



**Approved Minutes
USFSM Campus Board Meeting
November 15, 2018
Selby Auditorium**

Chairman Shinn called the USFSM Campus Board to order at 3:05pm.

The following Campus Board Members were present:

Chair Byron Shinn
Mr. David Eckel
Dr. Anila Jain
Mr. Bill Mariotti
Mr. Rick Piccolo

Representing the USF System and USF Sarasota-Manatee:

President Judy Genshaft
Regional Chancellor Karen Holbrook
USFSM Faculty Senate President Michael Gillespie
USFSM Student Government Association President Michael Klene

Chair Shinn welcomed the attendees.

New Business – Action Items:

Approval of USFSM Campus Board Meeting Minutes

Chair Shinn moved for approval of the August 8, 2018 and September 26, 2018 meeting minutes. Dr. Jain put forth the motion, with a second from Mr. Mariotti. The minutes were unanimously approved.

New Business – Information Items:

USF System Report

President Genshaft noted that the 25th Annual Brunch on the Bay event, held on November 4th, was a phenomenal success. It netted the most profit of any past Brunch event, with all of the proceeds going to student scholarships. Congratulations to all involved.

The USFSP residential housing proposal was passed unanimously by the Board of Governors (BOG), following two years of work to get it approved. The building will house 375 beds with a dining facility.

USFSM Fall 2018 Commencement is taking place Monday, December 10th to celebrate our students' success. Congratulations to them!

USFSM Update

Dr. Holbrook showed a PowerPoint presentation that she has used when she meets with community members to show how the USF Consolidation will positively affect Sarasota-Manatee communities and businesses. The presentation describes who USFSM is and what USFSM has to offer, and shows that USFSM will have access to more resources, talent, funding and a greater awareness and reputation in being associated with a world-class, preeminent university .

Dr. Holbrook pointed out that 40 years ago, USF in Tampa was similar to where USFSM is today – USF had five colleges, nine degree programs, no research and no housing. She reiterated how partnerships are key to USFSM's success and the importance of the connection with the community. Programs that are of importance to the community and complement the geographic region include Nursing, Risk Management Insurance, Hospitality and Tourism Leadership, Education, and Interdisciplinary programs. USFSM has 400+ internships, which gets students out into the community to experience the workforce and allows local businesses to get to know the students.

Community support is needed on three important issues to continue USFSM's forward momentum –

- 1) Residential Hall and Student Center
- 2) Integrated Science and Technology Complex (ISTC)
- 3) Research-accomplished faculty

Chair Shinn asked Mr. Beauchamp for an update on the Housing Demand Study. Mr. Beauchamp stated that the consulting firm, Brailsford & Dunlavey, have approximated that the demand will be for 200 beds, with New College using approximately 50 of those beds. The building could be completed by 2021 and, by 2024, there would no longer be the need for New College to be included in the count. A draft report will be ready next week for ongoing review. President Genshaft added that another component to the housing project is the choice of food vendor. Sedexo serves at USFSP and Aramark at USF Tampa. Mr. Beauchamp said that USFSM will look at a shared service option with those two vendors as well as with Chartwell, the vendor that New College uses.

Chair Shinn asked how long it would take for occupancy, once approvals are complete. Mr. Beauchamp estimates it would be one-year for construction, after due diligence and approval by the USF Board of Trustees and the BOG, for a total of approximately two years.

Faculty Senate Update

- Dr. Gillespie stated that a current priority of the Faculty Senate is the securing of resources needed for preeminence, in terms of academic scholarship and educating faculty on how to make those requests.
- Faculty Senate is working within the Research and Faculty Affairs subcommittees on a phased plan proposal for the Consolidation Implementation Committee (CIC).

- Faculty Senate is working to resolve the issues of access to labs and availability of doctoral students during this interim period.
- Faculty Senate met with Trustee Les Muma and Dr, Charles Stanish of the USF System Presidential Search Committee. The concerns of the faculty at USFSM are aligned with the committee's work, including the maintenance of regional identities. Faculty is excited about bringing in new programs, but resources are needed to give faculty the ability to thrive and reach the preeminent standards.

Student Government Association (SGA) Update

Mr. Klene noted some key issues that SGA is working on:

- Reiteration of the "We Are SGA" Conference. A number of members of SGA went to the conference in Missouri and it was a huge success. This conference was tailored for smaller universities and the USFSM campus had one of the most developed student governments there.
- SGA has conducted several focus groups regarding the ITSC building and gained valuable student feedback. A more formal report on the feedback is forthcoming, but generally, students are excited about the opportunity and expressed an emphasis on quiet study space and green initiatives. The Day at the Capitol is scheduled for February 13, 2019. The USFSM Student Government marketing department designed the official system flyer for the event and hopes to have a significant presence at the event to advocate for USFSM.
- SGA has been focusing on Green initiatives for future goals to help with the well-being of the students and their success overall. Preliminary ideas include providing lab coats and scrubs to Bio students, on-campus school supplies and additional food and hygiene options for students who are food and housing insecure.
- Lastly, SGA is discussing creating an electronic suggestion box. It would ensure that all students have an option for feedback and make it easier for students to submit their concerns.

