December 2009 / January 2010

General
While a number of routine activities (e.g., email, correspondence, reports, return calls, follow-ups, arrangements, confirmations, etc.) are a part of the life of the dean monthly, they are not presented here for obvious reasons. Unique to this month, however, are the following activities with the following serving as special highlights.

- As we all know, January is always a month of organization: organizing the spring term, organizing the plans for the new year. It is time when we can take a deep breath, review our resolutions for the new year and make adjustments in where we are going. And so it is with the dean’s office: Planning for budget, organizing the issues for the remainder of the fiscal year, planning for the initial steps required to propose positions, set goals, and determine total costs for the next, i.e., 2010-2011 year.

University Meetings
- Dec 02: Chaired the search committee for the Executive Director of Academic Budgets.
- Dec 09: Met with Michael Hoad, Fred Stiers, Junius Gonzales, Bob Forsythe, and John Wiencek discussing the options related to Franco Lodato and I.D.E.A.
- Dec 12: Attended the undergraduate and the graduate commencements.
- Dec 17: All afternoon retreat with the Provost discussing student success, INTO, the University budget, global initiatives in Ghana, UK, China, and the Caribbean, honorary degree nominees, and creative billboard ideas.
- Jan 04: Met with the Provost and Dean’s Council discussing the following topics: strategic goals; strategic priorities; business systems re-engineering; PBK Alumni Lecture Series; and Reports on Community Engagement and Sustainability.
- Jan 11: Attended the interview of Clint Ewell, candidate for Executive Director of Academic Budgets with USF deans.
- Jan 11: Attended the search committee interview of Clint Ewell.
- Jan 12: With Dwayne Smith, conducted evening interview with Eric Sheppard, candidate for Executive Director of Academic Budgets.
- Jan 13: Attended the interview of Eric Sheppard, candidate for Executive Director of Academic Budgets with USF deans.
- Jan 13: Attended the search committee interview of Eric Sheppard.
- Jan 15: Met with Provost Wilcox discussing the finalists for the Executive Director of Academic Budgets as well as the renovation of FAH, Lodato, SCH, PODS and Foci sessions, Masters in Urban Design, and climate and building community within the College.
- Jan 27: Attended and presented at the quarterly meeting of the USF Women in Leadership and Philanthropy at which they announced their year for the arts and named Twyla Tharp as their fall special guest.
- Jan 27: With Wally Wilson, attended the Graduate Student Challenge Grant final research presentations that included two students for the School of Art & Art History.
- Jan 27: Met with Wade Weast discussing School issues, vision, position needs, All Steinway, and the opening of the new music building.
Events

- Jan 15: Attended an evening social gathering of deans and Academic Affairs personnel hosted by the Provost.
- Jan 17: Attended the Sunday concert of Brad Diamond at St. Catherine’s Episcopal Church.
- Jan 17: Attended the Marching Band Annual Banquet in the MC Ballroom.
- Jan 19: Attended the convocation in the Oval Ballroom of the Marshall Center announcing the partnership with INTO.
- Jan 22: Attended the SYCOM concert in the Contemporary Art Museum that interpreted the works on exhibition.

