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### OUR MISSION & DEANS



Susan Fiorito Dean



Eric Liguori Associate Dean, Research and External Relations

2



Kirsten Harrison Assistant Dean, Academic Student Services



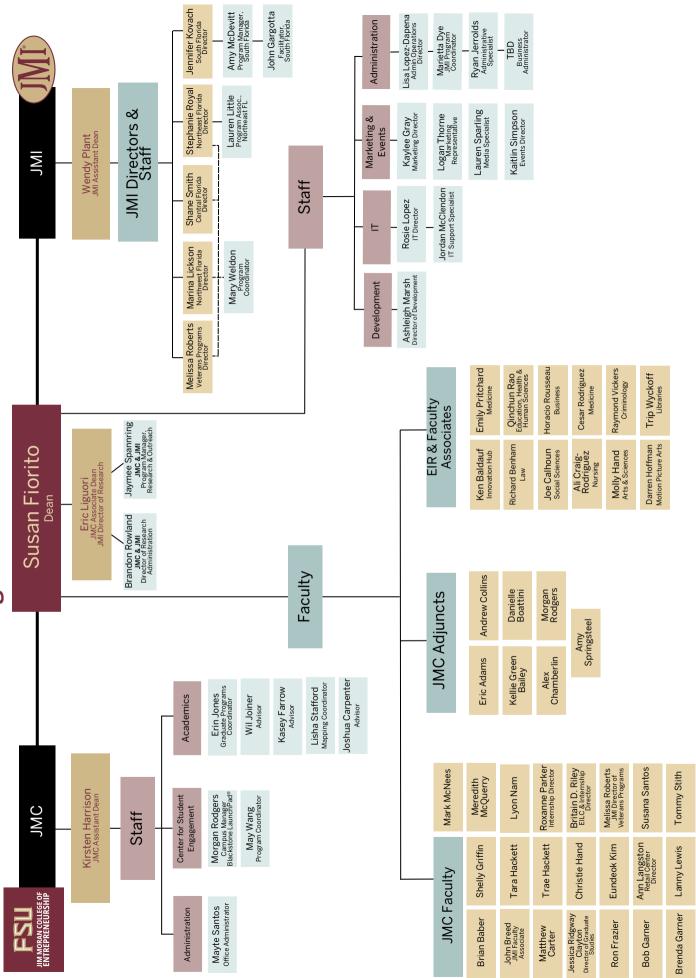
Wendy Plant Assistant Dean, Jim Moran Institute

The mission of the Jim Moran College of Entrepreneurship at Florida State University is to inspire innovation, instill compassion, and ignite an entrepreneurial mindset in the next generation of leaders.

# **GENERAL JMC**

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Doug Tatum JMI Faculty Associate

Sri Manchiraju

Blake Geoghagen

## JMC COMMITTEES

#### BYLAWS COMMITTEE

In every calendar year ending in 5 or 0, the College Faculty shall be appointed to an Ad Hoc committee to review and update the College Bylaws. Therefore, the bylaws shall cease to apply unless they are recommended for approval again by the Bylaws Committee and are passed by a ballot vote of a simple majority of the voting members of the faculty. These Bylaws must be approved in a secret ballot voting process, and by the Vice President for Faculty Development and Advancement. The College adheres to the scheme of organization and operating procedures as defined by these Bylaws.

### CURRICULUM COMMITTEES

Members of these committees will meet 1-3 times per semester as necessary to review new courses, program curriculum, and any other relevant academic program topics.

### JM MICRO GRANT COMMITTEE

Members of this committee meet at least two hours each month to review student applications for a JM Micro Grant. They also review applications in advance of the meetings and determine whether the students should receive any funding and, if so, the amount (the maximum grant is \$5,000).

### NEWSLETTER COMMITTEE

Members of this committee will work with students and the Marketing Director to determine, produce, and organize newsletter content for the JMC fall and spring editions.

### P&T (NOT OPTIONAL)

The Promotion and Tenure Committee shall be composed of all, full-time tenured and tenure-earning faculty members. The Committee Chair will be selected by a majority vote of the committee. This committee shall implement policies and procedures concerning promotion and tenure. Evaluations shall be conducted consistent with the promotion and/or tenure criteria and procedures of Florida State University, and the JMC. Teaching, research, and service will also be evaluated in accordance with the current standards in the profession (see Appendix A of the JMC bylaws) for criteria/procedures for promotion and tenure of tenure/tenure-track faculty)

### P/MERIT (SPECIALIZED FACULTY) (NOT OPTIONAL)

The Committee shall be composed of all, full-time Specialized II and III faculty members. Specialized faculty can only vote on specialized faculty members' dossiers. The Committee Chair will be selected by a majority vote of the committee. Evaluations shall be conducted consistent with the promotion criteria and procedures of Florida State University, and the JMC. Teaching and service will also be evaluated in accordance with the current standards in the profession (see Appendix B for criteria/procedures for promotion of specialized faculty).

### PODCAST (INNOVATION MINDSET)

Members of this committee will work with students to produce, edit, and promote professional and engaging media that highlights current FSU students and the innovative entrepreneurial endeavors of alumni.

#### SCHOLARSHIP COMMITTEES

These committees will review all scholarship applications and determine recipients for each scholarship offered through the Jim Moran College. The undergraduate scholarship committee will meet once per year, at the end of the spring semester. The graduate scholarship committee will meet annually in the fall.

### TECHNOLOGY COMMITTEE

The Jim Moran College Technology Committee is responsible for considering and recommending appropriate FSU-approved technologies. This committee will be responsible for collaborating, planning, and overseeing technology improvements. The goal of this committee is to offer the best innovative technology services to our college. This committee will also be tasked to work on student technology fee proposals for funding purposes to enhance areas that need maintenance or upgrades.

## **FSU COMMITTEES**

### FACULTY SENATE

The Faculty Senate shall be the basic legislative body of the University.

- 1. It shall formulate measures for the maintenance of a comprehensive educational policy and for the maximum utilization of the intellectual resources of the University.
- 2. It shall determine and define University-wide policies on academic matters, including Liberal Studies policy, admission, grading standards, and the requirements within which several degrees may be granted.
- 3. As the elected body of the General Faculty, the Senate may also formulate its opinion upon any subject of interest to the University and adopt resolutions thereon. Resolutions treating those areas of authority legally reserved to the President of the University and the Board of Governors will be advisory.
- 4. The President of the University shall have the power to veto any action of the Senate. The veto shall be communicated in writing to the Secretary of the Senate and Chairperson of the Steering Committee with reasons therefore within sixty days. By a two-thirds vote the Senate may appeal to the Board of Governors any action so vetoed.
- 5. Upon the resignation, retirement, or death of the President and upon a request by the Board of Governors, the Faculty Senate will designate individuals to be available for membership on any committee requested by the Board of Governors for the purpose of consultation in the selection of a nominee for President.

### GRADUATE POLICY COMMITTEE

The Graduate Policy Committee shall consider University-wide policies relating to graduate education. Members of this Committee shall be appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. Each college shall have one representative; the Colleges of Education, Business, and Social Sciences shall have one additional representative; and the College of Arts and Sciences shall have four additional representatives. The Provost and Executive Vice President for Academic Affairs, or their designee, and the Dean of The Graduate School, or their designee, shall be non-voting exofficio members; and membership shall include two graduate student representatives from

<sup>6</sup> different colleges appointed for a one-year term by the President of Student Government.

#### UNDERGRADUATE POLICY COMMITTEE

3 year terms appointed by the Steering Committee; committee elects Chair The Undergraduate Policy Committee shall consider University-wide policies on undergraduate academic affairs. Members of this Committee shall be appointed by the Steering Committee, with the advice and consent of the Senate, for staggered threeyear terms. Each college shall have a representative; the Colleges of Education, Business, and Social Sciences shall have one additional representative; and the College of Arts and Sciences shall have four additional representatives. The Provost and Executive Vice President for Academic Affairs, or their designee, and the Dean of Undergraduate Studies, or their designee, shall be non-voting ex-officio members. The President of Student Government shall appoint an undergraduate student member annually. The Committee shall elect its chairperson annually from the faculty representatives. The Committee will make its recommendations to the Steering Committee which will transmit the recommendations to the Senate for action.

#### LIBRARY COMMITTEE

The Library Committee shall consider University-wide policies on general library operations. Members of this Committee shall be appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. Each college shall have one representative; the Colleges of Education, Business, and Social Sciences and Public Policy shall each have one additional representative; and the College of Arts and Sciences shall have four additional representatives. The Provost and Executive Vice President for Academic Affairs, or their designee, the Vice President for Faculty Development and Advancement, or their designee, the Dean of University Libraries, and the directors of the College of Music Allen Music Library, the College of Law Research Center, the College of Medicine Maguire Medical Library, the Harold Goldstein Library, the Dirac Science Library, and the head of Scholars Commons, shall be non-voting ex-officio members; and membership shall include a graduate student and an undergraduate student from different colleges appointed for a one-year term by the President of Student Government.

#### GRADUATION REP OR MARSHALL

Faculty representatives march in the academic procession and recession. Their job at the ceremony is to represent their academic unit. They are seated on the arena floor behind the doctoral candidates and major professors. Faculty representatives should arrive no later than a half hour before the ceremony begins. They report to Meeting Room B to be lined up by a Head Marshal for the academic procession. Marshals arrive an hour and 15 minutes before the ceremony begins. They check in at the Information table and receive an orientation on their duties from a Head Marshal. They help students find their seats in the arena prior to the ceremony starting and in general, are present to assist where needed. During the ceremony, marshals help usher the students when it is their turn to get up to walk to the stage. One Marshal for each College is designated as the College's Banner Carrier and leads the students from that College toward the stage. Marshals are expected to remain for the duration of the ceremony and encourage students to remain seated/discourage leaving early which is distracting to other students, guests, and the platform party. They also help keep the center aisle clear as the academic recession is taking place, by keeping students in their rows until the recession has finished.

# JMC LABS & STUDENT SPACES

### JMC Labs

### **BODY SCANNING LAB**



A multifaceted piece of technology, the 3D body scanner, allows for the collection of over 600 body measurements in seconds. However, the collection of body measurements is only the initial benefit of this technology, as many industries including health, fitness, and retail, are taking advantage of this exciting new technology. For instance, the retail industry is using body scanning in two primary ways: (1) to aid in the product development process and (2) to enhance customer experiences. During product development, retailers use the body scanner to help evaluate the fit of a garment and may use the body scanner to help collect data on a target market to adjust sizing standards to suit the needs of their customers.



Retailers are currently looking for new innovative ways to drive foot traffic to brick-and-mortar locations, one solution is to offer body scanning in-store. Customers can get scanned and their measurements can be used to recommend the correct size and even styles that might be best for their body type. Additionally, retailers can use the body scanner to create avatars to enhance their customer's online shopping experience.

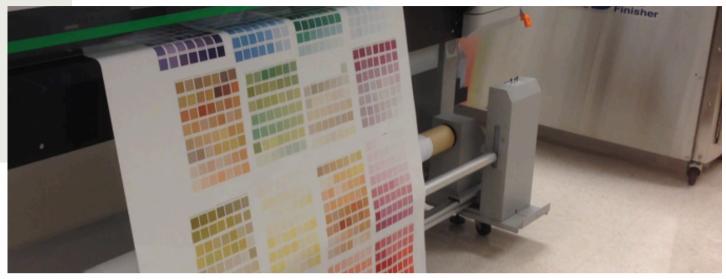
#### Equipment Available: Size Stream SS20 Body Scanner

Training: Training by a faculty member is required to use this equipment.

**Scheduling/Utilizing the Space**: This lab is used for research and teaching. The schedule is coordinated by the faculty listed below. Please email these faculty to set up an appointment to use the space.

**Contact**: Dr. Jessica Ridgway Clayton, Dr. Lyon Nam, or Dr. Meredith McQuerry **Location**: RSB 142

### **DIGITAL TEXTILE PRINTING LAB**



New product design and development in the textile and apparel industry is optimized when an innovator utilizes their own unique fabric design creations. Designers who are limited to existing product styles often struggle to create a truly unique garment. Digital textile printing is changing this restriction. Designers are now empowered to take part in the entire product development process, beginning with textile design. Using this technology, students will have the ability to create their own one-of-akind artistic fabric design.



Furthermore, the use of a digital textile printer affords students the ability to incorporate technology into the product development process. This not only emulates current trends in the industry but also allows for further exploration of product development. For example, digital textile prints can be engineered to have a continuous printed pattern across seam lines, which allows for greater visual impact and intricacy in patternmaking. This ability to engineer the print across all pattern pieces also provides a reasonably sustainable process of fabric creation. By eliminating having to print large quantities of yardage, fewer resources are wasted in the production process.

**Equipment:** Muthoh 1938TX Digital Textile Printer, Steam Jet Fabric Finisher, Washer & Dryer. **Training**: This equipment requires specialized training and a faculty member's supervision. **Scheduling/Utilizing the Space**: This lab is used for research and teaching. The schedule is coordinated by the faculty listed below. Please email these faculty to set up an appointment to use the space.

**Contact**: Dr. Jessica Ridgway Clayton or Dr. Lyon Nam **Location**: RSB 132

### EARL LAB



### Entrepreneurship and Adversity Research Lab

Led by Dr. Susana C. Santos

#### About the EARL Lab

Welcome to the Entrepreneurship and Adversity Research (EARL) Lab!

EARL was founded in 2023 as a research lab dedicated to exploring entrepreneurship within contexts of adversity. Specifically, we focus on topics related to the challenges faced by various marginalized groups, including those affected by poverty, gender inequality, racial discrimination, immigration hurdles, crises, and other forms of disadvantage.

We believe that entrepreneurship can be a transformative mechanism for individuals and communities facing different types of adversity.

Through our comprehensive research agenda and collaborative efforts, we work on a varied portfolio of research projects, using both qualitative and quantitative research methods, which aim to uncover insights that can empower individuals and communities to navigate adversity. If you are interested in learning more and join our group, contact Dr. Susana C. Santos.

### HISTORIC COSTUME COLLECTION

The Historic Costume and Textiles Collection began in 1952 with a donation from the Choate family of Tallahassee, Florida. Over the years, donations have come from faculty, students, alumni, and other interested parties.



Today the Collection contains over 3,000 objects including clothing, textiles, dolls, accessories, implements, and tools associated with the creation of clothing and/or textiles and an assortment of paper products including patterns, period fashion plates, magazines, books, and photographs. The purpose of the Collection is to house significant clothing and textiles of historic and illustrative value that will facilitate the teaching, research, and public relations activities in the College and University.

Training: No training necessary. Scheduling/Utilizing the Space: Contact info@jmc.fsu.edu to schedule a visit. Contact: info@jmc.fsu.edu Location: Sandels Building

### LEAD LAB

**LIGUORI** Entrepreneurship Analysis & Development Lab

#### About the LEAD Lab

Founded in 2022, the Liguori Entrepreneurship Analysis & Development (LEAD) Lab aims to bridge academic research with real-world entrepreneurial challenges. The lab's work is characterized by a dual focus: to conduct academically rigorous research and to develop impactful programs that directly benefit the entrepreneurial community and society at large. This synthesis of scholarly depth and practical application reflects Dr. Liguori's belief in the transformative power of entrepreneurship.

The LEAD Lab is founded on the philosophy that understanding and leveraging the complex phenomena of entrepreneurship require multifaceted perspectives. Beyond its cutting-edge research, the lab actively develops and implements programs that translate academic insights into actionable strategies for entrepreneurs. Through its involvement with community stakeholders, especially the Jim Moran Institute for Global Entrepreneurship, and its international network of researchers, the LEAD Lab is a vibrant hub for entrepreneurial innovation. By balancing rigorous investigation with the creation of practical, evidence-based programs, the lab uniquely positions itself as a leader in shaping the future of entrepreneurship research, education and practice.

