May June July August 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.

- May was a month requiring patience, perseverance, anger management, optimism, pride, and tenacity: it was a month of unwelcomed resignations, a time of reports and annual evaluations, a time when the Legislature had finished its work on us…and a time when the new music building was taking shape, a new year was being considered, and new faculty were preparing to join us.
- June witnessed the departure of Wade Weast, Director of the School of Music, the first few in a series of meetings with parents of prospective students, and a turning of our collective attention to the next academic year.
- July, a month some say is our “slow” time, brought with it a search for an interim director of the School of Music. Three intense weeks of dedicated service by Music faculty volunteers resulted in four final on-campus interviews, an offer, and the acceptance of the position by Dr. Bill Hipp (an extraordinarily experienced and nationally significant leader) who has now taken charge and will guide the School in creating a genuine course for the future.
- August is what it is all about: the return of energy to the campus, the excitement of a new year, the welcoming of new faculty and students. Planning, preparing, hoping, and knowing that what we do is so important to the lives of all those students choosing to be a part of our College…How lucky can we be?

University Meetings
- May 03: Met with the Academic Deans and the Provost discussing the budget.
- May 03: Met with the Deans’ Council: Topics discussed ranged from legislative issues and the USF System plan to tuition and fees and emergency preparedness.
- May 20: Attended part of the BoT Academic and Campus Environment Workgroup.
- Jun 01: Toured the new music building with the President, Provost, and others.
- Jun 02: Attended the fundraising workshop sponsored by University Advancement.
- Jun 03: Attended the Provost’s Retreat for College Deans. The all day event addressed the following topics: Budget planning; strategic performance; Carnegie classification changes; faculty affairs and best practices; federal legislative overview; state overview; New Florida; master calendar for academic affairs; definition of “faculty”; and taskforce updates.
- Jun 22: With the other deans, participated in an interview of a candidate for the position of Director of the School of Sustainability.
- Jun 28: Attended an all day retreat in Lakeland that focused on the USF System.
- Jul 16: With Reggie Joseph, met with parents of enrolling freshmen.
- Aug 02: Attended the welcoming reception for the new director of the School of Global Sustainability Kalanithy Vairavamoorthy.
- Aug 04: Met with the Cyberinfrastructure Committee discussing issues related to Internet 2 and FLR.
- Aug 11: Attended the interview of Eric Chassignet, candidate for dean of the School of Marine Science.
- Aug 12: Attended the all-day retreat for the deans with the Provost.
- Aug 16: Met with the Deans’ Council discussing the following: budget planning; recruitment plans; leadership roles and responsibilities; New Florida initiative; Board of Visitors; and emerging leaders initiative.
• Aug 16: Attended the interview of Bjorn Kjerfve, candidate for dean of the School of Marine Science.
• Aug 17: With Reggie Joseph, met with a group of parents of enrolling freshmen, answering their questions and presenting them with an overview of the College.
• Aug 19: Attended the Board of Trustees subcommittee meeting on Academic and Campus Environment (ACE).
• Aug 19: Attended the Provost’s address to the faculty as part of the fall Faculty Assembly.
• Aug 20: Participated in the interview of Jacqueline Dixon, candidate for dean of the College of Marine Science.
• Aug 30: Met with the Cyber-infrastructure Committee and the Research Computing Committee discussing issues in common to the two organizations.

Events
• May 05: Attended the Staff celebration of Cinco de Mayo.
• May 06: Attended the retirement reception for Averill Summers.
• May 07: Participated in the Graduation Celebration.
• May 07: Attended the retirement party for Pat Burns, dean of Nursing.
• May 07: Participated in the undergraduate and later graduate Commencement exercises.
• May 27: Attended the retirement celebration for Janice Davis.
• Jun 04: Attended the CAM opening of Broadcast followed by a gathering of artists at the home of Margaret Miller.
• Jun 06: With the Directors, participated in a gathering honoring the service of Wade Weast to USF.
• Aug 19: Attended the Graphicstudio welcome to MFA students and Masters in Architecture students.
• Aug 20: Attended the Welcome Back Luncheon for the Faculty and Staff of the College.
• Aug 20: Met with Ashleigh Gallant discussing need for a photographer and perhaps a writer.
• Aug 20: Attended the receptions for new international students in Gibbons Alumni Center.
• Aug 24: Attended the retirement celebration for Cheryl Harris.

