February 2009

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.

- A new name came to us early in this month and I suspect most of us are relieved that the decision has been made and we can move forward. While I made it clear to everyone that I was not emotionally or intellectually attached to any name put forth, I must admit that the simplicity and the “crispness” of our new name adds freshness and the capital “The” is quite a statement of who we know we are!
- By mid-month we had the honor of being the featured college at the annual John Allan Society gala celebration of the major donors to the university. “Dining with the Arts” was a tremendous success and we made many new friends as a result of the efforts of the Directors, the faculty and staff and students of the College.
- We ended February with most of our searches complete and successful, with special recognition for the arts coming from the Foundation and upper administration, approval of a Provost summer grant program, and the music building construction finally, after 34 years of waiting, beginning.

University Meetings
- Feb 02: Met with the Deans’ Council discussing budget issues, sustainability at USF, reviewing a presentation on the new College of Behavioral and Community Science, began reviewing the Consultant’s recommendations for the Graduate School.
- Feb 16: Met with the Provost and College Deans discussing President Obama’s Stimulus Package, the budget, Textbook costs, a sustainable level of support for the USF Research Office and enterprise, and Carnegie Classification data.
- Feb 16: With the other College deans met with President Genshaft, answering her questions regarding the academic affairs division of the University.
- Feb 26: Attended the Academic and Campus Environment workgroup of the Board of Trustees.

Events
- Feb 01: Attended Resident Artist Series featuring Scott Kluksdahl and Noreen Polera in FAH 101.
- Feb 02: Attended the Wendell Burnette Architecture lecture.
- Feb 05: Welcomed the participants in the Suncoast Music Education Research Symposium.
- Feb 05: Attended the USF Diversity Summit for a few hours.
- Feb 12: Attended afternoon lecture of Lyudmila German in FAH 101.
- Feb 12: Attended and participated in the Foundation John Allan Society Gala, presenting an overview of the arts and announcing publicly the creation of the College of The Arts.
- Feb 13: Attended the informal conversation with Rhonda Rider held in FAH 101.
- Feb 13: Attended the Piano Sensua and Helps Prize Premiere featuring the competition composition winner, Lyudmila German.
- Feb 16: Attended the Orchestra and Guests concert at TBPAC and the pre-concert lecture by Zoe Lang.
- Feb 17: Attended the Graphicstudio reception/roundtable on artist books.
- Feb 19: Attended the Directors Circle evening with Marysol Mieves at Graphicstudio.
- Feb 20: Attended the Spring Dance Concert in Theatre I.
- Feb 21: Attended the Bel Canto concert at Forest Hills Presbyterian Church.
- Feb 23: Attended the Monday Night Jazz in Music Recital Hall.

Administrative Activities
- Feb 02: Met with Barton Lee, Kevin Maroney, and Karen Frank reviewing video needs for the Feb 12 Dining with the Arts.
- Feb 02: Met with Kevin Maroney (weekly meeting) discussing IT tasks and other issues related to technology.
- Feb 02: Met with Heddie Sumpter regarding the Director of SACD search, the DEO Plan, and personnel issues.
Feb 03: Met with Barton Lee (weekly meeting) discussing the following topics: Phone Tree security; Promotion and advancement for research faculty; FAIR system; Computer allocation fund; FWSP allocations; Midpoint Review meetings; Summer schedule; Goals; Compact Plans; Merit; and NEC security issues.

Feb 04: Met with Cam Greenhaw discussing ICFAD mission statement; Tier 3 investments for ICFAD; CollegeMatters definition; ICFAD website; Dean’s Resource Site; and status of the Faculty Books.

Feb 04: Met with the Directors’ Council discussing equipment loan; FAIR system; Tenured and Tenure Track Faculty listing; 10% reduction of operational E&G; Invitation to the Foundation Board; Name of the College; the December Harvard Report related to the Arts; Dining with the Arts, and Compact Planning.

Feb 09: With Barton Lee interviewed finalists for two of the architecture positions.

Feb 09: Met with Margaret Miller (regular meeting) discussing budget issues, Rosenquist, meeting with the President, public art, agreement with the Provost, ArtNews, and Museum Studies.

Feb 09: Met with Kevin Maroney and Karen Frank reviewing the PowerPoint for the presentation on our College at the Dining with the Arts.

Feb 09: Met with Brenda Woodard and Heddie Sumpter discussing search schedules and the Diversity Summit.

Feb 09: With Barton Lee, Margaret Miller, and Barton Lee met with Albert Alfonzo and the university facilities folks discussing details of the Center for Advanced Study of the Visual Arts building project.

