Call to Order:

Chairman Arnold called the meeting to order at 2:00 pm.

Provost’s Report:

Dr. Ralph Wilcox presented the report. USF’s Performance and Accountability information was distributed and reviewed. Dr. Wilcox reviewed the different levels of accountability (USF Strategic Plan, State and Regional, and National) noting the increase in accountability. Mr. Arnold commented on the huge effort and involvement. The current plan is a model of accountability and a way that others might want to measure Research I institutions. Mr. Arnold commended Dr. Wilcox for his efforts and welcomed feedback on the materials provided. Dr. Wilcox noted that a presentation has been made to the Florida Board of Governors and he felt it was well received. A copy of the presentation materials was distributed. Trustee Arnold distributed and commented on a Report from the Florida Council of 100, Executive Summary. The full document is available on line at www.FC100.org. Items discussed were the increase of standards for Bright Futures Scholarship Program beginning in 2005/06; additional monies being allocated for need-based financial aid for students; increase in tuition by 14% annually over 5 years to bring tuition costs up to national level; increased financial aid available to students attending Florida’s private schools; and, accruing approximately $101 million in funds
each year beginning in 2005/06 to ensure Florida’s existing pre-paid college tuition program. Dr. Bird asked if retention of faculty was included in the document and Mr. Arnold confirmed it was. Mr. Arnold noted that he is a member of the Council of 100 and that the Council acts as a think-tank. He encouraged everyone to review the entire document and to provide feedback.

Dr. Wilcox introduced Dr. Dan Gardner who provided an overview of USF’s status with respect to reaffirmation by the Southern Association of Colleges and Schools (SACS) in 2005. Dr. Gardner noted that the reaffirmation involves an internal and external review and he provided an overview of the process, committees, and efforts. Mr. Arnold asked about the status of the faculty roster and if there was any need for help or oversight by the Trustees. Dr. Gardner stated that he felt comfortable that USF would meet its deadline and that at this time 86% of the roster was complete with discrepancies being investigated. He noted that SACS will look at the roster for Fall 2003 and Spring 2004 which includes all faculty, adjuncts, and graduate teaching assistants. The number of instructors fluctuates as courses are added or cancelled.

**Student Affairs Report:**

Dr. Harold Nixon presented the report. For enrollment planning and management Dr. Nixon reported that we have received over 30,000 applications for new undergraduate students that are processed by the Admissions Office and they are keeping up with the task. Admissions for Fall FTIC are approximately 17% ahead of last year at this time. It was noted that USF is in the 3rd year of a 4 year plan to raise admissions standards and that it has not adversely affected the number of students applying. Minority student admits are running ahead of last year with African-American admits up by 11% and Hispanic admits up by 6%. The Freshman Summer Institute will increase by 50% over 2003 with an expected enrollment of 300 students of which 50% will be students of color. According to the Strategic Plan USF expect to enroll 5,183 FTIC’s for 2004-05 academic year. Transfer admissions are up by 42%. The President’s Academy of Advisors is currently 40 advisors and 41 new trainees. Each advisor receives a small stipend of $1000. The total enrollment for all campuses in the Fall 2004 is expected to be over 43,000.

Dr. Nixon noted that the housing projects are on track. Cypress (Maple II) project will have 600 beds – 300 beds of suites and 300 beds of apartments--and is a complex reserved for freshmen and students in the Honors College. The project will open in August. The Beta project will house 296 students and is similar to Castor Hall but will be co-ed. It will also open in August. Both projects combined cost $34.7 million. With the opening of these two halls USF will house approximately 4,400 residents on-campus which is an increase from 2,300 in 1997 (91% increase in 7 years). Mr. Arnold asked if USF owns Fontana Hall. Mr. Nixon advised that we have been leasing the facility and that there are no plans to lease next year. He expressed that success in being able to accomplish what has been accomplished is due to variable rate financing, support of USF Foundation, and collaborations both internally and externally. Currently interest rates are favorable but staff are aware that might change in the future. They are watching the issue carefully. Dr. Nixon noted that the Marshall Center Project has received 15 proposals from architectural firms. Those proposals have been evaluated and a short list of 3 firms has been identified. A firm selection is anticipated in 2 weeks. Mr. Arnold asked if any support from the ACE Work Group was needed and Dr. Nixon said no, at this time but in the future financial approval will be needed. The next project is the Student Health Services Center where a second floor is being added and renovation of the first floor. The total square footage will be 13,400 at a cost of 5-6 million. Dr. Nixon noted that parking is being considered.
Dr. Nixon noted that the University Police Department is in the process of installing surveillance cameras in the Magnolia parking lot to increase security measures due to an increase in car thefts in that lot. They are hopeful to have the project completed within the next two months.