Administrative Activities
• May 03: With Barton Lee and Wade Weast, met with John Carmichael discussing the procedures and issues related to applying for promotion to full professor.
• May 04: Met with Cheryl Harris discussing her resignation, date for a three-year comparison, and position priorities for the next two years.
• May 04: Initial discussion regarding the resignation of Wade Weast.
• May 04: Met with Ashleigh Gallant discussing recruitment and other marketing, branding and PR issues.
• May 04: With Barton Lee and Wade Weast, met with Brad Diamond discussing the procedures related to a third year review.
• May 04: Met with George Ellis discussing computers, equipment fees, Microsoft Project and share point, and ICFAD.
• May 04: Met with Barton Lee discussing TAT, greening of the house lights in Theatre I, the conference room, the music building schedule, and the College data profile.
• May 05: Met with the Directors’ Council discussing Talk of the Arts, changing it to College Distinguished Artist Series.
• May 05: Met with Merry Lynn Morris discussing new opportunities for her wheel chair project.
• May 05: With Barton Lee and Wade Weast, met with Jay Coble discussing the procedures and issues related to promotion to full professor.
• May 06: Met with Fanni Green discussing the summer launch of a discussion board, how to have an ongoing presence for the climate initiative, a spring workshop, the U. Michigan conference, and a community-building event in August.
• May 06: With Barton Lee and Wally Wilson, met with Cesar Cornejo discussing the process and issues related to the third year review.
• May 07: Met with Barton lee discussing the Arizona State University Design termination, security cameras for the Museum, FAH tile cleaning, and associate professor Issues.
• May 07: With Barton Lee and Wade Weast, met with Tom Brantley discussing the procedures and issues related to applying for promotion to full professor.
• May 07: Met with Cam Greenhaw discussing HEADS data, uniform business reports to units, the installation of clear glass in office, ICFAD/USF transition, Rebecca Hagan contract, and training sessions.
• May 07: With Barton Lee, Carol Kerrigan and Beau Edwardson, walked through the script for the Graduation Celebration.
• May 10: Met with Heddie Sumpter discussing a replacement for Robert and Cheryl Harris’ position.
• May 10: Met with David Williams and Victor Fung discussing the issues related to faculty departures in the PhD program in Music Education.
• May 11: Met with Jim Van Wicklin discussing schedule overload, individual patron strategies and grant opportunities.
• May 11: With Barton Lee, met with Dwayne Smith discussing immediate faculty and staff needs in the College.
• May 12: Met with David Williams discussing the leadership of the School of Music.
• May 12: Accompanied former dean, John Smith, on a tour of the new music building.
• May 13: Met with Jack Wilkins discussing the leadership of the School of Music.
• May 13: Met with Scott Kluksdahl discussing the leadership of the School of Music.
• May 14: Met with Barton Lee discussing compact plan details, INTO document and the electronic bulletin board.
• May 14: Met with the School of Music for the initiation of the process of selecting an interim director.
• May 14: Accompanied a number of staff in a tour of the new music building.
• May 15, 16, and 17: Annual leave to celebrate my Mom’s 89th birthday.
• May 18: Met with Cheryl Harris discussing the following: travel reimbursement rule changes; Steinway gala charges; Marie Myrashiro contract; conference room expenditures; budget deadlines and transition issues.
• May 18: Met with Karen Frank discussing donor issues, Art After Dark and CoTA participation, a photographer for the music building tour and Steinway follow-ups.
• May 18: Met with Barton Lee discussing the following: marching band storage building; PoD/FOCI for the summer; Share Point; SCH for the summer; College bulletin board and space impact; BTP benefit; FF&E budget for AV; conference room technology upgrades and compact plan preparation.
• May 19: Met with Tom Brantley discussing the options related to the selection of an interim director for the School.
• May 20: Met with Barton lee discussing progress on and additional needs for the Compact Plan.
• May 20: Talked with the Provost regarding the options and the consultation process for selecting an interim director of the School of Music.
• May 21: Met with Barton Lee discussing external reviewers, the Steinway magazine, CASVA, equipment purchase issues, issues related to the directorship of the SoM, the Compact Plan and the upcoming meeting with the Provost.
• May 21: Met with Nina Contreras discussing the Share Point course, the USF Web portal, flash interactions, and unit web sites.
• May 21: Met with the Music Faculty Advisory Council discussing issues related to the selection of an interim director.
• May 21: Met with Zoe Lang discussing options related to the selection of an interim director and the process for the School to “fine tune” its core vision.
• May 21: Met with Carolyn Stuart and Svetozar Ivanov discussing options related to the selection of an interim director.
- May 21: Met with Ashleigh Gallant discussing the focus of marketing and branding on students and student success.
- May 24: With Bob Forsythe, met with Gail Humphries discussing the final report related to the development of a MA in Arts Management.
- May 24: Met with Heddie Sumpter discussing temporary staff issues and immediate needs related to faculty and staff.
- May 24: Met with Wally Wilson (monthly meeting) discussing faculty and staff issues, etc.
- May 24: Met with Barton Lee and Wade Weast discussing the final listing of Steinway pianos to order for the new building.
- May 24: Met with Margaret Miller discussing personnel and production issues.
- May 24: With Barton Lee, met to review the needs, technical expectations and process for the installation of LED screens in all the units.
- May 25: Met with Barton Lee discussing names on the music building, promotion and tenure issues, summer leadership in the School of Music and CASVA.
- May 25: Met with Warren Jaworski discussing the appointment of an interim director for the School of Music and the vision statement for the School of Music.
- May 25: With Barton Lee and Cheryl Harris, met with Michael Moore discussing the immediate needs for faculty and staff positions in the College.
- May 25: Met with the full professors in the School of Music discussing the interim director position.
- May 26: Met with the Directors' Council. Agenda included emergency preparedness and the results of a survey to better understand what and how to communicate with potential arts majors.
- May 26: Conducted tour of new music building for former dean of the USF College of Business, Bob Anderson.
- May 26: Attended Public Art meeting that focused on work for the new music building.
- May 27: Met with Bob MacLeod (monthly meeting) discussing the SACD work with USF Health, faculty issues, the notion of "Craft, Concept, and Context" as a unifying focus of the School and time management.
- May 27: Met with MFA student, Serhat Tanyolacar, discussing his invitation for museum exhibitions.
- May 27: Met with Svetozar Ivanov discussing details of the Steinway contract for pianos.
- May 28: Met with the Assistant Professors of the School of Music discussing the selection of the interim director and the process for establishing a vision for the School.
- May 28: Met with Marc Powers discussing faculty replacements, School productivity, dance wellness program, opportunities related to Bill T. Jones, new ways to approach School productions, and a benefit performance.
- May 28: Met with the School of Music Faculty Advisory Council discussing the selection of an interim director and the process for developing a vision for the School.
- Jun 01: Met with Cheryl Harris discussing the status of SoM budget.
- Jun 01: Met with Wade Weast discussing the deficit in the School of Music.
- Jun 01: Met with the staff of the School of Music discussing the selection of an interim director.
- Jun 01: Met with Barton Lee discussing the Yamaha disclaimer, FHEAN meeting, Steinway contract, spiders in the theatres, summer SCH and Roland vs. Yamaha electronic pianos.
- Jun 01: Met with Fanni Green discussing the January 2011 diversity workshop, the November conference at the University of Michigan, the Welcome Back Luncheon in August, What Is, Is, the discussion boards and need to focus at the January workshop.