Feb 09: Met with Ashleigh Gallant discussing the March 1 performance of Bobby and the Chimps, the Alumni News from SAAH, and the key words used on our website.

Feb 10: Met with Cheryl Harris (regular meeting) discussing budget reports, P-Cards, and Travel Module.

Feb 10: Met with Barton Lee discussing grants, the searchers in SACD, the 20% hold on E&G budget, Salaries.

Feb 10: Met with George Ellis discussing the services and IT positions that operate in and for the College.

Feb 10: Met with Wally Wilson (3 week meeting) discussing budget issues, the Kennedy Residency program, personnel issues, management issues.

Feb 10: Met with the College photographer for another round of photos for pr purposes.

Feb 11: With Barton Lee interviewed two candidates for SACD positions.

Feb 11: With Barton Lee and Wally Wilson met with Dwayne Smith discussing tenure issues, new position opportunities, salary adjustments, and staff positions.

Feb 11: Attended the technical rehearsal for the February 12 Dining with the Arts.

Feb 11: Interviewed candidate for the Music Theory position.

Feb 12: Met with Kevin Maroney, synchronizing the PowerPoint with the narrative for the Feb 12 Dining with the Arts presentation.

Feb 12: Met with Marc Powers discussing the March 1 theatre event with the Shimbergs, the tenured faculty’s definition of and expectation of the Director; Graduate programs; and Budget reduction issues.

Feb 12: Met with Music Theory candidate Phillip Ewell.

Feb 12: Met with Wade Weast (three week meeting) discussing issues related to professional development.

Feb 12: Met with other participants and organizers of the Dining with the Arts event, testing microphones, sound, and cues.

Feb 13: Attended the meeting of student leaders throughout the College convened by Wallace Wilson.

Feb 16: Met with Music Theory candidate Ciro Scotto.

Feb 16: Met briefly with Carlos Rodriguez discussing the CoE assessment requirement.

Feb 16: Met with Ashleigh Gallant (weekly meeting) discussing change of College name requirements, GottaKnows, and a new photographer.

Feb 17: Met with Denis Calandra and Chris Steele discussing compact planning ideas.

Feb 17: With Barton Lee and Wade Weast met with Michael Timpson discussing issues related to tenure and promotion.

Feb 18: With Barton Lee met with Christopher Jarrett, candidate for Director of the School of Architecture & Community Design.

Feb 18: Met with Kevin Maroney discussing pending equipment inventory meeting from University IT.

Feb 18: Met with President Genshaft discussing the Faculty/Staff campaign, the special performance of Bobby and the Chimps, and other topics related to the college and university.

Feb 19: Met with Barton Lee (weekly meeting) discussing the following: faculty searches; diversity strategies; and the budget situation.

Feb 19: Met with Junius Gonzales discussing IDEO.

Feb 20: Met with Nina Contreras (weekly meeting) discussing the installation of a content manager on our website, Google services, keywords list for the web, banners and flyers, an alumni page, and a site for a student advisory council on the web.
Feb 20: With Ashleigh Gallant met with students for a class who is going to develop strategies for increasing general student attendance at selected events in the College.
Feb 20: Met with General Counsel discussing the College relationship to the Classical Music Festival organization.
Feb 20: Attended a portion of the School of Music faculty meeting.
Feb 23: With Barton Lee interviewed Director of School of Architecture & Community Design candidate Robert Mcleod.
Feb 23: With Wally Wilson met with Pierre Dutertre, prospective MFA in photography student.
Feb 23: Met with the Provost discussing design initiative, faculty awards, compact planning.
Feb 23: Met with Brenda Woodard and Heddie Sumpter discussing status of faculty searches.
Feb 23: Met with Ashleigh Gallant discussing curricular issues and characteristics of the units and the College.
Feb 24: Met with Cheryl Harris (every two weeks meeting) discussing budget issues of the College.
Feb 24: Met with Barton Lee (weekly meeting) discussing Commencement celebration, Covington and Smith awards, status of searches, personnel, and study abroad.
Feb 24: Met with the University Auditors including Margaret Miller and Randy Weast discussing the “post preliminary” report of risk assessment for Graphicstudio.
Feb 24: Met with Dwayne Smith, Barton Lee, and others to interview Director of the School of Architecture & Community Design candidate Robert McLeod.
Feb 25: With Barton Lee met with Levent Kara, candidate for the SACD history position.
Feb 25: Met with Cam Greenhaw (weekly meeting) discussing GottaKnow procedures, faculty books, ICFAD website, and managing the FAH display cases.
Feb 26: With Barton Lee met with Director of SACD candidate Graham Livesey.
Feb 26: Met with Kevin Maroney (weekly meeting) discussing his current position responsibilities, domain issues, and the server inventory.
Feb 26: Met with Marc Powers (3 week meeting) discussing issues related to SoTD, changes in administrative behavior, and the producer role expectations for the Director.
Feb 27: With Barton Lee and Dwayne Smith met with Graham Livesey, candidate for Director of the School of Architecture and Community Design.

