



MEETING MINUTES Public Policy & Administration Advisory Committee

Meeting: March 1, 2022 - Virtual

Public Policy & Administration Advisory Board Members Present: Joseph Benavides, Peter Cavalli, John Daly, Donald Hall, Chris Harper, Lemonteh Horne, Dina Hyson, Jeff Kronschnabl, James Olliver, Robert Pergolizzi, Amy Shafran, Elizabeth Van Scoyoc, Mike Waters, and Nicholas Zoller

Members Excused: Brian Aungst, Susan Demers, Frank Edmunds, Djuan Fox, Harry Gross, Ed Hooper, Russ Kimball, Micha Maxwell, Rafael Murga, James Steffens, and John Tuthill

ICMA Student Chapter Board Members Present: Donald Blake, Anthony Stillo, Lemonteh Horne, Christopher Duggan

Students and Others Present: Douglas Lewis, Renee Long, Elizabeth Hughes, John Carrion, Amber LaRowe, Petra Chalachanova, John Estok, Niki McNealy, Roma Patel, Bismark Essah Bampoe

Virtual Meeting Link: <https://spcollege.zoom.us/j/95091144080>

Call to order: 5:04 p.m.

Welcome – Professor Jeff Kronschnabl

Previous Minutes Approved: postponed

Motion by:

Second by:

Pathways to Achievement: Graduation and Beyond

2021-2022 Introductions:

- **Public Policy and Administration Advisory Committee Members introduced themselves and discussed their career paths.**
- Announcement from Dr. John Daly (School of Public Affairs, Public Administration program, USF): Graduates of SPC's Public Policy and Administration program will now have a fast track into the USF Master of Public Administration program and will not need to take the GRE entrance exam if their overall GPA is 3.0 or higher.

- **SPC-ICMA (International City/County Management Association) Executive Board members introduced themselves and discussed their history with SPC and their current board positions.**
- **Guest contributors Doug Lewis (Former City Manager for the City of Pinellas Park, FL and SPC-ICMA Student Chapter Mentor), Renee Long (ICMA Fellow and Graduate of SPC's PPA baccalaureate program), John Carrion (Hillsborough County Code Enforcement Officer and Graduate of SPC's PPA baccalaureate program) introduced themselves and discussed their education history and career paths.**

Discussion with advisory committee members and guest contributors on “Pathways to Achievement: Graduation and Beyond”

- **The goal of this discussion forum was to gather insight into academic and professional pathways post-graduation from SPC's Public Policy & Administration's Baccalaureate Degree program. Topics of discussion included and feedback from the advisory committee and guest contributors included, but was not limited to:**

How to develop a personal action plan for oneself for the first year after graduation:

- Always be planning your next move with regard to your career. Do not remain stagnant.
- Set short-term goals. Seek responsibility within an organization, not money.
- Talk to someone who does the job. Shadow the person.
- Research and pursue mentorships with professional associations, local governments, and non-profits.

How to sell oneself in the application process:

- Show an eagerness that you are willing to learn; don't pretend you know how to do something when you don't.
- Have a great cover letter. Introduce yourself, what you've done, what you'd like to with regard to the job you're applying for. Tailor your cover letter specifically to the position.
- Be honest on your resume. Be on-time. Know about the job you're applying for. Be punctual, even with lunch break and work breaks.
- Always be on your best behavior, even when not in the interview; keep your e-mail and social media accounts professional. Be mindful of what you post on your social media accounts because some employers look at your social media accounts and can and do make employment determinations regarding same.
- Know how much money you are willing to make. Make friends with the gatekeepers of the organization. They are paying attention to how you behave and interact.

- If you can make your interviewer comfortable, it will ease the interview process. Identify what you are passionate about well before your capstone course. Be prepared for stress questions and keep your cool. Anticipate that each interview will be a rejection and keep interviewing for other opportunities. Also, clean your car; your car is a reflection of your desk or office – interviewers have been known to walk applicants out to their cars to see the condition.
- Check for grammatical and spelling errors. Have someone proofread your application. Be able to elaborate on how you can help the organization.
- Following directions in the application process is paramount.
- Questions are preplanned in interviews and interviewers usually don't ask follow-up questions in order to provide every interviewee the same experience. Be prepared to thoughtfully answer each question. To prepare, study your resume and compare it to the job description so you can answer the questions. You have to sell yourself; have enthusiasm when answering questions.
- Do your goals align with the company's mission statement? Have an elevator pitch; sell the product, that is, sell yourself. Understand and be able to communicate what the company does and how you can contribute to the organization's goals. Post follow-up "Thank you letters" are extremely important too. Over 57% of interviewees miss this extra opportunity to thank employers.
- Don't pass up volunteer opportunities—this can go on your resume`.

Who to connect with to improve career prospects?

- Connect with people in the field, especially professional organizations. Don't hesitate to contact them; they've been where you are and most are willing to help.
- Apply for memberships in professional organizations and attend their meeting. Get involved in local chambers of commerce, rotary clubs, etc.
- Any contacts you make in the program are potential contacts you could utilize in the future. You are always lobbying and any person you meet could help you later on.

Now that learning will happen outside of the classroom and textbooks, where is there opportunity for growth?

- Seek progressive movement/responsibility within your organization rather than moving around from job to job; employers pay attention and make decisions based on this.
- Take advantage of volunteer opportunities and professional development opportunities.

Questions from students:

Q: What is the most common interview style given by most government entities?

A: Many interviews are panel interviews, that is, structured interviews. All applicants get the same questions which are mostly open-ended. Be prepared for anything, be prepared, and be honest in your responses. Interview as much as you can. As you interview more, it becomes less stressful. Ask the interviewers: Is there anything I said in this interview that would prevent me from getting this job?

Closing Remarks:

Professor Kronschnabl thanked our Public Administrations Advisory Board Committee Members, our International City/County Managers Association student chapter board members, our alumni in attendance and our students for participating in and attending this informative and interactive meeting.

Adjournment:

6:40 p.m.

2021-22 Meetings:

- To be announced

Agenda: Public Policy &
Administration

Public Policy & Administration Advisory Committee Mission Statement

Part I - To develop, maintain, and incorporate the best practices of theory and real-world applications enabling the committee members to understand and disseminate the importance of public policy and to administer the program fairly, consistently, and impartially.

Part II –To work together through education, communication, and cooperation, to create a framework of major learning objectives that demonstrate the required need for critical thinking, sound decision making, and problem solving techniques commensurate with the myriad of issues relating to government practices, organizational culture and community interaction.

Part III – To measure the success of the committee through the demonstrated ability of the students to effectively organize, communicate, implement, and execute major learning objectives delineated within the curriculum of the Public Policy and Administration Program