I. Call to Order and Comments:

Trustee Arnold opened the meeting at 1:00 p.m.
II. New Business – Action Items

a. Approval of Minutes – October 4, 2007

The Workgroup unanimously approved the October 4, 2007 minutes.

b. Mandatory First Time in College (FTIC) Student Housing Starting Fall Semester 2009: Tampa Campus of USF

Vice President Meningall presented the item. She noted that the USF Strategic Plan emphasizes the importance of on-campus housing and its impact on student success which has been a focus of Student Affairs. She introduced Tom Kane, Director, University Housing, Student Affairs, who provided an overview of the proposed housing requirements for USF Tampa. He thanked the contributors and reviewed the timeline, housing options, 30 mile radius, and housing recommendations. Trustee Arnold asked if the housing recommendations excluded military and it was confirmed it did. Students who are affected by the policy was reviewed and it was noted that an appeal process is under review. Bob Spatig reviewed the survey data and market research. Trustee Barber asked how they plan to deal with special needs students and it was noted that they are writing a policy and there will be an appeal process. Dr. Meningall noted that the buildings are ADA compliant and that a majority of the special needs students live at home. Dr. Spector asked about low income students and it was noted that the financial aid packets of low income students will be reviewed and increases to their allocation will be considered. Mr. Spatig noted that the market research is positive and that this could create a market advantage for USF. Dr. Kane reviewed the research on residential communities and the importance of living on campus the first year. Trustee Sembler asked about mandatory housing for the SUS Universities and it was noted that Florida A&M, FAU, New College and USF St. Petersburg required mandatory housing. Trustee Flowers noted that he supported the idea of mandatory FTIC housing but had concerns some of which are parking and renovation of older dorms. Dr. Kane clarified that this requirement would not be implemented until 2009 and by that time the new Magnolia Hall would be complete. Magnolia Hall will provide for an additional 1,000 beds. They anticipate that mandatory housing would increase needs by approximately 500 over current needs and there should be enough available housing to cover all needs. They are looking at the renovation of the older halls. Trustee Law noted the priority to provide housing for FTIC students but expressed concern about excluding others. It was noted that it is possible upper level student might be excluded but that they anticipate enough housing to accommodate all who wish to live on campus. Dr. Meningall noted that AAU institutions typically have 25+% of their undergraduate students residing on-campus.
As USF transitions to the “next level” this is an important progression for the institution. Student Affairs is looking at housing options such as new buildings and working with surrounding apartment complexes to build relationships and agreements. Dr. Meningall noted that the Residential Housing Association has also been very involved with the policy. Trustee Arnold noted that the agenda item should be amended to reflect that the ACE workgroup is voting to approve the concept of the policy and not the policy itself. He asked that the policy be brought back to ACE and then, if approved, advanced to the full BOT for consideration. He also asked that the policy not be placed on the BOT consent agenda.

A motion was made to approve the concept of the policy and was seconded. Approved unanimously.

c. **2007 Amendment 2 to the Tampa Campus Master Plan to Reflect 2008/09 – 20012/13 CIP**

Dr. Carlucci presented the item and asked Mr. Ron Hanke to provide an overview. Mr. Hanke noted that requests for PECO funded projects must be included in the Campus Master Plan in order to receive funding. The request for Educational Plant Survey recommendations typically occurs on a five year cycle and is scheduled for USF in February 2008. There are several PECO projects which have been added, modified, and deleted in the CIP since the Master Plan was adopted by the USFBOT in December 2006. Mr. Hanke reviewed the changes as listed on Table 5-5 and 5-6.

A motion was made to approve 2007 Amendment 2 to the USF Tampa Campus Master Plan for CIP Projects and was seconded. Approved unanimously.

d. **Amendment 2 to the USF Lakeland Master Plan**

Vice President Marshall Goodman presented the item and noted that the Board of Governors had reviewed the PECO list making changes which reduced funding to USF Lakeland by $15 million. He provided an overview of the funding changes and described USF Lakeland’s plans to identify alternative revenue sources. Trustee Arnold verified that $5 million has been identified.

