

Board of Directors Quarterly Meeting

February 13, 2023

MINUTES

Date: February 13, 2023

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

Location: Collaborative Labs, SPC EPI Center, Forest Room (Room 1-424), 13805 58th Street North, Largo

Board members present: Brett Bina, Jo Lynn Brown, Gershom Faulkner (virtual), Tom Furlong, Nikki Gaskin-Capehart (virtual), Michelle Grimsley (virtual), Alysén Heil, Kimberly Jackson, Adam Johnson, Dan Mageras, Mike Meigs, Elizabeth Sembler, Mark Strickland

Board members absent: Jeff Johnson,

ISPS/SPC representation: Aron Bryce, Susan Demers, Sam Jenkins, Matthew Lee, Matthew Liao-Troth

Guests: Dan Shuey, CPA (CRI)

Discussion Items	Action/Response
1. Welcome/Call to Order – <i>Jo-Lynn Brown, Chair</i>	The meeting was called to order at 6:08 p.m.
2. Sid Martin, Program Director, SPC Engineering, Manufacturing, and Building Arts	<i>Sid Martin</i> provided an overview of engineering, manufacturing, and building arts programs and efforts to encourage enrollment and raise awareness of available jobs through events such as MECCA (Manufacturing, Engineering, Construction and Architecture) Expo and the STEAM (Science, Technology, Engineering, Arts and Math) Festival.
3. Review and approval of minutes from last meeting: APPENDIX A	The November 14, 2022 meeting minutes were approved.
4. Executive Director Report A. 2023-2024 Programs B. BOD Archives C. Compliance D. End of the Year Report	<p><i>Executive Director Kimberly Jackson</i>, provided an overview of proposed programs for 2023-2024: The Nursing Workforce Dilemma in Florida on April 4, Earth Day Beach Cleanup on April 22, State of the Beaches on April 27; The Florida College System Legislative Wrap up in May; Putting Community Back in Community College in July; Hispanic Heritage Month in September-October; Young Legislators in Florida Chamber Leadership in October; Grand Debate in November; Climate Change 3-Years Later with Kathy Castor in January 2024; and Florida College Day in February 2024.</p> <p><i>ED Jackson</i> provided an overview of transparency features now available on the ISPS website including access to BOD archives, board meeting dates and locations, executive director reports, and survey link. Additionally, binders containing compliance information and banking documents will be available at board meetings for BOD review.</p> <p><i>Statewide Coordinator Aron Bryce</i> provided an overview of current initiatives: Agriculture in Florida (virtual) on February 23; Community Conversation with author and urbanist Peter Kageyama (in-person and virtual) on March 29; and in-person, April 4, at Pasco-Hernando State College (PHSC) on nursing workforce dilemma.</p> <p><i>Graphics Designer Matthew Lee</i> provided updates on website and social media analytics: website pageview activity experienced spiked due to recent programs (Housing forum, Autism Awareness breakfast, “eARTH” from Space event), and dipped due to college closures. Top website pages accessed include the ISPS homepage and events page, specifically the “eARTH” from Space program link. Most referrals came from Facebook with 132 referrals, followed by Constant Contact with</p>

