Call to Order:

Trustee Arnold opened the meeting at 3:10 p.m. and welcomed Trustee Soran and Dr. Glover to the Work Group.

Provost’s Report

Provost. Khator noted that she is pleased to announce that the UFF and the University of South Florida have reached a collective bargaining agreement. Once the agreement is ratified by the UFF membership it will be presented to the Board of Trustees. Dr. Khator provided an overview of the searches currently being conducted for executive and faculty positions. She announced that the Office of Admissions and Enrollment is now within the Office of the Provost and provided an update on enrollment figures. Dr. Khator noted that the tuition and fee policy recently approved by the Board of Governors was being reviewed by the Provost's Office and that recommendations will be brought to the Work
Group in the near future. Trustee Arnold commended Dr. Khator on the Strategic Plan website noting that it is a center piece on accountability.

**Faculty Senate Report**

Trustee Greenbaum noted this is her first meeting although she attended the July meeting as a guest. She shared that the faculty is now in the process of ratifying the collective bargaining agreement which would provide for a contract for the first time in almost 2 years and that it was felt it was a fair agreement. While the Senate does not get involved with bargaining they do have an interest in faculty development and professional well being. The Senate Committee on Faculty Issues will be examining the status of non-tenure earning faculty and various ways to ensure that their best interests are protected and that career ladders are possible. Dr. Greenbaum noted that the Council for Educational Policies and Issues is working with the Office of Audits and Compliance to devise a policy covering consensual romantic relationships between faculty and students. The Council will also work closely with the Office of Audits and Compliance on other policies and on the best means of disseminating and implementing policies that affect faculty. Although the Faculty Senate is focusing on shared governance at the departmental level there is also an interest at a wider level and that it was felt that no major decision affecting academic conditions at USF should be taken without meaningful consultation with relevant faculty. Additionally, the Senate has been involved with efforts to articulate clear academic policies across the different branch campuses. A broad group has been working on a document that will cover academic issues and coordination. An ad hoc committee has been formed by the Senate, in collaboration with Dr. Wilcox, to set out procedures for the expansion of academic programs across campuses. Dr. Greenbaum noted a concern about the Academic Learning Compacts adopted by the Board of Governors as part of the accountability measures. It was felt that there is considerable ambiguity about how the ALCs will be constructed and implemented and that the Senate agrees with the Provost that there are many potential problems with the proposal. Flexibility and reasonableness going forward with the process was urged. Trustee Arnold thanked Trustee Greenbaum for her report and shared his concerns about funding as it relates to enrollment and meeting goals. He noted that communication with the Legislature regarding how USF is meeting its benchmarks and student productivity is imperative.

**Student Government Report**

Trustee Chhadva provided an overview of current projects. He noted that Student Government is interested in providing a shuttle system from USF to Ybor City and Channelside with Hartline providing buses. Student Government is willing to provide funding for this initiative. Trustee Chhadva asked for input and guidance from the Work Group to help further the initiative. Other projects noted included improvement of signage on campus to better assist drivers and enhance aesthetics; providing an electronic board at the intersection of Fletcher and North Palm to promote student events, athletic events, student life and wellness and services that are offered to students; lobbying efforts against the tuition policies passed by the Board of Governors; improving class
availability and use of classroom space to ensure that students obtain the classes they want and need; and, the collaboration with Dr. Carlucci to ensure proper resources to begin designing and constructing the new Marshall Center. Trustee Chhadva noted that the students were happy with the new parking facility and thanked Manuel Lopez and Parking and Transportation Services for their efforts. Trustee Arnold asked about the point of destination relative to the shuttle service initiative indicating his concerns about liability. If the point is to provide transportation to Ybor and Channelside then the implementation might be a challenge. He suggested that Student Government work with USF Parking regarding the transportation needs and then present a proposal to the Work Group for consideration. Trustee Arnold noted that he likes the idea of new signage for the campus and recommended that Student Government work with Facilities Planning regarding a proposal. Trustee Arnold suggested a review of the Council of 100’s website in relation to tuition and he noted that tuition costs for USF are low compared to other institutions. He also noted that the Provost's Office is working hard to match demands for classes to facility availability. Trustee Arnold shared that the Marshall Center enhancements are dear to his heart and would like to see the project completed before the end of his term on the Board.

Approval of July 23, 2004 Minutes

The Work Group unanimously approved the July 23, 2004 minutes.

