



**USF Board of Trustees**

Tuesday, June 2, 2020

Microsoft Teams

9:30 AM – 12:30 PM

**A G E N D A**

- I. Call to Order and Comments** Chair Jordan Zimmerman
- II. Public Comments** Chair Zimmerman
- III. WOW! [Supplier Diversity Annual Update](#)** Associate Vice President  
Terrie Daniel
- IV. President's Report** President Steve Currall
- V. New Business – Action Items (Minutes and Consent)**
  - a. FL 101 – Approval of Minutes** Chair Zimmerman
    - [March 10, 2020](#)
    - [March 30, 2020](#)
    - [April 16, 2020](#)
    - [May 7, 2020](#)
  - b. Consent Agenda (FL 102 –117)** Chair Zimmerman

*(BOT committee representatives may address approved items listed below. UFF representative may address any item that relates to terms and conditions of in-unit faculty employment.)*

*Board members should notify the Assistant Corporate Secretary of any items they wish to be pulled from the Consent Agenda 48 hours prior to the meeting. Items pulled will be discussed and voted on separately after the remainder of the consent agenda is approved.*

*ACE Committee Approved Items*

FL 102 - Faculty Nominations for Tenure, Tampa

FL 103 - Tenure as a Condition of Employment, Tampa

FL 104 - Faculty Nominations for Tenure, St. Petersburg

FL 105 - Faculty Nominations for Tenure, Sarasota-Manatee

FL 106 – Degree Program Termination, M.A. Adult Education

FL 107 – Revisions to USF Regulation 3.007: Degree Requirements:  
Baccalaureate/Undergraduate

FL 108 – Revisions to USF Regulation 6.0021: Student Code of Conduct

FL 109 – Revisions to USF Regulation 3.027: Academic Integrity of Students

FL 110 – Supplemental Educational Plant Survey

*Governance Committee Approved Items*

FL 111 – Approve USF Institute of Applied Engineering (IAE) Bylaws Revisions

FL 112 – Approval of USF Health (HSSO) Bylaws Revisions & Approval of Board of Directors

FL 113 - Approval of Alumni Association Board of Directors

FL 114 – Approval of Reappointments of Current Campus Board Members

FL 115 – Approval of Florida Center for Students with Unique Abilities Grant Application located on the St. Petersburg Campus

*Finance Committee Approved Items*

FL 116 - 2020-21 Continuation Operating Budget

FL 117 - DSO 2020-21 Annual Financial Plans

**c. New Business – Action Items**

- |   |   |
|---|---|
| FL 118 – New Campus Board Appointments                        | President Steve Currall                                     |
| FL 119 – Five-Year Capital Improvement Plan (2021-22/2025-26) | Sr. Vice President<br>David Lechner                         |
| FL 120 – USF Regulation 4.0102 Tuition and Fees               | Provost Ralph Wilcox/VP & CFO<br>Nick Trivunovich           |
| FL 121 – Energy Performance Savings Contract                  | Sr. Vice President David Lechner/<br>Interim VP Chris Duffy |
| FL 122 – Police Benevolent Association (PBA) Contract         | Craig Dawson, Assoc.<br>General Counsel                     |
| FL 123 – TGH-USF Enhanced Affiliation                         | Gerard Solis, General Counsel                               |

**VI. New Business – Information Items**

- |   |                         |
|---|-------------------------|
| a. Introduction and Welcome of Jay Stroman, Sr. VP for Advancement and Julie Waters, Executive Communications | President Steve Currall |
|---|-------------------------|

**VII. BOT Roundtable Discussion**

Chair Zimmerman

**Adjournment**

# Office of Supplier Diversity Program Update

Board of Trustee Meeting

Terrie Daniel, Assistant Vice President

June 2, 2020



## Purpose of USF Office of Supplier Diversity

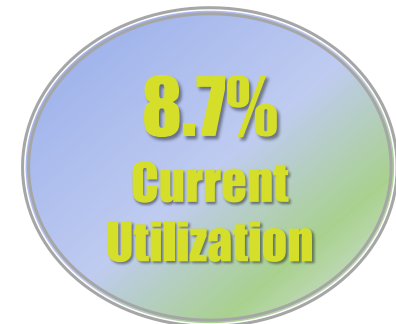
- Work with USF system purchasing agents, departmental buyers and facilities, planning and construction to increase spend with diverse-owned suppliers.
- Implement solutions for progress tracking of USF diverse business utilization.
- Engage the diverse business community to increase awareness of USF procurement processes and contracting opportunities to increase success in bidding USF contracts.

# Spend Data

# Spend Summary

	Q1 Jul-Sep	Q2 Oct-Dec	Q3 Jan-Mar	FYTD '19-20 Total
Total AP Addressable Spend <sup>1</sup>	43,212,186	48,931,433	54,662,640	146,806,259
Total AP Opportunity Spend <sup>2</sup>	22,866,841	26,288,532	23,891,595	73,046,967
Total MWBE AP Spend	1,678,391	3,118,887	2,060,897	6,858,174
<b>MWBE % of AP Addressable Spend</b>	<b>3.9%</b>	<b>6.4%</b>	<b>3.8%</b>	<b>4.7%</b>
Total PECO Spend	8,826,842	10,025,572	4,640,018	23,492,433
Total Other Construction Spend	11,898,220	11,777,863	15,608,403	39,284,486
MWBE Construction Spend	2,614,726	1,478,205	827,069	4,920,000
<b>MWBE Spend % of Total</b>	<b>12.6%</b>	<b>6.8%</b>	<b>4.1%</b>	<b>7.8%</b>
Total PCard Spend	14,078,806	13,400,913	14,055,083	41,534,802
Total PCard Opportunity Spend	7,983,285	6,611,353	7,253,747	21,848,385
MWBE PCard Spend <sup>3</sup>	1,240,176	1,305,450	1,238,827	3,784,453
<b>MWBE Spend % of Total</b>	<b>8.8%</b>	<b>9.7%</b>	<b>8.8%</b>	<b>9.1%</b>
Total Addressable Spend	78,016,054	84,135,781	88,966,145	251,117,980
Total Opportunity Spend	51,575,188	54,703,320	51,393,763	157,672,271
Total MWBE Spend	5,533,293	5,902,542	4,126,793	15,562,628
<b>% of Total Direct Spend</b>	<b>7.1%</b>	<b>7.0%</b>	<b>4.6%</b>	<b>6.2%</b>
Tier 2 MWBE Spend <sup>4</sup>	842,209	3,308,196	2,229,727	6,380,131
Grand Total MWBE Spend	6,375,502	9,210,738	6,356,520	21,942,759
<b>% of Total Direct Spend</b>	<b>8.2%</b>	<b>10.9%</b>	<b>7.1%</b>	<b>8.7%</b>

\*As Defined in USF Supplier Diversity Strategic Plan

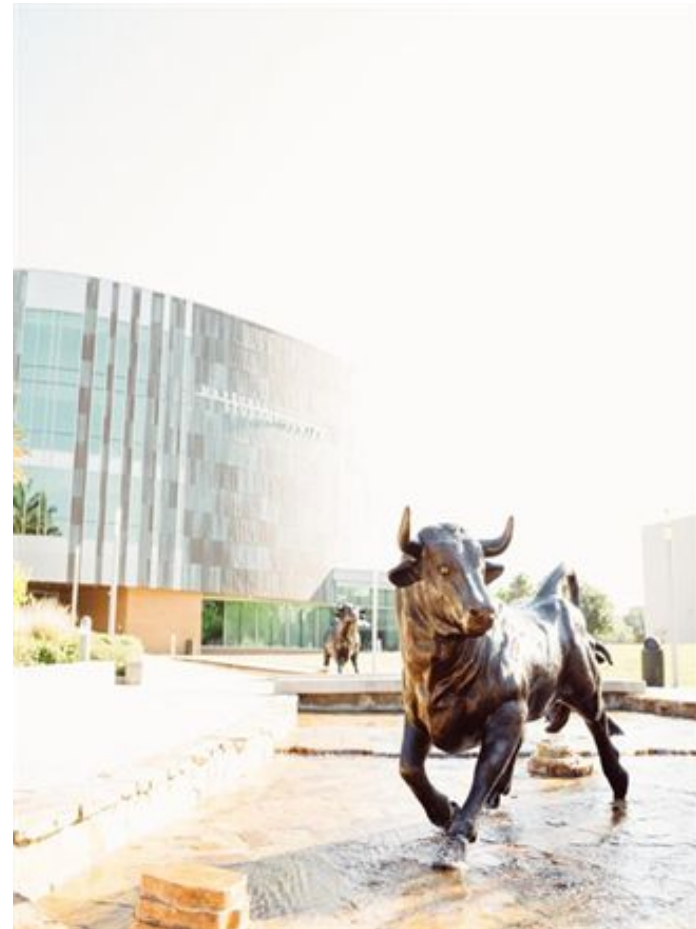


Tier 1 - Direct Spend Classification	Q1	Q2	Q3	FYTD '19-20 Total
	Jul - Sep	Oct - Dec	Jan-Mar	
Asia-Pacific/Indian-Owned Business Spend	65,834	66,195	66,082	198,110
Black-Owned Business Spend	80,275	74,208	135,334	289,817
Hispanic-Owned Business Spend	774,964	514,316	264,266	1,553,546
Native American-Owned Business Spend	9,240	16,692	14,774	40,706
Woman-Owned Business Spend	2,487,505	2,419,216	1,696,987	6,603,707
Disabled Vet/Vet-Owned Business Spend	92,959	1,125,897	101,052	1,319,908
Minority Business (Fed SBA CERT 8A) & Sta	2,022,516	1,686,017	1,848,298	5,556,831
<b>Total Tier 1 Direct MWBE Spend</b>	<b>5,533,292</b>	<b>5,902,541</b>	<b>4,126,793</b>	<b>15,562,626</b>

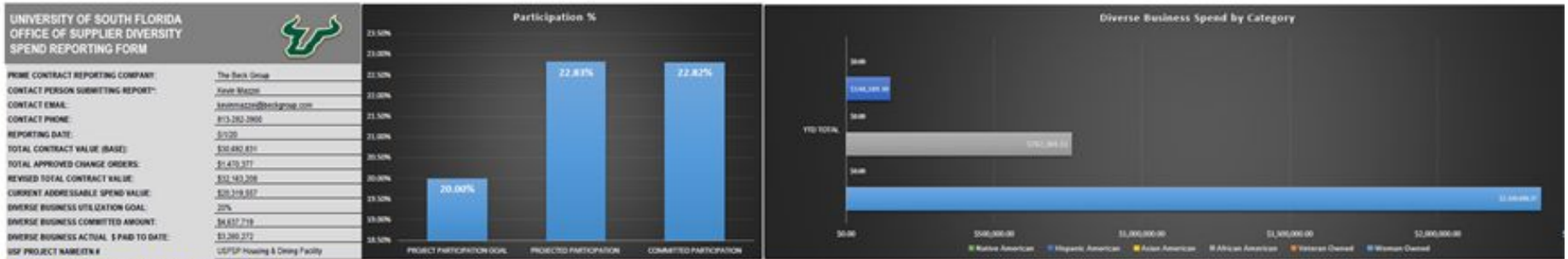
PCARD	Q1	Q2	Q3	FYTD '19-20 Total
	Jul - Sep	Oct - Dec	Jan-Mar	
Asia-Pacific/Indian-Owned Business Spend	56,834	57,195	55,362	169,390
Black-Owned Business Spend	17,168	13,386	28,547	59,101
Hispanic-Owned Business Spend	48,482	69,468	33,614	151,563
Native American-Owned Business Spend	9,240	16,692	14,774	40,706
Woman-Owned Business Spend	170,833	139,260	213,168	523,261
Disabled Vet/Vet-Owned Business Spend	64,671	47,344	41,622	153,638
Minority Business (Fed SBA CERT 8A) & Sta	872,949	962,104	851,740	2,686,794
<b>Total Tier 1 Direct MWBE Spend</b>	<b>1,240,176</b>	<b>1,305,450</b>	<b>1,238,827</b>	<b>3,784,452</b>

AP	Q1	Q2	Q3	FYTD '19-20 Total
	Jul - Sep	Oct - Dec	Jan-Mar	
Asia-Pacific/Indian-Owned Business Spend	9,000	9,000	10,720	28,720
Black-Owned Business Spend	63,107	60,821	106,788	230,716
Hispanic-Owned Business Spend	726,482	444,849	230,652	1,401,983
Native American-Owned Business Spend	-	-	-	-
Woman-Owned Business Spend	2,316,672	2,279,956	1,483,818	6,080,447
Disabled Vet/Vet-Owned Business Spend	28,288	1,078,553	59,430	1,166,270
Minority Business (Fed SBA CERT 8A) & Sta	1,149,567	723,913	996,558	2,870,038
<b>Total Tier 1 Direct MWBE Spend</b>	<b>4,293,117</b>	<b>4,597,092</b>	<b>2,887,965</b>	<b>11,778,174</b>

# Spend Summary







**SECTION 1 - SUB-CONTRACTOR COMMITMENTS**

COMPANY NAME	COMMITTED AMOUNT	SCOPE OF WORK/CHANGE ORDER DESCRIPTION
Antha	\$42,000.00	Materials Testing Agreement
Master Consulting Engineers	\$16,000.00	Structural Engineering Agreement
Optimal Solutions, LLC	\$4,000.75	PVE Invoices
Go Green Document Solutions	\$4,381.65	USF Back/Emission Wind Covering Invoices
Aerial Innovations, Inc.	\$1,319.94	Aerial Photography Monthly Invoicing
Envision	\$22,355.40	Construction Management Partner Agreement
Visible	\$36,417.30	Electrical and Low Voltage Engineering Agreement
McLain Plumbing	\$2,241,199.00	Plumbing
Envision	\$48,801.00	Traffic Package
Tra Parking	\$28,423.00	Parking Package
French's Air Conditioning	\$8,480.00	Exhaust Mechanical Duct Package
French's Air Conditioning	\$21,389.00	Cap Men Core Drilling
McLain Plumbing	\$11,740.00	Cap Men Core Drilling
Bond Electric	\$84,027.00	Cap Men Core Drilling
New Age Radiographics	\$6,863.00	Radiographics Services
Lynstar	\$22,716.00	Materials and Components
Master Consulting Engineers	\$42,000.00	Technical Inspections

TOTAL: \$4,637,719.84

**SECTION 2 - PAYMENTS-TO-DATE**

ORL CATEGORY	COMPANY NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTAL PAYMENTS
African American	Envision	\$0.00	\$12,492.46	\$11,075.44	\$19,294.66	\$19,294.66	\$7,487.00	\$7,487.00	\$7,487.00	\$7,487.00	\$7,487.00	\$7,487.00	\$7,487.00	\$42,379.00	\$88,222.01	\$245,558.38	\$88,488.09	\$673,369.06
Hispanic American	Master Consulting Engineers, Inc.	\$0.00	\$11,000.00	\$8,000.00	\$24,500.00	\$27,000.00	\$0.00	\$1,700.00	\$1,100.00	\$0.00	\$14,672.00	\$21,210.00	\$0.00	\$0.00	\$400.00	\$175.00	\$850.00	\$141,299.00
African American	Go Green Document Solutions	\$0.00	\$0.00	\$1,509.70	\$1,869.09	\$0.00	\$1,869.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,814.46
Woman Owned	Optimal Solutions, LLC	\$0.00	\$0.00	\$0.00	\$0.00	\$2,075.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,473.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,548.96
Woman Owned	Aerial Innovations, Inc.	\$0.00	\$0.00	\$0.00	\$62.49	\$0.00	\$62.40	\$62.40	\$62.40	\$62.40	\$0.00	\$247.47	\$62.49	\$62.40	\$62.49	\$62.49	\$62.49	\$1,072.91
Hispanic American	New Age Radiographics	\$0.00	\$0.00	\$0.00	\$1,099.22	\$128.38	\$2,034.64	\$269.17	\$1,034.10	\$0.00	\$281.46	\$960.30	\$0.00	\$0.00	\$144.74	\$223.24	\$189.42	\$8,894.39
Woman Owned	Antha	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,862.50	\$11,034.38	\$12,250.00	\$0.00	\$21,220.75	\$0.00	\$6,985.00	\$0.00	\$0.00	\$0.00	\$88,739.63
African American	Visible	\$0.00	\$0.00	\$0.00	\$44,185.57	\$0.00	\$0.00	\$44,185.57	\$0.00	\$0.00	\$65,387.57	\$46,840.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$194,639.49
Woman Owned	McLain Plumbing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$92,588.00	\$238,420.00	\$270,661.00	\$338,520.00	\$478,829.94	\$300,140.00	\$302,511.20	\$322,695.00	\$2,862,695.00
Woman Owned	Lynstar	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,888.00	\$78,160.00	\$112,670.00	\$285,618.00

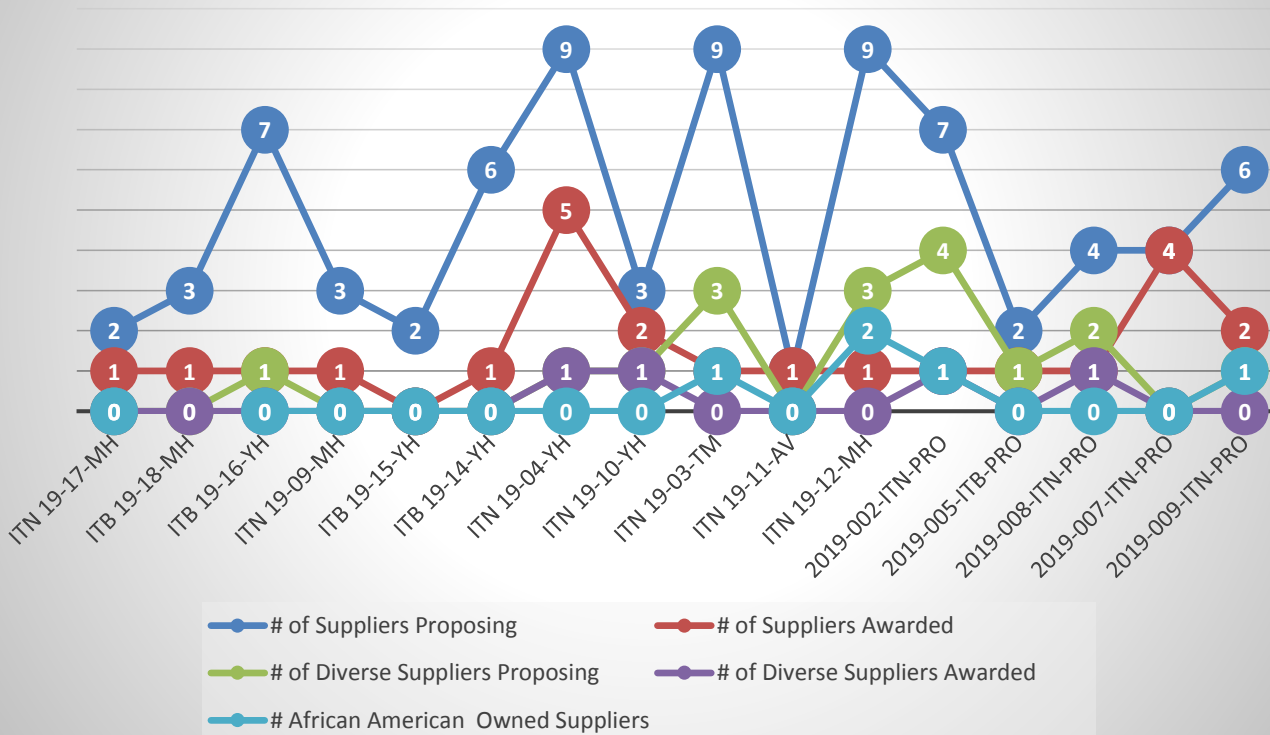
**SECTION 3 - TOTAL SPEND SUMMARY-TO-DATE**

ORL CATEGORY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOT. TOTAL	% OF UTILIZATION	
Woman Owned	\$0.00	\$0.00	\$0.00	\$62.49	\$2,075.00	\$62.40	\$2,942.10	\$11,988.07	\$12,250.00	\$62,588.00	\$237,292.10	\$270,661.00	\$338,520.00	\$478,829.94	\$300,140.00	\$302,511.20	\$463,265.49	\$1,943,265.37	1.7%
Veteran Owned	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
African American	\$0.00	\$12,492.46	\$12,084.14	\$45,218.31	\$19,294.66	\$8,003.67	\$87,684.37	\$7,487.00	\$7,487.00	\$42,292.42	\$48,584.94	\$8,025.46	\$42,379.00	\$88,222.01	\$245,558.38	\$88,488.09	\$762,284.31	2.7%	
Asian American	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
Hispanic American	\$0.00	\$11,000.00	\$8,000.00	\$25,509.22	\$27,138.39	\$2,034.64	\$2,091.67	\$4,489.10	\$0.00	\$18,323.96	\$21,110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,244.42	\$148,189.30	0.7%
Native American	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$21,982.46</b>	<b>\$42,984.14</b>	<b>\$98,960.62</b>	<b>\$49,473.69</b>	<b>\$18,621.11</b>	<b>\$87,726.74</b>	<b>\$23,773.68</b>	<b>\$18,620.68</b>	<b>\$148,906.38</b>	<b>\$242,866.34</b>	<b>\$279,786.90</b>	<b>\$332,969.48</b>	<b>\$588,941.23</b>	<b>\$378,345.11</b>	<b>\$324,796.48</b>	<b>\$1,284,271.98</b>	<b>\$2,862,695.00</b>	<b>2.6%</b>

I CERTIFY THAT THE INFORMATION SUPPLIED HEREIN, INCLUDING ALL ATTACHMENTS, IS CORRECT TO THE BEST OF MY KNOWLEDGE. I FURTHER CERTIFY THAT THE PRIME CONTRACT REPORTING FIRM DENOTED ON THIS FORM IS IN COMPLIANCE WITH CHAPTER 142, FLORIDA STATUTES RELATING TO CONFLICT OF INTEREST. TO REVIEW THE STATUTE IN FULL, VISIT [HTTP://WWW.FLSTATE.GOV/STATUTES](http://www.flstate.gov/statutes). BY SUBMITTING THIS FORM YOU ACKNOWLEDGE THAT YOU HAVE REVIEWED THE SUBCONTRACTOR'S CERTIFICATION STATUS AND ALL PAYMENTS RECORDED ON THIS FORM AND FOR THE CURRENT MONTH.

**SIGNATURE OF SUPPLIER/DIVERSITY USE ONLY**

### Procurement - Competed Opportunities January 2019 – January 2020



Competed Contracts  
(ITN/RFP)  
**16**

Total Submissions  
**77**  
Diverse Firms  
**17**

Black Owned Firms  
Submitted  
**5**  
Awarded USF  
Contracts  
**4**

# Economic Impact of USF Office of Supplier Diversity



\*This total includes Q4 spend received but not yet reported on finalized Q3 spend data report. This total also does not include private direct agreements with Construction Managers and private corporations on USF major projects.

## **Strategies to Grow African-American, Asian-Pacific & Native-American Suppliers**

- Tampa Chamber of Commerce MBA, MBDA, NMSDC, FSMDC, WBENC
- Work directly with CM's on majors to further encourage utilization of African-American, Asian-Pacific & Native-American suppliers
- Create a webinar series to share bid process and strategy to bid USF contracts
- For suppliers partnering with the Office of Supplier Diversity, connect them to system buyers who procure the goods and services they offer.
- Other recommendations have been made to our senior leadership about strategies that could be implemented to further encourage utilization amongst diverse suppliers. Further updates, when available.



# Program Highlights & Milestones

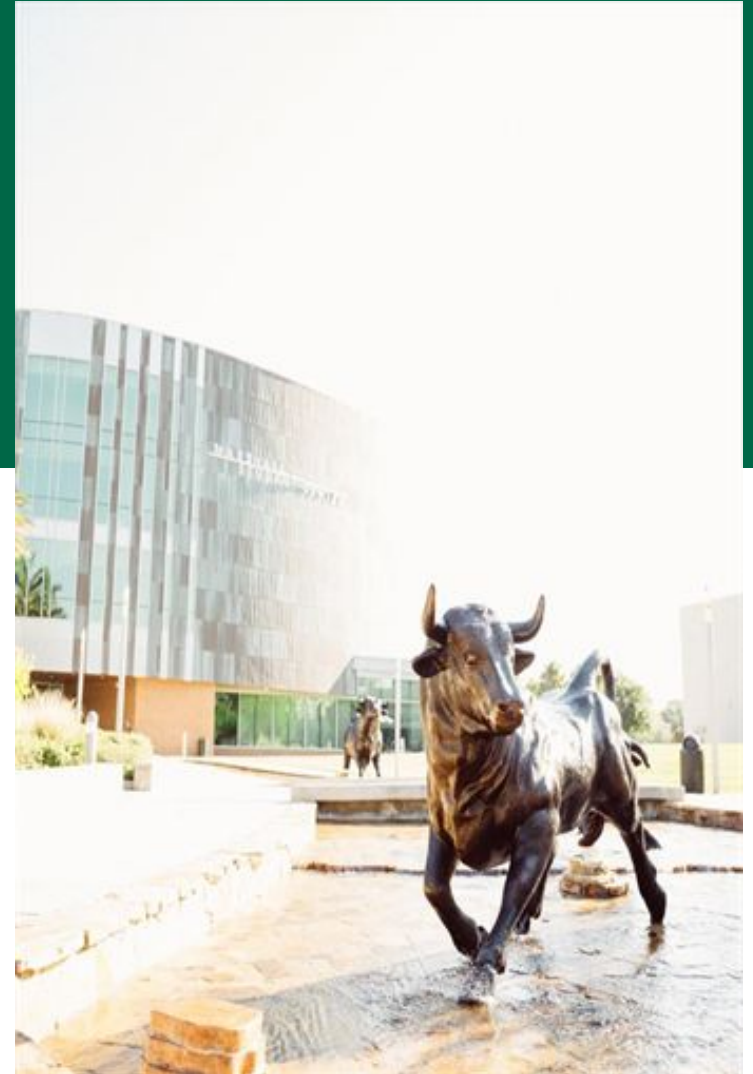
(For Informational Purposes Only)

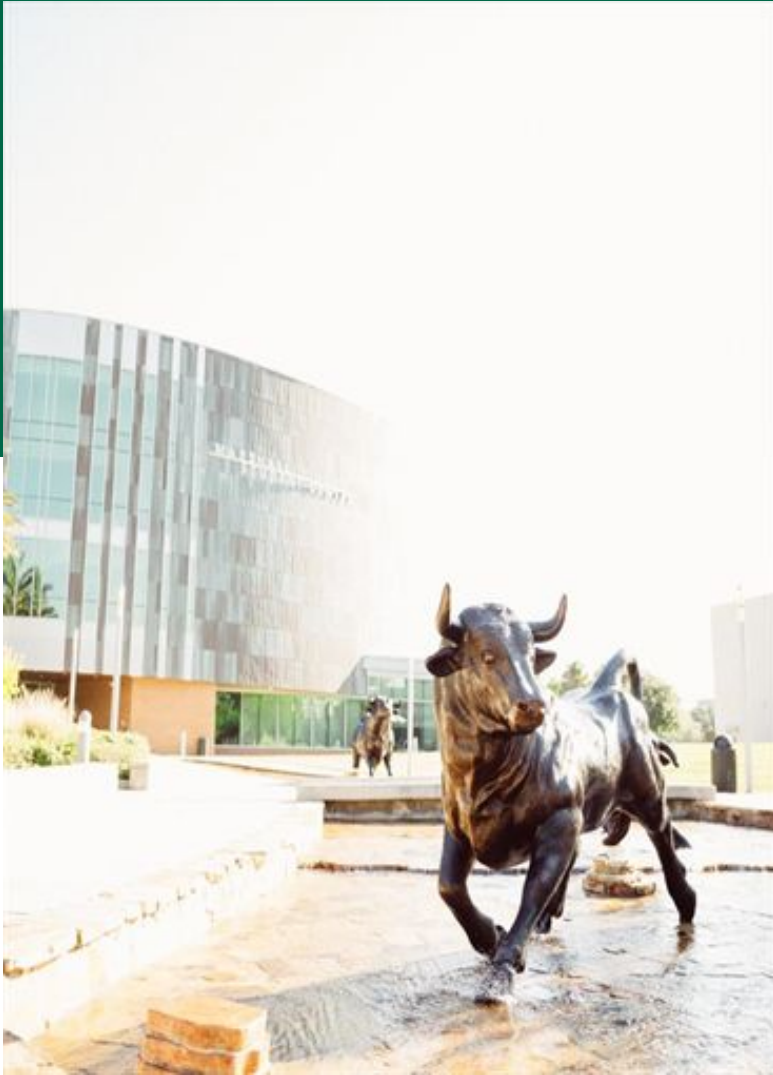
## Highlights

- 1<sup>st</sup> Program Year increased spend with diverse suppliers by \$10 Million.
- \$70 Million – Awarded to Beck/Envision a Black Owned Supplier. (Judy Genshaft Honors College & St. Petersburg Housing Project)
- \$30 Million – Awarded to Barr & Barr/Horus Construction a Black Owned Supplier. (Wellness Facility, Tampa Campus)
- In the past 24 months \$115+ Million in major awards to firms partnered with Black owned firms.
- Research Park Project – Awarded to Skanska, 15% Goal. Diverse utilization plan currently under development w/OSD Team.
- Athletics Practice Facility – R.R Simmons, 13% Goal. Working with that team to develop utilization plan.

# Highlights

- Gilly Vending – Awarded all vending services contracts system wide. Latino Owned, \$1 Million+ Contract Award.
- Coca Cola Bottling Florida – Currently holds vending and pouring rights contract. Largest Black Owned Company in the United States.
- Several Continuing Services Contracts awarded to Black Owned Firms including Volt Air, NuJak Construction, Cut Ups Lawn Care and several others performing as sub-contractors





# Highlights

- 36 month program. Hired, trained all staff, developed all programming for external and internal stakeholders, developed and implementing strategic plan.
- AVP conducted 300+ meetings with suppliers and community stakeholders within the 1<sup>st</sup> program year. This does not include other BD meetings by OSD team members.
- Newsletter disseminated to 3000+ subscribers monthly to inform about opportunities, resources and business development tools.



# USF Office of Supplier Diversity Milestones

## OSD Team Development

AVP of Supplier Diversity has developed job descriptions, conducted interviews and hired & trained all OSD staff to support the daily operations of the USF Office of Supplier Diversity. This process is on going as program development continues.

## Lunch and Learn Series

The OSD team has developed and launched the lunch and learn educational series, which is designed for USF employees to provide an in-depth overview of the University's supplier diversity initiatives. This series is also designed to get buy in from participants and help them understand the role USF employees play in the success of the supplier diversity program. This series also provides practical tips and resources to increase utilization of diverse businesses in a fun, interactive environment.

## Collaboration with Purchasing Services

The OSD team engages in consistent collaboration with purchasing services, system wide, to identify ways to streamline data collection and put in place processes and procedures to remove barriers for diverse suppliers when competing for USF opportunities. One system initiative currently in process includes a "One Quote" requirement from a diverse suppliers when competition is required.

## Supplier Diversity Advisory Committee

The AVP of Supplier Diversity consistently meets with the SDAC, an internal committee comprised of system wide faculty, staff and administration that meet regularly to build and support the university supplier diversity initiative and further streamline operations by identifying areas of opportunity across the USF System.

## USF Office of Supplier Diversity Milestones

### USF Supplier Diversity Champion Awards

In an effort to celebrate and recognize the contributions of USF employees, suppliers and community advocates who contribute to the success of the USF Supplier Diversity Program, the USF Office of Supplier Diversity created the “USF Supplier Diversity Champion Awards”. Nominees are accepted from peers across the USF System in the following categories: President’s Award, Above and Beyond Award, Buyer of the Year, Supplier of the Year and Community Advocate of the Year Awards. The awards celebration are held in conjunction with the annual USF Supplier Diversity Day.

### USF Office of Supplier Diversity E-Newsletter

April 2019 was the launch of the newly developed “USF Office of Supplier Diversity E-Newsletter”. This exciting publication will be published on a quarterly basis to provide updates about current opportunities, feature diverse owned companies that are growing with USF, offer tips to successfully do business with USF and to provide resources and information to help our area businesses grow.

### Diverse Business Utilization Plan - Major Construction

Implementation of new procedures to ensure all selected construction managers include, as a part of their submittal, a diverse a business utilization plan. The CM’s commitment then becomes an official part of their contractual obligation with the University of South Florida. The USFOSD had representation on all recently awarded major construction projects, valued at over \$100 million. This process included developing and presenting content to potential contractors at pre-bid meetings, reviewing in detail all submittals, short list selections and final presentation reviews.

### USF Supplier Diversity Day

Now in it’s 3rd year, “USF Supplier Diversity Day” has had a total of 400+ diverse suppliers participate in morning educational workshop sessions followed by an afternoon vendor showcase in which local diverse suppliers participate by having a booth space to meet with USF System buyers and other local government and corporate partners. USF has now been approached by the National Minority Supplier Development Council – FL affiliate, the leading national diverse supplier certifying entity, to see if there would be an opportunity to partner on the event. We have created a strategic partnership with Moffitt Cancer Center and Tampa General Hospital to combine our efforts on this event for 2021. We anticipate up to 1000 attendees.

# USF Office of Supplier Diversity Milestones

## Streamlined CBE Utilization Reporting

The AVP of SD has developed a new streamlined reporting process and proprietary spend reporting tool to capture “Tier 2” spend data from continuing services contracts as well as large construction projects. This tool is now available for use and is housed on the USF Supplier Diversity website.

## Educational Empowerment Series

The University of South Florida Office of Supplier Diversity has developed and launched our annual “EES” which is a six series program designed to provide guidance and assistance to diverse suppliers in the following areas: bidding & estimating, bonding & insurance, marketing & communications strategies, health & wellness, finance & tax tips for business owners and human resources. The first session kicked off in February 2019 and will run through Summer 2019. This program will be relaunched in the upcoming FY.

## Construction Contractors Connection

In February 2019, the USF Office of Supplier Diversity held a construction networking event at the St. Petersburg campus. The purpose of this was to invite all of the construction management firms who were recently awarded large projects, as well as the USF continuing services contractors to connect with the diverse business community. Approximately 100 diverse owned contractors were in attendance.

## Program Rebrand

The USFOSD has developed and rebranded all content for the Office of Supplier Diversity website. We have also created and are now actively managing our department social media platform which includes Face Book, Twitter and the newly created You Tube Channel. Additionally, the team continually develops additional content to share with the outward facing community regarding our success.

## USF Office of Supplier Diversity Milestones

### Major Construction Awards

#### **Honors College Project & St. Petersburg Campus Housing & Dining Project:**

Recently awarded to Beck/Envision (Envision is Black-owned). These two projects combined total \$70 million. With a commitment of 13% - 20% utilization on this project, the estimated spend with diverse suppliers is estimated at \$9.1m.

#### **The USF Football Center:**

Recently awarded to R.R. Simmons who has committed to 13% – 20% diverse businesses participation on this project. Estimated spend on this project totals \$4m.

#### **Wellness Facility:**

Recently awarded to Barr & Barr Construction, partnered with Horus Construction (Black-owned) local construction company committed 30% utilization on this project. The Barr & Barr/Horus Team has also committed to a mentor protégé program, in an effort to assist USF in the growth of diverse suppliers. Estimated spend on this project is \$9m.

### Tier 2 Contract Program

OSD continues to work with USF's large Tier 1 contractors to engage members of the diverse business community at a tier 2 or subcontracting level. Through this program the relationship with Aramark Services and the Office of Supplier Diversity has now yielded a full service, 24 hour, newly renovated coffee shop that Aramark has invested in financially to house, Bay Coffee and Tea. This company is owned and operated by Herb and Carol Colvin, African American business owners local to the Tampa Bay region. We just received the news that in Q3 FY '19, Bay Coffee & Tea sales surpassed those of one of the Starbucks locations on campus.

### Awards & Recognition

**2020** – AVP, Leadership Tampa Class of 2020

**2019** – Advocate of the Year Nominee, Florida Minority Supplier Development Council (NMSDC FL Affiliate Council)

**2019** – KNOW Tampa Tribe Featured Community Leader

**2018** – Onyx Magazine Woman on the Move Honoree

University of South Florida  
Board of Trustees Meeting  
Tuesday, March 10, 2020  
Research Park – Discovery Hall  
Minutes

Chair Jordan Zimmerman convened the regular meeting of the University of South Florida Board of Trustees at 9:30 a.m. and welcomed everyone to the spring meeting.

**Chair Jordan Zimmerman’s Announcements**

Chair Jordan Zimmerman thanked Senior Vice President Sanberg for hosting the BOT meeting at the beautiful USF Research Park.

The Chair reminded the trustees that immediately following the meeting, there will be a groundbreaking for the new research building.

Chair Zimmerman shared that there will be an update on the Legislative Session and the Coronavirus later during the meeting.

Congratulations to Dr. Paul Dosal and his Student Success team for hosting an unbelievably successful National Student Success Conference. In only its third year this event attracted 450 professionals and researchers from 140 colleges from across the nation.

Congratulations to College of Engineering Dean Robert Bishop and his team. Last year we approved the development of a new DSO, the USF Institute of Applied Engineering. Last week the Institute signed a 5 year contract valued at \$85 million from U.S. Special Operations Command. This contract will allow our researchers and scholars to provide solutions for complex problems and provide SOCOM access to world-class education and training resources supporting their global mission.

USF Football Coach Jeff Scott opened spring football practice this morning and could not be in attendance for the Board of Trustees meeting. We are all looking forward to the spring game April 18<sup>th</sup>. Coach Scott will hopefully provide an update at a future meeting.

The USF Dean of Admissions Glen Besterfield reported that over 6,500 applications have been admitted for the summer and 10,775 for fall 2020 with a GPA average of 4.19, which is up from last fall.

In the upcoming months for the first time in USF history we are expected to report that we have met all 12 performance benchmarks necessary for continuing our designation as a preeminent research university. Further strengthening our academic and research outcomes is a high priority. We expect to show overall gains year over year with improvements in 8 of the 10 metrics. We also expect to exceed our goals in 7 of the 10 metrics without losing points awarded

by metric. This is a tribute to the hard work and discipline shown by talented USF faculty and students and the tireless efforts of our dedicated professional staff.

**Vice President Cynthia Visot called the Roll with the follow Trustees present.**

Trustee Sandra Callahan  
Trustee Michael Carrere  
Trustee Britney Deas  
Trustee Stephanie Goforth – By Phone  
Trustee Michael Griffin  
Trustee Oscar Horton – By Phone  
Trustee Deanna Michael  
Trustee Leslie Muma  
Trustee John Ramil  
Trustee Byron Shinn  
Trustee Charles Tokarz  
Trustee Nancy Watkins – By Phone  
Trustee Jordan Zimmerman

**President's Update**

USF President Steve Currall provided an update on the following:

- President Currall announced the new Senior Vice President for University Advancement and Alumni Affairs, Mr. Jay Stroman. Mr. Stroman joins USF after serving as Senior Associate Vice President for Development and Alumni Relations at the University of Georgia. He will begin on June 1, 2020.
- President Currall announced that Cyber Florida has named Vice Admiral Mike McConnell as the new Executive Director. McConnell, is a retired US Navy Vice Admiral and former Director of the National Security Agency (NSA).
- USF will break ground on the new Research Park Building today.
- Coronavirus Update:
  - USF College of Public Health Dean Donna Petersen will Chair an advising task force.
  - The President congratulated Provost Ralph Wilcox and Associate Vice President for Innovative Education Cindy DeLuca and their teams on the Tool Kits.
  - There is an active web page for updates on the Coronavirus.
- Legislative updates – The legislature is in high gear negotiating many topics on higher education. The legislative budget request have been submitted as well as other financial implications.

- Principles of Community – Dean of the Judy Genshaft Honors College Charles Adams chaired the strategic task force.
- USF Consolidation Update – March 15<sup>th</sup> is the deadline to submit the Substantive Change Prospectus to SACSCOC.
- Learn More – There is a USF Consolidation Website and Blog Series.
- Dr. John Sinnott, Chair of Internal Medicine, Dr. Jen Fleischman Director of Emergency Procedure, Dr. Joe Puccio Executive and Medical Director of the USF Student Health Center, Dean Donna Petersen of the College of Public Health and Sr. Vice President of USF Health Charles Lockwood were available to answer questions concerning the Coronavirus.

Trustee Oscar Horton asked if testing on campus was available.

Vice Chair Les Muma asked if other universities have switched to online courses.

BOT Chair Jordan Zimmerman had questions concerning the strains of the Coronavirus and asked for advice. He also questioned if students will maintain the graduation rates and on the USF alert system.

President Steven Currall question if the County had a facility on campus.

Trustee Michael Carrere questions concerning coronavirus testing.

- Provost Ralph Wilcox and Dean Donna Petersen commented on academic continuity and support services for USF students.
- Jen Fleischman of Emergency Management gave a summary of recent communications with local and state government.

Trustee Michael Griffin asked if the Board will need to approve anything in advance as it relates to academic continuity or support services.

- Vice President and Chief Marketing Officer Joe Hice commented on the process of how updated information relating to the Coronavirus is discussed, gathered and distributed to the USF website.
- Dr. Joe Puccio, Director of the USF Student Health Center, commented on the aggressive screening and monitoring of education abroad students and providing services to them that are needed.
- Dr. John Sinnott, Chair of Internal Medicine commented that we are working on having access and management of the health of faculty and staff as well as the students.

Trustee John Ramil congratulated President Currall and everyone involved on the task force for providing knowledgeable updates as it relates surrounding the Coronavirus. Trustee Ramil had questions concerning cash flow scenarios.

Trustee Charles Torkarz had a question pertaining to effective therapies being developed for the Coronavirus.

**New Business – Action Items (Minutes and Consent)**

**FL 101 – Approval of Minutes**

December 3, 2019

February 3, 2019

February 18, 2019

Having no changes to the minutes Chair Jordan Zimmerman asked for a motion to approve the minutes. Trustee Deanna Michael motioned for approval, which was seconded by Trustee Byron Shinn and the motion was approved unanimously.

**Consent Agenda (FL 102 – FL 105)**

*ACE Committee Approved Items*

**FL 102** - Tenure as a Condition of Employment

*Audit & Compliance Committee Approved Items*

**FL 103** – Approval of Revised Audit Charter

*Governance Committee Approved Items*

**FL 104** – Approval of Direct Support Organization Board Member – USF HPCC

**FL 105** - Approval of Revisions to USF Board of Trustees Operating Procedures

Trustee Charles Tokarz commented on behalf of the ACE Committee. The ACE Committee approved unanimously to award Tenure as a Condition of Employment to the incoming faculty members recommended.

Trustee Nancy Watkins commented on behalf of the Audit and Compliance Committee. The Audit and Compliance Committee unanimously recommended approval for the Revised Audit Charter to report to the Board of Governors. The Preeminence Audit will be completed at a later date.

Vice Chair Les Muma commented on behalf of the Governance Committee. The Governance Committee unanimously recommends approval of both items: Direct Support Organization Board Member – USF HPCC and Revisions to USF Board of Trustees Operating Procedures.

There was no United Faculty of Florida Representative in attendance for comment.



Having no changes to the consent agenda, Chair Jordan Zimmerman moved for approval with a second from Trustee Byron Shinn. The Board unanimously approved the consent agenda.

### **New Business – Action Items**

#### **FL 106 – Approval of USF/TGH Partnership Agreement**

This is an action item to approve the enhanced affiliation between the University of South Florida and Tampa General Hospital based on the due diligence representations of management and the Board's governance level review of the transaction.

The West Coast of Florida and the Tampa Bay area do not have an AMC. Creation of a comprehensive, clinically integrated AMC would bring advanced clinical programs, promote the conduct of translational and clinical research, attract top faculty, medical and other health professional students, strengthen residency and fellowship programs, and enhance the overall health care of the region. The University of South Florida (USF) and Tampa General Hospital (TGH) are embarking on an effort to integrate clinical and academic programs in ways that will make Florida and the Tampa Bay region prominent destinations for quality health care and medical education.

Vice President for USF Health Charles Lockwood and TGH President John Couris provided an update on the USF/TGH Partnership Agreement. A power point was presented which highlighted information on:

- USF – TGH Affiliation
- Building Marquee Programs
- Augmenting Academic Support Funds
- Assessing Revenues
- Academic Support Funds
- Investing in Primary Care Networks
- Protecting the Interest of the University
- Retaining Employment
- Identifying Risk Factors
- Growing Clinical and Academic Enterprise
- Assess Medical Center Revenue
- Assess Operating Margins at TGH
- Access to Capital
- Professional Service Agreement with TGH
- Academic Structure Group – President and Board
- Strategic Affiliation Planning Committee
- Identifying Risk Factors
- Structure and Infrastructure

TGH President John Couris commended USF President Steve Currall and BOT Vice Chair Les Muma for their leadership. Couris stated that TGH and USF will be unstoppable together as it will benefit the people served in the state of Florida.

Trustee John Ramil made comments concerning the Partnership Agreement being a great path for both USF and TGH to move forward.

Trustee Deanna Michael commented on the thorough work and participation of the committee.

“Move to approve the enhanced affiliation agreement between Tampa General Hospital and the University of South Florida based on the representations of management and materials presented regarding objectives, structure, governance, due diligence and legal considerations. This approval is contingent upon: 1. the finalization of a mutually agreed upon comprehensive affiliation agreement, which materially conforms to the representations of management and is approved as to form and legality by the USF office of the General Counsel; and 2. Consultation with the Florida Board of Governors regarding this affiliation.”

Vice Chair Les Muma made the motion to approve which was seconded by Trustee Oscar Horton. FL 106 was approved unanimously.

#### **New Business Informational Items**

a. USF Research Park

Vice President for Research and Innovation Paul Sanberg welcomed everyone to Discovery Hall and provided an update on the Research Park and Research activity. A power point presentation was presented which highlighted the following:

- Promoting a Culture of Innovation at USF In Florida and Beyond
- Research Strategic Plan
- Life Cycle of Innovation
- Ranked in the Top 10 American Public Research Universities for U.S. Patents for the past 9 years.
- Intellectual Property Commercialization
- USF’s Innovation Enterprise – 2019 Significant and Growing - Economic Impact Since 2016
- Global Center for Hearing and Speech Research
- USF Center for Global Health & Infectious Disease Research
- 4<sup>th</sup> Worldwide for AAAS Fellows for the past Five Years
- Honoring Our Faculty - Faculty Outstanding Research Achievement Award and Excellence in Innovation Award
- Florida Inventors Hall of Fame – Annual Gala September 11, 2020 at the downtown Hilton
- USF Chapter of the National Academy of Inventors – NAI Fellows - President Steven Currall was welcomed as an Honorary Member for his work and support over the years of academic innovation.
- Tampa Bay Technology Incubator

- Celebrating the New building in the Research Park
- Student Innovation Incubator
- Office of Corporate Partnerships
- Celebrated the opening of Jabil Innovation Institute
- National Shriners Genomics Institute

A short video was presented that will market the new Research Building. Dr. Sanberg shared that the groundbreaking ceremony was occurring today outside of Discovery Hall. There will also be 22 Research Park Companies set up on site eager to share their work with all attendees.

Vice President Paul Sanberg encouraged everyone to visit the Florida Hall of Fame Exhibit, the Walk of Fame and the Inventors Commons which displays the engraved bricks of the USF Chapter of NAI including President Steve Currall's new brick.

Vice President Sanberg thanked everyone for their support and because of it, the USF Culture of Innovation is thriving.

### **Round Table Discussion**

Trustee Deanna Michael reported that the faculty governance process is moving along smoothly. Senate elections will be held this spring. The Tenure and Promotion documents will be distributed to faculty for votes and to the Provost's Office.

Trustee Britney Deas reported that on the Conference on Student Government Association, the University of South Florida SG won the Outstanding Rising to the Challenge for our efforts on Consolidation.

Trustee Mike Carrere congratulated Trustee Deas and her Student Government team on their efforts supplying certain USF students with food and nutrition when needed. Trustee Carrere had questions surrounding the Tallahassee funding, legislative issues and Preeminence.

Having no further business USF Board Chair Jordan Zimmerman adjourned the meeting of the Board of Trustees at 11:35 a.m.

**USF Board of Trustees**

**Conference Call**

Monday, March 30, 2020

Unofficial Minutes

Chair Jordan Zimmerman called the meeting to order at 1:30 p.m. and thanked everyone for joining the call.

**Dr. Cynthia Visot called the Roll with the following Trustees present**

Trustee Sandra Callahan  
Trustee Michael Carrere  
Trustee Britney Deas  
Trustee Stephanie Goforth  
Trustee Michael Griffin  
Trustee Oscar Horton  
Trustee Deanna Michael  
Trustee Leslie Muma  
Trustee John Ramil  
Trustee Byron Shinn  
Trustee Charles Tokarz  
Trustee Nancy Watkins  
Trustee Jordan Zimmerman

**New Business – Action Items**

**FL 101** – Approval of Acceptance of Preeminence Funding Data Integrity Audit & Approval of Data Integrity Certification

Chair Zimmerman called on Virginia Kalil, Executive Director/Chief Internal Auditor to present the agenda item.

Ms. Kalil discussed the objectives of the Preeminence Data Integrity Audit:

- Determine whether the processes and internal controls established by the university ensure the completeness, accuracy, and timeliness of data submissions which support preeminence measures
- Provide an objective basis of support for the President and BOT Chair to sign the representations included in the BOG Data Integrity Certification

She concluded with the following points:

- Adequate system of internal controls in place over nine of the 12 metrics

- Inadequate system of internal controls in place over the remaining three metrics which relied on data from the National Science Foundation (NSF) Higher Education Research & Development (HERD) survey
- Two high risks identified impacting reported performance; however, not impacting the affected performance metrics' status (pass/fail)
- Two medium risks identified with no impact to performance metrics

Trustee Les Muma made the motion to approve which was seconded by Trustee Michael Griffin. FL 101 was approved unanimously.

### **President's Update**

Chair Zimmerman asked President Currall to give an update regarding COVID-19 and the future operations of the university for the remainder of the semester and summer sessions.

President Currall stated that meetings regarding this situation are taking place every day to handle the situation in the best way possible. He then called on Provost Wilcox to discuss how classes are adapting to the changes.

Provost Wilcox stated that the university is making as many resources available to students as possible, including allowing long-term rentals of laptops from the library so that they have access to a computer at home. He also stated that his team is preparing to make arrangements for all summer courses to be transitioned to online courses in the event that needed to happen.

President Currall then asked Senior Vice President David Lechner to discuss the decisions being made regarding refunds for students living on campus. Mr. Lechner stated that USF had made the decision to refund housing charges to students living on campus starting on the earliest date possible, which set the precedent for other universities in the SUS who had previously set later dates to begin refunds.

President Currall thanked everyone who was working around the clock on this challenge facing the community.

Having no further business, Trustee Zimmerman adjourned the meeting at 2:15 p.m.

**Board of Trustees**  
**Conference Call**  
**Thursday, April 16, 2020**  
**Unofficial Minutes**

- I. Chair Jordan Zimmerman called the meeting to order at 11:38 a.m. He welcomed the Trustees and thanked them for joining the ACE Accountability Plan workshop and this meeting to approve the plan presented.

He then asked Dr. Visot to call roll.

**The following trustees present:**

Trustee Sandra Callahan  
Trustee Michael Carrere  
Trustee Britney Deas  
Trustee Stephanie Goforth  
Trustee Michael Griffin  
Trustee Oscar Horton  
Trustee Deanna Michael  
Trustee Leslie Muma  
Trustee John Ramil  
Trustee Byron Shinn  
Trustee Charles Tokarz  
Trustee Nancy Watkins  
Trustee Jordan Zimmerman

II. **New Business - Action Items**

**FL 101 – Approval of the 2020 USF Accountability Plan**

Trustee Zimmerman stated that due to the BOG submission deadline, the Board needed to approve the 2020 USF Accountability Plan. He then asked ACE Committee Chair Trustee Charlie Tokarz, if he had a recommendation for the Board.

Trustee Tokarz stated that after careful consideration, the ACE committee recommends that the Board approve the 2020 USF Accountability Plan as presented.

Trustee Zimmerman asked for a motion to approve, Trustee Callahan moved for approval with a second from Trustee Goforth. With no further discussion, the motion passed unanimously.

Trustee Zimmerman thanked the Trustees for participating in the call and for joining the ACE Accountability Plan Workshop. He then called on President Steve Currall to give the Board its weekly update on the university's coronavirus efforts.

President Currall shared that Dr. Charly Lockwood had given the latest information regarding COVID 19 patients at TGH, including that there were 6 patients, 5 in the ICU, and 2 that are intubated. He stated that this was a modest number and that currently, USF is in collaboration with TGH to validate a serological test for the antibodies. He shared that Dr. Lockwood mentioned that there are about 13 clinical trials taking place currently at USF. He recommended that anyone looking for further information regarding the county numbers refer to the Florida Department of Health website.

He noted that although leadership is focused on short-term operational continuity, they are also engaged in long-term strategic planning to create a strategic advantage in a changing landscape. They are maintaining a long-term perspective. He also noted that USF College of The Arts was participating in a "Dose of Gratitude" project, which places art at healthcare facilities to show their support of healthcare workers. He stated that USF will continue to work with the county and the state.

With no further comments, Trustee Zimmerman thanked President Currall for the update, and expressed that he hoped everyone would continue to stay safe. He reminded the Trustees that the next update call will take place on Monday evening.

### **iii. Adjournment**

Having no further business, the meeting was adjourned at 11:48 am.

University of South Florida  
Board of Trustees  
Microsoft Team Meeting  
Thursday, May 7, 2020  
Unofficial Minutes

Chair Jordan Zimmerman convened the conference call meeting of the University of South Florida Board of Trustees at 1:00 p.m. and welcomed everyone to the Teams Meeting.

**Dr. Cynthia Visot called the Roll**

Trustee Sandra Callahan  
Trustee Steve Carrere  
Trustee Brittney Deas  
Trustee Stephanie Goforth  
Trustee Michael Griffin  
Trustee Oscar Horton  
Trustee Deanna Michael  
Trustee Leslie Muma – not in attendance  
Trustee John Ramil  
Trustee Byron Shinn – not in attendance  
Trustee Charles Tokarz  
Trustee Nancy Watkins  
Trustee Jordan Zimmerman

**New Business Action Items**

President Steve Currall commented on USF being committed to the fairness of student fees which include housing and dining refunds.

Provost Ralph Wilcox provided an overview.

FL101 – Approval of Amendment to USF Tuition and Fees Regulation 4.0102

The University hereby notices that Regulation 4.0102 shall be amended to reflect proposed revised Student Fees per credit hour basis for Summer 2020 which includes a reduction in the A&S, Athletic, Health and Transportation Fee for students who pay per credit hour, a reduction in the block fee for the Marshall Center for students enrolled at the Tampa campus, and reflect on the assessment of the Distance Learning Fee cost.

Provost Ralph Wilcox and Dean of the College of Business Moez Limayem provided an overview which highlighting the following items:



- Fees – All USF Campuses – Undergraduate and Graduate
- Fees covered by Florida Prepaid

Trustee John Ramil questioned the status of USF in comparison to other universities as it relates to student fees.

Trustee Mike Griffin had questions pertaining to A&S Fees.

Chair Jordan Zimmerman thanked Provost Ralph Wilcox and Dean Moez Limayem for their productive work with the APAC Committee.

Chair Zimmerman wanted to know if the SUS System of Florida had provided direction on how to proceed with the adjustment of student tuition and fees.

President Steve Currall commented on the framework of the University of Florida who has already adopted and approved a similar process as it relates to Distance Learning fees covered by the Florida Prepaid.

President Currall commented on long-term and short-term USF strategic plans and strategic initiatives.

Chair Jordan Zimmerman commented on the outstanding job of putting USF students first during this Coronavirus Pandemic.

Chair Zimmerman asked for a motion to approve FL101, which was moved by Trustee Stephanie Goforth and seconded by Trustee Deanna Michael.

Chair Jordan Zimmerman announced that this is Trustee Brittney Deas' last meeting. The Chair thanked Trustee Deas for her stellar leadership and amazing insight as a student Trustee. Chair Zimmerman announced that Claire Mitchell will be Brittney's successor and will start Monday May 11<sup>th</sup>.

Trustee Deas thanked the Board for their influence and leadership. She also thanked Trustee Stephanie Goforth for her personal guidance and support while serving on the Board.

Chair Zimmerman reminded everyone that there will be BOT Committee meetings via Teams Meeting on Thursday May 14<sup>th</sup>.

Having no further business Chair Jordan Zimmerman adjourned the regular Meeting of the USF Board of Trustees.

## Agenda Item: FL 102

### USF Board of Trustees June 2, 2020

**Issue:** Faculty Nominations for Tenure

---

**Proposed action:** Approval of Nominees for Tenure, USF Tampa

---

**Executive Summary:**

Attached is the USF Tampa's list of faculty nominees for tenure for review and approval by the USF Board of Trustees. President Steve Currall has certified that the nominations for tenure have met the requirements and conditions contained in USF Regulations, Policies, and Procedures. He is satisfied that the nominees will make a significant professional contribution to USF and the academic community in general. If approved, tenure will be awarded effective August 7, 2020.

**Financial Impact:**

USF Tampa faculty granted tenure and promotion will receive a 9% salary increase and \$5000 to Associate Professor and \$7000 to Professor in special achievement. Faculty granted tenure only will not receive a monetary award.

---

**Strategic Goal(s) Item Supports:** USF Strategic Plan 2013-2018, Goal II  
**BOT Committee Review Date:** Academic and Campus Environment Work Group – May 14, 2020  
**Supporting Documentation Online (please circle):**  Yes  No  
• Faculty Nominations for Tenure  
**USF or Campus specific:** USF  
**Prepared by:** Dwayne Smith, Senior Vice Provost & Dean, Graduate Studies, 813-974-2267



**MEMORANDUM**

**DATE:** June 2, 2020  
**TO:** Jordan B. Zimmerman, Chair  
**FROM:** Steven C. Currall, President  
**SUBJECT:** Faculty Nominations for Tenure, USF Tampa

I am requesting approval by the USF Board of Trustees of the enclosed Faculty Nominations for Tenure at USF Tampa. In nominating these faculty members for tenure, I certify that the requirements and conditions contained in USF Regulations, Policies, and Procedures for the granting of tenure have been met. I am satisfied that the nominees will make a significant professional contribution to USF Tampa and the academic community.

Enclosures

Faculty Nominations for Tenure, USF Tampa - 2019-20 Effective 2020-21  
USF Board of Trustees Meeting – June 2, 2020

COLLEGE	FIRST NAME	LAST NAME	RANK UPON HIRE	DEPARTMENT/SCHOOL	DEGREE OF EFFORT*
Arts & Sciences	Janelle	Applequist	Associate Professor	Zimmerman School of Advertising & Mass Communications	1.0
Arts & Sciences	Sylvain	Charbonnier	Associate Professor	School of Geosciences	1.0
Arts & Sciences	Bradford	Gemmell	Associate Professor	Integrative Biology	1.0
Arts & Sciences	Jean-Francois	Biasse	Associate Professor	Mathematics & Statistics	1.0
Arts & Sciences	Giulia	La Mattina	Associate Professor	Economics	1.0
Arts & Sciences	Lu	Lu	Associate Professor	Mathematics & Statistics	1.0
Arts & Sciences	Diana	Rancourt	Associate Professor	Psychology	1.0
Arts & Sciences	Jarod	Rosello	Associate Professor	English	1.0
Arts & Sciences	Joshua	Scacco	Associate Professor	Communication	1.0
Arts & Sciences	Robert	Schlauch	Associate Professor	Psychology	1.0
Behavioral & Community Sciences	Kyaien	Conner	Associate Professor	Mental Health Law & Policy	1.0
Education	Michael	Sherry	Associate Professor	Teaching & Learning (T&L)	1.0
Engineering	Mehran Mozaffari	Kermani	Associate Professor	Computer Science & Engineering	1.0
Engineering	Tansel	Yucelen	Associate Professor	Mechanical Engineering	1.0
Morsani College of Medicine	Timo	Rieg	Associate Professor	Molecular Pharmacology and Physiology	1.0
Muma College of Business	Janelle	Wells	Associate Professor	Marketing	1.0
The Arts	Esra	Akin-Kivanc	Associate Professor	School of Art & Art History	1.0
The Arts	Eun Mi	Ko	Associate Professor	School of Music	1.0
Pharmacy	Janelle	Perkins	Professor	Pharmacotherapeutics & Clinical Research	1.0
Public Health	Rays H. Y.	Jiang	Associate Professor	Public Health	1.0
Public Health	Xiaoming	Liu	Associate Professor	Public Health	1.0

\*If Less than 1.0 FTE

**University of South Florida**  
**FACULTY NOMINATIONS FOR TENURE**  
**2019-20 effective 2020-21**

Prepared by:	<b>Rosie Lopez</b>
Title:	<b>Executive Administrative Specialist</b>
Phone Number:	<b>(813) 974-2267</b>
Date:	<b>4/30/20</b>

**USF Health Not Included**

Sex, Race/Ethnicity	Applied	Deferred	Withdrawn	Denied	Nominated
<b>MALES</b>					
American Indian or Alaskan Native	0	0	0	0	0
Asian or Pacific Islander	1	0	0	1	0
Black, Not Hispanic	1	0	0	0	1
Hispanic	1	0	0	0	1
White, not Hispanic	7	0	0	0	7
Other	1	0	0	0	1
<b>Total Male</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>10</b>
<b>FEMALES</b>					
American Indian or Alaskan Native	0	0	0	0	0
Asian or Pacific Islander	2	0	0	0	2
Black, not Hispanic	0	0	0	0	0
Hispanic	1	0	0	0	1
White, not Hispanic	4	0	0	0	4
Other	0	0	0	0	0
<b>Total Female</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>
<b>GRAND TOTAL</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>17</b>

**\*Eligible: Data is only from departments that have applicants applying during the current process.**  
 APPLIED= Faculty whose names have been submitted for tenure review.  
 DEFERRED= Faculty for whom tenure was deferred during the review process.  
 WITHDRAWN= Faculty who withdrew from tenure consideration after applying for review.  
 DENIED= Faculty for whom tenure was denied during the review process.  
 NOMINATED= Faculty for whom tenure is being recommended by the University.

**University of South Florida**  
**FACULTY NOMINATIONS FOR TENURE**  
**2019-20 effective 2020-21**

Prepared by:	<b>Rosie Lopez</b>
Title:	<b>Executive Administrative Specialist</b>
Phone Number:	<b>(813) 974-2267</b>
Date:	<b>4/30/20</b>

**USF Health Included**

Sex, Race/Ethnicity	Applied	Deferred	Withdrawn	Denied	Nominated
<b>MALES</b>					
American Indian or Alaskan Native	0	0	0	0	0
Asian or Pacific Islander	2	0	0	1	1
Black, Not Hispanic	1	0	0	0	1
Hispanic	1	0	0	0	1
White, not Hispanic	8	0	0	0	8
Other	1	0	0	0	1
<b>Total Male</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>12</b>
<b>FEMALES</b>					
American Indian or Alaskan Native	0	0	0	0	0
Asian or Pacific Islander	4	0	0	0	4
Black, not Hispanic	1	0	0	1	0
Hispanic	1	0	0	0	1
White, not Hispanic	4	0	0	0	4
Other	0	0	0	0	0
<b>Total Female</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>9</b>
<b>GRAND TOTAL</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>21</b>

**\*Eligible: Data is only from departments that have applicants applying during the current process.**

- APPLIED= Faculty whose names have been submitted for tenure review.
- DEFERRED= Faculty for whom tenure was deferred during the review process.
- WITHDRAWN= Faculty who withdrew from tenure consideration after applying for review.
- DENIED= Faculty for whom tenure was denied during the review process.
- NOMINATED= Faculty for whom tenure is being recommended by the University.

Tenure Attachment B rev.

**Agenda Item: FL 103**

**USF Board of Trustees**  
June 2, 2020

**Issue:** Tenure Nomination as a Condition of Employment

---

**Proposed action:** Approve Tenure as a Condition of Employment

---

**Executive Summary:**

Administrators such as the President, Provost, Deans, Chairs, and senior faculty who are recruited to USF are normally awarded tenure as a condition of employment. These highly qualified individuals usually have earned tenure at their previous institutions, which makes them attractive candidates to USF. In order to attract them, USF must provide a package that is competitive with other nationally and internationally ranked institutions. Tenure upon appointment for qualified candidates, among other things, is a term and condition of the employment package that makes USF an institution of choice.

**Financial Impact:**

---

**Strategic Goal(s) Item Supports:** USF Strategic Plan 2013-2018, Goal II

**BOT Committee Review Date:** Academic and Campus Environment Work Group – **May 14, 2020**

**Supporting Documentation Online (please circle):** Yes No

- Memorandum to Jordan B. Zimmerman, Chair, USF Board of Trustees
- Tenure Nominations as a Condition of Employment
- Faculty Profiles

**USF or Campus specific:** USF

**Prepared by:** Dwayne Smith, Senior Vice Provost & Dean, Graduate Studies, 813-974-2267



**MEMORANDUM**

**DATE:** June 2, 2020  
**TO:** Jordan B. Zimmerman, Chair  
**FROM:** Steven C. Currall, President  
**SUBJECT:** Tenure as a Condition of Employment Nominations

I am requesting approval by the USF Board of Trustees of the enclosed Tenure as a Condition of Employment Nominations at USF. In nominating these faculty members for tenure, I certify that the requirements and conditions contained in USF Regulations, Policies, and Procedures for the granting of tenure have been met. I am satisfied that the nominee will make a significant professional contribution to USF and the academic community.

Enclosures





**Faculty Nominations for Tenure as a Condition of Employment**  
**USF Board of Trustees Meeting – June 2, 2020**

<u>College</u>	<u>Name</u>	<u>Rank</u>	<u>Department/ School</u>	<u>Degree of Effort*</u>	<u>Previous Institution</u>	<u>Tenure at Previous Institution</u>
Arts & Sciences	Marcus Cooke, PhD	Professor	Cell, Micro and Molecular Biology	1.0	Florida International University	Yes
Arts & Sciences	Liane Robertson, PhD	Associate Professor & Director	English	1.0	William Patterson University	Yes
Arts & Sciences	Stanley M. Stevens Jr., PhD	Associate Professor	Cell, Micro and Molecular Biology	1.0	Albany College of Pharmacy and Health Sciences	Yes
Public Health	Edwin Michael, PhD	Professor	College of Public Health	1.0 .75 TE	University of Notre Dame Notre Dame, Indiana	Yes
Public Health	Jason Salemi, PhD	Associate Professor	College of Public Health	1.0 .75 TE	Baylor College of Medicine, Houston, TX	Yes

\*If less than 1.0 FTE

**University of South Florida**  
**Tenure Nominations as a Condition of Employment**

1

**Arts & Sciences**

**Marcus Stanley Cooke, PhD**

Dr. Marcus Cooke will join the faculty at the College of Arts & Sciences in August 2020 as a Professor in the Department of Cell Biology, Microbiology & Molecular Biology (CMMB). Dr. Cooke comes to us from Florida International University. His area of expertise is *Oxidative stress, and genomic instability: From basic mechanisms to translational application of validated biomarkers to study human health and disease*. In 2014, his expertise in leading one of the foremost groups in the UK undertaking oxidative stress research, specifically DNA damage, was transferred to my group at Florida International University. He is internationally recognized as a leader in understanding the source, significance, and measurement of modified (oxidised) DNA and extracellular nucleobases, and (2'-deoxy) nucleosides which, in our hands, can be minimally/non-invasive biomarkers of genotoxicity (e.g. oxidative stress). More recently, he pioneered the novel approach of urinary DNA adductomics, incorporating targeted and non-targeted approaches into my lab's portfolio. Dr. Cooke has a total of 119 publications, resulting in *h*-indexes of 37 (Scopus) and 43 (Google Scholar) based on citation counts of 6,755 (Scopus) and 9,564 (Google Scholar). As well, he is the PI, or co-PI, of grant awards totaling ~£3.1 million in UK/EU (\$5 million) and a further \$2.13 million in US (of which ~\$2 million is NIH funding awarded, since 2017). He serves on the editorial boards of *Scientific Reports*, *Biomarkers*, *International Journal of Molecular Sciences*, and has been a reviewer for over 98 international journals. The faculty of the Department of Cell Biology, Microbiology & Molecular Biology (CMMB) recommend tenure upon employment at the rank of Professor. Dr. Eric Eisenberg, Dean, Arts & Sciences, along with Provost Ralph Wilcox and President Steven C. Currall, concur with this recommendation for tenure upon appointment.

**University of South Florida**  
**Tenure Nominations as a Condition of Employment**

2

**Arts & Sciences**

**Liane Robertson, PhD**

Dr. Robertson will join the faculty at the College of Arts & Sciences in August 2020 as an Associate Professor with the Department of English and the Director of the First Year Composition program. Dr. Robertson comes to us from William Paterson University, a public comprehensive, Hispanic-serving institution which she joined in 2011; she earned tenure and promotion there in 2016. She holds a Ph.D. in Rhetoric and Composition from Florida State University (2011), and an M.A. in the Teaching of Writing from Eastern Michigan University (2007). She has extensive administrative experience, including serving as the Director of University Core Curriculum (appointed, 2019-present), the Director of Writing Across the Curriculum (appointed, 2015-present), and the Assistant Director, Program in Writing and Rhetoric (since 2013) at William Paterson; she also served as Director, Florida State University Reading-Writing Center (2009-2011) and Assistant Director, Florida State University First-Year Composition Program (appointed 2009-10). She is a leading researcher in knowledge transfer in writing studies where she has focused particularly on its impact on student learning in first-year writing. She has published 15 co-authored peer-reviewed essays or book chapters and one award-winning co-authored monograph. Her scholarship on knowledge transfer has won numerous awards and grants; she is a two-time accepted researcher, and now Team Leader, for the prestigious Elon University Writing Beyond the University Research Seminar, 2019-2021. She is also a dedicated teacher and mentor, with fifteen years' experience in higher education. The faculty of the Department of Liane Robertson recommend tenure upon employment at the rank of Associate Professor. Dr. Eric Eisenberg, Dean, Arts & Sciences along with Provost Ralph Wilcox and President Steven C. Currall, concur with this recommendation for tenure upon appointment.

**University of South Florida**  
**Tenure Nominations as a Condition of Employment**

3

**Arts & Sciences**

**Stanley M. Stevens, Jr., PhD**

Dr. Stanley Stevens will join the faculty at the College of Arts & Sciences in August 2020 as an Associate Professor with the Department of Cell Biology, Microbiology & Molecular Biology (CMMB). Dr. Stevens comes to us from Albany College of Pharmacy and Health Sciences.

Stanley Stevens received his Ph.D. in Chemistry, and did his postdoctoral research studies at the University of Florida in the areas of bioanalytical mass spectrometry and drug discovery. Over the past 18 years, his research has focused on development and biomedical application of novel mass spectrometry-based approaches where he has collaborated with numerous investigators to investigate mechanisms underlying fundamental biological processes as well as human disease. In addition to his collaborative work, Dr. Stevens' research program has been studying the effects of alcohol on the brain and liver with specific focus on how alcohol and alcohol-induced oxidative stress affects epigenetic processes. His alcohol-related research has been continuously funded by the NIH/NIAAA since 2013, and he currently is awarded R01, R21, and R03 grants to study novel epigenetic mechanisms related to the neuroimmune response to alcohol. In terms of publications, Dr. Stevens' research has led to 7 book chapters and 74 peer-reviewed papers, which demonstrate the application of mass spectrometry-based proteomics to global-scale protein expression and post-translational modification characterization in various biomedical areas including cancer, T2D, Alzheimer's disease and age-related disorders, bacterial pathogenesis, alcohol abuse, and drug discovery. He has served as an *ad hoc* reviewer for the National Institutes of Health for the shared instrumentation grant program as well as the Neurotoxicology and Alcohol study section. The faculty of the Department of Cell Biology, Microbiology & Molecular Biology (CMMB) recommend tenure upon employment at the rank of Associate Professor. Dr. Eric Eisenberg, Dean, Arts & Sciences, along with Provost Ralph Wilcox and President Steven C. Currall, concur with this recommendation for tenure upon appointment.

**University of South Florida  
Tenure Nominations as a Condition of Employment**

4

**USF Health, College of Public Health****Edwin Michael, PhD**

Dr. Michael was selected as a result of a national search for a senior Epidemiologist and will join USF and the College of Public Health at the rank of Professor on June 19, 2020. Dr. Michael is currently a tenured Professor in the Department of Biological Sciences at Notre Dame University. Prior to joining Notre Dame, Dr. Michael was a tenured Professor at Imperial College of Science, Technology & Medicine in London, England where he earned his PhD in Parasite Epidemiology. He is an expert in the field of mathematic modeling of infectious diseases, developing mathematical models and using computer science approaches to control and eradicate vector-borne disease. He has served as PI, Co-PI or investigator with more than \$6 million in funding by the NIH and the Gates Foundation and previously by the Medical Research Council of the UK and the European Union. Most recently, he was awarded \$1.43 million in funding from NIH and the Gates Foundation. Currently, Dr. Michael has more than \$5.7 million in grants pending with NIH. He has published over 150 articles in peer reviewed journals. He has co-authored four books, written 12 book chapters and 9 reports. He has given 80 presentations at national and/or international conferences. Dr. Michael is an excellent teacher. He served as the director of undergraduate education while at Imperial College. He supervised 10 successful PhD dissertation students and 13 master's thesis students, while also serving examiner for 11 PhD examinations. At Notre Dame he has supervised or co-supervised 8 PhD dissertations and 23 master's theses. Dr. Michael is a member of the Bill and Melinda Gates Foundation Modeling Consortium for Neglected Tropical Diseases. He has served on various NIH Study Sections, NSF Review Panels and other international granting entities. His international reputation has led to guiding policy-making at WHO, and the Gates Foundation. The COPH Appointment, Promotion and Tenure Committee recommend Dr. Michael for tenure at the rank of Professor. Dr. Charles J. Lockwood, Senior VP of USF Health, and Dean, MCOM, along with Provost Ralph Wilcox and President Steven C. Currall, concur with this recommendation for tenure upon appointment.

**University of South Florida  
Tenure Nominations as a Condition of Employment**

5

**USF Health, College of Public Health****Jason Salemi, PhD**

Dr. Jason L. Salemi joined the College of Public Health (COPH) on February 10, 2020. Dr. Salemi received his BSc in Biology/Pre-Med Sciences at the University of South Florida. He received his PhD in Epidemiology, a Graduate Certificate in Biostatistics, and a Graduate Certificate in Applied Biostatistics from USF COPH. Dr. Salemi joined the Baylor College of Medicine in Houston, Texas as a tenure-earning Assistant Professor in 2014. He was promoted to Associate Professor with tenure in 2019. Dr. Salemi has a national reputation as a leader in population-based perinatal epidemiology, specializing in birth defects surveillance methods and evaluation of registry data quality. Since 2003, he has provided the primary expertise for more than \$8.6 million in Federal and State funded grants or contracts, \$2.9 million of which he served as PI, Co-PI or Co-I. He has published more than 130 peer-reviewed papers and 41 abstracts. Dr. Salemi has contributed to numerous lectures and presentations at state, regional, national and international meetings, including 30 presentations and 63 poster presentations. He is the current president of the National Birth Defects Prevention Network (NBDPN), the largest not-for-profit organization in the United States focusing on state-based birth defects surveillance and a group with which the Teratology Society and Center for Disease Control (CDC) work closely. He was Chair of the Surveillance Guidelines and Standards Committee for the NBDPN which was charged with working with the CDC and other partners to develop a series of critical tools for surveillance programs to use in responding to the Zika virus pandemic. Dr. Salemi is also an outstanding teacher. While at Baylor Dr. Salemi mentored 11 junior faculty, 18 fellows/residents and 5 medical students, as well as serving on doctoral committees for students at USF. He served in several educational leadership roles including the Assistant Director of a T32 primary care research fellowship, and Training Curriculum Director for a HRSA-funded undergraduate training grant. The COPH Appointment, Promotion and Tenure Committee recommend Dr. Salemi for tenure at the rank of Associate Professor. Dr. Charles J. Lockwood, Senior VP of USF Health, and Dean, MCOM, along with Provost Ralph Wilcox and President Steven C. Currall, concur with this recommendation for tenure upon appointment.

**Agenda Item: FL 104**

**USF Board of Trustees**  
June 2, 2020

**Issue:** Faculty Nominations for Tenure

---

**Proposed action:** Approve USF St. Petersburg Faculty Nominees for Tenure

---

**Executive Summary:**

Attached is USF St. Petersburg list of faculty nominees for tenure for review and approval by the USF Board of Trustees. President Steve Currall has certified that the nominations for tenure have met the requirements and conditions contained in USF Regulations, Policies, and Procedures. He is satisfied that the nominees will make a significant professional contribution to USF St. Petersburg and the academic community in general. If approved, tenure will be awarded effective August 7, 2020.

**Financial Impact:**

All tenured employees and librarians receiving promotions shall receive a 9% increase to their base salary. In addition, employees promoted to Assistant Professor/Assistant University Librarian shall receive an additional \$3,000 base increase; employees promoted to Associate Professor/Associate University Librarian shall receive an additional \$5,000 base increase; employees promoted to Professor/University Librarian shall receive an additional \$7,000 base increase.

---

**Strategic Goal(s) Item Supports:**

USF St. Petersburg Strategic Plan 2014-2019, Goal 3  
USF Strategic Plan 2013-2018, Goal II

**BOT Committee Review Date:**

Academic and Campus Environment Committee – **May 14, 2020**

**Supporting Documentation Online (please circle):**

**Yes**

**No**

Memorandum to Jordan B. Zimmerman, Chair, USF Board of Trustees  
Faculty Nominations for Tenure

**USF or Campus specific:** USF St. Petersburg

**Prepared by:** Dr. Martin Tadlock, CAO and Regional Chancellor, 727-873-4460

**MEMORANDUM**

**DATE:** June 2, 2020  
**TO:** Jordan B. Zimmerman, Chair  
**FROM:** Steven Currall, President  
**SUBJECT:** Faculty Nominations for Tenure, USF St. Petersburg

I am requesting approval by the USF Board of Trustees of the enclosed Faculty Nominations for Tenure at USF St. Petersburg. In nominating these faculty members for tenure, I certify that the requirements and conditions contained in USF Regulations, Policies, and Procedures for the granting of tenure have been met. I am satisfied that the nominees will make a significant professional contribution to USF St. Petersburg and the academic community.

Thank you for your consideration of this request.

Enclosures



**Faculty Nominations for Tenure, USF St. Petersburg**  
**USF Board of Trustees Meeting – June 2, 2020**

College	Name	Rank Upon Tenure	Discipline	Degree of Effort*
College of Arts and Sciences	Elizabeth Herrmann	Associate Professor	Verbal & Visual Arts	1.0
College of Arts and Sciences	Felipe Mantilla	Associate Professor	History and Politics	1.0
College of Arts and Sciences	Byron Miller	Associate Professor	Society, Culture and Language	1.0
College of Arts and Sciences	Jennifer O'Brien	Associate Professor	Psychology	1.0

\* If Less than 1.0 FTE

**Florida Equity Reports**  
**University of South Florida St. Petersburg**  
**2019- 2020**

**PART VII: Protected-class Representation in the Tenure Process, 2019-2020**

Sex, Race/Ethnicity	*Applied	*Withdrawn	*Denied	*Deferred	*Nominated
<b>MALES</b>					
American Indian or Alaskan Native	0	0	0	0	0
Asian	0	0	0	0	0
Black or African American	1	0	0	0	1
Hispanic	0	0	0	0	0
Native Hawaiian/Other Pacific Islander					
Two or More Races	0	0	0	0	0
White	1	0	0	0	1
Other, Not Reported	0	0	0	0	0
<b>Total Male (include Other, Not Reported)</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>FEMALES</b>					
American Indian or Alaskan Native	0	0	0	0	0
Asian	0	0	0	0	0
Black or African American	0	0	0	0	0
Hispanic	0	0	0	0	0
Native Hawaiian/Other Pacific Islander					
Two or More Races	0	0	0	0	0
White	2	0	0	0	2
Other, Not Reported	0	0	0	0	0
<b>Total Female (Number and Percent) (include Other, Not Reported)</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>GRAND TOTAL</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>

\*APPLIED: Faculty whose names have been submitted for tenure review. Sum of Withdrawn, Denied, and Nominated (or provide explanation).

\*WITHDRAWN: Faculty who withdrew from tenure consideration after applying for review.

\*DENIED: Faculty for whom tenure was denied during the review process.

\*NOMINATED Faculty for whom tenure is being recommended by the University.

**Florida Equity Reports  
University of South Florida St. Petersburg**

**2019-2020**

**PART VIII: Tenure and Promotion Committee Composition, AY 2019-2020**

Type of Committee		Black, not Hispanic		American Indian/ Alaskan Native		Asian or Pacific Islander		Hispanic		White, not Hispanic		Other, Not Reported		Total including Other, Not Reported	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F
University Committee	E	0	0	0	0	0	0	1	0	4	1	0	0	5	1
	S	0	0	0	0	0	0	1	0	4	1	0	0	5	1
College of Business	E	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	S	0	0	0	0	0	0	0	0	0	0	0	0	0	0
College of Arts & Sciences	E	0	0	0	0	0	0	0	0	3	2	0	0	3	2
	S	0	0	0	0	0	0	0	0	3	2	0	0	3	2
College of Education	E	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	S	0	0	0	0	0	0	0	0	0	0	0	0	0	0

E = Eligible to serve

S = Actually served (may include faculty from other USF campuses, who are not counted in eligible to serve)

**Agenda Item: FL 105**

**USF Board of Trustees**  
June 2, 2020

**Issue:** Faculty Nominations for Tenure

---

**Proposed action:** Approve USF Sarasota-Manatee Faculty Nominees for Tenure

---

**Background information:**

Attached is USF Sarasota-Manatee's list of faculty nominees for tenure for review and approval by the USF Board of Trustees. President Currall has certified that the nominations for tenure have met the requirements and conditions contained in USF Regulations, Policies, and Procedures. He is satisfied that the nominees will make a significant professional contribution to the University of South Florida and the academic community in general. If approved, tenure will be awarded effective August 7, 2020.

**Financial Impact:**

USF Sarasota-Manatee faculty granted tenure and promotion will receive a 9% salary increase and \$5000 to Associate Professor and \$7000 to Professor in special achievement. Faculty granted tenure only will not receive a monetary award.

---

**Strategic Goal(s) Item Supports:**

USF Sarasota-Manatee Strategic Plan 2015-2020, Goals 4 and 5  
USF Strategic Plan 2013-2018, Goal 1

**Workgroup Review Date:**

Academic and Campus Environment Committee – May 14, 2020

**Supporting Documentation Online (please circle):**  **Yes**  **No**

Memorandum to Jordan Zimmerman, Chair, USF Board of Trustees  
Faculty Nomination for Tenure

**USF System or Institution specific:**

USF Sarasota-Manatee

**Prepared by:** Karen Holbrook, Regional Chancellor, 941-359-4340



**MEMORANDUM**

**DATE:** May 4, 2020  
**TO:** Jordan Zimmerman, Chair  
**FROM:** Steven Currall, President, University of South Florida

I am requesting that the enclosed—Faculty Nominations for Tenure, USF Sarasota-Manatee—submitted to the USF Board of Trustees, be approved. In nominating these faculty members for tenure, I certify that the requirements and conditions contained in the USF Regulations, Policies, and Procedures for the granting of tenure have been met. I am satisfied that the nominees will make a significant professional contribution to USF Sarasota-Manatee and to the greater USF community.

Nominees for tenure:  
    Jessica Grosholz, Criminology  
    Carlos Jimenez-Angueira, Accounting

Thank you for your consideration of this request. Please call me if you have any questions.



**USF Board of Trustees Meeting**

**Faculty Nominations for Tenure, USF Sarasota-Manatee- Effective 2020/2021**

College	Name	Rank Upon Tenure	Discipline	Degree of Effort*
USFSM College of Business	Carlos Jimenez-Anguiera	Associate Professor	Accounting	
USFSM College of Liberal Arts and Social Sciences	Jessica Grosholz	Associate Professor	Criminology	

\*if less than 1.0 FTE



## Florida Equity Reports

### University of South Florida Sarasota-Manatee

2019- 2020

#### PART VII: Protected-class Representation in the Tenure Process, 2019-2020

Sex, Race/Ethnicity	*Applied	*Withdrawn	*Denied	*Deferred	*Nominated
<b>MALES</b>					
American Indian or Alaskan Native	0	0	0	0	0
Asian	0	0	0	0	0
Black or African American	0	0	0	0	0
Hispanic	1	0	0	0	1
Native Hawaiian/Other Pacific Islander	0	0	0	0	0
Two or More Races	0	0	0	0	0
White	0	0	0	0	0
Other, Not Reported	0	0	0	0	0
<b>Total Male (include Other, Not Reported)</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>FEMALES</b>					
American Indian or Alaskan Native	0	0	0	0	0
Asian	0	0	0	0	0
Black or African American	0	0	0	0	0
Hispanic	0	0	0	0	0
Native Hawaiian/Other Pacific Islander	0	0	0	0	0
Two or More Races	0	0	0	0	0
White	2	0	0	0	0
Other, Not Reported	0	0	0	0	0
<b>Total Female (Number and Percent) (include Other, Not Reported)</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>
	<b>66.6%</b>	<b>0.0%</b>	<b>33.3%</b>	<b>0.0%</b>	<b>33.3%</b>
<b>GRAND TOTAL</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>

\*APPLIED: Faculty whose names have been submitted for tenure review. Sum of Withdrawn, Denied, and Nominated (or provide explanation). \*WITHDRAWN: Faculty who withdrew from tenure consideration after applying for review.

\*DENIED: Faculty for whom tenure was denied during the review process.

\*NOMINATED Faculty for whom tenure is being recommended by the University.

**Agenda Item: FL 106**

**USF Board of Trustees**  
(June 2, 2020)

**Issue:** Degree Program Termination - Master's of Arts in Adult Education, CIP Code 13.1201

---

**Proposed action:** Approval

---

**Executive Summary:**

USF offers interrelated graduate degree programs in both Adult Education (CIP 13.1201) and Career & Workforce/Technical Education (CIP 13.1320). Key faculty members teaching in the traditionally-focused M.A. in Adult Education retired and enrollments were declining. Rather than continue the two separate but related graduate degree programs, it was determined that current workforce needs could be best met through curricular revisions in the Career & Workforce/Technical Education program to incorporate the key components of the Adult Education program, and thus allows for the termination of the Master's Degree program in CIP 13.1201.

Currently enrolled students in the M.A. in Adult Education are being provided with all necessary coursework to complete their programs of study. The one remaining full-time faculty member and adjunct faculty member teaching courses in the Adult Education M.A. program will continue to teach courses in a related Graduate Certificate Program and in the Curriculum & Instruction Ph.D. program in a track focused on Adult Education.

**Financial Impact:** No financial impact.

---

**Strategic Goal(s) Item Supports:** Student Success

**BOT Committee Review Date:** May 14, 2020 (ACE)

**Supporting Documentation Online (please circle):**

Yes

No

**USF System or Institution specific:** USF Tampa

**Prepared by:** Theresa Chisolm, Ph.D., Vice Provost Planning, Performance and Accountability



Revised 12/2016

Board of Governors, State University System of Florida  
**ACADEMIC DEGREE PROGRAM TERMINATION FORM**  
In Accordance with BOG Regulation 8.012

**UNIVERSITY:** University of South Florida

**PROGRAM NAME:** Adult Education

**DEGREE LEVEL(S):** M  
(B., M., Ph.D., Ed.D., etc.)

**CIP CODE:** 13.1201  
(Classification of Instructional Programs)

**ANTICIPATED TERMINATION TERM:** Fall 2020  
(First term when no new students will be accepted into the program)

**ANTICIPATED PHASE-OUT TERM:** Spring 2021  
(First term when no student data will be reported for this program)

*Please use this form for academic program termination. The form should be approved by the University Board of Trustees (UBOT) prior to submission to the Board of Governors, State University System of Florida for consideration. Please fill out this form completely for each program to be terminated in order for your request to be processed as quickly as possible. Attach additional pages as necessary to provide a complete response. In the case of baccalaureate or master's degree programs, the UBOT may approve termination in accordance with BOG Regulation 8.012, with notification sent to the Board of Governors, Office of Academic and Student Affairs. For doctoral level programs please submit this form with all the appropriate signatures for Board of Governors' consideration. The issues outlined below should be examined by the UBOT when approving program terminations.*

**1. Provide a narrative rationale for the request to terminate the program.**

The M.A. in Adult Education program has lost key faculty due to retirements. There is only one remaining tenured faculty member, and the program cannot be sustained beyond the degree completion of the current student cohort.

Revised 12/2016

- 2. Indicate on which campus(es) the program is being offered and the extent to which the proposed termination has had or will have an impact on enrollment, enrollment planning, and/or the reallocation of resources.**

The program is offered only on the Tampa campus. Enrollments in the degree have been declining with retirements of key faculty.

- 3. Explain how the university intends to accommodate any students or faculty who are currently active in the program scheduled to be terminated. State what steps have been taken to inform students and faculty of the intent to terminate the program. Please provide the date when the teach-out plan was submitted to SACSCOC, if applicable.**

Coursework in the M.A. in Adult Education follows a specified course sequence with students taking 2-3 courses each semester, allowing students to complete the degree in 4 semesters. Students currently in the program were informed of the intent to close the program in fall 2019 and were provided a course schedule that would enable them to complete their planned program of study. Students will be on track to complete the degree by fall 2020.

The full-time faculty member was made aware of the intent to close the program at the same time and was involved in the development of the course schedule. The adjunct instructor was also made aware of the intent to close the program at that time.

- 4. Provide data (and cite sources) on the gender and racial distribution of students in and faculty affiliated with the program. For faculty, also list the rank and tenure status of all affected individuals.**

There are currently 16 students in the M.A. in Adult Education program: 12 female, 4 male; 1 Hispanic, 1 Black, 7 White, 1 Multiracial, 5 Non-resident International; 1 Race Not Reported. Data source: USF InfoCenter

The one remaining faculty member is female, White, and a tenured full Professor.

The one adjunct instructor is female, White.

- 5. Identify any potential negative impact of the proposed action on the current representation of females, minorities, faculty, and students in the program.**

We do not expect any negative impact. The remaining faculty member and adjunct

Revised 12/2016

instructor will continue to be able to provide courses in the Leadership in Developing Human Resources Graduate Certificate and in the Adult Education emphasis in the Ph.D. in Curriculum and Instruction. Student demographics in these two areas of study are: 9 female, 10 male; 2 Hispanic, 4 Black, 9 White, 2 Non-resident International; 2 Race Not Reported. Data source: Banner

6. **If this is a baccalaureate program, please explain how and when the Florida College System (FCS) institutions have been notified of its termination so that students can be notified accordingly.**

N/A

Revised 12/2016

2-28-2020

Signature of Requestor/Initiator

Date

3/2/2020

Signature of Campus EO Officer

Date

DocuSigned by:

Rob Knoepfel

3/2/2020

E94501EC37144E1

Signature of College Dean

Date

DocuSigned by:

Ralph Wilcox

4/21/2020

959DB669077C491

Signature of President or Vice President for Academic Affairs

Date

Date Approved by the Board of Trustees

Date

Signature of the Chair of the Board of Trustees

Date

**Agenda Item:** FL 107

**USF Board of Trustees**  
June 2, 2020

**Issue:** USF Regulation 3.007: Degree Requirement:  
Baccalaureate/Undergraduate

---

**Proposed action:** Amend USF Regulation 3.007: Degree Requirement:  
Baccalaureate/Undergraduate

---

**Executive Summary:**

Regulation 3.007 is being revised to reflect USF Consolidation to a single institution, to bring it up to date to reflect the University's current needs in regards to a student's eligibility to receive a Baccalaureate degree from the University, and to satisfy the SACSCOC requirement.

**Financial Impact:** N/A

---

**Strategic Goal(s) Item Supports:** Goal One: Well-educated and highly skilled global citizens through our continuing commitment to student success.

**BOT Committee Review Date:** ACE – May 14, 2020

**Supporting Documentation Online (please circle):** Yes No

**USF or Campus Specific:** USF

**Prepared by:** Patsy Ciaccio, Office of the General Counsel, 813-974-1661



# UNIVERSITY OF SOUTH FLORIDA

## REGULATION

**Number:** USF3.007  
**Title:** Degree Requirements:  
 Baccalaureate/Undergraduate  
**Responsible Office:** Academic Affairs

**Date of Origin:** 10-6-75

**Date Last Amended:** 5-3-18 (technical)

**Date Last Reviewed:** 5-3-18

1

2 A student is academically eligible to receive a Baccalaureate degree from the University of South  
 3 Florida (USF) when they complete the requirements of entities including (1) the Board of Governors  
 4 (BOG), (2) USF, (3) the Program and/or College, and (4) general academic approval by the University.  
 5 The requirements are outlined in more detail below.

6 **(1) Board of Governors Basic Requirements:** (established by Florida state law and the Board of  
 7 Governors Regulations [6.017](#), [8.005](#) and [8.006](#).)

