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## University of South Florida

### Board of Trustees

#### Conference Call

**Thursday, June 19, 2003  
11:30**

#### AGENDA

##### Call to Order

Chairman Bearc

##### New Business

###### Action Items

###### Financial/Legal Issues

**FL 101** - Approval of Tuition Increases [click here](#)

Dr. Carlucci

**FL 102** - Approval of FY 2003-04 Operating Budget  
(revised 06/18/03) [click here](#)

Dr. Carlucci

**FL 103** - Approval of State Matching Gifts Funding Priority [click here](#)  
Major Gift Trust Fund List [click here](#)

Michael Rierson

**Information** Impact Analysis [click here](#)

Dr. Carlucci

##### Adjournment

Chairman Bearc

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Last Updated 05/05/2003

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**USF Board of Trustees**

June 19, 2003

**Issue:** Tuition Increase

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**Proposed action:** Approval of Tuition Increases

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**Background information:**

Legislature Recommendation:

- 8.5% tuition increase all
- Up to an additional 6.5% tuition increase all levels, except undergraduate in-state.

USF Proposed Tuition Increase based on Legislature Recommendation:

- Undergraduate In-state: 8.5%
- Undergraduate – Out-of-State: 15%
- Graduate In-State: 15%
- Graduate Out-of-State: 15%
- Medical Students: 15%

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Workgroup Review: Fiscal and Governmental Relations, April 22, 2003  
Supporting documentation: Comparison of 2002-03 Fees to Proposed 2003-04 Fees  
Prepared by: Carl Carlucci

Comparison of 2002-03 Fees to Proposed 2003-04 Fees

	MATRICULATION			OUT-OF-STATE			FINANCIAL AID FEE					
	Proposed			Proposed			Resident			Non-Resident		
	Fees Effective Fall 2002	Fees Effective Fall 2003	% Change	Fees Effective Fall 2002	Fees Effective Fall 2003	% Change	Fees Effective Fall 2002	Proposed Fees Eff. Fall 2003	% Change	Fees Effective Fall 2002	Proposed Fees Eff. Fall 2003	% Change
Undergraduate *	58.45	63.41	8.49%	302.99	350.11	15.55%	2.92	3.17	8.56%	15.14	17.50	15.59%
Graduate *	147.67	170.63	15.55%	469.20	542.17	15.55%	7.38	8.53	15.58%	23.48	27.10	15.52%
Medical **	12,051.14	13,925.40	15.55%	24,107.54	27,856.87	15.55%	602.54	696.27	15.58%	1,205.38	1,392.84	15.55%

\* Fee is per credit hour

\*\* Fee is annual

**USF Board of Trustees**  
June 19, 2003

**Issue:** FY 2003-04 Operating Budget

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**Proposed actions:**

- a) Approve a preliminary FY 2003-04 Operating Budget
  - b) Authorize the President to make necessary adjustments to the FY 2003-04 Operating Budget
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**Background information:**

This is the operating budget for July 1, 2003 – June 30, 2004 fiscal year. It includes appropriated and non-appropriated funds.

**Appropriated Funds:** Funds/Budget in the Appropriations Bill  
Educational and General (E&G) – All Campuses

**Non-Appropriated Funds:** Funds/Budgets not in the Appropriations Bill

- Student Fee Trust Fund
- Contracts and Grants
- Auxiliaries
- Financial Aid
- Athletics
- Vending
- Faculty Practice
- The Institute of Phosphate Research Trust Fund

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**Workgroup Review:** Fiscal Affairs/Executive Committee, April 22, 2003  
**Supporting documentation:** 2003-2004 Preliminary Operating Budget  
**Prepared by:** Carl Carlucci  
974-4903

**UNIVERSITY OF SOUTH FLORIDA  
2003-04 PRELIMINARY OPERATING BUDGET**

**FY 2003-04 Operating Budget Process**

The universities must provide documentation before June 25 of an approved budget by their Boards of Trustees (UBOT) to the Florida Board of Education (FBOE) so that the Comptroller can make cash available to the universities for operations prior to July 1, 2003. The Universities are still required to submit a detailed operating budget to the FBOE on August 12, 2003.

