May-August 2009

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.

- May began with a celebration. Not only did we in the College of The Arts celebrate our students' graduation, but the University conducted the formal commencement ceremonies for thousands of graduates, putting an exclamation point on what is at the very core of our mission.
- May was drawing to a close when we learned that our College had met its fundraising goal of over $2,000,000 and was the only one to so do (so hats off to our fundraising team: Susan Murray, Karen Frank, Victoria Stuart, and our five Directors).
- June can be described as a time when budgets moved from the talk and planning stage to being set for the 2009-2010 year (a process that requires teamwork, coordination, care and patience, and, above all else, accuracy…and guidance and oversight by Cheryl Harris).
- Just in case you read these reports and monitor my comings and going, let me point out that the following days were taken in annual leave: June 22, 23, 24; 3 days at the beach! Returning back, I learned of my sister-in-law's death and took another three days to celebrate her life.
- Thanks to the Provost, some funds were made available to do salary adjustments for approximately 1/3 of the faculty. Following the Provost's directions, those faculty who had received the highest evaluations in research and teaching over the past three years were discretionarily rewarded for their work.
- August opened with the heads of various student organizations coming together to create a College Student Council, the first step in creating a genuine sense of community within this college.
- By the time the fall term was beginning, I had formulated a plan that I hope will result in the best services to the College's faculty, students, and staff ever provided by College Central.

University Meetings

- May 01: With the Deans’ Council interviewed a candidate for the position of Dean of the Graduate School.
- May 04: Met with the Deans’ Council. Agenda: Legislative update, Pcard policies, tuition and fees for next year, Ghana and the Global scholars’ exchange, the H1N1 Flu closing procedures (if necessary), and a rehearsal for the College of Business presentation to the Foundation Board.
- May 05: Met with the Council of Deans interviewing candidate Thomas Potter for Executive Director of Academic Budgets.
- May 05: Chaired Search Committee interview of Thomas Potter.
- May 07: As a member of the IT advisory committee, met with others to discuss the cyber infrastructure proposal for stimulus monies.
- May 12: With Barton Lee, met with Dean John Wiencek and the two Associate Deans, Weller and Perez, from the College of Engineering, discussing funding partnership opportunities and procedures between the two colleges.
- May 13: Met with George Ellis, discussing issues related to centralized IT and its impact on the college, more specifically, organizational issues, the need to change to more complex passwords, domain environment changes, and architecture lab support.
- May 14: Chaired the search committee meeting for the Executive Director of Academic Budgets.
May 15: Met with Provost discussing the qualities of the three finalists for the Executive Director of Academic Budgets.
May 15: Attended the presentation of Dean Bob Forsythe to the Foundation Board.
May 15: Attended the first half of the quarterly meeting of the Foundation Board.
May 18: Attended the first half of the Deans’ Council where the budget was discussed and the annual evaluation of the College was outlined; then I became deathly ill and took leave of the University for the remainder of the day!
May 28: Attended the Board of Trustees ACE Workgroup, which discussed issues related to the Tampa and regional campuses, policies and concerns, and approved the recommendations for tenure and promotion; additionally, and related to our college, the Workgroup listened to the concerns of a graduate of the School of Music relating to the recommendation not to tenure one of the Music candidates.
Jun 03: Met with and chaired the Search Committee for Executive Director of Budgets.
Jun 03: As Campaign Chair, presided over the Ice Cream Social for the Faculty and Staff Campaign celebration.
Jun 08: Met with the Provost discussing issues related to administration of the College.
Jun 08: Met with Provost Wilcox, Dwayne Smith and Michael Moore discussing the performance of the College and its individual units.
Jun 09: Attended an all day retreat of the Deans hosted by the Provost. Agenda consisted of a review of Provost Task Force recommendations, compact planning and budget planning, budget setting principles, and the preliminary college budget.
Jun 12: With Reggie Joseph, met with parents of prospective students discussing the college and registration/enrollment and advisement procedures/rules.
Jun 16: With Reggie Joseph, met with parents of prospective students discussing the college and registration/enrollment and advisement procedures/rules.
Jun 18: With Carol Kerrigan, attended the parents welcoming orientation.
Jun 19: With Reggie Joseph, met with parents of prospective students discussing the college and registration/enrollment and advisement procedures/rules.
Jun 26: With Reggie Joseph, met with parents of prospective students discussing the college and registration/enrollment and advisement procedures/rules.
Jun 26: Participated in an on-campus conference call meeting of the University Cyber Committee regarding an NSF proposal.
July 09: Met with the Provost, Michael Hoad, Eric Eisenberg, and Franco Lodato discussing the IDEA (Innovation, Design, Entrepreneurial Application) initiative and how to proceed.
July 13: With Carol Kerrigan, met with parents of entering students.
July 14: With Reggie Joseph, met with parents of entering freshmen to our college.
July 16: With Carol Kerrigan, met with parents of entering majors.
July 17: With Reggie Joseph, met with parents of enrolling majors.
July 24: With Reggie Joseph, again met with the parents of enrolling majors within the college.
July 29: Attended an all-afternoon retreat of the deans and Provost discussing issues of mutual concern.
July 31: Met with Eric Eisenberg and Holly Schoenherr discussing the next steps with the IDEA project.
Aug 03: Attended the Dean’s Council monthly meeting discussing the following: state retirement changes; Eluminate Live for academic continuity; academic calendar for 2010-2013; differential tuition and advising focus; Marine Science presentation practice; new faculty orientation; and the September 4 out-of-unit raises.
Aug 08: Participated in summer Commencement in the Sun Dome.
Aug 10: Attended the kick-off breakfast for new faculty, inviting each of them to plan to attend lectures, concerts, shows, and exhibitions presented by the College.
Aug 14: Participated in an all day retreat hosted by the Provost for and with the deans.
Aug 18: Met with Barton Lee discussing the Faculty Recruitment Plan and the Compact Plans.
Aug 18: With Barton Lee, met with Fanni Green discussing her appointment to coordinate “climate” efforts within the College.
Aug 18: With Reggie Joseph, met with the parent of an enrolling dance major.
Aug 20: Attended the Academic and Campus Environment workgroup of the Board of Trustees.
Aug 20: Attended Provost Wilcox’s presentation of the state of academic affairs at USF.
Aug 28: Attended an interview of Dr. Donna Kuizenga, candidate for Provost.
Events

