September 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.

- September began with my being required to identify only three faculty positions to recommend to the Provost for searching during the academic year. While the Provost was wise to be careful given the economic instability of the state, it was a frustrating and virtually impossible task to select three out of the many needs for the Provost to consider.
- By the middle of September the dust had settled, and it was time to give full attention to the goals set by the Provost (and added to by the College) for the College of The Arts. The challenge, as expected, is greater than usual because ambitions are great and resources limited, so this year we have to find more innovative and less costly ways of achieving our goals.

University Meetings
- Sept 07: Met with the dean in interview of Marine Science dean candidate, Jacqueline Dixon.
- Sept 09: Attended the reception for the new Confucius Center Director, Kun Shi.
- Sept 13: Attended the Deans’ Council. Topics: Black Faculty and Staff Breakfast for new faculty; technology strategic plan; data for fall 2010 enrollments; oil spill initiatives; Unstoppable campaign; system governance changes; union issues; and reshaping undergraduate life at USF.
- Sept 14: Participated in the Faculty/Staff Campaign Kickoff Luncheon by serving chicken in the pasta line.
- Sept 20: Met with the Provost and deans discussing the following topics: academic affairs website; general education curriculum and the global citizenship program; projected travel for the year; CAMLS downtown (Center for Advanced Medical Learning and Simulation); budget; collective bargaining agreement; new student enrollment goals; market rate curriculum delivery; distance learning; and collaboration among state university programs.
- Sept 22: Attended a workshop on export controls and the need to be aware of US law as it pertains to intellectual capital and products in foreign countries.
- Sept 27: Met with the Provost group addressing the classification of faculty.
- Sept 30: Attended the annual Black Faculty and Staff Breakfast, hosted by our own Fanni Green, and there I introduced Heddie Sumpter and especially introduced Sharon Sankar as a new member of our College.

Events
- Sept 02: Welcomed the audience attending the first of the events presenting Bruce Mau and his ideas to the University and College community.
- Sept 03: Attended the Bruce Mau workshop in Theatre II.
- Sept 03: Attended the Bruce Mau luncheon in Graphicstudio.
- Sept 12: Attended the 60th anniversary of Lee and Victor Leavengood.
- Sept 13: Attended the SACD Lecture Series featuring Albert Alfonzo.
- Sept 19: Attended the Clarion Society’s Lifsey House event.