**Preliminary Operating Budget for FY 2003-04**

We are presenting a preliminary budget that is based on 2002-03 approved spending level plus permanent adjustments that have occurred during the fiscal year. This preliminary budget includes all funds that would be incorporated into the Operating Budget due to FBOE on August 12, 2003.

**Budget Funds and Entities**

**Appropriated Funds:**

Appropriated funds are allocated to the universities in the Appropriation Bill and include general revenue (primarily Florida's sales tax) and the Educational Enhancement Trust Fund (Lottery sales).

**Non-Appropriated Funds:**

Operating budgets for these budget entities are approved by the FBOE but not legislatively appropriated. These are funds that are generated by the university and consist of the following:

**Auxiliary Enterprise** is a budget entity which is comprised of ancillary support units on each university campus. The major activities are student housing, food service, bookstores, central stores, facilities maintenance, and computer support.

**Contracts and Grants** is a budget entity which contains activities in support of research, public service, and training. These activities are funded with awards from federal, state, local and private sources.

**Student Activity** is a budget entity which contains resources generated from the activity and service fee. Each university is authorized by BOR rule to charge its students as a component of the mandatory fee schedule. The level of the fee varies by university, depending on the purposes and programs for which it is intended to support.

**Student Financial Aid** is a budget entity which includes local, state and federal scholarships and aid.

**Intercollegiate Athletics** is a budget entity which contains revenues derived from student athletic fee that each university is authorized by BOR rule to collect as a component of the mandatory fee schedule and from ticket sales.

**Concession** is a budget entity which includes the generated resources from various vending machines located about the campuses.

**University of South Florida**  
**2003-04 Request for Operating Budget Authority - State Appropriated Funds**  
*(Revised 06/18/03)*

FUND TYPE	2002-03 Base (1)	2003-04 Preliminary Budget*	Increase/ (Decrease) over Prior Year Budget	% Increase/ (Decrease) over Prior Year Budget
<b>STATE APPROPRIATED FUNDS:</b>				
<b>General Revenue</b>				
Tampa Campus (2)	167,760,520	166,337,501	(1,423,019)	-0.85%
Health Sciences Center (2)	47,101,930	46,455,367	(646,563)	-1.37%
Total Tampa Campus	214,862,450	212,792,868	(2,069,582)	-0.96%
USF St. Petersburg	23,721,891	23,375,987	(345,904)	-1.46%
USF Sarasota/Manatee	9,368,193	9,227,304	(140,889)	-1.50%
USF Lakeland	7,480,388	7,361,377	(119,011)	-1.59%
Total General Revenue	255,432,922	252,757,536	(2,675,386)	-1.05%
<b>Educational Enhancement Trust Funds (Lottery)</b>				
Tampa Campus	13,105,057	13,105,057	-	0.00%
Health Sciences Center (HSC)	2,601,539	2,601,539	-	0.00%
Total Tampa Campus	15,706,596	15,706,596	-	0.00%
USF St. Petersburg	-	375,000	375,000	0.00%
USF Sarasota/Manatee	-	-	-	0.00%
USF Lakeland	-	-	-	0.00%
Total Educational Enhancement Trust Funds (Lottery)	15,706,596	16,081,596	375,000	2.39%
<b>Total State Appropriated Funds</b>	<b>271,139,518</b>	<b>268,839,132</b>	<b>(2,300,386)</b>	<b>-0.85%</b>

**Other State Appropriated Authority (pass-thru for USF):**

The Institute of Phosphate Research Trust Fund	6,322,409	6,352,545	30,136	0.48%
Moffitt	10,940,335	10,940,335	-	0.00%
Washington Internship Program	240,000	240,000	-	0.00%
Minority Participation in Legal Education	1,856,203	2,492,751	636,548	34.29%
<b>Total Other State Appropriated Authority (pass-thru for USF)</b>	<b>19,358,947</b>	<b>20,025,631</b>	<b>666,684</b>	<b>3.44%</b>

<b>Total State Appropriated Funds</b>	<b>290,498,465</b>	<b>288,864,763</b>	<b>(1,633,702)</b>	<b>-0.56%</b>
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\*The preliminary budget does not include 2003-04 salary increases or funding for FRS employer's contribution.

(1) Base funding represents recurring funds and does not include one-time allocations.

