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 David Lechner

**FL 120 – USF Regulation 4.0102 Tuition and Fees**  
Provost Ralph Wilcox/VP & CFO Nick Trivunovich

**FL 121 – Energy Performance Savings Contract**  
Sr. Vice President David Lechner/Interim VP Chris Duffy

**FL 122 – Police Benevolent Association (PBA) Contract**  
Craig Dawson, Assoc. 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 President Steve Currall Advancement and Julie Waters, Executive Communications

VII. BOT Roundtable Discussion  
Chair Zimmerman

Adjournment
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

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

*As Defined in USF Supplier Diversity Strategic Plan
## Tier 1 - Direct Spend Classification

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

### PCARD

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

### AP

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

Program Inception
$18M
4.2%

36 Month Program

Spend
$100M *
8.9%

*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, FSMSDC, 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

• 1st 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 1st 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 ongoing 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 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.
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.
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
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 18th. 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 15th 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 questioned 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
- Global Center for Hearing and Speech Research
- USF Center for Global Health & Infectious Disease Research
- 4th 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
- USA 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.
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.
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 11th.

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 14th.

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

*If Less than 1.0 FTE
University of South Florida

FACULTY NOMINATIONS FOR TENURE

2019-20 effective 2020-21

USF Health Not Included

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

*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**

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

*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.
**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**

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

*If less than 1.0 FTE*
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.
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.
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.
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 mathematical 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.
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.
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

<table>
<thead>
<tr>
<th>College</th>
<th>Name</th>
<th>Rank Upon Tenure</th>
<th>Discipline</th>
<th>Degree of Effort*</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Arts and Sciences</td>
<td>Elizabeth Herrmann</td>
<td>Associate Professor</td>
<td>Verbal &amp; Visual Arts</td>
<td>1.0</td>
</tr>
<tr>
<td>College of Arts and Sciences</td>
<td>Felipe Mantilla</td>
<td>Associate Professor</td>
<td>History and Politics</td>
<td>1.0</td>
</tr>
<tr>
<td>College of Arts and Sciences</td>
<td>Byron Miller</td>
<td>Associate Professor</td>
<td>Society, Culture and Language</td>
<td>1.0</td>
</tr>
<tr>
<td>College of Arts and Sciences</td>
<td>Jennifer O’Brien</td>
<td>Associate Professor</td>
<td>Psychology</td>
<td>1.0</td>
</tr>
</tbody>
</table>

* 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**

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

*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.
<table>
<thead>
<tr>
<th>Type of Committee</th>
<th>Black, not Hispanic</th>
<th>American Indian/Asian or Pacific Islander</th>
<th>Hispanic</th>
<th>White, not Hispanic</th>
<th>Other, Not Reported</th>
<th>Total including Other, Not Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>M</td>
<td>F</td>
<td>M</td>
<td>F</td>
<td>M</td>
<td>F</td>
</tr>
<tr>
<td>University Committee</td>
<td>E</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>S</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>College of Business</td>
<td>E</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>S</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>College of Arts &amp; Sciences</td>
<td>E</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>S</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>College of Education</td>
<td>E</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>S</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>College</th>
<th>Name</th>
<th>Rank Upon Tenure</th>
<th>Discipline</th>
<th>Degree of Effort*</th>
</tr>
</thead>
<tbody>
<tr>
<td>USFSM College of Business</td>
<td>Carlos Jimenez-Anguiera</td>
<td>Associate Professor</td>
<td>Accounting</td>
<td></td>
</tr>
<tr>
<td>USFSM College of Liberal Arts and Social Sciences</td>
<td>Jessica Grosholz</td>
<td>Associate Professor</td>
<td>Criminology</td>
<td></td>
</tr>
</tbody>
</table>

*if less than 1.0 FTE
### Florida Equity Reports
#### University of South Florida Sarasota-Manatee

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

<table>
<thead>
<tr>
<th>Sex, Race/Ethnicity</th>
<th><em>Applied</em></th>
<th><em>Withdrawn</em></th>
<th><em>Denied</em></th>
<th><em>Deferred</em></th>
<th><em>Nominated</em></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MALES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Indian or Alaskan Native</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Asian</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Black or African American</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hispanic</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Native Hawaiian/Other Pacific Islander</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Two or More Races</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>White</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other, Not Reported</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Male</strong></td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>(include Other, Not Reported)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FEMALES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Indian or Alaskan Native</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Asian</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Black or African American</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hispanic</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Native Hawaiian/Other Pacific Islander</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Two or More Races</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>White</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other, Not Reported</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Female</strong></td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>(Number and Percent)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>3</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

*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.
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  CIP CODE: 13.1201
(B., M., Ph.D., Ed.D., etc.)  (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.
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
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
**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
A student is academically eligible to receive a Baccalaureate degree from the University of South Florida (USF) when they complete the requirements of entities including (1) the Board of Governors (BOG), (2) USF, (3) the Program and/or College, and (4) general academic approval by the University. The requirements are outlined in more detail below.

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

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

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

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

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

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

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

2. One of the following courses in Humanities: ARH X000 Art Appreciation; or HUM X20 Introduction to Humanities; or LIT X000 Introduction to Literature; or MUL X010 Introduction to Music Literature/Music Appreciation; or PHI X010 Introduction to Philosophy; or THE X000 Theatre Appreciation.

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

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

5. One of the following courses in Social Sciences: AMH X020 American History II; or ANT X000 Introduction to Anthropology; or ECO X013 Macroeconomics; or POS X041 American Government; or PSY X012 Introduction to Psychology; or SYG X000 Principles of Sociology.

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

(b) Civic Literacy

Baccalaureate degree-seeking students who initially enter a state university institution in the Fall 2018 semester and thereafter must demonstrate competency in civic literacy through one of the following options prior to graduation:
1. Successfully passing either POS X041 American Government or AMH X020 American History
   II. Each of the courses must include the following competencies:
   a. Understanding of the basic principles and practices of American democracy and how they are applied in our republican form of government;
   b. An understanding of the United States Constitution and its application;
   c. Knowledge of the founding documents and how they have shaped the nature and functions of our institutions of self-government; and
   d. An understanding of landmark Supreme Court cases, landmark legislation and landmark executive actions and their impact on law and society.

2. Achieving the standard score on one of the following assessments:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Standard Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Citizenship and Immigration Services Naturalization Test – Civics (U.S. history and government) with supplemental questions</td>
<td>60</td>
</tr>
<tr>
<td>Advanced Placement Government and Politics: United States</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Placement United States History</td>
<td>4</td>
</tr>
<tr>
<td>CLEP American Government</td>
<td>50</td>
</tr>
</tbody>
</table>

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

(2) USF Requirements. In addition to Florida Board of Governors and/or state requirements, USF has the following USF specific minimum requirements that are designed to assure the academic integrity of the degree programs:
   a. Successful completion of a minimum of 120 unduplicated semester credit hours through university coursework, acceleration mechanisms, and/or transfer credit, including courses specifically approved as repeatable for credit (e.g. practica, ensembles and field experiences);
b. A minimum adjusted grade point average (GPA) of 2.0 on all coursework taken at USF and an overall 2.0 GPA on all college-level work attempted;

c. Satisfactory completion of major requirements in a chosen degree program, including additional requirements set by the college offering the degree, as published in the current Undergraduate Catalog;

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

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

f. Registration and successful completion of at least thirty (30) of the last sixty (60) semester hours must be completed at USF. CLEP credit does not count toward academic residence. Colleges may have specific academic residency requirements for specified degrees and students are responsible for reviewing the current Undergraduate Catalog to ensure compliance;

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

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

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

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

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

History – New (BOT approval) 10-6-75, Amended 7-3-79, 2-22-82, Formerly 6C4-3.07, F.A.C. Amended 4-19-90, 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, 9-21-11, 07-25-12, 7-9-15 (technical), 2-22-16 (technical), 5-3-18 (technical).
A student is academically eligible to receive a Baccalaureate degree from individual institutions in the University of South Florida System (USF System) when they complete the requirements of entities including (1) the Board of Governors (BOG), (2) the USF System, (3) the Program and/or College requirements or Institution requirements, and (4) general academic approval by the University. The requirements are outlined in more detail below.

(1) Board of Governors Basic Requirements: (established by Florida state law and the Board of Governors Regulations 6.017, 8.005 and 8.006.)

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

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

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

b. Six (6) semester hours of mathematics coursework (formerly known as Gordon Rule Computation courses) at the level of college algebra or higher. Applied logic, statistics and other computation-based coursework that may not be offered by a mathematics department may be used to fulfill three (3) of the six (6) hours required by this section. Students awarded college credit based on their demonstration of mathematics skills at the level of college algebra or higher through dual enrollment, advanced placement, or international baccalaureate instruction shall be considered to have satisfied this requirement to the extent of the college credit awarded.
c. For Beginning with the Fall 2015 term, students entering the University as a first-time-in-college student beginning Fall term 2015, must complete at least one (1) course from each of the general education core subject areas listed below in this section. These courses comprise the general education core as required per section 1007.25(3), Florida Statutes.

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

2. One of the following courses in Humanities: ARH X000 Art Appreciation; or HUM X20 Introduction to Humanities; or LIT X000 Introduction to Literature; or MUL X010 Introduction to Music Literature/Music Appreciation; or PHI X010 Introduction to Philosophy; or THE X000 Theatre Appreciation.

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

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

5. One of the following courses in Social Sciences: AMH X200 Introductory Survey Since 1877 American History II; or ANT X000 Introduction to Anthropology; or ECO X013 Macroeconomics; or POS X041 American Government; or PSY X012 Introduction to Psychology; or SYG X000 Principles of Sociology.

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

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

1. Successfully passing either POS_X041 American Government or AMH_X020 Introductory Survey Since 1877 American History II. Each of the courses must include the following competencies:
   a. Understanding of the basic principles and practices of American democracy and how they are applied in our republican form of government;
   b. An understanding of the United States Constitution and its application;
   c. Knowledge of the founding documents and how they have shaped the nature and functions of our institutions of self-government; and
   d. An understanding of landmark Supreme Court cases, landmark legislation and landmark executive actions and their impact on law and society.

2. Achieving the standard score on one of the following assessments:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Standard Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Citizenship and Immigration Services Naturalization Test – Civics (U.S. history and government) with supplemental questions</td>
<td>60</td>
</tr>
<tr>
<td>Advanced Placement Government and Politics: United States</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Placement United States History</td>
<td>4</td>
</tr>
<tr>
<td>CLEP American Government</td>
<td>50</td>
</tr>
</tbody>
</table>

(c) Updates or changes to State and BOG Requirements. The USF System must comply with any updates or changes to state mandates or BOG requirements. The USF System will incorporate those changes in this Regulation by technical amendment as quickly as possible. However, at all times, including what may be an interim processing time, students will be held to the most current standards established by the BOG or state law.
(2) **USF System Requirements.** In addition to Florida Board of Governors and/or state requirements, the USF System has the following USF specific minimum requirements that are designed to assure the academic integrity of the degree programs at each System institution:

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

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

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

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

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

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

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

h. To help ensure that students are on track to graduate and are less likely to have excess credit hours, students are required to apply to change USF institutions (USF, USFSM, USFSIP) and follow the. All FTIC students must have completed at least three consecutive semesters, not including summer (i.e., Fall, Spring, Fall), at their current institution before change of institution requests will be processed. The request to change institutions must be signed off by the student and approved by the incoming USF institution.
Students who have entered a university in the State of Florida State University System (SUS) with fewer than sixty (60) hours of credit are required to earn at least nine (9) credit hours prior to graduation by attendance in one or more summer terms in courses offered by a USF System Institution or any one of the State University System of Florida SUS institutions. This requirement may be waived in cases of unusual hardship to the individual.