#### LEAD Lab Core Values

- **Excellence**: We aim to advance the discipline of entrepreneurship through impactful studies and innovative programming, and we strive for excellence in all that we do.
- **Impact**: We conduct research and develop programming that is not only academically rigorous but also practically relevant. We take deliberate action, where appropriate, to translate academic insights into formats capable to effectively informing practice.
- Ethics: Integrity is at the heart of our work. We adhere to the highest levels of publication ethics, ensuring that our research is conducted and reported with honesty, accuracy, and transparency.
- Collaborative Science: We believe collaboration is a force multiplier. By engaging with diverse
   perspectives and expertise, we foster a rich, inclusive, and dynamic environment. This is demonstrated three
   ways:
  - **Interdisciplinary Approach**: We leverage insights from various disciplines, recognizing that complex entrepreneurial phenomena require multifaceted perspectives.
  - **Global Partnerships**: Our collaboration extends globally, involving scholars, practitioners, and institutions worldwide to enrich our research and its applicability.
  - **Community Engagement**: We actively involve community stakeholders in our research and programs, ensuring that our work is grounded in real-world challenges and opportunities.
- **Continuous Learning**: We are dedicated to the continuous professional growth of our Lab team, promoting opportunities for learning, development, and leadership.
- **Inclusivity**: The LEAD lab is a space where individuals of all backgrounds can thrive. We are committed to creating an inclusive and supportive environment, where every team member is valued and empowered.
- **Social Responsibility**: Recognizing our role within the broader community, we commit to conducting research that addresses societal needs and contributes positively to social and economic development.
- 12 Interdisciplinarity: We champion interdisciplinarity by integrating diverse fields, from STEM to the social sciences and the arts, enriching our entrepreneurial research with a holistic and nuanced perspective.

### THE PODCAST STUDIO



In 2020, the Jim Moran College was granted an FSU Instructional Technology grant to outfit this state-of-the-art omni-channel production studio, complete with full podcasting capability, two computer systems, a DSLR camera, product lightbox, modern multi-use furniture, two 4k video recording cameras, green screens, and sound-dampening and antiecho systems. This studio provides the students with the opportunity to create product and brand presentations that will utilize storytelling, branding strategies, shop within a shop concepts, pop-up stores, category management and other creative retail merchandising practices that will prepare our students for entering the workforce and creating new ventures in the innovative and ever-changing retail industry.





Equipment: DSLR Camera, Rodecaster Podcast, webcams, lighting, PC/iMAC, etc Training: Year-round training is available with advanced scheduling. There is a manual/guide located within the Studio. Scheduling/Utilizing the Space: Reservations are required. Contacts: Rosie Lopez or Dr. Mark McNees Location: WJB 3031B

### **VISUAL MERCHANDISING LAB**



The Retail Merchandising Lab was originally established in 1994 as a state-of-the-art, hands-on learning experience for students entering the retail industry. Retail has been radically transformed by digital commerce. Astonishing technology advances enable retailers to focus on consumer data, demand, and experience. The retail industry will be resetting its consumer shopping model to reflect this, placing greater emphasis on creating engaging and exciting shopping experiences for consumers especially online and through emerging technologies.



Reinventing our lab to include emerging technology and a more digital experience will provide our students with an unmatched level of preparation for entering the retail industry. In addition to the technology enhancements that have been added, we have also reinvented the traditional retail space to include all new updated fixturing. We will continue to provide the students with brick-and-mortar retail visual merchandising skills while layering in the omnichannel visual merchandising experience in our newly renovated Retail Experiences and Innovation Studio ("The Studio").

**Equipment** Mock store complete with fixtures, clothing, and props **Training:** No training required.

Scheduling/Utilizing the Space: This space is used for teaching and research. If you would like a tour of this space, contact one of the following faculty members.
 Contact: Roxanne Parker, Christie Hand, or Britain Riley
 Location: WJB 3015

### **THERMANOLE COMFORT LAB®**

The ThermaNOLE Comfort Lab®! Home to the only dynamic sweating thermal manikin at a public institution in the world!!

This lab was recently established in 2020 and operates under the direction of Dr. Meredith McQuerry who studies clothing comfort physiology, or how functional apparel impact human performance. The main equipment in this lab is a large environmental chamber that houses ANDI, the only thermal manikin in the world that can sense both heat loss and heat gain through clothing. ANDI sweats, walks, and replicates human physiological responses in real-time including breathing rate, internal body temperature, sweating rate, skin temperature, skin blood flow, and even how comfortable he feels throughout an activity. Whether we want to replicate skiing in Aspen or running a marathon in Arizona, ANDI provides us with the capability to determine how the clothing we wear impacts our ability to perform physical activity.

Dr. McQuerry's primary focus of research is improving the heat stress and mobility of structural firefighter turnout gear. Recent studies completed over the summer include:

- 1. an externally funded air gap study to determine heat loss in structural turnout suits based on sizing and fit
- 2. an externally funded study led by a recent graduate student to determine the thermal comfort of racing suits
- 3. the evaluation of compression girdles in football applications for improved skin blood flow, also externally funded and led by an undergraduate student
- 4. an evaluation of athleisurewear leggings for yoga and weightlifting applications, recently published by a graduate student
- 5. and industry testing of active cooling garments.

In addition to research, the lab welcomes industry partners who are interested in having their products tested utilizing state of the art technology not available to them anywhere else on earth. Dr. McQuerry's future plans for this space are to expand the fabric level measurement capabilities as she hopes to acquire a sweating guarded hot plate.

**Equipment:** a large environmental chamber that houses ANDI, the only thermal manikin in the world that can sense both heat loss and heat gain through clothing. **Training**: Only Dr. McQuerry and her lab assistants are authorized to use this space.

**Scheduling/Utilizing the Space:** This space is only used for teaching and research. If you would like a tour of this space, contact Dr. McQuerry. **Contact**: Dr. Meredith McQuerry

Location: WJB



### **STUDENT INCUBATOR SPACES**

The JMC has a few incubator spaces for students. You can find more information about the incubator program on page 100.

All incubator spaces are intended for students. These spaces are not available for faculty & staff to schedule meetings unless they are assisting eligible students with their businesses or have previously set up appointments with the appropriate staff.

### **BLACKSTONE LAUNCHPAD**



Previously known as the Sprout @ Shaw, is now home to the Blackstone LaunchPad (BLP). Students can come in for mentoring and connecting with other students. The BLP Coordinator and student peer mentors will be available to answer questions and provide support. Roundtables and workshops for students will be held regularly in the Blackstone Launchpad.

**Equipment:** Whiteboards, computer, printer, teleconference technology, Adobe Creative Suite **Scheduling/Access:** Students in ALL Incubator Program Tracks (Discovery, Create, Innovate, & Ignite) have access to this space. Students who are not in the Incubator Program are welcome to utilize this space for it's resources Monday – Friday from 9am to 6pm. **Contact:** Morgan Rodgers or May Wang **Location**: RSB 226

### THE SPROUT @ SHAW



Previously known as the break room, is now home to the Sprout @ Shaw. All students can use this space to work on assignments, hold group meetings, eat lunch, etc.

**Equipment:** Whiteboard **Scheduling/Access:** All students are welcome to utilize this space Monday – Friday from 8am to 5pm.

**Contact:** Morgan Rodgers, May Wang, or Kirsten Harrison **Location**: RSB 227

### **STUDENT INCUBATOR SPACES**

### THE GREENHOUSE @ JMB





The Greenhouse is our original incubator space for all FSU students in the Incubator Program. This location has more room for students to work and collaborate. This space is also utilized by JMC graduate students and is home to workshop and other events.

**Equipment:** Whiteboards, computer, printer, teleconference technology, Adobe Creative Suite, Ceiling Camera for Pitch Practice, Roku

**Scheduling/Access:** Students in the Incubator Program and graduate students have access to this space 24/7. All students wanting access to this space have to apply to the incubator program if they are not a JMC graduate student. **Contact:** May Wang



# **JIM MORAN INSTITUTE**

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info@jimmoraninstitute.fsu.edu

jimmoraninstitute.fsu.edu <sup>19</sup>

### JIM MORAN INSTITUTE FOR GLOBAL ENTREPRENEURSHIP



Assistant Dean **Wendy Plant** 

### **Our Mission**

The mission of the Jim Moran Institute for Global Entrepreneurship is to cultivate, train and inspire entrepreneurial leaders through world-class executive education, applied training, public recognition and leading-edge research.

### **Programs Include:**

- Small Business Executive Program
- Nonprofit Executive Program
- CEO Peer2Peer Groups
- Jim Moran Institute Conference
- Expert Speaker Series
- Entrepreneurship Bootcamp for Veterans Accelerate
- Entrepreneurship Bootcamp for Veterans' Families
- Jim Moran Scholars
- Founder Education programs
- Founder Friendly Conference
- <sup>20</sup> Leon Entrepreneurship and Adversity Program (LEAP)

The staff of the Jim Moran Institute's regional offices serve established entrepreneurs, business owners and nonprofit leaders throughout Florida.

Providing executive education while leveraging the resources of the Jim Moran Institute, the JMI regional offices help their clients' businesses – and the state's economy – grow and prosper.

The Jim Moran Institute's services are primarily for nonprofit and for-profit businesses and are geared toward CEOs, entrepreneurs, business owners and presidents of small businesses whose companies have been established for at least three years with three or more employees. Services are provided for little to no cost.

### **CENTRAL FLORIDA**





Shane Smith, Ph.D. Director, Central Florida Email: ssmith@jimmoraninstitute.fsu.edu Phone: 813-789-5966

#### **Office Address:**

Jim Moran Institute for Global Entrepreneurship Entrepreneurship Collaborative Center 2101 East Palm Avenue Tampa, FL 33605-3915

### **NORTHEAST FLORIDA**





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Lauren Little Program Associate, Northeast Florida llittle@jimmoraninstitute.fsu.edu 904-472-1117

### **Office Address:**

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### **NORTHWEST FLORIDA**





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### **Office Address:**

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### **SOUTH FLORIDA**





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Amy McDevitt Program Manager, South Florida amcdevitt@jimmoraninstitute.fsu.edu 954-546-2735



**John Gargotta** Facilitator, South Florida jgargotta@jimmoraninstitute.fsu.edu 954-993-9301

### **Office Address:**

Jim Moran Institute – South Florida 1401 E. Broward Boulevard, Suite 304 Fort Lauderdale, Florida 33301

### JIM MORAN INSTITUTE VETERANS PROGRAMS

The Jim Moran Institute's Entrepreneurship Bootcamp for Veterans (EBV) programs offer a transformative experience tailored for military veterans and their families aspiring to start or grow their own businesses. In partnership with the Institute for Veterans and Military Families at Syracuse University, the EBV-Families and EBV-Accelerate programs equip participants with the essential skills, knowledge and resources needed to succeed in the competitive world of entrepreneurship.





Melissa Roberts Director, Veterans Programs mroberts@jmc.fsu.edu 850-644-7126 RSB 138

#### **Office Address:**

Shaw Building 644 West Call Street Tallahassee, FL 32306

### JIM MORAN INSTITUTE OPERATIONS STAFF



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Wendy Plant, MBA	Assistant Dean	Jim Moran Building (JMB) 310	(850) 645-2711	wplant@jmc.fsu.edu

#### Jacksonville Address:

4651 Salisbury Road Suite 151 Jacksonville, FL 322561

#### South Florida Address:

1401 E. Broward Boulevard, Suite 304 Fort Lauderdale, Florida 33301 **Tallahassee Address:** Jim Moran Building 111 South Monroe Street Tallahassee, FL 32301-1486 **Tampa Bay Address:** 2101 East Palm Avenue Tampa, FL 33605-3915

Jim M	ora	an Institute for Global Entrepreneurship and the Jim Moran College of Entrepreneurship
1995	•	<ul> <li>Jim Moran and JM Family Enterprises, Inc. endowed the entrepreneurship program at FSU's College of Business with a total of \$1,000,001 in an agreement signed by Jim Moran and Dean Mel Stith that created:</li> <li>Jim Moran Institute for Global Entrepreneurship</li> <li>Four professorships in the College of Business, including one designated as the director</li> <li>Annual Conference on Entrepreneurship</li> <li>The Jim Moran Lecture Hall</li> <li>Scholarship support for admitted graduates from Youth Automotive Training Center Scholarship and African American Achiever Youth Award recipients</li> </ul>
	•	Jerry Osteryoung named Executive Director of the Jim Moran Institute
1996	•	May 2: The Jim Moran Institute hosted its first annual conference on entrepreneurship, <i>Entrepreneurs Managing Growth</i> , at the Broward County Convention Center in Ft. Lauderdale. More than 200 entrepreneurs attended. Speakers included Jim Moran, Wayne Huizenga, and College of Business Dean Melvin Stith. Jim Moran Scholars' Program established
1997	•	February 19: Jim Moran presented with an honorary Doctor of Humane Letters Degree from Florida State University. May 1: 2nd Annual Jim Moran Institute Entrepreneurial Excellence Awards <sup>®</sup> conference held at the University of North Florida in Jacksonville.
1998	•	<ul> <li>March 12: 3rd annual Jim Moran Institute Entrepreneurial Excellence Awards® Showcase.</li> <li>December 29: Jim and Jan Moran, as well as JM Family Enterprises, provided an additional \$2 million dollars to The Jim Moran Institute for Global Entrepreneurship in order to expand their service to students including:</li> <li>Funding for two MBA graduate assistant stipends</li> <li>Funding for the Entrepreneurial Certificate Program</li> <li>Support for the JMI High school Entrepreneurial Showcase</li> <li>Implementation of the Regional Annual Conference</li> <li>Provisions for an Entrepreneurial Scholarship</li> </ul>
1999	•	March 19: 4th Annual Jim Moran Institute Entrepreneurial Excellence Awards® Showcase.
2000	•	March 31: 5th Annual Jim Moran Institute Entrepreneurial Excellence Awards® Showcase.
2001	•	March 23: 6th Annual Jim Moran Institute Entrepreneurial Excellence Awards <sup>®</sup> Showcase. June 4-8: Jim Moran Institute Entrepreneurship Camp held in Tallahassee.
2002	•	April 12: 7th Annual Jim Moran Institute Entrepreneurial Excellence Awards® Showcase held at the University Center Club in Tallahassee. June 3-7: Jim Moran Institute Entrepreneurship Camp held in Tallahassee. "Writing Business Plans" course added to the Entrepreneurial Certificate Program curriculum.
2003	•	<ul> <li>March 21: 8th Annual Jim Moran Institute Entrepreneurial Excellence Awards® Showcase was held at the University Center Club in Tallahassee.</li> <li>Several changes were made to the Youth Outreach and Scholarship programs: <ul> <li>Jim Moran Institute's High School Entrepreneurial Showcase was replaced by Junior Achievement</li> <li>A partnership was established with the Capitol City Chamber of Commerce (which had its own Youth Entrepreneurship Initiative)</li> <li>Leadership Tallahassee</li> <li>Extended the effective length of an awarded Scholarship from one to two years</li> </ul> </li> </ul>
2004	•	March 21: 9th Annual Jim Moran Institute Entrepreneurial Excellence Awards <sup>®</sup> Showcase was held at the University Center Club in Tallahassee.
2005	•	January-February: Hosted a Russian delegation of 11 businessmen, plus 1 facilitator and 1 interpreter, for a 3-week visit to receive training in American business operations. Met with representatives from Chile and India on microloans. April 26: 10th Annual Jim Moran Institute Entrepreneurial Excellence Awards® Showcase held at the University Center Club in Tallahassee.