- May 01: Moderated the 2009 Graduation Celebration.
- May 02: Participated in two commencements, undergraduate and graduate.
- May 05: Attended the Cinco de Mayo luncheon presented by the College Staff Advisory Council.
- May 07: Attended the celebration of the receipt of an honorary degree for Dr. Enid Barness.
- May 14: Attended the presentation of the Quiet Quality Award to Michael Dwyer.
- Jun 08: Attended a farewell reception honoring former President Betty Castor.
- Jun 11: With Barton Lee, Margaret Miller, Wade Weast, Wally Wilson, Wendy Babcox, John Byrd, Don Fuller, Ashleigh Gallant, Gregory Green, Sarah Howard, Robert Lawrence, Vikas Mehta, David Norr, Anat Pollack, Paul Reller, and Mark Weston, participated in a four-hour effort to define the mission, goals, partners, and resources for the USF IDEA project.
- July 1: Spent 90 minutes interacting with the 60 Minute exhibition at CAM including a tour by Peter Foe.
- July 08: Attended the Graduate Student Research Challenge Grant mid-year presentations, which included participation by College students Ellen Mueller and Robb Fladry.
- July 15: Attended a welcome back for Barton Lee who had been on annual leave for two weeks.
- July 31: Attended the Broadway Theatre Project season production.
- Aug 12: Attended the President’s Reception for New Faculty.
- Aug 19: Attended the reception and ceremony honoring USF Latino scholarship recipients.
- Aug 20: Briefly attended the Museum Ice Cream Social for students.
- Aug 20: Attended the Welcome Back Party for MA and MFA students in Art at Graphicstudio.
- Aug 21: Attended the Diversity Workshop presented by the College Diversity committee.
- Aug 21: Attended the CD Release of Chuck Owen’s tribute to David Baker.
- Aug 26: Attended the “Taste of the Arts” sponsored by the College Student Council featuring displays by students in all units of the College.
- Aug 28: Attended the opening of the Teresita Fernandez show at the Contemporary Art Museum.

Administrative Activities

- May 01: Met with Wade Weast (three week meeting) discussing band director searches, personnel issues, personal issues, and the future.
- May 01: Met with Nina Contreras discussing the college website.
- May 04: Met with Brenda Woodard and Heddie Sumpter discussing contracts, on line career site, and closing plans in case the H1N1 flu becomes epidemic.
- May 04: Met with Margaret Miller (three week meeting) discussing the Chicago show, Public Art, and the Curator/Professor of Photography endowed partnership with the Tampa Museum of Art.
- May 04: Met with Ashleigh Gallant (weekly meeting) discussing University Communication’s post card to NASM about Chuck Owen’s Guggenheim, the report of the Advanced Public Relations class, and the website.
- May 05: Met with Cheryl Harris (biweekly meeting) discussing college commitments, FWS, and Pcards.
- May 06: Met with Cam Greenhaw (weekly meeting) discussing GottaKNows, the college Newsletter distribution list, and strategic planning.
- May 06: Met with Directors: Agenda: Update on legislature; August 21 Diversity workshop; Pcard policy; Foundation Board presentation; Talk of the Arts; scholarship administration; Compact plans; and University showcase in October.
- May 06: Attended two interview sessions for Kathy Hofstad, candidate for Executive Director of Academic Budgets, one with deans, one with the search committee.
- May 06: Met with Barton Lee discussing issues related to the College.
- May 07: Met briefly with Wade Weast discussing personnel appointments.
- May 07: With Barton Lee, met with Trent Green discussing assigned duties.
- May 08: Met with Nina Contreras discussing the new website being developed, getting strategic photographs for the web, Facebook links, and faculty book cover designs.
- May 08: Met briefly with Wally Wilson discussing an invitation to work with CAA regarding best practices of art leadership in higher education.
May 12: Met with Barton Lee (weekly meeting) discussing faculty evaluations, Talk of the Arts; Living-Learning Communities, space utilization, FAC and Budget Training, and summer SCH.

May 12: With Wade Weast, met with Dwayne Smith to discuss a variety of personnel (faculty and staff) needs for the School of Music.

May 13: Met with Cam Greenhaw (weekly meeting) discussing ICFAD addresses, faculty books, mailing lists, and redesign of the printed calendar.

May 13: Separately met with two faculty, discussing issues related to tenure recommendations.

May 13: Met with a faculty member regarding issues related to the performance of a school director.

May 14: Met with Nina Contreras reviewing the faculty book covers options.

