September 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.

- September is remembered for seeing the first vertical construction of the new Music Building, the introduction of some very new types of communication between Directors and faculty and between Dean and faculty/staff. I am hopeful that the efforts that are being made by the College leadership to be open, “transparent”, and realistic will help to ensure a healthier and more hopeful environment…only time will tell, of course.

- Again we were reminded of the challenging times in which find ourselves. The Provost continued to reduce resources across the campus in anticipation of the potential budget reduction as the federal stimulus funding ends in another year. That has forced all colleges to be even more efficient, even more focused on our mission and goals, and increasingly frugal.

University Meetings

- Sept 03: Attended the deans’ interview of provost candidate Ralph Wilcox.

- Sept 03: Attended the presentation and open forum of provost candidate Ralph Wilcox.

- Sept 04: Met with the Deans, Provost, Joel Momberg and later Lee Williams discussing issues related to University Advancement and more specifically the October Unstoppable Campaign Gala.

- Sept 10: Attended the Board of Trustees meeting held in the Marshall Center.

- Sept 11: Attended the meeting of the University Campaign Council discussing the upcoming gala and the materials being produced for the campaign.

- Sept 11: Met with the INTO group discussing the manner in which the recruitment of foreign students to USF can be increased.

- Sept 14: Met with the Deans’ Council discussing the University website, enrollment/recruitment, the School of Global Sustainability, ECampus Services, and other academic issues.

- Sept 21: Attended the Deans’ Council discussing faculty recruitment, the School of Global Sustainability, data profiling graduate programs across the University, and faculty assigned duties.
Sept 24: With Barton Lee attended the Strategic Planning committee of the Florida Board of Governors.

Sept 25: Met with the Provost, one-on-one, discussing the approved faculty and staff positions, a budget issue, the Masters in Urban Design, patient safety at VA, and the goals for the College.

Sept 25: Met with the Provost and the college deans socially.

Events

- Sept 04: Participated in the Honors College Colloquium procession in full academic regalia and heralded by our own School of Music trumpet studio and Jay Coble.
- Sept 04: Attended the evening “Art, Music, and Wine” featuring Yehonatan Berickm violinist, at the Contemporary Art Museum.
- Sept 08: Attended the dance class of Gretchen Warren and listening to the presentation by Robert Freedman, ED of Ruth Eckerd Hall.
- Sept 10: Attended the fall State of the University presentation by President Judy Genshaft.
- Sept 10: Attended the evening lecture of artist Teresita Fernandez.
- Sept 12: Attended the Clarion meeting held at the Lifsey House.
- Sept 14: Attended the Monica Ponce De Leon architecture lecture in TECO Hall.
- Sept 17: Attended the reception for retiring Mae McDonald.
- Sept 20: Attended the John Robison concert in FAH 101.
- Sept 21: Attended the celebration dinner for faculty who have received special awards. Those from our College in attendance were: Chuck Owen, Zoe Lang, Riccardo Marchi, Elisabeth Fraser, and Noel Schiller.
- Sept 29: Attended the University Outstanding Staff Awards ceremony in Theatre I.

Administrative Activities

- Sept 01: Met with Barton Lee (weekly) discussing the following: Faculty/Staff scholarship fund; CASVA status; Director Foci choices; Ranking of faculty in research and teaching; the College organizational chart; FAC agenda actions; and signature for approval of fiscal activities in IRA.
- Sept 01: Met with George Ellis discussing issues related to University IT moving our College to the USF “Forest.”
- Sept 01: Met with Wally Wilson (tri-weekly) discussing the following: the jONEs Hour; director evaluation; CAM programming; Marie Miyashiro facilitation for SAAH; CASVA; and TMA/USF project.

- Sept 02: Met with Cam Greenhaw (biweekly) discussing ICFAD, sick leave policy, mailing lists, and his job description.

- Sept 02: With Karen Frank, met with two sets of students receiving scholarships to better understand our current process for awarding them, notifying the student, and educating the student relative to the donor.