**Development Activities**

Feb 03: Met with Susan Murray and Karen Frank (standing meeting) discussing the photos of the music building groundbreaking; Foundation Board visit to the BRIT program; Capital Campaign flyers; St. Pete donor strategy, and donor specific strategies.
Feb 03: With Margaret Miller and Susan Murray discussed strategy related to potential donor.
Feb 17: Met with Wally Wilson and Susan Murray discussing details of the Kennedy Residency Endowment.
Feb 17: Met with Susan Murray discussing pending meeting with Joel Momberg, gift from Master Chorale, the case statement for the capital campaign, and foundation opportunities.
Feb 18: With Margaret Miller and Susan Murray met with Joel Momberg discussing fundraising strategies.
Feb 23: Met with Karen Frank discussing the Faculty Staff campaign, the College goal, and the script for the Kickoff Breakfast on March 3.
Feb 24: Met with the College representative, Vic Leavengood, to the Capital Campaign committee.
Feb 25: With Margaret Miller and Susan Murray held conference call with President Genshaft regarding strategies related to prospective donor.
Feb 26: Met with Susan Murray and Karen Frank discussing Master Chorale, Revised Fundraising goals, strategies for prospective donors, the Feb 27 Foundation meeting and the Faculty/staff campaign kickoff event.
Feb 26: With Susan Murray met with University Advancements Lee Williams reviewing fundraising success over the last quarter.
Feb 26: Met with prospective donor.
Feb 27: Attended the winter Board of Trustees of the USF Foundation luncheon.
Feb 27: Attended the Foundation visit to the rehearsal of Bobby and the Chimps.
Feb 27: Attended the Foundation Board meeting.

**Community Activities**

Feb 04: With Merry Lynn Morris met with the director of Leadership Tampa Bay discussing the March 10 visit of the group to our College.
Feb 13: Chaired the February meeting of the Collections Committee of the Tampa Museum of Art.
Feb 18: Attended the Board of Trustees monthly meeting of the Tampa Museum of Art.
National Activities

- Feb 12: Met with Liz Cole and together held a phone conference with Stamats regarding the scheduling of a branding workshop for deans at the fall ICFAD conference.
- Feb 12: Met briefly with Liz Cole and Cam Greenhaw discussing the “dean’s resource” site on the ICFAD website.
- Feb 19: Met with Liz Cole discussing ICFAD investments, merchant connect, Experient, the conference keynote speaker, and details related to the roundtable sessions at the next annual conference.

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: Worked with Kevin Maroney to Install and test a new version for the Content Management System on CoTA and ICFAD websites; redesigned the College website header and began changing the College name on all web pages; completed the setup of the Google Search tool and began implementation on the College web pages; continued 2nd phase of design & development for ICFAD's new website; met with Wade Weast to discuss music web domains.
- Graphic Design: Worked with Ashleigh Gallant and Dean Jones start a new pocket folder and a new graduation banner design for CoTA; helped Music setup page header image with the new college name.
- Marketing & Support: Initiated website keywords project with Ashleigh and Cameron; added grant proposal documents to the faculty & staff pages; helped setup an animation for the new college name presentation; updated CoTA's name on public web listings; worked with XIGLA to try to correct glitches as they occurred after installing the CMS; met with Brenda Woodard about the College History Project; met with Greg Maddison to demonstrate the updates on the CMS.

Barton Lee

- Facilities and Operations: Earth is being moved around as we see an early site package begin to take some progress on the SOM building. Meetings were held to discuss interior, layouts, and continued discussion of equipment for the performance and rehearsal spaces. Among other facility issues that were reported and addressed was an issue of security for the NEC building. A meeting was held with USF Police, USF security, and administrative staff from SAAH, College, and NEC facilities to identify these concerns and address actions that would be taken to help resolve the concerns.
- Academic: A busy month in the selection of finalists and the coordination and scheduling for on-site interviews for the School of Architecture and Community Design Director position, faculty position in Digital Fabrication, and faculty in History Theory. The SACD had 8 on-site candidates for 1-3 days of on campus visits. Stay tuned for the announcement of the new hires. College planning is underway for the College Graduation Celebration – some changes this year include an earlier start (4:30pm); followed by a reception in THR; and graduates from the School of Architecture and Community Design will be participating and will be showcasing their work in a pin-up inside THR during the reception.
- College Administration: Participated in various standing college and university councils and committees as well as the Taskforce on Integrated Interdisciplinary Inquiry (III); met and communicated with a number of donors and friends of the university, college, and SACD including the president-elect for the AIA and some of the new AIA board members.

