Call to Order and Comments:

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

New Business – Action Items

a. Approval of Minutes – January 4, 2007

The Workgroup unanimously approved the February 1, 2007 minutes.
b. **Medical Office Faculty Space**

Dr. Carlucci presented the item and noted that the project has been submitted and reviewed by the Health Sciences and Research Workgroup and the Finance and Audit Workgroup. The USF Physicians Group currently leases approximately 41,000 rentable square feet in the University Professional Center (UPC) at 3500 East Fletcher Avenue. The current lease expires in January, 2009. The UPC is an aging facility and does not serve the growth needs of the USFPG. The USFPG proposes to lease new space in a new Medical Faculty Office Building (MFOB). This new building will house the USFPG functions that support the physicians, faculty and staff working in the CAHC. This close proximity to the CAHC will provide a more functional and efficient location for the physicians treating patients in the new CAHC. The selected site is consistent with the adopted 2005 Tampa Campus Master Plan Update. In order to meet the timeline for occupancy of the Faculty Office Building by January, 2009, it is in the best interest of the University to amend the design and construction contracts of the firms to design and construct the MFOB indicated as a future component in the Program. A Parking Plan, USF Campus Map, and Health District – Parking Capacity information was distributed and reviewed. An overview of the parking facilities and occupancy was provided. Parking location and needs versus capacity was discussed. It was noted that USF does not intend to reoccupy the UPC building. Dr. Carlucci asked for approval to go forward with the project and that the issue would come back to the Board of Trustees if site review changed.

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

c. **Proposed Repeal of Regulations: USF 3-012 External Degree Program, Bachelor of Independent Studies; and USF 9-011 College of Nursing Handbook**

General Counsel Steve Prevaux presented the item. Regulation USF 3-012-External Degree Program-Bachelor of Independent Studies (BIS) is obsolete. The BIS program has been discontinued for over 3 years and is no longer listed as a BOG-approved degree program. There are no active students in the program. New students cannot be admitted to the program and should former students who did not complete the degree return, they would need to apply to another program. The Academic Affairs Management Council and Undergraduate Studies agree that this regulation is no longer necessary and should be repealed.

Regulation USF 9-011- College of Nursing Handbook. The Nursing Handbook is designed to give up-to-the-minute information on the support services of the College of Nursing, such as where to find forms, where to park, etc. It is accessible on the College of Nursing website and is regularly updated. The Handbook is not intended to create a contract between the College and its students. It does not replace or alter
information on the College of Nursing curricular offerings, requirements and programs available in the Undergraduate and Graduate Catalogs. The Academic Affairs Management Council, Undergraduate Studies and USF Health College of Nursing agree that this regulation is longer necessary and should be repealed.

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

**USF 4-022 Canines on Campus**

Regulation USF 4-0022 is out-of-date and repeal is recommended. The University has a Policy (6-004) regarding Canines on Campus. This policy is currently being revised to comply with the Americans with Disabilities Act (ADA) provisions regarding “service animals.” The proposed revised Policy was reviewed and authorized by the Diversity and Equal Opportunity Office, Human Resources, University Services and Student Affairs prior to promulgation. This Regulation on the same subject presented here is no longer relevant or necessary. Therefore approval to repeal is requested.

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

**New Business – Discussion Items**

a. **A Discussion of Impact of Carnegie Residency Classification**

Dr. Meningall introduced Amy Petrie, Special Assistant to the Vice President for Student Affairs. She introduced Drs. Dragna and Kane who provided a presentation on Carnegie Residency Classification. Dr. Dragna reviewed the USF Carnegie classification and the goals for which USF is striving. Terms were defined and the desire to become a primarily residential campus was clarified. The importance of the first year of residential life for students and the benefits of living-learning communities was reviewed. Dr. Kane provided an overview of student retention for years 1, 2, and 3, as well as data on four-year graduation rates for students living on campus. He also provided an overview of University residential life and housing needs projections. Considerations and conclusions were reviewed. Trustee Arnold asked about mandatory freshman housing and Dr. Meningall indicated that Student Affairs is still researching the issue. How other universities are addressing the issue and the impact of mandatory freshman housing was discussed. Trustee Arnold inquired about financing limits for new on-campus housing and it was noted there were none. Dr. Carlucci advised that provisions have been made in the Master Plan. Dr. Menginall noted that they have made comparisons for on-campus housing costs as it relates to the local market. They are also looking at the impact on campus. She feels that on-campus housing offers a better value. Trustee Arnold noted that housing goals should match with Strategic Plan goals. Use of the USF Capital Brand would be advantageous in attracting quality students and increasing housing opportunities.
Partnering with developers to provide housing was discussed. The 30 mile exemption for mandatory freshman housing was discussed and Trustee Soran asked for comparisons with how other universities are addressing the issue. Comparison with other universities was discussed and it was noted that the issue will be brought back to ACE for further discussion. Dr. Meningall distributed the article “Beyond Seat Time and Student Satisfaction: A Curricular Approach to Residential Education.”