- Jun 02: Met with Ashleigh Gallant and Nina Contreras discussing issues common to the two: IPhone apps being developed by the University, unit logos and truck logos.
- Jun 04: Phone conversation with David Williams regarding summer administrative appointment.
- Jun 07: Met with the Directors' Council discussing a number of issues emanating from the Provost's deans retreat; also Fanni Green met with the Council discussing a January workshop on climate/diversity.
- Jun 07: Met with Wally Wilson discussing graduate assistantships and Talk of the Arts.
• Jun 09: Met with Barton Lee, Cheryl Harris, and Cam Greenhaw discussing data presented in the annual review of the College in preparation for the Thursday meeting with the Provost.
• Jun 09: Met with Jack Wilkins discussing his role in the School of Music during the forthcoming year.
• Jun 09: Met with Ashleigh Gallant discussing the top Points of Pride to present to the Provost.
• Jun 09: Met with David Williams discussing his role in the School of Music during the forthcoming year.
• Jun 10: Met with the SoM Faculty Advisory Council discussing the screening for an interim director and the process for generating a vision/action plan.
• Jun 10: Met with Heddie Sumpter discussing updates on personnel positions, faculty positions, annual performance evaluation processes and the need for a new computer.
• Jun 10: Met with Nina Contreras discussing the outcome of the university webmasters meeting, Share Point and the new website for the SoA/AH.
• Jun 10: With Barton Lee, Cheryl Harris, and Cam Greenhaw, met with the Provost and his staff in the annual review of the College’s performance.
• Jun 14: Met with Carol Kerrigan and Richard Olinger discussing the concerns and situation of a senior student who cannot graduate.
• Jun 14: Met with Ashleigh Gallant discussing the Victor Fung project, prioritizing the database needs, vehicle logos, computer hook ups and student computers.
• Jun 14: Met with Barton Lee, Cheryl Harris, and Cam Greenhaw discussing the current status of the budget for the close of 09-10 and the new budget for 10-11.
• Jun 14: Met with the President, Margaret Miller and others related to the public art for the new music building.
• Jun 15: Met with Cheryl Harris and Cam Greenhaw discussing carry forward, the appointment of an assistant and the 10-11 budget of the college.
• Jun 15: Met with George Ellis and Cam Greenhaw discussing database needs and priorities and ICFAD IT transition.
• Jun 15: Met with Museum staff, Margaret Miller, and Lou Buccino discussing the beta testing of an application Lou has developed for museums.
• Jun 15: Met with Barton Lee discussing the following: professional development leave, MTV and BTP, marching band storage building, travel approvals, NEC, FAH renovation, Florida Dance Festival, American Stage and Barton Lee’s design for a show in the spring of 2011 and FHEAN meeting scheduled for June 17 & 18.
• Jun 16: Produced a video for commencement projection: message from the dean to parents of graduates.
• Jun 21: Met with Bob MacLeod discussing the prospective student complaint letter, personnel, student recruitment and Florida Center issues.
• Jun 22: Met with Cheryl Harris, Cam Greenhaw, and Heddie Sumpter discussing issues that the two offices have in common: IRA immediate staff position, College central position, the interim director of the School of Music and possible stipends in the SoM.
• Jun 22: Met with Barton Lee discussing issues related to the College: conference room technology, immediate hires, coordination of scholarships and financial aid, Yamaha vs. Rowland electronic piano lab, instructor reviews, a symposium on interdisciplinary in the arts, top high school graduates, WSP allocations and the Events and Productions auxiliary.
• Jun 28: Met with Barton Lee discussing the security cameras for CAM, the WSP allocations, the E&P budget, electronic piano lab, the dollars available for the All Steinway project, and other issues.
• Jun 30: Observed the phone interviews conducted by the SoM Faculty Advisory Council with the four finalists for the interim director of the School of Music.
• Jun 30: Met with David Frankel who discussed his project to bring the sciences and the arts together in a variety of ways over the academic year.
• Jul 01: Met with Cam Greenhaw discussing ICFAD training sessions for the new ICFAD business manager and the commitment lists.
• Jul 01: Met with Ryan Salazar, Alex Bothos and Ashleigh Gallant discussing ways in which the College of the Arts Student Council could be effective during the 2010-11 academic year.
• Jul 01: Met with Nina Contreras and Ashleigh Gallant discussing the Steinway website, graphic design responsibilities, visual identity and branding and social media on the College website.
• Jul 06: Met with Cheryl Harris and Heddie Sumpter discussing issues common to the two offices: the SoM interim director search and the status of “immediate” hires.
• Jul 06: Met with Barton Lee discussing SCH, external reviewers, budget shortfall and the gubernatorial debate schedule in Theatre I.
• Jul 06: Met with George Ellis discussing IT issues.
• Jul 07: Met with Barton Lee briefly discussing SCH and the electronic piano purchase.
• Jul 08: Met with Cheryl Harris and Barton Lee discussing the budget allocation of cash to the College.
• Jul 08: Met with Barton Lee discussing the Steinway project, SCH, the July Directors’ Council Retreat and the electronic communication project for the College.
• Jul 12: With Barton Lee, met with Bill Hipp, candidate for interim director of the School of Music, discussing USF/College vision and peers, the goals of the University and College, draft “Must” statements related to what the College must promise to incoming majors, the roles of the arts in higher education and the organization of the College.
• Jul 12: Met with Ashleigh Gallant discussing the newsletter features, promotional items for the opening of school, truck decals, branding meetings and the July 22 leadership retreat.
• Jul 12: Met with Bill Hipp at the end of the interview day discussing issues raised during the day and answering his questions regarding the role of the interim director of the School of Music.
• Jul 13: Met with Cheryl Harris discussing the LED Communication project and the commitment list.
• Jul 14: Monthly meeting with Wally Wilson discussing personnel, budget, staff support, CNC router and the School retreat.
• Jul 14: With Barton Lee, met with Terry Applebaum, candidate for interim director of the School of Music, discussing USF/College vision and peers, the goals of the University and College, draft “Must” statements related to what the College must promise to incoming majors, the roles of the arts in higher education and the organization of the College.
• Jul 14: Met with Terry Applebaum at the end of the interview day discussing issues raised during the day and answering his questions regarding the role of the interim director of the School of Music.
• Jul 15: With Barton Lee, met with Josef Knott, candidate for interim director of the School of Music, discussing USF/College vision and peers, the goals of the University and College, draft “Must” statements related to what the College must promise to incoming majors, the roles of the arts in higher education, and the organization of the College.
• Jul 15: Met with Barton Lee, Cheryl Harris, and Cam Greenhaw discussing the budget allocation for the 2010-2011 year.
• Jul 15: Met with Nina Contreras and Ashleigh Gallant discussing decals and design/branding issues.
• Jul 16: Met with Barton Lee, Cheryl Harris and Cam Greenhaw discussing budget allocation categories and the development of a form to reflect and compare the 2009 with the 2010 budget allocations.
• Jul 19: Met with Heddie Sumpter discussing self evaluation, careers at USF, Microsoft Project, the need for a new computer and salary increases in the College.
• Jul 19: Met with Nina Contreras discussing databases, Share Point, SAAH website and the SoM website status.
• Jul 19: Met with Bob MacLeod discussing design of marketing materials for the SACD, promotional packages, Syracuse architecture program and reaccreditation.
• Jul 20: Met with Nancy Cochran, candidate for interim director of the School of Music, discussing USF/College vision and peers, the goals of the University and College, draft “Must” statements related to what the College must promise to incoming majors, the roles of the arts in higher education and the organization of the College.
• Jul 20: Met with Heddie Sumpter, Cheryl Harris and Cam Greenhaw discussing salary for out-of-unit personnel, advising, stipend for leadership roles and cost of a new focus on branding/marketing.