- Sept 03: Met with Kevin Maroney (biweekly) discussing phone tree, ICFAD website, and databases needed.

- Sept 03: Met with Marc Powers (three week meeting) discussing the following: the current contractual issues related to the BRIT program; the replacement for the retiring School budget person; Emeritus faculty nomination procedures; an HD opportunity; the potential for a degree in arts administration; and a general review of the director's evaluation.

- Sept 03: With Barton Lee, met with Bob MacLeod (weekly) discussing the following: the architect for CASVA; an advisory board; tenure and promotion procedures; pre-architecture; post graduation data; and the Diversity Climate Survey results for SACD.

- Sept 04: Met with Wade Weast (tri-weekly) discussing the following: establishing a Building Opening Committee; a degree in Arts Management; the jONEs Hour, support of tenure track faculty; support of associate professors; Music Education and personnel issues.

- Sept 04: Met with Cheryl Harris discussing start up allocations to new faculty.

- Sept 08: Met with Cheryl Harris (biweekly) discussing start up allocations, Graphicstudio expenditure approvals, PCard and temporary increases, the transfer of Lodato funds, and Nimloc invoice.

- Sept 08: Met with Barton Lee (weekly) discussing the following: sanitizer availability, the phone tree, the Provost Summer Grant program.

- Sept 08: Met with Linda Whiteford discussing the School of Sustainability.

- Sept 08: Met with Fanni Green discussing her appointment as Climate Facilitator for the College.

- Sept 09: Met with the Directors' Council discussing teaching/research/service; the role of the director as Foci leader, and value statements for the College.

- Sept 09: With Susan Murray, met with Bob Forsythe and Ann Ruble discussing opportunities related to the development of an arts administration masters degree.

- Sept 10: Met with Megan Hildebrandt, MFA student discussing support for her involvement with an art project.

- Sept 10: Met with Bill Lee in preparation for a presentation at the University of Alabama.

- Sept 11: Attended the morning session on BlackBoard and Elluminate.
• Sept 11: Met with Nina Contreras discussing the faculty book cover, data base options related to managing College personnel data, the websites of the SoTD and the SoM, including mapping, content management, and the visual quality of the sites.

• Sept 11: Attended most of the SoM faulty meeting.

• Sept 14: Met with Bob Forsythe, two other representatives of the College of Business, Barton Lee, Marc Powers, Wade Weast, Wally Wilson and Gail Humphries of American University discussing the creation of a MA in arts management or arts administration.

• Sept 14: Met with Heddie Sumpter (biweekly) discussing a draft of a guide for staff, the Length of Service Awards, the status of the faculty/staff recruitment plan.

• Sept 14: Met with Barton Lee discussing the faculty/staff recruitment proposal, a draft of a guide for staff, the Provost’s Summer Grants, the role of directors as it relates to the six foci of the College, the FAC survey of faculty topics for FAC attention, the establishment of an IDEA Design School, emergency preparedness, community engagement and T&P guidelines, minor PECO renovations, the ranking of schools of architecture, the phone tree, the Diversity Survey results, and the SACS administrative goals and data.

• Sept 14: Met with Wade Weast, Marc Powers, Karen Ritter, and Karen Frank discussing the details of the program for the October 20 Unstoppable event.

• Sept 15: Met with Heddie Sumpter

• Sept 15: Met with Barton Lee

• Sept 15: With Barton Lee, Amy Fletcher, and Steve Cook met with USF IT personnel including George Ellis discussing the College using the University’s Microsoft Project Server for managing faculty searches.

• Sept 15: With Margaret Miller and Noel Smith, met with the Cuba Advisory Committee.

• Sept 16: Met with Cam Greenhaw discussing the ICFAD salary survey, the ICFAD fundraising survey, and the status of faculty photographs.

• Sept 16: Met with Wade Weast discussing the annual evaluation and action plan.

