November 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.

- The first third of November was packed with University and College and individual meetings, all of which reflected the traditional energy of the academy relative to the work for the year: plan and finalize planning in the fall, implement in the spring. Even with the dark cloud of looming budget cuts hanging over our heads, there was a sense of hope, a feeling of excitement, a conviction that we can, in spite of it all, succeed. Novembers are always like this; maybe they are the month that sets the tone for the academic year.
- One of the genuine highlights of every year is the Scholarship Luncheon, the mid-day event that links our scholarship recipients with the donors who have so generously invested in our College. The opportunity for our students to better understand why donors give and the opportunity for our donors to meet, face-to-face with these energetic, talented, and promising students is a joy to behold. I wish everyone could have attended to feel the excitement, appreciation and engagement that took place.
- As all Novembers, this one too closed with Thanksgiving. Untypically however, this Thanksgiving I elected to take several days of annual leave while readying myself for the final weeks of the fall term.

University Meetings
- Nov 01: Attended the Deans’ Council. Topics included student success, the climate study for the University, Arts, Science and Culture.
- Nov 01: Attended the ribbon cutting for the INTO Center on campus.
- Nov 09: Attended the afternoon conference on Student Success.
- Nov 19: Attended the Deans’ Council discussing the following: discretionary salary issues, restructuring of Academic Affairs, faculty resources and summer school.

Events
- Nov 02: Attended the USF Jazztet in FAH 101.
- Nov 04: Attended the evening Golding Scholar lecture given by Dr. Lilliam Armstrong.
- Nov 05: Attended the Fall Dance Concert in Theatre I.
- Nov 07: Attended the Rutenberg Concert in FAH 101.
- Nov 16: Attended What the Heart Remembers in Theatre II.
- Nov 17: Attended the University Graduate Staff Appreciation Reception.
- Nov 17: Attended the Honors College Philharmonic concert in FAH 101.
- Nov 22: Attended the Open House extended from the School of Architecture and Community Design for the membership of the College of the Arts.

Administrative Activities
- Nov 01: Met with Sandy Lovins discussing the role of public art as well as the USF Collection and the proposed Center for Advanced Research in the Visual Arts building.
- Nov 02: Met with Cam Greenhaw discussing the School of Music budget, carry forward, Marching Band talent grants, Graphicstudio funds, travel experience approval, and marketing budget.
- Nov 02: Met with Barton Lee and Cam Greenhaw discussing talent grant allocations, FWS allocations.
• Nov 02: Met with Barton Lee discussing SCH issues, music minor, platform for performance, and the CNC router renovation issues.

• Nov 02: Met with George Ellis discussing database issues and the migration of servers for Graphicstudio and for the School of Architecture and Community Design.

• Nov 02: Met with Carol Kerrigan, Reggie Joseph, and Barton Lee regarding changes in the summer registration for freshmen.

• Nov 03: Met with Sara Krupp, MFA student, regarding the first year MFA students exhibition in Seminole Heights.

• Nov 03: Met with the Directors’ Council discussing the following topics: changes in higher education; pre-college unit projects; student success; College meetings schedule; draft of organizational chart; program assessment; SACS with guests Felix Wao, Marvin Moore, and Steve Richarde; Arts, Science, and Culture; and CoTAC/Unit platform for outdoor events.

• Nov 03: Met with Ashleigh Gallant discussing the following: meeting with the units; photos for a thank you card from the Provost; recruitment sites on the web; software for databases; marketing budget; the opening of the music building; and promoting selected courses to the campus student population.

• Nov 03: Met with Karen Frank discussing her position; tour of the music building by the Foundation Board; the account number of covering the cost of the Steinway flyer; selected scholarship issues; a donor wall for the new music building; CoTAC fundraising experiences; SNAAP update; a project manager for the opening of the music building; and the current success of the annual giving campaign.

• Nov 04: Met with David Norr discussing curatorial opportunities.

• Nov 04: Met with Nina Contreras discussing College seasonal card design, the STAMATS Technology Conference, Google analytics and the need to audit content, the establishment of a web curator, and calendar issues including content management.

• Nov 04: Met with Fanni Green discussing the conference, Keeping Our Faculties of Color; sending additional College faculty and administrators to the conference in two years; and how to accomplish the goals set for diversity.

• Nov 04: Met with Wally Wilson discussing the following: young innovators poster; the need for an Associate Director, China; Pre Collegiate Entrepreneurial ideas; and the CNC Router.

• Nov 05: Met with the College InfoShare group and discussed the goals of the College.