8 **(a) Satisfactory completion of general education requirements consisting of a minimum of:**

9 1. Thirty-six (36) semester hours in the subject areas of communication, mathematics, social  
 10 sciences, humanities, and natural sciences, including:

11 a. Six (6) semester hours of English coursework (formerly known as Gordon Rule  
 12 Communication) in which the student is required to demonstrate college level writing  
 13 skills through multiple assignments and six (6) additional semester hours of  
 14 coursework with similar writing requirements. Students awarded college credit in  
 15 English based on their demonstration of writing skills through dual enrollment,  
 16 advanced placement, or international baccalaureate instruction shall be considered to  
 17 have satisfied this requirement to the extent of the college credit awarded.

18 b. Six (6) semester hours of mathematics coursework (formerly known as Gordon Rule  
 19 Computation) at the level of college algebra or higher. Applied logic, statistics and  
 20 other computation-based coursework that may not be offered by a mathematics  
 21 department may be used to fulfill three (3) of the six (6) hours required by this section.  
 22 Students awarded college credit based on their demonstration of mathematics skills at  
 23 the level of college algebra or higher through dual enrollment, advanced placement, or  
 24 international baccalaureate instruction shall be considered to have satisfied this  
 25 requirement to the extent of the college credit awarded.

26 c. Beginning with the Fall 2015 term, students entering the University as a first-time-in-  
 27 college student must complete at least one (1) course from each of the general

1

28 education core subject areas listed below in this section. These courses comprise the  
29 general education core as required per section [1007.25\(3\), Florida Statutes](#).

- 30 1. One of the following courses in Communication: ENC X101 English  
31 Composition I; or A course with an ENC prefix for which ENC X101 is a  
32 direct prerequisite.
- 33 2. One of the following courses in Humanities: ARH X000 Art Appreciation; or  
34 HUM X020 Introduction to Humanities; or LIT X000 Introduction to  
35 Literature; or MUL X010 Introduction to Music Literature/Music  
36 Appreciation; or PHI X010 Introduction to Philosophy; or THE X000  
37 Theatre Appreciation.
- 38 3. MAC X105 College Algebra; or MAC X311 Calculus I; or MGF X106 Liberal  
39 Arts Mathematics I; or MGF X107 Liberal Arts Mathematics II; or STA X023  
40 Statistical Methods; or a mathematics course for which one of the above  
41 general education core course options in mathematics is a direct prerequisite.
- 42 4. One of the following courses in Natural Sciences: AST X002 Descriptive  
43 Astronomy; or BSC X005 General Biology; or BSC X010 General Biology I;  
44 or BSC X085 Anatomy and Physiology I; or CHM X020 Chemistry for Liberal  
45 Studies; or CHM X045 General Chemistry I; or ESC X000 Introduction to  
46 Earth Science; or EVR X001 Introduction to Environmental Science; or PHY  
47 X020 Fundamentals of Physics; or PHY X048 General Physics with Calculus;  
48 or PHY X053 General Physics I; or a natural science course for which one of  
49 the above general education core course options in natural science is a direct  
50 prerequisite.
- 51 5. One of the following courses in Social Sciences: AMH X020 American History  
52 II; or ANT X000 Introduction to Anthropology; or ECO X013  
53 Macroeconomics; or POS X041 American Government; or PSY X012  
54 Introduction to Psychology; or SYG X000 Principles of Sociology.

55 **NOTE:** Students who transfer into a state university or between state universities shall be required  
56 to meet the above general education core requirements if the students were classified as first-time-in-  
57 college at their original postsecondary institution as of the Fall 2015 term and thereafter. Any course  
58 accepted by an institution in the Florida College System or State University System as meeting the  
59 general education core at that institution shall be accepted as meeting the core requirements at all  
60 institutions. All credit earned by other transfer students shall be evaluated by the receiving institution  
61 on a course-by-course basis to determine core equivalency. Credit earned through an acceleration  
62 mechanism in Section 1007.27, Florida Statutes and Board of Governors Regulation 6.006, will meet  
63 the related general education core course requirement.

64 **(b) Civic Literacy**

65 Baccalaureate degree-seeking students who initially enter a state university institution in the Fall 2018  
66 semester and thereafter must demonstrate competency in civic literacy through one of the following  
67 options prior to graduation:

- 68 1. Successfully passing either POS X041 American Government or AMH X020 American History  
 69 II. Each of the courses must include the following competencies:
- 70 a. Understanding of the basic principles and practices of American democracy and how they are  
 71 applied in our republican form of government;
- 72 b. An understanding of the United States Constitution and its application;
- 73 c. Knowledge of the founding documents and how they have shaped the nature and functions  
 74 of our institutions of self-government; and
- 75 d. An understanding of landmark Supreme Court cases, landmark legislation and landmark  
 76 executive actions and their impact on law and society.
- 77 2. Achieving the standard score on one of the following assessments:  
 78

Assessment	Standard Score
U.S. Citizenship and Immigration Services Naturalization Test – Civics (U.S. history and government) with supplemental questions	60
Advanced Placement Government and Politics: United States	3
Advanced Placement United States History	4
CLEP American Government	50

79

80 **(c) Updates or changes to State and BOG Requirements.** USF must comply with any updates or  
 81 changes to state mandates or BOG requirements. USF will incorporate those changes in this  
 82 Regulation by technical amendment as quickly as possible. However, at all times, including what may  
 83 be an interim processing time, students will be held to the most current standards established by the  
 84 BOG or state law.

85

86 **(2) USF Requirements.** In addition to Florida Board of Governors and/or state requirements, USF  
 87 has the following USF specific minimum requirements that are designed to assure the academic  
 88 integrity of the degree programs:

- 89 a. Successful completion of a minimum of 120 unduplicated semester credit hours through  
 90 university coursework, acceleration mechanisms, and/or transfer credit, including courses  
 91 specifically approved as repeatable for credit (e.g. practica, ensembles and field experiences);



- 92 b. A minimum adjusted grade point average (GPA) of 2.0 on all coursework taken at USF and  
93 an overall 2.0 GPA on all college-level work attempted;
- 94 c. Satisfactory completion of major requirements in a chosen degree program, including  
95 additional requirements set by the college offering the degree, as published in the current  
96 Undergraduate Catalog;
- 97 d. Successful completion of at least forty-two (42) semester credit hours in courses numbered  
98 3000 and above;
- 99 e. Successful completion of at least 25% of the total credit hours required for the degree program  
100 must be in courses offered by USF;
- 101 f. Registration and successful completion of at least thirty (30) of the last sixty (60) semester  
102 hours must be completed at USF. CLEP credit does not count toward academic residence.  
103 Colleges may have specific academic residency requirements for specified degrees and students  
104 are responsible for reviewing the current Undergraduate Catalog to ensure compliance;
- 105 g. Students who have entered a university in the Florida State University System (SUS) with fewer  
106 than sixty (60) hours of credit are required to earn at least nine (9) credit hours prior to  
107 graduation by attendance in one or more summer terms in courses offered by USF or any one  
108 of the SUS institutions. This requirement may be waived in cases of unusual hardship to the  
109 individual;
- 110 h. Satisfaction of the foreign-language admissions requirement by having two (2) sequential units  
111 of the same foreign language in high school, or eight (8) credit hours of the same foreign  
112 language in college, or documented equivalent proficiency.

113 **(3) Program and/or College Requirements:** All students must be aware of and satisfactorily  
114 complete any additional requirements that may be required by a specific program and/or college from  
115 which they are earning a degree as set forth in the current Undergraduate catalog.

116 **(4) General Academic Approval:** Successful completion of academic coursework constituting the  
117 student's program of study, minor, honors thesis, or certification examination does not guarantee  
118 award of the baccalaureate degree. Faculty judgment of the academic performance of the student is  
119 inherent in the educational process in determining whether the award of the baccalaureate degree or  
120 admission into a higher level degree program is warranted.

121 *Authority: Art. IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulations 1.001, 6.016, 6.017; 1007.25,*  
122 *F.S.*

123 *History – New (BOT approval) 10-6-75, Amended 7-3-79, 2-22-82, Formerly 6C4-3.07, F.A.C. Amended 4-*  
124 *19-90, 8-19-90, 12-2-92, 8-10-93, 7-17-94, 7-20-95, Formerly 6C4-3.007, F.A.C., Amended 2-21-11, 9-21-*  
125 *11, 07-25-12, 7-9-15 (technical), 2-22-16 (technical), 5-3-18 (technical).*



# UNIVERSITY OF SOUTH FLORIDA

## REGULATION

**Number:** USF3.007  
**Title:** Degree Requirements: Baccalaureate/Undergraduate  
**Responsible Office:** Academic Affairs

Date of Origin: 10-6-75

Date Last Amended: 5-3-18 (technical)

Date Last Reviewed: 5-3-18

1

2 A student is academically eligible to receive a Baccalaureate degree from ~~individual institutions in the~~  
 3 University of South Florida ~~System~~-(USF-~~System~~) when ~~a student they~~ completes the requirements of  
 4 entities including (1) the Board of Governors (BOG), (2) ~~the USF System~~, (3) the Program ~~and/or~~  
 5 College ~~\_requirements or Institution requirements~~, and (4) general academic approval by the  
 6 University. The requirements are outlined in more detail below.

7 **(1) Board of Governors Basic Requirements:** (established by Florida state law and the Board of  
 8 Governors Regulations [6.017](#), [8.005](#) and [8.006](#).)

9 **(a) Satisfactory completion of general education requirements consisting of a minimum of:**

10 1. Thirty-six (36) semester hours in the subject areas of communication, mathematics, social  
 11 sciences, humanities, and natural sciences, including:

12 a. Six (6) semester hours of English coursework (formerly known as Gordon ~~Rule Rule~~  
 13 ~~Communication courses~~) in which the student is required to demonstrate college-level  
 14 writing skills through multiple assignments and six (6) additional semester hours of  
 15 coursework with similar writing requirements. Students awarded college credit in  
 16 English based on their demonstration of writing skills through dual enrollment,  
 17 advanced placement, or international baccalaureate instruction shall be considered to  
 18 have satisfied this requirement to the extent of the college credit awarded.

19 b. Six (6) semester hours of mathematics coursework (formerly known as Gordon Rule  
 20 ~~Computation courses~~) at the level of college algebra or higher. Applied logic, statistics  
 21 and other computation-based coursework that may not be offered by a mathematics  
 22 department may be used to fulfill three (3) of the six (6) hours required by this section.  
 23 Students awarded college credit based on their demonstration of mathematics skills at  
 24 the level of college algebra or higher through dual enrollment, advanced placement, or  
 25 international baccalaureate instruction shall be considered to have satisfied this  
 26 requirement to the extent of the college credit awarded.

27 c. ~~For Beginning with the Fall 2015 term,~~ students entering the University as a first-time-  
 28 in-college student ~~beginning Fall term 2015,~~ must complete at least one (1) course  
 29 from each of the general education core subject areas listed below in this section. These  
 30 courses comprise the general education core as required per section 1007.25(3),  
 31 Florida Statutes.

32 1. One of the following courses in Communication: ENC X101 English  
 33 Composition I; or A course with an ENC prefix for which ENC X101 is a  
 34 direct prerequisite.

35 2. One of the following courses in Humanities: ARH X000 Art Appreciation; or  
 36 HUM X020 Introduction to Humanities; or LIT X000 Introduction to  
 37 Literature; or MUL X010 Introduction to Music Literature/Music  
 38 Appreciation; or PHI X010 Introduction to Philosophy; or THE X000  
 39 Theatre Appreciation.

40 3. MAC X105 College Algebra; or MAC X311 Calculus I; or MGF X106 Liberal  
 41 Arts Mathematics I; or MGF X107 Liberal Arts Mathematics II; or STA X023  
 42 Statistical Methods; or a mathematics course for which one of the above  
 43 general education core course options in mathematics is a direct prerequisite.

44 4. One of the following courses in Natural Sciences: AST X002 Descriptive  
 45 Astronomy; or BSC X005 General Biology; or BSC X010 General Biology I;  
 46 or BSC X085 Anatomy and Physiology I; or CHM X020 Chemistry for Liberal  
 47 Studies; or CHM X045 General Chemistry I; or ESC X000 Introduction to  
 48 Earth Science; or EVR X001 Introduction to Environmental Science; or PHY  
 49 X020 Fundamentals of Physics; or PHY X048 General Physics with Calculus;  
 50 or PHY X053 General Physics I; or a natural science course for which one of  
 51 the above general education core course options in natural science is a direct  
 52 prerequisite.

53 5. One of the following courses in Social Sciences: AMH X020 ~~Introductory~~  
 54 ~~Survey Since 1877~~ American History II; or ANT X000 Introduction to  
 55 Anthropology; or ECO X013 Macroeconomics; or POS X041 American  
 56 Government; or PSY X012 Introduction to Psychology; or SYG X000  
 57 Principles of Sociology.

58 **NOTE:** Students who transfer into a state university or between state universities shall be required  
 59 to meet the above general education core requirements if the students were classified as first-time-in-  
 60 college at their original postsecondary institution as of the Fall ~~Term~~-2015 term and thereafter. Any  
 61 course accepted by an institution in the Florida College System or State University System as meeting  
 62 the general education core at that institution shall be accepted as meeting the core requirements at all  
 63 institutions. All credit earned by other transfer students shall be evaluated by the receiving institution  
 64 on a course-by-course basis to determine core equivalency. Credit earned through an acceleration  
 65 mechanism in Section 1007.27, Florida Statutes and Board of Governors Regulation 6.006, will meet  
 66 the related general education core course requirement.

67 **(b) Civic Literacy**

68 Baccalaureate degree-seeking students who initially entering a state university institution in the Ffall  
 69 semester 2018 semester and thereafter must demonstrate competency in civic literacy through one of  
 70 the following options prior to graduation:

71 (1) Successfully passing either POS\_X041 American Government or AMH\_X020 Introductory Survey  
 72 Since 1877 American History II. Each of the courses must include the following competencies:

- 73 a. Understanding of the basic principles and practices of American democracy and how they are  
 74 applied in our republican form of government;
- 75 b. An understanding of the United States Constitution and its application;
- 76 c. Knowledge of the founding documents and how they have shaped the nature and functions  
 77 of our institutions of self-government; and
- 78 d. An understanding of landmark Supreme Court cases, landmark legislation and landmark  
 79 executive actions and their impact on law and society.

80 (2) Achieving the standard score on one of the following assessments:

81

Assessment	Standard Score
U.S. Citizenship and Immigration Services Naturalization Test – Civics (U.S. history and government) with supplemental questions	60
Advanced Placement Government and Politics: United States	3
Advanced Placement United States History	4
CLEP American Government	50

82

83 **(c) Updates or changes to State and BOG Requirements.** ~~The USF System~~USF must comply  
 84 with any updates or changes to state mandates or BOG requirements. ~~The USF System~~USF will  
 85 incorporate those changes in this Regulation by technical amendment as quickly as possible. However,  
 86 at all times, including what may be an interim processing time, students will be held to the most current  
 87 standards established by the BOG or state law.

88

89 **(2) ~~USF System~~USF Requirements.** In addition to Florida Board of Governors and/or state  
 90 requirements, ~~the USF System~~USF has the following USF specific minimum requirements that are  
 91 designed to assure the academic integrity of the degree programs ~~at each System Institution:~~

92 a. Successful completion of a minimum of 120 unduplicated semester credit hours through  
 93 university coursework, acceleration mechanisms, and/or transfer credit, including courses  
 94 specifically approved as repeatable for credit ~~within the System~~ (e.g. practica, ensembles and  
 95 field experiences);

96 b. A minimum adjusted grade point average (GPA) of 2.00 on all course-work taken at ~~the USF~~  
 97 ~~System~~USF Institution from which the degree is conferred and an overall 2.00 ~~average~~ GPA  
 98 on all college-level work attempted;

99 c. Satisfactory completion of major requirements in a chosen degree program, including  
 100 additional requirements set by ~~the USF System~~USF Institution Campus and ~~the~~ college  
 101 offering the degree, ~~as published in the current~~ Graduate/Undergraduate Catalog;

102 d. Successful completion of at least forty-two (42) semester ~~credit~~ hours in courses numbered  
 103 3000 and above;

104 e. Successful completion of at least 25% of the total credit hours required for the degree ~~program~~  
 105 must be in courses offered by ~~the USF System Institution conferring the degree;~~

106 f. Registration and successful completion of at least thirty (30) of the last sixty (60) semester  
 107 hours ~~at the USF System Institution (home institution) from which the degree is to be~~  
 108 ~~conferred~~ must be completed at USF. In cases of emergency, a maximum of six (6) hours of  
 109 the final thirty (30) semester hours may be completed by correspondence or residence at  
 110 another accredited senior institution with the approval of the academic dean. *Exceptions* to the  
 111 home institution rules in this paragraph may be made for students who are enrolled at other  
 112 universities in USF-approved exchanges, study abroad programs, co-op training programs or  
 113 correspondence courses from the University of Florida. CLEP credit does not count toward  
 114 academic residence; ~~CLEP credit does not count toward academic residence. Colleges may~~  
 115 ~~have specific academic residency requirements for specified degrees and students are~~  
 116 ~~responsible for reviewing the current~~ Graduate/Undergraduate Catalog to ensure compliance.;

117 ~~g. Beginning fall semester 2012, students must complete successfully at least 50% of the required~~  
 118 ~~courses in the major in courses offered by the USF System Institution conferring the degree.~~  
 119 ~~In cases of hardship or lack of course availability, individual exceptions may be approved by~~  
 120 ~~the respective College Deans or designees to help ensure timely graduation;~~

121 ~~h. To help ensure that students are on track to graduate and are less likely to have excess credit~~  
 122 ~~hours, students are required to apply to change USF institutions (USF, USFSM, USFSP) and~~  
 123 ~~follow the . All FTIC students must have completed at least three consecutive semesters, not~~  
 124 ~~including summer (i.e., Fall, Spring, Fall), at their current institution before change of~~  
 125 ~~institution requests will be processed. The request to change institutions must be signed off~~  
 126 ~~by the student and approved by the incoming USF institution.~~

127 ~~i.g.~~ Students who have entered a university in the ~~State of Florida~~ State University System (SUS)  
128 with fewer than sixty (60) hours of credit are required to earn at least nine (9) credit hours  
129 prior to graduation by attendance in one or more summer terms in courses offered by ~~a-USF~~  
130 ~~System Institution~~ or any one of the State University System of Florida SUS institutions. This  
131 requirement may be waived in cases of unusual hardship to the individual;

132 ~~j.h.~~ Satisfaction of the foreign-language admissions requirement by having two (2) sequential units  
133 of the same foreign language in high school, or eight (8) semester-credit hours of the same  
134 foreign language in college, or documented equivalent proficiency; ~~and~~

135 ~~k.~~ ~~The student's degree program (major) will appear on the baccalaureate diploma. (If a student~~  
136 ~~satisfies all requirements for two (2) majors, including admission, prerequisite, core, etc., both~~  
137 ~~majors may appear on the diploma).~~

138 **(3) Program and/or, College, or Institutional Requirements:** All students must be aware of and  
139 satisfactorily complete any additional requirements that may be required by a specific program and/or,  
140 college ~~or institution~~ from which they are graduating-earning a degree as set forth in the current  
141 Graduate/Undergraduate handbook, catalog, or other published criteria.

142 **(4) General Academic Approval:** Successful completion of academic coursework constituting the  
143 student's program of studies, minor, honors thesis, or certification examination does not guarantee  
144 award of the baccalaureate degree. Faculty judgment of the academic performance of the student is  
145 inherent in the educational process in determining whether the award of the baccalaureate degree or  
146 admission into a higher level degree program is warranted.

147 *Authority: Art. IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulations 1.001, 6.016, 6.017; 1007.25,*  
148 *F.S.*

149 *History – New (BOT approval) 10-6-75, Amended 7-3-79, 2-22-82, Formerly 6C4-3.07, F.A.C. Amended 4-*  
150 *19-90, 8-19-90, 12-2-92, 8-10-93, 7-17-94, 7-20-95, Formerly 6C4-3.007, F.A.C., Amended 2-21-11, 9-21-*  
151 *11, 07-25-12, 7-9-15 (technical), 2-22-16 (technical), 5-3-18 (technical).*

**Agenda Item: FL 108**

**USF Board of Trustees**  
June 2, 2020

**Issue:** USF Regulation 6.0021 Student Code of Conduct

---

**Proposed action:** Amendment to USF Regulation 6.0021: Student Code of Conduct

---

**Executive Summary:**

Regulations 6.0021 is being revised to reflect USF Consolidation to a single institution, to bring it up to date to reflect the University's processes, guidelines and procedures, and to reflect the goals, mission, values, and visions of USF by promoting responsibility and adherence to the standards of behavior.

Student Conduct and Ethical Development (SCED) collaborates with the USF community to advocate for a safe environment that promotes personal accountability and supports student success.

**Financial Impact:** N/A

---

**Strategic Goal(s) Item Supports:** Goal One: Well-educated and highly skilled global citizens through our continuing commitment to student success.

**BOT Committee Review Date:** ACE- May 14, 2020

**Supporting Documentation Online (*please circle*):** Yes No

**USF or Campus specific:** USF

**Prepared by:** Patsy Ciaccio, Office of the General Counsel, 813-974-1661

# **Regulation 6.0021 Student Code of Conduct**

***USF Board of Trustees  
ACE Meeting  
May 14 , 2020***





# Purpose

- Consolidation
- Align mission, process, and scope of work
- Name Changes of Offices: Student Conduct and Ethical Development
- The updates provide clarity and further enhance this Regulation and the Student Conduct Process.
- Updates to Hazing and Sexual Misconduct

# Summary of Changes

- Clarity and rewording for ease of understanding
- Alphabetize the violations for ease of reading and referencing
- Clearly define timelines and process

## **The Code reflects updates to state and federal laws that impact student behaviors.**

- Amnesty now clearly defines hazing amnesty in support of Andrew's law.
- The hazing definition was updated to reflect Florida Law and BOG requirements.
- Conduct violations relating to sexual harassment and dating and domestic violence were updated. USF's Sexual Misconduct/Sexual Harassment (to include Sexual Violence) 0-004 Policy is being updated for consistency.
- The Clery definition is used to define stalking in the Code.

## Conduct violations

- Updates to language in violations to provide clarity and scope
- Added aiding and abetting
- Combined disruptive and disorderly conduct into one definition for disruptive conduct
- Combined injurious behavior and reckless injurious behavior into one definition for physical violence

Clarified temporary restrictions to include interim suspension.

## Updated process to reflect best practices for the response to student behavioral concerns

- Receive referral – within 15 business days review and issue charges or engage in an educational conversation.
- Informational Resolution agreement
- Formal hearing – University Conduct Board or Administrative Officer determine responsibility and sanctions.

- **Appeal** –Appeal will be heard by designated appellate officer on the campus in which the conduct occurred/case has been assigned.
- **Due process rights** – further expanded rights for individuals involved in the Student Conduct Process – to include complainant.
- **Auxiliary Aids and Services** - Statement added to ensure students participating in the Student Conduct Process know how to request reasonable accommodations under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.
- **Expungement** – updated to allow a student to be granted one expungement during their tenure at USF – no longer have to wait until they are graduating. Can request an expungement one year after the resolution of the case. All terms and conditions for the expungement remained the same and must be met.

# Questions

Melissa Graham, Tampa

Heather Klisanin, St. Petersburg

Kim Mones, Sarasota-Manatee





# UNIVERSITY OF SOUTH FLORIDA

## REGULATION

**Number:** USF6.0021  
**Title:** Student Code of Conduct  
**Responsible Office:** Student Success

Date of Origin: 9-23-85

Date Last Amended: 8-26-19 (technical)

Date Last Reviewed: 8-26-19

1

2 **I. PURPOSE AND INTENT**

3 Student Conduct and Ethical Development (further referred to as “SCED” (formerly SRR)) supports  
4 the goals, mission, values, and visions of the University of South Florida (“University” or “USF”) by  
5 promoting responsibility and adherence to the standards of behavior outlined in this Regulation  
6 (“Student Code of Conduct” or “Code”).

7

8 SCED collaborates with the USF community to advocate for a safe environment that promotes  
9 personal accountability and supports student success. SCED facilitates educational opportunities  
10 through meaningful interactions with students to encourage their academic, emotional, and  
11 professional development. The goal of SCED is to create environments that empower students to  
12 engage as ethical citizens in a diverse global society.

13

14 **II. STATEMENT OF REGULATION**

15 The USF President has designated SCED, or designee, to administer and maintain this Regulation  
16 (“Student Code of Conduct” or “Code”). The Student Code of Conduct describes standards of  
17 behaviors that are counteractive to the goals and mission of the University and the process for how  
18 the University will hold students and student organizations accountable to these standards of behavior.

19

20 **III. STANDARDS OF BEHAVIOR**

21 Students and student organizations are responsible for knowing the information, policies, and  
22 procedures outlined in the Code. There is an expectation that students and student organizations  
23 adhere to the following standards of behavior.

24

25 **Commitment to Honor**

26 The Code supports and seeks to put into practice the USF Commitment to Honor. As an ethical  
27 community, USF is dedicated to the ideals of excellence in student development, academic learning,



28 scholarship, and research. Each member of this community is expected to accept and live these  
29 commitments:

- 30 1. I resolve to maintain honor and integrity of the university community in pursuit of student  
31 development, academic learning, scholarship and research.
- 32 2. I resolve to respect the dignity and intrinsic value of all persons.
- 33 3. I resolve to contribute to the progress and greater good of the community.
- 34 4. I resolve to strive for excellence and discovery for myself, others, and the University.

35

### 36 **Academic Disruption**

37 Disruptive students in the academic setting hinder the educational process. Instructors have the  
38 primary responsibility for managing the classroom environment whether in person or online in  
39 accordance with [USF 3.025 Disruption of Academic Process](#). The Disruption of Academic Process  
40 Regulation provides the steps an instructor may take to immediately address a student disrupting a  
41 class or academic setting including restricting a student from class. If a student disrupts the classroom  
42 or academic setting, the instructor should submit a report in writing using the [Student Conduct and  
43 Ethical Development Referral form](#). References to “instructor” include course instructors, faculty,  
44 administrators, and staff.

45

### 46 **Amnesty**

47

#### 48 *Medical*

49 The University encourages students to seek emergency medical assistance when faced with an alcohol  
50 and/or drug-related emergency and in any situation where a reasonable person believes medical  
51 treatment to be appropriate. Students who seek or receive emergency medical assistance for  
52 themselves or students who seek assistance for another student experiencing an emergency related to  
53 the consumption of alcohol and/or drugs may qualify for amnesty. Any student who qualifies for  
54 amnesty under the [USF 30-004 Medical Amnesty \(Student Reporting\) Policy](#), may not be charged with  
55 violations of the Student Code of Conduct as those conduct violations relate to the consumption  
56 and/or use of alcohol and/or drugs. Although students who qualify for amnesty may be exempt from  
57 the Student Conduct Process, they may be required to complete educational measures.

58

#### 59 *Hazing*

60 A student may not be charged with a violation of the Code if the student establishes that, before  
61 medical assistance or law enforcement arrived on the scene of the hazing event, the student rendered  
62 aid to the hazing victim(s) and establishes all of the following:

- 63 1. The student was present at an event where, as a result of hazing, an individual appeared to  
64 need immediate medical assistance.
- 65 2. The student was the first individual to call 911 or USF Police to report the need for immediate  
66 medical assistance.

- 67 3. The student provided their own name, the address where the immediate medical assistance  
68 was needed, and a description of the medical issue to the 911 or USF Police dispatcher at the  
69 time of the call.
- 70 4. The student remained at the scene with the individual in need of immediate medical assistance  
71 until such medical assistance or law enforcement arrived and that the student cooperated with  
72 such personnel at the scene of the incident.

73 For more information about hazing and hazing amnesty, reference [6.0023 Prohibition of Hazing](#)  
74 [Regulation](#).

75

#### 76 **IV. APPLICABILITY & AUTHORITY**

77 The University of South Florida is one institution with multiple campuses. An incident will be referred  
78 to the campus where the incident occurred or as designated by the director of SCED, or designee.

79

80 Students and student organizations are responsible for having read and abiding by the standards of  
81 behaviors of the Code. The University reserves the right to make changes to the Code as necessary.  
82 The most updated version of all USF policies and regulations can be found at  
83 <http://regulationspolicies.usf.edu>.

84

85 The Code and Student Conduct Process apply to the behaviors of any student and student  
86 organization regardless of location or forum that are inconsistent to the goals and mission of USF.  
87 This includes (1) conduct that may present a danger or threat to the health and/or safety of students  
88 or others, (2) conduct that adversely affects the University community and/or the pursuit of its  
89 mission, (3) and/or conduct that violates state or federal laws.

90 Students and student organizations are responsible for their guests and may be held accountable for  
91 their guests' behavior.

92

93 The Student Conduct Process is educational and designed to address student and student organization  
94 behavior; therefore, the University will address any alleged violations of the Code independently of  
95 any criminal or civil court process. The Student Conduct Process may be carried out prior to,  
96 concurrently with, or following civil or criminal proceedings. Determinations made or sanctions(s)  
97 imposed as a result of the Student Conduct Process will not be subject to change because criminal  
98 charges were dismissed, reduced, or resolved in favor of the charged student. The University is not  
99 required to postpone the Student Conduct Process pending the outcome of any civil or criminal case.  
100 Student conduct cases that may result in suspension or expulsion must be resolved prior to the  
101 awarding of any degree or certificate.

102

103

104

#### 105 **V. DEFINITION OF TERMS**

106 **Administrative Hearing Officer** - A faculty or staff member who has been trained to participate in  
107 the adjudication of student conduct cases.

108

109 **Administrative Hold** – A restrictive hold placed on a student’s record at any point in the Student  
110 Conduct Process to assure compliance with sanctions or pending the resolution of conduct matters.  
111 This hold may impact the ability of a student to register for courses, request academic transcripts, and  
112 receive a degree and diploma.

113

114 **Advisor** – Any individual chosen by the charged student, student organization, and complainant to  
115 advise them throughout the Student Conduct Process. An individual may not serve in this capacity if  
116 their service would unreasonably conflict with the fair administration of the Student Conduct Process.

117

118 **Charge(s)** – Alleged violation(s) of the Student Code of Conduct.

119

120 **Charged Student** – Any student who has allegedly violated the Student Code of Conduct.

121

122 **Complainant** – Any individual who may have been the subject of sexual harassment, stalking, or  
123 violence by the charged student. This may not be the individual who reported the violation(s).

124

125 **Conduct Standing** – A student’s status related to University conduct.

126

127 **Day** – A day when the University is open for regular business operations. This excludes Saturday,  
128 Sunday, legal/University administrative holidays or when the campus is closed for business. For  
129 emailed correspondence, the day of delivery is not included in a designated time period.

130

131 **Hearing Officer** – University official, as determined by the Director of SCED, or designee,  
132 authorized to make decisions about alleged violations of the Student Code of Conduct.

133

134 **Impact Statement** – A written statement provided by the charged student and complainant that  
135 explains how the incident has impacted their personal and educational experiences. These statements  
136 may be considered in cases of alleged sexual harassment, stalking, and violence.

137

138 **Interim Suspension** – An immediate temporary separation from the University. Conditions may  
139 include restriction from University premises and participation in academic endeavors, and/or other  
140 and University-related activities. Interim suspensions will be expedited through the Student Conduct  
141 Process.

142

143 **May** – Is used in the permissive sense.

144

145 **Member of the University Community** – Any individual who currently employed by the University,  
146 any student of the University, and any third party working on University premises or any participant  
147 in a University-sponsored program or activity regardless of the location of the program or activity.  
148

149 **Policy** – All written and published policies and regulations of the University. Reference [USF](#)  
150 [Regulations and Policies](#) for specific policies and regulations.  
151

152 **Preponderance of the Evidence** – The evidence/information presented supports the finding that it  
153 is more likely than not that the conduct violation occurred. This standard is used in adjudicating all  
154 cases through the Student Conduct Process.  
155

156 **Student** – Any individual admitted, enrolled, or registered for any University course or program,  
157 regardless of the medium of the course or program, or degree-seeking status, or when not enrolled or  
158 registered for a particular term, who is eligible to enroll in future terms without seeking readmission.  
159 A student who withdraws, is academically dismissed after allegedly violating the Student Code of  
160 Conduct, or has a continuing relationship with the University is still considered a student. For the  
161 purpose of this Regulation, the term “student” may be interchangeable with “student organization”  
162 when the term “student organization” is not directly specified.  
163

164 **Student Organization** – A student group that is officially registered or recognized by the University,  
165 including, but not limited to, political groups, social groups, honor and professional societies,  
166 fraternities and sororities, and sport clubs.  
167

168 **Temporary Restrictions** – Actions that SCED may take upon receipt of an incident report or during  
169 the Student Conduct Process. These actions may include, but are not limited to, interim suspension,  
170 a removal from on-campus housing, no contact orders, restrictions from clubs, events, and  
171 organizational activities, and/or restrictions from specific areas on University premises. Temporary  
172 restrictions may be amended or lifted throughout the Student Conduct process.  
173

174 **Transcript Overlay** – Notation on a student’s academic transcript that states the student is not in  
175 good conduct standing resulting from suspension or expulsion.  
176

177 **University** –All campuses of the University of South Florida.  
178

179 **University Activity or University Program** - Any function or event that is hosted, sponsored, or  
180 organized by any University member when acting in their official capacity, group, or organization,  
181 including but not limited to, student organizations. This includes, but is not limited to, coursework  
182 and other academic activities, education abroad, field trips, retreats, social events, philanthropies, and  
183 community service events.  
184

185 **University Conduct Board** - A panel of faculty, staff, and students who have been trained to  
186 participate in the adjudication of student conduct cases.

187

188 **University Official** – Any individual the University employs, contracts, or appoints to perform  
189 assigned teaching, research, administrative, professional, or other responsibilities (e.g. faculty, staff,  
190 administrators, student staff, USF Police).

191

192 **University Premises** – Any building or property owned or controlled by the University within the  
193 same reasonably contiguous geographic area and used by the University in direct support of, or in a  
194 manner related to, the University’s educational purposes, including residence halls; and any building  
195 or property that is within or reasonably contiguous to that previously described in this paragraph that  
196 is owned by the University, but that is controlled by another individual, is frequently used by students,  
197 and supports University purposes (e.g., a food or other retail vendor).

198

199 **Will** – Is used in the imperative sense.

200

201 **Witness** – An individual with direct knowledge about or involvement in an alleged violation of the  
202 Student Code of Conduct.

203

204 **Written Notice** – The communication of charge(s) sent to the charged student or student  
205 organization by e-mail to their official University of South Florida e-mail address, which will be  
206 SCED’s primary means of communication with students. This form of communication also includes  
207 written notice to a complainant, in specific cases, to their official University e-mail address. The  
208 delivery of written notice through the official University email will constitute full and adequate notice  
209 under the Code. Students are responsible for all communications delivered to their University email  
210 address. Written notice to student organizations will be sent to the email address on file with the  
211 University.

212

## 213 **VI. CONDUCT VIOLATIONS**

214

215 The behaviors outlined below are prohibited by this Regulation. The following conduct violations are  
216 broadly defined and are not exhaustive in terms.

217

218 **Aiding and Abetting** - The prompting, facilitating or encouraging of others to violate standards of  
219 behavior.

220

### 221 **Alcohol**

222 1. Possession or consumption of alcohol when under the legal drinking age as defined by Florida  
223 law.

224 2. Unlawful sale, distribution, and/or manufacturing of alcohol.

225 3. Public consumption and/or intoxication according to local ordinance.

- 226 4. Hosting or sponsoring a gathering at which the underage consumption of alcohol may or has  
227 occurred.
- 228 5. Control or operation of any mode of transportation while impaired by alcohol.
- 229 6. Use and/or possession of devices with the intent to use for rapid or excessive consumption  
230 of alcohol, including but not limited to funnels, ice luges, and beer bong.
- 231 7. Possession and/or use of kegs, coolers, party balls and/or other common source containers.
- 232 8. Reporting to class, an organizational meeting or other University event that is specific to the  
233 educational mission while under the influence of alcohol.
- 234 9. Failure to abide by [30-023 Alcohol Policy](#) and all University protocols, state, and federal laws  
235 regarding alcohol.
- 236

237 **Bribery** – Offering or accepting a bribe or inducement that would impinge upon or compromise the  
238 integrity of academic work, student performance, or the unbiased and professional duty of faculty,  
239 staff, or students of the University.

240

241 **Complicity** – To be associated with a violation of any University policy or regulation including, but  
242 not limited to, failure to remove oneself from the area or incident where a violation is being committed  
243 or attempted.

244

245 **Damage to Property** - Destruction or vandalism of University buildings or property, private  
246 property, and/or personal property.

247

248 **Dating Violence** – Violence committed by an individual who is or has been in a social relationship  
249 of a romantic or intimate nature with the complainant. The existence of such a relationship shall be  
250 determined based on the complainant's statement and with consideration of the length of the  
251 relationship, the type of relationship, and the frequency of interaction between the individuals  
252 involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse  
253 or the threat of such abuse. Dating violence does not include acts covered under the definition of  
254 domestic violence.

255

256 **Disruptive Conduct**

- 257 1. Actions and/or behaviors that disrupt, disturb, impair, or interfere with the processes and/or  
258 functions of the University or the rights of members of the University community.
- 259 2. Actions and/or behaviors that disrupt, disturb, impair, or interfere with the academic  
260 environment, and/or failure to abide by [USF 3.025 Disruption of Academic Process](#).
- 261 3. Actions and/or behaviors that disrupt, disturb, impair, or interfere with the freedom of  
262 movement and speech, and/or academic freedom of any member or guest of the University  
263 community.
- 264 4. Actions and/or behaviors that disrupt, disturb, impair, or interfere with the student conduct  
265 process.
- 266 5. Actions and/or behaviors that are disorderly, unruly, and/or disturb the peace.

267 **Domestic Violence** – Conduct that includes asserted violent misdemeanor or felony offenses  
268 committed by the complainant’s current or former spouse, current or former cohabitant, an individual  
269 similarly situated under domestic or family violence law, or anyone else protected under domestic or  
270 family violence law.

271

272 **Drugs** -Includes, but is not limited to, any narcotic, central nervous system stimulant, hallucinogenic,  
273 barbiturate, or other substance treated as such.

- 274 1. Misuse or illegal possession of a regulated or controlled substance.  
275 2. Manufacturing, distributing, selling, or attempting to obtain any controlled substance that is  
276 prohibited by law.  
277 3. Un-prescribed use, possession, distribution, selling, or attempting to obtain any prescription  
278 drug (one’s own or another’s) that is prohibited by laws.  
279 4. Possession of paraphernalia used for the consumption and/or use of drugs that may include,  
280 but not limited to bongs, hookahs, rolling papers, baggies, scales, and pipes.  
281 5. Knowingly inhaling or ingesting a substance (e.g. nitrous oxide, glue, paint, etc.) that may alter  
282 a student’s mental state.  
283 6. Control or operation of any mode of transportation while impaired by a regulated or  
284 controlled substance.  
285 7. Reporting to class, an organizational meeting or other University event that is specific to the  
286 educational mission while under the influence of drugs.  
287 8. Failure to abide by [0-610 Drug-Free Workplace Policy](#) and all University protocols, state, and  
288 federal laws regarding drugs.

289 **Failure to Comply** – Failure to comply with an official request or directive of a University Official  
290 acting within the scope of their assigned duties. Failure to identify oneself or produce USF  
291 identification upon request by a University Official.

292

293 **False Information**

- 294 1. Knowingly withholding related information or making a false or misleading oral or written  
295 statement to the University and/or any University Official.  
296 2. Unauthorized alteration, possession, purchase, forgery, or misuse of any document, record, or  
297 instrument to be used as identification or as part of a request for support or excuse from  
298 academic assignment or other University service. The University has the right to authenticate  
299 or research the reliability of any document provided by a student.  
300 3. Knowingly providing false or misleading information during proceedings under the Student  
301 Code of Conduct, including knowingly submitting a false complaint for any University  
302 process.  
303 4. Failure to provide complete and accurate responses to the prior conduct section of the  
304 admissions application.

305

306

307 **Fire and Safety**

- 308 1. Inappropriate activation of any emergency warning equipment or the false reporting of any  
309 emergency.  
310 2. Removing, damaging, interfering, or tampering with any fire safety equipment (e.g. smoke  
311 detectors, sprinklers, fire alarms).  
312 3. Failure to evacuate during a fire alarm in any University facility or at any University event.  
313 4. Engaging in action(s) that cause or attempt to cause a fire or explosion including but not  
314 limited to the release of chemicals or substances that can cause harm to another individual's  
315 health.

316 **Gambling** – Engaging in or offering games of chance for the exchange of money or other gain that  
317 may be in violation of Florida laws.

318

319 **Harassment** – Conduct that creates an unsafe, intimidating, or hazardous situation that interferes  
320 with the ability of a student or employee to study, work, or carry out University functions.

- 321 1. Repeated and/or severe aggressive behaviors, including bullying/cyber-bullying, that  
322 intimidate or intentionally harm or control another individual physically or emotionally and  
323 are not protected by freedom of expression.  
324 2. Failure to abide by [0-007 Diversity and Equal Opportunity: Discrimination and Harassment](#)  
325 Policy and all University protocols and federal/state laws regarding discrimination.

326 **Hazing** - Any action or situation that recklessly or intentionally endangers the mental or physical  
327 health or safety of an individual(s) for purposes of initiation and/or admission into, or association  
328 with and/or the perpetuation or furtherance of a tradition or ritual of any recognized student  
329 organization or non-affiliated organization. The consent or permission of the individual(s) does not  
330 eliminate responsibility.

- 331 1. Hazing includes, but is not limited to pressuring or coercing an individual(s) into violating  
332 state or federal laws; any brutality of a physical nature, such as whipping, beating, branding,  
333 exposure to the elements, forced consumption of any food, liquor, drug, or other substance,  
334 or other forced physical activity that could adversely affect the physical health or safety of an  
335 individual(s); or any activity that would subject an individual(s) to extreme mental stress, such  
336 as sleep deprivation, forced exclusion from social contact, forced conduct that could result in  
337 extreme embarrassment, or other forced activity that could adversely affect the mental health  
338 or dignity of an individual(s). Additionally, any hazing that results in permanent and/or serious  
339 bodily injury or death.  
340 2. Soliciting an individual(s) to commit or is actively involved in the planning of any act of hazing.  
341 3. Failure to abide by [6.0023 Prohibition of Hazing Regulation](#) and all University protocols, state,  
342 and federal laws regarding hazing.

343 **Physical Violence**



- 344 1. Intentional touching or striking of an individual(s) against their will, or any action causing or  
345 attempting to cause potential damage, injury, or harm. This includes, but is not limited to,  
346 punching, slapping, scratching, or striking with one's body or with any object.  
347 2. Unintentional touching or striking of an individual(s) against their will, or any action causing  
348 or attempting to cause potential damage, injury, or harm that is with conscious disregard for  
349 consequences.

350 **Residence Hall Policies** – Failure to abide by any policy or regulation governing University Housing  
351 (e.g. rental agreement, Resident Handbook).

352

353 **Retaliation** – Words or action(s) taken against an individual because of the individual's  
354 participation in a protected activity that would discourage a reasonable person from engaging in a  
355 protected activity. Retaliation may include intimidation, threats, coercion, physical harm and/or  
356 adverse employment or educational actions. Protected activity includes an individual's participation in  
357 the reporting, investigation, and/or resolution of an alleged violation of the Student Code of Conduct.  
358 Additionally, protected activity includes an individual's opposition to policies, practices and/or actions  
359 that the individual reasonably believes are in violation of the Student Code of Code. Retaliation may  
360 be found even when an underlying report made in good faith was not substantiated. Retaliation may  
361 be committed by the charged student, the complainant, or any other individual or group of individuals.

362

363 **Sexual Harassment** - Sexual advances, requests for sexual favors, or other verbal, nonverbal or  
364 physical conduct of a sexual nature, including sexual violence, intimate partner violence, and stalking.  
365 Sexual harassment also includes unwelcome conduct directed at an individual based on the individual's  
366 actual or perceived gender or sexual orientation or gender expression that is so sufficiently severe,  
367 persistent, or pervasive that it unreasonably interferes with, denies, or limits someone's ability to  
368 participate in or benefit from the college's educational program and/or activities. Refer to Policy [0-](#)  
369 [004 Sexual Misconduct/Sexual Harassment](#).

370 1. **Hostile Environment** - Discriminatory harassment that is so severe or pervasive that it  
371 unreasonably interferes with, limits, deprives, or alters the terms or conditions of education  
372 (e.g., admission, academic standing, grades, assignment); employment (e.g., hiring,  
373 advancement, assignment); or participation in a University program or activity (e.g., campus  
374 housing), when viewed from both a subjective and objective perspective. A hostile  
375 environment can be created by pervasive conduct or by a single or isolated incident, if  
376 sufficiently severe. The more severe the conduct, the less need there is to show a repetitive  
377 series of incidents to prove a hostile environment, particularly if the conduct is physical. An  
378 isolated incident, unless sufficiently serious, does not amount to Hostile Environment  
379 Harassment.

380

381 2. **Non-consensual Sexual Contact** - Any intentional sexual touching, however slight, with any  
382 object, by an individual upon another individual that is without consent and/or by force.  
383 Sexual contact may include, but is not limited to intentional contact with the breasts, buttocks,

384 groin, or genitals, or touching another with any of these body parts or making another touch  
385 you or themselves with or on any of these body parts; any intentional bodily contact in a sexual  
386 manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or  
387 other orifice.

388

389 3. **Non-consensual Sexual Intercourse** - Any sexual penetration, however slight, with any  
390 object, by any individual upon another individual that is without consent and/or by force.

391 Intercourse includes vaginal penetration by a penis, object, tongue, or finger; anal penetration

392 by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital

393 to mouth contact), no matter how slight the penetration or contact.

394

395 4. **Quid Pro Quo** - Discriminatory harassment where submission to or rejection of unwelcome  
396 conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's

397 education (e.g., admission, academic standing, grades, assignment), employment (e.g., hiring,

398 advancement, assignment), or participation in a university program or activity (e.g., campus

399 housing), or is based on power differentials.

400

401 5. **Sexual Exploitation** - Attempting or purposely/knowingly taking non-consensual or abusive

402 sexual advantage of another for an individual's own advantage or benefit, or to benefit or

403 advantage anyone other than the one being exploited. Examples of sexual exploitation, include

404 but are not limited to:

405 a. Causing the incapacitation of another individual (through alcohol, drugs, or any other  
406 means) for the purpose of compromising that individual's ability to give affirmative  
407 consent to sexual activity.

408 b. Allowing third parties to observe private sexual activity from a hidden location (e.g.,  
409 closet) or through electronic means (e.g., Skype, Zoom, or livestreaming of images).

410 c. Engaging in voyeurism (e.g., watching private sexual activity without the consent of  
411 the participants or viewing another individual's intimate parts (including genitalia,  
412 groin, breast or buttocks) in a place where that individual would have a reasonable  
413 expectation of privacy).

414 d. Recording or photographing private sexual activity and/or an individual's intimate  
415 parts (including genitalia, groin, breasts, or buttocks) without consent.

416 e. Disseminating or posting images of private sexual activity and/or an individual's  
417 intimate parts (including genitalia, groin, breasts or buttocks) without consent.

418 f. Prostituting another individual.

419 g. Knowingly exposing another individual to a sexually transmitted infection or virus  
420 without the other's knowledge.

421 h. Exposing one's genitals in non-consensual circumstances.

422 i. Inducing another to expose their genitals.

423 j. Sexually based stalking and/or bullying.

424

425 6. **Unwanted or Unwelcome Sexually Oriented Attention** - Unwanted or unwelcome  
426 sexually-oriented remarks or behaviors, that are so sufficiently severe, persistent, or pervasive,  
427 on the part of an individual who knows or ought reasonably to know that such remarks or  
428 behavior unreasonably interferes with, denies, or limits someone's ability to participate in or  
429 benefit from the University's educational program and/or activities.

430 **Student Organization Misconduct** – Failure to abide by any University and/or department policy  
431 or protocol governing the operation of student organizations, sport clubs, teams, etc.

432

433 **Technology** – Improper use of technology hardware or software including but not limited to  
434 computers, e-mail, cell phones, video cameras, and drones.

435 1. Unauthorized downloading or facilitating others to download copyrighted music, films, and  
436 other documents without authorization.

437 2. Non-consensual recording of wire, oral, or electronic communication acquired by any device  
438 when such communication is uttered by an individual exhibiting an expectation that such  
439 communication is not subject to interception under circumstances justifying such expectation  
440 (i.e. an individual has a reasonable expectation of privacy).

441 3. Failure to abide by [Policy 0-502 Appropriate Use of Information Technology Resources](#).

442 4. Failure to abide by [Policy 6-036 Unmanned Aircraft System \(Drone\) Operations](#).

443 **Stalking**- Engaging in a course of conduct directed at a specific individual that would cause a  
444 reasonable individual to fear for the individual's or the safety of others or suffer substantial emotional  
445 distress. Course of conduct means two or more acts, including, but not limited to, acts in which the  
446 stalker directly, indirectly, or through third parties, by any action, method device, or means follows,  
447 monitors, observes, surveils, threatens, or communicates to or about, an individual, or interferes with  
448 an individual's property. Substantial emotional distress means significant mental suffering or anguish  
449 that may, but does not necessarily, require medical or other professional treatment or counseling. A  
450 reasonable individual is a person(s) under similar circumstances and with similar identities to the  
451 complainant.

452

453 **Theft** – Taking, attempting to take, or keeping in its possession property or services not belonging to  
454 the individual.

455

456 **Threats of Violence** - A threat by word or act to do violence to an individual(s).

457

458 **Unauthorized Access and/or Use**

459 1. Unauthorized access or entry to University facilities or any property of any member of the  
460 University community without permission.

461 2. Duplication or use of University keys or access cards without permission.

462 3. Accessing, duplicating, photographing, altering, and/or misusing any University material  
463 (including University intellectual property), files document or record, computer records,

464 software, data files, and similar entities owned or maintained by any member of the University  
465 faculty, administration, staff or student body.

466 4. Misuse of the official University brand to include, but not limited to the logo, mark,  
467 monogram, seal, or other graphic identity symbol.

468 **University Policy and/or Local Ordinance, State, or Federal Law (as determined by the**  
469 **University)** – Failure to adhere or abide by policies, including but not limited to, local ordinance, state  
470 law or federal law. Adjudicating by an outside entity is not a prerequisite to a determination of  
471 responsibility by the University.

472  
473 **Weapons, Firearms, or Explosive Devices** – The illegal possession, storage, use or sale of any  
474 weapon (lethal or non-lethal), firearm, ammunition, or any incendiary, explosive or destructive device.  
475 This includes, but is not limited to, fireworks, switchblade knives, air soft guns, dangerous chemicals,  
476 corrosive and/or biological chemicals or agents as restricted by University policies and/or protocols.  
477 This also covers any item used as a weapon to cause actual physical harm or threaten physical harm.  
478 Reference [Policy 6-009 Weapons on USF System Property](#).

479

## 480 VII. STUDENT CONDUCT PROCESS

### 481 Filing an Incident Report

482 A student and student organization’s conduct may be reported to SCED by any individual or entity  
483 for review of a potential conduct violation(s). A report may be submitted in writing using the  
484 designated referral form. Currently the form is the [Student Conduct and Ethical Development](#)  
485 [Referral form](#).

486

487 Incident reports must be submitted within six (6) months following the incident or obtaining  
488 knowledge about the incident, whichever is later. Exceptions to this filing time include, but are not  
489 limited to, cases involving sexual harassment, dating violence, domestic violence, and stalking and may  
490 include other extraordinary cases, as determined by the Director of SCED, or designee.

491

492 All reported information will be reviewed by the Director of SCED, or designee, to determine  
493 appropriate next steps to include, but are not limited to, further fact gathering, issuance of charges,  
494 referral to another department, or an information meeting to determine resolution of the report and  
495 potential conduct violations.

496

### 497 Temporary Restrictions

498 Temporary restrictions may be issued to ensure a safe environment that promotes personal  
499 accountability and supports student success. SCED can issue temporary restrictions to any student  
500 and student organization involved in an incident, regardless of whether a determination of potential  
501 violations has been made. These may include, but are not limited to, interim suspension, removal from  
502 on-campus housing, no contact orders, restrictions from clubs, events, and organizational activities,

503 and/or restrictions from specific areas on University premises. The student and student organization  
504 will receive written notice detailing the issued temporary restrictions.

505

506 The charged student's enrollment status will remain unchanged pending the outcome of a Formal  
507 Hearing, except in cases of interim suspension. The hearing outcome will indicate if enrollment status  
508 will be changed between written notice of outcome of a Formal Hearing and the conclusion of an  
509 Appeal, if applicable.

510

511 **Issuance of Charges**

512 The Director of SCED, or designee, will review the incident report to determine if further fact  
513 gathering is necessary or if sufficient information exists for the issuance of charges of violations of  
514 the Code. In general circumstances, a review of the incident report will be completed to make a  
515 determination to issue charges or to conduct further fact gathering, if necessary, within fifteen (15)  
516 days of receipt of the incident report.

517

518 If sufficient information exists, the student and student organization will receive written notice of  
519 charges. The written notice will include date, time, and location of the Informational Meeting, as well  
520 as the specific charges of violations of the Code, a brief description of the allegation(s), an invitation  
521 to attend an informational meeting, and any other detail to prepare for the Student Conduct Process.

522

523 **Informational Meeting**

524 The charged student or student organization will be invited to attend an Informational Meeting with  
525 a Hearing Officer. An informational meeting is an opportunity for the Hearing Officer to explain the  
526 Student Conduct Process, due process rights, allegations and charges, and review all available  
527 information supporting the charges of violations of the Code. Following the Informational Meeting,  
528 the Hearing Officer may collect additional relevant information regarding the incident. The charged  
529 student or student organization will receive written notice of and be provided the reasonable  
530 opportunity to review any relevant information gathered after the Informational Meeting prior to a  
531 Resolution Agreement or Formal Hearing. This is a private meeting and will be closed to spectators,  
532 unless otherwise specified (e.g. advisor).

533

534 A student or student organization has up to three (3) days after the Informational Meeting to choose  
535 a resolution option. If the charged student or student organization fails to select a resolution option,  
536 SCED will proceed with scheduling a Formal Hearing. The type of Formal Hearing forum will be  
537 determined by the Director of SCED, or designee, based on the severity of charges and/or possible  
538 sanctions (e.g. suspension/expulsion).

539

540 If the charged student or student organization fails to attend or re-schedule an informational meeting,  
541 they will have waived their opportunity to participate in an informational meeting, and SCED will  
542 proceed with scheduling a Formal Hearing. The type of Formal Hearing forum will be determined by

543 the Director of SCED, or designee, based on the severity of charges and/or possible sanctions (e.g.  
544 suspension or expulsion).

545

546 **Due Process Rights**

547

548 *Charged Student/ Student Organization*

549 The charged student and student organization has the following rights during the Student Conduct  
550 Process:

- 551 1. Written notice of the Code charge(s) and allegations.
- 552 2. A fair and impartial hearing.
- 553 3. To be accompanied by an advisor of their choice and expense throughout the Student Conduct  
554 Process.
- 555 4. The opportunity to review all available information supporting the charges of violations of the  
556 Code prior to resolution.
- 557 5. The opportunity to present relevant information and witnesses at the Formal Hearing.
- 558 6. To not provide self-incriminating testimony. (This right is not applicable to student  
559 organizations). Invoking the right against self-incrimination will not be considered as a  
560 negative factor in the decision of the Hearing Officer or Hearing Body.
- 561 7. The opportunity to question witnesses and complainants, in specific cases outlined in the  
562 Code, in accordance with the Formal Hearing procedure.
- 563 8. To receive written notice of the outcome of the Formal Hearing within five (5) days of the  
564 hearing.
- 565 9. To appeal the decision through the process detailed in the Code (*See Appeal*).

566 *In addition to the above, a charged student has the following rights in cases of alleged sexual harassment, stalking,*  
567 *and violence:*

- 568 1. The ability to request alternate arrangements for participation in the Formal Hearing via audio  
569 or live-video from another location, and/or to participate in a manner that avoids direct  
570 contact with the complainant as long as such participation does not infringe on the charged  
571 student's right to question the complainant during the Formal Hearing or infringe on the  
572 implementation of Formal Hearing procedure.
- 573 2. To submit a written impact statement.
- 574 3. To not have prior sexual history considered, except for the testimony offered by the  
575 complainant or respondent about their shared sexual history that the panel deems relevant,  
576 when determining if a conduct violation has occurred.

577 *Complainant*

578 A complainant has the following rights during the Student Conduct Process:

- 579 1. Written notice of the Code charge(s) and allegations.
- 580 2. A fair and impartial hearing.

- 581 3. To be accompanied by an advisor of their choice and expense throughout the Student Conduct  
582 Process.
- 583 4. The opportunity to review all available information supporting the charges of violations of the  
584 Code prior to resolution.
- 585 5. The opportunity to present relevant information and witnesses at the Formal Hearing.
- 586 6. To not provide self-incriminating testimony. (This right is not applicable to student  
587 organizations). Invoking the right against self-incrimination will not be considered as a  
588 negative factor in the decision of the Hearing Officer or Hearing Body.
- 589 7. The opportunity to question witnesses and the charged student, in specific cases outlined in  
590 the Code, in accordance to the Formal Hearing procedure.
- 591 8. To receive written notice of the outcome of the Formal Hearing within five (5) days of the  
592 hearing.
- 593 9. To appeal the decision through the process detailed in the Code (*See Appeals*).
- 594 10. The ability to request alternate arrangements for participation in the Formal Hearing via audio  
595 or live-video from another location, and/or participate in a manner that avoids direct contact  
596 with the charged student as long as such participation does not infringe on the complainant's  
597 right to question the charged student during the Formal Hearing or infringe on the  
598 implementation of Formal Hearing procedure.
- 599 11. To submit a written impact statement.
- 600 12. To not have prior sexual history considered, except for the testimony offered by the  
601 complainant or respondent about their shared sexual history that the panel deems relevant,  
602 when determining if a conduct violation has occurred.

603 *Advisor*

604 The charged student, student organization, and complainant may be accompanied by an advisor of  
605 their choice and expense throughout the Student Conduct Process with the following guidelines:

- 606
- 607 1. The advisor cannot have a potential conflict of interest between the University and/or the  
608 case or create an unreasonable conflict with the fair administration of the Student Conduct  
609 Process.
- 610 2. The advisor may not speak on behalf of, present the case for, serve as a witness, or otherwise  
611 participate directly in the Student Conduct Process. If the advisor is an attorney, they must  
612 adhere to the same guidelines as any other advisor.
- 613 3. It is the student, student organization, and complainant's responsibility to make appropriate  
614 arrangements for their advisor to accompany them throughout the Student Conduct Process.  
615 The conduct process will not be delayed due to scheduling conflicts of the chosen advisor.
- 616 4. The advisor may be dismissed from the Student Conduct Process for failure to adhere to the  
617 parameters of their role. This dismissal will not affect the process and all proceedings will  
618 continue.

619 **Resolution Options**

620 A student or student organization has the right to a resolution of any alleged violation of the Code  
621 through the Student Conduct Process unless waived as outlined below. The Student Conduct Process  
622 provides two resolution options. Cases involving allegations of sexual harassment, stalking, and  
623 violence will be resolved by a Formal Hearing conducted by the University Conduct Board, consistent  
624 with state and federal guidelines.

625

626 ***Resolution Agreement*** (except in cases that could result in separation from the University)

627 Available when the charged student or student organization waives their right to a Formal Hearing  
628 and appeal, and requests that the Hearing Officer, conducting the Informational Meeting, determine  
629 the findings and applicable sanctions. The Hearing Officer reserves the right to collect additional  
630 relevant information to make an informed decision. The meeting will not be audio-recorded, and the  
631 written outcome will serve as the official record of the Resolution Agreement. The student or student  
632 organization will receive written notice of the Resolution Agreement within five (5) days, except in  
633 the case of extraordinary circumstances. Written notice of the Resolution Agreement will include the  
634 determination regarding responsibility for conduct violations and applicable sanctions.

635

636 ***Formal Hearing***

637 Formal Hearings include two types of forums 1) Administrative Hearing and 2) University Conduct  
638 Board.

639

640 *Administrative Hearing* - Conducted by a single Hearing Officer who serves as the Hearing Body.  
641 If the charged student elects an Administrative Hearing, the charged student waives their right  
642 to the University Conduct Board.

643

644 *University Conduct Board (UCB)* – Conducted by a panel which serves as the Hearing Body. The  
645 UCB consists of two (2) students and one (1) faculty or staff member. A non-voting Hearing  
646 Officer will moderate the hearing and be excluded from deliberations. If the charged student  
647 elects a University Conduct Board, the charged student waives their right to an Administrative  
648 Hearing.

649

650 The panel is selected from a pool of trained students, faculty, and staff who are members of  
651 the UCB. UCB members go through a formal recruitment, selection, and training process  
652 facilitated by SCED.

653

654 **VIII. FORMAL HEARING PROCEDURES**

655 **Scheduling**

656 SCED will make a good-faith effort to schedule Formal Hearings around academic class schedules  
657 considering the availability of individuals involved in the hearing procedures and the normal  
658 operations of SCED.

659

660 **Hearing Notice**



661 The charged student or student organization will receive written notice no later than five (5) days prior  
662 to the date of the Formal Hearing. The written notice will include date, time, and location of the  
663 hearing, as well as the specific charges of violations of the Code, a brief description of the allegation(s),  
664 names of witnesses to be called by the University, a list of information to be used in the hearing, an  
665 outline of the Formal Hearing proceeding, and the name(s) of the Hearing Officer and Hearing Body.  
666 A complainant will receive similar written notice, as applicable.

667

668 **Witnesses and Relevant Information**

669 The charged student or student organization can request the participation of additional witness to  
670 provide relevant information during a Formal Hearing. The charged student or student organization  
671 must provide the names of additional witnesses at least three (3) days prior to the hearing to the  
672 Hearing Officer. Acceptance or denial of additional witnesses is at the discretion of the Hearing  
673 Officer. Character witnesses or witnesses who cannot provide information regarding the specific  
674 incident will not be permitted to participate in the Formal Hearing.

675 The charged student or student organization is responsible for contacting and notifying additional  
676 witnesses they request to participate in the Formal Hearing. The Formal Hearing shall not be delayed  
677 due to a scheduling conflict of the witness.

678

679 In the event a witness is unable to participate in the scheduled Formal Hearing, the witness may submit  
680 a written statement at least three (3) days prior to the hearing to the Hearing Officer for consideration.  
681 A late witness statement submission will not be considered. The charged student or student  
682 organization must be provided an opportunity to respond to the written witness statement. The  
683 inability of the charged student or student organization to question a witness who has provided a  
684 written statement is not a violation of the charged student or student organization's due process rights.  
685 The charged student or student organization has the opportunity to review and respond to the written  
686 statement and may offer information to rebut the witness statement and other information presented  
687 at the Formal Hearing. If a witness fails to attend the Formal Hearing, their written statement, should  
688 one exist, will be considered by the Hearing Body.

689

690 The charged student or student organization has the opportunity to review all relevant information to  
691 be used in the Formal Hearing supporting the charges of violations of the Code at least three (3) days  
692 prior to the hearing. Relevant records, exhibits, and written statements may be submitted by the  
693 charged student or student organization for review and acceptance to the Hearing Officer. Acceptance  
694 or denial of information is at the discretion of the Hearing Officer. The University has the right to  
695 review any information the student or student organization intends to use at least three (3) days prior  
696 the Formal Hearing.

697

698 **Challenging Impartiality in a Formal Hearing**

699 The charged student or student organization may challenge the inclusion of any member of the  
700 Hearing Body. The challenge must be submitted in writing to the Director of SCED and must detail  
701 an actual bias (such as conflict of interest) that would significantly impact their right to a fair and

702 impartial hearing. The challenge must be submitted at least three (3) days prior to the Formal Hearing.  
703 The Director of SCED, or designee, will review the challenge and make a final decision that is not  
704 appealable.

705

706 **Postponements**

707 Any request to postpone a Formal Hearing must be submitted in writing to the Director of SCED as  
708 least three (3) days prior to the hearing. The request must state the reason(s) for the postponement.  
709 The Director of SCED, or designee, will review the request and make a final decision. The University  
710 is not required to postpone the Student Conduct Process pending the outcome of any civil or criminal  
711 case.

712

713 **Failure to Attend**

714 If a charged student, student organization or complainant, in specific cases, fails to attend a scheduled  
715 Formal Hearing, the hearing will occur, and an outcome will be made in their absence.

716

717 **General Principles of Formal Hearings**

718 The following general principles apply to all Formal Hearings regardless of hearing forum. The  
719 charged student or student organization and complainant, in specific cases, will receive information  
720 that outlines the Formal Hearing proceedings prior to the hearing.

- 721 1. Formal Hearings are private and will be closed to spectators, unless otherwise specified (e.g.  
722 advisor).
- 723 2. The burden of proof in a Formal Hearing is on the University. The standard of proof is the  
724 preponderance of the evidence. The finding of responsible or not responsible on the charges  
725 is solely based on the information presented at a Formal Hearing.
- 726 3. Formal Hearings, excluding deliberations, will be recorded by audio or video. The Formal  
727 Hearing may only be recorded by the University and the recording will be the property of the  
728 University.
- 729 4. Formal Hearings are not subject to the formal rules of evidence and procedures governing  
730 criminal and civil court proceedings.
- 731 5. A charged student or student organization and complainant, in specific cases, have the  
732 opportunity to present relevant information.
- 733 6. No irrelevant information, including character statements, should be discussed or considered  
734 in the Formal Hearing.
- 735 7. The Hearing Officer has the discretion to limit the number of witnesses whose testimony may  
736 be redundant or not in dispute.
- 737 8. The Hearing Officer may limit the length of testimony and may provide advice regarding the  
738 scope, direction or tone of questioning.
- 739 9. Prior student conduct may only be considered in determining appropriate sanctions.
- 740 10. In cases involving multiple charged students, information presented at a Formal Hearing may  
741 be used in a related case as long as all Formal Hearing procedures contained within the Code  
742 are satisfied.

- 743 11. The Hearing Body will make a recommendation of the decision and sanctions to the Hearing  
744 Officer. The Hearing Officer may adopt or modify the recommendation of the Hearing Body.  
745 If the recommendation is not adopted, the Hearing Officer will include the reason for  
746 modifying the recommendation in the Formal Hearing outcome letter.
- 747 12. The charged student or student organization and complainant, in specific cases, will receive  
748 written notice of the formal hearing outcome within five (5) days of the Formal Hearing. The  
749 formal hearing outcome will include the determination regarding responsibility for conduct  
750 violations and applicable sanctions.

751 **Interim Suspension**

752 An interim suspension is an immediate temporary separation from the University. Conditions may  
753 include restriction from University premises, participation in academic endeavors, and University-  
754 related activities. Interim suspensions will be expedited through the Student Conduct Process.

755 An interim suspension may be imposed at the discretion of the Vice President for Student Success, or  
756 designee, to ensure one or all of the following:

- 757 1. The safety and well-being of members of the USF System community or preservation of USF  
758 property;
- 759 2. The student's continued presence or the student organization's continued activities, or use of  
760 privileges, is likely to pose an ongoing threat, disruption or interference with the normal  
761 operation of the USF System.

762 When an interim suspension is imposed, the charged student or student organization will receive  
763 written notice to attend a scheduled Informational Meeting with a Hearing Officer. The written notice  
764 will include date, time, and location of the meeting, as well as the specific charges of violations of the  
765 Code, a brief description of the allegation(s), the conditions of interim suspension, and any other detail  
766 to prepare for the Student Conduct Process.

767

768 An Informational Meeting will occur (see Informational Meeting) and the Hearing Officer will review  
769 available information to determine if the interim suspension will remain, be modified, or lifted. The  
770 charged student or student organization will receive written notice two (2) days after the Informational  
771 Meeting regarding the status of interim suspension.

772

773 If the charged student or student organization fails to attend the informational meeting, they will have  
774 waived their opportunity to participate in the informational meeting, and SCED will proceed with  
775 scheduling a Formal Hearing. The type of Formal Hearing forum will be determined based on the  
776 severity of charges and/or possible sanctions (e.g. suspension or expulsion).

777

778 If a charged student is placed on an interim suspension, but the charged student is subsequently found  
779 not responsible for the conduct violation, the University must:

- 780
- 781 1. Correct any record of the change in enrollment status in the charged student's permanent  
782 records, and report in a manner compliant with state and federal laws, and

- 783 2. Refund the charged student: a pro rata portion of any charges for tuition and out of-state fees,  
784 as appropriate, if the temporary revocation or suspension of the charged student's ability to  
785 attend classes lasts for more than ten (10) days.  
786

787 In cases where the President determines that the health, safety, or welfare of the charged student or  
788 the University community is involved, a charged student's privileges within the University, including  
789 the ability to attend classes or engage in University activities, may be suspended on an interim basis.  
790

791 **IX. BASIS FOR APPEAL AND APPEAL PROCESS**

792 The charged student or student organization and complainant, in specific cases, as provided in the  
793 Code, may appeal in writing the outcome of a Formal Hearing within five (5) days of the date of the  
794 Formal Hearing outcome letter. The appeal must be in writing to the Dean of Students, or designee,  
795 and the burden of proof rests with the individual or organization appealing to clearly demonstrate the  
796 basis for appeal.  
797

798 **Basis for Appeal**

799 The basis for appeal includes:

- 800 1. A violation of due process rights or failure of the University to follow the Student Conduct  
801 Process established in this Code that substantially affected the outcome.  
802 2. The introduction of new information that was not available and could not be presented at the  
803 time of the Formal Hearing. The individual appealing must demonstrate how the new  
804 information could have substantially affected the outcome. The outcomes of a criminal or civil  
805 case is not considered new information for the purpose of an appeal.  
806 3. The severity of sanction(s) imposed was disproportionate to the responsible conduct  
807 violations.

808 An appeal is not a rehearing of the conduct case and will not be accepted simply because the individual  
809 is dissatisfied with the outcome of the Formal Hearing.  
810

811 **Appeal Process**

812 The Dean of Students, or designee, will serve as the Appellate Officer for all appeals of the Student  
813 Conduct Process. The appellate officer will determine if there is sufficient information to substantiate  
814 the basis for appeal. If so, the Appellate Officer may either deny the appeal, therefore upholding the  
815 original outcome of the Formal Hearing, or do one of the following:

816 If the basis of the appeal is that there was a violation of due process rights or failure to follow  
817 the Student Conduct Process which would have substantially affected the outcome, and the  
818 Appellate Officer accepts the appeal, the Appellate Officer may request the case be remanded  
819 for a new Formal Hearing.  
820

821 If the basis of the appeal is new information that could not be presented at the time of the  
822 Formal Hearing which would have substantially affected the outcome, and the Appellate  
823 Officer accepts the appeal, the Appellate Officer may request that the case be remanded for a  
824 new Formal Hearing.

825

826 If the basis of the appeal is the severity of sanction(s) imposed was disproportionate to the  
827 responsible conduct violations, and the Appellate Officer accepts the appeal, the Appellate  
828 Officer may modify the sanction(s).

829

830 Except as required to explain the basis of new information, the review of an appeal is limited to the  
831 record of the Formal Hearing and supporting documents.

832

833 The charged student or student organization or complainant, in specific cases, will receive a written  
834 notice of their appeal outcome within ten (10) days of receipt of the appeal, except in extraordinary  
835 circumstance as determined by the Dean of Students, or designee. The appeal outcome is the final  
836 University decision and there are no further internal University appeals.

837

838 A student may seek outside judicial review pursuant to Florida Rule of Appellate Procedure 9.190(b)(3)  
839 of a final University decision. If a student seeks a review with the court, a copy of the petition must  
840 also be officially served to the University of South Florida Office of the General Counsel at 4202 E.  
841 Fowler Avenue, CGS 301, Tampa, Florida 33620-4301.

842

## 843 **X. SANCTIONS**

844 Students and student organizations found responsible for conduct violations will be assigned  
845 sanctions. Sanctions will be commensurate with the responsible conduct violations considering any  
846 mitigating circumstances, including but not limited to the charged student or student organization's  
847 prior conduct record. Assigned sanctions may include, but are not limited to:

848

849 **Alcohol and/or Substance Use Education Sanctions** - Online educational modules, assessments,  
850 and/or meeting with a staff member. The charged student or student organization is responsible for  
851 any associated fee(s).

852

853 **Assignments/Seminar/Workshops:** Requirement to attend, present, and/or participate in an in-  
854 person or online, workshop, module, and/or seminar. Written research assignments, behavioral  
855 reflection papers, or other educational activities may also be a requirement. These sanctions are  
856 intended to provide a student with opportunities that achieve specific learning objectives such as  
857 engaging in meaningful reflection on their behavior and the impact on others. The charged student or  
858 student organization is responsible for any associated fee.

859

860 **Conduct Probation:** A specified period of time when the charged student or student organization is  
861 considered not in good conduct standing with the University. Conduct probation may result in  
862 restrictions of privileges and/or activities which may include, but are not limited to, being prohibited  
863 from participating in study abroad, serving in specific student leadership roles (e.g. resident assistant,  
864 student government). Conduct probation is a period of reflection on behavior and an opportunity to  
865 demonstrate satisfactory citizenship. Further conduct violations while on conduct probation may  
866 impact the severity of future sanctions.

867 **Deferred Suspension:** A specified period of time in which suspension is temporarily withheld  
868 pending completion of other sanctions by a specified deadline and the demonstration of satisfactory  
869 citizenship. A student or student organization on deferred suspension is considered not in good  
870 conduct standing with the University. If the charged student or student organization fails to comply  
871 with assigned sanctions, the student or student organization will no longer be on deferred suspension  
872 and will be immediately suspended with no further appeal.

873  
874 **Expulsion:** Permanent separation from the University. The student or student organization is  
875 considered not in good conduct standing permanently with the University. The charged student and  
876 student organization will not have the ability to return as a student or student organization at any point  
877 in time. Expulsion may include a restrictive or no trespass order for all University premises. A  
878 transcript overlay will be placed on the charged student's academic transcript and an administrative  
879 hold will be permanently placed on the student's account. A record of expulsion will be maintained in  
880 the student's permanent conduct file in Student Conduct and Ethical Development.  
881 A student assigned this sanction may forfeit tuition, housing rent and fees, and other University fees.  
882 A student will be withdrawn from classes and forfeit academic credit accordingly. Students living in  
883 University Housing must contact Housing and Residential Education to determine the financial  
884 impact of the cancelled contract.

885  
886 **Housing Restriction:** A specified period of time in which a student is restricted from living in and/or  
887 visiting all USF residential facilities (which may include dining halls), including the Greek Village. If  
888 applicable, a student may be financially liable for any costs associated with the restriction from living  
889 in on-campus housing as outlined in the Cancellation section of the University Student Housing  
890 Agreement or Greek Housing Agreement.

891  
892 **No Contact Order:** Official directive requesting a student refrain from making contact with another  
893 individual(s). Contact may include communication by telephone, in writing, electronically, by third  
894 party, or in person both on and off campus.

895  
896 **Restrictions:** Specific loss of privileges that may limit participation in student activities and University  
897 events or access and use of University premises (e.g. athletic teams, leadership positions, certain  
898 buildings and/or locations).

899

900 **Restitution:** Requirement to reimburse the University and/or an individual for the damage,  
901 destruction, or vandalism of University buildings or property, private property, and/or personal  
902 property. Restitution will be limited to the actual cost of repair or replacement.

903

904 **Suspension:** Separation from the University for a specified period of time. The student or student  
905 organization is considered not in good conduct standing during the period of suspension with the  
906 University. The student or student organization will not have the ability to return as a student or  
907 student organization until the end of the suspension. Suspension may include a restrictive or no  
908 trespass order for all University premises. A transcript overlay will be placed on the student's academic  
909 transcript, and an administrative hold will be placed on the student's account during the period of  
910 suspension. A record of suspension will be maintained in the student's permanent conduct file in  
911 Student Conduct and Ethical Development.

912 A student affected by this sanction may forfeit tuition, housing rent and fees, and other University  
913 fees. A student will be withdrawn from classes and forfeit academic credit accordingly. Students living  
914 in University Housing must contact Housing and Residential Education to determine the financial  
915 impact of the cancelled contract.

916

917 **Written Reprimand** – An official notice of conduct that is not in accordance with the University's  
918 standards of behavior. Further conduct violations may impact the severity of future sanctions.

919

## 920 **XI. AUXILIARY AIDS AND SERVICES**

921 Students may request reasonable accommodations as required in Section 504 of the Rehabilitation Act  
922 and the Americans with Disabilities Act. The student must be registered with the USF Students with  
923 Disabilities Services office and notify SCED in writing a minimum of three (3) days prior to a meeting  
924 or hearing.

925

## 926 **XII. PARENTAL NOTIFICATION**

927 The University considers the student the primary contact for University communications and may  
928 restrict communication to the student only. SCED has the discretion to inform any parent or legal  
929 guardian of a dependent student under the age of 21 (as provided in [Parental Notification Policy 30-  
930 020](#)) when their student has been found responsible for a conduct violation in regard to the use or  
931 possession of alcohol or a controlled substance. A student whose parents or legal guardian are to be  
932 notified will be informed prior to such notification and given the opportunity to initiate contact with  
933 their parents, if and when possible.

934

## 935 **XIII. CONDUCT RECORD MAINTENANCE AND RETENTION**

### 936 **Maintenance**

937 1. Student and student organization conduct records are maintained in SCED.

- 938 2. All student conduct records in all formats (paper, computer, audio, etc.) resulting in formal  
939 charges will be kept in compliance with [General Records Schedule GS5](#), but not for less than  
940 seven (7) years from the date of the last incident that the charged student or student  
941 organization was involved in that resulted in conduct charges.
- 942 3. If a student is suspended or expelled, a record of a violation of University regulations and/or  
943 policies will be permanently maintained in the student's or student organization's conduct file  
944 in SCED and a record of separation may be maintained in the Office of the Registrar.
- 945 4. SCED maintains all student conduct records in accordance with the Family Education Rights  
946 and Privacy Act (FERPA). SCED will abide by all laws requiring privacy with regard to the  
947 Student Conduct Process. In addition, as FERPA does not protect the names of students  
948 found responsible for crimes of violence, including forcible sex offenses, or an alleged  
949 perpetrator of a non-forcible sex offense when the allegations support a finding that a student  
950 has committed a violation of the University's rules or policies, the University may be required  
951 to release that information upon a Chapter 119 public record request.
- 952 5. A student may choose to sign a release form granting SCED staff permission to discuss  
953 information related to the Student's disciplinary file with any individual that the student  
954 designates. This form is available in SCED. Although this form may provide access to  
955 information to a third party, the student remains the primary responsible party for compliance.
- 956 6. Any educational institution requesting conduct information about a current or former  
957 University student is required to submit the request in writing. If a non-educational agency is  
958 requesting information, those requests must include the signature of the student granting the  
959 release of information related to the student's conduct record.
- 960 7. Transcripts of recorded hearings will not be prepared or provided by the University. In cases  
961 of external legal review that may require a transcript of a recorded hearing, the student or  
962 advisor may contact the Office of the General Counsel to arrange for the preparation of the  
963 written transcript by a court reporting service on the student's behalf and at the expense of  
964 the requestor. The court reporting service will provide the transcript to the Office of the  
965 General Counsel, which will perform a confidentiality review of the transcript and redact any  
966 confidential or exempt information pursuant to state or federal law. The requestor will be  
967 responsible for the cost of the transcript preparation and confidentiality review.

968 **Retention**

- 969 1. Records resulting in an educational sanction of expulsion or suspension from the University  
970 will be permanently maintained in SCED.
- 971 2. No personally identifiable record(s) will be kept after a record has been designated for  
972 destruction. Statistical data will be maintained but all information that would identify an  
973 individual is removed.
- 974 3. All paper records will be destroyed by shredding or other similar process. Computer files will  
975 be modified in a manner so that only statistical data that cannot identify an individual is kept.  
976 Non-paper information (i.e. audio recordings) will be destroyed in a manner that will ensure  
977 that the information cannot be traced to any individual or any disciplinary case.



978 **Record Expungement**

979 Record expungement allows a student conduct record on file with SCED to be sealed. This includes  
980 all information related to the student's documentation, investigation, hearing, and disposition. In  
981 general, when completing background check inquiries, expunged records will not be reported as an  
982 incident when the student was found responsible. The student will not need to report the record based  
983 on the language/definitions of the requesting institution or agency in a background check that the  
984 incident ever occurred. The record will still be used for federal, state, and local University reporting  
985 requirements but will not be associated with the student name or student ID.

986

987 *Eligibility*

988 A request for expungement will be available for consideration:

- 989 1. One year after the resolution of a conduct case,  
990 2. All assigned sanctions have been successfully completed,  
991 3. An expungement has not previously granted, and

992 The conduct violation(s) did not:

- 993 4. Cause personal injury.  
994 5. Cause significant property damage.  
995 6. Include a drug violation that could qualify as a felony charge in the legal system.  
996 7. Disrupt the orderly operation of the University.  
997 8. Violate the firearm, explosives, dangerous chemicals, and ammunition or weaponry  
998 regulations of the University.  
999 9. Violate the Sexual Misconduct/Sexual Harassment policy.  
1000 10. Result in a suspension or expulsion.

1001 **Petition Requirements**

1002 A student meeting the eligibility requirements must submit their petition to the Dean of Students, or  
1003 designee. The student must submit a signed statement explaining the justification for the request, a  
1004 description of what occurred in the conduct incident, and what they learned from the incident. The  
1005 statement must also include:

- 1006 1. Student's name  
1007 2. University identification number (U number)  
1008 3. E-mail address  
1009 4. Phone number  
1010 5. Date of incident  
1011 6. Incident report number

1012

1013 **Process**

1014 The Dean of Students, or designee, will review the statement, the conduct record, and any other  
1015 pertinent information they choose to request and/or consider. The decision is at the discretion of the  
1016 Dean of Students, or designee. The student will receive written notice regarding their petition within

1017 ten (10) days of receipt of petition. The decision of the Dean of Students, or designee, regarding the  
1018 expungement of the conduct record is final and not appealable.

1019

1020

1021 **XIV. INTERPRETATION AND REVISION**

1022

1023 This Regulation applies to all campuses of the University of South Florida; however, non-substantive  
1024 procedural modifications to reflect the particular circumstances of each campus are permitted. Any  
1025 questions about the interpretation of the Code should be directed to any of the following SCED  
1026 offices:

1027

1028 Tampa: <http://www.usf.edu/srr/page.asp?id=69>

1029 St. Petersburg: <http://www.usfsp.edu/dos/sc/>

1030 Sarasota Manatee: <http://www.usfsm.edu/campus-life/student-engagement/student-rights-and-responsibilities.aspx>

1031

1032  
1033 The University reserves the right to make changes to the Student Code of Conduct as necessary. The  
1034 Code shall be reviewed periodically by a committee which shall include student representation under  
1035 the direction of the Director of SCED.

1036

1037

1038

1039

1040 *History—New 9-23-85, Formerly 6C4-6.021, Amended 5-27-92, 7-26-92, 12-2-92, 12-29-94, 4-11-99, 9-27-*  
1041 *05, Formerly 6C4-6.0021 F.A.C., Amended 6-5-08, 6-25-09, 9-22-11, 12-02-13, 1-6-14 (technical), 6-23-14*  
1042 *(technical), 5-14-15 (technical), 8-19-16 (technical), 9-28-18, 4-12-19 effective 5-6-19 (technical), 5-16-19*  
1043 *(technical), 8-26-19 (technical).*

1044 *Certification: The USF System certifies that it has followed the Florida Board of Governors Regulation Development*  
1045 *Procedure and has a record of written notices, comments, summaries and responses as required.*

1046 **CONTENT:**

1047

1048 **I. — PURPOSE AND INTENT/STATEMENT OF REGULATION**

1049 **II. — AUTHORITY**

1050 **III. — DEFINITION OF TERMS**

1051 **IV. — SPECIFIC PROVISIONS**

1052 **A. — General**

1053 **B. — Standards for Behavior in the Classroom**

1054 **C. — Violations**

1055 **D. — Stages of Conduct Process**

1056 **1. — Referral**

1057  
1058  
1059  
1060  
1061  
1062  
1063  
1064  
1065  
1066  
1067  
1068  
1069  
1070  
1071  
1072  
1073  
1074  
1075  
1076  
1077  
1078  
1079  
1080  
1081  
1082  
1083  
1084  
1085  
1086  
1087  
1088  
1089  
1090

- ~~2. Initial Review~~
- ~~3. Formal Hearing~~
- ~~4. Provisional Suspension or Temporary Restrictions~~

- ~~V. GENERAL PRINCIPLES OF CONDUCT PROCESS~~
- ~~VI. RIGHTS OF CHARGED STUDENTS AND COMPLAINANTS IN THE CONDUCT PROCESS~~
- ~~VII. ADDITIONAL RIGHTS OF CHARGED STUDENTS AND ALLEGED VICTIMS IN CASES OF ALLEGED VIOLENT CONDUCT AND SEXUAL HARASSMENT AND SEXUAL MISCONDUCT~~
- ~~VIII. SANCTIONS~~
- ~~IX. PARENTAL NOTIFICATIONS~~
- ~~X. CONDUCT RECORDS AND RETENTION PROCEDURES~~
- ~~XI. RECORD EXPUNGEMENT PROCESS~~
- ~~XII. MEMBER INSTITUTIONS~~

~~I. PURPOSE AND INTENT/STATEMENT OF REGULATION:~~

- ~~A. Student Rights and Responsibilities (SRR) supports the mission, goals, values and vision of the University of South Florida System (“University” or “USF”) by promoting a community that values individual responsibility and the adherence to community standards as embodied in this Regulation (“Student Code of Conduct” or “Code”). Through the Conduct Process, SRR engages Students and Student Organizations in personal and social responsibility.~~
- ~~B. SRR’s goal is to encourage and develop standards of behavior and critical thinking that will create a community of leaders and citizens and enhance the USF environment for community members living, studying and working within the University. By engaging Students in one-on-one interactions with staff trained in Student development and through group interactions with the University Conduct Board, USF Students are challenged to assess and reassess their framework of principles and behavioral norms that support a healthy community.~~

~~H. AUTHORITY:~~

- ~~A. The Student Code of Conduct is a document that describes prohibited behavior that is counteractive to the goals and mission of USF and how the University will hold Students~~

1091 ~~and Student Organizations accountable. Students and Student Organizations are~~  
1092 ~~responsible for their guest's compliance as well.~~

1093 ~~**B.** The University of South Florida's jurisdiction for the Student conduct process extends to~~  
1094 ~~the conduct of any Student or Student Organization, regardless of the location, which~~  
1095 ~~adversely affects the University community and/or the pursuit of its mission; when the~~  
1096 ~~behavior relates to the good name of the University; the integrity of the educational~~  
1097 ~~process; the safety and welfare of the University community; and/or the conduct violates~~  
1098 ~~state or federal law.~~

1099 ~~**C.** Students are responsible for knowing the information, policies, and procedures outlined~~  
1100 ~~in the Student Code of Conduct. The University reserves the right to make changes to~~  
1101 ~~the Code as necessary. Students are encouraged to check online at~~  
1102 ~~<http://regulationspolicies.usf.edu> for the most updated versions of all policies and~~  
1103 ~~regulations.~~

1104 ~~**D.** The University strongly encourages of sexual harassment and sexual misconduct to file a~~  
1105 ~~complaint and note that for some persons the filing of a complaint may be compulsory.~~  
1106 ~~Complaints may be filed with the designated offices detailed in Policy 0-004 Sexual~~  
1107 ~~Misconduct/Sexual Harassment (Including Sexual Violence).~~

1108 ~~**E.** Any individual may refer a Student or Student Organization for alleged violation/s of the~~  
1109 ~~Student Code of Conduct by filing a written referral with SRR. SRR reserves the right to~~  
1110 ~~initiate or follow up any investigative leads where there is reasonable belief of possible~~  
1111 ~~violations of the Student Code of Conduct.~~

1112 ~~**F.** The conduct process may be initiated for a Student or Student Organization whose~~  
1113 ~~alleged conduct potentially violates both the criminal law and/or the Student Code of~~  
1114 ~~Conduct without regard to the pending civil or criminal litigation in court or criminal~~  
1115 ~~arrest and prosecution. The conduct process under this Regulation may be carried out~~  
1116 ~~prior to, simultaneously with, or following civil or criminal proceedings off campus at the~~  
1117 ~~discretion of SRR. Determinations made or sanction(s) imposed as a result of the~~  
1118 ~~conduct process shall not be subject to change because criminal charges were dismissed,~~  
1119 ~~reduced, or resolved in favor of or against the criminal law defendant. Members of the~~  
1120 ~~University community, who commit offenses against the laws of municipalities, states, or~~  
1121 ~~the United States, are subject to prosecution by those authorities and may be subject to~~  
1122 ~~disciplinary action under University rules when their conduct violates the Student Code~~

1123 of Conduct. Students shall not be forced to present self-incriminating information;  
1124 however, the University is not required to postpone the conduct process pending the  
1125 outcome of any civil or criminal case.

1126 **III. DEFINITION OF TERMS:**

1127 ~~A. “Administrative Hearing Officer” is a University faculty or staff member~~  
1128 ~~designated by the Director of SRR, or the designated University Official, who~~  
1129 ~~will adjudicate the case, hearing the Student, the complainant and/or the~~  
1130 ~~University’s explanation of events during the formal hearing.~~

1131 ~~B. “Administrative Hold” refers to a restrictive hold placed on a Student’s record~~  
1132 ~~at any point in the conduct process to assure compliance with sanctions or~~  
1133 ~~pending the resolution of conduct matters. When terms and conditions of~~  
1134 ~~sanctions have been satisfied and/or pending conduct matters have been~~  
1135 ~~resolved, the hold may be removed.~~

1136 ~~C. “Advisor” refers to any one person chosen by the Student to assist them~~  
1137 ~~throughout the conduct process. While an advisor may assist a Student, the~~  
1138 ~~advisor may not speak on the Student’s behalf or otherwise take an active role~~  
1139 ~~in the conduct process.~~

1140 ~~D. “Alleged Victim” is a term that refers to the person who alleges any personal~~  
1141 ~~harm or injury from another person. At times, to avoid duplication or~~  
1142 ~~wordiness, the term victim may be used to refer to an alleged victim.~~

1143 ~~E. “Charge Letter” is the letter sent to the Student or Student Organization after~~  
1144 ~~the Initial Review Meeting. The letter states the disposition of ‘responsible or~~  
1145 ~~not responsible’, and includes the charges, educational sanctions, and the option~~  
1146 ~~for the Student to request a Formal Hearing if applicable.~~

1147 ~~F. “Complainant” is a term used in this Regulation to refer to the person who~~  
1148 ~~submits a referral alleging that a Student or Organization violated the Student~~  
1149 ~~Code of Conduct. In specific cases, the Complainant may not be the actual~~  
1150 ~~victim or the alleged victim. Recognizing that the law provides victims and~~  
1151 ~~alleged victims specific rights and non-victim complainants may not have the~~  
1152 ~~same rights or protections, this Code will use “Complainant” as a general term~~  
1153 ~~and the Code will be applied to fit the particular circumstances at the discretion~~  
1154 ~~of SRR.~~

- 1155 ~~G. “Charged Student” is a Student who has been charged with violation/s of the~~  
1156 ~~Student Code of Conduct that are moving forward to a formal hearing.~~
- 1157 ~~H. “Conduct Process” refers to the entire process outlined in the Student Code of~~  
1158 ~~Conduct, including the Initial Review, the Formal Hearing, and the Appeal~~  
1159 ~~process. This also includes the Provisional Suspension Process.~~
- 1160 ~~I. “Day/s” in terms of process is defined as the normal business day and will not~~  
1161 ~~include Saturdays, Sundays, or legal holidays/University administrative holidays~~  
1162 ~~or when the campus is closed for business.~~
- 1163 ~~J. “Dean of Students or designee” is the individual who will hear an appeal~~  
1164 ~~following a Formal Hearing.~~
- 1165 ~~K. “Deferred Adjudication” refers to the process when a Student is responsible~~  
1166 ~~for a violation but the finding is held so the Student can complete certain~~  
1167 ~~requirements in an allotted timeframe. In order to receive Deferred~~  
1168 ~~Adjudication, the Student must begin by accepting responsibility. At the~~  
1169 ~~completion of all requirements, the Student will be adjudicated “not~~  
1170 ~~responsible.” This may only be used for specific non-violent first time offenses.~~
- 1171 ~~L. “Formal Hearing” or “Hearing” is the proceeding elected by the charged~~  
1172 ~~Student which can be conducted by an Administrative Hearing Officer or a~~  
1173 ~~University Conduct Board after charges have been moved forward by the Initial~~  
1174 ~~Review Officer.~~
- 1175 ~~M. “Hearing Outcome Letter” is the finding rendered at the conclusion of the~~  
1176 ~~formal hearing.~~
- 1177 ~~N. “Final University Decision” is the finding of the Dean of Students, or designee,~~  
1178 ~~as issued in the Dean’s Decision on Appeal Letter.~~
- 1179 ~~O. “Good Disciplinary Standing” refers to a Student who is free from disciplinary~~  
1180 ~~probation, disciplinary holds, and it not currently involved in the conduct~~  
1181 ~~process.~~
- 1182 ~~P. “Guest” refers to any individual (Student or non-Student) who is not assigned~~  
1183 ~~to live in a particular room in an on-campus residence; is on the premises where~~  
1184 ~~the alleged violation occurred; and/or refers to any person visiting the~~  
1185 ~~University who is not affiliated with the University. Students may be held~~  
1186 ~~responsible for the actions of their guests.~~

- 1187 ~~Q. “Impact Statement” is an oral or written statement provided by the alleged~~  
1188 ~~victim in cases of violent misconduct, or when requested by SRR. The~~  
1189 ~~statement explains how the incident has affected the personal and educational~~  
1190 ~~experience of the alleged victim. This statement is reviewed during the~~  
1191 ~~sanctioning portion of the Formal Hearing if the Charged Student is found~~  
1192 ~~responsible for a violation of the Student Code of Conduct~~
- 1193 ~~R. “Initial Review Officer (IRO)” is a University official authorized to meet with~~  
1194 ~~Students regarding referrals made for possible violations of the Student Code~~  
1195 ~~of Conduct.~~
- 1196 ~~S. “Initial Review Meeting” is a meeting for the Student to learn about their rights~~  
1197 ~~in the conduct process, and review the referral and any other applicable~~  
1198 ~~information related to the violation(s).~~
- 1199 ~~T. “Intimate Partner” refers to persons who are or who have been dating,~~  
1200 ~~cohabitating, married, separated, or divorced and may be of the same or~~  
1201 ~~opposite sex.~~
- 1202 ~~U. “May” is used in the permissive sense.~~
- 1203 ~~V. “Member of the University Community” includes any person who is a Student,~~  
1204 ~~faculty member, University Official, or any other person with an ongoing~~  
1205 ~~relationship, involved with, or employed by the University.~~
- 1206 ~~W. “Notice” is the written communication either by mail or E-mail~~  
1207 ~~correspondence that provides information to a Student. Notice is conclusively~~  
1208 ~~presumed to be final when such communication is sent to the Student by~~  
1209 ~~official University email, and/or mailed to the address appearing on either the~~  
1210 ~~Student’s current local address or permanent address on record with the~~  
1211 ~~University at the discretion of SRR.~~
- 1212 ~~X. “Student Rights and Responsibilities (SRR)” or designee is the person(s)/area~~  
1213 ~~designated by the USF System President to be responsible for the~~  
1214 ~~administration of the Student Code of Conduct.~~
- 1215 ~~Y. “Policy” means the written and published policy or regulation of the University~~  
1216 ~~as found in, but not limited to, the Student Code of Conduct, the residence~~  
1217 ~~halls, the library, parking, regulations governing the use of technology and~~  
1218 ~~information systems, those regarding the Student Identification Card, and~~

1219 Graduate/Undergraduate Catalogs concerning Students and Student  
1220 Organizations. Other policies include those related to building and classroom  
1221 use, to dining services, to campus recreation, and to any regulation of the Board  
1222 of Trustees.

