



Meeting Minutes
USFSM Campus Board Meeting
April 22, 2020
Microsoft Teams

Chairman Byron Shinn called the USFSM Campus Board to order at 3:10pm.

The following Campus Board members were present:

Dr. Anila Jain
Mr. Bill Mariotti
Mr. Rick Piccolo

Representing USF and USF Sarasota-Manatee:
USF President Steven Currall
USFSM Regional Chancellor Karen Holbrook
USFSM Faculty Senate President Mike Gillespie
USFSM Student Government President Isabelle Starner

New Business – Action Items:

Approval of USFSM Campus Board Meeting Minutes

Chair Shinn moved for approval of the January 22, 2020 meeting minutes. Mr. Mariotti put forth the motion, with a second from Dr. Jain. The minutes were unanimously approved.

New Business – Information Items:

USF Update

President Currall stated that the highest priority is the health and safety of the USF students, faculty and staff. Daily coronavirus update meetings are taking place with 50-60 people from all three campuses attending virtually. The following updates are discussed:

- Jen Fleishman, USF Director of Emergency Management - developments from regional city, county, state and federal governments
- Dr. Charly Lockwood, USF Health Senior Vice President, and Dean USF Health Morsani College of Medicine - numbers of cases, scientific developments, research findings and clinical trials
- Joe Hice, USF VP and Chief Marketing Officer - communication updates
- Dr. Ralph Wilcox, USF Provost - academic continuity
- David Lechner, USF Senior Vice President for Business and Financial Strategy - business continuity

- USF Foundation gives an update on the USF Support Fund, which is currently over \$300,000. There have been 1,200 applications for the fund, with approximately \$1,000 provided per student. The funds are available to applicants from all three campuses

The USF community pivoted quickly to remote instruction with approximately 5,300 courses put online within a few weeks. President Currall formed a COVID-19 Task Force, chaired by Dr. Donna Petersen, Senior Associate Vice President, USF Health and Dean, USF College of Public Health. She, along with representatives from all three campuses, will be advising on next steps.

USF is slated to receive approximately \$34M in federal funding from the Coronavirus Aid, Relief and Economic Security (CARES) Act. Casey Welch will discuss this in his update. Billy Jo Hamilton, USF Associate Vice President, Enrollment Planning & Management, and her team will disburse the funds to students.

A USF virtual commencement ceremony is being planned for students and their families to take place on May 9, 2020.

USF met the deadline of March 15, 2020 to submit the consolidation substantive change prospectus to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The SACSCOC Executive Board will meet prior to July 1, 2020 to vote on approval of the plan.

Chair Shinn asked President Currall what the Sarasota-Manatee community can expect after consolidation. President Currall responded that he believes engagement with the business community is one of the most important elements for the future development of the university. Curriculums can be designed with input from representatives of regional businesses. There should be more engagement of the business community in helping shape the future of the academic programs and in supporting academic programs philanthropically. Additionally, the university has a stewardship role to provide service to the community, not only for research and education, but, with regards to the pandemic, to inform the public about issues such as: public policy and government updates; the Paycheck Protections Program (PPP); the CARES Act; and USF's manufacturing of PPE, such as face shields and nasal swabs.

Dr. Holbrook added that each week, USFSM has a Community Engagement & Business Partnership meeting, with 20-25 people attending, where they discuss: external affairs, innovation and business development, career services, internships, diversity and equity inclusion, veterans services, research, academic affairs/student success, admissions, and advancement. They review all of the connections USFSM has with the community, how USFSM is serving the community, and new projects that are underway.

Chair Shinn asked how USFSM can send important current information to the public. Shawn Ahearn, Director of USFSM Communications & Marketing said that their office is very active with social media, but it has its limitations. Many press releases are generated and occasionally picked up by the media. He noted that a large portion of the COVID-19 messaging needs to be centralized through the USF Communications office in Tampa. President Currall added that there is a large amount of information on the USF website COVID-19 pages and he encourages people to look there.

Dr. Jain asked about the enrollment for incoming freshman and transfer students. President Currall reported that USF is at, or ahead of, deposits for Summer and Fall. These favorable trends may be due to messaging to current and prospective students that USF is transparent, fair and student-centric. A large amount of work was done to provide housing and dining refunds.

USFSM Update

Dr. Holbrook provide the following updates:

Virtual USFSM Town Hall meetings are taking place every Friday for faculty & staff, with approximately 150 attending.

Provost Wilcox had asked all of the USF College Deans to meet bi-monthly with USFSM (and USFSP separately) until July 2021 to discuss consolidation. To date, USFSM has met with the Deans from all but one of the USF Colleges. These meetings have become extremely valuable and have brought to light new information and better ways to work together and connect.

During the stay-at-home mandate, USFSM is taking the opportunity to update the campus building and grounds with external painting, power washing, roof cleaning and landscaping.

USFSM has set up a Stay the Course fund and a food pantry fund to assist USFSM students in need. Lee Williams will provide further information in her Advancement update.

