I. Call to Order and Comments:

Trustee Arnold called the meeting to order at 1:15 p.m. and asked members of the ACE Workgroup to introduce themselves. He welcomed the new members and noted that he looked forward to working with everyone throughout the next year.

II. New Business – Action Items

a. Approval of Minutes – May 28, 2009

A motion was made to approve the minutes and seconded. Approved unanimously.

b. Approval of Minutes – July 16, 2009 Conference Call

A motion was made to approve the minutes and seconded. Approved unanimously.

c. Approval of the University of South Florida’s Florida Equity Report, 2009 Annual Update

Dr. Ted Williams, Associate Vice Present for Diversity and Equal Opportunity presented the item. A PowerPoint presentation was provided and reviewed. Items reviewed included overall progress in enrollment, overall progress in athletics, Comparative Faculty Data, overall progress in employment, and conclusions. Trustee Engle asked about the reason for the decrease in African American FTIC. Dr. Williams noted that there are several possible explanations and provided some insight into the changes. Dr. Margaret Sullivan noted that at USF St. Petersburg a large number of students are not completing the information regarding their demographics. Dr. Williams agreed that that could be a factor but
given past history it is a remote possibility. Dr. Wilcox confirmed that in the most recent report from Registrar regarding Fall enrollment there is a substantial increase in the no-response category for ethnic diversity. This is an issue that is being addressed nationwide. The ability for students to identify by multiple races is creating a challenge. Dr. Meningall noted that one of the characteristics of student bodies across the country is that students are coming into institutions not wanting to be identified by race. It will be our challenge to figure out how we capture that information when students are not providing it on initial entry. Dr. Cruz asked if there is a mixed-race/multi-ethnic origin option for students to check on the admissions application and it was noted that there was not.

A motion was made to approve and seconded. Approved unanimously.

d. **USF Enrollment Plans 2009/10**

Dr. Ralph Wilcox, Provost, presented the item. Dr. Wilcox reviewed the Enrollment Plans for the USF System and the breakout by campus/institution. Trustee Engle asked what the maximum capacity enrollment for USF Sarasota-Manatee was and it was noted that there is capacity between 9:00 AM – 3:00 PM. Trustee Arnold added that the importance of the numbers being accurate is to match up with capital expenditures and hiring principles. Dr. Wilcox confirmed that was true and that it also relates to the availability and future funding of enrollment growth. Trustee Sembler asked if the decrease in Bright Futures funding would affect enrollment and it was noted it might. Dr. Wilcox shared information regarding tuition costs for State Universities and Community Colleges. Students will need to find alternative sources of funding or the State Universities will see a decline in enrollment. President Genshaft noted that the movement of community colleges to 4-year programs might also have an impact on enrollment. Dr. Wilcox provided a snapshot of the current system-wide enrollment profile. Trustee Engle noted that in the past year the main campus reached capacity for undergraduate enrollment and asked if that growth could branch out to the regional campuses. Provost Wilcox noted that it is a part of the USF System-wide enrollment plan along with a focus on selectivity on the Tampa Campus. President Genshaft noted that USF has received approval for campuses to have separate IPEDS numbers. This will allow USF to have differential admissions at the different campuses. At USF Polytechnic there is a big increase in enrollment between the third year and the fifth year because the anticipation is that USF will be able to admit freshmen/sophomores just as community colleges are admitting juniors and seniors; therefore, USF Polytechnic would have a full freshman-sophomore-junior-senior-master’s level program. Trustee Arnold noted that we have submitted plans previously and asked if the numbers currently being submitted are substantially different from what was submitted previously. Dr. Michael Moore noted that a plan was submitted to the Legislature last year and in large part USF is consistent with that plan. Dr. Wilcox noted that there has been growth each year on all campuses and a brief overview of the growth for the past three years was provided. Dr. Sullivan asked if the FTE are calculated on the Florida calculations and it was noted they were. Dr. Sullivan noted that it is important for the Board to be aware of how different the Florida calculation is and that it does not serve the institution well. Other institutions in the South East will be using a different calculation that yields a higher FTE. A brief overview of the
III. New Business – Information Item

