May, June 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.

- Both symbolically and in actuality the first few days of May (Commencement Celebration, Undergraduate Commencement, and Graduate Commencement) underscore why we are here, what we are trying to do, and remind us of the values that guide us as we engage in teaching, research, and service.
- Mid-May through June was marked by budget and reorganization issues that kept not only the dean and associate dean busy but also preoccupied a number of us in administrative and administrative support positions.
- June comes to an end with all of us anxiously awaiting the resetting of the budget, but we must wait a bit longer before we will know the level of resources we have for the academic year.

University Meetings
- May 12: Met with the Deans’ Council, discussing the following: Legislative and budget update; budget reduction planning; emerging initiatives; conversion of non-tenure track positions to tenure-earning; internal search for an Interim Dean of Graduate School; annual reviews of the colleges and the deans; F&A distribution; representatives to the Office of Research and Innovation Board of Advisors, and the Leadership Retreat.
- May 20: Met with the Deans to hear the budget cutting/reorganization presentation scheduled for public release on May 21.
- May 21: Attended the President’s presentation on budget cuts to the Senate.
- May 21: Attended the President’s presentation on budget cuts to the Board of Trustees.
- Jun 02: With Barton Lee met with the Facilities staff and the Music Building architects, discussing budget challenges during the design development stage for the building.
- Jun 03: With Barton Lee met with the Provost and his staff for the evaluation of the College.
- Jun 05, 06: Attended the two-day Provost Retreat held at the USF Downtown Center. The retreat focused on budget and strategic planning.
- Jun 09: Attended the Deans’ Council, discussing budget rules set by the Provost and reorganization issues.
- Jun 12: With Barton Lee attended the meeting of the Board of Trustees.
- June 17: With other deans interviewed candidates for the interim position of Dean of the Graduate School.
- June 17: Attended the College session with Parents for summer orientation.
- Jun 23: Attended the Mix and Mingle for summer orientation.
- Jun 24: Presented to the Parents Session at the summer orientation.
- Jun 26: Attended the summer orientation Mix and Mingle for prospective students and their parents.

Events
- May 02: Presided over the 2008 College Commencement Celebration.
- May 03: Participated in the Undergraduate and Graduate Commencement Ceremonies in the SunDome.
- May 04: Briefly attended the Cameron Gainer reception at the Botanical Gardens.
- May 13: Attended the Outstanding Staff Awards ceremony in Theatre I, with receipt of an award by Carol Kerrigan.
- May 25: Attended the retirement celebration for Annetta Monroe.
- May 27: Attended the “dress rehearsal” of the string trio (Svetozar Ivanov, Scott Kluksdahl, and Carolyn Stuart) in preparation for their European concert tour.
- Jun 20: Attended the opening of the Rauschenberg and Roger Palmer shows at the Contemporary Art Museum.
May 01: Met with an unhappy retired faculty member who felt overlooked and ignored relative to the activities of the unit to which he had dedicated his professional career.

May 01: Met with Michael Pierce, discussing the fate of our College IT and its personnel.

May 01: Met with Barton Lee and Carol Kerrigan reviewing the final script for the May 2 Commencement Celebration.

May 02: Met with Cameron Greenhaw, discussing a new approach to the CVPA website so it might imitate MyYahoo.

May 02: Observed the meeting of the School of Music Building Committee as they discussed reduction priorities.

May 05: Met with Brenda Woodard and Heddie Sumpter, discussing personnel issues and marketing/PR.

May 05: Met with Ashleigh Gallant discussing marketing strategies.

May 05: Met with Barton Lee and Cheryl Harris, reviewing the design of a peer data form to be sent to select universities for comparative data related to the operations of the Dean’s Office/College Central.

May 06: Met with Cheryl Harris, discussing the budget for the Commencement Celebration, printing costs, and budget priorities for 08-09.

May 07: Met with Cameron Greenhaw, discussing marketing.