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

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

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

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

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

History – New (BOT approval) 10-6-75, Amended 7-3-79, 2-22-82, Formerly 6C4-3.07, F.A.C. Amended 4-19-90, 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, 9-21-11, 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
I. PURPOSE AND INTENT

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

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

II. STATEMENT OF REGULATION

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

III. STANDARDS OF BEHAVIOR

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

Commitment to Honor

The Code supports and seeks to put into practice the USF Commitment to Honor. As an ethical community, USF is dedicated to the ideals of excellence in student development, academic learning,
Each member of this community is expected to accept and live these commitments:

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

Academic Disruption

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

Amnesty

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

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

1. The student was present at an event where, as a result of hazing, an individual appeared to need immediate medical assistance.
2. The student was the first individual to call 911 or USF Police to report the need for immediate medical assistance.
3. The student provided their own name, the address where the immediate medical assistance was needed, and a description of the medical issue to the 911 or USF Police dispatcher at the time of the call.

4. The student remained at the scene with the individual in need of immediate medical assistance until such medical assistance or law enforcement arrived and that the student cooperated with such personnel at the scene of the incident.

For more information about hazing and hazing amnesty, reference 6.0023 Prohibition of Hazing Regulation.

IV. APPLICABILITY & AUTHORITY

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

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

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

Students and student organizations are responsible for their guests and may be held accountable for their guests’ behavior.

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

V. DEFINITION OF TERMS
Administrative Hearing Officer - A faculty or staff member who has been trained to participate in the adjudication of student conduct cases.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**University Activity or University Program** – Any function or event that is hosted, sponsored, or organized by any University member when acting in their official capacity, group, or organization, including but not limited to, student organizations. This includes, but is not limited to, coursework and other academic activities, education abroad, field trips, retreats, social events, philanthropies, and community service events.
University Conduct Board - A panel of faculty, staff, and students who have been trained to participate in the adjudication of student conduct cases.

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

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

Will – Is used in the imperative sense.

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

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

VI. CONDUCT VIOLATIONS

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

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

Alcohol

1. Possession or consumption of alcohol when under the legal drinking age as defined by Florida law.
2. Unlawful sale, distribution, and/or manufacturing of alcohol.
3. Public consumption and/or intoxication according to local ordinance.
4. Hosting or sponsoring a gathering at which the underage consumption of alcohol may or has occurred.

5. Control or operation of any mode of transportation while impaired by alcohol.

6. Use and/or possession of devices with the intent to use for rapid or excessive consumption of alcohol, including but not limited to funnels, ice luges, and beer bongs.

7. Possession and/or use of kegs, coolers, party balls and/or other common source containers.

8. Reporting to class, an organizational meeting or other University event that is specific to the educational mission while under the influence of alcohol.

9. Failure to abide by 30-023 Alcohol Policy and all University protocols, state, and federal laws regarding alcohol.

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

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

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

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

**Disruptive Conduct**

1. Actions and/or behaviors that disrupt, disturb, impair, or interfere with the processes and/or functions of the University or the rights of members of the University community.

2. Actions and/or behaviors that disrupt, disturb, impair, or interfere with the academic environment, and/or failure to abide by USF 3.025 Disruption of Academic Process.

3. Actions and/or behaviors that disrupt, disturb, impair, or interfere with the freedom of movement and speech, and/or academic freedom of any member or guest of the University community.

4. Actions and/or behaviors that disrupt, disturb, impair, or interfere with the student conduct process.

5. Actions and/or behaviors that are disorderly, unruly, and/or disturb the peace.
Domestic Violence – Conduct that includes asserted violent misdemeanor or felony offenses committed by the complainant’s current or former spouse, current or former cohabitant, an individual similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

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

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

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

False Information

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

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

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

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

1. Repeated and/or severe aggressive behaviors, including bullying/cyber-bullying, that intimidate or intentionally harm or control another individual physically or emotionally and are not protected by freedom of expression.
2. Failure to abide by 0.007 Diversity and Equal Opportunity: Discrimination and Harassment Policy and all University protocols, state, and federal laws regarding discrimination.

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

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

Physical Violence
1. Intentional touching or striking of an individual(s) against their will, or any action causing or attempting to cause potential damage, injury, or harm. This includes, but is not limited to, punching, slapping, scratching, or striking with one’s body or with any object.

2. Unintentional touching or striking of an individual(s) against their will, or any action causing or attempting to cause potential damage, injury, or harm that is with conscious disregard for consequences.

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

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

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

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

2. Non-consensual Sexual Contact - Any intentional sexual touching, however slight, with any object, by an individual upon another individual that is without consent and/or by force. Sexual contact may include, but is not limited to intentional contact with the breasts, buttocks,
3. **Non-consensual Sexual Intercourse** - Any sexual penetration, however slight, with any object, by any individual upon another individual that is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

4. **Quid Pro Quo** - Discriminatory harassment where submission to or rejection of unwelcome conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual’s education (e.g., admission, academic standing, grades, assignment), employment (e.g., hiring, advancement, assignment), or participation in a university program or activity (e.g., campus housing), or is based on power differentials.

5. **Sexual Exploitation** - Attempting or purposely/knowingly taking non-consensual or abusive sexual advantage of another for an individual’s own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples of sexual exploitation, include but are not limited to:
   a. Causing the incapacitation of another individual (through alcohol, drugs, or any other means) for the purpose of compromising that individual’s ability to give affirmative consent to sexual activity.
   b. Allowing third parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., Skype, Zoom, or livestreaming of images).
   c. Engaging in voyeurism (e.g., watching private sexual activity without the consent of the participants or viewing another individual’s intimate parts (including genitalia, groin, breast or buttocks) in a place where that individual would have a reasonable expectation of privacy).
   d. Recording or photographing private sexual activity and/or an individual’s intimate parts (including genitalia, groin, breasts, or buttocks) without consent.
   e. Disseminating or posting images of private sexual activity and/or an individual’s intimate parts (including genitalia, groin, breasts or buttocks) without consent.
   f. Prostituting another individual.
   g. Knowingly exposing another individual to a sexually transmitted infection or virus without the other’s knowledge.
   h. Exposing one’s genitals in non-consensual circumstances.
   i. Inducing another to expose their genitals.
   j. Sexually based stalking and/or bullying.
6. **Unwanted or Unwelcome Sexually Oriented Attention** - Unwanted or unwelcome sexually-oriented remarks or behaviors, that are so sufficiently severe, persistent, or pervasive, on the part of an individual who knows or ought reasonably to know that such remarks or behavior unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the University’s educational program and/or activities.

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

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

1. Unauthorized downloading or facilitating others to download copyrighted music, films, and other documents without authorization.
2. Non-consensual recording of wire, oral, or electronic communication acquired by any device when such communication is uttered by an individual exhibiting an expectation that such communication is not subject to interception under circumstances justifying such expectation (i.e. an individual has a reasonable expectation of privacy).
3. Failure to abide by Policy 0-502 Appropriate Use of Information Technology Resources.
4. Failure to abide by Policy 6-036 Unmanned Aircraft System (Drone) Operations.

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

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

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

**Unauthorized Access and/or Use**

1. Unauthorized access or entry to University facilities or any property of any member of the University community without permission.
2. Duplication or use of University keys or access cards without permission.
3. Accessing, duplicating, photographing, altering, and/or misusing any University material (including University intellectual property), files document or record, computer records,
software, data files, and similar entities owned or maintained by any member of the University faculty, administration, staff or student body.

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

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

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

### VII. STUDENT CONDUCT PROCESS

#### Filing an Incident Report

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

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

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

#### Temporary Restrictions

Temporary restrictions may be issued to ensure a safe environment that promotes personal accountability and supports student success. SCED can issue temporary restrictions to any student and student organization involved in an incident, regardless of whether a determination of potential violations has been made. These may include, but are not limited to, interim suspension, removal from on-campus housing, no contact orders, restrictions from clubs, events, and organizational activities,
and/or restrictions from specific areas on University premises. The student and student organization will receive written notice detailing the issued temporary restrictions.

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

**Issuance of Charges**

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

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

**Informational Meeting**

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

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

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

Due Process Rights

Charged Student/Student Organization
The charged student and student organization has the following rights during the Student Conduct Process:

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

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

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

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

1. Written notice of the Code charge(s) and allegations.
2. A fair and impartial hearing.
3. To be accompanied by an advisor of their choice and expense throughout the Student Conduct Process.

4. The opportunity to review all available information supporting the charges of violations of the Code prior to resolution.

5. The opportunity to present relevant information and witnesses at the Formal Hearing.

6. To not provide self-incriminating testimony. (This right is not applicable to student organizations). Invoking the right against self-incrimination will not be considered as a negative factor in the decision of the Hearing Officer or Hearing Body.

7. The opportunity to question witnesses and the charged student, in specific cases outlined in the Code, in accordance to the Formal Hearing procedure.

8. To receive written notice of the outcome of the Formal Hearing within five (5) days of the hearing.

9. To appeal the decision through the process detailed in the Code (See Appeals).

10. The ability to request alternate arrangements for participation in the Formal Hearing via audio or live-video from another location, and/or participate in a manner that avoids direct contact with the charged student as long as such participation does not infringe on the complainant’s right to question the charged student during the Formal Hearing or infringe on the implementation of Formal Hearing procedure.

11. To submit a written impact statement.

12. To not have prior sexual history considered, except for the testimony offered by the complainant or respondent about their shared sexual history that the panel deems relevant, when determining if a conduct violation has occurred.

Advisor

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

1. The advisor cannot have a potential conflict of interest between the University and/or the case or create an unreasonable conflict with the fair administration of the Student Conduct Process.

2. The advisor may not speak on behalf of, present the case for, serve as a witness, or otherwise participate directly in the Student Conduct Process. If the advisor is an attorney, they must adhere to the same guidelines as any other advisor.

3. It is the student, student organization, and complainant’s responsibility to make appropriate arrangements for their advisor to accompany them throughout the Student Conduct Process. The conduct process will not be delayed due to scheduling conflicts of the chosen advisor.

4. The advisor may be dismissed from the Student Conduct Process for failure to adhere to the parameters of their role. This dismissal will not affect the process and all proceedings will continue.

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

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

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

**Formal Hearing**

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

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

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

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

**VIII. FORMAL HEARING PROCEDURES**

**Scheduling**

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

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

**Witnesses and Relevant Information**

The charged student or student organization can request the participation of additional witnesses to provide relevant information during a Formal Hearing. The charged student or student organization must provide the names of additional witnesses at least three (3) days prior to the hearing to the Hearing Officer. Acceptance or denial of additional witnesses is at the discretion of the Hearing Officer. Character witnesses or witnesses who cannot provide information regarding the specific incident will not be permitted to participate in the Formal Hearing. The charged student or student organization is responsible for contacting and notifying additional witnesses they request to participate in the Formal Hearing. The Formal Hearing shall not be delayed due to a scheduling conflict of the witness.

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

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

**Challenging Impartiality in a Formal Hearing**

The charged student or student organization may challenge the inclusion of any member of the Hearing Body. The challenge must be submitted in writing to the Director of SCED and must detail an actual bias (such as conflict of interest) that would significantly impact their right to a fair and
impartial hearing. The challenge must be submitted at least three (3) days prior to the Formal Hearing. The Director of SCED, or designee, will review the challenge and make a final decision that is not appealable.

