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Campus Board: Minutes

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2-26-2002

## Campus Board Meeting : 2002 : 02 : 26 : Minutes

University of South Florida St. Petersburg.

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**Campus Board Meeting  
February 26, 2002**

**Minutes**

**CALL TO ORDER**

Chairman Duncan called the meeting to order at 9:15 a.m. In attendance were: Ann Duncan, Judy Genshaft, Bill Heller, Jeff Huenink (via telephone), David Welch, Dennis Zank. Absent was Rick Davis. University Board of Trustee, Gus Stavros, was also in attendance.

**VICE PRESIDENT'S REPORT**

Vice President Heller introduced USF St. Petersburg Student Government President, Bobby Koonce, SG Vice President, Cassie Hawkins and SG Secretary and USF Ambassador, Susan Sietzma. Mr. Koonce thanked the Campus Board for their service to help improve the campus and Chairman Duncan invited Mr. Koonce to give a report on behalf of the Student Government at all subsequent Campus Board meetings.

Dr. Heller reported that the spring enrollment continues to increase - up 15% over last year's spring semester which was already up 15% over the previous spring.

A priority for the campus is to achieve separate accreditation by the Southern Association of Colleges and Schools (SACS). The efforts on behalf of this campus-wide project are expected to intensify once SACS has officially deemed USF St. Petersburg eligible and has scheduled a site visit by their review team.

The campus's strategic plan is under annual review with careful consideration to be sure that the campus goals, mission and vision compliment the university-wide mission, vision and values statements recently approved by the University Board of Trustees. The Campus Board will continue to be updated regularly. President Genshaft suggested that a strategic plan workshop for the Campus Board might be in order.

**PRESIDENT'S REPORT**

President Genshaft reported on the events of the past weekend at USF St. Petersburg. The Marine Science Complex was formally dedicated in honor of C.W. "Bill" Young. Especially significant was the attendance of the dedication by Rita Caldwell of the National Science Foundation. The weekend kicked off Friday evening with a reception at The Poynter Institute with the marine science dedication on Saturday. Also on Saturday, was the ceremonial groundbreaking for a third building of the United States Geological Survey (USGS).

Two people from Pinellas will be honored at the spring commencement ceremonies in Tampa this year on May 4th. Werner Von Rosenstiel will be the recipient of a Presidential Medallion for his outstanding citizenship in the morning ceremony. Dennis Sexton, (recently retired from All Children's Hospital) will be awarded the honorary degree of Doctor of Humanities in the afternoon ceremony.

President Genshaft reported that USF has two major issues to address right now - the budget cuts recently handed down and the discussion of a possible middle tier for the state's higher education system. The middle tier system that is being discussed would limit students' choices based on their SAT scores and GPAs. President Genshaft cited the New York state university system as an example of this 3-tier system and she believes it results in too many campuses with not enough enrollment to support them.

### **LEGISLATIVE UPDATE**

President Genshaft thanked Campus Board member Jeff Huenink for heading up the legislative organization for all of USF and asked for his update. Mr. Huenink stated that he believes that the USF efforts are going well. It will be a long year and while the outcome is hard to predict, he is pleased with the efforts of the USF team and the relationships the team has with various legislators from around the state. On the issue of the middle tier university concept, he commented that there is demand for it by some very vocal people but there is also the realization that funding the infrastructure would be very expensive. It will take some very creative planning on the part of the university system to address this tough issue.

### **Action Item 4.1 Motion to Approve the USF St. Petersburg Campus Board Operating Procedures**

Mr. Hank Lavendera, Office of the General Counsel, was called upon to offer clarification of the section of the Operating Procedures regarding Directors and Officers (D&O) insurance. The Campus Board is currently covered under the state self-insurance should someone want to sue the university, the campus and/or the Campus Board. The University Board of Trustees did choose to take the additional insurance and the Office of General Counsel is investigating whether the regional campus board could be covered under an umbrella policy. If that option becomes available, it would be at an additional cost to the regional campus boards. Members of the Campus Board did not feel the need for the additional coverage.

Additional discussion clarified a membership issue. The Operating Procedures call for one member from Pinellas County to serve jointly on the USF St. Petersburg Campus Board and the University Board of Trustees at all times.