1223 ~~Z.~~ ~~“Preponderance of the Evidence” means that from the evidence/information~~  
1224 ~~submitted, it is more likely than not that the charged Student did commit the~~  
1225 ~~violation(s) for which the Student has been charged, and shall not be the strict~~  
1226 ~~criminal law standard of proof beyond a reasonable doubt. This is the standard~~  
1227 ~~used in adjudicating all disciplinary cases through the Student Code of Conduct.~~

1228 ~~AA.~~ ~~“Record” a Student’s SRR file is considered an educational record at the~~  
1229 ~~University and is the property of the University. A file may include~~  
1230 ~~documentation and/or the audio recording of a formal hearing (only audio~~  
1231 ~~recording by the University is permitted). Deliberations are not recorded. To~~  
1232 ~~the extent the University maintains records, the Family Educational Rights and~~  
1233 ~~Privacy Act (FERPA) may prohibit or restrict their disclosure.~~

1234 ~~BB.~~ ~~“Referral” means the written documentation provided to SRR alleging that a~~  
1235 ~~violation of the Student Code of Conduct may have occurred.~~

1236 ~~CC.~~ ~~“Referred Student” is the person who has been named in the referral provided~~  
1237 ~~to SRR to have allegedly violated this Student Code of Conduct.~~

1238 ~~DD.~~ ~~“Responsible” in the context of a hearing outcome decision means the~~  
1239 ~~information presented in the Student’s charge letter and all information~~  
1240 ~~reviewed at any hearing as a whole indicates that it is more likely than not that~~  
1241 ~~the Student committed the violation.~~

1242 ~~EE.~~ ~~“Student”\* for the purposes of the Student Code of Conduct, includes all~~  
1243 ~~admitted persons, or a person who has an active application for admission,~~  
1244 ~~housing, or any other service provided by the University, which requires~~  
1245 ~~Student status. The term “Student” includes all persons taking University~~  
1246 ~~courses, either full-time or part-time, pursuing undergraduate, graduate, non-~~  
1247 ~~degree seeking, or professional studies. Persons who withdraw or who are~~  
1248 ~~academically dismissed after allegedly violating the Student Code of Conduct,~~  
1249 ~~or who are not officially enrolled for a particular term but who are eligible to~~



- 1250 enroll or have a continuing relationship with the University, or who have been  
1251 notified of their acceptance for admission are considered Students.
- 1252 ~~FF. “Student Organization”\* means any group of Students who have complied with~~  
1253 ~~the requirements for registration and are officially recognized by the University~~  
1254 ~~as a registered Organization. These include, but are not limited to, political~~  
1255 ~~groups, fraternities and sororities, and Student sports clubs. Student~~  
1256 ~~Organizations are subject to every element of the Student Code of Conduct.~~  
1257 ~~\*In specific instances the terms Student/Student Organization may include a~~  
1258 ~~reference to both.~~
- 1259 ~~GG. “Temporary Restrictions” are actions that SRR may take prior to or during the~~  
1260 ~~investigation of an incident. These may include, but are not limited to, a~~  
1261 ~~removal from on campus housing; no contact orders; restrictions from clubs;~~  
1262 ~~events, and Organizational activities; and/or restrictions from specific areas on~~  
1263 ~~the University premises. When a temporary restriction is imposed, SRR will~~  
1264 ~~attempt to expedite the conduct process.~~
- 1265 ~~HH. “Transcript Overlay” means a notation on a Student’s academic transcript that~~  
1266 ~~states the Student is not in “good disciplinary standing” due to a disciplinary~~  
1267 ~~suspension or expulsion.~~
- 1268 ~~H. “University” means the University of South Florida System, including any~~  
1269 ~~member institution affiliated with the USF System.~~
- 1270 ~~JJ. “University Activity” or “University Program” refers to any function or event,~~  
1271 ~~which is hosted, sponsored or organized by any University member, group or~~  
1272 ~~Organization, including but not limited to, Student Organizations. Such~~  
1273 ~~activities or programs include but are not limited to coursework and other~~  
1274 ~~academic activities, education abroad, field trips, retreats, social events,~~  
1275 ~~philanthropies, and community service events.~~
- 1276 ~~KK. “University Conduct Board” is a panel of faculty, staff, and Students who have~~  
1277 ~~been trained to hear conduct cases and make decisions related to reported~~  
1278 ~~violations of the Student Code of Conduct. The UCB panel must have~~  
1279 ~~representation of at least 50% Student membership. The panel will adjudicate~~  
1280 ~~the conduct case, hearing both the Student explanation of events and the~~  
1281 ~~information presented by SRR, witnesses, and reporting parties.~~

1282 ~~LL. “University Official” for the purposes of the Student Code of Conduct, means~~  
1283 ~~any representative of a USF System direct service Organization, USF System~~  
1284 ~~board, committee, office, or member of the USF System faculty, administration,~~  
1285 ~~or staff. According to the Student Code of Conduct, this definition includes~~  
1286 ~~Student staff acting in accordance with their assigned duties.~~

1287 ~~MM. “University Premises” includes all land, buildings, facilities, recreational fields,~~  
1288 ~~and other property in the possession of or owned, used, or controlled by the~~  
1289 ~~University (including adjacent streets and sidewalks).~~

1290 ~~NN. “Will” is used in the imperative sense.~~

1291 ~~OO. “Witness” is used to define an individual who is in the proximity of an incident~~  
1292 ~~and viewed the actions of said incident or who has relevant information about~~  
1293 ~~a given incident or actions related to a specific incident.~~

1294 ~~IV. **SPECIFIC PROVISIONS:**~~

1295 ~~A. General: Each Student is expected to abide by the Student Code of Conduct (“Code”).~~  
1296 ~~The following violations are broadly defined and are not exhaustive in terms.~~

1297 ~~B. Standards for Behavior in the Classroom: Faculty members have the primary responsibility~~  
1298 ~~of managing the classroom environment whether in person or online in accordance with~~  
1299 ~~USF3.025 – Disruption of Academic Process. Faculty members may remove a Student~~  
1300 ~~from the classroom environment for disruption on the day that it occurs or faculty~~  
1301 ~~members may remove a Student permanently from the class. If the Student disrupts the~~  
1302 ~~classroom environment, the faculty member should make a referral to Student Rights and~~  
1303 ~~Responsibilities.~~

1304 ~~C. Violations:~~

1305 ~~(4.01) Theft – The unauthorized taking, misappropriation or possession of any real,~~  
1306 ~~personal, or intellectual property or services provided, owned or maintained by the~~  
1307 ~~University or by any person.~~

1308 ~~(4.02) Misuse of Property – Destruction, damage, misuse, or defacing of University~~  
1309 ~~buildings or property, private property, and/or personal property and includes~~

1310 ~~(a) unauthorized access or entry to University property, buildings, structures, or~~  
1311 ~~facilities, or the residence facilities or property of any member of the University~~  
1312 ~~community and/or and~~

1313 ~~(b) unauthorized possession, duplication, or use of keys or access cards for any such~~  
1314 ~~property.~~

1315 ~~(4.03) Misuse of Materials – Unauthorized accessing, removing, duplicating,~~  
1316 ~~photographing, and/or forging, counterfeiting, altering or misusing of any University~~  
1317 ~~material (including University intellectual property), file document or record, computer~~  
1318 ~~records, software, data files and similar entities owned or maintained by any member of~~  
1319 ~~the University faculty, administration, staff, or Student body. This also includes the~~  
1320 ~~unauthorized usage of the official University mark, monogram, seal, or other graphic~~  
1321 ~~identity symbol.~~

1322 ~~(4.04) Weapons, Firearms, or Explosive Devices – The illegal possession, storage, use or~~  
1323 ~~sale of any weapon (lethal or non-lethal), firearm, ammunition, or any incendiary, explosive~~  
1324 ~~or destructive device. This further includes, but is not limited to switchblade knives, air~~  
1325 ~~soft guns, dangerous chemicals, corrosive and/or biological chemicals or agents as~~  
1326 ~~restricted by University policies and/or protocols. This also covers any item used as a~~  
1327 ~~weapon to cause actual physical harm or threaten physical harm. For additional~~  
1328 ~~information, reference Policy 6-009 Weapons on USF System Property and the USF~~  
1329 ~~Housing Resident Handbook.~~

1330 ~~(4.05) Harassment – Conduct which creates an unsafe, intimidating or hazardous situation~~  
1331 ~~that interferes with the ability of a Student or employee to study, work, or carry out~~  
1332 ~~University functions. For additional information, reference Policy 0-007 Diversity and~~  
1333 ~~Equal Opportunity: Discrimination and Harassment.~~

1334 ~~Bullying is included in this violation and refers to repeated and/or severe aggressive~~  
1335 ~~behaviors that intimidate or intentionally harm or control another person physically or~~  
1336 ~~emotionally, and are not protected by freedom of expression.~~

1337 ~~(4.06) Stalking – To follow another person and/or repeatedly interact with a person so as~~  
1338 ~~to harass that person, or a course of conduct directed at a specific person that would cause~~  
1339 ~~a reasonable person to fear for one's or others' safety or to suffer substantial emotional~~  
1340 ~~stress. This includes “cyber-stalking” a particular form of stalking with a person who uses~~  
1341 ~~electronic media, such as the internet, social media networks, blogs, cell phones, text~~  
1342 ~~messages, or other similar devices or forms of contact.~~

1343 ~~(4.07) Hazing – Hazing means any action or situation that recklessly or intentionally~~  
1344 ~~endangers the mental or physical health or safety of a Student for the purpose of initiation~~

1345 ~~to, admission into, or affiliation with, an Organization. Any University community~~  
1346 ~~member who has knowledge of or has reason to believe that hazing has taken place is~~  
1347 ~~required to report. For additional information, reference USF6.0023 Prohibition of~~  
1348 ~~Hazing. Actions and situations that may constitute hazing include, but are not limited to~~  
1349 ~~the following:~~

- 1350 ~~• Forced or coerced consumption of food, alcohol, beverage, drugs, or other substances;~~
- 1351 ~~• Paddling, hitting, slapping, branding, and/or physical brutality in any form;~~
- 1352 ~~• Creation of unnecessary fatigue;~~
- 1353 ~~• Personal servitude;~~
- 1354 ~~• Physical and/or psychological shocks;~~
- 1355 ~~• Wearing of apparel which is conspicuous and not normally in good taste;~~
- 1356 ~~• Degrading or humiliating games or activities;~~
- 1357 ~~• Sleep, food, or beverage deprivation;~~
- 1358 ~~• Isolation and exclusion from social contact;~~
- 1359 ~~• Calisthenics;~~
- 1360 ~~• Unreasonable exposure to the elements;~~
- 1361 ~~• Kidnapping or abandonment;~~
- 1362 ~~• Line-ups and berating behaviors;~~
- 1363 ~~• Undue interference with academic pursuits;~~
- 1364 ~~• Pressuring or coercing involvement in activities that are illegal, lewd, or in violation of~~  
1365 ~~University Policy~~

1366 ~~(4.08) Disorderly Conduct – Breach of peace, such as causing a disturbance or being unruly.~~

1367 ~~(4.09) Disruptive Conduct – Actions that impair, interfere with or obstruct the orderly~~  
1368 ~~conduct, processes and/or functions of the University. Disruptive conduct shall include,~~  
1369 ~~but not be limited to, the following:~~

- 1370 ~~• Interference with freedom of movement or with the right to address an audience of~~  
1371 ~~any member or guest of the University;~~
- 1372 ~~• Impeding or interference with the rights of others to enter, use or leave any University~~  
1373 ~~facility, service or scheduled activity, or carry out their normal functions or duties;~~

- 1374 ~~• Interference with academic freedom and freedom of speech of any member or guest~~  
1375 ~~at the University;~~
- 1376 ~~• Actions that disrupt, endanger, or disturb the normal functions of the University or~~  
1377 ~~the safety of a person or persons. This includes interfering with an investigation, in~~  
1378 ~~any way, of SRR.~~
- 1379 ~~(4.10) False Alarm & Fire Safety~~
- 1380 ~~• Issuing a bomb threat or other warning of impending disaster without cause;~~
- 1381 ~~• Intentional misuse, disabling, or tampering with any fire alarm or fire safety equipment;~~
- 1382 ~~• Causing a fire or explosion: Conduct that causes or attempts to cause a fire or~~  
1383 ~~explosion, or falsely reporting a fire, explosion, or an explosive device;~~
- 1384 ~~• Tampering with fire safety equipment: Tampering with fire safety equipment, or failure~~  
1385 ~~to evacuate during a fire alarm on the University campus, University facility, or at any~~  
1386 ~~University activity;~~
- 1387 ~~• Fireworks: Possession and/or use of fireworks, including but not limited to sparklers,~~  
1388 ~~or explosives of any kind on the University campus, at a University facility, or at any~~  
1389 ~~University activity.~~
- 1390 ~~(4.11) Threats of Violence A threat by word or act to do violence to a person or persons.~~
- 1391 ~~(4.12) Injurious Behavior When one person actually and intentionally touches or strikes~~  
1392 ~~a person or persons against their will, or intentionally causes bodily harm.~~
- 1393 ~~(4.13) Reckless Injurious Behavior Conduct that may be unintentional, but is with~~  
1394 ~~conscious disregard for its consequences to person(s) or property and results in actual or~~  
1395 ~~potential damage, injury, or harm.~~
- 1396 ~~(4.14) Sexual Harassment unwelcome conduct directed at a person based on the person's~~  
1397 ~~gender or sexual orientation that is so sufficiently severe, persistent, or pervasive that~~  
1398 ~~it unreasonably interferes with, denies, or limits someone's ability to participate in or~~  
1399 ~~benefit from the college's educational program and/or activities, and is based on power~~  
1400 ~~differentials (quid pro quo), the creation of a hostile environment or retaliation, which~~  
1401 ~~includes unwelcome sexual advances, requests for sexual favors, and other verbal,~~  
1402 ~~nonverbal, or physical conduct of a sexual nature. The prohibited conduct may include~~  
1403 ~~actions, which meet the definition provided by criminal statutes such as battery or assault.~~

1404 For additional information, reference ~~Policy 0-004 Sexual Misconduct/Sexual Harassment~~  
1405 ~~(Including Sexual Violence)~~.

1406 Sexual harassment includes, but is not limited to:

1407 ~~(4.14)(a) Sexual Exploitation — occurs when a Student takes non-consensual or abusive~~  
1408 ~~sexual advantage of another for the Student’s own advantage or benefit, or to benefit or~~  
1409 ~~advantage anyone other than the one being exploited.~~

1410 Examples of sexual exploitation, include but are not limited to:

- 1411 ~~• Causing the incapacitation of another person (through alcohol, drugs, or any other~~  
1412 ~~means) for the purpose of compromising that person’s ability to give affirmative~~  
1413 ~~consent to sexual activity;~~
- 1414 ~~• Allowing third parties to observe private sexual activity from a hidden location (e.g.,~~  
1415 ~~closet) or through electronic means (e.g., Skype or livestreaming of images);~~
- 1416 ~~• Engaging in voyeurism (e.g., watching private sexual activity without the consent of~~  
1417 ~~the participants or viewing another person’s intimate parts (including genitalia, groin,~~  
1418 ~~breast or buttocks) in a place where that person would have a reasonable expectation~~  
1419 ~~of privacy);~~
- 1420 ~~• Recording or photographing private sexual activity and/or a person’s intimate parts~~  
1421 ~~(including genitalia, groin, breasts or buttocks) without consent;~~
- 1422 ~~• Disseminating or posting images of private sexual activity and/or a person’s intimate~~  
1423 ~~parts (including genitalia, groin, breasts or buttocks) without consent;~~
- 1424 ~~• Prostituting another person;~~
- 1425 ~~• Exposing another person to a sexually transmitted infection or virus without the~~  
1426 ~~other’s knowledge;~~
- 1427 ~~• Exposing one’s genitals in non-consensual circumstances;~~
- 1428 ~~• Inducing another to expose their genitals; or~~
- 1429 ~~• Sexually based stalking and/or bullying.~~

1430 ~~(4.14)(b) Non-Consensual Sexual Intercourse — Any sexual intercourse however slight,~~  
1431 ~~with any object, by any individual upon another individual that is without consent and/or~~  
1432 ~~by force. Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal~~  
1433 ~~penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital~~  
1434 ~~contact or genital to mouth contact), no matter how slight the penetration or contact.~~

1435 ~~(4.14)(c) Non-Consensual Sexual Contact — Any intentional sexual touching, however~~  
1436 ~~slight, with any object, by an individual upon another individual, that is without consent~~  
1437 ~~and/or by force. Sexual Contact includes intentional contact with the breasts, buttocks,~~  
1438 ~~groin, or genitals, or touching another with any of these body parts, or making another~~  
1439 ~~touch you or themselves with or on any of these body parts; any intentional bodily contact~~  
1440 ~~in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin,~~  
1441 ~~genitals, mouth, or other orifice.~~

1442 ~~(4.14)(d) Unwanted or Unwelcome Sexually Oriented Attention — Unwanted or~~  
1443 ~~unwelcome sexually oriented remarks or behaviors, that are so sufficiently severe,~~  
1444 ~~persistent, or pervasive, on the part of a person who knows or ought reasonably to know~~  
1445 ~~that such remarks or behavior unreasonably interferes with, denies, or limits someone's~~  
1446 ~~ability to participate in or benefit from the college's educational program and/or activities.~~

1447 ~~(4.15) Misuse or Possession of Illegal Drugs — Using, possessing, manufacturing,~~  
1448 ~~distributing, selling, or attempting to obtain any controlled substance which is prohibited~~  
1449 ~~by law. The term “drugs” includes, but is not limited to, any narcotic drug, central nervous~~  
1450 ~~system stimulant, hallucinogenic drug, barbiturate, or any other substance treated as such.~~  
1451 ~~The unauthorized possession or use of a regulated or controlled substance, including one's~~  
1452 ~~own or another's prescription drugs and paraphernalia used for drugs (e.g. bong, glass~~  
1453 ~~pipes, etc.) is a violation. Further, the un-prescribed use, inhalation, or ingestion of a~~  
1454 ~~substance (e.g. nitrous oxide, glue, paint, etc.) that could/will alter a Student's mental state~~  
1455 ~~is also prohibited. Attending class, an Organizational meeting or other University event~~  
1456 ~~that is specific for an educational purpose while under the influence of drugs, as noted in~~  
1457 ~~this section, is a violation. Further, if medical assistance is sought for a Student in need~~  
1458 ~~who has consumed drugs, the Student may qualify for Medical Amnesty as defined in the~~  
1459 ~~30-004 Medical Amnesty (Student Reporting) Policy. See also Policy 0-610 Drug-Free~~  
1460 ~~Workplace.~~

1461 ~~(4.16) Gambling — Conducting or organizing any form of games of chance.~~

1462 ~~(4.17) Misuse of Alcohol — Failure to abide by Policy 30-023 Alcohol Policy and all~~  
1463 ~~University protocols and policies and state and federal law regarding alcohol. Specific~~  
1464 ~~Student Code of Conduct standards include, but are not limited to:~~

- 1465 ~~1. The sale of, or intent to sell, alcohol without a proper license;~~

- 1466 ~~2. Providing alcohol to any person who is not of legal age to possess or consume~~  
1467 ~~alcohol;~~  
1468 ~~3. Possession or consumption of alcohol by persons not of legal age;~~  
1469 ~~4. The operation of a motor vehicle by a person under the age of 21 while having a~~  
1470 ~~blood alcohol level of .02 or higher;~~  
1471 ~~5. The operation of a motor vehicle, by an individual of any age, under the influence~~  
1472 ~~of alcohol;~~  
1473 ~~6. The consumption of alcohol on streets, according to local ordinance;~~  
1474 ~~7. Public intoxication;~~  
1475 ~~8. Conducting an open house party which can include, but is not limited to, an event~~  
1476 ~~at which minors may possess or consume alcohol. An open house party is defined~~  
1477 ~~as an event at a residence where hosts, owners, or other in control of the event fail~~  
1478 ~~to take reasonable steps to ensure legal compliance, reduce the risk of harm, and~~  
1479 ~~ensure the safety of guests (including but not limited to, removing those in~~  
1480 ~~violation or requesting law enforcement to assist) if alcoholic beverages are known~~  
1481 ~~to have been consumed at the residence by person(s) under the age of twenty-one~~  
1482 ~~and/or illegal drugs or controlled substances are unlawfully possessed, distributed~~  
1483 ~~or used;~~  
1484 ~~9. Attending class, an Organizational meeting or other University event that is~~  
1485 ~~specific for an educational gain while under the influence of alcohol.~~  
1486 ~~Further, if a medical assistance is sought for a Student in need who has consumed alcohol,~~  
1487 ~~the Student may qualify for Medical Amnesty as defined in the 30-004 Medical Amnesty~~  
1488 ~~(Student Reporting) Policy. See also Policy 30-023 Alcohol Policy.~~  
1489 ~~(4.18) False Information — Knowingly withholding related information or making a false~~  
1490 ~~or misleading oral or written statement to the University and/or any University Official.~~  
1491 ~~This includes forgery, unauthorized alteration, possession, or misuse of any document,~~  
1492 ~~record, or instrument of identification.~~  
1493 ~~Additionally, this includes deliberately and purposefully providing false or misleading~~  
1494 ~~verbal or written information about another person.~~  
1495 ~~Furthermore, this also includes falsifying, distorting, or misrepresenting the truth during~~  
1496 ~~proceedings under the Student Code of Conduct, including knowingly submitting a false~~  
1497 ~~complaint.~~



1498 ~~Finally, this includes falsification or admission or re-admission documentation to the~~  
1499 ~~University.~~

1500 ~~(4.19) Bribery—Offering or accepting a bribe or inducement that would impinge upon or~~  
1501 ~~compromise the integrity of academic work product, Student performance, or the~~  
1502 ~~unbiased and professional duty of faculty and staff or Student of the University.~~

1503 ~~(4.20) Failure to Respond to Instructions—Failure to comply with authorized official~~  
1504 ~~requests (oral or in writing): failure to produce identification for or in agreement with~~  
1505 ~~University Officials acting in accordance with their assigned duties. This also includes~~  
1506 ~~failure to comply with a directive of a University Official acting within the scope of their~~  
1507 ~~assigned duties.~~

1508 ~~(4.21) Violation of University Policy and/or Local Ordinance, State, or Federal Law (as~~  
1509 ~~determined by the University)—Failure to adhere or abide by policies including, but not~~  
1510 ~~limited to, local ordinance, state law or federal law. Adjudication by an outside entity is not~~  
1511 ~~a prerequisite to a determination of responsibility by the University.~~

1512 ~~(4.22) Violation of Probation or Restriction—Failure to abide by the conditions of~~  
1513 ~~probation, or other restriction that was assigned based on previous behavior that was~~  
1514 ~~deemed unacceptable at the University level.~~

1515 ~~(4.23) Complicity—To be associated with, not removing oneself from the situation or to~~  
1516 ~~be present during the commission of any act by another that constitutes a violation of~~  
1517 ~~University policy or if the behavior is considered to constitute a violation of University~~  
1518 ~~policy or if the behavior is considered to constitute permission, to contribute to, or to~~  
1519 ~~condone a violation of a University regulation or policy.~~

1520 ~~(4.24) Specific Acts of Violence—An act that falls into any one of the sections listed~~  
1521 ~~below as 4.24(a) and 4.24(b):~~

1522 ~~(4.24)(a) Domestic Violence—Conduct that includes asserted violent misdemeanor and~~  
1523 ~~felony offenses committed by the alleged victim’s current or former spouse, current or~~  
1524 ~~former cohabitant, person similarly situated under domestic or family violence law, or~~  
1525 ~~anyone else protected under domestic or family violence law.~~

1526 ~~(4.24)(b) Dating Violence—Conduct that includes violence by a person who has been in~~  
1527 ~~a romantic or intimate relationship with the alleged victim. Whether there was such~~  
1528 ~~relationship will be gauged by its length, type, and frequency of interaction.~~

1529 ~~(4.25) Retaliation — Violence, threats or adverse action taken by a Student or Student~~  
1530 ~~Organization against any individual who, in good faith, has made any allegation of~~  
1531 ~~misconduct; or who has provided information, assisted, or participated in any~~  
1532 ~~investigation, review, or formal hearing conducted under the Student Code of Conduct;~~  
1533 ~~or any local, state or federal proceeding.~~

1534 ~~(4.26) Information Technology — Improper use of technology hardware or software~~  
1535 ~~including but not limited to computers, e-mail, cell phones, video cameras, and drones.~~  
1536 ~~See also Policy 0-502 Appropriate Use of Informational Technology Resources and Policy~~  
1537 ~~6-036 Unmanned Aircraft System (Drone) Operations.~~

1538 ~~• Unauthorized downloading or facilitating others to download copyrighted music,~~  
1539 ~~films, and other documents without authorization.~~

1540 ~~Recording of Oral Communication without Consent — Acquires, by listening or by~~  
1541 ~~recording using any device, any wire, oral, or electronic communication, when such~~  
1542 ~~communication is uttered by a person exhibiting an expectation that such~~  
1543 ~~communication is not subject to interception under circumstances justifying such~~  
1544 ~~expectation (i.e. in a situation in which the person has a reasonable expectation of~~  
1545 ~~privacy), and the person has not given consent to the acquisition or recording of the~~  
1546 ~~communication.~~

1547 ~~(4.27) Residence Hall Policy Violation — Violations of any policy or regulation~~  
1548 ~~governing University Housing, as well as, the University Housing rental agreement and~~  
1549 ~~the Resident Handbook. See also Regulation USF6.013.~~

1550 ~~D. Stages of Conduct Process:~~

1551 ~~1. Referral: Any person may refer a Student's conduct for review as a possible Student~~  
1552 ~~Code of Conduct violation. This referral should be made within a reasonable time~~  
1553 ~~following the discovery of the alleged Student code violation and no later than six~~  
1554 ~~(6) months after the discovery, except in extraordinary cases.~~

1555 ~~2. Initial Review: If the referral includes enough information for SRR to accept the~~  
1556 ~~referral, SRR will assign an Initial Review Officer (IRO). Written notice will be~~  
1557 ~~sent to the referred Student requesting them to schedule an initial review meeting.~~  
1558 ~~This meeting between the Initial Review officer and the referred Student is an~~  
1559 ~~opportunity for the Initial Review Officer to explain the allegations, the Student's~~  
1560 ~~rights and answer any questions the referred Student may have. The referred~~

1561 ~~Student may choose to discuss the incident during this meeting and may be~~  
1562 ~~provided an opportunity to accept responsibility for violations of the Code of~~  
1563 ~~Conduct. If the referred Student is provided an opportunity to accept~~  
1564 ~~responsibility, the Student wishes to accept that opportunity, and the Initial Review~~  
1565 ~~Officer and the referred Student may identify mutually agreed upon charges and~~  
1566 ~~sanctions, the referred Student may accept the charges and sanctions thus waiving~~  
1567 ~~their right to appeal. If the referred Student does not want to accept responsibility~~  
1568 ~~of charges and/or sanctions cannot be agreed upon, the referred Student will be~~  
1569 ~~sent a Charge Letter with the options for electing a Formal Hearing. If the referred~~  
1570 ~~Student fails to schedule or attend the Initial Review Meeting, the Initial Review~~  
1571 ~~Officer will review the referral in absentia and make a determination as to the~~  
1572 ~~appropriate charges and educational sanctions to move forward.~~  
1573 ~~Conclusion of Initial Review Process:~~  
1574 ~~At the conclusion of the Initial Review meeting, the Initial Review Officer will~~  
1575 ~~either dismiss the referral or will issue a Charge Letter (for the purposes of the~~  
1576 ~~Student Code of Conduct, the Referred Student now becomes the Charged~~  
1577 ~~Student). Outcomes of the charge letter will include the recommended charges~~  
1578 ~~and sanctions and the choices available to the charged Student which are (1) accept~~  
1579 ~~responsibility and sanctions or (2) request a formal hearing.~~  
1580 ~~Failure of Charged Student to Respond: If the charged Student fails to respond to~~  
1581 ~~the charge letter within the allotted time, the charges and sanctions will become~~  
1582 ~~finalize and the charged Student will be found responsible and may have a limited~~  
1583 ~~right to appeal.~~  
1584 ~~3. Formal Hearing: Within five (5) days of the date of the charge letter, the charged~~  
1585 ~~Student may elect to have a formal hearing either by an Administrative Hearing~~  
1586 ~~Officer or the University Conduct Board. In cases where the charged Student is~~  
1587 ~~being charged with sexual harassment or sexual misconduct, the alleged victim can~~  
1588 ~~request an administrative hearing and that request will be honored over the~~  
1589 ~~charged Student's request for a University Conduct Board hearing. Hearings may~~  
1590 ~~result in charges being upheld or dismissed and sanctions that are more or less~~  
1591 ~~severe than the sanctions recommended by the Initial Review Officer. Notification~~  
1592 ~~of formal hearing will occur no later than five (5) days prior to the date of hearing.~~

1593 ~~If the charged Student wishes to have the hearing earlier, they waive the right to~~  
1594 ~~their review period. At the conclusion of the formal hearing process, the charged~~  
1595 ~~Student will receive a Hearing Outcome Letter with determinations regarding~~  
1596 ~~responsibility for charges and any subsequent sanctions. If the charged Student~~  
1597 ~~fails to attend the formal hearing, the case will be adjudicated in absentia.~~

1598 ~~a. Details of Formal Hearing Options:~~

1599 ~~i). Administrative Hearing Officer: If a charged Student elects a formal~~  
1600 ~~hearing before an Administrative Hearing Officer, the charged Student~~  
1601 ~~waives the right to a review by a University Conduct Board. SRR will move~~  
1602 ~~forward by assigning an Administrative Hearing Officer to adjudicate the~~  
1603 ~~case.~~

1604 ~~ii). University Conduct Board: If a charged Student elects a formal hearing~~  
1605 ~~before a University Conduct Board, the charged Student waives the right~~  
1606 ~~to review by an Administrative Hearing Officer. SRR will appoint a~~  
1607 ~~University Conduct Board with membership of at least 50% Student.~~  
1608 ~~Board members must be present for the presentation of information at the~~  
1609 ~~formal hearing and a quorum for the formal hearing shall consist of a~~  
1610 ~~simple majority of the Board. In the event the quorum does not consist~~  
1611 ~~of the appropriate balance of membership, the charged Student may elect~~  
1612 ~~to proceed or request the formal hearing be rescheduled. After the formal~~  
1613 ~~hearing, the Board will reach its decision in executive session by simple~~  
1614 ~~majority of the quorum.~~

1615 ~~b. Appeal Process: The charged Student (or the alleged victim in specific cases as~~  
1616 ~~provided in the Student Code of Conduct) may appeal in writing the outcome~~  
1617 ~~of a formal hearing within five (5) days of the date of the Hearing Outcome~~  
1618 ~~Letter. The appeal must be written to the Dean of Students, or appropriate~~  
1619 ~~designee, at the member institution or separately accredited institution. The~~  
1620 ~~burden of proof rests with the charged Student or the alleged victim to show,~~  
1621 ~~by a preponderance of the evidence presented, that the grounds for an appeal~~  
1622 ~~have been met. The Dean of Students, or designee, may adopt, modify, or~~  
1623 ~~reject charges and/or sanctions from the Hearing Outcome Letter. The Dean~~  
1624 ~~of Students, or designee, may request the case be remanded for a new formal~~

1625 ~~hearing forum. The record of the formal hearing may be considered on appeal~~  
1626 ~~as well as any new information from the charged Student and/or alleged victim~~  
1627 ~~that comes to the attention of the Dean of Students or designee. The Dean of~~  
1628 ~~Students, or designee, is authorized to contact any participants in the formal~~  
1629 ~~hearing for clarification or request additional information as necessary to~~  
1630 ~~render a decision.~~

1631 ~~e. Basis of Appeal: Except as required to explain the basis of new information,~~  
1632 ~~the Dean of Students, or designee, shall limit the review to the verbatim record~~  
1633 ~~of the formal hearing and supporting documents for one or more of the~~  
1634 ~~following purposes:~~

1635 ~~i. To determine if there were due process errors involving the University's~~  
1636 ~~failure to provide the charged Student or Student Organization with notice~~  
1637 ~~or an opportunity be heard.~~

1638 ~~ii. To determine whether the sanction(s) imposed was extraordinarily~~  
1639 ~~disproportionate for the violation of the Student Code of Conduct, which~~  
1640 ~~the charged Student or Student Organization was found to be responsible.~~

1641 ~~iii. To consider new information, sufficient to alter a decision or other~~  
1642 ~~relevant facts not brought out in the formal hearing, because such~~  
1643 ~~information and/or facts were not known to the person appealing at the~~  
1644 ~~time of the formal hearing. Outcomes of criminal or civil cases have no~~  
1645 ~~bearing in any aspect of the process, including the appeal.~~

1646 ~~d. When the appeal is submitted, the charged Student (and in specific cases, the~~  
1647 ~~complainant) must state the reason(s) for the appeal and must supply the~~  
1648 ~~supporting facts and the recommended solution. This is not a re-hearing of~~  
1649 ~~the conduct case. An appeal will not be accepted simply because a Student is~~  
1650 ~~dissatisfied with the decision from the formal hearing. Failure to describe the~~  
1651 ~~nature of the information in full detail and/or failure to list and explain at least~~  
1652 ~~one (1) of the three (3) bases of acceptable appeals will result in the denial of~~  
1653 ~~the appeal.~~

1654 ~~e. The Dean's Decision on Appeal Letter will be rendered within ten (10) days~~  
1655 ~~of receipt of the appeal, except in extraordinary cases as determined by the~~  
1656 ~~Dean of Students, or designee. The decision made by the Dean of Students,~~

1657 ~~or designee, is to be rendered in the Dean's Decision on Appeal Letter and the~~  
1658 ~~decision of the Dean of Students, or designee, is considered the final university~~  
1659 ~~decision. If an appeal is not upheld, the initial decision will stand, and the~~  
1660 ~~matter shall be considered final and binding upon all involved. If the final~~  
1661 ~~appellate decision results in a suspension or expulsion of a charged Student,~~  
1662 ~~the charged Student will be notified in writing that the decision may be~~  
1663 ~~appealed by the Student to an external judicial forum.~~

1664 ~~4. Provisional Suspension or Temporary Restrictions:~~

1665 ~~A provisional suspension or temporary restrictions may be imposed at the~~  
1666 ~~discretion of the University to ensure one or all of the following:~~

1667 ~~a. The safety and well-being of members of the USF System community or~~  
1668 ~~preservation of USF System property;~~

1669 ~~b. To ensure the physical or emotional safety and well-being of members of the~~  
1670 ~~USF system community; or~~

1671 ~~c. The Student's continued presence or Student Organization's continued~~  
1672 ~~activities, or use of privilege at the USF System, is likely to pose an ongoing~~  
1673 ~~threat of disruption or interference with the normal operation of the USF~~  
1674 ~~System.~~

1675 ~~Emergency Hearing to Review Provisional Suspension: Students and Student~~  
1676 ~~Organizations issued a provisional suspension from the USF System will be~~  
1677 ~~provided an emergency hearing within five (5) days from the date of~~  
1678 ~~suspension with the appropriate Hearing Officer. The emergency hearing may~~  
1679 ~~be conducted in one of the following three ways at the choice of the Student:~~

- 1680 ~~• Acceptance of Responsibility: Except in cases of potential sexual~~  
1681 ~~harassment or sexual misconduct, the Student may take full responsibility~~  
1682 ~~in writing (form to be provided by SRR) indicating that the Student is~~  
1683 ~~electing to waive all rights to a formal hearing and is requesting the Hearing~~  
1684 ~~Officer make a final determination with regard to the provisional~~  
1685 ~~suspension and the substantive charges at the time of the emergency~~  
1686 ~~hearing and is accepting that determination as final with a waiver of appeal~~  
1687 ~~rights except as to the severity of the sanction which the Student may~~  
1688 ~~appeal. This will be considered the Hearing Outcome Decision.~~

- ~~• Absent Acceptance of Responsibility or in cases of potential sexual harassment or sexual misconduct: The Hearing Officer will conduct an emergency hearing to consider ONLY whether the provisional suspension should be continued and any change to the initial charges. A formal hearing before an Administrative Officer or the University Conduct Board will be automatically scheduled.~~
- ~~• If a Student fails to appear for the emergency hearing, the Hearing Officer will consider that failure to appear to be a waiver of participation in both the emergency hearing and formal hearing process. The Hearing Office will adjudicate the entire case in absentia. The Hearing Officer will issue a hearing outcome letter.~~

~~V. **GENERAL PRINCIPLES OF CONDUCT PROCESS:**~~

~~**General Principles. Unless otherwise specified:**~~

- ~~A. All pending disciplinary matters that may result in suspension or expulsion must be resolved prior to the awarding of any degree or certificate.~~
- ~~B. All proceedings will be closed to spectators.~~
- ~~C. No irrelevant information, including character statements, should be discussed or considered in the Formal Hearing.~~
- ~~D. The Student Code of Conduct provides the structure and evidentiary guidelines for this internal University process. Civil and Criminal rules of evidence and procedure do not apply.~~
- ~~E. The Administrative Hearing Officer or Chair of the University Conduct Board has the discretion to allocate time allotments for the Formal Hearing and time to provide information.~~
- ~~F. At the conclusion of the appeal process, the decision of the Dean of Students or the appropriate designee is the Final University Decision and there are no further internal University appeals.~~
- ~~G. After a Final University Decision that results in suspension or restriction from the University, a Student may seek outside judicial review pursuant to Florida Rule of Appellate Procedure 9.190(b)(3) by filing a petition for certiorari review with the appropriate circuit court within thirty (30) days of the Final University Decision. If a Student seeks review with the court, a copy of the petition must also be officially served~~

1721 to the University of South Florida Office of the General Counsel at University of South  
1722 Florida, CGS 301, 4202 E. Fowler Avenue, Tampa, Florida 33620-4301.

1723 ~~H. Record: A formal hearing shall be recorded by audio tape or video. Deliberations shall not~~  
1724 ~~be recorded. The record will be the property of the University. Only the University may~~  
1725 ~~record any proceeding.~~

1726 ~~I. Students may have an advisor of their choice present; with the following guidelines:~~

1727 ~~• The advisor cannot have a potential conflict of interest between the University and/or~~  
1728 ~~the case.~~

1729 ~~• The advisor may not speak on behalf of, act as attorney, present the case for, nor~~  
1730 ~~otherwise participate directly in the conduct process.~~

1731 ~~• The advisor may be dismissed from the conduct process for failure to adhere to the~~  
1732 ~~parameters of their role. This dismissal will not affect the process and all proceedings~~  
1733 ~~will continue.~~

1734 ~~• The charged Student/alleged victim is responsible for making appropriate~~  
1735 ~~arrangements for travel, costs, and attendance for the advisor.~~

1736 ~~• The conduct process shall not be delayed due to scheduling conflicts of the chosen~~  
1737 ~~advisor.~~

1738 ~~• The advisor may not serve as a witness.~~

1739 ~~**VI. RIGHTS OF CHARGED STUDENTS IN THE CONDUCT PROCESS:**~~

1740 ~~**Rights of the Charged Students:**~~

1741 ~~A. Provision of Proof: The provision of proof shall be the duty of Student Rights and~~  
1742 ~~Responsibilities. "Preponderance of the Evidence," that is from the evidence/information~~  
1743 ~~submitted, it is more likely than not that the Charged Student did commit the violation(s)~~  
1744 ~~for which the Student has been charged, and shall not be the strict criminal law standard~~  
1745 ~~of proof beyond a reasonable doubt.~~

1746 ~~B. Review of Information: the charged Student may review the evidence in the possession of~~  
1747 ~~the University that may be considered to support a violation of the Student Code of~~  
1748 ~~Conduct under the direction of SRR. In cases of the formal hearing, the University has the~~  
1749 ~~right to request to review any information the charged Student intends to present at least~~  
1750 ~~three (3) days (excluding legal holidays) before the formal hearing. Pertinent records;~~



1751 exhibits, and written statements may be accepted as information for consideration during  
1752 the conduct process.

1753 ~~C. Presentation of Information: The charged Student is not required, but may present~~  
1754 ~~information on the charged Student's own behalf.~~

1755 ~~D. Question Witnesses (Applicable to Formal Hearing): The charged Student may submit~~  
1756 ~~questions to be used to question witnesses who speak at the formal hearing, except in the~~  
1757 ~~certain cases of violent or sexual misconduct, which may require specific protocols to be~~  
1758 ~~followed. The charged Student may submit questions to SRR for the formal hearing no~~  
1759 ~~later than three (3) days before the formal hearing. The Administrative Hearing Officer or~~  
1760 ~~Chair of the University Conduct Board will determine if the questions relate to the alleged~~  
1761 ~~incident and are appropriate to be presented at the formal hearing before presenting them~~  
1762 ~~to the witnesses. The charged Student may hear witnesses who speak at the formal hearing~~  
1763 ~~and at the discretion of the Administrative Hearing officer or Chair of the Conduct Board;~~  
1764 ~~the charged Student may be permitted to ask additional questions at the formal hearing.~~

1765 ~~E. Witness Statements: In the event a scheduled witness does not appear, a written statement~~  
1766 ~~by the witness may be submitted at least three (3) days before the formal hearing. Late~~  
1767 ~~witness statements will not be considered. The charged Student must be provided an~~  
1768 ~~opportunity to respond to the statement. The inability of the charged Student to question~~  
1769 ~~a witness who has provided a written statement is not a violation of the charged Student's~~  
1770 ~~due process rights. The charged Student has the opportunity to review and respond to the~~  
1771 ~~written statement and may offer information to rebut the witness statement and other~~  
1772 ~~information presented at the formal hearing. Witness statements are entitled to be given~~  
1773 ~~the same weight by the hearing entity as a witness who is present. Witness statements~~  
1774 ~~need not be sworn or in affidavit form.~~

1775 ~~F. Impartiality in Formal Hearing: SRR will advise the charged Student (and possible victim~~  
1776 ~~in certain circumstances) of the identity of the person(s) assigned as an Administrative~~  
1777 ~~Hearing Officer or Conduct Board member and the right to challenge, in writing, the~~  
1778 ~~impartiality of the Administrative Hearing Officer or Conduct Board member within three~~  
1779 ~~(3) business days (or in cases of emergency, within twenty-four (24) hours of the scheduled~~  
1780 ~~hearing) of notification. A challenge based on reasonable rationale will be accommodated~~  
1781 ~~and indiscriminate challenges will be denied. In cases of a Board, the formal hearing will~~

1782 ~~proceed provided there are at least three members that meet the requirements previously~~  
1783 ~~set forth.~~

1784 ~~G. Response to Presented Information: The charged Student shall not be forced to present~~  
1785 ~~information or respond to questions during the conduct process.~~

1786 ~~H. Decision Based on Presented Information: Decisions made during the conduct process~~  
1787 ~~shall be based solely on the information presented. Any file referencing prior misconduct,~~  
1788 ~~including meetings with the charged Student in the possession of the SRR will only be~~  
1789 ~~considered in determining appropriate sanctions. Decisions will be sent to the Charged~~  
1790 ~~Student in writing.~~

1791 ~~I. Enrollment Status: The charged Student's enrollment status will remain unchanged~~  
1792 ~~pending the Hearing Outcome Letter decision, except in cases of Provisional Suspension.~~  
1793 ~~The Hearing Outcome Letter will reflect how the enrollment status of the charged Student~~  
1794 ~~will be treated between the Hearing Outcome decision, and a possible appeal to the Dean~~  
1795 ~~of Student's, or designee, and the Dean's Decision. A charged Student shall remain eligible~~  
1796 ~~to attend classes and University activities pending the Hearing Outcome Letter, which~~  
1797 ~~shall indicate if recommended sanctions are to be imposed immediately (in case of~~  
1798 ~~suspension or expulsion or to protect the health or safety of the University) or deferred~~  
1799 ~~until after the appeal is concluded. In cases where the President or President's designee~~  
1800 ~~determines that the health, safety, or welfare of the charged Student or the University~~  
1801 ~~community is involved, a charged Student's privileges within the University, including the~~  
1802 ~~ability to attend classes or engage in University activities, may be suspended on an interim~~  
1803 ~~basis. If a charged Student's privileges are temporarily revoked as described in this~~  
1804 ~~paragraph, but the charged Student is subsequently found not responsible for the violation,~~  
1805 ~~the University must:~~

1806 ~~1. Correct any record of the change in enrollment status in the charged Student's~~  
1807 ~~permanent records and reports in a manner compliant with state and federal laws; and~~

1808 ~~2. Refund to the charged Student: a pro rata portion of any charges for tuition and out-~~  
1809 ~~of-state fees, as appropriate, if the temporary revocation or suspension of the charged~~  
1810 ~~Student's ability to attend classes lasts for more than ten (10) days.~~

1811 ~~J. Failure to Appear: Charged Students have the right to choose if they want to participate~~  
1812 ~~in the formal hearing process. If a charged Student fails to appear or fully participate for~~  
1813 ~~any formal hearing, the matter may be resolved in the charged Student's absence.~~

1814  
1815  
1816  
1817  
1818  
1819  
1820  
1821  
1822  
1823  
1824  
1825  
1826  
1827  
1828  
1829  
1830  
1831  
1832  
1833  
1834  
1835  
1836  
1837  
1838  
1839  
1840  
1841  
1842  
1843  
1844

~~K. Rights of the Alleged Victim:~~

- ~~1. Formal Hearing Questions – The alleged victim shall have the right to submit a list of questions to SRR for use during the formal hearing. The Administrative Hearing Officer or University Conduct Board shall ask the charged Student the questions, provided that the Administrative Hearing Office or University Conduct Board determines the questions related to the alleged incident are appropriate to be presented at the formal hearing.~~
- ~~2. Question Witnesses (applicable to formal hearing) – The alleged victim may submit questions to be used to question witnesses who speak at the formal hearing, except in the certain cases of violent or sexual misconduct, which may require specific protocols to be followed. The complainant may submit questions to SRR for the formal hearing no later than three (3) days before the formal hearing. The Administrative Hearing Officer or Chair of the University Conduct Board will determine if the questions relate to the alleged incident and are appropriate to be presented at the formal hearing before presenting them to the witnesses. The alleged victim may hear witnesses who speak at the formal hearing and at the discretion of the Administrative Hearing officer or Chair of the Conduct Board, the Student may be permitted to ask additional questions at the hearing.~~
- ~~3. Witness Statements – In the event a scheduled witness does not appear, a written statement by the witness may be submitted at least three (3) days before the formal hearing. Late witness statements will not be considered.~~
- ~~4. Impartiality in Formal Hearing – In certain circumstances, SRR will advise the complainant of the identity of the person(s) assigned as an Administrative Hearing Officer or Conduct Board member and the right to challenge, in writing, the impartiality of the Administrative Hearing Officer or Conduct Board member within three (3) business days (or in cases of emergency, within twenty-four (24) hours of the scheduled hearing) of notification. A challenge based on reasonable rationale will be accommodated and indiscriminate challenges will be denied. In cases of a University Conduct Board, the hearing will proceed provided there are at least three members that meet the requirements previously set forth.~~

- 1845           5. ~~Failure to Appear~~—A complainant has the right to choose if they want to participate  
1846           in the formal hearing. ~~If a complainant fails to appear or fully participate for any~~  
1847           hearing, the matter may be resolved in their absence.

1848 ~~**VII. ADDITIONAL RIGHTS OF CHARGED STUDENTS AND ALLEGED VICTIMS**~~  
1849 ~~**IN CASES OF ALLEGED VIOLENT CONDUCT AND SEXUAL**~~  
1850 ~~**HARASSMENT AND SEXUAL MISCONDUCT:**~~

1851 ~~In cases of sexual harassment (as defined in section 4.14 of the Student Code of Conduct),~~  
1852 ~~stalking (as defined in Section 4.06 of the Student Code of Conduct) and specific acts of~~  
1853 ~~violence (as defined in section 4.24 of the Student Code of Conduct), the charged Student and~~  
1854 ~~the alleged victim shall be notified of the persons selected to hear the case during the formal~~  
1855 ~~hearing. Additionally:~~

1856 ~~**A. Violent Conduct Cases:** In cases of alleged violent conduct, injurious behavior, and in  
1857           specific cases of sexual harassment, the following additional rights shall be provided to the  
1858           Alleged Victim:~~

- 1859           1. ~~Be notified of the available assistance within the University;~~  
1860           2. ~~Be notified of additional offices that may be contacted to request a change in on-~~  
1861           ~~campus residence, academic assignments, no contact orders, counseling, or other~~  
1862           ~~interim accommodations that may be available to address specific immediate concerns;~~  
1863           3. ~~In cases that move to formal hearing, to submit an impact statement to SRR for use~~  
1864           ~~during the sanctioning portion of the conduct process.~~  
1865           4. ~~To be present during the fact-gathering stages of the formal hearing, notwithstanding~~  
1866           ~~the fact that the alleged victim is to be called as a witness. In extraordinary cases,~~  
1867           ~~alternate arrangements may be made for the alleged victim to participate in the formal~~  
1868           ~~hearing without being present in the same room. The alleged victim may not have their~~  
1869           ~~past conduct, including sexual history, considered when the Administrative Hearing~~  
1870           ~~Officer or the University Conduct Board is making a determination of the charged~~  
1871           ~~Student or Student Organization as to being responsible or not responsible for an~~  
1872           ~~alleged violation of the Student Code of Conduct.~~  
1873           5. ~~To be notified of hearing outcomes. SRR will inform the alleged victim in writing of~~  
1874           ~~the outcome of the formal hearing within ten (10) days from the conclusion of the~~  
1875           ~~formal hearing/appeal process (Final University Decision) unless extraordinary~~  
1876           ~~circumstances exist. In the event the alleged victim is deceased as a result of the crime~~

1877 of offense, the information shall be provided, upon request, to the next of kin of the  
1878 alleged victim.

1879 ~~B. Sexual Harassment Cases: In cases of sexual harassment (as defined in section 4.14 of the~~  
1880 ~~Student Code of Conduct and including sexual misconduct, gender based discrimination,~~  
1881 ~~sexual harassment, sexual assault, dating violence, domestic violence and stalking), the~~  
1882 ~~alleged victim and the charged Student's rights include the following additional guidelines:~~

1883 ~~1. Informational Conference — Charged Student and the alleged victim may each~~  
1884 ~~participate individually in a voluntary informational conference. The purpose of the~~  
1885 ~~informational conference is to provide an opportunity for representatives of the~~  
1886 ~~University to review any allegations, charge(s), and possible sanctions, and explain~~  
1887 ~~both the Title IX and Conduct Processes and any alternate forms of dispute resolution~~  
1888 ~~that may be available to the charged Student and the alleged victim.~~

1889 ~~2. Formal Hearing Forums — If the charged Student requests a formal hearing before a~~  
1890 ~~University Conduct Board, the University will provide an opportunity for the alleged~~  
1891 ~~victim to object to Students being included as Board members before the hearing is~~  
1892 ~~convened. In the event the alleged victim objects to Student participation on the~~  
1893 ~~Conduct Board, the forum will be an Administrative Hearing.~~

1894 ~~3. Participation in Formal Hearing — If the matter is referred as a conduct violation and~~  
1895 ~~the matter moves to a formal hearing, the alleged victim may be permitted to~~  
1896 ~~participate in the formal hearing to the extent allowed by state and federal privacy laws.~~  
1897 ~~Such participation may include the presence of an advisor, the ability to present~~  
1898 ~~information and witnesses in the formal hearing, the ability to provide questions to be~~  
1899 ~~asked of the charged Student and witnesses and the right to avoid self-incrimination.~~  
1900 ~~If an Alleged Victim fails to appear or fully participate in any hearing, the matter may~~  
1901 ~~be resolved in their absence.~~

1902 ~~4. Presentation of Information at the Formal Hearing — The alleged victim, charged~~  
1903 ~~Student, and other individuals providing information for the formal hearing shall be~~  
1904 ~~provided an opportunity to share information during the formal hearing to be~~  
1905 ~~considered in determinations and sanctions in a manner that avoids direct contact with~~  
1906 ~~the other individuals participating in the formal hearing. Depending on the type of~~  
1907 ~~formal hearing or at the discretion of SRR, this may be a written statement, a verbal~~  
1908 ~~representation, or active participation in a formal hearing.~~

- 1909 ~~5. Interim Accommodations — The alleged victim may have interim immediate~~  
1910 ~~accommodations as noted in section (VII)(A)(2) above as deemed appropriate.~~
- 1911 ~~6. Impact Statement — In the event the charged Student accepts responsibility or is found~~  
1912 ~~responsible, the Administrative Hearing Officer or University Conduct Board may~~  
1913 ~~read the complainant's impact statement. The Administrative Hearing Officer or~~  
1914 ~~University Conduct Board members may consider the impact statement when~~  
1915 ~~recommending or issuing sanction(s). While the impact statement is not binding, the~~  
1916 ~~impact described in the statement together with the totality of the circumstances~~  
1917 ~~including the charged Student's conduct record may be considered by the University~~  
1918 ~~Official(s) involved in recommending or determining the appropriate sanction(s).~~
- 1919 ~~7. Notice to the Alleged Victim of Right to Appeal — the alleged victim shall be notified~~  
1920 ~~in writing of the outcome of the formal hearing within ten (10) days (unless there are~~  
1921 ~~extraordinary circumstances that delay notice) of the determination. The alleged victim~~  
1922 ~~may appeal the decision of the formal hearing through the established appeal process~~  
1923 ~~in the Student Code of Conduct. The alleged victim shall be notified of the final~~  
1924 ~~university decision.~~

1925 ~~**VIII. SANCTIONS:**~~

1926 ~~Any of the following sanctions may be imposed on a Student or a Student Organization:~~

1927 ~~**A. Educational Sanctions:** Classes/seminars, community service, reflective/research papers,~~  
1928 ~~interviews, etc. that allows Students to reflect on their decisions, the impact of those~~  
1929 ~~decisions and how to make appropriate decisions in the future. These sanctions may stand~~  
1930 ~~alone or be place in conjunction with a sanction listed below. If a Student has any~~  
1931 ~~outstanding educational requirements at the conclusion of conduct probation or~~  
1932 ~~suspension status a hold will remain in effect pending the completion of the educational~~  
1933 ~~requirements.~~

1934 ~~**B. Academic Penalties:** Withholding of diplomas or transcripts pending completion of any~~  
1935 ~~Student Conduct or Academic Process including any Sanction, payment of fines or~~  
1936 ~~penalties or other condition imposed by the University~~

1937 ~~**C. Warning Letter:** An official notice that states that if there is a repeated violation of~~  
1938 ~~University policy, rules or regulations, Studenteconduct sanctions can be expected. This~~  
1939 ~~letter may be issued as part of the Student conduct process review or as a mechanism for~~  
1940 ~~SRR to use to highlight concerns before a Student process is initiated.~~

- 1941 ~~D. Restrictions: Conditions imposed that would specifically dictate and limit future presence~~  
1942 ~~on campus and participation in University activities. The restrictions involved will be~~  
1943 ~~clearly identified and may include but are not limited to a University order forbidding the~~  
1944 ~~charged Student from all contact with the alleged victim. Restrictions may also apply to~~  
1945 ~~denial of operating a motorized vehicle (including golf carts) on campus, access and use~~  
1946 ~~of University services, and presence in certain buildings or locations on campus. These~~  
1947 ~~restrictions can include the inability to hold leadership positions whether or not as a part~~  
1948 ~~of a University Organization.~~
- 1949 ~~E. Restitution or Fines: A payment for injury or damage or as a penalty.~~
- 1950 ~~F. Alcohol and/or Substance Use Educational Sanctions: These educational sanctions may~~  
1951 ~~be comprised of online educational modules, in person assessments and follow up~~  
1952 ~~meetings, or external assessments.~~
- 1953 ~~G. Conduct Probation: An official sanction that places the Student's enrollment or Student~~  
1954 ~~Organization recognition dependent upon the maintenance of satisfactory citizenship~~  
1955 ~~during the period of probation. When conduct probation is imposed as a sanction, the~~  
1956 ~~Student or Student Organization should be advised of the consequences of violation of~~  
1957 ~~probation. Under conduct probation, a Student may continue to attend classes and a~~  
1958 ~~Student Organization may or may not be able to operate or remain active and with an~~  
1959 ~~opportunity to demonstrate a capability and a willingness to live in accordance with~~  
1960 ~~University rules. Any Student or Student Organization placed on conduct probation may~~  
1961 ~~be restricted from participating in certain University activities as specified by the Director~~  
1962 ~~of SRR, or designee, or as regulated by other University departments. For the duration of~~  
1963 ~~the conduct probation, the Student or Student Organization is not considered in "good~~  
1964 ~~disciplinary standing" with the University.~~
- 1965 ~~H. Housing Cancellation: The immediate cancellation of a charged Student's housing~~  
1966 ~~contract. Upon the termination of the contract, the charged Student is restricted from all~~  
1967 ~~USF residential facilities (dining halls may or may not be included in this restriction). The~~  
1968 ~~charged Student will be responsible for any fees associated with the cancellation of the~~  
1969 ~~housing contract.~~
- 1970 ~~I. Suspension: Termination of a Student's privilege to attend the University for a specified~~  
1971 ~~period of time. This may include a restrictive order that would exclude the Student or~~  
1972 ~~Student Organization from campus. In cases where the Student or Student Organization~~

1973 ~~resides on campus, the Student will be given reasonable time to vacate the residence halls~~  
1974 ~~(i.e. 24 to 48 hours). A transcript overlay will be placed on the academic transcript during~~  
1975 ~~the period of suspension. Further, while on suspension, a hold will be placed on a~~  
1976 ~~Student's registration ability until all sanctions are complete. The record of suspension~~  
1977 ~~will be maintained in a permanent file in SRR.~~

1978 ~~J. Deferred Suspension: Suspension that will be imposed at a defined future date or time~~  
1979 ~~unless sanctions are completed as described by the hearing officer and there are no further~~  
1980 ~~policy violations.~~

1981 ~~K. Expulsion: Permanent termination of a Student's privilege to attend the University,~~  
1982 ~~without the possibility of re-admission. This may include a restrictive or no trespass order~~  
1983 ~~that would exclude the person from campus. In cases where the Student resides on~~  
1984 ~~campus, the Student will be given reasonable time to vacate the residence halls (i.e. 24 to~~  
1985 ~~48 hours). A transcript overlay will be placed on a Student's academic transcript. Further,~~  
1986 ~~a hold will be permanently placed on the Student's ability to register for classes. The~~  
1987 ~~record of expulsion will be maintained in a permanent conduct file in SRR. In cases of~~  
1988 ~~Student Organizations, a sanction may be permanent and prevent the Student~~  
1989 ~~Organization from returning to campus.~~

1990 ~~L. \*Note: Student's affected by a sanction will normally forfeit tuition, housing rent and~~  
1991 ~~fees, and other University fees if found responsible for a Student Code of Conduct~~  
1992 ~~violation resulting in suspension or expulsion. A Student may also forfeit academic credit~~  
1993 ~~accordingly. Students who are excluded from living in University Housing must contact~~  
1994 ~~Housing and Residential Education to determine the financial impact of the cancelled~~  
1995 ~~contract.~~

1996 ~~IX. PARENTAL NOTIFICATION:~~

1997 ~~The University is committed to the success of its Students both inside and outside of the~~  
1998 ~~classroom. Therefore, it is the University's goal to maximize Students' learning and development,~~  
1999 ~~and promote Student health, safety and welfare. In this regard, the University has implemented a~~  
2000 ~~Parental Notification Policy 30-020. Parental Notification permits the University the right to~~  
2001 ~~inform parents or guardians when their dependent Student, under the age of 21, has been found~~  
2002 ~~in violation of Policy 30-023 Alcohol Policy and/or Policy 0-610 Drug-Free Workplace at the~~  
2003 ~~discretion of SRR, Students, whose parents are to be notified under these guidelines, will be~~



2004 informed before such notification occurs and given an opportunity to initiate contact with their  
2005 parents, if and when possible.

2006  
2007 ~~X.~~ **CONDUCT RECORDS AND RETENTION PROCEDURE:**

2008 The following applies to individual Student disciplinary records:

2009 **Maintenance of Records:**

2010 ~~A.~~ Student and Student Organization discipline records are maintained in SRR.

2011 ~~B.~~ All Student conduct records in all formats (paper, computer, audio, etc.) will be will be kept  
2012 in compliance with General Records Schedule GS5, but not for less than seven (7) years from  
2013 the date of the last incident that the charged Student or Student Organization was involved in  
2014 that resulted in Student Code of Conduct charges.

2015 ~~C.~~ If a Student is suspended or expelled, a record of a violation of University regulations and/or  
2016 policies will be permanently maintained in the Student's or Student Organization's disciplinary  
2017 file in SRR and may be maintained in the Office of the Registrar.

2018 ~~D.~~ SRR maintains all Student discipline records in accordance with the Family Education Rights  
2019 and Privacy Act (FERPA). SRR will abide by all laws requiring privacy with regard to the  
2020 Student conduct process. This privacy extends to all SRR staff, including the University  
2021 Conduct Board and individual Initial Review Officers. In cases involving alleged violent  
2022 misconduct or injurious behavior, SRR will inform the Alleged Victim, whenever appropriate,  
2023 of the outcome of the hearing. In addition, as FERPA does not protect the names of students  
2024 found responsible for crimes of violence, including forcible sex offenses, or an alleged  
2025 perpetrator of a non-forcible sex offense when the allegations support a finding that a student  
2026 has committed a violation of the University's rules or policies, the University may be required  
2027 to release that information upon a Chapter 119 public record request.

2028 ~~E.~~ A Student may choose to sign a release form granting SRR staff permission to discuss  
2029 information related to the Student's disciplinary file with any individual that the Student  
2030 designates. This form is available in the SRR. Although this form may provide access to  
2031 information to a third party, the Student remains the primary responsible party for compliance.

2032 ~~F.~~ Any educational institution requesting conduct information about a current or former  
2033 University Student is required to submit the request in writing. If a non-educational agency is  
2034 requesting information, those requests must include the signature of the Student granting the  
2035 release of information related to the Student's disciplinary record.

2036 ~~G. Transcripts of recorded hearings will not be prepared or provided by the University. In cases~~  
2037 ~~of external legal review that may require a transcript of a recorded hearing, the Student or~~  
2038 ~~advisor may contact the Office of the General Counsel to arrange for the preparation of the~~  
2039 ~~written transcript by a court reporting service on the Student's behalf and at the expense of~~  
2040 ~~the requestor. The court reporting service will provide the transcript to the Office of the~~  
2041 ~~General Counsel, which will perform a confidentiality review of the transcript and redact any~~  
2042 ~~confidential or exempt information pursuant to state or federal law. The requestor shall bear~~  
2043 ~~the cost of the transcript preparation and confidentiality review.~~

2044 ~~H. Destruction of Records:~~

- 2045 ~~1. Records resulting in a discipline sanction of expulsion or suspension from the University~~  
2046 ~~will be permanently maintained in SRR.~~
- 2047 ~~2. No personally identifiable record(s) will be kept after a record has been designated for~~  
2048 ~~destruction. Statistical data will be maintained but all information that would identify an~~  
2049 ~~individual is removed.~~
- 2050 ~~3. All paper records will be destroyed by shredding or other similar process. Computer files~~  
2051 ~~will be modified in a manner so that only statistical data that cannot identify an individual~~  
2052 ~~is kept. Non-paper information (i.e. audio recordings) will be destroyed in a manner that~~  
2053 ~~will ensure that the information cannot be traced to any individual or any discipline case.~~

2054 ~~XI. RECORD EXPUNGEMENT PROCESS~~

2055 ~~A. Record Expungement: Record expungement allows a Student conduct record on file with the~~  
2056 ~~University to be sealed. This includes all information related to the individual's documentation,~~  
2057 ~~investigation, hearing, and disposition. Any person meeting the eligibility requirements of the~~  
2058 ~~University may petition to the Dean of Students to request a record expungement.~~

2059 ~~B. Sealed: In general, background check inquiries, and expunged records will not be reported as~~  
2060 ~~an incident where the Student was found responsible. The Student will not need to report the~~  
2061 ~~record based on the language/definitions of the requesting institution or agency in a~~  
2062 ~~background check that the incident ever occurred. The record will still be used for federal,~~  
2063 ~~state and local University reporting requirements but will not be associated with the Student~~  
2064 ~~name or Student ID.~~

2065 ~~C. Eligibility: The expungement request will only be accepted and/or considered provided that~~  
2066 ~~the Student's violation of the Student Conduct Code did not:~~

- 2067 ~~1. Cause personal injury;~~

- 2068 ~~2.—Cause significant property damage;~~
- 2069 ~~3.—Include a drug violation that could qualify as a felony charge in the legal system;~~
- 2070 ~~4.—Disrupt the orderly operation of the University;~~
- 2071 ~~5.—Violate the firearm, explosives, dangerous chemicals, and ammunition or weaponry~~
- 2072 ~~regulations of the University;~~
- 2073 ~~6.—Violate the Sexual Misconduct/Sexual Harassment policy;~~
- 2074 ~~7.—Result in a suspension or expulsion;~~
- 2075 ~~8.—Occur within the last 30 calendar days;~~
- 2076 ~~9.—Is still outstanding or pending resolution;~~
- 2077 ~~D. Petition Requirements: Petitions must be submitted to [deanofStudents@usf.edu](mailto:deanofStudents@usf.edu);~~
- 2078 ~~1.—The Petition must be a typed statement signed by the Student explaining the justification~~
- 2079 ~~for the request and must include the date, name of the Student, U#, email address, phone~~
- 2080 ~~number, a description of what occurred in the conduct incident, and what the Student has~~
- 2081 ~~learned from the incident.~~
- 2082 ~~2.—The petition must include a copy of the application for graduation or a signed letter from~~
- 2083 ~~the academic advisor stating the intent to graduate and listing all remaining coursework.~~
- 2084 ~~E. The Dean of Students will review the statement, the conduct record, and any other pertinent~~
- 2085 ~~items the Dean of Students chooses to request and/or consider. The Dean's decision is~~
- 2086 ~~discretionary and will be sent by email. The decision of the Dean of Students or designee on~~
- 2087 ~~whether or not to approve the expungement of the conduct record is final and not appealable.~~
- 2088 ~~**XII.—MEMBER INSTITUTIONS:**~~
- 2089 ~~The foregoing applies to all three member institutions of the University; however, non-~~
- 2090 ~~substantive procedural modifications to reflect the particular circumstances of each member~~
- 2091 ~~institution are permitted. Information concerning these procedures is available through the~~
- 2092 ~~Student conduct at those member institutions. For more information regarding the procedures~~
- 2093 ~~of each member institution, please refer to the following websites:~~
- 2094 ~~• USF (Tampa): <http://www.sa.usf.edu/srr/page.asp?id=69>~~
- 2095 ~~• USFSP: <http://www.usfsp.edu/dos/sc/>~~
- 2096 ~~• USFSM: [http://www.usfsm.edu/campus-life/Student-engagement/Student-](http://www.usfsm.edu/campus-life/Student-engagement/Student-rights-and-responsibilities.aspx)~~
- 2097 ~~[rights-and-responsibilities.aspx](http://www.usfsm.edu/campus-life/Student-engagement/Student-rights-and-responsibilities.aspx)~~

2098  
2099  
2100  
2101

~~**Review of Student Code of Conduct:** A Student conduct advisory group, a committee consisting of faculty/staff and Students appointed by the Vice President for Student Success, or designee, shall periodically evaluate the Student Code of Conduct.~~

DRAFT



# UNIVERSITY OF SOUTH FLORIDA

## REGULATION

**Number:** USF6.0021  
**Title:** Student Code of Conduct  
**Responsible Office:** Student Success

**Date of Origin:** 9-23-85

**Date Last Amended:** 8-26-19 (technical)

**Date Last Reviewed:** 8-26-19

---

1

2 **I. PURPOSE AND INTENT**

3 Student Conduct and Ethical Development (further referred to as “SCED” (formerly SRR)) supports  
4 the goals, mission, values, and visions of the University of South Florida (“University” or “USF”) by  
5 promoting responsibility and adherence to the standards of behavior outlined in this Regulation  
6 (“Student Code of Conduct” or “Code”).  
7

8 SCED collaborates with the USF community to advocate for a safe environment that promotes  
9 personal accountability and supports student success. SCED facilitates educational opportunities  
10 through meaningful interactions with students to encourage their academic, emotional, and  
11 professional development. The goal of SCED is to create environments that empower students to  
12 engage as ethical citizens in a diverse global society.  
13

14 **II. STATEMENT OF REGULATION**

15 The USF President has designated SCED, or designee, to administer and maintain this Regulation  
16 (“Student Code of Conduct” or “Code”). The Student Code of Conduct describes standards of  
17 behaviors that are counteractive to the goals and mission of the University and the process for how  
18 the University will hold students and student organizations accountable to these standards of behavior.  
19

20 **III. STANDARDS OF BEHAVIOR**

21 Students and student organizations are responsible for knowing the information, policies, and  
22 procedures outlined in the Code. There is an expectation that students and student organizations  
23 adhere to the following standards of behavior.  
24

25 **Commitment to Honor**

26 The Code supports and seeks to put into practice the USF Commitment to Honor. As an ethical  
27 community, USF is dedicated to the ideals of excellence in student development, academic learning,

28 scholarship, and research. Each member of this community is expected to accept and live these  
29 commitments:

- 30 1. I resolve to maintain honor and integrity of the university community in pursuit of student  
31 development, academic learning, scholarship and research.
- 32 2. I resolve to respect the dignity and intrinsic value of all persons.
- 33 3. I resolve to contribute to the progress and greater good of the community.
- 34 4. I resolve to strive for excellence and discovery for myself, others, and the University.

### 35 **Academic Disruption**

36 Disruptive students in the academic setting hinder the educational process. Instructors have the  
37 primary responsibility for managing the classroom environment whether in person or online in  
38 accordance with [USF 3.025 Disruption of Academic Process](#). The Disruption of Academic Process  
39 Regulation provides the steps an instructor may take to immediately address a student disrupting a  
40 class or academic setting including restricting a student from class. If a student disrupts the classroom  
41 or academic setting, the instructor should submit a report in writing using the [Student Conduct and  
42 Ethical Development Referral form](#). References to “instructor” include course instructors, faculty,  
43 administrators, and staff.

### 44 **Amnesty**

#### 45 *Medical*

46  
47 The University encourages students to seek emergency medical assistance when faced with an alcohol  
48 and/or drug-related emergency and in any situation where a reasonable person believes medical  
49 treatment to be appropriate. Students who seek or receive emergency medical assistance for  
50 themselves or students who seek assistance for another student experiencing an emergency related to  
51 the consumption of alcohol and/or drugs may qualify for amnesty. Any student who qualifies for  
52 amnesty under the [USF 30-004 Medical Amnesty \(Student Reporting\) Policy](#), may not be charged with  
53 violations of the Student Code of Conduct as those conduct violations relate to the consumption  
54 and/or use of alcohol and/or drugs. Although students who qualify for amnesty may be exempt from  
55 the Student Conduct Process, they may be required to complete educational measures.

#### 56 *Hazing*

57  
58 A student may not be charged with a violation of the Code if the student establishes that, before  
59 medical assistance or law enforcement arrived on the scene of the hazing event, the student rendered  
60 aid to the hazing victim(s) and establishes all of the following:

- 61 1. The student was present at an event where, as a result of hazing, an individual appeared to  
62 need immediate medical assistance.
- 63 2. The student was the first individual to call 911 or USF Police to report the need for immediate  
64 medical assistance.
- 65

- 66 3. The student provided their own name, the address where the immediate medical assistance  
67 was needed, and a description of the medical issue to the 911 or USF Police dispatcher at the  
68 time of the call.
- 69 4. The student remained at the scene with the individual in need of immediate medical assistance  
70 until such medical assistance or law enforcement arrived and that the student cooperated with  
71 such personnel at the scene of the incident.

72 For more information about hazing and hazing amnesty, reference [6.0023 Prohibition of Hazing](#)  
73 [Regulation](#).

74

#### 75 **IV. APPLICABILITY & AUTHORITY**

76 The University of South Florida is one institution with multiple campuses. An incident will be referred  
77 to the campus where the incident occurred or as designated by the director of SCED, or designee.

78

79 Students and student organizations are responsible for having read and abiding by the standards of  
80 behaviors of the Code. The University reserves the right to make changes to the Code as necessary.  
81 The most updated version of all USF policies and regulations can be found at  
82 <http://regulationspolicies.usf.edu>.

83

84 The Code and Student Conduct Process apply to the behaviors of any student and student  
85 organization regardless of location or forum that are inconsistent to the goals and mission of USF.  
86 This includes (1) conduct that may present a danger or threat to the health and/or safety of students  
87 or others, (2) conduct that adversely affects the University community and/or the pursuit of its  
88 mission, (3) and/or conduct that violates state or federal laws.

89 Students and student organizations are responsible for their guests and may be held accountable for  
90 their guests' behavior.

91

92 The Student Conduct Process is educational and designed to address student and student organization  
93 behavior; therefore, the University will address any alleged violations of the Code independently of  
94 any criminal or civil court process. The Student Conduct Process may be carried out prior to,  
95 concurrently with, or following civil or criminal proceedings. Determinations made or sanctions(s)  
96 imposed as a result of the Student Conduct Process will not be subject to change because criminal  
97 charges were dismissed, reduced, or resolved in favor of the charged student. The University is not  
98 required to postpone the Student Conduct Process pending the outcome of any civil or criminal case.  
99 Student conduct cases that may result in suspension or expulsion must be resolved prior to the  
100 awarding of any degree or certificate.

101

102

103

#### 104 **V. DEFINITION OF TERMS**

105 **Administrative Hearing Officer** - A faculty or staff member who has been trained to participate in  
106 the adjudication of student conduct cases.

107

108 **Administrative Hold** – A restrictive hold placed on a student’s record at any point in the Student  
109 Conduct Process to assure compliance with sanctions or pending the resolution of conduct matters.  
110 This hold may impact the ability of a student to register for courses, request academic transcripts, and  
111 receive a degree and diploma.

112

113 **Advisor** – Any individual chosen by the charged student, student organization, and complainant to  
114 advise them throughout the Student Conduct Process. An individual may not serve in this capacity if  
115 their service would unreasonably conflict with the fair administration of the Student Conduct Process.

116

117 **Charge(s)** – Alleged violation(s) of the Student Code of Conduct.

118

119 **Charged Student** – Any student who has allegedly violated the Student Code of Conduct.

120

121 **Complainant** – Any individual who may have been the subject of sexual harassment, stalking, or  
122 violence by the charged student. This may not be the individual who reported the violation(s).

123

124 **Conduct Standing** – A student’s status related to University conduct.

125

126 **Day** – A day when the University is open for regular business operations. This excludes Saturday,  
127 Sunday, legal/University administrative holidays or when the campus is closed for business. For  
128 emailed correspondence, the day of delivery is not included in a designated time period.

129

130 **Hearing Officer** – University official, as determined by the Director of SCED, or designee,  
131 authorized to make decisions about alleged violations of the Student Code of Conduct.

132

133 **Impact Statement** – A written statement provided by the charged student and complainant that  
134 explains how the incident has impacted their personal and educational experiences. These statements  
135 may be considered in cases of alleged sexual harassment, stalking, and violence.

136

137 **Interim Suspension** – An immediate temporary separation from the University. Conditions may  
138 include restriction from University premises and participation in academic endeavors, and/or other  
139 and University-related activities. Interim suspensions will be expedited through the Student Conduct  
140 Process.

141

142 **May** – Is used in the permissive sense.

143



144 **Member of the University Community** – Any individual who currently employed by the University,  
145 any student of the University, and any third party working on University premises or any participant  
146 in a University-sponsored program or activity regardless of the location of the program or activity.

147

148 **Policy** – All written and published policies and regulations of the University. Reference [USF](#)  
149 [Regulations and Policies](#) for specific policies and regulations.

150

151 **Preponderance of the Evidence** – The evidence/information presented supports the finding that it  
152 is more likely than not that the conduct violation occurred. This standard is used in adjudicating all  
153 cases through the Student Conduct Process.

154

155 **Student** – Any individual admitted, enrolled, or registered for any University course or program,  
156 regardless of the medium of the course or program, or degree-seeking status, or when not enrolled or  
157 registered for a particular term, who is eligible to enroll in future terms without seeking readmission.  
158 A student who withdraws, is academically dismissed after allegedly violating the Student Code of  
159 Conduct, or has a continuing relationship with the University is still considered a student. For the  
160 purpose of this Regulation, the term “student” may be interchangeable with “student organization”  
161 when the term “student organization” is not directly specified.

162

163 **Student Organization** – A student group that is officially registered or recognized by the University,  
164 including, but not limited to, political groups, social groups, honor and professional societies,  
165 fraternities and sororities, and sport clubs.

166

167 **Temporary Restrictions** – Actions that SCED may take upon receipt of an incident report or during  
168 the Student Conduct Process. These actions may include, but are not limited to, interim suspension,  
169 a removal from on-campus housing, no contact orders, restrictions from clubs, events, and  
170 organizational activities, and/or restrictions from specific areas on University premises. Temporary  
171 restrictions may be amended or lifted throughout the Student Conduct process.

172

173 **Transcript Overlay** – Notation on a student’s academic transcript that states the student is not in  
174 good conduct standing resulting from suspension or expulsion.

175

176 **University** –All campuses of the University of South Florida.

177

178 **University Activity or University Program** - Any function or event that is hosted, sponsored, or  
179 organized by any University member when acting in their official capacity, group, or organization,  
180 including but not limited to, student organizations. This includes, but is not limited to, coursework  
181 and other academic activities, education abroad, field trips, retreats, social events, philanthropies, and  
182 community service events.

183

184 **University Conduct Board** - A panel of faculty, staff, and students who have been trained to  
185 participate in the adjudication of student conduct cases.

186

187 **University Official** – Any individual the University employs, contracts, or appoints to perform  
188 assigned teaching, research, administrative, professional, or other responsibilities (e.g. faculty, staff,  
189 administrators, student staff, USF Police).

190

191 **University Premises** – Any building or property owned or controlled by the University within the  
192 same reasonably contiguous geographic area and used by the University in direct support of, or in a  
193 manner related to, the University’s educational purposes, including residence halls; and any building  
194 or property that is within or reasonably contiguous to that previously described in this paragraph that  
195 is owned by the University, but that is controlled by another individual, is frequently used by students,  
196 and supports University purposes (e.g., a food or other retail vendor).

197

198 **Will** – Is used in the imperative sense.

199

200 **Witness** – An individual with direct knowledge about or involvement in an alleged violation of the  
201 Student Code of Conduct.

202

203 **Written Notice** – The communication of charge(s) sent to the charged student or student  
204 organization by e-mail to their official University of South Florida e-mail address, which will be  
205 SCED’s primary means of communication with students. This form of communication also includes  
206 written notice to a complainant, in specific cases, to their official University e-mail address. The  
207 delivery of written notice through the official University email will constitute full and adequate notice  
208 under the Code. Students are responsible for all communications delivered to their University email  
209 address. Written notice to student organizations will be sent to the email address on file with the  
210 University.

211

## 212 **VI. CONDUCT VIOLATIONS**

213

214 The behaviors outlined below are prohibited by this Regulation. The following conduct violations are  
215 broadly defined and are not exhaustive in terms.

216

217 **Aiding and Abetting** - The prompting, facilitating or encouraging of others to violate standards of  
218 behavior.

219

### 220 **Alcohol**

221 1. Possession or consumption of alcohol when under the legal drinking age as defined by Florida  
222 law.

223 2. Unlawful sale, distribution, and/or manufacturing of alcohol.

224 3. Public consumption and/or intoxication according to local ordinance.

- 225 4. Hosting or sponsoring a gathering at which the underage consumption of alcohol may or has  
226 occurred.
- 227 5. Control or operation of any mode of transportation while impaired by alcohol.
- 228 6. Use and/or possession of devices with the intent to use for rapid or excessive consumption  
229 of alcohol, including but not limited to funnels, ice luges, and beer bong.
- 230 7. Possession and/or use of kegs, coolers, party balls and/or other common source containers.
- 231 8. Reporting to class, an organizational meeting or other University event that is specific to the  
232 educational mission while under the influence of alcohol.
- 233 9. Failure to abide by [30-023 Alcohol Policy](#) and all University protocols, state, and federal laws  
234 regarding alcohol.
- 235

236 **Bribery** – Offering or accepting a bribe or inducement that would impinge upon or compromise the  
237 integrity of academic work, student performance, or the unbiased and professional duty of faculty,  
238 staff, or students of the University.

239

240 **Complicity** – To be associated with a violation of any University policy or regulation including, but  
241 not limited to, failure to remove oneself from the area or incident where a violation is being committed  
242 or attempted.

243

244 **Damage to Property** - Destruction or vandalism of University buildings or property, private  
245 property, and/or personal property.

246

247 **Dating Violence** – Violence committed by an individual who is or has been in a social relationship  
248 of a romantic or intimate nature with the complainant. The existence of such a relationship shall be  
249 determined based on the complainant's statement and with consideration of the length of the  
250 relationship, the type of relationship, and the frequency of interaction between the individuals  
251 involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse  
252 or the threat of such abuse. Dating violence does not include acts covered under the definition of  
253 domestic violence.

254

255 **Disruptive Conduct**

- 256 1. Actions and/or behaviors that disrupt, disturb, impair, or interfere with the processes and/or  
257 functions of the University or the rights of members of the University community.
- 258 2. Actions and/or behaviors that disrupt, disturb, impair, or interfere with the academic  
259 environment, and/or failure to abide by [USF 3.025 Disruption of Academic Process](#).
- 260 3. Actions and/or behaviors that disrupt, disturb, impair, or interfere with the freedom of  
261 movement and speech, and/or academic freedom of any member or guest of the University  
262 community.
- 263 4. Actions and/or behaviors that disrupt, disturb, impair, or interfere with the student conduct  
264 process.
- 265 5. Actions and/or behaviors that are disorderly, unruly, and/or disturb the peace.

266 **Domestic Violence** – Conduct that includes asserted violent misdemeanor or felony offenses  
267 committed by the complainant’s current or former spouse, current or former cohabitant, an individual  
268 similarly situated under domestic or family violence law, or anyone else protected under domestic or  
269 family violence law.

270

271 **Drugs** -Includes, but is not limited to, any narcotic, central nervous system stimulant, hallucinogenic,  
272 barbiturate, or other substance treated as such.

- 273 1. Misuse or illegal possession of a regulated or controlled substance.  
274 2. Manufacturing, distributing, selling, or attempting to obtain any controlled substance that is  
275 prohibited by law.  
276 3. Un-prescribed use, possession, distribution, selling, or attempting to obtain any prescription  
277 drug (one’s own or another’s) that is prohibited by laws.  
278 4. Possession of paraphernalia used for the consumption and/or use of drugs that may include,  
279 but not limited to bongs, hookahs, rolling papers, baggies, scales, and pipes.  
280 5. Knowingly inhaling or ingesting a substance (e.g. nitrous oxide, glue, paint, etc.) that may alter  
281 a student’s mental state.  
282 6. Control or operation of any mode of transportation while impaired by a regulated or  
283 controlled substance.  
284 7. Reporting to class, an organizational meeting or other University event that is specific to the  
285 educational mission while under the influence of drugs.  
286 8. Failure to abide by [0-610 Drug-Free Workplace Policy](#) and all University protocols, state, and  
287 federal laws regarding drugs.

288 **Failure to Comply** – Failure to comply with an official request or directive of a University Official  
289 acting within the scope of their assigned duties. Failure to identify oneself or produce USF  
290 identification upon request by a University Official.

291

292 **False Information**

- 293 1. Knowingly withholding related information or making a false or misleading oral or written  
294 statement to the University and/or any University Official.  
295 2. Unauthorized alteration, possession, purchase, forgery, or misuse of any document, record, or  
296 instrument to be used as identification or as part of a request for support or excuse from  
297 academic assignment or other University service. The University has the right to authenticate  
298 or research the reliability of any document provided by a student.  
299 3. Knowingly providing false or misleading information during proceedings under the Student  
300 Code of Conduct, including knowingly submitting a false complaint for any University  
301 process.  
302 4. Failure to provide complete and accurate responses to the prior conduct section of the  
303 admissions application.

304

305

306 **Fire and Safety**

- 307 1. Inappropriate activation of any emergency warning equipment or the false reporting of any  
308 emergency.  
309 2. Removing, damaging, interfering, or tampering with any fire safety equipment (e.g. smoke  
310 detectors, sprinklers, fire alarms).  
311 3. Failure to evacuate during a fire alarm in any University facility or at any University event.  
312 4. Engaging in action(s) that cause or attempt to cause a fire or explosion including but not  
313 limited to the release of chemicals or substances that can cause harm to another individual's  
314 health.

315 **Gambling** – Engaging in or offering games of chance for the exchange of money or other gain that  
316 may be in violation of Florida laws.

317

318 **Harassment** – Conduct that creates an unsafe, intimidating, or hazardous situation that interferes  
319 with the ability of a student or employee to study, work, or carry out University functions.

- 320 1. Repeated and/or severe aggressive behaviors, including bullying/cyber-bullying, that  
321 intimidate or intentionally harm or control another individual physically or emotionally and  
322 are not protected by freedom of expression.  
323 2. Failure to abide by [0-007 Diversity and Equal Opportunity: Discrimination and Harassment](#)  
324 Policy and all University protocols and federal/state laws regarding discrimination.

325 **Hazing** - Any action or situation that recklessly or intentionally endangers the mental or physical  
326 health or safety of an individual(s) for purposes of initiation and/or admission into, or association  
327 with and/or the perpetuation or furtherance of a tradition or ritual of any recognized student  
328 organization or non-affiliated organization. The consent or permission of the individual(s) does not  
329 eliminate responsibility.

- 330 1. Hazing includes, but is not limited to pressuring or coercing an individual(s) into violating  
331 state or federal laws; any brutality of a physical nature, such as whipping, beating, branding,  
332 exposure to the elements, forced consumption of any food, liquor, drug, or other substance,  
333 or other forced physical activity that could adversely affect the physical health or safety of an  
334 individual(s); or any activity that would subject an individual(s) to extreme mental stress, such  
335 as sleep deprivation, forced exclusion from social contact, forced conduct that could result in  
336 extreme embarrassment, or other forced activity that could adversely affect the mental health  
337 or dignity of an individual(s). Additionally, any hazing that results in permanent and/or serious  
338 bodily injury or death.  
339 2. Soliciting an individual(s) to commit or is actively involved in the planning of any act of hazing.  
340 3. Failure to abide by [6.0023 Prohibition of Hazing Regulation](#) and all University protocols, state,  
341 and federal laws regarding hazing.

342

343

344

345 **Physical Violence**

- 346 1. Intentional touching or striking of an individual(s) against their will, or any action causing or  
347 attempting to cause potential damage, injury, or harm. This includes, but is not limited to,  
348 punching, slapping, scratching, or striking with one's body or with any object.  
349 2. Unintentional touching or striking of an individual(s) against their will, or any action causing  
350 or attempting to cause potential damage, injury, or harm that is with conscious disregard for  
351 consequences.

352 **Residence Hall Policies** – Failure to abide by any policy or regulation governing University Housing  
353 (e.g. rental agreement, Resident Handbook).

354

355 **Retaliation** – Words or action(s) taken against an individual because of the individual's  
356 participation in a protected activity that would discourage a reasonable person from engaging in a  
357 protected activity. Retaliation may include intimidation, threats, coercion, physical harm and/or  
358 adverse employment or educational actions. Protected activity includes an individual's participation in  
359 the reporting, investigation, and/or resolution of an alleged violation of the Student Code of Conduct.  
360 Additionally, protected activity includes an individual's opposition to policies, practices and/or actions  
361 that the individual reasonably believes are in violation of the Student Code of Code. Retaliation may  
362 be found even when an underlying report made in good faith was not substantiated. Retaliation may  
363 be committed by the charged student, the complainant, or any other individual or group of individuals.

364

365 **Sexual Harassment** - Sexual advances, requests for sexual favors, or other verbal, nonverbal or  
366 physical conduct of a sexual nature, including sexual violence, intimate partner violence, and stalking.  
367 Sexual harassment also includes unwelcome conduct directed at an individual based on the individual's  
368 actual or perceived gender or sexual orientation or gender expression that is so sufficiently severe,  
369 persistent, or pervasive that it unreasonably interferes with, denies, or limits someone's ability to  
370 participate in or benefit from the college's educational program and/or activities. Refer to Policy [0-  
371 004 Sexual Misconduct/Sexual Harassment](#).

372 1. **Hostile Environment** - Discriminatory harassment that is so severe or pervasive that it  
373 unreasonably interferes with, limits, deprives, or alters the terms or conditions of education  
374 (e.g., admission, academic standing, grades, assignment); employment (e.g., hiring,  
375 advancement, assignment); or participation in a University program or activity (e.g., campus  
376 housing), when viewed from both a subjective and objective perspective. A hostile  
377 environment can be created by pervasive conduct or by a single or isolated incident, if  
378 sufficiently severe. The more severe the conduct, the less need there is to show a repetitive  
379 series of incidents to prove a hostile environment, particularly if the conduct is physical. An  
380 isolated incident, unless sufficiently serious, does not amount to Hostile Environment  
381 Harassment.

382

383 2. **Non-consensual Sexual Contact** - Any intentional sexual touching, however slight, with any  
384 object, by an individual upon another individual that is without consent and/or by force.

385 Sexual contact may include, but is not limited to intentional contact with the breasts, buttocks,  
386 groin, or genitals, or touching another with any of these body parts or making another touch  
387 you or themselves with or on any of these body parts; any intentional bodily contact in a sexual  
388 manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or  
389 other orifice.

390

391 3. **Non-consensual Sexual Intercourse** - Any sexual penetration, however slight, with any  
392 object, by any individual upon another individual that is without consent and/or by force.  
393 Intercourse includes vaginal penetration by a penis, object, tongue, or finger; anal penetration  
394 by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital  
395 to mouth contact), no matter how slight the penetration or contact.

396

397 4. **Quid Pro Quo** - Discriminatory harassment where submission to or rejection of unwelcome  
398 conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's  
399 education (e.g., admission, academic standing, grades, assignment), employment (e.g., hiring,  
400 advancement, assignment), or participation in a university program or activity (e.g., campus  
401 housing), or is based on power differentials.

402

403 5. **Sexual Exploitation** - Attempting or purposely/knowingly taking non-consensual or abusive  
404 sexual advantage of another for an individual's own advantage or benefit, or to benefit or  
405 advantage anyone other than the one being exploited. Examples of sexual exploitation, include  
406 but are not limited to:

407 a. Causing the incapacitation of another individual (through alcohol, drugs, or any other  
408 means) for the purpose of compromising that individual's ability to give affirmative  
409 consent to sexual activity.

410 b. Allowing third parties to observe private sexual activity from a hidden location (e.g.,  
411 closet) or through electronic means (e.g., Skype, Zoom, or livestreaming of images).

412 c. Engaging in voyeurism (e.g., watching private sexual activity without the consent of  
413 the participants or viewing another individual's intimate parts (including genitalia,  
414 groin, breast or buttocks) in a place where that individual would have a reasonable  
415 expectation of privacy).