• Nov 08: Met with the Provost discussing Provost Summer Grants, personnel issues, FAH renovation, and public art organizational issue.

• Nov 08: Met with Bill Hipp discussing the promotion/tenure process, the Center for Jazz Composition, the Professional Choral Institute, the Band budget, pre-college projects, private lesson fee, Presser awards, University of the Pacific VIP event pass, and a youth orchestra at USF.

• Nov 08: Met with Heddie Sumpter discussing the following: salary errors related to the merit raise; personnel issues; the status of search and hiring of faculty and staff; the extension of temporary positions.

• Nov 08: Met with Ashleigh Gallant and Nina Conteras discussing issues that overlap the two offices: databases and recruiting and tracking software.

• Nov 08: Met with Cam Greenhaw discussing the budget income and expenditure template in development.

• Nov 09: Met with Heddie Sumpter and Cam Greenhaw discussing issues that overlap their two functions: Marching Band personnel, talent grants, Microsoft Project to control hirings and searches, salary issues, and personnel issues throughout the College;

• Nov 09: Met with Karen Frank and Ashleigh Gallant discussing the content for the USF part of the Steinway International magazine and the labeling of special groups of interest to both marketing and development.

• Nov 16: Met with Cam Greenhaw discussing the Standardized Budget Form and unit profiles, the participation of unit financial officers in College budget reporting, the School of Music and other unit budgets, the budget allocation to College Development, and the MarchingBband talent grant historical allocations.
Nov 16: Met with Mary Kuka, representing the Staff Council, discussing the rotation of phone coverage prior to holidays.

Nov 16: Met with Ashleigh Gallant discussing performance of staff, concerns related to collaborative efforts, Steinway International.

Nov 16: Met with Barton Lee discussing the selection of artistic directors for the opening of the Music Building, the growth of the graduate programs in the College, budget issues, the Steinway sale, and issues related to Music Building FF&E.

Nov 17: With Barton Lee and Bob MacLeod, met with Trent Green, Dan Powers, and Steve Cooke discussing 12-month to 9-month conversion options.

Nov 18: Met with Cam Greenhaw discussing issues with the 2010-11 budget.

Nov 18: Met with graduate student, Maureen MCGuire, discussing her research and travel support needed to present a paper in Venice.

Nov 18: Met with Ashleigh Gallant and Nina Contreras discussing issues that overlap the two offices: alumni lists, calendar program coordination, door decals, and the new year’s card from the College.

Nov 19: With Victor Fung and Levent Kara, met with our two Turkish music educators who are visiting the School of Music through April of 2011.

Nov 22: With Dwayne Smith, visited Sandra Robinson’s ballet class, announcing and providing a check to Professor Robinson as the College of the Arts Outstanding Undergraduate Teacher award.

Nov 22: With Barton Lee, met with the College Faculty Advisory Council discussing potential topics such as creativity, enrollment management, PR, community engagement, budget reductions, and general education.

Nov 22: With Bill Hipp, had lunch with Provost Wilcox discussing issues related to the School of Music.

Nov 22: Met with Barton Lee discussing the following issues: creativity, Steinway piano count, conversion of Architecture faculty from 12 to 9 months, co-chair of AFTA Arts Education Council, budget evaluation, Director Council agenda, FWS allocation, Provost Summer Grants, and tips for leadership as they may apply to the goals related to student success.

Nov 22: Met with Nina Contreras discussing the design of the 2011 greeting card, faculty lists/staff lists in content manager, and database status.

Nov 23: Met with Heddie Sumpter discussing the following: media publishing specialist search status, director of College communications search, Assistant Dean search, other personnel positions, emeritus faculty listing.

Nov 23: Met with Gail Humphries discussing the arts management degree proposal.

Nov 23: Met with Wally Wilson discussing FAH 101, position search, and the appointment of an Associate Director.

Nov 24: Met with David Williams discussing the following: NASAM meeting and “change,” budget issues, FSU fee, Master Chorale, Gulf Coast Youth Choir, and relationship of pop music to music education.

Nov 24: Met with Marc Powers discussing the following topics: Jeff Norton memorial scholarship; Foundation workshop; the evaluation of faculty; Ghana status; spring dance instruction; interdisciplinarity; China; suspension of the BFA in Stage Design; and CSULB.

Nov 24: Met with Ashleigh Gallant discussing the following topics: CB&CS booklet, calendar issues, CoTAC, architecture panel for Theatre I lobby; role of marketing in the arts; Walk in the Clouds; copyrights, Nancy Walker, ASCAP award, Double Mentoring, Student of the Week, stories from units, communication audit, and marketing the new music building.

