December 2007 and January 2008

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 two serving as special highlights.

- December began with everyone facing the reality of budget cuts (not the most desirable way to end what up to that point was a terrific fall semester!). Needless to say, all of us who think continuously about the health and well being of our college (and I hope that includes everyone who is reading this report) were preoccupied with the challenges these cuts bring to the table.
- In the very middle of this two month report was the holiday break and I, along with all of you welcomed this opportunity to change pace, to give additional attention to friends and family, and to have the opportunity to take a deep breadth (for the first time in years I was able to take over a week of annual leave) before facing the economic and strategic challenges greeting us in the new year.
- And this two month period ended with all of us being anxious about what the budget cuts hold in store for the arts at USF. We continue to believe that in spite of these devastating reductions in funding, the arts will, as they always have, not only prevail but stand stronger.

University Meetings

- Dec 03: Attended the Deans’ Council discussing research updates, diversity summit in January, spring enrollments, pre-college programs, and volunteer accountability.
- Dec 05: Facilitate the deans conducting four interviews of applicants for an Associate position within Academic Affairs.
- Dec 06: Presented to the Board of Trustees a Power Point on Research in the Arts. Invaluable assistance came from Scott Kluksdahl, Merry Lynn Morris, Michael Foley, and Kevin Maroney.
- Dec 07: With Barton Lee met with Carl Carlucci and Facilities Planning personnel to validate the programming verification stage of the new music building.
- Dec 11: Met with Stephanie McMullon discussing my appointment as co-chair of the USF Faculty-Staff Campaign for 2008 and chair of the 2009 campaign.
- Dec 14: Attended the Provost reception for the new dean of Libraries, Bill Garrison.
- Dec 15: Attended and participated in the morning undergraduate and the evening graduate commencement exercises.
- Dec 28: Met with the new Provost, Ralph Wilcox discussing the following: Top programs of the college; AAU peers; primary issues in the arts in higher education; synergy within the College; the introduction of commercial programs within the arts; tuition waivers for grad students; the DMA; the budget of the Marching Band; Travel; Interdisciplinary Residencies; Provost’s Summer Grants; Budget Reductions; Leadership Issues; the Music Building; Centralized vs. Decentralized administrative models; support for performance and exhibition costs; Equipment Fees; website issues, FAH Renovation; and Rigor for Tenure and Promotion.
- Jan 07: Attended a farewell gathering for Provost Renu Khator.
- Jan 14: Attended the Academic Deans’ Workgroup discussing the budget predictions and implications.
- Jan 14: Met with Valerie McDevitt, USF Patent Attorney, discussing issues related to patents in the arts.
- Jan 22: With Barton Lee attended a budget reduction session organized by the Provost.
- Jan 23: Met with Karla Willman and David Fink (USF Marketing) discussing how their office might help in the college’s post – Jennifer Lenhart period.
- Jan 28: Attended the Council of Deans meeting discussing the following: Budget outlook; base budget setting; spring enrollment; NSF and Postdoc survey; Tampa Bay Educational Partnership; College of Business learning Community; and graduate tuition Waivers.
- Jan 28-29: Attended the President’s Retreat focused on the strategic plan of the university.
- Jan 30: With the College Music Building team, met with Carl Carlucci and the entire university committee for the music building plus the building architects for the formal presentation and tentative approval of the program and concept design.
- Jan 31: Attended the Legal Issues Roundtable presented to administrators by the General Council’s office.
Events