b. **An Overview of Enrollment Planning and Budget Planning**

Provost Khator introduced Dr. Michael Moore, Assistant Vice President, Office of Decision Support in the Office of the Provost. Dr. Moore presented information regarding enrollment planning and budget planning. Some of the items reviewed were State appropriations, enrollment plans, Legislative budget requests, timelines, and terms. He provided an overview of the steps involved in submitting budget requests. Dr. Moore noted that the challenges are a long-term process, unknown formula funding level, punitive aspect of over enrollment, complexity and often lack of explicit “rules” in the formula process, formula entirely based on empirical data – no goal or benchmark elements, capital construction priority setting and enrollment management. Trustee Barber asked about the breakdown of the budget across USF and SUS and it was noted it could be provided. He noted that in the case of over enrollment there are tuition dollars generated and he asked what is the loss from the over enrollment. There is an approximate 75% loss in value of FTE. Dr. Spector shared a variety of items that can affect the break even point for costs to teach a class. Trustee Arnold noted the importance of reaching enrollment goals for the campuses and as well as being advised if inconsistencies with budget and growth presents a budget problem. Dr. Moore shared that the optimum percentage of enrollment goals to obtain is 98%.

### IV. Comments:

**Provost’s Report**

Provost Khator announced that the College of Education is ranked 48th in the list of America’s Best Graduate Schools by U.S. News and World Report. This is up from last year’s ranking of 60th. University of Florida is ranked 44th. Provost Khator congratulated Dean Colleen Kennedy and the College of Education faculty for this accomplishment. A copy of the Tampa Tribune article announcing the ranking was distributed. Provost Khator congratulated Dean Patricia Burns, College of Nursing for their ranking of 72 which is up from last year’s ranking of 150th. She also congratulated Dean Robert Forsythe, College of Business Administration for their ranking of 93rd. Information regarding a brand image campaign for 2006/07 academic year was distributed and reviewed. Provost
Khator noted that USF is now an iTunes University and provided an overview of the project. A video clip by Fox News on the iTunes University was played. The search for Chief Technology Office is underway. Dean Colleen Kennedy is chair of the search committee. A flyer regarding the position was distributed. An update on Fall admissions data was provided. Provost Khator provided an update on ongoing searches – Dean of College of Engineering, Dean of Marine Science, Dean of Louis de la Parte Florida Mental Health Institute, and Dean of Library System.

**Faculty Senate Report**

Trustee Barber presented the report. Faculty Senate activities include completion of election of senators for the next academic year. There are still some vacancies and they are working on ways to encourage membership. Currently election of Senate Officers is in progress and closes on Friday, April 7. All offices are open except for the President. The Senate has focused recent attention on a number of topics including Travel update which will help faculty to efficiently complete reimbursements and more interaction with Student Government with such things as book buy-back and encouraging faculty to serve as Marshals at commencement. There has been some discussion of the recent issues with collective bargaining. The Senate has approved changes to the General Education Council Membership to help with the increase course load and approval process. They are discussing the State of Philosophy document and will re-examine the topic of Faculty Senate eligibility to see if they can increase participation. Trustee Barber noted that the Senate has received information on the President’s structure for the new management councils and have had a preliminary look at the new USF website. The Senate will be discussing ideas on how to restructure faculty senate meetings to enhance participation and will be approving some minor changes to the guidelines for the Honors and Awards Council.

**Student Affairs Report**

Dr. Meningall presented the report. She announced that Regional Chancellor Karen White has named Kent Kelso as Regional Vice Chancellor for Student Affairs, USF St. Petersburg. Dr. Kelso will begin June 4. She also announced that USF has been chosen as 1 of 12 campuses out of 48 to participate in a pilot program to assess Greek life on campus. An overview of the program was provided. Dr. Meningall noted that Student Affairs hosted a 36 hour dance marathon. This is a national program and an annual fundraising event. As an alternative to the traditional spring break, this year students volunteered their services. Last year, students volunteered to help Hurricane Katrina victims. Dr. Meningall congratulated Regina Hyatt who has been selected as National Board Chair in 2008. She announced that USF Police have secured another grant in the amount of $12,000. An update on the new Marshall Center was provided and it was noted that the building is on schedule and on budget. Also, an update on the Magnolia II project was provided. Dr. Spector asked what will happen to the old
Marshall Center building and it was noted that it is scheduled to be imploded as renovation is not feasible.

**Student Government Report**

Dr. Meningall presented the report. She announced the election results for Student Government. Mr. Barclay Harless will serve as President and Mr. Garin Flowers will serve as Vice President for Student Government. April 16, 2007 will be the Student Government inauguration. April 10, 2007 is USF Day at the Capitol. Barbara Sparks-McGlinchy provided an update on student athlete awards. Dr. Meningall announced that Stan Heath has been appointed as Head Coach for men’s basketball.

Trustee Arnold welcomed Dr. Dale Johnson to the workgroup. He also congratulated Carol Clark on her upcoming retirement from USF. Trustee Arnold asked if there were any new items for discussion. Hearing no new issues, the meeting was adjourned at 4:28 pm.