**Postponements**

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

**Failure to Attend**

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

**General Principles of Formal Hearings**

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

1. Formal Hearings are private and will be closed to spectators, unless otherwise specified (e.g. advisor).
2. The burden of proof in a Formal Hearing is on the University. The standard of proof is the preponderance of the evidence. The finding of responsible or not responsible on the charges is solely based on the information presented at a Formal Hearing.
3. Formal Hearings, excluding deliberations, will be recorded by audio or video. The Formal Hearing may only be recorded by the University and the recording will be the property of the University.
4. Formal Hearings are not subject to the formal rules of evidence and procedures governing criminal and civil court proceedings.
5. A charged student or student organization and complainant, in specific cases, have the opportunity to present relevant information.
6. No irrelevant information, including character statements, should be discussed or considered in the Formal Hearing.
7. The Hearing Officer has the discretion to limit the number of witnesses whose testimony may be redundant or not in dispute.
8. The Hearing Officer may limit the length of testimony and may provide advice regarding the scope, direction or tone of questioning.
9. Prior student conduct may only be considered in determining appropriate sanctions.
10. In cases involving multiple charged students, information presented at a Formal Hearing may be used in a related case as long as all Formal Hearing procedures contained within the Code are satisfied.
11. The Hearing Body will make a recommendation of the decision and sanctions to the Hearing Officer. The Hearing Officer may adopt or modify the recommendation of the Hearing Body. If the recommendation is not adopted, the Hearing Officer will include the reason for modifying the recommendation in the Formal Hearing outcome letter.

12. The charged student or student organization and complainant, in specific cases, will receive written notice of the formal hearing outcome within five (5) days of the Formal Hearing. The formal hearing outcome will include the determination regarding responsibility for conduct violations and applicable sanctions.

**Interim Suspension**

An interim suspension is an immediate temporary separation from the University. Conditions may include restriction from University premises, participation in academic endeavors, and University-related activities. Interim suspensions will be expedited through the Student Conduct Process. An interim suspension may be imposed at the discretion of the Vice President for Student Success, or designee, to ensure one or all of the following:

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

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

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

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

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

1. Correct any record of the change in enrollment status in the charged student's permanent records, and report in a manner compliant with state and federal laws, and
2. Refund the charged student: a pro rata portion of any charges for tuition and out of-state fees, as appropriate, if the temporary revocation or suspension of the charged student’s ability to attend classes lasts for more than ten (10) days.

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

IX. BASIS FOR APPEAL AND APPEAL PROCESS

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

Basis for Appeal

The basis for appeal includes:

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

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

Appeal Process

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

If the basis of the appeal is that there was a violation of due process rights or failure to follow the Student Conduct Process which would have substantially affected the outcome, and the Appellate Officer accepts the appeal, the Appellate Officer may request the case be remanded for a new Formal Hearing.
If the basis of the appeal is new information that could not be presented at the time of the Formal Hearing which would have substantially affected the outcome, and the Appellate Officer accepts the appeal, the Appellate Officer may request that the case be remanded for a new Formal Hearing.

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

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

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

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

**X. SANCTIONS**

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

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

**Assignments/Seminar/Workshops**: Requirement to attend, present, and/or participate in an in-person or online, workshop, module, and/or seminar. Written research assignments, behavioral reflection papers, or other educational activities may also be a requirement. These sanctions are intended to provide a student with opportunities that achieve specific learning objectives such as engaging in meaningful reflection on their behavior and the impact on others. The charged student or student organization is responsible for any associated fee.
Conduct Probation: A specified period of time when the charged student or student organization is considered not in good conduct standing with the University. Conduct probation may result in restrictions of privileges and/or activities which may include, but are not limited to, being prohibited from participating in study abroad, serving in specific student leadership roles (e.g. resident assistant, student government). Conduct probation is a period of reflection on behavior and an opportunity to demonstrate satisfactory citizenship. Further conduct violations while on conduct probation may impact the severity of future sanctions.

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

Expulsion: Permanent separation from the University. The student or student organization is considered not in good conduct standing permanently with the University. The charged student and student organization will not have the ability to return as a student or student organization at any point in time. Expulsion may include a restrictive or no trespass order for all University premises. A transcript overlay will be placed on the charged student’s academic transcript and an administrative hold will be permanently placed on the student’s account. A record of expulsion will be maintained in the student’s permanent conduct file in Student Conduct and Ethical Development.

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

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

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

Restrictions: Specific loss of privileges that may limit participation in student activities and University events or access and use of University premises (e.g. athletic teams, leadership positions, certain buildings and/or locations).
**Restitution**: Requirement to reimburse the University and/or an individual for the damage, destruction, or vandalism of University buildings or property, private property, and/or personal property. Restitution will be limited to the actual cost of repair or replacement.

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

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

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

**XI. AUXILIARY AIDS AND SERVICES**

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

**XII. PARENTAL NOTIFICATION**

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

**XIII. CONDUCT RECORD MAINTENANCE AND RETENTION**

**Maintenance**

1. Student and student organization conduct records are maintained in SCED.
2. All student conduct records in all formats (paper, computer, audio, etc.) resulting in formal charges will be kept in compliance with General Records Schedule GS5, but not for less than seven (7) years from the date of the last incident that the charged student or student organization was involved in that resulted in conduct charges.

3. If a student is suspended or expelled, a record of a violation of University regulations and/or policies will be permanently maintained in the student’s or student organization’s conduct file in SCED and a record of separation may be maintained in the Office of the Registrar.

4. SCED maintains all student conduct records in accordance with the Family Education Rights and Privacy Act (FERPA). SCED will abide by all laws requiring privacy with regard to the Student Conduct Process. In addition, as FERPA does not protect the names of students found responsible for crimes of violence, including forcible sex offenses, or an alleged perpetrator of a non-forcible sex offense when the allegations support a finding that a student has committed a violation of the University’s rules or policies, the University may be required to release that information upon a Chapter 119 public record request.

5. A student may choose to sign a release form granting SCED staff permission to discuss information related to the Student’s disciplinary file with any individual that the student designates. This form is available in SCED. Although this form may provide access to information to a third party, the student remains the primary responsible party for compliance.

6. Any educational institution requesting conduct information about a current or former University student is required to submit the request in writing. If a non-educational agency is requesting information, those requests must include the signature of the student granting the release of information related to the student’s conduct record.

7. Transcripts of recorded hearings will not be prepared or provided by the University. In cases of external legal review that may require a transcript of a recorded hearing, the student or advisor may contact the Office of the General Counsel to arrange for the preparation of the written transcript by a court reporting service on the student’s behalf and at the expense of the requestor. The court reporting service will provide the transcript to the Office of the General Counsel, which will perform a confidentiality review of the transcript and redact any confidential or exempt information pursuant to state or federal law. The requestor will be responsible for the cost of the transcript preparation and confidentiality review.

Retention

1. Records resulting in an educational sanction of expulsion or suspension from the University will be permanently maintained in SCED.

2. No personally identifiable record(s) will be kept after a record has been designated for destruction. Statistical data will be maintained but all information that would identify an individual is removed.

3. All paper records will be destroyed by shredding or other similar process. Computer files will be modified in a manner so that only statistical data that cannot identify an individual is kept. Non-paper information (i.e. audio recordings) will be destroyed in a manner that will ensure that the information cannot be traced to any individual or any disciplinary case.
Record Expungement

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

Eligibility

A request for expungement will be available for consideration:

1. One year after the resolution of a conduct case,
2. All assigned sanctions have been successfully completed,
3. An expungement has not previously granted, and
4. The conduct violation(s) did not:
   5. Cause significant property damage.
   6. Include a drug violation that could qualify as a felony charge in the legal system.
   7. Disrupt the orderly operation of the University.
   8. Violate the firearm, explosives, dangerous chemicals, and ammunition or weaponry regulations of the University.
   9. Violate the Sexual Misconduct/Sexual Harassment policy.
10. Result in a suspension or expulsion.

Petition Requirements

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

1. Student’s name
2. University identification number (U number)
3. E-mail address
4. Phone number
5. Date of incident
6. Incident report number

Process

The Dean of Students, or designee, will review the statement, the conduct record, and any other pertinent information they choose to request and/or consider. The decision is at the discretion of the Dean of Students, or designee. The student will receive written notice regarding their petition within
ten (10) days of receipt of petition. The decision of the Dean of Students, or designee, regarding the expungement of the conduct record is final and not appealable.

XIV. INTERPRETATION AND REVISION

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

Tampa: http://www.usf.edu/srr/page.asp?id=69
St. Petersburg: http://www.usfsp.edu/dos/sc/

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

Certification: The USF System 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.

CONTENT:

I. PURPOSE AND INTENT/STATEMENT OF REGULATION
II. AUTHORITY
III. DEFINITION OF TERMS
IV. SPECIFIC PROVISIONS

A. General
B. Standards for Behavior in the Classroom
C. Violations
D. Stages of Conduct Process

1. Referral
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.

II. 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
and Student Organizations accountable. Students and Student Organizations are responsible for their guest’s compliance as well.

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

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

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

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

F. The conduct process may be initiated for a Student or Student Organization whose alleged conduct potentially violates both the criminal law and/or the Student Code of Conduct without regard to the pending civil or criminal litigation in court or criminal arrest and prosecution. The conduct process under this Regulation may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of SRR. Determinations made or sanction(s) imposed as a result of the conduct process shall not be subject to change because criminal charges were dismissed, reduced, or resolved in favor of or against the criminal law defendant. Members of the University community, who commit offenses against the laws of municipalities, states, or the United States, are subject to prosecution by those authorities and may be subject to disciplinary action under University rules when their conduct violates the Student Code
of Conduct. Students shall not be forced to present self-incriminating information; however, the University is not required to postpone the conduct process pending the outcome of any civil or criminal case.

III. DEFINITION OF TERMS:

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

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

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

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

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

F. “Complainant” is a term used in this Regulation to refer to the person who submits a referral alleging that a Student or Organization violated the Student Code of Conduct. In specific cases, the Complainant may not be the actual victim or the alleged victim. Recognizing that the law provides victims and alleged victims specific rights and non-victim complainants may not have the same rights or protections, this Code will use “Complainant” as a general term and the Code will be applied to fit the particular circumstances at the discretion of SRR.
G. “Charged Student” is a Student who has been charged with violation/s of the Student Code of Conduct that are moving forward to a formal hearing.

H. “Conduct Process” refers to the entire process outlined in the Student Code of Conduct, including the Initial Review, the Formal Hearing, and the Appeal process. This also includes the Provisional Suspension Process.

I. “Day/s” in terms of process is defined as the normal business day and will not include Saturdays, Sundays, or legal holidays/University administrative holidays or when the campus is closed for business.

J. “Dean of Students or designee” is the individual who will hear an appeal following a Formal Hearing.

K. “Deferred Adjudication” refers to the process when a Student is responsible for a violation but the finding is held so the Student can complete certain requirements in an allotted timeframe. In order to receive Deferred Adjudication, the Student must begin by accepting responsibility. At the completion of all requirements, the Student will be adjudicated “not responsible.” This may only be used for specific non-violent first time offenses.

L. “Formal Hearing” or “Hearing” is the proceeding elected by the charged Student which can be conducted by an Administrative Hearing Officer or a University Conduct Board after charges have been moved forward by the Initial Review Officer.

M. “Hearing Outcome Letter” is the finding rendered at the conclusion of the formal hearing.

N. “Final University Decision” is the finding of the Dean of Students, or designee, as issued in the Dean’s Decision on Appeal Letter.