May 15: Met with Eric Eisenberg and Michael Hoad discussing projects that might involve Franco Lodato.

May 19: Met with Barton Lee (weekly meeting) discussing Marching Band practice field, AIA, a reception for the new Director of Architecture and Community Design, the problem with the uneven stage, production issues, work study issues, and the agenda for the Directors’ Wednesday meeting.

May 19: Met with Kevin Maroney (weekly meeting) discussing IT and help desk issues, servers, and databases for the college.

May 19: Met briefly with Cheryl Harris discussing how to deal with expectations from the Provost’s Office.

May 19: Met with Ashleigh Gallant (weekly meeting) discussing condition of the arts at USF, the arts calendar, the new web site, and the history of the college.

May 19: Met with Wally Wilson (three week meeting) discussing the MA in Museum Studies, the exhibition calendar, student organizations, the goals of the college, Pininfarina design.

May 19: Met with Barton Lee and Ashleigh Gallant viewing the recruitment video and identifying sections that need to be replaced.

May 19: With Holly Schoenherr, conducted reference check on a finalist for the Executive Director of Academic Budgets.

May 20: Met with the Directors’ Council. The agenda was the new College website, projects with Franco Lodato, and the presentation to the Foundation Board of Directors.

May 20: With Holly Schoenherr, conducted phone reference call, related to finalist for the Executive Director of Academic Budgets.

May 20: With Barton Lee, met with the Advising staff to hear their views on establishing a Living Learning Center.

May 21: Spent the day hosting Franco Lodato to meetings with Merry Lynn Morris, with Eric Eisenberg and Michael Hoad, and with the Directors and others within the College.

May 22: Met with Nina Contreras, discussing web issues, server back-ups, experiments with technology, building maps of College buildings, and a web page for Lodato.

May 22: Met with Wally Wilson and Franco Lodato discussing innovative opportunities for the arts at USF.

May 26: Met with Barton Lee (weekly meeting), discussing faculty searches, summer SACS data, and summer enrollments.

May 26: Met with Marc Powers (three week meeting) discussing College goals for 2009-2010, set design as part of the IDEA initiative, website, Living Learning communities, and SACS summer data.

May 26: Met with Alex Cho, IDEA initiative industrial designer, who worked for the summer on the Rolling Dance Chair project.

May 29: Met with Nina Contreras discussing the web and execution issues.

May 29: Met with Victor Fung discussing his web-based journal.

Jun 01: Met with Barton Lee discussing faculty position searches for next year, the FAIR assigned duties form, the upcoming Foundation presentation, SACS data, the Living Learning community, IDEA, the college website, and a process for reducing programs and degrees and units, if necessary, because of the budget cuts.

Jun 01: Met with Franco Lodato discussing the next steps with the IDEA project, the Rolling Dance Chair project, and the Health project.

Jun 02: Met with Cheryl Harris (weekly meeting) discussing faculty recruitment form, Franco Lodato projects, contract issues, budget reallocation rules, and auxiliary budgets.

Jun 02: With Barton Lee, met with American University Theatre Chair, Gail Humphries.