Administrative Activities
• Sept 01: Met with Karen Frank and Jim Van Wicklin discussing the possibility of a weekly “sharing” meeting and the details of a naming gift related to the Contemporary Art Museum.
• Sept 01: Met with Bill Hipp discussing the budget for the School and personnel issues.
• Sept 01: Met with Kelli Ritrivei, Karen Ritter, Karen Frank and Marc Powers discussing details of the October 1 Twyla Tharp event, a project of USF Women in Leadership and Philanthropy.
• Sept 01: Met with Bill Hipp, Scott Kluksdahl, Carolyn Stuart, Amy Fletcher and Svetozar Ivanov discussing the Rutenberg Festival and Competition.
• Sept 02: Met with Wally Wilson and representatives of University HR discussing issues related to a recent phased retiree.
• Sept 02: Met with Bill Hipp, David Williams, Jim Van Wicklin, Karen Frank and Amy Fletcher discussing fundraising for the School of Music.
• Sept 02: Met with Fanni Green discussing plans for the Climate Initiative of the College.
• Sept 02: Met with Linda Whiteford, Marc Powers and two of the four doctoral students from Ghana discussing dance and theatre opportunities in the Global Academic Partners (GAP) program.
• Sept 03: Met with Barton Lee discussing stipends for administrative service, audio issues at the Bruce Mau lecture, a piano lab fee, CNN’s needs for Theatre 1, the National Sketchbook project, non-major courses for the spring, open Wednesday issues.
• Sept 07: Met with Cam Greenhaw discussing the resolution to the PCard limitations, ICFAD forum and the down server, independent contractors and issues with payment and development.
• Sept 07: Met with Barton Lee discussing the following: Stipends for administrative work; information regarding awards to faculty; MA in Arts Management; the potential for a visiting theatre designer; the proposal of Merry Lynn Morris for an interdisciplinary minor; student success and what that phrase implies; the commitment report on the College budget.
• Sept 07: Met with George Ellis discussing Ashleigh Gallant’s access to FAIR, moving all IT to central, music auditions database, and the CNC router.
• Sept 07: Met with Karen Frank regarding a concert by Rhythm and Blues focused on baseball.
• Sept 07: Met with Jack Wilkins discussing a stipend for his work in dealing with the new building equipment and moving into the building.
• Sept 09: With Barton Lee and Cam Greenhaw, met with Graham Tobin discussing each of the individual compact plans contained in the spring 2010 submission from the College for the 2010-2011 academic year.
• Sept 09: Met with Ron Richards, Marc Powers, Andrew Carroll, Nina Contreras, and Ashleigh Gallant discussing branding and messaging for the School of Theatre & Dance. Out of this session came the two messages of Breaking Boundaries of Now, Now and What’s Next plus the metaphor of lightning.
• Sept 09: Met with Ashleigh Gallant and Nina Contreras discussing branding and messaging.
• Sept 10: Met with Barton Lee discussing administrative stipends; special pay increases; fact sheet for Music Building; and FAH renovation.
• Sept 10: Met with Karen Frank discussing the following: College message/ scholarship luncheon; positive support of Pat Finelli’s students; VIP receptions; music building flyer; legacy project and donor stories; SNAAP; PODS; edits; goals; and grants.
• Sept 10: Met with James Bass and the conductor of Seraphic Fire regarding the launching of a summer institute.
• Sept 10: With Ashleigh Gallant and Nina Contreras, met with SACD and Steve Cook, Bob MacLeod, and Mark Watson regarding School message, image, and goals.
• Sept 10: With Barton Lee, met briefly with Steve Gift regarding the colors on the exterior of the new music building.
• Sept 13: Met with the Theatre faculty discussing the decrease in faculty lines and recruitment priorities submitted to the Provost.
• Sept 14: Met with Heddie Sumpter and Cam Greenhaw discussing issues where there is overlap in their operations: student course fees, salary adjustments, stipends, and faculty searches.
• Sept 14: Visited the Centre Gallery featuring the photographic exhibit of G. B. Stephens.
• Sept 14: Met with Heddie Sumpter discussing minority hires over the past year, staff evaluations, stipends, attendance and leave audits, and reclassification of position issues.
• Sept 14: With Barton Lee, met with Tom Williamson of Aramark discussing options related to initiating a food cart for the College.
• Sept 15: Met with David Williams discussing the vision of the School of Music and personnel issues.
• Sept 15: Met with Bill Hipp discussing a variety of issues related to his director position.
• Sept 17: Met with Barton Lee discussing a number of topics: stipends; furniture bids/HMS painting; issues with the music building; arts administration; goals; and cash collection procedures/policies.
• Sept 17: Attended the faculty meeting of the School of Music.
• Sept 20: Met with the Directors and Ron Richards discussing the potential for the Division of Student Affairs to provide apartments for guest lecturers, etc.
• Sept 20: Met with Bob MacLeod discussing goals of the college, curriculum, urban design program, preparations for accreditation visit, work-study, and the community engagement goal.
• Sept 20: Met with Nina Contreras discussing multiple calendars, statistics website; Ringling School of Art recruitment book, and a music flyer.
• Sept 20: Met with Ashleigh Gallant discussing events promotion and its challenges, SAT recruitment, recruiting nonmajors to arts courses, and the format of the sharing document for Directors’ Council.
• Sept 21: Met with Cam Greenhaw discussing the funding commitment authority request, travel rules guide, music auxiliary, commitments report, and budgeted vs. actuals.
• Sept 21: With the Directors and Barton Lee, met with Kathleen Moore and Sandy Cooper discussing off book courses, self-funded programs and other electronic opportunities for the units.
• Sept 21: Met with Barton Lee discussing the LED project, the national sketch book project, FF&E status for the Music Building, Phase II of the All Steinway project, course analysis for spring, admissions expectations, the Marching Band storage building utilities costs, the state fire marshal and NEC, research grants, and goals of the college.
• Sept 21: Met with Bill Hipp discussing the Seraphic Fire project, International Double Reed Society meeting, goals, FAAE, the chemistry conflict for students in Marching Band, themes for concerts, and personnel issues.
• Sept 22: Met with Heddie Sumpter discussing positions to search, personnel issues, and her evaluation.
• Sept 22: Met with Karen Frank discussing marketing, the ribbon cutting ceremony for the new music building, the scholarship luncheon, and arts alumni stickers.
• Sept 22: Met with Ashleigh Gallant discussing a number of topics: goals and measurements; job descriptions; producing an architecture photo for the Theatre I lobby; double mentoring project; CoTAC and arts fees; student audiences; marketing budget; NACAC; student of the week; college folder; and database projects.
• Sept 22: Attended the Communications and Branding meeting which covered strategies and goals for the 2010-2011 year.
• Sept 22: With the Directors, met with Bill Garrison, Dean of USF Libraries, discussing issues related to the Library’s support of the units and faculty of the College of the Arts.
• Sept 22: Met with Alex Bothos, Advisor; Crystal Bissada, Assistant Director of Communications on-campus representative; Ryan Salazar, President of CoTAC and a Music Major, Daniel Moore, VP of Art for CoTAC and MFA candidate in studio art, all representing CoTAC, discussing how they might be of assistance to the College and how the dean might be of assistance to CoTAC.
• Sept 23: Met with Barton Lee discussing a variety of topics: Payroll definition of guest artists as employees; National Research Council (NRC) report just released; Budget and HR meeting with staff; Master Chorale; Seraphic Fire budget for a special project; issues related to the new music building; goals; arts management program budget.
• Sept 23: Met with Marc Powers discussing poor attendance at the SoTD “All CoTA” reception, Frankel project; Distinguished Lecture Series; SYCOM and its relationship to Theatre/Dance; All Steinway; entrepreneurial opportunities for Theatre; interdisciplinarity and goals.
• Sept 23: With Margaret Miller, met with Lee Proctor and Barbara Donerly discussing FAH renovation, interdisciplinary science and its public art, Cooper Hall student art, and the new music building.
• Sept 23: Briefly met with Margaret Miller discussing the China trip.
• Sept 23: Met with Albert Alfonzo discussing options related to the CASVA building.
• Sept 23: Met with Ashleigh Gallant discussing branding and a college booklet.
• Sept 27: With Heddie Sumpter, met with Penny Phillips discussing personnel issues.
• Sept 27: Met with the College Faculty Advisory Council and reviewed College Goals.
• Sept 27: Met with the Provost discussing issues related to the College and Academic Affairs.
• Sept 29: Met with the Directors plus David Williams, Karen Frank, and Ashleigh Gallant reviewing actions to be taken in order to achieve our goals for the academic year.
• Sept 29: Met with Wally Wilson discussing art history, China, and the School’s budget.
• Sept 29: Met with Bill Hipp and others to focus on the opening of the new building and the support needed from both marketing and development.
• Sept 30: Met with Cam Greenhaw discussing the fiscal situation in the School of Art & Art History.
• Sept 30: Met with Paul Reller discussing his role in SYCOM and SYCOM’s role in the College.