O. “Good Disciplinary Standing” refers to a Student who is free from disciplinary probation, disciplinary holds, and is not currently involved in the conduct process.

P. “Guest” refers to any individual (Student or non-Student) who is not assigned to live in a particular room in an on-campus residence; is on the premises where the alleged violation occurred; and/or refers to any person visiting the University who is not affiliated with the University. Students may be held responsible for the actions of their guests.
“Impact Statement” is an oral or written statement provided by the alleged victim in cases of violent misconduct, or when requested by SRR. The statement explains how the incident has affected the personal and educational experience of the alleged victim. This statement is reviewed during the sanctioning portion of the Formal Hearing if the Charged Student is found responsible for a violation of the Student Code of Conduct.

“Initial Review Officer (IRO)” is a University official authorized to meet with Students regarding referrals made for possible violations of the Student Code of Conduct.

“Initial Review Meeting” is a meeting for the Student to learn about their rights in the conduct process, and review the referral and any other applicable information related to the violation(s).

“Intimate Partner” refers to persons who are or who have been dating, cohabitating, married, separated, or divorced and may be of the same or opposite sex.

“May” is used in the permissive sense.

“Member of the University Community” includes any person who is a Student, faculty member, University Official, or any other person with an ongoing relationship, involved with, or employed by the University.

“Notice” is the written communication either by mail or E-mail correspondence that provides information to a Student. Notice is conclusively presumed to be final when such communication is sent to the Student by official University email, and/or mailed to the address appearing on either the Student’s current local address or permanent address on record with the University at the discretion of SRR.

“Student Rights and Responsibilities (SRR)” or designee is the person(s)/area designated by the USF System President to be responsible for the administration of the Student Code of Conduct.

“Policy” means the written and published policy or regulation of the University as found in, but not limited to, the Student Code of Conduct, the residence halls, the library, parking, regulations governing the use of technology and information systems, those regarding the Student Identification Card, and
Graduate/Undergraduate Catalogs concerning Students and Student Organizations. Other policies include those related to building and classroom use, to dining services, to campus recreation, and to any regulation of the Board of Trustees.

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

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

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

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

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

EE. “Student” for the purposes of the Student Code of Conduct, includes all admitted persons, or a person who has an active application for admission, housing, or any other service provided by the University, which requires Student status. The term “Student” includes all persons taking University courses, either full-time or part-time, pursuing undergraduate, graduate, non-degree seeking, or professional studies. Persons who withdraw or who are academically dismissed after allegedly violating the Student Code of Conduct, or who are not officially enrolled for a particular term but who are eligible to
enroll or have a continuing relationship with the University, or who have been notified of their acceptance for admission are considered Students.

FF. “Student Organization” means any group of Students who have complied with the requirements for registration and are officially recognized by the University as a registered Organization. These include, but are not limited to, political groups, fraternities and sororities, and Student sports clubs. Student Organizations are subject to every element of the Student Code of Conduct.

*In specific instances, the terms Student/Student Organization may include a reference to both.

GG. “Temporary Restrictions” are actions that SRR may take prior to or during the investigation of an incident. These may include, but are not limited to, a removal from on-campus housing; no contact orders; restrictions from clubs, events, and Organizational activities; and/or restrictions from specific areas on the University premises. When a temporary restriction is imposed, SRR will attempt to expedite the conduct process.

HH. “Transcript Overlay” means a notation on a Student’s academic transcript that states the Student is not in “good disciplinary standing” due to a disciplinary suspension or expulsion.

II. “University” means the University of South Florida System, including any member institution affiliated with the USF System.

JJ. “University Activity” or “University Program” refers to any function or event, which is hosted, sponsored or organized by any University member, group or Organization, including but not limited to, Student Organizations. Such activities or programs include but are not limited to coursework and other academic activities, education abroad, field trips, retreats, social events, philanthropies, and community service events.

KK. “University Conduct Board” is a panel of faculty, staff, and Students who have been trained to hear conduct cases and make decisions related to reported violations of the Student Code of Conduct. The UCB panel must have representation of at least 50% Student membership. The panel will adjudicate the conduct case, hearing both the Student explanation of events and the information presented by SRR, witnesses, and reporting parties.
“University Official” for the purposes of the Student Code of Conduct, means any representative of a USF System direct service organization, USF System board, committee, office, or member of the USF System faculty, administration, or staff. According to the Student Code of Conduct, this definition includes Student staff acting in accordance with their assigned duties.

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

“Will” is used in the imperative sense.

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

IV. SPECIFIC PROVISIONS:

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

B. Standards for Behavior in the Classroom: Faculty members have the primary responsibility of managing the classroom environment whether in person or online in accordance with USF 3.025 - Disruption of Academic Process. Faculty members may remove a Student from the classroom environment for disruption on the day that it occurs or faculty members may remove a Student permanently from the class. If the Student disrupts the classroom environment, the faculty member should make a referral to Student Rights and Responsibilities.

C. Violations:

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

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

(a) unauthorized access or entry to University property, buildings, structures, or facilities, or the residence facilities or property of any member of the University community and/or and
(b) unauthorized possession, duplication, or use of keys or access cards for any such property.

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

(4.04) Weapons, Firearms, or Explosive Devices — The illegal possession, storage, use or sale of any weapon (lethal or non-lethal), firearm, ammunition, or any incendiary, explosive or destructive device. This further includes, but is not limited to switchblade knives, air soft guns, dangerous chemicals, corrosive and/or biological chemicals or agents as restricted by University policies and/or protocols. This also covers any item used as a weapon to cause actual physical harm or threaten physical harm. For additional information, reference Policy 6.009 Weapons on USF System Property and the USF Housing Resident Handbook.

(4.05) Harassment — Conduct which creates an unsafe, intimidating or hazardous situation that interferes with the ability of a Student or employee to study, work, or carry out University functions. For additional information, reference Policy 0.007 Diversity and Equal Opportunity: Discrimination and Harassment.

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

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

(4.07) Hazing — Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a Student for the purpose of initiation
to, admission into, or affiliation with, an Organization. Any University community member who has knowledge of or has reason to believe that hazing has taken place is required to report. For additional information, reference USF6.0023 Prohibition of Hazing. Actions and situations that may constitute hazing include, but are not limited to the following:

- Forced or coerced consumption of food, alcohol, beverage, drugs, or other substances,
- Paddling, hitting, slapping, branding, and/or physical brutality in any form,
- Creation of unnecessary fatigue,
- Personal servitude,
- Physical and/or psychological shocks,
- Wearing of apparel which is conspicuous and not normally in good taste,
- Degrading or humiliating games or activities,
- Sleep, food, or beverage deprivation,
- Isolation and exclusion from social contact,
- Calisthenics,
- Unreasonable exposure to the elements,
- Kidnapping or abandonment,
- Line-ups and berating behaviors,
- Undue interference with academic pursuits,
- Presuming or coercing involvement in activities that are illegal, lewd, or in violation of University Policy

(4.08) Disorderly Conduct - Breach of peace, such as causing a disturbance or being unruly.
(4.09) Disruptive Conduct - Actions that impair, interfere with or obstruct the orderly conduct, processes and/or functions of the University. Disruptive conduct shall include, but not be limited to, the following:

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

• Actions that disrupt, endanger, or disturb the normal functions of the University or the safety of a person or persons. This includes interfering with an investigation, in any way, of SRR.

(4.10) False Alarm & Fire Safety—

• Issuing a bomb threat or other warning of impending disaster without cause;

• Intentional misuse, disabling, or tampering with any fire alarm or fire safety equipment;

• Causing a fire or explosion: Conduct that causes or attempts to cause a fire or explosion, or falsely reporting a fire, explosion, or an explosive device;

• Tampering with fire safety equipment: Tampering with fire safety equipment, or failure to evacuate during a fire alarm on the University campus, University facility, or at any University activity;

• Fireworks: Possession and/or use of fireworks, including but not limited to sparklers, or explosives of any kind on the University campus, at a University facility, or at any University activity.

(4.11) Threats of Violence—A threat by word or act to do violence to a person or persons.

(4.12) Injurious Behavior—When one person actually and intentionally touches or strikes a person or persons against their will, or intentionally causes bodily harm.

(4.13) Reckless Injurious Behavior—Conduct that may be unintentional, but is with conscious disregard for its consequences to person(s) or property and results in actual or potential damage, injury, or harm.

(4.14) Sexual Harassment—unwelcome conduct directed at a person based on the person's gender or sexual orientation that is so sufficiently severe, persistent, or pervasive that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the college's educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment or retaliation, which includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. The prohibited conduct may include actions, which meet the definition provided by criminal statutes such as battery or assault.
Sexual harassment includes, but is not limited to:

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

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

• Causing the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person’s ability to give affirmative consent to sexual activity;

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

• Engaging in voyeurism (e.g., watching private sexual activity without the consent of the participants or viewing another person’s intimate parts (including genitalia, groin, breast or buttocks) in a place where that person would have a reasonable expectation of privacy);

• Recording or photographing private sexual activity and/or a person’s intimate parts (including genitalia, groin, breasts or buttocks) without consent;

• Disseminating or posting images of private sexual activity and/or a person’s intimate parts (including genitalia, groin, breasts or buttocks) without consent;

• Prostituting another person;

• Exposing another person to a sexually transmitted infection or virus without the other’s knowledge;

• Exposing one’s genitals in non-consensual circumstances;

• Inducing another to expose their genitals; or

• Sexually based stalking and/or bullying.

(4.14)(b) Non-Consensual Sexual Intercourse—Any sexual intercourse however slight, with any object, by any individual upon another individual that is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
(4.14)(c) Non-Consensual Sexual Contact—Any intentional sexual touching, however slight, with any object, by an individual upon another individual, that is without consent and/or by force. Sexual Contact includes intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.

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

(4.15) Misuse or Possession of Illegal Drugs—Using, possessing, manufacturing, distributing, selling, or attempting to obtain any controlled substance which is prohibited by law. The term “drugs” includes, but is not limited to, any narcotic drug, central nervous system stimulant, hallucinogenic drug, barbiturate, or any other substance treated as such. The unauthorized possession or use of a regulated or controlled substance, including one's own or another's prescription drugs and paraphernalia used for drugs (e.g. bongs, glass pipes, etc.) is a violation. Further, the un-prescribed use, inhalation, or ingestion of a substance (e.g. nitrous oxide, glue, paint, etc.) that could/will alter a Student's mental state is also prohibited. Attending class, an Organizational meeting or other University event that is specific for an educational purpose while under the influence of drugs, as noted in this section, is a violation. Further, if medical assistance is sought for a Student in need who has consumed drugs, the Student may qualify for Medical Amnesty as defined in the 30.004 Medical Amnesty (Student Reporting) Policy. See also Policy 0.610 Drug-Free Workplace.

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

(4.17) Misuse of Alcohol—Failure to abide by Policy 30.023 Alcohol Policy and all University protocols and policies and state and federal law regarding alcohol. Specific Student Code of Conduct standards include, but are not limited to:

1. The sale of, or intent to sell, alcohol without a proper license;
2. Providing alcohol to any person who is not of legal age to possess or consume alcohol;

3. Possession or consumption of alcohol by persons not of legal age;

4. The operation of a motor vehicle by a person under the age of 21 while having a blood alcohol level of .02 or higher;

5. The operation of a motor vehicle by an individual of any age, under the influence of alcohol;

6. The consumption of alcohol on streets, according to local ordinance;

7. Public intoxication;

8. Conducting an open house party which can include, but is not limited to, an event at which minors may possess or consume alcohol. An open house party is defined as an event at a residence where hosts, owners, or other in control of the event fail to take reasonable steps to ensure legal compliance, reduce the risk of harm, and ensure the safety of guests (including but not limited to, removing those in violation or requesting law enforcement to assist) if alcoholic beverages are known to have been consumed at the residence by person(s) under the age of twenty-one and/or illegal drugs or controlled substances are unlawfully possessed, distributed or used;

9. Attending class, an Organizational meeting or other University event that is specific for an educational gain while under the influence of alcohol.