Jun 03: Met with Cam Greenhaw (weekly meeting) discussing strategic planning, values, and tier 2 and 3 emailing lists.
- Jun 03: Met with Barton Lee and Cheryl Harris discussing final form of the Faculty Recruitment Plan and the justification for Bionics in Action as the contracted designer for the Rolling Dance Chair project.
- Jun 03: Met with Ashleigh Gallant discussing university PR, art work for College Conference Room, faculty books, printing/design protocol, a new computer, student organizations, video update, and the events calendar for the fall.
- Jun 08: Met with a representative of the New York Times discussing the opportunities offered to our students and faculty related to the NY Times.
- Jun 10: Met briefly with Cheryl Harris discussing the preliminary College budget and research deficits.
- Jun 10: Met with Cam Greenhaw discussing non-profit competition and faculty books.
- Jun 10: Met with Barton Lee discussing Florida Center and on-line signature authorizations, Florida Center grants, Communications meeting, lab safety, Franco Lodato, HMS flooding, and IT specs for the new Music Building.
- Jun 10: Met with Nina Contreras, Kevin Maroney, and Cam Greenhaw discussing issues related with setting up a subscription-based, on-line journal.
- Jun 10: With Barton Lee, met with Trudie Frecker and facilities planning concerning the details of the contract for the CASVA building.
- Jun 10: Met with Franco Lodato discussing the College’s efforts to establish a Co-Lab and an IDEA Design School.
- Jun 10: Met with Kevin Maroney discussing issues related to College IT needs and the manner in which University IT addresses those needs.
- Jun 10: With Margaret Miller and Randy West, met with University Auditing and Compliance to hear the preliminary results of an audit of Graphicstudio.
- Jun 11: Met with George Ellis and Rick Jones discussing the relationship of University IT to College IT, position descriptions, and evaluation criteria.
- Jun 11: Met with Nina Contreras (weekly meeting) discussing server issues, content management, Florida Center webpage, communication with Don Fuller, the online journal, and faculty books.
- Jun 16: Met with Cheryl Harris (weekly meeting) discussing the preliminary budget, adjunct projections for fall, budget codes, GS audit status, pending issues with the Provost, Schnettler expenditures, and the Marching Band budget.
- Jun 16: Met with Barton Lee (weekly meeting) discussing music practice room lighting, his representation of the College on the assessment committee, student grievances, curriculum and essential courses, the FCCD&R flyer, and the programming for the October capital campaign kickoff celebration.
- Jun 17: Met with Cam Greenhaw (weekly meeting) discussing tier 2 and 3 mailings, the faculty books project, taskforce membership in ICFAD, and a general discussion of the role of strategy as an essential element of an organization.
- Jun 17: Met with Gloria Quigley and two student leaders in the College, Maria Bevilacqua and Crystal Bissada, discussing the creation of and functioning of a College Student Council.
- Jun 18: Met resident artist funded by the Kennedy Endowment, Siebren Versteeg.
- Jun 18: Met with Margaret Miller (3 week meeting) discussing Lodato project, Graphicstudio prospects, auditing issues, economic and artistic conditions currently in NYC, and artspeak.
- Jun 19: Met with Bill Lee, discussing a joint presentation we are making in October on creativity.
- Jun 19: Met with the Directors’ Council, including Kevin Maroney, Ashleigh Gallant, and Tori Stewart, discussing adjunct profile for fall and the IDEA project, and we visited FAH 288, where Lodato is doing the Rolling Dance Chair project; pandemic preparedness, graduate enrollment management, the attendance by George Ellis of our August 3 meeting, and briefly, a variety of curricular issues such as non-essential courses, instructional needs, rotating courses, budget and value-added considerations related to the curriculum, the impact of tradition upon the curriculum, consideration of a three-year degree, and Living Learning communities.
- Jun 26: Met with Kevin Maroney discussing internet and his access to servers, University domains, etc.
- Jun 26: With Bill Kears of the College of Behavioral and Community Science, met with Gail Powell-Cope, Associate Director of the Safety Division of the Veterans Administration, discussing cooperative design opportunities.
- Jun 26: Met with Brenda Woodard discussing the History of the College project.
- Jun 29: Met briefly with Franco Lodato discussing his personal issues and the impact upon his work at USF.
- Jun 29: Met with Ashleigh Gallant discussing College decals, email marketing, and updating our College video.
- Jun 29: Met with George Ellis discussing personnel needs for help desk support for the College.
- Jun 29: Met with Cheryl Harris and Heddie Sumpter discussing ways to ensure that both personnel and the budget office are aware of new commitments.
Jun 29: Met with Brenda Woodard and Heddie Sumpter discussing personnel issues.
Jun 29: Met with Margaret Miller discussing the Graphicstudio audit.
Jun 30: Met with Cheryl Harris discussing the budget, staff positions, and FWSP allocations.
Jun 30: Met with Nina Contreras discussing the new website, newsletter software, the faculty/staff directory, and the minimal requirements for unit websites.
Jun 30: Met with Franco Lodato discussing the specifics related to IDEA.
July 02: With Margaret Miller, met with Dr. Karen Holbrook, VP of Research, discussing the relationships between Graphicstudio and both the Research Division and the Research Foundation.
July 02: Met with Wally Wilson (3 week meeting) discussing the following: NY Times opportunity; essential courses and the curriculum; graduate school stats; pandemic plans; post graduate follow up/ new College website; the Living Learning Community; SACS Summer data; IDEA; Arte in 2010; building community within the College; Hispanic Heritage celebration in September/October; the joint project of the School with the Tampa Museum recruitment efforts; faculty issues, the narrative for the FAH renovation; and the budget.
July 02: Met with Ashleigh Gallant discussing recruitment and branding.