Academic Affairs

Tenure Nominations as a Condition of Employment

Provost Khator presented the item and noted that administrators such as Presidents, Deans, chairs, and senior faculty, who are recruited to the University of South Florida are normally awarded tenure as a condition of employment. The individuals being recommended for tenure have been approved by their departments and colleges. Dr. Khator asked that the Work Group approve the recommendations.

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

Materials & Supply Fees Effective Fall 2005

Provost Khator presented the item and explained that the fees are to cover materials consumed in the classroom. Each year the colleges review existing material and supply fees to ensure that the fee is still appropriate as well as consider fees for additional courses. The Provost's Office has verified the cost per student and reviewed the detail of expenditures to ensure that the expenditures are in compliance with the rules and the University’s fee cap of $75 per course. If approved by the ACE Work Group, the material and supply fees will be presented to the Executive Committee/Fiscal Affairs Work Group for approval at its December 2 meeting. Trustee Chhadva asked for clarification and Dr. Khator noted that these are fees for class materials and supplies and that the fees can only be used for such. Trustee Greenbaum asked if there was a burden
on Engineering students. Trustee Arnold explained that due to increased sophistication of engineering classes and curriculum that newer and more expensive materials are required which would account for increase in fees. Trustee Soran noted that some of the fees apply to new courses that have been added to the curriculum. Trustee Chhadva asked if Bright Futures would cover the fees. Dr. Wilcox advised that it would depend on how the fee is coded and the level of Bright Futures scholarship. If a student has a medallion scholarship then the fee would most likely not be covered, however, if a student has a Gold Seal scholarship then the $600 yearly stipend for books and materials could be applied if the fee is coded as a lab fee. Trustee Chhadva asked how the coding is decided and Dr. Carlucci advised that Financial Aid oversees that process. Dr. Khator advised that the issue would be reviewed.

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

**Program Termination: M.S. Audiology**

Provost Khator presented the item and noted that since the implementation of the Doctor of Audiology degree in Fall 1999 that the M.S. was no longer needed. She asked the Work Group to approve the termination of the M.S. degree in Audiology.

A motion to terminate the program was made and seconded. Approved unanimously.

**Facilities Planning**

**USF/Florida State Golf Association’s Partnership Agreement for Sublease and operations of USF Golf Course**

Barbara Donerly introduced Michael LePan, James Fee, James Fortune and Vicki Medlock. Mr. LePan presented the item and noted that they seek permission to negotiate a partnership arrangement with the Florida State Golf Association (FSGA) to make the USF golf course the state headquarters for the FSGA and to build the Florida Golf House. An overview of the proposal with FSGA was provided noting USF’s mission for the golf course, its history, current financial situation, and benefits of a partnership with FSGA. Richard Brown noted that the FSGA is a well managed and trusted organization. He noted that 40-50% of the Sun Dome, Inc’s time is spent on management of the golf course and that currently the golf course is operating at a loss which impacts the operation and needs of the Sun Dome. Trustee Soran asked about a grant provided by SWFWMD and any conditions of the grant that might affect the use of the land. Mr. Brown noted that a $1 million grant for a new sprinkler system, etc. had been provided but that there were no conditions made by the grant. Trustee Greenbaum asked about the impact on the wetlands and Mr. LePan advised that the changes should have no additional impact but that issue would be reviewed further. Provost Khator asked about impact on faculty research in the area. Mr. LePan advised that there were three sites but that he did not feel there would be an impact and any changes would be minor. Trustee Soran asked about percentage of usage of the facilities by faculty, staff and students and Mr. LaPan said that currently it is used about 30%. Trustee Soran asked about fee
changes and Mr. LePan indicated that it would have to be negotiated. Trustee Arnold
expressed that the FSGA was a reputable organization and an agreement would be
positive for USF; that the golf course was important to USF and he supports its efforts.
He also expressed concern about the impact on USF’s mission and goals and the potential
impact of this land in relation to its highest and best use for USF, factors that must be
considered carefully in the future analysis. Trustee Arnold recognized the significant
financial losses of the golf course and commended Mr. Brown and the Sun Dome, Inc. on
their efforts to bring it to a break-even point. Trustee Arnold noted concerns and benefits
to USF and expressed that there are many things that will need to be negotiated so as to
protect the interests of USF. The Work Group discussed possible use of the land,
restrictions and requirements by SWFWMD. Mr. Brown provided a brief history of the
golf course. Trustee Arnold noted that he was not opposed to negotiations and would
recommend moving forward bearing his stated concerns in mind. Trustee Chhadva
expressed that an agreement with FSGA would be beneficial to USF in bringing in
donors to USF and in providing scholarships for students as well as visibility as an
affiliate.