Administrative Activities

- Dec 01: Met with Cheryl Harris discussing deficits by units.
- Dec 01: With Barton Lee, Margaret Miller and Wade Weast, attended a meeting to initiate discussions related to public art in the new music building.
- Dec 01: With all the folks in College Central, celebrated Diane LaRocca’s receiving the Quiet Quality Award.
- Dec 01: With Barton Lee and Carol Kerrigan, met with University Marketing consultants discussing the strengths and character of our units and the arts at USF.
- Dec 01: Met with George Ellis and Rick Jones discussing the database needs of the College.
- Dec 02: Met with the Directors’ Council discussing visiting artists/scholars; community among College students, the College student council; and procedures for new degree proposals.
- Dec 02: Attended the Foci session on Interdisciplinarity by Marc Powers.
- Dec 08: Met with Cheryl Harris and Heddie Sumpter (bi-weekly meeting) discussing the next steps in the search for an office manager and the scoring process used in the Careers@USF system.
- Dec 08: With others, met with the President to review color and material selections for the public spaces of the new music building.
- Dec 09: Met with Margaret Miller discussing goals of IRA.
- Dec 09: With Bob Forsythe, met with the Provost to discuss the potential for an MA in Arts & Culture Administration.
- Dec 09: Met with the members of the search committee for the Executive Director of Academic Budgets to conduct phone interviews for seven finalists.
- Dec 11: Met with Barton Lee (regular meeting) discussing: NEA roundtable; issues related to equipment to respond to heart problems of visitors; personnel issues; procedure for approval of degrees in the College; support of graduate students; PODs; liberal arts obligation of the College; OPS salaries.
- Dec 11: Met with Wade Weast discussing personnel issues.
- Dec 11: Met with Karen Frank (three week meeting) discussing the new year’s gift to our patrons of a CD, GottaKnows, recruitment, scholarship contracts, and the Mantini Concert.
- Dec 11: Met with the College Faculty Advisory Council discussing non-substantive changes to the Bylaws and procedures for the approval of new degrees.
- Dec 14: Participated in an hour-long phone conference sponsored by the Florida Cultural Alliance related to future budgets for the arts within the state.
- Dec 14: Attended the Climate Pod presented by Fanni Green which focused on the need to build community within the College.
- Dec 14: Met with Joy Galatro and Margie Martin of Walker Brands discussing the character of USF.
- Dec 14: With Wade Weast, met with a faculty member discussing personal issues.
• Dec 15: Met with Cheryl Harris discussing the office manager search, the Provost Summer Grants, and the issues related to outstanding budgetary items that she intended to discuss with Kevin Toso.

• Dec 15: Met with Wally Wilson (regular meeting) discussing the following: special pay increases, Inertia: The Musical; Marie Miyashiro-Collins consultancy; art historian in residence; kiosk at Stepping Stones; gen ed and SCH, renovation of FAH, the CNC router, and the College Foci.

• Dec 15: Met with President Genshaft and Albert Alfonzo discussing the design of the Center for Advanced Research in the Visual Arts.

• Dec 16: Met with the Directors' Council. First, a guest speaker, Susan Greenbaum discussed Community Engagement. Topics for the council’s discussion included: Arts and Culture Management; policies related to office behavior of staff and administration; extending an invitation to Donna Peterson to discuss the World initiative; Twyla Tharp; the Provost’s Summer Grants; procedure for approval of new degrees, and how to deal with Inertia: The Musical, a proposal from a student.

• Dec 16: Met with Ashleigh discussing the faculty book design and database needs.

• Dec 17: Regular meeting with Marc Powers discussing SCH, INTO project, emeriti faculty, tentative goals, the BRIT anniversary, HD update, and parking reply to dance students.

• Dec 17: Met with Barton Lee discussing retirement initiatives, cell phone support for Beau Edwardson, SACS, security of personnel files, and director evaluations.

• Dec 17: Regular meeting with Wade Weast discussing the search for an interim choral director, student complaints, “All Steinway,” support for the Marching Band, SCH, and the opening of the music building.

• Jan 04: Met with Heddie Sumpter discussing faculty search plans, Microsoft Project 2007; status of staff and administration recruitment plans; SACS reaccreditation transcript issue; and the storage of personnel files.

• Jan 05: Met with Barton Lee discussing the following: parental leave, Provost Summer Grants, mid-tenure reviews, agenda for the FAC, ArtsReady, Talk of the Arts, technical issues in the conference room, the TV display, and the draft instructor / career track and promotion.

• Jan 05: Toured the new music building with Chris Doane (former Director of the School of Music) and others.

• Jan 06: Met with Chris Sgammato discussing his Inertia: The Musical project.

• Jan 06: Met with Andy Nigon and Bruce Monroe regarding a project in San Juan.

• Jan 06: Met with Fanni Green discussing action options related to building a sense of community.

• Jan 11: Met with Nina Contreras discussing work-study additions, FAH 233, personal issues, semester projects, e-newsletter server issues, and e-forms issues.

• Jan 11: Met with Ashleigh Gallant discussing the January 13 Taste of the Arts, Unstoppable video, student support, outdoor display, Women in Philanthropy, SACD lecture poster, and the October College Arts Fair.

• Jan 12: Met with Cheryl Harris discussing status of special pay increases, employment after retirement, and salary issues related to a VA grant.

• Jan 12: Met with Carol Kerrigan discussing her predecessor, the current and future role of the advising unit within the college.

• Jan 12: Met with Carol Kerrigan and Ashleigh Gallant discussing the Visual and Performing Arts Fair in October and the reorganization/organization of a recruitment effort for better undergraduates.