2006	•	March 28: 11th Annual Jim Moran Institute Entrepreneurial Excellence Awards <sup>®</sup> Showcase held at the University Center Club in Tallahassee.
2007	•	January: a second, annual graduating class was added to the Entrepreneurship Major, bringing the eventual number of graduates to 80 per year. April 10: 12th Annual Jim Moran Institute Entrepreneurial Excellence Awards® Showcase.
	•	April 24: Jim Moran passes away at the age of 88.
2008	•	February 1: The Jim Moran Institute hosted an on-campus celebration for entrepreneurship with the advent of "eDay." This all-day event featured 9 entrepreneurs. After several speakers, an issue was presented to the attending students. Students met in groups with each of the entrepreneurs to discuss the issue and report their conclusions. Afterwards, the Progressive Luncheon began wherein students dined with their entrepreneur of choice. June: An additional \$1.8 million gift is endowed to the Jim Moran Institute by Jan Moran, The Jim Moran Foundation, and JM Family Enterprises, Inc. The goal of the new gift was to help FSU build a world-class undergraduate entrepreneurship major and expand training programs into South Florida with a special focus on underserved populations.
	•	June 8-17: JMI hosted first Entrepreneurship Bootcamp for Veterans with Disabilities (EBV) July: Jerry Osteryoung steps down as Executive Director and assumes the position of Director of Outreach. July: Jim Combs is named as the new Executive Director. August: Jim Dever was hired as the first Entrepreneur in Residence.
2009	• • • •	March 1: Jerry Osteryoung named Director of Outreach, in a part-time capacity. March 20: 2nd Annual "eDay" Celebration. June 8-17: JMI hosted EBV Residency Program A new 3-year curriculum was established and, in favor of a more focused approach, the program was returned to a single graduating class of 40 students per year, down from two classes. Jim Moran Institute Entrepreneurial Excellence Awards® Showcase not held this year. The entrepreneurship certificate was added to the curriculum for business majors. September 21-25: The Jim Moran Institute's campus celebration of entrepreneurship "eDay" evolves from a one-day
2010	• • • • •	event to a week of activities and is renamed "eWeek." April 21: The Jim Moran Institute for Global Entrepreneurship celebrates its 15 Year Anniversary during the Jim Moran Institute Entrepreneurial Excellence Awards® conference. June: Jim Combs steps down as Executive Director of the Jim Moran Institute. June 9-17: JMI hosted EBV Residency Program July: Tim Holcomb named Executive Director of the Jim Moran Institute. September 20-24: The Jim Moran Institute's "eWeek" Celebration. September 23: Ribbon cutting for the Jim Moran Institute's Student Business Incubator. November 9: 1st Minority Business Conference held on the Broward College Campus.
	•	The entrepreneurship certificate added to the curriculum for non-business majors.
2011	• • • •	April: \$4.25 million lead donation received from Jan Moran and The Jim Moran Foundation to establish "The Entrepreneurial University." April 4: Ron Frazier hired as second Entrepreneur in Residence. June 8-15: JMI hosted EBV Residency Program August 4: Associate Director Betty Presnell retires. August 25: 1st Advice Straight Up-Tallahassee (host). Speaker is Dana Williams, Director of Marketing and Communications, Southwest Airlines. September 16-23: The Jim Moran Institute celebrates entrepreneurship with the 2nd Annual "eWeek." October 20: Advice Straight Up-Tallahassee (host). Speakers are Chris Brogan, President/CEO, Human Business Works and Rami Jabaji, Senior Marketing Manager, PepsiCo.

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2012	•	February 19-26: JMI hosted first inaugural EBV-Families Residency Program to provide veteran spouses and
		caregivers with entrepreneurship training.
	•	March 17: 2 <sup>nd</sup> Annual Minority Business Conference was held in Hallandale Beach
	•	April 19: Advice Straight Up-Tallahassee (host). The speaker is Janet Gurwitch, Founder & Former CEO of Laura
		Mercier Cosmetics.
	•	May: JMI Director of Outreach, Jerry Osteryoung, retires.
	•	May: JMI Assistant Director of Outreach, Barbara Lay, leaves to concentrate on her consulting business.
	•	June 18: Jennifer Kovach was hired by JMI as Director of South Florida Outreach.
	•	June 19-26: JMI hosted EBV Residency Program
	•	September 6-7: JMI hosted Small Business Leadership Forum held in Tampa.
	•	September 20: Advice Straight Up-Tallahassee (host). Speaker is Colin Brown, CEO & President, JM Family
	•	Enterprises, Inc.
		•
	•	November 5: Mike Campbell named Director of North Florida Outreach.
2013	•	February 19-26: JMI hosted EBV-Families Residency Program
	•	May 23: Advice Straight Up-Tallahassee (sponsor). The speaker was Ron Busby, Chairman of the Board of Directors,
		U.S. Black Chamber, Inc.
	•	June 4-11: JMI hosted EBV Residency Program
	•	June 29: JMI hosted South Florida Business & Leadership Conference in Ft. Lauderdale
	•	August 10: Advice Straight Up-Amelia Island (sponsor). The speaker was Brad Pierce, President of Restaurant
		Equipment World.
	•	The "Certificate in Entrepreneurship" was replaced by a "Minor in Entrepreneurship" effective with the fall semester.
2014	•	January 30:Director Randy Blass was named Executive Director of The Jim Moran Institute.
	•	January: The Entrepreneurship, Strategy & Information Systems (ESIS) Department starts operations with Susan
		Fiorito as the department chair
	•	June 3-10: JMI hosted EBV Residency Program
	•	June 27: JMI hosted South Florida Business & Leadership Conference in Ft. Lauderdale
	•	September 10-17: JMI hosted EBV-Families Residency Program
2015	•	March 17: Advice Straight Up-Fort Lauderdale (host). The speaker was Zalmi Duchman, Founder of The Fresh Diet.
2013	•	May 21: Advice Straight Up-Tallahassee (sponsor). The speaker was Joe Abraham, Founder of BOSI Global and Author
		of Entrepreneurial DNA.
	•	June 10-17: JMI hosted EBV Residency Program
	•	June 24: JMI hosted South Florida Business & Leadership Conference in Ft. Lauderdale
	•	October 16: Advice Straight Up-Tallahassee (sponsor). The speaker was Steve Forbes, Chairman and Editor-in-Chief of
	•	Forbes Media.
		December 8: Advice Straight Up-Fort Lauderdale (host). The speaker was Phyllis Newhouse, CEO & Co-Founder of
	•	
		Xtreme Solutions, Inc.
	•	December 18: Florida State University announces the largest gift in its history — \$100 million — from Jan Moran and
		The Jim Moran Foundation to honor the late Jim Moran and establish the Jim Moran School of Entrepreneurship
		(JMS), the nation's largest public interdisciplinary, degree-granting school of entrepreneurship.
2016	•	February, Susan S. Fiorito, Ph.D., is named the Director of JMS.
	•	InNOLEvation <sup>®</sup> Center for Student Engagement moves from JMI to the JMS.
	•	June 7-14: JMI hosted EBV Residency Program
	•	June 22: JMI hosted 6 <sup>th</sup> Annual Small Business Leadership Conference in Fort Lauderdale
	•	November 8: JMI hired Melissa Roberts as Managing Director of Operations
2017	•	February 23 – March 3: JMI hosted EBV-Families Residency Program
	•	May, JMI opens Jacksonville office for Northeast Florida programs.
	•	June 6-13: JMI hosted EBV Residency Program
	•	June 12: Stephanie Royal was hired by JMI as Associate Director, Jacksonville
	•	June 21-22: 7 <sup>th</sup> Annual Small Business Leadership Conference held by JMI in Fort Lauderdale
	•	August, First cohort of 80 students in their junior year begin studies to receive BS or BA degree from JMS In
		Commercial or Social Entrepreneurship

2018	<ul> <li>February, Jim Moran Building opens in downtown Tallahassee after significant renovations, home to JMI and JMS administrative staff, event space, and a student business incubator</li> <li>March 3: JMI hosted the first Seminole 100 celebration to recognize the fastest-growing businesses owned or led by FSU alumni.</li> </ul>
	<ul> <li>August 1-3: First Orlando Small Business Leadership Conference (SBLC) held by JMI at JW Marriott.</li> <li>August, Additional JMS administrative staff and faculty move into the Roderick Shaw Building on the FSU campus, including a classroom, research laboratories, and student co-working space.</li> <li>August, Retail Entrepreneurship is added as a major in the JMS.</li> <li>October 23-27: JMI hosted the first EBV-Accelerate Residency Program to help Veteran business owners with 3 years</li> </ul>
	<ul> <li>JMS holds first Entrepreneurship High School Summer Camp</li> </ul>
2019	<ul> <li>January, Shane Smith was hired by JMI as Director of Central Florida Operations</li> <li>January JMS wins the USASBE Emerging Program Award and GCEC Exceptional Activities in Entrepreneurship Across Disciplines Award</li> <li>JMI opens the Tampa office for Central Florida programs.</li> <li>March 2: JMI hosted 2<sup>nd</sup> annual Seminole 100</li> <li>June 26-28: Orlando SBLC held by JMI at JW Marriott in partnership with SBDC of Florida.</li> <li>August, MS in Textiles and Apparel Entrepreneurship launched by JMS</li> <li>September 16-20: JMI hosted EBV-Families Residency Program.</li> <li>November 4-8: JMI hosted EBV-Accelerate Residency Program.</li> <li>November, JMS renamed to the Jim Moran College of Entrepreneurship (JMC) in recognition of the addition of its first graduate degree program. It is the nation's first stand-alone entrepreneurship college.</li> <li>November, Susan S. Fiorito, Ph.D., is named Dean of the JMC.</li> </ul>
2020	<ul> <li>February 22: JMI hosted 3<sup>rd</sup> annual Seminole 100</li> <li>June: Small Business Leadership Conference canceled due to COVID and virtual "Navigating Through COVID-19" held in its place by JMI</li> <li>August, MS programs in Hospitality Entrepreneurship and Product Development Entrepreneurship begin in JMC</li> <li>September 14 – October 23: JMI hosted EBV-RISE Online Program to assist Veteran business owners and spouses in pivoting their business during COVID</li> </ul>
2021	<ul> <li>February 18: JMI hosted Seminole 100 Online</li> <li>March 22 – April 30: JMI hosted EBV-RISE Online Program</li> <li>June 11-13: JMI held SBLC in Orlando</li> <li>August, JMC adds STEM entrepreneurship major.</li> <li>Certificate program in Franchise Automotive Entrepreneurship added to JMC.</li> <li>JMC's Retail Experiences and Innovation Studio opens in the William Johnson Building.</li> <li>ThermaNOLE ™ Comfort Lab opens with cutting-edge textile testing solutions and technologies.</li> </ul>
2022	<ul> <li>January, Logan Thorne was hired by JMI as News &amp; Public Affairs Coordinator</li> <li>JMC officially welcomed the Blackstone LaunchPad <sup>®</sup> Program to FSU to provide more support and programming for underrepresented students.</li> <li>January, JMC hosted the United States Association for Small Business and Entrepreneurship (USASBE) Annual Conference.</li> <li>February 19: JMI hosted Seminole 100</li> <li>May, Marina Lickson was hired by JMI as Tallahassee Program Manager</li> <li>April 4-8: JMI held EBV-Families Residency Program</li> <li>April 13: JMI hosted 25<sup>th</sup> Anniversary Celebration (delayed due to COVID)</li> <li>June 1-3: JMI held SBLC in Orlando</li> </ul>

2023	February 25: JMI co-hosted Seminole 100 with FSU Alumni Association
	April 24-28: JMI held EBV-Families Residency Program
	June 19-21: JMI held Small Business Leadership Conference in Orlando
	August, JMC launched the Combined Pathways Program
	• September, Dr. Meredith McQuerry was awarded a \$1.5M grant from the Federal Emergency Management Agency
	October, JMC Launched "Student Made" at FSU
	October 18: JMI moves from College of Business to JMC
	October 23-27: JMI held EBV-Accelerate Residency Program
	October, Wendy Plant is named Assistant Dean for JMI
	October, Kirsten Frandsen is named Assistant Dean for JMC
	• October, Melissa Roberts is named Director of Veterans' Programs and Teaching Faculty for JMC.
2024	January, Dr. Eric Liguori is hired and named Associate Dean for Research and External Affairs at JMC
	<ul> <li>January, Dr. Susana Santos is hired at the JMC</li> </ul>
	January, Wendy Plant won the USASBE Justin G. Longnecker Fellow Award
	• January, JMC and JMI sponsored the Power Forward conference where two JMC students and one faculty "pitched"
	their business ideas to two investors from Shark Tank.
	February, JMI hosts reception for Seminole 100 finalists, Presenting sponsor for Seminole 100
	March, JMC hosted the ACC Inventure Competition
	April, JMC established a new Podcast Studio
	May, JMC wins bids to host the Strategic Advancement in Management Conference in 2025 and the Global
	Consortium for Entrepreneurship Centers Conference in 2026.
	• May, JMC student Kennedy Joy Foristall won Humanitarian of the Year by FSU's Center for Leadership & Social
	Change
	<ul> <li>May, Four JMC students were recognized as FSU Torchbearers</li> </ul>
	<ul> <li>June 10 – 14, JMI held EBV-Families Residency Program in Jacksonville</li> </ul>
	August, JMC launched interdisciplinary Creative Arts Entrepreneurship Master's Program
	August, JMI launched LEAP program
	October, Textile Testing Lab to be moved from SAN to WJB
	New Hires: 3 Undergraduate Advisors, Graduate Program Coordinator, Student Engagement Coordinator, Media
	Specialist, IT Support Specialist, Office Administrator, Entrepreneurship Specialized Faculty, Program Manager for
	Research and Outreach, and Director of Research Administration.
	• New Dean's Development Council members beginning Fall 2024: Brooke Evans, Roberto Torres, and Daniel London.
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# **ADMINISTRATIVE** OPERATIONS

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### **OUR TEAM**



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For general inquiries, please contact the JMC Administrative Team

admin@jmc.fsu.edu

# Human Resources

### **Recruitment Process**

### **STAFF – FACULTY – OPS EXPRESS: FWS & INTERNFSU**

#### **Important Information**

To comply with University Policies and Procedures, work should not begin until onboarding and all required approvals are complete. Please reach out to JMC Administrative Staff to discuss next steps in the recruitment/hiring process.

Job Offers and Start Dates:

- Job Offers must be submitted 2-3 weeks in advance of the anticipated start date for all appointments.
- If Job Offers are not received two weeks in advance, Human Resources will work with the department to determine an appropriate start date.

Why are 2-3 Weeks Required?

- Sufficient time for candidate steps, including smart onboarding invitation, background check initiation, and document submission.
- Time required to obtain all required approvals for job offer, Employment of Relatives, Outside Employment, and Dual Compensation.
- Time required for completing department onboarding steps, the criminal history background, and submitting all the necessary work authorization and onboarding documents.

Payroll Deadlines:

- Complete Smart Onboarding appointments are due according to <u>Smart Onboarding</u> Deadlines Calendar. Invitations are considered complete when all required documents and approvals are submitted to HR for final processing. Onboarding invitations received after the deadline or missing required documents may not be processed by the end of the pay period.
- Other Personnel Actions (pPAF, ePAF, Additional/One Time Payment Requests) must be received by the <u>deadline for personnel actions</u>.

Meeting Payroll Deadlines helps to ensure that:

- New employees can obtain appropriate system, building, and email access on their first day of work.
- Employees receive timely and accurate paychecks.
- New employees can make timely benefit selections (if applicable).

#### ARE YOU CONSIDERING MAKING AN OFFER TO AN INTERNATIONAL APPLICANTS?

Job offers to international applicants of foreign countries of concern (China, Russia, Iran, North Korea, Cuba, Venezuela, or Syria) may be subject to lengthy Board of Trustees (BOT) and Board of Governors (BOG) review requirements. Please contact the Admin Team so we can reach out to the Office of Compliance and Ethics to begin the screening process. 35

#### **Phase 1: Position Review**

Creating a Proposed Position: If you wish to create a new position (faculty or staff) please work with JMC Administration to create a position description or assignment of responsibilities.

Position Description (PD): It is important that staff position descriptions (PDs) and faculty Assignments of Responsibility (AORs) accurately reflect the duties and responsibilities of positions.

Both faculty AORs and staff PDs include an estimation of the amount of time employees spend on tasks. Percentages are assigned based on a 40-hour workweek. Additionally, the following points should be considered during the review process:

- When a PD needs to be updated, the supervisor should work with the JMC Administrative Team to review the changes. When a job is posted, the responsibilities are pulled straight from the PD, which is why an accurate description is important.
- If an update is needed to your AOR, please reach out to Kirsten Harrison.
- Consider the minimum requirements someone coming into the role would need to succeed.

#### **Phase 2: Advertising & Recruiting**

<u>Filing an A&P or USPS Position</u>: Once the Administrative & Professional (A&P) or University Support Personnel System (USPS) position description (PD) has been established/updated, the hiring department must enter a job opening in OMNI to advertise the position.

#### **Creating a Job Opening – Advertising Needs**

Position # • Title • Job Type • Department Contact • Anticipated Salary Range • Incumbent Name (if applicable) • Description of position function (Please describe the impact on essential business operations) • Responsibilities • Qualifications (Education, Experience/skills, etc.) • How long will the position be advertised? • Who should be added as interviewers to the posting? • Is this position funded by soft money?

<u>Faculty Recruiting & Hiring Resources</u>: All faculty job openings must be advertised through OMNI HR for a minimum of seven days. All faculty job offers, including OPS faculty, must be submitted through OMNI HR. All candidates (new hires, rehires, and current employees) are required to complete the Smart Onboarding process.

#### **Reviewing Applications**

After the posting period has lapsed, HR will route/share the applicants who screened through to interviewing committee for review and selection. The department will be advised to keep track of the Applicant Disposition Codes which must be recorded on the records of those not chosen at the end of the process.

### **Important Reminders**

- All applicants for faculty positions are required to submit a Curriculum Vita (CV) with the OMNI application.
- All faculty positions require official transcripts from the candidate's institution.
- At least three signed confidential letters of recommendation must be submitted by the reference writers for review.
- USPS, A&P, & OPS require at least 3 references.