Consolidation Task Force Update

Chair Shinn asked Mr. Piccolo to give an update on the Student Success Subcommittee meeting that took place yesterday. Mr. Piccolo noted that the meeting went well and there would be one final conference call for the committee, taking place on Monday, November 19 to finalize the proposed recommendations. The USFSM residence hall, the ISTC building and additional research capabilities will be included in the recommendations along with the support for at least one college homed at each campus. The full Task Force will meet on November 29 at USFSM and the hope is that the subcommittee's recommendations will be adopted at that meeting. The Task Force Chair, Dr. Jonathan Ellen, will then present the report to the Board of Trustees on December 4. The final Task Force meeting takes place on January 23, 2019. Mr. Piccolo added that that one of the recommendations is to add a student representative as a full member to the USF System Academic Program Advisory Council and rotate the student member by campus each year.

Chair Shinn thanked Mr. Piccolo for volunteering to be a part of that subcommittee and asked for any last concerns from the Board before the final Consolidation meeting. Dr. Gillespie reiterated

the concern of USFSM faculty as to how to meet the new Tenure and Promotions criteria with the conditions and resources in effect now. It affects a small number of faculty, but going forward, this issue will be critical to recruitment of faculty in order to maintain performance metrics. President Genshaft noted that the Faculty Affairs Committee, made up of a variety of faculty from different campuses, will continue to work on this. Chair Shinn provided that there is an effort to eliminate the \$1M cap for transfer of funds between campuses, so that the USF System can be more fluid about the distribution of resources. Both he and President Genshaft agree that having one USF System budget will be helpful. Dr. Holbrook added that faculty hiring is a huge issue for USFSM with far too many visiting and adjunct professors as opposed to tenured and tenured-track faculty. Resources are needed to meet the USFSM faculty hiring strategy.

Mr. Klene noted that a student concern was how students are coded for their home vs. host campus. Although, it will be one USF, the students' concern is the impact on finances and fees when taking a certain amount of classes at a host campus.

Campus Board Discussion:

Budget Update and Carryforward Spending Plan

Mr. Beauchamp began with an overview of the USFSM Operating Budget Revenue in the past six years (2013-2019). The budget of the first four years ('13-'17) had a General Revenue and Lottery increase of \$4,090,242. Over the next two years ('17-'19) those numbers decreased by \$2,191,207 and this past year decreased again by \$1,067,742. We were able to get \$500,000 back into the budget from Tampa, as carryforward. Therefore, this year we will need \$3,364,867 from carryforward to cover our total operating budget revenue of \$28,438,883. Mr. Beauchamp noted that our tuition authority has increased by \$500,000 this year, as our student body has increased.

Mr. Beauchamp then explained the General Operating Budget compared to Actual Expenditures as of Sept. 30, 2018. We are slightly ahead of last year in our Tuition collection. It appears that all departments are within 25% of what they've been allocated for their operating budget. Mr. Eckel asked that a comparison be made with the previous year, as this is only for the first fiscal quarter. He also would like the expenses be broken down so that the Board can see specific expenditures (i.e., Commencement, etc.).

Mr. Beauchamp continued with a report required by the BOG, on how we spend our carryforward on a quarterly basis. As of October 2018, the beginning balance was \$12,935,720 and we have expended \$910,142 and encumbrances of \$4,499,169. The Carryforward Fund Balance, as of October 22, 2018 is \$7,526,409, less Restricted and Contractual Obligations of \$1,603,701, including the 5% Statutory Reserve required by the BOG (there is no longer a 5% USF Board of Trustees reserve required). \$350,000 Restricted by Appropriations for Partnerships for Arts Integrated Teaching (PAInT) fund allocation and continuing to Commitments of \$5,922,708, which shows the BOG how we plan to spend the carryforward funds.

Mr. Beauchamp then referred to the last report of the Carryforward Balance Composition detail. This reports shows a beginning balance of \$12,875,882 minus the BOG reserves leaves

\$11,700,855. This year, to date, USFSM spent \$92,215 on project renovations and operating expense, and we propose to spend \$4,014,000 on minor renovation projects and \$4,636,006 on operational expenses. This gives us a remaining carryforward balance of \$1,806,773, plus the BOG reserves of \$1,253,701 for a total of \$3,060,474 remaining balance at the end of 2018.

Chair Shinn referred to the amount for the Nursing Program's modular building and equipment (\$800,000), which he feels needs to be fast-tracked. He has heard from members of the community that having a freshman cohort for this program is very important. Dr. Paul Kirchman asked to comment. In a conversation with Dean Victoria Rich, they agree the nursing program needs to begin as soon as possible. However, the university's performance and preeminence based metrics creates an issue with pre-nursing students admits. He would like to see that if a student were admitted at a high level, as long as they maintain from their first year, they would be guaranteed admission to the upper level. Chair Shinn asked that this be added to the Consolidation program.