• Jan 12: With Barton Lee, Wade Weast, Jack Wilkins and David Williams, met with Charles Bonner and others concerning A/V and seating for the new music building.

• Jan 13: Attended the Directors’ Council chaired by Barton Lee. Topics for discussion: Donna Petersen’s visit with the Directors on January 27; Karen Holbrook’s visit with the Directors on February 10; May 7 Graduation Celebration; a report on actions of the FAC; a counterproposal on College values to the FAC; and Inertia: The Musical and its artistic director/producer, Christopher Sgammato.

• Jan 14: Met with Wally Wilson discussing the School’s involvement with a VA grant.

• Jan 14: Attended the Foci session and discussion on Global Engagement presented by Margaret Miller.
• Jan 14: Met with Margaret Miller. Topics discussed: Lodato projects; public art; special pay increase for non tenured, nontenure track faculty; a summary of the discussion of the IRA Faculty Advisory Council; Cuba; Rosenquist.
• Jan 15: Met with Barton Lee: Topics discussed: a student complaint; FAC materials; travel for SACD faculty and students; ArtsReady; H1N1; Research representative from the College; a special pay increase for selected staff; Inertia: The Musical; space management; the Holbrook visit with the Directors; commencement regalia; heat issues in the College; top-ups for doctoral and masters programs; Provost's Summer grants; and new music building portable equipment expenditures.
• Jan 15: Met with Cameron Greenhaw discussing the ICFAD budget and forum.
• Jan 19: Met briefly with Cheryl Harris discussing a comprehensive list of all full time employees.
• Jan 19: With Wade Weast, Wally Wilson and Marc Powers, met with Kathleen Moore discussing summer camps and other similar opportunities.
• Jan 19: Met with Carol Kerrigan discussing reorganization of Advising.
• Jan 19: Met with Barton Lee discussing the College buying commencement regalia, upcoming midpoint faculty and tenure application faculty, final exams week and Graduation Celebration.
• Jan 20: Met with the Music Building Committee discussing portable equipment budget, etc. for the new building.
• Jan 21: Attended the FOCI meeting conducted by Wade Weast focused on Faculty Awards.
• Jan 22: Attended the second half of the School of Music faculty meeting.
• Jan 25: Met with Ashleigh Gallant discussing Women in Leadership and Philanthropy, Architecture and branding, focus groups on audience development, recruitment of students, student produced videos for recruitment, and the need for databases.
• Jan 25: Met with Barton Lee discussing recruitment of admitted students, phone tree, FHEAN, Master Chorale, top-ups for graduate assistants, and regalia for commencement.
• Jan 26: Met with Cheryl Harris discussing salary and cash funds available, budget commitments, summer and benefits, funds to be transferred from Provost Office, and funding for the Digital Fabrication Lab for Architecture.
• Jan 26: Attended the Karen Frank POD on Scholarships and Stewardship.
• Jan 26: Met with Wade Weast and Victor Fung discussing support for the Suncoast Music Education Research Symposium.
• Jan 26: Met with Wally Wilson discussing FAH renovation, personnel issues, scholarship management, etc.
• Jan 26: With Barton Lee met with Dwayne Smith discussing Guggenheim Fellowship issues, Tenure/Promotion issues, special pay increase procedures, and perception issues related to the College.
• Jan 27: Met with the Director's Council discussing the following topics: The World initiative with Donna Petersen; Career Path Guidelines; commencement regalia; new and replacement faculty and staff positions; recruitment names for next meeting.
• Jan 28: Met briefly with Heddie Sumpter discussing the approval for the search committees to move to the process of extending campus visit invitations to finalists.
• Jan 28: Attended the POD on Personnel presented by Heddie Sumpter and Robert Cortes.
• Jan 28: Met with Lou Buccino, Merry Lynn Morris and Margaret Miller discussing a cross-disciplinary project sponsored by Citigroup.
• Jan 28: Met with Marc Powers discussing ballet search, scholarship funding, and proposal for additional theatre support.

