October 2007

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.

- While the educational process is in full swing, the architects began the initial conversations regarding the new Music Building. I want to thank the Music faculty and especially Jack Wilkins for the hours of work leading up to the mid-October meetings. Three intense days of reviewing the specific needs of the School of Music and ensuring that the architects began the design stage with a full understanding of needs.
- The third week in this month, a once-a-year event, was the conference of the International Council of Fine Arts Deans. I was honored to be elected president for a 2008-2010 term.

College Meetings
- Oct 02: Met briefly with the financial officers of the College discussing the need for everyone to be alert to providing detailed and justifiable rationale for reimbursements and to be alert to any and all appearances of inappropriate fiscal management.
- Oct 03: Attended the initial meeting of the College Tenure/Promotion Committee.
- Oct 08: Attended the School meeting of Theatre/Dance.
- Oct 22: Attended the monthly meeting of the College Faculty Advisory Council. The discussion was focused on suggested changes to the Provost’s Summer Grants program.
- Oct 23: With a very few others attended the Faculty Forum, an introduction to BlackBoard.

University Meetings
- Oct 01: Attended meeting with Derrie Perez and Dean of Libraries candidate Bill Garrison.
- Oct 01: Attended and moderated sessions for the interview of the dean of USF Libraries candidate.
- Oct 01: Attend the final third of the Council of Deans meeting discussing International Affairs at USF.
- Oct 02: Attended with Kevin Toso a session with Dean of Libraries candidate.
- Oct 02: Met with the Provost discussing issues related to the two candidates for dean of USF Libraries.
- Oct 02: Met with the Search Committee and interviewed Library Dean Candidate Bill Garrison of Syracuse.
- Oct 03: Attended the President’s State of the University address.
- Oct 04: Attended the BoT Health Sciences and Research Workgroup.
- Oct 04: Attended the BoT Academics and Campus Environment Workgroup.
- Oct 08: Attended the Executive Committee meeting of Internet2.
- Oct 15: Met with the Deans’ Council and celebrated the appointment of Renu Khator at President of the University of Houston.
- Oct 23: With two other College deans met with doctoral students enrolled in EDH 6051, Higher Education Leadership.

Events
- Oct 02: Attended the USF Wind Ensemble concert in Theatre 2.
- Oct 03: Attended the USF Jazz Ensembles I, II concert in Theatre 2.
- Oct 07: Attended the USF Symphony Orchestra in Theatre 2.
- Oct 10: Attended John Byrd’s Faculty Forum presentation on his creative research.
- Oct 11: Attended Rocky Horror Show with narrator Judy Genshaft taking center stage.
- Oct 13: Attended the USF-UCF football game and the halftime Marching Band show.
- Oct 21: Attended the USF Choral Concert at the Forrest Hill Presbyterian Church.
- Oct 26: My wife, Carol, and I hosted a Halloween breakfast for those in the College offices.
- Oct 26: Attended the symposium associated with the November show at the Contemporary Art Museum, Homing Devices.
- Oct 28: Attended the Fall Dance Concert in Theatre I.
**Administrative Activities**

