Call to Order and Chairman's Comments:

Chairman Arnold called the meeting to order at 2:05 pm. Trustee Arnold noted that this was Trustee Griffin’s last meeting and thanked him for his hard work for the University and for the students. He wished him well in his new employment. He noted that this is Sandra Reynolds’ and John Richmond’s last meeting. Both were thanked for their service to the Workgroup.

Agenda Presented:

Action Items:

Approval of January 22, 2003 Minutes

The Workgroup unanimously approved the January 22, 2003 Minutes.
Approving new Special Fees, Fines and Penalties Rules as part of the rulemaking process

Ms. R.B. Friedlander presented the issue. Florida Statutes section 120.54(3)(a) requires that the agency head approve the adoption, amendment or repeal of any rule prior to the agency giving notice of the intended action. Ms. Friedlander explained that the rule had been shared with all of the entities involved in assessing special fees, fines and penalties and she felt that it was in compliance. Trustee Griffin raised the question about whether the access fee was to be $2.00 or $2.25 per semester hour. It was noted that that issue related to the Driving and Parking on Campus rule, the next item on the agenda. (See Driving and Parking on Campus issue.)

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

Proposed Amendment to Rule 6C4-4.0023, Driving and Parking on Campus, as part of the rulemaking process

Ms. R.B. Friedlander presented the issue. Florida Statutes section 120.54(3)(a) requires that the agency head approve the adoption, amendment or repeal of any rule prior to the agency giving notice of the intended action. The Special Fees, Fines and Penalties Rule, 6C4-4.0107, which is in the Rule Promulgation process, contains a Transportation Access Fee. The Driving and Parking on Campus Rule, Section (3) also contains this fee. Therefore, to avoid duplication, the Driving and Parking on Campus Rule, Section (3), Transportation Fee Plan, is being amended to delete reference to the transportation access fee assessment amount and the implementation date of the fee. The Tampa campus parking brochure is being updated and revised for 2003-2004. A new parking brochure is being proposed for the St. Petersburg, Sarasota and New College campuses. Ms. Friedlander explained that the rule had been shared with all of the entities involved and she felt that it was in compliance. The .25 cent increase would generate approximately $200,000 in revenue per year. Trustee Griffin stated that it was his recollection from a meeting with President Genshaft that the parking access fee was to remain at $2.00. Mr. Greg Sylvester, Director of Parking Services noted that a committee had been convened to look at the fee issues. The committee, with a 6-0 vote, recommended a $.25 increase in the transportation access fee, which would allow for increased services. This information was forwarded to the University administration. Trustee Duncan expressed a concern that if the Tampa Campus was going to amend the rule to show the fee to be $2.00 it would impact the following two agenda items from the St. Petersburg Campus as those items also dealt with the same issues and were modeled after the Tampa Campus proposal. Trustee Arnold requested that a call be placed to President Genshaft to clarify the intended amount of the fee. After consultation and verification of the $2.25 fee amount it was noted that President Genshaft wanted to assure everyone that the extra 25 cents will be used to address concerns previously raised by the students about security for the parking lots specifically extra lighting, shuttle services, and other visible improvements. Trustee Griffin noted that he would like to see a 24-hour shuttle, expansion of resident lots 16 and 35, increased lighting in the resident lots near the Andros Complex, and a committee to look at a more equitable solution to staying within the existing parking fees. Greg Sylvester was asked to review the request and report back to the Workgroup on the feasibility. Mr. Scott Lewis, Associate Vice President for Administrative Services, noted that one of the areas he oversees is Parking and he spoke on efforts being
made regarding parking and security. It was noted that a motion to approve the rule should be made and then a motion to accommodate the list noted by Trustee Griffin.

A motion was made to approve and was seconded. Approved unanimously. A second motion to approve the list recommended by Trustee Griffin was made to approve and was seconded. Approved unanimously

**USF St. Petersburg Transportation Access Fee**

Dr. Ralph Wilcox presented the issue. USF St. Petersburg has not previously assessed a Transportation Access Fee for student credit hours taken at this campus. In keeping with the requirement for initiating such a fee, a Transportation Access Fee Committee composed of three students appointed by the USFSP student body President and three faculty/staff members appointed by the campus CEO was convened to provide a recommendation regarding initiation of the subject fee. After appropriate consultation and deliberation, the committee unanimously approved and recommended a $2.25 per credit hour fee be assessed on USF St. Petersburg courses commencing Fall term 2003. Trustee Griffin asked if the students were in agreement and Dr. Wilcox confirmed they were. A commitment to establish a safe ride program was being initiated.