Further, if a medical assistance is sought for a Student in need who has consumed alcohol, the Student may qualify for Medical Amnesty as defined in the 30-004 Medical Amnesty (Student Reporting) Policy. See also Policy 30-023 Alcohol Policy.

41 (4.18) False Information – Knowingly withholding related information or making a false or misleading oral or written statement to the University and/or any University Official. This includes forgery, unauthorized alteration, possession, or misuse of any document, record, or instrument of identification.

Additionally, this includes deliberately and purposefully providing false or misleading verbal or written information about another person.

Furthermore, this also includes falsifying, distorting, or misrepresenting the truth during proceedings under the Student Code of Conduct, including knowingly submitting a false complaint.
Finally, this includes falsification or admission or re-admission documentation to the University.

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

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

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

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

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

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

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

(4.24)(b) Dating Violence—Conduct that includes violence by a person who has been in a romantic or intimate relationship with the alleged victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
(4.25) Retaliation — Violence, threats or adverse action taken by a Student or Student Organization against any individual who, in good faith, has made any allegation of misconduct; or who has provided information, assisted, or participated in any investigation, review, or formal hearing conducted under the Student Code of Conduct, or any local, state or federal proceeding.

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

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

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

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

D. Stages of Conduct Process:

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

2. Initial Review: If the referral includes enough information for SRR to accept the referral, SRR will assign an Initial Review Officer (IRO). Written notice will be sent to the referred Student requesting them to schedule an initial review meeting. This meeting between the Initial Review officer and the referred Student is an opportunity for the Initial Review Officer to explain the allegations, the Student’s rights and answer any questions the referred Student may have. The referred
Student may choose to discuss the incident during this meeting and may be provided an opportunity to accept responsibility for violations of the Code of Conduct. If the referred Student is provided an opportunity to accept responsibility, the Student wishes to accept that opportunity, and the Initial Review Officer and the referred Student may identify mutually agreed upon charges and sanctions, the referred Student may accept the charges and sanctions thus waiving their right to appeal. If the referred Student does not want to accept responsibility of charges and/or sanctions cannot be agreed upon, the referred Student will be sent a Charge Letter with the options for electing a Formal Hearing. If the referred Student fails to schedule or attend the Initial Review Meeting, the Initial Review Officer will review the referral in absentia and make a determination as to the appropriate charges and educational sanctions to move forward.

Conclusion of Initial Review Process:

At the conclusion of the Initial Review meeting, the Initial Review Officer will either dismiss the referral or will issue a Charge Letter (for the purposes of the Student Code of Conduct, the Referred Student now becomes the Charged Student). Outcomes of the charge letter will include the recommended charges and sanctions and the choices available to the charged Student which are (1) accept responsibility and sanctions or (2) request a formal hearing.

Failure of Charged Student to Respond: If the charged Student fails to respond to the charge letter within the allotted time, the charges and sanctions will become finalize and the charged Student will be found responsible and may have a limited right to appeal.

3. Formal Hearing: Within five (5) days of the date of the charge letter, the charged Student may elect to have a formal hearing either by an Administrative Hearing Officer or the University Conduct Board. In cases where the charged Student is being charged with sexual harassment or sexual misconduct, the alleged victim can request an administrative hearing and that request will be honored over the charged Student’s request for a University Conduct Board hearing. Hearings may result in charges being upheld or dismissed and sanctions that are more or less severe than the sanctions recommended by the Initial Review Officer. Notification of formal hearing will occur no later than five (5) days prior to the date of hearing.
If the charged Student wishes to have the hearing earlier, they waive the right to
their review period. At the conclusion of the formal hearing process, the charged
Student will receive a Hearing Outcome Letter with determinations regarding
responsibility for charges and any subsequent sanctions. If the charged Student
fails to attend the formal hearing, the case will be adjudicated in absentia.
a. Details of Formal Hearing Options:

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

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

b. Appeal Process: The charged Student (or the alleged victim in specific cases as
provided in the Student Code of Conduct) may appeal in writing the outcome
of a formal hearing within five (5) days of the date of the Hearing Outcome
Letter. The appeal must be written to the Dean of Students, or appropriate
designee, at the member institution or separately accredited institution. The
burden of proof rests with the charged Student or the alleged victim to show,
by a preponderance of the evidence presented, that the grounds for an appeal
have been met. The Dean of Students, or designee, may adopt, modify, or
reject charges and/or sanctions from the Hearing Outcome Letter. The Dean
of Students, or designee, may request the case be remanded for a new formal
hearing forum. The record of the formal hearing may be considered on appeal as well as any new information from the charged Student and/or alleged victim that comes to the attention of the Dean of Students or designee. The Dean of Students, or designee, is authorized to contact any participants in the formal hearing for clarification or request additional information as necessary to render a decision.

c— Basis of Appeal: Except as required to explain the basis of new information, the Dean of Students, or designee, shall limit the review to the verbatim record of the formal hearing and supporting documents for one or more of the following purposes:

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

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

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

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

e— The Dean’s Decision on Appeal Letter will be rendered within ten (10) days of receipt of the appeal, except in extraordinary cases as determined by the Dean of Students, or designee. The decision made by the Dean of Students,
or designee, is to be rendered in the Dean’s Decision on Appeal Letter and the decision of the Dean of Students, or designee, is considered the final university decision. If an appeal is not upheld, the initial decision will stand, and the matter shall be considered final and binding upon all involved. If the final appellate decision results in a suspension or expulsion of a charged Student, the charged Student will be notified in writing that the decision may be appealed by the Student to an external judicial forum.

4. Provisional Suspension or Temporary Restrictions:

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

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

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

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

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

- Acceptance of Responsibility: Except in cases of potential sexual harassment or sexual misconduct, the Student may take full responsibility in writing (form to be provided by SRR) indicating that the Student is electing to waive all rights to a formal hearing and is requesting the Hearing Officer make a final determination with regard to the provisional suspension and the substantive charges at the time of the emergency hearing and is accepting that determination as final with a waiver of appeal rights except as to the severity of the sanction which the Student may 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 Officer 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.
Board of Trustees Microsoft Teams Meeting - New Business - Action Items (Consent Agenda)

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

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

- The advisor cannot have a potential conflict of interest between the University and/or the case.
- The advisor may not speak on behalf of, act as attorney, present the case for, nor otherwise participate directly in the conduct process.
- The advisor may be dismissed from the conduct process for failure to adhere to the parameters of their role. This dismissal will not affect the process and all proceedings will continue.
- The charged Student/alleged victim is responsible for making appropriate arrangements for travel, costs, and attendance for the advisor.
- The conduct process shall not be delayed due to scheduling conflicts of the chosen advisor.
- The advisor may not serve as a witness.

VI. RIGHTS OF CHARGED STUDENTS IN THE CONDUCT PROCESS:

Rights of the Charged Students:

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

B. Review of Information: the charged Student may review the evidence in the possession of the University that may be considered to support a violation of the Student Code of Conduct under the direction of SRR. In cases of the formal hearing, the University has the right to request to review any information the charged Student intends to present at least three (3) days (excluding legal holidays) before the formal hearing. Pertinent records,
exhibits, and written statements may be accepted as information for consideration during the conduct process.

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

D. Question Witnesses (Applicable to Formal Hearing): The charged Student 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 charged Student 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 charged Student 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 charged Student may be permitted to ask additional questions at the formal hearing.

E. 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. The charged Student must be provided an opportunity to respond to the statement. The inability of the charged Student to question a witness who has provided a written statement is not a violation of the charged Student’s due process rights. The charged Student has the opportunity to review and respond to the written statement and may offer information to rebut the witness statement and other information presented at the formal hearing. Witness statements are entitled to be given the same weight by the hearing entity as a witness who is present. Witness statements need not be sworn or in affidavit form.

F. Impartiality in Formal Hearing: SRR will advise the charged Student (and possible victim in certain circumstances) 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 Board, the formal hearing will
proceed provided there are at least three members that meet the requirements previously set forth.

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

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

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

1. Correct any record of the change in enrollment status in the charged Student’s permanent records and reports in a manner compliant with state and federal laws; and
2. Refund to the charged Student: a pro rata portion of any charges for tuition and out-of-state fees, as appropriate, if the temporary revocation or suspension of the charged Student’s ability to attend classes lasts for more than ten (10) days.

J. Failure to Appear: Charged Students have the right to choose if they want to participate in the formal hearing process. If a charged Student fails to appear or fully participate for any formal hearing, the matter may be resolved in the charged Student’s absence.
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 Officer 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.
VIII. ADDITIONAL RIGHTS OF CHARGED STUDENTS AND ALLEGED VICTIMS IN CASES OF Alleged VIOLENT CONDUCT AND SEXUAL HARASSMENT AND SEXUAL MISCONDUCT:

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

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

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

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

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

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

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

4. Presentation of Information at the Formal Hearing—The alleged victim, charged
Student, and other individuals providing information for the formal hearing shall be
provided an opportunity to share information during the formal hearing to be
considered in determinations and sanctions in a manner that avoids direct contact with
the other individuals participating in the formal hearing. Depending on the type of
formal hearing or at the discretion of SRR, this may be a written statement, a verbal
representation, or active participation in a formal hearing.
5. Interim Accommodations — The alleged victim may have interim immediate accommodations as noted in section (VII)(A)(2) above as deemed appropriate.

6. Impact Statement — In the event the charged Student accepts responsibility or is found responsible, the Administrative Hearing Officer or University Conduct Board may read the complainant’s impact statement. The Administrative Hearing Officer or University Conduct Board members may consider the impact statement when recommending or issuing sanction(s). While the impact statement is not binding, the impact described in the statement together with the totality of the circumstances including the charged Student’s conduct record may be considered by the University Official(s) involved in recommending or determining the appropriate sanction(s).

7. Notice to the Alleged Victim of Right to Appeal — the alleged victim shall be notified in writing of the outcome of the formal hearing within ten (10) days (unless there are extraordinary circumstances that delay notice) of the determination. The alleged victim may appeal the decision of the formal hearing through the established appeal process in the Student Code of Conduct. The alleged victim shall be notified of the final university decision.

VIII. SANCTIONS:

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

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

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

C. Warning Letter: An official notice that states that if there is a repeated violation of University policy, rules or regulations, Student conduct sanctions can be expected. This letter may be issued as part of the Student conduct process review or as a mechanism for SRR to use to highlight concerns before a Student process is initiated.
D. Restrictions: Conditions imposed that would specifically dictate and limit future presence on campus and participation in University activities. The restrictions involved will be clearly identified and may include but are not limited to a University order forbidding the charged Student from all contact with the alleged victim. Restrictions may also apply to denial of operating a motorized vehicle (including golf carts) on campus, access and use of University services, and presence in certain buildings or locations on campus. These restrictions can include the inability to hold leadership positions whether or not as a part of a University Organization.

E. Restitution or Fines: A payment for injury or damage or as a penalty.

F. Alcohol and/or Substance Use Educational Sanctions: These educational sanctions may be comprised of online educational modules, in person assessments and follow up meetings, or external assessments.