• Sept 16: With Barton Lee, met with Bob MacLeod discussing Unstoppable, PECO renovation funding, undergraduate architecture programs, School of Sustainability, on-line course offerings, the School’s lecture series, and University IT actions.

• Sept 17: Met with Kevin Maroney discussing the Excel personnel database and the phone tree.

• Sept 17: Met with Marc Powers discussing the action plan resulting from the 08-09 evaluation.

• Sept 18: Met with Nina Contreras (biweekly meeting) discussing communications, the USF web-banner, design of the school advising flyers, the web-based phone tree, and utilizing a student to assist in web-design and management.
• Sept 18: Met with George Ellis and Richard Tapia discussing issues related to the College offices move into the “Forest,” and other IT issues.

• Sept 18: Met with Franco Lodato discussing the status of his classes and his work at USF.

• Sept 21: Met with the Provost, Eric Eisenberg, Michael Hoad, and Holly Schoenherr discussing issues related to ensuring that the IDEA initiative moves forward.

• Sept 21: With Barton Lee, met with David Norr and Marilyn Bertch, welcoming them to their new positions in the College and discussing issues that related to their roles in the College.

• Sept 21: Met with Ashleigh Gallant discussing the Arts at USF, the advising brochures, Talk of the Arts, Lodato, SACS data, and the POD meeting marketing.

• Sept 21: Met with JT Wade, the new manager for the music building, and the music building faculty committee.

• Sept 22: With others in the central offices attended the presentation by Mary Kuka related to how to save files for automatic backup.

• Sept 22: Met with John Carmichael discussing issues related to his work at USF.

• Sept 22: Met with Bill Kearns and Jan Jasiewicz, Associate Director of the Patient Safety Unit of the VA discussing innovation and creativity.

• Sept 22: Met with Wally Wilson (tri-weekly meeting) discussing the following: personnel issues, programs of emphasis, the Kennedy fellow proposal, CAA and the draft statement related to art administrators, the TMA/Photo initiative, and Marie Miyashiro-Collins.

• Sept 22: Met with Barton Lee discussing the faculty/staff recruitment plan.

• Sept 23: Met with Cameron Greenhaw discussing the ICFAD Dean Resource Center and the College personnel database.

• Sept 23: Met with the Directors’ Council discussing student accomplishments, faculty and staff hiring plan, the jONEs HOUR, and H1N1.

• Sept 23: Attended the “Basic Budget” presentation given by Cheryl Harris.

• Sept 23: With Barton Lee, met with Bob MacLeod discussing stipend issues, education abroad, summer courses, and urban design.

• Sept 25: Met with Baton Lee discussing approved faculty lines, academic continuity, CAA Arts Administrators draft position description, Outlook 2007, the College Bylaws proposed revisions, the PBK draft application, and the Microsoft Project initiative.

• Sept 25: Met with the faculty and staff of the School of Art & Art History presenting and discussing the goals for the College.
• Sept 25: Met with Wade Weast (three week meeting) discussing community partnerships and the opening of the building committee.

• Sept 25: Met with the faculty and staff of the School of Theatre & Dance presenting a description of and discussing our evolution to a corporate university model.

• Sept 28: Met with the faculty and staff of IRA as part of the jONEs HOUR discussing the evolution to a corporate university.

• Sept 28: Met with Heddie Sumpter (weekly) discussing attendance policy, length of service celebration, staff searches, faculty searches, Microsoft Project, and titles for assigned duties.

• Sept 28: Met with Margaret Miller discussing the morning meeting with staff and faculty, the goals of the University and positioning strategies.

• Sept 29: Met with Kevin Toso, Margaret Miller, and Randy West discussing the recommendations of the audit team related to Graphicstudio.

• Sept 29: Met with Barton Lee (scheduled) discussing meetings, community partnerships, Stageworks, online course, Microsoft Project, doctorates, PBK, bylaws, student concerns, CD sales, and academic continuity.

• Sept 30: Met with Cam Greenhaw (weekly) discussing electronic mailings of marketing info.