July 02: Met with Marc Powers (3 week meeting) discussing the following: NY Times opportunity; essential courses and the curriculum; graduate school stats; pandemic plans; post graduate follow up/ new College website; the Living Learning Community; SACS Summer data; IDEA; Arte in 2010; building community within the College; Hispanic Heritage celebration in September/October; faculty issues, and arts administration.
July 06: Attended the Provost’s evaluation of me based upon faculty evaluations, self evaluations, performance of the College, and Provost’s perspective.
July 06: Met with Crystal Bissada, discussing the College Student Council project to do a welcome back to students in all areas of the College.
July 06: Met with Margaret Miller discussing the following: NY Times opportunity; essential courses and the curriculum; graduate school stats; pandemic plans; post graduate follow up/ new College website; the Living Learning Community; SACS Summer data; IDEA; Arte in 2010; building community within the College; Hispanic Heritage celebration in September/October; and the Graphicstudio audit.
July 06: Met briefly with Ashleigh Gallant discussing the IDEA proposal and the production of trailers for selected arts events.
July 07: Met with Wade Weast discussing strategies for the 2009-10 academic year and staffing issues.
July 07: Met with Ashleigh Gallant discussing a new emphasis upon marketing the College to the community and a new emphasis on connecting to the entire campus.
July 08: Met with Cam Greenhaw discussing ICFAD Taskforce membership, the faculty books, the CoTA newsletter distribution, and surveys to the college faculty and staff.
July 08: Met with Dean Forsythe and Dr. Fountain discussing opportunities for establishing business minors for arts majors.
July 08: Met with David Fries discussing the IDEA initiative and his involvement in the initiative.
July 13: Met with Wade Weast discussing issues related to School management.
July 14: Met with Cheryl Harris discussing the staff recruitment plan report being prepared for the Provost.
July 15: Met with Cam Greenhaw discussing faculty books and ICFAD’s Deans’ Resource Center.
July 15: Met with Brenda Woodard discussing reorganization of the College offices.
July 16: Met with Heddie Sumpter discussing reorganization of the College central offices.
July 24: Met with Barton Lee reviewing the data driving the discretionary salary adjustments made available by the Provost.
July 29: Met with Cheryl Harris discussing the transfer of Gen Ed funding for Jazz course; Brenda Woodard’s move at the end of August; telephone usage review; FWSP allocations; endowments; budget commitments; and establishing Quicken Books shadow programs in all units.
July 29: Met with Barton Lee discussing the Diversity workshop; October campaign kickoff; the College financial data base program; a stipend for selected SACD faculty; the Hispanic Heritage nominations; the nomination of an outstanding researcher; and Good to Great.
July 29: Met with Mary Kuka and Ashleigh Gallant discussing the use of video cameras by students to provide insights about our various programs to prospective students.
July 30: Met with Wally Wilson discussing a host of topics: Stepping Stones; graduate assistants; a Business minor; a potential degree in Arts Management; course reduction in the fall; Oliver Gallery; endowment funding of computer purchases; and the TMA project.
• July 30: Met with George Ellis, Rick Jones, and Kevin Maroney discussing positions expectations.
• July 31: Met with Barton Lee and Cheryl Harris discussing instructional funding needs and federal stimulus funding for the fall term.
• July 31: Met with Nina Contreras discussing design of the events calendar; College website content needs; SoM website; domain elimination; and faculty book covers.
• July 31: Met with Steve Cooke, Heddie Sumpter, and Barton Lee to see a presentation of an electronic timeline for faculty searches.
• Aug 03: Met with the Directors’ Council addressing the following: approval of minutes: June 19 (Wilson); staff assessment: brief assessment; Hispanic nominations: deadline Aug 7; College staff retirement celebrations; College Student Council (Wilson); New York Times offers; faculty assignments (College of Ed); Provost goals for the Dean/College; two top programs in the College; the evaluation of Directors: Feb. 07 procedures; nomination processes; and Good to Great.
• Aug 03: Met briefly with Wade Weast regarding a faculty grievance.
• Aug 03: Attended the constitution meeting of the newly organized College Student Council discussing the development of a council constitution.
• Aug 04: Met with Barton Lee. Topics discussed: pandemic planning and academic continuity; College Central reorganization; Diversity workshop; taskforce and AIA reception for Bob MacLeod; Provost Summer Grants; Faculty Advisory Council; program ranking; probation/dismissal data related to each College unit; TAR and fire safety; HMS laser cutter; and residency requirements.
• Aug 04: Met with Franco Lodato discussing his fall assignment, the Sentinel project, his work with USF Health, and the Rolling Dance Chair project.
• Aug 04: Met with Karen Frank discussing the following: campaign kick-off; The Scholarship Luncheon; lunch with a donor couple; the Foundation e-Newsletter; the Alumni News: Chicago alumni meeting in February; the Music Building brochure: Marching Band funds; the Annual Fund; the Telefund schedule; thank you letter format; stewardship reports; holiday cards; matching funds; scholarships; Clarion Society; computer Issues.
• Aug 04: Met with Carol Kerrigan discussing work assignments for advising personnel.
• Aug 05: With the exception of the following entry, I spent the entire day preparing written evaluations for all staff reporting to the dean.
• Aug 05: With Barton Lee, met with Franco Lodato for a presentation of the Rolling Dance Chair project.
• Aug 06: Met with Kofi Glover on technical requirements related to faculty grievances.
• Aug 06: Met with Susie Shannon discussing her willingness to assume one of the tasks which had been a part of Brenda Woodard’s assignment.
