

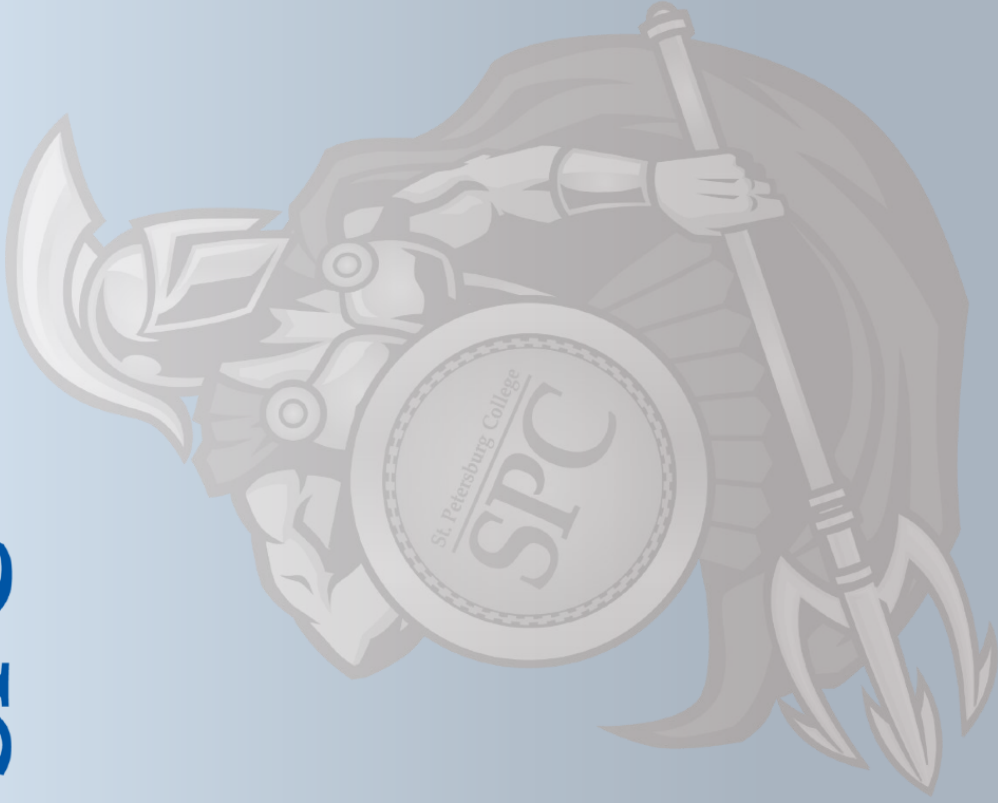
**NEW EMPLOYEE ORIENTATION**

**WELCOME  
TITANS!**



# New Employee Orientation Agenda

- Introduction
- HR Employee Verification
- All About SPC
- Morning Department Presentations
- Lunch
- Total Rewards Benefits Questions and Answers



# WELCOME

## NEW EMPLOYEE ORIENTATION

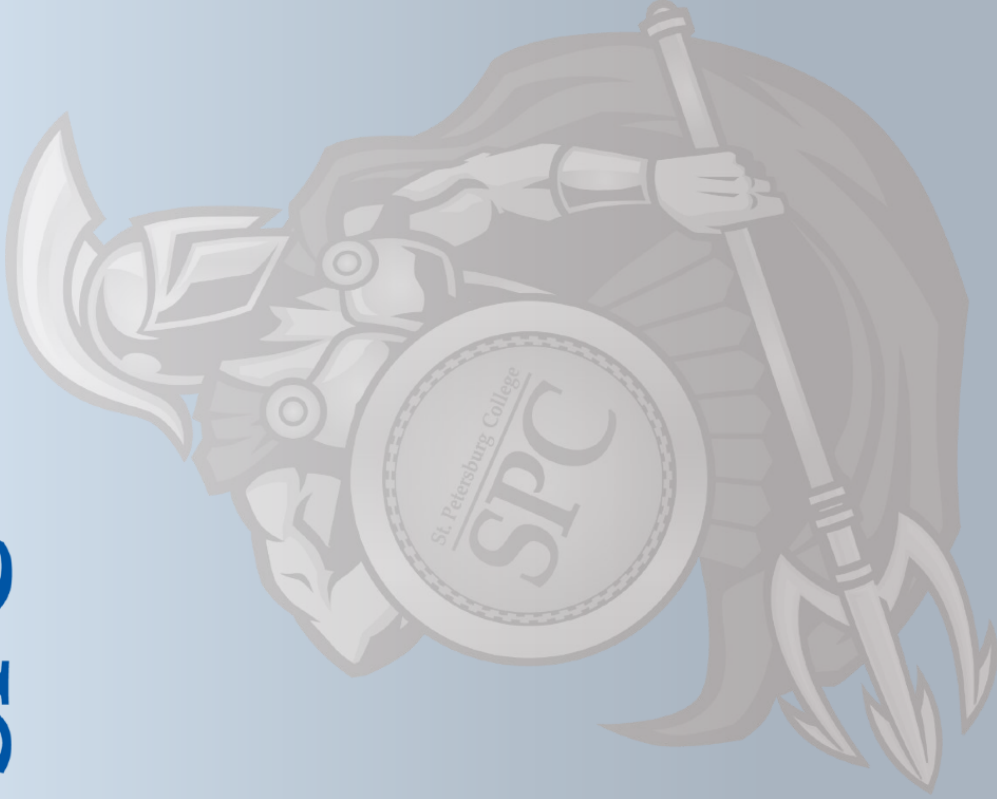
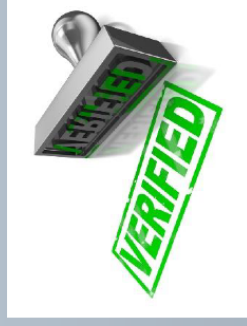
### Introductions

- ▶ *Name*
- ▶ *Title*
- ▶ *SPC Location*
- ▶ *Hometown*
- ▶ *If you could have a superpower, what would it be and why? 😊*



# HR Paperwork – TAO Team

- Please take out your ID for verifications:
  - State issued ID
  - Passport







## Knowledge Check #1 Questions

- *True or False: There is currently approximately 3,000 Faculty and Staff at St. Petersburg College.*
  - **True**
- *How many credit seeking students are at St. Petersburg College?*
  - **27,000**
- *How many St. Petersburg College Learning sites are located throughout Pinellas County?*
  - **11**
- *What are the St. Petersburg College Six Values that our President discussed in the video.*
  - **Student Success, Integrity, Community Focus, Growth & Empowerment, Communication, Equity**

# Who's Who at SPC





# Board of Trustees



**Thomas Kidwell,  
Chair**



**Jason Butts,  
Vice Chair**



**Katherine Cole**



**Deveron Gibbons**



**Nathan Stonecipher**





## Meet Our President



### ***Dr. Tonjua Williams***

- Born and raised in St. Petersburg, FL
- Graduate of St. Petersburg College
- St. Petersburg College's seventh President
- Dr. Williams began her tenure with the college in 1986
- Dr. Williams has served in nearly every area of the college: Provost, Associate Provost, Director of Special Programs, Program Coordinator, Academic Advisor, Recruiter, Senior Accounting Clerk and Adjunct Faculty
- She is an inspiration to the whole SPC Family



# The President's Cabinet

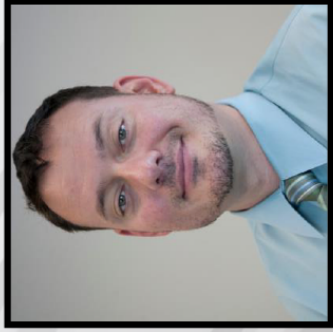




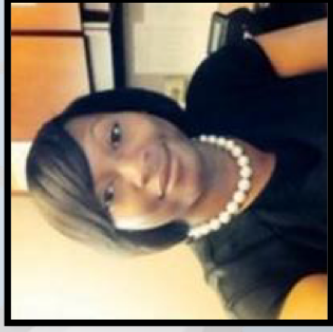
# Campus Provosts



**Dr. Rodrigo Davis**  
Tarpon Springs Campus &  
LRMA



**Dr. Eric Carver**  
Downtown Center, Midtown  
Center, & Palladium Theater



**Dr. Tashika Griffith**  
Clearwater Campus &  
EpiCenter



**Dr. Leslie Hafer**  
St. Petersburg Gibbs Campus, Bay  
Pines STEM Center, Allstate Center, &  
Fire Training Center



**Dr. Mark Strickland**  
Seminole Campus, Health  
Education Center, &  
Vet Tech Center



## Fun Facts about SPC

### • Did you know....

- *St. Petersburg Junior College was Florida's First Two-Year Institution to open in the 1920's.*
- *St. Petersburg Junior College first graduating class was 48 students and half of those students received teaching certificates.*
- *In 2001 St. Petersburg Junior College became St. Petersburg College offering Four-Year Bachelors degrees.*
- *Bob Carroll, the creator and writer, of "I Love Lucy" graduated from St. Petersburg College.*
- *Nichole Stott, astronaut, is an alumni from St. Petersburg College.*





## Knowledge Check #2 Questions

- *True or False: St. Petersburg College was the first Community College in the state of Florida.*
  - **True**
- *How many students graduated in the first graduating class of SPC in 1927?*
  - **48**
- *True or False: In 2010 St. Petersburg Junior College transformed into St. Petersburg College, a 4-year baccalaureate institution.*
  - **False, it was in 2001**



# Vision & Mission Statement



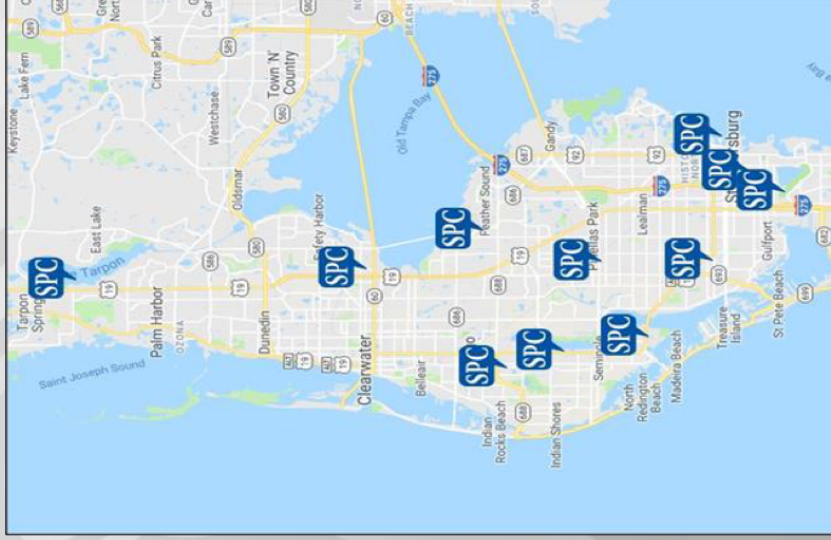
## MISSION STATEMENT

The mission of St. Petersburg College is to empower our students and community to achieve success and economic mobility through academic excellence and engagement.