• May 30: Met with Ashleigh Gallant (weekly) discussing efficiencies in mailings of marketing/branding information.

• May 30: Met with legal counsel regarding issues related to regional campus.

Development Activities

• Sept 01: Met with Joel Momberg, Barton Lee, Susan Murray, and Wade Weast discussing the details of the concert hall planned as a “phase 2” construction project once private funding is available.

• Sept 01: Met with Susan Murray and Karen Frank (tri-weekly) discussing a reception for Bob MacLeod; the telefund; prospects; scholarships and the scholarship luncheon; and the Master Chorale agreement.

• Sept 04: Met with Karen Frank and Karen Ritter discussing details related to the program for Unstoppable.

• Sept 08: Met with Joel Momberg and Susan Murray discussing projects and strategies in fundraising for the College.

• Sept 15: With Margaret Miller met with Sandy Rief discussing the Duckwall Foundation matching challenge gift.

• Sept 15: Represented the College at a meeting of the USF Capital Campaign Leadership Council.

• Sept 17: Attended the Foundation Board luncheon.

• Sept 17: Attended the Foundation Board fall business meeting.
• Sept 23: Met with Margaret Miller and Susan Murray discussing issues related to the Duckwall Foundation matching grant.

• Sept 23: Met with Marc Powers (three week meeting) discussing the faculty and staff recruitment plan approval, adjunct and summer funding, and the production schedule for plays.

• Sept 29: Met with Susan Murray and Karen Frank discussing All Steinway strategies, the October 12 Architecture reception, and development strategies.

**Community Activities**

• Sept 16: Attended the September Board of Trustees meeting of the Tampa Museum of Art.

• Sept 28: Met with the Governance Committee of the Tampa Museum of Art Board.

• Sept 30: Met with Todd Smith discussing issues related to the TMA Board and the development of a joint project for funding.

**National Activities**

• Sept 17: Met with Liz Cole reviewing the annual conference program.

• Sept 21: Met with Liz Cole discussing the relationship of ICFAD to the Arts for America organization.

**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: Helped Theatre & Dance finalize and launch their new website; Made event updates to Music's Monday Night Jazz website; Updated news and event information for the CoTA homepage; Setup content management system access points for the Tuba, CMER, and MFAO websites; Met with Art & Art History discuss the process of moving their site to the content management system.

• Graphic Design: Designed a PowerPoint template to be used by Graphicstudio and the Rolling Dance Chair projects for the USF Unstoppable presentation; Designed new brochures for Advising - one for each school, one for academic programs and one for scholarships; Started laying out the Nov.-Dec. CoTA Events Calendar.

• Marketing & Support: Helped Music setup with access to the mailing list manager software, setup an initial email template and gave instructions on mailing list software use; Made updates to information for Faculty & Staff on the CoTA website.
Barton Lee

- Facilities and Operations: For those not in view of the construction site – the tilt-up concrete exterior walls for the Music Teaching & Performance Building started going up in September. A webcam has been installed on the parking garage and will soon be streaming live images of the construction site. We have had several e-mail exchanges and a couple of meeting this month regarding the project with our new Project Manager, J-T McCaffrey. We are very hopeful that contract pricing will allow the multipurpose room to be included back into the construction funding – currently it is an add-alt. Interviewed for stories and newsletters by an Oracle reporter and students from music and journalism with questions about the music building.

- Academic: Attended a Florida Higher Education Arts Network meeting in September at the University of North Florida. The meeting was quite productive and resulted in some interesting conversations regarding M&S and equipment fees and possible affiliations with on-line course offerings. Attended a university wide Focus on Faculty – Classroom Accessibility workshop hosted by student affairs in the Marshal Student Center. Attended events in the Schools of Architecture & Community Design and Music.