- Oct 02: Met with Brenda Woodard discussing content of a fact sheet she is preparing to profile the College.
- Oct 03: Met with the Directors’ Council discussing the priorities of the college.
- Oct 03: Met with Stephen Ringo discussing internet2, cost reductions, and decentralization of technology.
- Oct 04: Met with Wally Wilson discussing the strategic plan of the College and of his School.
- Oct 08: Presented to Wade Weast’s Honors Class on the topic of perception and its relationship to the phenomena of the arts.
- Oct 09: Met with Cheryl Harris discussing budget issues.
- Oct 09: Met with Barton Lee, discussing the evaluation of research.
- Oct 09: Met with the new building team from the college, he architects, the construction manager, and the USF facilities personnel discussing the program developed by the faculty of the School of Music.
- Oct 10: Met again with the team which conducted the verification of program for the new Music Building.
- Oct 11: Met for a third day of work with the architects in verifying the program for the Music Building.
- Oct 12: Met with Jennifer Lenhart and Karen Frank discussing the options related to the support position for the two offices.
- Oct 12: Met with Marc Powers and Barton Lee regarding the planning of a video toast to the Tampa Museum.
- Oct 12: With Barton Lee met with three of the new faculty in the College: Kerry Glamsch, Jason Winfield, and Merry Lynn Morris.
- Oct 12: Met with Barton Lee discussing rationale for prioritizing programs within the College.
- Oct 12: Met with Wade Weast discussing the New Building, program priorities, personnel issues, program issues, and other topics of concern related to the School of Music.
- Oct 15: Met with Margaret Miller discussing program priorities, entertainment reimbursements, the report to the Taskforce on Budget, and fundraising.
- Oct 22: Met with Wally Wilson and Margaret Miller discussing synergistic opportunities existing between the School of Art/Art History, Graphicstudio, and the Contemporary Art Museum.
- Oct 23: Met with Bob Sullen discussing a variety of issues related to undergraduate education.
- Oct 23: Met with Barton Lee discussing technical details related to the university’s toast to the Tampa Museum of Art, the criteria for awarding the “graduating with distinction”, Stampede for Success, tuition waivers, and recruitment.
- Oct 23: Met with Bob Ballard and viewed the options for displaying graphic images in the lobby of Theatre I.
- Oct 23: Met with Angel Arcelay and Danny Rafalano regarding the University website and links. Also attending the meeting were Wally Wilson, Stephen Ringo, and Barton Lee.
- Oct 23: With Barton Lee met with Kyoung Cho, Zoe Lang, and Won Cho discussing their concerns and experiences during the first half of their first term at USF.
- Oct 25: Met with Victor Fung discussing his Center for International Music Education and the relationship of the PhD in Music Education to the College strategic plan.
- Oct 25: With Barton Lee, met with John Carmichael discussing his activities since arriving at USF, his concerns, and issues related to funding for the Marching Band.
- Oct 25: Met with Marc Powers and Barton Lee discussing evaluation issues.
- Oct 26: Attended the School of Music Building Committee meeting discussing both cutting and adding options.
- Oct 29: Met with Dan Gardner and Barton Lee with Kevin Maroney to update ourselves on the PowerPoint draft to the Board of Trustees on Research in the Arts.
- Oct 29: Met with Michael Pierce discussing his vision for academic computing and technology services.
- Oct 29: Met with Brenda Woodard and Heddie Sumpter discussing personnel and development issues related to the two.
- Oct 29: Met with Wade Weast, Jack Wilkins, and Barton Lee discussing Music Building space options in preparation for the next meeting with the architects and the construction manager.
- Oct 30: With the assistance of Marc Power, Barton Lee, and Beau Edwardson (and members of the Rocky Horror Show) we produced a video toast to the Tampa Museum of Art that will be shown at the closing celebration of the Museum in January.
- Oct 30: Met with Barton Lee discussing the Music Building, Graduate enrollments, graduate waivers, Stampede for Success, “distinction” for selected graduates, class enrollments report, an equipment fee, and the definition of good teaching.
- Oct 30: Met for the afternoon with the Music Building architects.
- Oct 31: Met all day with the Music Building architects.
Development Activities

- Oct 04: Attended the Collections Club reception for Arturo Herrera, Graphicstudio artist in residence.
- Oct 09: Met with Susan Murray and a patron of the College.
- Oct 15: Met with Margaret Miller, Susan Murray, and Karen Frank discussing strategies related to Graphicstudio, the Museum, and later, the School of Music.
- Oct 22: Met with Karen Frank discussing the infrastructure for support of development within the College.
- Oct 23: Met with Jeff Robison, negotiating the retention of Karen Frank as Assistant to the Dean and Assistant Director of Philanthropy and the transfer of Susan Murray as the major gifts officer and Director of Philanthropy for the College.
- Oct 27: With Wade Weast met with patrons expressing our gratitude for their gift to the arts.
- Oct 30: Met with the leadership of the Master Chorale discussing the fundraising partnership for a new Music Hall.
- Oct 31: Met with donors updating them on the College.

Community Activities

- Oct 30: Met with the Search Committee for the Director of the Tampa Museum.

National Activities

- Oct 08: Met with the Executive Director of ICFAD, discussing the national conference, registrations, and program; also discussed budget and personnel issues.
- Oct 16-20: Attended the ICFAD annual conference, co-moderating a session on Deans Helping Deans and presented in a session on Tenure/Promotion.
- Oct 25: Met with Executive Director of ICFAD discussing budget issues and programming issues.

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: The kickoff meeting and 3 days of program verification meetings for the Visual and Performing Arts Teaching Facility – music building - were held in the second week of October. These meetings included the two architectural firms (Hanbury, Evans, Wright, Vlattas + Company and Performance Architecture), consultants, construction management representatives (Skanska), USF Facilities Planning, and CVPA committee. At the end of October the group reviewed program considerations and verified space allocations against occupancy loads and acoustical considerations of volume and proportions. This resulted in added square footage and cost increases. The team then worked to resolve the program against cost estimates. The group assembled again on November 6-8 with revised estimates and design considerations. In the interim, between the meetings, the School of Music Building Committee has been actively engaged in identifying potential consolidations and cuts and developing inventory lists for the FF&E (furniture, fixtures, and equipment). CAM, Graphicstudio, and Visual Arts met with Facilities Planning to being the process of developing a program document for expansion and build outs to CAM and FAH. This proposal as planned is not a part of the state PECO funding and will be funded through private fundraising. TAT lobby is in the final stages of completing the first phase of a new look with new box office, furnishings, paint, monitors, sun screens, etc. In FAH the ADA ramp has been completed and a new AC unit has been installed for one drum pod. A second unit is on order for the other drum pod.
- Academic and Professional: Dean Jones and I attended the International Council of Fine Arts Deans Annual Conference in Charleston. This was an exceptional conference with a very busy and energizing set of conference sessions and workshops. I organized and moderated a discussion session on Associate Deans as Change Agents: Innovation – Transition – Transformation. Some of the sessions and workshops included fundraising; research universities deans helping deans; career development taskforce; professional development workshop dealing with conflict resolution; diversity task force; recruiting and retaining arts educators; innovations and new directions task force; and many others. At the organization’s business meeting, Dean Ron Jones was elected as the President-Elect which transitions to a 2 year term as President of the organization starting next year.
- College Administration: Being in the heart of the semester I have maintained a busy schedule of college and university wide committee and council meetings along with individual and group meetings with faculty and staff. Among other activities we hosted faculty forums during this month; meetings with our new faculty; tenure and promotion applications came to the college at the beginning of October; work has continued on strategic planning...
and program initiatives; and enrollment head count, SCH, and budget remain as constant front burner items as we plan for the spring and submit projections for future years.