For information related to Faculty Hiring Process, please reach out to the JMC Administrative Team for more information.

### **Phase 3: Interviews & Selection**

Interviews may be conducted at any time after applicants have been Routed, but an offer of employment cannot be made before the closing date of the job opening. A&P positions require a minimum of 2 interviews from the pool of Routed applicants. USPS positions require a minimum of 3 interviews from the pool of Routed applicants. This is in addition to mandatory interviews (such as Veterans' Preference and internals in a Collective Bargaining Unit)

If done effectively, the interview enables the employer to determine if an applicant meets the job requirements. It also helps the employer assess whether an applicant would likely thrive within the environment and work culture. The committee can decide if there should be one or two rounds of interviews, and the interviews can be held over telephone, Zoom, and/or face to face so long as the format is consistent for all candidates.

<u>Select first round interviews</u>: The first round of interviews is used to screen applicants based on their general qualifications. These interviews are normally done over Zoom or via telephone and are typically 30 to 45 minutes. This is the hiring committee's chance to learn more about a candidate's experience, education, and work history. Committees can also use this time to clarify information on the resumé, application, and cover letter (if applicable). The chair should work with the committee to determine interview questions and format. There are usually 5 to 10 interview questions asked during this time. Always leave time for the candidate to ask any questions they may have. The interview questions and overall experiences should be the same for each candidate.

<u>Select second round interview</u>s: This is known as the follow up interview phase. This is a chance for the Dean to interview top candidates. These interviews take place face to face (when possible) and typically last for an hour. There are at least 10 interview questions that ask the candidate to pull from their experience. You should leave time for the candidate to ask any questions as well.

### Phase 4: The Offer

Per FSU HR - Timely submitted job offers with appropriate anticipated start dates and meeting the payroll deadlines are key components in ensuring employees are appointed and paid timely. Delays in submission or approval of actions and incomplete appointment documentation will delay processing and result in delays in pay and system access.

Request to Hire Needs

- Candidate's Name
- Position #
- Title
- Job Type (A&P/USPS)
- Is the candidate a current State of Florida employee
- # of Applicants
- Were any candidates required to be interviewed due to the Veteran's Preference requirement?
- Were any candidates required to be interviewed due to the Collective Bargaining Unit?
- # of Applicants Interviewed
- Which staff participated in the interview process?
- Did the Department receive three (3) reference checks?
- Please select which Work Sample the candidate completed.
- Did the Work Sample results satisfy the Hiring Committee?

#### **Salary Considerations**

#### Staff

Each job code has a starting salary and four quartiles. If the top candidate is not a current FSU full-time employee, they may be hired in the first quartile with only departmental discussion. To hire a non-full-time employee in the second quartile or higher or a FSU full-time employee for the position, a salary analysis is required. The JMC Administrative Team assists with this process. The central HR Compensation Team tells us what salary range we can hire the employee based on their credentials compared to other employees in the job code. If we hire in the second quartile or above, then the Provost's Office has to approve the salary.

#### FWS

Federal Work Study employees are students who receive a federal award through the Office of Financial Aid. The student works for our department, but is paid by the award, so it does not affect your departmental budget.

- First, you will need to put together a job posting. Only qualified students with FWS can view these postings. Send the JMC Administrative Team the responsibilities, qualifications, any preferred qualifications, number of hours, schedule, and any other necessary information. The salary is usually minimum wage unless it is a specialized job.
- You can find a FWS student by:
  - Word of mouth. You meet someone who has FWS and you want to hire them (there still needs to be a posting as mentioned above for record purposes, but no one has to apply)
  - Reviewing applicants in the job posting. Go to review applications on this page for how to review applications.

- The supervisor can set up interviews at their convenience. Ensure all candidates are asked the same questions and given the same interview experience. References are not required for FWS.
- Once you have your final candidate, they will need to give you their FWS Authorization Form. They can access it through their financial aid toolkit or by emailing the FWS office. You will need to fill out Supervisor Name, Weekly Hours, Job Title, Job ID (if known), Job Description and Requirements, and then sign. Send to JMC Administrative Team when complete you will be notified when the employee can start.
- There is an award amount on the authorization form; please keep track of the money earned by your student as they work each semester.

### **OPS Candidates via OPS Express**

Each semester the Office of Human Resources creates a non-advertised job opening for the entire university to use called the OPS Express. This process is used when the OPS recruitment has been completed offline and the department has identified an OPS candidate to hire.

Once the requested information has been received JMC Administration will work with the candidate to complete Smart Onboarding and work out a start date.

### InternFSU

InternFSU is a program for internships coordinated through the Career Center. The appointment process is the same as OPS Express; however, the records must be linked to the InternFSU Express job opening. Detailed information on the InternFSU selection and hiring process can be found<u>here</u>.

Information Needed for OPS Candidates

- Title: Business Office Assistant
- Job Code:
- Location: Shaw or JMB
- Name:
- Phone:
- Email:
- ID number:
- Description of Duties:
- Funding information:
- Start Date and End Date
- Funding Information (if known)

### Travel preparation and process

### **Contact: Ryan Jerrolds**

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IMPORTANT: Foreign Travel - Group/Student Travel Please contact Admin Team prior to submitting a Travel Request for additional guidance.



### <u>Every year....</u>

First and foremost, take some time each Fall to be sure that your **Concur Profile** is up to date, and that the Admin team is on your **delegates** list. This is critical to eliminate delays.

### <u>2-6 months prior to travel...</u>

After identifying a travel opportunity, estimate potential costs and gather conference details. Then use this information to submit a JMC Travel Request Authorization (aka Travel Auth) Form via the JMC Resources webpage. Note: If students are traveling with you, they will need to be added to Concur as guest travelers or use their Concur profile if employed by FSU.

### 1-3 months prior...

Once you receive an email from the Administrative team approving your travel, you will need to work in Concur to book your flight, train, rental car, and hotel. You can login to Consur by going to your my.fsu.edu and click the garnet C icon on the left-side of your homepage. Please do not book any arrangements until speaking with us!

### 1-2 weeks prior...

Make sure you have the travel reference guide and tax-exempt info (found on the JMC Resources page) ready to bring with you. Add the Admin Team's contact numbers to your phone and contact us with any and all questions!

### <u>While Traveling...</u>

Make sure to install the Concur Mobile App on a mobile device. The app will allow you to easily upload images of paper receipts. Make sure all receipts are ITEMIZED. Log arrival and departure times, groups in taxis, conference-included meals, etc., either on individual receipts or in a log. Meals will be reimbursed at the daliy meal allowance rate (Breakfast: \$6; Lunch: \$11; and Dinner: \$19) unless otherwise authorized by the Dean. Unfortunately, we are limited to a 20% tip. If you tip over 20%, we will not be able to reimburse you for anything over that cap. Note: If traveling to a conference and conference meals are provided, policy states you cannot be reimbursed for "outside meals".

### <u>After you return</u>

Navigate to the JMC Resources page and submit the Travel Expense Log to get your reimbursements started. You will need to make sure you provide your conference agenda/itinerary and have all itemized receipts, arrival and departure times, taxi details, etc. Contact your Admin Team for any questions!

6

# Travel Do's and Dont's

#### All Faculty & Staff foreign travel must be registered in Concur in advance of a trip. Student travelers must comply with the Student International Travel Policy requirements as well. Please contact your Admin Team for guidance as well as ensure compliance.

- Download CONCUR mobile to your cellphone or mobile device to add expenses and digital images of itemized receipts.
- DO call us if you have any questions.
- DO research flight and hotel options to share with the Admin team.
- DO keep detailed notes on a log or your receipts.
- DO use the FSU Travel Reference Guide (JMC Resources page)
- DO print out your itinerary from Concur OR download the TripIt App
- DO make sure ALL receipts are ITEMIZED and LEGIBLE.
- DO be economical in your travel choices.
- If using a meal service, an itemized receipt from the vendor is required (i.e., UBEReats, GrubHUB, etc.)

- DON'T book flights outside of Concur.
- DON'T bill meals or drinks to your hotel room.
- DON'T submit any Concur travel requests or expense reports until we instruct you to do so.
- DON'T make any purchases without prior approval from the Admin team.



### T-Card charged must be reconciled at least 30-days after the charge date or trip end date indicated on the active expense.

# Plan on traveling at least once per year, FSU wants you to get a T-card.

- Establishments in Florida must remove tax if you're using a business card and provide proof of tax exemption.
- Reimbursements can take quite a while to go through sometimes 2 or 3 months.
- Please review CONCUR User Guide to link T-Card to profile.

FAILURE TO RECONCILE AFTER <u>60-DAYS</u> WILL RESULT IN T-CARD REVOCATION.

AFTER <u>90-DAYS</u>, UNRESOLVED CHARGES WILL BE ASSUMED PERSONAL AND MAY LEAD TO WAGE GARNISHMENT.

# They have their benefits, but there are more rules. All T-card holders are required to take a short training before they receive their card.

The basics:

- ALWAYS KEEP THE RECEIPT. Always make sure it's itemized and State of Florida tax-exempt. This includes hotel, tolls, taxis, etc.
- No food. Ever.
- We **strongly** suggest putting the t-card down for the hotel room rate and giving a personal card for incidentals.
- Some allowable expenses:
  - lodging
  - baggage fees
  - car rentals, gas for rentals, parking, and taxis
  - conference (and competition) registrations

# Purchasing & Supplies

Contacts: Lisa Lopez-Dapena or Ryan Jerrolds Email the JMC Administrative Team at admin@jmc.fsu.edu for supplies, vendor recommendations, and any other expenditures as needed.

### How to Buy - How to Pay

### SpearMart

s FSU's preferred option for making a purchase. provides a "One Stop Shopping" experience including shopping, requisition creation, workflow approvals, purchase order creation/distribution, as well as all procurement related forms processing. To view SpearMart Participating Suppliers visit www.procurement.fsu.edu/spearmart/suppliers

### P-Card

If the goods you seek are not available from SpearMart and the amount is less than \$2,500, use your Purchasing-Card in accordance with the provisions of the PCard Manual (www.procurement.fsu.edu/how/buy/pcard)

### ePRF

The Electronic Payment Request (ePRF) process is submitted for allowable unencumbered payments or when a PO is closed. For a list of Unencumbered Disbursements. (www.controller.vpfa.fsu.edu/services/accounts-payable/unencumbered-payments/allowable-unencumbered-disbursements)

### **Non-Travel Expense Reimbursements**

In an emergency, it may be necessary for employees to make purchases for the University using their personal funds. They may be reimbursed by submitting a Non-Travel Expense Report in Concur. Include a comment with a detailed reason for not using other procurement methods and a plan to prevent future occurrence. Approval is based on Florida State University's Expenditure Guidelines (www.controller.vpfa.fsu.edu/expenditure-guidelines).

### PaymentWorks

If your supplier is not currently available, you will need to have them complete a New Vendor Registration form in PaymentWorks. To onboard a new supplier or amend/update an existing vendor profile please go online to access a list of required information and documentation for your supplier type (i.e., U.S. Entities, Foreign Entities, U.S. Individuals and Foreign Individuals). www.procurement.fsu.edu/suppliers/supplieronboarding

### Contracts

FSU Faculty and Staff are NOT permitted to sign any document, or agree to any arrangements, on behalf of FSU or the JMC. Please submit contracts to the Admin Team at least 4-6 weeks prior to effective date of contract to allow ample time for Central review and routing through approval workflow. We must use the FSU Contracts Module for any agreement between JMC/FSU and an external party. This can add significate delays to purchase processing times. Please contact your JMC Administrative Team to assist you in determining if this step is required for your procurement needs. All contracts must be fully executed before a requisition for a Purchase Order (PO) is submitted.

Effective 07/01/2024 on all executed, renewed, or extended contracts. Florida Legislature passed a bill in the 2024 session, HB 7063, "An Act Relating to Human Trafficking" which requires FSU's non-governmental suppliers to attest under penalty of law that they are not using coercion for labor or services. Procurement Services augmented internal procedures to ensure compliance include:

- The required Human Trafficking language will be included in FSU's supplier on-boarding system, Payment Works, informing suppliers of this requirement and asking them to confirm they are not using coercion for labor or services as part of the onboarding process.
- Procurement Services has also included language in the purchase order terms and conditions and contract documents moving forward.

### Florida State Licensee List

If you or your student organization is looking to order custom JMC/FSU swag, you'll need to be sure to use an authorized FSU Licensee. This list can be found on the JMC Resources page.

### Nametags & Business Cards

If you need a new/replacement nametag and/or business cards, please contact the JMC Admin Team. The following information will be needed:

- Name Tag: provide how you would like your name to read. Note: we do not use titles names only.
- Business Cards Details: Name, Title, Office Phone Number, Office Location, Email, Mobile Number (optional)

### Swag Items

Please contact Kaylee Gray to request Swag items, such as JMC-branded koozies, pens, lanyards, stickers, etc.

CONTRACT

# **Course-Related Material Needs**

### Contacts: Lisa Lopez-Dapena or Kirsten Harrison

For long-term course material or equipment needs, we may want to consider setting up a "lab fee" to cover those costs.

Lab fees are assessed to all students enrolled in the applicable courses. Fees are based on annual material consumption costs.

Let's say you need fabric, thread, scissors, etc for a required sewing project for CTE 1111, at a total of \$2,725.00 for 50 students. We would then request to add a fee of \$54.50 per student so that we can provide those materials.

### For more information on how to set up a lab fee, please contact Lisa and Kirsten.

If you are needing an instructor copy of a textbook, or specific re-usable course materials, please contact Kirsten.

# **Research Grants & RAMP**

**Contacts: Brandon Rowland** 

Faculty are welcome to seek out and submit proposals for internal and external grants, but before doing so, you MUST contact your JMC Admin team so that we can assist you with the RAMP process, provide salary and tuition waiver details, budget development, understanding indirect costs, etc.

"All external grants must be routed through RAMP, even if the funder has their own submission portal. A pre-award submission and approval from FSU Research Foundation or FSU Sponsored Research is required *before* the proposal is submitted to the sponsor for consideration. Likewise, a postaward submission is required before any action can be taken, such as procurement, hiring, etc.

Throughout the life of your grant, the JMC Admin staff are here to help you with spending reports, reconciliations, hiring, procurement advisement, and more.

# Building Needs Access & Requests

Please contact **Ryan Jerrolds** for all **work orders or issues at RSB, SAN, WJB**: rjerrolds@jmc.fsu.edu or Marietta Dye or Lisa Lopez-Dapena for all **work orders or issues at JMB**: mdye@jimmoraninstitute.fsu.edu / llopez5@jmc.fsu.edu.

Roderick Shaw Building (RSB) -<u>Main</u> Campus



644 W. Call Street Tallahassee, FL 32306-1115 FSU Mail Code: 1115

JMC faculty and staff have 24/7 access to the Shaw building. All doors remain **unlocked** during standard business hours.



Sandels Building

(SAN)

675 W Call St, Tallahassee, FL 32306

Access to the building is TBD based on the university's decisions. Exterior doors should remain unlocked while classes are in session. William Johnston Building (WJB)



143 Honors Way Tallahassee, FL 32306

JMC faculty and staff have 24/7 access to 3032 and 3007. Exterior doors remain unlocked while classes are in session. Jim Moran Building (JMB) - Downtown



111 S. Monroe Street Tallahassee, FL 32301-1486 FSU Mail Code: 1486

JMC faculty and staff have 24/7 access to JMB. All exterior doors remain **locked** during standard business hours.

### Urgent/Emergency Requests Please call the FSU Service Center at 850-644-2424.

Please contact the JMC Administrative Team for information related to the following Facilities Requests:

Cleanup Requests and/or Repairs Key Request Service Requests Surplus Requests Special Event Request Renovations or add-ons Building Access (unlocking buildings) Card Swipe access

For one-off access requests for student meetings or other visits outside of business hours, contact admin@jmc.fsu.edu

# Building Needs Parking & Tours



### **Shaw Parking**

Contact: Mayte Santos: msantos@jmc.fsu.edu

We have **two** permit parking spots available on the corner of Dewey and Academic Way, just around the corner from the Shaw building. If available, these can be reserved for guest speakers by contacting **Mayte Santos.** 

It is essential that you return the parking pass to the front desk as soon as you are finished using them.