• July 20: Met with Nancy Cochran at the end of the interview day discussing issues raised during the day and answering his questions regarding the role of the interim director of the School of Music.

• Jul 21: Met briefly with Ashleigh Gallant and Diane LaRocca discussing the mechanics of the leadership retreat scheduled for July 22.

• July 22: Participated in an all-day College leadership retreat that focused on developing actions to realize goals of the College.

• Jul 22: Met with all the directors to review the productivity of the all-day retreat.

• Jul 26: Met with Barton Lee, met with Bob Forsythe and came to an agreement regarding the initial planning for an MA in arts management.

• Jul 26: Met with Cheryl Harris and Cam Greenhaw discussing how to present budget material to the unit directors and unit business managers.

• Jul 26: Met with Robert Cortez as an exit interview and to delay his appearance at a noon luncheon in honor of his departure for North Carolina.

• Jul 26: Met with Ashleigh Gallant discussing the conference she attended. Additionally we discussed the influence of the corporate model on the university and its implications for communications and marketing, how to measure awareness, and refining, focusing and developing strategy.

• Jul 26: Met with Margaret Miller discussing the new position approval, public art, museums and the entertainment dilemma and social networks as a way to generate interest regarding exhibitions.

• Jul 27: Met with Cheryl Harris and Cam Greenhaw discussing the Talk of the Arts, budget presentation, out-of-unit raises and the 2009-2010 music deficit.

• Jul 27: Met with David Williams discussing the salary budget for the School of Music and personnel lines.

• Jul 27: Met with Marc Powers discussing the October 1 Twyla Tharp event, goals and communication, the High Definition project and SCH generation.

• Jul 28: With all the directors and fiscal personnel in the College, met to discuss the new budget allocation and reporting process.