Karen Frank

As part of our continuing strategic awareness campaign for the College, the Development Office:

- Successfully arranged for the College of The Arts to be the focus of the President’s Annual donor recognition gala for individuals who have made major contributions to the University. In fact, in recognition of the many special talents of the College, this year’s event was re-named “Dining with the Arts.” This is the first time in the Foundation’s history that any College has been singled out to be the feature of this major event, held for the University’s board members and top donors. The event was a major success, and we continue to receive enthusiastic praise and inquiries. It opened doors to new friendships and potential opportunities.
- Arranged for half a dozen members of the USF Foundation Board of Trustees to meet with Dean Jones, visit the College, and interact with students in a way few visitors get to experience, by participating in rehearsals for the current BRIT theatre production of Bobby & the Chimps. The feedback continues to be very enthusiastic and positive.
- Worked with the School of Art & Art History to put together an alumni reunion in Los Angeles, California, during the College Art Association’s national conference. More than 35 guests attended the event, held at The Water Grille restaurant in downtown LA, and visited with Wally Wilson and SAAH faculty.
Ashleigh Gallant
- With the announcement of the new college name, I have been redesigning and developing new stationary and promotional materials; sending press releases and working on correct branding guidelines.
- Continued work on the new website and college newsletter; sent the interim JAN/FEB Newsletter out.
- Met with Marriott Courtyard hotel staff to develop a package deal with their guests in conjunction with Joyce Baione.

Cheryl Harris
No specific items to report this month. Continued with business as usual.

Carol Kerrigan
- The Office of Undergraduate Admissions is hosting a Guidance Professional Showcase and have invited guidance counselors from around Florida and select out-of-state schools. I will be presenting a college video/slide presentation and handouts for this session on March 23rd in the Marshal Center.
- Coordinating a Taste of the Arts again with the different units for our annual Stampede to Success hosted by the Office of Undergraduate Admissions Office. This will be April 10th. Initial planning of our Graduation Celebration on May 1st at 4:30 pm in Theatre I.
- Attended the following meetings: DAAS Taskforce, Council on Academic Advising, CAA Executive Sub-Committee; Professional Development, Graduate Coordinator, Orientation, and hosted for Barton the Associate Dean’s meeting. Participated in a FAIR Assessment workshop. Attended a presentation and discussion with the Center for Leadership & Civic Engagement and the Co-Curricular Transcript.

Kevin Maroney
- Presentation Project for "Night of the Arts" - Create/modify individual slides, and movies and compile final movie from photos provided by CAM/Graphicstudio
- Evaluation of all existing Server hardware - evaluate current usage and services; and future usage and services as Central IT begins absorbing most current hardware
- Currently working on "Dean Resource Center", a DB driven project of ICFAD (also working on many different day-to-day items for various areas of CoTA; I.E. Events Marquee, Printer Issues, .asp driven Web projects, web server config issues, etc. etc.)

Heddie Sumpter
- Payroll/Personnel: Gathered data to confer with the following individuals on specific personnel issues: Ms. Holly Schoenherr, Assistant to the Provost and Dr. Ted Williams, Associate Vice President of Diversity and Equal Opportunity. Updated the equity accountability plan.
- Faculty Searches: Assisted in finalizing the hiring paperwork for the music theory and voice searches. Finalized the revisions to the 2008/09 Faculty Recruitment Procedures and submitted the document to Dr. Jose Hernandez, Director of Diversity Initiatives and the General Counsel’s office for their review.
- Attended bi-weekly meetings with Dean Jones and Brenda Woodard regarding faculty, staff and administration personnel matters. Met with Dr. Robert Brinkmann and Professor Sharon Hanna West regarding a whole initiative to promote environmental sustainability on our campus and with a community partner near USF such as the University Area Community Social Service Center where I am an Advisory Board member. Chaired the monthly meeting of the Hillsborough County Community Action Board.

Brenda Woodard
Began working with student assistant on completion of certain history elements. Met with Nina Contreras, Mary Kuka, and Nicole Vega on issues related to history project for web use. Working with Library rep in digital collections on scanned scrapbooks to determine which books were lost in Library server meltdown in the early fall and require rescanning. Met with the Dean and Heddie Sumpter regarding personnel issues.