Karen Frank
- We are pleased to announce that Susan Murray will join us full-time as our major gift officer and Director of College Philanthropy. Susan has been serving as part of University Advancement’s Central Development Team for the last several months. She came to USF from Southern Connecticut State University where she held the position of Interim Vice-President for Advancement. Susan’s focus will be on developing solicitation opportunities specifically for major gift fundraising at CVPA.
- Last month, we worked with two major gift donors to accept gifts of stock to benefit both the School of Music and Contemporary Art Museum. We have added another two major gifts of $100K each into solicitation and have a $25K gift agreement pending signature by the donor.
- The scholarship luncheon will be held on Thursday, November 15th, in Theatre I. This year’s speaker will be Skip Thomas, a USF Alumnus, who has recently created an endowed fund to benefit a student in the School of Music.

Cheryl Harris
- VPA Hosted a Purchasing Training session for all VPA Fiscal Managers.
- Attended the Graphicstudio Cash Collections meeting with University Comptroller’s representatives regarding the receipt of revenue checks from Graphicstudio sales.
- Met with representatives from the USF Foundation regarding 2007/08 Quarter I budget vs expenditures.

Carol Kerrigan
- Represented the college at the NACAC National Visual & Performing Arts College Fair which was held for the first time in the Tampa area at the Sun Dome. I visited with many students from the surrounding area interested in the arts. The names I got will be going into a data base in Admissions for future mail outs.
- Attended an all day retreat for the Council on Academic Advising sub-committee. The sub-committee members are the coordinators and directors of each college advising area. We had a pretty lengthy agenda but managed to cover all the items and approved some important changes.
- Facilitated our first Stampede for Success event for interested freshmen and parents. Attended the following meetings: Associate Dean’s, Academic Regulations, Orientation, Council on Academic Advising, and our Advising Staff meeting.

Jennifer Lenhart
- Designed and developed text for the November edition of AlumNews. Developed Marketing and/or publicity, coordinated bulk mailings associated with priority events, and developed copy for press on/off campus for events. Developed posters, postcards and/or press releases for opera, Talk of the ARTS, Helps prize, Mantini, and MNJS. Developed print ads for Talk of the Arts. Coordinated media coverage for MNJS, Talk of the Arts, Jerry Saltz, Patricia Caicedo, and Looking at Jazz.
- Developed the November and December/January postcard calendar. Worked with the Arts Council to have CVPA events placed for the new year. Worked with photographers on taking CVPA photos for the month. Met with UR publicity and photography staff on upcoming CVPA events.
- Coordinated efforts on the faculty and staff bio books and the CVPA photo database. Promoted faculty forums, worked with University Relations IT department on improving the presence of the arts on the USF website and coordinated efforts with Arte promotions.

Stephen Ringo
- Implemented new Linux based LAMP server to further secure our web sites
- Updated new SPAM tagging solution with newest spam formats
- Configured email server to support Windows Mobile 6 devices

Heddie Sumpter
- Payroll/Personnel: Met with representatives from Development, Marketing and the Dean’s Office regarding their vacant position, gathered data, and ran queries related to salaries and other relevant criteria.
- Faculty Searches: Consulted with the Marketing Department of University Relations and Central HR regarding faculty search advertisement requirements. Met with Amy Fletcher, SOM Search Facilitator regarding her unit’s advertising as well as the college-wide ads. Conferrred with Dean Jones regarding faculty search committee compositions. Contacted the Black Faculty & Staff Association and the Office of Diversity & Equal Opportunity Affairs for recommendations regarding diverse faculty members.
• Met with Dean Ron Jones & Brenda Woodard regarding present and future personnel actions in the College. Attended a Title IX Meeting, the University Area Social Service Center Advisory Board Meeting and Chaired the Hillsborough County Community Action Board Meeting.

**Brenda Woodard**

- Worked on a college fact sheet to be used for development purposes.
- Continued activities on college history and became designated liaison relative to collection of publication materials to be held in the archives of the Library.
- Met with the Dean and Heddie Sumpter about personnel issues.