Development Activities

• Sept 03: With Barton Lee, toured a prospect through the new music building.
• Sept 15: Met with Jim Van Wicklin, Karen Frank and Tori Stuart discussing the sharing of relevant information impacting the four of us in fundraising efforts: purpose of the sharing meetings, issues, activities, and operations structuring.
• Sept 17: Met with major donor reviewing issues and activities related to the donor’s interests.
• Sept 21: Met with the Development team (Jim Van Wicklin, Karen Frank and Tori Stuart) discussing VIP receptions, floor plans and naming opportunities, flyers, WLP event, arts management, the new music building conference center, the scholarship luncheon, a task list and work flow tool, the opening of the music building, the marching band uniform loan, and stewardship reports this year.
• Sept 21: Met with Jim Van Wicklin discussing WIP, prospects, branding/marketing and support for development, and brochures.
• Sept 21: Attended the Capital Campaign Committee quarterly reporting meeting.
• Sept 21: Met with donors discussing topics of interest to them.
• Sept 27: Met with Jim Van Wicklin, Karen Frank and Tori Stuart discussing issues of interest among the group related to development.

Community and State Activities

• Sept 01: Met with Todd Smith and Gordon Gillette, president of TECO, discussing projects related to USF and the Tampa Museum of Art.
• Sept 07: Participated in an Executive Committee conference call for the Tampa Museum of Art.
• Sept 15: Met with the Executive Committee of the Tampa Museum of Art Board of Trustees.
• Sept 15: Met for the monthly meeting of the TMA Board of Trustees.
• Sept 27: Participated in a state-wide conference call of the arts leadership with the Florida Alliance for the Arts.
• Sept 29: Attended the meeting of the Governance Committee, a subcommittee of the Tampa Museum of Art Board of Trustees.
• Sept 30-October 1: With Barton Lee, attended the fall meeting of the Florida Higher Education Arts Network meeting at Florida Southern University.