416 d. Recording or photographing private sexual activity and/or an individual's intimate  
417 parts (including genitalia, groin, breasts, or buttocks) without consent.

418 e. Disseminating or posting images of private sexual activity and/or an individual's  
419 intimate parts (including genitalia, groin, breasts or buttocks) without consent.

420 f. Prostituting another individual.

421 g. Knowingly exposing another individual to a sexually transmitted infection or virus  
422 without the other's knowledge.

423 h. Exposing one's genitals in non-consensual circumstances.

424 i. Inducing another to expose their genitals.

425 j. Sexually based stalking and/or bullying.

426

427 6. **Unwanted or Unwelcome Sexually Oriented Attention** - Unwanted or unwelcome  
428 sexually-oriented remarks or behaviors, that are so sufficiently severe, persistent, or pervasive,  
429 on the part of an individual who knows or ought reasonably to know that such remarks or  
430 behavior unreasonably interferes with, denies, or limits someone's ability to participate in or  
431 benefit from the University's educational program and/or activities.

432 **Student Organization Misconduct** – Failure to abide by any University and/or department policy  
433 or protocol governing the operation of student organizations, sport clubs, teams, etc.

434

435 **Technology** – Improper use of technology hardware or software including but not limited to  
436 computers, e-mail, cell phones, video cameras, and drones.

437 1. Unauthorized downloading or facilitating others to download copyrighted music, films, and  
438 other documents without authorization.

439 2. Non-consensual recording of wire, oral, or electronic communication acquired by any device  
440 when such communication is uttered by an individual exhibiting an expectation that such  
441 communication is not subject to interception under circumstances justifying such expectation  
442 (i.e. an individual has a reasonable expectation of privacy).

443 3. Failure to abide by [Policy 0-502 Appropriate Use of Information Technology Resources](#).

444 4. Failure to abide by [Policy 6-036 Unmanned Aircraft System \(Drone\) Operations](#).

445 **Stalking**- Engaging in a course of conduct directed at a specific individual that would cause a  
446 reasonable individual to fear for the individual's or the safety of others or suffer substantial emotional  
447 distress. Course of conduct means two or more acts, including, but not limited to, acts in which the  
448 stalker directly, indirectly, or through third parties, by any action, method device, or means follows,  
449 monitors, observes, surveils, threatens, or communicates to or about, an individual, or interferes with  
450 an individual's property. Substantial emotional distress means significant mental suffering or anguish  
451 that may, but does not necessarily, require medical or other professional treatment or counseling. A  
452 reasonable individual is a person(s) under similar circumstances and with similar identities to the  
453 complainant.

454

455 **Theft** – Taking, attempting to take, or keeping in its possession property or services not belonging to  
456 the individual.

457

458 **Threats of Violence** - A threat by word or act to do violence to an individual(s).

459

460 **Unauthorized Access and/or Use**

461 1. Unauthorized access or entry to University facilities or any property of any member of the  
462 University community without permission.

463 2. Duplication or use of University keys or access cards without permission.

464 3. Accessing, duplicating, photographing, altering, and/or misusing any University material  
465 (including University intellectual property), files document or record, computer records,



466 software, data files, and similar entities owned or maintained by any member of the University  
467 faculty, administration, staff or student body.

468 4. Misuse of the official University brand to include, but not limited to the logo, mark,  
469 monogram, seal, or other graphic identity symbol.

470 **University Policy and/or Local Ordinance, State, or Federal Law (as determined by the**  
471 **University)** – Failure to adhere or abide by policies, including but not limited to, local ordinance, state  
472 law or federal law. Adjudicating by an outside entity is not a prerequisite to a determination of  
473 responsibility by the University.

474

475 **Weapons, Firearms, or Explosive Devices** – The illegal possession, storage, use or sale of any  
476 weapon (lethal or non-lethal), firearm, ammunition, or any incendiary, explosive or destructive device.  
477 This includes, but is not limited to, fireworks, switchblade knives, air soft guns, dangerous chemicals,  
478 corrosive and/or biological chemicals or agents as restricted by University policies and/or protocols.  
479 This also covers any item used as a weapon to cause actual physical harm or threaten physical harm.  
480 Reference [Policy 6-009 Weapons on USF System Property](#).

481

## 482 VII. STUDENT CONDUCT PROCESS

### 483 **Filing an Incident Report**

484 A student and student organization’s conduct may be reported to SCED by any individual or entity  
485 for review of a potential conduct violation(s). A report may be submitted in writing using the  
486 designated referral form. Currently the form is the [Student Conduct and Ethical Development](#)  
487 [Referral form](#).

488

489 Incident reports must be submitted within six (6) months following the incident or obtaining  
490 knowledge about the incident, whichever is later. Exceptions to this filing time include, but are not  
491 limited to, cases involving sexual harassment, dating violence, domestic violence, and stalking and may  
492 include other extraordinary cases, as determined by the Director of SCED, or designee.

493

494 All reported information will be reviewed by the Director of SCED, or designee, to determine  
495 appropriate next steps to include, but are not limited to, further fact gathering, issuance of charges,  
496 referral to another department, or an information meeting to determine resolution of the report and  
497 potential conduct violations.

498

### 499 **Temporary Restrictions**

500 Temporary restrictions may be issued to ensure a safe environment that promotes personal  
501 accountability and supports student success. SCED can issue temporary restrictions to any student  
502 and student organization involved in an incident, regardless of whether a determination of potential  
503 violations has been made. These may include, but are not limited to, interim suspension, removal from  
504 on-campus housing, no contact orders, restrictions from clubs, events, and organizational activities,

505 and/or restrictions from specific areas on University premises. The student and student organization  
506 will receive written notice detailing the issued temporary restrictions.

507

508 The charged student's enrollment status will remain unchanged pending the outcome of a Formal  
509 Hearing, except in cases of interim suspension. The hearing outcome will indicate if enrollment status  
510 will be changed between written notice of outcome of a Formal Hearing and the conclusion of an  
511 Appeal, if applicable.

512

513 **Issuance of Charges**

514 The Director of SCED, or designee, will review the incident report to determine if further fact  
515 gathering is necessary or if sufficient information exists for the issuance of charges of violations of  
516 the Code. In general circumstances, a review of the incident report will be completed to make a  
517 determination to issue charges or to conduct further fact gathering, if necessary, within fifteen (15)  
518 days of receipt of the incident report.

519

520 If sufficient information exists, the student and student organization will receive written notice of  
521 charges. The written notice will include date, time, and location of the Informational Meeting, as well  
522 as the specific charges of violations of the Code, a brief description of the allegation(s), an invitation  
523 to attend an informational meeting, and any other detail to prepare for the Student Conduct Process.

524

525 **Informational Meeting**

526 The charged student or student organization will be invited to attend an Informational Meeting with  
527 a Hearing Officer. An informational meeting is an opportunity for the Hearing Officer to explain the  
528 Student Conduct Process, due process rights, allegations and charges, and review all available  
529 information supporting the charges of violations of the Code. Following the Informational Meeting,  
530 the Hearing Officer may collect additional relevant information regarding the incident. The charged  
531 student or student organization will receive written notice of and be provided the reasonable  
532 opportunity to review any relevant information gathered after the Informational Meeting prior to a  
533 Resolution Agreement or Formal Hearing. This is a private meeting and will be closed to spectators,  
534 unless otherwise specified (e.g. advisor).

535

536 A student or student organization has up to three (3) days after the Informational Meeting to choose  
537 a resolution option. If the charged student or student organization fails to select a resolution option,  
538 SCED will proceed with scheduling a Formal Hearing. The type of Formal Hearing forum will be  
539 determined by the Director of SCED, or designee, based on the severity of charges and/or possible  
540 sanctions (e.g. suspension/expulsion).

541

542 If the charged student or student organization fails to attend or re-schedule an informational meeting,  
543 they will have waived their opportunity to participate in an informational meeting, and SCED will  
544 proceed with scheduling a Formal Hearing. The type of Formal Hearing forum will be determined by

545 the Director of SCED, or designee, based on the severity of charges and/or possible sanctions (e.g.  
546 suspension or expulsion).

547

548 **Due Process Rights**

549

550 *Charged Student/ Student Organization*

551 The charged student and student organization has the following rights during the Student Conduct  
552 Process:

- 553 1. Written notice of the Code charge(s) and allegations.
- 554 2. A fair and impartial hearing.
- 555 3. To be accompanied by an advisor of their choice and expense throughout the Student Conduct  
556 Process.
- 557 4. The opportunity to review all available information supporting the charges of violations of the  
558 Code prior to resolution.
- 559 5. The opportunity to present relevant information and witnesses at the Formal Hearing.
- 560 6. To not provide self-incriminating testimony. (This right is not applicable to student  
561 organizations). Invoking the right against self-incrimination will not be considered as a  
562 negative factor in the decision of the Hearing Officer or Hearing Body.
- 563 7. The opportunity to question witnesses and complainants, in specific cases outlined in the  
564 Code, in accordance with the Formal Hearing procedure.
- 565 8. To receive written notice of the outcome of the Formal Hearing within five (5) days of the  
566 hearing.
- 567 9. To appeal the decision through the process detailed in the Code (*See Appeal*).

568 *In addition to the above, a charged student has the following rights in cases of alleged sexual harassment, stalking,*  
569 *and violence:*

- 570 1. The ability to request alternate arrangements for participation in the Formal Hearing via audio  
571 or live-video from another location, and/or to participate in a manner that avoids direct  
572 contact with the complainant as long as such participation does not infringe on the charged  
573 student's right to question the complainant during the Formal Hearing or infringe on the  
574 implementation of Formal Hearing procedure.
- 575 2. To submit a written impact statement.
- 576 3. To not have prior sexual history considered, except for the testimony offered by the  
577 complainant or respondent about their shared sexual history that the panel deems relevant,  
578 when determining if a conduct violation has occurred.

579 *Complainant*

580 A complainant has the following rights during the Student Conduct Process:

- 581 1. Written notice of the Code charge(s) and allegations.
- 582 2. A fair and impartial hearing.

- 583 3. To be accompanied by an advisor of their choice and expense throughout the Student Conduct  
584 Process.
- 585 4. The opportunity to review all available information supporting the charges of violations of the  
586 Code prior to resolution.
- 587 5. The opportunity to present relevant information and witnesses at the Formal Hearing.
- 588 6. To not provide self-incriminating testimony. (This right is not applicable to student  
589 organizations). Invoking the right against self-incrimination will not be considered as a  
590 negative factor in the decision of the Hearing Officer or Hearing Body.
- 591 7. The opportunity to question witnesses and the charged student, in specific cases outlined in  
592 the Code, in accordance to the Formal Hearing procedure.
- 593 8. To receive written notice of the outcome of the Formal Hearing within five (5) days of the  
594 hearing.
- 595 9. To appeal the decision through the process detailed in the Code (*See Appeals*).
- 596 10. The ability to request alternate arrangements for participation in the Formal Hearing via audio  
597 or live-video from another location, and/or participate in a manner that avoids direct contact  
598 with the charged student as long as such participation does not infringe on the complainant's  
599 right to question the charged student during the Formal Hearing or infringe on the  
600 implementation of Formal Hearing procedure.
- 601 11. To submit a written impact statement.
- 602 12. To not have prior sexual history considered, except for the testimony offered by the  
603 complainant or respondent about their shared sexual history that the panel deems relevant,  
604 when determining if a conduct violation has occurred.

605 *Advisor*

606 The charged student, student organization, and complainant may be accompanied by an advisor of  
607 their choice and expense throughout the Student Conduct Process with the following guidelines:

- 608
- 609 1. The advisor cannot have a potential conflict of interest between the University and/or the  
610 case or create an unreasonable conflict with the fair administration of the Student Conduct  
611 Process.
- 612 2. The advisor may not speak on behalf of, present the case for, serve as a witness, or otherwise  
613 participate directly in the Student Conduct Process. If the advisor is an attorney, they must  
614 adhere to the same guidelines as any other advisor.
- 615 3. It is the student, student organization, and complainant's responsibility to make appropriate  
616 arrangements for their advisor to accompany them throughout the Student Conduct Process.  
617 The conduct process will not be delayed due to scheduling conflicts of the chosen advisor.
- 618 4. The advisor may be dismissed from the Student Conduct Process for failure to adhere to the  
619 parameters of their role. This dismissal will not affect the process and all proceedings will  
620 continue.

621

622

623 **Resolution Options**

624 A student or student organization has the right to a resolution of any alleged violation of the Code  
625 through the Student Conduct Process unless waived as outlined below. The Student Conduct Process  
626 provides two resolution options. Cases involving allegations of sexual harassment, stalking, and  
627 violence will be resolved by a Formal Hearing conducted by the University Conduct Board, consistent  
628 with state and federal guidelines.

629

630 **Resolution Agreement** (except in cases that could result in separation from the University)

631 Available when the charged student or student organization waives their right to a Formal Hearing  
632 and appeal, and requests that the Hearing Officer, conducting the Informational Meeting, determine  
633 the findings and applicable sanctions. The Hearing Officer reserves the right to collect additional  
634 relevant information to make an informed decision. The meeting will not be audio-recorded, and the  
635 written outcome will serve as the official record of the Resolution Agreement. The student or student  
636 organization will receive written notice of the Resolution Agreement within five (5) days, except in  
637 the case of extraordinary circumstances. Written notice of the Resolution Agreement will include the  
638 determination regarding responsibility for conduct violations and applicable sanctions.

639

640 **Formal Hearing**

641 Formal Hearings include two types of forums 1) Administrative Hearing and 2) University Conduct  
642 Board.

643

644 *Administrative Hearing* - Conducted by a single Hearing Officer who serves as the Hearing Body.  
645 If the charged student elects an Administrative Hearing, the charged student waives their right  
646 to the University Conduct Board.

647

648 *University Conduct Board (UCB)* – Conducted by a panel which serves as the Hearing Body. The  
649 UCB consists of two (2) students and one (1) faculty or staff member. A non-voting Hearing  
650 Officer will moderate the hearing and be excluded from deliberations. If the charged student  
651 elects a University Conduct Board, the charged student waives their right to an Administrative  
652 Hearing.

653

654 The panel is selected from a pool of trained students, faculty, and staff who are members of  
655 the UCB. UCB members go through a formal recruitment, selection, and training process  
656 facilitated by SCED.

657

658 **VIII. FORMAL HEARING PROCEDURES**

659 **Scheduling**

660 SCED will make a good-faith effort to schedule Formal Hearings around academic class schedules  
661 considering the availability of individuals involved in the hearing procedures and the normal  
662 operations of SCED.

663

664 **Hearing Notice**

665 The charged student or student organization will receive written notice no later than five (5) days prior  
666 to the date of the Formal Hearing. The written notice will include date, time, and location of the  
667 hearing, as well as the specific charges of violations of the Code, a brief description of the allegation(s),  
668 names of witnesses to be called by the University, a list of information to be used in the hearing, an  
669 outline of the Formal Hearing proceeding, and the name(s) of the Hearing Officer and Hearing Body.  
670 A complainant will receive similar written notice, as applicable.

671

672 **Witnesses and Relevant Information**

673 The charged student or student organization can request the participation of additional witness to  
674 provide relevant information during a Formal Hearing. The charged student or student organization  
675 must provide the names of additional witnesses at least three (3) days prior to the hearing to the  
676 Hearing Officer. Acceptance or denial of additional witnesses is at the discretion of the Hearing  
677 Officer. Character witnesses or witnesses who cannot provide information regarding the specific  
678 incident will not be permitted to participate in the Formal Hearing.

679 The charged student or student organization is responsible for contacting and notifying additional  
680 witnesses they request to participate in the Formal Hearing. The Formal Hearing shall not be delayed  
681 due to a scheduling conflict of the witness.

682

683 In the event a witness is unable to participate in the scheduled Formal Hearing, the witness may submit  
684 a written statement at least three (3) days prior to the hearing to the Hearing Officer for consideration.

685 A late witness statement submission will not be considered. The charged student or student  
686 organization must be provided an opportunity to respond to the written witness statement. The  
687 inability of the charged student or student organization to question a witness who has provided a  
688 written statement is not a violation of the charged student or student organization's due process rights.  
689 The charged student or student organization has the opportunity to review and respond to the written  
690 statement and may offer information to rebut the witness statement and other information presented  
691 at the Formal Hearing. If a witness fails to attend the Formal Hearing, their written statement, should  
692 one exist, will be considered by the Hearing Body.

693

694 The charged student or student organization has the opportunity to review all relevant information to  
695 be used in the Formal Hearing supporting the charges of violations of the Code at least three (3) days  
696 prior to the hearing. Relevant records, exhibits, and written statements may be submitted by the  
697 charged student or student organization for review and acceptance to the Hearing Officer. Acceptance  
698 or denial of information is at the discretion of the Hearing Officer. The University has the right to  
699 review any information the student or student organization intends to use at least three (3) days prior  
700 the Formal Hearing.

701

702 **Challenging Impartiality in a Formal Hearing**

703 The charged student or student organization may challenge the inclusion of any member of the  
704 Hearing Body. The challenge must be submitted in writing to the Director of SCED and must detail

705 an actual bias (such as conflict of interest) that would significantly impact their right to a fair and  
706 impartial hearing. The challenge must be submitted at least three (3) days prior to the Formal Hearing.  
707 The Director of SCED, or designee, will review the challenge and make a final decision that is not  
708 appealable.

709

#### 710 **Postponements**

711 Any request to postpone a Formal Hearing must be submitted in writing to the Director of SCED as  
712 least three (3) days prior to the hearing. The request must state the reason(s) for the postponement.  
713 The Director of SCED, or designee, will review the request and make a final decision. The University  
714 is not required to postpone the Student Conduct Process pending the outcome of any civil or criminal  
715 case.

716

#### 717 **Failure to Attend**

718 If a charged student, student organization or complainant, in specific cases, fails to attend a scheduled  
719 Formal Hearing, the hearing will occur, and an outcome will be made in their absence.

720

#### 721 **General Principles of Formal Hearings**

722 The following general principles apply to all Formal Hearings regardless of hearing forum. The  
723 charged student or student organization and complainant, in specific cases, will receive information  
724 that outlines the Formal Hearing proceedings prior to the hearing.

725 1. Formal Hearings are private and will be closed to spectators, unless otherwise specified (e.g.  
726 advisor).

727 2. The burden of proof in a Formal Hearing is on the University. The standard of proof is the  
728 preponderance of the evidence. The finding of responsible or not responsible on the charges  
729 is solely based on the information presented at a Formal Hearing.

730 3. Formal Hearings, excluding deliberations, will be recorded by audio or video. The Formal  
731 Hearing may only be recorded by the University and the recording will be the property of the  
732 University.

733 4. Formal Hearings are not subject to the formal rules of evidence and procedures governing  
734 criminal and civil court proceedings.

735 5. A charged student or student organization and complainant, in specific cases, have the  
736 opportunity to present relevant information.

737 6. No irrelevant information, including character statements, should be discussed or considered  
738 in the Formal Hearing.

739 7. The Hearing Officer has the discretion to limit the number of witnesses whose testimony may  
740 be redundant or not in dispute.

741 8. The Hearing Officer may limit the length of testimony and may provide advice regarding the  
742 scope, direction or tone of questioning.

743 9. Prior student conduct may only be considered in determining appropriate sanctions.

- 744 10. In cases involving multiple charged students, information presented at a Formal Hearing may  
745 be used in a related case as long as all Formal Hearing procedures contained within the Code  
746 are satisfied.
- 747 11. The Hearing Body will make a recommendation of the decision and sanctions to the Hearing  
748 Officer. The Hearing Officer may adopt or modify the recommendation of the Hearing Body.  
749 If the recommendation is not adopted, the Hearing Officer will include the reason for  
750 modifying the recommendation in the Formal Hearing outcome letter.
- 751 12. The charged student or student organization and complainant, in specific cases, will receive  
752 written notice of the formal hearing outcome within five (5) days of the Formal Hearing. The  
753 formal hearing outcome will include the determination regarding responsibility for conduct  
754 violations and applicable sanctions.

755 **Interim Suspension**

756 An interim suspension is an immediate temporary separation from the University. Conditions may  
757 include restriction from University premises, participation in academic endeavors, and University-  
758 related activities. Interim suspensions will be expedited through the Student Conduct Process.  
759 An interim suspension may be imposed at the discretion of the Vice President for Student Success, or  
760 designee, to ensure one or all of the following:

- 761 1. The safety and well-being of members of the USF System community or preservation of USF  
762 property;
- 763 2. The student's continued presence or the student organization's continued activities, or use of  
764 privileges, is likely to pose an ongoing threat, disruption or interference with the normal  
765 operation of the USF System.

766 When an interim suspension is imposed, the charged student or student organization will receive  
767 written notice to attend a scheduled Informational Meeting with a Hearing Officer. The written notice  
768 will include date, time, and location of the meeting, as well as the specific charges of violations of the  
769 Code, a brief description of the allegation(s), the conditions of interim suspension, and any other detail  
770 to prepare for the Student Conduct Process.

771  
772 An Informational Meeting will occur (see Informational Meeting) and the Hearing Officer will review  
773 available information to determine if the interim suspension will remain, be modified, or lifted. The  
774 charged student or student organization will receive written notice two (2) days after the Informational  
775 Meeting regarding the status of interim suspension.

776  
777 If the charged student or student organization fails to attend the informational meeting, they will have  
778 waived their opportunity to participate in the informational meeting, and SCED will proceed with  
779 scheduling a Formal Hearing. The type of Formal Hearing forum will be determined based on the  
780 severity of charges and/or possible sanctions (e.g. suspension or expulsion).

781  
782 If a charged student is placed on an interim suspension, but the charged student is subsequently found  
783 not responsible for the conduct violation, the University must:



784

- 785 1. Correct any record of the change in enrollment status in the charged student's permanent  
786 records, and report in a manner compliant with state and federal laws, and  
787 2. Refund the charged student: a pro rata portion of any charges for tuition and out of-state fees,  
788 as appropriate, if the temporary revocation or suspension of the charged student's ability to  
789 attend classes lasts for more than ten (10) days.

790

791 In cases where the President determines that the health, safety, or welfare of the charged student or  
792 the University community is involved, a charged student's privileges within the University, including  
793 the ability to attend classes or engage in University activities, may be suspended on an interim basis.

794

795 **IX. BASIS FOR APPEAL AND APPEAL PROCESS**

796 The charged student or student organization and complainant, in specific cases, as provided in the  
797 Code, may appeal in writing the outcome of a Formal Hearing within five (5) days of the date of the  
798 Formal Hearing outcome letter. The appeal must be in writing to the Dean of Students, or designee,  
799 and the burden of proof rests with the individual or organization appealing to clearly demonstrate the  
800 basis for appeal.

801

802 **Basis for Appeal**

803 The basis for appeal includes:

- 804 1. A violation of due process rights or failure of the University to follow the Student Conduct  
805 Process established in this Code that substantially affected the outcome.  
806 2. The introduction of new information that was not available and could not be presented at the  
807 time of the Formal Hearing. The individual appealing must demonstrate how the new  
808 information could have substantially affected the outcome. The outcomes of a criminal or civil  
809 case is not considered new information for the purpose of an appeal.  
810 3. The severity of sanction(s) imposed was disproportionate to the responsible conduct  
811 violations.

812 An appeal is not a rehearing of the conduct case and will not be accepted simply because the individual  
813 is dissatisfied with the outcome of the Formal Hearing.

814

815 **Appeal Process**

816 The Dean of Students, or designee, will serve as the Appellate Officer for all appeals of the Student  
817 Conduct Process. The appellate officer will determine if there is sufficient information to substantiate  
818 the basis for appeal. If so, the Appellate Officer may either deny the appeal, therefore upholding the  
819 original outcome of the Formal Hearing, or do one of the following:

820 If the basis of the appeal is that there was a violation of due process rights or failure to follow  
821 the Student Conduct Process which would have substantially affected the outcome, and the

822 Appellate Officer accepts the appeal, the Appellate Officer may request the case be remanded  
823 for a new Formal Hearing.

824

825 If the basis of the appeal is new information that could not be presented at the time of the  
826 Formal Hearing which would have substantially affected the outcome, and the Appellate  
827 Officer accepts the appeal, the Appellate Officer may request that the case be remanded for a  
828 new Formal Hearing.

829

830 If the basis of the appeal is the severity of sanction(s) imposed was disproportionate to the  
831 responsible conduct violations, and the Appellate Officer accepts the appeal, the Appellate  
832 Officer may modify the sanction(s).

833

834 Except as required to explain the basis of new information, the review of an appeal is limited to the  
835 record of the Formal Hearing and supporting documents.

836

837 The charged student or student organization or complainant, in specific cases, will receive a written  
838 notice of their appeal outcome within ten (10) days of receipt of the appeal, except in extraordinary  
839 circumstance as determined by the Dean of Students, or designee. The appeal outcome is the final  
840 University decision and there are no further internal University appeals.

841

842 A student may seek outside judicial review pursuant to Florida Rule of Appellate Procedure 9.190(b)(3)  
843 of a final University decision. If a student seeks a review with the court, a copy of the petition must  
844 also be officially served to the University of South Florida Office of the General Counsel at 4202 E.  
845 Fowler Avenue, CGS 301, Tampa, Florida 33620-4301.

846

#### 847 **X. SANCTIONS**

848 Students and student organizations found responsible for conduct violations will be assigned  
849 sanctions. Sanctions will be commensurate with the responsible conduct violations considering any  
850 mitigating circumstances, including but not limited to the charged student or student organization's  
851 prior conduct record. Assigned sanctions may include, but are not limited to:

852

853 **Alcohol and/or Substance Use Education Sanctions** - Online educational modules, assessments,  
854 and/or meeting with a staff member. The charged student or student organization is responsible for  
855 any associated fee(s).

856

857 **Assignments/Seminar/Workshops:** Requirement to attend, present, and/or participate in an in-  
858 person or online, workshop, module, and/or seminar. Written research assignments, behavioral  
859 reflection papers, or other educational activities may also be a requirement. These sanctions are  
860 intended to provide a student with opportunities that achieve specific learning objectives such as

861 engaging in meaningful reflection on their behavior and the impact on others. The charged student or  
862 student organization is responsible for any associated fee.

863

864 **Conduct Probation:** A specified period of time when the charged student or student organization is  
865 considered not in good conduct standing with the University. Conduct probation may result in  
866 restrictions of privileges and/or activities which may include, but are not limited to, being prohibited  
867 from participating in study abroad, serving in specific student leadership roles (e.g. resident assistant,  
868 student government). Conduct probation is a period of reflection on behavior and an opportunity to  
869 demonstrate satisfactory citizenship. Further conduct violations while on conduct probation may  
870 impact the severity of future sanctions.

871

872 **Deferred Suspension:** A specified period of time in which suspension is temporarily withheld  
873 pending completion of other sanctions by a specified deadline and the demonstration of satisfactory  
874 citizenship. A student or student organization on deferred suspension is considered not in good  
875 conduct standing with the University. If the charged student or student organization fails to comply  
876 with assigned sanctions, the student or student organization will no longer be on deferred suspension  
877 and will be immediately suspended with no further appeal.

878

879 **Expulsion:** Permanent separation from the University. The student or student organization is  
880 considered not in good conduct standing permanently with the University. The charged student and  
881 student organization will not have the ability to return as a student or student organization at any point  
882 in time. Expulsion may include a restrictive or no trespass order for all University premises. A  
883 transcript overlay will be placed on the charged student's academic transcript and an administrative  
884 hold will be permanently placed on the student's account. A record of expulsion will be maintained in  
885 the student's permanent conduct file in Student Conduct and Ethical Development.

886 A student assigned this sanction may forfeit tuition, housing rent and fees, and other University fees.

887 A student will be withdrawn from classes and forfeit academic credit accordingly. Students living in  
888 University Housing must contact Housing and Residential Education to determine the financial  
889 impact of the cancelled contract.

890

891 **Housing Restriction:** A specified period of time in which a student is restricted from living in and/or  
892 visiting all USF residential facilities (which may include dining halls), including the Greek Village. If  
893 applicable, a student may be financially liable for any costs associated with the restriction from living  
894 in on-campus housing as outlined in the Cancellation section of the University Student Housing  
895 Agreement or Greek Housing Agreement.

896

897 **No Contact Order:** Official directive requesting a student refrain from making contact with another  
898 individual(s). Contact may include communication by telephone, in writing, electronically, by third  
899 party, or in person both on and off campus.

900

901 **Restrictions:** Specific loss of privileges that may limit participation in student activities and University  
902 events or access and use of University premises (e.g. athletic teams, leadership positions, certain  
903 buildings and/or locations).

904

905 **Restitution:** Requirement to reimburse the University and/or an individual for the damage,  
906 destruction, or vandalism of University buildings or property, private property, and/or personal  
907 property. Restitution will be limited to the actual cost of repair or replacement.

908

909 **Suspension:** Separation from the University for a specified period of time. The student or student  
910 organization is considered not in good conduct standing during the period of suspension with the  
911 University. The student or student organization will not have the ability to return as a student or  
912 student organization until the end of the suspension. Suspension may include a restrictive or no  
913 trespass order for all University premises. A transcript overlay will be placed on the student's academic  
914 transcript, and an administrative hold will be placed on the student's account during the period of  
915 suspension. A record of suspension will be maintained in the student's permanent conduct file in  
916 Student Conduct and Ethical Development.

917 A student affected by this sanction may forfeit tuition, housing rent and fees, and other University  
918 fees. A student will be withdrawn from classes and forfeit academic credit accordingly. Students living  
919 in University Housing must contact Housing and Residential Education to determine the financial  
920 impact of the cancelled contract.

921

922 **Written Reprimand** – An official notice of conduct that is not in accordance with the University's  
923 standards of behavior. Further conduct violations may impact the severity of future sanctions.

924

## 925 **XI. AUXILIARY AIDS AND SERVICES**

926 Students may request reasonable accommodations as required in Section 504 of the Rehabilitation Act  
927 and the Americans with Disabilities Act. The student must be registered with the USF Students with  
928 Disabilities Services office and notify SCED in writing a minimum of three (3) days prior to a meeting  
929 or hearing.

930

## 931 **XII. PARENTAL NOTIFICATION**

932 The University considers the student the primary contact for University communications and may  
933 restrict communication to the student only. SCED has the discretion to inform any parent or legal  
934 guardian of a dependent student under the age of 21 (as provided in [Parental Notification Policy 30-  
935 020](#)) when their student has been found responsible for a conduct violation in regard to the use or  
936 possession of alcohol or a controlled substance. A student whose parents or legal guardian are to be  
937 notified will be informed prior to such notification and given the opportunity to initiate contact with  
938 their parents, if and when possible.

939

940 **XIII. CONDUCT RECORD MAINTENANCE AND RETENTION**

941 **Maintenance**

- 942 1. Student and student organization conduct records are maintained in SCED.
- 943 2. All student conduct records in all formats (paper, computer, audio, etc.) resulting in formal
- 944 charges will be kept in compliance with [General Records Schedule GS5](#), but not for less than
- 945 seven (7) years from the date of the last incident that the charged student or student
- 946 organization was involved in that resulted in conduct charges.
- 947 3. If a student is suspended or expelled, a record of a violation of University regulations and/or
- 948 policies will be permanently maintained in the student's or student organization's conduct file
- 949 in SCED and a record of separation may be maintained in the Office of the Registrar.
- 950 4. SCED maintains all student conduct records in accordance with the Family Education Rights
- 951 and Privacy Act (FERPA). SCED will abide by all laws requiring privacy with regard to the
- 952 Student Conduct Process. In addition, as FERPA does not protect the names of students
- 953 found responsible for crimes of violence, including forcible sex offenses, or an alleged
- 954 perpetrator of a non-forcible sex offense when the allegations support a finding that a student
- 955 has committed a violation of the University's rules or policies, the University may be required
- 956 to release that information upon a Chapter 119 public record request.
- 957 5. A student may choose to sign a release form granting SCED staff permission to discuss
- 958 information related to the Student's disciplinary file with any individual that the student
- 959 designates. This form is available in SCED. Although this form may provide access to
- 960 information to a third party, the student remains the primary responsible party for compliance.
- 961 6. Any educational institution requesting conduct information about a current or former
- 962 University student is required to submit the request in writing. If a non-educational agency is
- 963 requesting information, those requests must include the signature of the student granting the
- 964 release of information related to the student's conduct record.
- 965 7. Transcripts of recorded hearings will not be prepared or provided by the University. In cases
- 966 of external legal review that may require a transcript of a recorded hearing, the student or
- 967 advisor may contact the Office of the General Counsel to arrange for the preparation of the
- 968 written transcript by a court reporting service on the student's behalf and at the expense of
- 969 the requestor. The court reporting service will provide the transcript to the Office of the
- 970 General Counsel, which will perform a confidentiality review of the transcript and redact any
- 971 confidential or exempt information pursuant to state or federal law. The requestor will be
- 972 responsible for the cost of the transcript preparation and confidentiality review.

973 **Retention**

- 974 1. Records resulting in an educational sanction of expulsion or suspension from the University
- 975 will be permanently maintained in SCED.
- 976 2. No personally identifiable record(s) will be kept after a record has been designated for
- 977 destruction. Statistical data will be maintained but all information that would identify an
- 978 individual is removed.

- 979 3. All paper records will be destroyed by shredding or other similar process. Computer files will  
980 be modified in a manner so that only statistical data that cannot identify an individual is kept.  
981 Non-paper information (i.e. audio recordings) will be destroyed in a manner that will ensure  
982 that the information cannot be traced to any individual or any disciplinary case.

983 **Record Expungement**

984 Record expungement allows a student conduct record on file with SCED to be sealed. This includes  
985 all information related to the student's documentation, investigation, hearing, and disposition. In  
986 general, when completing background check inquiries, expunged records will not be reported as an  
987 incident when the student was found responsible. The student will not need to report the record based  
988 on the language/definitions of the requesting institution or agency in a background check that the  
989 incident ever occurred. The record will still be used for federal, state, and local University reporting  
990 requirements but will not be associated with the student name or student ID.

991

992 *Eligibility*

993 A request for expungement will be available for consideration:

- 994 1. One year after the resolution of a conduct case,  
995 2. All assigned sanctions have been successfully completed,  
996 3. An expungement has not previously granted, and

997 The conduct violation(s) did not:

- 998 4. Cause personal injury.  
999 5. Cause significant property damage.  
1000 6. Include a drug violation that could qualify as a felony charge in the legal system.  
1001 7. Disrupt the orderly operation of the University.  
1002 8. Violate the firearm, explosives, dangerous chemicals, and ammunition or weaponry  
1003 regulations of the University.  
1004 9. Violate the Sexual Misconduct/Sexual Harassment policy.  
1005 10. Result in a suspension or expulsion.

1006 **Petition Requirements**

1007 A student meeting the eligibility requirements must submit their petition to the Dean of Students, or  
1008 designee. The student must submit a signed statement explaining the justification for the request, a  
1009 description of what occurred in the conduct incident, and what they learned from the incident. The  
1010 statement must also include:

- 1011 1. Student's name  
1012 2. University identification number (U number)  
1013 3. E-mail address  
1014 4. Phone number  
1015 5. Date of incident  
1016 6. Incident report number  
1017

1018 **Process**

1019 The Dean of Students, or designee, will review the statement, the conduct record, and any other  
1020 pertinent information they choose to request and/or consider. The decision is at the discretion of the  
1021 Dean of Students, or designee. The student will receive written notice regarding their petition within  
1022 ten (10) days of receipt of petition. The decision of the Dean of Students, or designee, regarding the  
1023 expungement of the conduct record is final and not appealable.

1024

1025

1026 **XIV. INTERPRETATION AND REVISION**

1027

1028 This Regulation applies to all campuses of the University of South Florida; however, non-substantive  
1029 procedural modifications to reflect the particular circumstances of each campus are permitted. Any  
1030 questions about the interpretation of the Code should be directed to any of the following SCED  
1031 offices:

1032

1033 Tampa: <http://www.usf.edu/srr/page.asp?id=69>

1034 St. Petersburg: <http://www.usfsp.edu/dos/sc/>

1035 Sarasota Manatee: <http://www.usfsm.edu/campus-life/student-engagement/student-rights-and-responsibilities.aspx>

1036

1037  
1038 The University reserves the right to make changes to the Student Code of Conduct as necessary. The  
1039 Code shall be reviewed periodically by a committee which shall include student representation under  
1040 the direction of the Director of SCED.

1041

1042

1043

1044

1045 *History—New 9-23-85, Formerly 6C4-6.021, Amended 5-27-92, 7-26-92, 12-2-92, 12-29-94, 4-11-99, 9-27-*  
1046 *05, Formerly 6C4-6.0021 F.A.C., Amended 6-5-08, 6-25-09, 9-22-11, 12-02-13, 1-6-14 (technical), 6-23-14*  
1047 *(technical), 5-14-15 (technical), 8-19-16 (technical), 9-28-18, 4-12-19 effective 5-6-19 (technical), 5-16-19*  
1048 *(technical), 8-26-19 (technical).*

1049 *Certification: The USF System certifies that it has followed the Florida Board of Governors Regulation Development*  
1050 *Procedure and has a record of written notices, comments, summaries and responses as required.*

1051

**Agenda Item: FL 109**

**USF Board of Trustees**  
June 2, 2020

**Issue:** USF Regulation 3.027: Academic Integrity of Students

---

**Proposed action:** Amend USF Regulation 3.027: Academic Integrity of Students

---

**Executive Summary:**

Regulation 3.027 is being revised to reflect USF Consolidation to a single institution, to bring it up to date to reflect the University's processes, guidelines and procedures as it pertains to the commitment to the academic honesty and personal integrity of its university community.

**Financial Impact:** N/A

---

**Strategic Goal(s) Item Supports:** Goal One: Well-educated and highly skilled global citizens through our continuing commitment to student success.

**BOT Committee Review Date:** ACE- May 14, 2020

**Supporting Documentation Online (*please circle*):** Yes **No**

**USF or Campus specific:** USF

**Prepared by:** Patsy Ciaccio, Office of the General Counsel, 813-974-1661





# UNIVERSITY OF SOUTH FLORIDA

## REGULATION

**Number:** USF3.027  
**Title:** Academic Integrity of Students  
**Responsible Office:** Academic Affairs

**Date of Origin:** 12-11-08

**Date Last Amended:** 5-31-16(technical)

**Date Last Reviewed:** 5-2-18

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26

### **I. PURPOSE & INTENT**

Academic integrity is the foundation of the University of South Florida’s commitment to the academic honesty and personal integrity of its university community. Academic integrity is grounded in certain fundamental values, which include honesty, respect and fairness. Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one’s own efforts. Knowledge and maintenance of the academic standards of honesty and integrity as set forth by the university are the responsibility of the entire academic community, including the instructional faculty, staff and Students.

### **II. STATEMENT OF REGULATION**

This Regulation asserts fairness in that it requires notice to any Student accused of a violation of academic integrity and provides a directive for discussion between the instructor and Student to seek a fair and equitable resolution. If a fair resolution is not accomplished in this discussion, this Regulation allows the Student continued rights of due process.

As this Regulation contemplates several levels of administrative or academic review, Students are advised to direct emails only to the single designated office identified as responsible for the current level of review. Student’s failure to adhere to this directive or ignoring specific directives provided by an administrator such as the emailing all levels of administration, multiple parties not directly involved, or tangentially involved offices may, in egregious situations, be interpreted as a waiver of the review/appeal process and a failure to follow university directives.

As the university has both Offices of Undergraduate and Graduate Studies with different standards for academic integrity, it is important to reference Section V(C).

27 **III. APPLICABILITY & AUTHORITY**

28 A. The following Regulation applies to all Students, faculty, and staff who participate in  
 29 administration of academic classes, programs and research at USF . The processes outlined  
 30 in this Regulation are meant to govern all colleges exclusive of Doctor of Medicine (MD),  
 31 the Doctor of Physical Therapy (DPT), the Physician Assistant (MPAS), and the Doctor of  
 32 Pharmacy (PharmD) Programs to the extent that they maintain procedures and processes for  
 33 issues regarding academic integrity and/or professionalism.

34 B. The Academic Integrity Review Process (AIRP) is independent of any other USF process  
 35 or review. The determinations by the Academic Offices are final. However, this process  
 36 includes mechanisms for referrals outside of the Academic process to both the Office of  
 37 Student Conduct and Ethical Development (SCED) and the Division of Research, Integrity  
 38 and Compliance (DRIC). Each of the offices has the authority to impose independent  
 39 sanctions on the Student that may be additional, less severe or more severe than the academic  
 40 sanctions. The Student will be subject to each sanction concurrently and/or consecutively  
 41 and must comply with the full terms of each.

42 C. The Student will be assigned the grade by the instructor in the course in which the Student  
 43 is registered. Jurisdiction of the appeal and review stays with the course; however, if the  
 44 potential sanction extends outside of the College or Academic unit where the course is  
 45 housed, jurisdiction is transferred to the Academic Officer with the authority to impose the  
 46 greater sanction.

47 **IV. DEFINITION OF TERMS**

48 **A. Academic Dishonesty** is the term used to define a violation of the Academic Integrity  
 49 Regulation.

50  
 51 **B. Academic Integrity Review Board (“AIRB”)**: The committee that will be appointed by the  
 52 College Academic Officer to review the Academic Integrity finding and sanction as referenced  
 53 in Section VII (3).  
 54

55 **C. Academic Integrity Review Process (“AIRP”)**: The steps described in this Regulation that  
 56 govern how an Academic Integrity violation will be charged, appealed and determined.  
 57

58 **D. Academic Officer (“AO”)** shall mean the individual (or their designee) vested with the  
 59 authority to impose the recommended academic sanctions by the instructor. The table below  
 60 is provided as a general guideline.  
 61  
 62

Where sanction is applied:	Sanction:	Academic Officer (to be determined by individual cases and title may vary):	Academic Officer for Academic Integrity Appeal:

Course	Grade Assignment; or Removal from course	Instructor’s Supervisor or Department Chair	Dean of College
Program	Removal from Program	Chair (or Director for certain Schools)	Dean of College
College	Removal from College	Dean of College	Dean of Graduate/Undergraduat e Studies or Chief Academic Officer
University	Suspension; or Dismissal from University	Dean of Graduate/Undergraduate Studies or Chief Academic Officer	Dean of Graduate/Undergraduat e Studies or Chief Academic Officer

63

64 **E. Day(s) or Time(s):** In the event a Regulation or Policy includes the term day(s) or  
 65 time(s) and the term is not defined within the pertinent Regulation, Policy or section, the  
 66 word Day(s) or Time(s) shall mean “academic time” that is the periods of academic  
 67 session to include the days the University is open for business and delivery of academic  
 68 services exclusive of holidays, emergency closings or other days where the office or  
 69 academic delivery of services are officially closed by announcement or by emergency\*  
 70 (\*On-line classes and services may still be available during the official closing).  
 71

72 **F. Dean** shall mean a College Dean, or where applicable the Dean of Undergraduate  
 73 Studies, Dean of Graduate Studies, or a “Dean’s designee” appointed to handle academic  
 74 grievances for the unit.  
 75

76 **G. Notice** shall be considered final upon email to a Student’s official USF email address.  
 77 Additional notice may be sent at the discretion of the parties.  
 78

79 **H. Student Academic Integrity Committee (“SAIC”):** The group of individuals who  
 80 may be identified by the University as trained academic integrity volunteers. These  
 81 volunteers may develop academic integrity educational modules and policies and who  
 82 may be available to serve on an AIRB.  
 83

84 **I. Violations of Academic Integrity:** The behaviors described below are considered  
 85 violations of the academic standards for both Undergraduate and Graduate Students.  
 86 The academic sanctions for Graduate Students may be more severe.  
 87

- 88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100  
101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133
1. **Cheating** is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.
    - a) Students completing any type of examination or evaluation are prohibited from looking at or transmitting materials to another Student (including electronic reproductions and transmissions) and from using external aids of any sort (e.g. books, notes, calculators, photographic images or conversation with others, and electronic devices or online resources) unless the instructor has indicated specifically in advance that this will be allowed.
    - b) Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their places.
    - c) Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.
    - d) Instructors, programs and departments may establish, with the approval of the colleges, additional rules for exam environments and behavior. Such rules must be announced in advance in a course syllabus or other advance written notice to Students.
  
  2. **Plagiarism** is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the Student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. It also includes collaborative work that is not authentic at the time of submission, such as working on a paper together but submitting the same or near similar work. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.
    - a) Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.
    - b) When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.
    - c) Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.
    - d) This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

134  
135  
136  
137  
138  
139  
140  
141  
142  
143  
144  
145  
146  
147  
148  
149  
150  
151  
152  
153  
154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173  
174  
175  
176  
177  
178

3. **Fabrication, Forgery and Obstruction:**

**Fabrication** is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require Students to be involved in out-of-classroom experiences.

**Forgery** is the imitating or counterfeiting of images, documents, signatures, and the like.

**Obstruction** is any behavior that limits the academic opportunities of other Students by improperly impeding their work or their access to educational resources.

- a) Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by an instructor.
- b) Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.
- c) Students may not furnish, or attempt to furnish, fabricated, forged or misleading information to university officials on university records, or on records of agencies in which Students are fulfilling academic assignments.
- d) Students may not steal, change, or destroy another Student's work. Students may not impede the work of others by the theft, defacement, mutilation or obstruction of resources so as to deprive others of their use.
- e) Obstruction does not include the content of statements or arguments that are germane to a class or other educational activity.

4. **Multiple Submissions** is the presenting or turning in the same or substantially the same work for credit in two or more courses. Multiple submissions shall include the use of any prior academic effort previously submitted for academic credit at this or a different institution. Multiple submissions shall not include those situations where the prior written approval by the instructor in the current course is given to the Student to use a prior academic work or endeavor.

- a) Students may not normally submit any academic assignment, work, or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same semester or in different semesters.
- b) Students may not normally submit the same or substantially the same work in two different classes for academic credit even if the work is being graded on different bases in the separate courses (e.g. graded for research effort and content versus grammar and spelling).
- c) Students may resubmit a prior academic endeavor if there is substantial new work, research, or other appropriate additional effort. The Student shall disclose the use of the prior work to the instructor and receive the instructor's permission to use it PRIOR to the submission of the current endeavor.
- d) Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty involved. Instructors will specify the expected academic effort applicable to their courses and the overall endeavor shall reflect the same or additional academic effort as if separate

- 179 assignments were submitted in each course. Failure by the Student to obtain the  
180 written permission of each instructor shall be considered a multiple submission.  
181
- 182 5. **Complicity** is assisting or attempting to assist another person in any act of academic  
183 dishonesty, even when the intention is not dishonest. A Student will be considered  
184 to be complicit if the Student is aware of an academic integrity violation, is able to  
185 report and fails to do so. In addition:
- 186 a) Students may not allow other Students to copy from their papers during any type  
187 of examination.
  - 188 b) Students may not assist other Students in acts of academic dishonesty by  
189 providing material of any kind that one may have reason to believe will be  
190 misrepresented to an instructor or other university official.
  - 191 c) Students may not provide substantive information about test questions or the  
192 material to be tested before or during a scheduled examination unless they have  
193 been specifically authorized to do so by the course instructor. This does not apply  
194 to examinations that have been administered and returned to Students in  
195 previous semesters. However, it may apply to Students enrolled in a multiple-  
196 section course that uses similar or comparable exams. For example, a Student in  
197 one section will be considered complicit if such Student assists or provides  
198 answers or materials to a Student in another section of the same course. In such  
199 cases, the instructor in both sections may sanction the Students involved.
  - 200 d) Students may not have a substitute take an examination or take an examination  
201 for someone else.
  - 202 e) Students may not provide false information regarding attendance of themselves  
203 or any other student. This section prohibits the use of "clickers" or other  
204 electronic devices to circumvent or change actual attendance or participation  
205 records.
- 206
- 207 6. **Improper Use of Teamwork Credit** is allowing your name to be included on a  
208 group project in which you did not participate. This act is considered a violation of  
209 academic integrity. For reference, general guidelines for appropriate teamwork  
210 participation include, but are not limited to the following:
- 211 a) No team member shall intentionally restrict or inhibit another team member's  
212 access to team meetings, team work-in-progress, or other team activities without  
213 the express authorization of the instructor.
  - 214 b) All team members shall be held responsible for the content of all teamwork  
215 submitted for evaluation as if each team member had individually submitted the  
216 entire work product of their team as their own work.
  - 217 c) Only those persons who participated on the team shall be named in the  
218 submission of the assignment.
- 219
- 220 7. **Solicitation or Purchase** is the offering, advertising or responding to solicitations  
221 or purchasing products or services designed to facilitate, support or actively  
222 contribute to the commission of an act of academic dishonesty.  
223

- 224
- 225
- 226
- 227
- 228
- 229
- 230
- 231
- 232
- 233
- 234
- 235
- 236
- 237
- 238
- 239
- 240
- 241
- 242
- 243
- 244
- 245
- 246
- 247
- 248
- 249
- 250
- 251
- 252
- 253
- 254
- 255
- 256
- 257
- 258
- 259
- 260
- 261
- 262
- 263
- 264
- 265
- 266
- 267
- 268
- 269
8. **Digital Repositories of Class Materials, Including Notes, Quizzes, and Tests.** Either accessing (including downloading) or sharing (including uploading) proprietary notes, quizzes, and tests from USF classes, even when the intent is not to enhance one’s personal grade.
  9. **Misrepresentation.** Submitting the work of another as your own, e.g., using a ghostwriter to write a paper, thesis, dissertation; having another person complete an on-line class in your name.
  10. **Misconduct in Research and Creative Endeavors** is a serious deviation from the accepted academic and professional practices within a discipline or from the policies of the university in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. Research Misconduct means fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. It does not include honest error or differences in opinion. In addition to the academic sanctions in this Regulation misconduct in research is also subject to Policy 0-301 Misconduct in Research, procedures and any sanctions contained therein.
    - a) Students may not invent or counterfeit information.
    - b) Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.
    - c) Students may not represent another person’s ideas, writing or data as their own.
    - d) Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
    - e) Students may not publish, exhibit, or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality, and they may not add or delete the names of authors without permission.
    - f) Students must adhere to all federal, state, municipal, and university regulations or policies for the protection of human and other animal subjects.
    - g) Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.
    - h) Students must abide by the university’s policies on Misconduct in Research where applicable, which can be found in the university’s policies and Procedures Manual at the Regulations and Policies website.
  11. **Computer Misuse** includes unethical or illegal use of the computers and/or Internet of any person, institution or agency in which Students are performing part of their academic program.
    - a) Students may not use the university computer system in support of any act of plagiarism.
    - b) Students may not monitor or tamper with another person’s electronic communications.

270  
271  
272  
273  
274  
275  
276  
  
277  
278  
279  
280  
281  
282  
283  
284  
285  
286  
287  
288  
289  
290  
291  
292  
293  
294  
295  
296  
297  
298  
299  
300  
301  
302  
303  
304  
305  
306  
307  
308  
309  
310  
311  
312  
313  
314  
315

12. **Misuse of Intellectual Property** is the illegal use of copyright materials, trademarks, trade secrets or intellectual properties.
13. **Violation of State or Federal laws with regard to Intellectual Property** is conduct that violates and does not adhere to state or federal laws concerning the fair use of copies or other intellectual property.

**V. SEVERITY OF CONDUCT DETERMINATIONS & ACADEMIC SANCTIONS**

**A. General Guidelines:**

1. Violations for USF undergraduate Students are classified into four (4) levels according to the nature of the infraction. For each level of violation a corresponding set of academic sanctions is recommended; however, specific academic programs may include additional and different academic sanctions. These academic sanctions are intended as general guidelines for the academic community with examples cited below for each level of violation. These examples are not to be considered all-inclusive.
2. Violations for USF Graduate Students are not classified into levels as the instructor determines the severity of the violation and the grade, and recommends any more severe academic sanction.
3. Multiple FF Violations:
  - a) Undergraduate Studies:
    - i. For the first “FF” recorded in an Undergraduate Student’s academic record, the Student will receive written notification from the Dean of Undergraduate Studies or the Chief Academic Officer informing him or her of being placed on “Academic Dishonesty Warning” for the remainder of enrollment at USF and of appeal rights for the “FF” grade. The Student may also be suspended for one (1) full semester, depending upon the level of violation.
    - ii. For the second “FF” recorded, the Undergraduate Student will be suspended for one (1) full semester and readmitted only after writing a clear statement indicating remorse, understanding of the seriousness of the offense, and understanding of the importance of integrity in all areas, including academic work. A letter informing him or her of this action and appeal rights will be sent from the Dean of Undergraduate Studies.
    - iii. The Undergraduate Student may be permanently dismissed from the university for violations of academic integrity with notice of that dismissal as a part of the formal record and transcript.
    - iv. The maximum penalty for receipt of any “FF” grade may be permanent dismissal from the university for violations of academic integrity and with a



316 notice of that dismissal as a part of the Student's formal record and  
317 transcript.

318

319 v. In the event of multiple violations, sanctions may be imposed consecutively  
320 or concurrently at the discretion of an AO.

321

322 b) Graduate Studies:

323

324 i. Graduate Students who are assigned an "FF" grade will be academically  
325 dismissed from the university and will not be eligible to apply to any  
326 Graduate program at USF. Graduate Studies may have additional  
327 guidelines and protocols available online or in the Graduate Studies catalog.

328

329 **B. Severity of Academic Integrity for Undergraduate Students:** For Undergraduate  
330 Students the severity of conduct is divided into levels with specific academic related sanctions.  
331 For Graduate Studies, the instructor determines severity and academic sanctions as provided  
332 in Section V(C) below.

333

1. **Level One**

334

a) **CONDUCT:**

335

Level One violations may occur because of inexperience or lack of knowledge of  
336 principles of academic integrity on the part of persons committing the violation.  
337 These violations address incidents when intent is questionable and are likely to  
338 involve a small fraction of the total course work, are not extensive, and/or occur  
339 on a minor assignment. The following are examples:

340

i. Working with another Student on a laboratory or other homework  
341 assignment when such work is prohibited (This level is appropriate if the  
342 instructor determines it is a minor infraction).

341

343

ii. Failure to footnote or give proper acknowledgment in an extremely limited  
344 section of an assignment.

344

345

iii. Use of direct phrasing from tutors rather than re-writing into the Student's  
346 own voice.

346

347

b) **ACADEMIC SANCTIONS:**

348

i. Reduction or no credit given for the original assignment.

349

ii. An assigned paper or research project on a relevant topic.

350

iii. A make-up assignment at a more difficult level than the original  
351 assignment.

351

352

iv. Required attendance and tuition cost for a non-credit workshop or seminar  
353 on ethics or related subjects.

353

354

355

2. **Level Two**

356

a) **CONDUCT:**

357

Level Two violations are characterized by dishonesty of a more serious character or that which affects a more significant aspect or portion of the course work or assignment. The following are examples:

358

359

360

i. Working with another Student on a laboratory or other homework assignment when such work is prohibited (This level is appropriate if the instructor determines it is a more serious infraction).

361

362

363

ii. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.

364

365

366

iii. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.

367

368

369

370

iv. Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators. All contributors to preparation of data and/or to writing the report must be named.

371

372

373

374

v. Receiving assistance from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking without acknowledging such assistance in a paper, examination or project.

375

376

377

378

b) **ACADEMIC SANCTIONS:**

379

i. Failing grade for the assignment involved with the grade in the course determined in the normal manner.

380

381

382

ii. Failing grade for the course, which may be an “F” or “FF” on the internal transcript.

383

384

3. **Level Three\***

385

a) **CONDUCT:**

386

387

Level Three is characterized by violations that affect a major or essential portion of work done to meet course requirements, involve premeditation, involve continued infractions after notice of the first infraction, or repetition of one or more violations of Level One or Level Two violations. The following are examples of single-infraction incidents of this level:

388

389

390

391

392

i. Copying on examinations.

- 393 ii. Plagiarizing major or essential portions of a written assignment.
- 394 iii. Acting to facilitate copying during an exam.
- 395 iv. Using prohibited materials not approved by the instructor (e.g. books,
- 396 notes, electronic devices, online resources, or calculators) during an
- 397 examination.
- 398 v. Collaborating before an exam to develop methods of exchanging
- 399 information and implementation thereof.
- 400 vi. Altering examinations for the purposes of re-grading.
- 401 vii. Acquiring or distributing an examination from unauthorized sources
- 402 prior to the examination.
- 403 viii. Presenting the work of another as one's own.
- 404 ix. Acquired or used a purchased term paper or other materials (even if
- 405 the source is cited).
- 406 x. Removing posted or reserved material, or preventing other Students
- 407 from having access to it.
- 408 xi. Fabricating data by inventing or deliberately altering material (this
- 409 includes citing "sources" that are not, in fact, sources).
- 410 xii. Using unethical or improper means of acquiring data.

411 b) **ACADEMIC SANCTIONS\***:

- 412 i. Failing grade for the course with a designation of “FF” on Student’s internal
- 413 transcript.

414 Possible suspension from the university for one (1) semester for particularly egregious

415 infractions4. **Level Four\***

416 a) **CONDUCT:**

- 417 i. All academic infractions committed after return from suspension for a
- 418 previous academic honesty violation.
- 419 ii. Infractions of academic honesty in ways similar to criminal activity (such as
- 420 forging a grade form, stealing an examination from a professor or from a
- 421 university office; buying an examination; or falsifying a transcript to secure
- 422 entry into the university or change the record of work done at the university).
- 423 iii. Having a substitute take an examination or taking an examination for
- 424 someone else.
- 425 iv. Fabrication of evidence, falsification of data, quoting directly or paraphrasing
- 426 without acknowledging the source, and/or presenting the ideas of another as
- 427 one's own in a senior thesis.
- 428 v. Sabotaging another Student's work through actions designed to prevent the
- 429 Student from successfully completing an assignment.
- 430 vi. Willful violation of a canon of the ethical code of the profession for which
- 431 a Student is preparing.

432 b) **ACADEMIC SANCTIONS\***:

433 Sanctions for Level Four violations include suspension; or permanent  
434 academic dismissal from the university with the designation of "Dismissed for  
435 Academic Dishonesty" to be placed permanently on a Student's external  
436 transcript.

437 **C. Severity of Academic Integrity for Graduate Students**

438  
439 1. The Office of Graduate Studies has no levels of severity as any violation may result in  
440 immediate dismissal. Students will be held to the standards provided for Graduate  
441 Studies if those Students are admitted to a Graduate degree program or Graduate  
442 certificate or any Student taking Graduate level courses. The instructor will determine  
443 the severity of the offense and the appropriate grade. Any Student in a Graduate  
444 Studies course who receives an "FF" grade is subject to immediate dismissal and or  
445 expulsion. The grade assignments and additional academic sanctions will depend on  
446 the seriousness of the offense and may range from the receipt of:

- 447 a) An "F" or "Zero" grade on the subject paper, lab report, etc.  
448 b) An "F" in the course or activity in which credit may be earned.  
449 c) An "FF" in the course (leading to expulsion from the university).  
450 d) Academic Dismissal for any violations of academic dishonesty  
451 Regulations or Policies.  
452 e) Possible revocation of the degree or Graduate Certificate following a  
453 thorough investigation.

454 **D. "FF" Grade Guidelines:**

- 455 1. Instructors may assign an "FF" grade in specific circumstances. An "FF" grade  
456 is noted on the Student's USF record, indicates academic dishonesty, and is only  
457 reflected on internal records. Any Undergraduate Student who receives an "FF"  
458 grade in a course is restricted from repeating the course using the Grade  
459 Forgiveness Policy. For Graduate Students, an "FF" grade will lead to permanent  
460 dismissal from the university (in cases of permanent dismissal from the university  
461 a notation may be added to the official USF transcript).
- 462 2. If a Student who has been accused of academic dishonesty drops the course the  
463 Student's registration in the course will be reinstated until the issue is resolved.
- 464 3. Any final course grade may be changed to an "FF", "F", or other grade depending  
465 on the instructor's decision or the ultimate resolution of the Academic Integrity  
466 Review Process. This includes any determination of a violation of the Academic  
467 Integrity Regulation that is not detected until after the Student has dropped or  
468 completed the course or during or after the Academic Integrity Review Process.

469

470

471

**VI. PROCESS STEPS:**

472

1. The instructor identifies or learns of an academic integrity violation.

473

2. The instructor identifies the severity level of the violation (see Section V(B)) and discusses the violation with the Chair/Director.

474

475

3. The instructor determines the appropriate grade assignment and use of the guidelines (included in Section V) and identifies any additional academic sanctions that may be recommended to the Chair/Director in a brief written report of the incident, which may include any pertinent supporting documents related to this incident. The instructor may consult with the Chair/Director on recommendations concerning the incident, process, and/or sanctions as needed.

476

477

478

479

480

481

4. The instructor advises the Student of the grade determination and recommended academic sanctions (if applicable) either in person or by email including a set date to discuss the determination (within fifteen (15) Academic days of determination of the grade if possible).

482

483

484

485

5. Final Notice of Academic Sanction by the Instructor: Within fifteen (15) Academic days of meeting with the Student, if the instructor determines there is a grade sanction only and no recommended additional academic sanctions, the instructor may immediately assign the grade sanction and email the Student notice of this final grade sanction. In this email, the instructor must include the link to the Academic Integrity regulation. If the instructor does recommend additional academic sanctions, the instructor will assign the grade sanction and advise the Student and Chair/Director of those recommended additional academic sanctions considered to be appropriate to the violation (Level 3 or 4 violations will include additional academic sanctions) and the process continues as detailed below.

486

487

488

489

490

491

492

493

494

495

6. Centralized Reporting of Grade Sanction. Immediately following the Student notification of the Final Notice of Academic Sanction by the Instructor, the instructor must submit all grade sanctions (including FF grades) using the Refer Students tool within the Learning Management Software, and complete the ensuing survey.

496

497

498

499

500

7. Final Notice of Academic Sanction by the Department level Chair/Director:

501

(a) Undergraduate Students: Within fifteen (15) Academic days of receipt of the Final Notice of Academic Sanction from the instructor, the Chair/Director will determine any additional academic sanctions, if applicable, and notify the Student by email. The Student may appeal to the Dean of the College. Student Appeals for final grades and sanctions will be considered by the Dean and may be appealable to an AIRB (as

502

503

504

505

506 described in Section VII: Academic Integrity Appeal). Recommended Sanctions that  
507 include suspension or dismissal from the University will trigger an automatic appeal at  
508 the College level. The College Dean will forward the final recommendation regarding  
509 suspension or dismissal to the Dean of Undergraduate Studies for a final university  
510 decision.

511 (b) Graduate Students: Graduate Studies uses an internal document which processes  
512 the request for academic sanctions up to and including dismissal and the Dean of  
513 Graduate Studies provides notice to the Student.

514 8. If a Student files an appeal (Section VII below), the final notice will not be imposed  
515 or noted until after the appeal process is complete unless the Dean feels immediate  
516 action is necessary.

517  
518 9. Referral to SCED & DRIC: The Academic Offices are responsible for the AIRP and  
519 assignment of academic sanctions. If the instructor or Chair/Director determines the  
520 conduct also rises to a violation of the Student Conduct Code or the expectations and  
521 standards of the Division of Research, Integrity and Compliance (DRIC), the  
522 instructor or Chair/Director may make a referral to those offices. The instructor or  
523 Chair/Director making the referral should notify those additional offices of any  
524 pending or final academic sanction. A determination by SCED or DRIC is separate  
525 and distinct from the AIRP and any academic sanction. The Student must comply  
526 with all sanctions imposed by each office (a lesser sanction or different determination  
527 by the conduct offices does not impact the Academic sanction).

528 10. Submission of FF Grade: If the sanction is a FF grade, the instructor will enter an “F”  
529 at the end of the term using eGrades, and use the functionality of the Refer Students  
530 tool to officially submit the FF grade to the university.

531  
532 11. Transcript/Record:

- 533 • An Academic Integrity dismissal from the University will be reflected on a  
534 Student’s official transcript.
- 535 • A grade sanction (such as an “FF”) or other lower sanction is reflected on the  
536 Student’s internal USF record.

537 **VII. ACADEMIC INTEGRITY APPEAL:**

538 If the Student identifies that the determination of the academic integrity violation or related  
539 grade assignment or sanction either (1) had no factual basis or could not be reasonably  
540 inferred by the facts as presented or (2) violated a University Regulation or Policy, the Student  
541 must allege the absence of factual support or basis or the specific Regulation or Policy  
542 violated and provide it as part of an academic integrity appeal. A Student who has accepted  
543 responsibility for the academic integrity violation itself (either in writing or verbally) to the  
544 instructor or administrator may not challenge the factual basis and may only appeal the

545 severity of the sanction imposed (See Section V(B)). The Student may appeal after notice of  
546 the final academic sanction(s). The Student may remain enrolled in their academic program  
547 until the conclusion of the appeal process unless the Dean determines that the Student may  
548 not remain enrolled and advises the Student in writing accordingly. The appeal process steps  
549 for academic integrity issues are:

550 1. Student Written Appeal: After notice of the academic sanction, the Student may send  
551 a written appeal to the Dean copying the instructor by email within fifteen (15) Academic  
552 days of the grade determination or final academic sanction. University closures do not  
553 count toward the three-week total, and additional time may be granted at the discretion of  
554 the Dean as necessary. If it is unclear who the designated Dean should be, the Student  
555 may ask the instructor to identify the appropriate Dean. The Student's written appeal may  
556 be an email request and must contain a concise statement of the Student's position  
557 including the factual deficiency or the specific Regulation or Policy violated. This  
558 statement should include why the Student feels the determination by the instructor and/or  
559 Chair/Director was not correct and must include all documentation available that supports  
560 the Student's position.

561 2. Initial Review of Appeal: As general complaints or disagreements with the instructors  
562 decision are not grounds for appeal and Students who have accepted responsibility at any  
563 time in the process may only appeal imposed sanctions, the Dean may make an initial  
564 review of the appeal to identify the limits of the appeal and to verify that the Student has  
565 clearly identified that there was no factual basis for the instructor's determination and/or  
566 the specific Regulation or Policy violated. If the Dean elects to make this initial review,  
567 the Dean may clarify the parameters of the appeal (sanctions only), or dismiss the appeal  
568 as insufficient. The Dean must send the Student and instructor notice of this  
569 determination within fifteen (15) Academic days of receiving the Student's written appeal,  
570 copying the instructor's supervisor or department chair. This will be a final University  
571 decision.

572 3. Dean Appointment of Board: If the Dean does not dismiss the appeal, the Dean may  
573 move the appeal forward with or without the initial review or after the review set  
574 parameters for the appeal (if it is for sanctions only). The Dean will appoint an Academic  
575 Integrity Review Board (AIRB) composed of Students and instructors or administrators  
576 at the Dean's discretion, provided that there are at least three (3) individuals, one (1) of  
577 which is an instructor or administrator and one (1) Student.

578 4. Selection of AIRB members: Although the Dean may select any Students to serve on  
579 the AIRB, if there are Student Academic Integrity Committee (SAIC) members available  
580 to serve, the Dean may preferentially select the Student board members from the SAIC to  
581 serve on the AIRB. The Students serving on the AIRB do not need to be from the College  
582 in which the appeal was filed. However, when possible undergraduate Students should

583 serve on AIRB for undergraduate Student appeals, graduate Students for graduate Student  
584 appeals, clinical Students for clinical Student appeals, and medical Students for medical  
585 Student appeals.

586 5. Meeting of the AIRB: Unless extended by written notice of the Dean or other  
587 extenuating circumstance, the AIRB will meet within fifteen (15) Academic days from the  
588 time the Dean receives the Student's written appeal. The Dean will advise the Student by  
589 email of the date, time and place of the AIRB review. If the Student or instructor has a  
590 justifiable conflict, the Student or instructor may make one (1) written request to  
591 reschedule the review emailed to the Dean with the reason for the request, noting any  
592 known foreseeable conflicts into the next fifteen (15) Academic days. The one-time  
593 extension may be granted at the discretion of the Dean. (The timelines provided in this  
594 Regulation may be extended at the Dean's discretion with written notice to the Student  
595 and instructor).

596

597 6. AIRB Review Steps and Further Appeals:

598

599 a. At the Review, the Student and instructor will each be afforded an opportunity to  
600 present their position with reasonable time limits not to exceed fifteen (15) minutes  
601 per person.

602

603 b. The Student may bring one (1) person to serve as an advisor; however that person  
604 may not act as a legal representative, argue, present, or participate in any active way  
605 in the review, including through communications by verbal, written or electronic  
606 promptings with the Student.

607

608 c. Each party may be present during the other's position statement. Neither party  
609 may ask questions of the other, argue, or respond to the other's statement. The AIRB  
610 may question both parties at any time during the proceedings.

611

612 d. The AIRB will deliberate in private and render a decision within three (3) weeks  
613 of the AIRB review and offer its determination as a recommendation to the Dean  
614 (or equivalent depending on the organizational structure of the USF institution) with  
615 copy to the Student by email. The Student and instructor's concise written  
616 statements will be included with the AIRB's recommendation. The Dean will have  
617 three (3) weeks to accept or not accept the determination of the AIRB. (a) If the  
618 Dean accepts the determination of the AIRB, that is a final university decision and  
619 there is no further review available at the university. (b) If the Dean does not accept  
620 the determination of the AIRB, the Dean must refer the matter to the university  
621 level (Deans of UGS/OGS for Undergraduate and Graduate reviews, respectively,  
622 or the Chief Academic Officer (See Section IV(C)). The University Level officer



623 will have three (3) weeks to make a final determination, and may request to review  
624 any additional information necessary or may limit the review to the initial statements  
625 provided by the Student and instructor upon initiation of the Academic Integrity  
626 Appeal Review and the Dean’s Statement. The University Academic Integrity  
627 Officer will issue a determination in writing by email to the Student, instructor and  
628 the Dean. This will be a final university decision.

629

630 7. Recommended Sanctions that include suspension or dismissal from the University will  
631 trigger an automatic appeal at the College level, as described above.

632

633 8. In the event the determination and final university decision is an “FF” grade with  
634 Academic Dishonesty noted and/or a related dismissal from the College or University, the  
635 Student may appeal that final university decision within thirty (30) Academic days to the  
636 county Circuit Court by way of Writ of Certiorari.

637

638 *Authority: Art. IX, Sec. 7, Fla. Const.; FL Board of Governors Regulation 1.001(4)(a); s.1006.60(4)FS.*

639 *History – New (BOT approval) 12-11-08. Amended 12-4-14, 1-7-15 (technical), 2-18-15 (technical), 6-3-15*  
640 *(technical), and 5-31-16 (technical).*

641 *Certification: USF certifies that it has followed the Florida Board of Governors Regulation Development Procedure and*  
642 *has a record of written notices, comments, summaries and responses as required.*

643



# UNIVERSITY OF SOUTH FLORIDA

## REGULATION

**Number:** USF3.027  
**Title:** Academic Integrity of ~~Student~~Students  
**Responsible Office:** Academic Affairs

**Date of Origin:** 12-11-08

**Date Last Amended:** 5-31-16(technical)

**Date Last Reviewed:** 5-2-18

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27

### I. PURPOSE & INTENT

Academic integrity is the foundation of the University of South Florida’s commitment to the academic honesty and personal integrity of its university community. Academic integrity is grounded in certain fundamental values, which include honesty, respect and fairness. Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one’s own efforts. Knowledge and maintenance of the academic standards of honesty and integrity as set forth by the university are the responsibility of the entire academic community, including the instructional faculty, staff and ~~student~~Students.

### II. STATEMENT OF REGULATION

This Regulation asserts fairness in that it requires notice to any ~~student~~Student accused of a violation of academic integrity and provides a directive for discussion between the instructor and ~~student~~Student to seek a fair and equitable resolution. If a fair resolution is not accomplished in this discussion, this Regulation allows the ~~student~~Student continued rights of due process.

As this Regulation contemplates several levels of administrative or academic review, ~~student~~Students are advised to direct emails only to the single designated office identified as responsible for the current level of review. ~~Student~~Student’s failure to adhere to this directive or ignoring specific directives provided by an administrator such as the emailing all levels of administration, multiple parties not directly involved, or tangentially involved offices may, [in egregious situations](#), be interpreted as a waiver of the review/appeal process and a failure to follow university directives.

As the university has both [Offices of Undergraduate](#) and [Graduate Studies](#) with different standards for academic integrity, it is important to reference Section V(~~DC~~).

### III. APPLICABILITY & AUTHORITY

28 A. The following Regulation applies to all ~~student~~Students, ~~instructional~~faculty, and staff  
29 who participate in administration of academic classes, programs and research at -USF . The  
30 processes outlined in this Regulation are meant to govern all colleges exclusive of Doctor of  
31 Medicine (MD), the Doctor of Physical Therapy (DPT), the Physician Assistant (MPAS), and  
32 the Doctor of Pharmacy (PharmD) Programs~~the MD and DPT programs within the College~~  
33 ~~of Medicine and the College of Pharmacy~~ to the extent that they maintain procedures and  
34 processes for issues regarding academic integrity and/or professionalism.

35 B. The Academic Integrity Review Process (AIRP) is independent of any other USF process  
36 or review. The determinations by the Academic Offices are final. However, this process  
37 includes mechanisms for referrals outside of the Academic process to both the Office of  
38 Student Conduct and Ethical Development (SCED) Student Rights and Responsibilities  
39 (SRR) and the Division of Research, Integrity and Compliance (DRIC). Each of the offices  
40 has the authority to impose independent sanctions on the ~~student~~Student that may be  
41 additional, less severe or more severe than the academic sanctions. The ~~student~~Student will  
42 be subject to each sanction concurrently and/or consecutively and must comply with the full  
43 terms of each.

44 C. The ~~student~~Student will be assigned the grade by the instructor in the course in which the  
45 ~~student~~Student is registered. Jurisdiction of the appeal and review stays with the course;  
46 however, if the potential sanction extends outside of the College or Academic unit where the  
47 course is housed, jurisdiction is transferred to the Academic Officer with the authority to  
48 impose the greater sanction.

#### 49 IV. DEFINITION OF TERMS

50 A. **Academic Dishonesty** is the term used to define ~~the a~~ violation of the Academic Integrity  
51 Regulation.

52  
53 B. **Academic Integrity Review Board (“AIRB”)**: The committee that will be appointed by the  
54 College Academic Officer to review the Academic Integrity finding and sanction as referenced  
55 in Section VII (23).

56  
57 C. **Academic Integrity Review Process (“AIRP”)**: The steps described in this Regulation that  
58 govern how an Academic Integrity violation will be charged, appealed and determined.

59  
60 D. **Academic Officer (“AO”)** shall mean the individual (or their designee) vested with the  
61 authority to impose the recommended academic sanctions by the instructor. The appropriate  
62 AO may vary by institution, circumstance or factual basis of each case. In the event it is  
63 unclear, the Chief Academic Officer or their designee will identify the appropriate AO. The  
64 table below is provided as a general guideline.  
65  
66

<b>Academic Dishonesty occurred in Where sanction is applied:</b>	<b>Sanction:</b>	<b>Academic Officer (to be determined by individual cases and title may vary):</b>	<b>Academic Officer for Academic Integrity Appeal:</b>
Course	Grade Assignment; or  Removal from course	Instructor’s Supervisor or Department Chair	Dean of College
Program	<del>Suspension; or</del> Removal from Program	Chair (or Director for certain Schools)	Dean of College
College	<del>Suspension; or</del> Removal from College	Dean of College	Dean of Graduate/Undergraduate Studies or Chief Academic Officer
University <del>or Institution</del>	Suspension; or Dismissal from University	Dean of Graduate/Undergraduate Studies or Chief Academic Officer	Dean of Graduate/Undergraduate Studies or Chief Academic Officer

67

68

69

70

71

72

73

74

75

76

**E. Day(s) or Time(s):** In the event a Regulation or Policy includes the term day(s) or time(s) and the term is not defined within the pertinent Regulation, Policy or section, the word Day(s) or Time(s) ~~shall mean~~ “academic time” that is ~~will refer to~~ the periods of academic session to include the days the University is open for business and delivery of academic services exclusive of holidays, emergency closings or other days where the office or academic delivery of services are officially closed by announcement or by emergency\* (\*On-line classes and services may still be available during the official closing).

77

78

79

80

**F. Dean** shall mean a College Dean, or where applicable the Dean of Undergraduate Studies, Dean of Graduate Studies, or a “Dean’s designee” appointed to handle academic grievances for the unit.

81

82

83

**G. Notice** shall be considered final upon email to a ~~student~~Student’s official USF email address. Additional notice may be sent at the discretion of the parties.

84

85

**H. StudentStudent Academic Integrity Committee (“SAIC”):** The group of individuals who may be identified by the University as trained academic integrity volunteers. These

86 volunteers may develop academic integrity educational modules and policies and who  
87 may be available to serve on an AIRB.  
88

91 **H.I. Violations of Academic Integrity:** The behaviors described below are  
92 considered violations of the academic standards for both Undergraduate and Graduate  
93 ~~student~~Students. The academic sanctions for Graduate ~~student~~Students may be more  
94 severe.  
95

96 1. **Cheating** is using or attempting to use materials, information, notes, study aids, or  
97 other assistance in any type of examination or evaluation which have not been  
98 authorized by the instructor.  
99

100 a) ~~Student~~Students completing any type of examination or evaluation are prohibited  
101 from looking at or transmitting materials to another ~~student~~Student (including  
102 electronic reproductions and transmissions) and from using external aids of any  
103 sort (e.g. books, notes, calculators, photographic images or conversation with  
104 others, [and electronic devices or online resources](#)) unless the instructor has  
105 indicated specifically in advance that this will be allowed.

106 b) ~~Student~~Students may not take examinations or evaluations in the place of other  
107 persons. ~~Student~~Students may not allow other persons to take examinations or  
108 evaluations in their places.

109 c) ~~Student~~Students may not acquire unauthorized information about an  
110 examination or evaluation and may not use any such information improperly  
111 acquired by others.

112 d) Instructors, programs and departments may establish, with the approval of the  
113 colleges, additional rules for exam environments and behavior. Such rules must  
114 be announced in advance in a course syllabus or other advance written notice to  
115 ~~student~~Students.  
116

117 2. **Plagiarism** is intentionally or carelessly presenting the work of another as one's own.  
118 It includes submitting an assignment purporting to be the ~~student~~Student's original  
119 work which has wholly or in part been created by another person. It also includes the  
120 presentation of the work, ideas, representations, or words of another person without  
121 customary and proper acknowledgement of sources. [It also includes collaborative  
122 work that is not authentic at the time of submission, such as working on a paper  
123 together but submitting the same or near similar work.](#) ~~Student~~Students must consult  
124 with their instructors for clarification in any situation in which the need for  
125 documentation is an issue, and will have plagiarized in any situation in which their  
126 work is not properly documented.  
127

128 a) Every direct quotation must be identified by quotation marks or appropriate  
129 indentation and must be properly acknowledged by parenthetical citation in the  
130 text or in a footnote or endnote.

- 131 b) When material from another source is paraphrased or summarized in whole or
- 132 in part in one's own words, that source must be acknowledged in a footnote or
- 133 endnote, or by parenthetical citation in the text.
- 134 c) Information gained in reading or research that is not common professional
- 135 knowledge must be acknowledged in a parenthetical citation in the text or in a
- 136 footnote or endnote.
- 137 d) This prohibition includes, but is not limited to, the use of papers, reports,
- 138 projects, and other such materials prepared by someone else.
- 139

140

141 **3. Fabrication, Forgery and Obstruction:**

142

143 **Fabrication** is the use of invented, counterfeited, altered or forged information in

144 assignments of any type including those activities done in conjunction with academic

145 courses that require ~~student~~Student to be involved in out-of-classroom experiences.

146 **Forgery** is the imitating or counterfeiting of images, documents, signatures, and the

147 like.

148 **Obstruction** is any behavior that limits the academic opportunities of other

149 ~~student~~Students by improperly impeding their work or their access to educational

150 resources.

- 151 a) Fabricated or forged information may not be used in any laboratory experiment,
- 152 report of research, or academic exercise. Invention for artistic purposes is
- 153 legitimate under circumstances explicitly authorized by an instructor.
- 154 b) ~~Student~~Students may not furnish to instructors fabricated or forged explanations
- 155 of absences or of other aspects of their performance and behavior.
- 156 c) ~~Student~~Students may not furnish, or attempt to furnish, fabricated, forged or
- 157 misleading information to university officials on university records, or on records
- 158 of agencies in which ~~student~~Students are fulfilling academic assignments.
- 159 d) ~~Student~~Students may not steal, change, or destroy another ~~student~~Student's
- 160 work. ~~Student~~Students may not impede the work of others by the theft,
- 161 defacement, mutilation or obstruction of resources so as to deprive others of
- 162 their use.
- 163 e) Obstruction does not include the content of statements or arguments that are
- 164 germane to a class or other educational activity.
- 165

166 4. **Multiple Submissions** is the presenting or turning in the same or substantially the

167 same work for credit in two or more courses. Multiple submissions shall include the

168 use of any prior academic effort previously submitted for academic credit at this or a

169 different institution. Multiple submissions shall not include those situations where

170 the prior written approval by the instructor in the current course is given to the

171 ~~student~~Student to use a prior academic work or endeavor.

- 172 a.) ~~Student~~Student may not normally submit any academic assignment, work, or
- 173 endeavor in more than one course for academic credit of any sort. This will apply
- 174 to submissions of the same or substantially the same work in the same semester
- 175 or in different semesters.

- 176 b.) ~~Student~~Students may not normally submit the same or substantially the same  
 177 work in two different classes for academic credit even if the work is being graded  
 178 on different bases in the separate courses (e.g. graded for research effort and  
 179 content versus grammar and spelling).
- 180 c.) ~~Student~~Students may resubmit a prior academic endeavor if there is substantial  
 181 new work, research, or other appropriate additional effort. The ~~student~~Student  
 182 shall disclose the use of the prior work to the instructor and receive the  
 183 instructor's permission to use it PRIOR to the submission of the current  
 184 endeavor.
- 185 d.) ~~Student~~Students may submit the same or substantially the same work in two or  
 186 more courses with the prior written permission of all faculty involved. Instructors  
 187 will specify the expected academic effort applicable to their courses and the  
 188 overall endeavor shall reflect the same or additional academic effort as if separate  
 189 assignments were submitted in each course. Failure by the ~~student~~Student to  
 190 obtain the written permission of each instructor shall be considered a multiple  
 191 submission.
- 192
- 193 5. **Complicity** is assisting or attempting to assist another person in any act of academic  
 194 dishonesty, even when the intention is not dishonest. A ~~student~~Student will be  
 195 considered to be complicit if the ~~student~~Student is aware of an academic integrity  
 196 violation, is able to report and fails to do so. In addition:
- 197 a) ~~Student~~Students may not allow other ~~student~~Students to copy from their papers  
 198 during any type of examination.
- 199 b) ~~Student~~Students may not assist other ~~student~~Students in acts of academic  
 200 dishonesty by providing material of any kind that one may have reason to believe  
 201 will be misrepresented to an instructor or other university official.
- 202 c) ~~Student~~Students may not provide substantive information about test questions  
 203 or the material to be tested before or during a scheduled examination unless they  
 204 have been specifically authorized to do so by the course instructor. This does not  
 205 apply to examinations that have been administered and returned to  
 206 ~~student~~Students in previous semesters. However, it may apply to ~~student~~Students  
 207 enrolled in a multiple-section course that uses similar or comparable exams. For  
 208 example, a ~~student~~Student in one section will be considered complicit if such  
 209 ~~student~~Student assists or provides answers or materials to a ~~student~~Student in  
 210 another section of the same course. In such cases, the instructor in both sections  
 211 may sanction the ~~student~~Students involved.
- 212 d) ~~Student~~Students may not have a substitute take an examination or take an  
 213 examination for someone else.
- 214 e) Students may not provide false information regarding attendance of themselves  
 215 or any other student. This section prohibits the use of "clickers" or other  
 216 electronic devices to circumvent or change actual attendance or participation  
 217 records.
- 218
- 219
- 220 6. **Improper Use of Teamwork Credit** is allowing your name to be included on a  
 221 group project in which you did not participate. This act is considered a violation of

222 academic integrity. For reference, general guidelines for appropriate teamwork  
223 participation include, but are not limited to the following:  
224 a) No team member shall intentionally restrict or inhibit another team member's  
225 access to team meetings, team work-in-progress, or other team activities without  
226 the express authorization of the instructor.  
227 b) All team members shall be held responsible for the content of all teamwork  
228 submitted for evaluation as if each team member had individually submitted the  
229 entire work product of their team as their own work.  
230 c) Only those persons who participated on the team shall be named in the  
231 submission of the assignment.

232  
233 7. **Solicitation or Purchase** is the offering, advertising or responding to solicitations  
234 or purchasing products or services designed to facilitate, support or actively  
235 contribute to the commission of an act of academic dishonesty.

236  
237 8. Digital Repositories of Class Materials, Including Notes, Quizzes, and Tests.  
238 Either accessing (including downloading) or sharing (including uploading)  
239 proprietary notes, quizzes, and tests from USF classes, even when the intent is not  
240 to enhance one's personal grade.

241  
242 8.9. Misrepresentation. Submitting the work of another as your own, e.g., using a  
243 ghostwriter to write a paper, thesis, dissertation; having another person complete an  
244 on-line class in your name.

245  
246 9.10. Misconduct in Research and Creative Endeavors is a serious deviation from  
247 the accepted academic and professional practices within a discipline or from the  
248 policies of the university in carrying out, reporting, or exhibiting the results of  
249 research or in publishing, exhibiting, or performing creative endeavors. Research  
250 Misconduct means fabrication, falsification, or plagiarism in proposing, performing,  
251 or reviewing research, or in reporting research results. It does not include honest  
252 error or differences in opinion. In addition to the academic sanctions in this  
253 Regulation misconduct in research is also subject to Policy 0-301 Misconduct in  
254 Research, procedures and any sanctions contained therein.

- 255 a) StudentStudents may not invent or counterfeit information.  
256 b) StudentStudents may not report results dishonestly, whether by altering data, by  
257 improperly revising data, by selective reporting or analysis of data, or by being grossly  
258 negligent in the collecting or analysis of data.  
259 c) StudentStudent may not represent another person's ideas, writing or data as their  
260 own.  
261 d) StudentStudents may not appropriate or release the ideas or data of others when  
262 such data have been shared in the expectation of confidentiality.  
263 e) StudentStudents may not publish, exhibit, or perform work in circumstances that  
264 will mislead others. They may not misrepresent the nature of the material or its  
265 originality, and they may not add or delete the names of authors without permission.



- 266 f) ~~Student~~Students must adhere to all federal, state, municipal, and university  
267 regulations or policies for the protection of human and other animal subjects.  
268 g) ~~Student~~Students may not conceal or otherwise fail to report any misconduct  
269 involving research, professional conduct, or artistic performance of which they have  
270 knowledge.  
271 h) ~~Student~~Students must abide by the university's policies on Misconduct in  
272 Research where applicable, which can be found in the university's policies and  
273 Procedures Manual at the Regulations and Policies website.  
274

275 ~~10.11.~~ **Computer Misuse** includes unethical or illegal use of the computers and/or  
276 Internet of any person, institution or agency in which ~~student~~Students are performing  
277 part of their academic program.

- 278 a) ~~Student~~Students may not use the university computer system in support of any  
279 act of plagiarism.  
280 b) ~~Student~~Students may not monitor or tamper with another person's electronic  
281 communications.  
282

283 ~~11.12.~~ **Misuse of Intellectual Property** is the illegal use of copyright materials,  
284 trademarks, trade secrets or intellectual properties.  
285

286 ~~12.13.~~ **Violation of State or Federal laws with regard to Intellectual Property** is  
287 conduct that violates and does not adhere to state or federal laws concerning the fair  
288 use of copies or other intellectual property.

## 289 V. SEVERITY OF CONDUCT DETERMINATIONS & ACADEMIC SANCTIONS

290

### 291 A. General Guidelines:

292

293 1. Violations for USF ~~Undergraduate~~ ~~student~~Students are classified into four (4) levels  
294 according to the nature of the infraction. For each level of violation a corresponding set  
295 of academic sanctions is recommended; however, specific academic programs may  
296 include additional and different academic sanctions. These academic sanctions are  
297 intended as general guidelines for the academic community with examples cited below for  
298 each level of violation. These examples are not to be considered all-inclusive.  
299

300 2. Violations for USF Graduate ~~Student~~Students are not classified into levels as the  
301 instructor determines the severity of the violation and the grade, and recommends any  
302 more severe academic sanction.  
303

304 3. Multiple FF Violations:

305

306 a) ~~Graduate Studies:~~

307

308 ~~Graduate Students who are assigned an "FF" grade will be academically dismissed~~  
309 ~~from the university and will not be eligible to apply to any Graduate program at~~  
310 ~~USF. Graduate Studies may have additional guidelines and protocols available~~  
311 ~~online or in the Graduate Studies catalog.~~

312

313

314

a) Undergraduate Studies:

315

316

317

318

319

320

321

322

323

324

325

326

327

328

329

330

331

332

333

334

335

336

337

338

339

340

341

342

343

344

345

346

347

348

349

350

351

352

i. For the first “FF” recorded in an Undergraduate ~~student~~Student’s academic record, the ~~student~~Student will receive ~~a letter-written notification~~ from the Dean of Undergraduate Studies or the Chief Academic Officer informing him or her of being placed on “Academic Dishonesty Warning” for the remainder of enrollment at USF and of appeal rights for the “FF” grade. The ~~student~~Student may also be suspended for one (1) full semester, depending upon the level of violation.

ii. For the second “FF” recorded, the Undergraduate ~~Student~~Student will be suspended for one (1) full semester and readmitted only after writing a clear statement indicating remorse, understanding of the seriousness of the offense, and understanding of the importance of integrity in all areas, including academic work. A letter informing him or her of this action and appeal rights will be sent from the Dean of Undergraduate Studies.

iii. The Undergraduate ~~Student~~Student may be permanently dismissed from the university for violations of academic integrity with notice of that dismissal as a part of the formal record and transcript.

iv. The maximum penalty for receipt of any “FF” grade may be permanent dismissal from the university for violations of academic integrity and with a notice of that dismissal as a part of the ~~student~~Student’s formal record and transcript.

v. In the event of multiple violations, sanctions may be imposed consecutively or concurrently at the discretion of ~~the-an~~ AO.

b) Graduate Studies:

i. Graduate ~~Student~~Students who are assigned an “FF” grade will be academically dismissed from the university and will not be eligible to apply to any Graduate program at USF. Graduate Studies may have additional guidelines and protocols available online or in the Graduate Studies catalog.

**B. Severity of Academic Integrity for Undergraduate ~~Student~~Students:** For Undergraduate ~~Student~~Students the severity of conduct is divided into levels with specific academic related sanctions. For Graduate Studies, the instructor determines severity and academic sanctions as provided in Section V(~~DC~~) below.

353

1. Level One

354

a) CONDUCT:

355 Level One violations may occur because of inexperience or lack of knowledge of  
 356 principles of academic integrity on the part of persons committing the violation.  
 357 These violations address incidents when intent is questionable and are likely to  
 358 involve a small fraction of the total course work, are not extensive, and/or occur  
 359 on a minor assignment. The following are examples:

- 360 i. Working with another ~~student~~Student on a laboratory or other homework  
 361 assignment when such work is prohibited (This level is appropriate if the  
 362 instructor determines it is a minor infraction).  
 363 ii. Failure to footnote or give proper acknowledgment in an extremely limited  
 364 section of an assignment.  
 365 ~~iii.~~ Use of direct phrasing from tutors rather than re-writing into the  
 366 ~~student~~Student's own voice.

367 b) **ACADEMIC SANCTIONS:**

- 368 i. Reduction or no credit given for the original assignment.  
 369 ii. An assigned paper or research project on a relevant topic.  
 370 iii. A make-up assignment at a more difficult level than the original  
 371 assignment.  
 372 iv. Required attendance and tuition cost for a non-credit workshop or seminar  
 373 on ethics or related subjects.

374 2. **Level Two**

375 a) **CONDUCT:**

376 Level Two violations are characterized by dishonesty of a more serious character  
 377 or that which affects a more significant aspect or portion of the course work or  
 378 assignment. The following are examples:

- 379 i. Working with another ~~student~~Student on a laboratory or other homework  
 380 assignment when such work is prohibited (This level is appropriate if the  
 381 instructor determines it is a more serious infraction).  
 382 ii. Quoting directly or paraphrasing, to a moderate extent, without  
 383 acknowledging the source.  
 384  
 385 iii. Submitting the same work or major portions thereof to satisfy the  
 386 requirements of more than one course without permission from the  
 387 instructor.  
 388  
 389 iv. Using data or interpretative material for a laboratory report without  
 390 acknowledging the sources or the collaborators. All contributors to  
 391 preparation of data and/or to writing the report must be named.  
 392

393 v. Receiving assistance from others, such as research, statistical, computer  
 394 programming, or field data collection help that constitutes an essential  
 395 element in the undertaking without acknowledging such assistance in a  
 396 paper, examination or project.

397 b) **ACADEMIC SANCTIONS:**

- 398 i. Failing grade for the assignment involved with the grade in the course
- 399 determined in the normal manner.
- 400
- 401 ii. Failing grade for the course, which may be an “F” or “FF” on the internal
- 402 transcript.

