> <p><i>Judge Sullivan</i> thanked the ISPS staff and board members for efforts made in the interview process for the director's position. She sought clarification that interviews were conducted by Dr. Williams.</p> <p><i>Provost Mark Strickland</i> confirmed and added that Dr. Williams had also viewed the candidate presentations and has requested additional feedback from members of the community. Dr. Williams has recommended a candidate and the next step is to offer the salary; once the offer has been accepted the candidate will be announced.</p> <p><i>Judge Sullivan</i> said livestreaming the interview was a great idea for those who could not be there. <i>Commissioner Kathleen Peters</i> had connectivity issues; but others were able to view with no problems.</p>
<p>2. Minutes from last meeting</p> <ul style="list-style-type: none"> ▪ APPENDIX A 	<p>Minutes from July 24th meeting were unanimously approved.</p>
<p>3. Financial Report</p> <ul style="list-style-type: none"> o Current Status: <i>Ellen Fontana, CPA</i> ▪ APPENDIX B 	<p><i>Ellen Fontana</i> presented the financial report up to October 31. Cash totals \$20,648.88 in the checking account. Due from SPC does not reflect the most recent check received from the Foundation. Largest expense so far is food.</p> <p><i>Ellen</i> explained that she presents only the 501(c)3 side of the ISPS budget and would discuss with the new executive director having quarterly BOD updates on the College (Fund 21) side of the ISPS budget.</p> <p>The financial report was unanimously approved.</p>

4. Program Report –
o Recent Activities

The program report was presented by *Jacquelyn Schuett*. The forum on October 2 titled **Progress for Mental Health Today: Policy and Practice** was a great example of collaboration. Many thanks to Commissioner Peters and Ashley Overend for their support in putting this event together. Three areas covered by panelists met the expectations of the audience: the judicial and criminal justice aspect provided by Judge Leifman; community and college efforts by Project HEAL who invited providers to set up resource tables at the forum. There were about 120 people, including 26 students.

Judge Sullivan said the forum was excellent in that it wasn't just about the problem, but that theoretical solutions were also presented. She suggested a follow-up forum on the topic of mental health. *Commissioner Peters* agreed, and added the conversation should include what's next. She went on to say the County has major efforts in the works regarding mental health. *Bridgette Bello* was unable to attend and requested Outlook invitations for upcoming events be sent to board members.

Jacquelyn provided copies of event summaries containing detailed information (compiled as standard practice for ISPS but not previously provided in such depth for the BOD) regarding the mental health forum and the dinner forum held on October 2 titled **Artificial Intelligence: Good or Evil?** with keynote speaker Alex Beavers. It was a great opportunity to highlight other SPC resources: the Innovation Lab created by commentator Chad Mairn, and Workforce Institute by forum moderator Susan Garrett.

In mid-October ISPS sponsored the **Great Debate** week held on five campuses, coordinated by faculty from American Government, Communications, logistical support provided by Student Life & Leadership (SL&L). A broad range of topics included Medicare for All and protected status for LGBTQ community. Funding provided by SL&L and Seminole Campus Student Government Association (SGA) to help with the cost of prizes and food. The top two winners from each campus compete at the Final Competition on November 14 at the Seminole Campus. The topic for the final competition is about whether social media has a negative effect on our political and social lives.

Commissioner Peters said that many mental health resources (those who came and set up tables and others throughout the community) were aggressively promoting the mental health forum for us. She added that because the resource tables were put in a side room extra efforts were made to be sure attendees were aware they were there. Directional assistance by ushers and front desk, mention from the podium, and booklets distributed. *Provost Strickland* suggested making the resource tables more visible by placing them where people would be required to walk past them. *Jacquelyn* said there were fire restrictions on placement of tables in the lobby of the Music Center. Also noted by *Commissioner Peters*, the flyer included in the Constant Contact email was difficult to promote in her social media. Consider making it more user friendly for Twitter, for example, by putting that information in a JPG file. A question for the new director is "who are our natural partners?" Not just for sponsorship but for help promoting. A.I. for instance, there are probably numerous natural partnerships the Institute should consider in the future.

Provost Strickland said that not every venue requires large capacity to be effective—something both candidates for executive director agreed on—

smaller, maybe 50 or less, but with room for vendors and sponsors. A discussion followed regarding how better to recruit sponsors from vendors who would benefit from the event and are financially able to contribute.