**Dr. David Welch motioned for a friendly amendment deleting Article 6A - Indemnification.**

**Action: Upon motion made by David Welch, seconded by Dennis Zank and carried, the USF St. Petersburg Campus Board Operating Procedures were unanimously approved deleting Article 6A - Indemnification.**

### **Action Item 4.2 Appointment of USF St. Petersburg Campus Board Vice Chairman**

The USF St. Petersburg Campus Board Operating Procedures call for the appointment of a Vice Chairman. From the Operating Procedures: *The Vice-Chairman shall act, as Chairperson during the absence or disability of the Chairperson and, in that event, shall perform those duties of the Chairperson described hereinabove.* Dr. David Welch was nominated and agreed to serve as the Vice Chairman.

**Action: Upon motion made by Jeff Huenink, seconded by Dennis Zank and carried, Dr. David Welch was appointed to serve as Vice Chairman of the USF St. Petersburg Campus Board. The vote was unanimous.**

**Action Item 4.3 Approval of Memorandum of Agreement between the University of South Florida Board of Trustees and the University of South Florida St. Petersburg Campus Board.**

Dr. Catherine Batsche, Vice Provost, provided a background for the Memorandum of Agreement. This document has become necessary following the legislative identification of USF St. Petersburg as a campus of USF that has fiscal autonomy and a separate organizational identity. Tampa and St. Petersburg administrators have been working to operationalize the legislative intent. The Memorandum of Agreement is a common agreement to clarify the areas for a transfer of resources and the way in which the campuses will operate until such time that USF St. Petersburg achieves separate accreditation. Autonomous accounts for both the direct and indirect budget has been transferred to USF St. Petersburg. The indirect account is comprised of central services that USF Tampa is currently providing for USF St. Petersburg - the value is estimated to be about \$2.5 million at this time. Vice President Heller has worked with various Vice Presidential areas on the Tampa campus to determine which services could be provided more efficiently by USF St. Petersburg and/or would provide more flexibility for USF St. Petersburg if the resources were under its control. President Genshaft stated that this agreement works out the issue of the campus being autonomous but spells out the functionality so that it is really cost efficient. All parties agreed that the process has been a good one - with no major disputes or conflicts.

**Action: Upon motion made by David Welch, seconded by Dennis Zank, and carried, the Memorandum of Agreement between the University of South Florida Board of Trustees and the University of South Florida St. Petersburg Campus Board was unanimously approved as presented.**

**Action Item 4.4 Approval for USF St. Petersburg to negotiate a master lease to provide 40 to 120 beds of student housing (Phase I) and to identify an independent, not-for-profit special purpose corporation to negotiate a ground lease to construct a 240 bed student housing project (Phase II) in accordance with the consulting team's recommendation.**

Associate Vice President for Student Affairs, Dr. Stephen Ritch presented on the subject of student housing. The campus has been working with consultants Triad Research, Inc., Hanbury Evans Wright, Vlattas & Co. and Anderson Stricler, LLC and with the master planners, Sasaki & Associates to explore all of the options relative to a student housing/ residence life program for USF St. Petersburg. Dr. Ritch walked the Campus Board through a Power Point presentation which identified the scope of study into five categories: student demand assessment, real estate market assessment, architectural assessment, financial and operations analysis, and a residence life assessment.

Student Demand - Freshmen cited most often that housing is extremely important, and most (80%) of those surveyed listed housing as being somewhat important. In addition to the current

campus community, focus groups and potential Freshmen were invited to participate in the survey. The study recommends (in Phase II) a mix of housing unit types - 2 bedroom double suites at a rent rate of \$1700-\$1800 a semester and 4 bedroom, 2 bathroom apartments at a semester rent range of \$2025-2200.

**Real Estate Market Assessment:** The survey found that the existing private market cannot support the demand for student housing and there currently are no developments in the area or the potential for development in terms of land available for this type of project off-campus. Rents for the type of units recommended would be very competitive in the area.

**Architectural Assessment:** The recommended sites are among the northeast edge of the campus for Phase I. The consulting team has been working with the master plan consultants to accommodate the residence hall configuration with the academic core build-out configuration, parking, etc. Parking is definitely a challenge. Residence halls would push the campus closer to building a parking structure and/or negotiated leases/opportunities with existing parking structure nearby including the Bayfront Center. There have been discussions with members of City Council and the Downtown Partnership regarding parking opportunities. Should any agreement or arrangement be considered, it would come back before the Campus Board for discussion. Councilman Jamie Bennett was in attendance and expressed his advocacy for solving the parking problem.