A motion was made to approve a revision to Chart 14.1 of the USF Lakeland Master Plan and was seconded. Approved unanimously.

e. **USF Lakeland Changes to Enrollment Projections**

Vice President Marshall Goodman presented the item and noted that USF Lakeland’s re-submitted enrollment plan delays lower level freshmen
admissions until the opening of the new campus in 2010-2011. Mr. Kevin Calkins, Director of Institutional Research, Effectiveness and Planning at USF Lakeland provided an overview of the FTE enrollment growth noting the growth assumptions. Trustee Arnold asked what would happen to the planning approach if approval to admit lower level students is not received. Dr. Goodman noted that it would be a challenge. Trustee Arnold asked about building usage on the planned new campus and how the new, lower enrollment projections would affect this. Dr. Goodman clarified the changes and noted that the new building is a lab based building which requires larger rooms than those on the Tampa Campus. Trustee Arnold expressed concern about under-utilization of space and Dr. Goodman noted that the intention is to fill the building with students. He shared information about growth rates in the surrounding area and its expected impact on USF Lakeland. USF Lakeland will need approval of new programs and approval by BOG to admit lower level students.

A motion was made to approve USF Lakeland revised FTE Projections and was seconded. Approved unanimously.

f. Tenure Nomination – Condition of Employment

Dr. Ralph Wilcox presented the item and introduced Dr. Dwayne Smith who noted that three individuals have been recommended for tenure as a condition of employment. These individuals have been approved by their departments, colleges and all review committees. All three are coming from AAU institutions.

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

g. Naming Garage IV the Richard A. Beard Parking Facility and USF Walnut Drive the USF Richard A. Beard Drive

Dr. Carl Carlucci presented the item and recommend naming Garage IV and Walnut Drive for USF BOT’s charter chair and board member, Richard (Dick) Beard in recognition of his service, dedication and continued commitment to the University of South Florida. Dr Carlucci confirmed that the item had also been approved by the Finance and Audit Workgroup.

A motion was made to approve and was seconded. Approved unanimously.
III. Comments:

**Provost’s Report**

Dr. Ralph Wilcox presented the report noting that he is filling in for Provost Khator as she is at the University of Houston for her confirmation as their new President and System Chancellor. Dr. Wilcox provided an update on the State budget noting the 3.6% decrease to university funding and the 5% tuition increase to resident and non-resident students. For students receiving Bright Futures funding the tuition increase will be covered. Dr. Wilcox reviewed the funding issues for the University and the State and noted that future reductions are possible in 2008. The Budget Advisory Committee is continuing its work. Dr. Dale Johnson, Committee Co-chair, advised that reports will be available by the end of January. Trustee Arnold asked if the university should expect additional cuts over the 4% already identified. Dr. Carlucci noted that there has been at least a 16% decrease in tax revenues and forecasters project the revenues to go lower. Dr. Wilcox noted that a 5% reduction could be handled but that it would present challenges. Dr. Wilcox provided an update on the Strategic Plan. Some items reviewed were enhanced selectivity, advising and tracking of students, revised class scheduling format, strengthening engaged campus culture and community, and need based financial aid. He noted that undergraduate applications were up 30% and admits were up 40%. The university is admitting more and better students. The Honors College is on pace to meet its enrollment projections. Trustee Flowers asked how the additional funds from differential tuition would be spent and it was clarified that the funds would be used to hire additional faculty and advisors. Trustee Flowers noted the need for additional advisors and Dr. Wilcox advised that the administration will seek student input.