(2) Excludes pass-thru issues such as Moffitt, FACTS, Washington Center and Minority Participation in Legal Education (MPLE).

**University of South Florida**  
**2003-04 Request for Operating Budget Authority - Non-State Appropriated Funds**  
*(Revised 06/18/03)*

FUND TYPE	2002-03 Approved Budget	2003-04 Preliminary Budget	Increase/ (Decrease) over Prior Year Budget	% Increase/ (Decrease) over Prior Year Budget
<b>NON-STATE APPROPRIATED FUNDS:</b>				
<b>Student Fee Trust Funds</b>				
Tampa Campus	68,297,853	75,419,234	7,121,381	10.4%
Health Sciences Center (HSC)	9,595,045	10,870,707	1,275,662	13.3%
Total Tampa Campus	77,892,898	86,289,941	8,397,043	10.8%
USF St. Petersburg	5,531,761	6,010,872	479,111	8.7%
USF Sarasota/Manatee	1,895,133	2,081,921	186,788	9.9%
USF Lakeland	1,201,294	1,344,635	143,341	11.9%
Undistributed Student Fee TF*		7,500,000	7,500,000	0.0%
<b>Total Student Fee Trust Funds</b>	<b>86,521,086</b>	<b>103,227,369</b>	<b>16,706,283</b>	<b>19.3%</b>
<b>Contracts &amp; Grants</b>	<b>234,694,579</b>	<b>262,857,928</b>	<b>28,163,349</b>	<b>12.0%</b>
<b>Auxillary Trust Funds</b>	<b>81,828,519</b>	<b>91,647,941</b>	<b>9,819,422</b>	<b>12.0%</b>
Debt Service	6,055,464	7,155,464	1,100,000	18.2%
<b>Activity &amp; Service Fees</b>	<b>9,099,221</b>	<b>10,294,103</b>	<b>1,194,882</b>	<b>13.1%</b>
<b>Financial Aid</b>	<b>143,790,423</b>	<b>158,169,465</b>	<b>14,379,042</b>	<b>10.0%</b>
<b>Intercollegiate Athletics</b>	<b>14,367,664</b>	<b>15,286,047</b>	<b>918,383</b>	<b>6.4%</b>
<b>Concessions</b>	<b>500,000</b>	<b>500,000</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Faculty Practice</b>	<b>70,064,552</b>	<b>88,000,000</b>	<b>17,935,448</b>	<b>25.6%</b>
<b>Total Non-State Appropriated Funds</b>	<b>646,921,508</b>	<b>737,138,318</b>	<b>90,216,810</b>	<b>13.9%</b>

\*Budget authority for 2003-04 growth.

**USF Board of Trustees**  
June 19, 2003

**Issue:** State Matching Gifts Funding Priority

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**Proposed action:** Approval of the recommended order of the distribution of funds appropriated for the Major Gifts Trust Fund and the Alec P. Courtelis University Facility Enhancement Challenge Grant Program for 2003/2004.

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**Background information:** During the 2003 Legislative session, the final conference report on Senate Bill 2-A provides for the distribution of the Major Gifts Trust Fund and the Alec P. Courtelis University Facility Enhancement Challenge Grant Program. The allocation to the University of South Florida is \$6,675,392. The distribution of these funds between the Courtelis program and the Major Gift Trust Fund is at the discretion of the University of South Florida. Recognizing the critical impact of any reduction of expected Courtelis match income, it is the recommendation of the USF Foundation Board of Trustees to distribute this year's appropriation as follows:

- Match USF's two pending Alec P. Courtelis University Facility Enhancement Challenge gifts. They are:
  - \$3,027,985 for the College of Business Administration Building
  - \$757,774 for the College of Nursing facility
- Apply the balance of USF's appropriation to the university's historical priority list of the Major Gifts Trust Fund. This includes:
  - Seek distribution to approve encumbered support remaining from 1998/1999.
  - Distribute remaining matching gift funds based on priority order as noted in the Major Gifts Trust Fund report provided by the Florida Board of Education.