a. USF Polytechnic Update

Vice President Marshall Goodman presented the update. A brief overview of the campus and its future plans was provided. He noted that USF Polytechnic is moving forward with its SACS accreditation and thanked Dr. Sullivan for her assistance. The campus is moving forward in several phases. Phase I is to obtain SACS accreditation. Phase II is aligning programs with critical areas of the State and region. Florida Industrial Market Statistics – Total Overall Net Absorption for 2007, 2008 and 2009 was distributed and reviewed. Phase III is the building out of the campus with full build out between the years of 2020 to 2025. Trustee Engle shared that this is a work in progress and ever changing. He shared that USF Polytechnic is at the center of a population base with over 8.5 million people within 100 mile radius of where the new campus will be built. President Genshaft noted that each of the campuses and institutions within the University of South Florida system must meet the needs of the region. The idea of mission differentiation is that we do not duplicate. Trustee Arnold suggested that the existing plan be modified so that we can see where we have come from and where we are going. It will take a huge student increase to support some of the physical plans. Dr. Kevin Calkins distributed and reviewed the USF Polytechnic enrollment projections, June 2009. Items reviewed included the BOG Projections, BOG projections extended by year, growth in existing programs, additional programs planned for 2009-10 – upper level – in major, other majors after accreditation, lower level growth and total FTE calculations. Dr. Ted Williams asked for clarification regarding the course offerings of USF Polytechnic and the junior college. Dr. Ponticell clarified the programs that are and will be offered at USF Polytechnic and Polk Community College. A brief overview of the degree programs currently offered and future offerings was provided. Trustee Arnold asked what the time frame was for the hiring of the 30-35 new faculty and it was noted that it would be this year. Dr. Goodman noted that USF Polytechnic received a new base allocation of 5.5 million in the last legislative session and that money is being used to hire the faculty plus several staff. Trustee Arnold asked if USF Polytechnic was understaffed at this time and it was noted they are. The ratio of FTE to faculty was clarified and it was noted that the faculty growth was to fulfill the requirements for SACS accreditation. Trustee Arnold noted that some of the additional programs appear to be similar to some of the programs already approved at USF. Dr. Ponticell clarified the difference between the programs offered at USF and those programs offered at USF Polytechnic. Dr. Sullivan shared that new programs would constitute a substantive change and would need to be reported as such to SACS. Trustee Arnold thanked everyone for their hard work.
b. Technology Fee Projects

Vice President Michael Pearce presented the item. A PowerPoint presentation was provided and reviewed. Items discussed included the background of the technology fee, technology fee lifecycle and responsibilities – proposal recommendations by advisory groups, committee criteria and prioritization, technology fee financial projections, aligning technology fee initiatives with USF Strategic Plan, and next steps. Trustee Engle asked what the distribution by campus was based on and it was noted it was based on FTE. Trustee Engle asked if the contingency would remain as presented every year or would there be a cap. Mr. Pearce noted that most likely it would be 10-15% of that year’s fees which would be distributed during the following Spring since they would know what the collection would be in the next cycle. Dr. Sherman Dorn shared that the priorities noted appear to be correct; however, the classroom capture issue might raise some interesting questions by faculty in terms of intellectual property. He felt that the issues could be easily resolved. Dr. Sullivan noted that USF St. Petersburg has a number of issues related to this particular project and use of the fee; however, in terms of the first year effort it is outstanding. Trustee Arnold thanked Mr. Pearce for the report.