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

**USF St. Petersburg Parking Fees for the 2003/2004 Academic Year Beginning Fall of 2003**

Dr. Ralph Wilcox presented the issue. USF St. Petersburg strives to provide adequate parking for its employees, students and visitors. The University, in its attempt to provide a sufficient number of parking spaces for the campus community, must charge fees for use of its parking spaces in order to pay for the operation, construction and maintenance of campus parking facilities. For the past several months campus officials have been working with Chance Management Advisors, Inc., a professional parking consultant experienced in developing parking solutions for numerous universities including USF Tampa. The objective was to develop a Parking Master Plan for USF St. Petersburg. This planning effort has resulted in a recommendation to begin planning immediately for the construction of one or more parking garages to meet future parking needs with the first garage recommended to open in 2006/2007. The construction of the first garage will require an increase in annual parking permit charges for the faculty, staff and students as well as the initiation of a Transportation Access Fee if the campus is to move ahead responsibly to plan for and meet the campus parking challenges that lie ahead. The permit charges and fees being proposed would bring parity to parking charges for USF St. Petersburg and USF Tampa employees and students. Trustee Garcia asked about fee charges and changes. Dr. Wilcox reviewed the information noting that a study of parking costs had been completed and the St. Petersburg Campus charges were less than what is charged at other universities and in the surrounding area. Trustee Griffin asked whether the students understood that there would be an increase in the parking decal fee as well as the access fee. Dr. Wilcox explained that the students were aware.

A motion was made to approve and was seconded. Approved unanimously
Health Care and Education Center Project

Dr. Robert Daugherty, Jr. presented the issue. Dr. Daugherty noted that this was a conceptual approval to proceed with the Health Care and Education Center Project. He provided an overview of how the project came about, collaborative efforts, what services would be provided and facilities be built. The multi-phase project, referred to as the Health Care and Education Center, is to be funded from a variety of sources, including PECO, philanthropy and bonding. The USF HSC is requesting conceptual approval by the USF Board of Trustees to move forward with financing plans to issue up to $25 million in tax-exempt bonds. Renovations and expansion of space will take place at the current HSC site on the southeast corner of Bruce B. Downs and Holly. New construction will be on the northeast corner of Holly and Magnolia, in accordance with the USF campus master plan. The clinical facility will be operated and managed by the HSC VP’s administrative and practice group staff. The entire project is currently estimated between $88.9 million and $95.7 million (final costs dependent on specialty equipment incorporated into project) and encompasses three critical elements/phases. Trustee Paveza asked about the location of the buildings and whether any faculty would have to be moved. Dr. Daugherty confirmed the location and there were no plans to move faculty.

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

Faculty Nominations for Tenure

Dr. David Stamps presented the issue. Dr. Stamps provided an overview of the University’s tenure process. He explained that the list of individuals being recommended for tenure is ordered by department. President Judy Genshaft has certified that the nominations for tenure have met the requirements and conditions contained in University Rules, Policies, and Procedures. She is satisfied that the nominees will make a significant professional contribution to the University and the academic community in general. If approved, tenure will be awarded effective August 7, 2003. Trustee Paveza asked if it was possible to have the College of Arts & Sciences group considered separate from the rest of the tenure nominations so that he could abstain on the Arts & Sciences nominations. He had served as a member on a tenure committee in the College of Arts & Sciences. Chairman Arnold agreed with the recommendation. A motion to approve the tenure nominations from the College of Arts & Sciences was made, seconded and approved with Trustee Paveza abstaining. The remaining individuals being submitted for tenure were from the Colleges of Business Administration, Education, Engineering, FMHI, Marine Science, Medicine and Visual and Performing Arts. Dr. Stamps asked that the Workgroup approve that list.

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

Hiring with Tenure as a Condition of Employment

Dr. David Stamps presented the issue. Dr. Stamps noted that the individuals listed are being nominated by the President as a condition of employment. Administrators such as the President, Provost, Dean and Chairs, and senior faculty, who are recruited to the University of South Florida normally are awarded tenure as a condition of employment. These highly qualified individuals usually have earned tenure at their previous institutions, which makes them attractive candidates to the University. Often in order to attract them, the University must
provide a package that is competitive with other nationally and internationally ranked institutions. Tenure upon appointment, among other things, is a term and condition of the employment package that makes the University of South Florida an institution of choice. Dr. Stamps asked that the Board approve those individuals listed.