Attached is USF's comprehensive list of gifts, in priority order, now eligible to receive matching gifts through the Major Gifts Trust Fund. This list includes the gift name, the match amount eligible to be paid and the cumulative total. The recommendation requests that remaining match monies be applied in descending order from the oldest qualifying gift to the most recent, thus using up the balance of the appropriation. Therefore, we propose the endowment match be allocated to cover gifts on our list through the Tampa History Center Endowment Fund and extending into the Garcia Endowed Chair.

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**Supporting documentation: Major Gift Trust Fund List**  
**Prepared by:** Vicky Medlock; 813 974-1901





## USF Waiting List for Matching Gifts as of September 30, 2002

\* Source is Florida Department of Education Major Gifts Trust Fund List

1998-1999	Match Amount	Running Total
ST. PETERSBURG TIMES ENDOWMENTS	\$125,000	\$125,000
COLLEGE OF BUSINESS ADMIN FREE ENTERPRISE FUND	\$10,000	\$135,000
HINKS AND ELAINE SHIMBERG HEALTH SCIENCES LIBRARY	\$112,000	\$247,000
1999-2000	Match Amount	
LIBRARY ORAL HISTORY PROGRAM ENDOWMENT	\$20,000	\$267,000
STUART S. GOLDING EMINENT SCHOLAR ENDOWMENT FOR AFRICAN ART	\$50,061	\$317,061
JAMES AND MARCELLA COPPAGE ENDOWED THORACIC RESEARCH FELLOWSHIP	\$19,939	\$337,000
FRANK E. DUCKWALL ENDOWED PRACTICUM INTERNSHIPS	\$100,000	\$437,000
EXIDE PROFESSORSHIP IN BUSINESS ETHICS	\$937,500	\$1,374,500
JOHN W. MITCHELL, JR. BONE MARROW CANCER RESEARCH FELLOWSHIP	\$50,382	\$1,424,882
JOHN HOPE FRANKLIN ENDOWED PROFESSORSHIP	\$56,250	\$1,481,132
YOUNG FELLOWSHIP PROGRAM	\$81,190	\$1,562,322
2000-2001	Match Amount	
VIRGINIA BRIDGES SCHOLARSHIP IN MUSIC EDUCATION	\$50,799	\$1,613,121
FREDRICK H. ROEVER SCHOLAR ENDOWMENT IN GERIATRIC MEDICINE	\$50,000	\$1,663,121
TAMPA BAY HISTORY CENTER ENDOWMENT FUND	\$500,000	\$2,163,121
LESLIE C. ROBINS ENDOWED SCHOLARSHIP IN EDUCATION	\$140,000	\$2,303,121
LIBRARY ORAL HISTORY PROGRAM ENDOWMENT	\$20,000	\$2,323,121
STUART S. GOLDING EMINENT SCHOLAR ENDOWMENT FOR AFRICAN ART	\$50,395	\$2,373,516
BASSETT/BRIDGEFORD ARTHRITIS ENDOWMENT	\$145,974	\$2,519,490
VIRTUAL LIBRARY PROGRAM	\$50,000	\$2,569,490
SUNTRUST BANK ENDOWED SCHOLARSHIP	\$100,000	\$2,669,490
TAMPA BAY HISTORY CENTER ENDOWMENT FUND	\$137,594	\$2,807,084
MANUEL AND ADELINE GARCIA CENTER DIRECTOR ENDOWED CHAIR	\$425,950	\$3,233,034
GUS A. STAVROS CENTER FOR FREE ENTERPRISE AND ECONOMIC EDUCATION	\$336,000	\$3,569,034
JOHN H. DAANE ENDOWED MEMORIAL LECTURESHP	\$50,000	\$3,619,034
TAMPA BAY HISTORY CENTER ENDOWMENT	\$225,000	\$3,844,034
GARNER ROSE O'BRIEN ENDOWED SCHOLARSHIP IN MASS COMMUNICATIONS	\$50,000	\$3,894,034
JAMES CULLISON, M.D. PROFESSORSHIP IN MEDICINE	\$87,500	\$3,981,534
JAMES AND AMY SHIMBERG NEUROSCIENCE RESEARCH ENDOWMENT	\$145,862	\$4,127,396
TAMPA BAY HISTORY CENTER ENDOWMENT FUND	\$168,973	\$4,296,369
SUNRIPE MIGRANT ENDOWED EDUCATION SCHOLARSHIP	\$74,100	\$4,370,469
TAMPA BAY HISTORY CENTER ENDOWMENT	\$718,434	\$5,088,903
2001-2002	Match Amount	
JOY & BOB DAUGHERTY ENDOWED SCHOLARSHIP	\$750,001	\$5,838,904
RICHARD WOOD CHAIR IN NATURAL SCIENCES	\$420,000	\$6,258,904
HELEN ELLIS PARKINSONS CHAIR	\$166,667	\$6,425,571
LEE AND VICTOR LEAVENGOOD ENDOWED PROF. IN ART AND ART HISTORY	\$50,000	\$6,475,571
BOB F. AND EVELYN B. DERISO ENDOWED CHAIR IN THORACIC SURGERY	\$888,609	\$7,364,180
STUART S. GOLDING EMINENT SCHOLAR ENDOWMENT FOR AFRICAN ART	\$50,151	\$7,414,331
ELLSWORTH SIMMONS PROFESSORSHIP FOR ASTHMA RESEARCH	\$845,711	\$8,260,042
FICPA GULF COAST CHAPTER ENDOWED SCHOLARSHIP	\$22,000	\$8,282,042
LIBRARY ORAL HISTORY PROGRAM	\$50,000	\$8,332,042
ALL CHILDREN'S HOSPITAL FOUNDATION ENDOWMENT	\$5,150,000	\$13,482,042
JAMES CULLISON, M.D. PROFESSORSHIP IN MEDICINE	\$140,000	\$13,622,042
JAMES CULLISON, M.D. PROFESSORSHIP IN MEDICINE	\$70,000	\$13,692,042
ADVERTISING SCHOLARSHIP IN MASS COMMUNICATION AND ADVERTISING	\$50,063	\$13,742,105
SIMONE AND RAYMOND MIKLOS ENDOWED SCHOLARSHIP	\$175,884	\$13,917,989
<b>USF TOTAL PENDING</b>	<b>\$13,917,989</b>	