	<p>42, Leepa-Rattner Museum of Art with 41, TIMB Chamber of Commerce with 15, and St. Pete Catalyst with 14 referrals. Website traffic included 92% of new users vs. 8% of returning; devices used were 61% desktop and 37% mobile. The ISPS Facebook page with a reach of 3,549 saw 332 page visits and 5 likes; the institute's Instagram with a reach of 1,906 saw 60 page visits and 13 new followers. Matthew is drafting a proposal for an ISPS LinkedIn – once completed, will be sent to SPC marketing department for final review and approval.</p> <p><i>Director Brett Bina</i> asked if referrals could be tracked from Google. <i>Matthew</i> responded that Monster Insights provides tracking from all sources.</p>
<p>5. Financial Report</p> <p>A. Current Status – APPENDIX B</p> <p>B. 2023-2024 Budget – <i>Mike Meigs, Treasurer</i> APPENDIX C</p> <p>C. Investment Update – <i>Dan Mageras, Chair, Finance Committee</i></p> <p>D. Policies – <i>Dan Mageras, Chair, Finance Committee</i></p> <p>I. Credit Card</p> <p>II. Checks</p> <p>III. Security of Documents</p>	<p><i>Board Treasurer Mike Meigs</i> provided an overview of current financial status as of December 31, 2022: cash position of \$899,282, total assets \$14,185,830, current liabilities of \$180,669 include \$153,019 due to SPC, and total expenditures \$391,306 include \$258,292 in personnel costs.</p> <p>The Financial Report was unanimously approved.</p> <p><i>Mike Meigs</i> presented the 2023-2024 budget draft, which shows an increase of 6.4% from last year's budget partly because of increase in wages and benefits due to the compensation study conducted by SPC and a 3% annual raise, and an additional position (accountant). <i>ED Jackson</i> added that there is a decrease of 20K in the Model UN budget as there will be no international travel.</p> <p><i>Director Dan Mageras</i> and <i>Dir. Bina</i> expressed concern that salaries do not reflect the job market. <i>Director Mark Strickland</i> responded that the board could make a recommendation, but salaries are reviewed through a procedural process by SPC and approved by the SPC board of trustees. <i>SPC Vice President Matthew Liao-Troth</i> suggested budgeting for the high-end of the position advertised. <i>Dean Susan Demers</i> provided a brief explanation of the recent SPC compensation classification study.</p> <p><i>Dean Demers</i> will provide the board with the compensation study.</p> <p><i>Director Elizabeth Sembler</i> requested that, for future budget conversations, ISPS includes a 2-year comparison of the budget.</p> <p><i>CRI CPA Dan Shuey</i> shared a 3-year budget vs. actuals report for review.</p> <p>There was discussion on the process of creating and approving the annual budget. <i>Dean Demers</i> suggested to the board to pass the budget as proposed budget pending a budget amendment for the salary increases, adding that the ISPS budget should be realistic with consideration for the college.</p> <p>The provisional budget, pending necessary amendments as discussed, was unanimously approved.</p> <p><i>Mike Meigs</i> said the credit card, check signing, and document security policies will be reviewed by the ISPS BOD finance committee.</p>
<p>6. Chair's Report – <i>Jo-Lynn Brown</i></p>	<p><i>Chair Jo-Lynn Brown</i> reviewed a survey to the board asking for suggestions to help grow the scope of ISPS, including local, regional, and national speakers that would bring value to the program; non-profit, private, and government entities to collaborate with ISPS; additional sponsors to assist with programing and offerings to students and statewide initiatives. At <i>Trustee Deveron Gibbons's</i> request, <i>ED Jackson</i> met with public relations specialist <i>Ron Sachs</i> who suggested changing the name of the institute to reflect statewide presence in the Florida college system,</p>

	<p>rather than an SPC institute – an example was Florida ISPS at SPC. <i>ED Jackson</i> said she was proud of having built a diverse board, adding that diversity of thought within the board provides balance. <i>Dir. Sembler</i> agreed and suggested omitting “Solutions” from the name as the name infers the institute provides solutions.</p> <p>Chair Brown will share survey results and suggestions for discussion at the next meeting/retreat. ED Jackson will provide this information to the facilitator ahead of the retreat.</p>
<p>7. New Business</p> <p>A. 2023-2024 BOD Meeting Schedule</p>	<p>Board meeting dates for 2023-2024 were approved: 5/8/23, 8/14/23, 11/13/23, 2/12/24. Committee meetings: 5/1/23, 8/7/23, 11/6/23, 2/5/24.</p> <p>Meeting locations to be held at SPC campuses: St. Petersburg/Gibbs, Seminole, Downtown, and Clearwater. Meeting locations to be announced.</p>
8. Comments	
9. Wrap-up and Adjournment	<p>The next meeting will be a board retreat held on May 8 at Collaborative Labs, SPC EPI Center, 13805 58th Street North, Largo.</p> <p>The meeting was adjourned at 7:30 p.m.</p>