G. Conduct Probation: An official sanction that places the Student’s enrollment or Student Organization recognition dependent upon the maintenance of satisfactory citizenship during the period of probation. When conduct probation is imposed as a sanction, the Student or Student Organization should be advised of the consequences of violation of probation. Under conduct probation, a Student may continue to attend classes and a Student Organization may or may not be able to operate or remain active and with an opportunity to demonstrate a capability and a willingness to live in accordance with University rules. Any Student or Student Organization placed on conduct probation may be restricted from participating in certain University activities as specified by the Director of SRR, or designee, or as regulated by other University departments. For the duration of the conduct probation, the Student or Student Organization is not considered in “good disciplinary standing” with the University.

H. Housing Cancellation: The immediate cancellation of a charged Student’s housing contract. Upon the termination of the contract, the charged Student is restricted from all USF residential facilities (dining halls may or may not be included in this restriction). The charged Student will be responsible for any fees associated with the cancellation of the housing contract.

I. Suspension: Termination of a Student’s privilege to attend the University for a specified period of time. This may include a restrictive order that would exclude the Student or Student Organization from campus. In cases where the Student or Student Organization
resides on campus, the Student will be given reasonable time to vacate the residence halls (i.e. 24 to 48 hours). A transcript overlay will be placed on the academic transcript during the period of suspension. Further, while on suspension, a hold will be placed on a Student’s registration ability until all sanctions are complete. The record of suspension will be maintained in a permanent file in SRR.

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

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

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

**IX. PARENTAL NOTIFICATION:**

The University is committed to the success of its Students both inside and outside of the classroom. Therefore, it is the University’s goal to maximize Students’ learning and development, and promote Student health, safety and welfare. In this regard, the University has implemented a Parental Notification Policy, 30.020. Parental Notification permits the University the right to inform parents or guardians when their dependent Student, under the age of 21, has been found in violation of Policy 30.023 Alcohol Policy and/or Policy 0.610 Drug-Free Workplace at the discretion of SRR. Students, whose parents are to be notified under these guidelines, will be
informed before such notification occurs and given an opportunity to initiate contact with their parents, if and when possible.

X. CONDUCT RECORDS AND RETENTION PROCEDURE:

The following applies to individual Student disciplinary records.

Maintenance of Records:

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

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

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

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

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

F. Any educational institution requesting conduct information about a current or former University Student is required to submit the request in writing. If a non-educational agency is requesting information, these requests must include the signature of the Student granting the release of information related to the Student’s disciplinary record.
G. Transcripts of recorded hearings will not be prepared or provided by the University. In cases of external legal review that may require a transcript of a recorded hearing, the Student or advisor may contact the Office of the General Counsel to arrange for the preparation of the written transcript by a court reporting service on the Student’s behalf and at the expense of the requestor. The court reporting service will provide the transcript to the Office of the General Counsel, which will perform a confidentiality review of the transcript and redact any confidential or exempt information pursuant to state or federal law. The requestor shall bear the cost of the transcript preparation and confidentiality review.

H. Destruction of Records:

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

XI. RECORD EXPUNGE MENT PROCESS

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

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

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

1. Cause personal injury;
2. Cause significant property damage;
3. Include a drug violation that could qualify as a felony charge in the legal system;
4. Disrupt the orderly operation of the University;
5. Violate the firearm, explosives, dangerous chemicals, and ammunition or weaponry regulations of the University;
6. Violate the Sexual Misconduct/Sexual Harassment policy;
7. Result in a suspension or expulsion;
8. Occur within the last 30 calendar days;
9. Is still outstanding or pending resolution;

D. Petition Requirements: Petitions must be submitted to deanofStudents@usf.edu;
1. The Petition must be a typed statement signed by the Student explaining the justification for the request and must include the date, name of the Student, U#, email address, phone number, a description of what occurred in the conduct incident, and what the Student has learned from the incident.
2. The petition must include a copy of the application for graduation or a signed letter from the academic advisor stating the intent to graduate and listing all remaining coursework.

E. The Dean of Students will review the statement, the conduct record, and any other pertinent items the Dean of Students chooses to request and/or consider. The Dean’s decision is discretionary and will be sent by email. The decision of the Dean of Students or designee on whether or not to approve the expungement of the conduct record is final and not appealable.

XII. MEMBER INSTITUTIONS:
The foregoing applies to all three member institutions of the University; however, non-substantive procedural modifications to reflect the particular circumstances of each member institution are permitted. Information concerning these procedures is available through the Student conduct at those member institutions. For more information regarding the procedures of each member institution, please refer to the following websites:
• USF (Tampa): http://www.sa.usf.edu/err/page.asp?id=69
• USFSP: http://www.usfsp.edu/dos/sc/
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.
I. PURPOSE AND INTENT

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

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

II. STATEMENT OF REGULATION

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

III. STANDARDS OF BEHAVIOR

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

Commitment to Honor
The Code supports and seeks to put into practice the USF Commitment to Honor. As an ethical community, USF is dedicated to the ideals of excellence in student development, academic learning,
scholarship, and research. Each member of this community is expected to accept and live these commitments:

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

**Academic Disruption**

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

**Amnesty**

**Medical**

The University encourages students to seek emergency medical assistance when faced with an alcohol and/or drug-related emergency and in any situation where a reasonable person believes medical treatment to be appropriate. Students who seek or receive emergency medical assistance for themselves or students who seek assistance for another student experiencing an emergency related to the consumption of alcohol and/or drugs may qualify for amnesty. Any student who qualifies for amnesty under the USF 30.004 Medical Amnesty (Student Reporting) Policy, may not be charged with violations of the Student Code of Conduct as those conduct violations relate to the consumption and/or use of alcohol and/or drugs. Although students who qualify for amnesty may be exempt from the Student Conduct Process, they may be required to complete educational measures.

**Hazing**

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

1. The student was present at an event where, as a result of hazing, an individual appeared to need immediate medical assistance.
2. The student was the first individual to call 911 or USF Police to report the need for immediate medical assistance.
3. The student provided their own name, the address where the immediate medical assistance was needed, and a description of the medical issue to the 911 or USF Police dispatcher at the time of the call.

4. The student remained at the scene with the individual in need of immediate medical assistance until such medical assistance or law enforcement arrived and that the student cooperated with such personnel at the scene of the incident.

For more information about hazing and hazing amnesty, reference 6.0023 Prohibition of Hazing Regulation.

IV. APPLICABILITY & AUTHORITY

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

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

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

Students and student organizations are responsible for their guests and may be held accountable for their guests’ behavior.

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

V. DEFINITION OF TERMS
Administrative Hearing Officer - A faculty or staff member who has been trained to participate in the adjudication of student conduct cases.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**University Activity or University Program** - Any function or event that is hosted, sponsored, or organized by any University member when acting in their official capacity, group, or organization, including but not limited to, student organizations. This includes, but is not limited to, coursework and other academic activities, education abroad, field trips, retreats, social events, philanthropies, and community service events.
University Conduct Board - A panel of faculty, staff, and students who have been trained to participate in the adjudication of student conduct cases.

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

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

Will – Is used in the imperative sense.

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

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

VI. CONDUCT VIOLATIONS

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

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

Alcohol

1. Possession or consumption of alcohol when under the legal drinking age as defined by Florida law.
2. Unlawful sale, distribution, and/or manufacturing of alcohol.
3. Public consumption and/or intoxication according to local ordinance.
4. Hosting or sponsoring a gathering at which the underage consumption of alcohol may or has occurred.

5. Control or operation of any mode of transportation while impaired by alcohol.

6. Use and/or possession of devices with the intent to use for rapid or excessive consumption of alcohol, including but not limited to funnels, ice luges, and beer bongs.

7. Possession and/or use of kegs, coolers, party balls and/or other common source containers.

8. Reporting to class, an organizational meeting or other University event that is specific to the educational mission while under the influence of alcohol.

9. Failure to abide by 30-023 Alcohol Policy and all University protocols, state, and federal laws regarding alcohol.

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

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

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

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

**Disruptive Conduct**

1. Actions and/or behaviors that disrupt, disturb, impair, or interfere with the processes and/or functions of the University or the rights of members of the University community.

2. Actions and/or behaviors that disrupt, disturb, impair, or interfere with the academic environment, and/or failure to abide by USF 3.025 Disruption of Academic Process.

3. Actions and/or behaviors that disrupt, disturb, impair, or interfere with the freedom of movement and speech, and/or academic freedom of any member or guest of the University community.

4. Actions and/or behaviors that disrupt, disturb, impair, or interfere with the student conduct process.

5. Actions and/or behaviors that are disorderly, unruly, and/or disturb the peace.
Domestic Violence – Conduct that includes asserted violent misdemeanor or felony offenses committed by the complainant’s current or former spouse, current or former cohabitant, an individual similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

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

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

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

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

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

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

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

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

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

1. Hazing includes, but is not limited to pressuring or coercing an individual(s) into violating state or federal laws; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of an individual(s); or any activity that would subject an individual(s) to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of an individual(s). Additionally, any hazing that results in permanent and/or serious bodily injury or death.
2. Soliciting an individual(s) to commit or is actively involved in the planning of any act of hazing.
3. Failure to abide by 6.0023 Prohibition of Hazing Regulation and all University protocols, state, and federal laws regarding hazing.
Physical Violence
1. Intentional touching or striking of an individual(s) against their will, or any action causing or attempting to cause potential damage, injury, or harm. This includes, but is not limited to, punching, slapping, scratching, or striking with one’s body or with any object.
2. Unintentional touching or striking of an individual(s) against their will, or any action causing or attempting to cause potential damage, injury, or harm that is with conscious disregard for consequences.

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

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

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

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

2. Non-consensual Sexual Contact - Any intentional sexual touching, however slight, with any object, by an individual upon another individual that is without consent and/or by force.
Sexual contact may include, but is not limited to intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.

3. **Non-consensual Sexual Intercourse** - Any sexual penetration, however slight, with any object, by any individual upon another individual that is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

4. **Quid Pro Quo** - Discriminatory harassment where submission to or rejection of unwelcome conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual’s education (e.g., admission, academic standing, grades, assignment), employment (e.g., hiring, advancement, assignment), or participation in a university program or activity (e.g., campus housing), or is based on power differentials.

5. **Sexual Exploitation** - Attempting or purposely/knowingly taking non-consensual or abusive sexual advantage of another for an individual’s own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples of sexual exploitation, include but are not limited to:
   a. Causing the incapacitation of another individual (through alcohol, drugs, or any other means) for the purpose of compromising that individual’s ability to give affirmative consent to sexual activity.
   b. Allowing third parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., Skype, Zoom, or livestreaming of images).
   c. Engaging in voyeurism (e.g., watching private sexual activity without the consent of the participants or viewing another individual’s intimate parts (including genitalia, groin, breast or buttocks) in a place where that individual would have a reasonable expectation of privacy).
   d. Recording or photographing private sexual activity and/or an individual’s intimate parts (including genitalia, groin, breasts, or buttocks) without consent.
   e. Disseminating or posting images of private sexual activity and/or an individual’s intimate parts (including genitalia, groin, breasts or buttocks) without consent.
   f. Prostituting another individual.
   g. Knowingly exposing another individual to a sexually transmitted infection or virus without the other’s knowledge.
   h. Exposing one’s genitals in non-consensual circumstances.
   i. Inducing another to expose their genitals.
   j. Sexually based stalking and/or bullying.
6. **Unwanted or Unwelcome Sexually Oriented Attention** - Unwanted or unwelcome sexually-oriented remarks or behaviors, that are so sufficiently severe, persistent, or pervasive, on the part of an individual who knows or ought reasonably to know that such remarks or behavior unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the University's educational program and/or activities.