Nov 25, 26: Thanksgiving recess.

Nov 29, 30: Annual Leave.

**Development Activities**

- Nov 01: Met with Development personnel discussing naming opportunities, prospects and patrons, and the arts administration program.
- Nov 05: With Jim Van Wicklin, met with donor prospects.
• Nov 05: With David Williams, Karen Frank, and Jim Van Wicklin, led a tour of the new music building for spouses of Foundation Board members.
• Nov 07: Attended the Clarion Society reception preceding the Sunday Rutenberg concert.
• Nov 16: Met with Karen Frank discussing scholarship luncheon tours of the Music Building, transportation from the Scholarship Luncheon to the Music Building, survey of graduates issues, SNAAP completion rate, Steinway International article, and the budget allocation to College Development.
• Nov 16: Met with Jim Van Wicklin discussing prospects, work flow and support needs.
• Nov 23: Met with Karen Frank and Tori Stuart discussing donor calls, Steinway in-kind, Paris Program, Foundation workshop, PCI costs, Ribbon Cutting event, Scholarship Luncheon, and names/addresses for the opening of the music building.

**Community and State Activities**

• Nov 08: Attended the Governance Committee of the Tampa Museum of Art Board of Trustees.
• Nov 17: Attended the Executive Committee meeting and the Board of Trustees meetings of the Tampa Museum of Art.
• Nov 19: As former president of the Florida Higher Education Arts Network, participated in a statewide conference call to restructure the role and compensation to the FHEAN executive director position.
• Nov 22: Met with Bob Hicks discussing the relationship between the University and Master Chorale as it relates to the new Music Building.

**National/International Activities**

• Nov 01: Participated in national conference call with the membership and staff of the Arts Education Council of Americans for the Arts.
• Nov 11-14: Attended the fall conference of the Council of Colleges of Arts and Sciences presenting with the President of CCAS on the role of the arts in higher education.
• Nov 15: Met all day with the Executive Committee of the International Council of Fine Arts Deans developing strategies for organizational and mission changes in the organization.
• Nov 19: Participated in a national conference call of the Arts Education Council of Americans for the Arts and was selected Co-Chair of the Council.
Report of the College Offices
Each of the College Offices is sharing a few of their more significant activities that have occurred during this particular timeframe (this is not a report of the office but rather a sharing of some of the many activities in which each person has been engaged during the report timeframe). By no means do these few activities summarize any office or individual; rather, the activities listed intend to give you some sense of the highlights and the work being done on your behalf by each of the individuals with administrative assignments.

Nina Contreras
- Websites: Setup an Emeritus Faculty page on the CoTA website; Setup a teacher registration form and secure site for IRA's "Inside Art" website; Setup the SOAAH's Alumni signup form which was lost in the migration to the CMS; Met with Richard Tapia, Kevin Maroney and Michael Counts to discuss initial plans for moving the CoTA web server to the USF IT server facility; Met with SACD web assistant to discuss the options for setting up a new SACD website on the CoTA server.
- Graphic Design: Completed list of printing bids and finalized design for the Dean's greeting card.
- Marketing & Support: Helped work-study students add more accurate and descriptive content under The Arts section of USF's Wikipedia page; Took on the task of setting up the Arts Next 10 Days eNewsletter and worked with work-study students to setup the events list each week; Setup YouTube Playlists for each of the schools and started adding videos related to CoTA; Met with Crystal, Ashleigh and Jennifer Andrews to discuss the direction and best methods of setting up a CoTA blog on our website.

Barton Lee
- Facilities and Operations: The clock is ticking down and everyone is working to arrive at the January 18th substantial completion date. The first punchlist walk through was conducted November 29. Furniture will be arriving in the building at the end of January and early February and pianos and faculty move in mid-February with classes planned to start in the new building on February 21. Other projects in the college include: ongoing review of a proposal for energy reduction in the TAT house light fixtures/control and cyc light fixtures; university funding has been identified for the FAD studio dance floor replacements in all three studios; flat panel "TABS – The Arts Broadcast System" project with Visix control for all college academic buildings (FAH, CAM, FAD, TAR, THR, TAT, HMS, Graphicstudio, and the new MUS building). With music’s move there is planning underway for the FAH vacated space. These include discussion for the conversion of FAH 102 into a gallery space and FAS gallery (Oliver Gallery) renovation for the CNC router which has been funded through a technology grant from student technology fees.
- College Academics and Administration: Participated in the regular meetings of: Associate Deans – Academics Council; Associate Deans – Research; PIT (Process Improvement Team); Graduate Enrollment; Graduate Associate Deans and Representatives; Directors Council; Events & Production; and had several individual meetings with staff and faculty. Along with Dean Jones attended the International Council of Fine Arts Deans (ICFAD) meeting that was held in Sarasota. Represented the college at meetings with other university entities including the Purchasing; Provost's office; and Facilities/Physical Plant. Attended the Student Success Conference on campus and represented the college at the University Health & Safety meeting.