IV. Updates

a. Provost’s Update

Provost Ralph Wilcox presented the update. He shared that it has been a very busy summer for everyone. Enrollment is up from last summer which speaks to the rising profile of the USF system. The faculty have been busy teaching classes, writing research grants, and conducting scholarship, research and creative activities in a broad array of venues. Grants and contracts awarded in the past year have increased from last year (380 million compared to 366 million). At Summer Commencement 2,463 degrees were awarded and for the first time in USF’s history more than 10,000 degrees were awarded for the year. Additional information on our Planning, Performance and Accountability profile will be reported at the upcoming Board of Trustees meeting. Provost Wilcox noted that for the first time there will be separate IPEDS reporting to the federal government for USF system institutions/campuses. It will allow each one to establish its own distinctive place in the landscape of higher education in the United States. In addition to welcoming approximately 40,000 students to the Tampa campus and approximately 47,000 students across the USF System we have also welcomed 100 new faculty members. While the national market was down it has worked in USF’s favor and the quality of faculty members is without match. This will represent a huge asset in driving the future institutional performance. Dr. Wilcox shared that there are some challenges that are being anticipated beyond the budget. One challenge is the H1N1 virus. Dr. Meningall will speak to the health education and prevention aspects. Dr. Wilcox shared information regarding preparations for academic continuity in case of a university closing. He noted the appointment of Dean Donna Petersen, College of Public Health, as Interim Executive Director of USF World and the Patel Center for Global Solutions. This year there will be an investment of more time and resources in realizing our vision.
with regard to global literacy and global impact. We are currently strengthening our institutional partnerships around the world to ensure we have sustainable and strategic partnership with a handful of institutions. We will also continue our due diligence in identifying perspective partners that may help us enhance international student enrollment at USF. Dr. Wilcox shared information regarding new initiatives. A brief overview the establishment of the new School of Global Sustainability was provided. Dr. Linda Whiteford and Dr. Karen Liller will be working to develop this school. Dr. Wilcox commented on what he hoped would be the mantra of the year for USF which is a renewed focus on student success. Trustee Arnold thanked Dr. Wilcox for the hard work.

b. Student Affairs Update

Vice President Jennifer Meningall presented the update. She shared that a statement that has been coined in the Division of Student Affairs is “the busiest Fall I have ever had, has been the Summer of 2009”. Dr. Meningall noted that Student Affairs started the summer with 5 department head openings in a division with 22 departments. 4 of the 5 openings have been filled and a brief overview of the hires was provided. She announced that Student Affairs is in the process of establishing a new department – Office of Veteran Services. The division has managed its budget reduction by coordinating or consolidating some offices. She has formed an office called Student Affairs Shared Service Center that has assumed all of the administrative services functions for Student Affairs such as budgets, HR, and oversight for the IT areas area. Dr. Meningall noted that the Marshall Center has been open approximately 1 year and is doing great things for the students, campus and community. It is viewed as a model facility and receives visits from other institutions such as the University of Florida. She noted that Juniper Popular Residence Hall opened on 8/19/09 on time and on budget. Members were invited to visit the residence hall to tour the facility. A brief overview of the building and its design was provided. Dr. Meningall noted that the move-in day went well with approximately 1800 students moving in. She anticipates that by 8/24/09 the residence occupancy rate will be at 96%. Student Affairs’ budget is based on 94%. Dr. Meningall noted that the division is looking at risk management policies and procedures and how they can enhance the system and make sure they are utilizing best practices. Information regarding on-campus safety and student education was distributed and reviewed. Regarding the H1N1 flu the CDC has indicated there will be a large, wide-spread epidemic of Swine Flu this fall. Student Health Services along with USF Health and Public Safety areas have been working to stay in touch with the Hillsborough County Health Department. Mr. Prevaux noted that there is a USF system-wide emergency response taskforce and each member is getting certification with the federal government for safety response and H1N1 is part of that. Trustee Arnold commented that we have come a long way in this effort and it is a huge transformation in the culture. Dr. Meningall distributed and reviewed information regarding Residence Life – Success Lives Here. She also reviewed the Week of Welcome activities and encouraged ACE members to attend the planned functions. Trustee Engle asked about the occupancy rate for the new residence hall and it was noted it is full.
c. Student Government Update

Trustee Juan Soltero presented the update. As Dr. Meningall noted this summer has been extremely busy. He shared that he has been working with Athletics and Dr. Meningall to organize the Stampede to Tallahassee and they are trying to get as many students up there as possible. Their aim is 10,000 people and he is looking forward to this event.

Dr. Meningall added that one of the Greek houses has confirmed 4 swine flu cases and staff are monitoring that issue. Trustee Arnold complemented the alerts that come over the text messaging system as it is good to be kept informed of what is going on without receiving a phone call from the President. Dr. Meningall encouraged everyone to sign up for the MoBull alert system. Information regarding how to sign up is available in the handouts provided.

The meeting was adjourned at 3:30 PM.