# SPC Campus Locations

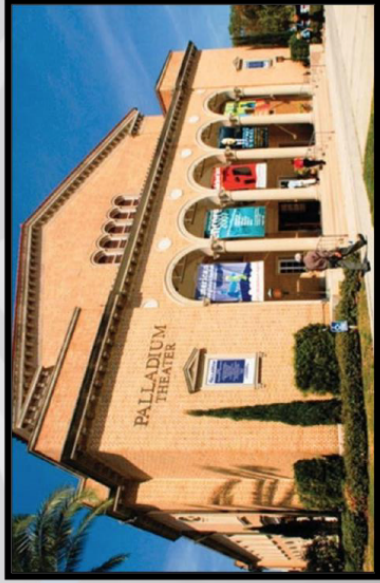
11  
Campus  
Locations in  
Pinellas County



1. Allstate Center
2. Bay Pine STEM Center
3. Clearwater Campus
4. Downtown Center
5. EpiCenter
6. Health Education Center
7. Midtown Center
8. Seminole Campus
9. St. Petersburg Gibbs Campus
10. Tarpon Springs Campus
11. Veterinary Technology Center



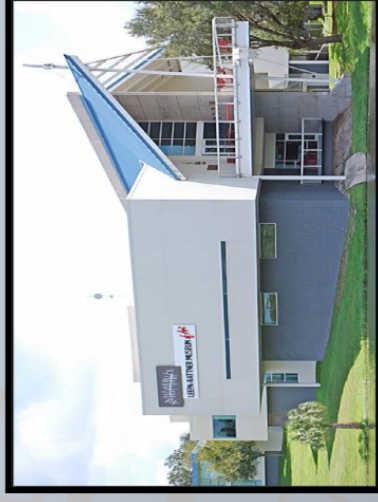
# Academic & Community Investment



Historical Theater located in downtown St. Petersburg. Ranked one of Tampa Bays best.



The Music Center with two Steinway concert grand pianos and a Heissler pipe organ, St. Petersburg/Gibbs Campus



LRMA is a modern and contemporary Museum of Arts located on our Tarpon Springs Campus





## Knowledge Check #3 Questions

- True or False: SPC has multiple campuses in 2 surrounding counties outside of Pinellas County.
  - **False, all SPC campuses are in Pinellas County**
- Who is our 7<sup>th</sup> and current President of SPC?
  - **Dr. Tonjua Williams**

*Meet Your  
Human Resources Department  
at SPC*



## Meet the SPC HR Department

### Human Resources Goal:

Our goal is to be a model for HR excellence and leadership through exemplifying college values, instituting best practices, elevating the employee experience, and encouraging an inclusive culture where:

- HR excellence is demonstrated
- Our workforce is engaged
- Collaboration and partnerships succeed
- Performance is rewarded
- Innovation is encouraged

#### Contact us:

SPC-HR@spcollege.edu  
or <https://hr.spcollege.edu/>



**Darryl Wright-Greene**  
Chief Human Resources and  
Talent Officer



**Vacant**  
Human Resources  
Administrative Assistant

# Meet HR: Talent Acquisition and Onboarding (TAO)



## *Vacant*

Associate Director,  
Talent Acquisition and  
Onboarding



**Kelvin Torres**  
Talent Acquisition and  
Onboarding Partner



**Heather Clarke**  
Talent Acquisition  
and Onboarding Partner



**Joslynn Johnson**  
Talent Acquisition and  
Onboarding Specialist

## **Responsibilities Include:**

- Pre-boarding/onboarding
- Direct deposit, W4, address changes, etc.
- Recruitment/hiring

## **Email:**

[Employment@spcollege.edu](mailto:Employment@spcollege.edu)



# Meet HR: Employee/Labor Relations and Compliance (ELR)



**John Furr**  
Associate Director,  
Employee/Labor  
Relations and  
Compliance



**Clarice Taylor**  
Employee/Labor  
Relations Partner

## Responsibilities Include:

- Policy questions
- Employee grievances
- Union questions

## Email:

[EmployeeRelations@spcollege.edu](mailto:EmployeeRelations@spcollege.edu)



# Meet HR: Benefits, Wellness, and Compensation (BWC)



**Dominique Granger**  
Associate Director,  
Benefits, Wellness, and  
Compensation



**Ja'nise Johnson**  
Benefits and Wellness  
Coordinator



**Jay Bartels**  
Benefits Specialist

## **Responsibilities Include:**

- Retirement/FRS questions
- FMLA and ADA accommodations
- Benefit enrollments and changes

**Email:**  
Benefits@spcollege.edu



**Vacant**  
Benefits Specialist



# Meet HR: Organizational Effectiveness and Success (OES)



**Ralph Reid**  
Associate Director,  
Organizational  
Effectiveness and  
Success



**Dr. Phi Nguyen**  
Manager of Talent  
Development



**Jody Charleston**  
Training and  
Development  
Coordinator

- Responsibilities Include:**
- Awards and recognition
  - Employee training and professional development
  - Performance management

**Email:**  
OES@spcollege.edu



# Meet HR: HR Systems and Data (HRSD)



***Vacant***  
Human Resource  
Information System  
(HRIS) Operations  
Manager

## **Responsibilities Include:**

- HR data & ad hoc reporting
- Data management
- HR systems questions

## **Email:**

HRData@spcollege.edu





# HUMAN RESOURCES

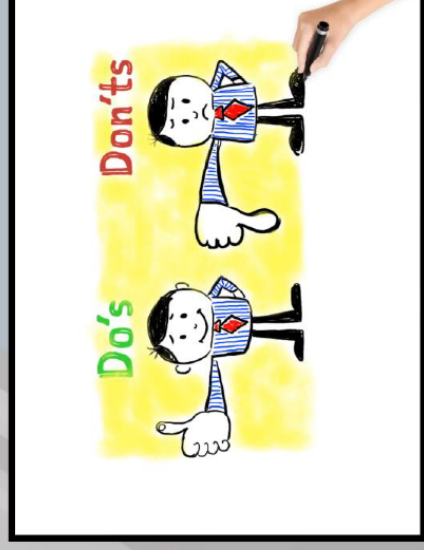


## Need To Knows



# DRESS FOR SUCCESS

- Different attire is appropriate for different positions
- Ask your supervisor about what is appropriate for your position
- Err on the side of more professional





# EMAIL ETIQUETTE

- Computer and email use can be monitored
- All emails pertaining to college business are available to public disclosure
- The general rule of thumb is:  
"Do not write anything you wouldn't want to see in the newspaper!"





# Staff Login – Titans Login

A screenshot of the St. Petersburg College website. The browser's address bar shows 'https://www.spcollege.edu'. A yellow banner at the top of the page contains the text 'SPC will hold Summer Term classes on campus, online and LIVE Online. Check here for COVID-19 updates.' Below this is a navigation menu with links for 'FUTURE STUDENTS', 'CURRENT STUDENTS', 'FACULTY/STAFF', and 'FRIENDS + PARTNERS'. The 'TITANS LOGIN' button is circled in red. Below the navigation menu, there are sections for 'REGISTER NOW', 'SUMMER TERM' (with a 'FIND SUMMER CLASSES' link), and 'FALL TERM' (with a 'FIND FALL CLASSES' link). A large banner on the right side of the page features a photo of a man and a woman talking, with the text 'OPEN NEW DOORS AT SPC THIS SUMMER OR FALL' and a 'GET INFO NOW' button. The bottom right corner of the browser window shows the system clock as 12:41 PM on 4/28/2022.



# Titan Hub

The screenshot shows the Titan Hub dashboard with a dark blue header. On the left is a navigation menu with icons for Dashboard, Activity, Tasks, Announcements (with a '1' badge), Discover, and Events. The main content area is divided into several sections:

- Search:** A search bar with a magnifying glass icon and the text 'Search'.
- MySPC & Employee Resources:** A card with a yellow background and a photo of a man at a computer.
- PeopleSoft:** A card with a photo of two people at a computer.
- Frequently Used:** A card with a photo of a woman at a computer.
- Shortcuts:** A list of quick links: Titan Hub Updates, D2L MyCourses, MySPC, Faculty Support, Faculty180, Faculty Forms, and Faculty Manual.
- Widgets:** A section containing three widgets:
  - Blue & White:** A news widget titled 'Public Service Loan Forgiveness - deadline on Monday, Oct. 31!' by Lee Ann Wolfenden, dated 10/27/2022. It includes a 'Comment' link and a note: 'The deadline is Monday, Oct. 31, for the'.
  - Email & OneDrive:** A widget showing an email snippet: 'persuasive writing article' from Grammarly Blog, dated Oct 28, 10:05 AM, and a 'What we're reading: Platform news & Fast ...' snippet from Oct 28, 10:03 AM with a 'CAUTION' note.
  - MyCourses:** A widget for 'GEB2214 Business Communications' (Mode: Blended Class: 2000, Instructor: Charleston) with a 'Visit MyCourses' button and a 'Help' icon.