Faculty Senate Update

Dr. Gillespie provided the following updates:

- 1) A new governance document for USFSM's Faculty Council, a council of the USF Faculty Senate, has been drafted and is nearly finalized. It will be sent to the USF System Faculty Council for approval at their meeting.
- 2) Elections for Chair and Vice Chair of the USFSM Faculty Council elections are finalized. Representing the USFSM faculty will be Chair Dr. Sandra Stone and Vice Chair Dr. Anthony Coy.
- 3) Eight members of the USFSM faculty will be represented on the new USF Faculty Senate including three representatives on the USF Executive Senate Council.
- 4) Nominations for at-large roles for the USFSM Faculty Council and College representatives for the USFSM Faculty Council are in progress and scheduled to be completed by the end of this semester.

Student Government Association (SGA) Update

Ms. Starner provided the following updates:

- 1) SGA has been providing virtual activities for students, such as Bingo and Trivia, and have provided updates to students on social media. She thanked the faculty and staff for ensuring that all of the different resources, for students who are struggling, are updated and sent by email to all students.
- 2) Meetings are taking place every week with the three campus' SGAs to discuss consolidation statutes. Approximately 40-50 SGA members are at each meeting.

This is the last Campus Board meeting that Ms. Starner will participate in as USFSM SGA President. She will be graduating and continuing at USF in Tampa for her Master's degree. The new USF SM SGA leadership will be:

- Josh Ghansiam – Governor
- Melisa Escobar – Lieutenant Governor
- Claire Mitchell – President
- Gustavo Spangher – Vice President

Mr. Ghansiam provided several initiatives that he and the new SGA representatives will be working on:

- 1) Develop sustainable initiatives to make the USFSM campus 'greener'. SGA will be inviting Tampa and St. Pete SGA members to the USFSM campus to discuss what can be done with the new green fee and how the campus can be more sustainable.
- 2) SGA will meeting with USFSM Café management and CHTL leadership to see how a new system can be created, where you can order from a mobile device and pick up the food in the café to alleviate wait times.
- 3) Provide an SGA scholarship to students. SGA will work with the USFSM Advancement team to learn more about available scholarships, how students can get this information, and encourage them to apply for these scholarships.
- 4) Consolidation will increase the number of students on the USFSM campus and there will be the need to have equal resources and space for the students coming from the Tampa and St. Pete campuses. Ongoing discussions by the previous administrations will continue, in order to bring a much needed Student Center to the USFSM campus.

Campus Board Discussion:

Budget and Carryforward Update

Mr. Beauchamp presented the General Operating Budget Compared to Actual Expenditures as of March 31, 2020. The general budget spent is 62% at the end of the third quarter. (Exhibit A)

The Education and General (E&G) Carryforward Spending Plan summary report shows an Adjusted Carryforward Balance of \$13,376,624. After the FY20 Projects and Renovations Expenditures in Process and Total Projects and Renovation Expenditures in Process, the Planned Remaining Carryforward Balance is \$1,207,815. (Exhibit B)

The Education and General (E&G) Continuation Operating Budget consists of the approved FY19/FY20 budget and those amounts are rolled forward to the FY21 campus lines (Exhibit C).

The USFSM Campus Board is asked to approve this budget, which will allow USFMS to continue operations beginning July 1, 2020, until the final budget is approved by the USF Board of Trustees (BOT).

Motion to Approve: Chair Shinn requests a motion to approve the USFSM E&G Operating Continuation Budget 2020-2021. Mr. Mariotti made the motion, with a second from Mr. Piccolo. All favored the motion and the motion carries.

Manatee County Land Update

Mr. Beauchamp stated the fully executed land donation agreement between Manatee County and USF was received in February. The due diligence phase is currently 85%-90% completed. Items included are: environmental site assessment, soil testing, archeological survey and hydrographic survey. The next step will be executing a Land Use Agreement, which would include fencing around the Powel Crosley property. Estimates are currently being quoted for different fence styles. The legal teams from Manatee County and USF will work together to complete this agreement.

Motion to Approve: Chair Shinn asked if a Board member would like to bring forward a motion of support for the continuation of the negotiations for the land use. Mr. Piccolo made the motion and Mr. Mariotti seconded. Chair Shinn asked for comments and Mr. Mariotti noted that support for the motion should be contingent on the outstanding items presented in a written document. Chair Shinn agreed and asked if the motion should be rephrased. Dr. Jain called for a motion to agree on the land use, contingent on the final written agreement. Mr. Mariotti seconded the motion. All favored the motion and the motion carries.

Enrollment Update and Student Success After Consolidation

USFSM transitioned 450 course sections to remote delivery in a short time. Dr. Kemker praised the faculty and staff, especially Timi Hager, USFSM Director of E-Learning Services, and her team, for the great work.

The USFSM Office of Student Services completed a call campaign to over 1,800 students to check on their well-being. The support provided referrals to academic advising, counseling, the food pantry, laptop loans, and other available online resources and services. Additionally, USFSM's academic advisors and support staff helped ensure USFSM students continue to register and matriculate by providing obstacle-free registration and support.