### **JMB Parking** Contacts: Lisa Lopez-Dapena, Ryan Jerrolds or Kaylee Gray

There are only six (6) parking spaces reserved for JMB. JMC/2nd floor has three parking spots (24-26) and JMI/3rd floor has the remaining 3 spots (27-29). **Please do not park in one of these spots without prior permission.** 

There are meters along Monroe St, both sides of Park Ave, and Calhoun St that can be utilized for quick trips or classes at JMB.

If you plan to be at JMB all day, please park in the Eastside Calhoun Garage and see Lisa, Ryan or Kaylee for validation.



### **Building Tours**

Contact: Wil Joiner or Kaylee Gray

#### Students and JMC staff are often available to give tours of the Jim Moran Building and other JMC facilities.

Advance notice is required.

Student-led tours: If you would like to schedule a tour with student tour guides, please contact Kirsten Harrison.

VIP tours: If you would like to schedule a tour with a VIP, please contact Susan, Kaylee, Lisa, or Kirsten,

who will ensure that your guest is accommodated.



There are parking maps created for both Shaw and JMB. These are great resources for yourself or guest speakers.

To view or share the parking maps, visit the **JMC Resources page** (linked at the footer of the JMC website) and click the **Events & Mathematical** 



# **Online Course Mentors**

### Contacts: Lisa Lopez-Dapena and Kirsten Harrison

The JMC appoints mentors to assist faculty in communications, grading, and facilitating course discussions. When a course reaches an enrollment of 60 or more students, one mentor is appointed for 10 hours per week.

#### How We Assign Mentors

When preparing for the upcoming semester's courses, we review online course enrollments and decide which courses meet the criteria to be awarded an online mentor. Lisa will then send out a list of eligible Mentors for faculty to choose from, based on their education and work experience in conjunction with the course material. Lisa will then notify the selected mentor to confirm they are interested in the position for that semester. If it is a new faculty/mentor pairing, an introduction email will be sent introducing everyone.

#### After Mentors Are Assigned

Once the mentor is assigned, faculty members are responsible for adding the mentors into their course canvas site, assigning the mentors their job duties/responsibilities and provide them with the grading criteria. At the end of each semester, each faculty will be required to complete an evaluation of their mentor's performance. This will allow us to determine whether or not a mentor should be used in future semesters.

#### **New Mentors**

Mentors must have a minimum of a Master's degree in a field relevant to the class they will be mentoring for. We have several successful mentors that have been working with us for many years, so new mentors are not always needed. If this is the case, we will certainly keep a list of people interested in mentoring each semester should the opportunity arise.

\*\*Time is of the essence when starting a new mentor appointment - requests must be made at least 3-4 weeks in advance of the semester start date.\*\*



### **Contact: Ryan Jerrolds**

FSU has designed the Instructor Credentials System (ICS) to collect, approve, and report each instructor's qualifying credentials. This includes academic degrees as well as alternative credentials, such as professional experience, scholarly accomplishments, publications, etc.

Changes or additions to credentials, experience, resumes, etc. should be communicated annually, or more often as needed, so that the JMC staff can ensure your ICS profiles are up-to-date.

# Attendance & Leave

### **Contact: Ryan Jerrolds**

**9-month faculty** earn sick time. If you are sick, you MUST use your sick leave. If you find yourself ill, contact Dean Fiorito and the admin team so that we can show you how to enter your time.

**12-month faculty** and A&P Employees earn sick and vacation time. If you are sick, you MUST use your sick leave. If you are going to be out-of-office, you MUST use your vacation leave. All leave requests require approval from your supervisor.

#### Viewing your Time Sheet

USPS employees accrue 4 hours of sick leave and 4 hours of vacation leave each pay period. You are also given an 8-hour personal holiday annually. (Leave for part-time employees accrues at a proportional rate).

A&P employees and 12-month faculty accrue 4 hours of sick leave and 6.769 hours of vacation leave each pay period.

#### A&P Employees and 12-month Faculty

If you are an A&P Employee or 12-month Faculty, your assigned timesheet will pay you for your regularly scheduled hours. You will only need to report deviations from regular hours such as sick, vacation, etc. Your timesheet defaults to the current week and fills in regularly scheduled hours. If you need to make changes you will need to add a row, choose a Time Reporting Code, and enter a quantity of hours used.

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	Search myFSU Links Expand All   Collapse All	Illuminations: Highlights from Special Collections & Archives	No Pending Worklist Items					
	Advising     Benefits & Resources	AUG 10:00 AM - STROZIER LIBRARY	My Security Center 3					
	Career Development     Financials     Human Resources	11 International Coffee Hour AUG 05:00 PM - GLOBAL AND MULTICULTURAL ENGAGEMENT (THE GLOBE) (GME)	e-ORR - Online Role Requests					
	myFSU Identity Management     Reporting     Research	15 Garnet and Gold Toastmasters AUG 11:00 AM - FSU TRAINING CENTER	Submit Request - Add/Remove Role     Approve Online Role Request					
	Student Central     Teaching     Training & Development	21 Solar Eclipse AUG 01:00 PM	Alexa Hatcher					
	Featured on myFSU	27 New Student Convocation AUG 01:30 PM - TUCKER CIVIC CENTER(CIV)	Nursing student works to fulfill dream of serving others					

You can access your timesheet by clicking the link on your myFSU homepage.

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#### Viewing your Paycheck

Favorites -	MNI Human Res	sources		To view your paycheck in OMNI, navigate to: > www.my.fsu.edu					
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From here, you can click on your paycheck date and view your net pay, pay rate, paycheck summary, any vacation or sick hours taken, tax deductions, etc. FSU payroll calendar can be found here.

#### UPDATING PERSONAL INFORMATION To change your personal information in OMNI, navigate to:

- -> www.my.fsu.edu
- -> Human Resources
- -> Self-Service
- -> Personal Information
- -> Personal Information

You will need to set up the Authentication prompt, Duo. You will be taken to a screen in which you can update your address, phone numbers, emergency contacts, email addresses, marital status and other demographic information. Please select "Campus Phone" as your default. Name change requests require approval by HR and backup documentation.

- Admissions
   Advising
- Benefits & Resources
- Career Development
- ► Financials
- Human Resources Certify Effort **Compensation History Direct Deposit** Faculty AOR Forms Job Opening Search/Application Office of Human Resources Paycheck Personal Information **Promotion & Tenure** Request a Role Request Training Enrollment Timesheet W-2 Consent W-2 Form W-4 Information

### Document Retention & Disposal Policies

### Contact: Ryan Jerrolds

Because Florida is a public records state, documents should not be disposed of without going through the official procedures. Before you plan to dispose of any files (including student exams, quizzes, papers, lesson plans, meeting notes, interview notes, payment requests, etc.), please reach out to the admin team.

Helpful links can be found on the JMC Resources page.

A few examples of relevant retention schedules are below.

### Disbursements

Disbursement Records Retention: 5 Fiscal years after transaction completed

### Student Exams/Classwork

Examination Materials Retention: 1 semester after expiration of appeal process

### **Examination Materials: Graduation/Certification**

Retention: 1 anniversary after final class grades posted provided no appeal is pending.

### **Student Class Work Records**

Retention: Retain until obsolete, superseded, or administrative value is lost.

### Other

Donation Records Retention: Permanent

### **Grant Files**

Retention: 5 Fiscal years after completion of grant cycle or project.

# **IT SUPPORT**

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- 55 FSU Student Technology Grants

# **OUR TEAM**



### **ROSIE LOPEZ**

IT Manager Technology Services rlopez@jmc.fsu.edu 644-4351 JMB 211 RSB 216



### JORDAN MCCLENDON

IT Support Specialist Technology Services jmcclendon@jmc.fsu.edu 644-4354 JMB 211 RSB 216

### INFORMATION TECHNOLOGY

# THE BASICS

The Jim Moran College of Entrepreneurship's Information Technology Staff's primary goal is to understand the goals and objectives of the College and provide exceptional customer service to offer innovative technology solutions to entrepreneurial students, staff, and faculty.

# IF YOU NEED ANY TECH ASSISTANCE, PLEASE FOLLOW THE STEPS BELOW TO SUBMIT A TICKET.



#### THIS INCLUDES, BUT IS NOT LIMITED TO, ANY ASSITANCE WITH THE FOLLOWING:

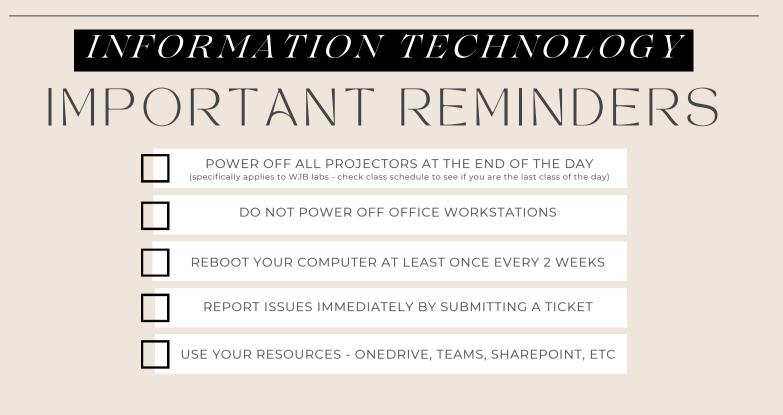
CANVAS & KALTURA DESKTOP SUPPORT/VPN PHISHING/CYBER SECURITY PHONE OR EMAIL ISSUES PRINTER/COPIER

MYFSUVLAB ONE DRIVE/OUTLOOK/0365 ADOBE CREATIVE CLOUD ZOOM/TEAMS GENERAL IT TRAINING DISTRIBUTION LISTS CALENDARS IT SUPPLIES (TONER, ETC) JMC CLASSROOM ISSUES OTHER IT-RELATED ISSUES

### CLASSROOM SUPPORT FOR NON-JMC CLASSROOMS

(RSB150, HCB, RBA, RBB, etc.)

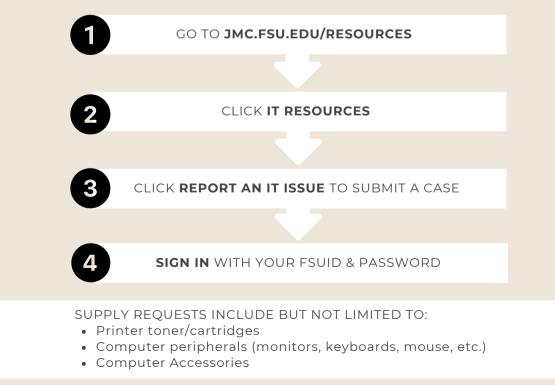
- 1.Go to jmc.fsu.edu/resources
- 2.Click IT Resources
- 3. Click Report a Classroom Support Issue
- 4. IF URGENT, call 644-2811 (classroom support)



# INFORMATION TECHNOLOGY

# SUPPLY REQUESTS

### IF YOU NEED ANY TECH SUPPLIES, PLEASE FOLLOW THE STEPS BELOW TO SUBMIT A TICKET.



INFORMATION TECHNOLOGY

# STUDENT TECHNOLOGY GRANTS

Each year, the Student Tech Fee funds millions of dollars of instructional technology at FSU. The Tech Fee is distributed among university colleges, central IT organizations, and **instructional technology proposals**. These proposals give departments an opportunity to secure funding for innovative and critical projects that may not be possible otherwise.

### **JMC PAST AWARDS**



Earned total \$265K 2018-2023 5 years JMC has received Full and Partial Tech Fee Funding

# SUBMISSION DEADLINE

# OCT 4TH, 2024

Call for 2024-2025 Project Submissions

The Student Technology Fee Advisory Committee is inviting proposals for projects that will enhance instructional technology. Starting August 1, 2024, proposals may be submitted by academic and non-academic departments, and proposals that were submitted but not funded during previous award cycles may be resubmitted.



Award notices sent for approved proposals

### Jan 17, 2025

Funds distributed for funded proposals

# MARKETING, EVENTS & BRANDING

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# **OUR TEAM**



KAYLEE GRAY Director of Marketing and Communications kgray@jmc.fsu.edu 644-7125 JMB 213



**KAITLIN SIMPSON** 

Events Director ksimpson@jmc.fsu.edu 850-644-4410 JMB 203



LOGAN THORNE

Marketing Specialist Ithorne@jmc.fsu.edu 644-4415 JMB 311



LAUREN SPARLING

Media Specialist Isparling@jmc.fsu.edu 645-5345 JMB 309

For all marketing and/or social media requests, please send an email to *socialmedia@jmc.fsu.edu* 

# WHAT WE DO (NOT LIMITED TO THE FOLLOWING EXAMPLES)



### Graphic Design, Photography, and Video

### Social Media

Flyers, programs, brochures, save the dates, photography requests, video production, etc. All social media requests for all platforms.

### Digital & Print Communication

Announcements, press releases, newsletters, etc., while maintaining brand standards.



### **Events** Marketing, setup and day-of coordination provided for all internal and external events.



### Website

Updates or new additions to the content on the website.



### Merchandise

Request new or reorder current Swag items, such as JMCbranded koozies, pens, lanyards, stickers, etc.

### Please email socialmedia@jmc.fsu.edu for any marketing requests.

# JIM MORAN FOUNDATION PUBLICITY POLICIES

If you have any questions, please contact Kaylee Gray at kgray@jmc.fsu.edu

Advance, written approval from the Donor is required for any public relations piece, social media posting, website, film, press release or any similar type of communication by the Donee institutions relating to, quoting or depicting Jim Moran, in any manner.

In addition, advance written approval from the Donor is required for the use of any image or quote of Jim Moran; or, for any logo or signage for use by the Jim Moran School [now College] of Entrepreneurship and/or the Jim Moran Institute for Global Entrepreneurship.

Advance notice is not required for independent faculty research or for simple references to the School [College] or Institute in catalogs, course descriptions and similar materials.

For any Jim Moran College press releases that mention Jim and Jan Moran and/or The Jim Moran Foundation, The Foundation would appreciate your sending them to us simultaneously in advance so we can coordinate together and respond with written approval.









# JIM MORAN COLLEGE Social Media

FOLLOW US ON ALL SOCIAL MEDIA ACCOUNTS

@JIMMORANCOLLEGE @JIMMORANINSTITUTE









### TAG US IN ANY POSTS RELATED TO THE COLLEGE OR INSTITUTE!

ALL SOCIAL MEDIA REQUESTS NEED TO BE SUBMITTED VIA EMAIL WITH CONTENT AND PICTURES PROVIDED.

### SOCIALMEDIA@JMC.FSU.EDU

# JIM MORAN COLLEGE *Email Signature*

Create a professional and cohesive email presence with the JMC email signature. Our email signatures ensure consistency and professionalism in all of your communications. Enhance your email interactions with a signature that reflects FSU's identity and includes essential elements.

Please visit the following websites to copy and paste your new email signature! There are options to include full mailing addresses as well.

*jimmorancollege.fsu.edu/email-signature jimmoraninstitute.fsu.edu/email-signature* 

### **Kaylee Gray**

### **Director of Marketing and Communications** Florida State University Jim Moran College of Entrepreneurship (850) 644-7125



### Logan J. Thorne

Marketing and Communications Specialist Jim Moran Institute for Global Entrepreneurship Florida State University | Jim Moran College of Entrepreneurship (850) 644-4415



# **FSU** BRADING

### Level One: Primary Institutional Identity



This is FSU's main identity and must be used for everything—from grant applications, letterhead, nametags, email signatures and business cards to signage, FSU buses and advertising. Maintaining a consistent graphic identity is essential across all platforms representing Florida State University. To ensure consistent reproduction, always use approved digital artwork, which is available online or from University Marketing.

As of 07/01/2024, the FSU wordmark is the primary visual identifier for the university.

- The FSU wordmark should primarily be reproduced in garnet and gold. Approved color variations are shown.
- For promotional or retail products (ex. apparel) the wordmark must include a registered trademark symbol.



### Level Two: Restricted-Use Marks

### Florida State University Seal

The university seal cannot be used in place of the official university logo (wordmark). The official seal is held sacred and may only be used for:

- Commencement, diplomas, certificates, continuing education certificates and honorary degrees
- Official use by the President, Provost or Registrar
- As part of the unique, joint college logo for FAMU-FSU College of Engineering
- Library books
- Significant faculty life events, as determined by the Office of Faculty Development and Advancement
- Highest-level honors or awards from the university (e.g. Lifetime Achievement Award or Hall of Fame induction)

### **Athletic Marks**

The following trademarked logos may only be used by athletics and for retail purposes as determined by the Office of Trademark & Licensing.

The registered marks may not be altered or reproduced in any way.