Karen Frank
- The new School of Music Building received a gift of $25,000 to name the Ensemble Practice Room.
- The founding donor of one of the College's long-standing scholarships made a significant new gift to his endowment after nearly 15 years, doubling the amount of his scholarship, thanks to the Legacy Project as well as continuous stewardship of the donor through the years.
- Our annual TeleFund Spirit Night for the College of The Arts this month was one of the most successful. Following an inspirational message about the College from Dean Jones, the student callers reached out to our alumni and received more gifts from first-time alumni donors that week than ever before since the launch of the project three years ago.
• A second gift of $10,000 was also received in support of the Solar Decathlon Project.

**Ashleigh Gallant**

• Unveiled CoTA promotions and public relations strategies. Submitted articles about Lindsay Scoggins, Darfur project and the WTCA for media.
• Continued maintenance on eNewsletters, calendar printing, photography.
• Promoted non-major classes across campus, mainly in and around BSN, CPR, BEH, SOC and CIS.
• Began Media kit for SoM building and assisted development in the drafting of a article for Steinway and Son International publication.

**Cam Greenhaw**

• I worked with the CoTA Fiscal Managers to create a standardized budget spreadsheet for the College. This will help assist the units to have a full view of all funding sources and expenditures; and provide a common language and understanding upon which financial matters can be discussed.
• I investigated the nuances of CoTA’s Talent Grant Allocations. I suggested several changes to administration regarding the budgeting process to help units have a better understanding of available funds in a timely fashion.
• I helped finalize the Carry Forward process from the previous year and was able to inform the Dean of current funding practices from USF administration.
• I provided a quarterly report on the Federal Workstudy Program allocations to the units as well as approved many travel and purchase requests. I also processed a number of budget transfers.

**Carol Kerrigan**

• Attended the Student Success Conference, which focused on celebrating and energizing the Student Success Movement and acknowledging all who served on the Student Success Task Force. I also attended the Scholarship & Endowed Fund Donor Luncheon and the Faculty Honors & Awards Reception. I had the pleasure of seeing my nominee, Mildred Abreu, the pre-architecture advisor, receive an Outstanding Advising Award. Attended the Music Faculty Meeting for the presentation made by Jennifer Larson, the Case Manager from Student of Concern Assistance Team (SOCAT).
• Facilitated the Stampede to Success Event which was held on two Saturdays for parents and students who are interested in our program. Coordinated the representation of advisors to the Scholars Showcase hosted by the Honors College. Received training on the new VZ Orientation Reporting System.
• Met with Ron & Barton concerning the new changes to the orientation processes. Had several meetings with staff/advisors regarding orientation changes, Degree Works and transfer articulation clearance and training. Met with Jodi Adamchak and CAA Executive Committee regarding policy changes on several academic forms. Met with Dr. Cole and representatives on the Undergraduate Studies Advisory Committee regarding Degree Works before her meeting with the Provost. Attended the following monthly meetings: Council on Academic Advising Executive Committee, Info Share, Advisor Survey Task Force, Orientation and Degree Works Task Force.

**Heddie Sumpter**

• We had accidents with injuries that occurred; one injury occurred after the close of business. I distributed Central HR’s policies and forms regarding worker’s compensation for units to file and/or post where the information will be readily accessible when an accident occurs. This information was also reviewed at the CoTA Fiscal Managers’ meeting.
• Responded to various inquiries regarding in-unit and out-of-unit salary increases, performance evaluations and other contractual issues. An accelerated payroll was processed due to the Thanksgiving Holidays. Met biweekly with Dean Ron Jones & Cameron Greenhaw to keep apprised of budget related personnel matters.
• There were a few issues with the Careers@USF online application for the faculty searches. One unit had applicants that experienced challenges uploading documents to the system. I conferred
with Central HR representatives to fix the technology glitches. I attended a briefing session in Central HR with Mark Kemen, the new Director of Labor Relations, and other Unit HR administrators.