403 3. **Level Three\***

404 a) **CONDUCT:**

405  
 406 -Level Three is characterized by violations that affect a major or essential portion of  
 407 work done to meet course requirements, involves premeditation, ~~or demonstrates~~  
 408 ~~repetition or both~~ involve continued infractions after notice of the first infraction, or  
 409 ~~repetition~~ of one or more violations of Level One or Level Two violations, ~~including~~  
 410 ~~repeating any one or more of the following actions~~ The following are examples of  
 411 single-infraction incidents of this level:

- 412 i. Copying on examinations.
- 413 ii. Plagiarizing major or essential portions of a written assignment.
- 414 iii. Acting to facilitate copying during an exam.
- 415 iv. Using prohibited materials not approved by the instructor; (e.g.  
 416 books, notes, ~~e-flashcards~~ electronic devices, online resources, or  
 417 calculators) during an examination.
- 418 v. Collaborating before an exam to develop methods of exchanging  
 419 information and implementation thereof.
- 420 vi. Altering examinations for the purposes of re-grading.
- 421 vii. Acquiring or distributing an examination from unauthorized sources  
 422 prior to the examination.
- 423 viii. Presenting the work of another as one's own.
- 424 ix. ~~Using~~ Acquired or used a purchased term paper or other materials  
 425 (even if the source is cited).
- 426 x. Removing posted or reserved material, or preventing other  
 427 ~~student~~ Students from having access to it.
- 428 xi. Fabricating data by inventing or deliberately altering material (this  
 429 includes citing "sources" that are not, in fact, sources).
- 430 xii. Using unethical or improper means of acquiring data.

431 b) **ACADEMIC SANCTIONS\*:**

432 i. Failing grade for the course with a designation of “FF” on ~~student~~Student’s internal  
433 transcript.

434 ii.—Possible suspension from the university for one (1) semester for particularly  
435 egregious infractions:-

436 4. **Level Four\***

437 a) **CONDUCT:**

438 i. All academic infractions committed after return from suspension for  
439 a previous academic honesty violation.

440 ii. Infractions of academic honesty in ways similar to criminal activity (such as  
441 forging a grade form, stealing an examination from a professor or from a  
442 university office; buying an examination; or falsifying a transcript to secure  
443 entry into the university or change the record of work done at the university).

444 iii. Having a substitute take an examination or taking an examination for  
445 someone else.

446 iv. Fabrication of evidence, falsification of data, quoting directly or paraphrasing  
447 without acknowledging the source, and/or presenting the ideas of another as  
448 one's own in a senior thesis.

449 v. Sabotaging another ~~student~~Student's work through actions designed to  
450 prevent the ~~student~~Student from successfully completing an assignment.

451 vi. Willful violation of a canon of the ethical code of the profession for which  
452 a ~~student~~Student is preparing.

453 b) **ACADEMIC SANCTIONS\*:**

454 ~~The typical Ssanctions~~ for all Level Four violations ~~is include suspension; or~~  
455 permanent academic dismissal from the university with the designation of  
456 "Dismissed for Academic Dishonesty" to be placed permanently on a  
457 ~~student~~Student's external transcript.

458  
459 **C. Centralized Reporting:**

460  
461 ~~1.\* In all Level 3 or Level 4 violations, the instructor must send a concise written statement~~  
462 ~~including details of the date, time, and incident particulars (the “Report”) to the AO to consider~~  
463 ~~additional academic sanctions above the grade assignment.~~

464  
465 ~~2. In Level 2, 3 and 4 violations, the instructor should contact the Dean of~~  
466 ~~Undergraduate/Graduate Studies to track academic integrity violations/violators (Referred to~~  
467 ~~as an “AIO”). The instructor must send a copy of the Report to the University’s AIO. The~~  
468 ~~AIO will have exclusive access to the Reports and will only share the Reports to instructors or~~  
469 ~~academic advisors in the event of multiple Reports regarding a single ~~student~~Student. This will~~  
470 ~~enable appropriate handling of multiple violations.~~

471

472 **DC. Severity of Academic Integrity for Graduate StudentStudents**  
473

- 474 1. The Office of Graduate Studies has no levels of severity as any violation may result in  
475 immediate dismissal. StudentStudents will be held to the standards provided for  
476 Graduate Studies if those studentStudents are admitted to a Graduate degree program  
477 or Graduate certificate or any studentStudent taking Graduate level courses. The  
478 instructor will determine the severity of the offense and the appropriate grade. Any  
479 studentStudent in a Graduate Studies course who receives an “FF” grade is subject to  
480 immediate dismissal and or expulsion. The grade assignments and additional  
481 academic sanctions will depend on the seriousness of the offense and may range from  
482 the receipt of:

- 483 a) An “F” or “Zero” grade on the subject paper, lab report, etc.  
484 b) An “F” in the course or activity in which credit may be earned.  
485 c) An “FF” in the course (leading to expulsion from the university).  
486 d) Academic Dismissal for any violations of academic dishonesty  
487 Regulations or Policies.  
488 e) Possible revocation of the degree or Graduate Certificate following a  
489 thorough investigation.

490 **D. “FF” Grade Guidelines:**

- 491 1. Instructors may assign an “FF” grade in specific circumstances. An “FF” grade  
492 is noted on the studentStudent’s USF record, indicates academic dishonesty, and  
493 is only reflected on internal records. Any Undergraduate StudentStudent who  
494 receives an “FF” grade in a course is restricted from repeating the course  
495 using the Grade Forgiveness Policy. For Graduate StudentStudents, an “FF”  
496 grade will lead to permanent dismissal from the university (in cases of permanent  
497 dismissal from the university a notation may be added to the official USF  
498 transcript).
- 499 2. If a studentStudent who has been accused of academic dishonesty drops the  
500 course the studentStudent’s registration in the course will be reinstated until the  
501 issue is resolved.
- 502 3. Any final course grade may be changed to an “FF”, “F”, or other grade depending  
503 on the instructor’s decision or the ultimate resolution of the Academic Integrity  
504 Review Process. This includes any determination of a violation of the Academic  
505 Integrity Regulation that is not detected until after the studentStudent has  
506 dropped or completed the course or during or after the Academic Integrity  
507 Review Process.

510 **VI. PROCESS STEPS:**

- 511 1. The instructor identifies or learns of an academic integrity violation.
- 512 2. The instructor identifies the severity level of the violation (see Section V(B)) and  
513 discusses the violation with the ~~Chair/Director~~Department level AO.
- 514 3. The instructor determines the appropriate grade assignment and use of the guidelines  
515 (included in Section V) and identifies any additional academic sanctions that may be  
516 recommended to the ~~Chair/Director~~Department level AO in a brief written report of  
517 the incident, which may include any pertinent supporting documents related to this  
518 incident. The instructor may consult with the ~~Chair/Director~~Department level AO  
519 on recommendations concerning the incident, process, and/or sanctions as needed.
- 520 4. The instructor advises the ~~student~~Student of the grade determination and  
521 recommended academic sanctions (if applicable) either in person or by email including  
522 a set date to discuss the determination (within ~~ten-fifteen~~(105) businessAcademic days  
523 of determination of the grade if possible).
- 524 5. Final Notice of Academic Sanction by the Instructor: Within ~~ten-fifteen~~(105)  
525 businessAcademic days of meeting with the ~~student~~Student, if the instructor  
526 determines there is a grade sanction only and no recommended additional academic  
527 sanctions, the instructor may immediately assign the grade sanction and email the  
528 ~~student~~Student notice of this final grade sanction. In this email, the instructor must  
529 include the link to the Academic Integrity regulation and inform the student  
530 of the right to appeal. If the instructor does recommend additional academic sanctions,  
531 the instructor will assign the grade sanction and advise the ~~student~~Student and  
532 ~~Chair/Director~~Department level AO of those recommended additional academic  
533 sanctions considered to be appropriate to the violation (Level 3 or 4 violations will  
534 include additional academic sanctions) and the process continues as detailed below.
- 535 6. Centralized Reporting of Grade Sanction. Immediately following the student  
536 notification of the Final Notice of Academic Sanction by the Instructor, t  
537 he instructor must submit all grade sanctions (including FF grades) using the Refer  
538 StudentStudents tool within the Learning Management Software, and complete the  
539 ensuing survey.
- 540
- 541 7. Final Notice of Academic Sanction by the Department level ~~AO~~Chair/Director:
- 542 (a) Undergraduate ~~Student~~Students: Within ~~ten-fifteen~~(105) businessAcademic days  
543 of receipt of the ~~recommendation~~Final Notice of Academic Sanction from the  
544 instructor, the ~~Chair/Director~~AO will determine any additional academic sanctions,  
545 if applicable, and notify the ~~student~~Student by email. The ~~student~~Student may grieve

546 ~~appeal to the Dean of the College, the final notice by the Department level AO and~~  
547 ~~ask that it be reviewed by the College Dean, who will determine if the studentStudent's~~  
548 ~~grievance is appealable. The Dean will determine the final decision for reviews~~  
549 ~~involving an assignment with alleged academic dishonesty.~~ Appeals for final grades  
550 and sanctions will be considered by the Dean and may be appealable to an AIRB (as  
551 described in Section VII: Academic Integrity Appeal). Recommended Sanctions that  
552 include suspension or dismissal from the University will trigger an automatic appeal at  
553 the College level. The College Dean will forward the final recommendation regarding  
554 suspension or dismissal to the Dean of Undergraduate Studies for a final university  
555 decision.

556 (b) Graduate ~~StudentStudent~~s: Graduate Studies uses an internal document which  
557 processes the request for academic sanctions up to and including dismissal and the  
558 Dean of Graduate Studies provides notice to the ~~studentStudent~~.

559 ~~8. Reports to a designated centralized office:~~

560 ~~The instructor or the AO may make a referral to an internal university office~~  
561 ~~responsible for tracking academic integrity violations/violators if one has been~~  
562 ~~designated as detailed in Section V (C).~~

563 ~~9.8.~~ If a ~~studentStudent~~ files an appeal (Section VII below), the final notice will not be  
564 imposed or noted until after the appeal process is complete unless the ~~Academic~~  
565 ~~OfficerDean~~ feels immediate action is necessary.

566  
567 ~~10.9.~~ Referral to ~~SRR-SCED~~ & ~~DRIC~~: The Academic Offices are responsible for  
568 the AIRP and assignment of academic sanctions. If the instructor or  
569 ~~Chair/DirectorAO~~ determines the conduct also rises to a violation of the  
570 ~~StudentStudent~~ Conduct Code or the expectations and standards of the ~~Division of~~  
571 ~~Research, Integrity and Compliance (DRIC)~~, the instructor or ~~Chair/DirectorAO~~ may  
572 make a referral to those offices. The instructor or ~~Chair/DirectorAO~~ making the  
573 referral should notify those additional offices of any pending or final academic  
574 sanction. A determination by ~~SRR-SCED~~ or ~~DRIC~~ is separate and distinct from the  
575 AIRP and any academic sanction. The ~~studentStudent~~ must comply with all sanctions  
576 imposed by each office (a lesser sanction or different determination by the conduct  
577 offices does not impact the Academic sanction).

578 10. Submission of FF Grade: If the sanction is a FF grade, the instructor will enter an "F"  
579 at the end of the term using eGrades, and use the functionality of the Refer  
580 StudentStudents tool to officially submit the FF grade to the university.

581

582 ~~10.11.~~ Transcript/Record:



- 583
- 584
- 585
- 586
- An Academic Integrity dismissal from the University will be reflected on a ~~student~~Student's official transcript.
  - A grade sanction (such as an "FF") or other lower sanction is reflected on the ~~student~~Student's internal USF record.

587 **VII. ACADEMIC INTEGRITY APPEAL:**

588 If the ~~student~~Student identifies that the determination of the academic integrity violation or  
 589 related grade assignment or sanction either (1) had no factual basis or could not be reasonably  
 590 inferred by the facts as presented or (2) violated a University Regulation or Policy, the  
 591 ~~student~~Student must allege the absence of factual support or basis— or the specific Regulation  
 592 or Policy violated and provide it as part of an academic integrity -appeal. A ~~student~~Student  
 593 who has accepted responsibility for the academic integrity violation itself (either in writing or  
 594 verbally) to the instructor or administrator; may not challenge the factual basis and may only  
 595 appeal the severity of the sanction imposed (See Section V(B)).

596 The ~~student~~Student may appeal after notice of the final academic sanction(s). ~~which is either~~  
 597 ~~(1) the instructor's grade determination; or (2) if there are additional academic sanctions, after~~  
 598 ~~those additional academic sanctions are reviewed and determined by the Dean.~~ The  
 599 ~~student~~Student may remain enrolled in their academic program until the conclusion of the  
 600 appeal process unless the Dean determines that the ~~student~~Student may not remain enrolled  
 601 and advises the ~~student~~Student in writing accordingly. The appeal process steps for  
 602 academic integrity issues are:

603 1. ~~Student~~Student Written Appeal: After notice of the academic sanction, the  
 604 ~~student~~Student may send a written appeal to the Dean copying the instructor by email  
 605 within ~~ten (10) days~~fifteen (15) business~~Academic days~~ of the grade determination or final  
 606 academic sanction. University closures do not count toward the three-week total, and  
 607 ~~(additional time may be granted at the discretion of the Dean as necessary).~~ If it is unclear  
 608 who the designated Dean should be, the ~~student~~Student may ask the instructor to identify  
 609 the appropriate Dean. The ~~student~~Student's written appeal may be an email request and  
 610 must contain a concise statement of the ~~student~~Student's position including the factual  
 611 deficiency or the specific Regulation or Policy violated. This statement should include why  
 612 the ~~student~~Student feels the determination by the instructor and/or Chair/Director ~~AO~~  
 613 was not correct and must include all documentation available that supports the  
 614 ~~student~~Student's position.

615 2. Initial Review of Appeal: As general complaints or disagreements with the instructors  
 616 decision are not grounds for appeal and ~~student~~Students who have accepted responsibility  
 617 at any time in the process may only appeal imposed sanctions,— the Dean may make an  
 618 initial review of the appeal to identify the limits of the appeal and to ~~verify~~ that the  
 619 ~~student~~Student has clearly identified that there was no factual basis for the instructor's

620 determination and/or the specific Regulation or Policy violated. If the Dean elects to  
 621 make this initial review, the Dean may clarify the parameters of the appeal (sanctions only),  
 622 or dismiss the appeal as insufficient. The Dean must send the ~~student~~Student and  
 623 instructor notice of this determination within ~~ten-fifteen (105)~~ businessAcademic days of  
 624 receiving the ~~student~~Student's written appeal, copying the instructor's supervisor or  
 625 department chair. This will be a final University decision.

626 3. Dean Appointment of Board: If the Dean does not dismiss the appeal, the Dean may  
 627 move the appeal forward with or without the initial review or after the review set  
 628 parameters for the appeal (if it is for sanctions only). The Dean will appoint an Academic  
 629 Integrity Review Board (AIRB) composed of ~~student~~Students and instructors or  
 630 administrators at the Dean's discretion, provided that there are at least three (3) individuals,  
 631 one (1) of which is an ~~instructor~~ or administrator and one (1) ~~student~~Student.

632 4. Selection of AIRB members: Although the Dean may select any ~~student~~Students to  
 633 serve on the AIRB, if ~~the university system member establishes a~~ there are StudentStudent  
 634 Academic Integrity Committee (SAIC) at that institution, and there are SAIC members  
 635 available to serve, the Dean ~~shall~~ may preferentially select the ~~student~~Student board  
 636 members from the SAIC to serve on the AIRB ~~at that institution~~. The ~~student~~Students  
 637 serving on the AIRB do not need to be from the College in which the appeal was filed.  
 638 However, when possible undergraduate ~~student~~Students should serve on AIRB for  
 639 undergraduate ~~student~~Student appeals, ~~graduate~~ ~~student~~Students for graduate  
 640 ~~student~~Student appeals, clinical ~~student~~Students for clinical ~~student~~Student appeals, and  
 641 medical ~~student~~Students for medical ~~student~~Student appeals.

642 5. Meeting of the AIRB: Unless extended by written notice of the Dean or other  
 643 extenuating circumstance, the AIRB will meet within ~~three-fifteen (315)~~  
 644 weeksbusinessAcademic days from the time the Dean receives the ~~student~~Student's  
 645 written appeal. The Dean will advise the ~~student~~Student by email of the date, time and  
 646 place of the AIRB review. If the ~~student~~Student or instructor has a justifiable conflict, the  
 647 ~~student~~Student or instructor may make one (1) written request to reschedule the review  
 648 emailed to the Dean with the reason for the request, noting any known foreseeable  
 649 conflicts into the next ~~three (3) weeks~~ fifteen (15) businessAcademic days. The one-time  
 650 extension may be granted at the discretion of the Dean. (The timelines provided in this  
 651 Regulation may be extended at the Dean's discretion with written notice to the  
 652 ~~student~~Student and instructor).

653  
 654 6. AIRB Review Steps and Further Appeals:  
 655

656 a. At the Review, the ~~student~~Student and instructor will each be afforded an  
657 opportunity to present their position with reasonable time limits not to exceed  
658 fifteen (15) minutes per person.

660 b. The ~~student~~Student may bring one (1) person to serve as an advisor; however that  
661 person may not act as a legal representative, argue, present, or participate in any  
662 active way in the review, including through communications by verbal, written or  
663 electronic promptings with the ~~student~~Student.

665 c. Each party may be present during the other's position statement. Neither party  
666 may ask questions of the other, argue, or respond to the other's statement. The AIRB  
667 may question both parties at any time during the proceedings.

669 d. The AIRB will deliberate in private and render a decision within three (3) weeks  
670 of the AIRB review and offer its determination as a recommendation to the Dean  
671 (or equivalent depending on the organizational structure of the USF institution) with  
672 copy to the ~~student~~Student by email. The ~~student~~Student and instructor's concise  
673 written statements will be included with the AIRB's recommendation. The Dean will  
674 have three (3) weeks to accept or not accept the determination of the AIRB. (a) If  
675 the Dean accepts the determination of the AIRB, that is a final university decision  
676 and there is no further review available at the university. (b) If the Dean does not  
677 accept the determination of the AIRB, the Dean must refer the matter to the  
678 university level (Deans of UGS/OGS for Undergraduate and Graduate reviews,  
679 respectively, or the Chief Academic Officer (See Section IV(C)). The University  
680 Level officer ~~(a)~~ will have three (3) weeks to make a final determination, ~~and (b)~~  
681 request to review any additional information necessary or may limit the review to the  
682 initial statements provided by the ~~student~~Student and instructor upon initiation of  
683 the Academic Integrity Appeal Review and the Dean's Statement. The University  
684 Academic Integrity Officer ~~(c)~~ will issue a determination in writing by email to the  
685 ~~student~~Student, instructor and the Dean. This will be a final university decision.

687 7. Recommended Sanctions that ~~involve include~~ suspension or ~~expulsion~~ dismissal from the  
688 University will trigger an automatic appeal at the College level, as described above.

690 8. In the event the determination and final university decision is an "FF" grade with  
691 Academic Dishonesty noted and/or a related dismissal from the College or University, the  
692 ~~student~~Student may appeal that final university decision within thirty (30) ~~business~~Academic  
693 days to the county Circuit Court by way of Writ of Certiorari.

695 *Authority: Art. IX, Sec. 7, Fla. Const.; FL Board of Governors Regulation 1.001(4)(a); s.1006.60(4)FS.*

696 *History – New (BOT approval) 12-11-08. Amended 12-4-14, 1-7-15 (technical), 2-18-15 (technical), 6-3-15*  
697 *(technical), and 5-31-16 (technical).*

698 *Certification: USF certifies that it has followed the Florida Board of Governors Regulation Development Procedure and*  
699 *has a record of written notices, comments, summaries and responses as required.*

700

DRAFT

## Agenda Item: FL 110

### USF Board of Trustees June 2, 2020

**Issue:** Supplemental USF Educational Plant Survey

---

**Proposed action:** Approval required

---

#### **Executive Summary:**

The BOG requires an Educational Plant Survey (EPS) for each university every five (5) years and USF's current EPS was approved by the BOG on June 22, 2017. The Survey validates existing campus facilities data and verifies facility needs that have been requested in the university's Five-Year Capital Improvement Plan (CIP). Educational Plant Survey recommendation is required for a requested project to receive first-year PECO funding.

Due to changes in the BOG's project scoring model and an increased emphasis on Remodel/Renovation, USF requested a supplemental Educational Plant Survey to reflect the needs of the USF Five-Year Capital Improvement Plan (2020-21/2024-25). In the attached Supplemental EPS, highlights include:

Under Tampa Campus, Site 0001:

- Judy Genshaft Honors College Building: Added to New Construction Category
- BSF Bio-Science Facility Remodel Project: Added to Remodel/Renovation Category
- ENR and ENG Remodel: Added to Remodel/Renovation Category
- MHF Remodel to Relocate University Police: Moved to Remodel/Renovation Category from New Construction Category
- MHA Remodel to Relocate Data Center: Moved to Remodel/Renovation Category from New Construction Category

Under Sarasota/Manatee Campus, Site 0003:

- No Changes

Under St. Petersburg Campus, Site 0004:

- Oceanographic & Environmental Sciences (OES) Research & Teaching Facility: Replaces the STEM Research/Teaching Facility in the New Construction Category.

- MSL Partial Remodel of Marine Science Laboratory Building: Added to the Projects Based on Exception Procedure Category and is a companion project to above OES Project.

Under Health Downtown Tampa, Site 0042:

- USF Health Pharmacy Remodel: Added to Remodel/Renovation Category and moves Pharmacy from a standalone new building on the Tampa Campus to infill of shell space in the MCOM+HI building.

This update codifies the space moves necessary in the nine (9) space categories in order to be able to execute these Capital Projects. The Supplemental Educational Plant Survey meets BOG requirements and is ready for BOT approval and adoption by the BOG.

**Financial Impact:**

Qualifies Capital Improvement Plan projects for potential first-year PECO funding.

---

Strategic Goal(s) Item Supports: Goals 1-4  
BOT Committee Review Date: May 14, 2020  
Supporting Documentation Online (*please circle*): **Yes** **No**  
USF or Campus specific: Tampa, St. Pete, Sarasota/Manatee  
Prepared by: Christopher G. Duffy

**DRAFT May 1, 2020**

## **Supplemental Education Plant Survey**

### **RECOMMENDATIONS OF EDUCATIONAL PLANT SURVEY (EPS) TEAM**

#### **UNIVERSITY OF SOUTH FLORIDA**

**Validation Dates:** November 15-17, 2016

**Needs Assessment Dates:** April 10-12, 2017

**Approved Supplemental Needs Assessment Date: Received BOG Facilities Staff approval on May 4, 2020.**

**Survey Team Members:** Gloria Jacomino, Team Leader (FIU), Tamera Baughman (FGCU), Itza Frisco (NCF), Kenneth Ogletree (BOG), Taylor Jones (BOG)

**Red text denotes changes that will be in the final documents.**

**Blue text provides status and explains the change.**

#### **Site Improvements Recommendations:**

- 1.1 Land Acquisition – This project allows the university to continue purchasing properties surrounding all campuses as identified in the adopted Campus Master Plan.
- 1.2 Landscaping and Site Improvements – This is a general recommendation for landscaping and site improvements consistent with the adopted Campus Master Plan.
- 1.3 Utility Infrastructure – This is a general recommendation for items in the categories of chilled water and controls, electrical distribution, storm sewer, sanitary sewer, telecommunications, energy management control systems, irrigation, water distribution, steam equipment and distribution, and roads. The project consists of improvements, extensions, modifications, and additions to the major utility systems consistent with the adopted Campus Master Plan.

The following specific projects are recommended:

- 1.3a All projects presented on tab 4 of the April 10, 2017 workbook.

#### **Remodeling/Renovation Recommendations:**

- 2.1 Remodeling/renovation recommendations are in accordance with the net square footage as described in the Form B. Remodeling/renovation recommendations that yield no significant changes to existing space use categories are recommended.
- 2.2 All significant remodeling/renovation projects must be specifically identified. The projects must identify the space categories affected (i.e. from existing space use to proposed space use). Any changes to remodeling/renovation projects that exceed 100% of any space use categories will require a supplemental Survey.

*Main Campus; Tampa, Site 0001*

- 2.2a College of Behavioral and Community Sciences Building (MHC, #0131) Remodel  
From 89,846 nsf office to 4,000 nsf classroom, 31,000 nsf study, 54,846 nsf research lab.
- 2.2b USF Health MDN, MDC, MDL, MDA (#0115, 0113, 0114, 0116) Remodel  
Backfill of space vacated by Morsani College of Medicine, from 15,174 nsf classroom, 14,510 nsf office, and 7,769 nsf campus support to 5,000 nsf classroom, 15,000 nsf study, 9,453 nsf research lab, and 8,000 nsf office.
- 2.2c College of Arts and Science Multidisciplinary Complex (CMC, #0025) Remodel  
From 15,000 nsf office to 1,000 nsf classroom, 11,500 nsf study, 2,500 nsf research lab.
- 2.2d Fine Arts Building (FAH, #0010) Remodel  
From 8,000 nsf office to 7,000 nsf study and 1,000 nsf classroom.
- 2.2e Education Building (EDU, #0066) Remodel  
From 35,000 nsf office to 10,000 nsf classroom, 25,000 nsf study.
- 2.2f College of Medicine Renovate/Remodel Medical Research Lab Facility  
This project is part of the College of Medicine and does not affect main campus space needs: from 30,000 nsf office to 30,000 nsf research lab.
- 2.2g ~~Renovation~~ Remodel Bio- Science Facility Research Labs (BSF) (Project 3.2)  
Remodel from 39,600 nsf research lab to 39,600 nsf research lab.  
**New requirement**  
**Net zero add to NSF but renovation increases quantity of PI's within same NSF.**  
**CIP 2020-2021 project priority #3 and is awaiting EPS Recommendation.**
- 2.2h ~~ENR and ENG~~ Remodel (Project 3.3)  
From 14,300 nsf research lab to 18,750 nsf research lab.  
**New requirement**  
**Remodel adds small 4,450 nsf Structures Lab addition (under 10,000 GSF).**  
**CIP 2020-2021 project priority #4 and is awaiting EPS Recommendation.**
- 2.2i ~~Renovation~~ Remodel to Relocate University Police (MHF) (Project 3.4)  
Remodel from 15,000 nsf of Exempt space to 15,000 nsf of support services.  
**Replaces Project 3.5 Public Safety Building.**  
**Project is the buildout of facilities for University Police into space previously allocated to the Bright Horizons Day Care Center which was exempt space in the previous EPS.**  
**The University requested and EPS recommended the project.**  
**CIP 2020-2021 project priority #5 and is awaiting EPS Recommendation.**
- 2.2j Remodel to Relocate Data Center (MHA) (Project 3.5)  
Remodel from 7,167 nsf support services to 584 nsf office, 400 nsf campus support, 6,183 of server room is exempt from EPS.  
**Previously EPS Recommended as New Construction project 3.1 Cybersecurity / Data Center.**



*St. Petersburg Campus; Site 0004*

- 2.2g k Davis Hall Remodeling (DAV, #2005)  
From 4,800 nsf office to 4,800 nsf study.

*Sarasota/Manatee Campus; Site 0003*

- 2.2h l N/A

*USF Health Downtown Tampa; Site 0042*

- 2.2 m USF Health Pharmacy Remodel  
Remodel of 32,400 nsf (5,590 classroom, 10,000 teaching lab, 7,885 research lab, 2,000 study, 6,925 office).  
**Previously EPS Recommended as New Construction moved to Remodel/Renovation category due to available shell space in MCOM + HI (MDD) building.**

**New Construction Recommendations:**

New construction recommendations are in accordance with the presented net square footage and as described in the Form B. The following projects are recommended:

*Main Campus; Tampa, Site 0001*

- ~~3.1 — Cybersecurity / Data Center  
27,000 nsf (6,500 classroom, 6,500 research lab, 7,500 office, 6,500 campus support).~~  
**Project 3.1 Cybersecurity / Data Center Building request to be removed.  
In its place see Remodel / Renovation project no. 2.2j Renovations to Relocate Data Center as a replacement project. Cybersecurity program will remain in its current location or expand into existing underutilized space.**
- ~~3.2 — USF Health Pharmacy  
59,083 nsf (16,000 classroom, 10,000 teaching lab, 6,875 study, 16,875 research lab, 9,333 office).~~  
**Project 3.2 USF Health Pharmacy Building request to be removed.  
In its place see Remodel / Renovation project no. 2.2m USF Health Pharmacy Remodel as a replacement project at new site (0042) USF Health Downtown Tampa.**
- 3.1 Judy Genshaft Honors College (Project 3.1)  
43,674 nsf (6,875 nsf classroom; 3,670 nsf teaching lab; 7,375 nsf study; 14,480 nsf Aud/Exhib, 11,274 nsf office).  
**New request.  
CIP 2020-2021 project priority #1 and is awaiting EPS Recommendation.**
- ~~3.3-2~~ Engineering Research Bldg. 4  
104,979 nsf (4,000 classroom; 9,605 teaching lab, 16,000 study; 70,374 research lab, 5,000 office).
- ~~3.4-3~~ STEM Research/Learning Center  
88,960 nsf (21,460 classroom; 3,500 teaching lab; 25,000 study; 33,500 research lab; 5,000 office; 500 campus support).

~~3.5 — Public Safety~~

~~40,000 nsf (40,000 campus support).~~

**Project 3.5 Public Safety Building request to be removed.**

**In its place see project no. 2.2i Renovations to Relocate University Police MHF Remodel as a replacement project.**

- ~~3.6 4~~ College of Medicine Center of Excellence for Diabetes & Autoimmune Disorders  
This project is part of the college of medicine and does not affect main campus space needs: 64,200 nsf (25,000 clinical, 27,000 research lab, 12,200 office).

*St. Petersburg Campus; Site 0004*

~~3.7-5 STEM Teaching/Research Facility~~ Oceanographic & Environmental Sciences Research & Teaching Facility

~~45,200 nsf (20,600 teaching lab, 5,000 study, 15,600 research lab, 2,000 office, 2,000 aud/exhibition).~~

**St. Petersburg site 0004, original project 3.7 STEM Teaching/Research Facility will be relocated adjacent to MSL and renamed Oceanographic & Environmental Sciences Research & Teaching Facility**

- ~~3.8-6~~ Teaching Gymnasium Facility  
33,000 nsf (1,500 teaching lab, 23,000 gymnasium, 8,500 campus support).

*Sarasota/Manatee Campus; Site 0003*

~~3.9 7~~ Academic STEM Facility

~~42,250 nsf (18,550 teaching lab, 1,600 study, 14,000 research lab, 4,600 office, 3,000 aud/exhibition, 500 campus support).~~

**Projects Based on Exception Procedure:**

~~The Survey Team is not recommending any projects based on the Exception Procedure at this time, but recognizes that based on projects presented there are several new programs awaiting Board of Governors review and approval. Should any of these programs be approved and require additional space, a supplemental survey will be required.~~

~~N/A~~

The Exception Procedure is being used for remodel of the MSL building. The Survey recognizes that based on projects presented there are several programs being relocated to the existing MSL building. This Supplement Survey recognizes that fact.

- 4.1 Partial Remodel of Marine Science Laboratory Building (MSL); previously Site 0039 proposed Site 0004\*  
Remodel of 40,877 nsf (948 teaching lab, 19,561 research lab, 2,218 study, 16,650 office; 1,500 campus support).

### Demolition Recommendations:

Pursuant to Board of Governors' Regulation 9.004, Razing of Buildings, demolition projects beneath the \$1,000,000 threshold do not require an Educational Plant Survey recommendation; however, all reductions in space categories should be appropriately reflected in the Form B. The following demolitions have been requested and are recommended:

*Main Campus; Tampa, Site 0001*

- 45.1 University Police Building (UPB, #0012) – 7,864 nsf office.
- 45.2 University Police Training (module) (UPM, 0183) – 1,149 nsf office.

### Continuing Survey Recommendations:

These projects were survey recommended and partially funded through legislative appropriations during the previous survey cycle, however their funding has not yet been completed. This is a recommendation for completing these projects.

- 56.1 USF Health Morsani College of Medicine and Heart Health Institute  
277,544 nsf (97,585 classroom, 100,389 research lab, 41,581 auditorium/campus support, 29,610 office, 8,379 clinic).
- 56.2 Interdisciplinary Science Research Lab Build-Out  
~~8,975 nsf (from 8,975 aud/exhibition to 6,635 research lab, 2,340 office).~~  
8,975 nsf (from 8,975 aud/exhibition to 8,965 research lab, (313) office).

### Special Purpose Center Recommendations:

- 67.1 N/A

### Standard University-wide Recommendations:

- SR1. Projects for safety corrections are recommended.
- SR2. Projects for corrections or modifications necessary to comply with the Americans with Disabilities Act are recommended.
- SR3. Projects required to repair or replace a building's components are recommended, provided the total cost of the project does not exceed 25% of the replacement cost of the building.
- SR4. Expansion, replacement and upgrading of existing utilities/infrastructure systems to support projects identified within this Educational Plant Survey are recommended.

**Notes:**

- A. University is to write recommendation text in accordance with current Educational Plant Survey format criteria.
- B. The Survey Team requires that projects recommended for approval are to be incorporated into the Master Plan update(s).
- C. The Survey Team recommendations to the Board of Governors cannot exceed 100% of space needs met by formula in any of the nine (9) space categories. Any project that exceeds 100% of needs met must be modified to ensure approval by the Survey Team. The 100% threshold options are as follows:
  - 1. Verify space use classification (i.e. Classroom, Teaching Lab, etc.).
  - 2. Reduce square footage in space use categories exceeding 100%.
  - 3. Delete a project or the space in a use category that exceeds 100%.
  - 4. Substitute with other proposed space use categories within the same project.
  - 5. Shift requested project priorities to stay below 100% threshold.
  - 6. Provide a university strategy to support temporary overages.
- D. Supplemental surveys are required if any changes to project scope result in a space category exceeding 100% of formula-driven need.

Board of Trustees Microsoft Teams Meeting - New Business - Action Items (Consent Agenda)

ANALYSIS OF SPACE NEEDS BY CATEGORY - FORM B REVISED		University of South Florida Main Campus; Tampa, Site 0001 INCLUDES Health Sciences Center (Does not include College of Medicine) Net Assignable Square Feet Eligible for Fixed Capital Outlay Budgeting										
Revised 2.04.2020												
2016 Revised for Honors, BSE, UP, ENR/ENG note: Cybersecurity, and Pharmacy removed												
Traditional FTE= 21,631		note: Traditional projected FTE has been reduced by 384 Pharmacy Students										
On-Line FTE= 6,695												
TOTAL FTE= 28,326												
BOG 2016												
		Class- room**	Teaching Lab**	Study	Research Lab	Office	Audi/ Exhib.**	Instruct. Media	Academic Support	Gym**	Support Services	Total NASF
<b>Space Needs by Space Type*: 2021-2022</b>		259,575	324,469	509,868	708,150	849,780	64,894	113,304	0	129,788	152,960	3,112,788
1) Current Inventory as of: June 30, 2016												
		2016-17 existing inventory										
A)	Satisfactory Space	193,126	304,709	246,097	259,003	825,207	41,225	1,487	0	95,202	87,135	2,018,418
B)	Total Unsatisfactory Space	0	0	0	0	151,859	0	0	0	0	0	151,859
1) Unsatisfactory Space with No Requested Action		0										
2) Unsatisfactory Space to be Renovated/Remodeled		142,846										
3) Unsatisfactory Space to be Terminated		0										
4) Unsatisfactory Space to be Demolished		9,013										
C)	Total Under Construction	0	0	0	0	0	0	0	0	0	0	0
		0										
		0										
		0										
		0										
<b>TOTAL CURRENT INVENTORY:</b>		193,126	304,709	246,097	259,003	977,066	41,225	1,487	0	95,202	87,135	2,205,050
2) Projects Funded for Construction: June 30th												
		0										
		0										
		0										
		0										
<b>Total Funded Construction:</b>		0	0	0	0	0	0	0	0	0	0	0
<b>Plus: Total Planned Demolition</b>		0	0	0	0	9,013	0	0	0	0	0	9,013
<b>Net Space Needs</b>		66,449	19,760	263,771	449,147	(118,273)	23,669	111,817	0	34,586	65,825	916,751
Percent of: Current Inventory and Funded Projects Minus Demolition Space Needs		74%	94%	48%	37%	114%	64%	1%	#DIV/0!	73%	57%	71%
(**Online FTE excluded from Classroom, Teaching Lab, Auditorium/Exhibition, and Gymnasium needs.)												
University of South Florida 2021-2022 Main Campus; Tampa, Site 0001		Class- room	Teaching Lab	Study	Research Lab	Office	Aud/ Exhibition	Instruct. Media	Student Academic Support	Gym	Campus Support Services	Total NASF
<b>Space Needs by Space Type 2021-2022</b>		259,575	324,469	509,868	708,150	849,780	64,894	113,304	0	129,788	152,960	3,112,788

Board of Trustees Microsoft Teams Meeting - New Business - Action Items (Consent Agenda)

Net Space Needs from Form B		66,449	19,760	263,771	449,147	(118,273)	23,669	111,817	0	34,586	65,825	916,751
Percent of Space Needs		74.40%	93.91%	48.27%	36.57%	113.92%	63.53%	1.31%	#DIV/0!	73.35%	56.97%	70.55%
<b>3) New Projects on 2020-2021 CIP:</b>												
Proj. 1)	<b>Judy Genshaft Honors College</b>	6,875	3,670	7,375	0	11,274	14,480	0	0	0	0	43,674
	Sub Total Net Space Needs	59,574	16,090	256,396	449,147	(129,547)	9,189	111,817	-	34,586	65,825	873,077
	Sub Total Percent	77.05%	95.04%	49.71%	36.57%	115.24%	85.84%	1.31%	#DIV/0!	73.35%	56.97%	71.95%
Proj. 2)	<b>Remodel Bio-Science Facility Research Labs (BSF) (no change to space use)</b>	0	0	0	0	0	0	0	0	0	0	0
	Sub Total Net Space Needs	59,574	16,090	256,396	449,147	(129,547)	9,189	111,817	0	34,586	65,825	873,077
	Sub Total Percent	77.05%	95.04%	49.71%	36.57%	115.24%	85.84%	1.31%	#DIV/0!	73.35%	56.97%	71.95%
Proj. 3)	<b>ENR &amp; ENG Remodel (Addition, other space use unchanged)</b>	0	0	0	4,450	0	0	0	0	0	0	4,450
	Sub Total Net Space Needs	59,574	16,090	256,396	444,697	(129,547)	9,189	111,817	0	34,586	65,825	868,627
	Sub Total Percent	77.05%	95.04%	49.71%	37.20%	115.24%	85.84%	1.31%	#DIV/0!	73.35%	56.97%	72.09%
Proj. 4)	<b>Remodel to Relocate University Police (MHF)</b>	0	0	0	0	0	0	0	0	0	15,000	15,000
	Sub Total Net Space Needs	59,574	16,090	256,396	444,697	(129,547)	9,189	111,817	0	34,586	50,825	853,627
	Sub Total Percent	77.05%	95.04%	49.71%	37.20%	115.24%	85.84%	1.31%	#DIV/0!	73.35%	66.77%	72.58%
Proj. 5)	<b>Remodel to Relocate Data Center (MHA)</b>	0	0	0	0	584	0	0	0	0	400	984
	Sub Total Net Space Needs	59,574	16,090	256,396	444,697	(130,131)	9,189	111,817	0	34,586	50,425	852,643
	Sub Total Percent	77.05%	95.04%	49.71%	37.20%	115.31%	85.84%	1.31%	#DIV/0!	73.35%	67.03%	72.61%
<b>4) 2016 Projects: Cybersecurity/Data Center and Pharmacy removed. Public Safety Project converted to Renovations to Relocate University Police above. Cybersecurity/Data Center converted to Relocate Data Center Above.</b>												
Proj. 1)	<b>Interdisciplinary Science Build-Out 7th Floor</b>	0	0	0	0	0	(8,975)	0	0	0	0	(8,975)
	Sub Total Net Space Needs	59,574	16,090	256,396	444,697	(130,131)	18,164	111,817	0	34,586	50,425	861,618
	Sub Total Percent	77.05%	95.04%	49.71%	37.20%	115.31%	72.01%	1.31%	#DIV/0!	73.35%	67.03%	72.32%
Proj. 1a)	<b>Interdisciplinary Science Build-Out 7th Floor Cyber Center Lab Buildout</b>	0	0	0	1,795	(2,118)	0	0	0	0	0	(323)
	Sub Total Net Space Needs	59,574	16,090	256,396	442,902	(128,013)	18,164	111,817	0	34,586	50,425	861,941
	Sub Total Percent	77.05%	95.04%	49.71%	37.46%	115.06%	72.01%	1.31%	#DIV/0!	73.35%	67.03%	72.31%
Proj. 1b)	<b>Interdisciplinary Science Build-Out 7th Floor BME Lab Buildout</b>	0	0	0	3,407	1,304	0	0	0	0	0	4,711
	Sub Total Net Space Needs	59,574	16,090	256,396	439,495	(129,317)	18,164	111,817	0	34,586	50,425	857,230
	Sub Total Percent	77.05%	95.04%	49.71%	37.94%	115.22%	72.01%	1.31%	#DIV/0!	73.35%	67.03%	72.46%
Proj. 1c)	<b>Interdisciplinary Science Build-Out 7th Floor M.E.A.D. Lab Buildout</b>	0	0	0	2,130	295	0	0	0	0	0	2,425
	Sub Total Net Space Needs	59,574	16,090	256,396	437,365	(129,612)	18,164	111,817	0	34,586	50,425	854,805
	Sub Total Percent	77.05%	95.04%	49.71%	38.24%	115.25%	72.01%	1.31%	#DIV/0!	73.35%	67.03%	72.54%
Proj. 1d)	<b>Interdisciplinary Science Build-Out 7th Floor BME Lab (Shell)</b>	0	0	0	1,633	206	0	0	0	0	0	1,839
	Sub Total Net Space Needs	59,574	16,090	256,396	435,732	(129,818)	18,164	111,817	0	34,586	50,425	852,966
	Sub Total Percent	77.05%	95.04%	49.71%	38.47%	115.28%	72.01%	1.31%	#DIV/0!	73.35%	67.03%	72.60%
Proj. 2)	<b>Engineering Research Bldg 4</b>	4,000	9,605	16,000	70,374	5,000	0	0	0	0	0	104,979
	Sub Total Net Space Needs	55,574	6,485	240,396	365,358	(134,818)	18,164	111,817	0	34,586	50,425	747,987
	Sub Total Percent	78.59%	98.00%	52.85%	48.41%	115.87%	72.01%	1.31%	#DIV/0!	73.35%	67.03%	75.97%
Proj. 3)	<b>STEM Research/Learning Center</b>	21,460	3,500	25,000	33,500	5,000	0	0	0	0	500	88,960
	Sub Total Net Space Needs	34,114	2,985	215,396	331,858	(139,818)	18,164	111,817	0	34,586	49,925	659,027
	Sub Total Percent	86.86%	99.08%	57.75%	53.14%	116.45%	72.01%	1.31%	#DIV/0!	73.35%	67.36%	78.83%
Proj. 4)	<b>College of Medicine Center of Excellence for Diabetes &amp; Autoimmune Disorders</b>	0	0	0	27,000	12,200	0	0	0	0	0	64,200
	Sub Total Net Space Needs	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Sub Total Percent	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>5) Remodeling Projects*</b>												
Proj. 1)	<b>College of Behavioral and Community Sciences Building (MHC) Remodel</b>	0	1,894	5,299	439	115,481	0	98	0	0	1,025	124,236
	Prior to Remodel:	4,000	0	31,000	54,846	(89,846)	0	0	0	0	0	0
	Proposed Remodel:	4,000	1,894	36,299	55,285	25,635	0	98	0	0	1,025	124,236
	After Remodel:											

Board of Trustees Microsoft Teams Meeting - New Business - Action Items (Consent Agenda)

		Sub Total Net Space Needs	30,114	2,985	184,396	277,012	(49,972)	18,164	111,817	0	34,586	49,925	659,027	
		Sub Total Percent	88.40%	99.08%	63.83%	60.88%	105.88%	72.01%	1.31%	#DIV/0!	73.35%	67.36%	78.83%	
		Sub Total Unsatisfactory	0	0	0	0	53,000	0	0	0	0	0	53,000	
Proj. 2)	USF Health MDN, MDC, MDL, MDA Remodel	Prior to Remodel:	18,496	33,275	29,884	73,150	104,885	8,291	1,933	0	0	7,223	277,137	
		Proposed Remodel:	5,000	0	15,000	9,453	8,000	0	0	0	0	0	37,453	
		After Remodel:	23,496	33,275	44,884	82,603	112,885	8,291	1,933	0	0	7,223	314,590	
		Sub Total Net Space Needs	25,114	2,985	169,396	267,559	(57,972)	18,164	111,817	0	34,586	49,925	621,574	
		Sub Total Percent	90.32%	99.08%	66.78%	62.22%	106.82%	72.01%	1.31%	#DIV/0!	73.35%	67.36%	80.03%	
		Sub Total Unsatisfactory	0	0	0	0	53,000	0	0	0	0	0	53,000	
Proj. 3)	College of Arts and Science Multidisciplinary Complex (CMC) Remodel	Prior to Remodel:	6,782	4,443	0	9,216	24,330	0	0	0	0	738	45,509	
		Proposed Remodel:	1,000	0	11,500	2,500	(15,000)	0	0	0	0	0	0	
		After Remodel:	7,782	4,443	11,500	11,716	9,330	0	0	0	0	738	45,509	
		Sub Total Net Space Needs	24,114	2,985	157,896	265,059	(42,972)	18,164	111,817	0	34,586	49,925	621,574	
		Sub Total Percent	90.71%	99.08%	69.03%	62.57%	105.06%	72.01%	1.31%	#DIV/0!	73.35%	67.36%	80.03%	
		Sub Total Unsatisfactory	0	0	0	0	38,000	0	0	0	0	0	38,000	
Proj. 4)	Fine Arts Building (FAH) Remodel	Prior to Remodel:	2,675	38,748	165	0	15,782	2,405	0	0	0	0	59,775	
		Proposed Remodel:	1,000	0	7,000	0	(8,000)	0	0	0	0	0	0	
		After Remodel:	3,675	38,748	7,165	0	7,782	2,405	0	0	0	0	59,775	
		Sub Total Net Space Needs	23,114	2,985	150,896	265,059	(34,972)	18,164	111,817	0	34,586	49,925	621,574	
		Sub Total Percent	91.10%	99.08%	70.40%	62.57%	104.12%	72.01%	1.31%	#DIV/0!	73.35%	67.36%	80.03%	
		Sub Total Unsatisfactory	0	0	0	0	30,000	0	0	0	0	0	30,000	
Proj. 5)	Education Building (EDU) Remodel	Prior to Remodel:	21,172	8,395	4,868	0	41,230	0	0	0	0	0	75,665	
		Proposed Remodel:	10,000	0	25,000	0	(35,000)	0	0	0	0	0	0	
		After Remodel:	31,172	8,395	29,868	0	6,230	0	0	0	0	0	44,493	
		Sub Total Net Space Needs	13,114	2,985	125,896	265,059	28	18,164	111,817	0	34,586	49,925	621,574	
		Sub Total Percent	94.95%	99.08%	75.31%	62.57%	99.997%	72.01%	1.31%	#DIV/0!	73.35%	67.36%	80.03%	
		Sub Total Unsatisfactory	0	0	0	0	(5,000)	0	0	0	0	0	(5,000)	
Proj. 6)	College of Medicine Renovate/Remodel Medical Research Lab Facility	Prior to Remodel:	1,574	8,174	27,631	65,450	66,731	0	1,204	273	0	7,223	178,260	
		Proposed Remodel:	0	0	0	30,000	(30,000)	0	0	0	0	0	0	
		After Remodel:	1,574	8,174	27,631	95,450	36,731	0	1,204	273	0	7,223	178,260	
		Sub Total Net Space Needs	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		Sub Total Percent	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		Sub Total Unsatisfactory	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
<b>6) Renovation Projects**</b>														
Proj. 1)	N/A	Prior to Renovation:											0	
		Proposed Renovation:											0	
		After Renovation:											0	
		Sub Total Unsatisfactory	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Net Space Needs</b>			13,114	2,985	125,896	265,059	28	18,164	111,817	0	34,586	49,925	621,574	
<b>Total Percent of Net Space Needs</b>			94.95%	99.08%	75.31%	62.57%	99.997%	72.01%	1.31%	#DIV/0!	73.35%	67.36%	80.03%	
<b>Total Unsatisfactory Space</b>			0	0	0	0	(5,000)	0	0	0	0	0	0	

\* Assumes that no substantial amount of satisfactory space is being repurposed, and that the repurposed space is currently unsatisfactory, as defined by the university.

\*\* Assumes that renovations address unsatisfactory space, as defined by the university.

Definitions:		
Remodeling	f.s. 1013.01(17) - the changing of existing facilities by rearrangement of spaces and their use and includes, but is not limited to, the conversion of two classrooms to a science laboratory or the conversion of a closed plan arrangement to an open plan configuration.	
Renovation	f.s. 1013.01(18) - the rejuvenating or upgrading of existing facilities by installation or replacement of materials and equipment and includes, but is not limited to, interior or exterior reconditioning of facilities and spaces; air conditioning, heating, or ventilating equipment; fire alarm systems; emergency lighting; electrical systems; and complete roofing or roof replacement, including replacement of membrane or structure.	
Termination	to take space completely out of all space use categories.	
Demolition	to completely raze a facility.	
Total Space Inventory	sum of all eligible satisfactory and unsatisfactory E&G space.	

Board of Trustees Microsoft Teams Meeting - New Business - Action Items (Consent Agenda)

ANALYSIS OF SPACE NEEDS BY CATEGORY - FORM B REVISED		University of South Florida										
		St. Petersburg Campus without College of Marine Science										
		Net Assignable Square Feet Eligible for Fixed Capital Outlay Budgeting										
		Prepared 20-Apr-17										
Traditional FTE= 2,582												
On-Line FTE= 1,311												
TOTAL FTE= 3,893												
		Class-	Teaching		Research		Audi/	Instruct.	Student		Campus	Total
		room**	Lab**	Study	Lab	Office	Exhib.**	Media	Academic	Gym**	Support	NASF
		Support	Services									
<b>Space Needs by Space 12021-2022</b>		30,979	58,388	70,065	97,313	116,775	11,678	15,570	0	23,355	21,020	445,143
<b>1) Current Inventory as of: June 30th</b>												
A)	Satisfactory Space	46,750	22,225	41,723	11,098	91,813	1,873	2,532	-	-	7,065	225,079
B)	Total Unsatisfactory Space	0	0	0	0	4,800	0	0	0	0	0	4,800
	1) Unsatisfactory Space with No Requested Action											0
	2) Unsatisfactory Space to be Renovated/Remodeled					4,800						4,800
	3) Unsatisfactory Space to be Terminated											0
	4) Unsatisfactory Space to be Demolished											0
C)	Total Under Construction	0	0	0	0	0	0	0	1,300	0	0	1,300
	Unknown								1,300			1,300
												0
												0
												0
												0
<b>TOTAL CURRENT INVENTORY:</b>		46,750	22,225	41,723	11,098	96,613	1,873	2,532	1,300	0	7,065	231,179
<b>2) Projects Funded for Construction June 30th</b>												
												0
		0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0
												0
												0
<b>Total Funded Construction:</b>		0	0	0	0	0	0	0	0	0	0	0
<b>Plus: Total Planned Demolition</b>		0	0	0	0	0	0	0	0	0	0	0
<b>Net Space Needs</b>		(15,771)	36,163	28,342	86,215	20,162	9,805	13,038	(1,300)	23,355	13,955	213,964
<b>Percent of: Current Inventory and Funded Projects Minus Demolition Space Needs</b>		151%	38%	60%	11%	83%	16%	16%	#DIV/0!	0%	34%	52%

(\*\*Online FTE excluded from Classroom, Teaching Lab, Auditorium/Exhibition, and Gymnasium needs.)



Board of Trustees Microsoft Teams Meeting - New Business - Action Items (Consent Agenda)

University of South Florida  
2021-2022

	Class- room	Teaching Lab	Study	Research Lab	Office	Aud/ Exhibition	Instruct. Media	Student Academic Support	Gym	Campus Support Services	Total NASF
Space Needs by Space 12021-2022	30,979	58,388	70,065	97,313	116,775	11,678	15,570	0	23,355	21,020	445,143
Net Space Needs from Form B	(15,771)	36,163	28,342	86,215	20,162	9,805	13,038	(1,300)	23,355	13,955	213,964
Percent of Space Needs	150.91%	38.06%	59.55%	11.40%	82.73%	16.04%	16.26%	#DIV/0!	0.00%	33.61%	51.93%
<b>3) Projects Funded for Planning</b>											
Proj. 1)	0	0	0	0	0	0	0	0	0	0	0
Sub Total Net Space Needs	(15,771)	36,163	28,342	86,215	20,162	9,805	13,038	(1,300)	23,355	13,955	213,964
Sub Total Percent	150.91%	38.06%	59.55%	11.40%	82.73%	16.04%	16.26%	#DIV/0!	0.00%	33.61%	51.93%
Proj. 2)	0	0	0	0	0	0	0	0	0	0	0
Sub Total Net Space Needs	(15,771)	36,163	28,342	86,215	20,162	9,805	13,038	(1,300)	23,355	13,955	213,964
Sub Total Percent	150.91%	38.06%	59.55%	11.40%	82.73%	16.04%	16.26%	#DIV/0!	0.00%	33.61%	51.93%
<b>4) New Construction Projects</b>											
Proj. 1)	Oceanographic & Environmental Sciences Research & Teaching Facility										45,200
Sub Total Net Space Needs	(15,771)	15,563	23,342	70,615	18,162	7,805	13,038	(1,300)	23,355	13,955	168,764
Sub Total Percent	150.91%	73.35%	66.69%	27.44%	84.45%	33.16%	16.26%	#DIV/0!	0.00%	33.61%	62.09%
Proj. 2)	USFSP Teaching Gymnasium Facility										33,000
Sub Total Net Space Needs	(15,771)	14,063	23,342	70,615	18,162	7,805	13,038	(1,300)	355	5,455	135,764
Sub Total Percent	150.91%	75.91%	66.69%	27.44%	84.45%	33.16%	16.26%	#DIV/0!	98.48%	74.05%	69.50%
<b>5) Remodeling Projects*</b>											
Proj. 1)	Davis Hall Remodel										29,607
Prior to Remodel:	13,428	1,769	0	1,516	12,894	0	0	0	0	0	29,607
Proposed Remodel:			4,800		(4,800)						0
After Remodel:	13,428	1,769	4,800	1,516	8,094	0	0	0	0	0	29,607
Sub Total Net Space Needs	(15,771)	14,063	18,542	70,615	22,962	7,805	13,038	(1,300)	355	5,455	135,764
Sub Total Percent	150.91%	75.91%	73.54%	27.44%	80.34%	33.16%	16.26%	#DIV/0!	98.48%	74.05%	69.50%
Sub Total Unsatisfactory	0	0	0	0	0	0	0	0	0	0	0
<b>6) Renovation Projects**</b>											
Proj. 1)	Prior to Renovation:										0
Proposed Renovation:											0
After Renovation:											0
Sub Total Unsatisfactory	0	0	0	0	0	0	0	0	0	0	0
Total Net Space Needs	(15,771)	14,063	18,542	70,615	22,962	7,805	13,038	(1,300)	355	5,455	135,764
Total Percent of Net Space Needs	150.91%	75.91%	73.54%	27.44%	80.34%	33.16%	16.26%	#DIV/0!	98.48%	74.05%	69.50%
Total Unsatisfactory Space	0	0	0	0	0	0	0	0	0	0	0

\* Assumes that no substantial amount of satisfactory space is being repurposed, and that the repurposed space is currently unsatisfactory, as defined by the university.

\*\* Assumes that renovations address unsatisfactory space, as defined by the university.

Definitions:		
	Remodeling	f.s. 1013.01(17) - the changing of existing facilities by rearrangement of spaces and their use and includes, but is not limited to, the conversion of two classrooms to a science laboratory or the conversion of a closed plan arrangement to an open plan configuration.
	Renovation	f.s. 1013.01(18) - the rejuvenating or upgrading of existing facilities by installation or replacement of materials and equipment and includes, but is not limited to, interior or exterior reconditioning of facilities and spaces; air conditioning, heating, or ventilating equipment; fire alarm systems; emergency lighting; electrical systems; and complete roofing or roof replacement, including replacement of membrane or
	Termination	to take space completely out of all space use categories.
	Demolition	to completely raze a facility.
	Total Space Inventory	sum of all eligible satisfactory and unsatisfactory E&G space.

Board of Trustees Microsoft Teams Meeting - New Business - Action Items (Consent Agenda)

ANALYSIS OF SPACE NEEDS BY CATEGORY - FORM B REVISED

University of South Florida  
Sarasota Campus  
Net Assignable Square Feet Eligible for Fixed Capital Outlay Budgeting  
Prepared 20-Apr-17

Traditional FTE= 937  
On-Line FTE= 852  
TOTAL FTE= 1,790

	Class- room**	Teaching Lab**	Study	Research Lab	Office	Audi/ Exhib.**	Instruct. Media	Student Academic Support	Gym**	Campus Support Services	Total NASF
<b>Space Needs by Space Type* 2021-2022</b>	11,246	26,843	32,211	44,738	53,685	5,369	7,158	0	10,737	9,663	201,650
<b>1) Current Inventory as of: June 30th</b>											
A) Satisfactory Space	13,854	0	3,082	1,389	35,382	2,376	765	0	0	6,522	63,370
B) Total Unsatisfactory Space	0	0	0	0	0	0	0	0	0	0	0
1) Unsatisfactory Space with No Requested Action											0
2) Unsatisfactory Space to be Renovated/ Remodeled											0
3) Unsatisfactory Space to be Terminated											0
4) Unsatisfactory Space to be Demolished											0
C) Total Under Construction	0	0	0	0	0	0	0	0	0	0	0
											0
											0
											0
											0
<b>TOTAL CURRENT INVENTORY:</b>	13,854	0	3,082	1,389	35,382	2,376	765	0	0	6,522	63,370
<b>2) Projects Funded for Construction thru: June 30th</b>											
	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0
<b>Total Funded Construction:</b>	0	0	0	0	0	0	0	0	0	0	0
<b>Plus: Total Planned Demolition</b>	0	0	0	0	0	0	0	0	0	0	0
<b>Net Space Needs</b>	<b>(2,608)</b>	<b>26,843</b>	<b>29,129</b>	<b>43,349</b>	<b>18,303</b>	<b>2,993</b>	<b>6,393</b>	<b>0</b>	<b>10,737</b>	<b>3,141</b>	<b>138,280</b>
<b>Percent of: Current Inventory and Funded Projects</b>											
<u>Minus Demolition</u>	123%	0%	10%	3%	66%	44%	11%	#DIV/0!	0%	67%	31%
<u>Space Needs</u>											

(\*Online FTE excluded from Classroom, Teaching Lab, Auditorium/Exhibition, and Gymnasium needs.)

Board of Trustees Microsoft Teams Meeting - New Business - Action Items (Consent Agenda)

University of South Florida  
2021-2022

	Class- room	Teaching Lab	Study	Research Lab	Office	Aud/ Exhibition	Instruct. Media	Student Academic Support	Gym	Campus Support Services	Total NASF
Space Needs by Space Type 2021-2022	11,246	26,843	32,211	44,738	53,685	5,369	7,158	0	10,737	9,663	201,650
Net Space Needs from Form B	(2,608)	26,843	29,129	43,349	18,303	2,993	6,393	0	10,737	3,141	138,280
Percent of Space Needs	123.19%	0.00%	9.57%	3.10%	65.91%	44.25%	10.69%	#DIV/0!	0.00%	67.49%	31.43%
<b>3) Projects Funded for Planning</b>											
Proj. 1)	0	0	0	0	0	0	0	0	0	0	0
Sub Total Net Space Needs	(2,608)	26,843	29,129	43,349	18,303	2,993	6,393	0	10,737	3,141	138,280
Sub Total Percent	123.19%	0.00%	9.57%	3.10%	65.91%	44.25%	10.69%	#DIV/0!	0.00%	67.49%	31.43%
Proj. 2)	0	0	0	0	0	0	0	0	0	0	0
Sub Total Net Space Needs	(2,608)	26,843	29,129	43,349	18,303	2,993	6,393	0	10,737	3,141	138,280
Sub Total Percent	123.19%	0.00%	9.57%	3.10%	65.91%	44.25%	10.69%	#DIV/0!	0.00%	67.49%	31.43%
<b>4) New Construction Projects</b>											
Proj. 1)	USFSM Academic STEM Facility										
Sub Total Net Space Needs	(2,608)	8,293	27,529	29,349	13,703	(7)	6,393	0	10,737	2,641	96,030
Sub Total Percent	123.19%	69.11%	14.54%	34.40%	74.48%	100.13%	10.69%	#DIV/0!	0.00%	72.67%	52.38%
Proj. 2)	0	0	0	0	0	0	0	0	0	0	0
Sub Total Net Space Needs	(2,608)	8,293	27,529	29,349	13,703	(7)	6,393	0	10,737	2,641	96,030
Sub Total Percent	123.19%	69.11%	14.54%	34.40%	74.48%	100.13%	10.69%	#DIV/0!	0.00%	72.67%	52.38%
<b>5) Remodeling Projects*</b>											
Proj. 1)	Prior to Remodel:										
	Proposed Remodel:										
	After Remodel:										
Sub Total Net Space Needs	(2,608)	8,293	27,529	29,349	13,703	(7)	6,393	0	10,737	2,641	96,030
Sub Total Percent	123.19%	69.11%	14.54%	34.40%	74.48%	100.13%	10.69%	#DIV/0!	0.00%	72.67%	52.38%
Sub Total Unsatisfactory	0	0	0	0	0	0	0	0	0	0	0
<b>6) Renovation Projects**</b>											
Proj. 1)											
Sub Total Unsatisfactory	0	0	0	0	0	0	0	0	0	0	0
Total Net Space Needs	(2,608)	8,293	27,529	29,349	13,703	(7)	6,393	0	10,737	2,641	96,030
Total Percent of Net Space Needs	123.19%	69.11%	14.54%	34.40%	74.48%	100.13%	10.69%	#DIV/0!	0.00%	72.67%	52.38%
Total Unsatisfactory Space	0	0	0	0	0	0	0	0	0	0	0

\* Assumes that no substantial amount of satisfactory space is being repurposed, and that the repurposed space is currently unsatisfactory, as defined by the university.

\*\* Assumes that renovations address unsatisfactory space, as defined by the university.

Definitions:		
Remodeling	f.s. 1013.01(17) - the changing of existing facilities by rearrangement of spaces and their use and includes, but is not limited to, the conversion of two classrooms to a science laboratory or the conversion of a closed plan arrangement to an open plan	
Renovation	f.s. 1013.01(18) - the rejuvenating or upgrading of existing facilities by installation or replacement of materials and equipment and includes, but is not limited to, interior or exterior reconditioning of facilities and spaces; air conditioning, heating, or ventilating equipment; fire alarm systems; emergency lighting; electrical systems; and complete roofing or roof replacement, including replacement of membrane or structure.	
Termination	to take space completely out of all space use categories.	
Demolition	to completely raze a facility.	
Total Space Inventory	sum of all eligible satisfactory and unsatisfactory E&G space.	




# Supplemental Educational Plant Survey Approval Request

**Christopher G. Duffy**  
Interim Vice President, Administrative Services  
May 14, 2020



UNIVERSITY of  
**SOUTH FLORIDA**  
Office of Administrative Services

# Objectives

-  What is an “Educational Plant Survey” (EPS)?
-  EPS role in the capital planning process
-  New projects put into the process

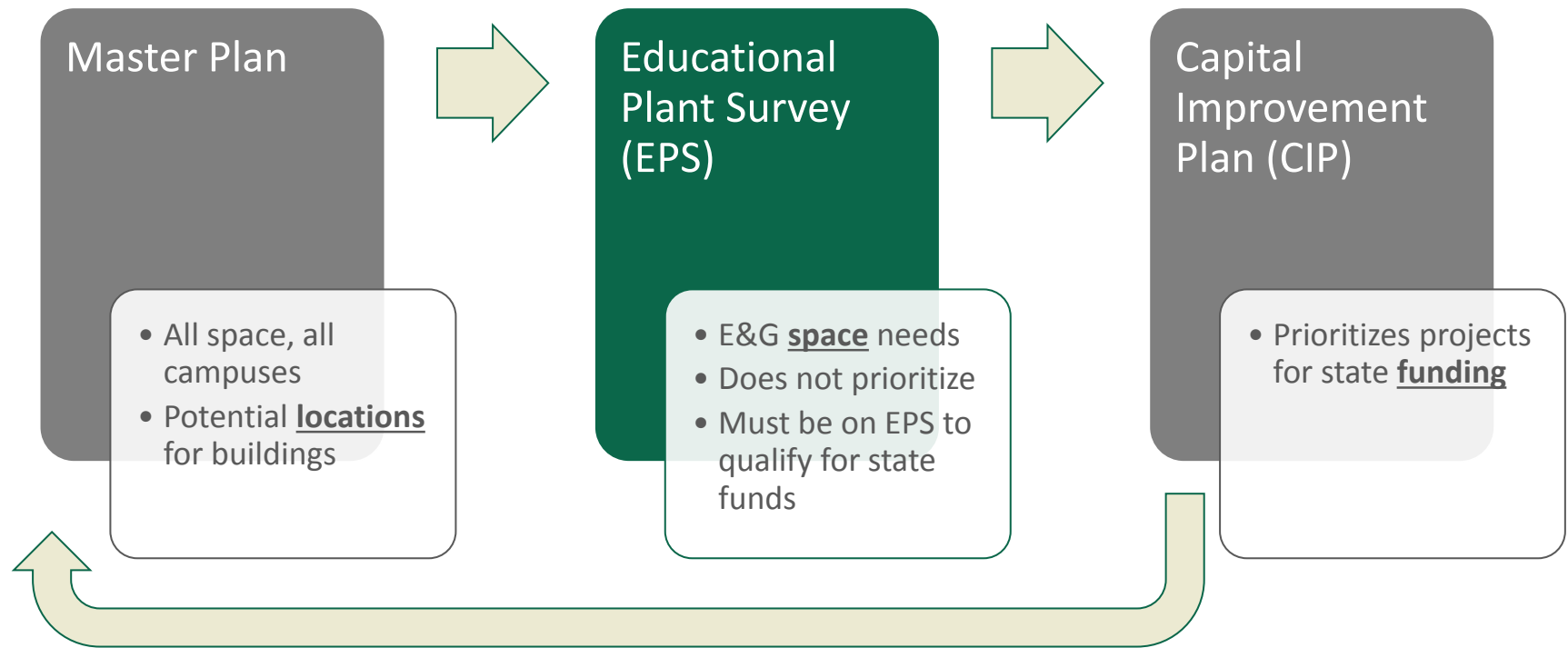
# What is an Educational Plant Survey?



BOG team conducts an **Educational Plant Survey (EPS)** to validate space profiles and identify space needs.

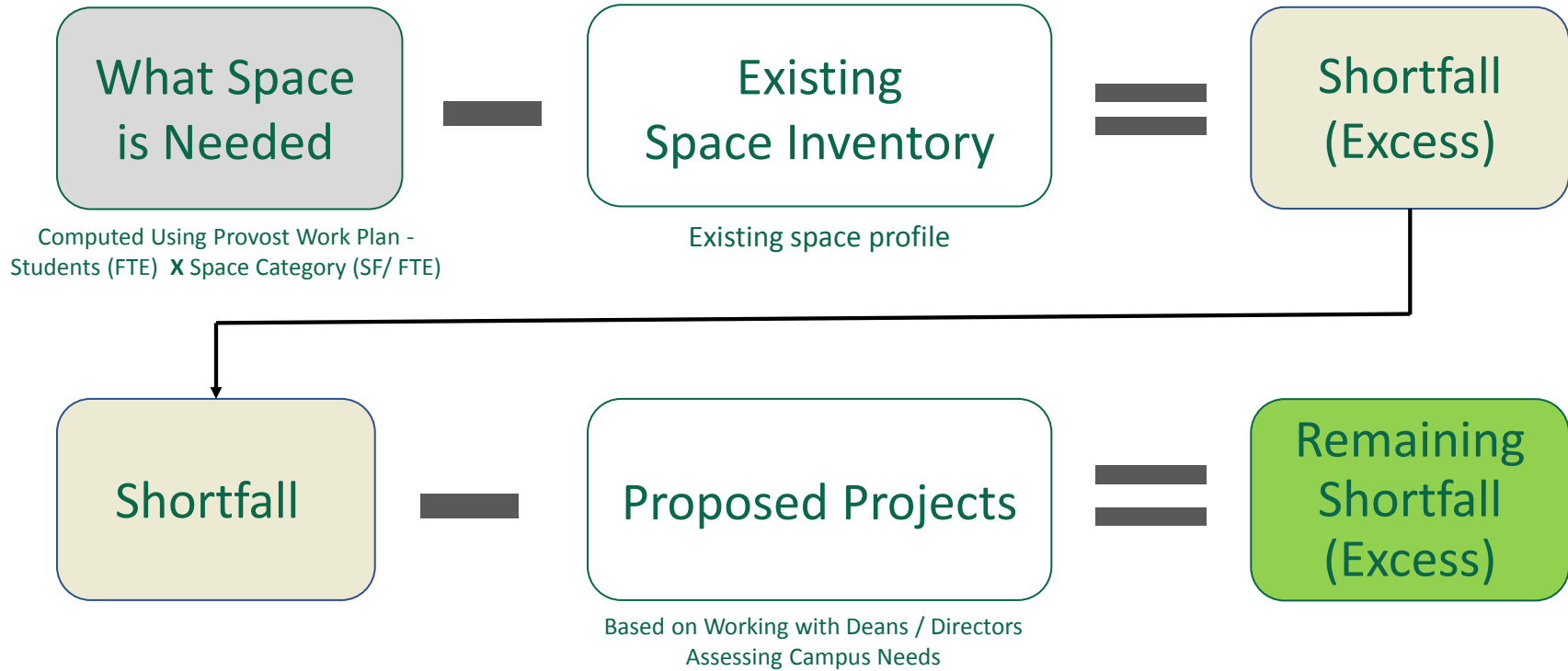
- Performed every 5 years at all SUS institutions
- Two Part process
  - Validation: BOG team walks the campus and validates changes to space profile that occurred since the previous EPS
  - Needs Assessment: All E&G units (Academic and Support) brief their major project (> \$2M) requirements and projects are added to the appropriate category (New, Renovation/Remodel, or Demolition)
- Allows BOG to exercise oversight over campus building needs
- BOG approved current USF survey on June 22, 2017

# EPS in the Capital Improvement Process



Rev. May 11, 2020

# EPS Calculations



Rev. May 11, 2020



# Example of Analysis

Needed Space Based on FTE

	Class-room	Teaching Lab	Study	Research Lab	Office	Aud/Exhibition	Instruct. Media	Student Academic Support	Gym	Campus Support Services	Total NASF
<b>Space Needs by Space Type 2011-12*</b>	18,378	6,536	57,903	4,865	52,514	4,914	819	983	0	7,346	154,258

**Less:**

1) **Current Inventory as of June, 2004**

A) Satisfactory Space	2,846	597	13,364	0	8,986	0	1,121	0	0	8,189	35,103
B) Unsatisfactory Space to be Remodeled	0	0	0	0	0	0	0	0	0	0	0
C) Unsatisfactory Space to be Demolished/Terminated	0	0	0	0	0	0	0	0	0	0	0
D) Total Under Construction	0	0	0	0	0	0	0	0	0	0	0
<b>Total Current Inventory</b>	<b>2,846</b>	<b>597</b>	<b>13,364</b>	<b>0</b>	<b>8,986</b>	<b>0</b>	<b>1,121</b>	<b>0</b>	<b>0</b>	<b>8,189</b>	<b>35,103</b>

2) **Projects Funded for Construction thru 2005**

<b>Total Funded Construction</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
----------------------------------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------

<b>Plus: Planned Demolition</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
---------------------------------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------

<b>Net Space Needs</b>	<b>15,532</b>	<b>5,939</b>	<b>44,539</b>	<b>4,865</b>	<b>43,528</b>	<b>4,914</b>	<b>(302)</b>	<b>983</b>	<b>0</b>	<b>(843)</b>	<b>119,155</b>
------------------------	---------------	--------------	---------------	--------------	---------------	--------------	--------------	------------	----------	--------------	----------------

Percent of:

Current Inventory and Funded Projects Minus Demolition Space Needs	15%	9%	23%	0%	17%	0%	137%	0%	0%	111%	23%
---	-----	----	-----	----	-----	----	------	----	----	------	-----

# Example of Analysis

Current Inventory  
Sorted by Condition & Type

	Class- room	Teaching Lab	Study	Research Lab	Office	Aud/ Exhibition	Instruct. Media	Student Academic Support	Gym	Campus Support Services	Total NASF
<b>Current Inventory by Space Type 2011-12*</b>	18,378	6,536	57,903	4,865	52,514	4,914	819	983	0	7,346	154,258
<b>Less:</b>											
1) <b>Current Inventory as of June, 2004</b>											
A) Satisfactory Space	2,846	597	13,364	0	8,986	0	1,121	0	0	8,189	35,103
B) Unsatisfactory Space to be Remodeled	0	0	0	0	0	0	0	0	0	0	0
C) Unsatisfactory Space to be Demolished/Terminated	0	0	0	0	0	0	0	0	0	0	0
D) Total Under Construction	0	0	0	0	0	0	0	0	0	0	0
<b>Total Current Inventory</b>	<b>2,846</b>	<b>597</b>	<b>13,364</b>	<b>0</b>	<b>8,986</b>	<b>0</b>	<b>1,121</b>	<b>0</b>	<b>0</b>	<b>8,189</b>	<b>35,103</b>
2) <b>Projects Funded for Construction thru 2005</b>											
<b>Total Funded Construction</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Plus: Planned Demolition</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Space Needs</b>	<b>15,532</b>	<b>5,939</b>	<b>44,539</b>	<b>4,865</b>	<b>43,528</b>	<b>4,914</b>	<b>(302)</b>	<b>983</b>	<b>0</b>	<b>(843)</b>	<b>119,155</b>
<b>Percent of:</b>											
$\frac{\text{Current Inventory and Funded Projects Minus Demolition}}{\text{Space Needs}}$	15%	9%	23%	0%	17%	0%	137%	0%	0%	111%	23%

Rev. May 11, 2020



# Example of Analysis

	Class- room	Teaching Lab	Study	Research Lab	Office	Aud/ Exhibition	Instruct. Media	Student Academic Support	Gym	Campus Support Services	Total NASF
<b>Space Needs by Space Type 2011-12*</b>	18,378	6,536	57,903	4,865	52,514	4,914	819	983	0	7,346	154,258
<b>Less:</b>											
1) <b>Current Inventory as of June, 2004</b>											
A) Satisfactory Space	2,846	597	13,364	0	8,986	0	1,121	0	0	8,189	35,103
B) Unsatisfactory Space to be Remodeled	0	0	0	0	0	0	0	0	0	0	0
C) Unsatisfactory Space to be Demolished/Terminated	0	0	0	0	0	0	0	0	0	0	0
D) Total Under Construction	0	0	0	0	0	0	0	0	0	0	0
<b>Total Current Inventory</b>	<b>2,846</b>	<b>597</b>	<b>13,364</b>	<b>0</b>	<b>8,986</b>	<b>0</b>	<b>1,121</b>	<b>0</b>	<b>0</b>	<b>8,189</b>	<b>35,103</b>
2) <b>Projects Funded for Construction thru 2005</b>											
Total Funded Construction	0	0	0	0	0	0	0	0	0	0	0
Total Demolition	0	0	0	0	0	0	0	0	0	0	0
<b>Net Space Needs</b>	<b>15,532</b>	<b>5,939</b>	<b>44,539</b>	<b>4,865</b>	<b>43,528</b>	<b>4,914</b>	<b>(302)</b>	<b>983</b>	<b>0</b>	<b>(843)</b>	<b>119,155</b>
Percent of:											
Current Inventory and Funded Projects Minus Demolition	15%	9%	23%	0%	17%	0%	137%	0%	0%	111%	23%
Space Needs											

Current Shortfall  
(Excess)

Rev. May 11, 2020



# Example of Analysis

Current Shortfall  
(Excess)

	Class- room	Teaching Lab	Study	Research Lab	Office	Aud/ Exhibition	Instruct. Media	Student Academic Support	Gym	Campus Support Services	Total NASF
<b>Space Needs by Space Type 2011-12</b>	18,378	6,536	57,903	4,865	52,514	4,914	819	983	0	7,346	154,258
<b>Net Space Needs from Form B</b>	15,532	5,939	44,539	4,865	43,528	4,914	(302)	983	0	(843)	119,155
<b>Percent of Space Needs</b>	<b>15%</b>	<b>9%</b>	<b>23%</b>	<b>0%</b>	<b>17%</b>	<b>0%</b>	<b>137%</b>	<b>0%</b>	<b>0%</b>	<b>111%</b>	<b>23%</b>

3) Projects Funded for Planning thru 2002-2003

Proj. 1) Academic Facility	12,650	4,930	9,336	0	33,127	2,750	0	750	0	750	64,293
Sub Total Net Space Needs	2,882	1,009	35,203	4,865	10,401	2,164	(302)	233	0	(1,593)	54,862
Sub Total Percent	84%	85%	39%	0%	80%	56%	137%	76%	0%	122%	64%

4) 2006-07 CIP Projects

Total Net Space Needs	2,882	1,009	35,203	4,865	10,401	2,164	(302)	233	0	(1,593)	54,862
Total Percent of Net Space Needs	84%	85%	39%	0%	80%	56%	137%	76%	0%	122%	64%

# Example of Analysis

Proposed Projects

	Class- room	Teaching Lab	Study	Research Lab	Office	Aud/ Exhibition	Instruct. Media	Student Academic Support	Gym	Campus Support Services	Total NASF
Space Type 2011-12	18,378	6,536	57,903	4,865	52,514	4,914	819	983	0	7,346	154,258
Needs from Form B	15,532	5,939	44,539	4,865	43,528	4,914	(302)	983	0	(843)	119,155
Percent of Space Needs	15%	9%	23%	0%	17%	0%	137%	0%	0%	111%	23%
3) Projects Funded for Planning thru 2002-2003											
Proj. 1) Academic Facility	12,650	4,930	9,336	0	33,127	2,750	0	750	0	750	64,293
Sub Total Net Space Needs	2,882	1,009	35,203	4,865	10,401	2,164	(302)	233	0	(1,593)	54,862
Sub Total Percent	84%	85%	39%	0%	80%	56%	137%	76%	0%	122%	64%
4) 2006-07 CIP Projects											
Total Net Space Needs	2,882	1,009	35,203	4,865	10,401	2,164	(302)	233	0	(1,593)	54,862
Total Percent of Net Space Needs	84%	85%	39%	0%	80%	56%	137%	76%	0%	122%	64%

# Example of Analysis

	Class-room	Teaching Lab	Study	Research Lab	Office	Aud/Exhibition	Instruct. Media	Student Academic Support	Gym	Campus Support Services	Total NASF
<b>Space Needs by Space Type 2011-12</b>	18,378	6,536	57,903	4,865	52,514	4,914	819	983	0	7,346	154,258
<b>Net Space Needs from Form B</b>	15,532	5,939	44,539	4,865	43,528	4,914	(302)	983	0	(843)	119,155
<b>Percent of Space Needs</b>	15%	9%	23%	0%	17%	0%	137%	0%	0%	111%	23%

3) Projects Funded for Planning thru 2002-2003

Project Academic Facility	12,650	4,930	9,336	0	33,127	2,750	0	750	0	750	64,293
Sub Total Net Space Needs	2,882	1,009	35,203	4,865	10,401	2,164	(302)	233	0	(1,593)	54,862
Sub Total Percent	84%	85%	39%	0%	80%	56%	137%	76%	0%	122%	64%




Projects

Total Net Space Needs	2,882	1,009	35,203	4,865	10,401	2,164	(302)	233	0	(1,593)	54,862
Total Percent of Net Space Needs	84%	85%	39%	0%	80%	56%	137%	76%	0%	122%	64%

Remaining Shortfall (Excess)

# Supplemental Educational Plant Survey

## Why is this important?

-  Projects must be on the **Educational Plant Survey (EPS)** to qualify for first-year **STATE FUNDING**.
-  The BOG made changes to the PECO scoring model, this Supplemental EPS allows us to **react to those changes**.
-  Necessary to **Remove, Modify, and/or Add** projects to create a new Executive Summary and supporting “Form B” documents.

Rev. May 11, 2020

## Supplemental Educational Plant Survey **Tampa Campus Updates**

### **MODIFIED**

- MHF Remodel to Relocate University Police
  - Moved to Remodel/Renovation Category from New Construction Category
- MHA Remodel to Relocate Data Center
  - Moved to Remodel/Renovation Category from New Construction Category

### **ADDED**

- Judy Genshaft Honors College Building
  - Added to New Construction Category
- BSF Bio-Science Facility Remodel Project
  - Added to Remodel/Renovation Category
- ENR and ENG Remodel
  - Added to Remodel/Renovation Category



# Supplemental Educational Plant Survey

## Regional Campus Updates

### Sarasota/Manatee Campus

- No Changes

### St. Petersburg Campus

#### MODIFIED

- Oceanographic & Environmental Sciences (OES) Research & Teaching Facility
  - Replaces the STEM Research/Teaching Facility in the New Construction Category.

#### ADDED

- MSL Partial Remodel of Marine Science Laboratory Building
  - Added to the Projects Based on Exception Procedure Category and is a companion project to above OES Project.

### USF Health Downtown Tampa Campus

#### MODIFIED

- USF Health Pharmacy Remodel
  - Added to Remodel/Renovation Category and moves Pharmacy from a standalone new building to infill of shell space in the MCOM+HI building.

Rev. May 11, 2020



## Supplemental Educational Plant Survey Key Takeaway



A Supplemental Educational Plant Survey serves **ONLY** to allow the Board of Governors to gain assurance that when a project subsequently appears on the Capital Improvement Plan, because it the project was subjected to the Educational Plant Survey process, it is needed space in light of current enrollments and the existing campus space.



It **DOES NOT** create or signal priorities of the university nor does it allow any expenditures of any funds without further approval of the Board.

## Supplemental Educational Plant Survey

### The Ask...

- BOG Facilities Team approved Supplemental EPS (May 5, 2020)
- ACE approval of Supplemental EPS (May 14, 2020)
- BOT approval of Supplemental EPS (June 2, 2020)
- BOG approval of Supplemental EPS (June 23, 2020)



Approval of this Supplemental EPS will allow USF to qualify for first-year funding consideration, by the BOG, of any projects selected on the Capital Improvement Plan (CIP).

**Agenda Item: FL 111**

**USF Board of Trustees**  
June 2, 2020

**Issue:** Direct Support Organization (DSO) Bylaws Update

---

**Proposed action:** Approve USF Institute of Applied Engineering (IAE) Bylaws Revisions

---

**Executive summary:**

Per USF System Regulation 13.002, the USF Board of Trustees must approve all revisions to DSO bylaws.

The USF Board of Trustees directed that all USF DSOs set a maximum number of Directors on their Boards. The USF IAE Board's Governance committee took this opportunity to perform a comprehensive review of its bylaws. After careful deliberation, the committee recommended to set the maximum number of Board Directors at thirteen (13) to support its oversight responsibilities. In addition, the committee also recommended removing language from its bylaws stating that USF IAE employees shall not be considered employees of USF or the State of Florida by virtue of such employment. The fact of the matter is, as permitted under Florida Statute 1004.28, all USF IAE employees are employees of USF. The original language caused confusion within and outside USF on this matter. For example, it casted doubt on the eligibility of USF IAE employees for such things as USF-procured software licenses and insurance coverage administered by the State Risk Management Trust Fund. USF IAE's financial auditors also recommended removal of the language.

At its April meeting, USF IAE's Board of Directors unanimously approved changes to its bylaws to address these issues, and requesting the USF Board of Trustees Governance Committee and full Board review and approve.

**Financial Impact:** No financial impact

---

**Strategic Goal(s) Item Supports:** The Institute supports all four goals of the USF Strategic Plan  
**BOT Committee Review Date:** 5/14/2020

**Supporting Documentation Online (please circle):**      Yes                      No

**Prepared by:** Eric Forsyth

**BYLAWS  
OF  
UNIVERSITY OF SOUTH FLORIDA  
INSTITUTE OF APPLIED ENGINEERING, INCORPORATED  
(a Florida Corporation Not For Profit and a University Direct Support Organization  
of the University of South Florida)**

**ARTICLE I**

**Name and Address**

The name of this corporation is University of South Florida Institute of Applied Engineering, Incorporated (the “Corporation”). The principal office and mailing address of the Corporation shall be University of South Florida College of Engineering, 4202 East Fowler Avenue, Tampa, Hillsborough County, Florida 33620.

**ARTICLE II**

**Purposes and Powers**

**SECTION 1. Purposes and Powers.**

The Corporation is organized as (i) a corporation not for profit under Chapter 617, Florida Statutes, and (ii) a university direct-support organization under Section 1004.28, Florida Statutes, Florida Board of Governors Regulations 1.001(8)(b) and 9.011, and University of South Florida Regulation 13.002, and corresponding provisions of any subsequent laws or regulations. The Corporation is organized and shall be operated exclusively for charitable, scientific and educational purposes and not for pecuniary profit, and exclusively

for the support and benefit of the University of South Florida (the “University” or “USF”) including without limitation the USF College of Engineering (“COE”). The Corporation shall possess all of the powers and authority as are now or may hereafter be granted to corporations not for profit and university direct-support organizations under the laws of the State of Florida. Pursuant to the Corporation’s operations and activities exclusively for the support and benefit of the University, the specific purposes for which the Corporation is organized shall include but not be limited to the following:

- A. The Corporation is organized and operated to provide applied engineering solutions to the United States Federal government as well as other State, County, and Municipal governments and industry. A distinguishing feature of the Corporation, compared to other USF direct support organizations, is that it will predominantly provide these solutions through contracts subject to Federal Acquisition Regulation Sub-Part 31.2, Contracts with Commercial Organizations. Further, these solutions, which include both products and services, will come from, but not be limited to, the fields of Electrical, Mechanical, Aerospace, Chemical, Material Science, Computer Science, Civil & Environmental, Industrial & Management Systems, and Bio-Medical Engineering. Through this, the Corporation will enhance scientific research and educational opportunities for the University and community while attracting new technology-focused industries to the local geographic area. As such, the Corporation will further promote, stimulate, develop and advance the business prosperity and economic welfare and diversity of the State of Florida (the "State") and its residents.

**SECTION 2. Limitations on Purposes and Powers.**

- A. All the assets and earnings of the Corporation shall be used exclusively for the exempt purposes hereinabove set forth, including the payment of expenses incidental thereto. No part of the net earnings of the Corporation shall inure to the benefit of any member, director, or officer of the Corporation, or any other

private individual, and no member, director, or officer of the Corporation or any private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the Corporation.

- B. No substantial part of the activities of the Corporation shall be the carrying on of a program of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- C. The Corporation shall not have the power to convey, lease, pledge, or otherwise encumber assets owned by the State of Florida or the University. The Corporation shall have sole responsibility for the acts, debts, liabilities, and obligations of the Corporation in accordance with Florida law.
- D. The Corporation does not have the power to issue stock or pay dividends, and the private property of the members, directors, and officers shall not be liable for the debts of the Corporation.
- E. The Corporation shall not have the power to conduct any activities not permitted by applicable laws including without limitation the Internal Revenue Code and pertinent Treasury Regulations (or corresponding provisions of any subsequent revenue laws) (hereinafter the “Code”).
- F. The University’s President shall retain the ability, powers, and duties to: monitor and control the use of University resources and the University name by the Corporation; assure that the Corporation’s activities are consistent with and supportive of the mission of the University; monitor compliance of the Corporation with federal and state laws and applicable rules, regulations and policies; approve salary supplements and other compensation or benefits paid to University faculty and staff from the Corporation’s assets, consistent with applicable policies; approve salaries, benefits, and other compensation paid to

employees of the Corporation, consistent with applicable policies; and otherwise supervise the Corporation as provided by Florida Board of Governors Regulations 9.011, University of South Florida Regulations 13.002, and provisions of any subsequent laws, regulations, and University policies and internal management memoranda.

**SECTION 3. Special Duties as a University Direct Support Corporation.**

The Corporation shall comply with all requirements and perform all duties which are necessary to maintain approval and certification of the Corporation as a university direct support organization under Section 1004.28, Florida Statutes, Florida Board of Governors Regulation 9.011, and University of South Florida Regulation 13.002, and corresponding provisions of any subsequent laws or regulations. Without limiting the foregoing:

- A. The Corporation shall comply with all conditions established by the Florida Board of Governors and the USF Board of Trustees in order to be approved and certified and to use property, facilities, or personal services at the University.
- B. The Corporation shall comply with all such additional conditions, controls and requirements as the Florida Board of Governors and the USF Board of Trustees deems appropriate to provide for budget and audit review and oversight.
- C. The Corporation's Executive Director shall report to the University's President (or designee) in compliance with Florida Board of Governors Regulation 9.011(2).
- D. The Corporation shall prepare an operating budget at least annually which, upon approval by the Corporation's Board of Directors, shall be submitted for approval by the USF Board of Trustees or designee. Significant changes in planned expenditures in the approved budget must be reported by the Corporation to the USF Board of Trustees or designee as soon as practicable but no later than the deadline established by the USF Board of Trustees. The Corporation may provide any salary supplements and other compensation or benefits for University faculty and staff employees only as set forth in the



Corporation's budget and subject to approval by the University's President.

- E. The Corporation shall provide for an annual audit conducted pursuant to the University's regulations or policies. The annual audit report shall be submitted by the Corporation to the USF Board of Trustees or designee, the Florida Board of Governors, and the Florida Auditor General for review. The USF Board of Trustees or designee, the Florida Board of Governors, the Florida Auditor General, and the Florida Office of Program and Policy Analysis and Governmental Accountability may require and receive any records relative to the operation of the Corporation from the Corporation or its independent auditors.
- F. The Corporation shall submit its federal Internal Revenue Service application for Recognition of Exemption form (Form 1023) and its federal Internal Revenue Service Return of Organization Exempt for Income Tax form (Form 990) to the USF Board of Trustees or designee at the times required by the applicable regulation or policy of the USF Board of Trustees.
- G. In the event of the Corporation's decertification by the USF Board of Trustees, the Corporation shall provide an accounting of its assets and liabilities to the USF Board of Trustees or designee, and take such reasonable action as is necessary to secure the return of all University property and facilities as requested by the University.

### **ARTICLE III**

#### **Membership**

The sole member of the Corporation shall be the USF Board of Trustees, a public body corporate of the State of Florida, acting for and on behalf of the University (the "Member."). The Member of the Corporation shall have no voting rights as member of the Corporation.

## ARTICLE IV

### **Board of Directors**

#### **SECTION 1. Powers and Duties**

- A. The Board of Directors (the “Board”) shall be the governing body of the Corporation exercising supervisory control over the operation, maintenance, and governance of the Corporation in accordance with applicable laws and regulations.
- B. The Board shall have the powers, duties and responsibilities vested in the board of directors of a Florida not for profit and university direct support organization under applicable Florida laws and regulations.
- C. The maximum number of directors serving on the Board is up to thirteen (13).

#### **SECTION 2. Qualification and Compensation of the Board of Directors**

The property, affairs, business, funds and operations of the Corporation shall be managed, supervised and controlled by the Board, subject to applicable law and regulations, the limitations contained in the Corporation’s Articles of Incorporation and Bylaws, and the powers and duties reserved to the University’s President and the USF Board of Trustees. The members of the Board shall serve in such capacity without compensation. The Board shall carry out the purposes of the Corporation in compliance with the Articles of Incorporation and these Bylaws. The Board shall include the incumbent holders of the following named offices and persons from the following named classes

- A. One (1) Director shall be a person who is selected and appointed to the Board by the Chairperson of the USF Board of Trustees in accordance with Section 1004.28, Florida Statutes.
- B. One (1) Director shall be a person who is nominated to the Board by the University’s President as the President's representative.
- C. A minimum of four (4), up to a maximum of eleven (11), to include non-USF employees, who are each nominated to the Board by the USF Dean, College of

Engineering or his/her designee.

While the University President and USF Dean, College of Engineering, shall nominate members to the Board of Directors, all Board members shall be approved and formally appointed by the USF Board of Trustees.

Except as may be otherwise provided in the Articles and these Bylaws, Directors shall serve a term of three (3) years and may be reappointed. Directors shall be removed in accordance with the procedure provided in the Bylaws; provided, the Director who is appointed to the Board by the Chairperson of the USF Board of Trustees may be removed only by action of the Chairperson of the USF Board of Trustees.

**SECTION 3. Removal and Resignation of Directors.**

Directors may be removed by the University's President in his/her sole discretion; provided, the Director who is appointed to the Board by the Chairperson of the USF Board of Trustees may be removed only by action of the Chairperson of the USF Board of Trustees. Any Director may resign at any time by giving written notice to the Board. Any such resignation shall take effect at the time specified therein or, if no time is specified therein, upon its acceptance by the Board.

**SECTION 4. Conflict of Interest**

The Board shall adopt and keep in full force and effect a substantial conflict of interest policy for its Directors and principle officers in accordance with the rules and regulations of the Internal Revenue Service applicable to tax exempt organizations.

## ARTICLE V

### Officers

#### SECTION 1. Officers of the Board of Directors

The officers of the Board shall consist of a Chairperson, a Vice-Chairperson and such other officers as the Board may provide by resolution. All of said officers shall be elected by the Board from the membership of the Board. The same person may not hold more than one office on the Board.