# My SPC & Employee Resources

The screenshot shows the Titan Hub dashboard with a dark blue header. The header includes a search bar, a notification bell, and a user profile icon. The main content area is divided into several sections:

- Navigation:** A vertical sidebar on the left contains icons for Dashboard, Activity, Tasks, Announcements (with a '1' badge), Discover, and Events.
- MySPC & Employee Resources:** A central section with three buttons: MySPC, HR Hub, and Percipio.
- PeopleSoft:** A card featuring an image of people working at computers and the text 'PeopleSoft'.
- Frequently Used:** A card featuring an image of a woman at a laptop and the text 'Frequently Used'.
- Shortcuts:** A section titled 'Shortcuts' with an 'Edit' button, listing: Titan Hub Updates, d2L MyCourses, MySPC, Faculty Support, Faculty180, and Faculty Forms.
- Widgets:** A section titled 'Widgets' containing:
  - Blue & White:** A widget for 'FACULTY AND STAFF NEWS' with a headline 'Public Service Loan Forgiveness - deadline on Monday, Oct. 31!' dated 10/27/2022 by Lee Ann Wolfenden, with a 'Comment' button.
  - Email & OneDrive:** A widget showing an 'Email' notification from Oct 28, 10:05 AM about a persuasive writing article, and a 'OneDrive' notification from Oct 28, 10:03 AM with a 'CAUTION' message.
  - d2L MyCourses:** A widget showing a course for 'GEB2214 Business Communications' (Mode: Blended Class: 2000, Instructor: Charleston) with a 'Visit MyCourses' button and a 'Help' button.



# My SPC

The screenshot shows the "mySPC Employee Home" dashboard. At the top left is the "mySPC" logo. The main navigation bar includes a home icon, a notification bell with "291" alerts, and a refresh icon. The dashboard is organized into a grid of service tiles:

- Self Service** (User icon):
  - Payroll and Compensation
  - Benefits
  - Personal Information
- Employee Leave / Time** (Calendar icon):
  - Enter Leave
  - View Leave Applications
  - Enter Time
  - View Time Entry
- Budget and Finance Services** (Bar chart icon):
  - Vehicle Reservation
- Faculty Services** (Graduation cap icon):
  - Book Adoption & Insights Portal
  - Faculty Center
  - SPC Class Attendance
  - SPC 60% Participate
- Faculty Services (Cont)** (Graduation cap icon):
  - Browse Course Catalog
  - Search for Classes
  - Subject Area Codes (i.e. ENC, MAN,)
  - Searchable Faculty/Course Pages
  - Edit your Faculty Page
- Performance Management** (Group of people icon):
  - Goal Setting & Performance Review
  - Instructions



# HR Hub

SharePoint

BROWSE PAGE

HR Hub Home

Organizational Effectiveness and Success  
Employee Relations  
New Employee Onboarding  
Payroll  
HR Documents and Forms  
Site contents

OC

Benefits  
Employment  
Organizational Effectiveness and Success  
Employee Relations  
New Employee Onboarding  
Payroll  
Open Enrollment

SEARCH


SHARE FOLLOW EDIT

Onboarding Documents

Page Rating  
★ ★ ★ ★ ★ / 7  
Categories  
No categories were found.

## HUMAN RESOURCES

SPC St. Petersburg College



**Announcements:**

- Open Enrollment for the 2023 benefit year is now underway.
- The 2022 Classification and Compensation Study final report is now available. You can find the final report in the HR Documents and Forms library.
- Many resources can be found here on the recently updated HR Hub or on the HR Website.
- You can find the 2022-2023 academic calendar for SPC here.

Last modified at 10/28/2022, 10:55 AM by [Ralph Reid](#) [Edit this page]





# Percipio

The screenshot shows the Percipio web application interface. At the top left, the user is identified as "Jody Charleston" with a profile icon. A search bar is located below the user name. The main navigation menu includes: USERS, CONTENT, LEARNING, COMPLIANCE, ANALYTICS, and SETTINGS. The featured course section is titled "Take a Deep Breath and Manage Your..." and includes a sub-header "FEATURED COURSE" and a description: "When you're constantly adding items to your never-ending to-do list, feeling overwhelmed at work and at home, and finding". Below this is an "Explore" button and a video player. The "Resume Learning" section displays a list of course cards, each with a thumbnail, title, and engagement metrics (likes and shares).

Course Title	Engagement (Likes)	Engagement (Shares)
Professional in Human Resources: Organizational...	143	1
Human Resources Consultant Journey	78	1
Expert Insights on Work/Life Balance	1987	1
Find Your Balance Point: Clarify Your Priorities...	153	1
Time & Stress Management for Rookies	28	1



# TECHNICAL SUPPORT DESK

7:00am to Midnight  
7 days a week



Faculty and Staff  
727-791-2795  
[onlinehelp@spcollege.edu](mailto:onlinehelp@spcollege.edu)

Welcome to SPC... YOU belong!



QUESTIONS?

# Break Time

## Next up...

SPC HR Performance Review  
Learning & Development  
Employee Relations  
Total Rewards



HR Systems,  
Professional  
Development,  
Performance Reviews,  
and Public Records






# HR Website/SharePoint

- <http://hr.spcollege.edu/>

**HUMAN RESOURCES**

**SPC** St. Petersburg College



ACADEMIC CALENDAR   BOARD OF TRUSTEES   EVENTS   LOCATIONS   SAFETY & SECURITY   TECHNICAL SUPPORT

HOME   WORK AT SPC   BENEFITS   LEARN & GROW   MANAGER RESOURCES   FORMS & POLICIES   ABOUT HR & SUPPORT



# Staff Login – Titans Login

A screenshot of the St. Petersburg College website. The browser's address bar shows 'https://www.spcollege.edu'. A yellow banner at the top of the page contains the text 'SPC will hold Summer Term classes on campus, online and LIVE Online. Check here for COVID-19 updates.' Below this is a navigation menu with links for 'FUTURE STUDENTS', 'CURRENT STUDENTS', 'FACULTY/STAFF', and 'FRIENDS + PARTNERS'. The 'TITANS LOGIN' button is circled in red. Below the navigation menu, there are sections for 'REGISTER NOW', 'SUMMER TERM' (with a 'FIND SUMMER CLASSES' link), and 'FALL TERM' (with a 'FIND FALL CLASSES' link). A large banner on the right side of the page features a photo of a man and a woman talking, with the text 'OPEN NEW DOORS AT SPC THIS SUMMER OR FALL' and a 'GET INFO NOW' button. The bottom right corner of the browser window shows the system clock as 12:41 PM on 4/28/2022.



# SPC SSO

**REACH NEW HEIGHTS**

REGISTER TODAY FOR FALL

SEARCH FOR CLASSES  
CLASSES.SPCOLLEGE.EDU  
MULTIPLE START DATES AVAILABLE



**SPC** St. Petersburg College

Sign in with your organizational account

someone@example.com

Password

Keep me signed in

[Sign in](#)

Look up your email address / student ID  
[Reset Password](#)  
[Create Password](#)  
[Why am I seeing this page?](#)

[Home](#) [Help](#)





# My SPC & Employee Resources

- [MySPC/PeopleSoft HR](#)

A screenshot of the Titan Hub dashboard. The top navigation bar includes the Titan Hub logo, a search bar, and icons for notifications and user profile. The main content area is divided into several sections: a "Shortcuts" section with links to Dashboard, Activity, Tasks, Announcements (with a notification badge), Discover, and Events; a "MySPC &amp; Employee Resources" section with buttons for MySPC, HR Hub, and Percipio; a "PeopleSoft" section with an image of people working; a "Frequently Used" section with an image of a woman at a computer; a "Widgets" section with a "Blue &amp; White" widget containing a news item about a public service loan forgiveness deadline; an "Email &amp; OneDrive" widget showing an email preview; and a "MyCourses" widget showing a course titled "GEB2214 Business Communications".



# My SPC & Employee Resources

- [HR Hub \(SharePoint\)](#)

A screenshot of the Titan Hub dashboard. The top navigation bar includes the Titan Hub logo, a search bar, and icons for notifications and user profile. The main content area is divided into several sections: a 'Shortcuts' section with links to Dashboard, Activity, Tasks, Announcements (with a notification badge), Discover, and Events; a 'MySPC &amp; Employee Resources' section with buttons for MySPC, HR Hub, and Percipio; a 'PeopleSoft' section with an image of people working; a 'Frequently Used' section with an image of a woman working; a 'Widgets' section with a 'Blue &amp; White' widget containing a news item about a public service loan forgiveness deadline; an 'Email &amp; OneDrive' widget showing an email preview; and a 'MyCourses' widget showing a course titled 'GEB2214 Business Communications'. The bottom of the dashboard has a 'Help' button.



# Professional Development

- SPC offers a range of programs and opportunities for our employees:
  - Percipio
  - MyCourses
  - In-Person and Online Training
  - OJT & Shadowing/Mentoring
- Career advancement/lattices
- Learn at your own pace
- Increase your value as an employee and improve your overall quality of life
- It's free!





# Performance Reviews

- **Faculty** – Conducted by the Dean or Chair
  - CETL – manages the performance review system (Faculty180)
- **A&P and Career Service** – Performance Reviews are done through MySPC
  - OES – manages the performance review system
  - Check out the [Performance Management SharePoint](#) page in the [HR Hub](#)



## 30/60/90 Day Reviews

- Every employee should have a 30, 60, and 90 day review to set up them up for success.
- Part of a successful hire is a 30/60/90-day review cycle to make sure the employee is doing well and to learn how they experience the entire hiring/onboarding process so you can improve it and increase your retention rate.
- The 30 day and 60 day reviews are to help gauge transition to SPC.
- The 90 day review is to help measure performance.



## 30-Day Reviews

- A 30-day employee review may be the first structured check-in that you have during your onboarding process. Thirty-day reviews can be completed through the use of an onboarding evaluation form or an in-person interview, though it is most beneficial to complete it in-person.