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

**Authorization to implement a BA in Music Studies option in USF School of Music**

Dr. David Stamps presented the issue. The School of Music currently offers undergraduate programs in Music Performance and Music Education. The School proposes to create an additional baccalaureate degree option that will require fewer credit hours in Music, thus allowing students to pursue elective coursework in other fields or even a double major. The proposed new degree option is expected to attract a significant number of new students who may not otherwise enroll at USF. Graduates will have a wider range of career opportunities as well as a broader array of graduate education choices. The resources to offer this program (curriculum and faculty) are already in place. The curriculum is composed of existing courses already taught by faculty in the School of Music. Students in the BA Music Studies option will occupy seats currently available in these courses. The proposed new degree option has the full support of the College and University and has been reviewed by the appropriate faculty committees. If approved, the BA Music Studies will be implemented in Fall 2003. Trustee Duncan asked if there was a budget impact. Dr. Stamps confirmed that there was no budget impact and noted that none of the BA degree or Masters degree requests represented an impact on the budget. Trustee Arnold asked if this would be initiated using existing professors and reorganization. Dr. Stamps confirmed that it would.

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

**Authorization to implement a BS in Biomedical Science in the College of Arts and Sciences**

Dr. David Stamps presented the issue. Dr. Stamps explained that this was the renaming of a degree that currently exists and would allow for more marketability in terms of name. The proposed program currently exists as a track in the BS in Interdisciplinary Natural Sciences. The track is designed for students interested in a career in a health-related field (e.g. pre-medical, pre-veterinary, and pre-dental students as well as those with a general interest in the biomedical science area). Approximately 140 students are currently enrolled in the INS health professions track. Creation of a separate major in Biomedical Sciences will be particularly helpful to the many students in this program who do not go on to medical, dental or veterinary school and wish to pursue a career in the Tampa Bay region’s growing biotechnology industry. The new degree will complement existing offerings in Biomedical Engineering by providing a non-engineering option for students interested in the biomedical area. The new program designation will also make clear the University’s intention and ability to serve this expanding workforce sector. As the program already exists as a track, no new resources are required for implementation of the degree, which has successfully passed all levels of review at the College and University level.

A motion was made to approve and was seconded. Approved unanimously
Authorization to implement an Honors Research Major in the Honors College

Dr. David Stamps presented the issue. The proposed USF Honors College Research Major (HCRM) is unique among Florida universities. It is specifically designed as a second major; in order to be admitted to the HCRM, a student would also have to select another, regularly offered USF major. The program is designed to offer our best students a program that resembles a graduate education experience; the goal is to prepare students to enter selective graduate programs by introducing them early to the research environment. The HCRM will be delivered by faculty who currently teach in the Honors Programs. Most are assigned to this activity by their home departments—the Honors College has no separate faculty except for the Dean and Associate Dean. The Dean of the Honors College will supervise the HCRM as part of his normal administrative duties. All resources needed to implement the program are currently in place and accessible to the Honors College. Trustee Duncan asked if it followed the University’s strategic plan. Dr. Stamps confirmed that it did.

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

Authorization to submit a proposal for a Ph.D. in Social Work to the Division of Colleges and Universities for consideration by the Florida Board of Governors

Dr. David Stamps presented the issue. Dr. Stamps noted that all PhD programs must be approved by the Florida Board of Governors and therefore a request to submit a proposal is being requested. The program will be offered at the USF Downtown Center and is for people who are already in the profession. The proposed PhD in Social Work is designed to develop graduates prepared for academic and research careers in social work clinical practice. This innovative part-time program will be delivered in an alternative, nontraditional model through a combination of weekend sessions and 3-week concentrated summer sessions devoted to full-time study. Coursework will be completed by a cohort of students over a 3-year period; students will then begin work on the dissertation.

No additional faculty are needed to implement the proposed program. The School of Social Work has anticipated in its recent hiring plans the eventual establishment of a PhD program, and 13 current faculty are qualified to staff the program. Enthusiastic support for the implementation of the program has been demonstrated by a number of community partners and agencies. Dr. Stamps noted that if the program grows as expected then additional faculty will be needed and that the University is prepared for that. Trustee Duncan asked if we have a DSW. Trustee Paveza noted that we do not have that but that he felt this is a critical program for the school at this point.