Chairperson: The Chairperson shall:

- A. Exercise overall supervision of Board affairs and preside at meetings of the Board.
- B. Provide leadership to the Board and its committees in formulating, developing and evaluating the Corporation's policies and goals;
- C. Appoint special committees from time to time for the sole purpose of advising the Chairperson on such matters as may be deemed necessary and appropriate at the time;
- D. Develop, coordinate, and supervise all operating policies and procedures of and for the Board; and
- E. Submit all information and reports to the University's President as required by Florida Board of Governors Regulation 9.011 and University of South Florida Regulation 13.002.
- F. Perform all the duties incident to his/her office and such other duties as may be designated by the University's President or the Board.

Vice-Chairperson: The Vice-Chairperson shall:

- A. In the absence of the Chairperson, preside at meetings of the Board. The Vice Chairperson shall vote in the decisions and actions of the Board.
- B. Perform such duties as may be designated by the Chairperson or the Board.

**SECTION 2. Officers of the Corporation**

The officers of the Corporation shall consist of a President/Chief Executive Officer (CEO), Secretary, Treasurer and such other positions as from time to time are elected or appointed by the Board. The Secretary and Treasurer positions may be held by the same person. The individual who serves as the USF Dean, College of Engineering or his/her designee shall be the Corporation President/CEO. All other officers shall hold office until the next annual meeting of the Board or until their successors are elected or appointed by the Board.

President/CEO: The President/CEO is the direct representative of the Board in the management of the Corporation. The President/CEO's duties shall include, but not be limited to, the following:

- A. Direct and oversee performance of the Corporation.
- B. Sign written instruments of the Corporation except as the Board shall provide otherwise;
- C. Control the budget and funds of the Corporation;
- D. Prepare annual operating and capital budgets; develop performance reports comparing actual operations with approved budgets; and submit reports on the financial condition of the Corporation to the Board at its regular meetings;
- E. Create and supervise the Corporation's administrative management structure and staff; and
- F. Perform all the duties incident to his/her office and such other duties as may be designated by the Chairperson or the Board.

Secretary: The Board shall appoint an individual to serve as the Secretary. The Secretary shall:

- A. Keep accurate records of attendance, votes, and minutes of all proceedings of the Board.
- B. Ensure that a quorum of Directors is present to conduct Board meetings;

- C. Have charge of and affix the corporate seal to instruments as appropriate.
- D. Have charge of all official records of the Corporation that shall be at all reasonable times open to the inspection of any Director; and
- E. Perform all the duties incident to his/her office and such other duties as may be designated by the Chairperson or the Board.

Treasurer The Board shall appoint an individual to serve as the Treasurer. The Treasurer shall:

- A. Support the President/CEO in controlling the budget and funds of the Corporation;
- B. Support the President/CEO in preparing annual operating and capital budgets; developing performance reports comparing actual operations with approved budgets; and submitting reports on the financial condition of the Corporation to the Board at its regular meetings;
- C. Receive and keep the funds of the Corporation and pay out the same only in accordance with the guidelines established by the Board;
- D. Deposit all monies, checks and other credits to the account of the Corporation in such bank or banks or other depositories as the Board may designate;
- E. Review all receipts and vouchers for payment made to and all vouchers and checks made by the Corporation and shall regularly maintain a full and accurate account of all funds received and paid out by the Corporation;
- F. Render to the Board an account and statement of the Treasurer's actions at the annual meeting of the Board and at such other times as the Board may determine;
- G. At all reasonable times exhibit the Treasurer's books and accounts to any Director of the Board;
- H. Perform all the duties incident to his/her office and such other duties as may be designated by the Chairperson or the Board.

**SECTION 3. Resignation and Removal**

Any officer of the Corporation may resign at any time by giving written notice to the

Chairperson or the Secretary. Any such resignation shall take effect at the time specified in the notice, or, if no time is specified therein, upon its acceptance by the Chairperson or the Board. The Chairperson or the Board may, with or without cause, remove from office any officer or agent of the Corporation except the Corporation President/CEO. The University President may, with or without cause, remove from office the Corporation President/CEO. The Chairperson or the Board shall have authority to make appointments to fill vacancies in officer positions, subject to the provisions of these Bylaws.

## ARTICLE VI

### **Meetings of the Board of Directors and its Committees**

#### **SECTION 1. Regular Meetings.**

The Board shall hold regular meetings as called by the Chairperson. One regular meeting of the Board, to be held in October of each year, shall be designated the annual meeting of the Board for the purpose of electing officers as applicable, appointing new committee members as applicable, and the transaction of other business. The Chairperson and the chairpersons of other committees shall fix the time and place of regular meetings of such Board or committee, respectively.

#### **SECTION 2. Special Meetings.**

The Chairperson and the chairpersons of other committees shall have authority to call special meetings of such Board or committee respectively whenever he/she deems necessary or desirable. In addition, the Chairperson and the chairpersons of other committees shall call a special meeting whenever requested in writing to do so by a majority of the members of the Board or other committee.

#### **SECTION 3. Participation in Meetings by Telephone.**

Members of the Board and other committees may participate in meetings of the Board and other committees by means of a conference telephone or similar communications

equipment by which all persons participating can hear each other at the same time, and participation by such means shall constitute presence in person at such meeting.

**SECTION 4. Notice, Agendas and Minutes.**

- A. Unless waived as provided by law, written notice of the place, date, time, and purpose of regular Board and committee meetings shall be given to each member thereof by personal delivery, mail, facsimile, telegram or email at least one (1) day prior to said meetings, and similar notice of any special meetings shall be given to all Board or committee members as soon as practicable prior to said meetings. Either a regular or special meeting may be held without notice if all Board or committee members waive, in writing, the right to receive notice. Notice of a meeting need not be given to any member who signs a waiver of notice either before or after the meeting. Attendance of any Board or committee member at any meeting shall be deemed a waiver of notice of such meeting and a waiver of any and all objections to the place of the meeting, the time of the meeting, or the manner in which it has been called or convened, except when a member states at the beginning of the meeting or promptly upon arrival at the meeting, any objection to the transaction of affairs because the meeting is not lawfully called or convened.
- B. The Chairperson of the Board and the chairpersons of other committees may elect to provide notices of Board and committee meetings to individuals other than members of such Board or committee, respectively. The Chairperson shall provide notices of all Board meetings to the USF Chief Financial Officer who shall have the right to attend all meetings of the Board.
- C. A written agenda of the matters to be considered at a Board or committee meeting shall be delivered to members thereof prior to such meeting, provided, however, that Board and committee proceedings shall not be limited to matters set forth in such agenda.
- D. Written minutes of the proceedings of the Board and committees shall be maintained and all actions taken at Board and committee meetings shall be properly



recorded in the minutes. Minutes shall, where reasonably possible, be delivered to the members of the Board or committee in advance of its next scheduled meeting.

**SECTION 5. Quorum and Voting.**

- A. The presence of a majority of the members of the Board shall be necessary and sufficient to constitute a quorum for the transaction of business at all meetings of the Board.
- B. The presence of a majority of the members of any Board committee shall be necessary and sufficient to constitute a quorum for the transaction of business at all meetings of committees of such Board committee.
- C. In the absence of a quorum, a majority of members present at the meeting of the Board or committee may adjourn the meeting until a quorum is present for the transaction of business.
- D. The vote of a majority of the members of the Board or any Board committee present at a meeting of the Board or committee shall constitute the action of the Board or Committee except as otherwise provided by these Bylaws.

**SECTION 6. Parliamentary Rules.**

The most recent edition of “Roberts Rules of Order” shall be followed in conducting the meetings of the Board and committees unless otherwise provided by resolution of the Board.

## ARTICLE VII

### Committees of the Board of Directors

#### **SECTION 1. Appointment to and Removal from, Composition, and Term of Committees.**

- A. The chairpersons and members of all standing and special committees of the Board shall be appointed as provided by these Bylaws. A committee chairperson or member may be removed from a committee only by the Board.
- B. All committees of the Board shall consist of not less than three (3) members, at least one (1) of whom shall be a Director. Individuals other than Directors shall be eligible to serve on committees. However, the chairperson of each committee shall be a Director.
- C. The chairpersons and members of standing committees shall continue in these capacities until their successors have been appointed. Special committees shall be discharged by the Board upon completion of the task for which they are established.

#### **SECTION 2. Other Standing and Special Committees.**

##### A. Composition.

The Board may by resolution appoint one or more other standing or special committees which shall perform specific functions and tasks as provided in the resolution, except that a delegation of power to such committees shall not include any of the following powers:

- (i) approve or recommend to members actions or proposals required by Chapter 617, Florida Statutes, to be approved by members
- (ii) fill vacancies on the Board or any committee thereof;

- (iii) adopt, amend, or repeal the Articles of Incorporation or these Bylaws of the Corporation;
- (iv) sell, lease, exchange, or otherwise dispose of all or substantially all of the property and assets of the Corporation;
- (v) adopt a plan of voluntary dissolution of the Corporation;
- (vi) amend or repeal any resolution approved by the Board; or
- (vii) exercise any other powers specifically provided in the Bylaws as being reserved for the Board.

In addition, if such a committee includes a member who is not a Director, the committee shall not be delegated any powers of the Board. The Board shall have the authority to appoint a special committee from time to time for the sole purpose of advising the Board on such matters as may be deemed necessary and appropriate at the time.

B. Meetings, Quorums and Minutes.

Meetings of standing and special committees may be called by the chairperson of the committee or by the Board, or by the Chairperson, and notice of any committee meeting shall be given in the manner provided in these Bylaws for notices of special meetings of the Board. Each committee shall keep regular minutes of its proceedings. The Chairperson, and his/her designees, shall have the right to attend any meeting of any special and standing committee.

## **ARTICLE VIII**

### **Adoption and Amendments**

The Board shall adopt these Bylaws and may from time to time modify, alter, amend or repeal the Bylaws by an affirmative vote of two-thirds (2/3) of the members of the Board present and voting at any duly held regular or special meeting of the Board, or by all Directors signing a written statement manifesting their intention that the Bylaws be adopted, amended or repealed; provided, with respect to such meetings, notice thereof, which shall include the text of the proposed change to the Bylaws, shall be furnished in writing to each member of the Board at least seven (7) days prior to the meeting at which the change to the Bylaws is to be voted upon; provided further, the adoption, amendment or repeal of the Bylaws shall not be effective without the written concurrence of the University's President, the USF Board of Trustees, and such other approvals as may be required by law or regulation.

## **ARTICLE IX**

### **Indemnification**

The Corporation shall indemnify each director, officer, employee and agent of the Corporation, and may indemnify any other person, to the full extent permitted by the Florida Not For Profit Corporation Act and other applicable laws. The rights conferred by this Article shall not be exclusive of any other right that any director, officer, employee, agent or other person may have or hereafter acquire under the Florida Not For Profit Corporation Act, any other statute or agreement, pursuant to a vote of disinterested directors, or otherwise. No repeal or modification of this Article shall limit the rights of any director, officer, employee or agent to indemnification with respect to any action or omission occurring prior to such repeal or modification

## **ARTICLE X**

### **Dedication of Assets and Dissolution**

The Corporation dedicates all assets which it may acquire to the charitable purposes as set forth in Article II hereof. In the event that the Corporation shall dissolve or otherwise terminate its corporate existence, subject to the provision of Chapter 617, Florida Statutes, the Corporation shall distribute all its existing assets as provided in the Articles of Incorporation.

## **ARTICLE XI**

### **Access to Corporate Records**

Public access to all records of the Corporation shall be governed by Section 1004.28, Florida Statutes and the Corporation's policy on disclosure of records.

**BYLAWS  
OF  
UNIVERSITY OF SOUTH FLORIDA  
INSTITUTE OF APPLIED ENGINEERING, INCORPORATED  
(a Florida Corporation Not For Profit and a University Direct Support Organization  
of the University of South Florida)**

**ARTICLE I**

**Name and Address**

The name of this corporation is University of South Florida Institute of Applied Engineering, Incorporated (the “Corporation”). The principal office and mailing address of the Corporation shall be University of South Florida College of Engineering, 4202 East Fowler Avenue, Tampa, Hillsborough County, Florida 33620.

**ARTICLE II**

**Purposes and Powers**

**SECTION 1. Purposes and Powers.**

The Corporation is organized as (i) a corporation not for profit under Chapter 617, Florida Statutes, and (ii) a university direct-support organization under Section 1004.28, Florida Statutes, Florida Board of Governors Regulations 1.001(8)(b) and 9.011, and University of South Florida Regulation 13.002, and corresponding provisions of any subsequent laws or regulations. The Corporation is organized and shall be operated exclusively for charitable, scientific and educational purposes and not for pecuniary profit, and exclusively

for the support and benefit of the University of South Florida (the “University” or “USF”) including without limitation the USF College of Engineering (“COE”). The Corporation shall possess all of the powers and authority as are now or may hereafter be granted to corporations not for profit and university direct-support organizations under the laws of the State of Florida. Pursuant to the Corporation’s operations and activities exclusively for the support and benefit of the University, the specific purposes for which the Corporation is organized shall include but not be limited to the following:

- A. The Corporation is organized and operated to provide applied engineering solutions to the United States Federal government as well as other State, County, and Municipal governments and industry. A distinguishing feature of the Corporation, compared to other USF direct support organizations, is that it will predominantly provide these solutions through contracts subject to Federal Acquisition Regulation Sub-Part 31.2, Contracts with Commercial Organizations. Further, these solutions, which include both products and services, will come from, but not be limited to, the fields of Electrical, Mechanical, Aerospace, Chemical, Material Science, Computer Science, Civil & Environmental, Industrial & Management Systems, and Bio-Medical Engineering. Through this, the Corporation will enhance scientific research and educational opportunities for the University and community while attracting new technology-focused industries to the local geographic area. As such, the Corporation will further promote, stimulate, develop and advance the business prosperity and economic welfare and diversity of the State of Florida (the "State") and its residents.

**SECTION 2. Limitations on Purposes and Powers.**

- A. All the assets and earnings of the Corporation shall be used exclusively for the exempt purposes hereinabove set forth, including the payment of expenses incidental thereto. No part of the net earnings of the Corporation shall inure to

the benefit of any member, director, or officer of the Corporation, or any other private individual, and no member, director, or officer of the Corporation or any private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the Corporation.

- B. No substantial part of the activities of the Corporation shall be the carrying on of a program of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- C. The Corporation shall not have the power to convey, lease, pledge, or otherwise encumber assets owned by the State of Florida or the University. The Corporation shall have sole responsibility for the acts, debts, liabilities, and obligations of the Corporation in accordance with Florida law.
- D. The Corporation does not have the power to issue stock or pay dividends, and the private property of the members, directors, and officers shall not be liable for the debts of the Corporation.
- E. The Corporation shall not have the power to conduct any activities not permitted by applicable laws including without limitation the Internal Revenue Code and pertinent Treasury Regulations (or corresponding provisions of any subsequent revenue laws) (hereinafter the "Code").

~~Persons employed by the Corporation shall not be considered employees of the University or State of Florida by virtue of such employment.~~

- G.F. The University's President shall retain the ability, powers, and duties to: monitor and control the use of University resources and the University name by the Corporation; assure that the Corporation's activities are consistent with and supportive of the mission of the University; monitor compliance of the



Corporation with federal and state laws and applicable rules, regulations and policies; approve salary supplements and other compensation or benefits paid to University faculty and staff from the Corporation's assets, consistent with applicable policies; approve salaries, benefits, and other compensation paid to employees of the Corporation, consistent with applicable policies; and otherwise supervise the Corporation as provided by Florida Board of Governors Regulations 9.011, University of South Florida Regulations 13.002, and provisions of any subsequent laws, regulations, and University policies and internal management memoranda.

**SECTION 3. Special Duties as a University Direct Support Corporation.**

The Corporation shall comply with all requirements and perform all duties which are necessary to maintain approval and certification of the Corporation as a university direct support organization under Section 1004.28, Florida Statutes, Florida Board of Governors Regulation 9.011, and University of South Florida Regulation 13.002, and corresponding provisions of any subsequent laws or regulations. Without limiting the foregoing:

- A. The Corporation shall comply with all conditions established by the Florida Board of Governors and the USF Board of Trustees in order to be approved and certified and to use property, facilities, or personal services at the University.
- B. The Corporation shall comply with all such additional conditions, controls and requirements as the Florida Board of Governors and the USF Board of Trustees deems appropriate to provide for budget and audit review and oversight.
- C. The Corporation's Executive Director shall report to the University's President (or designee) in compliance with Florida Board of Governors Regulation 9.011(2).
- D. The Corporation shall prepare an operating budget at least annually which, upon approval by the Corporation's Board of Directors, shall be submitted for approval by the USF Board of Trustees or designee. Significant changes in planned expenditures in the approved budget must be reported by the Corporation to the USF Board of Trustees or designee as soon as practicable

but no later than the deadline established by the USF Board of Trustees. The Corporation may provide any salary supplements and other compensation or benefits for University faculty and staff employees only as set forth in the Corporation's budget and subject to approval by the University's President.

- E. The Corporation shall provide for an annual audit conducted pursuant to the University's regulations or policies. The annual audit report shall be submitted by the Corporation to the USF Board of Trustees or designee, the Florida Board of Governors, and the Florida Auditor General for review. The USF Board of Trustees or designee, the Florida Board of Governors, the Florida Auditor General, and the Florida Office of Program and Policy Analysis and Governmental Accountability may require and receive any records relative to the operation of the Corporation from the Corporation or its independent auditors.
- F. The Corporation shall submit its federal Internal Revenue Service application for Recognition of Exemption form (Form 1023) and its federal Internal Revenue Service Return of Organization Exempt for Income Tax form (Form 990) to the USF Board of Trustees or designee at the times required by the applicable regulation or policy of the USF Board of Trustees.
- G. In the event of the Corporation's decertification by the USF Board of Trustees, the Corporation shall provide an accounting of its assets and liabilities to the USF Board of Trustees or designee, and take such reasonable action as is necessary to secure the return of all University property and facilities as requested by the University.

### **ARTICLE III**

#### **Membership**

The sole member of the Corporation shall be the USF Board of Trustees, a public body corporate of the State of Florida, acting for and on behalf of the University (the "Member.").

The Member of the Corporation shall have no voting rights as member of the Corporation.

## **ARTICLE IV**

### **Board of Directors**

#### **SECTION 1. Powers and Duties**

- A. The Board of Directors (the “Board”) shall be the governing body of the Corporation exercising supervisory control over the operation, maintenance, and governance of the Corporation in accordance with applicable laws and regulations.
- B. The Board shall have the powers, duties and responsibilities vested in the board of directors of a Florida not for profit and university direct support organization under applicable Florida laws and regulations.
- ~~B.C.~~ The maximum number of directors serving on the Board is up to thirteen (13).

#### **SECTION 2. Qualification and Compensation of the Board of Directors**

The property, affairs, business, funds and operations of the Corporation shall be managed, supervised and controlled by the Board, subject to applicable law and regulations, the limitations contained in the Corporation’s Articles of Incorporation and Bylaws, and the powers and duties reserved to the University’s President and the USF Board of Trustees. The members of the Board shall serve in such capacity without compensation. The Board shall carry out the purposes of the Corporation in compliance with the Articles of Incorporation and these Bylaws. The Board shall include the incumbent holders of the following named offices and persons from the following named classes

- A. One (1) Director shall be a person who is selected and appointed to the Board by the Chairperson of the USF Board of Trustees in accordance with Section 1004.28, Florida Statutes.
- B. One (1) Director shall be a person who is nominated to the Board by the

University's President as the President's representative.

- C. A minimum of four (4), up to a maximum of eleven (11), to include non-USF employees, who are each nominated to the Board by the USF Dean, College of Engineering or his/her designee.

While the University President and USF Dean, College of Engineering, shall nominate members to the Board of Directors, all Board members shall be approved and formally appointed by the USF Board of Trustees.

Except as may be otherwise provided in the Articles and these Bylaws, Directors shall serve a term of three (3) years and may be reappointed. Directors shall be removed in accordance with the procedure provided in the Bylaws; provided, the Director who is appointed to the Board by the Chairperson of the USF Board of Trustees may be removed only by action of the Chairperson of the USF Board of Trustees.

### **SECTION 3. Removal and Resignation of Directors.**

Directors may be removed by the University's President in his/her sole discretion; provided, the Director who is appointed to the Board by the Chairperson of the USF Board of Trustees may be removed only by action of the Chairperson of the USF Board of Trustees. Any Director may resign at any time by giving written notice to the Board. Any such resignation shall take effect at the time specified therein or, if no time is specified therein, upon its acceptance by the Board.

### **SECTION 4. Conflict of Interest**

The Board shall adopt and keep in full force and effect a substantial conflict of interest policy for its Directors and principle officers in accordance with the rules and regulations of the Internal Revenue Service applicable to tax exempt organizations.

## **ARTICLE V**

## Officers

### **SECTION 1. Officers of the Board of Directors**

The officers of the Board shall consist of a Chairperson, a Vice-Chairperson and such other officers as the Board may provide by resolution. All of said officers shall be elected by the Board from the membership of the Board. The same person may not hold more than one office on the Board.

Chairperson: The Chairperson shall:

- A. Exercise overall supervision of Board affairs and preside at meetings of the Board.
- B. Provide leadership to the Board and its committees in formulating, developing and evaluating the Corporation's policies and goals;
- C. Appoint special committees from time to time for the sole purpose of advising the Chairperson on such matters as may be deemed necessary and appropriate at the time;
- D. Develop, coordinate, and supervise all operating policies and procedures of and for the Board; and
- E. Submit all information and reports to the University's President as required by Florida Board of Governors Regulation 9.011 and University of South Florida Regulation 13.002.
- F. Perform all the duties incident to his/her office and such other duties as may be designated by the University's President or the Board.

Vice-Chairperson: The Vice-Chairperson shall:

- A. In the absence of the Chairperson, preside at meetings of the Board. The Vice Chairperson shall vote in the decisions and actions of the Board.
- B. Perform such duties as may be designated by the Chairperson or the Board.

### **SECTION 2. Officers of the Corporation**

The officers of the Corporation shall consist of a President/Chief Executive Officer (CEO), Secretary, Treasurer and such other positions as from time to time are elected or appointed by the Board. The Secretary and Treasurer positions may be held by the same person. The individual who serves as the USF Dean, College of Engineering or his/her designee shall be the Corporation President/CEO. All other officers shall hold office until the next annual meeting of the Board or until their successors are elected or appointed by the Board.

President/CEO: The President/CEO is the direct representative of the Board in the management of the Corporation. The President/CEO's duties shall include, but not be limited to, the following:

- A. Direct and oversee performance of the Corporation.
- B. Sign written instruments of the Corporation except as the Board shall provide otherwise;
- C. Control the budget and funds of the Corporation;
- D. Prepare annual operating and capital budgets; develop performance reports comparing actual operations with approved budgets; and submit reports on the financial condition of the Corporation to the Board at its regular meetings;
- E. Create and supervise the Corporation's administrative management structure and staff; and
- F. Perform all the duties incident to his/her office and such other duties as may be designated by the Chairperson or the Board.

Secretary: The Board shall appoint an individual to serve as the Secretary. The Secretary shall:

- A. Keep accurate records of attendance, votes, and minutes of all proceedings of the Board.
- B. Ensure that a quorum of Directors is present to conduct Board meetings;
- C. Have charge of and affix the corporate seal to instruments as appropriate.
- D. Have charge of all official records of the Corporation that shall be at all

reasonable times open to the inspection of any Director; and

- E. Perform all the duties incident to his/her office and such other duties as may be designated by the Chairperson or the Board.

Treasurer The Board shall appoint an individual to serve as the Treasurer. The Treasurer shall:

- A. Support the President/CEO in controlling the budget and funds of the Corporation;
- B. Support the President/CEO in preparing annual operating and capital budgets; developing performance reports comparing actual operations with approved budgets; and submitting reports on the financial condition of the Corporation to the Board at its regular meetings;
- C. Receive and keep the funds of the Corporation and pay out the same only in accordance with the guidelines established by the Board;
- D. Deposit all monies, checks and other credits to the account of the Corporation in such bank or banks or other depositories as the Board may designate;
- E. Review all receipts and vouchers for payment made to and all vouchers and checks made by the Corporation and shall regularly maintain a full and accurate account of all funds received and paid out by the Corporation;
- F. Render to the Board an account and statement of the Treasurer's actions at the annual meeting of the Board and at such other times as the Board may determine;
- G. At all reasonable times exhibit the Treasurer's books and accounts to any Director of the Board;
- H. Perform all the duties incident to his/her office and such other duties as may be designated by the Chairperson or the Board.

### **SECTION 3. Resignation and Removal**

Any officer of the Corporation may resign at any time by giving written notice to the Chairperson or the Secretary. Any such resignation shall take effect at the time specified in the notice, or, if no time is specified therein, upon its acceptance by the Chairperson or the Board.

The Chairperson or the Board may, with or without cause, remove from office any officer or agent of the Corporation except the Corporation President/CEO. The University President may, with or without cause, remove from office the Corporation President/CEO. The Chairperson or the Board shall have authority to make appointments to fill vacancies in officer positions, subject to the provisions of these Bylaws.

## **ARTICLE VI**

### **Meetings of the Board of Directors and its Committees**

#### **SECTION 1. Regular Meetings.**

The Board shall hold regular meetings as called by the Chairperson. One regular meeting of the Board, to be held in October of each year, shall be designated the annual meeting of the Board for the purpose of electing officers as applicable, appointing new committee members as applicable, and the transaction of other business. The Chairperson and the chairpersons of other committees shall fix the time and place of regular meetings of such Board or committee, respectively.

#### **SECTION 2. Special Meetings.**

The Chairperson and the chairpersons of other committees shall have authority to call special meetings of such Board or committee respectively whenever he/she deems necessary or desirable. In addition, the Chairperson and the chairpersons of other committees shall call a special meeting whenever requested in writing to do so by a majority of the members of the Board or other committee.

#### **SECTION 3. Participation in Meetings by Telephone.**

Members of the Board and other committees may participate in meetings of the Board and other committees by means of a conference telephone or similar communications equipment by which all persons participating can hear each other at the same time, and participation by such means shall constitute presence in person at such meeting.



**SECTION 4. Notice, Agendas and Minutes.**

- A. Unless waived as provided by law, written notice of the place, date, time, and purpose of regular Board and committee meetings shall be given to each member thereof by personal delivery, mail, facsimile, telegram or email at least one (1) day prior to said meetings, and similar notice of any special meetings shall be given to all Board or committee members as soon as practicable prior to said meetings. Either a regular or special meeting may be held without notice if all Board or committee members waive, in writing, the right to receive notice. Notice of a meeting need not be given to any member who signs a waiver of notice either before or after the meeting. Attendance of any Board or committee member at any meeting shall be deemed a waiver of notice of such meeting and a waiver of any and all objections to the place of the meeting, the time of the meeting, or the manner in which it has been called or convened, except when a member states at the beginning of the meeting or promptly upon arrival at the meeting, any objection to the transaction of affairs because the meeting is not lawfully called or convened.
- B. The Chairperson of the Board and the chairpersons of other committees may elect to provide notices of Board and committee meetings to individuals other than members of such Board or committee, respectively. The Chairperson shall provide notices of all Board meetings to the USF Chief Financial Officer who shall have the right to attend all meetings of the Board.
- C. A written agenda of the matters to be considered at a Board or committee meeting shall be delivered to members thereof prior to such meeting, provided, however, that Board and committee proceedings shall not be limited to matters set forth in such agenda.
- D. Written minutes of the proceedings of the Board and committees shall be maintained and all actions taken at Board and committee meetings shall be properly recorded in the minutes. Minutes shall, where reasonably possible, be delivered to the members of the Board or committee in advance of its next scheduled meeting.

**SECTION 5. Quorum and Voting.**

- A. The presence of a majority of the members of the Board shall be necessary and sufficient to constitute a quorum for the transaction of business at all meetings of the Board.
- B. The presence of a majority of the members of any Board committee shall be necessary and sufficient to constitute a quorum for the transaction of business at all meetings of committees of such Board committee.
- C. In the absence of a quorum, a majority of members present at the meeting of the Board or committee may adjourn the meeting until a quorum is present for the transaction of business.
- D. The vote of a majority of the members of the Board or any Board committee present at a meeting of the Board or committee shall constitute the action of the Board or Committee except as otherwise provided by these Bylaws.

**SECTION 6. Parliamentary Rules.**

The most recent edition of “Roberts Rules of Order” shall be followed in conducting the meetings of the Board and committees unless otherwise provided by resolution of the Board.

**ARTICLE VII**

**Committees of the Board of Directors**

**SECTION 1. Appointment to and Removal from, Composition, and Term of Committees.**

- A. The chairpersons and members of all standing and special committees of the Board shall be appointed as provided by these Bylaws. A committee

chairperson or member may be removed from a committee only by the Board.

- B. All committees of the Board shall consist of not less than three (3) members, at least one (1) of whom shall be a Director. Individuals other than Directors shall be eligible to serve on committees. However, the chairperson of each committee shall be a Director.
- C. The chairpersons and members of standing committees shall continue in these capacities until their successors have been appointed. Special committees shall be discharged by the Board upon completion of the task for which they are established.

**SECTION 2. Other Standing and Special Committees.**

A. Composition.

The Board may by resolution appoint one or more other standing or special committees which shall perform specific functions and tasks as provided in the resolution, except that a delegation of power to such committees shall not include any of the following powers:

- (i) approve or recommend to members actions or proposals required by Chapter 617, Florida Statutes, to be approved by members
- (ii) fill vacancies on the Board or any committee thereof;
- (iii) adopt, amend, or repeal the Articles of Incorporation or these Bylaws of the Corporation;
- (iv) sell, lease, exchange, or otherwise dispose of all or substantially all of the property and assets of the Corporation;
  - (v) adopt a plan of voluntary dissolution of the Corporation;
  - (vi) amend or repeal any resolution approved by the Board; or

- (vii) exercise any other powers specifically provided in the Bylaws as being reserved for the Board.

In addition, if such a committee includes a member who is not a Director, the committee shall not be delegated any powers of the Board. The Board shall have the authority to appoint a special committee from time to time for the sole purpose of advising the Board on such matters as may be deemed necessary and appropriate at the time.

B. Meetings, Quorums and Minutes.

Meetings of standing and special committees may be called by the chairperson of the committee or by the Board, or by the Chairperson, and notice of any committee meeting shall be given in the manner provided in these Bylaws for notices of special meetings of the Board. Each committee shall keep regular minutes of its proceedings. The Chairperson, and his/her designees, shall have the right to attend any meeting of any special and standing committee.

## ARTICLE VIII

### Adoption and Amendments

The Board shall adopt these Bylaws and may from time to time modify, alter, amend or repeal the Bylaws by an affirmative vote of two-thirds (2/3) of the members of the Board present and voting at any duly held regular or special meeting of the Board, or by all Directors signing a written statement manifesting their intention that the Bylaws be adopted, amended or repealed; provided, with respect to such meetings, notice thereof, which shall include the text of the proposed change to the Bylaws, shall be furnished in writing to each member of the Board at least seven (7) days prior to the meeting at which the change to the Bylaws is to be voted upon; provided further, the adoption, amendment or repeal of the Bylaws shall not be

effective without the written concurrence of the University's President, the USF Board of Trustees, and such other approvals as may be required by law or regulation.

## **ARTICLE IX**

### **Indemnification**

The Corporation shall indemnify each director, officer, employee and agent of the Corporation, and may indemnify any other person, to the full extent permitted by the Florida Not For Profit Corporation Act and other applicable laws. The rights conferred by this Article shall not be exclusive of any other right that any director, officer, employee, agent or other person may have or hereafter acquire under the Florida Not For Profit Corporation Act, any other statute or agreement, pursuant to a vote of disinterested directors, or otherwise. No repeal or modification of this Article shall limit the rights of any director, officer, employee or agent to indemnification with respect to any action or omission occurring prior to such repeal or modification

## **ARTICLE X**

### **Dedication of Assets and Dissolution**

The Corporation dedicates all assets which it may acquire to the charitable purposes as set forth in Article II hereof. In the event that the Corporation shall dissolve or otherwise terminate its corporate existence, subject to the provision of Chapter 617, Florida Statutes, the Corporation shall distribute all its existing assets as provided in the Articles of Incorporation.

## **ARTICLE XI**

### **Access to Corporate Records**

Public access to all records of the Corporation shall be governed by Section 1004.28, Florida Statutes and the Corporation's policy on disclosure of records.

## Ageanda Item: FL 112

### USF Board of Trustees June 2, 2020

**Issue:** Amendments to the Articles and Bylaws of University of South Florida (USF) Health Services Support Organization, Inc. ("**UHSSO**") and Approval of UHSSO Board Members.

---

**Proposed action:** Recommend to the USF Board of Trustees for approval:

- (i) Amended and Restated Articles of Incorporation and Bylaws of UHSSO (copies included as Appendix 1 and Appendix 2 to this Agenda Item); and
- (ii) appointed members of UHSSO Board of Directors.

---

#### **Executive Summary:**

UHSSO was established in 1996 as a "university health services support organization" under *Florida Statutes* Section 240.2995 (1995) (currently, *Florida Statutes* Section 1004.29). The legislatively-authorized special purpose of UHSSO is "...to enter into, for the benefit of the university academic health sciences center, arrangements with other entities as providers in other integrated health care systems or similar entities". UHSSO has been inactive for many years, but the entity has recently become relevant to facilitate USF Health's participation in certain health network arrangements. UHSSO will also have a legal role in connection with the structure of "NewCo" in the USF Health/TGH transaction.

UHSSO is a Support Organization subject to USF Regulation 13.002. It is necessary to amend and update the articles of incorporation and bylaws of UHSSO to reference and comply with current laws and regulations including USF Reg. 13.002. The proposed Amended and Restated Articles of Incorporation and Bylaws of UHSSO (Appendices 1 and 2) accomplish this purpose and reflect the organizational objectives of USF Health. The UHSSO Board approved the Amended and Restated Articles and Bylaws at its meeting on May 6, 2020.

Pursuant to USF Reg. 13.002 (3) c), the USF Board of Trustees approves all appointments to the board of directors of a Support Organization (except for the Board Chair's and President's designees). The current or prospective UHSSO Board members are:

1. Charles J. Lockwood, M.D., M.H.C.M.  
Senior Vice President, USF Health  
USF President's designated representative
2. Mark Moseley, M.D.  
Chief Clinical Officer, USF Health  
Appointed as UHSSO Director in 6/18 by USF President upon recommendation of USF Health Sr. Vice President
3. Harry van Loveren, M.D.  
Chair, USF Neurosurgery  
Vice Chair and Secretary Treasurer-USFHC/UMSA.  
Appointed as UHSSO Director in 6/18 by USF President upon recommendation of USF Health Sr. Vice President
4. Clifton Gooch, M.D.  
Chair, USF Neurology  
To be appointed as UHSSO Director by USF President upon recommendation of USF Health Sr. Vice President
5. Richard Sobieray, MBA, CPA  
CFO, USF Health  
Appointed as UHSSO Director in 6/18 by USF President upon recommendation of USF Health Sr. Vice President
6. Kathryn Gillette  
Chair of Audit Committee, UMSA/MSSC/USFHC/USFHSSO  
To be appointed *ex officio* pursuant to Amended and Restated Articles

In accordance with USF Reg. 13.002 (3)c), it is requested that the USF Board of Trustees approve the appointments of Dr. Mark Moseley, Dr. Harry van Loveren, Dr. Clifton Gooch, Mr. Richard Sobieray and Ms. Kathryn Gillette as members of the Board of Directors of UHSSO.

---

**Strategic Goal(s) Item Supports: USF System Strategic Goal 4: Sound financial management to establish a strong and sustainable economic base in support of USF's continued academic advancement**





**AMENDED AND RESTATED  
ARTICLES OF INCORPORATION  
OF  
UNIVERSITY OF SOUTH FLORIDA (USF)  
HEALTH SERVICES SUPPORT ORGANIZATION, INC.  
(A Corporation Not For Profit)**

University of South Florida (USF) Health Services Support Organization, Inc. was originally incorporated on November 22, 1996, pursuant to the Florida Not For Profit Corporation Act.

In accordance with Sections 617.1002 and 617.1007 of the Florida Not For Profit Corporation Act and pursuant to a resolution duly adopted by its Board of Directors on May \_\_, 2020, University of South Florida (USF) Health Services Support Organization, Inc. hereby adopts these amended and restated articles of incorporation (Articles I, II, IV, VI, VII, VIII, and IX are amended hereby). The corporation's Board of Directors by unanimous vote of the members thereof approved the amendments in the manner set forth in the articles of incorporation and Florida law. There is no discrepancy between the articles of incorporation as amended and the provisions of the restated articles of incorporation other than the inclusion of the amended articles described above and the omission of matters of historical interest. There are no members entitled to vote on the adoption of these amended and restated articles of incorporation.

**ARTICLE I**  
Name and Address

The name of this corporation is University of South Florida (USF) Health Services Support Organization, Inc. (the "Corporation"). The principal office and mailing address of the Corporation shall be University of South Florida Health Sciences Center, 12901 Bruce B. Downs Blvd., MDC Box 62, Tampa, Hillsborough County, Florida 33612.

**ARTICLE II**  
Purposes and Powers

SECTION 1. Purposes and Powers.

The Corporation is organized as (i) a corporation not for profit under Chapter 617, Florida Statutes, and (ii) a university health services support organization under Section 1004.29, Florida Statutes, Florida Board of Governors Regulations 1.001(8)(b) and 9.011, and University of South

Florida Regulation 13.002, and corresponding provisions of any subsequent laws or regulations. The Corporation is organized and shall be operated exclusively for charitable, scientific and educational purposes and not for pecuniary profit, and exclusively for the support and benefit of the University of South Florida (the "University" or "USF"). The Corporation shall possess all of powers and authority as are now or may hereafter be granted to corporations not for profit and university health services support organizations under the laws of the State of Florida. Pursuant to the Corporation's operations and activities exclusively for the support and benefit of the University, the specific purposes for which the Corporation is organized shall include entering into arrangements for the benefit of the University's academic health sciences center with other entities as providers in other integrated health care systems or similar entities and activities in furtherance of the purposes of Section 1004.29, Florida Statutes

SECTION 2. Limitations on Purposes and Powers.

- A. All the assets and earnings of the Corporation shall be used exclusively for the exempt purposes hereinabove set forth, including the payment of expenses incidental thereto. No part of the net earnings of the Corporation shall inure to the benefit of any member, director, or officer of the Corporation, or any other private individual, and no member, director, or officer of the Corporation or any private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the Corporation.
  
- B. No substantial part of the activities of the Corporation shall be the carrying on of a program of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publication or

distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

- C. The Corporation shall not have the power to convey, lease, pledge, or otherwise encumber assets owned by the State of Florida or the University. The Corporation shall have sole responsibility for the acts, debts, liabilities, and obligations of the Corporation. As provided by Section 1004.29 (1), Florida Statutes, in no case shall the State or University have any responsibility for the acts, debts, liabilities and obligations incurred or assumed by the Corporation.
- D. The Corporation does not have the power to issue stock or pay dividends, and the private property of the members, directors, and officers shall not be liable for the debts of the Corporation.
- E. The Corporation shall not have the power to conduct any activities not permitted by applicable laws including without limitation the Internal Revenue Code and pertinent Treasury Regulations (or corresponding provisions of any subsequent revenue laws) (the "Code").
- F. Persons employed by the Corporation shall not be considered employees of the State of Florida by virtue of such employment.
- G. The University's President shall retain the ability, powers, and duties to: monitor and control the use of University resources and the University name by the Corporation; assure that the Corporation's activities are consistent with and supportive of the mission of the University and USF Health; monitor compliance of the Corporation with federal and state laws and applicable rules and policies;

and otherwise supervise the Corporation as provided by Florida Board of Governors Regulation 9.011 and University of South Florida Regulation 13.002, and the provisions of any subsequent laws, regulations, and University policies and internal management memoranda.

### **ARTICLE III**

#### **No Members**

The Corporation shall have no members.

### **ARTICLE IV**

#### **Board of Directors**

##### **SECTION 1. Board of Directors.**

The property, affairs, business, funds and operations of the Corporation shall be managed, supervised and controlled by a Board of Directors (the “Board”), subject to applicable law and regulations, the limitations contained in the Corporation’s Articles of Incorporation and Bylaws, and the powers and duties reserved to the University’s President and the University’s Board of Trustees. The members of the Board shall serve in such capacity without compensation. The Board shall carry out the purposes of the Corporation in compliance with these Articles of Incorporation and the Bylaws of the Corporation. The Board shall include the incumbent holders of the following named offices and persons from the following named classes:

- A. The University’s Senior Vice President for Health Sciences (or similar position regardless of title) (the “USF Health Vice President”).
- B. The Chair of the University’s Board of Trustees shall appoint one (1) representative to the Board in accordance with Section 1004.29(4), Florida Statutes.
- C. One (1) Director shall be a person who is selected and appointed to the Board by the University’s President as the President’s representative in accordance with

Section 1004.29 (4), Florida Statutes (provided, the University's President may elect to appoint the USF Health Vice President to serve as the President's representative for this purpose).

- D. Not more than six (6) Directors may be individuals who are selected and recommended by the USF Health Vice President and appointed to the Board by the University's President.
- E. Any individual who is appointed to the Corporation's Audit Committee who is not otherwise designated a Director pursuant to the preceding subsections of this Article IV, Section 1.

Except for the Directors specified in subsections B. and C. of this Article IV, Section 1, all other Directors shall be approved by the University's Board of Trustees. Except as may be otherwise provided in these Articles and the Bylaws, and except for the Director who is appointed to the Board by the Chair of the University's Board of Trustees, Directors shall serve a term of one (1) year and may be reappointed. Directors may be removed by the University's President in his/her sole discretion; provided, the Director who is appointed to the Board by the Chair of the University's Board of Trustees may be removed and replaced only by action of the Chair of the University's Board of Trustees.

## **ARTICLE V**

### **Amendments to Bylaws and Articles of Incorporation**

The Bylaws of the Corporation may be adopted, altered, amended, or repealed by an affirmative vote of two-thirds (2/3) of the members of the Board present and voting at any duly held regular or special meeting of the Board; provided, with respect to such meetings, notice

thereof, which shall include the text of the proposed change to the Bylaws, shall be furnished to each member of the Board at least seven (7) days prior to the meeting at which such change to the Bylaws is to be voted upon; provided further, the adoption, alteration, amendment, or repeal of the Bylaws shall not be effective without the written concurrence of the University's President, the University's Board of Trustees, and such other approvals as may be required by law or regulation.

The Articles of Incorporation of the Corporation may be amended by an affirmative vote of two-thirds (2/3) of the members of the Board present and voting at any duly held regular or special meeting of the Board; provided, with respect to such meetings, notice thereof, which shall include the text of the proposed amendment to the Articles of Incorporation, shall be furnished to each member of the Board at least seven (7) days prior to the meeting at which such amendment to the Articles of Incorporation is to be voted upon; provided further, the amendment of the Articles of Incorporation shall not be effective without the written concurrence of the University's President, the University's Board of Trustees, and such other approvals as may be required by law or regulation.

**ARTICLE VI**  
Term of Existence

This Corporation shall have perpetual existence unless it is dissolved pursuant to the laws of the State of Florida.

**ARTICLE VII**  
Dissolution

Upon dissolution of this Corporation, all of its assets remaining after the payment of all costs and expenses of such dissolution shall be disbursed to the University of South Florida Foundation, Incorporated, provided that it is exempt from federal income taxation under Section 501(a) of the Code as an organization described in Section 501 (c) (3) of the Code, and is an organization contributions to which are deductible under Section 170(c)(2) of the Code, for use only by the University of South Florida, or in the event that such organization is not in existence or the University of South Florida Foundation, Incorporated, is not so qualified under Sections 501 and 170 of the Code, the remaining assets of the Corporation shall be distributed to such scientific, educational and charitable organizations ruled exempt by the Internal Revenue Service under Section 501 (c) (3) and Section 170 (c) (2) of the Code, as may be selected by the last Board of Directors, subject to the approval of the University's President and such other approvals as may be required by law, rule or regulation, and none of the assets will be distributed to any members, officers, or directors of the corporation.

**ARTICLE VIII**  
**Registered Office and Registered Agent**

The Corporation hereby designates the Corporation's Registered Office to be located at University of South Florida, Office of the General Counsel, 4202 East Fowler Avenue, CGS 309, Tampa, Florida 33620-6250, and hereby designates and appoints the University's General Counsel as Registered Agent of the Corporation, to accept service of process within this State, to serve in such capacity until a successor is selected and duly designated.

IN WITNESS WHEREOF, the undersigned has executed these Amended and Restated Articles of Incorporation this \_\_\_ day of May, 2020.



**UNIVERSITY OF SOUTH FLORIDA (USF)  
HEALTH SERVICES SUPPORT  
ORGANIZATION, INC.**

\_\_\_\_\_  
By: Charles J. Lockwood, M.D., MHCM  
Its: Chairperson

STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH

Before me, a Notary Public duly authorized in the State and County aforesaid to take acknowledgments, personally appeared Charles J. Lockwood, M.D., MHCM, to me well known to be the person described in and who executed the foregoing Amended and Restated Articles of Incorporation, and he acknowledged before me that he executed and subscribed to these Amended and Restated Articles of Incorporation.

Notary Public, State of Florida  
at Large

My Commission Expires: \_\_\_\_\_ (NOTARIAL SEAL)

Having been named as registered agent to accept service of process for the above stated corporation at the place designated in the Amended and Restated Articles of Incorporation, I am familiar with and accept the appointment as registered agent and agree to act in this capacity.

\_\_\_\_\_  
Name: Gerard Solis  
Title: General Counsel  
University of South Florida

\_\_\_\_\_  
Date

# **BYLAWS**

## **UNIVERSITY OF SOUTH FLORIDA (USF) HEALTH SERVICES SUPPORT ORGANIZATION, INC.**

(a Florida Corporation Not For Profit and a University Health  
Services Support Organization of the University of South Florida)

*(Amended and Restated as of \_\_\_\_\_2020)*

Approved By Board of Directors  
As of May \_\_\_\_, 2020

Approved by USF Board of Trustees on  
\_\_\_\_\_



**TABLE OF CONTENTS**

**ARTICLE I**      **NAME AND LOCATION** ..... 1

**ARTICLE II**      **PURPOSES AND POWERS OF THE CORPORATION** ..... 2

    Section 1      Purposes and Powers..... 2

    Section 2      Limitations on Purposes and Powers. .... 2

    Section 3      Special Duties as University Health Services Support Organization ..... 4

**ARTICLE III**      **NO MEMBERS** ..... 5

**ARTICLE IV**      **BOARD OF DIRECTORS** ..... 7

    Section 1      Powers and Duties: ..... 7

    Section 2      Qualification and Composition of the Board of Directors. .... 7

    Section 3      Removal and Resignation of Directors..... 8

    Section 4      Conflict of Interest..... 8

**ARTICLE V**      **OFFICERS** ..... 9

    Section 1      Officers of the Board of Directors..... 9

    Section 2      Officers of the Corporation..... 11

    Section 3      Resignation and Removal..... 12

**ARTICLE VI**      **MEETINGS OF THE BOARD OF DIRECTORS AND ITS COMMITTEES** ..... 13

    Section 1.      Regular meetings..... 13

    Section 2.      Special meetings..... 13

    Section 3.      Participation in meetings by telephone..... 13

    Section 4.      Notice, agendas and minutes. .... 13

    Section 5.      Quorum and voting..... 14

    Section 6.      Parliamentary rules. .... 15

**ARTICLE VII**      **COMMITTEES OF THE BOARD OF DIRECTORS**..... 16

    Section 1.      Appointment to and Removal from, Composition, and Term of

	Committees. ....	16
Section 2.	Executive Management Committee. ....	16
Section 3.	Standing and special committees. ....	18
<b>ARTICLE VIII</b>	<b>ADOPTION AND AMENDMENTS</b> .....	19
<b>ARTICLE IX</b>	<b>INDEMNIFICATION</b> .....	20
<b>ARTICLE X</b>	<b>DEDICATION OF ASSETS AND DISSOLUTION</b> .....	21
<b>ARTICLE XI</b>	<b>ACCESS TO CORPORATE RECORDS</b> .....	22



**ARTICLE I**

**NAME AND LOCATION**

The name of the corporation is University of South Florida (USF) Health Services Support Organization, Inc. (the "Corporation"). The principal office and mailing address of the Corporation shall be University of South Florida Health Sciences Center, 12901 Bruce B. Downs Blvd., MDC Box 62, Tampa, Hillsborough County, Florida 33612.

## ARTICLE II

### PURPOSES AND POWERS OF THE CORPORATION

#### SECTION 1. Purposes and Powers.

The Corporation is organized as (i) a corporation not for profit under Chapter 617, Florida Statutes, and (ii) a university health services support organization under Section 1004.29, Florida Statutes, Florida Board of Governors Regulations 1.001(8)(b) and 9.011, and University of South Florida Regulation 13.002, and corresponding provisions of any subsequent laws or regulations. The Corporation is organized and shall be operated exclusively for charitable, scientific and educational purposes and not for pecuniary profit, and exclusively for the support and benefit of the University of South Florida (the “University” or “USF”). The Corporation shall possess all of the powers and authority as are now or may hereafter be granted to corporations not for profit and university health services support organizations under the laws of the State of Florida. Pursuant to the Corporation’s operations and activities for the support and benefit of the University, the specific purposes for which the Corporation is organized shall include entering into arrangements for the benefit of the University’s academic health sciences center with other entities as providers in other integrated health care systems or similar entities and activities in furtherance of the purposes of Section 1004.29, Florida Statutes

#### SECTION 2. Limitations on Purposes and Powers.

- A. All the assets and earnings of the Corporation shall be used exclusively for the exempt purposes hereinabove set forth, including the payment of expenses incidental thereto. No part of the net earnings of the Corporation shall inure to the benefit of any member, director, or officer of the Corporation, or any other private individual, and no member, director, or officer of the Corporation or any private

individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the Corporation.

- B.** No substantial part of the activities of the Corporation shall be the carrying on of a program of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- C.** The Corporation shall not have the power to convey, lease, pledge, or otherwise encumber assets owned by the State of Florida or the University. The Corporation shall have sole responsibility for the acts, debts, liabilities, and obligations of the Corporation. As provided by Section 1004.29 (1), Florida Statutes, in no case shall the State or University have any responsibility for the acts, debts, liabilities and obligations incurred or assumed by the Corporation.
- D.** The Corporation does not have the power to issue stock or pay dividends, and the private property of the members, directors, and officers shall not be liable for the debts of the Corporation.
- E.** The Corporation shall not have the power to conduct any activities not permitted by applicable laws including without limitation the Internal Revenue Code and pertinent Treasury Regulations (or corresponding provisions of any subsequent revenue laws) (the “Code”).
- F.** Persons employed by the Corporation shall not be considered employees of the State of Florida by virtue of such employment.
- G.** The University’s President shall retain the ability, powers, and duties to: monitor and control the use of University resources and the University name by the Corporation; assure that the Corporation’s activities are consistent with and supportive of the mission of the University and USF Health; monitor compliance



of the Corporation with federal and state laws and applicable rules, regulations and policies; and otherwise supervise the Corporation as provided by Florida Board of Governors Regulation 9.011 and University of South Florida Regulation 9.017 13.002, and provisions of any subsequent laws, regulations, and University policies and internal management memoranda.

**SECTION 3. Special Duties as University Health Services Support Organization.**

The Corporation shall comply with all requirements and perform all duties which are necessary to maintain approval and certification of the Corporation as a university health services support organization under Section 1004.29, Florida Statutes, Florida Board of Governors Regulation 9.011, and University of South Florida Regulation 13.002, and corresponding provisions of any subsequent laws or regulations. Without limiting the foregoing:

- A.** The Corporation shall comply with all conditions established by the Florida Board of Governors and the University's Board of Trustees in order to be approved and certified and to use property, facilities, or personal services at the University.
- B.** The Corporation shall comply with all such additional conditions, controls and requirements as the Florida Board of Governors and the University's Board of Trustees deems appropriate to provide for budget and audit review and oversight.
- C.** The Corporation's Chief Executive Officer shall report to the University's Vice President for Health Science as the University's President's designee in compliance with Florida Board of Governors Regulation 9.011(3).
- D.** The Corporation shall prepare an operating budget at least annually which, upon approval by the Corporation's Board of Directors, shall be submitted for approval by the University's Board of Trustees. Significant changes in planned expenditures in the approved budget must be reported by the Corporation to the University's Board of Trustees or designee as soon as practicable but no later than the deadline established by the University's Board of Trustees.

- E.** The Corporation shall provide for an annual audit conducted pursuant to the University's regulations or policies. The annual audit report shall be submitted by the Corporation to the University's Board of Trustees for review. The audit report shall also be submitted to the Florida Board of Governors and the Florida Auditor General. The University's Board of Trustees or designee, the Florida Board of Governors, the Florida Auditor General, and the Florida Office of Program and Policy Analysis and Governmental Accountability may require and receive any records relative to the operation of the Corporation from the Corporation or its independent auditors.
- F.** The Corporation shall submit its federal Internal Revenue Service application for Recognition of Exemption form (Form 1023) and its federal Internal Revenue Service Return of Organization Exempt for Income Tax form (Form 990) to the University's Board of Trustees or designee at the times required by the applicable regulation or policy of the University's Board of Trustees.
- G.** In the event of the Corporation's decertification by the University's Board of Trustees, the Corporation shall provide an accounting of its assets and liabilities to the University's Board of Trustees or designee, and take such reasonable action as is necessary to secure the return of all University property and facilities as requested by the University.

**ARTICLE III**  
**NO MEMBERS**

The Corporation shall have no members.

**ARTICLE IV**  
**BOARD OF DIRECTORS**

**SECTION 1. Powers and Duties.**

- A. The Board of Directors shall be the governing body of the Corporation exercising supervisory control over the operation, maintenance, and governance of the Corporation in accordance with applicable laws and regulations.
- B. The Board of Directors shall have the powers, duties and responsibilities vested in the board of directors of a Florida corporation not for profit and university health services support organization under applicable Florida laws and regulations.

**SECTION 2. Qualification and Composition of the Board of Directors.**

The property, affairs, business, funds and operations of the Corporation shall be managed, supervised and controlled by a Board of Directors (the “Board”), subject to applicable law and regulations, the limitations contained in the Corporation’s Articles of Incorporation and Bylaws, and the powers and duties reserved to the University’s President and the University’s Board of Trustees. The members of the Board shall serve in such capacity without compensation. The Board shall carry out the purposes of the Corporation in compliance with the Articles of Incorporation and these Bylaws. The Board shall include the incumbent holders of the following named offices and persons from the following named classes:

- A. The University’s Senior Vice President for Health Sciences (or similar position regardless of title) (the “USF Health Vice President”).
- B. The Chair of the University’s Board of Trustees shall appoint one (1) representative to the Board in accordance with Section 1004.29(4), Florida Statutes.
- C. One (1) Director shall be a person who is selected and appointed to the Board by the University’s President as the President's representative in accordance with Section 1004.29 (4), Florida Statutes (provided, the President may elect to appoint

the USF Health Vice President to serve as the President's representative for this purpose).

- D.** Not more than six (6) Directors may be individuals who are selected and recommended by the USF Health Vice President and appointed to the Board by the University's President.
- E.** Any individual who is appointed to the Corporation's Audit Committee who is not otherwise designated a Director pursuant to the preceding subsections of this Article V, Section 2.

Except for the Director specified in subsections B. and C. of this Article IV, Section 2, all other Directors shall be approved by the University's Board of Trustees.

**SECTION 3. Removal and Resignation of Directors.**

Except for the Director who is appointed to the Board by the Chair of the University's Board of Trustees, Directors shall serve a term of one (1) year and may be reappointed. Directors may be removed by the University's President in his/her sole discretion; provided, the Director who is appointed to the Board by the Chair of the University's Board of Trustees may be removed only by action of the Chair of the University's Board of Trustees. Any Director may resign at any time by giving written notice to the Chairperson or to the Board. Any such resignation shall take effect at the time specified therein or, if no time is specified therein, upon its acceptance by the Chairperson or Board.

**SECTION 4. Conflict of Interest.**

The Board shall adopt and keep in full force and effect a substantial conflict of interest policy for its Directors and principal officers in accordance with the rules and regulations of the Internal Revenue Service applicable to tax exempt organizations.

## **ARTICLE V**

### **OFFICERS**

#### **SECTION 1. Officers of the Board of Directors.**

The officers of the Board shall consist of a Chairperson, a Vice-Chairperson, a Secretary-Treasurer, and such other officers as the Board may provide by resolution. All of said officers, with the exception of the Chairperson, Vice-Chairperson, and Secretary-Treasurer, shall be elected by the Board. The same person may not hold more than one office. The Board shall have authority to fill any vacancy in any office except the Chairperson, Vice-Chairperson and Secretary-Treasurer. All officers shall hold office until their successors are appointed and have qualified.

##### **Section 1.1 Chairperson.**

The individual who serves as the USF Health Vice President shall be the Chairperson of the Board. The Chairperson shall have the right to vote in the decisions and actions of the Board and the Executive Management Committee. The Chairperson shall:

- A.** Exercise overall supervision of Board affairs and preside at meetings of the Board and the Executive Management Committee. In the absence of the Chairperson, the Vice-Chairperson shall preside at meetings of the Board or the Executive Management Committee;
- B.** Provide leadership to the Board and its committees in formulating, developing and evaluating the Corporation's policies and goals;
- C.** Appoint special committees from time to time for the sole purpose of advising the Chairperson on such matters as may be deemed necessary and appropriate at the time;
- D.** Develop, coordinate, and supervise all operating policies and procedures of and for the Board;
- E.** Sign written instruments of the Corporation except as the Board shall provide otherwise;
- F.** Control the budget and funds of the Corporation;

- G.** Prepare annual operating and capital budgets; develop performance reports comparing actual operations with approved budgets; and submit reports on the financial condition of the Corporation to the Board at its regular meetings; and
- H.** Submit all information and reports to the University President as required by Florida Board of Governors Regulation 9.011 and University of South Florida Regulation 13.002.
- I.** Perform all the duties incident to his/her office and such other duties as may be designated by the University's President or the Board.

**Section 1.2 Vice-Chairperson.**

The USF Health Vice President shall appoint an individual who is a member of the Board to serve as Vice-Chairperson of the Board. The Vice-Chairperson shall serve for a term of one (1) year and may be reappointed.

The Vice-Chairperson shall:

- A.** In the absence of the Chairperson, preside at meetings of the Board and the Executive Management Committee. The Vice Chairperson shall vote in the decisions and actions of the Board and the Executive Management Committee.
- B.** Perform such duties as may be designated by the Chairperson, the Board or the Executive Management Committee.

**Section 1.3 Secretary/Treasurer.**

The USF Health Vice President shall appoint an individual who is a member of the Board to serve as Secretary/Treasurer of the Board. The Secretary/Treasurer shall serve for a term of one (1) year and may be reappointed.

Subject to the approval of the Board, the Secretary/Treasurer, unless some other person is specifically authorized by vote of the Board, shall:

- A.** Keep accurate records of attendance, votes, and minutes of all proceedings of the Board and Executive Management Committee of the Corporation;

**B.** Have charge of and affix the corporate seal to instruments as appropriate;

**C.** Consider the type of financial information to be provided to the Board when evaluating the financial affairs of the Corporation; and

**D.** Perform all the duties incident to his/her office and any other such duties as may be designated by the Chairperson, the Board or the Executive Management

**SECTION 2. Officers of the Corporation.**

**Section 2.1 Appointment and Election of Officers.**

The officers of the Corporation shall consist of (i) a Chief Executive Officer (the “CEO”) and (ii) such other positions as from time to time are elected or appointed by the Board. The CEO shall be appointed by and serve at the pleasure of the USF Health Vice President.

**Section 2.2 Chief Executive Officer (“CEO”).**

The CEO is the direct representative of the Board in the management of the Corporation. The CEO’s duties shall include, but not be limited to, the following:

- A.** Direct and oversee performance of the Corporation.
- B.** Create and supervise the Corporation’s administrative management structure and staff.
- C.** Develop, coordinate, implement and supervise the Corporation’s operating policies and procedures.
- D.** Perform all the duties incident to his/her office and such other duties as may be designated by the USF Health Vice President or the Board.



**SECTION 2. Resignation and Removal.**

Any officer of the Corporation may resign at any time by giving written notice to the Chairperson or the Secretary-Treasurer. Any such resignation shall take effect at the time specified in the notice, or, if no time is specified therein, upon its acceptance by the Chairperson or the Board. The Chairperson may, with or without cause, remove from office any officer or agent of the Corporation.

## **ARTICLE VI**

### **MEETINGS OF THE**

#### **BOARD OF DIRECTORS AND ITS COMMITTEES**

##### **SECTION 1. Regular Meetings.**

The Board and the Executive Management Committee shall hold regular meetings as called by the Chairperson. One regular meeting of the Board, to be held in October of each year, shall be designated the annual meeting of the Board for the purpose of appointing or electing officers of the Corporation, appointing new committee members as applicable, and the transaction of other business. The Chairperson and the chairpersons of other committees shall fix the time and place of regular meetings of such Board or committee, respectively.

##### **SECTION 2. Special Meetings.**

The Chairperson and the chairpersons of other committees shall have authority to call special meetings of such Board or committee respectively whenever he/she deems necessary or desirable. In addition, the Chairperson of the Board and the chairpersons of other committees shall call a special meeting whenever requested in writing to do so by a majority of the members of the Board or other committee.

##### **SECTION 3. Participation in Meetings by Telephone.**

Members of the Board and other committees may participate in meetings of the Board and other committees by means of a conference telephone or similar communications equipment by which all persons participating can hear each other at the same time, and participation by such means shall constitute presence in person at such meeting.

##### **SECTION 4. Notice, Agendas and Minutes.**

- A.** Unless waived as provided by law, written notice of the place, date, time, and purpose of regular Board and committee meetings shall be given to each member thereof by personal delivery, mail, facsimile, telegram or email at least one (1) day prior to said meetings, and similar notice of any special meetings shall be given to all Board or committee members as soon as practicable prior to said meetings.

Either a regular or special meeting may be held without notice if all Board or committee members waive, in writing, the right to receive notice. Notice of a meeting need not be given to any member who signs a waiver of notice either before or after the meeting. Attendance of any Board or committee member at any meeting shall be deemed a waiver of notice of such meeting and a waiver of any and all objections to the place of the meeting, the time of the meeting, or the manner in which it has been called or convened, except when a member states at the beginning of the meeting or promptly upon arrival at the meeting, any objection to the transaction of affairs because the meeting is not lawfully called or convened.

- B.** The Chairperson of the Board and the chairpersons of other committees may elect to provide notices of Board and committee meetings to individuals other than members of such Board or committee, respectively.
- C.** A written agenda of the matters to be considered at a Board or committee meeting shall be delivered to members thereof prior to such meeting, provided, however, that Board and committee proceedings shall not be limited to matters set forth in such agenda.
- D.** Written minutes of the proceedings of the Board and committees shall be maintained and all actions taken at Board and committee meetings shall be properly recorded in the minutes. Minutes shall, where reasonably possible, be delivered to the members of the Board or committee in advance of its next scheduled meeting.

**SECTION 5. Quorum and Voting.**

- A.** The presence of a majority of the members of the Board shall be necessary and sufficient to constitute a quorum for the transaction of business at all meetings of the Board.

- B.** The presence of a majority of the members of any Board committee shall be necessary and sufficient to constitute a quorum for the transaction of business at all meetings of committees of such Board committee.
- C.** In the absence of a quorum, a majority of members present at the meeting of the Board or committee may adjourn the meeting until a quorum is present for the transaction of business.
- D.** The vote of a majority of the members of the Board or any Board committee present at a meeting of the Board or committee shall constitute the action of the Board or Committee except as otherwise provided by these Bylaws.

**SECTION 6. Parliamentary Rules.**

The most recent edition of “Roberts Rules of Order” shall be followed in conducting the meetings of the Board and committees unless otherwise provided by resolution of the Board.

## ARTICLE VII

### COMMITTEES OF THE BOARD OF DIRECTORS

#### SECTION 1. Appointment to and Removal from, Composition, and Term of Committees.

- A. The chairpersons and members of all standing and special committees of the Board shall be appointed as provided by these Bylaws. A committee chairperson or member may be removed from a committee, except for the Executive Management Committee, only by the Board. A member of the Executive Management Committee who is appointed by the University's President or the USF Health Vice President may be removed by the University's President or the USF Health Vice President, as applicable, in his/her sole discretion.
- B. All committees of the Board shall consist of not less than three (3) members, at least one (1) of whom shall be a Director. Individuals other than Directors shall be eligible to serve on committees. However, the chairperson of each committee shall be a Director.
- C. The chairpersons and members of standing committees shall continue in these capacities until their successors have been appointed. Special committees shall be discharged by the Chairperson upon completion of the task for which they are established.

#### SECTION 2. Executive Management Committee.

##### A. Composition.

The Corporation shall have an Executive Management Committee of the Board consisting of the following Directors:

1. The USF Health Vice President.
2. The individual who is appointed to serve as Vice-Chairperson
3. The individual who is appointed to serve as Secretary-Treasurer.

4. The Director who is selected and appointed to the Board by the University's President as designated in Article IV, Section 2.C. above.
5. The Director who is selected and appointed to the Board by the Chair of the University's Board of Trustees as provided in Article IV, Section 2.B. above,

**B. Powers and Duties.**

The Executive Management Committee shall have and may exercise all powers of the Board, except the power to:

- (i) approve or recommend to members actions or proposals required by Chapter 617, Florida Statutes, to be approved by members;
- (ii) fill vacancies on the Board or any committee thereof;
- (iv) adopt, amend, or repeal these Articles of Incorporation or the Bylaws of the Corporation;
- (v) sell, lease, exchange, or otherwise dispose of all or substantially all of the property and assets of the Corporation;
- (vi) adopt a plan of voluntary dissolution of the Corporation;
- (vii) amend or repeal any resolution approved by the Board \; or
- (viii) exercise any other powers specifically provided in the Bylaws as being reserved for the Board.

**C. Report.**

The Executive Management Committee shall cause the minutes of its actions to be distributed to the remaining members of the Board within fifteen (15) days of taking such action and to be filed with the minutes of the proceedings of the Board.

**SECTION 3. Standing and Special Committees.**

**A. Composition.**

The Board may by resolution appoint one or more other standing or special committees, which shall perform specific functions and tasks as provided in the resolution, except that a delegation of power to such committees shall not include any of the powers that may not be exercised by the Executive Management Committee pursuant to Section 2.B. of this Article VII. In addition, if such a committee includes a member who is not a Director, the committee shall not be delegated any powers of the Board of Directors. The Chairperson shall have the authority to appoint a special committee from time to time for the sole purpose of advising the Chairperson on such matters as may be deemed necessary and appropriate at the time.

**B. Meetings, Quorum and Minutes.**

Meetings of standing and special committees may be called by the chairperson of the committee, by the Board, or by the Chairperson, and notice of any committee meeting shall be given in the manner provided in these Bylaws for notices of special meetings of the Board. Each committee shall keep regular minutes of its proceedings. The Chairperson, and his/her designees, shall have the right to attend any meeting of any special and standing committee.

## **ARTICLE VIII**

### **ADOPTION AND AMENDMENTS**

The Board shall adopt these Bylaws and may from time to time modify, alter, amend or repeal the Bylaws by an affirmative vote of two-thirds (2/3) of the members of the Board present and voting at any duly held regular or special meeting of the Board; provided, with respect to such meetings, notice thereof, which shall include the text of the proposed change to the Bylaws, shall be furnished in writing to each member of the Board at least seven (7) days prior to the meeting at which the change to the Bylaws is to be voted upon; provided further, the adoption, amendment or repeal of the Bylaws shall not be effective without the written concurrence of the University President, the University's Board of Trustees, and such other approvals as may be required by law or regulation.



**ARTICLE IX**  
**INDEMNIFICATION**

The Corporation shall indemnify each director, officer, employee and agent of the Corporation, and may indemnify any other person, to the full extent permitted by the Florida Not For Profit Corporation Act and other applicable laws. The rights conferred by this Article shall not be exclusive of any other right that any director, officer, employee, agent or other person may have or hereafter acquire under the Florida Not For Profit Corporation Act, any other statute or agreement, pursuant to a vote of disinterested directors, or otherwise. No repeal or modification of this Article shall limit the rights of any director, officer, employee or agent to indemnification with respect to any action or omission occurring prior to such repeal or modification.

**ARTICLE X**

**DEDICATION OF ASSETS AND DISSOLUTION**

The Corporation dedicates all assets which it may acquire to the charitable purposes as set forth in Article II hereof. In the event that the Corporation shall dissolve or otherwise terminate its corporate existence, subject to the provision of Chapter 617, Florida Statutes, the Corporation shall distribute all its existing assets as provided in the Articles of Incorporation.

**ARTICLE XI**

**ACCESS TO CORPORATE RECORDS**

Public access to all records of the Corporation shall be governed by Section 1004.30, Florida Statutes.

**Agenda Item: FL 113**

**USF Board of Trustees**  
June 2, 2020

**Issue:** Direct Support Organization (DSO) Board of Directors

---

**Proposed action:** Approve USF Alumni Association Board of Directors

---

**Executive summary:**

**Executive summary:**

Per Florida Statute Section 1004.28 and USF Regulation 13.002, the USF Board of Trustees must approve members of Direct Support Organizations' Boards of Directors.

**USFAA Board of Directors – Fiscal 2021 (July 1, 2020 – June 30, 2021)  
New and Renewed Terms**

**New Board of Directors for Fiscal 2021**

1. Rayjay Dockery – Director
  - a. USF Student – Biomedical Sciences (Senior)
  - b. President, USF Ambassadors
  - c. USF Ambassador position on USFAA Board
  
2. Tom Gerberding – USF Athletics Bulls Club Representative
  - a. BA 1971, Sociology, MA 1973
  - b. Managing Partner – Brickhouse Homes, LLC
  - c. Athletics Bulls Club Board of Directors
  
3. Maja Lacevic – Director
  - a. BA 2009, English and International Studies
  - b. Assistant General Counsel, Clinical Affairs – H. Lee Moffitt Cancer Center
  - c. Outstanding Young Alumni Award recipient 2018
  
4. Andy Mayts – Director
  - a. BA 1993, Political Science

- b. Partner attorney, Shumaker Loop & Kendrick, LLP
  - c. Former USFAA Board member and USF Ambassador
5. Chris Reyes – Director
- a. BA 1993, Management Information Systems
  - b. Private Risk Advisor, Baldwin Krystyn Sherman Partners
  - c. Extensive insurance experience working with high net worth clients
6. Juan Soltero – Director
- a. BA 2010, Political Science
  - b. Tampa Operations Market Manager, Bank of America
  - c. Former USF Student Body President – 2009-2010
7. Gustavo Spangher – Director
- a. USF Student – Accounting (Senior)
  - b. Vice President – USF Student Government
  - c. USF Student Government position on USFAA Board

**Renewed Board of Directors for Fiscal 2021**

1. Justin Geisler – Secretary
- a. BA 2004, Business Economics, and Management  
MBA 2006
  - b. Associate Director Cash Processing Depository Trust Clearing Corp,  
Citigroup
  - c. Outstanding Senior and Kosove Scholarship recipient
2. Andrew Jones – Director
- a. BS 2011, Computer Science
  - b. Senior Site Reliability Engineer, GrubHub
  - c. USFAA Board Membership Committee Chair
3. Andrew Ketchel – Director
- a. BA 2010, Political Science  
MPA 2012, Public Administration
  - b. Consultant, Capital City Consulting
  - c. USFAA Board Advocacy Committee Chair
  - d. Former USF Football player
4. Bill Mariotti – Treasurer
- a. BS 2015, General Business Administration

- b. President/CEO, Bill Mariotti Site Development
- c. USFAA Board Finance Committee Chair
- d. Fast 56 Award recipient

**Financial Impact:** No financial impact

---

**Strategic Goal(s) Item Supports:** The Alumni Association supports all four goals of the USF Strategic Plan

**BOT Committee Review Date:** 5/14/2020

**Supporting Documentation Online (*please circle*):** Yes

**No**

**Prepared by:** Bill McCausland

## Agenda Item: FL 114

### USF Board of Trustees June 2, 2020

**Issue:** The statutes establishing the Campus Boards for the University of South Florida St. Petersburg and University of South Florida Sarasota/Manatee will be repealed on July 1, 2020. A new statute reestablishing both Campus Boards is effective July 2, 2020. The repeal and enactment of the legal basis for the Campus Boards could create uncertainty in Campus Board operations and membership.

---

**Proposed action:** This is an action item to reappoint all current Members of the Campus Boards for the University of South Florida St. Petersburg and University of South Florida Sarasota/Manatee, effective June 2, 2020. The Governance Committee is asked to approve the re-appointment of the current Members of both Campus Boards effective July 2, 2020 to maintain continuity in leadership and service. The Governance Committee's approval would then go to the full Board for approval.

---

**Executive Summary:** Florida Statutes sec. 1004.33 and sec. 1004.34 establish the Campus Boards at University of South Florida St. Petersburg and the University of South Florida Sarasota/Manatee, respectively. However, both statutes will be repealed effective July 1, 2020. Both Campus Boards are then reestablished in Florida Statute 1004.341, which is effective July 2, 2020. The repeal and enactment of the Campus Boards' enabling statute could create confusion and uncertainty in Campus Board operations and membership.

To avoid this potential confusion and uncertainty, the proposed action would reappoint all current Campus Board Members serving as of June 2, 2020 (e.g. the date of the next full Board meeting). The reappointments will be effective July 2, 2020. The motion does not change the powers, duties, existing terms or offices of the current Campus Board Members. This action would also not affect the USF President's authority to recommend new Campus Board Members to the Board of Trustees.

Following approval by the Governance Committee, the full Board of Trustees would then consider the proposed action as a consent agenda item, unless removed from the consent agenda by a member of the Board of Trustees under the Board of Trustees Operating Procedures.

---

**Strategic Goal(s) Item Supports:** USF System Strategic Goal Nos. 3 and 4  
**Committee Review Date:** 05/14/2020  
**Supporting Documentation Online:** Yes  
**USF-wide or Institution specific:** University- wide  
**Prepared by:** Gerard D. Solis, General Counsel

Select Year:

2019



Go

## The 2019 Florida Statutes

---

[Title XLVIII](#)[Chapter 1004](#)[View Entire Chapter](#)

K-20 EDUCATION CODE

PUBLIC POSTSECONDARY EDUCATION

### 11004.33 The University of South Florida St. Petersburg.—

(1) The St. Petersburg campus of the University of South Florida is established and shall be known as the “University of South Florida St. Petersburg.”

(a) The Legislature intends that the University of South Florida St. Petersburg be operated and maintained as a separate organizational and budget entity of the University of South Florida, and that all legislative appropriations for the University of South Florida St. Petersburg be set forth as separate line items in the annual General Appropriations Act.

(b) The University of South Florida St. Petersburg shall have a Campus Board and a Campus Executive Officer.

(c) As soon as possible, but no later than the effective date of this act, the President of the University of South Florida shall begin the process of application to the Commission on Colleges of the Southern Association of Colleges and Schools for separate accreditation of the University of South Florida St. Petersburg. If the application is not approved or is provisionally approved, the University of South Florida shall correct any identified deficiencies and shall continue to work for accreditation.

(2) The Board of Trustees of the University of South Florida shall appoint to the Campus Board, from recommendations of the President of the University of South Florida, five residents of Pinellas County. If a resident of Pinellas County is appointed to the Board of Trustees of the University of South Florida, the board shall appoint that member to serve jointly as a member of the Campus Board. If more than one Pinellas County resident is appointed to the Board of Trustees, the board shall select one joint member. The Board of Trustees may reappoint a member to the Campus Board for one additional term. The Campus Board has the powers and duties provided by law, which include the authority to:

(a) Review and approve an annual legislative budget request to be submitted to the Commissioner of Education. The Campus Executive Officer shall prepare the legislative budget request in accordance with guidelines established by the State Board of Education. This request must include items for campus operations and fixed capital outlay.

(b) Approve and submit an annual operating plan and budget for review and consultation by the Board of Trustees of the University of South Florida. The campus operating budget must reflect the



actual funding available to that campus from separate line-item appropriations contained in each annual General Appropriations Act, which line-item appropriations must initially reflect the funds reported to the Legislature for the University of South Florida St. Petersburg campus for fiscal year 2000-2001 and any additional funds provided in the fiscal year 2001-2002 legislative appropriation.

(c) Enter into central support services contracts with the Board of Trustees of the University of South Florida for any services that the St. Petersburg campus cannot provide more economically, including payroll processing, accounting, technology, construction administration, and other desired services. However, all legal services for the campus must be provided by a central services contract with the university. The Board of Trustees of the University of South Florida and the Campus Board shall determine in a letter of agreement any allocation or sharing of student fee revenue between the University of South Florida's main campus and the St. Petersburg campus.

The Board of Trustees of the University of South Florida may lawfully delegate other powers and duties to the Campus Board for the efficient operation and improvement of the campus and for the purpose of vesting in the campus the attributes necessary to meet the requirements for separate accreditation by the Southern Association of Colleges and Schools.

(3) The University of South Florida St. Petersburg shall be administered by a Campus Executive Officer who shall be appointed by, report directly to, and serve at the pleasure of the President of the University of South Florida. The President shall consult with the Campus Board before hiring or terminating the Campus Executive Officer. The Campus Executive Officer has authority and responsibility as provided in law, including the authority to:

(a) Administer campus operations within the annual operating budget as approved by the Campus Board.

(b) Recommend to the Campus Board an annual legislative budget request that includes funding for campus operations and fixed capital outlay.

(c) Recommend to the Campus Board an annual campus operating budget.

(d) Recommend to the Campus Board appropriate services and terms and conditions to be included in annual central support services contracts.

(e) Carry out any additional responsibilities assigned or delegated by the President of the University of South Florida for the efficient operation and improvement of the campus, especially any authority necessary for the purpose of vesting in the campus attributes necessary to meet the requirements for separate accreditation.

(4) Students enrolled at the University of South Florida, including those enrolled at a branch campus, have the same rights and obligations as provided by law, policy, or rule adopted by the University of South Florida, the Florida Department of Education, or other lawful entity. The University of South Florida shall provide a comprehensive and coordinated system of student registration so that a student enrolled at any campus of the University of South Florida has the ability to register for courses at any other campus of the University of South Florida.

(5) The following entities are not affected by this section and remain under the administrative control of the University of South Florida:

- (a) The University of South Florida College of Marine Science, which is a component college of the main campus.
- (b) The Florida Institute of Oceanography, which is a Type One Institute.
- (c) The University of South Florida Pediatric Research Center.
- (d) The University of South Florida/USGS joint facility.

**History.**—s. 178, ch. 2002-387; s. 8, ch. 2018-4.

<sup>1</sup>**Note.**—Repealed effective July 1, 2020, by s. 8, ch. 2018-4.



Select Year:

2019

Go

## The 2019 Florida Statutes

---

[Title XLVIII](#)

[Chapter 1004](#)

[View Entire Chapter](#)

K-20 EDUCATION CODE PUBLIC POSTSECONDARY EDUCATION

### 11004.34 The University of South Florida Sarasota/Manatee.—

(1) The Sarasota/Manatee campus of the University of South Florida is established and shall be known as the “University of South Florida Sarasota/Manatee.”

(a) The Legislature intends that the University of South Florida Sarasota/Manatee be operated and maintained as a separate organizational and budget entity of the University of South Florida and that all legislative appropriations for the University of South Florida Sarasota/Manatee be set forth as separate line items in the annual General Appropriations Act.

(b) The University of South Florida Sarasota/Manatee shall have a Campus Board and a Campus Executive Officer.

(c) As soon as possible, but no later than July 1, 2002, the President of the University of South Florida shall begin the process of application to the Commission on Colleges of the Southern Association of Colleges and Schools for separate accreditation of the University of South Florida Sarasota/Manatee. If the application is not approved or is provisionally approved, the University of South Florida shall correct any identified deficiencies and shall continue to work for accreditation.

(2) The Board of Trustees of the University of South Florida shall appoint to the Campus Board, from recommendations of the President of the University of South Florida, three residents of Manatee County and two residents of Sarasota County, to serve 4-year staggered terms. If one or more residents of Sarasota County or Manatee County are appointed to the Board of Trustees of the University of South Florida, the board shall, at the next vacancy of the Campus Board, appoint one of those members to serve jointly as a member of the Campus Board. The Board of Trustees may reappoint a member to the Campus Board for one additional term. The Campus Board has the powers and duties provided by law, which include the authority to:

(a) Review and approve an annual legislative budget request to be submitted to the Commissioner of Education. The Campus Executive Officer shall prepare the legislative budget request in accordance with guidelines established by the State Board of Education. This request must include items for campus operations and fixed capital outlay.

(b) Approve and submit an annual operating plan and budget for review and consultation by the Board of Trustees of the University of South Florida. The campus operating budget must reflect the actual funding available to that campus from separate line-item appropriations contained in each

annual General Appropriations Act, which line-item appropriations must initially reflect the funds reported to the Legislature for the University of South Florida Sarasota/Manatee campus for fiscal year 2000-2001 and any additional funds provided in the fiscal year 2001-2002 legislative appropriation.

(c) Enter into central support services contracts with the Board of Trustees of the University of South Florida for any services that the campus at Sarasota/Manatee cannot provide more economically, including payroll processing, accounting, technology, construction administration, and other desired services. However, all legal services for the campus must be provided by a central services contract with the university. The Board of Trustees of the University of South Florida and the Campus Board shall determine in a letter of agreement any allocation or sharing of student fee revenue between the University of South Florida's main campus and the Sarasota/Manatee campus.

The Board of Trustees of the University of South Florida may lawfully delegate other powers and duties to the Campus Board for the efficient operation and improvement of the campus and for the purpose of vesting in the campus the attributes necessary to meet the requirements for separate accreditation by the Southern Association of Colleges and Schools.

(3) The University of South Florida Sarasota/Manatee shall be administered by a Campus Executive Officer who shall be appointed by, report directly to, and serve at the pleasure of the President of the University of South Florida. The President shall consult with the Campus Board before hiring or terminating the Campus Executive Officer. The Campus Executive Officer has authority and responsibility as provided in law, including the authority to:

(a) Administer campus operations within the annual operating budget as approved by the Campus Board.

(b) Recommend to the Campus Board an annual legislative budget request that includes funding for campus operations and fixed capital outlay.

(c) Recommend to the Campus Board an annual campus operating budget.

(d) Recommend to the Campus Board appropriate services and terms and conditions to be included in annual central support services contracts.

(e) Carry out any additional responsibilities assigned or delegated by the President of the University of South Florida for the efficient operation and improvement of the campus, especially any authority necessary for the purpose of vesting in the campus attributes necessary to meet the requirements for separate accreditation.

(4) Students enrolled at the University of South Florida, including those enrolled at a branch campus, have the same rights and obligations as provided by law, policy, or rule adopted by the University of South Florida, the Florida Department of Education, or other lawful entity. The University of South Florida shall provide a comprehensive and coordinated system of student registration so that a student enrolled at any campus of the University of South Florida has the ability to register for courses at any other campus of the University of South Florida.

(5) Promote technology transfer between the research operations of the University of South Florida and local economic development agencies.

**History.**—s. 179, ch. 2002-387; s. 8, ch. 2018-4.

<sup>1</sup>**Note.**—Repealed effective July 1, 2020, by s. 8, ch. 2018-4.

Copyright © 1995-2020 The Florida Legislature • [Privacy Statement](#) • [Contact Us](#)



Select Year:

2019

Go

## The 2019 Florida Statutes

---

[Title XLVIII](#)

[Chapter 1004](#)

[View Entire Chapter](#)

K-20 EDUCATION CODE PUBLIC POSTSECONDARY EDUCATION

### 11004.341 University of South Florida campuses. –

(1) The St. Petersburg and Sarasota/Manatee campuses of the University of South Florida are hereby established.

(a) The St. Petersburg campus of the University of South Florida shall be known as the “University of South Florida St. Petersburg” and shall include any college of the University of South Florida which is headquartered or primarily located in Pinellas County.

(b) The Sarasota/Manatee campus of the University of South Florida shall be known as the “University of South Florida Sarasota/Manatee” and shall include any college of the University of South Florida which is headquartered or primarily located in Sarasota County or Manatee County.

(2) The University of South Florida St. Petersburg and the University of South Florida Sarasota/Manatee shall each have a campus board and a regional chancellor. The Chair of the Board of Trustees of the University of South Florida, based upon recommendations of the President of the University of South Florida, shall appoint:

(a) Seven residents of Pinellas County to serve 4-year staggered terms on the Campus Board of the University of South Florida St. Petersburg. A member of the Board of Trustees of the University of South Florida who resides in Pinellas County shall jointly serve as a member of the Board of Trustees and as chair of the campus board. The chair of the faculty senate or the equivalent and the president of the student body of the campus shall serve as ex officio members.

(b) Four residents of Manatee County and three residents of Sarasota County to serve 4-year staggered terms on the Campus Board of the University of South Florida Sarasota/Manatee. A member of the Board of Trustees of the University of South Florida who resides in Manatee County or Sarasota County shall be selected by the Chair of the Board of Trustees of the University of South Florida to serve jointly as a member of the Board of Trustees and as chair of the campus board. The chair of the faculty senate or the equivalent and the president of the student body of the campus shall serve as ex officio members.

The Board of Trustees may reappoint a member to the campus board, other than the chair, for one additional term.

(3) Each campus board has the powers and duties provided by law, which include the authority

to approve and submit an annual operating plan, budget, and legislative budget request to the Board of Trustees of the University of South Florida.

(4) The Board of Trustees shall publish and approve an annual operating budget for each campus and a report on the distribution of funds, including student tuition and fees, preeminence funding, and performance-based funding, provided to each campus.

(5) The Board of Trustees must publish on its website a biennial regional impact report, beginning July 1, 2021, which details the specific increased investments in university programs located in Pinellas, Manatee, and Sarasota Counties. The report shall include, at a minimum, trend information related to access to new degree programs for students in those counties, any changes in student enrollment and outcomes at each campus located in those counties, increased research conducted and research infrastructure added in those counties, and any fixed capital outlay projects or property acquisitions planned or completed in those counties.

(6) The faculty and students at each campus shall be represented in the academic and student governance structures of the University of South Florida as determined by the Board of Trustees.

**History.**—s. 10, ch. 2018-4.

<sup>1</sup>**Note.**—Effective July 2, 2020.

**Agenda Item: FL 115**

**USF Board of Trustees**

June 2, 2020

**Issue:** Florida Center for Students with Unique Abilities Grant Application at the USF St. Petersburg Campus

---

**Proposed action:** Approve Submission

---

**Executive Summary:**

UMatter at the USF St. Petersburg campus is a college program for students with intellectual disability. USFSP is applying for a grant with the Florida Center for Students with Unique Abilities to establish a funded, inclusive postsecondary education program at USFSP. The grant is \$900,000 @ 3 years with the opportunity to reapply. Includes a donor sustainability opportunity as well as student scholarships @\$7,000 annually.

**Financial Impact: None**

---

**Strategic Goal(s) Item Supports:**

**BOT Committee Review Date:**

**Supporting Documentation Online (please circle):**      Yes                      No

**USF System or Institution specific:** USFSP

**Prepared by:** Charlene Ponce



# UMatter @ USFSP

A college program  
for students with intellectual disability

# What is Inclusive Postsecondary Education?

- College programs that provide an inclusive college experience
  - Academic enrichment
  - Socialization
  - Independent living
  - Integrated work experiences and career skills
- Leads to employment
- It works!

More than 270 colleges & universities in 49 states support students with intellectual disability (ID).

Recent data show 65% of students with ID who completed a higher education program had a paid job one year after graduation; much higher than 17%, which is the national employment rate of adults with intellectual and developmental disability.

(National Core Indicators, 2018)

Over 8000 students with intellectual disability are attending college in the US.

# Legislation

- Federal legislation
  - Higher Education Opportunity Act (2008)
- Florida legislation
  - Florida Comprehensive Transition Program Act (2016)
    - [Florida Inclusive Postsecondary Education Law](#)

# Funding Source / Resources

- Florida Center for Students with Unique Abilities

- <https://fcsua.org>



- Other Important Resources

- Florida Consortium on Inclusive Higher Education

- <https://fcihe.com>



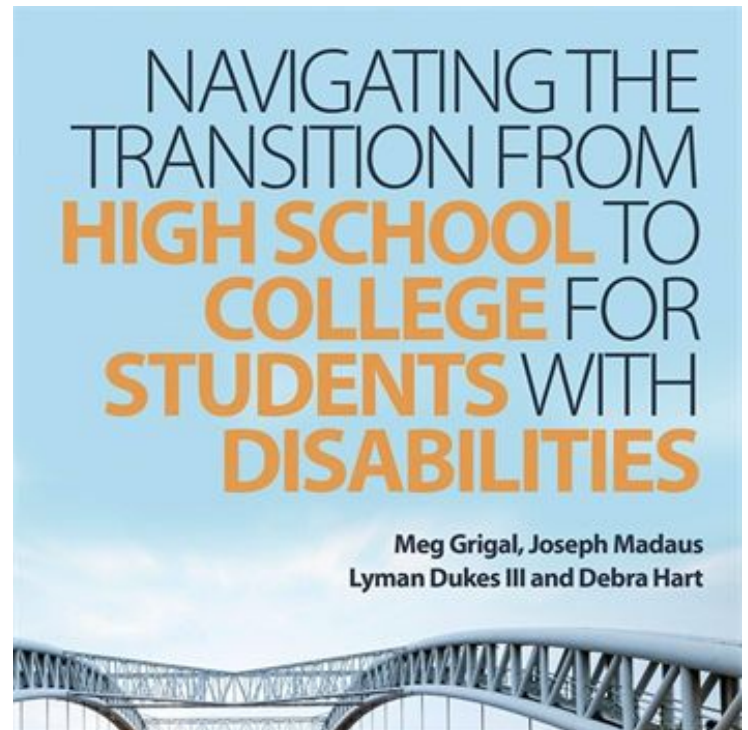
- Think College

- <https://thinkcollege.net>



# Why USFSP?

- Institutional Expertise
  - Project 10  
<http://project10.info>
  - Sting Ray
  - Faculty Expertise
- Sustainability Opportunity



# Our Ask Today

- Approval of Grant Application
  - To establish a funded inclusive postsecondary education program @ USFSP
    - Grant: \$900,000 @ 3 years
      - Additional Funding: Student scholarships @ \$7,000 annually
    - Opportunity to re-apply for \$900,000 @ 3 years
    - Donor Sustainability Opportunity



# Questions?



**Agenda Item: FL 116**

**USF Board of Trustees**

June 2, 2020

**Issue:** 2020-21 Continuation Operating Budget

---

**Proposed action:** Approve 2020-21 Continuation Operating Budget at last year's Operating Budget level. A subsequent approval will be needed once the legislative budget process has concluded with the Governor's approval and the USF annual budget has been established.

---

**Executive Summary:**

The University of South Florida Board of Trustees (the BOT) is required to adopt an annual budget for the operation of the University. The BOT must approve the budget prior to June 22, 2020 for the State Comptroller to process cash releases for state funds. The universities are still required to submit a detailed operating budget to the BOG by August 21, 2020.

We are requesting approval of the following:

Approval of a Continuation Operating Budget at the same level as 2019-20 Operating Budget. We are requesting approval of a continuation budget due to pending state appropriation allocation decisions. Once those decisions have been finalized, USF will prepare an operating budget according to our guidelines and the laws and regulations of the Board of Governors and submit to the BOT for approval at a later meeting.

**Financial Impact:** See attached.

---

**Strategic Goal(s) Item Supports:** Goal 4 – Sound Financial Management

**BOT Committee Review Date:** Finance Committee - May 14, 2020

**Supporting Documentation Online (please circle):** Yes **No**

2020-21 Continuation Operating Budget Summary

**USF or Campus specific:** USF

**Prepared by:** Masha Galchenko

974-8442



**University of South Florida**  
**2020-21 Continuation Operating Budget Summary**

	2018-19 BOT Approved Budget	2019-20 BOT Approved Budget	Requested Continuation Operating Budget for 2020-21
<b>Budgeted Revenues:</b>			
Educational & General (E&G)			
General Revenue	\$ 374,513,982	\$ 364,198,674	\$ 364,198,674
Lottery	\$ 50,016,975	\$ 63,556,846	\$ 63,556,846
Tuition (Budget Authority)	\$ 289,497,257	\$ 290,107,257	\$ 290,107,257
Interest	\$ 3,574,725	\$ 4,780,719	\$ 4,780,719
Phosphate Research TF			
<b>Total E&amp;G</b>	<b>\$ 717,602,939</b>	<b>\$ 722,643,496</b>	<b>\$ 722,643,496</b>
Contracts & Grants	\$ 490,181,105	\$ 503,881,104	\$ 503,881,104
Auxiliaries	\$ 291,758,299	\$ 293,638,125	\$ 293,638,125
Student Activities	\$ 27,732,168	\$ 28,192,237	\$ 28,192,237
Financial Aid	\$ 414,699,135	\$ 414,818,472	\$ 414,818,472
Concessions	\$ 769,579	\$ 785,554	\$ 785,554
Athletics	\$ 50,044,774	\$ 48,696,050	\$ 48,696,050
Technology Fee	\$ 10,108,174	\$ 10,152,633	\$ 10,152,633
Board Approved Fees	\$ 1,206,668	\$ 1,284,338	\$ 1,284,338
Self-Insurance Trust Funds	\$ 7,998,000	\$ 8,036,517	\$ 8,036,517
Faculty Practice	\$ 327,166,642	\$ 354,896,218	\$ 354,896,218
<b>Total Revenue</b>	<b>\$ 2,339,267,483</b>	<b>\$ 2,387,024,744</b>	<b>\$ 2,387,024,744</b>
<b>Budgeted Expenditures:</b>			
Salaries & Benefits	\$ 1,082,062,646	\$ 1,113,148,174	\$ 1,113,148,174
Expenses	\$ 588,521,408	\$ 595,840,941	\$ 595,840,941
Operating Capital Outlay	\$ 8,772,307	\$ 8,928,455	\$ 8,928,455
Risk Management Insurance	\$ 5,446,573	\$ 5,881,203	\$ 5,881,203
Financial Aid	\$ 412,722,460	\$ 412,759,736	\$ 412,759,736
Library Resources	\$ 5,834,992	\$ 5,878,162	\$ 5,878,162
Debt Service	\$ 2,987,930	\$ 3,031,830	\$ 3,031,830
Carry Forward	\$ 116,992,164	\$ 136,222,752	\$ 136,222,752
Non-Operating Expenses	\$ 241,056,042	\$ 255,420,087	\$ 255,420,087
<b>Total Budgeted Expenditures</b>	<b>\$ 2,464,396,522</b>	<b>\$ 2,537,111,340</b>	<b>\$ 2,537,111,340</b>

Note: The 2020-21 Continuation Budget is requested at last year's level. USF will prepare a 2020-21 budget for submission to the BOG by August 21, 2020 and for presentation to the Board of Trustees at a future meeting.