## 60-Day Reviews

- A 60-day employee review is an opportunity to check in with new hires to see if there are any issues with their onboarding process and initial job responsibilities. While the 30-day review provides initial insight into the onboarding process, a 60-day review allows for more feedback about their actual experience in the day-to-day duties of the position.



## 90-Day Reviews

- A 90-day employee review is the final check-in during a new hire's onboarding process. While 30- and 60-day reviews haven't been centered around performance, a 90-day review should include a one-page performance evaluation to let the employee know how they are doing and raise any issues or concerns.





# Public Records Exemption Survey

Pursuant to Florida's broad public record's law, all state, county, and municipal records are open for public inspection by any person unless the requested information is specifically exempted by law. To facilitate these requests, a determination must be made as to whether the requested records are considered public or exempted.

To complete the Public Records exemption survey, please complete the following survey within 30 days of your date of hire: <https://web.spcollege.edu/survey/20703>



Questions?



# St. Petersburg College Employee Relations

*John Furr, Associate Director Employee/Labor Relations  
Clarice Taylor, Employee/Labor Relations Partner*



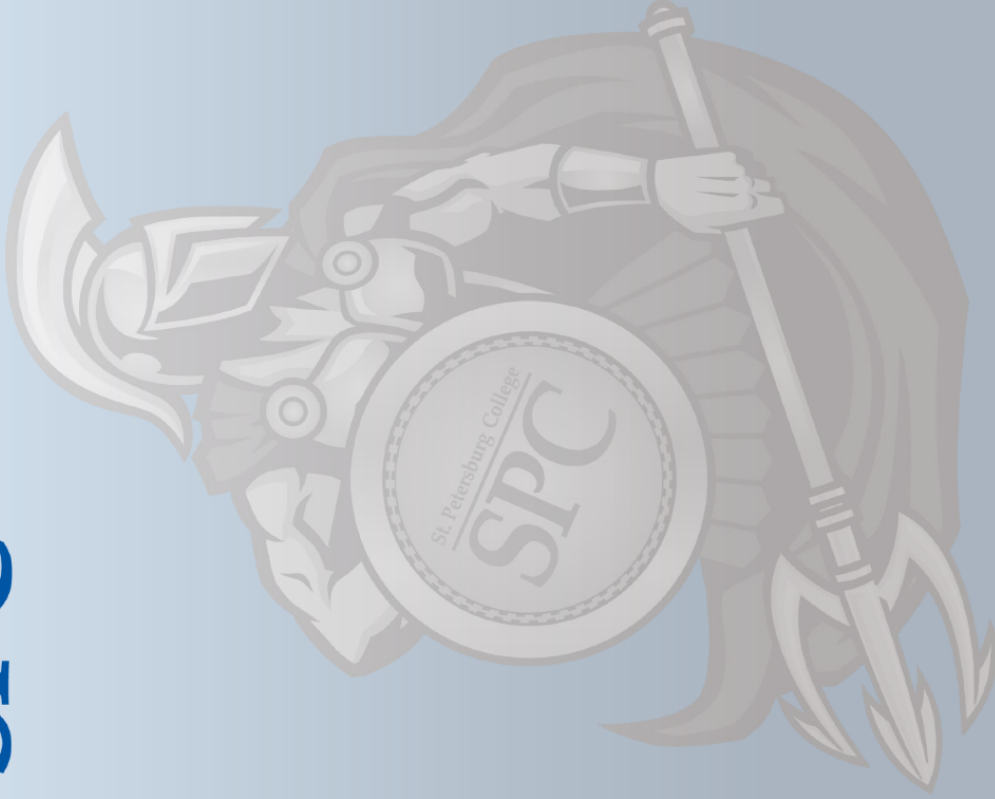
# Employee/Labor Relations (ELR)

## What is the ELR?

The Employee/Labor Relations team is committed to creating a healthy organizational climate in which employees are valued stakeholders with the power to affect outcomes.

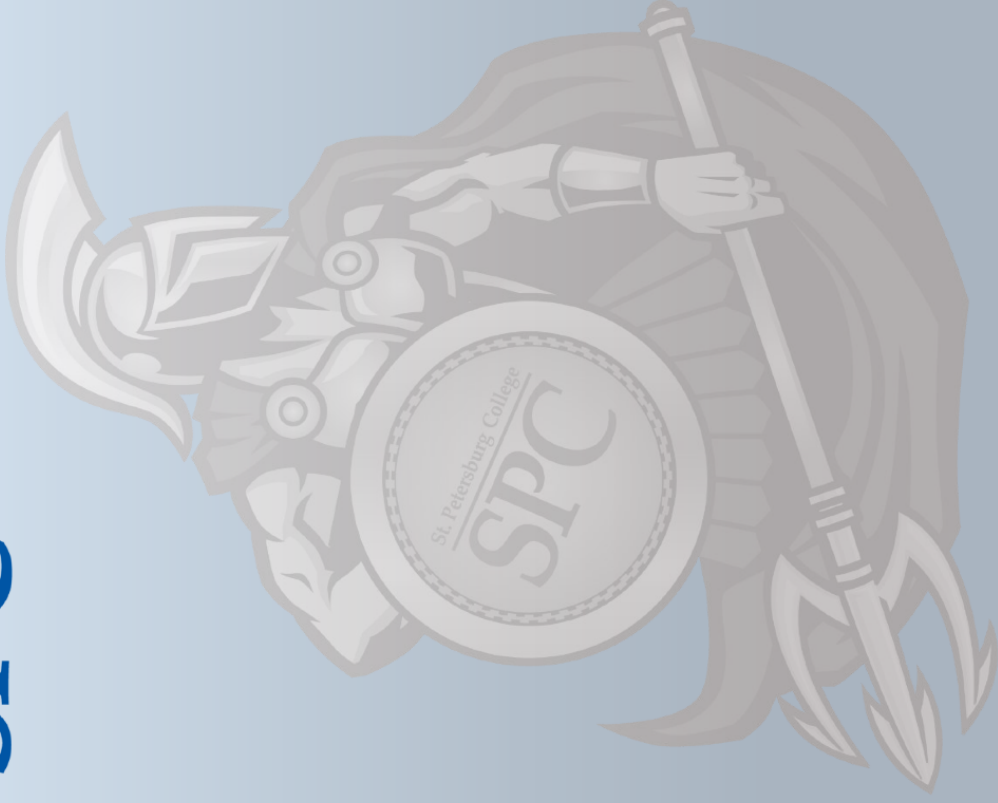
## Philosophy

The Employee/Labor Relations' philosophy at SPC encourages win/win solutions via mutual respect, accountability, constructive work relationships, and open dialogue.



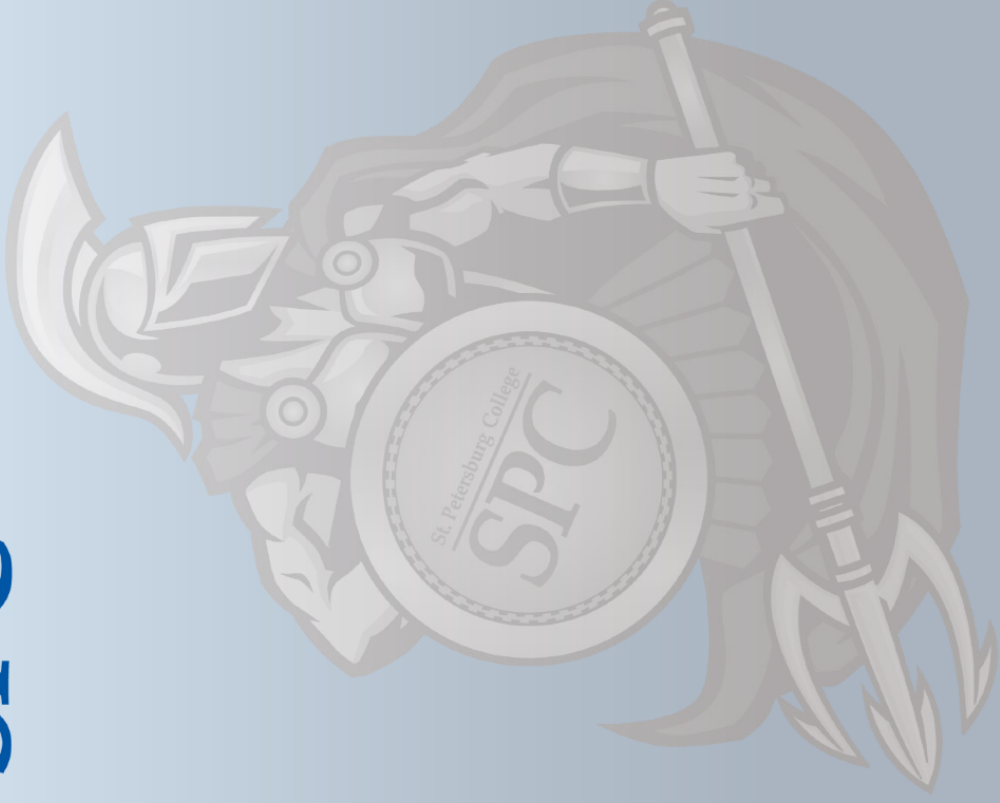
## What We Do...