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

Approval of a Proposed Graduate Student Orientation Fee

Dr. Dale Johnson and Ms. Kelly Browning presented the issue. Dr. Johnson noted that a university-wide orientation program for the more than 3000 new graduate students entering USF each year is clearly needed but resources are unavailable. He noted that no fee currently exists to fund this activity. He introduced Ms. Kelly Browning, President of the Graduate and
Professional Student Organization (GPSO), who presented the perspective of a graduate student and how the proposal came about. She noted that the $35.00 fee would be on a one-time basis and only be charged to new graduate students. The fee is expected to generate about $110,000 in revenue which would be used to fund a comprehensive and enhanced graduate student orientation, workshops on a variety of topics, a mentoring program, and assistance for graduate students to present at professional conferences. She felt that the additional fee would better serve graduate students academically, socially and culturally. Trustee Griffin asked whether the fee was for new graduate students only. Ms. Browning noted that the proposed fee has been reviewed by the GPSO, program directors and coordinators and the EBC and that since the monies would be used predominantly for new graduate students it would be appropriate to charge this new fee only to new graduate students.

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

**Ratify the Execution of the Master Ground Lease Agreements**

Dr. Harold Nixon presented the issue. Dr. Nixon noted that this issue concerned the ratification of the Master Ground Lease for the Athletic Training Facility and for Phase II and Phase III of the Residence Life Enhancement Projects. Those leases had previously been ratified but given the organizational changes of the State University System of Florida in which the leasehold interest of the University land is being transferred to the UBOT, a request is made that the Board of Trustees ratify the execution and delivery of the Master Ground Lease agreements consistent with the resolution and closing documents signed on March 6, 2003.

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

**Housing Fee for 2003-2004 on Tampa Campus of the University of South Florida**

Dr. Harold Nixon noted that Dr. Tom Kane, Director of Residence Services would present the student housing fees for 2003-04. Dr. Kane noted that he and Trustee Griffin had spoken on numerous occasions about the increase. What is being proposed is a rate increase within the residence halls that is between 4.1 and 6% for next year. That would anticipate an increase in the cost of living for next year. It covers additional costs for grounds and maintenance within the residence hall area that in the past were covered by the university. It also covers additional indebtedness associated with the next phase of the residence hall on campus program specifically the renovation of Beta and the construction of the Maple II 600 bed project. Ms. Luz Arcila noted that the information provided is basically a breakdown of the annual current rate and the breakdown on the monthly basis. The increase on the monthly basis ranges between $14 to approximately $40 per day depending on the facility. She added that as Dr. Nixon mentioned, on March 6 the University closed on the Phase II and Phase III of the housing program which adds $34.5 million to the University's debt portfolio. Currently the University owes $120 million and our financial proforma calls for annual increases that range between 4 and 5 percent. The University must cover the operations and cover the debt service 120 times. This is something that the University evaluates on an annual basis. The University now has to absorb the grounds and maintenance which is approx. $226,000 for next year. Trustee Paveza noted that it had been a long time since he rented and asked how the proposed rates compare with comparable apartment rental rates for the same square footage in the surrounding community. Dr. Kane explained that it was comparable but slightly higher than off campus due
to materials and techniques that are mandated by the State. A marketing firm was hired to do a marketing analysis. A draft has been provided and the final report is expected soon. The draft report indicates that for all that is provided for on-campus housing – rent, utilities, furnished apartments – the University’s housing is less expensive than the off-campus market. Trustee Arnold asked how the pre-paid program at the state level for reimbursement compared to what we will charge. Dr. Kane explained that the College Pre-paid program reimburses for a standard double room such as Andros. The student would pay the difference.

