DRAFT

University Board of Trustees
Work Group on Academics and Campus Environment
MINUTES
November 2, 2006 – 2:00 PM
Marshall Center

Workgroup Members Present: Lee Arnold, Jr., Trustee and Chair; Bob Soran, Trustee and Co-Chair; Michael Barber, Trustee and President of the Faculty Senate; Debbie Sembler, Trustee; Jan Smith, Trustee; Faran Abbasi for Trustee Frank Harrison, Student Government; Jennifer Capeheart-Meningall, Vice President, Student Affairs; Carl Carlucci, Executive Vice President and CFO; Renu Khator, University Provost and Senior Vice President; Kathleen Moore, Associate Vice President for Academic Affairs and Educational Outreach and Principal Staff to the Workgroup; Ron Hanke, Associate Director, Facilities Planning; John Clarke, Foundation Board Liaison;

Guests: Kathy Betancourt, Associate Vice President for Government Relations; Kevin Banks, Assistant Vice President and Dean of Students, Student Affairs; Ryan Blackburn, USF Oracle; Leellen Brigman, Associate Vice President for Enrollment Management and Planning; Guy Conway, Assistant Vice President, Student Affairs; Barbara Donerly, Architect, Facilities Planning; James Dragna, Associate Vice President, Student Affairs; Delcie Durham, Associate Provost for Research and Dean of the Graduate School; Ben Ellinor, Associate Vice President, USF Sarasota-Manatee; Trudie Frecker, Associate Vice President, Administrative Affairs; Dan Gardner, Director, Office of Decision Support; Patricia Haynie, Associate Vice President; USF Health; Hank Lavandera, Associate General Counsel, Office of General Counsel; Barton Lee, Associate Dean, College of Visual and Performing Arts; Ron Jones, Dean, College of Visual and Performing Arts; Judith Ponticell, Associate Vice President, Academic Affairs USF Lakeland; Steve Prevaux, General Counsel; Alyn Pruett, Principal, Wallace Roberts & Todd, LLC; Dwayne Smith, Vice Provost and Professor, Provost’s Office; Tracy Tyree, Associate Vice President, Student Affairs; Karen White, Regional Chancellor, USF St. Petersburg; John White, Architect, Facilities Planning; Ralph Wilcox, Vice Provost, Provost’s Office; Doug Woolard, Director, Intercollegiate Athletics

Call to Order:

Trustee Arnold opened the meeting at 2:05 p.m.

Provost’s Report

Provost Khator presented the report. She provided an update on USF’s Centers of Excellence and World Class Scholar proposal, noting that one Center of Excellence proposal had received the highest ranking in the SUS. 6 World Class Scholars applications have been submitted with 4 receiving approval to move forward. Dr. Khator provided an update on AAUP Report on gender equity in universities. USF is doing well but there is room to improve and one area is salaries for women. The University and
Board of Trustees have committed to raise salaries to a competitive level. Dr. Khator provided an update on the University’s Strategic Plan and the measures linked to research and graduate education. She advised that there have been 18 major appointments this year and there are currently four dean – Marine Science, Library, FMHI and Engineering – and 120 faculty searches under way. Faculty searches have produced an excellent pool of applicants which will help make USF a top 50 University within 5 years. Dr. Khator provided an update on the Honors College classroom building.

Faculty Senate Report

Trustee Barber presented the report noting that the Faculty Senate had had two Fall meetings which have been well attended. He thanked Provost Khator for her assistance with developing the faculty email notification list as it has been helpful in providing updates and notifications to faculty regarding Senate activities. Trustee Barber noted that the Senate Communication Committee has been charged with developing the Senate website which will have agendas, bulleted responses, an information portal and may be used for Senate election purposes. The SEC has distributed a Research Council survey which is being reviewed and will be presented at the November Faculty Senate meeting. The Faculty Handbook is also moving forward. Trustee Barber noted the communication with faculty is good and he is also pleased with the level of communication with and support from the Office of the Provost.

Student Affairs Report

Dr. Meningall announced that the Student Affairs leadership team is now fully staffed and introduced Dr. James Dragna Associate Vice President, Dr. Tracy Tyree, Associate Vice President, Dr. Kevin Banks, Assistant Vice President and Dean of Students, and Mr. Guy Conway Assistant Vice President. She advised that Student Affairs had hosted a joint Student Government dinner for council representatives across the University. This was a networking event designed to promote collaboration. Student Affairs is also reviewing compliance with judicial rules and student rights and responsibilities. Dr. Meningall provided an overview of Homecoming events and commended the hard work of the Homecoming Committee comprised of students and staff. She provided an update on facilities and noted that the Marshall Center was moving forward on schedule and under budget. The next residence hall building is being discussed as to the kind of housing to be provided. Trustee Sembler asked what would happen to the existing Marshall Center and it was advised that it would be torn down. A rendering of how the new Marshall Center would look was displayed and reviewed. Whether the new Marshall Center should be made a hurricane hardened facility and costs to do so were discussed. The plans for hurricane evacuation and care of students were reviewed as well as the provisions for international students who cannot go home. Trustee Arnold noted that this is something for future discussion and he congratulated Dr. Meningall on the good work of her division.