- Dispute Resolution and Mediation
- Rules & Procedure Inquires
- Labor relations
- Progressive Discipline
- Grievance Procedures (Employee Relations)
- Americans with Disabilities



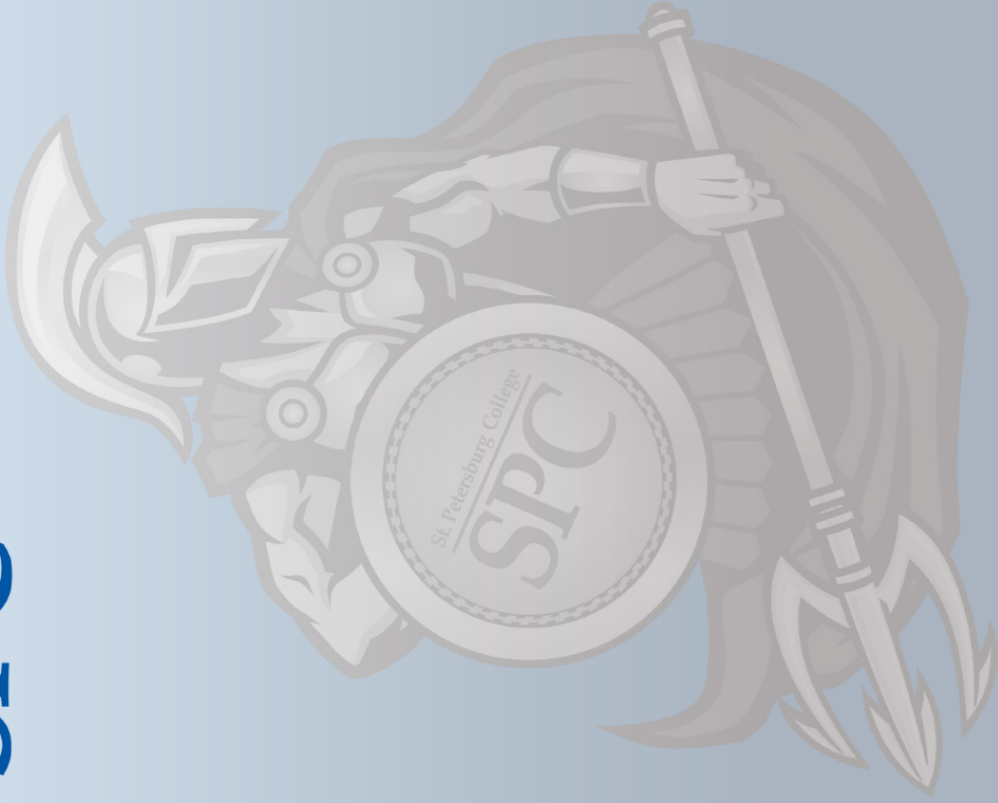
# How to contact Employee Relations

**Email:**  
[EmployeeRelations@spcollege.edu](mailto:EmployeeRelations@spcollege.edu)



# Questions

???



# Break Time

Next Up.....

Instructional Design, Education and Support  
(IDEAS)

Career Service Employee Council







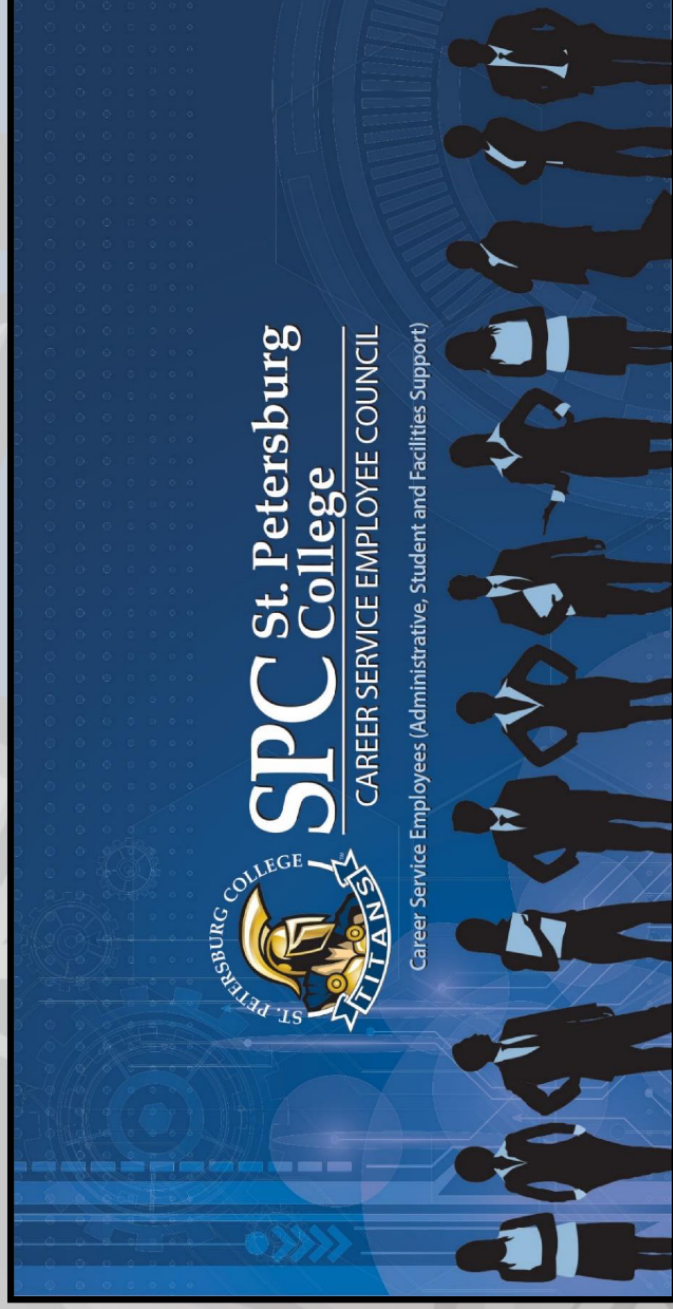
# Career Service Employee Council

**Russell Oriol, CSEC Chair**

**Francine Fuentes, CSEC Vice Chair**

**Dwayne Sharpe, Treasurer**

**Lisa Lordahl, Secretary**





# Career Service Employee Council

## About CSEC...

- The CSEC Steering Committee is comprised of three representatives from each campus. Those areas are:
  - Administrative Support
  - Facilities Support
  - Student Support.
- Engage and enrich the lives of Career Service Employees
- Promote effective communication, trust, and collaboration among employees at the college
- Support SPC's Strategic Plan in Community Engagement, Academic Excellence, Economic Mobility, Employee Engagement & Experience and Financial Vitality



## Key Responsibilities

- Collaborative lead and organize monthly Sound Bytes and Listening Posts with Career Service Employees (CSE)
- Communicate monthly for CSE input regarding outcomes and planning
- Campus Site Representatives meet with Provost and campus Leaders on a monthly basis.
- Enhance beneficial creativity that motivates CSE success.



# Career Service Employee Council





Career Service Employee Council

# Questions

???

# Collegewide Security & Emergency Preparedness

Dan Barto, Director, Safety & Security

Bill Grey, Director, Emergency Management





## Helpful Security Links and Videos

- [Campus Safety](#)
- [Crime Reports](#)
- [Campus Evacuation Video](#)
- [Run. Hide. Fight.](#)
- [Emergency Preparedness](#)



# Security & Emergency Preparedness

## Questions

???





Coming into the NEO Home Stretch

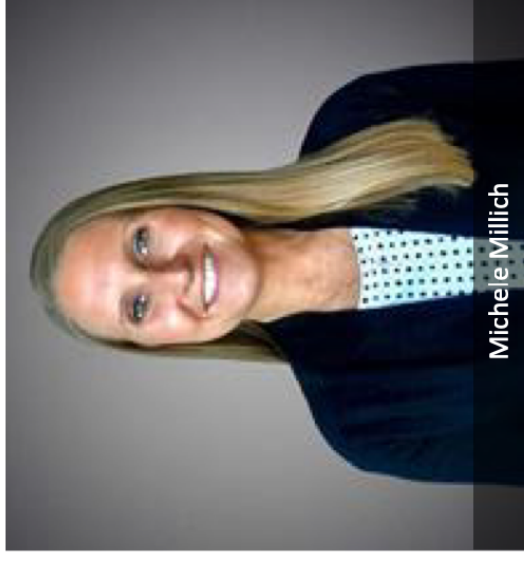
## 5-minute Break

Next up...

