February 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.

- Twice a year I take a few days to visit my Mother who is in assisted care in Virginia Beach. February was one of this semi-annual visits and although keeping up with email while visiting, I returned to a stack of papers, email, and messages that made several of the post-visit days less than enjoyable.
- As you can see if you compare the development activities with previous months and years, it is increasing. Thanks to the good work of Susan Murray and Karen Frank we are getting ourselves organized, for the first time, and I feel confident that we are moving in the right direction.

University Meetings
- Feb 01: Met with Michael Pierce, discussing change plans for academic computing.
- Feb 05: With Barton Lee met with new Associate Provost in charge of Community Engagement, Dr. Linda Whiteford.
- Feb 07: Met with university officials and those most closely associated with the Paris Program and the Classical Music Festival, discussing procedures to ensure audit acceptability.
- Feb 13: Met with Ray Gonzalez and Raquel Perverini discussing ADA compliance in the new Music Building.
- Feb 14: Attended portion of the new Board Member of the Foundation session.
- Feb 14: With Barton Lee attended the Academic and Campus Workgroup.
- Feb 15: Attended the USF Foundation Winter Board Luncheon and meeting.
- Feb 18: Attended the Deans’ Council meeting.
- Feb 18: With Jack Wilkins, Wade Weast, and the Music Building architect presented the plans for approval to the President and Provost.
- Feb 28: Met with architect representative and Wade Weast, Barton Lee, and I reviewed specific recommendations for changes to the music building design.

Events
- Feb 01: Attended the Outstanding Graduate Thesis ceremony where ....
- Feb 02: Attended the scholarship concert by Franz Mantini at the Tampa Bay Performing Arts Center.
- Feb 06: Attended (unfortunately with very few others) the Faculty Forum and the research presentations by Kyoung Cho and Won Cho.
- Feb 07: Attended a Director’s Circle event for Graphicstudio and the Contemporary Art Museum.
- Feb 08: With Wally Wilson attended the USF/FSU MFA Graduate Student Exhibition in Tampa.
- Feb 08: Attended a special reception for the new provost sponsored by Dwayne Smith.
- Feb 13: Attended part of a noontime Richard Wernick lecture related to the Helps composition competition.
- Feb 14: Attended the Augusta Read Thomas lecture as part of the Helps Festival.
- Feb 15: Attended part of the Vivian Perlis lecture as part of the Helps Festival.
- Feb 17: Attended the USF Orchestra concert in St. Petersburg.
- Feb 20: Attended the last third of the Provost’s presentation at the Faculty Forum.
- Feb 20: Attended the Bay Area Saxophone Quartet concert in FAH 101.
- Feb 22: Attended the USF Dance Concert in Theatre II.
- Feb 27: Attended the Faculty Forum with presentations from Zoe Lang and John Carmichael
- Feb 27: Attended Taming of the Shrew
- Feb 28: Attended SYCOM evening in FAH 101

Administrative Activities
- Feb 04: Met with Ashleigh Gallant discussing the priority events for special marketing during the spring.
- Feb 04: Met with Wade Weast discussing personnel issues.
- Feb 04: Met with Brenda Woodard discussing USF at the Tampa Museum and budget issues in her area of responsibility.
• Feb 05: Met with Barton Lee discussing the following: Lobby in TAT; K-20 meeting; Outstanding Staff Award; Grid system for Art; Recruitment/Retention; and Peers Comparisons.
• Feb 06: Met with the Directors’ Council discussing the business of the College and more specifically procedures, events, directions of the arts at USF.
• Feb 06: Met with Stephen Ringo discussing the tasks of the College Technology Center and the options before the new Academic Computing Director.
• Feb 06: Met with the music building architects discussing the option of a wrap around choral seating behind the stage in Phase 2 of the building.
• Feb 07: Met with Brenda Woodard, Ashleigh Gallant, and Cam Greenhaw discussing details of the marketing assignments for the three.
• Feb 13: Met with Barton Lee discussing a variety of topics: The Faculty Advisory Council meeting which I missed; Fund transfers for scholarships; CASVA program; physical issues in the College; Lobby picture rail installation; the DMA; the Box Office Audit; and password changes.
• Feb 13: Met with Wally Wilson discussing fundraising opportunities, personnel issues, and NEC space.
• Feb 18: Met Music Theory candidate Aleksandra Vojcic.
• Feb 19: Met with Barton Lee discussing CAM water problems; Theatre lift; Curriculum issues; Rotating Endowments; Recruitment Scholarships; Retention; BRIT program; and summer school.
• Feb 19: Met with Music Theory candidate Jill Brasky.
• Feb 20: Met with Barton Lee discussing several administrative issues.
• Feb 21: Met with Music Theory candidate Lynn Burkett.
• Feb 21: Met with Marc Powers discussing summer school, budgets, rigor in evaluating.
• Feb 22: Met with Wade Weast discussing personnel issues, summer school, budget issues, and evaluation issues.
• Feb 22: Met with Barton Lee discussing 2008 Summer School schedule.
• Feb 25: With Barton Lee met with Directors regarding Summer School schedule.
• Feb 26: Met with Cheryl Harris discussing the HEADS projects and the cost of mailings.
• Feb 26: Met with Barton Lee discussing a host of issues from summer school to budget to deadlines to personnel issues.
• Feb 26: Met with Wendy Babcox and Wally Wilson discussing scheduling to accommodate artistic needs.
• Feb 26: Met with Karen Frank, discussing content of a presentation to the “Thus Far” faculty group.
• Feb 27: Met with Stephen Ringo discussing technology systems issues.
• Feb 28: Met with Barton Lee discussing the Strategic Plan document and format/context changes necessary as a consequence of current fiscal conditions preoccupying the University.
• Feb 29: Met with Cheryl Harris discussing budget allocations to College Development and College Marketing/PR.
• Feb 29: Met with Wade Weast and Barton Lee discussing personnel issues.
• Feb 29: Met with the Directors and others for a presentation by Fanni Green regarding the recruitment and retention of Faculty of Color.