May 07: Met with Directors’ Council, discussing the following: news media interview guidelines; fundraising goals for the College; iTunes projects; Talk of the Arts; marketing challenges; inquiry-based environment; goals and money; performance measurements to know if we are moving forward.

May 07: Met with Stephen Ringo, discussing technology issues related to the College.

May 07: Met with Barton Lee, discussing data sharing and SAT recruitment.

May 07: Met with Karen Frank, discussing job description.

May 08: Met with Ashleigh Gallant and Cameron Greenhaw, discussing transitioning from marketing to a primarily communications/PR service by the Dean’s Office.

May 08: Met with Marc Powers (three week meeting), discussing the name of the College, Talk of the Arts, faculty attendance at arts events, and personnel issues.

May 09: Met with Barton Lee and Bill Kearns, discussing Kearns’ meeting in Washington, D.C. with Tim Michaels, head of the UK’s equivalent to Internet2, JANET.

May 09: Met with Wade Weast (every 3-week meeting), discussing JANET, personnel issues, the Rutenberg Chamber Music Festival, sub-groups within the School.

May 09: Met with Barton Lee and Wade Weast, discussing the provisions set forth in a draft agreement between USF and the Master Chorale.

May 09: Met with Victor Fung, discussing the need for space for the Center for Music Research in the new Music Building.

May 12: Met with Ashleigh Gallant for weekly meeting discussing marketing/communications/PR.

May 12: Met with Barton Lee, Cheryl Harris, discussing the budget priorities of the College.

May 12: Met with Wally Wilson, discussing his visit to London and the potential for him to meet with the head of the UK Internet2, called JANET.

May 13: Met with Barton Lee, discussing the following: IRA comparative data; Honors Colloquium; DMA in Choral Conducting; OSU data; budget priorities; recruitment strategies; and outcomes/measures of progress.

May 14: Met with the College Staff (formerly USPS). In addition to answering questions, made a brief presentation on the status of the budget, the need to change College Bylaws, the Strategic Plan of the College, and Toward Greatness.

May 15: Met with those in the Administrative classification, formerly A&P, per the directions of the College Bylaws. Discussed budget, Bylaws, Strategic Plan and Toward Greatness, etc.

May 16: Met for three week meeting with Margaret Miller, discussing issues related to IRA.

May 19: Met with Ashleigh Gallant, discussing marketing and PR activities.

May 19: Met with Brenda Woodard and Heddie Sumpter, discussing personnel issues and the webmaster search.

May 20: Met with Barton Lee, discussing the following: Scholarship Luncheon, the DMA, and the discussing what occurred in the Associate Deans’ meeting.

May 20: Met briefly with Barton Lee and Cheryl Harris, discussing the budget reductions and reorganization.