- Dec 05: Attended the SyCom concert.
- Dec 09: Attended Chamber Music Concert in FAH 101.
- Dec 14: With my wife hosted a holiday luncheon at our home for the College Offices staff and the unit Directors.
- Jan 15: Attended the A&P Breakfast hearing Ralph Wilcox deliver his first speech in his first official day in his new office.
- Jan 15: Attended the Evening Conversation between three of our Faculty, Gregory Green, John Byrd, and Julie Weis, and their exhibition at the Contemporary Art Museum.
- Jan 23: Attended the College Faculty Forum as a guest of the College Faculty Advisory Council discussing the budget reduction situation and the challenges to our College.
- Jan 25: Attended the Internet 2 concert of the Philadelphia Orchestra. This is a Beta concert in the attempt to develop a flawless method of providing live concerts to the nation’s university music audiences.
- Jan 26: Attended the meeting of the Clarion Society.
- Jan 27: Attended the USF Resident Artist Series: The USF Faculty Chamber Ensemble. Substituting for the canceled series was Noel McRobbie, pianist, who received his masters in Chamber Music from USF and is not pursuing a doctorate at the University of Michigan.
- Jan 31: Attended the farewell reception to Dean of Libraries, Derrie Perez.

Administrative Activities

- Dec 03: Attended part of the School of Theatre/Dance faculty meeting where they discussed visiting artists.
- Dec 03: With Barton Lee met with Neil Gomes who gave us instructions on setting up a group survey web-based program called Flashlight.
- Dec 03: Met with Michael Moore and Barton Lee discussing enrollment targets for next two years.
- Dec 04: Met with Cheryl Harris discussing preparations for budget reduction planning and Research Office concerns related to the CJC.
- Dec 04: Met with Barton Lee discussing K-20 luncheon, the agenda for the December 5 Directors’ Council meeting, and the Classical Musical Festival.
- Dec 04: Met with Manny Lopez discussing another approach to blocking parking lots for homecoming.
- Dec 04: Met with the architecture team for the new music building discussing details of the diagram options.
- Dec 05: Met with Kevin Maroney, doing a run through of the Power Point presentation for the BoT.
- Dec 05: Met with the Directors’ Council discussing the following: the establishment of a new cash collection process for the College; the recruitment of students; the symposium being planned for the fall; diversity efforts within the College; budget reductions; enrollment targets; the K-20 luncheon; and graduate tuition waivers.
- Dec 05: Met with Wade Weast and Barton Lee discussing a personnel matter.
- Dec 05: With the other members of the college building committee met with the architects and facilities planning personnel discussing the program for the new music building.
- Dec 10: Met with Wally Wilson discussing the following: ICFAD mailing labels; The development of a flyer related to the Golding Endowment; the Sarasota Film Festival; Center for Advanced Study of Visual Arts; Personnel issues.
- Dec 10: Conducted one hour of phone conversations related to the Master Chorale agreement, FHEAN agenda, and development.
- Dec. 10: Met with Brenda Woodard and Heddie Sumpter discussing personnel changes and budget impact on personnel.
- Dec 11: Met with Barton Lee discussing the following: Exceptionally Talented Student Scholarships; Categorizing style of class instruction; a patron; Roof contractors for Theatre I; Mid-Tenure applicants; and budget reductions.
- Dec 11: Met with Jennifer Lenhart discussing marketing for the Mantini Concert; Ashleigh Gallant’s work for the spring; images for the lobby of Theatre I; Faculty photos; the college and unit videos; branding approvals after December 13.
- Dec 11: Met with Eric Walden, Barton Lee, Kathy Griffin, Cheryl Harris, Wade Weast, and Joyce Bayoine discussing details of money management for the Classical Music Festival.
- Dec 12: Met with the Directors’ Council discussing recruitment of students, enrollment targets, extending an invitation to Sandy Schneider to meet with selected individuals in the College, congressional plus ups, and issues related to pending budget cuts.
- Dec 13: Met with Wally Wilson and Margaret Miller (Meeting #2) to discussion the synergetic planning related to projects in common to the triad of Graphicstudio, the Museum, and the School of Art/Art History.
- Dec 13: Met with Holly Schoenherr, Margaret Miller, and Wally Wilson regarding the development of studio space in the NEC building.
- Dec 17: Met with faculty member discussing issues related to one of the faculty searches.
- Dec 17: Met with Cam Greenhaw discussing the faculty bios and new assignments related to college marketing.
- Dec 17: Met with university-level fiscal officer, Lou Marcus, Wally Wilson, and Cheryl Harris discussing the management of funds in the Paris Program.
- Dec 18: Met with Cheryl Harris discussing budget cuts and commitments.
Dec 18: Met with Barton Lee discussing the following: program priorities and budget reduction strategies.