**University of South Florida**  
**Estimated Net Impact - All Issues\***  
**BASED ON CONFERENCE BUDGET**  
(Revised 05/28/03)

	Conference	Tampa	St. Pete	Sarasota	Lakeland	HSC	Total
<b>General Revenue (GR) Reductions:</b>							
General Revenue Budget Reduction	(6,318,440)	(4,034,876)	(538,908)	(210,776)	(166,416)	(1,367,464)	(6,318,440)
Lost Enrollment Funding (estimated State Portion only)	(4,950,515)	(2,873,756)	(496,206)	(340,335)	(748,505)	(491,713)	(4,950,515)
Chiles Center for Health Moms and Babies	(600,000)					(600,000)	(600,000)
<b>Total GR Reductions</b>	<b>(11,868,955)</b>	<b>(6,908,632)</b>	<b>(1,035,114)</b>	<b>(551,111)</b>	<b>(914,921)</b>	<b>(2,459,177)</b>	<b>(11,868,955)</b>
<b>Add Back: Estimated Gross Tuition Revenue</b>							
8.5% Across the Board Tuition In-state Undergraduate	3,234,739	2,746,655	282,480	88,302	56,469	60,833	3,234,739
<b>UBOT Authority: An additional 6.5% all except in-state undergraduate</b>							
Out-of-state undergraduate	1,453,651	1,341,129	68,984	22,900	7,633	13,005	1,453,651
Less Estimated Out-of-State Undergraduate Waivers @ 33%**	(479,705)	(442,573)	(22,765)	(7,557)	(2,519)	(4,292)	(479,705)
Graduate (in-state and out-of-state)	3,788,808	3,033,597	127,647	75,586	79,239	472,739	3,788,808
Less Estimated Waivers for Graduate Assistants***	(1,765,933)	(1,516,799)	(12,765)	-	-	(236,370)	(1,765,933)
Medical Students	729,085					729,085	729,085
<b>Total Estimated Gross Tuition Revenue</b>	<b>6,960,645</b>	<b>5,162,010</b>	<b>443,582</b>	<b>179,231</b>	<b>140,822</b>	<b>1,035,001</b>	<b>6,960,645</b>
<b>Estimated Net Reduction</b>	<b>(4,908,310)</b>	<b>(1,746,622)</b>	<b>(591,532)</b>	<b>(371,880)</b>	<b>(774,099)</b>	<b>(1,424,176)</b>	<b>(4,908,310)</b>