• Aug 06: With Barton Lee, Wade Weast, David Williams, and Michael Dwyer visited the Music Building construction site approving the textured exterior cast concrete treatment/color.
• Aug 06: Spent approximately ½ the day working on evaluations of the School directors.
• Aug 07: Met with Barton Lee and Cheryl Harris and restructured the FWS allocations to the units of the College.
• Aug 07: Met with Nina Contreras discussing the events calendar, the web and IRA, Lodato’s website, website design, and her annual evaluation.
• Aug 07: Met with Ashleigh Gallant discussing her annual evaluation.
• Aug 07: Met with Junius Gonzales, Bill Kearns, and Franco Lodato discussing the surveillance project in the College of Behavioral and Community Science.
• Aug 10: Conducted the annual performance evaluation and the last one for Cheryl Harris who will be retiring within the year.
• Aug 10: Attended a staff celebration for Victoria Stuart who received her Masters degree.
• Aug 10: Met briefly with Heddie Sumpter and Brenda Woodward discussing career program from HR, personnel issues, computer problems, and the retirement celebration for Brenda Woodward.
• Aug 10: Met briefly with Ashleigh Gallant discussing the new format for the GottaKNow, August 26 student event, the ONE hour sessions with units, and the Best Bets challenge.
• Aug 10: With Barton Lee, met with a faculty member who is disputing the assigned duties from the unit director.
• Aug 11: Met with Cheryl Harris discussing budget commitments, stimulus funds, Quicken options, and graduation celebration costs.
• Aug 11: Met with Baton Lee discussing SACD, Provost Grants, Faculty Research Grants, faculty meeting times, compact planning, and a program in arts administration.
• Aug 11: Conducted the annual evaluation of Cam Greenhaw.
- Aug 11: Met with Barton Lee and Bob MacLeod discussing a variety of issues among which were the following: the SACD retreat; research faculty, new School focus; tenure/promotion, teaching expectations, weekly meetings, the Florida Center, the Diversity workshop, and receptions to introduce the Director to the professional architecture community.
- Aug 11: Met with Wade Weast to review next steps in the assigned duties dispute put forth by one of his faculty.
- Aug 12: Met with Cam Greenhaw discussing the fundraising survey.
- Aug 12: Met with Kevin Maroney discussing annual evaluation, support for mailings, David Williams/ Michael Dwyer project, the Woodard database, the plasma content and the phone tree.
- Aug 12: Met with Merry Lynn Morris discussing disclosure forms and funding for the next stage of her research.
- Aug 12: Met with Karen Frank discussing her annual evaluation.
- Aug 12: Met with Izumi Ashizawa as an exit interview, wishing her the best as she excitedly leaves for the University of Maryland.
- Aug 12: Met with John Wiencek discussing issues in common regarding dean leadership.
- Aug 12: Met with Ashleigh Gallant discussing marketing and IDEA issues.
- Aug 12: Met with Wally Wilson discussing several issues related to the School of Art & Art History.
- Aug 18: Met with Wade Weast discussing evaluation procedures.
- Aug 18: Met with Wade Weast and Marc Powers discussing “entertainment” for the October 20 Unstoppable event.
- Aug 19: Met with all of the College Central staff discussing how to improve services to the faculty, staff, and students of the College.
- Aug 19: Met with Barton Lee and Cheryl Harris discussing the prioritization of faculty and staff position requests within the context of compact plans.
- Aug 20: Met with the faculty of the School of Music discussing University structure and goals, tenure/promotion, and Director performance evaluation.
- Aug 20: Met with the faculty of the School of Art & Art History discussing the University structure and the role of the School within that structure.
- Aug 24: Met with Wade Weast discussing the jONEs Hour sessions set for the School of Music.
- Aug 24: Met with Ashleigh Gallant discussing the Diversity workshop, Arts and Architecture in Lakeland, student workers, Lodato projects, and the College Communications position status.
- Aug 25: Met with Cheryl Harris (weekly meeting) discussing centers, Graphicstudio spending approvals, and resource commitments.
- Aug 25: Met with Barton Lee (weekly meeting) discussing the following topics: FHEAN meeting; setting meetings of the new faculty and the tenure-track faculty; the Federal EEO information request; graduate stipends compared to OSU averages; strategic emphasis of programs as they relate to BoG goals; Setting a search committee meeting; procedures for approval of paperwork from units; conditions for the initial hiring of a Director; the jONEs Hour and potential topics; goals of the College; freshman timeline of expectations on the web; the Provost’s Summer Grants; CASVA; the organizational chart for the College; the Gerry Curts reception; the introduction of Bob MacLeod to the campus; and changes to the College Bylaws.
- Aug 26: Met with the Directors’ Council discussing the new College website (presented by Nina Contreras and Ashleigh Gallant, the restructuring of College Central services, the Goals and Values of the Arts at USF, and the Faculty/Staff recruitment plan.
- Aug 26: Met with Barton Lee and Dwayne Smith discussing personnel issues.
- Aug 27: Met with Barton Lee discussing College information requests and the tentative agenda for the first meeting of the College Faculty Advisory Council.
- Aug 27: Met with Wade Weast discussing a GA issue within the School of Music.
- Aug 27: Met with Wally Wilson discussing a faculty assigned duties issue.
- Aug 27: Met briefly again with Wally Wilson discussing faculty assigned duties at other AAU institutions.
- Aug 27 Met with Bob MacLeod (weekly meeting) and Barton Lee discussing receptions for MacLeod; the “conditions for appointment to Director”; the jONEs Hour; the Florida Center; CASVA; equipment from architecture firms; and the relationship of IT to SA/CD technical positions.
- Aug 28: With Barton Lee met with Academic Affairs attorney discussing a federal complaint which has been filed.
Aug 28: Attended a School of Music “Town Hall” meeting focused on proposed changes to the undergraduate degree in Music Education.