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

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

1. Unauthorized downloading or facilitating others to download copyrighted music, films, and other documents without authorization.
2. Non-consensual recording of wire, oral, or electronic communication acquired by any device when such communication is uttered by an individual exhibiting an expectation that such communication is not subject to interception under circumstances justifying such expectation (i.e. an individual has a reasonable expectation of privacy).
3. Failure to abide by Policy 0-502 Appropriate Use of Information Technology Resources.
4. Failure to abide by Policy 6-036 Unmanned Aircraft System (Drone) Operations.

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

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

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

**Unauthorized Access and/or Use**

1. Unauthorized access or entry to University facilities or any property of any member of the University community without permission.
2. Duplication or use of University keys or access cards without permission.
3. Accessing, duplicating, photographing, altering, and/or misusing any University material (including University intellectual property), files document or record, computer records,
software, data files, and similar entities owned or maintained by any member of the University faculty, administration, staff or student body.

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

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

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

**VII. STUDENT CONDUCT PROCESS**

**Filing an Incident Report**

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

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

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

**Temporary Restrictions**

Temporary restrictions may be issued to ensure a safe environment that promotes personal accountability and supports student success. SCED can issue temporary restrictions to any student and student organization involved in an incident, regardless of whether a determination of potential violations has been made. These may include, but are not limited to, interim suspension, removal from on-campus housing, no contact orders, restrictions from clubs, events, and organizational activities,
and/or restrictions from specific areas on University premises. The student and student organization will receive written notice detailing the issued temporary restrictions.

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

**Issuance of Charges**

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

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

**Informational Meeting**

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

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

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

**Due Process Rights**

**Charged Student/Student Organization**

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

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

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

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

**Complainant**

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

1. Written notice of the Code charge(s) and allegations.
2. A fair and impartial hearing.
3. To be accompanied by an advisor of their choice and expense throughout the Student Conduct Process.

4. The opportunity to review all available information supporting the charges of violations of the Code prior to resolution.

5. The opportunity to present relevant information and witnesses at the Formal Hearing.

6. To not provide self-incriminating testimony. (This right is not applicable to student organizations). Invoking the right against self-incrimination will not be considered as a negative factor in the decision of the Hearing Officer or Hearing Body.

7. The opportunity to question witnesses and the charged student, in specific cases outlined in the Code, in accordance to the Formal Hearing procedure.

8. To receive written notice of the outcome of the Formal Hearing within five (5) days of the hearing.

9. To appeal the decision through the process detailed in the Code (See Appeals).

10. The ability to request alternate arrangements for participation in the Formal Hearing via audio or live-video from another location, and/or participate in a manner that avoids direct contact with the charged student as long as such participation does not infringe on the complainant’s right to question the charged student during the Formal Hearing or infringe on the implementation of Formal Hearing procedure.

11. To submit a written impact statement.

12. To not have prior sexual history considered, except for the testimony offered by the complainant or respondent about their shared sexual history that the panel deems relevant, when determining if a conduct violation has occurred.

Advisor

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

1. The advisor cannot have a potential conflict of interest between the University and/or the case or create an unreasonable conflict with the fair administration of the Student Conduct Process.

2. The advisor may not speak on behalf of, present the case for, serve as a witness, or otherwise participate directly in the Student Conduct Process. If the advisor is an attorney, they must adhere to the same guidelines as any other advisor.

3. It is the student, student organization, and complainant’s responsibility to make appropriate arrangements for their advisor to accompany them throughout the Student Conduct Process. The conduct process will not be delayed due to scheduling conflicts of the chosen advisor.

4. The advisor may be dismissed from the Student Conduct Process for failure to adhere to the parameters of their role. This dismissal will not affect the process and all proceedings will continue.
Resolution Options

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

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

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

Formal Hearing

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

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

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

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

VIII. FORMAL HEARING PROCEDURES

Scheduling

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

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

Witnesses and Relevant Information

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

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

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

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

Challenging Impartiality in a Formal Hearing

The charged student or student organization may challenge the inclusion of any member of the Hearing Body. The challenge must be submitted in writing to the Director of SCED and must detail
an actual bias (such as conflict of interest) that would significantly impact their right to a fair and impartial hearing. The challenge must be submitted at least three (3) days prior to the Formal Hearing. The Director of SCED, or designee, will review the challenge and make a final decision that is not appealable.

Postponements

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

Failure to Attend

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

General Principles of Formal Hearings

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

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

The Hearing Body will make a recommendation of the decision and sanctions to the Hearing Officer. The Hearing Officer may adopt or modify the recommendation of the Hearing Body. If the recommendation is not adopted, the Hearing Officer will include the reason for modifying the recommendation in the Formal Hearing outcome letter.

The charged student or student organization and complainant, in specific cases, will receive written notice of the formal hearing outcome within five (5) days of the Formal Hearing. The formal hearing outcome will include the determination regarding responsibility for conduct violations and applicable sanctions.

### Interim Suspension

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

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

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

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

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

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

If a charged student is placed on an interim suspension, but the charged student is subsequently found not responsible for the conduct violation, the University must:
1. Correct any record of the change in enrollment status in the charged student's permanent records, and report in a manner compliant with state and federal laws, and

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

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

IX. BASIS FOR APPEAL AND APPEAL PROCESS

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

Basis for Appeal

The basis for appeal includes:

1. A violation of due process rights or failure of the University to follow the Student Conduct Process established in this Code that substantially affected the outcome.

2. The introduction of new information that was not available and could not be presented at the time of the Formal Hearing. The individual appealing must demonstrate how the new information could have substantially affected the outcome. The outcomes of a criminal or civil case is not considered new information for the purpose of an appeal.

3. The severity of sanction(s) imposed was disproportionate to the responsible conduct violations.

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

Appeal Process

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

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

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

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

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

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

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

X. SANCTIONS

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

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

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

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

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

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

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

**No Contact Order:** Official directive requesting a student refrain from making contact with another individual(s). Contact may include communication by telephone, in writing, electronically, by third party, or in person both on and off campus.
Restrictions: Specific loss of privileges that may limit participation in student activities and University events or access and use of University premises (e.g. athletic teams, leadership positions, certain buildings and/or locations).

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

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

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

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

XI. AUXILIARY AIDS AND SERVICES

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

XII. PARENTAL NOTIFICATION

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

Maintenance

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

2. All student conduct records in all formats (paper, computer, audio, etc.) resulting in formal charges will be kept in compliance with General Records Schedule GS5, but not for less than seven (7) years from the date of the last incident that the charged student or student organization was involved in that resulted in conduct charges.

3. If a student is suspended or expelled, a record of a violation of University regulations and/or policies will be permanently maintained in the student’s or student organization’s conduct file in SCED and a record of separation may be maintained in the Office of the Registrar.

4. SCED maintains all student conduct records in accordance with the Family Education Rights and Privacy Act (FERPA). SCED will abide by all laws requiring privacy with regard to the Student Conduct Process. In addition, as FERPA does not protect the names of students found responsible for crimes of violence, including forcible sex offenses, or an alleged perpetrator of a non-forcible sex offense when the allegations support a finding that a student has committed a violation of the University’s rules or policies, the University may be required to release that information upon a Chapter 119 public record request.

5. A student may choose to sign a release form granting SCED staff permission to discuss information related to the Student’s disciplinary file with any individual that the student designates. This form is available in SCED. Although this form may provide access to information to a third party, the student remains the primary responsible party for compliance.

6. Any educational institution requesting conduct information about a current or former University student is required to submit the request in writing. If a non-educational agency is requesting information, those requests must include the signature of the student granting the release of information related to the student’s conduct record.

7. Transcripts of recorded hearings will not be prepared or provided by the University. In cases of external legal review that may require a transcript of a recorded hearing, the student or advisor may contact the Office of the General Counsel to arrange for the preparation of the written transcript by a court reporting service on the student’s behalf and at the expense of the requestor. The court reporting service will provide the transcript to the Office of the General Counsel, which will perform a confidentiality review of the transcript and redact any confidential or exempt information pursuant to state or federal law. The requestor will be responsible for the cost of the transcript preparation and confidentiality review.

Retention

1. Records resulting in an educational sanction of expulsion or suspension from the University will be permanently maintained in SCED.

2. No personally identifiable record(s) will be kept after a record has been designated for destruction. Statistical data will be maintained but all information that would identify an individual is removed.
3. All paper records will be destroyed by shredding or other similar process. Computer files will be modified in a manner so that only statistical data that cannot identify an individual is kept. Non-paper information (i.e. audio recordings) will be destroyed in a manner that will ensure that the information cannot be traced to any individual or any disciplinary case.

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

Eligibility
A request for expungement will be available for consideration:

1. One year after the resolution of a conduct case,
2. All assigned sanctions have been successfully completed,
3. An expungement has not previously granted, and
4. The conduct violation(s) did not:
   5. Cause significant property damage.
   6. Include a drug violation that could qualify as a felony charge in the legal system.
   7. Disrupt the orderly operation of the University.
   8. Violate the firearm, explosives, dangerous chemicals, and ammunition or weaponry regulations of the University.
   9. Violate the Sexual Misconduct/Sexual Harassment policy.
   10. Result in a suspension or expulsion.

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

1. Student’s name
2. University identification number (U number)
3. E-mail address
4. Phone number
5. Date of incident
6. Incident report number
The Dean of Students, or designee, will review the statement, the conduct record, and any other pertinent information they choose to request and/or consider. The decision is at the discretion of the Dean of Students, or designee. The student will receive written notice regarding their petition within ten (10) days of receipt of petition. The decision of the Dean of Students, or designee, regarding the expungement of the conduct record is final and not appealable.

XIV. INTERPRETATION AND REVISION

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

Tampa: [http://www.usf.edu/srr/page.asp?id=69](http://www.usf.edu/srr/page.asp?id=69)
St. Petersburg: [http://www.usfsp.edu/dos/sc/](http://www.usfsp.edu/dos/sc/)

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


Certification: The USF System 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.
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
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).
III. APPLICABILITY & AUTHORITY

A. The following Regulation applies to all Students, faculty, and staff who participate in administration of academic classes, programs and research at USF. The processes outlined in this Regulation are meant to govern all colleges exclusive of Doctor of Medicine (MD), the Doctor of Physical Therapy (DPT), the Physician Assistant (MPAS), and the Doctor of Pharmacy (PharmD) Programs to the extent that they maintain procedures and processes for issues regarding academic integrity and/or professionalism.

B. The Academic Integrity Review Process (AIRP) is independent of any other USF process or review. The determinations by the Academic Offices are final. However, this process includes mechanisms for referrals outside of the Academic process to both the Office of Student Conduct and Ethical Development (SCED) and the Division of Research, Integrity and Compliance (DRIC). Each of the offices has the authority to impose independent sanctions on the Student that may be additional, less severe or more severe than the academic sanctions. The Student will be subject to each sanction concurrently and/or consecutively and must comply with the full terms of each.

C. The Student will be assigned the grade by the instructor in the course in which the Student is registered. Jurisdiction of the appeal and review stays with the course; however, if the potential sanction extends outside of the College or Academic unit where the course is housed, jurisdiction is transferred to the Academic Officer with the authority to impose the greater sanction.

IV. DEFINITION OF TERMS

A. Academic Dishonesty is the term used to define a violation of the Academic Integrity Regulation.

B. Academic Integrity Review Board ("AIRB"): The committee that will be appointed by the College Academic Officer to review the Academic Integrity finding and sanction as referenced in Section VII (3).