Development Activities
• Dec 01: With Wade Weast and Susan Murray, met with President Genshaft discussing strategy for fundraising to support an “All Steinway” School of Music.
- Dec 01: Attended the holiday party of one of our patrons.
- Dec 18: Met briefly with Susan Murray discussing her future with the College.
- Jan 04: Met with Marc Powers, Susan Murray, Karen Frank and Tori Stuart discussing prospects and the current status of fundraising for the School of Theatre & Dance followed by a discussion of the School of Architecture & Community Design.
- Jan 04: Met with Margaret Miller, Susan Murray, Karen Frank and Tori Stuart discussing prospects and the current status of fundraising for the Institute for Research in Art.
- Jan 05: Met with Wade Weast, Susan Murray, Karen Frank and Tori Stuart discussing prospects and the current status of fundraising for the School of Music.
- Jan 05: Met with Wally Wilson, Susan Murray, Karen Frank and Tori Stuart discussing prospects and the current status of fundraising for the School of Art & Art History.
- Jan 05: Met with Karen Frank discussing plans for an All Steinway event.
- Jan 06: Met with Barton Lee, Susan Murray, Karen Frank and Tori Stuart discussing prospects and the current status of fundraising for the College.
- Jan 12: Lunch with a major donor.
- Jan 14: With Karen Frank, met with Heather Winfield discussing the College Development Officer position.
- Jan 19: Met with donor who was concerned about the lack of adherence to the endowment conditions as set.
- Jan 21: Met with Bob MacLeod and Karen Frank discussing prospects and strategies for fundraising.

**Community and State Activities**
- Dec 16: Attended the monthly meeting of the Board of Trustees of the Tampa Museum of Art.
- Jan 20: With Wade Weast met with Carol Edgerley and Jim Heck discussing issues related to Master Chorale.
- Jan 20: Attended the Board of Trustees meeting of the Tampa Museum of Art and the reception for new board members.
- Jan 22: Met with Ron Christaldi of the Chamber and the TBBCA discussing the role of the College in civic projects for the arts.
- Jan 25: Met with a representative of the Master Chorale discussing current and future opportunities.
- Jan 25: Met with Albert Alfonzo and members of Facilities Planning discussing the master plan and the CASVA.
- Jan 28: Attended as co host with Barton Lee the reception/dinner for FHEAN members.
- Jan 29: Attended the day meeting of FHEAN at Graphicstudio with tours of Architecture, Theatre, Dance, CAM, Art, the new music building, and Graphicstudio.

**National Activities**
- January 7, 8, and 9: Presided over the Executive Board meeting in Washington DC of the International Council of Fine Arts Deans, participated in a joint meeting with the leadership of NAST, NASM, NASD, and NASAD and met with representatives of the President in the Whitehouse discussing ways arts deans and the President can work together for a common good.
- Jan 21: Met with the Executive Director of ICFAD and participated in a phone conference call with taskforce chairs related to national advocacy.
Report of the College Offices

Each of the College Offices is sharing a few of their more significant activities that have occurred during this particular timeframe (this is not a report of the office but rather a sharing of some of the many activities in which each person has been engaged during the report timeframe). By no means do these few activities summarize any office or individual; rather, the activities listed intend to give you some sense of the highlights and the work being done on your behalf by each of the individuals with administrative assignments.

Nina Contreras
- Websites: Setup template and menus for new EPS/Box Office website, Met with Wade Weast and Bryce Womeldurf to discuss the progress of the new School of Music Website; Launched the new CMER/SMERS/ MERI website; Setup Google Analytics on the School of Music websites; Posted new CoTA Video on website, YouTube and Facebook; Setup MFAOrg CMS templates.
- Graphic Design: Designed the Jan/Feb, and Mar/Apr Event calendars; Designed 2010 greeting card for Development; Designed poster for Spring 2010 Architecture Lecture Series.
- Marketing & Support: Hired two students to help with website support for the School of Music and the School of Art & Art History website projects; Setup business web listings for CoTA on Yahoo and Bing; Worked with Richard Tapia to resolve glitches with the CMS and Newsletter programs and the website form pages.