Mr. Arnold thanked Dr. Nixon for the report. He expressed concern about the number of expected enrollments (43,000 students) and the impact on those students relative to advising. Also of concern was classroom space to accommodate the increase in student enrollment. Dr. Wilcox noted that those issues are being looked at carefully. Ms. Garcia asked if the President's Academy of Advisors were faculty advisors and if they are compensated for this work. Dr. Nixon said that most are volunteers and a small stipend of $1,000 is provided. Ms. Garcia asked if this information is provided to SACS and Dr. Wilcox confirmed it was. Mr. Arnold suggested that the President's Academy of Advisors program be available on all campuses and Dr. Nixon noted that he will discuss the issue with the branch campuses.

Faculty Senate Report:

Dr. Elizabeth Bird presented the report. She shared that the Senate is waiting to hear from the President concerning faculty salary increases. Dr. Bird noted that USF’s exceptional faculty are being lured away by other universities who are offering higher salaries, sometimes more than 50% above current USF salaries and she expressed concern over this issue. Some of the other issues shared dealt with regional campus issues and their role being financial not academic; the issue of out of state tuition being charged for non-degree students and that not being a good idea; addition of a faculty member to the search committee for Director of Intercollegiate Athletics; modifying the rule so that the awarding of an honorary degree must be approved by the Faculty Senate; updating of the Faculty Senate webpage; discussion of comments by the Board of Trustees to Governor Bush; and election of new officers for Faculty Senate. Dr. Bird announced that she will not be President of the Senate after July 31, 2004. Mr. Arnold shared that as a Trustee he did not take the comments by the Governor as personal but he felt once the Governor had an opportunity to review the information provided to him last week he would see that USF is on the right path.

Approval of January 23, 2004 Minutes

The Work Group unanimously approved the January 23, 2004 Minutes.

Approval of February 5, 2004 Minutes

The Work Group unanimously approved the February 5, 2004 Minutes.

Office of the General Counsel

Approving Amendments to Rule No. 6C4-4.0107, “Special Fees, Fines and Penalties,” pursuant to Section 120.54 F.S.

Mr. Keith Hauger presented the items. The first is the Graduate Certificate Application Fee. The current rule provides for a nonrefundable application fee of $30. This proposal would
extend that fee to students seeking graduate certificates, effective Fall 2004. Graduate certificate applications require review and processing by academic units and the Registrar in the same way as regular graduate degree applications. Thus, it seems appropriate to implement a similar fee to offset these administrative costs.