• Aug 02: Met with David Williams, Barton Lee, Cheryl Harris, Cam Greenhaw and Amy Fletcher discussing actions that could be taken to reduce the deficit of the College.

• Aug 02: Met with George Ellis discussing the following: death of Greg Maddison and the IT help needed for the School of Art & Art History, the databases, Dr. Fung’s site, ICFAD’s database, events listing, auditions database, Share Point and personnel data and Cisco/HD possibilities.

• Aug 02: Met with Barton Lee discussing the generation of “Must” statements related to the value-added of majoring in the College, the July 22 retreat results, the curriculum of the MA in arts management, the opening of the music building, the program for the luncheon for faculty and staff, the Contemporary Art Museum security system, a fact sheet for the new music building and projects associated with new choral director, James Bass.

• Aug 03: Met with the Directors’ Council in retreat discussing the following items: DC meetings for the academic year; the potential for the College to assume the Largo arts facility; nominees for the Board of Visitors; the budget; the provost’s principles and priorities, economy and faculty lines, the UFF statement on “Hard Times Ahead,” and a message to chairs and directors; increasing faculty ownership of the College; a review of national/regional conferences hosted by the College; an overview of the draft MA in arts management; the “Must” statements and the strategic goals of the College. These topics were followed by a. an action review related to 6 of the College goals, global, community engagement, faculty and student awards, fundraising, interdisciplinarity, and building community, and. presentations by Liz Kaplon and Ana Hemadez on faculty fellowships in residence halls, living learning centers, and ways the College can market to the 5,400 on campus student residents.

• Aug 04: Met with David Williams discussing the serious budget deficit of the School of Music.
Aug 04: Met with INTO and Margaret Miller regarding the traveling show in China of Graphicstudio work.

Aug 05: Met with Andrew Carol, new faculty member in dance.

Aug 06: Met with David Williams discussing budget cutting issues.

Aug 06: Met with Bill Hipp, interim director of the School of Music, discussing a cross-section of administrative issues related to the School.

Aug 09: Attended the welcome of Sharon Sankar, replacement for Robert Cortez.

Aug 09: Met with Ashleigh Gallant discussing a number of topics/issues related to communications: design personnel; student of the week; budget for communications; events calendar; faculty photos and bios; LED and community initiative; the development process of ignorance, awareness, interest, involvement, etc.; recruitment of high SAT/ACT high school students expressing an interest in the arts and architecture; art flyers for the world, community engagement, campus, and interdisciplinarity; databases; cost for opening of school communications gifts; and marketing of Bruce Mau.

Aug 09: Met with Nina Contreras discussing the following: databases; content management of the School of Art & Art History website; School of Music website; events and production website; the future of the School of Architecture and Community Design website and IRA’s website and inactive websites.

Aug 09: Welcomed the University’s recruiters who were meeting in our conference room hosted by Carol Kerrigan.

Aug 10: Met with Cheryl Harris and Cam Greenhaw discussing the PCard, auxiliary funds and QuickBooks.

Aug 10: Met briefly with Bill Hipp and David Williams discussing issues related to the budget.

Aug 10: Met with Barton Lee discussing the following: art wall of the new music building; FF&E for the new music building; Steinway list; Marching Band stipends; gen ed courses; art of listening; FWS; advising, arts management and student success.

Aug 10: Met with Reggie Joseph discussing the advising center.

Aug 11: Met with Cheryl Harris and Cam Greenhaw discussing budget issues related to the School of Music.

Aug 11: Met with Holly Schoenherr, Michael Moore, and Kevin Toso regarding the School of Music deficit, PCARD issues related to endowment reimbursement, the 6% tax on student fees, Marching Band stipends, lab fee coverage for piano tuning and accompanists.

Aug 11: Met with Karen Frank discussing the activities of the Clarion Society, the Steinway brochure, Master Chorale, team meetings and Women in Philanthropy.

Aug 11: Met with Tom DiBella, chief of University Purchasing, Svetazar Ivanov, David Williams, and Barton Lee regarding the purchase documents for Steinway pianos.

Aug 13: With Barton Lee, Margaret Miller, Wally Wilson, Bill Hipp, David Williams, Eric Vontillius, Karen Frank, Holly Schoenherr and Bob MacLeod, visited the vacant Gulf Coast Museum of Art, considering its possibilities to the College.

Aug 13: With Barton Lee and Beau Edwardson, toured the new music building.

Aug 16: Met with Marie Miyashiro discussing the context within which she was doing a workshop with the School of Art & Art History.

Aug 17: Met with Merry Lynn Morris discussing requirements for various academic positions.

Aug 17: Met with Barton Lee discussing naming of facilities, gifts to the Steinway fund and faculty recruitment requests for this year.

Aug 18: Extended a welcome to the Hillsborough art teachers who were holding their retreat at USF.

Aug 18: Met with the New Music Building Opening Committee.

Aug 19: Extended a welcome back to the Faculty of the School of Music and introduced Interim Director, Bill Hipp.