MINUTES  
USF BOARD OF TRUSTEES  
TELEPHONE CONFERENCE CALL  
UNIVERSITY OF SOUTH FLORIDA  
June 19, 2003

Chairman Richard A. Beard, III called a special meeting by telephone conference call of the University of South Florida Board of Trustees for Thursday, June 19, 2003, at 11:30 a.m. Notice was served via e-mail to each member of the Board of Trustees on May 29, 2003.

Chairman Beard convened the special meeting of the University of South Florida Board of Trustees by telephone conference call at 11:35 a.m.

Corporate Secretary Genshaft called the roll with the following members present:

Present

Lee E. Arnold, Jr.  
Richard A. Beard, III  
Margarita Cancio  
Ann Wilkins Duncan  
Omar Khan  
Rhea F. Law  
Gregory J. Paveza  
John B. Ramil  
Debbie N. Sembler  
Robert L. Soran

Absent

Steven G. Burton  
Sonja W. Garcia  
Kiran C. Patel

Chairman Beard asked all in the President's Conference Room to identify themselves. He then explained the reason for this meeting and asked Executive Vice President Carlucci to present the first two items.

**New Business**

**Action Items**

## **Financial/Legal Issues**

### **FL 101 – Approval of Tuition Increases**

Dr. Carlucci said that thanks to the effective lobbying of the university presidents much needed appropriations were obtained. He then provided an impact analysis that justifies the proposed tuition increases. Considering the fund reductions and the fact that enrollment was not funded at all, USF is left with a \$12-million problem to deal with. The enrollment of new students over last year is expected to be about 1,800, which is the growth expected under the Strategic Plan but which in itself represents a \$7-million portion of the \$12 million.

The Legislature is recommending an 8.5% tuition increase for all levels plus up to an additional 6.5% for all levels except undergraduate in-state. Trustee Paveza moved to ask the Board of Trustees to approve a tuition increase of 8.5% for all levels and an additional 6.5% for out-of-state undergraduates and in-state and out-of-state graduates. Upon Trustee Cancio's request for clarification, the motion was amended to include the medical students for the 8.5% increase and the 6.5% increase. Trustee Arnold seconded. Motion passed.

### **FL 102 – Approval of FY 2003-04 Operating Budget**

Dr. Carlucci explained that what is being presented to the Board of Trustees for approval is not a final operating budget but instead a preliminary FY 2003-04 Operating Budget that the Florida Board of Education is requiring so that cash is available for universities operations prior to July 1, 2003. A detailed operating budget will be sent to the Board by August 12, 2003.

Dr. Carlucci made a detailed presentation of Appropriated Funds and Non-Appropriated Funds. He also requested the Board of Trustees to authorize the President to make necessary adjustments to the final 2003-04 Operating Budget.

Trustee Arnold moved to approve the preliminary FY 2003-04 Operating Budget as presented and to authorize the President to make the necessary adjustments. Trustee Law seconded. Motion passed.

### **FL 103 – Approval of State Matching Gifts Funding Priority. Major Gift Trust Fund List.**

Vice President Rierson thanked the Board of Trustees for their help in stressing the importance of the State Matching Gifts Program. USF received the second largest total in the state with an allocation of over \$6 million from the total \$41 million for SUS. Vice President Rierson noted that this year the legislature is leaving the allocation of the appropriation between the Courtelis Facility Grant Program and the State Matching Gifts Program up to the University. The USF Foundation is recommending to fund these two challenge gifts and to apply the balance to the Major Gifts Trust Fund list in historical priority order. List is available on file in the Board of Trustees Office. Trustee Paveza moved to accept the USF Foundation Board of Trustees' recommendation as presented by Vice President Rierson. Trustee Ramil seconded. Motion passed.

Chairman Beard asked if there was any information item or new business. Nobody responded affirmatively.

Having no further business, Chairman Beard adjourned the Conference Call meeting at 12:05 p.m.

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Richard A. Beard, III  
Chairman

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Judy Genshaft  
Corporate Secretary