Information Security

SPC Compliance

# **INFORMATION SECURITY**



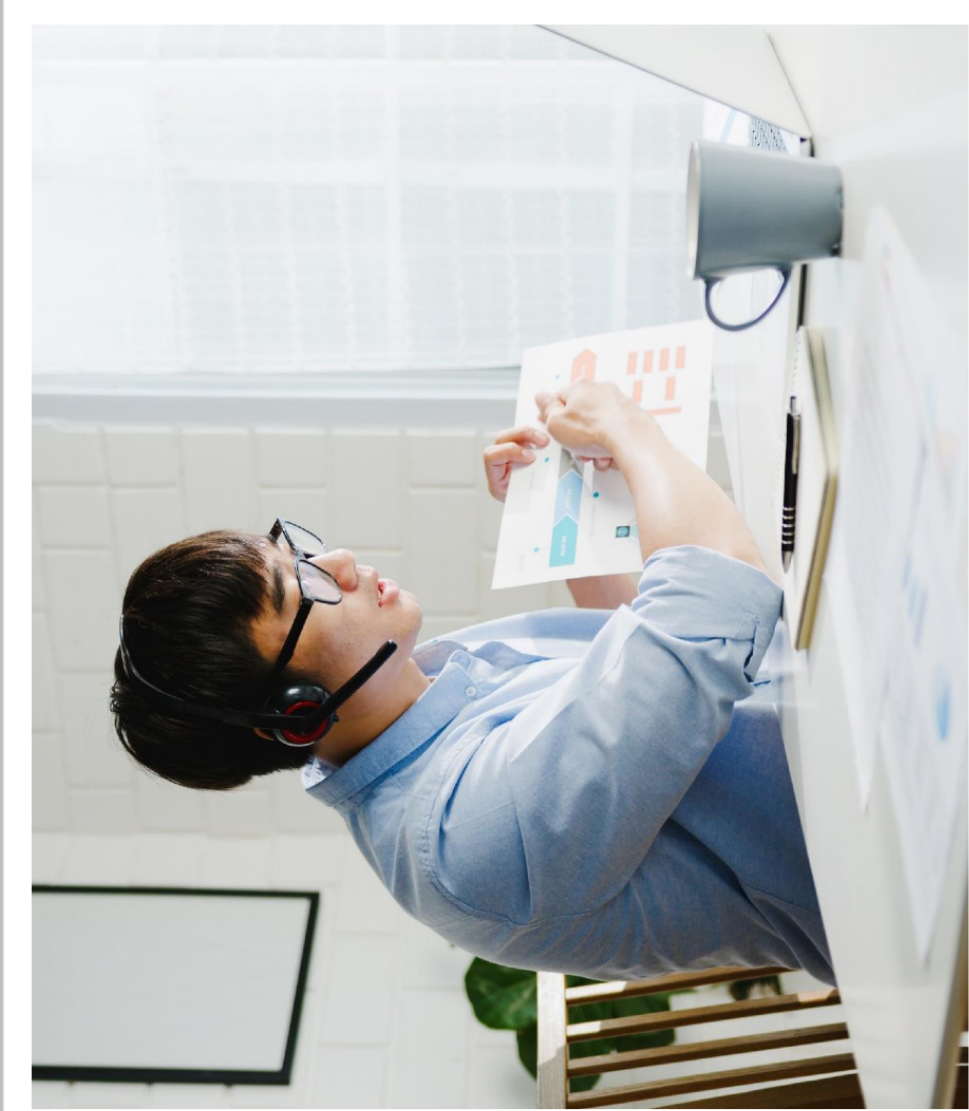
# Information Security Team

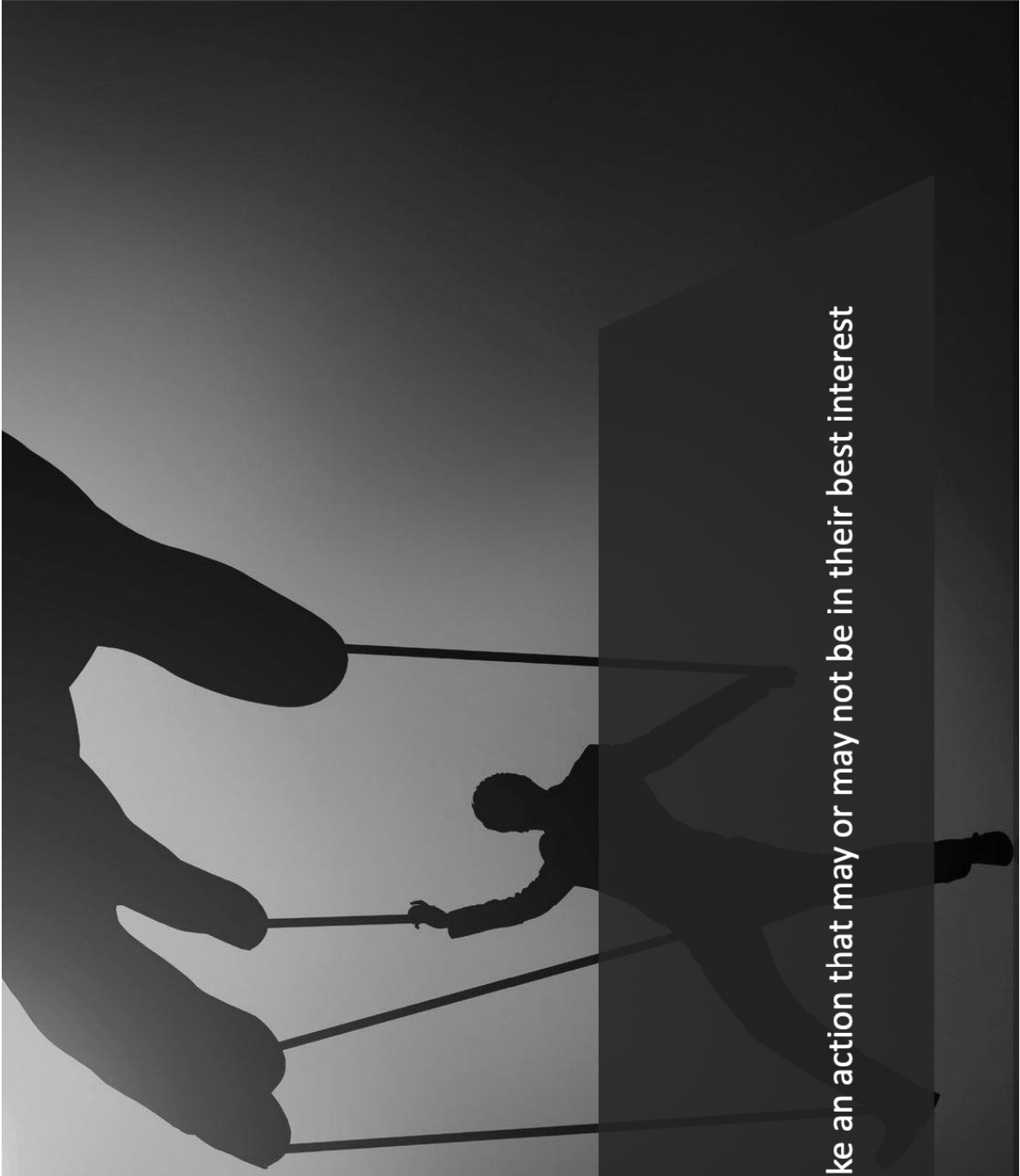
# Departmental Functions

- Mitigate security risk through outreach, awareness, assessment, policy, and best practices
- Participates in the monitoring of systems to detect and address malicious activity
- Responds to security incidents and performs digital forensic operations
- Participates in the design of architecture changes and in the planning of new systems
- Performs risk assessments and vulnerability management operations

# Work From Home

- Update software on all devices
- Use strong and different passphrase for each account
- Keep an eye on your computer
- Securely store and dispose sensitive files properly



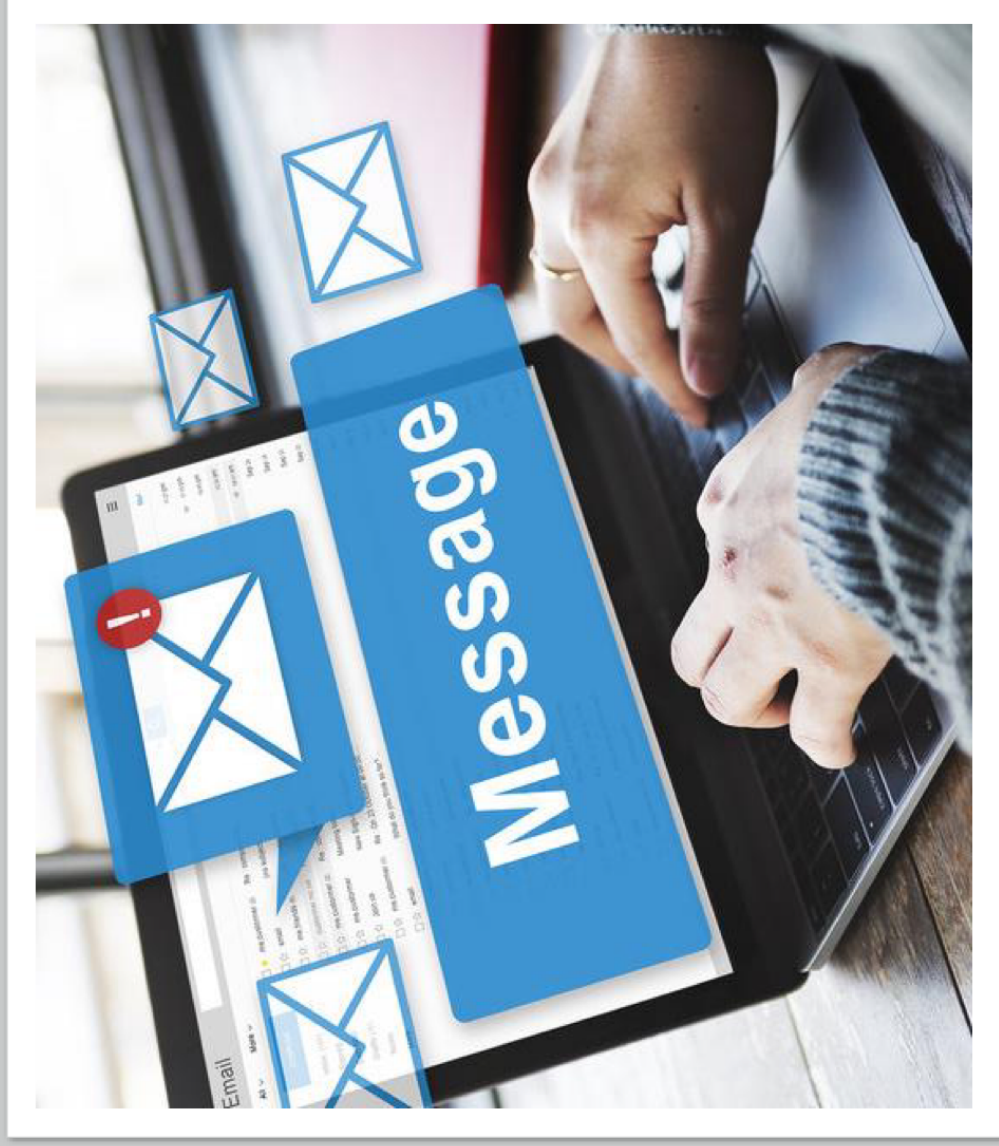


# Social Engineering

Any act that influences a person to take an action that may or may not be in their best interest

# Phishing

The practice of sending emails appearing to be from reputable sources with the goal of influencing or gaining personal information



from: System Admin

<fakeSysAdmin@gmail.com>

Always compare the display name and the sender's email address



**From:** Tonjua Williams <[twms15@gmail.com](mailto:twms15@gmail.com)>  
**Sent:** Friday, May 3, 2019 6:19 AM  
**To:** [support@spcollege.edu](mailto:support@spcollege.edu)  
**Subject:** Tonjua William's is locked out of the network system

[TWMS15@GMAIL.COM](#) appears similar to someone who previously sent you email, but may not be that person. [Learn why this could be a risk](#) [Feedback](#)

**CAUTION:** This email originated from outside of SPC.

Warning banners are just guidelines, sometimes they're malicious, other times the email may be legitimate

Dear User,

This email is to inform you that your email account is about to be deactivated.

