

**Provost's Council
May 12, 2020**

SUMMARY NOTES

Members Present:

Margaret W. Baker, Dean, School of Nursing and Health Professions
Pamela Balls Organista, Interim Vice Provost and Special Assistant to the Provost
Michael Beseda, Vice Provost, Strategic Enrollment Management
Shawn Calhoun, Acting Dean, University Library
Marcelo Camperi, Dean, College of Arts and Sciences
Tyrone Cannon, Interim Provost and Vice President of Academic Affairs
David Donahue, Senior Director, Leo T. McCarthy Center for the Common Good
Julie Dowd, Director, University Ministry
Susan Freiwald, Dean, School of Law
Shannon Gary, Associate Vice Provost and Dean of Students, Student Life
Jeff Hamrick, Vice Provost, Institutional Planning, Budget and Analytics
Michael Harrington, Associate Vice Provost, Institutional Planning, Budget and Analytics
Shabnam Koirala-Azad, Dean, School of Education
Shirley McGuire, Senior Vice Provost for Academic Affairs
Shona Milazo, Associate Vice Provost and Dean of Student Academics Services, Student Life
Charles Moses, Interim Dean, School of Management
Deborah Panter, Associate Vice Provost for Educational Effectiveness
Anastasia Vrachnos, Associate Vice Provost for International Initiatives (via Zoom)
Mary Wardell-Ghirarduzzi, Vice Provost and Chief Diversity Officer

Absent and Excused:

Guests:

1. Update on Proposed Furlough Program with Q&A

VP Hamrick updated PC on the COO's decisions regarding summer furloughs, vacation cash outs, and cost sharing for benefit plans.

Summer furloughs would fall into three categories: 20%, 47%, or 100. These percentages would cause the least changes to the university's benefits plans. Employees who are to be furloughed at 50% will be furloughed at 47% instead due to certain issues related to our benefits contracts. However, these percentages will allow the university to continue to provide benefits to furloughed employees.

Furloughed employees can cash out their vacation days at 20%, 47%, or 100% to coincide with how they are furloughed. Hamrick will confirm May 31 deadline. VP Cross may decide to extend the deadline to Dec. 31.

The university will continue to pay for a furloughed employee's benefits based on the same calculation as the vacation cash outs.

HR will prepare a FAQ, publish a website, and have a call-in operation to help answer questions about the above.

The university is not required to cover these costs, but chooses to do so to help its furloughed employees.

Vacant lines are subject to hiring freeze and are not part of this exercise.

An email from the President is expected to go out later today or tomorrow about furloughs. The furloughs as of now are only for summer; however, it may change after census. The anticipated end date for the furloughs is July 31, but that may change.

The savings for the summer months from these furloughs will be \$3MM, but this number will be refined.

GOC and HR will assist unit leaders with communicating furloughs via a website and language for furlough notices. The latest to notify people about furloughs is May 18.

Hamrick will get clarification from General Counsel as to when unit leaders can start notifying employees about the furloughs.

AVP David Philpott will meet with OPE Representative Natalie Naylor this morning to inform her about the furlough program.

It is acceptable to send a notice to the employee, and then follow up with a meeting as long as the notice is sent by May 18. The follow up personal conversation can happen after May 18.

There will be no salary increase this June for exempt staff. OPE is scheduled to get a contractual increase on June 1, unless the union and USF agrees otherwise.

2. Update on Bargaining with USFFA with Q&A

Hamrick gave an update on the bargaining progress with the USFFA and answered questions from PC.

3. Individual Unit's Plans or Reopening Operations in Late Summer

Some of the unit leaders discussed their plans for reopening. SVP McGuire shared that VP Julie Orio's reopening plan revolves mostly around students and suggested PC create a working group to coordinate reopening and establish internal guidelines. Charles Moses, Shannon Gary, Shawn Calhoun, and Susan Freiwald volunteered. McGuire will help get them off the ground.

4. Other Business

VP Beseda provided an update on enrollment, especially as it pertains to summer melt.

Back on May 2, Beseda's projections for first year students depended on what have been received with the expectation that we would receive 100 to 150 additional deposits this summer and early melt projected at 30%. Eleven days have passed and we have received 74 deposits to date. This suggests that we are on track to get 100 to 150 deposits. We had a significant milestone this past Friday that makes it clear if we are on track for the 150 deposits. To date, we have 42 students melted. Our melt is at 3%, which is slightly higher than our typical 2%. This is in line with a 15-20% melt and not the 30% that was previously projected. Another milestone that happened Friday is that domestic first year student housing applications is very similar to last year's. First year international students are 12% fewer than last year. Beginning of Webtrac is coming up this week and will be used for further tracking.

Hamrick gave an overview of net revenue scenario planning. The summer melt that Beseda talked about is more in line with the fifth percentile scenario with net revenue shortfall around \$60MM. Assuming this trend continues, we will be in a scenario with \$35MM shortfall. The road map for managing this would be:

Salary Reduction \$10MM savings
Salary Deferral \$15-20MM savings
Student Employment \$3.5MM savings
Temporary Workers will yield several more millions in savings

These savings total around \$30MM for FY21.

Beseda shared that 15 of the 26 institutions that had a May 1 deadline had an average shortfall of 15% below target. USF is an outlier among this group. Institutions that are above target are Boston College, Holy Cross, LMU, USF, and Xavier.

We still have 25 slots to fill for nursing.

We have exhausted our waitlist in April.

Dean Freiwald reported SOL's enrollment is slightly behind because of the LSAT. Deposits are significantly down from last year and that we are aiming for a smaller class.

Dean Koirala-Azad reported that SOE saw a few more students registered than planned. Fall admissions are down 20 applications from last year, but they admitted 20 more students than last year. SOE has about 634 students this year vs 613 last year. It has 347 deposits this year compared to 334 last year. They should be able to meet their target of 407 new students this fall. No huge indication that students are going to drop out or take a leave of absence. Data from graduate students experience with online classes are generally positive.

McGuire spoke briefly about the student survey. Over 2000 students participated in the survey. Most students felt that the faculty cared about them. They did not like remote learning experience. McGuire has had conversations with deans on the need to improve the student experience. We need to be clear with students how it will change.

AVP Panter reported survey results should be done by this week. Her office will have the quantitative data for the schools this week. It will take a little longer to get the comments organized and analyzed. Once that is complete, units can request custom reports.

USFFA has agreed to meet next week.

There being no further business to discuss or transact, the Provost's Council meeting adjourned at 12:00 p.m.

Respectfully submitted,

Tina Tsan
Assistant to the Provost and Vice
President of Academic Affairs