Development Activities
• Feb 05: Met with Susan Murray and Karen Frank discussing issues related to fundraising.
• Feb 07: Met with one of the major donors within the College.
• Feb 08: Attended the University Campaign Committee with Susan Murray. The meeting addressed initial preparations for the capital campaign.
• Feb 13: Met with Lee Williams and Susan Murray discussing University Advancement evaluation of fundraising in the College, and organizational changes.
• Feb 13: Met with Susan Murray and Karen Frank discussing details of proposals.
• Feb 15: Attended the inaugural dinner meeting of the 1956 Society composed of those giving $1 million or more to the University.
• Feb 19: Accompanied the President to a prospective donor visit with Margaret Miller.
• Feb 19: Met with Karen Frank discussing in-kind gifts and invitations.
• Feb 21: With Barton Lee and Susan Murray met with donors discussing projects and prospects.
• Feb 23: Attended an event hosted by a donor prospect.
• Feb 26: Met with Susan Murray and Karen Frank discussing prospects and strategies.
• Feb 27: With Barton Lee had meeting with major donor.
• Feb 29: Met with Jeff Robison, Margaret Miller, Susan Murray, Karen Frank, and Kristin Soderqvist discussing the details of a presentation to potential donors for CAM and Graphicstudio.

Community Activities
• Feb 20: Attended the monthly meeting of the Board of Trustees of the Tampa Museum of Art.
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 February provided responses and details to the floor plan development of phase 1 music facility. Additional the architectural team gave focused attention to developing the footprint for phase 2 requiring our review and comments. We anticipated that fundraising drawings for phase 2 -Performance Hall will be provided by the architect in March. The program documents for CAM/Graphicstudio/Graduate Studios expansion are developing thanks to the work of the college committee and facilities planning staff. It is anticipated that the draft program will be complete for presentation to the appointed university building committee by the end of March. This expansion program will be a fully fundraised project.
- Academic: Activities included: meeting with teaching committee to facilitate discussion on blackboard, course rubrics, and assessment. Additional activities included: coordinating of faculty forum presentations, submission of curriculum through the college to the university committees, assisting with final documentation required for DMA – Choral Conducting submission, and reviewing of catalog copy with Associate Dean groups.
- College Administration: It probably goes without saying but a significant portion of time was occupied with working on strategic plan actions, resource planning, and collection of comparative peer data in preparation for the realized and anticipated budget reductions. This work included discussions and submission of numerous reports including summer 2008 course offering planning documents to the Provost's Office. Responded to the remaining audit and compliance issues on box office operations. Developed procedures with the Controllers Office, Events and Production staff, and faculty producers on implementing new collection procedures included significant focus on our overseas programs. Reviewed and revised portions of the faculty and staff links on the college web pages. Spent time in developing and maintaining donor relations and represented the college in numerous VPA meetings and university councils and committees.