**Agenda Item: FL 117**

**USF Board of Trustees**

June 2, 2020

**Issue:** DSO Annual Financial Plans for FY 2021

---

**Proposed action:** Approve DSO Annual Financial Plans for FY 2021

---

**Executive Summary:**

The Direct Support Organizations of the University of South Florida (DSOs) have prepared their Annual Financial Plans for FY 2021 for review and approval by the USF Board of Trustees, pursuant to Florida Statutes and DSO Bylaws.

Each DSO has provided a Financial Plan Statement, which includes the Corporation's mission, key drivers for improvements in the FY 2021 Plan over prior year, material capital expenditures, and major initiatives for FY 2022 and FY 2023.

The Financial Plan Statement also includes an assessment of downside business risks to the FY 2020 Forecast and the FY 2021 Financial Plan due to COVID-19 and management's plans to mitigate these risks.

The Financial Plans, comprised of both Income Statement and Statement of Cash Flows, include a comparison of Net Operating Profit and Net Cash Position for the FY 2021 Financial Plan to the current FY 2020 Forecast, and also provide the original FY 2020 Financial Plan that was approved by the BOT Finance Committee at its May 14, 2019 Meeting, and Actuals for FY 2019 and FY 2018. The Financial Plans also include a three-year forecast.

DSOs are governed by independent Boards of Directors. DSOs have obtained approval of their FY 2021 Financial Plan from their Board or DSO Finance / Audit Committee in advance of this meeting.

The DSOs are:

1. University Medical Services Association, Inc. &  
USF Medical Services Support Corporation
2. USF Foundation, Inc.
3. USF Research Foundation, Inc.
4. Sun Dome, Inc.
5. USF Institute for Applied Engineering
6. USF Health Professions Conferencing Corporation
7. USF Alumni Association, Inc.





# **DIRECT SUPPORT ORGANIZATIONS**

## **ANNUAL FINANCIAL PLANS**

**FISCAL YEAR 2021**

*May 14, 2020*



## DSO Annual Financial Plans for FY 2021

---

### INDEX

University Medical Services Association, Inc. and Medical Services Support Corporation, Inc.....	1-5
USF Foundation, Inc. ....	6-10
USF Research Foundation, Inc.....	11-14
Sun Dome Inc. ....	15-19
USF Institute of Applied Engineering.....	20-23
USF Health Professions Conferencing Corporation .....	24-28
USF Alumni Association, Inc. ....	29-32
USF Financing Corporation and USF Property Corporation.....	33-36



## UMSA/MSSC Combined FY 2021 Annual Financial Plan

### FINANCIAL PLAN STATEMENT

#### State the DSO's Statutory Mission which Supports the Goals of the University

- University Medical Service Association, Inc. (UMSA) is organized as a not for profit, university faculty practice plan. Pursuant to UMSA's operations and activities, exclusively for the support and benefit of the University of South Florida (USF) and its Health Sciences Center, USF Health, the specific purposes for which UMSA is organized shall include the collection, administration and distribution of funds exclusively for the support of the clinical, education and research objectives of USF Health and the University in accordance with the USF Health Faculty Practice Plan regulations.
- Medical Services Support Corporation (MSSC) is organized as a not for profit organized to operate a health care consortium which supports and enhances the University of South Florida's (USF's) approved programs of education, research and service.

#### Provide the Downside Business Risks to the FY 2020 Forecast and the FY 2021 Financial Plan Due to COVID-19 and Management's Plans to Mitigate these Risks

- The COVID-19 crisis has significantly affected the practice plan's patient service revenue. The CMS advisory followed by the State of Florida's executive order to cancel elective surgeries and non-urgent procedures coupled with the limitations on ambulatory clinic visits to preserve PPE and control the spread of the coronavirus have reduced our revenues to 35% of their historical averages. This will result in approximately \$43M of lost patient revenue in FY20 and FY21. These mandates also resulted in unexpected costs to the practice plan, specifically purchasing additional personal protective equipment, medical and lab tests, cleaning supplies to protect patients and our providers, and hardware costs to support telehealth visits.
- To preserve revenue and ensure patient access to our providers, the practice plan built, tested, and piloted a secure telehealth platform through Microsoft Teams over the course of a single week, an endeavor that takes most organizations of our size and complexity over a year to complete. From 3/18 - 4/21, we completed over 13,000 telehealth visits which now represent approximately 70% of our average daily clinic volume.
- While the telehealth revenues will help offset some of our ambulatory revenue losses, the remaining revenue losses will need to be made up through significant expense reductions in the practice plan. We are planning to reduce expenses by approximately \$20M from the last quarter of FY20 through FY21. These will be primarily be through significant reductions in discretionary expenses (travel, meals, dues and subscriptions, CMS, etc.), delayed physician hires, hiring freezes, and salary reductions. We will also use carryforward funds to help support the academic costs that are funded through the practice plan.
- The practice plan is pursuing all available funding opportunities through the Centers for Medicare and Medicaid Services (CMS), the U.S. Department of Health and Human Services (HHS), the Federal Emergency Management Agency (FEMA), and other federal and state agencies. To date, we have received \$2.4M in grant revenue and a \$6.4M loan from CMS.

#### List Key Drivers for the 2021 Financial Plan Over the 2020 Forecast - Focus on Cash Flows and Adequacy of Reserves

- The significant and sudden decrease in patient service revenue has had a detrimental effect on the practice plan's cash position. As a result, we will be taking on debt in FY20 that we will need to repay in FY21.
- To preserve cash the practice plan is:
  - 1) Carefully reviewing and extending payment terms with our vendors.
  - 2) Working with AHCA in an effort to accelerate the delivery of our UPL/LIP funds.
  - 3) Pursing CMS Accelerated/Advance Payment Program (received \$6.4M to date).
  - 4) Delaying payments to the fund our USF convenience accounts.
- While the FY20 plan suggests a stable cash position of 52 days of cash on hand for the practice plan, the projection assumes we receive \$36M in UPL/LIP funding in June of 2020 as anticipated based on conversations with AHCA. Once we receive that critical funding, we will begin to repay our debts to the University, CMS, and our vendors.
- The practice plan will be focused on stabilizing operations in FY21 and recovering lost revenue through expense reductions. We will also work to rebuild our cash position and reduce our debts to our historical levels.

**Describe Material Capital Expenditures in the 2021 Financial Plan - Provide Details and ROI Expectations**

- We are significantly reducing our capital budget to \$1.5M in FY21. We only plan to replace critical medical equipment or infrastructure.

**List Major DSO Initiatives that will Drive Increases in Operating Earnings for 2022 and 2023**

- We anticipate that FY21 will be a period of stabilization for the practice plan where we make up for the significant loss in FY20 driven by the COVID-19 crisis. By the end of FY21, we expect to return to normal operations and plan to return to our traditional growth mode in FY22 and FY23.
- Our relationship with our hospital partner, Tampa General Hospital, continues to be a critical focus of USF Health senior leadership both during and after the crisis. The dynamics of our financial relationship could significantly change the financial presentation of the practice plan.



**UMSA/MSSC Combined**  
FY 2021 Annual Financial Plan

**INCOME STATEMENT**

(In thousands)

**REVENUES**

	<b>FY 2021 FINANCIAL PLAN</b>	<b>FY 2020 FORECAST</b>	<b>Variance</b>		<b>FY 2020 FINANCIAL PLAN</b>	<b>FY 2019 ACTUAL RESULTS</b>	<b>FY 2018 ACTUAL RESULTS</b>
			<b>\$</b>	<b>%</b>			
Net Patient Service	\$174,769	\$161,778	\$12,992	8 %	\$200,146	\$186,258	\$172,391
Grants, Contracts & Awards	81,710	81,895	(185)	(0)%	75,861	76,144	72,454
UPL/PCIP	34,952	34,855	97	0 %	32,290	26,047	22,606
Other Revenue	43,503	34,807	8,696	25 %	37,800	41,085	35,776
<b>Total Revenues</b>	<b>\$334,935</b>	<b>\$313,335</b>	<b>\$21,600</b>	<b>7 %</b>	<b>\$346,097</b>	<b>\$329,534</b>	<b>\$303,227</b>
<b><u>EXPENSES</u></b>							
Faculty Support	110,890	115,510	(4,620)	(4)%	120,410	118,010	112,135
Housestaff Support	13,897	13,624	272	2 %	11,982	12,732	11,922
Other Staff Support	75,816	78,975	(3,159)	(4)%	76,736	71,968	65,467
Depreciation/Amortization	3,986	4,152	(166)	(4)%	4,518	4,436	4,824
Other Expenses	53,493	55,722	(2,229)	(4)%	57,785	55,877	49,185
Transfer to USF Conv Accts	59,812	62,304	(2,492)	(4)%	59,658	56,409	54,291
Transfer to DSO HPCC Salary Support	0	514	(514)	(100)%	310	1,072	1,035
<b>Total Expenses</b>	<b>\$317,894</b>	<b>\$330,802</b>	<b>\$(12,908)</b>	<b>(4)%</b>	<b>\$331,400</b>	<b>\$320,506</b>	<b>\$298,859</b>
<b>OPERATING PROFIT BEFORE NON- OPERATING CHANGES</b>	<b>\$17,041</b>	<b>\$(17,466)</b>	<b>\$34,507</b>	<b>198 %</b>	<b>\$14,698</b>	<b>\$9,028</b>	<b>\$4,368</b>
Unrealized Investment Gains (Losses)	0	629	(629)	(100)%	0	422	725
Contribution to MCOM	0	(7,000)	7,000	100 %	(2,000)	0	0
Non-Cash Impact of Epic Conversion	0	0	0	%	(1,131)	(5,742)	(931)
<b>Total Non-Cash Changes</b>	<b>\$0</b>	<b>\$(6,371)</b>	<b>\$6,371</b>	<b>100 %</b>	<b>\$(3,131)</b>	<b>\$(5,320)</b>	<b>\$(206)</b>
<b>NET OPERATING PROFIT</b>	<b>\$17,041</b>	<b>\$(23,838)</b>	<b>\$40,878</b>	<b>171 %</b>	<b>\$11,567</b>	<b>\$3,709</b>	<b>\$4,162</b>
<b>Operating Profit Margin</b>	<b>5.09%</b>	<b>-5.57%</b>	<b>11%</b>	<b>191 %</b>	<b>4%</b>	<b>3%</b>	<b>1%</b>





**UMSA/MSSC Combined**  
FY 2021 Annual Financial Plan

**STATEMENT OF CASH FLOWS**

(In thousands)

	FY 2021 FINANCIAL PLAN	FY 2020 FORECAST (as of 4/14/20)	Variance		FY 2020 FINANCIAL PLAN	FY 2019 ACTUAL RESULTS	FY 2018 ACTUAL RESULTS
			\$	%			
<b><u>OPERATING ACTIVITIES</u></b>							
Net Operating Profit	\$17,041	\$(23,838)	\$13,490	380 %	\$11,567	\$3,709	\$4,162
Adjustments for Non-Cash Activities:	0		0	%			
Depreciation/Amortization	3,986	4,152	(166)	(4)%	4,518	4,436	4,824
Non Cash Impact of EPIC	0		0	%	1,131	5,742	931
Unrealized Gains	0		629	100 %	0	(422)	(725)
Operating Assets and Liabilities	(45,148)	55,767	(49,548)	(1,126)%	0	(2,906)	(289)
<b>Total Cash From Operating Activities</b>	<b>\$(24,121)</b>	<b>\$36,082</b>	<b>\$(35,595)</b>	<b>(310)%</b>	<b>\$17,216</b>	<b>\$10,559</b>	<b>\$8,903</b>
<b><u>INVESTING ACTIVITIES</u></b>							
Capital Expenditures	\$(1,500)	\$(3,405)	\$1,960	57 %	\$(3,000)	\$(2,815)	\$(2,563)
Net (Purchases) Sales of Investments	0		0	%	0	(2,962)	(9,828)
<b>Total Cash From Investing Activities</b>	<b>\$(1,500)</b>	<b>\$(3,405)</b>	<b>\$1,960</b>	<b>57 %</b>	<b>\$(3,000)</b>	<b>\$(5,776)</b>	<b>\$(12,391)</b>
<b><u>FINANCING ACTIVITIES</u></b>							
Proceeds of Long-Term Debt	\$0	\$0	\$0	%	\$0	\$0	\$0
Transfer to USF FC - Leases on MOBs	(2,268)	(2,266)	(2)	(0)%	(2,262)	(2,689)	(2,310)
<b>Total Cash From Investing Activities</b>	<b>\$(2,268)</b>	<b>\$(2,266)</b>	<b>\$(2)</b>	<b>(0)%</b>	<b>\$(2,262)</b>	<b>\$(2,689)</b>	<b>\$(2,310)</b>
<b>CHANGE IN CASH</b>	<b>(27,889)</b>	<b>30,410</b>	<b>(33,637)</b>	<b>(585)%</b>	<b>11,954</b>	<b>2,094</b>	<b>(5,798)</b>
Cash, Beginning of Year	39,165	8,755	30,410	347 %	7,085	6,661	12,459
<b>Cash, End of Year</b>	<b>\$11,276</b>	<b>\$39,165</b>	<b>\$(3,226)</b>	<b>(22)%</b>	<b>\$19,039</b>	<b>\$8,755</b>	<b>\$6,661</b>
<b>Total Cash &amp; Investments</b>	<b>\$32,655</b>	<b>\$52,421</b>	<b>\$(3,226)</b>	<b>(9)%</b>	<b>\$42,087</b>	<b>\$33,597</b>	<b>\$28,119</b>
<b>Days Cash on Hand</b>	<b>40</b>	<b>61</b>	<b>(2)</b>	<b>(6)%</b>	<b>50</b>	<b>42</b>	<b>36</b>



**UMSA/MSSC Combined**  
FY 2021 Annual Financial Plan

**3-YEAR FORECAST**

(In thousands)

	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 FORECAST as of 1/27/20	FY 2020 FORECAST as of 4/14/20	FY 2021 PLAN	FY 2022 FORECAST	FY 2023 FORECAST
<b>ASSETS</b>							
Cash & Investments	\$28,119	\$42,087	\$35,881	\$52,421	\$32,655	\$39,186	\$41,145
Fixed Assets	56,065	54,576	53,884	53,829	53,200	51,788	50,413
Other Assets	65,929	61,617	63,465	63,465	65,369	61,094	57,098
<b>Total Assets</b>	<b>\$150,113</b>	<b>\$158,280</b>	<b>\$153,230</b>	<b>\$169,715</b>	<b>\$151,224</b>	<b>\$152,068</b>	<b>\$148,656</b>
<b>LIABILITIES</b>							
Payables	\$8,449	\$6,617	\$6,816	\$37,590	\$7,020	\$5,498	\$4,305
Long-Term Debt	51,176	48,914	46,648	46,648	44,380	42,418	40,543
Other Liabilities	18,699	19,592	20,180	20,180	20,785	21,778	22,817
<b>Total Liabilities</b>	<b>\$78,324</b>	<b>\$75,123</b>	<b>\$73,643</b>	<b>\$104,417</b>	<b>\$72,185</b>	<b>\$69,694</b>	<b>\$67,666</b>
<b>NET ASSETS</b>	<b>\$71,788</b>	<b>\$83,157</b>	<b>\$79,587</b>	<b>\$65,298</b>	<b>\$79,039</b>	<b>\$82,374</b>	<b>\$80,990</b>
<b>Days Cash on Hand</b>	<b>36</b>	<b>42</b>	<b>42</b>	<b>61</b>	<b>40</b>	<b>41</b>	<b>42</b>
<b>REVENUES</b>							
Net Patient Service	\$172,391	\$186,258	\$192,777	\$161,778	\$174,769	\$206,507	\$214,767
Grants, Contracts & Awards	72,454	76,144	80,108	81,895	81,710	88,665	92,211
UPL	22,606	26,047	32,821	34,855	34,952	52,109	54,193
Other Revenues	35,776	41,085	38,730	34,807	43,503	34,416	35,793
<b>Total Revenues</b>	<b>\$303,227</b>	<b>\$329,534</b>	<b>\$344,435</b>	<b>\$313,335</b>	<b>\$334,935</b>	<b>\$381,697</b>	<b>\$396,965</b>
<b>EXPENSES</b>							
Faculty Support	\$112,135	\$118,010	\$117,510	\$115,510	\$110,890	\$127,955	\$132,434
Housestaff Support	11,922	12,732	13,624	13,624	13,897	\$16,036	16,597
Other Staff Support	65,467	71,968	79,975	78,975	75,816	\$87,484	90,546
Depreciation/Amortization	4,824	4,436	4,152	4,152	3,986	\$4,600	4,761
Other Expenses	49,185	55,877	56,427	55,722	53,493	\$61,725	63,886
Transfer to USF - Salary Grants	54,291	56,409	62,304	62,304	59,812	\$69,017	71,433
Transfer to HPCC - Salary Support	1,035	1,072	520	514	0	0	0
<b>Total Expenses</b>	<b>\$298,859</b>	<b>\$320,506</b>	<b>\$334,513</b>	<b>\$330,802</b>	<b>\$317,894</b>	<b>\$366,817</b>	<b>\$379,656</b>
<b>Operating Profit Before Non-Cash Changes</b>	<b>\$4,368</b>	<b>\$9,028</b>	<b>\$9,921</b>	<b>\$(17,466)</b>	<b>\$17,041</b>	<b>\$14,880</b>	<b>\$17,310</b>
Total Non-Cash Changes	\$(206)	\$(5,320)	\$(6,371)	\$(6,371)	\$0	\$0	\$0
<b>NET OPERATING PROFIT</b>	<b>\$4,162</b>	<b>\$3,709</b>	<b>\$3,550</b>	<b>\$(23,838)</b>	<b>\$17,041</b>	<b>\$14,880</b>	<b>\$17,310</b>
<b>Operating Profit Margin</b>	<b>1%</b>	<b>3%</b>	<b>3%</b>	<b>-6%</b>	<b>5%</b>	<b>4%</b>	<b>4%</b>



**USF Foundation, Inc.**  
FY 2021 Annual Financial Plan

---

**FINANCIAL PLAN STATEMENT**

**State the DSO's Statutory Mission which Supports the Goals of the University**

- The University of South Florida Foundation aids and promotes excellence in the educational, research and service activities of USF by seeking, receiving and administering private gifts for the benefit of the University. We enhance resources that support the strategic objectives of the University of South Florida System within a culture of cooperation and collaboration.

**Provide the Downside Business Risks to the FY 2020 Forecast and the FY 2021 Financial Plan Due to COVID-19 and Management's Plans to Mitigate these Risks**

- On March 24th President Currall created the USF United Support Fund to support students who have lost jobs or have been otherwise seriously financially affected by COVID-19. More than 1,400 donors have contributed more than \$280,000 towards this effort since its inception. So far, the Foundation has received 1,300 applications and has provided \$280,000 in aid to more than 320 students.
- Philanthropy is one factor generally unaffected by the financial markets. Despite five official recessions since 1980, philanthropy overall has increased year to year. While COVID-19 is negatively impacting our development efforts in travelling and meeting in person with donors, we are continuing our connection with donors through phone and other virtual ways. We anticipate a bit of a struggle, but are poised to do everything possible to reach our goal this fiscal year.
- Like the rest of USF, COVID-19 has negatively impacted spring events with some cancelled, some postponed to the Fall and some transitioned to virtual events. The Foundation expects a shift in revenue to the first quarter as a result of many of these events being postponed.

**List Key Drivers for the 2021 Financial Plan Over the 2020 Forecast - Focus on Cash Flows and Adequacy of Reserves**

- After raising a historic \$1.1 billion during the recently completed Unstoppable Campaign, the Foundation remains as committed and energized as ever, with a fundraising goal of \$100 million for fiscal year 2020, to facilitate the crucial impact of philanthropy on the USF System through engaging alumni and friends. The new Sr. Vice President for University Advancement and Foundation CEO will arrive in the beginning of June at which time goals will be reassessed for fiscal year 2021.
- The Foundation's Investment Committee continues to actively monitor the performance and liquidity of our asset pools through regular review of asset allocation and investment managers. The Committee will take action when appropriate to enhance the growth and benefit of the endowment to USF over a long-term horizon. Our short-term and long-term returns are consistently in the top quartile amongst our peers. The Foundation has been closely monitoring the volatile investment markets of these past several weeks with out long-term investing philosophy in mind.
- The Foundation supports program activities of the University for USF faculty & staff, student scholarships, research initiatives, and capital projects according to donor restrictions. These expenses can be funded by current gifts estimated on the annual plan, existing balances in accounts from gifts and distributions received in prior years, or projected endowment distributions during the year of about \$18.5 million. With the assistance of the Foundation, spending from these sources is directed by the colleges and units designated by our donors as the beneficiaries of their gifts.

**Describe Material Capital Expenditures in the 2021 Financial Plan - Provide Details and ROI Expectations**

- No material capital expenditures are planned.

**List Major DSO Initiatives that will Drive Increases in Operating Earnings for 2022 and 2023**

- The Foundation will continue to support the University's goal surrounding its Student Success initiative with fundraising for scholarships and fellowships.
- Research and Innovation is continually supported through the Foundation's efforts in securing philanthropic, private research grants. In addition, Endowed Chair and Professorship funds provide a predictable, steady stream of earnings to support the Chair or Professors' research efforts in perpetuity.
- Cultivating university partnerships, both public and private, is a goal of the Foundation. The generosity of our donors ensures an environment rich in research, teaching, learning and discovery. The Foundation has captivated the attention of donors with exciting opportunities to become highly visible partners of USF Health Morsani College of Medicine and the USF Heart Institute, a state of the art facility on donated property in downtown Tampa.



**USF Foundation, Inc.**  
FY 2021 Annual Financial Plan

**INCOME STATEMENT**

(In thousands)

	<b>FY 2021 FINANCIAL PLAN</b>	<b>FY 2020 FORECAST (as of 3/31/20)</b>	<b>Variance</b>		<b>FY 2020 FINANCIAL PLAN</b>	<b>FY 2019 ACTUAL RESULTS</b>	<b>FY 2018 ACTUAL RESULTS</b>
			<b>\$</b>	<b>%</b>			
<b><u>REVENUES</u></b>							
Gifts & Donations	\$48,100	\$48,100	\$0	0 %	\$48,100	\$51,380	\$56,330
Investment Income (Loss)	37,422	(39,488)	76,910	195 %	47,668	33,209	52,617
University Support	12,858	12,858	0	0 %	12,450	13,233	12,680
Other Revenues	2,744	2,271	473	21 %	551	2,518	1,250
<b>Total Revenues</b>	<b>\$101,124</b>	<b>\$23,741</b>	<b>\$77,383</b>	<b>326 %</b>	<b>\$108,769</b>	<b>\$100,340</b>	<b>\$122,877</b>
<b><u>EXPENSES</u></b>							
Program Services							
Salaries & Benefits	19,511	19,318	193	1 %	24,915	17,288	21,850
Scholarship & Fellowship	9,709	9,613	96	1 %	7,792	10,336	9,723
Service & Independent contractors	4,026	3,986	40	1 %	5,273	4,581	4,187
Supplies	2,143	2,122	21	1 %	1,203	3,070	980
Other Transfers & Expenses	14,126	14,126	0	0 %	29,064	22,749	10,933
<b>Total Program Service Expenses</b>	<b>49,515</b>	<b>49,165</b>	<b>350</b>	<b>1 %</b>	<b>68,247</b>	<b>58,024</b>	<b>47,673</b>
Fundraising & Operating Expenses							
Salaries & Benefits	14,776	14,630	146	1 %	14,726	14,343	14,501
Service & Independent contractors	1,626	2,074	(448)	(22)%	2,074	1,171	1,037
Other Transfers & Expenses	2,172	2,150	22	1 %	1,900	2,694	1,828
<b>Total Fundraising &amp; Operating Expenses</b>	<b>18,574</b>	<b>18,854</b>	<b>(280)</b>	<b>(1)%</b>	<b>18,700</b>	<b>18,208</b>	<b>17,366</b>
<b>Total Expenses</b>	<b>\$68,089</b>	<b>\$68,019</b>	<b>\$70</b>	<b>0 %</b>	<b>\$86,947</b>	<b>\$76,232</b>	<b>\$65,039</b>
<b>OPERATING PROFIT BEFORE NON-CASH CHANGES</b>	<b>\$33,035</b>	<b>\$(44,278)</b>	<b>\$77,313</b>	<b>175 %</b>	<b>\$21,822</b>	<b>\$24,108</b>	<b>\$57,838</b>
<b>Total Non-Cash Changes</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>NET OPERATING PROFIT</b>	<b>\$33,035</b>	<b>\$(44,278)</b>	<b>\$77,313</b>	<b>175 %</b>	<b>\$21,822</b>	<b>\$24,108</b>	<b>\$57,838</b>
<b>Operating Profit Margin</b>	<b>32.67%</b>	<b>-186.50%</b>		<b>219.17%</b>	<b>20.06%</b>	<b>24.03%</b>	<b>47.07%</b>



**USF Foundation, Inc.**  
FY 2021 Annual Financial Plan

**STATEMENT OF CASH FLOWS**

(In thousands)

	FY 2021 FINANCIAL PLAN	FY 2020 FORECAST (as of 3/31/20)	Variance		FY 2020 FINANCIAL PLAN	FY 2019 ACTUAL RESULTS	FY 2018 ACTUAL RESULTS
			\$	%			
<b><u>OPERATING ACTIVITIES</u></b>							
Net Operating	\$33,035	\$(44,278)	\$77,313	175 %	\$21,822	\$10,874	\$57,838
Adjustments for Non-Cash Activities							
Investment (gain) loss	(37,422)	39,488	(76,910)	(195)%	(23,407)	(23,643)	(52,617)
Change in assets & liabilities	(9,907)	(9,807)	(100)	(1)%	3,246	(8,329)	(5,134)
<b>Total Cash From Operating Activities</b>	<b>\$(14,294)</b>	<b>\$(14,597)</b>	<b>\$303</b>	<b>2 %</b>	<b>\$1,661</b>	<b>\$(21,098)</b>	<b>\$87</b>
<b><u>FINANCING ACTIVITIES</u></b>							
Proceeds of sale of contributed land held for resale	\$0	\$0	\$0	%	\$0	\$12,000	\$0
Interest Paid on Debt	(109)	(119)	10	8 %	0	(129)	0
Principal Paid on Debt	(385)	(370)	(15)	(4)%	(360)	(371)	(362)
Noncapital Financing activities	7,565	7,518	47	1 %	0	9,435	0
<b>Total Cash From Financing Activities</b>	<b>\$7,071</b>	<b>\$7,029</b>	<b>\$42</b>	<b>1 %</b>	<b>\$(360)</b>	<b>\$20,935</b>	<b>\$(362)</b>
<b><u>INVESTING ACTIVITIES</u></b>							
Capital Expenditures	\$0	\$(475)	\$475	100 %	\$(475)	\$(7,650)	\$(458)
New (Purchase) Sale of Investment	(1,054)	(1,565)	511	33 %	6,054	(1,360)	7,067
Interest dividends reinvested	9,058	9,346	(288)	(3)%	(6,436)	9,565	(6,112)
<b>Total Cash From Investing Activities</b>	<b>\$8,004</b>	<b>\$7,306</b>	<b>\$698</b>	<b>10 %</b>	<b>\$(857)</b>	<b>\$555</b>	<b>\$497</b>
<b>CHANGE IN CASH</b>	<b>781</b>	<b>(262)</b>	<b>1,043</b>	<b>398 %</b>	<b>444</b>	<b>392</b>	<b>222</b>
Cash, Beginning of Year	1,155	1,417	(262)	(18)%	1,987	1,025	803
<b>Cash, End of Year</b>	<b>\$1,936</b>	<b>\$1,155</b>	<b>\$781</b>	<b>68 %</b>	<b>\$2,431</b>	<b>\$1,417</b>	<b>\$1,025</b>
<b>Total Cash &amp; Investments</b>	<b>\$94,667</b>	<b>\$94,931</b>	<b>\$(264)</b>	<b>(0)%</b>	<b>\$93,688</b>	<b>\$98,017</b>	<b>\$83,867</b>
<b>Days Cash on Hand</b>	<b>507</b>	<b>509</b>	<b>(2)</b>	<b>(0)%</b>	<b>393</b>	<b>470</b>	<b>472</b>



**USF Foundation, Inc.**  
FY 2021 Annual Financial Plan

### 3-YEAR FORECAST

(In thousands)

	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 FORECAST	FY 2021 PLAN	FY 2022 FORECAST	FY 2023 FORECAST
<b>ASSETS</b>						
Cash & Investments	\$83,867	\$98,017	\$94,931	\$94,667	\$96,087	\$98,008
Fixed Assets	10,003	10,844	10,855	11,072	11,075	11,120
Other Assets	569,729	587,690	546,684	581,438	627,714	672,716
<b>Total Assets</b>	<b>\$663,599</b>	<b>\$696,551</b>	<b>\$652,470</b>	<b>\$687,177</b>	<b>\$734,876</b>	<b>\$781,844</b>
<b>LIABILITIES</b>						
Payables	\$937	\$969	\$1,054	\$1,076	\$1,095	\$2,117
Long-Term Debt	5,086	4,714	4,333	3,942	3,540	3,127
Other Liabilities and deferred inflows	54,437	54,087	54,580	56,621	60,584	62,824
<b>Total Liabilities</b>	<b>\$60,460</b>	<b>\$59,770</b>	<b>\$59,967</b>	<b>\$61,639</b>	<b>\$65,219</b>	<b>\$68,068</b>
<b>NET ASSETS</b>	<b>\$603,139</b>	<b>\$636,781</b>	<b>\$592,503</b>	<b>\$625,538</b>	<b>\$669,657</b>	<b>\$713,776</b>
<b>Days Cash on Hand</b>	<b>471</b>	<b>469</b>	<b>509</b>	<b>507</b>	<b>473</b>	<b>468</b>
<b>REVENUES</b>						
Gifts & Fundraising Revenue	\$48,261	\$51,380	\$48,100	\$48,100	\$54,200	\$56,500
University Support	13,211	13,233	12,858	12,858	13,805	13,805
Other Revenues	61,229	45,260	(37,217)	40,166	50,339	51,925
<b>Total Revenues</b>	<b>\$122,701</b>	<b>\$109,873</b>	<b>\$23,741</b>	<b>\$101,124</b>	<b>\$118,344</b>	<b>\$122,230</b>
<b>EXPENSES</b>						
Salaries & Benefits	\$36,361	\$31,631	\$33,948	\$34,287	\$36,598	\$38,043
Scholarship & Fellowships	9,723	10,336	9,613	9,709	10,000	10,800
Other Expenses	18,954	34,264	24,458	24,092	27,627	27,658
<b>Total Expenses</b>	<b>\$65,038</b>	<b>\$76,231</b>	<b>\$68,019</b>	<b>\$68,089</b>	<b>\$74,225</b>	<b>\$76,501</b>
<b>Operating Profit Before Non-Cash Changes</b>	<b>\$57,663</b>	<b>\$33,642</b>	<b>\$(44,278)</b>	<b>\$33,035</b>	<b>\$44,119</b>	<b>\$45,729</b>
Total Non-Cash Changes	\$0	\$0	\$0	\$0	\$0	\$0
<b>NET OPERATING PROFIT</b>	<b>\$57,663</b>	<b>\$33,642</b>	<b>\$(44,278)</b>	<b>\$33,035</b>	<b>\$44,119</b>	<b>\$45,729</b>
<b>Operating Profit Margin</b>	<b>47%</b>	<b>31%</b>	<b>-187%</b>	<b>33%</b>	<b>37%</b>	<b>37%</b>



## USF Research Foundation, Inc.

### FY 2021 Annual Financial Plan

---

#### **FINANCIAL PLAN STATEMENT**

##### **State the DSO's Statutory Mission which Supports the Goals of the University**

- The University of South Florida Research Foundation was established to promote, encourage, and enhance the research activities of University of South Florida faculty, staff and students.

The Research Foundation provides a mechanism for the funding of licensed research and development activities at the University. As a DSO, the Research Foundation provides broad and flexible financial mechanisms to administer private research contracts and grants, including corporate and private foundation-sponsored programs. We assist the University by working in cooperation with the University's Technology Transfer Office in the commercialization of University inventions including license agreements, and receipt and distribution of royalties related to intellectual property.

The USF Innovation Enterprise, which encompasses the USF Research Park, Technology Transfer, USF Office of Corporate Partnerships and the Tampa Bay Technology Incubator, contributes to a robust innovation-based ecosystem to include community startups and corporate partnerships with the University.

The Research Foundation owns and manages real property assets that include the USF Research Park and various buildings that are located within the Park. Revenue is generated primarily through long-term leases of facilities utilized by the University research enterprise and private sector entities seeking research relationships with the University.

On behalf of the University, the Research Foundation also manages the fiscal operations of the USF Tampa Bay Technology Incubator Program.

##### **Provide the Downside Business Risks to the FY 2020 Forecast and the FY 2021 Financial Plan Due to COVID-19 and Management's Plans to Mitigate these Risks**

- Considered risks include the Economic impact on the recruitment of credit-worthy prospective tenants for the Research Park. Mitigation includes maintaining the focus of recruiting from outside the Tampa Bay area and demonstrate the value in our local ecosystem for science and technology based companies.
- Existing tenants ability to maintain leased space. Retaining existing companies may require support through cash-flow hurdles via avenues such as rent deferrals. The demographic make-up of Research Park tenants as largely life science is a strong factor for these companies remaining productive during the health crisis.

##### **List Key Drivers for the 2021 Financial Plan Over the 2020 Forecast - Focus on Cash Flows and Adequacy of Reserves**

- FY2021 Financial Plan generates a positive cash flow from Operations of \$4.2M, with a net positive cash flow of \$1.7M available for reserves.
- FY2020 Forecast generates cash flow to permit an additional \$4.0M cash investment from Operations. Funds remain available for emergency reserves.

##### **Describe Material Capital Expenditures in the 2021 Financial Plan - Provide Details and ROI Expectations**

- \$818 thousand of tenant improvements may be expended to generate additional rent revenues if needed. If the leases are not awarded or the improvements are not required for lease incentive, the funds will not be expended.
- \$540 thousand of capital expenditures are included in the FY2021 Plan for maintaining functionality of the property and buildings. These include mechanical controls upgrade, and projects designed to reduce operating utility costs and preserve the buildings within the Research Park, as Class A properties.
- \$1.5M of tenant improvements for the new USF Research Park mixed used lab and office building are in the 2021 Financial Plan.

##### **List Major DSO Initiatives that will Drive Increases in Operating Earnings for 2022 and 2023**

- The construction of the new USF Research Park mixed use lab and office building. As the owner/operator of the Research Park, we have executed a master lease with the USF Financing Corporation. Construction of the core and shell is expected to begin June 2020 with completion scheduled by October 2021.





**USF Research Foundation, Inc.**  
FY 2021 Annual Financial Plan

**INCOME STATEMENT**

(In thousands)

	<b>FY 2021 FINANCIAL PLAN</b>	<b>FY 2020 FORECAST (as of 3/31/20)</b>	<b>Variance</b>		<b>FY 2020 FINANCIAL PLAN</b>	<b>FY 2019 ACTUAL RESULTS</b>	<b>FY 2018 ACTUAL RESULTS</b>
			\$	%			
<b><u>REVENUES</u></b>							
Rental Revenue	\$9,564	\$9,075	\$489	5 %	\$9,144	\$8,689	\$8,379
Intellectual Property Revenue	2,600	2,600	-	0 %	3,160	3,592	3,728
NMR Use License Fee	307	307	-	0 %	307	307	307
Other Operating Revenues	204	193	10	5 %	257	269	244
<b>Total Revenues</b>	<b>\$12,675</b>	<b>\$12,175</b>	<b>\$500</b>	<b>4 %</b>	<b>\$12,868</b>	<b>\$12,858</b>	<b>\$12,657</b>
<b><u>EXPENSES</u></b>							
Salaries & Benefits	\$1,328	\$1,357	\$(28)	(2)%	\$1,437	\$1,288	\$1,347
Intellectual Property & Other Program Expense	1,989	1,989	-	0 %	2,360	3,036	3,045
Operations - Research Park	3,648	3,634	14	0 %	3,607	3,076	3,075
Contractual Services & Other Operating	162	191	\$(29)	(15)%	149	135	165
University Business Center - Net Rent Expense	198	244	\$(46)	(19)%	24	332	4
Interest Expense	609	533	76	14 %	533	622	687
Depreciation & Amortization	2,893	2,910	\$(17)	(1)%	2,767	2,648	2,907
<b>Total Expenses</b>	<b>\$10,827</b>	<b>\$10,857</b>	<b>\$(29)</b>	<b>(0)%</b>	<b>\$10,877</b>	<b>\$11,136</b>	<b>\$11,230</b>
<b>OPERATING PROFIT BEFORE NON-OPERATING REVENUE</b>	<b>\$1,848</b>	<b>\$1,318</b>	<b>\$529</b>	<b>40 %</b>	<b>\$1,991</b>	<b>\$1,722</b>	<b>\$1,427</b>
Investment Income (loss)	1,935	\$(2,313)	4,248	184 %	2,023	2,212	3,117
<b>Total Non-Operating</b>	<b>\$1,935</b>	<b>\$(2,313)</b>	<b>\$4,248</b>	<b>184 %</b>	<b>\$2,023</b>	<b>\$2,212</b>	<b>\$3,117</b>
<b>NET INCOME (Loss)</b>	<b>\$3,782</b>	<b>\$(995)</b>	<b>\$4,777</b>	<b>480 %</b>	<b>\$4,014</b>	<b>\$3,934</b>	<b>\$4,544</b>
<b>Operating Profit Margin</b>	<b>15%</b>	<b>11%</b>		<b>4 %</b>	<b>15%</b>	<b>13%</b>	<b>11%</b>



## USF Research Foundation, Inc.

### FY 2021 Annual Financial Plan

#### STATEMENT OF CASH FLOWS

(In thousands)

	FY 2021	FY 2020	Variance		FY 2020	FY 2019	FY 2018
	FINANCIAL	FORECAST	\$	%	FINANCIAL	ACTUAL	ACTUAL
	PLAN	(as of 3/31/20)			PLAN	RESULTS	RESULTS
<b><u>OPERATING ACTIVITIES</u></b>							
Net Income	\$3,782	\$(995)	\$4,777	480 %	\$4,014	\$3,934	\$4,544
Adjustments for Non-Cash Activities:							
Less Non-Cash Investment (Gain)	(1,935)	2,313	(4,248)	(184)%	(2,023)	(2,212)	(3,114)
Add back Depreciation/Amortization Exp	2,893	2,910	(17)	(1)%	2,767	2,648	2,907
Add back Other Non-Cash Expenses	10	10	-	0 %	18	464	25
Less Other Non-Cash Revenue	-	-	-	%	-	(26)	(49)
Add back Other Income Restatement	-	-	-	%	-	-	786
Changes in Operating Assets and Liabilities	(600)	300	(900)	(300)%	-	1,877	(783)
<b>Total Cash From Operating Activities</b>	<b>\$4,151</b>	<b>\$4,538</b>	<b>\$(388)</b>	<b>(9)%</b>	<b>\$4,777</b>	<b>\$6,685</b>	<b>\$4,316</b>
<b><u>FINANCING ACTIVITIES</u></b>							
Principal Payments - Notes Payable	\$(775)	\$(1,745)	\$970	56 %	\$(1,745)	\$(1,720)	\$(1,590)
Principal Payments Capital Lease - UDI Building	(241)	(281)	40	14 %	-	-	-
Redeem Investments for New Building	3,254	2,514	740	29 %	3,194	-	-
Cash Outlay: New Bldg - Debt Sinking Fund	-	(1,983)	1,983	100 %	(2,420)	-	-
Cash Outlay: New Bldg - Debt Service Coverage	-	(531)	531	100 %	-	-	-
Cash Outlay: New Bldg - Debt Payment	(1,754)	(473)	(1,281)	(271)%	(774)	-	-
Cash Outlay: New Bldg - Closing Costs	-	(53)	53	100 %	0	-	-
<b>Total Cash From Financing Activities</b>	<b>\$484</b>	<b>\$(2,552)</b>	<b>\$3,035</b>	<b>119 %</b>	<b>\$(1,745)</b>	<b>\$(1,720)</b>	<b>\$(1,590)</b>
<b><u>INVESTING ACTIVITIES</u></b>							
Capital Expenditures	\$(1,483)	\$(1,469)	\$(14)	(1)%	\$(1,534)	\$(640)	\$(591)
Capital Expenditures - New Bldg Tenant Improvements	(1,500)	-	(1,500)	%	-	-	-
Purchase of Investments	-	(4,050)	4,050	100 %	-	(3,251)	(1,000)
Seed Capital Loan Repayments (Issuance)	-	20	(20)	(100)%	-	(25)	(17)
Transfer from Venture Investment Fund	-	-	0	%	-	-	50
<b>Total Cash From Investing Activities</b>	<b>\$(2,983)</b>	<b>\$(5,499)</b>	<b>\$2,516</b>	<b>46 %</b>	<b>\$(1,534)</b>	<b>\$(3,916)</b>	<b>\$(1,558)</b>
<b>CHANGE IN CASH</b>	<b>1,652</b>	<b>(3,512)</b>	<b>5,164</b>	<b>147 %</b>	<b>1,498</b>	<b>1,049</b>	<b>1,168</b>
Cash, Beginning of Year	3,614	7,127	(3,512)	(49)%	7,466	6,077	4,909
<b>Cash, End of Year</b>	<b>\$5,266</b>	<b>\$3,614</b>	<b>\$1,652</b>	<b>46 %</b>	<b>\$8,964</b>	<b>\$7,127</b>	<b>\$6,077</b>
<b>Total Cash &amp; Investments</b>	<b>\$42,800</b>	<b>\$42,467</b>	<b>\$333</b>	<b>1 %</b>	<b>\$43,377</b>	<b>\$46,807</b>	<b>\$40,622</b>
<b>Days Cash on Hand</b>	<b>298</b>	<b>350</b>	<b>(52)</b>	<b>(15)%</b>	<b>332</b>	<b>457</b>	<b>325</b>



## USF Research Foundation, Inc.

### FY 2021 Annual Financial Plan

### 3-YEAR FORECAST

(In thousands)

	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 FORECAST	FY 2021 PLAN	FY 2022 FORECAST	FY 2023 FORECAST
<b><u>ASSETS</u></b>						
Cash & Investments	\$40,622	\$46,807	\$43,377	\$42,800	\$45,575	\$48,246
Fixed Assets	31,901	33,510	58,748	59,383	57,984	57,051
Other Assets	18,837	18,039	17,923	17,807	17,691	17,575
<b>Total Assets</b>	<b>\$91,360</b>	<b>\$98,355</b>	<b>\$120,048</b>	<b>\$119,990</b>	<b>\$121,250</b>	<b>\$122,872</b>
<b><u>LIABILITIES</u></b>						
Payables	\$2,284	\$2,704	\$2,204	\$2,270	\$2,338	\$2,408
Long-Term Debt	18,875	20,610	44,618	42,662	40,628	36,314
Other Liabilities and deferred inflows	7,646	8,553	8,810	9,074	9,346	12,095
<b>Total Liabilities</b>	<b>\$28,806</b>	<b>\$31,868</b>	<b>\$55,632</b>	<b>\$54,006</b>	<b>\$52,312</b>	<b>\$50,818</b>
<b>NET ASSETS</b>	<b>\$62,554</b>	<b>\$66,488</b>	<b>\$64,416</b>	<b>\$65,984</b>	<b>\$68,938</b>	<b>\$72,054</b>
<b>Days Cash on Hand</b>	<b>325</b>	<b>457</b>	<b>350</b>	<b>298</b>	<b>348</b>	<b>373</b>
<b><u>REVENUES</u></b>						
Rental Revenue	\$8,379	\$8,689	\$9,075	\$9,564	\$10,168	\$11,068
Intellectual Property Revenue	3,728	3,592	2,600	2,600	2,700	2,800
Other Revenues	551	576	500	511	506	504
<b>Total Revenues</b>	<b>\$12,657</b>	<b>\$12,858</b>	<b>\$12,175</b>	<b>\$12,675</b>	<b>\$13,373</b>	<b>\$14,372</b>
<b><u>EXPENSES</u></b>						
Salaries & Benefits	\$1,347	\$1,288	\$1,357	\$1,328	\$1,368	\$1,409
Operations - Research Park	3,075	3,076	3,634	3,648	3,800	4,150
Other Expenses	6,808	6,772	5,866	5,851	6,134	6,336
<b>Total Expenses</b>	<b>\$11,230</b>	<b>\$11,136</b>	<b>\$10,857</b>	<b>\$10,827</b>	<b>\$11,302</b>	<b>\$11,896</b>
<b>Operating Profit Before Non-Cash Changes</b>	<b>\$1,427</b>	<b>\$1,722</b>	<b>\$1,318</b>	<b>\$1,848</b>	<b>\$2,071</b>	<b>\$2,476</b>
Total Non-Cash Investment Income	\$3,117	\$2,212	\$(2,313)	\$1,935	\$2,008	\$2,012
<b>NET INCOME</b>	<b>\$4,544</b>	<b>\$3,934</b>	<b>\$(995)</b>	<b>\$3,782</b>	<b>\$4,078</b>	<b>\$4,488</b>
<b>Operating Profit Margin</b>	<b>11%</b>	<b>13%</b>	<b>11%</b>	<b>15%</b>	<b>15%</b>	<b>17%</b>



**USF Sun Dome, Inc.**  
FY 2021 Annual Financial Plan

---

**FINANCIAL PLAN STATEMENT**

**State the DSO's Statutory Mission which Supports the Goals of the University**

- Continue to enhance awareness and perception in the local market and nationally, promoting Yuengling Center as a premiere event and hospitality venue.

**Provide the Downside Business Risks to the FY 2020 Forecast and the FY 2021 Financial Plan Due to COVID-19 and Management's Plans to Mitigate these Risks**

- Due to the current economic climate and COVID 19 restrictions, the expectation is that the pause in operations and events will continue through the end of this fiscal year. We expect to see a shift in revenue associated with hosting all events scheduled during this time to next fiscal year. We should see little to no expenses associated with these events, but also no cash flow from ticket sales, ancillaries, etc. until normal business operations resume. Most, if not all the paused events have been postponed to a further date; hopefully moving to next fiscal year (2021). That should pose an opportunity for success in FY 2021, however there is not a clear understanding or timeline associated with hosting live events.
- In regards to FY20 operational expenses, we've currently paused all spending unless contractually obligated or necessary to maintain the building. As mentioned above, with the uncertainty of the timeline for hosting live events, we've taken an aggressive approach to holding expenses relatively flat for FY 2021. Concerns surrounding the management of FY 2021 budget are unknown (i.e. new standards imposed on business - attendance restrictions, specialty products and chemicals) that could significantly impact expenses. Our strategy to combat this is currently unknown but will be proactively addressed to identify costs that can be reduced to help supplement the new operational guidelines. Therefore a heightened awareness of what the County, CDC, FDOH, and other governmental agencies are recommending/mandating will be the utmost priority, as we begin planning for operations to resume.
- It's important to note that the current state of our economy and community perspective/sentiments will continue to evolve. What we are planning for now, as it relates to COVID-19, may not necessarily be the standard in the future.

**List Key Drivers for the 2021 Financial Plan Over the 2020 Forecast - Focus on Cash Flows and Adequacy of Reserves**

- The 2021 Financial Plan reflects an increase in revenue of \$125 thousand or 7%, while maintaining operating expenses at a relatively consistent level with the prior fiscal year, with a slight increase of 2%. The 2021 Financial Plan factors in 8 concerts/ events, which have not been confirmed. In the event these shows do not come to fruition, it could negatively impact profitability on a net basis by approximately \$422 thousand. The 2021 Financial Plan also assumes attendance and related event profitability with respect to USF Men's and Women's basketball will remain consistent with 2019- 2020.
- Cash flow will be directly tied to our ability to host events. Should postponed events, from FY20 shift to FY21, we could see an increase in cash flow from ancillary revenue streams.
- Expense management will be to focus on short-term necessities, while keeping the big picture in mind. We'll eventually get back to normal.
- The 2021 Financial Plan does not factor in a contingency for any extraordinary maintenance, repairs or rate increases in insurance premiums.
- Negative operating net cash flows are a risk.

**Describe Material Capital Expenditures in the 2021 Financial Plan - Provide Details and ROI Expectations**

- Shifting our FY20 CapEx initiative to FY21 (details on CapEx tab). These costs have been excluded from the financial statements included herein, as it is anticipated that USF will provide the funding and the related assets will be recorded on USF books' consistent with the building/ building improvements.

**List Major DSO Initiatives that will Drive Increases in Operating Earnings for 2022 and 2023**

- Should the economy rebound and sentiments surrounding large gatherings more positive, FY22 & 23 could potentially prove successful. In theory, many tours and artists will have taken time off and be ready to tour again.
- CapEx enhancements - should we have the opportunity to move forward with funding, we could produce some energy cost savings from mechanical/operational efficiency. Additionally, there could be some positive influence on ticket margins or add-ons should we provide enhancements to the guest experience - i.e. concert club, all-inclusive space.
- The focus will be: Identify multi-show deals and concert series opportunities to increase event bookings; Re-establish and build on relationships with top promoters; Strategic booking to include a diverse programming of quality events that crosses all genres; Continue to provide "Blue Ribbon" service to our consumers, improving upon the brand perception in the local and national marketplace.



**USF Sun Dome, Inc.**  
FY 2021 Annual Financial Plan

**INCOME STATEMENT**

(In thousands)

	FY 2021 FINANCIAL PLAN	FY 2020 FORECAST (as of 3/31/20)	Variance		FY 2020 FINANCIAL PLAN	FY 2019 ACTUAL RESULTS	FY 2018 ACTUAL RESULTS
			\$	%			
<b><u>REVENUES</u></b>							
Direct Event Income	\$321	\$203	\$118	58 %	\$559	\$398	\$264
Ancillary Revenue:							
Suites/ Loge	53	37	15	40 %	21	45	20
Concessions & Novelty	301	305	(4)	(1)%	277	333	271
Parking	410	305	105	34 %	362	437	318
Service Charges	412	372	40	11 %	398	383	297
Ticketmaster Rebates	409	540	(131)	(24)%	284	384	214
Ancillary Revenue	1,584	1,560	24	2 %	1,341	1,582	1,121
Miscellaneous	75	92	(17)	(19)%	90	191	110
<b>Total Revenues</b>	<b>\$1,980</b>	<b>\$1,855</b>	<b>\$125</b>	<b>7 %</b>	<b>\$1,989</b>	<b>\$2,171</b>	<b>\$1,494</b>
<b><u>EXPENSES</u></b>							
Salary & Benefits	983	971	12	1 %	957	940	817
General & Administrative	449	475	(26)	(5)%	466	456	427
Marketing & Sales	43	21	22	102 %	41	24	22
Equipment & Supplies	101	75	27	36 %	91	65	53
Utilities	41	23	18	76 %	31	38	31
Insurance	126	146	(20)	(14)%	126	125	152
Transition Expenses	0	0	0	%	0	0	96
Incentive Fees/ Profit Share	50	50	0	0 %	50	150	0
<b>Total Expenses</b>	<b>\$1,793</b>	<b>\$1,761</b>	<b>\$32</b>	<b>2 %</b>	<b>\$1,762</b>	<b>\$1,798</b>	<b>\$1,596</b>
<b>OPERATING PROFIT BEFORE NON-CASH CHANGES</b>	<b>\$187</b>	<b>\$94</b>	<b>\$93</b>	<b>99 %</b>	<b>\$227</b>	<b>\$373</b>	<b>\$(102)</b>
Unrealized Investment Gains (Losses)	0	0	0	%	0	0	0
<b>Total Non-Cash Changes</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>NET OPERATING PROFIT</b>	<b>\$187</b>	<b>\$94</b>	<b>\$93</b>	<b>99 %</b>	<b>\$227</b>	<b>\$373</b>	<b>\$(102)</b>
<b>Operating Profit Margin</b>	<b>9%</b>	<b>5%</b>		<b>4 %</b>	<b>11%</b>	<b>17%</b>	<b>-7%</b>



**USF Sun Dome, Inc.**  
FY 2021 Annual Financial Plan

**STATEMENT OF CASH FLOWS**

(In thousands)

	FY 2021 FINANCIAL PLAN	FY 2020 FORECAST (as of 3/31/20)	Variance		FY 2020 FINANCIAL PLAN	FY 2019 ACTUAL RESULTS	FY 2018 ACTUAL RESULTS
			\$	%			
<b><u>OPERATING ACTIVITIES</u></b>							
Net Operating Profit	\$187	\$94	\$93	99 %	\$227	\$373	\$(102)
Adjustments for Non-Cash Activities:							
(Increase) Decrease in Accounts Receivable	47	115	(68)	(59)%	0	(63)	122
(Increase) Decrease in Prepaids	0	0	0	%	0	1	2
Increase (Decrease) in Accounts Payable	0	(375)	375	100 %	17	29	25
Increase (Decrease) in Accrued Liabilities	8	(218)	226	104 %	(65)	171	554
Increase (Decrease) in Deferred Revenue	200	(685)	885	129 %	3	990	(317)
<b>Total Cash From Operating Activities</b>	<b>\$442</b>	<b>\$(1,069)</b>	<b>\$1,511</b>	<b>141 %</b>	<b>\$182</b>	<b>\$1,501</b>	<b>\$284</b>
<b><u>FINANCING ACTIVITIES</u></b>							
Capital Expenditures <sup>(1)</sup>	0	0	0	%	0	0	0
<b>Total Cash From Financing Activities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b><u>INVESTING ACTIVITIES</u></b>							
Event Revenue Transfers to USF, net	(413)	(413)	0	0 %	(413)	(686)	(544)
<b>Total Cash From Investing Activities</b>	<b>\$(413)</b>	<b>\$(413)</b>	<b>\$0</b>	<b>0 %</b>	<b>\$(413)</b>	<b>\$(686)</b>	<b>\$(544)</b>
<b>CHANGE IN CASH</b>	<b>29</b>	<b>(1,482)</b>	<b>1,511</b>	<b>102 %</b>	<b>(231)</b>	<b>815</b>	<b>(260)</b>
Cash, Beginning of Year	37	1,519	(1,482)	(98)%	575	704	964
<b>Cash, End of Year</b>	<b>\$66</b>	<b>\$37</b>	<b>\$29</b>	<b>78 %</b>	<b>\$344</b>	<b>\$1,519</b>	<b>\$704</b>
<b>Total Cash &amp; Investments</b>	<b>\$66</b>	<b>\$37</b>	<b>\$29</b>	<b>78 %</b>	<b>\$344</b>	<b>\$1,519</b>	<b>\$704</b>
<b>Days Cash on Hand</b>	<b>13</b>	<b>8</b>	<b>6</b>	<b>75 %</b>	<b>71</b>	<b>308</b>	<b>161</b>

<sup>(1)</sup> Assumes USF funding of Capital expenditures with related assets maintained on USF's books' (consistent with the current reporting of the building/ building improvements).



**USF Sun Dome, Inc.**  
FY 2021 Annual Financial Plan

**3-YEAR FORECAST**

(In thousands)

	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 FORECAST	FY 2021 PLAN	FY 2022 FORECAST	FY 2023 FORECAST
<b>ASSETS</b>						
Cash & Investments	\$704	\$1,520	\$37	\$66	\$36	\$112
Fixed Assets	124	362	247	200	200	200
Other Assets	0	(1)	0	0	0	0
<b>Total Assets</b>	<b>\$828</b>	<b>\$1,881</b>	<b>\$284</b>	<b>\$266</b>	<b>\$236</b>	<b>\$312</b>
<b>LIABILITIES</b>						
Payables	\$248	\$400	\$25	\$25	\$27	\$28
Accrued Liabilities	647	818	600	608	658	701
Deferred Revenue	143	1,185	500	700	761	828
<b>Total Liabilities</b>	<b>\$1,037</b>	<b>\$2,403</b>	<b>\$1,125</b>	<b>\$1,333</b>	<b>\$1,446</b>	<b>\$1,557</b>
<b>NET ASSETS</b>	<b>\$(209)</b>	<b>\$(522)</b>	<b>\$(841)</b>	<b>\$(1,067)</b>	<b>\$(1,210)</b>	<b>\$(1,245)</b>
<b>Days Cash on Hand</b>	<b>161</b>	<b>309</b>	<b>8</b>	<b>13</b>	<b>7</b>	<b>20</b>
<b>REVENUES</b>						
Direct Event Income	\$264	\$398	\$203	\$321	\$354	\$389
Total Ancillary Revenue	1,121	1,582	1,560	1,584	1,742	1,916
Miscellaneous	110	191	92	75	75	75
<b>Total Revenues</b>	<b>\$1,494</b>	<b>\$2,171</b>	<b>\$1,855</b>	<b>\$1,980</b>	<b>\$2,171</b>	<b>\$2,380</b>
<b>EXPENSES</b>						
Salary & Benefits	\$817	\$940	\$971	\$983	\$1,033	\$1,084
General & Administrative	427	456	475	449	472	495
Marketing & Sales	22	24	21	43	45	47
Equipment & Supplies	53	65	75	101	106	112
Utilities	31	38	23	41	43	45
Insurance	152	125	146	126	132	139
Transition Expenses	96	0	0	0	0	0
Incentive Fees/ Profit Share	0	150	50	50	70	80
<b>Total Expenses</b>	<b>\$1,596</b>	<b>\$1,798</b>	<b>\$1,761</b>	<b>\$1,793</b>	<b>\$1,901</b>	<b>\$2,002</b>
<b>Operating Profit Before Non-Cash Changes</b>	<b>\$(102)</b>	<b>\$373</b>	<b>\$94</b>	<b>\$187</b>	<b>\$270</b>	<b>\$378</b>
Total Non-Cash Changes	0	0	0	0	0	0
<b>NET OPERATING PROFIT</b>	<b>\$(102)</b>	<b>\$373</b>	<b>\$94</b>	<b>\$187</b>	<b>\$270</b>	<b>\$378</b>
<b>Operating Profit Margin</b>	<b>-7%</b>	<b>17%</b>	<b>5%</b>	<b>9%</b>	<b>12%</b>	<b>16%</b>





## **USF Institute of Applied Engineering, Inc.**

FY 2021 Annual Financial Plan

---

### **FINANCIAL PLAN STATEMENT**

#### **State the DSO's Statutory Mission which Supports the Goals of the University**

- The USF Institute of Applied Engineering (IAE) provides agile, best value engineering products and services to enhance the performance, effectiveness and safety of Department of Defense customers, other federal, state and local agencies, and industry. By focusing on applied research and advanced technology development, the USF IAE expands USF's research portfolio while providing increased opportunities to both USF faculty and students.

#### **Provide the Downside Business Risks to the FY 2020 Forecast and the FY 2021 Financial Plan Due to COVID-19 and Management's Plans to Mitigate these Risks**

- COVID-19 is negatively impacting USF IAE contract revenue in FY20-21. While multiple contracts and task orders are in the pipeline for award, USF IAE anticipates increased timelines for processing contract actions with the DoD. Additionally, we expect some contract awards to be shifted from 4th Quarter FY20 to 1st Quarter FY21 as the DoD refocuses priorities on combatting COVID-19. Finally, execution of existing contracts is slowed due to remote work requirements for interns.
- COVID-19 is negatively impacting FY20 Hillsborough County Grant execution due to delays in construction of USF IAE's University Mall facility. Lack of a central research facility inhibits USF IAE's ability to perform required research for its customers. Initial permitting has been received from the county, but construction initiation is pending final design updates.
- In order to mitigate these risks, USF IAE meets routinely with sponsor counterparts to ensure known requirements are processed for award and to promote collaboration with USF researchers to identify new opportunities. Similarly, USF IAE meets routinely with the Mall and other stakeholders in order to complete construction this summer. Remaining FY20 county funding will be executed in early FY21, while FY21 detailed requirements are on track for approval by start of the fiscal year.

#### **List Key Drivers for the 2021 Financial Plan Over the 2020 Forecast - Focus on Cash Flows and Adequacy of Reserves**

- In February 2020, USSOCOM awarded USF IAE a 5-year task order contract worth up to \$85M. Task orders from this contract, along with existing and future SOFWERX contracts, make up the bulk of contract revenue in FY21. Obtaining government-approved indirect rates on these contracts is critical in order to cover USF IAE operating costs. DCAA has approved USF IAE's initial proposal rates and are processing the FY20 and FY21 provisional billing rates for approval.
- For a newly establish organization such as IAE, managing cash flows to ensure availability of funds to reimburse USF and pay our vendors is a top priority. Pre-payments for our SOFWERX contracts, along with funding from USF and Hillsborough County is critical to cover a portion of our operating expenses in FY20. This provides IAE with some reserves. Thus, our cash position in FY20 is adequate, and is expected to improve further for FY21.

#### **Describe Material Capital Expenditures in the 2021 Financial Plan - Provide Details and ROI Expectations**

- Hillsborough County capital expenditures support small satellite research, other computer-based research equipment, and facility enhancements in FY20-FY22. Procuring this equipment is key to not only successfully executing DoD contracts, but also in attracting future USF IAE research workforce.

#### **List Major DSO Initiatives that will Drive Increases in Operating Earnings for 2022 and 2023**

- Delays in hiring impact USF IAE's ability to execute contracts. In response, USF IAE worked with central HR to prepare an organization chart along with ~70 pre-approved positions in order to reduce future hiring timelines as USF IAE grows.
- FY21 hiring activities, University Mall facility expansion, and capital expenditures will position USF IAE to more fully realize the revenue opportunities within the USSOCOM task order contract as well as with other DoD sponsors.



## USF Institute of Applied Engineering, Inc.

### FY 2021 Annual Financial Plan

#### INCOME STATEMENT

(In thousands)

	FY 2021 FINANCIAL PLAN	FY 2020 FORECAST (as of 3/31/20)	Variance		FY 2020 FINANCIAL PLAN	FY 2019 ACTUAL RESULTS	FY 2018 ACTUAL RESULTS
			\$	%			
<b><u>REVENUES</u></b>							
Contracts Revenues	\$4,868	\$937	\$3,931	420 %	\$2,250	\$0	\$0
Hillsborough County Grant	2,478	643	1,835	285 %	0	0	0
University Support	714	907	(194)	(21)%	602	187	0
College of Engineering Support	23	23	(0)	(1)%	79	385	0
Florida High Tech Corridor Matching	0	0	0	%	150	0	0
Donation and Other Revenue	74	13	61	456 %	73	1	0
<b>Total Revenues</b>	<b>\$8,156</b>	<b>\$2,524</b>	<b>\$5,633</b>	<b>223 %</b>	<b>\$3,154</b>	<b>\$573</b>	<b>\$0</b>
<b><u>EXPENSES</u></b>							
Salaries & Benefits	\$867	\$707	\$159	23 %	\$803	\$61	\$0
College of Engineering Salary Support	23	23	(0)	(1)%	79	385	0
Gift In-Kind Expenses	74	12	62	506 %	73	0	0
Materials, Supplies, Software & Equip., Travel	87	30	57	186 %	70	26	0
Banking, Insurance, Audit, Tax Services	100	131	(32)	(24)%	50	4	0
Facilities, Utilities, Telecomm., Security	63	0	63	%	91	0	0
Depreciation & Amortization	140	25	115	452 %	0	0	0
Hills. County Salaries & Benefits	984	84	900	1,067 %	0	0	0
Hills. County Materials & Equip.	353	158	195	124 %	0	0	0
Hills. County Facilities, Telecomm., & Security	641	69	572	828 %	0	0	0
Direct Program Costs	3,399	672	2,727	406 %	1,966	0	0
Transfer to USF-Indirect Return to University	380	27	352	1,298 %	22	0	0
<b>Total Expenses</b>	<b>\$7,110</b>	<b>\$1,940</b>	<b>\$5,170</b>	<b>266 %</b>	<b>\$3,154</b>	<b>\$476</b>	<b>\$0</b>
<b>OPERATING PROFIT BEFORE NON-CASH CHANGES</b>	<b>\$1,046</b>	<b>\$583</b>	<b>\$463</b>	<b>79 %</b>	<b>\$0</b>	<b>\$97</b>	<b>\$0</b>
Equipment Donations to USF	0	(90)	90	100 %	0	0	0
<b>Total Non-Cash Changes</b>	<b>\$0</b>	<b>\$(90)</b>	<b>\$90</b>	<b>100 %</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>NET OPERATING PROFIT</b>	<b>\$1,046</b>	<b>\$494</b>	<b>\$553</b>	<b>112 %</b>	<b>\$0</b>	<b>\$97</b>	<b>\$0</b>
<b>Operating Profit Margin</b>	<b>13%</b>	<b>23%</b>	<b>(10)%</b>		<b>0</b>	<b>17%</b>	<b>0%</b>



## USF Institute of Applied Engineering, Inc.

### FY 2021 Annual Financial Plan

#### STATEMENT OF CASH FLOWS

(In thousands)

	FY 2021 FINANCIAL PLAN	FY 2020 FORECAST (as of 3/31/20)	Variance		FY 2020 FINANCIAL PLAN	FY 2019 ACTUAL RESULTS	FY 2018 ACTUAL RESULTS
			\$	%			
<b><u>OPERATING ACTIVITIES</u></b>							
Operating Assets & Liabilities	\$0	\$0	\$0	%	\$47	\$0	\$0
Cash Receipt from Customers	4,868	937	3,931	420 %	0	0	0
Cash Receipt from Hillsborough County	2,478	643	1,835	285 %	0	0	0
Salaries & Benefits	(1,851)	(791)	(1,059)	(134)%	0	0	0
Payment for Direct Program Costs	(3,399)	(672)	(2,727)	(406)%	0	0	0
Payment to suppliers	(1,270)	(414)	(856)	(207)%	0	(8)	0
<b>Total Cash From Operating Activities</b>	<b>\$826</b>	<b>\$(298)</b>	<b>\$1,124</b>	<b>377 %</b>	<b>\$47</b>	<b>\$(8)</b>	<b>\$0</b>
<b><u>FINANCING ACTIVITIES</u></b>							
Transfer from USF Support	\$714	\$702	\$11	2 %	\$0	\$100	\$0
Transfer to USF-IDR	(380)	(27)	(352)	(1,298)%	0	0	0
Gift In-Kind Contributions	0	1	(1)	(100)%	0	1	0
<b>Total Cash From Financing Activities</b>	<b>\$334</b>	<b>\$676</b>	<b>\$(342)</b>	<b>(51)%</b>	<b>\$0</b>	<b>\$101</b>	<b>\$0</b>
<b><u>INVESTING ACTIVITIES</u></b>							
Capital Expenditures	\$(500)	\$(332)	\$(168)	(51)%	\$(119)	\$(81)	\$0
Proceeds of Long-Term Debt	0	0	0	%	0	0	0
Principal Payments	0	0	0	%	0	0	0
Interest Payments	0	0	0	%	0	0	0
<b>Total Cash From Investing Activities</b>	<b>\$(500)</b>	<b>\$(332)</b>	<b>\$(168)</b>	<b>(51)%</b>	<b>\$(119)</b>	<b>\$(81)</b>	<b>\$0</b>
<b>CHANGE IN CASH</b>	<b>660</b>	<b>46</b>	<b>614</b>	<b>1,320 %</b>	<b>(72)</b>	<b>11</b>	<b>0</b>
Cash, Beginning of Year	58	11	46	410 %	223	0	0
<b>Cash, End of Year</b>	<b>\$718</b>	<b>\$58</b>	<b>\$660</b>	<b>1,142 %</b>	<b>\$151</b>	<b>\$11</b>	<b>\$0</b>
<b>Total Cash &amp; Investments</b>	<b>\$718</b>	<b>\$58</b>	<b>\$660</b>	<b>1,142 %</b>	<b>\$151</b>	<b>\$11</b>	<b>\$0</b>
<b>Days Cash on Hand</b>	<b>37</b>	<b>11</b>	<b>26</b>	<b>237 %</b>	<b>17</b>	<b>9</b>	<b>0</b>



## USF Institute of Applied Engineering, Inc.

### FY 2021 Annual Financial Plan

### 3-YEAR FORECAST

(In thousands)

	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 FORECAST	FY 2021 PLAN	FY 2022 FORECAST	FY 2023 FORECAST
<b>ASSETS</b>						
Cash & Investments	\$0	\$11	\$58	\$718	\$1,591	\$2,515
Fixed Assets	0	81	324	709	994	729
Other Assets	0	4	4	5	5	5
<b>Total Assets</b>	<b>\$0</b>	<b>\$97</b>	<b>\$385</b>	<b>\$1,431</b>	<b>\$2,590</b>	<b>\$3,249</b>
<b>LIABILITIES</b>						
Payables	\$0	\$0	\$0	\$0	\$0	\$0
Long-Term Debt	0	0	0	0	0	0
Other Liabilities	0	0	0	0	0	0
<b>Total Liabilities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>NET ASSETS</b>	<b>\$0</b>	<b>\$97</b>	<b>\$385</b>	<b>\$1,431</b>	<b>\$2,590</b>	<b>\$3,249</b>
<b>Days Cash on Hand</b>	<b>-</b>	<b>9</b>	<b>11</b>	<b>37</b>	<b>63</b>	<b>102</b>
<b>REVENUES</b>						
Contracts Revenues	\$0	\$0	\$937	\$4,868	\$7,140	\$9,000
Hillsborough County Grant	0	0	643	2,478	2,613	0
University Support	0	187	907	714	603	603
College of Engineering Support	0	385	23	23	25	25
Florida High Tech Corridor Matching	0	0	0	0	0	0
Donation and Other Revenue	0	1	13	74	0	0
<b>Total Revenues</b>	<b>\$0</b>	<b>\$573</b>	<b>\$2,524</b>	<b>\$8,156</b>	<b>\$10,380</b>	<b>\$9,628</b>
<b>EXPENSES</b>						
Salaries & Benefits	\$0	\$61	\$707	\$867	\$946	\$1,192
College of Engineering Salary Support	0	385	23	23	25	25
Gift In-Kind Expenses	0	0	12	74	0	0
Materials, Supplies, Software & Equip., Travel	0	26	30	87	89	113
Banking, Insurance, Audit, Tax Services	0	4	131	100	103	163
Facilities, Utilities, Telecomm., Security	0	0	0	63	140	176
Depreciation & Amortization	0	0	25	140	263	314
Hills. County Salaries & Benefits	0	0	84	984	871	0
Hills. County Materials & Equip.	0	0	158	353	854	0
Hills. County Facilities, Telecomm., & Security	0	0	69	641	388	0
Direct Program Costs	0	0	672	3,399	4,986	6,285
Transfer to USF-Indirect Return to University	0	0	27	380	557	702
<b>Total Expenses</b>	<b>\$0</b>	<b>\$476</b>	<b>\$1,940</b>	<b>\$7,110</b>	<b>\$9,221</b>	<b>\$8,969</b>
<b>Operating Profit Before Non-Cash Changes</b>	<b>\$0</b>	<b>\$97</b>	<b>\$583</b>	<b>\$1,046</b>	<b>\$1,159</b>	<b>\$659</b>
Total Non-Cash Changes	\$0	\$0	\$(90)	\$0	\$0	\$0
<b>NET OPERATING PROFIT</b>	<b>\$0</b>	<b>\$97</b>	<b>\$494</b>	<b>\$1,046</b>	<b>\$1,159</b>	<b>\$659</b>
<b>Operating Profit Margin</b>	<b>0%</b>	<b>17%</b>	<b>23%</b>	<b>13%</b>	<b>11%</b>	<b>7%</b>



## USF HEALTH PROFESSIONS CONFERENCING CORPORATION

### FY 2021 Annual Financial Plan

---

#### FINANCIAL PLAN STATEMENT

##### State the DSO's Statutory Mission which Supports the Goals of the University

- The mission of USF Health Professions Conferencing Corporation (HPCC), a direct support organization and Florida not-for-profit corporation, is to support the goals of the University of South Florida and its Board of Trustees, namely to help achieve academic excellence, enable pre-eminent research, and facilitate top quality healthcare services.

HPCC helps to achieve these goals through a range of activities and entities, including the Center for Advanced Medical Learning and Simulation (CAMLs) which has as its vision to improve healthcare through lifelong education and learning and whose mission is to create and provide experiential learning that improves clinical skills and patient care in our community and around the globe. HPCC also supports the efficient administration of the USF Health Office of Continuing Professional Development (CPD) as well as several USF Health international programs.

##### Provide the Downside Business Risks to the FY 2020 Forecast and the FY 2021 Financial Plan Due to COVID-19 and Management's Plans to Mitigate these Risks

- Due to the nationwide COVID-19 crisis and essential shutdown of nonessential economic activity the FY2020 Forecast anticipates the postponement of all external clients at CAMLS, CPD live events, USF Health International programming and most USF programming at CAMLS through May 31 and possibly beyond. As the 'stay-at-home' orders get lifted over time, some of these postponements may be rescheduled prior to June 30 but most are expected to be rescheduled in FY2021. The impact to the FY2020 Plan will be a \$2,300K decrease in 'Total Revenues', a \$1,000K decrease in 'Direct Program Expense' and a \$1,300K decrease in 'Operating Income'.
- As noted in the Mid-Year Forecast HPCC was pacing well to close gaps that had resulted from client turnover and fluctuations in grant revenue received in partnership with medical education companies (MECs). However, pacing came to a standstill at the end of February and as a result, a pipeline of \$2,330K of programmatic revenues, \$1,612K of 'Direct Program Expense' and \$718K 'Operating Income' stopped.
- To mitigate the revenue losses, HPCC has left vacant positions open, frozen hiring, and reduced utility, travel, and supply expenses, which will decrease wage expenses by \$328K from the FY 2020 Plan as well an estimated \$66K of operating expense savings in the last three months of the fiscal year.
- The FY2021 Plan anticipates ongoing social distancing after movement restrictions are relaxed and a delay in preventive measures to restore confidence in the travel and group learning environment resulting in a gradual return to full operations in 2021. HPCC will close FY2020 with 84 days of cash reserves but half is commercial support due to MECs while the other half will support operations through December with limited revenue as discussed further in the Key Drivers for FY2021.

##### List Key Drivers for the 2021 Financial Plan Over the 2020 Forecast - Focus on Cash Flows and Adequacy of Reserves

- HPCC will need to use some of its cash on hand to weather COVID-19. The turnover of external clients and reduction of some USF Health programming will also affect cash flows in FY2021. HPCC will maintain sufficient cash to pay vendors, make payroll and service debt while resuming its efforts to develop new clients and upgrade aging medical simulation equipment critical for ongoing training events. HPCC is prepared to take additional measures to preserve cash and reduce expenses should movement restrictions remain in place beyond the expectations of this Plan.
- In FY2021, 'Revenue for Continuing Professional Development' is projected lower as commercial funding in partnership with medical education companies (MECs) for online Continuing Medical Education (CME) activities remains strong, but passes directly to the MECs from the commercial supporter rather than passing through HPCC. CME live conference events will resume in FY2021, however attendance may be lower than prior years. Consistent with this business line, 'Direct Program Expense' (pass through funds) is also projected lower since grants will go directly to MECs.
- In FY2021 COVID-19 restrictions are projected to reduce USF Health Undergraduate Medical Education (UME) programming at CAMLS 15% or \$300K due to limited programming in Q1 and Q2.

- In FY2021 USF Health Undergraduate Medical Education (UME) programming at CAMLS is projected to decrease an additional 20% from classroom training relocating to the new Morsani College of Medicine downtown facility. While not yet confirmed, we anticipate that the Graduate Medical Education (GME) program will continue at FY2020 levels, however the Certified Registered Nurse Anesthetist (CRNA) program may move online and use CAMLS on a limited basis. These reductions are projected to reduce 'CAMLS - USF Health Programming' by \$700K.
- It is projected that 'CAMLS- Industry, Societies, Healthcare' programming will experience a gradual return to full operations in January 2021 however, momentum will be slow as social distancing continues after movement restrictions are relaxed and delays in preventive measures further inhibit the restoration of confidence in the travel and group-learning environment. Most of the FY2020 postponed events are expected to rebook in FY2021. Rebooking combined with ongoing sales efforts will create a strong demand, which will be subject to a restoration of confidence. FY2021 Q1 is projected to be just 10% of prior year and Q2 is projected to be 75% of prior year in anticipation of a gradual, rather than an instantaneous, return to normal conditions. As stated in the past, many CAMLS clients have developed their own simulation centers resulting in a 25% loss of non-USF revenue. The CAMLS team was on pace in FY2020 to meet the challenge with new clients and a large training contract with the federal government before COVID-19. While successful, the large federal contract occurs only once every two years, therefore, the effort to meet the FY2021 revenue target and restore this line of business to pre COVID-19 levels in FY2022 will be challenging.
- In light of the changed and continuing uncertain conditions, we are proposing to increase the 'The Transfer from UMSA Continuing Ed.-Faculty, Students' for the development and delivery of continuing academic and professional simulation education for students and practitioners from \$250K to \$500K. While HPCC is cautiously optimistic about regaining its upward trajectory and maintaining sufficient operating cash flow if the full amount is provided in the first half of FY2021, the lasting effects of COVID-19 may necessitate additional support in order to maintain cash flow.

#### **Describe Material Capital Expenditures in the 2021 Financial Plan - Provide Details and ROI Expectations**

- Despite the financial challenges, HPCC is committed to stay on track for two vital aspects of its capital plan, including expanding its inventory of simulator manikins to meet increasing demand and replace aging equipment to maintain service delivery expectations. The total capital expenditures planned for FY2021 is projected to be \$200K, most of which will be recouped in revenue that would otherwise not be achievable.

#### **List Major DSO Initiatives that will Drive Increases in Operating Earnings for 2022 and 2023**

- In FY2021, HPCC will be working to coordinate the rescheduling of FY2020 programs, generate new FY2021 programs and meet the training needs of the USF Health students, residents and fellows affected by COVID19. With the proactive postponement and resulting successful implementation and coordination of these programs, HPCC/CAMLS continues to strengthen relationships with external clients that will grow revenue and increase operating earnings for 2022 and 2023. In addition, CAMLS is working to achieve continued growth of its portfolio in 2022 and 2023 by building on FY20 efforts, which were interrupted by the COVID19 global pandemic. These include: a) diversifying the portfolio to include government and not-for-profit contracts, b) building on the successful off-site programming ('CAMLS Without Walls') which exports CAMLS' talent, tools, and resources while freeing up space for internal uses, c) expanding CAMLS's original simulation training content and developing new clinical content leveraging the new TGH/USF Health partnership; d) continuing to leverage opportunities to synchronize with and build on the expanding USF/USF Health presence downtown, and e) develop innovative training with the use of experiential learning technologies, such as virtual reality, and telehealth/education.



## USF HEALTH PROFESSIONS CONFERENCING CORPORATION

### FY 2021 Annual Financial Plan

#### INCOME STATEMENT

(In thousands)

	FY 2021 FINANCIAL PLAN	FY 2020 FORECAST (as of 3/31/20)	Variance		FY 2020 FINANCIAL PLAN	FY 2019 ACTUAL RESULTS	FY 2018 ACTUAL RESULTS
			\$	%			
<b>REVENUES</b>							
Continuing Professional Development	\$5,070	\$5,445	\$(375)	(7)%	\$7,205	\$6,901	\$3,943
CAMLS - USF Health Programming	1,675	2,195	(520)	(24)%	2,786	2,872	3,158
CAMLS - Industry, Societies, Healthcare	3,141	2,292	849	37 %	4,341	4,540	5,381
Other HPCC Divisions	207	237	(30)	(13)%	392	575	523
In Kind Donations	20	40	(20)	(50)%	40	68	22
Rents, Parking, Rebates, Interest	279	524	(245)	(47)%	629	732	531
Gain on Sale of Fixed Assets	0	0	0	%	0	0	10
Transfer from USF-Plant Operations & Maint.	1,293	1,293	0	0 %	1,293	1,293	1,293
Transfer from UMSA - Wages and Benefits	60	60	0	0 %	60	60	0
Transfer from UMSA Continuing Ed - Faculty, Students	500	250	250	100 %	250	1,000	1,033
<b>Total Revenues</b>	<b>\$12,245</b>	<b>\$12,336</b>	<b>\$(91)</b>	<b>(1)%</b>	<b>\$16,996</b>	<b>\$18,041</b>	<b>\$15,893</b>
<b>EXPENSES</b>							
Wages and Benefits	4,073	4,020	53	1 %	4,278	\$3,900	\$3,124
Wages - program driven temporary staffing	160	230	(70)	(30)%	300	214	254
Utilities, Leases, Maint., Supplies, Marketing	1,944	1,998	(54)	(3)%	2,094	2,262	2,466
Direct Program Expense	5,097	5,324	(227)	(4)%	7,936	8,252	5,744
Interest	487	528	(41)	(8)%	528	570	681
In Kind Expense	20	40	(20)	(50)%	40	68	22
Depreciation-Purchased & Donated Assets	938	1,067	(129)	(12)%	1,067	1,440	1,720
<b>Total Expenses</b>	<b>\$12,719</b>	<b>\$13,207</b>	<b>\$(488)</b>	<b>(4)%</b>	<b>\$16,243</b>	<b>\$16,706</b>	<b>\$14,011</b>
<b>OPERATING PROFIT BEFORE NON-CASH CHANGES</b>	<b>\$(474)</b>	<b>\$(871)</b>	<b>\$397</b>	<b>46 %</b>	<b>\$752</b>	<b>\$1,335</b>	<b>\$1,882</b>
Unrealized Investment Gains (Losses)	0	0	0	%	0	0	0
<b>Total Non-Cash Changes</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>NET OPERATING PROFIT</b>	<b>\$(474)</b>	<b>\$(871)</b>	<b>\$397</b>	<b>46 %</b>	<b>\$752</b>	<b>\$1,335</b>	<b>\$1,882</b>
<b>Operating Profit Margin</b>	<b>-4%</b>	<b>-7%</b>		<b>3 %</b>	<b>4%</b>	<b>7%</b>	<b>12%</b>



## USF HEALTH PROFESSIONS CONFERENCING CORPORATION

### FY 2021 Annual Financial Plan

#### STATEMENT OF CASH FLOWS

(In thousands)

	FY 2021 FINANCIAL PLAN	FY 2020 FORECAST (as of 3/31/20)	Variance		FY 2020 FINANCIAL PLAN	FY 2019 ACTUAL RESULTS	FY 2018 ACTUAL RESULTS
			\$	%			
<b><u>OPERATING ACTIVITIES</u></b>							
Net Operating Profit	\$(474)	\$(871)	\$397	46 %	\$752	\$1,335	\$1,882
Adjustments for Non-Cash Activities:							
Depreciation	938	1,067	(129)	(12)%	1,067	1,440	1,720
(Gain)/Loss on sale of fixed assets	0	0	0	%	0	0	(10)
Adjustments for Changes in Operating Assets and Liabilities	0	(500)	500	100 %	0	386	(553)
<b>Total Cash From Operating Activities</b>	<b>\$464</b>	<b>\$(304)</b>	<b>\$768</b>	<b>252 %</b>	<b>\$1,819</b>	<b>\$3,161</b>	<b>\$3,039</b>
<b><u>FINANCING ACTIVITIES</u></b>							
Capital Expenditures	\$0	\$0	\$0	%	\$0	\$0	\$0
Proceeds of Long-Term Debt	0	0	0	%	0	0	0
Principal Payments	(1,160)	(1,121)	(39)	(3)%	(1,121)	(1,171)	(1,148)
Interest Payments	0	0	0	%	0	0	0
<b>Total Cash From Financing Activities</b>	<b>\$(1,160)</b>	<b>\$(1,121)</b>	<b>\$(39)</b>	<b>(3)%</b>	<b>\$(1,121)</b>	<b>\$(1,171)</b>	<b>\$(1,148)</b>
<b><u>INVESTING ACTIVITIES</u></b>							
Capital Expenditures	\$(200)	\$(150)	\$(50)	(33)%	\$(600)	\$(154)	\$(345)
Net (Purchases) Sales of Investments	0	0	0	%	0	217	46
Interest Income	0	0	0	%	0	0	0
<b>Total Cash From Investing Activities</b>	<b>\$(200)</b>	<b>\$(150)</b>	<b>\$(50)</b>	<b>(33)%</b>	<b>\$(600)</b>	<b>\$63</b>	<b>\$(299)</b>
<b>CHANGE IN CASH</b>	<b>(896)</b>	<b>(1,575)</b>	<b>679</b>	<b>43 %</b>	<b>98</b>	<b>2,053</b>	<b>1,592</b>
Cash, Beginning of Year	2,787	4,362	(1,575)	(36)%	3,666	2,308	716
<b>Cash, End of Year</b>	<b>\$1,890</b>	<b>\$2,787</b>	<b>\$(896)</b>	<b>(32)%</b>	<b>\$3,764</b>	<b>\$4,361</b>	<b>\$2,308</b>
<b>Total Cash &amp; Investments</b>	<b>\$1,890</b>	<b>\$2,787</b>	<b>\$(896)</b>	<b>(32)%</b>	<b>\$3,764</b>	<b>\$4,361</b>	<b>\$2,308</b>
<b>Days Cash on Hand</b>	<b>59</b>	<b>84</b>	<b>(25)</b>	<b>(30)%</b>	<b>91</b>	<b>104</b>	<b>69</b>





## USF HEALTH PROFESSIONS CONFERENCING CORPORATION

FY 2021 Annual Financial Plan

### 3-YEAR FORECAST

(In thousands)

	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 FORECAST	FY 2021 PLAN	FY 2022 FORECAST	FY 2023 FORECAST
<b><u>ASSETS</u></b>						
Cash & Investments	\$2,309	\$4,362	\$2,787	\$1,890	\$1,890	\$1,890
Fixed Assets	18,548	17,277	16,360	15,622	14,922	14,422
Other Assets	1,963	1,824	1,800	1,800	1,800	1,800
<b>Total Assets</b>	<b>\$22,820</b>	<b>\$23,463</b>	<b>\$20,947</b>	<b>\$19,313</b>	<b>\$18,613</b>	<b>\$18,113</b>
<b><u>LIABILITIES</u></b>						
Payables	\$2,997	\$1,606	\$1,600	\$1,600	\$1,600	\$1,600
Long-Term Debt	14,934	13,844	12,723	11,563	10,363	9,163
Other Liabilities and deferred inflows	2,086	3,874	1,900	1,900	1,900	1,900
<b>Total Liabilities</b>	<b>\$20,017</b>	<b>\$19,324</b>	<b>\$16,223</b>	<b>\$15,063</b>	<b>\$13,863</b>	<b>\$12,663</b>
<b>NET ASSETS</b>	<b>\$2,803</b>	<b>\$4,139</b>	<b>\$4,724</b>	<b>\$4,250</b>	<b>\$4,750</b>	<b>\$5,450</b>
<b>Days Cash on Hand</b>	<b>69</b>	<b>104</b>	<b>84</b>	<b>59</b>	<b>54</b>	<b>53</b>
<b><u>REVENUES</u></b>						
Program revenues	\$15,352	\$17,309	\$11,812	\$11,966	\$13,525	\$13,930
Other Revenues	541	732	524	279	487	502
<b>Total Revenues</b>	<b>\$15,893</b>	<b>\$18,041</b>	<b>\$12,336</b>	<b>\$12,245</b>	<b>\$14,012</b>	<b>\$14,432</b>
<b><u>EXPENSES</u></b>						
Salaries & Benefits	\$3,378	\$4,114	\$4,250	\$4,233	\$4,478	\$4,567
Program services	9,952	12,022	8,429	7,999	8,809	8,985
Other Expenses	681	570	528	487	463	440
<b>Total Expenses</b>	<b>\$14,011</b>	<b>\$16,706</b>	<b>\$13,207</b>	<b>\$12,719</b>	<b>\$13,749</b>	<b>\$13,992</b>
<b>Operating Profit Before Non-Cash Changes</b>	<b>\$1,882</b>	<b>\$1,335</b>	<b>\$(871)</b>	<b>\$(474)</b>	<b>\$263</b>	<b>\$440</b>
Total Non-Cash Changes	\$0	\$0	\$0	\$0	\$0	\$0
<b>NET OPERATING PROFIT</b>	<b>\$1,882</b>	<b>\$1,335</b>	<b>\$(871)</b>	<b>\$(474)</b>	<b>\$263</b>	<b>\$440</b>
<b>Operating Profit Margin</b>	<b>12%</b>	<b>7%</b>	<b>-7%</b>	<b>-4%</b>	<b>2%</b>	<b>3%</b>



## University of South Florida Alumni Association, Inc.

### FY 2021 Annual Financial Plan

---

#### **FINANCIAL PLAN STATEMENT**

##### **State the DSO's Statutory Mission which Supports the Goals of the University**

- The USF Alumni Association exists to assist in the success of the University of South Florida. The Alumni Association is in the alumni engagement and cultivation business. The focus of the Association is to strengthen relationships with Alumni through myriad activities, thus leading to their long-term involvement with the University of South Florida. Activities include alumni opportunities for volunteering, event participation, student mentoring, recognition programs, and financial support. All of this engagement activity by Alumni and friends supports the University as a whole. While the long term revenue associated with the Association's support is not directly reflected in the Association's financial statements, alumni engagement combined with development activity helps to facilitate fundraising success.

##### **Provide the Downside Business Risks to the FY 2020 Forecast and the FY 2021 Financial Plan Due to COVID-19 and Management's Plans to Mitigate these Risks**

- Management has done an analysis of COVID-19 and its impact on our FY20 and FY21 net income. We anticipate a \$61k impact on our 2020 forecasted net income, due to a decrease in membership, in-person events, and gift revenue. The Association is currently determining how that loss will be covered and have been in consultation with the Foundation and our Board to determine the impact on our reserves.
- For FY21, the Association requires an additional \$61k in salary support from the University in order to balance our budget. This additional support will cover expected shortfalls anticipated in the first six months of the fiscal year due to reduced alumni engagement activities associated with COVID-19.

##### **List Key Drivers for the 2021 Financial Plan Over the 2020 Forecast - Focus on Cash Flows and Adequacy of Reserves**

- The fiscal 2021 financial plan is based on an assumption that alumni engagement activities will return to pre COVID-19 levels during the second quarter of the year.
- Membership is anticipated to be down 10% through the first quarter on the fiscal year, followed by a rebound of approximately 17% for the remainder of the year.
- The Association's FAST56 and Young Alumni Awards were postponed in FY20. The Alumni Association will be having two of each of these events during FY21, causing an increase in both event and sponsorship revenue as well as an increase in expenses for these two events.
- The Association's bi-annual circle of excellence solicitation scheduled for Spring of 2020 was postponed until early fiscal 2021, resulting in increased gift revenue for the entire year.
- While the Association is tracking its forecasted net income for the 2020 fiscal year, the continued impact of COVID-19 results in an additional investment from the University.

##### **Describe Material Capital Expenditures in the 2021 Financial Plan - Provide Details and ROI Expectations**

- No capital expenditures planed in the 2021 fiscal plan.

##### **List Major DSO Initiatives that will Drive Increases in Operating Earnings for 2022 and 2023**

- As the effects of COVID-19 are reduced throughout this upcoming fiscal year, the Association expects to return to pre-quarantine revenue in the areas of membership, license plates, giving, and events.
- We anticipate the continued focus by the Association to improve alumni engagement and participation at the chapter/society level will steadily increase our operating earnings.



