

Carla Rossiter - Smith

Education

Master's in Management
Summa Cum Laude
Hodges University
2011

Bachelor of Social Work
University of Central Florida
2002

Bachelor of Arts in Political Science
University of Central Florida
2005

Project Management Professional (PMP®)
Project Management Institute
2015, 2018, 2021, 2024

Grant Professional Certification (GPC)
Grant Professionals Certification
Institute, 2024

Areas of Expertise

- Procurement/Contracts
 - Client & Supplier Relationships
 - Stakeholder Engagement
 - Strategic Planning
 - Compliance
- Project Management
 - Research & Analytics
 - Process Improvements
 - Grant Writing & Grant Management
 - Assessment & Evaluation

Hernando County Government
Chief Procurement Officer 2023-Present
Procurement and Grants Manager 2022-2023
Grants and Operations Performance Coordinator 2022

2022-Present

Serve as the principal public procurement official, responsible for the procurement of all goods and services in accordance with applicable federal, state and local laws, ordinances, rules and regulations. Directs the procurement methods of the County including contracts, supplier engagement, and internal stakeholder engagement. Makes recommendations to the Board on procurement policies and the execution of County contracts. Managing and developing procurement, risk and grants personnel ensuring that practices and people are continuously improved to meet organizational outcomes.

- Directs the planning, organization, development, and coordination of procurement activities for the organization and capital improvement plan.
- Responsible for procurement of goods, supplies and services in accordance with applicable federal, state and local law; including directing procurement methods for contracts, purchase orders, and the purchasing card program.
- Partnering with internal stakeholders to identify needs and develop competitive solicitations to meet those needs.
- Implementing and sustaining an eProcurement system and process improvements resulting in a reduction of contract cycle times.
- Managing grants acquisition and grants compliance personnel; creating a seamless transition through each phase of the grants cycle and overseeing over \$20M in annual grant expenditures.
- Maintaining currency on procurement and grants trends and best practices.
- Conducting negotiations with suppliers on proposals, contracts, and contract claims. Executing contracts and amendments on behalf of the County.
- In partnership with legal counsel, establishing standard contract clauses for construction contracts, RFPs, RFQs, Construction Manager At-Risk, etc.

- Developing and recommending to the Board policies and procedures governing procurement.
- Selecting, hiring, supervising, and developing staff; cultivating an environment of excellence and growth; providing opportunities for professional development.
- Maintaining open communications with the supplier community to provide a comprehensive understanding of procurement practices and to build and maintain supplier relationships.
- Contract management for over 500 active contracts including making determinations with respect to bid protests, contract claims, contract compliance, and supplier performance.

Pasco-Hernando State College, New Port Richey, FL

2017 – 2022

Dean of Institutional Effectiveness, 2019 – 2022

Associate Dean of Institutional Effectiveness, 2017 – 2019

Provided leadership and support that enabled the College to achieve its mission and maintain its accreditation by applying advanced knowledge of planning principles, institutional research methodologies, statistical analyses, and best practices for outcomes assessment to monitor institutional effectiveness and continuous improvement. Facilitated grant development by assisting principal investigators (PIs), faculty, staff, and consultants in pursuing public and private funding sources. Addressed and responded to NOFOs. Built and maintained supplier relationships. Managed assessment system including writing queries, optimizing system functionality, measuring outcomes, and communicating results via dashboards and technical reports. Established strategic plan and KPIs, monitored performance against goals. Implemented survey development, focus groups, needs analyses, and program reviews.

- Negotiated and managed enterprise-wide contracts related to strategic planning and outcomes assessment.
- Generated increase in annual grant acquisition from \$500K to over \$7M, through strengthened partnerships and organizational appointments to advisory boards.
- Enhanced grant application and success rate of college, garnering acquisition rate of 78%, surpassing national acquisition rate for similar institutions by almost 10%.
- Successfully remedied compliance issue by initiating and introducing augmented assessment process and management system.
- In collaboration with subject matter experts, developed and mapped learning outcomes to curriculum and associated assessment methodologies for over 50 academic programs.
- Served as key member on leadership team that facilitated and achieved no recommendations on SACSCOC accreditation compliance certification resulting in College's 10 year reaffirmation in 2020.
- Spearheaded and led team in execution of end-user training in synchronous and asynchronous formats for course planning and learning outcomes assessment enterprise system.