Heritage Turquoise may not be used outside of the Nike N7 relationship, as this signifies our relationship with and respect for Indigenous people. No university-affiliated group may use this color for any purpose, including but not limited to: accent color, tshirt color, admissions materials or social 64 media posts.



### Level Three: Academic Identity College/Department Formal Lockup

The formal college/department lockup pairs the FSU wordmark with the full name of the unit including a designation like "college of," "department of" or "division of." The name may not exceed three lines.



### **FSU** JIM MORAN COLLEGE OF ENTREPRENEURSHIP

# Level Four:Institutional Sub-Brands

### **Institute Formal Lockup**

This broad group of sub-brands includes university-wide initiatives, signature events, campus art galleries and specific centers and institutes that legally require separate branding. All marks at this level must be approved by University Marketing.



Primary Typeface:	Open Sans								
Primary Brand Colors:	#782F40	#CEB888	#101820	#fffff					
JMC Mission:	The mission of the Jim Moran College of Entrepreneurship at Florida State University is to inspire innovation, instill compassion, and ignite an entrepreneurial mindset in the next generation of leaders.								
JMC Tagline	Inspire. Insti	ill. Ignite.							
JMI Mission:The mission of the Jim Moran Institute for Global Entrepreneurship is to cultivate, train and inspire entrepreneurial leaders through world-class exec education, applied training, public recognition an leading-edge research.									
JMI Tagline Cultivate. Train. Inspire.									

### Protecting our relationship with the Seminole Tribe of Florida

### Unapproved imagery/content, including:

- The Seminole Tribe of Florida seal, flag or any associated images
- · Any tribal patterns or caricatures of Native Americans, including headdresses
- Face paint of any kind except for Osceola during football games
- Tomahawks except for stickers on football helmets
- Objects impaled on a spear (ex: another University's mascot)
- Phrases such as "Seminole Nation," "Nole Nation," "Tribe," "Territory," "War," "Warpath" and "Mascot"
- Puns using "Nole" (i.e, InNOLEvation, ChemiNoles, etc.)
- The concept of "Unconquered" requires careful consideration

### Osceola and Renegade

- Osceola and Renegade are for football purposes only (unless pre-approved).
- Osceola must not be referred to as "Chief Osceola."
- Osceola's spear is reserved for use by Osceola only
- <sup>66</sup> Replicas of the spear may not be created or used by internal groups or departments



# jim moran college *Events*

### **General Information**

Any events on campus can be added to StartupTree and the FSU Events main calendar, which will then be linked to our website. Please email Kaitlin Simpson at **ksimpson@jmc.fsu.edu** to have your event added to both calendars.

For any social media and marketing needed for your event please email **socialmedia@jmc.fsu.edu** to create graphics and schedule a post on our social media platforms.

If you are the lead on any event, please be sure to complete the JMC Event Assessment Form found on the Faculty/Staff Resources page: *jimmorancollege.fsu.edu/resources*.

### Calendar

68

We offer many great events, competitions, and other opportunities for students across campus to get involved with entrepreneurship. However, despite all of our offerings, one of the biggest struggles we face each year is ensuring students know about all the wonderful things we have going on throughout the year!

To help with this issue, we've developed an Outlook JMC Events Calendar, which has all the events and their details listed for the semester!

We ask you to do this so that you can 1) Promote student engagement activities to your classes/students, 2) Consider encouraging your students by way of extra credit to attend/participate in at least four events during each semester, and 3) plan to attend/get involved with some of these activities yourself as possible! Students love to see you outside the classroom, and we want to enrich their experience at JMC with these great activities!

Please follow the steps on **jmc.fsu.edu/resources** page to add this calendar, which will integrate with your normal Outlook calendar!

### **Space Rentals**

The JMC offers a variety of event spaces across multiple locations, including downtown and on campus. Each venue can be tailored to meet the specific needs of each event. Explore the details of our available spaces below to find the perfect setting for your occasion.

JMC Faculty/Staff Reservations: Please contact Kaitlin Simpson for each space listed below.

**Non-JMC Reservations**: Please refer any additional FSU or outside parties to our website.

### JMB EVENT SPACE, 1ST FLOOR

ROOM TYPE: MULTIPURPOSE ROOM MAX CAPACITY: 195 SQUARE FEET: 1900

AV/TECH AVAILABILITY

- VIDEO WALL
- 8 SHURE GOOSENECK MICS
- 7 SHURE LAVALIERS
- 1 HANDHELD
- VIDEO CONFERENCING
- SOLSTICE
- 1 PRESENTATION CLICKER

### ROOM SETUPS

- THEATER: 176
- U-SHAPE: 27
- CLASSROOM: 90
- BANQUET: 110

# JMB COLLABORATION ROOM, 2ND FLOOR

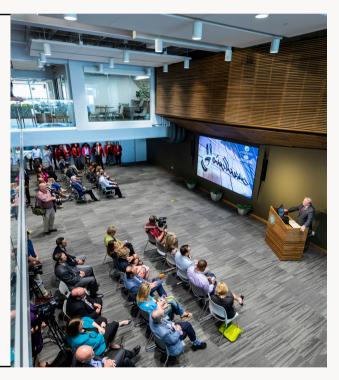
ROOM TYPE: CLASSROOM MAX CAPACITY: 44 SQUARE FEET: 660

AV/TECH AVAILABILITY

- 1 PRESENTATION CLICKER
- VIDEO CONFERENCING

### ROOM SETUPS

- THEATER: 40
- U-SHAPE: 18
- CLASSROOM: 42





### Jim Moran Building (JMB)

111 South Monroe Street Tallahassee, FL 32301



ROOM TYPE: MULTIPURPOSE ROOM

AV/TECH AVAILABILITY • VIDEO CONFERENCING

#### ROOM SETUPS

• CONFERENCE: 24

### JMB PROGRAM ROOM, 3RD FLOOR

ROOM TYPE: MULTIPURPOSE ROOM MAX CAPACITY: 68 SQUARE FEET: 1015

#### AV/TECH AVAILABILITY

- VIDEO CONFERENCING
- 1 PRESENTATION CLICKER

#### ROOM SETUPS

- THEATER: 60
- U-SHAPE: 24
- CLASSROOM: 33

### JMB CONFERENCE ROOM, 3RD FLOOR

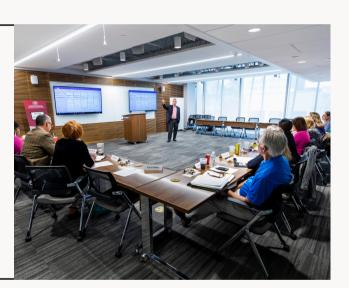
ROOM TYPE: CONFERENCE ROOM MAX CAPACITY: 10 SQUARE FEET: 248

AV/TECH AVAILABILITY

- 1 PRESENTATION CLICKER
- VIDEO CONFERENCING

ROOM SETUPS

• CONFERENCE: 10





### **Roderick K. Shaw Building (RSB)**

644 West Call Street Tallahassee, FL 32304

# SHAW CONFERENCE ROOM, 2ND FLOOR

TO RESERVE, PLEASE CONTACT MAYTE SANTOS ROOM TYPE: CONFERENCE ROOM MAX CAPACITY: 24

AV/TECH AVAILABILITY

- 75" SMART TV
- LOGITECH WEBCAM
- SOLSTICE
- 3 DRY ERASE BOARDS
- 1 PRESENTATION CLICKER

ROOM SETUPS

• CONFERENCE: 14

# SHAW BLACKSTONE LAUNCHPAD, 2ND FLOOR

TO RESERVE, PLEASE CONTACT MORGAN RODGERS ROOM TYPE: MULTIPURPOSE ROOM MAX CAPACITY: 20

AV/TECH AVAILABILITY

- 75" SMART TV
- LOGITECH WEBCAM
- SOLSTICE
- PRINTING
- 1 DRY ERASE BOARD
- 1 PRESENTATION CLICKER

#### ROOM SETUPS

• ROOM IS PRESET AND CANNOT BE RECONFIGURED





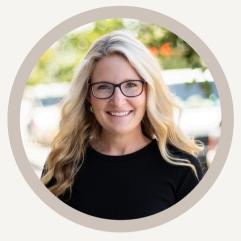
# ACADEMIC

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## **OUR TEAM**







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veducto Coovelinati

**ERIN JONES** 

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LISHA STAFFORD

Mapping Coordinator Istafford@jmc.fsu.edu 644-4352 RSB 220



**KASEY FARROW** 

Academic Advisor kfarrow@jmc.fsu.edu 644-2172 RSB 216 2.13.24

#### **Commercial Entrepreneurship**

#### 2024 - 2025

JMC Core Major Courses

#### Prior to Starting:

All pre-reqs, ENT2000, lower-division courses

#### (<u>Term 5</u>)

ENT3111: Creating Value through Customer Acquisition

CTE3055: Computer Applications ENT3451: Entrepreneur's Guide to Accounting ENT4255: Negotiations ENT3941: Internship Prep

#### (<u>Term 6</u>)

ENT4122: Go To Market Strategy ENT3513: Market Solutions to Social Problems ENT3001: Experiences in Entrepreneurship I JM Elective

#### S<u>umme</u>r

ENT4943: Internship

#### (Term 7)

ENT4305: Legal Environments ENT4114: Business Plan Design ENT4604: New Product Development Choose 1: ENT3002: Experiences in Entrepreneurship II OR ENT4127: Entrepreneurial Strategy

#### (<u>Term 8</u>)

ENT4110: Entrepreneurship Capstone EC03041: Personal Finance ENT3203: Managing Growth JM Elective

#### Retail Entrepreneurship Map 2024-2025

Possible concentrations include: Retail Merchandising, Product Development, Digital Retail Technology

#### <u>Term 5</u>

CTE3806: Intro to Merchandising CTE4822: Retail Math CTE1401: Intro to Textiles ENT3513: Market Solutions to Social Problems ENT3941: Internship Prep

#### <u>Term 6</u>

ENT3451: Entrepreneur's Guide to Accounting CTE3055: Computer Applications CTE3808: Consumers in the Marketplace Choose 2: CTE3835: Visual Merchandising, CTE4826: Retail Buying, CTE4443: Quality Assurance

#### Summer

Internship: ENT4943

<u>Term 7</u>

ENT4122: Go to Market Strategies CTE3431: Product Development Process JM Elective Choose 1: CTE4812: Retail Branding ENT4811: E-Commerce, Choose 1: CTE4605: Supply Chain CTE4829: Global Sourcing

#### <u>Term 8</u>

ECO3041: Personal Finance ENT4114: Business Plan Design Choose 2: CTE3835: Visual Merchandising, CTE4826: Retail Buying, CTE4812: Retail Branding, CTE4605: Supply Chain, CTE3416: Retail Technologies, ENT4811: E-commerce, CTE4443: Quality Assurance, CTE4829: Global Sourcing, CTE4470: Sustainability, CTE4868: PD Capstone

#### STEM Entrepreneurship

2024 - 2025 JMC Core Major Courses

#### Prior to Starting:

All pre-reqs, ENT2000, lower-division courses

#### (<u>Term 5</u>)

ENT3629: Entrepreneurial Technologies ENT3451: Entrepreneur's Guide to Accounting ENT4641: STEM Research Methods Minor Course ENT3941: Internship Prep

#### (Term 6)

ENT4122: Go To Market Strategies ENT4153: Data Science Entrepreneurship ENT4602: STEM Product Development ENT3513: Market Solutions to Social Problems Minor Course

#### Summer

ENT4943: Internship

#### (Term 7)

ENT4114: Business Plan Design ENT3001: Experiences in Entrepreneurship I Minor Course Minor Course

#### (<u>Term 8)</u>

EC03041 - Personal Finance JM Elective Minor Course Choose 1: ENT4127: Entrepreneurial Strategy OR ENT3002: Experiences in Entrepreneurship II

## **Graduate Program Maps**

#### **TEXTILES AND APPAREL ENTREPRENEURSHIP PROGRAM OF STUDY**

CORE MS-RE CLASS

**ELECTIVE CLASSES (need 4 electives total)** 

#### Full-Time Schedule

Fall	Spring	Summer
ENT5216 Foundations of Entrepreneurship and Leadership	CTE5444 Quality Assurance Assessment (prerequisite: CTE5445)	Remaining elective classes (need 4 total)
CTE5445 Advancements in Textile Technology (prerequisite: CTE1401)	CTE5911 Research Analysis in Clothing and Textiles	
CTE5890 Perspectives in Retail Entrepreneurship	CTE5815 Retail Technologies (prerequisite: CTE3055 & CTE5445)	
Elective classes (need 4 total)	Elective classes (need 4 total)	

#### Part-Time Schedule

Fall	Spring	Summer
CTE5445 Advancements in Textile Technology (prerequisite: CTE1401)	CTE5815 Retail Technologies (prerequisite: CTE3055 & CTE5445)	1 elective class (4 total)
CTE5890 Perspectives in Retail Entrepreneurship	CTE5444 Quality Assurance Assessment (prerequisite: CTE5445)	1 elective class (4 total)
2 <sup>nd</sup> Fall	2 <sup>nd</sup> Spring	
ENT5216 Foundations of Entrepreneurship and Leadership	CTE 5911 Research Analysis in Clothing and Textiles	
1 elective class (4 total)	1 elective class (4 total)	]

#### **MSE PRODUCT DEVELOPMENT PROGRAM OF STUDY**

CORE MSE CLASS REQUIRED PD CLASS

#### Full-Time Schedule

Fall	Spring	Summer
ENT5216 Foundations in	ENT5417 Accounting and	ENT5128 Strategy Formulation
Entrepreneurship and Leadership	Finance for Entrepreneurs	EN15128 Strategy Formulation
ENT5936 Product Development Colloquium	ENT5609 Prototyping	ENT5942 Graduate Internship OR elective
ENT5225 Human Resource	ENT5606 Product	
Management for Entrepreneurs	Development Analytics	
ENT5608 Product Design	ENT5246 Promotional and Pricing Implementation	

#### Part-Time Schedule

Fall	Spring	Summer
ENT5936 Product Development	ENT5417 Accounting and	ENITE128 Strategy Formulation
Colloquium	Finance for Entrepreneurs	ENT5128 Strategy Formulation
ENT5608 Product Design	ENT5609 Prototyping (or 2nd	ENT5942 Graduate Internship
EN 15008 Product Design	spring)	OR elective (1 <sup>st</sup> or 2 <sup>nd</sup> summer)
2 <sup>nd</sup> Fall	2 <sup>nd</sup> Spring	2 <sup>nd</sup> Summer
ENT5216 Foundations in	ENT5606 Product Development	ENT5942 Graduate Internship
Entrepreneurship and Leadership	Analytics	OR elective (1 <sup>st</sup> or 2 <sup>nd</sup> summer)
ENT5225 Human Resource	ENT5246 Promotional and	
Management for Entrepreneurs	Pricing Implementation	

#### **MSE HOSPITALITY ENTREPRENEURSHIP PROGRAM OF STUDY**

CORE MSE CLASS REQUIRED HOSP CLASS

#### **Part-Time Schedule**

Fall	Spring	Summer
ENT5216 Foundations of	ENT5417 Accounting and Finance	ENT5128 Strategy Formulation
Entrepreneurship and Leadership	for Entrepreneurs	ENTSIZO SUBLEGY FORMUBLION
HMG5930 Hospitality Colloquium	HMG5229 Management Ethics	HMG5501 Marketing Strategy
2 <sup>nd</sup> Fall	2 <sup>nd</sup> Spring	
HMG5697 Legal Environment of	HMG5258 Innovative Practices in	
Hospitality & Tourism Operations	Lodging Management	
1 elective class	1 elective class	

#### Full-Time Schedule

Fall	Spring	Summer
ENT5216 Foundations of Entrepreneurship and Leadership	ENT5417 Accounting and Finance for Entrepreneurs	ENT5128 Strategy Formulation
HMG5930 Hospitality Colloquium	HMG5229 Management Ethics	HMG5501 Marketing Strategy
HMG5697 Legal Environment of Hospitality & Tourism Operations	HMG5258 Innovative Practices in Lodging Management	Optional: 1 elective class (need 2 total)
Optional: 1 elective class (need 2 total)	Optional: 1 elective class (need 2 total)	

#### **MSE SOCIAL AND SUSTAINABLE ENTERPRISES PROGRAM OF STUDY**

#### CORE MSE CLASS

**REQUIRED SSE CLASS** 

#### **Part-Time Schedule**

Fall	Spring	Summer
ENT5806 Sustainable Value Chains in	ENT5417 Accounting and Finance for	ENT5128 Strategy
a Net Zero Carbon World	Entrepreneurs	Formulation
ENT5634 Systems Thinking: Solving Wicked Problems	ENT5805 Leveraging Technology to Achieve Social and Sustainability Goals	ENT5516 Measuring ESG Impact
2nd Fall	2nd Spring	
ENT5216 Foundations of Entrepreneurship and Leadership	1 elective class	
1 elective class	1 elective class	]

#### Full-Time Schedule

Fall	Spring	Summer
ENT5216 Foundations of	ENT5417 Accounting and Finance	ENT5128 Strategy
Entrepreneurship and Leadership	for Entrepreneurs	Formulation
ENT5634 Systems Thinking: Solving Wicked Problems	ENT5805 Leveraging Technology to Achieve Social and Sustainability Goals	ENT5516 Measuring ESG Impact
ENT5806 Sustainable Value Chains in a Net Zero Carbon World	Elective (any semester – 3 total)	Elective (any semester – 3 total)
Elective (any semester – 3 total)		

#### **MSE CREATIVE ARTS ENTREPRENEURSHIP PROGRAM OF STUDY**

CORE MSE CLASS REQUIRED CREATIVE ARTS CLASSES

#### **Part-Time Schedule**

Fall	Spring	Summer
ENT5216 Foundations of	ENT5417 Accounting and Finance for	ENT5128 Strategy
Entrepreneurship and Leadership	Entrepreneurs	Formulation
ENT5931 Creative Arts Colloquium	ENT5619 Entrepreneurship as an Art Form	2 <sup>nd</sup> Summer
		ENT5303
		Entertainment Law
2nd Fall	2nd Spring	
ARTXXXX History of Innovation	ENTXXXX Applied Venture II - Acceleration	
MUSXXXX Media & Marketing of the	FILXXXX Storytelling & Cross-Discipline	
Arts	Collaboration	
ENTXXXX Applied Venture I - Incubation		81



RING SUMMER
(115) (22)
62 10
45 10
8 2
PRING SUMMER
(151) (73)
11 7
11 7
3 1
70 24
16 10
6 2
21 12
10 7
10 <del>7</del> 14 10



# Currently Enrolled<br/>Graduate StudentsSocial &<br/>SustainableProduct<br/>DevelopmentTextiles &<br/>Apparel10101015Creative ArtsHospitality546

### EARN A MASTER'S DEGREE IN ENTREPRENEURSHIP

Our mission is to inspire innovation, instill compassion, and ignite an entrepreneurial mindset in the next generation of leaders.