- College Administration: As part of the Campus Safety & Emergency Preparedness Committee, I tested and was certified in the IS-100 (Higher Ed Introduction to the Incident Command System). Convened the Outstanding Undergraduate Teaching Award committee which met and made a recommendation to the Dean. Along with other faculty and administrators I attended a Blackboard and Elluminate training session. Attended and spoke at the retirement celebration for Mae MacDonald. Worked with the unit Directors to submit responses to several requests for information including among other topics: enrollment projections; historical data on students, staff, and faculty; and recruitment plans.

Karen Frank

The CoTA Development Team is off to a great start! We’ve raised more money than any other academic unit on the Tampa Campus for the first quarter of this Fiscal Year. Gifts/commitments include:

- $250,000 – This is the largest single pledge to date toward the new School of Music building from The Master Chorale of Tampa Bay, who also made a historic agreement with the College to make this their new permanent home and practice space. This contribution is also eligible for a match from the State of Florida that will double the size of the gift.

- $45,000 – This first-time gift from a new donor will enable Graphicstudio to create a new Artist’s Residency and Award of Excellence for the next three years.

- $25,000 – This gift for the Contemporary Art Museum will assist the museum with the crucial operating funds necessary to continue to support outstanding exhibits and programs in the coming year.

Ashleigh Gallant

- Continued work on social media sites, website, and continued maintenance on mailing list and other communication outlets.

- Attended JONEs Hour meetings to learn about the state of the university, but also listen to faculty and staff perspective.
• Assisted in development of new printing materials, including advising brochure and calendar.

• Organized and scheduled photo shoots for college promotional material and film crew for college recruiting video.

**Cheryl Harris**

• My first POD presentation was held on September 23, 2009 from 2:00-3:00PM. This Basic Budget presentation was presented to help dispel the mysteries of university funding, which is a complex issue. There are many different types of funds at USF, all of which have specific purposes, and none of which can be mixed. I explained what they are, how they work, and how to use them effectively, as well as the challenges of budget management in this tight economy.

• With the retirement of Mae McDonald, SOTD Office Manager, I have been working very closely with Danielle Boe and Amanda Clark training them about budget, purchasing, travel, Foundation expenditures, etc. The learning curve for fiscal management is long and I will be assisting both new employees until they are comfortable with the University policies and processes.

• I worked very closely with Debbie Dennison, SOA Office Manager. She needed help setting up a budget planning worksheet for all sources funding. She wanted to create a better method of tracking departmental commitments with resources available.

**Carol Kerrigan**

• Worked with Ashleigh and Nina on our scholarship, academic and unit brochures for recruiting. Nominated and coordinated letters of support for Merry Lynn Morris for Outstanding Advising Award.

• Attended the following meetings: Orientation, Council of Academic Advising Executive Sub-Committee, Council of Academic Advising, staff, Graduation Coordinators and the weekly Task Force for Degree Auditing and Advising System.

• Coordinated a presentation with a question and answer session with the Transfer Advisors in Admissions. Arranged a training session with all advisors and staff on the new Degree Auditing and Advising System. Attended a training on file storage.

**Kevin Maroney**

• Created a data population from a collection of multiple tables for the CoTA PR area

• Create input forms (web) and result tables DB system for Music Auditions

• Helped design a frontend & created a DB backend for ART Accounting area

**Heddie Sumpter**

• Careers@USF: This is USF’s new on-line employment application system. The Central HR department has implemented this system in order to automate many of the paper-driven aspects of the employment application process. I conferred with my counterparts regarding the new system and identified areas that might provide a challenge to some units in CoTA and began addressing those issues.
• Faculty Recruitment Process: Met with the Dean regarding the 2010/11 faculty & staff recruitment plans and discussed processes for proceeding with faculty searches & staff hires in the Schools of Architecture & Community Design, Art & Art History, Music and Theatre & Dance.

• Payroll/Personnel: Began planning for the length of services awards for recognition of faculty and staff who have been employed at USF for five years or more. Researched/verified tenure & tenure earning faculty data for the last for a report that Associate Dean Barton Lee was compiling for the Office of the General Counsel. The report also focused on the diversity of hires and faculty attrition throughout the college.