College of Hospitality and Tourism Leadership (CHTL) Buildout Update

The CHTL buildout project's projected construction cost of \$2.3M is in excess of the \$2M amount approved by the Board of Trustees. The project is now on hold as USFSM works to get additional guidance from the BOG. The project will include expanded facilities for the Culinary Innovation Lab (CIL), which is currently housed in a leased space in Lakewood Ranch. Chair Shinn feels that the buildout should not cost what the construction management company has quoted and the cost needs to be reduced. Chair Shinn cautioned that USFSM needs to approach this carefully.

Legislative Update

Mr. Welch stated that, after the recent election, the local legislative delegation will be made up of entirely new members, with the exception of two – Representative Newt Newton and Representative Margaret Good. USFSM will be setting up meetings with the legislators and the Senior Leaders will be meeting with Mark Walsh to discuss the USFSM legislative strategy.

The Legislative Budget Request (LBR) is submitted for \$20M for USF System, which includes \$5M for USFSM new faculty and there is an additional \$45M request from PECO funding for the ISTC building. The committees will meet in December followed by delegation meetings. The legislators will go back to Tallahassee in January in preparation for the March 2019 Legislative Session. Mr. Welch provided that every member of the local legislation has been on the USFSM campus in the last six months. This includes several members attending Brunch on the Bay, individual meetings with Senior Leadership, and a number of the candidates here for political debates. They know who USFSM is, but the next step is to inform them as to USFSM needs and their assistance in the future of USFSM. Mr. Mariotti asked what the Board members can do to advocate for USFSM to stay in the forefront of the legislators' agendas. Mr. Welch will be setting up meetings with the individual legislators, once they have taken their offices, and the USFSM Board members will be invited to attend those meetings.

Admissions Update

Dr. Kemker gave an update on the Fall semester, and the upcoming 2018 Spring session.

- Fall 2018 FTIC Admissions had 96 admissions. USFSM was very selective this year and has the historically best academic profile in this cohort.
- Fall 2018 Transfer Admissions applications and admits usually trend with the graduating classes of community colleges, especially State College of Florida (SCF). SCF had a large number of graduates in Fall 2016 and USFSM has captured a large number of them (503). For Fall of 2018, all of the community and state colleges graduation numbers are down by double digits, with the exception of Pasco and Hernando state colleges. Dr. Kemker is working with Tampa and St. Pete to better support the students who transfer into USF without an Associate degree.
- Although the applications are down for Fall 2018 Graduate students, the quality of the applications are better.
- Student Credit Hours are up by 5.9%. Although the enrollment is flat, students are taking more credit hours per semester. Student retention is higher when the student takes more classes and is more involved with the USFSM campus.
- First-Time Full-Time (FTFT) Retention Rate is 89.3% for Fall 2018.

President Genshaft congratulated Dr. Kemker and all of USFSM for the progress. Dr. Kemker praised the USFSM Student Government, which is a large part of student retention, as well as the faculty for their work with students.

- Spring 2019 FTIC applications are up 37%.
- Spring 2019 Transfer Admissions, again reflective of the graduating classes of SCF, is currently at 188.
- Spring 2019 Graduate admits are currently at 19.

Student Credit Hours and Progression Towards Degree are assisted by the USFSM Winter Intersession (three-week online course taking place in December/January). This has generated at least 333 Student Credit Hours with 111 students registered for the courses. Currently, USFSM is offering seven courses, but is planning an expansion along with a reimaged Summer Intersession for August.

Brunch on the Bay Debrief

Ms. Williams showed a video that was created to thank all of the Brunch on the Bay Honorary Committee members. One of the honorary co-chairs for that committee was David Eckel, and committee members included Dr. Anila Jain, Bill Mariotti and Rick Piccolo. The Honorary Committee contributed more than 60% of the funds in total, by selling tables, buying tickets, encouraging family and friends to attend, and giving donations on the day of Brunch itself. One of the most important things members did was lend the use of their name and reputation.

The fundraising goal was \$250,000, with \$263,065 achieved this year. Ninety-four tables were sold this year, as opposed to 62 tables sold last year with only three given away (30 in 2017) Gift in-kind opportunities were limited to \$50,000, in contrast to last year with \$188,000 in-kind.

Ms. Williams is anticipating that after all invoices have been paid, the total collected for scholarships will be approximately \$200,000-\$250,000.

Chair Shinn asked to recognize Dr. Holbrook's leadership and contributions for the success of the event.

Dr. Holbrook noted that last evening a reception was held at the Powel Crosley Estate to thank the Honorary Committee Members. Music was provided by The Perlman Music Program alumni and students from the College of Hospitality, Tourism & Leadership prepared and served the food.

Ms. Williams added that she is working to identify a key committee to help promote, generate and raise funds for the ISTC building and other USFSM initiatives.

With no further business, Chair Shinn adjourned the meeting at 5:15pm.