Discussion was held regarding the event summaries. *Provost Strickland* referred to the financial summary section for the dinner forum which shows a deficit in revenue (ticket sales) vs. expenses, noting it would have been advantageous to have additional sponsorships to help cover the cost of the event. *Judge Sullivan* asked if it is typical to have more expenses than ticket sales. *Jacquelyn* responded that usually the expenses and revenue balance out. Several members agreed that even though the idea is not to make a profit on the dinner events, the use of sponsorship income could help with the costs. *Provost Strickland* added that non-dinner events present more opportunities to raise money from large sponsorships. That would be the focus for the new director. *Ms. Bello* said it would be helpful to further breakdown the student response to “How did you hear about this event” on the event summaries.

o Upcoming Programs

Jacquelyn provided an update on upcoming events. The **Sea Level Collaborative** met in July to discuss how efforts of the Collaborative align with faculty interests and student-learning opportunities. A meeting with Natural Sciences faculty led to an invitation to meet with an Honors class, which led to a meeting with the Honor Society. The **Age-Friendly St. Petersburg** Action Plan has been finalized and is almost ready to present to Administration. December 12-13, ISPS is hosting the **Florida Civic Advance’s 2019 Summit** titled “Celebrating Civic Excellence Through Engagement.” Discussion topics are citizen engagement with local government, inter-generational civic engagement, voter education and civic service. More info on the event is provided on the ISPS website and Facebook page. ISPS is hosting the **Juvenile Welfare Board Annual Summit** on January 31 at the conference center at Seminole Campus.

Jacquelyn said that conversations regarding race and social justice continue with the collaborative between ISPS, Legacy 56, Eckerd College, Social and Behavioral Sciences department. A meeting scheduled for November 5 will include Health St. Pete Foundation, Poynter Institute, St. Petersburg Conference on World Affairs, St. Petersburg Downtown Partnership; the discussion will be about how to maximize events of shared interest in a non-competitive way. The Tampa Bay Resiliency Coalition Leadership Summit taking place in January is interested in the Sea Level Rise Collaborative being an educational partner.

Provost Strickland said that there are events planned for the Spring session, but further planning will take place after the new director in place. Also that the Board Retreat would take place after the first of the year, perhaps as the next BOD meeting on February 10 to discuss and provide input on vision and trajectory of the Institute. *Commissioner Peters* said her vision for the Institute is that it become the place that elected officials come for information from experts on specific policies, giving the example of the Madison Institute in Tallahassee that hosted discussions regarding prison reform before it became topic for policy makers. She added that having a statewide presence would mean serving as a southeast institute of experts on specific policies and partnering with other colleges as Dr. Williams had mentioned in the previous meeting. *Provost Strickland* said the vision is part politics, part topics/issues

	<p>and that we must also be nimble enough to address issues coming out of left field and hold forums with discussions that benefit our students. And to become experts on those issues, <i>Commissioner Peters</i> added. <i>Provost Strickland</i> agreed. <i>Judge Sullivan</i> said that the vision suggested will take a while and suggested that meanwhile we bring the community and students into the discussion. <i>Commissioner Peters</i> mentioned a 10-year plan.</p> <p><i>Commissioner Peters</i> suggested an information get-together with the new director before then. All members agreed. Sometime in January was suggested. <i>Mark</i> said that meeting with the BOD is priority to set the vision and that the new director might actually seek out individual board members before a planned meeting. <i>Judge Sullivan</i> requested that <i>Mark</i> let the Board know as soon as someone has been selected for the executive director's position. An off-site social time be scheduled soon after.</p>
<p>5. New Business</p>	<p><i>Provost Strickland</i> said <i>Dr. Williams</i> apologized for not being at the meeting. She was attending another meeting at EPI to discuss vision for the academic teams.</p> <p><i>Judge Sullivan</i> asked if the Institute would be adding new board members. Upcoming terms to end, term lengths, number of board members (<i>Mark</i> said there can be as many as 15-18 members) to be discussed. The new director may have some ideas on new members.</p>
<p>6. Comments</p>	<p><i>Kathleen Peters</i> said the RSVP run down on the email is good. Please continue to do this.</p> <p><i>Commissioner Peters</i> suggested the flyers be created in JPG to make them easier to share on social media.</p> <p><i>Bridgette Bello</i> requested calendar invites for events be sent to BOD members.</p>
<p>7. Wrap-up & Adjournment</p> <p>Respectfully submitted, Sharon Panov, Recorder.</p>	<p>Adjourned 6:42 p.m.</p> <p>Next Board meeting was scheduled for February 10, 2020.</p>