May 20: Met with Cheryl Harris, discussing budget priorities for next year.
May 21: Met briefly with Cameron Greenhaw (once per week), discussing Toward Greatness and the college “hedgehog.”
May 21: Met with the Directors’ Council, discussing the following: the merger of Architecture; summer meeting dates, leadership questions; budget update; Commencement Celebration; events calendar; Welcome Back Event; Taste of the Arts; and reorganization.
May 27: Met with Karen Frank and Susan Murray (biweekly meeting), discussing the merger of Architecture with the College; the annual goal of College development; the Annual Fund; and the Scholarship Luncheon.
May 27: Met with Wally Wilson, discussing Artstor and the second position in the School of Art/Applied Studies Resource Center.
May 28: Met with Cameron Greenhaw (weekly), discussing Toward Greatness and the need to generate quality as the driving engine for the initiative.
May 28: Met with Charles Hight, Dan Powers, and Barton Lee, discussing the breadth of issues to be addressed in the merging of the School of Architecture and Community Design with the College of Visual & Performing Arts.
May 28: Met with the faculty of the School of Architecture and Community Design, discussing the issues faculty felt important in the transition of their School into the College of Visual & Performing Arts.
May 28: Met with Stephen Ringo (biweekly meeting), discussing the transition from college to university servers of our email service.
May 29: Met with Bill Garrison discussing partnerships between the Library and the College of Visual & Performing Arts.
May 29: Met with Cheryl Harris, reviewing the fiscal details related to the budget cuts and position sweeps for the purpose of confirming the details with the Provost’s fiscal officer.
May 29: Attended with Barton Lee the Academic and Campus Workgroup meeting of the USF Board of Trustees.
May 30: Met with Cheryl Harris, discussing the verification of data related to budget for both the College and for the School of Architecture.
May 30: Met with Wade Weast (three week meeting), discussing the Marching Band budget; Section funding from Provost; CMS automated communication database; the digitizing of jazz recordings project; the Director’s evaluation;
May 30: Met with Maria Crummett, Cathy Griffin, and Wade Weast, discussing the details related to the Classical Music Festival.
May 30: Met with Dwayne Smith, Wally Wilson, and Bill Garrison regarding the restoration of a Resource Center staff position and the transforming of a current Librarian position to an A&P position.
June 02: Met with Barton Lee and, by phone, Marc Powers, discussing courses to submit to the Provost for funding consideration.
June 02: Met with the grandson of one of the University’s Trustees who holds a MA in Art History and requested some career counseling.
June 02: Met with Brenda Woodard and Heddie Sumpter, discussing personnel issues related to the budget cuts, new hires, and diversity issues related to the College.
June 03: Met with Cheryl Harris, discussing auxiliary activities and the budget history of Architecture.
June 03: Met with Ashleigh Gallant, discussing messaging, Good to Great, PR, and limited work at home permissions.
June 03: Met with Wallace Wilson, discussing positions to be established, JANET, and the Gulf Coast Museum.
June 09: Met with Penny Phillips, Heddie Sumpter, and others and a candidate for budget layoff.
June 10: Met with Penny Phillips, Heddie Sumpter, and others and another candidate for budget layoff.
June 11: Met with Dan Powers and Barton Lee, discussing issues related to the merger of Architecture and Community Design with the College of Visual & Performing Arts.
June 11: Met with Cam Greenhaw, discussing the faculty books.
June 11: Met with Stephen Ringo, discussing issues related to IT at the college and university level.
June 11: Met with Wally Wilson, discussing measures of quality.
June 12: Met with Charlie Hight, discussing issues related to Architecture and Community Design and the merging of the School into the College.
June 12: With Barton Lee met with Architecture/Community Design faculty member Stan Russell, discussing his views of the organization and future of the School.
June 16: Met with Ashleigh Gallant, discussing college messages to project, marketing, and publicity.
June 16: Met with Brenda Woodard and Heddie Sumpter, discussing issues related to HR and the webmaster search.
• Jun 17: Met with Cheryl Harris, discussing organization issues and reconciling of the budget cuts.
• Jun 17: Met with Barton Lee, discussing the capital campaign; CASVA advertising for architecture; ticket prices; orientation; the auxiliary, and College Bylaws.
• Jun 18: Met with Cameron Greenhaw, discussing details of the faculty catalog and ICFAD.
• Jun 20: With Marc Powers held our tri-weekly meeting, discussing matters: Cultural Encounters, faculty replacements, and measures of quality.
• Jun 20: With Reggie Joseph met with parents at summer orientation.
• Jun 20: With Wade Weast held our tri-weekly meeting, discussing the Provost’s meeting with Chairs, the stipend for the Associate Director, measures of quality, and the Florida Orchestra.
• Jun 23 Met with three of the Architecture and Community Design faculty editing the mission, vision, goals, and values so the School could more easily fold into the College.
• Jun 23: With Barton Lee met with David K. Williams, discussing the budget reset committee and issues related to it.
• Jun 23: Met with Ashleigh Gallant, discussing branding message, definition of marketing, and audience surveys.
• Jun 24: Met with Barton Lee for our weekly meeting, discussing tenure/promotion; director evaluations; SCH production; tasks; merging Architecture.
• Jun 24: Met with Kevin Maroney, discussing his relationship to the College as he transitions to the University IT organization.