Dec 18: Met with Wade Weast discussing the following: Program priorities; Master Chorale; Annual Faculty Evaluations; Budget Reductions.
Dec 18: With Barton Lee met with a faculty members who expressed concerns regarding the music theory search.
Dec 19: Met with the new music building architects, reviewing the diagrams and design options.
Jan 03: Met with Barton Lee discussing the BRIT program; Issues related to grant final reports to the Office of Research; Museum Grants and the Office of Research; Annual Faculty Evaluations; the Classical Music Festival; Meeting with new Provost; College and Unit AAU Peers; Mentoring Faculty; Faculty Advisory Council; Major Strengths of the arts at USF; Website.
Jan 04: Met with Wade Weast discussing Mantini Concert, Budget issues, Internet 2 and Philadelphia Orchestra.
Jan 04: Met with Jennifer Meningall, this year's chair of the Faculty/Staff Campaign and Stephanie McMullon regarding the planning for the campaign.
Jan 04: Met with Wendy Babcox and Rozalinda Borcila regarding their women’s collaborative project, its summary catalog, and their next steps.
Jan 07: met with Barton Lee discussing pending tasks of the College Offices.
Jan 07: Met with Paul Reller discussing the search for a Theory/Composition instructor in Music, SYCOM, electronic music, and the need to establish a college-wide technology initiative.
Jan 07: Met with Brenda Woodard and Heddie Sumpter discussing personnel issues.
Jan 07: Met with the DMA in Choral Conducting committee providing a summary of my discussion with the new Provost regarding doctoral degrees.
Jan 08: Met with Barton Lee discussing tasks for the semester and data acquisitioning from our college peers in AAU.
Jan 08: Met with the architects for the new music building discussing the options for a two or three story building.
Jan 09: Met with Wally Wilson discussing personnel issues.
Jan 09: Met with Margaret Miller discussing Budget Issues and Program Priorities.
Jan 09: Met with Jennifer Lenhart and Cam Greenhaw reviewing the work of a USF designer being considered for the unit faculty book design project.
Jan 10: Attended the meeting with Music Building architects, reviewing options related to budget.
Jan 10: Met with Marc Powers discussing NAST, NASD, Program Priorities, and Budget Reduction strategies.
Jan 10: Met with Wally Wilson discussing CCA sessions for position applicants.
Jan 14: Met with the College Faculty Advisory Council discussing the Provost’s Summer Grants and Budget Reduction Options.
Jan 15: Met with Cheryl Harris, discussing budget reduction options and restructuring of College Development and College Marketing services.
Jan 15: Met with the Committee developing the building program for the Center for Advanced Study of the Visual Arts.
Jan 15: Met with Jennifer Lenhart discussing how her duties and responsibilities will be redistributed upon her departure.
Jan 16: Met with the Directors’ Council discussing a variety of administrative issues including budget and marketing.
Jan 17: Met with Jennifer Lenhart for her exit interview.
Jan 22: Met with Barton Lee discussing AAU Peers and organizing our leadership tasks.
Jan 22: Met with Wally Wilson discussing the following: FAH Renovation; Paris Program; Sarasota Film Festival; CASVA building and program plans; PhD in Studio Art; Talk of the Arts; and personnel issues.
Jan 22: With Barton Lee met with Marc Powers, providing him with an overview of the business of the Directors’ Council which he missed because of the death of his Mother.
Jan 23: Met with Kevin Maroney, Cam Greenhaw and Diane LaRocca discussing changes that need to be made to the Web based address listing program.
Jan 23: With Barton Lee met with Warren Jaworski who is on the University Honors Committee discussing the pending honorary doctorate nominations.
Jan 23: Met with Ashleigh Gallant, Cam Greenhaw, and Brenda Woodard discussing the reorganization of College Marketing/PR.
Jan 25: With Barton Lee, Wade Weast met with Dale Warland discussing his interest in being a part of the choral faculty at USF.
Jan 25: Met with Wade Weast discussing a variety of topics related to Tampa Connection, program priorities, and other issues related to the School of Music.
Jan 28: Met with Margaret Miller discussing prospects for her projects.
Jan 30: Met with Barton Lee discussing the music building; graduate waivers; summer school; faculty forums; Commencement Celebration speakers; Peer comparisons; NAST Review; Advantages flyer for recruitment; Retention, Talk of the Arts; SCH generation/planning, Faculty Innovation Grants; Outstanding Staff; and Faculty Data Sheets.
• Jan 30: With Cameron Greenhaw met with graphic designer, Rebecca Hagen, discussing a contract to produce the design to printing of four faculty catalogs.
• Jan 31: Met with the University of Florida delegation reviewing Graphicstudio, the Museum, Public Art, and the School of Art/A&History.
• Jan 31: Met with Marc Powers discussing budget and program issues.