Be alert to emails that are not personalized

**Dear User,**

This email is to infrom you that your email account is about to be deacttivated.

Emails with typos and poor grammar indicate a phish



<http://fakecompany.com/act>

Re-active your  
mailbox now



Hover over any link in email messages and on websites to verify a link's actual destination

**URGENT!!!**

Your account has  
been deactivated.

Never respond to unsolicited emails that request action and use sensational phrases like “URGENT” or “FINAL NOTICE”



# Phishing Review

- Always check the sender's address.
- Be alert to emails that are not personalized.
- Check for typos and improper sentence structure.
- Hover over links to verify the actual destination.
- Watch out for emotional manipulative verbiage.

# Reporting Phishing Emails

- Use the Report Message button within Outlook or forward suspected phishing emails to [phishing@spcollege.edu](mailto:phishing@spcollege.edu).
- If you clicked on a link and/or entered any data, call the Information Systems Technical Support Desk immediately. 727-791-2795
- Please do not forward SPAM messages, as this will reduce response time on actual phishing response. It is safe to just delete SPAM messages.

# Information Security Awareness Training

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**From:** Information Systems Technical Support Desk <[do-not-reply@spcollge.edu](mailto:do-not-reply@spcollge.edu)>

**Sent:** Friday, August 9, 2019 12:16 PM

**To:** Michele Millich <[Millich.Michele@spcollge.edu](mailto:Millich.Michele@spcollge.edu)>

**Subject:** SPC Information Security Awareness Training

St. Petersburg College



## Information Security

Dear Michele Millich,

Cybercrime is becoming more serious every day. Hackers are getting smarter about how to trick people into clicking on fraudulent links or opening malicious attachments in emails. Because of this, SPC has decided it is very important that everyone receive information security awareness training to better understand their role in defending SPC against cybercrime.

You have been enrolled in a 15 minute course which must be completed within 90 days. In addition to the course, please review the Information Technology Acceptable Use Policy.

Please use this link to start your training: <https://training.knowbes4.com/auth/saml/cd191a572e6d77>  
email—Millich.Michele@SPCollege.edu

If you have any questions about your training please contact [InformationSecurity@spcollge.edu](mailto:InformationSecurity@spcollge.edu).

Security is truly everyone's job and we are the last line of defense. Thank you for helping to keep SPC safe from cybercrime.

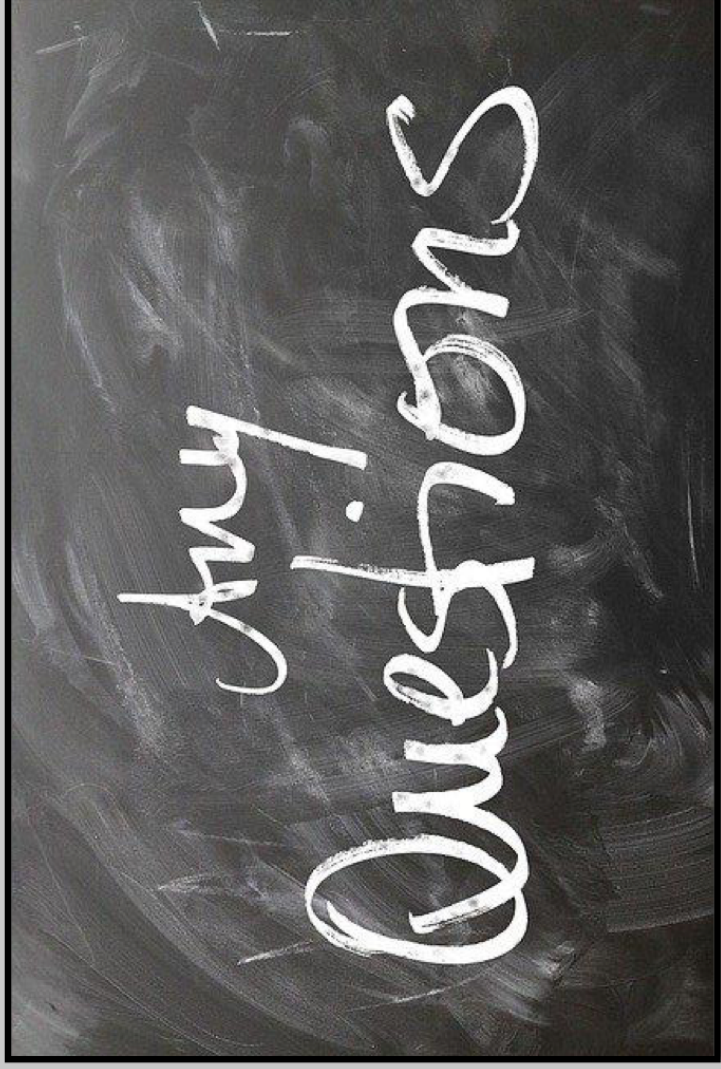
St Petersburg College  
Information Systems Technical Support Desk  
727-791-2795 Staff line  
<http://www.spcollge.edu/helpdesk/>

### Please note:

Due to Florida's very broad public records law, most written communications to or from our College employees regarding College business are public records, available to the public and media upon request. Therefore, this e-mail communication may be subject to public disclosure.



# Information Security



**St. Petersburg College  
Compliance and Ethics Program**

**Tom Kelley, Compliance Officer  
Office of the General Counsel**

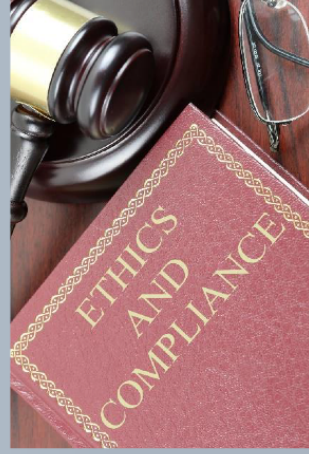


## What is the Compliance and Ethics Program?

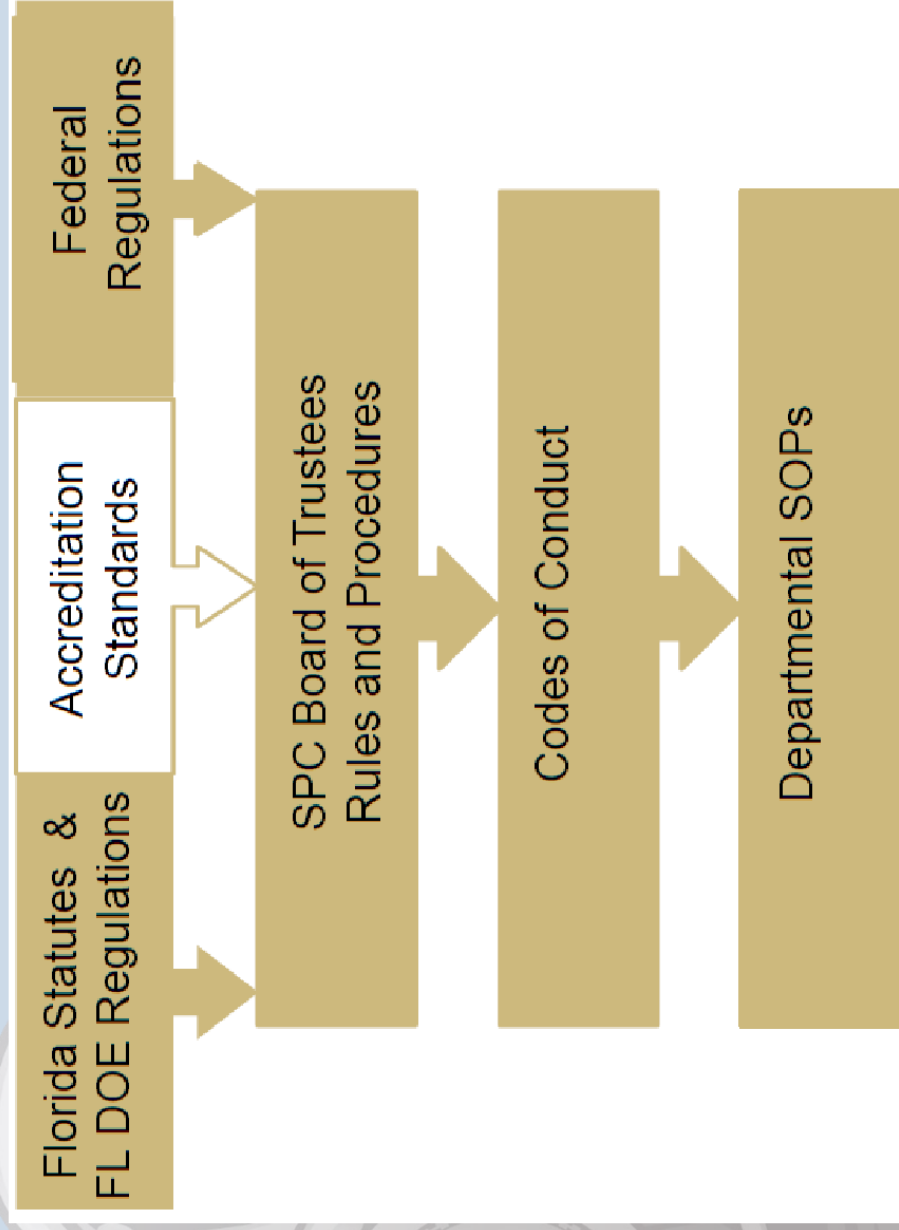
The SPC Compliance and Ethics Program is designed to demonstrate that compliance and ethics is everyone's responsibility. Compliance and ethics are not optional as they are an integral part of SPC's operating culture. Compliance and ethics should be the foundation for which all decisions are made.

## Mission

The SPC Compliance and Ethics Program supports and promotes a culture of compliance and ethical decision making through open and transparent communication, collaboration with compliance partners, compliance and ethics training, risk assessment, and accountability.



# COMPLIANCE FRAMEWORK



<https://web.spcollege.edu/botrules/>

**Rules, Procedures, Departmental Policies, and Standards of Conduct** - It is expected that each department regularly review and update applicable rules, procedures, departmental policies and standards of conduct, ensuring alignment with applicable laws, regulations, and SPC's mission and values.