Development Activities
• May 02: Briefed former President Frank Borkowski on the new Music Building.
• May 08: Met with Lee Williams, discussing the classification of development personnel.
• May 16: Every two week meeting with Susan Murray and Karen Frank. Discussed prospects and strategies.
• May 20: With Susan Murray met with Board of Trustees prospect.
• Jun 02: Hosted a birthday luncheon for one of the College patrons.
• Jun 04: Met with the leadership of the Florida Orchestra (Executive Director, President, and President Elect) to discuss the extent to which TFO will offer a positive assessment for the fundraising effort for USF’s Concert Hall; we explored ways in which partnerships could be developed.
• Jun 06: Attended the Green and Gold celebration for patrons at the Allen Society level.
• Jun 11: Met with Karen Frank and Liz McNamara, discussing the new approach to annual giving at the Foundation level.
• Jun 16: Met with Karen Frank, discussing a telemarketing letter, the scholarship luncheon, the faculty/staff goal, and the possibility of doing a Bull Country event to make the College more visible.
• Jun 24: Met with Susan Murray and Karen Frank, discussing fundraising strategies and prospects.

Community Activities
• May 02: Attended and Chaired the Collections Committee of the Tampa Museum of Art.
• May 08: Attended the Governance Committee meeting of the Tampa Museum of Art.
• May 14: Attended the Tampa Museum of Art Executive Director Search Committee meeting.
• May 21: Attended the Board of Trustees meeting of the Tampa Museum of Art.
• May 30: With Wade Weast met with Judy Lisi (Executive Director of the Tampa Bay Performing Arts Center), discussing the new Music Building and the various programs within the School of Music.
• Jun 03: Attended an interview of one of the candidates for the Directorship of the Tampa Museum of Art.
• Jun 07: Visited the new and ready-to-construct StageWorks site at Kennedy and 11th Street.
• Jun 09: Attended an interview of one of the candidates for the Directorship of the Tampa Museum of Art.
• Jun 10: Attended the Hillsborough Arts Council symposium on the Renaissance Generation at the Tampa Bay Performing Arts Center.
• Jun 16: Attended the interview of a candidate for Director of the Tampa Museum.
• Jun 18: Attended the Tampa Museum of Art Board of Trustees meeting.
• June 18: Attended an interview of one of the candidates for the Directorship 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: The School of Music building has moved into the design development phase. At this point we anticipate ground breaking sometime early 2009. The CASVA (Center for Advanced Study of the Visual Arts) project was approved by BOT action and will be advertised in July with the selection of an architectural firm anticipated in October. The CASVA project and the phase 2 (1200 seat concert performance hall) will be supported fully by fundraising and state match. With the addition of the School of Architecture and Community Design, we add to our college list a 3rd fundraising building project that has been underway for a period of time. Our newest member school is currently located on the 1st, 3rd, and 4th floors of the HMS building across the street from the campus recreation center. During June I served on an academic affairs committee reviewing candidates for the Facilities, Planning, and Construction Director position recently vacated by Ron Hanke.

- Academic and Professional: Summer new student orientation has arrived, and in similar fashion to the last two years, I have participated in a family meet-and-greet and a parent orientation. As part of this orientation we presented the college video, and along with Reggie Joseph, presented a short program on the academic programs in the college. In early June I attended a state-wide FHEAN (Florida Higher Education Arts Network) meeting that focused primarily on how each the institutions and the arts in particular, across the state, were approaching budgeting and planning for the 2008-09 AY.

- College Administration: Favorite activities of the year include the college graduation celebration and commencement celebrations which occurred in the first days of May. This year we had the largest number of students participate in the college celebration and a special thank you to all who attended and participated on stage for the introduction of the graduates and for the final “canonization” of the graduates. With the challenging and time-consuming budget issues, this has proven to be a very busy summer with new procedures implemented for hiring and expenditure approvals. Although the School of Architecture and Community Design did not officially become a school in the college until July 1, we held preliminary meetings in June with the leadership and have been meeting and welcoming our new faculty and staff colleagues to VPA.