Aug 19: Accompanied John Fleming, Charles Hunt, Barton Lee and others on a tour of the new music building.
- Aug 20: Met with Barton Lee discussing the following: goals and data; JT and his evaluation of Hansberry/Evans and Skanska; fire drills; the rule governing the naming of buildings and “must” statements.
- Aug 23: Met with Bill Hipp discussing faculty positions and the PhD program; Augusta Reed Thomas’ commission and residency; Board of Visitors; the ribbon cutting for the new building; the opening of the new building; and AAA peers.
- Aug 23: Met with Michael Pastreich, President of the Florida Orchestra discussing projects of potential mutual interest.
- Aug 23: Met with Wally Wilson and Margaret Miller discussing student art work in Cooper Hall and in engineering.
- Aug 23: Met with Margaret Miller discussing the goal to globalize, negative assumptions, being overwhelmed and re-branding.
- Aug 23: With Barton Lee, Cheryl Harris and Cam Greenhaw, met with Michael Moore and Holly Schoenherr discussing the music budget.
- Aug 24: Met with Cheryl Harris and Cam Greenhaw discussing the School of Music budget, PCard regulations, 2 party contracts and the pre-approval by the Provost for retirement parties.
- Aug 24: Met with the directors and the College Faculty Advisory Council discussing the ranking of faculty lines, the rationale and justification of need in preparation for a submission early in September of a request for searching three positions.
- Aug 24: With Barton Lee, met with Gregory Green discussing his Provost Summer Grants award.
- Aug 24: Met with Wally Wilson discussing art history, the replacement for Greg Maddison, the School of Art & Art History retreat, and the alignment of the School with the goals of the University.
- Aug 24: Met briefly with Barton Lee discussing music lab fees, promotion and tenure procedures and John Fleming.
- Aug 24: Met with Karen Frank discussing the SNAAP initiative.
- Aug 30: Met with Cam Greenhaw discussing the commitments list, position issues, five year comparisons, budget transfer authority and other budget topics.
- Aug 30: Met with Bill Hipp discussing budget cuts, AAU, the opening of the building, Augusta Read Thomas, the open hour in common, Student of the Week, Clarion on September 19 and the vision/mission of the School.
- Aug 30: Met with Nina Contreras discussing STAMATS, the art and music websites, the events and production websites and the meeting with Jim Van Wicklin.
- Aug 30: Met with Heddie Sumpter discussing positions and faculty searches.
- Aug 30: Met with Samantha Toro, VP of CoTAC discussing vision for the organization.
- Aug 31: Met with Barton Lee, Svetozar Ivanov, Tom DiBella and Charlie Hunt discussing details of the Steinway purchase agreement.
- Aug 31: Met with Heddie Sumpter and Cam Greenhaw discussing issues in common to HR and budgeting.
- Aug 31: Met with Cam Greenhaw discussing a new format for commitments.
- Aug 31: Met with Bryce Womeldurf discussing the marketing position to support music events.
- Aug 31: Met with Barton Lee discussing the Steinway project, Rowland bid, music building security and the furniture bid and the ranking of faculty positions for 2011-2012.

**Development Activities**

- May 05: Met with Karen Frank discussing the Barness match, events, and the costs of the Steinway gala.
- May 06: Met with Jim Van Wicklin, Karen Frank, and Tori Stuart discussing donor strategies and Steinway project graphics.
- May 07: Met with Jane McNeil discussing donor opportunities.
- May 18: Met with Jim Van Wicklin discussing prospect strategies, the Duckwald Foundation, grants and Kresgie and Steinway prospects.
- May 18: Met with a donor.
- May 21: Met with Martin Silbiger discussing support for the arts management program and accompanying him on a tour of the new music building.
- May 27: Attended the Capital Campaign Volunteer Leadership meeting in downtown Tampa.
- Jun 04: Met with Jim Van Wicklin discussing individual prospects and the need to be honest with prospects regarding state match potential.
- Jun 07: Talked with President Genshaft receiving her assurance that Skanska had pledged $1,000,000 which she was channeling to the All Steinway initiative with $500K already being given to be directed to the All Steinway project.
- Jun 08: Visited with Drs. Lou and Enid Barness regarding their Steinway gift.
- Jun 15: Met with Jim Van Wicklin discussing building projects, All Steinway and the need for an additional $600K for the project and individual prospects.
- Jun 21: Met with Karen Frank discussing the cumulative total for fundraising for the year, the Welcome Back for students, her being the liaison for the Clarion Society, and SNAAP project.
- Jun 22: Met with Jim Van Wicklin discussing goals, prospects and grant opportunities.
- Jun 28: Met with Jim Van Wicklin discussing updates on his meetings with prospects, the possibility of his exchanging offices with someone and the identification of additional prospects.
- Jul 01: Met with Kelly Ritrievi discussing the Twyla Tharp event in October, the WLP and Steinway opportunities.
- Jul 13: Met with Jim Van Wicklin discussing prospects and the Steinway project.
- Jul 13: Met with parents of enrolling majors and, with Reggie Joseph, provided an overview of the College to them.
- Jul 13: Met with Noel Smith discussing issues related to community interest in travel to Cuba.
- Jul 13: Met with others (David Williams, Ashleigh Gallant, Bryce Womeldurf and Nina Contreras) discussing image and words that are appropriate to the brand of the School of Music.
- Jul 14: With Jim Van Wicklin, met with Geoff Simon regarding prospects and fundable projects.
- Jul 15: Met with Karen Frank discussing SNAAP Project, office space, position description, website and grants.
- Jul 19: Met with Lee Williams and Jim Van Wicklin reviewing performance over the past two months.
- Jul 27: Met with Jim Van Wicklin discussing the utilization of the football skybox, planned giving, individual prospects, Master Chorale and text messaging as a gift technique.
- Jul 27: Met with Wally Wilson discussing the education of undergraduate BFA students, selected student accomplishments and the future of the School.
- Jul 27: Met with Barton Lee discussing Theatre Lobby image for the School of Architecture, Marching Band stipends, CAS, Gen. Ed. And CoTA approach to general education, music building issues, All Steinway, high SAT HS prospective students, bicycle racks for FAH and Talk of the Arts.
- Jul 28: Met with Karen Frank discussing SNAAPS, data on alumni and percentages that open the newsletter, web sites, letters to donors and scholarship acknowledgements.
- Aug 10: Met with Jim Van Wicklin discussing prospects and team meetings.