## University of South Florida Alumni Association, Inc.

### FY 2021 Annual Financial Plan

#### INCOME STATEMENT

(In thousands)

	FY 2021	FY 2020	Variance		FY 2020	FY 2019	FY 2018
	FINANCIAL	FORECAST	\$	%	FINANCIAL	ACTUAL	ACTUAL
	PLAN	(as of 3/31/20)			PLAN	RESULTS	RESULTS
<b>REVENUES</b>							
Membership	\$489	\$529	\$(40)	(8)%	\$591	\$536	\$490
Budget Support	864	803	61	8 %	799	718	625
Royalties	449	379	70	18 %	430	484	576
License Plate Revenue	391	392	(1)	(0)%	405	390	383
Sponsorships	320	200	120	60 %	282	229	180
Investment Income	281	269	12	4 %	267	260	238
Event and other Revenue	238	190	48	25 %	242	214	194
Gifts and Donations	186	160	26	16 %	174	197	179
<b>Total Revenues</b>	<b>\$3,218</b>	<b>\$2,922</b>	<b>\$296</b>	<b>10 %</b>	<b>\$3,190</b>	<b>\$3,028</b>	<b>\$2,865</b>
<b>EXPENSES</b>							
Salaries & Benefits	1,892	1,844	48	3 %	1,916	1,766	1,691
Membership and Membership Services	193	104	89	86 %	192	214	181
Printing & Duplicating	11	25	(14)	(56)%	16	26	14
Event Services	405	255	150	59 %	334	269	246
Professional Services	95	95	0	0 %	85	99	98
Postage	60	60	0	0 %	60	53	53
Travel	62	33	29	88 %	63	61	57
Advertising & Marketing	22	17	5	29 %	18	31	24
Insurance	56	50	6	12 %	52	54	50
Community Relations	30	26	4	15 %	28	33	42
Credit Card Fees	30	29	1	3 %	29	30	25
Other expenses	18	29	(11)	(38)%	17	33	33
Bad debt expense	0	0	0	%	0	3	16
Transfer to USF Scholarships	75	78	(3)	(4)%	76	95	76
<b>Total Expenses</b>	<b>\$2,949</b>	<b>\$2,645</b>	<b>\$304</b>	<b>11 %</b>	<b>\$2,886</b>	<b>\$2,767</b>	<b>\$2,606</b>
<b>OPERATING PROFIT BEFORE NON-CASH CHANGES</b>	<b>\$269</b>	<b>\$277</b>	<b>\$(8)</b>	<b>(3)%</b>	<b>\$304</b>	<b>\$261</b>	<b>\$259</b>
Unrealized Investment Gains (Losses)	196	(773)	969	125 %	341	15	376
<b>Total Non-Cash Changes</b>	<b>\$196</b>	<b>\$(773)</b>	<b>\$969</b>	<b>125 %</b>	<b>\$341</b>	<b>\$15</b>	<b>\$376</b>
<b>NET OPERATING PROFIT</b>	<b>\$465</b>	<b>\$(496)</b>	<b>\$961</b>	<b>194 %</b>	<b>\$645</b>	<b>\$276</b>	<b>\$635</b>
<b>Operating Profit Margin</b>	<b>8%</b>	<b>9%</b>		<b>(1)%</b>	<b>10%</b>	<b>9%</b>	<b>9%</b>



## University of South Florida Alumni Association, Inc.

### FY 2021 Annual Financial Plan

#### STATEMENT OF CASH FLOWS

(In thousands)

	FY 2021 FINANCIAL PLAN	FY 2020 FORECAST (as of 3/31/20)	Variance		FY 2020 FINANCIAL PLAN	FY 2019 ACTUAL RESULTS	FY 2018 ACTUAL RESULTS
			\$	%			
<b><u>OPERATING ACTIVITIES</u></b>							
Net Operating Profit	\$465	\$(496)	\$961	194 %	\$645	\$261	\$635
Adjustments for Non-Cash Activities:							
Unrealized gain on investments	(196)	773	(969)	(125)%	(341)	(15)	(376)
Adjustments for Changes in Operating Assets and Liabilities	100	100	0	0 %	100	70	(99)
<b>Total Cash From Operating Activities</b>	<b>\$369</b>	<b>\$377</b>	<b>\$(8)</b>	<b>(2)%</b>	<b>\$404</b>	<b>\$316</b>	<b>\$160</b>
<b><u>FINANCING ACTIVITIES</u></b>							
Capital Expenditures	\$0	\$0	\$0	%	\$0	\$0	\$0
<b>Total Cash From Financing Activities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b><u>INVESTING ACTIVITIES</u></b>							
Net (Purchases) Sales of Investments	\$(366)	\$(379)	\$13	4 %	\$(401)	\$(315)	\$(155)
<b>Total Cash From Investing Activities</b>	<b>\$(366)</b>	<b>\$(379)</b>	<b>\$13</b>	<b>4 %</b>	<b>\$(401)</b>	<b>\$(315)</b>	<b>\$(155)</b>
<b>CHANGE IN CASH</b>							
Cash, Beginning of Year	5	7	(2)	(29)%	7	6	1
<b>Cash, End of Year</b>	<b>\$8</b>	<b>\$5</b>	<b>\$3</b>	<b>68 %</b>	<b>\$10</b>	<b>\$7</b>	<b>\$6</b>
<b>Total Cash &amp; Investments</b>	<b>\$1,432</b>	<b>\$1,232</b>	<b>\$200</b>	<b>16 %</b>	<b>\$1,475</b>	<b>\$1,390</b>	<b>\$1,343</b>
<b>Days Cash on Hand</b>	<b>177</b>	<b>170</b>	<b>7</b>	<b>4 %</b>	<b>187</b>	<b>183</b>	<b>188</b>



## University of South Florida Alumni Association, Inc.

### FY 2021 Annual Financial Plan

### 3-YEAR FORECAST

(In thousands)

	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 FORECAST	FY 2021 PLAN	FY 2022 FORECAST	FY 2023 FORECAST
<b><u>ASSETS</u></b>						
Cash & Investments	\$1,343	\$1,390	\$1,232	\$1,432	\$1,564	\$1,627
Restricted Cash & Investments	5,957	6,388	5,640	5,861	6,330	6,836
Other Assets	313	293	360	360	360	360
<b>Total Assets</b>	<b>\$7,613</b>	<b>\$8,071</b>	<b>\$7,232</b>	<b>\$7,653</b>	<b>\$8,254</b>	<b>\$8,823</b>
<b><u>LIABILITIES</u></b>						
Payables	\$99	\$177	\$150	\$150	\$150	\$150
Long-Term Debt	0	0	0	0	0	0
Other Liabilities and deferred inflows	2,140	2,183	2,256	2,281	2,306	2,356
<b>Total Liabilities</b>	<b>\$2,239</b>	<b>\$2,360</b>	<b>\$2,406</b>	<b>\$2,431</b>	<b>\$2,456</b>	<b>\$2,506</b>
<b>NET ASSETS</b>	<b>\$5,374</b>	<b>\$5,711</b>	<b>\$4,826</b>	<b>\$5,222</b>	<b>\$5,798</b>	<b>\$6,317</b>
<b>Days Cash on Hand</b>	<b>188</b>	<b>183</b>	<b>170</b>	<b>177</b>	<b>197</b>	<b>200</b>
<b><u>REVENUES</u></b>						
Membership	\$490	\$536	\$529	\$489	\$502	\$527
Support	625	718	803	864	864	864
Other Revenues	1,750	1,774	1,590	1,865	1,800	1,890
<b>Total Revenues</b>	<b>\$2,865</b>	<b>\$3,028</b>	<b>\$2,922</b>	<b>\$3,218</b>	<b>\$3,166</b>	<b>\$3,281</b>
<b><u>EXPENSES</u></b>						
Salaries & Benefits	\$1,691	\$1,766	\$1,844	\$1,892	\$1,935	\$1,954
Event Expenses	246	269	255	405	270	284
Other Expenses	669	732	546	652	700	735
<b>Total Expenses</b>	<b>\$2,606</b>	<b>\$2,767</b>	<b>\$2,645</b>	<b>\$2,949</b>	<b>\$2,905</b>	<b>\$2,973</b>
<b>Operating Profit Before Non-Cash Changes</b>	<b>\$259</b>	<b>\$261</b>	<b>\$277</b>	<b>\$269</b>	<b>\$261</b>	<b>\$308</b>
Total Non-Cash Changes	\$376	\$15	\$(773)	\$196	\$469	\$506
<b>NET OPERATING PROFIT</b>	<b>\$635</b>	<b>\$276</b>	<b>\$(496)</b>	<b>\$465</b>	<b>\$730</b>	<b>\$815</b>
<b>Operating Profit Margin</b>	<b>9%</b>	<b>9%</b>	<b>9%</b>	<b>8%</b>	<b>8%</b>	<b>9%</b>



## USF Financing Corporation & USF Property Corporation

### FY 2021 Annual Financial Plan

---

#### FINANCIAL PLAN STATEMENT

##### **State the DSO's Statutory Mission which Supports the Goals of the University**

- The Financing Corporation is the University's financing arm and is expected to provide low cost, low risk, long-term financing for the University's major capital projects.

##### **Provide the Downside Business Risks to the FY 2020 Forecast and the FY 2021 Financial Plan Due to COVID-19 and Management's Plans to Mitigate these Risks**

- All of the USF DSOs and Auxiliaries pledging revenues and making lease payments for debt service on outstanding Financing Corporation bonds are experiencing serious negative cash flows in the March - June 2020 period.
- The DSOs and Auxiliaries with outstanding debt are expected to implement cost-cutting measures to preserve essential liquidity and maintain debt service payments.
- Current bond-financed construction projects: USF St. Petersburg Housing & Dining Center Project and USF Research Park Project are being monitored closely to mitigate schedule and cost problems. The St. Petersburg Dining Center is over budget and expected to be delayed due to the termination of the previous Dining Center operator and engagement of replacement Dining Center operator from the Tampa Campus.
- Management is working closely with the DSOs and Auxiliaries to mitigate debt service payment and construction risks.
- All bond programs are current on debt service obligations and bond covenants.
- The rating agencies are well aware of the COVID-19 impact on university and auxiliary revenues and are requesting detailed information on forecasts.

##### **List Key Drivers for the 2021 Financial Plan Over the 2020 Forecast - Focus on Cash Flows and Adequacy of Reserves**

- Management is focused on bridging the liquidity crisis of the DSOs and Auxiliaries with outstanding debt to ensure payment of bond debt service and covenant compliance.

##### **Describe Material Capital Expenditures in the 2021 Financial Plan - Provide Details and ROI Expectations**

- The Financing Corporation is not planning any new financing / real estate development projects in FY 2021.
- Construction of the St. Petersburg Housing Project is expected to be completed in July 2020. The St. Petersburg Dining Center is being designed by the new dining center operator.
- The Research Park Project is on schedule for a November 2021 delivery and is on budget.

##### **List Major DSO Initiatives that will Drive Increases in Operating Earnings for 2022 and 2023**

- No refundings of outstanding debt are planned, as all opportunities to call and refund bonds and to negotiate bond repricings have been completed over the past 2-3 years.



## USF Financing Corporation & USF Property Corporation

### FY 2021 Annual Financial Plan

#### INCOME STATEMENT

(In thousands)

	FY 2021 FINANCIAL PLAN	FY 2020 FORECAST (as of 3/31/20)	Variance		FY 2020 FINANCIAL PLAN	FY 2019 ACTUAL RESULTS	FY 2018 ACTUAL RESULTS
			\$	%			
<b><u>REVENUES</u></b>							
Housing lease revenue	\$10,321	\$9,152	\$1,169	13 %	\$9,916	\$10,504	\$10,418
Marshall Center lease revenue	1,367	1,339	28	2 %	1,339	1,459	1,496
Athletics lease revenue	693	765	(72)	(9)%	765	841	1,068
Arena lease revenue	740	778	(38)	(5)%	778	824	876
DSO (UMSA) lease revenue	1,735	1,766	(31)	(2)%	1,766	1,858	2,072
DSO (HPCC) lease revenue	563	588	(25)	(4)%	588	614	960
DSO (Research) lease revenue	174	150	24	16 %	0	63	0
<b>Total Revenues</b>	<b>\$15,593</b>	<b>\$14,538</b>	<b>\$1,055</b>	<b>7 %</b>	<b>\$15,152</b>	<b>\$16,163</b>	<b>\$16,890</b>
<b><u>OPERATING EXPENSES</u></b>							
Management fee	795	719	76	11 %	719	706	691
General and administrative expenses	580	550	30	5 %	550	529	574
<b>Total Operating Expenses</b>	<b>\$1,375</b>	<b>\$1,269</b>	<b>\$106</b>	<b>8 %</b>	<b>\$1,269</b>	<b>\$1,235</b>	<b>\$1,265</b>
<b><u>OTHER REVENUES (EXPENSES)</u></b>							
Interest expense on debt	(11,878)	(10,923)	(955)	(9)%	(10,521)	(11,647)	(12,152)
Loss on debt extinguishment	0	0	0	%	0	0	(71)
Interest income	400	650	(250)	(38)%	500	708	332
<b>Total Other Revenues (Expenses)</b>	<b>\$(11,478)</b>	<b>\$(10,273)</b>	<b>\$(1,205)</b>	<b>(12)%</b>	<b>\$(10,021)</b>	<b>\$(10,939)</b>	<b>\$(11,891)</b>
<b>OPERATING PROFIT BEFORE NON-CASH CHANGES</b>	<b>\$2,740</b>	<b>\$2,996</b>	<b>\$(256)</b>	<b>(9)%</b>	<b>\$3,862</b>	<b>\$3,989</b>	<b>\$3,734</b>
Contributions from USF for capital projects	0	4,514	(4,514)	(100)%	0	800	0
Non-cash adjustment related to accounting change	0	0	0	%	(3,746)	0	72
Distribution to USF of INTO CD Proceeds	0	(2,200)	2,200	100 %	0	0	0
Change in INTO USF equity investment	0	0	0	%	500	450	333
<b>Total Contributions and Non-Cash Changes</b>	<b>\$0</b>	<b>\$2,314</b>	<b>\$(2,314)</b>	<b>(100)%</b>	<b>\$(3,246)</b>	<b>\$1,250</b>	<b>\$405</b>
<b>NET OPERATING PROFIT (LOSS)</b>	<b>\$2,740</b>	<b>\$5,310</b>	<b>\$(2,570)</b>	<b>(48)%</b>	<b>\$616</b>	<b>\$5,239</b>	<b>\$4,139</b>
<b>Operating Profit Margin</b>	<b>17.6%</b>	<b>20.6%</b>		<b>(3)%</b>	<b>25.5%</b>	<b>24.7%</b>	<b>22.1%</b>



## USF Financing Corporation & USF Property Corporation

FY 2021 Annual Financial Plan

### STATEMENT OF CASH FLOWS

(In thousands)

	FY 2021	FY 2020	Variance		FY 2020	FY 2019	FY 2018
	FINANCIAL PLAN	FORECAST (as of 3/31/20)	\$	%	FINANCIAL PLAN	ACTUAL RESULTS	ACTUAL RESULTS
<b><u>OPERATING ACTIVITIES</u></b>							
Lease payments received from USF	\$23,990	\$21,795	\$2,195	10 %	\$22,568	\$22,280	\$21,314
Lease payments received from UMMA	4,072	4,106	(34)	(1)%	4,096	4,138	4,262
Lease payments received from HPCC	1,508	1,479	29	2 %	1,479	1,453	1,750
Lease payments received from Research Foundation	2,193	880	1,313	149 %	0	0	0
Payment to USF for management services	(795)	(719)	(76)	(11)%	(719)	(706)	(691)
General and administrative disbursements	(580)	(550)	(30)	(5)%	(550)	(529)	(574)
<b>Total Cash From Operating Activities</b>	<b>\$30,388</b>	<b>\$26,991</b>	<b>\$3,397</b>	<b>13 %</b>	<b>\$26,874</b>	<b>\$26,636</b>	<b>\$26,061</b>
<b><u>FINANCING ACTIVITIES</u></b>							
Capital expenditures	\$(23,353)	\$(25,326)	\$1,972	8 %	\$(20,467)	\$(6,926)	\$(4,177)
Contributions from USF for capital projects	0	4,514	(4,514)	(100)%	0	0	0
Debt issuance costs	0	(100)	100	100 %	0	(516)	(58)
Proceeds of long-term debt	0	27,000	(27,000)	(100)%	0	33,740	0
Proceeds of long-term debt - Refunding	0	0	0	%	0	36,540	33,708
Principal payments - Refunding	0	0	0	%	0	(34,354)	(33,708)
Principal payments	(14,520)	(13,100)	(1,420)	(11)%	(12,839)	(12,198)	(11,733)
Interest payments	(14,400)	(14,128)	(272)	(2)%	(13,826)	(13,360)	(13,815)
Security received from lessee for swap collateral	0	4,650	(4,650)	(100)%	0	3,750	0
Security (pledged to) returned from counterparty	0	(4,650)	4,650	100 %	0	(3,757)	5,390
<b>Total Cash From Financing Activities</b>	<b>\$(52,273)</b>	<b>\$(21,140)</b>	<b>\$31,134</b>	<b>(147)%</b>	<b>\$(47,132)</b>	<b>\$2,919</b>	<b>\$(24,393)</b>
<b><u>INVESTING ACTIVITIES</u></b>							
Proceeds from maturity/redemption of INTO CD	\$4,050	\$4,011	\$39	1 %	\$5,736	\$6,024	\$6,000
Purchase of INTO CD	(4,050)	(4,011)	(39)	(1)%	(5,736)	(5,596)	(6,024)
Distribution to USF of INTO CD Proceeds	0	(2,200)	2,200	100 %	0	0	0
Interest income	500	750	(250)	(33)%	0	924	0
<b>Total Cash From Investing Activities</b>	<b>\$500</b>	<b>\$(1,450)</b>	<b>\$1,950</b>	<b>134 %</b>	<b>\$0</b>	<b>\$1,352</b>	<b>\$(24)</b>
<b>CHANGE IN CASH</b>	<b>(21,385)</b>	<b>4,402</b>	<b>(25,787)</b>	<b>(586)%</b>	<b>(20,258)</b>	<b>30,907</b>	<b>1,644</b>
Cash, Beginning of Year	69,352	64,950	4,402	7 %	61,690	34,043	32,399
<b>Cash, End of Year</b>	<b>\$47,966</b>	<b>\$69,352</b>	<b>\$21,385</b>	<b>(31)%</b>	<b>\$41,432</b>	<b>\$64,950</b>	<b>\$34,043</b>
<b>Total Cash &amp; Investments</b>	<b>\$52,016</b>	<b>\$73,363</b>	<b>\$21,346</b>	<b>(29)%</b>	<b>\$47,168</b>	<b>\$70,547</b>	<b>\$40,067</b>
<b>Days Cash on Hand</b>	<b>331</b>	<b>326</b>	<b>5</b>	<b>2 %</b>	<b>395</b>	<b>353</b>	<b>342</b>





## USF Financing Corporation & USF Property Corporation

FY 2021 Annual Financial Plan

### 3-YEAR FORECAST

(In thousands)

	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 FORECAST	FY 2021 PLAN	FY 2022 FORECAST	FY 2023 FORECAST
<b>ASSETS</b>						
Cash & Investments	\$40,067	\$70,547	\$73,363	\$52,016	\$45,566	\$46,366
Capital Lease Receivable	298,038	292,423	278,936	294,556	305,832	289,471
Construction in Progress	0	5,671	30,997	20,850	0	0
Other Assets	10,514	18,234	25,509	24,063	22,953	21,704
<b>Total Assets</b>	<b>\$348,619</b>	<b>\$386,875</b>	<b>\$408,804</b>	<b>\$391,486</b>	<b>\$374,352</b>	<b>\$357,542</b>
<b>LIABILITIES</b>						
Payables - Interest and Construction	\$7,348	\$7,880	\$8,500	\$7,000	\$6,000	\$6,000
Long-Term Debt	321,621	346,018	358,280	342,284	325,080	307,419
Interest Rate Swap & Other Payables	13,829	15,948	19,685	17,123	15,611	14,111
<b>Total Liabilities</b>	<b>\$342,798</b>	<b>\$369,846</b>	<b>\$386,465</b>	<b>\$366,407</b>	<b>\$346,691</b>	<b>\$327,531</b>
<b>NET ASSETS</b>	<b>\$5,821</b>	<b>\$17,029</b>	<b>\$22,339</b>	<b>\$25,079</b>	<b>\$27,661</b>	<b>\$30,011</b>
<b>Days Cash on Hand</b>	<b>342</b>	<b>353</b>	<b>326</b>	<b>331</b>	<b>333</b>	<b>334</b>
<b>REVENUES</b>						
USF Debt Payments	\$13,858	\$13,628	\$12,034	\$13,121	\$12,712	\$12,207
UMSA Debt Payments	2,072	1,858	1,766	1,735	1,677	1,617
HPCC Debt Payments	960	614	588	563	533	464
Research Debt Payments	0	63	150	174	989	949
<b>Total Revenues</b>	<b>\$16,890</b>	<b>\$16,163</b>	<b>\$14,538</b>	<b>\$15,593</b>	<b>\$15,911</b>	<b>\$15,237</b>
<b>EXPENSES</b>						
Operating Expenses	1,265	1,235	1,269	1,375	1,455	1,517
<b>Total Expenses</b>	<b>\$1,265</b>	<b>\$1,235</b>	<b>\$1,269</b>	<b>\$1,375</b>	<b>\$1,455</b>	<b>\$1,517</b>
<b>OTHER REVENUES (EXPENSES)</b>						
Interest Expense on Debt	\$(12,152)	\$(11,647)	\$(10,923)	\$(11,878)	\$(12,224)	\$(11,720)
Other Revenues/Expenses	261	708	650	400	350	350
<b>Total Other Revenues (Expenses)</b>	<b>\$(11,891)</b>	<b>\$(10,939)</b>	<b>\$(10,273)</b>	<b>\$(11,478)</b>	<b>\$(11,874)</b>	<b>\$(11,370)</b>
<b>Operating Profit</b>	<b>\$3,734</b>	<b>\$3,989</b>	<b>\$2,996</b>	<b>\$2,740</b>	<b>\$2,582</b>	<b>\$2,350</b>
University/DSO support - Project related	0	800	4,514	0	0	0
Distribution to USF	0	0	(2,200)	0	0	0
Total Non-Cash Changes	405	450	0	0	0	0
<b>NET OPERATING PROFIT</b>	<b>\$4,139</b>	<b>\$5,239</b>	<b>\$5,310</b>	<b>\$2,740</b>	<b>\$2,582</b>	<b>\$2,350</b>
<b>Operating Profit Margin</b>	<b>22.1%</b>	<b>24.7%</b>	<b>20.6%</b>	<b>17.6%</b>	<b>16.2%</b>	<b>15.4%</b>

[ 36 ]

**Agenda Item: FL 118**

**USF Board of Trustees**

June 2, 2020

**Issue:** USFSP Campus Advisory Board Appointments

---

**Proposed action:** Approve Appointments to USFSP Campus Advisory Board

---

**Executive Summary:** Pursuant to Florida Statute 1004.341, Section 2 (a) (effective July 2, 2020) The Board of Trustees of the University of South Florida, based upon recommendations of the President of the University of South Florida, shall appoint:

- (a) Seven residents of Pinellas County to serve 4-year staggered terms on the Campus Board of the University of South Florida St. Petersburg. A member of the Board of Trustees of the University of South Florida who resides in Pinellas County shall jointly serve as a member of the Board of Trustees and as chair of the campus board. The chair of the faculty senate or the equivalent and the president of the student body of the campus shall serve as ex officio members.

Article VI of The USF Board of Trustees Operating Procedures aligns with the above statutory authority in stating that the University President recommends individuals to the Board of Trustees for appointment to the Campus Advisory Boards. President Currall recommends the following individuals for appointment and reappointment to the USFSP Campus Advisory Board:

**Reappointment**

**Lawrence Hamilton** is a current member of the USFSP Campus Board and is eligible for reappointment. He is an Executive Coach and Adjunct Faculty member with the Center for Creative Leadership affiliate at Eckerd College and a Senior Consultant with living HR, Inc. Previously, Lawrence served as Senior Vice President, Worldwide Human Resources, a corporate officer and member of the Executive Committee at Tech Data Corporation.

He serves on the USF Board of Trustees ACE Committee, NASBA Center for Public Trust board of Directors and previously served as Chair, Compensation Committee and a member of the Board of Directors for HomeBanc Mortgage, Inc. and Wright Medical, Inc.; President of the INROADS/Tampa Bay, Inc. Policy Board of Directors; and is a co-founder of the Tampa Bay Chapter of the National Association of African Americans in Human Resources.

**New Member Appointments**

**Debbie Nye Sembler** is a former member of the USF Board of Trustees and former chair of the USF St. Petersburg Campus Board. She also served on the USF Consolidation Task Force. Debbie is an active supporter of educational and civic causes across the Tampa Bay community, including serving on the boards of the USF Foundation, All Children’s Hospital, the Florida Holocaust Museum, the Florida Governor’s Mansion Foundation, Shorecrest Preparatory School and Temple Beth-el. In addition to her work with USF, she is a member of the Florida Holocaust Museum Advisory Board and is also involved with Academy Prep and All Children’s Hospital. Sembler is a resident of Pinellas County.

A University of Florida graduate with a B.A. in journalism and marketing, Sembler’s professional career included serving as senior account executive on the Hong Kong and Mexico accounts for Hill and Knowlton; and the Director of Public Relations for the Wyndham Hotel Seaworld in Orlando. She was also the first director of marketing for Old Hyde Park Village. Sembler was appointed by USF Board of Trustees Chair Brian Lamb.

**Scott Goyer** has spent his career serving the YMCA. Since 2000, he has served as President/CEO of the YMCA of the Suncoast. The YMCA of the Suncoast is a nine operating unit, \$31 million Association, serving over 100,000 men, women and children per year in Central and North Pinellas, West Pasco, Hernando and Citrus Counties.

He is a graduate of Leadership Pinellas and serves on the YPN/EAF Board, the Steering Committee for Y-USA After-School Programs, is the current Treasurer and former Chair of the Florida State YMCA Alliance, and a member of the Clearwater Rotary.

**Financial Impact:**

None

---

Strategic Goal(s) Item Supports: USF System Strategic Goal Nos. 3 and 4  
Committee Review Date: NA  
Supporting Documentation Online: N/A  
USF-wide or Institution specific: USFSP/University Governance  
Prepared by: Charlene Ponce

**Agenda Item:** FL 119

**USF Board of Trustees**  
June 2, 2020

**Issue:** USF Fixed Capital Outlay Legislative Budget Request  
Five-Year Capital Improvement Plan 2021-2022/2025-2026

**Proposed action:**

1. Approval of the USF Five-Year Capital Improvement Plan
2. Authorize the President to make necessary nonmaterial adjustments to the Five-Year Capital Improvement Plan, with the requirement that any material changes be approved by the University Board of Trustees

**Executive Summary:**

Pursuant to Sections 216.158, 216.043 and 1013.64, Florida Statutes, the preparation and submission of the State University System (SUS) Fixed Capital outlay (FCO) Budget Request requires that each college and university update its Capital Improvement Plan (CIP). The CIP, as used by the Florida Board of Governors, is intended to present the additional academic and academic support facilities needed for a five-year period for which state funds are requested. Separate sections on the CIP are provided for CITF projects and future projects which require state funding or may be funded from non-state sources, such as debt. Each institution's CIP will be used to select projects for inclusion within the SUS Three-Year PECO Project Priority List, to prepare the SUS Five-Year CIP.

Each University Board of Trustees must approve the University's CIP prior to submittal. The due date for submission is July 1, 2020.

**Financial Impact:**

All projects on the Capital Improvement Plan will have Educational Plant Survey approval and be eligible for first-year funding when the Board of Governor's approves USF's supplemental submission on June 23, 2020.

**Strategic Goal(s) Item Supports:** Goal 1; Goal 2; Goal 3; Goal 4

**Committee Review Date:**

**Supporting Documentation Online (please circle):**

Yes

No

**USF or Campus specific:** USF

**Prepared by:** Christopher G. Duffy

# 2021 / 2022 Five-Year Capital Improvement Plan (CIP)

Presentation to Board of Trustees  
June 2, 2020



# Agenda

- Review the “why”
- Review Prioritization List of  
Capital Improvement Projects (CIP)
- Review Capital Improvement Trust Fund  
(CITF) Projects



# Purpose of the Capital Improvement Projects (CIP) Approval Process

**The BOG requires  
a prioritized list  
of capital projects  
by July 1**





**Point System for PECO Funding** (pursuant to SB 190)

**METHODOLOGY**

Criteria #	Criteria Name	Eligibility for Criteria Category <sup>1</sup>	Max. Points	Calculation	Ranking / Scores										
1	Prior Legislative Funding	The project was previously funded by the Legislature and the funds needed for completion constitute a relatively low percentage of total project costs.	20	100% - [(State Appropriations + Local Funds) / Total Project Cost]	10th Lowest %	9th Lowest %	8th Lowest %	7th Lowest %	6th Lowest %	5th Lowest %	4th Lowest %	3rd Lowest %	2nd Lowest %	Lowest %	
					Points	2	4	6	8	10	12	14	16	18	20
2	Maintenance, Infrastructure & Operations	Building maintenance, repair of utility infrastructure or a project necessary to maintain the operation of a university site. [Must demonstrate no funds available after BOG approval of the Carry Forward spending plan; s. 1011.45]	15	The 10 lowest (\$) amount total PECO requested per project	N/A	10th Lowest	9th Lowest	8th Lowest	7th Lowest	6th Lowest	5th Lowest	4th Lowest	3rd Lowest	2nd Lowest	Lowest request
					Points	0	6	7	8	9	10	11	12	13	14
3	Space Needs Met	Project addresses the greatest current year need for space as indicated by increased instructional or research capacity for the greatest number of students or the university's mission.	25	(% Increase in Total Space Needs NASF per Projects x Total New NASF <sup>2</sup> )	N/A	10th Highest	9th Highest	8th Highest	7th Highest	6th Highest	5th Highest	4th Highest	3rd Highest	2nd Highest	Highest #
					Points	0	7	9	11	13	15	17	19	21	23
4	University Priority	The project reflects the top two (2) priorities of the submitting university.	5	Board of Trustees' Project Priority Ranking	N/A	#2 priority	#1 priority								
					Points	0	3	5							
5	Renovation or Replacement	The project represents the most practical and cost effective replacement or renovation of an existing building.	15	PECO funding / Gross Sq. Ft.	N/A	10th Lowest	9th Lowest	8th Lowest	7th Lowest	6th Lowest	5th Lowest	4th Lowest	3rd Lowest	2nd Lowest	Lowest Cost per GSF
					Points	0	6	7	8	9	10	11	12	13	14
6	New construction, remodel or renovation without, prior (5) appropriation.	The project has funding from private sources; is needed to preserve the safety of persons using the facility; is consistent with legislative or board initiative; or [BOG specific] the university has allocated funding (as a % of Total Project Cost) of no less than 6% (preeminent), 4% (emerging preeminent) and 2% (neither).	20	Points awarded for each relevant qualification (max. 20 points per project)	N/A	Funding from private sources toward TPC (≥ 25% of TPC)	Preserve safety of persons using the facility	Consistent with Legislative initiative	Consistent with Board initiative	University Funding; 6%, 4% or 2%					
					Points	0	12	2	2	2	2				

**Total:** **100**

**Footnotes**

- 1) A new construction, remodeling or renovation project that has not received prior appropriation will not be considered for inclusion on the prioritized PECO list unless:
  1. A plan is provided to reserve funds in an escrow account, specific to the project, into which is annually deposited 1% of the total value of the building for future maintenance;
  2. Sufficient capacity within cash and bonding estimate (per Revenue Estimating Conference) to accommodate the project within the 3-year PECO funding cycle; and
  3. The project has been recommended by an Ed Plant Survey (s. 1013.31).
- 2) In the case of multiple projects per university, the cumulative Total Needs Met should not exceed the university's Total Unmet Space Need (unless EPS recommended).

Rev. 10.03.19

I:/Facilities/Working/PECO/Points System/Methodology



# Prioritization List of Capital Improvement Projects

## Prioritization List of Capital Improvement Projects (CIP)

1. Judy Genshaft Honors College (\$64,513,021)
2. Remodel Bio-Science Facility Research Labs (BSF) (\$18,573,597)
3. ENR and ENG Remodel (\$12,277,702)
4. Academic STEM Facility (SM) (\$49,084,787)
5. Oceanographic & Environmental Sciences (OES) Research & Teaching Facility (SP)  
(\$80,343,461)
6. Remodel to Relocate University Police to MHF (\$6,004,146)

# 1. Judy Genshaft Honors College



Background: The mission of the Judy Genshaft Honors College is to provide transformative educational opportunities that will prepare highly motivated, intellectually curious, service-oriented, and academically accomplished students to become active and engaged thought leaders of the 21st century.

Students are encouraged to participate in global experiences through study-abroad, undergraduate research, and hands-on community-engagement and service projects along with professional development opportunities.

Current status: 2,200 high-achieving, cross-disciplinary scholars  
Housed in Allen Building (1958/2004)  
Classrooms distributed across campus

Goals: Recruitment / retention  
Grow to 3,000 students (five years)  
Create a collaborative “home” for honors students

Tentative Budget: \$64 million (\$21 million raised to date)

Strategies Supported: USNWR top 25, AAU, Preeminence, PBF



## 2. Remodel Bio-Science Facility Research Labs (BSF)



Background: One of the primary lab facilities on campus

Current status: Built in 1993, 60,000 sq. ft. on three floors  
45 small labs, does not facilitate team-oriented learning practices  
Significant research inefficiencies  
Many spaces outdated, non-functioning

Goals: Increase capacity to at least 78 Grad / 104 UG students  
Reconfigure space to six 6,500 sf open labs  
3,600 linear feet of assignable bench space  
Facilitate recruitment of 9 new research faculty  
Increase research groups from 17 to 26

Tentative Budget: \$18.6 million

Strategies Supported: USNWR top 25, AAU, Preeminence



### 3. ENR and ENG Remodel



ENR



ENG

Background: The College of Engineering is one of our largest and most successful colleges. Its goal is to improve the overall educational experience for both undergraduate and graduate students; provide faculty and staff access to new key technological areas; build stronger relationships between research and learning; and encourage innovation.

Current status: Outdated and inefficient space and equipment  
Infrastructure challenges – electrical, cooling

Goals: 19,000 square feet of remodeled research space  
Emphasis on materials science, infrastructure  
Recruitment of 7 new faculty, 28 research GA's  
\$4.5 million in new annual research expenditures

Tentative Budget: \$12.3 million

Strategies Supported: UNNWR top 25, AAU, Preeminence



## 4. Academic STEM Facility (SM)



Background: Sarasota-Manatee (SM) requests funding to plan, design, construct and provide fixtures, furnishings and equipment for the Sarasota-Manatee Academic STEM Facility.

Current status: SM has offered UG STEM academic programs since 2013  
Limited on-campus lab space  
Off-campus instructional labs at Mote Marine Laboratory.

Goals: Attract and retain excellent faculty and students  
Enable SM to create new and expand current STEM-related academic programs  
Provide new research capabilities /increase productivity  
Host academic conferences and community events

Tentative Budget: \$49 million

Strategies Supported: USNW top 25, AAU, Preeminence, PBF

## 5. Oceanographic & Environmental Sciences (OES) Research & Teaching Facility (SP)



Background: St. Petersburg seeks to establish a *USF Interdisciplinary Center of Excellence in Oceanographic and Environmental Sciences*. This enterprise would draw faculty expertise from all USF campuses and colleges such as Marine Sciences (CMS), Engineering (COENG), and Arts and Sciences (CAS).

Current Status: MSL building was originally a military barracks building along the St. Petersburg harbor  
Never has undergone a comprehensive renovation  
Infrastructure is obsolete and only partially functional

Goals: Major remodeling majority of the building  
Construct an addition that provides new space  
CMS expansion of programs and establish an Ocean Engineering program  
Much needed teaching lab, research lab, and technical core support space for STEM programs as well as a home for a new USF Center of Excellence.  
Home for the Florida Institute of Oceanography (FIO)

Tentative Budget: \$80 million

Strategies Supported: USNWR top 25, AAU, Preeminence, PBF





## 6. Remodel MHF to Relocate University Police



Background: USF Police need facilities to support the daily UPD operations and emergency needs in order to adequately serve increasing needs and changing threats to public safety. The project location at existing building MHF on the N/W section of campus offers enhanced access, better visibility, more timely response to threats, and a more hardened building and is therefore an ideal location for this function.

Current status: Located in 1950 wood framed house (architect's house)  
Inadequate space, currently using closets as office space  
9,000 sf including a double-wide trailer  
Significant plumbing and electrical issues

Goals: Remodel MHF building providing 10,330 sf of space  
Gain a more centralized, visible facility  
Move police into a hardened facility  
Space better suited for investigations, coordinated enforcement, emergency management activities

Tentative Budget: \$6 million

Strategies Supported: Institutional Excellence; Faculty, staff, student life safety





# Capital Improvement Trust Fund (CITF) Projects

## Capital Improvement Trust Fund (CITF) Projects

1. USF Wellness Center Complex Phase I (\$27,104,347)
2. USF Health Student Resource Center Phase I (\$3,272,272)
3. Coquina Hall Student Space Modification Phase II (SP) (\$1,066,781)
4. University Student Center Remodel (SP) (\$1,500,000)
5. Co-curricular and Wellness Support Facilities Phase VIII (SM) (\$1,395,934)



# CIP Transmittal Letter (DRAFT)

# CIP Transmittal Letter (DRAFT)

## Changes from Last Year's Capital Improvement Plan

- Renovate USF System's Central Plants (prior CIP priority - #2) project has been removed
  - Tampa Campus will be preceding with an ESCO for its Boiler Replacement
  - Sarasota-Manatee Campus will be preceding with using Carryforward funds for their Chiller Replacement
  - St. Petersburg Campus will be using Carryforward funds for their Boiler Replacement
- Renovations to relocate University Police (\$10.5M) (prior CIP priority - #5) has been updated
  - Changed location and eliminated companion projects resulting in cost decrease to \$6M
- Facility Purchase (STP) (prior CIP priority - #7) has been replaced with a combined requirement
  - Partial Remodel of Marine Science Laboratory (MSL) Building
  - Addition of STEM Facility to MSL - Oceanographic & Environmental Sciences (OES) Research & Teaching Facility



# CIP Transmittal Letter (DRAFT) Con't.

## Request for Supplemental Educational Plant Surveys

- Five projects will receive BOT approval (June 2, 2020) and BOG approval (June 23, 2020)

## Authorization to Use Debt

- TPA- Central Plant Boiler Replacement @ \$11,000,000 (TBD as an ESCO)

## Authorization for Other Projects

- TPA- USF Football Center Phase I @ \$28,300,000
- USF Health Taneja College of Pharmacy @ MCOM + HI @ \$16,650,000

## Next Steps:

- **Approve CIP Plan**

# Thank You





Board of Trustees Microsoft Teams Meeting - New Business - Action Items

State University System  
 5-Year Capital Improvement Plan (CIP)  
 FY 2021-22 through 2025-26

**Summary of Projects - PECO-Eligible Projects DRAFT 5/12/20**

University: University of South Florida Contact: Nick Trivunovich (813) 974-3297 [ntrivuno@usf.edu](mailto:ntrivuno@usf.edu)  
(name) (phone) (email)

**PECO-ELIGIBLE PROJECT REQUESTS (ONLY)**

Priority No.	Project Title	Projected Annual Funding				
		Year 1	Year 2	Year 3	Year 4	Year 5
1	Judy Genshaft Honors College	\$ 37,423,305				
2	Remodel Bio-Science Facility Research Labs (BSF)	\$ 18,573,597				
3	ENR and ENG Remodel	\$ 12,277,702				
4	Academic STEM Facility (SM)	\$ 11,533,282	\$ 32,757,505	\$ 4,794,000		
5	Oceanographic & Environmental Sciences (OES) Research & Teaching Facility (SP)	\$ 24,804,120	\$ 49,275,141	\$ 6,264,200		
6	Remodel to Relocate University Police to MHF	\$ 6,004,146				
<b>Total:</b>		<b>\$ 110,616,152</b>	<b>\$ 82,032,646</b>	<b>\$ 11,058,200</b>	<b>\$ -</b>	<b>\$ -</b>

Academic or Other Programs to Benefit from Project	Net Assignable Square Feet (NASF)	Gross Square Feet (GSF)	Project Cost	Project Cost Per GSF	Educational Plant Survey Recommended? (Date & Rec. #)
Honors College	60,667	86,131	\$ 64,513,021	\$749	Sup EPS 2020
Sciences	39,600	39,600	\$ 18,573,597	\$469	Sup EPS 2020
Engineering	18,750	20,150	\$ 12,277,702	\$609	Sup EPS 2020
Multiple	45,450	75,000	\$ 49,084,787	\$654	EPS 2017, 3.9
Multiple	86,077	131,977	\$ 80,343,461	\$609	Sup EPS 2020
Campus-wide	10,373	14,479	\$ 6,004,146	\$415	EPS 2017, 3.5

Board of Trustees Microsoft Teams Meeting - New Business - Action Items

State University System  
 5-Year Capital Improvement Plan (CIP)  
 FY 2021-22 through 2025-26

**Summary of Projects - CITF Projects**

University: University of South Florida

Contact: Nick Trivunovich  
 (name)

(813) 974-3297  
 (phone)

ntrivuno@usf.edu  
 (email)

**CITF PROJECT REQUESTS (ONLY)**

Priority No.	Project Title	Projected Annual Funding				
		Year 1	Year 2	Year 3	Year 4	Year 5
1	USF Wellness Center Complex Phase I	\$ 5,029,995	\$ 1,701,898			
2	USF Health Student Resource Center Phase I	\$ 983,774	\$ 983,774			
3	USF St. Petersburg Coquina Hall Student Space Modification Phase II	\$ 442,206	\$ -			
4	USF St. Petersburg University Student Center Remodel	\$ 250,550	\$ 692,756	\$ 556,693		
5	USF Sarasota-Manatee Co-curricular and Wellness Support Facilities Phase VIII	\$ 341,853	\$ 341,853			
Total:		<b>\$ 7,048,378</b>	<b>\$ 3,720,281</b>	<b>\$ 556,693</b>	<b>\$ -</b>	<b>\$ -</b>

Academic or Other Programs to Benefit from Project	Net Assignable Square Feet (NASF)	Gross Square Feet (GSF)	Project Cost	Project Cost Per GSF	University Approval Date
Student Affairs	31,378	47,067	\$ 27,104,347	\$576	05.07.18
Student Affairs	8,400	12,600	\$ 3,272,272	\$260	05.09.18
Student Affairs	3,550	4,850	\$ 1,066,781	\$220	04.26.18
Student Affairs	5,000	5,000	\$ 1,500,000	\$300	04.11.19
Student Affairs	2,170	3,615	\$ 1,395,934	\$386	04.13.18

State University System  
 5-Year Capital Improvement Plan (CIP)  
 FY 2021-22 through 2025-26

**Summary of Projects - Supplemental Funding**

University: University of South Florida Contact: Nick Trivunovich (813) 974-3297 ntrivuno@usf.edu  
(name) (phone) (email)

**SUPPLEMENTAL FUNDING OF PECO AND/OR CITF PROJECTS (ONLY)**

Priority No.	Project Title	Projected Annual Funding					Academic or Other Programs to Benefit from Project	Net Assignable Square Feet (NASF)	Gross Square Feet (GSF)	Project Cost	Project Cost Per GSF
		Year 1	Year 2	Year 3	Year 4	Year 5					
1	Judy Genshaft Honors College	\$27,089,716					Honors College	60,667	86,131	\$ 64,513,021	\$749
Total:		<b>\$27,089,716</b>	\$ -	\$ -	\$ -	\$ -					





# UNIVERSITY OF SOUTH FLORIDA

## REGULATION

**Number:** USF4.0102  
**Title:** Tuition and Fees  
**Responsible Office:** Business and Finance

Date of Origin: 12-26-02

Date Last Amended: 7-30-19 (technical)

Date Last Reviewed: 7-30-19

**(1) Tuition and Fees – 2020-2021.** Tuition is defined as the basic fee assessed to students for enrollment in credit courses within USF. Out-of-state tuition includes the basic fee and out-of-state fees for enrollment in credit courses within USF. Tuition and associated fees consist of the following, depending on whether a student is in-state or out-of-state. Florida Statute or Board of Governors [Regulation 7.001](#) may affect the fees as listed. The University will immediately apply the changes mandated by law and initiate the technical or substantive amendments to this Regulation as appropriate.

The tuition and fees (including local/associated fees) effective Fall 2020 Semester are listed below and apply to all students enrolled on/after Summer Semester 2020. Students with initial enrollment prior to Summer Semester 2020 who have maintained uninterrupted active enrollment will continue to be charged the Tuition and Fees related to their initial enrollment status as outlined in the [2019-2020 Regulation](#) through the end of Fall 2023 Semester. Any Tuition or Fee will be changed to comply with Florida State Law, Board of Governor Regulation or state mandated requirement and the Repeat surcharge will be adjusted annually and charged as reflected in the most current USF Regulation.

### (a) Undergraduate

	<b>In-State</b>	<b>Out-of-State</b>
<b>Tuition</b>	105.07	105.07
<b>Tuition Differential</b>	46.88	46.88
<b>Out-of-State Fee</b>		346.50
<b>Student Financial Aid Fee</b>	5.25	22.57
<b>Technology Fee</b>	5.25	5.25

## (b) Graduate

	General		Programmatic					
			Business, Engineering		Nursing		Nursing-CRNA	
	In-State	Out-of-State	In-State	Out-of-State	In-State	Out-of-State	In-State	Out-of-State
<b>Tuition</b>	347.91	347.91	380.56	380.56	347.91	347.91	387.29	387.29
<b>Out-of-State Fee</b>		424.52		424.52		424.52		424.52
<b>Student Financial Aid Fee</b>	17.39	38.61	19.02	40.24	17.39	38.61	19.36	40.58
<b>Technology Fee</b>	17.39	17.39	19.02	19.02	17.39	17.39	19.36	19.36

## (c) Fees

<b>Per Credit Hour</b>	
<b>Capital Improvement</b>	6.76
<b>Local Fees *</b>	36.48
<b>Transportation Access</b>	3.00
<b>Marshall Center Use**</b>	1.50
<b>Student Green Energy</b>	1.00
<b>Block Fee per Term</b>	
<b>Activity and Service</b>	7.00
<b>Athletic</b>	10.00
<b>Marshall Center Use**</b>	20.00

\* Local/Associated Fees include Activity & Service, Health and Athletic Fees

\*\*Marshall Center Use Fees are only applicable for Tampa Students

**(d) Professional Programs**

	Doctor of Medicine		Doctor of Physical Therapy		Doctor of Pharmacy	
	In-State	Out-of-State	In-State	Out-of-State	In-State	Out-of-State
<b>Tuition</b>	29,174.65	29,174.65	17,721.86	17,721.86	16,610.00	16,610.00
<b>Out-of-State Fee</b>		20,180.64		7,007.26		17,745.00
<b>Student Financial Aid Fee</b>	1,458.73	2,467.76	886.09	1,236.45	830.50	1,717.75
<b>Technology Fee</b>	1,458.73	1,458.73	886.09	886.09	830.50	830.50

Physician Assistant		
	In-State	Out-of-State
<b>Tuition</b>	29,500.00	29,500.00
<b>Out-of-State Fee</b>		29,000.00
<b>Student Financial Aid Fee</b>	1,475.00	2,925.00
<b>Technology Fee</b>	1,475.00	1,475.00

Professional Program fees are expressed as an annual charge.

<b>Capital Improvement</b>	216.32
<b>Local Fees*</b>	1201.36
<b>Transportation Access</b>	96.00
<b>Marshall Center Use**</b>	88.00
<b>Student Green Energy</b>	32.00

\* Local/Associated Fees include Activity & Service, Health and Athletic Fees

\*\*Marshall Center Use Fees are only applicable for Tampa Students

(2) Repeat Surcharge - Each student enrolled in the same undergraduate course more than twice, shall be assessed the Board of Governor or Florida Statute established surcharge, which will be charged (as of July 2020 \$193.86 per credit hour) in addition to the fees outlined in section (a) above for each such course.

(3) Audit Registration Fees – Audit registration assures a course space for the student; however, no grade is awarded. The fee to audit a course is the same as the In-state tuition and other fees provided above.

(4) Registration for Zero Hours – Registration for zero hours provides for examinations, graduations, use of facilities, etc., when deemed appropriate by USF. The student is assessed In-state tuition and other fees provided above for one credit hour.

(5) An Excess Hour Fee shall be assessed to undergraduate students pursuant to [Board of Governors Regulation 7.003\(21\)](#).

(See [Regulation USF4.0107, Fees, Fines and Penalties](#), for additional authorized fees.)

*Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulations 1.001, 7.001, 7.003; Chapters 2012- 118, 2012-129, 2012-134 2011-063, 2011-069; Laws of Florida; Sections 1009.24, 1009.26 F.S.*

*History—New (BOT approval) 12-26-02, Amended 4-4-04, 2-2-05, Formerly 6C4-4.0102 F.A.C., Amended 10-22-05, 7-14-06, 9-13-06, 7-23-07, 1-9-08, 6-12-08, 6-25-09, 07-15-10, 08-01-11, 8-6-12, 7-8-13, 7-16-14 (technical), 7-23-14, 7-17-15 (technical), 7-15-16 (technical), 7-26-17 (technical), 7-5-18 (technical), 7-31-18 (technical), 7-30-19 (technical).*

*Certification: USF certifies that it has followed the Florida Board of Governors Regulation Development Procedure and has a record of written notices, comments, summaries and responses as required.*





**UNIVERSITY OF  
SOUTH FLORIDA**

**REGULATION**

Nj  
**Number:** USF4.0102  
**Title:** Tuition and Fees  
**Responsible Office:** Business and Finance

Date of Origin: 12-26-02

Date Last Amended: 7-30-19 (technical)

Date Last Reviewed: 7-30-19

(1) **Tuition and Fees – 2019–~~2020~~2020-2021.** Tuition is defined as the basic fee assessed to students for enrollment in credit courses within USF. Out-of-state tuition includes the basic fee and out-of-state fees for enrollment in credit courses within USF. Tuition and associated fees consist of the following, depending on whether a student is in-state or out-of-state. Florida Statute or Board of Governors [Regulation 7.001](#) may affect the fees as listed. The University will immediately apply the changes mandated by law and initiate the technical or substantive amendments to this Regulation as appropriate.

The tuition and fees (including local/associated fees) effective Fall 2020 Semester are listed below and apply to all students enrolled on/after Summer Semester 2020. Students with initial enrollment prior to Summer Semester 2020 who have maintained uninterrupted active enrollment will continue to be charged the Tuition and Fees related to their initial enrollment status as outlined in the 2019-2020 Regulation through the end of Fall 2023 Semester. Any Tuition or Fee will be changed to comply with Florida State Law, Board of Governor Regulation or state mandated requirement and the Repeat surcharge will be adjusted annually and charged as reflected in the most current USF Regulation.

~~The tuition and fees in this regulation apply to students Enrolled on/after Summer Semester 2020 and effective Fall 2020 Semester.~~

~~Students enrolled as of Spring Semester 2020 with continuous enrollment are subject to previous regulation amended \_\_\_\_\_ unless those rates are changed at any point by the State Legislature or Florida Board of Governors.~~

~~Repeat surcharge is adjusted annually and will be charged according to current regulation.~~

**(a) Undergraduate**

	<u>In-State</u>	<u>Out-of-State</u>
<u>Tuition</u>	<u>105.07</u>	<u>105.07</u>
<u>Tuition Differential</u>	<u>46.88</u>	<u>46.88</u>
<u>Out-of-State Fee</u>		<u>346.50</u>
<u>Student Financial Aid Fee</u>	<u>5.25</u>	<u>22.57</u>

<b>Technology Fee</b>	5.25	5.25
-----------------------	------	------

Enrolled prior to July 1, 2007; Continuous Enrollment

	<b>In-State</b>	<b>Out-of-State</b>
<b>Tuition</b>	105.07	105.07
<b>Out-of-State Fee</b>		346.50
<b>Student Financial Aid Fee</b>	5.25	22.57
<b>Technology Fee</b>	5.25	5.25

Enrolled prior to July 1, 2007 – Non-continuous

Enrolled on/after July 1, 2007

	<b>Tampa</b>		<b>St. Petersburg</b>		<b>Sarasota-Manatee</b>	
	<b>In-State</b>	<b>Out-of-State</b>	<b>In-State</b>	<b>Out-of-State</b>	<b>In-State</b>	<b>Out-of-State</b>
<b>Tuition</b>	105.07	105.07	105.07	105.07	105.07	105.07
<b>Differential Tuition</b>	46.88	46.88	35.14	35.14	35.14	35.14
<b>Out-of-State Fee</b>		346.50		346.50		346.50
<b>Student Financial Aid Fee</b>	5.25	22.57	5.25	22.57	5.25	22.57
<b>Technology Fee</b>	5.25	5.25	5.25	5.25	5.25	5.25

~~Enrolled on/after Summer Semester 2020 and effective Fall 2020 Semester~~

	<u><b>In-State</b></u>	<u><b>Out-of-State</b></u>
<u><b>Tuition</b></u>	<u>105.07</u>	<u>105.07</u>
<u><b>Tuition Differential</b></u>	<u>46.88</u>	<u>46.88</u>
<u><b>Out-of-State Fee</b></u>		<u>346.50</u>
<u><b>Student Financial Aid Fee</b></u>	<u>5.25</u>	<u>22.57</u>
<u><b>Technology Fee</b></u>	<u>5.25</u>	<u>5.25</u>

(b) Graduate

~~Students enrolled as of Spring Semester 2020 with continuous enrollment are subject to previous regulation amended \_\_\_\_\_ unless those rates are changed at any point by the State Legislature or Florida Board of Governors. Repeat surcharge is adjusted annually and will be charged according to current regulation.~~

Tampa	General		Programmatic					
			Business, Engineering		Nursing		Nursing-CRNA	
	In-State	Out-of-State	In-State	Out-of-State	In-State	Out-of-State	In-State	Out-of-State
Tuition	347.91	347.91	380.56	380.56	347.91	347.91	387.29	387.29
Out-of-State Fee		424.52		424.52		424.52		424.52
Student Financial Aid Fee	17.39	38.61	19.02	40.24	17.39	38.61	19.36	40.58
Technology Fee	17.39	17.39	19.02	19.02	17.39	17.39	19.36	19.36

St. Petersburg	General		Programmatic	
			Business	
	In-State	Out-of-State	In-State	Out-of-State
Tuition	347.91	347.91	380.56	380.56
Out-of-State Fee		424.52		424.52
Student Financial Aid Fee	17.39	38.61	19.02	40.24
Technology Fee	17.39	17.39	19.02	19.02

Sarasota-Manatee	General		Programmatic	
			Business	
	In-State	Out-of-State	In-State	Out-of-State
Tuition	347.91	347.91	380.56	380.56
Out-of-State Fee		424.52		424.52
Student Financial Aid Fee	17.39	38.61	19.02	40.24
Technology Fee	17.39	17.39	19.02	19.02

(c) Fees

<u>Per Credit Hour</u>	
<u>Capital Improvement</u>	<u>6.76</u>
<u>Local Fees *</u>	<u>36.48</u>
<u>Transportation Access</u>	<u>3.00</u>
<u>Marshall Center Use**</u>	<u>1.50</u>
<u>Student Green Energy</u>	<u>1.00</u>
<u>Block Fee per Term</u>	
<u>Activity and Service</u>	<u>7.00</u>
<u>Athletic</u>	<u>10.00</u>
<u>Marshall Center Use**</u>	<u>20.00</u>

\* Local/Associated Local Fees include Activity & Service, Health and Athletic Fees

\*\*Marshall Center Use Fees are only applicable for Tampa Students

	<b>Tampa</b>	<b>St. Petersburg</b>	<b>Sarasota- Manatee</b>
<b>Per Credit Hour</b>			
<b>Capital Improvement</b>	6.76	6.76	6.76
<b>Activity and Service</b>	12.08	25.63	20.19
<b>Health</b>	9.94	4.90	4.03
<b>Athletic</b>	14.46	2.45	4.23
<b>Transportation Access</b>	3.00	2.25	0
<b>Marshall Center Use</b>	1.50	0	0
<b>Student Green Energy</b>	1.00	1.00	0
<b>Block Fee per Term</b>			
<b>Activity and Service</b>	7.00	0	0
<b>Athletic</b>	10.00	5.00	5.00
<b>Marshall Center Use</b>	20.00	0	0

Undergraduate and Graduate Fees Enrolled on/after Summer Semester 2020 and effective Fall 2020 Semester

<u>Per Credit Hour</u>	
<u>Capital Improvement</u>	<u>6.76</u>
<u>Health Local Fees *</u>	<u>36.48</u>
<u>Transportation Access</u>	<u>3.00</u>
<u>Marshall Center Use</u>	<u>1.50</u>
<u>Student Green Energy</u>	<u>1.00</u>
<u>Block Fee per Term</u>	
<u>Activity and Service</u>	<u>7.00</u>
<u>Athletic</u>	<u>10.00</u>
<u>Marshall Center Use</u>	<u>20.00</u>

\* Local Fees include Activity & Service, Health and Athletics Fees

**(d) Professional Programs**

	Doctor of Medicine		Doctor of Physical Therapy		Doctor of Pharmacy	
	In-State	Out-of-State	In-State	Out-of-State	In-State	Out-of-State
<b>Tuition</b>	29,174.65	29,174.65	17,721.86	17,721.86	16,610.00	16,610.00
<b>Out-of-State Fee</b>		20,180.64		7,007.26		17,745.00
<b>Student Financial Aid Fee</b>	1,458.73	2,467.76	886.09	1,236.45	830.50	1,717.75
<b>Technology Fee</b>	1,458.73	1,458.73	886.09	886.09	830.50	830.50

Physician Assistant		
	In-State	Out-of-State
Tuition	29,500.00	29,500.00
Out-of-State Fee		29,000.00
Student Financial Aid Fee	1,475.00	2,925.00
Technology Fee	1,475.00	1,475.00

Professional Program fees are expressed as an annual charge.

Capital Improvement	216.32
Local Fees*	1201.36
Transportation Access	96.00
Marshall Center Use**	88.00
Student Green Energy	32.00

\* [Local/Associated Fees include Activity & Service, Health and Athletic Fees](#)

\*\*[Marshall Center Use Fees are only applicable for Tampa Students](#)

(2) Repeat Surcharge - Each student enrolled in the same undergraduate course more than twice, shall be assessed the Board of Governor or Florida Statute established surcharge, which will be charged (as of July 2019 ~~2020 \$192.85~~ \$193.86 per credit hour) in addition to the fees outlined in section (a) above for each such course.

(3) Audit Registration Fees – Audit registration assures a course space for the student; however, no grade is awarded. The fee to audit a course is the same as the In-state tuition and other fees provided above.

(4) Registration for Zero Hours – Registration for zero hours provides for examinations, graduations, use of facilities, etc., when deemed appropriate by USF. The student is assessed In-state tuition and other fees provided above for one credit hour.

(5) An Excess Hour Fee shall be assessed to undergraduate students pursuant to [Board of Governors Regulation 7.003\(21\)](#).

(See [Regulation USF4.0107, Fees, Fines and Penalties](#), for additional authorized fees.)

*Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulations 1.001, 7.001, 7.003; Chapters 2012- 118, 2012-129, 2012-134 2011-063, 2011-069; Laws of Florida; Sections 1009.24, 1009.26 F.S.*

*History—New (BOT approval) 12-26-02, Amended 4-4-04, 2-2-05, Formerly 6C4-4.0102 F.A.C., Amended 10-22-05, 7-14-06, 9-13-06, 7-23-07, 1-9-08, 6-12-08, 6-25-09, 07-15-10, 08-01-11, 8-6-12, 7-8-13, 7-16-14 (technical), 7-23-14, 7-17-15 (technical), 7-15-16 (technical), 7-26-17 (technical),, 7-5-18 (technical), 7-31-18 (technical), 7-30-19 (technical).*

*Certification: USF certifies that it has followed the Florida Board of Governors Regulation Development Procedure and has a record of written notices, comments, summaries and responses as required.*

**USF Board of Trustees**  
June 2, 2020

**Issue:** Energy Savings Performance Contract

---

**Proposed action:** Approve Energy Savings Performance Contract (ESPC) methodology and ITN process to select Energy Services Company (ESCO) for an Investment Grade Audit, ~\$400K, for the Central Plant Deferred Maintenance and Modernization Project.

---

**Executive Summary:**

Several major components of Chilled and Hot water systems at the Central Plant have failed or are at the end of life. These systems need to be modernized to provide reliable air conditioning and heating for research and academic facilities, residence halls, and other facilities. Due to the lack of PECO deferred maintenance funding, Facilities Management is proposing to fund the project using ESPC methodology outlined in Florida Statute 489.145. Cost savings gained via reduced Utilities bills will fund the project in its entirety.

The ESCO will be selected via the ITN process, perform an Investment Grade Audit, and develop the project scope, financial details and final total project cost. The cost of an Investment Grade Audit is approximately \$400K and the total project cost is estimated to be \$11M-\$12M. The proposed project scope is:

- Replace steam boilers with 16 Condensing Hot Water Boilers (Third party consultant provided boiler replacement study in 2019)
- Replace end of life Chiller (one of five chillers at the plant)
- LED lighting conversion
- Optimize plant operation with new controls system

**Financial Impact:**

Per initial assessment, energy efficiency gained will translate to an estimated annual savings of approximately \$1.035M, simple payback of approximately 10-12 years.

---

**Strategic Goal(s) Item Supports:** Goal 1; Goal 2; Goal 3; Goal 4  
**BOT Committee Review Date:**  
**Supporting Documentation Online (please circle):**  Yes  No  
**USF or Campus specific:** USF Tampa  
**Prepared by:** Christopher G. Duffy





UNIVERSITY OF SOUTH FLORIDA

# **A NEW APPROACH TO CENTRAL PLANT DEFERRED MAINTENANCE AND MODERNIZATION**

Presentation to USF Board of Trustees  
June 2, 2020



## Objectives:

### Why:

Prospects of state support

Mounting deferred maintenance

### How:

New funding vehicle

**PUBLIC EDUCATION CAPITAL OUTLAY (PECO) PROJECTS**  
**Preliminary Selection Group, FY2020-21**

Points-based prioritization, per SB-190  
 Rev. 9/24/2019

Univ. Name	Project Name	Year First Funded	Total Project Cost	Prior PECO Funding	Non-PECO Funding **	Remaining PECO Need	Criteria 1 Prior Legn. Funding and % needed to finish const.		Criteria 2 Maintenance, Infrastructure & Operations		Criteria 3 Space Needs Met <i>(within FPS recommendation before scoring)</i>				Criteria 4 University Priority		Criteria 5 Cost effective replace/renov. of exist. bldg.		Criteria 6 New construction, remodel or renovation <u>without</u> prior (S) appropriation					Total Points	
							Answer	Pts	Answer	Pts	3a % Increase in Space on Students	3b New NASF added by Project	3c x 3b Answer	Pts	Answer	Pts	Answer	Pts	Qualifications						
																			Funding from private sources toward TPC (≥25% of TPC)	Preserve safety of persons using facility	Consistent with Legislative initiative	Consistent with Board initiative	University funding: 6%, 4% or 2%		Pts
FSU	Applied Research Center	FY16-17	\$40,627,802	\$7,000,000	\$22,873,150	\$10,754,652	26%	20	N	-	50.83%	60,786	30,898	25	1	5	n/a	-	0	0	0	0	0	4	
NCF	Multipurpose Facility (bldg, replacement)	n/a	\$50,400,000	\$0	\$0	\$50,400,000	n/a	-	N	-	30.26%	35,409	10,714	23	1	5	\$1,022	7	0	0	2	2	0	-	
FGCU	School of Integrated Watershed and Coastal Studies	FY16-17	\$57,930,000	\$39,553,504	\$2,000,000	\$16,376,496	28%	14	N	-	6.85%	77,670	5,320	19	1	5	n/a	-	0	0	0	0	0	-	
UWF	Building 54, Fire Mitigation (fire safety retrofit)	n/a	\$6,250,000	\$0	\$0	\$6,250,000	n/a	-	Y	14	0.00%	0	0	-	1	5	\$136	15	0	2	0	0	0	2	
UF	Data Science and Information Technology Building	FY18-19	\$135,000,000	\$75,000,000	\$25,000,000	\$35,000,000	26%	18	N	-	2.18%	90,720	1,978	13	1	5	n/a	-	0	0	0	0	0	-	
UNF	Roy Lassiter Hall Renovations	n/a	\$5,000,000	\$0	\$100,000	\$4,900,000	n/a	-	Y	15	0.00%	0	0	-	1	5	\$334	11	0	2	0	0	2	4	
FSU	Interdisciplinary Research Commercialization Bldg (IRCB)	FY17-18	\$88,000,000	\$20,507,914	\$44,000,000	\$23,492,086	27%	16	N	-	1.93%	68,302	1,318	11	1	5	n/a	-	0	0	0	0	0	-	
FIU	Engineering Building Phase I & II	FY17-18	\$150,000,000	\$30,641,537	\$45,000,000	\$74,358,463	50%	4	N	-	4.35%	161,655	7,027	21	1	5	n/a	-	0	0	0	0	0	-	
UNF	Coggins College of Business Remodel & Renovation	n/a	\$24,000,000	\$0	\$480,000	\$23,520,000	n/a	-	Y	7	1.70%	18,500	314	7	2	3	\$351	9	0	0	0	0	2	2	
UCF	Howard Phillips Hall Renovation	n/a	\$12,400,000	\$0	\$0	\$12,400,000	n/a	-	Y	11	0.00%	0	0	-	2	3	\$192	13	0	0	0	0	0	-	
UCF	Biological Sciences Bldg Renovation	n/a	\$21,630,000	\$0	\$0	\$21,630,000	n/a	-	Y	8	0.00%	0	0	-	1	5	\$185	14	0	0	0	0	0	-	
UF	Music Building Renovation and Addition	FY17-18	\$38,400,000	\$5,927,338	\$0	\$32,472,662	85%	2	Y	10	0.80%	33,500	269	-	2	3	\$302	12	0	0	0	0	0	-	
FSU	College of Business	FY17-18	\$88,000,000	\$13,500,000	\$44,000,000	\$30,500,000	35%	8	N	-	3.72%	131,585	4,895	15	2	3	n/a	-	0	0	0	0	0	-	
FAU	Jupiter STEM/Life Sciences Bldg.	FY16-17	\$35,027,247	\$23,881,247	\$0	\$11,146,000	32%	10	N	-	2.10%	37,400	785	9	1	5	n/a	-	0	0	0	0	0	-	
NCF	Old Caples House & Carriage House Renovation and Remodel	n/a	\$10,300,000	\$0	\$0	\$10,300,000	n/a	-	Y	12	0.00%	0	0	-	2	3	\$1,263	6	0	0	0	0	0	-	
UF	PK Yonge Lab School (secondary school facility)	FY19-20	\$28,000,000	\$11,500,000	\$8,200,000	\$8,300,000	30%	12	N	-	0.00%	0	0	-	-	-	\$377	8	0	0	0	0	0	-	
FGCU	Health Sciences Building	n/a	\$59,193,144	\$0	\$0	\$59,193,144	n/a	-	N	-	6.80%	77,100	5,243	17	2	3	n/a	-	0	0	0	0	0	-	
FAU	AD Henderson Lab School (x-ir replacement facility)	FY19-20	\$35,800,000	\$11,500,000	\$9,300,000	\$15,000,000	42%	6	N	-	0.00%	0	0	-	2	3	\$347	10	0	0	0	0	0	-	
USF	Renovate System Central Plants (boiler, chiller)	n/a	\$8,063,098	\$0	\$0	\$8,063,098	n/a	-	Y	13	0.00%	0	0	-	2	3	n/a	-	0	0	0	0	0	-	
FAMU	Central Plant Improvements (boiler, chiller, etc.)	n/a	\$21,126,000	\$0	\$0	\$21,126,000	n/a	-	Y	9	0.00%	0	0	-	1	5	n/a	-	0	0	0	0	0	-	
FSU	Student Achievement Center	<b>*not survey recommended*</b>	n/a	\$24,788,389	\$0	\$0	\$24,788,389	n/a	-	n/a	-	n/a	n/a	n/a	-	2	-	n/a	-	0	0	0	0	0	-
USF	Morsani College of Medicine and Heart Health Institute	FY12-13	\$153,000,000	\$110,293,118	\$40,451,882	\$2,255,000	n/a	-	n/a	-	n/a	n/a	n/a	-	n/a	-	n/a	-	0	0	0	0	0	-	
USF	TPA-Interdisciplinary Science Research Lab Build Out (refit)	FY 13-14	\$83,763,787	\$74,732,583	\$0	\$9,031,204	n/a	-	n/a	-	n/a	n/a	n/a	-	n/a	-	n/a	-	0	0	0	0	0	-	
FIU	C.A.S.E. Building Renovation	n/a	\$7,150,000	\$0	\$0	\$7,150,000	n/a	-	Y	-	0.00%	0	0	-	2	-	\$64	-	0	0	0	0	0	-	
FAMU	Interdisciplinary Research Build-out	<b>*not survey recommended*</b>	n/a	\$14,388,433	\$0	\$0	\$14,388,433	n/a	-	n/a	-	n/a	n/a	n/a	-	2	-	n/a	-	0	0	0	0	0	-
USF	Judy Gemshaft Honors College	<b>*not survey recommended*</b>	n/a	\$59,789,669	\$0	\$26,995,800	\$32,793,869	n/a	-	n/a	-	n/a	n/a	n/a	-	1	-	n/a	-	0	0	0	0	0	-

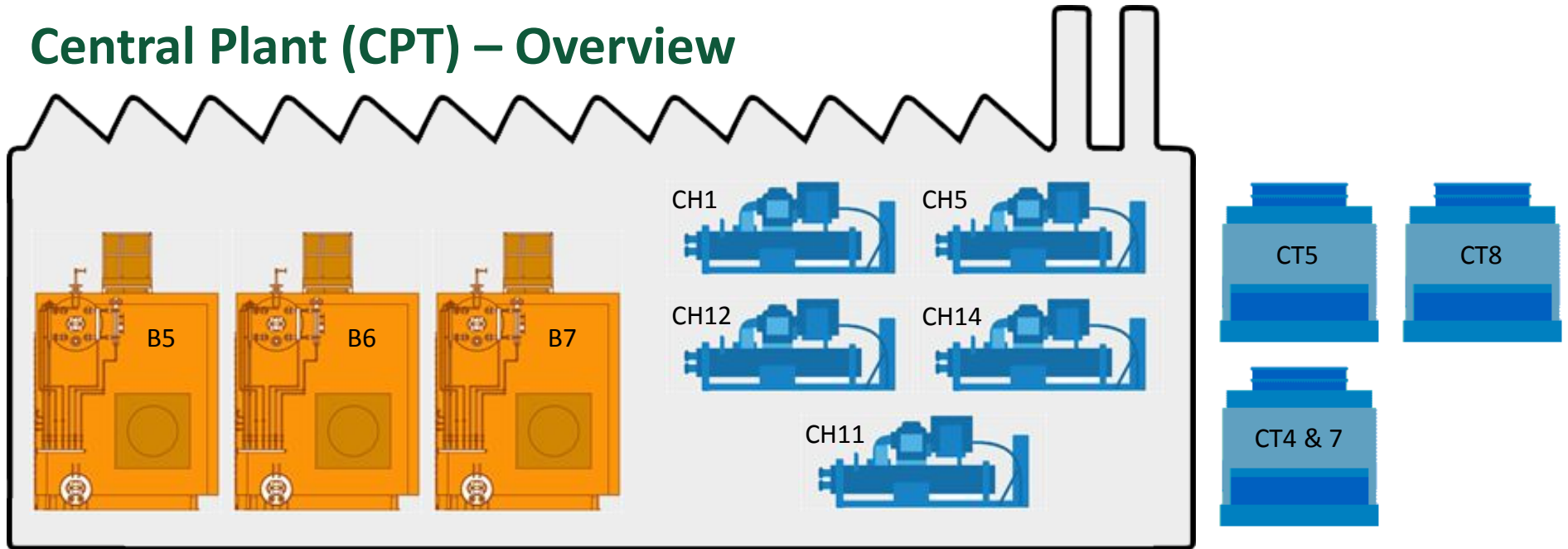


UNIVERSITY OF SOUTH FLORIDA

Defining the Need

# **CURRENT STATUS OF CENTRAL PLANT**

## Central Plant (CPT) – Overview



Central Plant (CPT) was built in 1960 and is the sixth building built on Tampa Campus

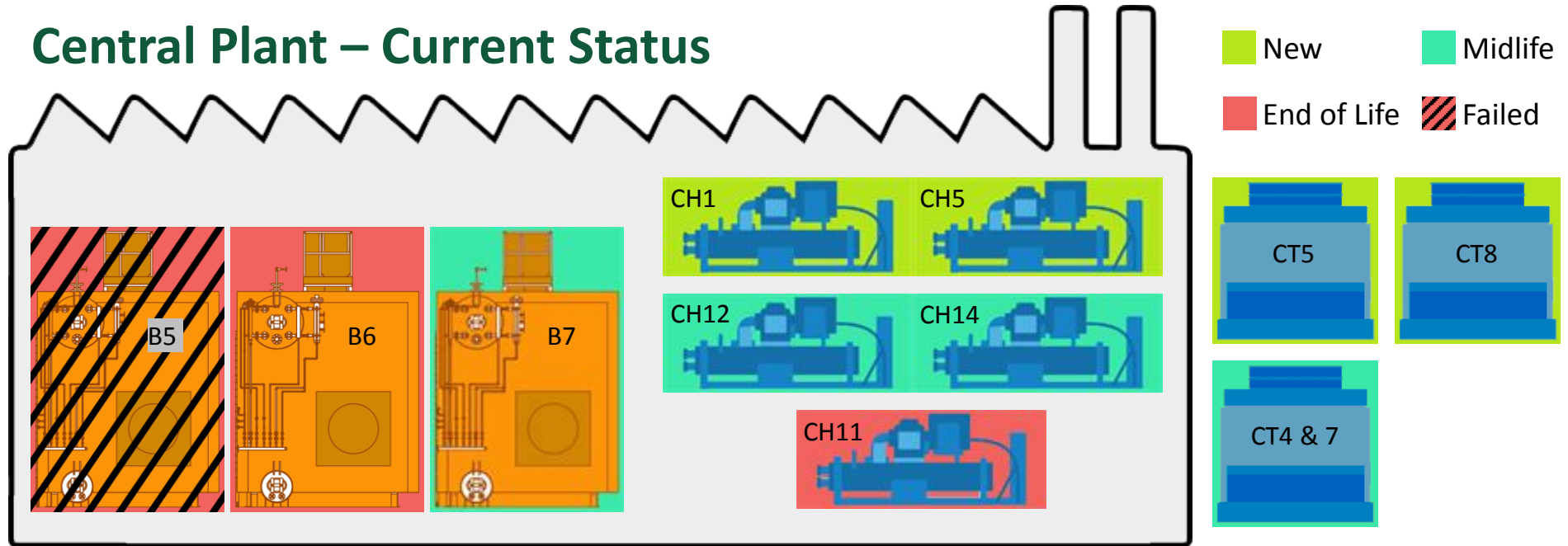
### Hot Water System – 3 Steam Boilers

- Two boilers required for capacity – One required for redundancy
- Supports 68% of conditioned space

### Chilled Water System – 5 Chillers & 3 Cooling Towers

- Four chillers are required for capacity – One required for redundancy
- Two Cooling Towers are required for capacity – One required for redundancy
- Supports 40% of conditioned space

## Central Plant – Current Status



### Hot Water System – 3 Steam Boilers

- Boiler 5 (B5) has failed and must be repaired by replacement (Item-2 on 2021 CIP list – \$3.3M)
- Boiler 6 (B6) is near end of life (at 19 years of expected 25 years) and replacement parts are no longer manufactured

### Chilled Water System – 5 Chillers & 3 Cooling Towers

- Chillers 1 (CH1) & 5 (CH5) were replaced in last three years
- Cooling Tower 5 (CT5) was replaced last year and Cooling Tower 8 (CT8) was replaced in 2015.
- Chiller 11 (CH11) is beyond useful life with continuous maintenance issues and must be replaced

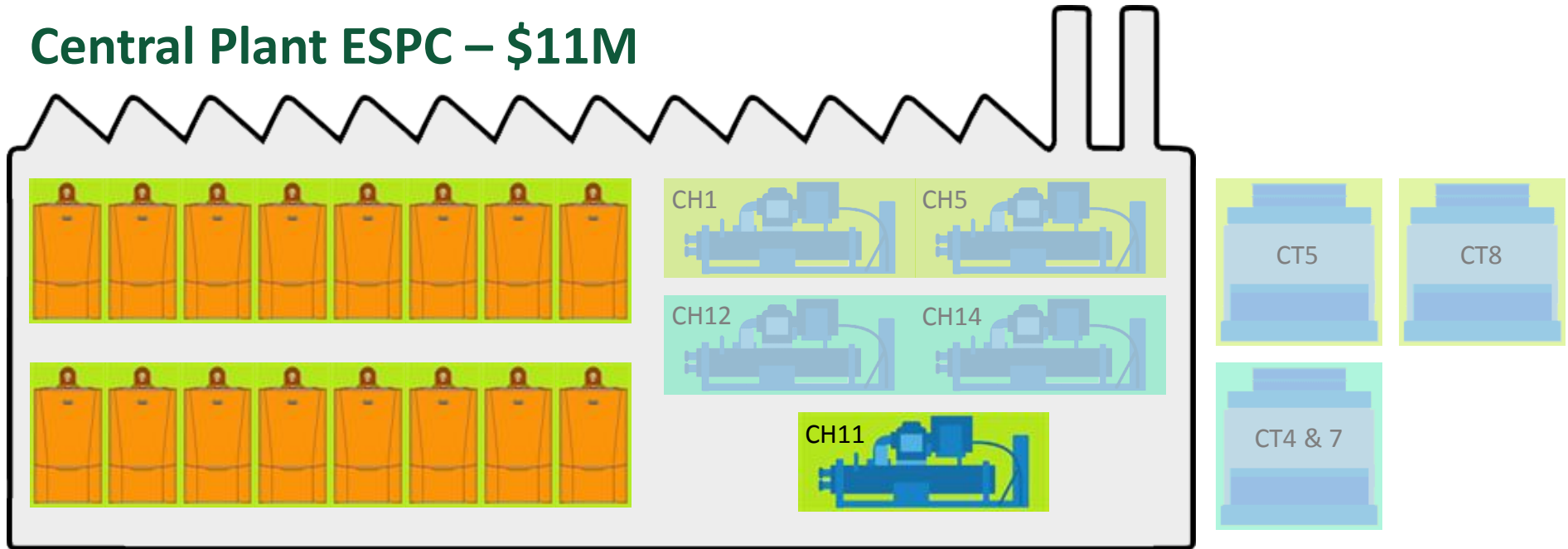


UNIVERSITY OF SOUTH FLORIDA

How to Meet the Need

# **ENERGY SAVINGS PERFORMANCE CONTRACT (ESPC)**

## Central Plant ESPC – \$11M



### Project Scope

- Third party consultant provided boiler replacement study in 2019
- Replace steam boilers with 16 Condensing Hot Water Boilers
- Replace Chiller 11
- LED lighting conversion
- Optimize plant operation with new controls system

### Project Benefits

- Simple payback of 10.6 years
- Energy Efficiency translates to an estimated annual savings of \$1.035M
- Reduction in Carbon Footprint 8.47M kgs/Year
- Modular design of condensing boilers – better for operational redundancy and future recapitalization
- Increased reliability of chilled water and hot water systems

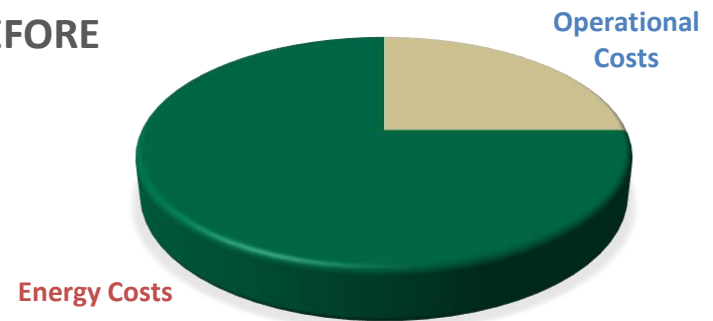


## Funding Method – Energy Savings Performance Contract (ESPC)

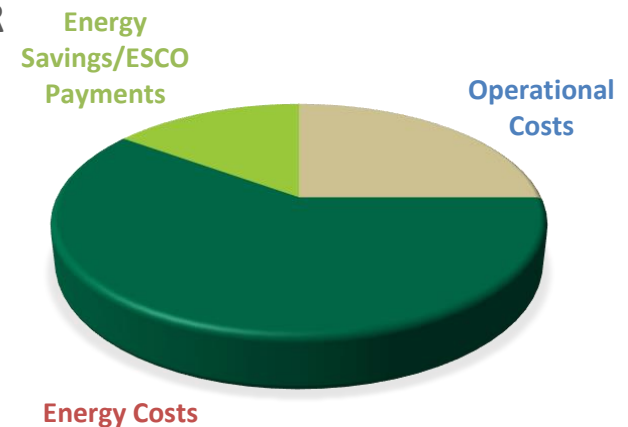
**ESPC is a mechanism: that permits the University to implement energy performance improvement projects: and water efficiency projects at no capital expense.**

- Permitted by state law (Statute 489.145)
- Project Financing Tool - projects can be financed by either USF, Energy Services Company (ESCO) or third party
- Savings – Energy and Financial savings are backed up by corporate guarantee
- Self-Funding, Performance-Based Solution
- Per statute maximum ROI term is 20 Year. Industry recommendation is approximately 14-15 years.
- Single Procurement / Bundled Projects
- Cost savings continues to benefit USF after the project is paid off
- In alignment with American College and University Presidents Climate Commitment (ACUPCC)

**BEFORE**



**AFTER**

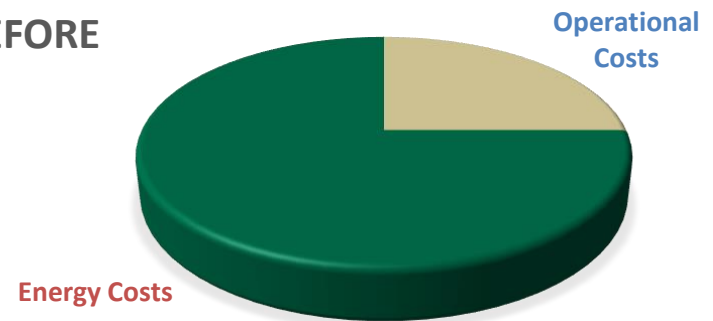


## Funding Method – Energy Savings Performance Contract (ESPC)

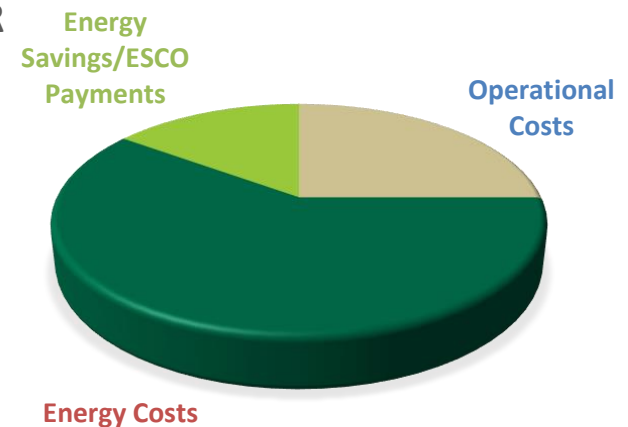
### What is an “ESPC”???

- An energy efficiency tool provided by Statute 489.145
- Helps fund energy and conservation projects
- Provides an allowable financing mechanism
- Allows payback through savings from the particular project
- Must have < 20 year payback

BEFORE



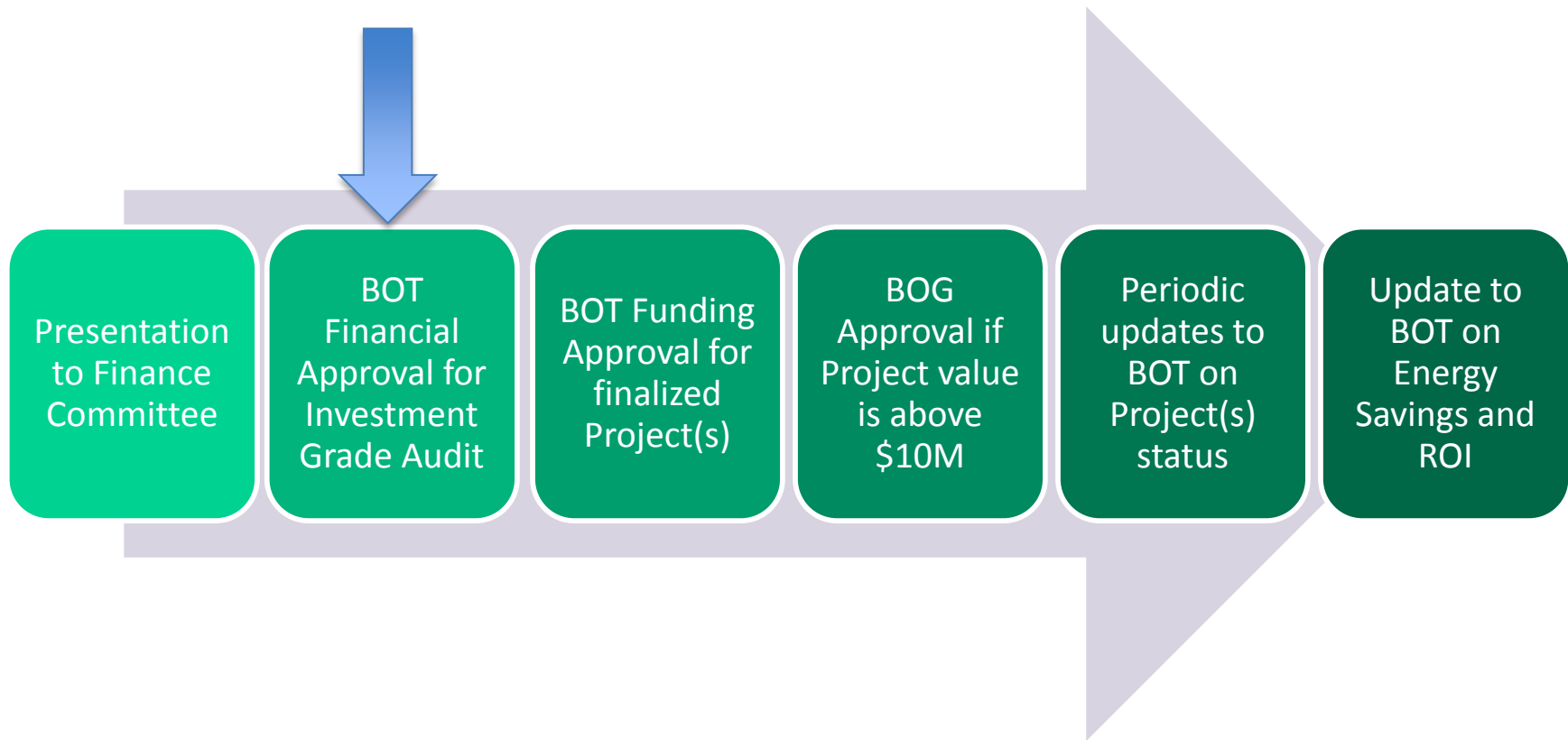
AFTER



## Particulars of this Project

- \$11 million dollar project
- \$1.035 million annual savings
- Simple payback of < 11 years

## The Board Process from this Point





UNIVERSITY OF SOUTH FLORIDA

# **REQUEST APPROVAL TO OBTAIN “INVESTMENT GRADE ENERGY AUDIT”**

## USF Board of Trustees Meeting

---

**Issue:** The University of South Florida and the West Central Florida Police Benevolent Association (“PBA”) reached a tentative agreement on a successor Collective Bargaining Agreement (“CBA”) on March 11, 2020. PBA notified the University on April 1, 2020, that it has ratified the tentative agreement. Ratification by the Board is required for the new CBA to go into effect.

---

**Proposed action:** Ratify the 2020-2023 CBA between the University of South Florida Board of Trustees and the PBA.

---

### Executive Summary:

The University of South Florida and the PBA reached a tentative agreement on a successor CBA on March 11, 2020. The prior 2016-2019 CBA expired on June 30, 2019. The new contract would be effective upon ratification by both parties and would expire on February 28, 2023. The Board’s standard voting requirements apply to ratification. (USF Board of Trustees Operating Procedures, Article II., F.-G.).

The new contract, which is for three years with the possibility of limited reopeners in the 2<sup>nd</sup> and 3<sup>rd</sup> years, contains only minimal substantive revisions to the prior 2016-2019 CBA, as summarized below, in addition to a one-time wage increase. The parties are satisfied that the tentative agreement is fair and addresses the interests of the in-unit law enforcement officers and provides stability through the consolidation process.

The parties have tentatively agreed to the following revisions:

- **Article 5: Grievance Procedure** –The parties have revised the language in this provision to specify the position that will serve as the grievance representative at each step of the process, for efficiency and to eliminate the need for the Chief of Police to designate a different individual for each step on an ad hoc basis. Additionally, the Chief of Police at either Tampa or St. Petersburg will now serve as the Step 3 Representative during the grievance process.
- **Article 7: Discipline** – The parties have added one sentence to state that the Chief, or designee, will consult with the Human Resources Director, or designee, on disciplinary matters.
- **Article 23: Wages** – Bargaining unit employees will receive a one-time 1.5% increase to their base salaries, provided they meet the following eligibility criteria:
  - They have been continuously employed with the University since on or before July 2019;

- They do not have an overall rating of “Needs Improvement” or “Unsatisfactory” on their most recent evaluation; and
- They do not have an open performance improvement plan (“PIP”).

The estimated financial impact of this budgeted increase will be \$48,833 over the first year of the agreement, and a total of \$146,499 during the life of the 3-year agreement, absent any future agreements under a reopener (see below);

- **Article 33: Duration** - The proposed contract is for three years, ending February 28, 2023, with possible reopeners in the 2<sup>nd</sup> and 3<sup>rd</sup> years upon timely request by either party. Any reopener will be limited to the subject of wages and one other Article of each party’s choice.

There are no other substantive changes to the CBA.

---

**Strategic Goal(s) Item Supports:** USF Strategic Goal Nos. 4 and 5

**Committee Review Date:** N/A

**Supporting Documentation Online:** Yes: the 2016-2019 CBA is available here:

<https://www.usf.edu/hr/documents/employment-resources/employee-labor-relations/pba-collective-bargaining-agreement.pdf>

**USF System or Institution specific:** University- wide

**Prepared by:** Craig Dawson, Associate General Counsel

## Agenda Item: FL 123

**University of South Florida  
Board of Trustees  
June 2, 2020**

---

**Issue:** The University of South Florida and Tampa General Hospital tentatively agreed to change the duration of their enhanced affiliation, which is a material change to the terms presented to the Board at its March 10, 2020 meeting.

---

**Proposed action:** Management requests that the Board of Trustees approve moving forward with the USF-TGH enhanced affiliation with an 8.5 year duration as opposed to a fifteen year duration, subject to all other prior conditions approved by the Board on March 10, 2020.

---

**Executive Summary:** On March 10, 2020 the Board of Trustees approved the USF-TGH Enhanced Affiliation Agreement (“Agreement”) subject to the conditions in the following motion:

Move to approve the enhanced affiliation agreement between Tampa General Hospital and the University of South Florida based on the representations of management and materials presented regarding objectives, structure, governance, due diligence and legal considerations.

This approval is contingent upon:

1. the finalization of a mutually agreed upon comprehensive affiliation agreement, which materially conforms to the representations of management and is approved as to form and legality by the USF office of the General Counsel; and
2. consultation with the Florida Board of Governors regarding this affiliation.

As to the first condition, USF and TGH have reached an agreement that is sufficient as to form and legality. As to the second condition, consultation with the BOG is anticipated to occur by the end of July, pending BOG meeting availability and agendas. Consultation with the BOG may lead to additional matters beyond the scope of this agenda item.

However, over the course of negotiations a material change was made to the duration of the Agreement. The Agreement originally contemplated a fifteen year term, which is now reduced to an 8.5 year term. The 8.5 year term is based on a 7 year duration calculated from the anticipated NewCo operation date of October 1,



2021.<sup>1</sup> USF and TGH fully intend to extend the Agreement moving forward as milestones are met. Nonetheless, this change in duration is a material departure from the terms of the Agreement presented to the Board on March 10, 2020.

USF and TGH made this change because the original fifteen year term does not align with the potential need to revise the underlying legal and operational structures of the Agreement due to unforeseen market conditions, legal developments or operational and financial challenges. The shorter term may also create an incentive to move more quickly to develop and implement the next phases of the affiliation to support further development of an Academic Medical Center.

The risk to the university in the change to an 8.5 duration arises from the requirement in the Agreement that USF permanently transfer certain functions currently supporting the USF Physician Practice Group to the NewCo entity. The functions are performed by the UMSA DSO. This transfer will occur gradually and will avoid duplication and promote efficiency. However, should the enhanced affiliation terminate, then USF would have to reconstitute certain UMSA functions on a shorter time frame than originally contemplated and presented to the Board. This same risk exists under both a fifteen and 8.5 year term, but the risk calculation is more acute on an 8.5 year term than on a fifteen year term. Management recommends moving forward with the Agreement, including the 8.5 year term.

---

**Strategic Goal(s) Item Supports:** USF Strategic Goal Nos. 1-4  
**Committee Review Date:** N/A  
**Supporting Documentation Online:** N/A  
**USF System or Institution specific:** University- wide  
**Prepared by:** Gerard Solis, General Counsel

---

<sup>1</sup> The NewCo operation date can change based on the ability/inability of the parties to meet certain legal preconditions to clinical integration.