Karen Frank

- After more than a year of requisite paperwork and follow-through, the $50,000 State Match for the Kay & Fred Meyer Family Scholarship in Music has been approved. That will bring this endowed fund to a sustainable level that will earn enough funds for several generous scholarships annually.

- As part of our mission, the development team helps inform donors about the wide variety of options for establishing a gift, from cash and stock gifts to trusts and annuities. This type of giving not only benefits the College, but also provides donors with ways to safely secure their investments and plan for their future. A recent estate gift, received from a charitable trust, is an excellent example of the increasing success of these ongoing efforts.

- Each year, the development team is charged with reaching a certain fundraising level. We are pleased to report that, at this time, we have reached nearly 94% of our goal. Additional anticipated gifts, already in process, may help us reach our goal by the end of this fiscal year (June 30).

Ashleigh Gallant

- Attended “RenGen” workshop about how marketing and promotions are changing in this high-tech, high involvement society.

- Held meetings with Lorie Briggs, Resident Life and Student Involvement about how the arts can collaborate more with on campus entities.

- Organized and attended orientation showcases to market CVPA events and exhibits to incoming students, as well as collaborated on a project with the office of New Student Connections on campus to try and bring greater awareness of CVPA to new students.

Cheryl Harris
- Prepared and submitted 2008/09 Foundation Operating Budgets for all VPA Foundation funds, 2008/09 Endowed Chair Budgets for Holloway, Golding and BRIT and 2008/09 Auxiliary Operating Budgets for all VPA Auxiliary funds.
- Arranged meeting with Purchasing, Audit and Compliance, School of Music, and USF Payroll regarding payment of Independent Contractors in the School of Music (i.e. guest artists, musicians, clinicians, etc.)
- Prepared and submitted FAST upload formats for 2008/09 E&G Base Operating Budgets and beginning E&G Carry Forward Budgets.

**Carol Kerrigan**

- Coordinated the Graduation Celebration Event. This year we had the most guests and students than ever attend. Certified the graduating students for spring 2008. Attended many orientation meeting getting ready for the summer/fall new student orientation sessions.
- Participated in a video to be shown at the Advising Conference hosted by the Council on Academic Advising. Attended the all day Advising Conference and help facilitate one of the workshops. Attended the Council of Academic Advising, and the Academic Regulations committee meetings.
- Participating in the summer/fall orientation Mix & Mingle with parents of new students. Facilitating the orientation briefing and coordinating the advising/registration of all new freshmen and transfer students for summer/fall. Met and assisted students with petitions who were on CLAST or academic dismissal holds.

**Stephen Ringo**

- Migrated the email server to main campus IT
- Setup mock SharePoint environment
- Preparing infrastructure for IT management re-organization

**Heddie Sumpter**

- Payroll/Personnel: Researched/resolved issues and completed paperwork related to but not limited to: position classification & compensation, performance evaluations, comparative salary analysis, the equity accountability plan, and the affirmation action plan. Participated in the layoff process for 2 staff members. Processed various personnel actions for faculty, staff and administrative positions approved through the exception to the freeze process including position posting, advertising form, waiver of advertisements and letters of offer.
- I represent the University Area Community Health & Human Services Advisory Board on the Hillsborough County Community Action Board (CAB) and now Chair the CAB monthly Board meetings. I received a Proclamation in Honor of National Community Action Month from the Hillsborough County Board of County Commissioners. Attended the 2008 Annual Florida Association for Community Action Training Conference in Coral Springs. Participated in the 2008 CVPA Graduation Celebration.

**Brenda Woodard**

- Continued to work on college history, pulling information to create master listing of important events from 1960 – 1983.
- Met four times w/Ron Jones and Heddie Sumpter to discuss personnel issues, searches, budget cuts, pr/marketing.
- Processed DYKs and worked on CVPA branding issues, which will change in the future as we welcome Architecture and Community Design into the college.