Provost’s Council  
October 29, 2019

SUMMARY

Members Present:
Margaret W. Baker, Dean, School of Nursing and Health Professions  
Michael Beseda, Vice Provost, Strategic Enrollment Management  
Marcelo Camperi, Dean, College of Arts and Sciences  
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  
Mary Wardell-Ghirarduzzi, Vice Provost and Chief Diversity Officer

Absent and Excused:
Tyrone Cannon, Dean, University Library  
Donald E. Heller, Provost and Vice President of Academic Affairs  
Julie Orio, Vice Provost, Student Life

Guest(s) Present:  
Shawn Calhoun, Associate Dean, University Library

Senior Vice Provost Shirley McGuire chaired this meeting in Provost Don Heller’s absence.

Initial concepts for FY21 tuition, room, board, and fee increases
Initial concepts for FY21 primary Hilltop undergraduate matriculant targets

SVP McGuire asked VP Hamrick to explain what feedback was needed from Provost’s Council. VP Hamrick explained that he needed input and a possible recommendation to bring to Cabinet.

VP Hamrick asked the Provost’s Council to take a few minutes to review the University Budget Advisory Council’s (UBAC) memorandum dated October 28, 2019 and provide feedback. It contained a list of questions and concerns they had regarding the FY21 tuition and fee increase from 4.6% to 4.9%. A discussion began with members considering the merits and challenges associated with each proposed increase. VP Hamrick then asked for a vote so that he can share the recommendation at the next Cabinet meeting. The votes confirmed that the members of Provost’s Council were split regarding their support of the proposed budget increase options.
Follow-Up Items:

- CIPE will create a FAQ on its website to answer the UBAC questions.

**Emergency Preparedness Policy**
SVP McGuire asked the Provost’s Council if they have any questions regarding our emergency preparedness policy concerning the Kincade Fire. She shared that after this fire season we will review and revise policies as needed. She also asked members to keep tabs and notes of concern and to provide feedback later.

One concern was that students are not reading the alert messages or that students cannot access their computers to retrieve the messages due to the PG&E’s rotating power shut-offs.

Follow-Up Items:

- VP Hamrick will speak to the Emergency Preparedness Committee about student’s access to USF messaging.
- VP Hamrick will suggest that the committee send a follow up message to students to remind them where to find our Wildfire Air Quality Policy.
- VP Hamrick will suggest to the committee to add a safety alert option in Gmail.
- VP Hamrick will speak with Eric Giardini, Director of Campus Resilience, about the fire marshals’ role during an emergency.

**Announcements**
VP Hamrick reminded the group that non-discretionary requests are due on November 1, 2019; all other requests are due on November 15, 2019.

President Paul Fitzgerald, SJ, VP Hamrick, and VP Michael Beseda will be speaking to the students about tuition increase on November 6, 2019 at 5:00 p.m. – 7:00 p.m. in the McLaren Complex.

Dean Maggie Baker shared that a 2015 SONHP alum and her friend are reported missing. They were last seen some time last week. If anyone knows any information, please contact Shannon Gary, Dean of Students.

There being no further business to discuss or transact, the Provost’s Council meeting adjourned at 11:57 a.m.

Respectfully submitted,

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