Development Activities
• Dec 04: Met with prospects briefly welcoming them to the College.
• Dec 07: Met with Susan Murray and Karen Frank discussing prospects and strategies.
• Dec 10: Met with prospect. Accompanied by Liz Silmich, Susan Murray, and Margaret Miller.
• Dec 13: Attended with fellow college deans the inaugural meeting chaired by the new VP for University Advancement related to the launching of the USF Capital Campaign.
• Dec 20: Escorted two of our patrons to a Sarasota luncheon in honor of Itzhak Perlman.
• Jan 08: Met with Susan Murray and Karen Frank discussing pending fundraising strategies and job descriptions.
• Jan 24: Met with Susan Murray and, by phone, Jeff Robison discussing development strategies and donor plans.
• Jan 25: Met with Margaret Miller and Susan Murray discussing pending proposals to be presented to donors.
• Jan 30: With Susan Murray met with prospect.

Community Activities
• Dec 12: Chaired the Collection Committee of the Board of Trustees of the Tampa Museum of Art.
• Jan 07: Met with John Rosser, Barton Lee, Marc Powers, and Les Miller regarding the establishment of a formal relationship with the Gasparilla Film Festival.
• Jan 16: Attended the Board of Trustees meeting of the Tampa Museum of Art.
• Jan 23: Attended a Tampa Museum of Art Director Search Committee meeting.

State Activities
• Dec 17: Initiated three way planning meeting with dean at UF and the FHEAN Executive Director regarding the agenda for the January meeting.
• Jan 17: With Barton Lee attended the Florida Higher Education Arts Network. I offered my resignation after several years as President so I could give time to my presidency of the International Council of Fine Arts Deans without undue drain on my energy to serve as dean of this College.

National Activities
• Jan 11-13: Attended the meeting of the National Arts Accrediting Association officers and the Executive Committee 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.