National Activities

• Sept 13: Participated in a national conference call of the Arts Education Council of Americans for the Arts.
• Sept 14: Participated in a conference call with Liz Cole, Executive Director of the International Council of Fine Arts Deans, and Raymond Tymas-Jones, President-Elect of ICFAD, discussing the agenda for business meetings at the annual conference in October.
• Sept 14: Watched a NEA webcast from the Canadian Embassy, Creative Placemaking, which featured Rocco Landesman, Richard Florida, Tim Jones, Rick Lowe, and Ann Markusen.
• Sept 22: Conference call with Scott Shanklin-Peterson, recipient of the ICFAD award for contribution to the arts.
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: Launched a new Monday Night Jazz Series website; Worked with Kevin Maroney on an event listing web application for the Box Office website; Began working on data entry into the content manager for the Festival of Winds website and the Rolling Dance Chair website.
- Graphic Design: Laid out initial setup for the Nov.- Dec. events calendar for CoTA; With the help of one of my FWS students, laid out a Naming Opportunities map of CAM for the Development Office; Consulted with Karen about a design for a School of Music fundraising piece and started designing the layout; Did more research on building graphics to get additional ideas for new vinyl graphics for the theatres.
- Marketing & Support: Conducted a FWS student search for a Web and Media Assistant and hired and trained two part-time students to assist me with web projects; Met with Dean Jones, Ashleigh Gallant, representatives from SOTD, and separately, with representatives from SACD to talk about their schools' branding efforts; Consulted with CoTAC representatives about the best way for them to approach launching their organization's website inside the USF system.

Barton Lee

- Facilities and Operations: The Music building remains on schedule – September brought meetings to finalize selection and coordinate schedules with the AV and furniture vendors. 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; TAT lobby bathroom renovations, and painting, and carpentry repairs in the audience area; 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, and Graphicstudio). The upgrade of the classroom technology in the FAH 110 Conference Room was completed.
- College Academics and Administration: Our events and production staff are finalizing details for the CNN/St. Petersburg Times sponsored Senatorial and Gubernatorial Debates scheduled for Sunday, October 24 and Monday, October 25. Participated in 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. The College Tenure & Promotion Committee was charged. Along with Dean Jones attended the Florida Higher Education Arts Network (FHEAN) meeting that was held at the Florida Southern College. Represented the college at meetings with other university entities including the Library; Fire Safety Compliance Office; Continuing Education; Purchasing; Dining Services; Provost's office; and University Communications & Media.

Karen Frank

- A gift of $100,000 was received to purchase the Steinway Concert Grand D for the new school of music.
- The first gift of $10,000 was received for architecture professor Stan Russell’s Solar Decathlon project. Development is working with the USF Foundation to find additional sponsors for the project.
- This month we launched our Legacy Project to preserve the histories of all our scholarships and endowed funds, along with the personal stories of the founding donors and why they created these funds. Our goal is to have these stories preserved and passed along in the future, so that others may be inspired by their lives, their philanthropy, and their passion for the arts.
Ashleigh Gallant
- Helped promote Bruce Mau events and CoTAC Manhattan Short
- Finished Visual Identity Meetings with units
- Started Monthly College Communicators meeting
- Completed goals for the Dean and Provost, announced them at the first monthly meeting.

Cam Greenhaw
- I compiled and submitted new facility and equipment fees for the Board of Trustees to approve. I also worked to add Facility and Equipment fees for courses in Fall 2010 which were not previously loaded for the School of Theatre & Dance and the School of Music.
- I worked and continue to work with the University administration to help them see the College’s unique circumstances regarding the classification of our Guest Artists/Scholars as independent contractors rather than employees.
- I met with the Director of Travel to better understand the USF Travel system and am making adjustments to how the College manages its TARs and TERs.

Carol Kerrigan
- Was asked by Dr. Katharine Cole, Associate Dean of Undergraduate Studies, to serve on a new Undergraduate Advisory Committee charged with discussing and recommending policy changes in the interest of student success. Arranged a meeting with the advisors in Music and Dance regarding the new Provost’s Scholars Program which is a university initiative housed in the Honor’s College. Participated in a training session in Admissions to do transfer articulation evaluations in Banner. Requested a new CoTA Data File of high school juniors & seniors interested in the arts for recruiting.
- Attended at a one day workshop, Focusing on The Things That Matter to Increase Student Success, convened by Noel-Levitz in Orlando. Also attended the Regional Articulation Meeting/Advisors’ Workshop at USF Polytechnic and Polk State College. Participated in the Career Fair at the Marshall Center sponsored by the Career Center.
- Attended the following meetings: Council of Academic Advising, CAA Executive Committee, Orientation, College Information Session, Degree Works Taskforce, College Marketing and Communication, Professional Development’s What’s New Session and two Staff meetings.

Heddie Sumpter
- Personnel/Payroll: Began preparations for the fiscal year attendance and leave audit for all faculty, staff and administration employees.
- Met with Ron Jones and Cameron Greenhaw regarding budgetary matters that affect employees throughout the college.
- As the Chair of the Academic Affairs Outstanding Staff Awards 2010 Selection Committee, I also served on the GABOR Insurance Awards Outstanding Staff Committee.