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

Title IX Equity Report in Athletics

Ms. Barbara Sparks-McGlinchy presented the issue. Ms. Sparks-McGlinchy provided an overview of Title IX, its history, prongs, and the efforts of the University to comply. She also reviewed the Gender Equity Plan that was submitted to Tallahassee in the Fall. Dr. Jose Porteiro provided an overview of the activities of the Title IX Committee, its interactions with the Athletic Department, and recommendations for compliance. Information pertaining to gender equity in athletics may be found in both 1000.05 and 1006.71, F.S. the new school code. Statute 1000.05(5)(a) requires all state university boards of trustees to develop and submit plans for the implementation of the Florida Equity Act. Florida Statute 1006.71(1)(d) requires each board of trustees to annually evaluate its president on the extent to which gender equity goals have been achieved. The Statute also charges the Commissioner of Education to annually assess the progress of each institution’s plan and to advise the State Board of Education regarding compliance [1006.71(1)(c)]. The Department of Athletics prepares the Gender Equity Report and submits the report to the Title IX Committee for review. The Committee forwards the Report to the Associate Vice President for Diversity and Equal Opportunity and the Provost for review and approval. The report is then forwarded to the President and Board of Trustees for review and approval. Trustee Garcia asked about the improvements that were recommended and if they were included in the goals. Ms. Sparks-McGlinchy advised they were not. The question was raised about the report being informational in nature versus needing approval by the Workgroup. Ms. Deborah Love confirmed that the report would need to be approved by the Workgroup. Trustee Arnold asked if Ms. Sparks-McGlinchy felt the University was in compliance and she responded affirmatively. Ms. Love noted that this report did not have a time frame for approval but she hoped to have this report and the next agenda item approved so that both items can be forwarded to Tallahassee. It was recommended that hard copies of the report along with an executive summary be provided to the Workgroup and that a special conference call be set to discuss and vote on the agenda item.

Equity Accountability Progress Report and Update

Ms. Deborah Love presented the issue. Ms. Love provided an overview of the Equity Accountability Plan. She described how the information was derived and the efforts of the University to comply. Sections 1012.95(2)(a), Florida Statutes requires each university to prepare an EAP Progress Report and Update to report the progress made in improving the diversity and establish the goals, in a combined EAP Report. In addition, each university must develop a Budgetary Incentive Plan (BIP) to support the achievement of EAP goals and the implementation of strategies in a timely manner. The required incentive plan is part of the EAP
report to the State Board of Education, Division of Colleges and Universities (DCU), Office of Planning, Budgeting and Policy Analysis (PBPA). It was recommended that hard copies of the report be provided to the Workgroup and that a special conference call be set to discuss and vote on the agenda item.

Approval of the USF Sarasota/Manatee Campus Master Plan

Dr. Laurey Stryker presented the issue. Mr. Jan Smith, Chairman, Sarasota Campus Board of Trustees, spoke about the need to expand, benefits of expansion and support of the project by the university community, the Community Leadership Council, Sarasota and Manatee Chambers of Commerce, and various other individuals and groups. Mr. Sumner D. Matthes, Wildlife Coordinator of Sarasota in Defense of Animals, spoke in defense of the gopher tortoises that live on the property. He spoke about the life of the gopher tortoise, the benefits they provide to other wildlife, and the impact that building would cause on their life. Ms. Claudia Cuomo, Uplands Resident, shared that the Crosley site is too problematic and has no long term viability, there are better site options for USF, and that the ecologically and historically valuable Crosley estate needs to be preserved. She noted a strong opposition to the plan by the public and provided a copy of a document listing the concerns of the public. Both Mr. Matthes and Ms. Cuomo urged the Workgroup to carefully consider all public input when making their decision.

Dr. Stryker provided an overview of the USF Sarasota/Manatee Campus Master Plan Amendment listing steps accomplished and next steps needed to move the project forward. She expressed that they had been listening to public comments and had made changes based on those comments and that she felt a balanced plan had been reached. She reviewed a list of the changes made to address the concerns of the public. USF Sarasota Campus will continue to share a library, a conference center, recreational fields, and fitness centers with New College of Florida. Dr. Stryker spoke about the convenience of the location and the collaborative efforts to make the site viable. She noted that upon complete build-out of the project only 50% of the land will be used. She expressed that they have been listening, will continue to listen, and there was work to be done. Funding is being pursued.

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

Information Item

Trustee Griffin introduced Chris Devitt who is a student in the College of Visual and Performing Arts. He noted that a new student fee to help with the cost of producing student productions is
being considered. The fee will allow students free access to any contemporary art museum, production and other events involving the College of Visual and Performing Arts. A committee to look at this issue will be established and they welcome members of the workgroup to serve on that committee.

The Workgroup meeting was adjourned at 4:10pm.