**Community and State Activities**

- May 05: Attended the lecture of Pablo Valbuena as part of the Lights on Tampa initiative.
- May 11: Participated in the development of a video for Master Chorale.
- May 19: Met with Todd Smith and Dawn Johnson discussing the new role of the Collections Committee, a committee of the Tampa Museum of Art Board of Trustees.
- May 19: Met with the Executive Committee of the TMA.
- May 19: Met with the Board of Trustees for its monthly meeting.
- May 22: Attended a meeting of the Clarion Society and presenting a report on the selection process for an interim director of the School of Music.
- May 26: Attended a fundraiser for the Broadway Theater Project held in South Tampa.
- May 27: Met with the associate professors of the School of Music discussing the selection of an interim director and the process for developing a vision for the School.
• May 27: Met with Paul Reller discussing electronic music, the future of SYCOM, the Helps festival and curricular changes in his assignments.
• Jun 04: Participated in a two hour conference call with the leadership of ICFAD to bring specificity to the plans to expand the mission of the organization.
• Jun 16: Met with the Executive Committee and following the Board of Trustees of the Tampa Museum of Art.
• Jun 17, 18: With Barton Lee attended the summer meeting of the Florida Higher Education Arts Network held in Gainesville.
• Jul 15: Attended and spoke on behalf of the Hillsborough Arts Council at the Hillsborough County Commission Public Hearing on the county budget.
• Jul 26: Participated in a state wide conference call of the Florida Cultural Network. Jonathan Katz, head of the National Assemble of Local Arts Agencies was a special phone guest.
• Aug 04: Met with Bob Hicks of Master Chorale and Michael Pastreich of the Florida Orchestra discussing the options and opportunities between the Orchestra, MC, and USF.
• Aug 06: Participated in a conference call to edit the Bylaws of the Tampa Museum of Art.
• Aug 06: Chaired the Collection Committee of the Tampa Museum of Art.
• Aug 10: Attended the Governance Committee of the Tampa Museum of Art Board discussing changes in the bylaws.
• Aug 18: Met with the Executive Committee and, following the monthly meeting, the Board of Trustees of the Tampa Museum of Art.
• Aug 23: Participated in a state-wide conference call with the Florida Cultural Alliance discussing the political agenda in the state and the relationship to the arts.
• Aug 31: Attended the meeting of the Tampa Museum of Art Governance Committee.

National Activities
• May 03: Participated in the national phone conference of the Arts Education Council of the Americans for the Arts.
• May 06: Participated in a conference call with the president-elect of the International Council of Fine Arts Deans.
• May 27: Met with the executive director of ICFAD and the newly appointed business manager of ICFAD.
• Jun 07: Participated in an hour-long conference call for the membership of the Americans for the Arts Education Council members.
• Jun 10: Phone conference call discussing the sessions for the Americans for the Arts national conference.
• Jun 23-27: Participated as a member of the Americans for the Arts Education Council national conference in Baltimore. This was the first opportunity to get before the membership the idea that the health of the arts in higher education is critical to the future of the arts in America.
• Jul 19: Met with Liz Cole and the new business manager of ICFAD, giving recognition to Cam Greenhaw for his years of service at ICFAD as he assumes his new budget role for the College of the Arts.
• Aug 02: Participated as a member of the Americans for the Arts Education Council national conference call discussing summit follow up, awards committee update, survey committee update, arts in education week, arts education monograph, webinar reminder, and other business.
• Aug 24: Met with Liz Cole discussing specific plans for the October national conference of ICFAD.
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: Collaborated with Greg Maddison and Wally Wilson to complete the redesign and launch of the new School of Art & Art History website; Collaborated with Bryce Womeldurf, Wade Weast and David Williams to complete the redesign and launch of the new School of Music website; Added final adjustments to EPS website and launched new EPS and Box Office websites; Setup initial database population for Fall 2010 events in Today in the Arts.
- Graphic Design: Designed Sep. - Oct. events calendar for CoTA; Designed initial mockups and consulted with Don Fuller for ideas on new vehicle graphics for CoTA vehicles; Designed a "connect with the arts" dorm poster for CoTA.
- Marketing & Support: Attended "Intro to SharePoint" training class to explore the possibilities of building a Faculty and Staff intranet work environment for cross-unit collaboration; Participated in USF webmasters mobile technology meetings to discuss the future of mobile web at USF and begin planning the direction CoTA will take within USF’s plan; Attended the first set of CoTA branding meetings with SOM, SOAAH, and IRA; Conducted content management system training sessions with interested SOAAH and SOM faculty and staff who will be maintaining the day-to-day web content in their specific areas.