**SPC St. Petersburg College** Student Login Faculty/Staff Login

## Board of Trustees Rules and College Procedures

Search by keyword or phrase:  **SEARCH**  
Hint: Use "+" or "-" to require a word to be present or absent (e.g. +transfers -refunds) and quotes to find an exact phrase (e.g. "transfers and refunds").

### Table of Contents

- ▶ I. Administration
- ▶ II. Human Resources
- ▶ III. Academic Affairs
- ▶ IV. Student Services
  - ▶ Admission – General
  - ▶ Business Services
- ▶ V. Business Services
- ▶ VI. Facilities Planning and Institutional Services

### Introduction

The Board of Trustees Manual and the College Procedures Manual are provided for all students and employees as the official statement of the Board's rules and procedures. The Board's rules and procedures have been adopted by the Board of Trustees and are based on Florida statutes and State Board of Education regulations. The procedures have been formally adopted and are based on Florida statutes, State Board of Education regulations, and Board of Trustees Rules or good business practice.

The entire Rules and Procedures manuals are intended to govern the operations of the College and in addition to federal and state law, govern the College, students, and employees in the areas including but not limited to general and administrative, employee relations, academic and student affairs, financial management, facilities, business planning and institutional services. In some instances, individual departments may be required by the College to observe internal procedures unique to that department. Managers/Supervisors are defined as Managers/Guidelines. Managers/Guidelines must be in compliance with College operating procedure.

The Board of Trustees Rules and College Procedures are the official statement of the Board's rules and procedures as to the laws or applicable version of the Rules or Procedures. You should contact the Office of the General Counsel at 727-341-3329.

## Areas of Possible Risk

- Academics (Academic Advising, Disciplinary Hearings)
- Accessibility Services (On Campus/Online/SPC Website) - Americans with Disabilities Act (ADA/504)
- Admissions
- Athletics
- Clery Act, Title IX / Equity, VaWA
- Compliance/Mandatory Training
- Conflicts of Interest
- Copyright and Intellectual Property
- COVID-19 Remediation Plan
- Cybersecurity and Information Security
- Distance Learning (NC-SARA)
- Facilities - Health & Safety / Physical Environment
- Family Educational Rights and Privacy Act (FERPA)
- Finance
- Grants, ARP, CARES, HEERF Programs

Human Resources

Legal and Compliance

OCR Investigations and Violations

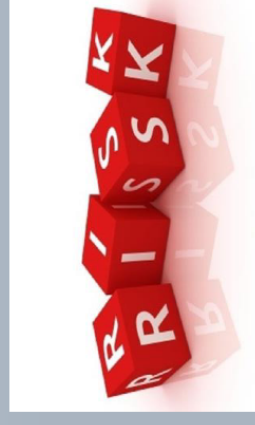
Rules and Procedures

Reputation

Return to Work

Title IV (Financial Aid)

Website Accuracy



## Compliance and Legal Disclosures

### COMPLIANCE AND LEGAL DISCLOSURES

<https://www.spcollege.edu/friends-partners/about/compliance-statements>

- Privacy Policy
- Social Security Number Usage
- Campus Safety and Security Reports (Cleary Act Reporting)
- Custodian of Public Records (Public Records Requests)
- Reporting Abuse Of A Minor On College Property Or During Any College Sponsored
- Reporting Fraud and Improper Activities
- Standards of Conduct for Employees and Trustees
- Residents Outside of Florida and Professional Licensure
- Copyright Regulations
- Drug and Alcohol Abuse Prevention



# Compliance and Legal Disclosures

## Reporting Fraud and Improper Activities

All members of the College's faculty and staff have a responsibility to report known or suspected instances of fraud or other financial irregularities, ethical violations and improper activities. Improper activities may include mismanagement, malfeasance, and misuse or neglect of public funds and resources. Employees should report compliance and ethics concerns to their supervisor or anonymously through the Compliance Hotline. Compliance and ethics concerns will be investigated by the Compliance Officer. (This should not be misunderstood as a general complaint line)

- Compliance Phone Number: 727-341-4567
- Compliance Email: [compliance@spcollege.edu](mailto:compliance@spcollege.edu)

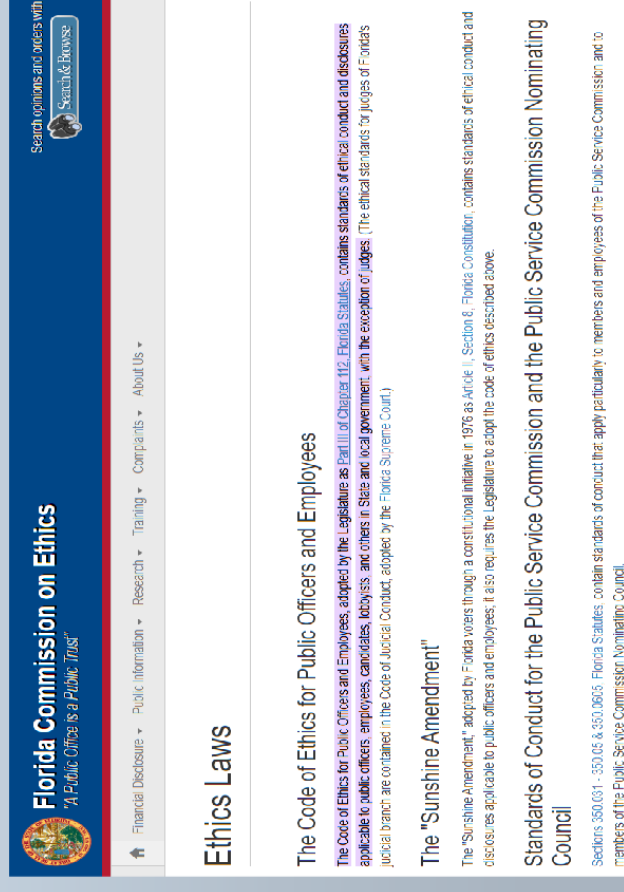




## Standards of Conduct for Public Officers and Employees

- *Standards of Conduct, Reporting Known or Suspected Improper or Fraudulent Financial Activities & Whistle Blower Protections:* P6Hx232.031: [http://web.spcollege.edu/botrules/P2/P2\\_031.](http://web.spcollege.edu/botrules/P2/P2_031.), F.S. §112.313: [FS112 Public Officers and Employees](#)

- Sets standards of conduct for all employees
- Prohibits or restricts employees from receiving private gain
- Solicitation and Acceptance of Gifts or Travel
- Doing Business with One's Agency and Conflicts of Interest
- Receiving Unauthorized Compensation
- Misuse of Public Position and Fraud
- Conflicting Employment or Contractual Relationship
- Disclosure or Use of Certain Information or Records
- Voting Conflicts
- Impropriety Related to the Filing of Statement of Financial Interest



The screenshot shows the Florida Commission on Ethics website. The header includes the logo and the text "Florida Commission on Ethics" and "A Public Office is a Public Trust". A navigation menu contains links for Financial Disclosure, Public Information, Research, Training, Complaints, and About Us. The main content area is titled "Ethics Laws" and lists several key documents: "The Code of Ethics for Public Officers and Employees", "The Code of Ethics for Public Officers and Employees, adopted by the Legislature as Part III of Chapter 112, Florida Statutes, contains standards of ethical conduct and disclosures applicable to public officers, employees, candidates, lobbyists, and others in State and local government, with the exception of judges. (The ethical standards for judges of Florida's judicial branch are contained in the Code of Judicial Conduct, adopted by the Florida Supreme Court.)", "The 'Sunshine Amendment'", "The 'Sunshine Amendment', adopted by Florida voters through a constitutional initiative in 1976 as Article I, Section 8, Florida Constitution, contains standards of ethical conduct and disclosures applicable to public officers and employees. It also requires the Legislature to adopt the code of ethics described above.", and "Standards of Conduct for the Public Service Commission and the Public Service Commission Nominating Council". A footer note states: "Sections 350.031 - 350.05 & 350.0605, Florida Statutes, contain standards of conduct that apply particularly to members and employees of the Public Service Commission and to members of the Public Service Commission Nominating Council."

## Why Adhere to the FCOE?

### Penalties can include:

- Reprimand, suspension, demotion, salary reduction, dismissal, restitution
- Forfeiture of 1/3 salary per month for up to 12 months
- Civil penalty of up to \$10,000



## Conflicts of Interest

### No *Quid Pro Quo* Gifts



Do not solicit or accept anything of value based on any understanding that your official actions or judgment will be influenced thereby accepting the gift.  
(*If I give you this new computer, I will expect you to...*)

- Anything of value:
- Gifts      Promise of future employment
- Loans      Favor or Service
- Rewards



# Information Security

## Family Educational Privacy Act (FERPA) (Student Information)

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law



# Information Security

## What is Personally Identifiable Information (PII)?

No one rule determines what is considered PII versus what is not. PII is a set of data that could be used to distinguish a specific individual, but any one piece of information could be considered PII. For instance, a full name is not enough personally identifiable information for an attacker to use, but a social security number identifies a single individual.

### The following could be used in a data breach:

- First name
- Last name
- Billing address
- Home address
- Social security number
- Passport information (or an image of it)
- Driver's license number (or an image of it)
- Credit card data (number, CVV, expiration date)
- Date of birth
- Telephone number
- Authentication credentials (username and password)

• **!!!LOCK YOUR COMPUTER BEFORE YOU STEP AWAY!!!**



?????QUESTIONS?????





12:00 pm to 1:00 pm



**Welcome Back!!**

**Next Up...  
SPC Total Rewards – Benefits  
Janise Johnson**





## Benefits contact:

[johnson.janise@spscollege.edu](mailto:johnson.janise@spscollege.edu)

or

[granger.dominique@spscollege.edu](mailto:granger.dominique@spscollege.edu)



# Final Questions, Comments or Concerns



Thank You for Attending  
New Employee  
Orientation!

GO TITANS!