**Financial and Operations Analysis:** Floor plans for Phase II and Phase III were shared. Phase II showed the 50/50 mix of 2-bedroom double suites and 4-single bedroom apartments. In addition to those types being identified in the study, it is felt that this mix will also lend itself well to at least 50% summer occupancy and the styles are popular with conferences. Phase II is what is being brought forward for consideration in this action item and Phase III would target more toward Freshmen and Sophomores in the future. These are furnished units with full amenities such as cable and data access. Only about \$12K per year will be required at first to support a modest residence life program. Four major models of public/private partnerships were considered and the study recommends going with an independent, not-for-profit, special purpose corporation. It is projected that using the recommended approach would yield revenues of \$264,000 the first year and \$1,675,000 in the tenth year.

President Genshaft stated that she was excited about this opportunity for USF St. Petersburg but stressed to the Campus Board that by approving residence halls on a regional campus, we are treading on new ground for Florida. Consequently, this effort may be met with some controversy.

Hank Lavendera shared that USF St. Petersburg would have to get permission from the Florida Board of Education and the initial lease would require legislative approval

**Action: Upon motion made by David Welch, seconded by Dennis Zank and carried, unanimous approval was given for USF St. Petersburg to negotiate a master lease to provide 40 to 120 beds of student housing (Phase I) and to identify an independent, not-for-profit special purpose corporation to negotiate a ground lease to construct a 240 bed student housing project (Phase II) in accordance with the consulting team's**

**recommendation. The final master lease and the recommended independent, not-for-profit corporation will be brought back before the Campus Board for approval.**

**Action Item 4.5 Approval of USF St. Petersburg Mission Statement**

The Southern Association of Colleges and Schools (SACS) requires that an institution have a clearly defined mission appropriate to collegiate education as well as to its own specific educational goal. The strategic planning group who developed the USF St. Petersburg mission statement were careful to be sure that the campus's mission statement mesh well with the recently approved university-wide mission, vision, values and goals by the University Board of Trustees. The mission statement submitted for approved reads:

USF St. Petersburg, as an autonomous urban campus of the University of South Florida commits to excellence in teaching, research and service as it provides accessible educational opportunities to the diverse populations, businesses and institutions throughout Pinellas County and beyond.

**Action: Upon motion made by Dennis Zank, seconded by David Welch and carried, the mission statement for USF St. Petersburg was approved unanimously as presented.**

**Action Item 4.6 Approval of USF St. Petersburg Campus Board minutes of October 22, 2001 meeting.**

**Action: Upon motion made by David Welch, seconded by Dennis Zank and carried, the minutes for the USF St. Petersburg Campus Board meeting of October 22, 2001 were approved unanimously as presented.**

**Information Item 5.1 - Legislative Update**

Provided earlier by Campus Board member Jeff Huenink as part of the President's Report.

**Information Item 5.2 - USF St. Petersburg Campus Advisory Board - ended in Action Item (see below)**

Chairman Duncan welcomed Michael VanButsel, Chairman of the Campus Advisory Board and thanked him for his many years of service to USF. Mr. VanButsel presented that the work of the Campus Advisory Board is accomplished by approximately 50 individuals representing the entire Pinellas County region. Mr. VanButsel shared his delight that so many of today's agenda items were merely dreams when he joined the Campus Advisory Board just 8 years ago. On behalf of the Campus Advisory Board, Mr. VanButsel offered continued assistance, support and advocacy not just for USF St. Petersburg but also for the entire university. The Campus Advisory Board meets quarterly and wishes to continue to assist the Campus Board with its mission. Chairman Duncan accepted the Campus Advisory Board's continued service and invited the Campus Advisory Board to also report out at each Campus Board meeting. There are minor modifications needed to the Bylaws of the Campus Advisory Board so as not to duplicate its mission with that of the Campus Board. Dr. Welch emphasized the need for the continuation of the Campus Advisory Board and asked that this information item be transferred to an action item and be brought forward for a vote.