St. Petersburg College, Pinellas County, FL

2012 – 2017

Effectiveness Director, College of Education, 2014 – 2017

Assessment Coordinator, College of Education, 2012 – 2014

Developed framework to prioritize and manage transformation in alignment with strategic priorities and mission-enabled imperatives. Provided direction to faculty, staff, and administrators in gathering and analyzing assessment data for specific areas. Ensured regulatory compliance with College and accreditor standards, policies, and guidelines. Addressed and responded to RFPs, RFAs and assisted post-award PIs and managers with responsibility of budget management, staffing process, and developing notable deliverables for grant awards. Provided training to departments in designing learning outcomes assessment and program improvement practices. Guided leadership and faculty in proper use of KPIs to accelerate curriculum development and enhance learning outcomes. Nurtured strong relationships with prominent education leaders, enabling institutional partnerships and data sharing agreements.

- Organized three phased curriculum revision that surpassed external accrediting body requirements, accomplishing 100% program compliance for seven teacher preparation programs.
- Facilitated organizational change resulting in increase in external evaluator program quality score, from two on four point scale to four, with one metric moving to three in just one year.
- Drove continuous improvement for program portfolio through coordination of regulatory requirements, learning outcomes assessment, KPIs, environmental influences, and subject matter expertise, into quantifiable program outcomes and accountability reports.

Conducted research, performed evaluation studies, provided data assistance, and met reporting requirements, ensuring accuracy of results. Devised tailored assessments including surveys, structured interviews, and focus groups. Created related assessment and research reports. Coordinated with administrative department leadership on strategic planning and utilization of college's planning management system. Responded to national accountability surveys. Participated in collection and analysis of various assessment data to support programmatic assessment processes and academic program reviews.

- Promoted 25% increase in constituent understanding of strategic plan by regularly consulting with internal departments.
- Developed program needs analysis methodology.

Grant Awards & Recognitions

- Leadership Hernando Class of 2025, Hernando County Chamber of Commerce
- Safe Streets for All. August 2023. U.S. Department of Transportation \$414,374, Ms. Carla Rossiter-Smith, Mr. Scott Herring.
- Composting & Food Waste Reduction Grant program. February 2023. U.S. Department of Agriculture \$299,965, Ms. Carla Rossiter-Smith, Mr. Carmen Bruno.
- Florida Job Growth Fund. October 2021. Florida Department of Economic Opportunity \$6.1 million. Ms. Carla Rossiter-Smith, Mr. Jeff Rogers, Mr. Erik Van De Boogard, and Mr. Tom Mills.
- Louis Stokes Alliances for Minority Participation Bridge to Baccalaureate: Central Florida. August 2021-July 2024. National Science Foundation \$1.5 million. Ms. Carla Rossiter-Smith, Dr. Gerene Thompson, Central Florida Stem Alliance Members (Valencia College, Polk State College, College of Central Florida)
- Leadership of Excellence Award Nominee, Association of Florida Colleges, 2020.
- Rapid Credentialing Grant, March 2020-September 2022. Florida Department of Education \$449,311, Ms. Carla Rossiter-Smith, Ms. Sonia Thorn, Dr. Marcia Austin.
- Entrepreneurship Education and Training Grant, November 2020-June 2021. Florida Department of Education \$50,000. Ms. Carla Rossiter-Smith, Ms. Sonia Thorn, Dr. Marcia Austin.
- Apprenticeship Grant, February 2021-June 2021. Florida Department of Education \$45,000. Ms. Carla Rossiter-Smith, Ms. Sonia Thorn, Dr. Marcia Austin.
- Improving Student Teaching Initiative, Partner Institution to American Institutes for Research. August 2017-May 2018. Gates Foundation, \$3,000 in student stipends. Ms. Carla Rossiter-Smith-Smith, Dr. Kimberly Hartman, SPC Grants Office.
- Exemplary Practice Award, Program Learning Outcomes Assessment, Association of Florida Colleges., 2016.
- Centers of Excellence in Elementary Teacher Education Grant Award. August 2014-June 2017. Florida, \$5 million. Ms. Carla Rossiter-Smith-Smith, Dr. Kimberly Hartman, SPC Grants Office.
- Florida Standards Grant. October 2014-June 2015. Federal Grant, \$325,000 of 7.2 million. Ms. Carla Rossiter-Smith, Dr. Kimberly Hartman, SPC Grants Office, Consortium members.
- Innovation Grant Award, Digital Backpacks. January 2015. St. Petersburg College Foundation Award, \$3,500. Ms. Carla Rossiter-Smith, Dr. Andrea Kelly.
- Innovation Grant Award, Field Assessment. January 2014. St. Petersburg College Foundation Award, \$3,500. Ms. Carla Rossiter-Smith, Chris Lumia, Dr. Andrea Kelly.
- Collaboration for Effective Educator Development, Accountability, and Reform (CEEDAR) Center Technical Assistance Grant. August 2013-October 2017. Federal Grant, \$200,000 of \$5 million. Ms. Carla Rossiter-Smith, Dr. Sue Blanchard, SPC Grants Office, Consortium members.
- Sylvia Thomason Educational Leadership Enhancement Program Participant., 2011.