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

The second item is the approval of an International Student Administrative Charge of $50 per semester and changing the name of the SEVIS Fee to International Student Administrative charge. Mr. Hauger noted that The U.S. Department of Homeland Security, implementing foreign student and scholar tracking provisions of the *Illegal Immigration Reform and Immigrant Responsibility Act (1990), section 641*; and the *U.S. Patriot Act (2001), section 416*, required all institutions enrolling foreign students and hosting foreign scholars in visa classifications F, J, and M to begin formally tracking these foreign nationals using a new Internet-based system as of August 1, 2003. This tracking system, known as SEVIS (Student and Exchange Visitor Information System) constituted an unfunded federal mandate which USF has completely complied with, but at great expense to the University. Mr. Arnold asked if this fee was to recoup the costs incurred by the tracking provisions and Dr. Austell confirmed it was. Dr. Bird asked if the fee was per semester and Dr. Austell confirmed it was, noting that keeping the costs to a per semester fee would lessen the impact on foreign students. Mr. Arnold expressed that the mandate was a large reporting responsibility and the fee might not cover all costs. Dr. Austell expressed that he hopes to break even but it is the first year of the mandate so actual expenses are unknown at this time. Dr. Bird asked if Dr. Austell felt there would be a negative impact on enrollment and Dr. Austell responded that he did not feel there would be, that it is early in the process and the impact would be closely watched. Dr. Suresh Khator mentioned an article where students at the University of Massachusetts protested because of a similar fee. It was clarified that in that case there was a $65 per semester fee. Dr. Austell noted that there had been some negative response but most students were agreeable. Dr. Wilcox asked about comparisons to other SUS universities and Dr. Austell provided an overview of 4 other universities who have or are implementing a similar fee.

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

**Academic Affairs**

**Approval of proposed professional doctorate degree in Physical Therapy (DPT)**

Dr. John Curran presented the item. Dr. Curran noted that this is a transition from a Master’s degree in Physical Therapy to a professional doctorate (DPT). Although program accreditation is not currently in jeopardy, two-thirds of the United States programs award or will award the DPT degree by 2005 and it is likely that accreditation will require this change within a five to ten year planning horizon. The proposed DPT will add 3 semesters (approximately 32 credits) to the existing master’s curriculum. Total enrollment will increase approximately one third as a result of the lengthened curriculum. Additional faculty and staff as well as non-recurring start-up costs are revenue positive to USF and the HSC if a professional tuition of $12,000 per in-state student per year is charged at inception and the tuition generated is returned to the school’s operational budget annually. The financial proforma for the proposed program is dependent on approval of a professional tuition of $12,000 per year in-state and $16,000 per year out-state. The
proposed implementation date is summer 2005. All currently enrolled and recently graduated students will be given an opportunity to extend or return to USF for study to complete the DPT. The Master’s degree in Physical Therapy will be discontinued when authorization to award the DPT is granted and students who were admitted to the Master’s program have had adequate time to complete the Master’s degree requirements. Mr. Arnold asked about transition of students and if that process was in place. Dr. Curran advised that the issue had not been addressed formally. Dr. Loeding expressed concerns that the school systems are having difficulty securing physical therapists and wondered if the school systems had been consulted about this proposed action. Dr. Clendenin stated that she did not believe the proposed action would worsen this situation. Dr. Curran also expressed his confidence on the viability of the program.

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

**Tampa Campus**

**Approval to proceed with the construction of the pedestrian bridge across Magnolia Drive connecting the SRB and the MRC**

Mr. Nick Porter presented the item. The H. Lee Moffitt Cancer Center and Research Institute is ready to build the connecting pedestrian bridge across Magnolia Drive as planned in the Tower Project (and reflected in the University of South Florida’s Tampa Campus Master Plan, May 7, 2002). The funds are available and ready to be expended to complete this project. The estimated cost of the project is $2.5 million and the construction period is estimated at four to five months. The pedestrian bridge will connect the two primary Moffitt research buildings (SRB and MRC) provide easy access to and from each location for the faculty and staff. The construction will be scheduled to have minimal impact on the roadways. The bridge will be mostly fabricated offsite and brought in to be connected on site thus minimizing prolonged road or lane closures. An “Air Rights Agreement” is being prepared for execution, which will lead to a formal Air Rights Easement. Mr. Arnold noted that he had visited the site and felt that there is adequate consideration for height of the bridge to account for large trucks and felt comfortable with the Air Rights Easement. Dr. Carlucci noted that this would be a consent item for the Full Board of Trustees. Mr. Arnold asked Mr. Hanke to circulate the Land Development plan and welcomed feedback.

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

The Work Group meeting was adjourned at 3:40 pm.