#### **FSU** | JIM MORAN COLLEGE OF ENTREPRENEURSHIP

#### LEARN MORE: JMC.FSU.EDU/GRAD

#### **IN-PERSON PROGRAMS**

**CERTIFICATE PROGRAM** 

Graduate Certificate in Entrepreneurship

Students from all academic disciplines are encouraged to pursue this

graduate certificate so they may expand their knowledge in their chosen

field by tying it to an entrepreneurial career, thus enabling students to

pursue their passion and, at the same time, create a successful

entrepreneurial venture around that chosen field.

#### Product Development

The Product Development program prepares students who seek to work in any company, private or public, advancing their knowledge and skills in product design and development. with hands-on experience in innovation and commercialization.

#### Textiles & Apparel Entrepreneurship

The Textiles and Apparel Entrepreneurship program allow students to learn innovative approaches to textile testing and analysis, manufacturing, distribution,

and product design and development while exploring new technologies to gain a better understanding of the advancements in the current textile and apparel industry.

#### **ONLINE PROGRAMS**

#### Creative Arts Entrepreneurship

This online Creative Arts Entrepreneurship program is committed to developing students' entrepreneurial skill sets to complement professional skills within the arts field in which they specialize. Candidates for this degree are those with solid foundations and professional experience in the disciplines of motion picture arts, music, visual & performing arts, and/or creative writing.

#### Hospitality Entrepreneurship

The online hospitality entrepreneurship major is a collaborative program with the Dedman College of Hospitality at FSU. This program focuses on entrepreneurial endeavors in hospitality – opening, building, or innovating new hospitality enterprises.

#### Social & Sustainable Enterprises

The online Social and Sustainable Enterprises major prepares students to create and manage sustainable companies that meet the needs of the present without compromising the future determined by its Environmental, Social, and Corporate Governance (ESG) which refers to the three central factors in measuring the sustainability and societal impact of a business

### **FSU** JIM MORAN COLLEGE OF ENTREPRENEURSHIP

### COMBINED PATHWAYS PROGRAM

The combined Bachelor's/Master's Pathways Program provides academically talented students an opportunity to complete a Bachelor's and a Master's degree simultaneously.

With combined pathways, 12 credit hours of graduate-level courses (5000+) count towards your undergraduate degree from JMC or DCH and towards one of the four majors in the Entrepreneurship MS degree program.

#### PROGRAMS OFFERED

TEXTILE AND APPAREL ENTREPRENEURSHIP

HOSPITALITY ENTREPRENEURSHIP

> PRODUCT DEVELOPMENT

SOCIAL AND SUSTAINABLE ENTERPRISES

- WHY APPLY?
- Focus on undergraduate and graduate courses relevant to entrepreneurship or hospitality
- Early exposure to research- and project-oriented graduate-level courses
- Gain skills in identifying research problems, developing sizeable industry-specific projects, conducting independent research, and presenting research results
- Prepare yourself for graduate school

### ELIGIBILITY



Undergraduate students certified into either the Jim Moran College or Dedman College



Minimum overall GPA of 3.2 Minimum Major GPA of 3.5



At least 60 overall credit hours completed



At least 12 credit hours completed in degree program

### QUESTIONS

**Pathways questions?** Lisha Stafford, <u>lstafford@jmc.fsu.edu</u>

Graduate program questions? grad@jmc.fsu.edu

## **MINOR IN ENTREPRENEURSHIP**

A minor in entrepreneurship is a 12 credit-hour program designed to provide exposure to entrepreneurship to a broad group of students. Specifically, it affords the opportunity for students in all majors to learn how to start and build a successful business in various industries. To learn more visit: **jimmorancollege.fsu.edu/minors**.



AUTOMOTIVE FRANCHISING ENTREPRENEURSHIP



COMMERCIAL ENTREPRENEURSHIP



COMPUTATIONAL SCIENCE ENTREPRENEURSHIP



**ENTREPRENEURSHIP** 

HOSPITALITY ENTREPRENEURSHIP



LINGUISTICS ENTREPRENEURSHIP



**RETAIL OPERATIONS** 



SOCIAL ENTREPRENEURSHIP





#### JIM MORAN COLLEGE OF ENTREPRENEURSHIP STUDENT ENGAGEMENT OPPORTUNITIES

#### **ENGAGEMENT OPPORTUNITIES**

#### **JMC AMBASSADORS**

This group of students will be asked to help with various JMC events and tours throughout the year, representing the JMC.

#### **Staff Contact: Wil Joiner**

#### **JMC STUDENT-MADE**

An online shop where you can find products and businesses of all kinds created by students across all years and majors at Florida State University - studentmadefloridastate.com.

#### **Staff Contact: Wil Joiner**

#### THE INNOVATION MINDSET PODCAST

The Innovation Mindset Podcast is a student-run podcast that highlights FSU's entrepreneurs and innovators. Getting involved with the Podcast will give students the opportunity to use skills they are learning in class in a real-world project that hundreds of people listen to throughout the season. The Innovation Mindset Podcast needs hosts, editors, marketers, directors, and more.

#### Faculty Contact: Mark McNees

#### **MARKET WEDNESDAYS**

The JMC will have two tables available for student use at Market Wednesday each week. In order to claim a table to display/sell your goods or services, please submit a request via this link. Decisions will be sent out Thursday each week.

#### **Staff Contact: Morgan Rodgers**

#### MONTHLY MENTOR NIGHTS

During this event we are hoping for interested alumni and community members to build a peer mentoring connection with FSU student entrepreneurs. This evening will also be a way to spotlight what some of our students have been working on and perhaps ask for a bit of guidance when needed.

Are you a local business owner interested in being a mentor or sharing your entrepreneurship journey at Mentor Night? Are you a student entrepreneur interested in sharing your story at Mentor Night? Please sign up to be a part of Mentor Night as a presenter.

#### <sup>86</sup> Staff Contact: Morgan Rodgers

#### **GREENHOUSE INCUBATOR**

The Greenhouse Incubator is a place to develop and support Florida State students interested in starting or growing a business. Services are provided at no charge to students, and they include assisting new student business owners in developing a working business model, establishing their companies, and progressing to the point of independent operations. Benefits to enterprising students include:

- Access to two professional co-working spaces
- · Access to a professional mailing address
- Connections to mentors from faculty and the business community
- Guidance in solving the problems every newly launched venture faces

#### Staff Contact: Morgan Rodgers and May Wang

#### **STUDENT ORGANIZATIONS**

#### AATCC

The purpose of the AATCC (American Association of Textile Chemists and Colorists) Club is to promote the understanding of textiles and the textile related industries. When possible, the club goes on field trips to local retailers, has guest speakers at general body meetings, and members can aid in the planning of an on-campus fashion show each semester.

#### Faculty Contact: Dr. Meredith McQuerry

#### **AUTOPRENEURS**

The JMC Autopreneurs organization strives to educate the community and student body about the diverse opportunities that exist for individuals interested in enhancing their entrepreneurial skill sets through automotives. The organization provides a forum to exchange ideas and concepts about facets of entrepreneurship. We will introduce individuals to executives in the field of automotives and provide networking opportunities. We will foster a learning environment for students by sponsoring activities, taking field trips, attending automotive conferences, and connecting with the community through social engagement.

#### **Faculty Contact: Trae Hackett**

#### BRAG

BRAGfsu is an organization that serves as a liaison between Black Retail Action Group, USA and college students in the Tallahassee area. BRAG encourages the participation of minority college students in Retail and provides students with professional development, leadership skills, and networking opportunities.

#### Faculty Contact: Christie Hand & Tara Hackett

#### **BLACKSTONE LAUNCHPAD®**

The Blackstone LaunchPad® at Florida State University Jim Moran College of Entrepreneurship is seeking to close the opportunity gap by equipping college students with entrepreneurial skills and internship opportunities to help them build lasting careers. Our programming helps students hone these innovation skills whether they are a student entrepreneurs with their own business or student embarking on their entrepreneurial journey with a diverse array of opportunities such as,

- Mentor Night at the Jim Moran Building
- Ideathon Competitions held at The Innovation Hub
- Peer to Peer Mentoring (Our BLP
- Mentorship under Community Members
- Entrepreneurship Competitions held by Florida State University & throughout the state of Florida

#### **Faculty Contact: Morgan Rodgers**

#### CEO

The Collegiate Entrepreneurs Organization actively promotes its mission to inform, support, and inspire college students to seek opportunity through enterprise creation. Our expansive but inclusive network of entrepreneurs gives students the right connections needed to turn their ideas into reality. We dedicate our time to making sure our members are inspired to take calculated risks and given the resources they need to succeed as entrepreneurs and/or leaders in life.

#### **Faculty Contact: May Wang**

#### CMA

The Collegiate Merchandising Association is a registered student organization at the Florida State University open to all majors. CMA helps students prepare for a successful transition into a career in retailing through presentations, activities and guest speakers. The Collegiate Merchandising Association is affiliated with Clutch Magazine - the university's oldest fashion publication.

#### **Faculty Contact: Ann Langston**

#### **ENACTUS**

This international, nonprofit organization works with leaders in business and higher education to mobilize university students to make a difference in their communities while developing skills to become socially responsible business leaders.

#### **Faculty Contact: Sam Stanley**

#### SAM

The Society for Advancement of Management is over 100 years old and focuses on community service. Each year SAM club members attend the national conference, in which the team competes in a case competition and for various other awards.

#### **Faculty Contact: Bob Garner**

#### TAMID

The TAMID Group on college campuses in the US and around the world trains students and alumni to consult and advise Israeli companies. It is a student-led initiative that pioneers the next generation of American commitment to Israel by connecting students at top universities with the Israeli economy.

#### **Faculty Contact: Ron Frazier**

#### WOMEN IN ENTREPRENEURSHIP

The Jim Moran College (JMC), Women in Entrepreneurship (WIE) mission is to Inspire, Instill & Ignite Women Entrepreneurs throughout the FSU Community and beyond. The WIE Initiative aims to offer collaborative programming, networking, support, and promotion of FSU students, alumnae, faculty & community partners pursuing entrepreneurial endeavors. While the initiative is focused on female entrepreneurs' unique needs, we strive to value & respect the role of our counterparts, with a goal of parity in the entrepreneurial community.

#### Faculty Contact: Britain Riley & Shelly Griffin

#### TO STAY UP TO DATE ON EVENTS, COMPETITIONS, AND OPPORTUNITIES WITHIN THE JIM MORAN COLLEGE (JMC), BE SURE TO FOLLOW US ON SOCIAL MEDIA OR CHECK OUT OUR WEBSITE!

If you have questions about getting involved or learning more about the opportunities listed below, send us an email at info@jmc.fsu.edu.

## **JMC Internships**



#### **Roxanne Parker**

Retail Internship Director



#### **Britain Riley**

Commercial, STEM, and Graduate Director



Jim Moran College of Entrepreneurship has an internship requirement for all Entrepreneurship majors. This internship may be the first introduction to the career field that a student is studying in and/or wishes to pursue post-college.

The college has had a 100% placement rate over the years, with many interns accepting positions as a result of their internship placement, or with the offer of their internship position.

Each fall newly accepted students to the JMC will be enrolled in the ENT 1940 internship preparation class and each spring students will be enrolled in the ENT 1942, Internship Preparation: Next Level. In these classes, students will learn about the internship application process and internship guidelines. These courses must be completed before you are eligible for a summer, fall, or spring internship.

For internships to count toward your required coursework, students must complete the internship agreement form and gain approval prior to the start of their internship. Once approved, students will enroll in ENT 4943: Entrepreneurship Internship class for 3 credit hours.

## **Entrepreneurship and Innovation Learning Community (EILC)**

#### WHAT IS A LIVING-LEARNING COMMUNITY (LLC)?

- A small group of students with common interests assigned to their own reserved section of a residence hall
- Designed to immerse first-year students in entrepreneurship and innovation at FSU and expose



them to all of the exciting things happening around campus and in Tallahassee.

- Speakers, coursework, field trips and an Entrepreneurship and Innovation Colloquium encourage students to explore their own interests and ideas, look for ways to solve problems and develop a project based on these interests.
- The Entrepreneurship and Innovation Learning Community (EILC) gives students the perfect place to study, work, and live together and creates an energetic environment for idea generation, brainstorming and product development.
- Students in the EILC will take a Fall and Spring Colloquium for one credit hour each semester and one three-credit-hour liberal studies course each semester.
- The EILC Colloquium course is held in the nearby Innovation Hub, an innovative and collaborative environment.



#### How to Apply

- Visit jimmorancollege.fsu.edu for more information
- Submit your Fall-Spring Housing Contract at housing.fsu.edu as soon as you're admitted to FSU
- Submit your EILC application at housing.fsu.edu/applyLLC

SCHOLARSHIPS AVAILABLE!

## **JMC International Programs**

#### MADE IN ITALY: FASHION AND SUSTAINABILITY

FLORENCE, ITALY, SUMMER PROGRAM



**Undergraduate 2-3 credit hours** CTE 4937 Environmental Protection and Social Responsibility ENT 4934 Special Topics: Made in Italy: Heritage and Innovation

**Graduate 1-6 credit hours** CTE 5935 Environmental Protection and Social Responsibility

From its awe-inspiring architecture to its historic contributions to international art, design, and fashion, Florence provides the ideal living-learning experience. Students will discover the influence of heritage and innovation on entrepreneurship, fashion, health, and wellness. Italy continues to be one of the healthiest countries in the world. Students will explore the importance of environmental protection and social responsibility in developing products for global markets. Fast fashion, driven by globalization, has negatively impacted our environment. Students will explore new and positive ways the fashion industry can contribute to our well-being through sustainable, ethical, intelligent, healing, and inclusive clothing. Trips to Prato and Milan provide exposure to different Italian entrepreneurial landscapes.