**Student Affairs Report**

Vice President Meningall presented the report and provided an update on the focus of Student Affairs over the past several months. She noted that the Homecoming activities for this year were the best she has experienced in a long time. Dr. Meningall advised that the University Police will report through the new Division of Public Safety which will have a broader view of campus safety. Dr. Carlucci noted that a search for the position of director is under way. Kent Kelso provided an update on the housing occupancy rates at USF St. Petersburg and noted that they expect to reach 93-95% occupancy rate within 2 years. Trustee Arnold asked if they were satisfied with the progress. Regional Chancellor White noted they would like to see more of an increase and are working toward that goal. Bond issues and funding were discussed.
Faculty Senate Report

Trustee Barber presented the report and noted that the Faculty Senate and the Senate Executive Committee have been actively discussing a number of topics including class scheduling, a career ladder for instructors, the code of conduct for financial officers, tenure and promotion guidelines, Ad-Hoc Committee on Voluntary System of Accountability, Graduate Teaching Awards, and campus security. Dr. Barber noted that the Senate has been engaged in discussions with Vice Provost Wilcox regarding the proposed class scheduling template; the proposal was generally viewed as a positive step in improving class operations. The Senate was appreciative that their suggestions were incorporated into a revised document that was referred to CEPI for discussion and agreed to be acceptable for implementation. Trustee Barber noted that the Senate and the Faculty Issues Committee (FIC) have been discussing a career ladder for instructors. The FIC had presented a draft of a document that would provide guidance in generating a career ladder for instructors. This document was disseminated to the SEC members at the last meeting for discussion. FIC members had worked diligently on this topic for several months but had been informed that the topic had been included by UFF in the bargaining process. Trustee Barber noted that the Senate and SEC have been involved in considerable discussions regarding the proposed code of conduct for financial officers and had devoted considerable efforts to developing a document that would be acceptable to most constituents. The Senate and SEC had discussed the revised document and still had some concerns over the effectiveness of the accounting process and the topic of supervisory roles, however, the SEC agreed to approve the revised instrument which was approved by the Senate. Trustee Barber noted that the SEC has agreed to embark on a discussion of the university’s tenure and promotion guidelines with a view to incorporating assessment and rewarding of community engagement. Given the role of community engagement in the Strategic Plan, the SEC has decided to engage the Senate in a discussion of the Tenure and Promotion guidelines and possible revisions. Trustee Barber advised that the SEC has been informed of some discussions by this committee regarding participation in the Voluntary System of Accountability (VSA). The SEC recommended that the university engage in limited participation in these activities and withhold action on the “student learning outcomes” portion of the VSA activities. He noted that a proposal for a Graduate Teaching Award has been forwarded to the Provost for consideration. The SEC met with the University’s consultant on campus safety and security and provided some comments and suggestions. New topics that include courtesy appointments, appointment terminology for development staff and the use of gender specific titles for emeritus faculty that were received from the Provost’s Office will be distributed to the appropriate Senate committees for discussion and recommendation. Dr. Barber noted that the Senate is committed to support the efforts of the Budget Advisory Committee.
**Student Government Report**

Trustee Flowers presented the report. He noted that Student Government is working with Dr. Carlucci and the Division of Public Safety to improve safety issues around campus. They have distributed whistles and would like to see additional lighting installed. Trustee Flowers noted that a new executive director of the FSA has been appointed. He discussed the fee increases and monies allocated for the new Marshall Center. He noted that the activities during Homecoming week went very well and was pleased with the Homecoming Ball which was held off-campus. Trustee Flowers provided a brief overview of the budget for 2007/08 and 2008/09 and the committees that oversee the processes. He noted that SG is considering combining the committees into 1 committee to improve flow of information and streamline processes. Finalization of the committee structure will be completed in the near future and can be reviewed each year. He noted that the budget process for this year has gone smoothly. Trustee Flowers commented that Student Government is working closely with Parking and Transportation and Dr. Carlucci’s office to provide better and more shuttle service. He noted that evaluation of teachers is important and that the evaluations can be found in the USF Tampa Library but that SG would like to have those evaluations more accessible. One suggestion would be to have them available on-line – possibly posted on Blackboard. Trustee Flowers discussed SG’s mentor program and how it provides more connection with the University and reaches more students. He discussed the Library Seating Project that will provide additional seating outside of the Library. Trustee Flowers also provided an overview of the Student Forum. SG received good feedback from the students and a lot of the students’ questions were answered. He hopes to have town hall meetings in the future.

Trustee Arnold thanked everyone for their reports and asked if there were any new items for discussion. Hearing no new issues, the meeting was adjourned at 2:30 pm.