Development Activities

- May 15: Briefly welcomed Foundation Board members who were visiting Graphicstudio.
- May 26: Met with Susan Murray and Karen Frank discussing development issues, strategies, and potential donors and grant opportunities.
- May 26: Met with Wally Wilson and Susan Murray discussing donor strategies.
- Jun 16: Met with Karen Frank and Karen Ritter discussing entertainment at the October Capital Campaign kickoff celebration.
- Jun 16: Met with Susan Murray, Karen Frank, Ashleigh Gallant discussing the opportunities to develop a brand and message to prospects utilizing the Tampa Bay Magazine.
- Jun 18: With Susan Murray met with Vic Leavengood, our College Capital Campaign Chair, discussing prospects, projects, unit and College needs, and fundraising strategies.
- Jun 29: Met with Vic Leavengood, our College Capital Campaign chair, discussing strategies and issues for fundraising.
- Jun 30: Met with Susan Murray discussing issues related to University Development.
- Jun 30: Attended with Susan Murray the University Campaign committee meeting for deans and college development officers.
- July 07: Met with Vic Leavengood, accepting his resignation as chair of our College Capital Campaign initiative.
- July 07: Met briefly with Susan Murray discussing succession possibilities for the position of chair of the College Capital Campaign Committee.
- July 07: Met with Susan Murray and Karen Frank discussing campaign chair for the College; scholarship luncheon; October kickoff event for the University Capital Campaign; alumni email; Distinguished Lecturer Series; and the contract with Master Chorale.
- July 09: Met with Nina Contreras discussing websites, web rules, branding, and the College calendar design.
- July 13: Met with Susan Murray to discuss issues related to strategic actions to increase gifts.
- July 15: Met with Susan Murray and Lee Williams discussing Susan’s performance over the past year.
- July 30: With Susan Murray and Joel Momberg visited a major donor prospect in St. Petersburg.
- Aug 12: Met with Wade Weast and Susan Murray discussing strategies related to an upcoming meeting with a prospective donor.
- Aug 24: Met with Susan Murray, then joined by Karen Frank, discussing development strategies as well as the following: Master Chorale agreement; American Express and potential internet funding process; events recognizing our donors; Cuba and the Ludwig Foundation, the TMA project; the Capital Campaign meetings; endowment reports; the Telefund plan for this coming year; and the Unstoppable Kick-Off event in October.
- Aug 25: Met with donors discussing changes in and progress of the College.
- Aug 27: Met with Margaret Miller and Susan Murray discussing grant opportunities and donor strategies and the Unstoppable gala in October.
- Aug 31: With Barton Lee met with the College Faculty Advisory Council, chairing the initial meeting of the FAC for the 09-10 academic year.
- Aug 31: Met with Heddie Sumpter (biweekly meeting) discussing personnel issues, leave policies, and Microsoft Project options.
- Aug 31: Met with Ashleigh Gallant (weekly meeting) discussing tier 2 and 3 GottaKNows, the jONEs Hour logo, and web welcomes.

Community Activities

- May 01: Attended the interview of a second candidate for the position of Curator of Antiquities at the Tampa Museum of Art.
- May 06: Attended presentation at Tampa Museum of Art on the next three years of exhibitions.
- May 20: Attended the May meeting of the Tampa Museum of Art Board of Trustees.
- Jun 12: With Wally Wilson, visited the Gallery of Hillsborough Community College and the exhibition of USF graduate and art supervisor, Phyllis Alexandroff.
- Jun 17: Attended the June meeting of the Board of Trustees of the Tampa Museum of Art.
- Jun 25: Met with Todd Smith, Director of the Tampa Museum of Art, discussing the details of a jointly solicited position in Art History/Curating.
- Jun 25: Met with John Schloder, Director of the St. Petersburg Museum of Art, Marry Perry and Mary Alice McClendon, patrons of the Museum, and two reps from Northern Trust, Krista Boling and Stephanie Goforth, discussing ways to engage USF students in the lectures offered by the Museum.
- Aug 19: Welcomed the Art Teachers of Hillsborough County to a daylong retreat at USF.
- Aug 19: Attended the August meeting of the Board of Trustees of the Tampa Museum of Art.
- Aug 27: Attended the American Institute of Architects reception for Bob MacLeod.

**National Activities**

- May 14: Met with Liz Cole, Executive Director of the International Council of Fine Arts Deans, discussing issues related to ICFAD.
- Jun 02: Met with Liz Cole and Cam Greenhaw discussing a variety of issues related to the management of ICFAD.
- Jun 25: Met briefly with Liz Cole discussing issues related to ICFAD.
- July 09: Met with Liz Cole and Cam Greenhaw reviewing membership, annual meeting, taskforces, and evaluation process for Cam.
- July 16: Met with Liz Cole and Cam Greenhaw discussing ICFAD international symposia.

**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**

- New CoTA Website: designed and setup new menus & templates; worked with Cameron Greenhaw and Ashleigh Gallant on setting up article files and entering content into the content management system; worked with Kevin Maroney and Richard Tapia to trouble shoot problem with Absolute NewsManager; created new website area Development Office; created mailing list subscription page, & branded subscriber login area; setup slideshow and news feeds; launched new website & presented it to Director's council.
- Graphic Design: New CoTA Events Calendar layout & design; toured buildings in detail to get information and started designing new building maps; Started design work for new Florida Center brochure; made corrections to schools’ advising brochures; designed new faculty & staff directory brochure; met with Franco Lodato to discuss design ideas for I.D.E.A. and USF Unstoppable event,
- Marketing & Support: Mailing List Subscription Manager- setup new email templates for EPS, CoTA, Gotta Know, College Matters & Arts Next 10 days; content edits as requested to the Theatre & Dance website, the Faculty & Staff pages; setup CMS and built a new web menu for the School of Music website; Attended USF Communications Summit; wrote website requirements guide for all CoTA websites.
Karen Frank

- The Development Office achieved a record-breaking success this year, despite the tough economy. For the second year in a row, the Development team exceeded their fundraising goal, by raising more than $2.1 million for CoTA – more than any other academic unit on the Tampa Campus.
- The Development Office also set a second record this year, by more than doubling the amount raised through the annual TeleFund Campaign (for alumni), reaching over $12,000. (This was achieved even though the first night of the event fell on the October 6th stock market crash last year!) Thorough planning and year-long efforts led by the Development Team to inspire the callers and the alumni, such as Spirit Nights, and a visit from the Dean, etc., helped make this achievement possible.
- The annual Faculty & Staff Campaign – headed University-wide this year by our own Dean Ron Jones – was another successful fundraising effort, both for the University and for the College. The thanks go to CoTA’s faculty and staff, who increased their participation by more than 4% in support of the Dean’s leadership of the event this year. Many were first-time donors to the College. Kudos to you!