#### **EXPLORING HOSPITALITY AND ENTREPRENEURSHIP IN FLORENCE** FLORENCE, ITALY, SPRING BREAK PROGRAM



Graduate Course: 1 credit hour ENT 5952 Discovering the Global Influence of Entrepreneurship & Hospitality

Graduate students in this program will explore the hospitality industry in Florence from the perspective of entrepreneurs. Students will have some coursework before and after going abroad for this one-credit hour course and will travel to Florence with their professor and peers during spring break. Visits are planned to hotels, B&B's, and restaurants which allow students to gain a behind-the-scenes view into the day-to-day work life of professionals in the industry. Students will gain a cross-cultural perspective as they compare these establishments to those of the US. Experiential learning at the FSU Florence culinary lab, conversations with international experts, and excursions to a vineyard and organic farm-to-table restaurant will bring coursework to life.

#### **SUPPLY CHAIN IN PANAMA** PANAMA CITY, REPUBLIC OF PANAMA FALL BREAK



Graduate Course: 1 credit hour ENT 5952 Discovering the Global Influence of Entrepreneurship & Hospitality

The Panama Canal is an integral part of one of the largest supply chain routes in the world, making FSU Panama the perfect setting for students interested in this area of study. During this week-long fall program, students will travel to Panama with their professor and peers to learn about logistics, sourcing, quality control, transportation, and more through conversations with industry leaders. Students learn about the various links of the supply chain through class excursions such as a trip on the Panama Canal Train and port visits.

## FSU & JMC Scholarships

#### Contacts: Lisa Lopez-Dapena and Kirsten Harrison

**FS4U** – Finding Scholarships for You – is Florida State University's campus-wide and centralized award management system for FSU Foundation scholarships.

#### HOW STUDENTS APPLY FOR SCHOLARSHIPS

FSU.ACADEMICWORKS.COM



#### STEP ONE

STUDENTS WILL NEED TO BE ACTIVE STUDENTS WITH A UNIQUE EMPLID NUMBER AND FSU ID LOGIN. TO ACCESS THE SCHOLARSHIP PORTAL, VISIT THE FS4U WEBSITE. 02

STEP TWO

THE FIRST TIME STUDENTS LOG IN, THEY WILL LAND ON THE "GENERAL APPLICATION". THE GENERAL APPLICATION SHOULD BE COMPLETED BY EACH STUDENT WHO WISHES TO BE CONSIDERED FOR A FOUNDATION ISSUED SCHOLARSHIP.



#### STEP THREE

ONCE THE GENERAL APPLICATION HAS BEEN COMPLETED, STUDENTS WILL THEN NEED TO COMPLETE THE CONDITIONAL APPLICATION WHICH WILL ASK SPECIFIC QUESTIONS FOR SPECIFIC JMC SCHOLARSHIPS.



#### STEP FOUR

ONCE BOTH GENERAL AND CONDITIONAL APPLICATION ARE COMPLETE, STUDENTS ARE AUTO-MATCHED TO OUR JMC OR OTHER FSU SCHOLARSHIPS.

\*NOTE: ALL OF THE JMC SCHOLARSHIPS ARE HIDDEN. STUDENTS DO NOT HAVE ACCESS TO SEE OUR SCHOLARSHIPS - EVERYTHING IS DONE ON THE BACKEND.

**UNDERGRADUATE STUDENTS:** APPLICATIONS ARE AVAILABLE FROM JANUARY UNTIL EARLY APRIL. TO BE AWARDED FALL OF THE FOLLOWING ACADEMIC YEAR.

#### **GRADUATE STUDENTS:**

APPLICATIONS OPEN NOVEMBER UNTIL EARLY DECEMBER. TO BE AWARDED SPRING OF THE <u>CURRENT</u> ACADEMIC YEAR.

Students awarded scholarships will be invited to the annual JMC Fall & Spring Recognition & Networking Receptions

## **CENTER FOR** STUDENT ENEGAGEMENT

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- 99 Blackstone LaunchPad®
- 100 Incubator Program
- 101 Blackstone Local Internship Program
- 102 Call for Business Mentors
- 103 Jim Moran Micro Grants
- 104 StartupTree
- 105 Retail Center

## **OUR TEAM**



**KIRSTEN HARRISON** 

Assistant Dean of Academic Student Services kharrison@jmc.fsu.edu 644-7893 RSB 231



ANN LANGSTON Director, Retail Center alangston@jmc.fsu.edu 645-3236 RSB 235



MAY WANG

Program Coordinator, Student Programs mwang@jmc.fsu.edu 645-2929 RSB 216



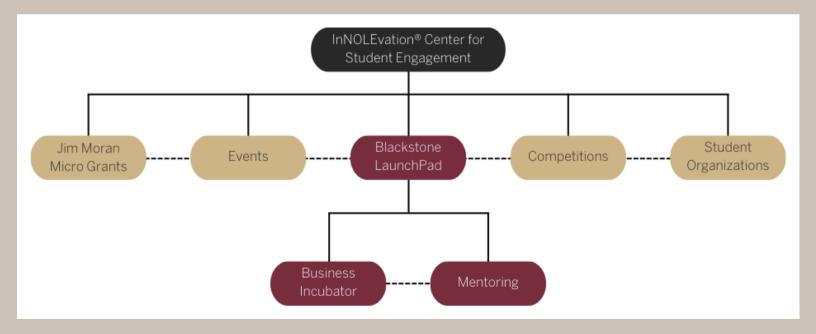
#### MORGAN RODGERS

Program Coordinator, Blackstone LaunchPad® mrodgers@jmc.fsu.edu 644-1771 RSB 226



The Blackstone LaunchPad in the InNOLEvation<sup>®</sup> Center for Student Engagement provides all FSU students with entrepreneurial opportunities to develop and showcase business ventures. The resources provided include the Blackstone LaunchPad, Incubator Program, Jim Moran Micro Grants, Workshops, Competitions, and Mentoring. All information can be found on the InNOLEvation<sup>®</sup> Center for Student Engagement website as well as our StartupTree platform<sup>\*</sup>.

In 2022 the JMC received a three-year (with the option to continue) \$300,000 grant from the Blackstone Charitable Foundation to create a Blackstone LaunchPad program. The Blackstone LaunchPad is located in room 226 at the Roderick K. Shaw Building. The program's goal is to make entrepreneurship and entrepreneurial skills accessible and relevant for all college students to help them build thriving companies and careers. Under the InNOLEvation<sup>®</sup> Center for Student Engagement, the Blackstone LaunchPad is comprised of the Incubator Program and Mentoring, while also hosting relevant events and competitions that align with the programs goals.



\*Please see page 104 for more information on StartupTree

#### **Incubator Program**

## **Application Process**

#### Applications

01

There will be one application available on our website at all times.

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Additional questions will be added to our current application to assist us in deciding what track is best suited for the applicant. (Students do not choose their own track).

#### Deadlines

The deadline to apply for the Create Track will be the beginning of the second week of each Fall semester.

Verbiage regarding the application process and the tracks will be added to the website so that potential applicants understand the deadline is only in place for the Create Track if they think they're most likely suited for that track.

All other tracks will have rolling admissions

#### EMAIL: KSIMPSON@JMC. FSU.EDU



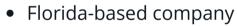
**KNOW A LOCAL BUSINESS** 

**INTERESTED IN HIRING A** 

**STUDENT INTERN?** 



# A CONTRACT OF A



- 10-20 hours per week
- Semester-long (10-14 weeks)\*
- \$20/hour (Blackstone Foundation co-funding up to 50% if necessary)

#### \*Internships are on a rolling basis; Fall, Spring and Summer internships are welcome\*

Blackstone LaunchPad®, the signature program of the Blackstone Charitable Foundation, seeks to close the opportunity gap by equipping college students with entrepreneurial skills and internship opportunities to help them build lasting careers.

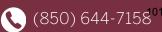


Morgan Rodgers Blackstone LaunchPad® Campus Manager mrodgers@jmc.fsu.edu











## CALL FOR BUSINESS MENTORS

Join us at our monthly Mentor Night, where we showcase student startups and connect with local business leaders to empower entrepreneurial growth! Support student entrepreneurs Professional development Access to virtual mentor platform

6 PM - 8 PM Last Wednesday of each month



#### **111 SOUTH MONROE STREET**

Jim Moran Building, Downtown Tallahassee





Blackstone LaunchPad<sup>®</sup>





jmc.fsu.edu

@jimmorancollege

## JIM MORAN MICRO GRANTS

Student businesses can be awarded up to \$5,000

Available to current undergraduate or graduate students from any discipline across FSU

The business must have FSU students total at least 51% ownership

Funding is awarded as a one-time opportunity

Funding can be for the growth/improvement of an existing business OR to validate a new business concept

In order to receive funding, the business must be a legal entity and have a business bank account setup

Recipients have up to 1 year after they graduate to use their funding

Applications are due 10 days before each committee meeting

Committee meeting dates occur in the Fall and Spring only and are posted when the class schedules have been finalized for the upcoming semesters



## STARTUPTREE PLATFORM



StartupTree is an all-in-one solution for mentoring, competitions, events, opportunities, and reporting. We are using this platform as part of the new Blackstone LaunchPad Program initiative.

#### Features

- Community
  - For students, faculty, staff, alumni, and mentors
- Mentoring
  - JMC and SE students can connect with outside mentors as well as faculty
- Competitions
  - All competitions will be hosted through this platform
- Events
  - $\circ\,$  All events will be hosted or linked through this platform
- Opportunities
  - Incubator, micro-grants, etc.

#### Who Needs to Onboard

- Faculty
- Academic staff
- JMC students
- Mentors

#### The Bottom Line

Adding all of our students, faculty, competitions, events, and opportunities to this platform will help us track every little detail for reporting.

• This is important for Blackstone LaunchPad, Princeton Review, FSU reports, and continuous improvement.

# RETAIL CENTER

## **OUR TEAM**



#### **ANN LANGSTON**

Director, FSU Retail Center alangston@jmc.fsu.edu 644-3236 RSB 235



AUDREY GILFILLAN Senior Intern, Retail Center alg21e@fsu.edu RSB 235

#### ETHAN TAYLOR

Junior Intern, Retail Center et22c@fsu.edu RSB 235

The FSU Retail Center seeks to create a partnership between the academic and retailing communities that will enhance the business skills of students through professional development opportunities.

## **STUDENT OPPORTUNITIES**

The Florida State University Retail Center is a member of the National Retail Federation Foundation and the Fashion Scholarship Fund. The Retail Center provides students with the opportunity to participate in case studies that models real world scenarios in the retail industry.



#### NATIONAL RETAIL FEDERATION (NRF) STUDENT ASSOCIATION -FSU MEMBER SCHOOL

The NRF Student Association provides talented students interested in retail careers with unique educational and scholarship programs, networking opportunities, and access to the latest industry news and research. Students can join for free using this link: <u>https://nrf.com/user/join</u>.

Through the NRF Student Association, students can explore diverse career paths within the retail industry and receive exclusive educational and employment opportunities. Membership benefits include:

- Discounted attendance at the NRF Foundation Student Program in January in NYC.
- Networking opportunities -members can join the exclusive NRFSA LinkedIn group.
- Recognition –affiliation with the world's largest retail trade association.
- Industry News –access to news, research, and resources designed for the retail industry.
- Scholarships and Competitions –eligible for NRF Competitions and Scholarships:
  - **The NRF Student Ambassador** program provides the opportunity for one student to serve as campus representative for a calendar year. This Ambassador will serve as the liaison between the NRF Foundation and FSU.
  - **The University Team Challenge** consists of teams of three to four students where students take on a real-world case study for the opportunity to win scholarship prizes. *Learn more about the University Team Challenge here:*

https://nrffoundation.org/campus/scholarships/university-challenge

- **The Next Generation Scholarship** is for future retail industry leaders to showcase their talents in the field of retail. This is an individual competition. *Learn more about the Next Generation Scholarship here*: <u>https://nrffoundation.org/campus/scholarships/next-generation</u>
- **The Rising Star Scholarship** was created to teach younger students about the variety of career opportunities available in the retail industry, and to encourage them to attend the NRF Foundation Student Program early in their academic careers. *Learn more about the Rising Star Scholarship here*: <u>https://nrffoundation.org/campus/scholarships/rising-stars</u>



#### FASHION SCHOLARSHIP FUND (FSF)- FSU MEMBER SCHOOL

The Fashion Scholarship Fund is the oldest and foremost fashion-oriented education and workforce development nonprofit in the U.S. The FSF works directly with the country's most talented young students from diverse backgrounds and awards over \$1 million each year in scholarships.

The annual FSF Case Study Scholarship is an in-depth student challenge that focuses on real issues facing the fashion industry today. Students choose from one of the following business case study topics: Merchandising, Design and Product Development, Marketing, or Business Strategy. Students have an opportunity to win anywhere from \$7,500 to \$25,000 in scholarships and attend the FSF Gala in New York City in the spring.

Requirements:

- Overall GPA of 3.2 or greater (copy of transcripts is required)
- You must be a full-time sophomore, junior, or senior. Seniors graduating in December are NOT eligible to compete.
- This year's case study is due by 11:59 AM EST on Monday, October 16, 2023

Students may use this link to complete their Applicant Profile (intent to compete): <u>https://webportalapp.com/sp/24\_fashionscholarshipfund</u>

Please contact Ann Langston at <u>alangston@fsu.edu</u> for copies of the case studies and any additional information.

# **DEVELOPMENT**

- 111 JMC & JMI Priorities
- 112 Annual Campaigns
- 113 JMC Dean's Development Council

## **OUR TEAM**



#### **ASHLEIGH MARSH**

Director of Development ashleigh.marsh@fsu.edu 850-404-3433 JMB 204

#### JMC & JMI PRIORITIES

JMC Dean General Use Fund (F08907) This fund supports general JMC needs as identified by the dean.

**Dr. Susan S. Fiorito Endowment** (F09320) This fund supports the student engagement fund to include microgrants, competitions, conferences



Tom McHaffie Scholarship (F09593)

Entrepreneurship Bootcamp for Veterans (F07161)

**Jim Moran Institute for Global Entrepreneurship Operating Account** (F07210) This fund supports general JMI needs as identified by the director.

## KNOW OF A POTENTIAL DONOR?

If you know anyone who would like to support the Jim Moran College or the Jim Moran Institute, contact Ashleigh to learn how you can help!

Call or Text: (850) 404-3433

Email: ashleigh.marsh@fsu.edu

#### ANNUAL FUNDRAISING CAMPAIGNS

**Giving Tuesday** December 3, 2024



14th Annual Great Give March 5, 2025



#### JMC DEAN'S DEVELOPMENT COUNCIL FY2023



**Chair Frank Vicino**, President at F. Vicino Drywall, Inc.

#### **NEW MEMBERS:**

**Brooke Evans,** Founder & Former CEO, CFO Alliance

Roberto Torres, Owner, Blind Tiger Cafe

Daniel London, SVP, Capital Wealth Advisors

#### **BOARD MEMBERS:**

**Nan Hillis,** Former Executive Banker, Former FSU Foundation Board of Trustees

**Gary Brand**, President at Brand Ferland Advisors

Brad Buckenheimer, CEO of Rise and Grind Hospitality Group (Canopy Road)

Tom Petrillo, Principal/CEO, The Salon People

John Luckett, COO, MasterCorp Inc.

Adam Rosenthal, Associate, Entertainment, Sports & Media at Latham & Watkins

Jeff Rosenthal, Former President & CEO, Hibbett Sports

Sandy Soto, Former Teaching Faculty at Jim Moran College of Entrepreneurship

Mario Fernandez, Owner, Growler Country

William Mauldin, VP, US Auto Logistics

#### JIM MORAN FOUNDATION REPRESENTATIVES

Dr. Melvin Stith, Dean Emeritus FSU, Founding Member, The Jim Moran Foundation, Inc.

## JMC FACULTY & DIREATED REPORT

## JMC DIRECTORY

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Wang, May	mwang@jmc.fsu.edu	(850) 645-2929	RSB 216

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FSU Service Center		(850) 644-2424	
Printer Help	<u>obs@fsu.edu</u>	(850) 644-7777	RSB 218
General Advising	advising@jmc.fsu.edu		
Classroom Support	<u>classroomsupport@fsu.edu</u>	(850) 644-2811	
FSU Police Department		(850) 644-1234	
Conference Room		(850) 645-6462	RSB 224
Incidents or Concerning Behavior	report@fsu.edu		
Student Engagement	<u>icse@jmc.fsu.edu</u>	850-644-6673	FSU Student Union
JMC Admissions	admissions@jmc.fsu.edu	(850) 644-7158	
JMC Social Media	<u>socialmedia@jmc.fsu.edu</u>		

#### **On Campus Address:**

Shaw Building (RSB) 644 West Call Street Tallahassee, FL 32306-1115

#### **Downtown Address:**

Jim Moran Building 111 South Monroe Street Tallahassee, FL 32301-1486