Barton Lee

- Facilities and Operations: The summer brought about many milestones for the new MUS building. The AV package was successfully bid and the vendor has been contracted; the progress toward an All Steinway School continues to move forward with negotiation and identification of types of pianos for the initial purchase of 35 of 97 new Steinway pianos identified for the program; the furniture bid has successfully been contracted; and the public art project for the building has been commissioned to artist Janaina Tschäpe. The building remains on schedule with a January 18, 2011 substantial completion and mid-February move being planned for the SOM. The ribbon cutting ceremony and Inaugural Celebration of the building are being planned for the spring semester. Other projects in the college included the repainting of the FAH building; and installation of bulletin boards and new center breezeway bulletin kiosk in FAH. Additionally projects that are underway include: on-going work on the storm water drainage for the HMS building; review of a proposal for energy reduction in the TAT house light fixtures/control and cyc light fixtures; TAT lobby bathroom renovations; FAD studio dance floor replacements in all three studios; flat panel electronic bulletin boards with Visix control for all college academic buildings (FAH, CAM, FAD, TAR, HMS, and Graphicstudio); and upgrading of the classroom technology in the FAH 110 Conference Room.
- College Academics and Administration: TAT and our events and production staff have been selected for a CNN/St. Petersburg Times sponsored Senatorial Debate scheduled for Sunday, October 24. Participated in meetings of the Associate Deans – Academics Council; Associate Deans –Research; PIT (Process Improvement Team); mid-tenure review meetings with 2009-10 applicants; directors council meetings and two retreats; regular meetings of Events & Production staff; and had several individual meetings with staff, faculty, and students. Along with Dean Jones and Reginald Joseph, made presentations to the parents, families, and friends of FTIC students during the scheduled summer orientation sessions. Along with Dean Jones and others worked on the development of an Arts Management degree program; attended the Florida Higher Education Arts Network (FHEAN) meeting that was held at the University of Florida; participated in the search interviews for the Interim Director of the SOM, and attended several college unit events during the summer months. Along with others participated in the College Graduation Celebration and University Commencement; several meetings with upper administration regarding faculty and staff positions, budget, and other university initiatives; and represented the
college at the Florida Fire Protection Code meeting; the regular ACE-BOT meeting; and the Graduate Enrollment Management Team.

Karen Frank
- The School of Art & Art History and the School of Music both were recipients of substantial new endowed scholarships from a single donor. The total gift was $170,000, and each school will receive half the earnings from the endowment annually.
- Jim Van Wicklin joined the College as its new Director of Development. He comes to USF from Middle Tennessee State University (MTSU), where he was the Director of Development for five years. Before that, he previously served four years as the District Director of fundraising for the Muscular Dystrophy Association in Tennessee.
- The Theatre Department received a new endowment in the amount of $200,000. The Lily Award was created by the daughter of a former student (Lily Bangert) to serve as a lasting tribute to her mother and to honor her love for the arts, our theatre program and USF.

Ashleigh Gallant
- Continued work on College technology infrastructure with Nina and central IT.
- Started Faculty Research Profiles for promotion of all of our research initiatives and projects. Also discussed the possibility of a University wide database to input all of the research initiatives currently occurring at USF.
- Started visual identity branding meetings.
- Started timeline and fact findings for better student recruiting.
- Attended Stamat’s higher education marketing conference to learn more about strategic branding in the university setting.

Cam Greenhaw
- Worked alongside Cheryl Harris to have better grasp of financial operations.
- Set up and monitored faculty payroll for Summer Sessions.
- Set up new budgeting format and distributed stimulus funds for the College.

Carol Kerrigan
- Facilitated the program/reception for the Graduation Celebration for the college. Coordinated 20 new freshmen and transfer orientations from May thru August which involved college orientation/briefing/advising/registration. Participated in the Music and Art Graduate Orientations. Met with recruiters from Admissions regarding updating information from the units and gave a tour of the college. Processed Academic Regulation Petitions and Time Conflict Forms and CLAS holds for students.
- Attended the annual USF Advising Conference in Sarasota. Attended candidate interviews/presentation for the new Director of Arts & Science Advising. Attended lunch/receptions for 5 retiring staff from the university this summer. Cheryl’s was AWESOME!
- Attended the following meetings: Council of Academic Advising, CAA Executive Committee, Graduate Coordinator, Orientation, College Information Session, weekly Degree Works Taskforce meetings. Met with Wally Wilson and Richard Olinger concerning an art student. Processed the spring and summer student assessments of faculty. Certified spring and summer graduation for the college. Coordinating the training and implementation of Degree works and Index Imaging.

Heddie Sumpter
- Personnel/Payroll: Coordinated the annual performance evaluation process for staff and administration employees. Hired a new Payroll and Leave Coordinator for the Personnel/Payroll Office. Served on the Provost’s Office Interview Committee for an Executive Assistant to Dwayne Smith, Vice Provost for Faculty Development. Ran various queries for end of the year reporting requests. Finalized all appointment processing for new hires for Fall 2010.
- Met with Ron Jones, Cheryl Harris & Cameron Greenhaw regarding the college’s budgetary matters.
• Appointed by the Provost’s Office to Chair the Academic Affairs Outstanding Staff Awards 2010 Selection Committee. Crafted the evaluation form that the committee will use to achieve a collaborative consensus in determining the finalists as well as a first and second alternate.