**Student Government Report**

Faran Abbasi presented the report noting that Trustee Harrison was attending a Department of Education meeting. Mr. Abbasi advised that the Student Government has been working to register students to vote. A straw poll on the upcoming elections was conducted. Approximately 700 students participated. Mr. Abbasi advised that 4 Student Government representatives are serving on the Strategic Planning Committee. He also advised that the Student Government website has been updated. An overview of the 9.3 campaign was provided noting how student fees are used. Mr. Abbasi congratulated Dr. Meningall for the hiring of her new staff members. Homecoming events were reviewed. Mr. Abbasi thanked Drs. Meningall and Tyree for attending the Homecoming Ball. He advised that there was some confusion regarding the coronation and the president’s schedule. Mr. Abbasi provided an overview of the regional dinner meeting and collaboration with the campuses. Trustee Arnold commended Mr. Abbasi for his hard work.

**Approval of October 5, 2006 Minutes**

The Workgroup unanimously approved the October 5, 2006 minutes.

**Academic Affairs**

**Tenure Nominations as a Condition of Employment**

Dr. Khator presented the item. She noted that she is seeking approval for tenure as a condition of employment for the individuals listed. The proper protocol has been followed and approved by all areas. Approval is requested.

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

**Facilities Planning**

**2005 Tampa Campus Master Plan Update**

Mr. Hanke presented the item. He advised that this is in preparation for the second public hearing and presentation to the Board of Trustees on December 7, 2006. He introduced Mr. Alyn Pruett, Principal, Wallace Roberts & Todd, LLC who reviewed the Campus Master Plan process and key changes. The plan has been reviewed by City of Tampa, Hillsborough County, Hillsborough County Planning Commission, TBRPC, DCA, DOT, DEP, and DOS (Division of Historical Resources). The response to agency comments which included projected enrollment (2014-15), on-campus housing, off-campus housing, traffic, and parking were reviewed. Trustee Soran asked about the 20% housing availability and how it compares to other SUS institutions. Dr. Meningall clarified the comparison noting that USF is considered a residential university as designated by Carnegie. Trustee Soran asked about the benefits of being designated a residential
university and it was noted that the students have a better experience and normally have higher GPAs versus that of a commuter students. Trustee Arnold asked if freshmen students would be required to live on campus their first year. Dr. Meningall advised that the requirement is under review. How to count walking commuter students who live within the same zip code as the university but do not live on campus is an issue. The impact of trip generation and road usage on and around USF was discussed. Trustee Arnold spoke about internal capture versus road usage. Dr. Carlucci advised that he had ridden the USF Shuttle bus around campus and that it had taken approximately 10 minutes. Bus subsidy was discussed -- if the subsidy is lost then parking costs could increase dramatically. Mr. Clarke asked if the bus service was being utilized and it was confirmed it was. Mr. Hanke asked for approval to move forward.

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

Trustee Arnold noted his concern about available land to accommodate growth over the next 10 years. Dr. Carlucci advised that 8 new storm water management retention sites would be needed to accommodate new buildings. These retention sites would replace surface parking lots thus the need for new parking garages.

**Information Items:**

Trustee Arnold asked Dr. Wilcox to speak on the Strategic Planning Resources document. Dr. Wilcox distributed and reviewed the document and timeline. He provided a brief history on the plan and advised that the charge by Trustee Law, Chair, Board of Trustees, was to have a plan that could be presented at the December 6th BOT meeting. The document is available on the Provost’s Website and has been emailed to the USF community for their input. Faculty and staff have been invited to review the document and provide input within the next week. Trustee Arnold said it is imperative that faculty and staff provide input. Trustee Arnold thanked the members of the planning committee, which he chaired, for their hard work.

Trustee Arnold asked Dr. Delcie Durham, Associate Provost for Research and Dean, Graduate School to comment on the Graduate School brochure. Dr. Durham provided a brief overview of the document and noted that it incorporated information from the different colleges. It will be used as a recruiting tool for potential students.

**Plan for Acquisition of Commercial Properties Included in the 2004 Master Plan Update**

Trustee Jan Smith presented the item and advised that commercial property adjacent to USF Sarasota-Manatee has become available and an exclusive option to purchase the property within the next three years has been negotiated. The agreement has been approved by the Sarasota Campus Board of Trustees. Trustee Smith explained that acquisition of the property is beneficial to the University. How the property would be used and funding was discussed. Dr. Carlucci confirmed that purchasing it under the agreement would be beneficial to the University.
Dr. Meningall announced that Student Affairs is also hosting the Tampa Campus Weekend where approximately 800 parents will be on campus to visit and participate in the homecoming activities. She felt the event has been a huge success.

Trustee Arnold asked if there were any new items for discussion. Hearing none, the meeting was adjourned at 3:11 pm.