Barton Lee
• Facilities and Operations: During December and January the music building architectural team held a series of meetings with USF VPA and facility representatives to finalize the conceptual design phase for the site layout, facility plan view, and interior critical adjacencies. Conceptual designs have been accepted by Dr. Carlucci and will be presented soon to Provost Wilcox and President Genshaft. By early March it is anticipated that the schematic drawings will be complete and the architectural team will move into the design development phase of the project. The schematic drawings include a 3-story teaching, faculty offices/studios, and rehearsal facilities adjacent and connected to a 500 seat Concert Hall and a 100 seat student recital hall within phase 1. Phase 2 will be the fund-raised portion of the facility and will complete the current facility program with a 1200 seat Performance Hall. The design footprint allows for future growth in both classrooms/studios and performance venues identified as phase 3 and 4 on the current plans. Concurrently we are moving forward with fund-raising plans for the CAM, Graphicstudio, and Visual Arts building. During December and January the college committee worked toward completing the documents for the facility program including room descriptions sheets; narratives for project introduction, history, general description, and goals; and summary sheets for all spaces articulated for the facility. On-going projects include completion of the first phase of the TAT lobby refurbishment (nearing completion with window shades and installation of the picture hanging rail). The TAR and TAT roofing projects have settled in and are nearing completion after a relatively rough start in early December including a minor fire in TAT and class disruptions. Thanks to everyone for your patience and understanding with the associated noise and inconvenience.
• Academic: Activities included: preliminary planning for the PreK-20 annual meeting; continued work with the teaching committee in developing a resource guide for teaching; with the Diversity Workgroup revised the college scholarship fund and submitted this to the Directors Council for approval; and attended 7 VPA public/calendar events and 2 university commencement ceremonies.

• College Administration: Continuing work with Events and Production staff on new event tracking/calendar software and new payment collection processes – lockbox procedure for events paid by checks including workshops, festivals, and overseas programs; participated in the Florida Higher Education Arts Network meeting in Gainesville; represented the college at various university meetings and events; along with the Dean and Directors have been actively engaged in planning and evaluating budget reduction options and preparing various reports and data gathering; conducted a final review of the tenure and promotion applications and submitted these to the Provost’s office for university review; worked with Events and Production staff to address compliance issues addressed in the cash collection activities and box office operations of the college; and represented the college in numerous VPA meetings and on university councils and committees.

Karen Frank/Susan Murray

• Two major donor visits to campus are scheduled for Graphicstudio and CAM. We are currently working with the IRA to secure a collection through an estate gift.
• The first draft of campaign materials has been developed; a timeline to roll out the information is in the works.
• Plans are underway for an event to preview the future plans for the visual arts. This event will be hosted by one of Tampa’s founding families.

Cheryl Harris

• Attended meetings with the University Treasurer and representatives from the Controller’s Office to discuss cash operation planning for the Choral Austria Program.

Carol Kerrigan

• Facilitated three new student orientations for spring semester. Attended the Career Fair at the Sun Dome.
• Sent emails to all students on academic probation, final probation and who had been academically dismissed (60) followed by advisement and readmits. Removed CLAST holds for students, with advisement and recommendations.
• Submitted faculty student evaluations to the Scanning Office for spring. Attended the ARC, CAA and Graduate Coordinators meeting.

Stephen Ringo

• Network Storage Maintenance was completed (clean-up/move/backup)
• Completed migration of websites to new web server
• Started re-org planning for Craig Chambers’ departure. This will help maintain a level of user/desktop support our areas are used to.

Heddie Sumpter

• Facilitated the reclassification process of the media publishing specialist to development specialist; advertised the position and assisted the Development Directors with the interview and hiring process. Communicated important deadlines regarding the automated leave system (ALT) end of the year reporting. Continued to monitor issues that resulted from the immediate hiring freeze implemented by the Provost’s Office. Compiled data for the freeze exceptions worksheet for staff and adjuncts submitted to the Provost’s Office.
• Provided oversight for the college’s four faculty searches. Assisted search facilitators with issues related to justification of waivers of advertisement and other procedural issues related to the search process.
• Attended bi-weekly meetings with Dean Jones and Brenda Woodard regarding current personnel matters and potential issues. Attended a Title IX committee meeting, the University Area Resource Center Advisory Board meeting, chaired the Hillsborough County Community Action Board meetings, and attended the College Faculty Forum.

Brenda Woodard

• Began new assignments in the media area. Met with Jennifer Lenhart several times before her departure on realignment of several of her duties. Now working with Ashleigh Gallant and Camera Greenhaw on various aspects of media/PR.