Ashleigh Gallant

- Assisted in development of new media for the College of The Arts, including the new website, new mailing list, and Facebook fan page.
- Assisted in new projects in collaboration with USF’s resident industrial designer.
- Continued branding development of promotional materials which include brochures, postcards, and college events calendar.

Cheryl Harris

- Worked with Deans and Directors developing the CoTA Faculty and Staff Hiring Plan for submission to the Provost’s Office. Also, distributed initial budget allocation documents for E&G and Auxiliary funds to the Deans and Directors for the 2009/10 fiscal year.
- Prepared Phase I of the Carry Forward Funds distribution for College accounts. The final distribution will be completed sometime in September when accounting adjustments for 2008/09 are completed and final numbers have been verified.
- Began initial budget training for the new Marching Band Director and his Office Assistant. Initial training included types of funding, allowable purchases, and introduction to various university websites that contain manuals, policies and procedures.

Carol Kerrigan

- Coordinated the Graduation Celebration Event. Help facilitate the Annual Advising Conference which involved all the colleges and some departments on campus. Attended the College Webinar on Forgotten Revenue Streams: Retention and Transfer Strategies. I attended a two day USF Communications Summit conducted by Enrollment Planning & Management. Participated in a FWSP training session in a joint effort by Financial Aid and Human Resources. Attended the College – wide Diversity Workshop: “Learn By Doing”. Represented the College by doing a USF Employee Testimonial video to be used to orient new hire employees to USF at WUSF TV studio.
- Coordinated 21 freshmen/transfer new student orientations/briefing for the college. Attended 12 Meet & Greet for new parents with the deans. Attended the Art & Music Graduate Orientation. Advised many students regarding CLAS requirement holds and Academic Dismissals. Held many discussions with advisors, staff and students regarding all the changes taking place with the new Foundations of Knowledge & Learning Requirements,
new Exit Requirement regarding the Writing Intensive and Capstone Courses, Bright Futures Scholarship, Residency, Excess Hours and the elimination of the CLAST test and the new CLAS Requirement.

- Attended the following meetings: Council of Academic Advising Executive Sub-Committee, Council on Academic Advising, Degree Auditing and Advising System Taskforce and a couple of training sessions, Orientation, Graduate Coordinators, Associate Deans, Office Staff, College Central Dean’s a meeting, met with Wally Wilson and Richard Olinger also a meeting with the dean. Helping students during the first week of class with drop/add and ever problem you can imagine. Attended the Taste of the Arts organized by the College of The Arts Council. Virtual meeting with Kevin Frenzel demonstrating the use of Pivot Table Reporting.

**Barton Lee**

- Facilities and Operations: During the summer we received the 100% building drawings for the School of Music Teaching Building. Some structural foundations has been completed and a temporary slab has been poured to provide a surface for the fabrication of the tilt-up walls. The most recent aerial shots (August 17) show the support framing for the tilt-up walls being laid out. A mockup of the tilt-up exterior walls is visible over the fence along Holly Drive. There were no meetings of the CASVA Project Committee during the summer months.

- Academic: Attended a Florida Higher Education Arts Network meeting in early May at the University of Central Florida. Along with the Dean, Carol Kerrigan, and Reggie Joseph attended several “Meet and Mingle” new student orientation events for parents and presented at several “College Profile” orientation sessions for parents of new students in the College of The Arts.

- College Administration: Along with several other associate deans and university administrators from academic affairs I am serving on the (EPACT) Emergency Preparedness for Academic Continuity Team and a planning subgroup that are working on plans/procedures/policies in the short term to address academic continuity issues that may arise as a result of the H1N1 Virus and in the long term looking at how to continue academic continuity in the event of an emergency closure of campus. Additionally with the late August arrival of Alana Ennis as the Assistant Vice President for Public Safety, a Campus Safety & Emergency Preparedness Committee has been formed. Committee members have been asked to take the IS-100 (Higher Ed Introduction to the Incident Command System) and the IS-700a (National Incident Management System (NIMS) training and testing. With the SACS review of USF –Tampa, and under the leadership of Assistant Vice President for Institutional Effectiveness, Dr. Stephen Richarde, I am serving on the academic; graduate; and administrative assessment committees. These committees met over the summer to initiate “next steps planning” for the SACS review.

**Heddie Sumpter**

- Payroll/Personnel: Completed paperwork related to staff and administration performance evaluations including a performance improvement plan. Prepared a three year annual review analysis for in-unit faculty. Met with Dwayne Smith, Barton Lee & Judy Arnett regarding the Paid Parental Leave Program for Faculty and resolved issues pertaining thereto. After the hiring freeze was lifted, processed various personnel actions utilizing waiver of advertisements. Attended Careers@USF training, USF’s new online employment application system.

- Faculty Recruitment Process: Steven Cooke, Associate Professor, School of Architecture has developed a program for managing our faculty searches using the professional version of Microsoft Office Project 2007. He has applied the entire Required Process & Checklist for Faculty Searches into this Project. I attended meetings where Steve demonstrated this electronic tool to some search facilitators and the Deans. We plan to use this application for future faculty searches.

- I represent the University Area Community Resource Center Advisory Board on the Hillsborough County Community Action Board (CAB) and also serve as Chair of the CAB. Attended the 2009 Annual Florida Association for Community Action Training Conference in Palm Beach Gardens. Also attended the 2009 CoTA Graduation Celebration.