A motion was made to approve moving forward with negotiations and was seconded.
Approved unanimously.

USF Geology Alumni Society GeoPark Recognition

Ms. Donerly introduced James Garey who provided an overview of the USF Geology
Alumni Society GeoPark noting its location, teaching resources, research facility and
service and outreach. Dr. Garey noted that the designation of the GeoPark is compatible
with the Greenway, Open Space and Conservation elements of the current Master Plan.
The Campus Development Committee recommends that the areas as shown in the
proposal, for a total of approximately 16 acres be designated in the 2005 Master Plan
Update as the USF Geology Alumni Society GeoPark. Dr. Garey reviewed the GeoPark
usage patterns, and short and long term plans. Currently the park has a year to year
approval and they seek to have a longer term approval of 5 years. Trustee Arnold noted
that the land is currently a wetlands area and is being used as intended.

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

USF St. Petersburg

Master Plan Amendment 2004

Regional Chancellor White presented the item and noted that USF St. Petersburg had
previously presented this to the Work Group and now seeks approval of the amended
master plan. Dr. White noted that the review has been completed and public hearings
have been conducted for community input. Trustee Duncan advised that USF St.
Petersburg has worked hard and made great progress. She recommends approval.

A motion was made to approve and was seconded. Approved unanimously.
USF St. Petersburg Tenure Nominations as a Condition of Employment

Dr. White presented the item. She noted that approval by all appropriate areas has been received and requested approval by the Work Group.

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

USF St. Petersburg Material and Supply Fees Effective Fall 2005

Dr. White presented the item. She noted that in some cases the fees will replace textbooks and that because they are buying in bulk they have been able to negotiate lower prices. She requested approval of the fees.

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

Information items:

Strategic Planning, Performance and Accountability Update

Provost Khator presented the item and provided an update on the strategic plan and accountability processes. She reported that USF had taken a proactive approach to institutional performance monitoring and reporting. She acknowledged that President Genshaft and the USF Board of Trustees had adopted a comprehensive and multifaceted approach to institutional planning, performance assessment, and accountability. This approach was designed to enable USF to rise into the ranks of the Top 50 American Public Research Universities (TARU) in 5 years and achieve eligibility for membership in the Association of American Universities (AAU) in 10 years. She reviewed the Performance, and Accountability website located here: http://www.acad.usf.edu/IE/PPA/. She thanked Dr. Wilcox, Dr. Gardner and Travis Thompson for their hard work in assembling performance findings and preparing the website. Trustee Arnold said that he was very impressed with the website and suggested that it should be used as a model for others. He indicated that he had sent the link to Governor Bush for his review. Drs. Loeding and Hawkins advised that they were also very impressed and would share the website with faculty. Trustee Arnold suggested that the link to the website be added to the USF home page to provide quick reference.

Campus Development Committee Charter

Ms. Donerly presented the item and noted that it was an information item. Trustee Arnold asked why Dr. Carlucci was not on the committee. Dr. Carlucci advised that he does attend the meetings but does not vote. Ronald Hanke chairs the committee. Trustee Arnold suggested that they might want to consider changing the composition of the committee to include other areas such as Alzheimer’s Clinic, Moffitt Center, regional campuses and others that have interests in the University’s Master Plan in an effort to avoid future conflicts for space allocation. Trustee Arnold noted that the committee was
established to get a handle on space issues and he commended them for their hard work. The committee serves as a good filter for such items and should have broad representation because of the demands of the various interests.

**Site Selection for the Joint Military Science Leadership Center**

Ms. Donerly introduced Luis Visot who presented the information item. He noted that they had received a $5 million grant over to 2 years to accomplish this project. The intent is to inform campus constituents of the proposed development, understand campus impacts and determine level of support, and receive approval to proceed. Mr. Visot provided a brief overview of the project and its goals. Trustee Arnold welcomed Mr. Visot back and asked about development and parking. Mr. Visot advised that they would be looking at all of those issues.

Trustee Arnold asked for additional agenda items and hearing none adjourned the meeting at 4:50 p.m.