TutorMe pilot was introduced with 24/7 online tutoring available to supplement students when Learning Support Services staff are not available after hours.

The Tenure and Promotion recommendations are ready for President Currall's review and being prepared in a secure digital format for his approval.

USF Summer Institute will be delivered remotely with enrollment projections of over 50 students. Interdisciplinary Knowledge and Learning was developed with builders from all three campuses and will be offered for the first time this summer. Students Credit Hours (SCH) are up for the summer. Month-long condensed semesters have been developed (Maymester, Wintermester) to help address needs for students falling behind.

Mr. Ahearn gave an overview of the digital marketing strategies for Admission/Enrollment. USFSM Admissions and USFSM Communications & Marketing teams worked to develop comprehensive digital marketing strategies, including investments in Facebook, Instagram, and Google Ad word search advertising. In less than two week, those ads drove 1,862 unique visitors to the USFSM website. The markets were segmented and focused on 2020 FTICs, transfers, grad students, and parents.

Research Opportunities and COVID-19 Research Task Force

Ms. Justice said that a COVID-19 Research Task Force, consisting of 30+ people from all three campuses, has been formed to respond to the federal stimulus funds and to mobilize interdisciplinary research teams to respond quickly and competitively for grant opportunities.

Hubs have been coalesced and have formed a Pandemic Response Research Network, led by interdisciplinary faculty teams and the first of its kind across the state. USF launched a Rapid Response Pilot Grant of \$25,000 each and 129 applications were received from across the USF system. Twelve grants were funded in the first round and preparations are being made for a second round. Faculty teams have been mobilized to be responsive to grant opportunities and work collaboratively across departments, colleges and campuses. This has all been accomplished within the last month. A news release about the first round of awards is being prepared and information about publications, patents, etc., will be sent out to the community.

Advancement Update

HospitaBull has been postponed to September 16, 2020. The 245 registrants will be contacted with the new date. Brunch on the Bay is on schedule to take place on Sunday, Nov. 1, 2020. USF Credit Union is the title sponsor and will be through 2022 at \$50K per year. Dealer's United secured a four-year sponsorship at \$10K per year.

The USFSM Advancement electronic newsletter was sent out on April 3, 2020 to approximately 15,000 email addresses. Next quarter's newsletter is scheduled to be distributed in July 2020.

This year's USFSM Faculty/Staff Campaign has a current 50% rate of participation, with 100% goal by the end of June 2020. One initiative for employees to donate is the annual Giving Challenge, taking place April 28 & 29, 2020. Hosted by Community Foundation of Sarasota County, donation amounts between \$25-\$100 are matched by The Patterson Foundation. Two USFSM funds are featured: USFSM Feed-A-Bull (food pantry) and Stay the Course (student emergency fund).

To date, USFSM has raised \$1,401,007 or 90.39% of its fundraising goal (\$1,550,000). There are currently two outstanding large solicitations which USFSM hopes to close shortly.

A pilot fundraising effort is being developed with Tampa and St. Pete. As OneUSF, Advancement teams need to ensure that community members do not receive multiple solicitations from the different campuses. The advancement teams are meeting regularly to share their respective strategies to see how they can move forward in a unified way.

Legislative Update

USF is set to receive \$34M from the federal government with the CARES Act signed into law: \$17M for students' financial aid, and \$17M for institutional support. Pell Grant students will be the first group to receive the funds. The second group are students who may not have been Pell eligible before the crisis, but now have financial hardships and have requested support. The third group are students who may be claimed as dependent by parents, but now also have financial hardships. USF is accountable for the money, so ensuring the money is distributed in an

appropriate way is imperative. The CARES Act does not apply to Deferred Action for Childhood Arrivals (DACA) students, international students, and students who were fully online prior to the crisis. Since no USF student applies to be fully online for their courses, the last provision will not impact students on any of the campuses.

On March 14, 2020, the Florida State Legislature agreed to a budget deal, with no USF budget cuts. The House of Representatives had proposed over \$300M in cuts to the State University System (SUS) and several SUS institutions received cuts. USF did not receive any Public Education Capital Outlay (PECO) funding for the Chiller Plants on all three USF campuses, which was the USF priority on the Board of Governor's PECO list.

Board Seats after July 1, 2020

Dr. Holbrook and Chair Shinn have developed a list of persons to recommend for appointments. These recommendations will need to be discussed among the USFSM board members. Chair Shinn asked that a noticed meeting be scheduled for the first week of May.

Adjournment:

Dr. Holbrook noted that this is the last meeting of the campus board, for a separately accredited USFSM, before the consolidation changes on July 1, 2020. Dr. Holbrook thanked the board members for being such an important part of USFSM and certificates were created that acknowledge the work and dedication each member has given to USFSM. Since it is currently not possible to give the members these tokens of appreciation in-person, she read each one. Framed certificates will be presented to the members when in-person meetings can take place.

With no further business, Chair Shinn thanked everyone for their support and adjourned the meeting at 5:30pm.