Karen Frank/Susan Murray

- Documentation of a deferred gift was received from a USF charter class alum to create two scholarships for CVPA. One scholarship is designated with preference to music; the second will rotate through the disciplines. This documentation reflects the increased value of the gift at $500,000.
- A presentation to the USF Association of Retirees at their annual luncheon has been arranged to spotlight CVPA. The Dean's discussion will feature a presentation by Merry Lynn Morris from the School of Theatre and Dance.
- The event to preview the future plans of the visual arts was held on March 2nd at the home of a prominent Tampa family. It was very well attended by potential prospects to our college. Calls and follow up visits will be scheduled to further the discussion for support of the visual arts at CVPA.

Ashleigh Gallant

- After Jennifer's departure, Cameron and I reevaluated the marketing strategy she had in place. We developed a refined marketing strategy based on target markets. The marketing strategy then identifies the best way to promote and communicate to those markets. We have implemented the first stages of this strategy by expanding "Did you Knows..." refining community calendar mailing lists to cut costs, refining Blackboard communication with students, and having bi-weekly meetings with Beau to keep up with changing event schedules.
- Jennifer's Arts Newsletter was a very effective tool for communicating with faculty, staff, students, friends, and family. The problem with that newsletter was that it was only distributed once per semester. Cameron and I have met with several people on campus about newsletter formats and are in the process of developing a newsletter that will be distributed once per month.
- After Jennifer's departure, Cameron and I wanted to find effective ways to implement the Marketing Strategy and find new outlets for communication. We met with members from University Relations, and the Alumni Association; we are now in the process of refining our community calendar listings and promotion of faculty, staff and students accomplishments.

Cheryl Harris

- Attended several meetings to discuss financial planning for VPA summer study abroad courses. Eric Walden, USF Treasurer, and Ray Androne, Assistant USF Controller met with us to talk about cash advances for on-site expenses for the programs.
- Prepared and submitted an Educational Business Activity and Business Plan to update the existing Paris Summer Program Agency account. VPA has requested that the agency account become the "VPA International Studies/Tours Program" account for management of all of the cash operations for the VPA study abroad summer programs.
• Attended meeting with the Academic Affairs Workgroup (USF budget managers) to discuss the State of Florida revenue shortfall and the projected budget reductions that USF faces as a result of that shortfall.

**Carol Kerrigan**

• Represented the college for the first time at the Public Service Career Fair at the Marshall Center. Attended the first meeting of Stampede for Success for spring semester with representatives from the Admissions Office and other college representatives. Started making plans with the directors in each unit for the event which is on April 9th. This is a recruiting effort for juniors and sophomores who are interested in the arts.

• Participated in three webinars sponsored by the Professional Development Committee of CAA. They were: What Advisors & Administrators Need to Know to Assist GLBTQA Students, Promising New Practices that Dramatically Improve Student Engagement and Retention, and Coaching Students for Success.

• Attended the following meetings: Director's Council in CVPA, Graduate Coordinators, ARC, CAA Executive and General, Faculty Forum, ARC and Planning for Summer/Fall Orientation.

**Stephen Ringo**

• Met with Academic Computing and Computing Director’s for new Data Center planning

• Re-prioritized my duties and Kevin’s in order to keep up with website needs

• Tested disaster recovery efforts during blackout

**Heddie Sumpter**

• Payroll/Personnel: Followed up with certain units regarding completion of the annual faculty evaluation process in FAIR; the Dean has asked for the signed faculty evaluations to be submitted to this office by Thursday, May 15, 2008. Provided data for the completion of the Provost’s Office Requested Exceptions to the Hiring Freeze spreadsheet for staff and administration personnel actions through June 30, 2008. Began the paperwork to hire a Development Specialist.

• Faculty Searches: Continued to assist search facilitators with the faculty search process for the four searches that were approved by the Provost following the implementation of the hiring freeze. Submitted revisions to the Dean for the 2008/09 faculty recruitment process.

• Attended bi-weekly meetings with Dean Jones and Brenda Woodard regarding college-wide personnel matters. Met with Dr. Linda Whiteford, Assistant Vice President for Academic Affairs and Strategic Initiatives as it relates to my position as a member of the University Area Resource Center Advisory Board and as Chair of the Hillsborough County Community Action Board. I also attended several Black History Month events.

**Brenda Woodard**

• Assisted with the program for the Robert Helps Competition and Festival.

• Worked with Tampa Museum representative, CVPA directors, and faculty on the upcoming Sunday events series at the new temporary location for the Tampa Museum of Art.

• Along with other aspects of Jennifer Lenhart's job, collect the Did You Know…. entries. Please send information to your director about any wonderful involvements or accomplishments by you or your students so that it may be included in the DYKs.