Professional Service & Memberships

- National Institute of Governmental Purchasing (NIGP), 2022-Present
- National Contract Management Association (NCMA), 2022-Present
- Florida Association of Public Procurement Officials (FAPPO), 2022-Present
- Grants Professional Association (GPA), 2021-Present
- National Grants Management Association (NGMA), 2021-Present
- Board Member, Florida Council for Resource Development 2021-2022

- Research Committee Member, Florida Association of Colleges for Teacher Education., 2017
- Executive Committee Member-FCS Representative, Florida Association of Institutional Research., 2016-2017
- Schusterman Foundation National Working Group, State Educational Agencies Working Group on Teacher Preparation Data Systems, 2016
- Policy Committee Member, Florida Association of Colleges for Teacher Education., 2015-2017

Conferences Presentations and Publications

- Institutionalizing Projects and Changing the Culture of the College (Panel Discussion-Moderator), *Florida Council for Resource Development, 2021 Fall Conference*
- Assess at the Speed of Learning, Showcase Gallery Session, 2020 Open Education Conference
- Harnessing the Power of Learner Analytics, *United States Distance Learning Association (USDLA) Virtual Conference., 2020*
- Harnessing the Power of Learner Analytics, *Florida Association of Institutional Research., 2020*
- National Field Experience Journal, Field Based Teacher Preparation Written Feedback: What are Field-Supervisors Saying to Pre-service Teachers? Co-Authors: Dr. Emily Hoeh, Dr. Wanda Santos, Dr. Robert Raze., Spring 2020 edition
- Florida's Centers of Excellence in Education Panel Presentation, *Florida Association of Colleges of Teacher Education Annual Meeting., 2017*
- Program Learning Outcomes Assessment, *Association of Florida Colleges., 2016*
- A+ Managing Systems Integration: A Change Management Perspective, *Chalk & Wire National Users Conference., 2016*
- Strengthening Preservice Teachers' Content Knowledge: Strategies from Florida's Centers of Excellence in Elementary Teacher Preparation, *Florida Association of Teacher Educators., 2015*
- Partnerships and Data Sharing Agreements, Florida Community of Practice, December, Ms. Carla Rossiter-Smith, Mr. Ted Dwyer, Mr. Darran Town., 2015
- Transformational Partnerships, *American Association of Colleges for Teacher Education 67th Annual Meeting., 2015*