**Action: Upon motion made by David Welch, seconded by Dennis Zank and carried, the Campus Board approved the continuation of the Campus Advisory Board contingent upon minor revisions to its bylaws.**

### **Information Item 5.3 - SACS Update**

Dr. David Carr, Director for the College of Arts & Sciences and Co-chair of the SACS Steering Committee, presented the activities thus far regarding the efforts to seek separate accreditation. He introduced Sonia Helton, Director of the College of Education who serves as co-chair. In July 2001, the legislature directed USF St. Petersburg to seek separate accreditation. The campus made application in August 2001 and while receipt of the application has been acknowledged, official acceptance of the application has not. It is anticipated that USF St. Petersburg will receive this word in approximately 4 weeks. The campus is in a category of "an extended unit seeking separate accreditation." As the university is already accredited, the campus will be undergoing a compliance audit rather than a full self-study. The accreditation effort is one that involves all areas of campus with broad representation from all sectors of the campus. Campus Board member Dr. David Welch serves on the Steering Committee. The work so far has been mostly the collection of documents to support the SACS criteria. A part-time word processor has been hired to assist in the documents collection room and a shared network drive is being maintained to share information. This will become a web site for the project in the future. A site visit is expected in the Fall. The Campus Board agreed to be available during the site visit.

### **Information Item 5.4 - Budget Reduction Plan**

Associate Vice President for Finance and Administration, Mr. Herman Brames presented a look at the recent university-wide and campus budget reduction plan. In November of 2001 the legislature mandated a 5% reduction across the entire state university system. The total reduction to USF as a whole was approximately \$20 million. Fair and equitable cuts were made across the total university. The total recurring budget reduction for USF St. Petersburg was \$1,062,637. There were one-time add-backs this fiscal year that resulted in a net reduction of \$917,859 for the campus. There was an emphasis to preserve as much as possible the teaching effort and assure that our students were not hurt by this reduction. Much of the reduction was made by giving up a number of positions that had not yet been filled and the cuts were made uniformly across the campus using the same system for cuts on the campus that the university made as a whole. Summer programs should not be negatively impacted.

### **Information Item 5.5 - Master Planning Process**

The master planning consultants, Sasaki & Associates are working on a review and update of the current 10-year plan. The current plan needs be updated to reflect a 4-year institution with residential housing. A meeting in November brought together all of USF St. Petersburg's neighbors for their input. The next meeting with the master planners is scheduled for Thursday March 7 th . Campus Board members are invited and encouraged to attend if their calendars

permit. If more than one Board members is attending, it will need to be noticed so please notify Donna Knudsen if you are planning to attend.

Part of the master plan is a project referred to as the Central Lawn. This project comprises the area 2 nd Street S. from 6 th Avenue S. and 7 th Avenue S. and along 1 st Street from 6 th Avenue S. to 7 th Avenue S. Planned is the development of a central lawn area with a focal point fountain serving as an entryway for the campus as well as a gathering place for the students. The central lawn project approved as part of the 1995 Master Plan has been in the design phase for the past 6 months, which will conclude, mid-March. The projected completion date of the project is March 2003. The project is designed in such a way that should funds not be available for the total project, at no time will the project appear to be unfinished. About \$600K is in place and the project has been combined with an upgrade of chiller lines that have been a constant maintenance problem. Combining the two projects and their respective funding (CITF and utility infrastructure funds) maximizes the use of all funds available and completes both projects. Parking continues to be a concern and every option is being actively considered. President Genshaft suggested a need for more shade than what is shown in the present design and Chairman Duncan asked that the Board continue to be updated.

#### **Information Item 5.6 USGS Expansion - ended in Action Item (see below)**

Vice President Heller shared that the United States Geological Survey (USGS) is moving into Phase III of its expansion. An agreement was reached after much discussion relative to the building site that meets the interests of all parties involved. USGS will build within the footprint that they have - the second floor will extend over the current parking lot so that no parking is sacrificed and this also leaves an area for construction of subsequent academic buildings. A projected facility would facilitate some great partnerships bringing together the environmental sciences and policy program, the College of Marine Science, a Healthy Beaches Center and USGS.

**Action Item: Motion made by Dennis Zank, seconded by David Welch and carried to ratify and support the Phase III expansion of USGS at USF St. Petersburg.**

#### **CALENDAR ITEMS**

- USF St. Petersburg Faculty & Staff Awards Luncheon - 3/21/02 - noon - Campus Activities Center
- University Board of Trustees Meeting - 3/21/02 - 1pm - Davis Hall, Room 130
- Spring Commencement - 5/5/02 - 2:00 p.m., Mahaffey Theater
- Next meeting date to be announced.

#### **ADJOURNMENT**

Chairman Duncan adjourned the meeting at 11:57 a.m.

Minutes recorded and submitted by:

Donna Knudsen  
Coordinator, Administrative Services  
USF St. Petersburg Vice-President's Office

Minutes approved by:

Ann Duncan, Chairman  
USF St. Petersburg Campus Board