

**Friday, October 6, 2017
Advisory Committee Meeting
Collaborative Labs – Forest Lab
11:00 a.m. – 12:00 p.m.**

Meeting Minutes

Attendees: Andrea Henning, Kaitlyn Sussex, Fred Tucker, Dan Fumano, Denise Costello, Suzanne West, Audra Aja (City of Clearwater), Tom Morrisette (Central Pinellas Chamber of Commerce), Joan Read (Pinellas County), and Diane Salmon

Members Absent: Dr. Robert Arnold, Belinthia Berry, Lori Brainard, Chris Cate, Suzanne Christman, Susan Garrett, Pat Gehant, Richard Gilbert, Todd Gladden, Sean Kennedy, Abdul Lateef, Joseph Roseto, Danielle Ruiz, Michelle Schrotter, Mark Swanson, George Nelson, Jr.

11:00 – 11:05 Introductions

Andrea Henning called the meeting to order, and opening remarks and introductions made.

11:10 – 11:40 Workforce Institute Updates

Consolidation of the Workforce Institute and the Collaborative Labs. An overview of the five focus areas guiding the SPC to deliver training and support to the businesses on the Advisory Board. We welcome recommendations from our Advisory Board members. Do the focus areas resonate with the Advisory Board members and is SPC meeting the community and industry needs.

- Go out and meet with focus groups; invite them here to SPC.
- Do an annual business survey.
- Meet with different economic development groups

What/who are the SPC partnerships?

- Local chambers of commerce

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- Do the Advisory Members have suggestions for other groups or organizations we should be meeting with?

SPC delivers quality programs. The Workforce Institute Coordinators shared their programs with the Board.

- **Technology courses – Fred Tucker and Dan Fumano**

- The drone classes have been very successful with 50 completions of the certification exam preparation course
- Expanding the program next year to work with public safety sectors (for example, police and fire services)
- Cell phone and tablet repair courses; we do not have certifications in these classes yet
- Developing more courses for ITIL and big data, artificial intelligence, Amazon Alexa

- **Manufacturing courses Fred Tucker**

- Mechatronics – a new programmable logic controller (PLC) course beginning next week. This is a blended (online and classroom course content), and we are working with a local company, BRAAS, to provide hands-on training. In future, will offer classes in motors and controls and fluid ____.

Joan Read would like information on tips and tricks for the Amazon/Alexa.

Tom Morrisette asked how the word is getting out about the cell phone and tablet repair course. Do the small repair shops know about these classes? Do businesses such as T-Mobile and AT&T have their own in-house repair classes?

- Fred Tucker: through general markets and website ads, and code bootcamps; meetups such as the Women in Technology group, drone meetups, Pinellas SQL User Group, Bay Area Manufacturers Association (BAMA) (Susan Garrett connects with this group)
- Andrea Henning: open house events
- Joan Read: Pinellas County business technology groups would be interested in these classes

- **Lifelong Learning and Business Kaitlyn Sussex**

- Lifelong Learning encompasses personnel enrichment courses, state mandated courses (such as the Legal Guardianship and Separation/Divorce: A Child's View classes). This summer we partnered with SPC's Theater Department to offer a theater class for high school and SPC students with the intent that the SPC students could mentor the high school students and introduce them to class offerings at SPC
- Our business classes include
 - eight difference insurance pre-licensing courses

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- project management fundamentals and exam preparation courses – best performing classes so far
- certificate in digital media marketing – these classes are fairly new, but it is a large untapped market
- Kaitlyn is a member of the local chapter of the Suncoast Project Management Institute. They have monthly meetings here at EpiCenter, and this is an entrance to other partnerships between SPC and local businesses.
- SPC partnership with the Tampa Bay Business Owners – we are their preferred education provider.

- **International Language Institute**

Denise Costello

- This is a two-part program: the Intensive English Program (IEP) and World Language offerings (community and recreational offerings)
- The IEP targets overseas students who want to come to the United States to be degree-seeking students. Many of these students have a Tampa Bay area connection.
- For companies that need language training for their employees, Denise works with Belinthia Berry to devise a contract class.
- Suzanne West will be stepping in to this role as Denise has accepted a position at a college in Washington State.

- **Health Continuing Education**

Andrea Henning

- Giovanna Taylor has been transitioning to the role of overseeing our Health Continuing Education courses
- New course offerings in phlebotomy technician, clinical medical assistant (CMA), local anesthesia training for dental hygienists, IV therapy, orthotic and prosthetic (O&P) fitters.
- New locations for some of our CE Health courses: SPC Midtown, Clearwater, and EpiCenter campuses
- New offerings to come in medical lab technician, lab assistant, ultra sound technician
- Does the Advisory Board have any suggestions of other needs in our community?

- **Customized Training**

Andrea Henning

- Belinthia Berry oversees contract and customized training for Workforce Institute
- Looking to develop a Leadership Institute that could be customized, and Belinthia is working with Pinellas County on this

11:40 – 11:55 Wrap-up and Feedback

- **Delivering quality programs**

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- What are we best in class at
- What are our specialties – what are we good at
- Working to strengthen internal SPC partnerships to offer courses that could articulate to degree programs
- Revenue share programs _____
- Increase business development
- Strengthening internal team processes
 - Develop a process flow for classes and instructors, from conception to delivery
 - Use business intelligence tools
 - Staff alignment to industry sectors
- Overall College enrollment is down, but we are trending well for the first quarter of the fiscal year compared with this time last year
- Honing in on the best classes to offer, both live and online
- Number of online vs. live classes – there are more online classes in CE Health, and the IT certification classes are blended (a combination of online and classroom course content)
- Use of Skillsoft for online classes – SPC uses Skillsoft; Pinellas County recently purchased it
- Encourage more Advisory Committee members to attend to assist us with our mutual goals

Next Advisory Board Meeting: TBD

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