Barton Lee
- Facilities and Operations: Anyone keeping an eye on the Music building construction site knows that the exterior tilt-up walls are nearing completion. The second and third floor slabs have been poured and acoustic isolation pads have been installed and poured in the practice room section of the second floor. The 500 seat concert hall lobby steel is being erected and the building is being sealed in preparation for interior work. In addition to weekly scheduled OAC meetings at the site trailer the college committee has been meeting to review and refine FF&E audio visual equipment and furnishings lists. At a meeting in December the committee made final selection of the concert hall and recital hall seating. Other projects in the college include: the ADA funded portable chair lift for TAT was completed and the laser cutter in the School of Architecture & Community Design had it final test and balance of the system. A proposal to address storm water drainage for the HMS building has been developed and the work will begin in the near future and a painting project in the 2nd floor restrooms of FAH is underway.
- Academic: Participated in the fall undergraduate and graduate commencement exercises. Participated in meetings of the Graduate Enrollment Management team, Graduate Coordinators, Associate Deans – Academics Council, undergraduate admissions marketing team, academic communications with undergraduates focus group, and attended several events in the college. Attended a webinar on student success and persistence and attended a university wide student meeting in the MSC Oval Theatre – A Change at Hand: Breaking Barriers & Building Bridges.
- College Administration: Attended College Pod and Foci sessions on climate, interdisciplinary inquiry, faculty awards, human resources and presented sessions in academic affairs and student success. Attended the years of service luncheon at Tampa Palms. Attended the January 20th Interim Report meeting of the student success taskforce. Co-hosted with Dean Jones, the tri-annual meeting of Florida Higher Education Arts Network in Graphicstudio. The meeting included conference calls with among others, Dennis Bega, Assistant to Secretary Arne Duncan, US Department of Education and Sherron Long, Florida Cultural Alliance. Attended the student organized Taste of the Arts event and participated in the INTO closing program as a member of the academic processional. Attended a risk management audio conference and met with individual faculty and committees including: Faculty Advisory Council; Diversity Advisory Taskforce; CoTA Research; and Directors Council.

Karen Frank
- Our major gifts fundraiser, Susan Murray, accepted a fundraising position at the College of Business over the holidays, and her last day with us was January 4th. In collaboration with the USF Foundation, we have launched a national search to identify a new major gifts fundraiser for
our College. In the interim, Karen Frank will be leading development efforts to continue the College’s fundraising momentum and ensure its progress.

- The New Year also brought the announcement of a new $25,000 endowed Dance Scholarship for the College, given by one of the department’s prominent alumni.
- A new friend of the College donated several pieces from his personal collection to the Contemporary Art Museum. The value of these pieces is approximately $50,000.

**Ashleigh Gallant**

- Assisted in organization of the Taste of The Arts with the College of The Arts Council. In addition, I’ve taken a more active role in furthering the efforts of the Council within the College.
- Continued meetings with the Directors of each School to work on more strategic marketing, recruitment and communication efforts. These efforts have resulted in the launch of an alumni survey for market research, redevelopment and improvement of social media and websites for the schools, increased and improved email communication (which include improved visual identities of each school) and the launch of a new Gottaknow/Collegematters format.

**Cheryl Harris**

- Review applicants for School of Theatre & Dance Office Manager position with Heddie Sumpter. Checked background/qualifications for working with the USF Financial systems.
- Worked with John Carmichael, Wade Weast, Amy Fletcher and Ada Acosta on the 2009 Festival of Winds settlement of revenues and expenses and reimbursement to the School of Music.
- Routine business as usual including attendance at several POD presentations by Directors and Managers.

**Carol Kerrigan**

- Met with Ron & Barton and a representative from Richard Harrison Bailey, the agency retained by the USF Admissions Office to assist with a marketing project. This project will assist in new student recruitment publications. Met with Ron & Ashleigh regarding the Recruitment Fair I attended in October. Met with Diane DiMasi regarding Document Imaging.
- Attended some of the College Pod and FOCI sessions. Also attended the following meetings: Council of Academic Advising Executive Sub-Committee and CAA, weekly DASS taskforce, “Student Readiness Team” taskforce, Graduate Coordinators, and Orientation.
- Coordinated new student transfer orientations/briefings for spring 2010. Processed ARC petitions during the first two weeks of class along with seeing students regarding their CLAS requirement. Set up an Information Booth at the INTO USF Program Fair at the College of Business. Held our first Elluminate session, inviting all admitted students for fall 2010 who showed an interest in the Arts. Did a presentation about the College for two student Orientation Team Leaders, who will present the information in a creative format to the other OTLs (50) on February 5th. Certified students for fall graduation.

**Heddie Sumpter**

- Personnel/Payroll: Assisted various units with personnel matters. Met with Dean Ron Jones & Cheryl Harris regarding budget items for the college. Attended a briefing with HR managers from all colleges and campuses regarding the new Domestic Partnership Health Insurance Stipend.
- Conducted the Personnel/Payroll POD along with Robert Cortes. The POD focused on types of leave and the automated leave system (ALT) and Careers@USF, the university’s new online employment application system.