C. Academic Integrity Review Process ("AIRP"): The steps described in this Regulation that govern how an Academic Integrity violation will be charged, appealed and determined.

D. Academic Officer ("AO") shall mean the individual (or their designee) vested with the authority to impose the recommended academic sanctions by the instructor. The table below is provided as a general guideline.

<p>| Where sanction is applied: | Sanction: | Academic Officer (to be determined by individual cases and title may vary): | Academic Officer for Academic Integrity Appeal: |</p>
<table>
<thead>
<tr>
<th>Course</th>
<th>Grade Assignment;</th>
<th>Instructor’s Supervisor or Department Chair</th>
<th>Dean of College</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>or Removal from</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>Removal from</td>
<td>Chair (or Director for certain Schools)</td>
<td>Dean of College</td>
</tr>
<tr>
<td></td>
<td>Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College</td>
<td>Removal from</td>
<td>Dean of College</td>
<td>Dean of College</td>
</tr>
<tr>
<td></td>
<td>College</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University</td>
<td>Suspension; or</td>
<td>Dean of Graduate/Undergraduate Studies or Chief Academic Officer</td>
<td>Dean of Graduate/Undergraduate Studies or Chief Academic Officer</td>
</tr>
<tr>
<td></td>
<td>Dismissal from</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>University</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 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).

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.

G. **Notice** shall be considered final upon email to a Student’s official USF email address. Additional notice may be sent at the discretion of the parties.

H. **Student Academic Integrity Committee (“SAIC”):** The group of individuals who may be identified by the University as trained academic integrity volunteers. These volunteers may develop academic integrity educational modules and policies and who may be available to serve on an AIRB.

I. **Violations of Academic Integrity:** The behaviors described below are considered violations of the academic standards for both Undergraduate and Graduate Students. The academic sanctions for Graduate Students may be more severe.
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.
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
assignments were submitted in each course. Failure by the Student to obtain the
written permission of each instructor shall be considered a multiple submission.

5. **Complicity** is assisting or attempting to assist another person in any act of academic
dishonesty, even when the intention is not dishonest. A Student will be considered
to be complicit if the Student is aware of an academic integrity violation, is able to
report and fails to do so. In addition:
   a) Students may not allow other Students to copy from their papers during any type
      of examination.
   b) Students may not assist other Students in acts of academic dishonesty by
      providing material of any kind that one may have reason to believe will be
      misrepresented to an instructor or other university official.
   c) Students may not provide substantive information about test questions or the
      material to be tested before or during a scheduled examination unless they have
      been specifically authorized to do so by the course instructor. This does not apply
      to examinations that have been administered and returned to Students in
      previous semesters. However, it may apply to Students enrolled in a multiple-
      section course that uses similar or comparable exams. For example, a Student in
      one section will be considered complicit if such Student assists or provides
      answers or materials to a Student in another section of the same course. In such
      cases, the instructor in both sections may sanction the Students involved.
   d) Students may not have a substitute take an examination or take an examination
      for someone else.
   e) Students may not provide false information regarding attendance of themselves
      or any other student. This section prohibits the use of "clickers" or other
      electronic devices to circumvent or change actual attendance or participation
      records.

6. **Improper Use of Teamwork Credit** is allowing your name to be included on a
group project in which you did not participate. This act is considered a violation of
academic integrity. For reference, general guidelines for appropriate teamwork
participation include, but are not limited to the following:
   a) No team member shall intentionally restrict or inhibit another team member’s
      access to team meetings, team work-in-progress, or other team activities without
      the express authorization of the instructor.
   b) All team members shall be held responsible for the content of all teamwork
      submitted for evaluation as if each team member had individually submitted the
      entire work product of their team as their own work.
   c) Only those persons who participated on the team shall be named in the
      submission of the assignment.

7. **Solicitation or Purchase** is the offering, advertising or responding to solicitations
or purchasing products or services designed to facilitate, support or actively
contribute to the commission of an act of academic dishonesty.
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.
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
notice of that dismissal as a part of the Student’s formal record and transcript.

v. In the event of multiple violations, sanctions may be imposed consecutively or concurrently at the discretion of an AO.

b) Graduate Studies:

i. Graduate 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 Students: For Undergraduate 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(C) below.

1. Level One

a) CONDUCT:

Level One violations may occur because of inexperience or lack of knowledge of principles of academic integrity on the part of persons committing the violation. These violations address incidents when intent is questionable and are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. The following are examples:

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 minor infraction).

ii. Failure to footnote or give proper acknowledgment in an extremely limited section of an assignment.

iii. Use of direct phrasing from tutors rather than re-writing into the Student’s own voice.

b) ACADEMIC SANCTIONS:

i. Reduction or no credit given for the original assignment.

ii. An assigned paper or research project on a relevant topic.

iii. A make-up assignment at a more difficult level than the original assignment.

iv. Required attendance and tuition cost for a non-credit workshop or seminar on ethics or related subjects.
2. **Level Two**

   a) **CONDUCT:**

   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:

   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).

   ii. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.

   iii. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.

   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.

   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.

   b) **ACADEMIC SANCTIONS:**

   i. Failing grade for the assignment involved with the grade in the course determined in the normal manner.

   ii. Failing grade for the course, which may be an “F” or “FF” on the internal transcript.

3. **Level Three**

   a) **CONDUCT:**

   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:

   i. Copying on examinations.
ii. Plagiarizing major or essential portions of a written assignment.
iii. Acting to facilitate copying during an exam.
iv. Using prohibited materials not approved by the instructor (e.g. books, notes, electronic devices, online resources, or calculators) during an examination.
v. Collaborating before an exam to develop methods of exchanging information and implementation thereof.
vi. Altering examinations for the purposes of re-grading.
vii. Acquiring or distributing an examination from unauthorized sources prior to the examination.
viii. Presenting the work of another as one's own.
ix. Acquired or used a purchased term paper or other materials (even if the source is cited).
x. Removing posted or reserved material, or preventing other Students from having access to it.
xii. Fabricating data by inventing or deliberately altering material (this includes citing "sources" that are not, in fact, sources).

b) ACADEMIC SANCTIONS*:

i. Failing grade for the course with a designation of “FF” on Student’s internal transcript.

Possible suspension from the university for one (1) semester for particularly egregious infractions. Level Four*

a) CONDUCT:

i. All academic infractions committed after return from suspension for a previous academic honesty violation.

ii. Infractions of academic honesty in ways similar to criminal activity (such as forging a grade form, stealing an examination from a professor or from a university office; buying an examination; or falsifying a transcript to secure entry into the university or change the record of work done at the university).

iii. Having a substitute take an examination or taking an examination for someone else.

iv. Fabrication of evidence, falsification of data, quoting directly or paraphrasing without acknowledging the source, and/or presenting the ideas of another as one's own in a senior thesis.

v. Sabotaging another Student's work through actions designed to prevent the Student from successfully completing an assignment.

vi. Willful violation of a canon of the ethical code of the profession for which a Student is preparing.

b) ACADEMIC SANCTIONS*:
Sanctions for Level Four violations include suspension; or permanent academic dismissal from the university with the designation of "Dismissed for Academic Dishonesty" to be placed permanently on a Student's external transcript.

C. Severity of Academic Integrity for Graduate Students

1. The Office of Graduate Studies has no levels of severity as any violation may result in immediate dismissal. Students will be held to the standards provided for Graduate Studies if those Students are admitted to a Graduate degree program or Graduate certificate or any Student taking Graduate level courses. The instructor will determine the severity of the offense and the appropriate grade. Any Student in a Graduate Studies course who receives an “FF” grade is subject to immediate dismissal and or expulsion. The grade assignments and additional academic sanctions will depend on the seriousness of the offense and may range from the receipt of:

   a) An “F” or “Zero” grade on the subject paper, lab report, etc.
   b) An “F” in the course or activity in which credit may be earned.
   c) An “FF” in the course (leading to expulsion from the university).
   d) Academic Dismissal for any violations of academic dishonesty Regulations or Policies.
   e) Possible revocation of the degree or Graduate Certificate following a thorough investigation.

D. “FF” Grade Guidelines:

1. Instructors may assign an “FF” grade in specific circumstances. An “FF” grade is noted on the Student’s USF record; indicates academic dishonesty, and is only reflected on internal records. Any Undergraduate Student who receives an “FF” grade in a course is restricted from repeating the course using the Grade Forgiveness Policy. For Graduate Students, an “FF” grade will lead to permanent dismissal from the university (in cases of permanent dismissal from the university a notation may be added to the official USF transcript).

2. If a Student who has been accused of academic dishonesty drops the course the Student’s registration in the course will be reinstated until the issue is resolved.

3. Any final course grade may be changed to an “FF”, “F”, or other grade depending on the instructor’s decision or the ultimate resolution of the Academic Integrity Review Process. This includes any determination of a violation of the Academic Integrity Regulation that is not detected until after the Student has dropped or completed the course or during or after the Academic Integrity Review Process.
VI. PROCESS STEPS:

1. The instructor identifies or learns of an academic integrity violation.

2. The instructor identifies the severity level of the violation (see Section V(B)) and discusses the violation with the Chair/Director.

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.

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).

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.

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.

7. Final Notice of Academic Sanction by the Department level Chair/Director:

(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
described in Section VII: Academic Integrity Appeal). Recommended Sanctions that include suspension or dismissal from the University will trigger an automatic appeal at the College level. The College Dean will forward the final recommendation regarding suspension or dismissal to the Dean of Undergraduate Studies for a final university decision.

(b) Graduate Students: Graduate Studies uses an internal document which processes the request for academic sanctions up to and including dismissal and the Dean of Graduate Studies provides notice to the Student.

If a Student files an appeal (Section VII below), the final notice will not be imposed or noted until after the appeal process is complete unless the Dean feels immediate action is necessary.

Referral to SCED & DRIC: The Academic Offices are responsible for the AIRP and assignment of academic sanctions. If the instructor or Chair/Director determines the conduct also rises to a violation of the Student Conduct Code or the expectations and standards of the Division of Research, Integrity and Compliance (DRIC), the instructor or Chair/Director may make a referral to those offices. The instructor or Chair/Director making the referral should notify those additional offices of any pending or final academic sanction. A determination by SCED or DRIC is separate and distinct from the AIRP and any academic sanction. The Student must comply with all sanctions imposed by each office (a lesser sanction or different determination by the conduct offices does not impact the Academic sanction).

Submission of FF Grade: If the sanction is a FF grade, the instructor will enter an “F” at the end of the term using eGrades, and use the functionality of the Refer Students tool to officially submit the FF grade to the university.

Transcript/Record:

- An Academic Integrity dismissal from the University will be reflected on a Student’s official transcript.
- A grade sanction (such as an “FF”) or other lower sanction is reflected on the Student’s internal USF record.

VII. ACADEMIC INTEGRITY APPEAL:

If the Student identifies that the determination of the academic integrity violation or related grade assignment or sanction either (1) had no factual basis or could not be reasonably inferred by the facts as presented or (2) violated a University Regulation or Policy, the Student must allege the absence of factual support or basis or the specific Regulation or Policy violated and provide it as part of an academic integrity appeal. A Student who has accepted responsibility for the academic integrity violation itself (either in writing or verbally) to the instructor or administrator may not challenge the factual basis and may only appeal the
severity of the sanction imposed (See Section V(B)). The Student may appeal after notice of the final academic sanction(s). The Student may remain enrolled in their academic program until the conclusion of the appeal process unless the Dean determines that the Student may not remain enrolled and advises the Student in writing accordingly. The appeal process steps for academic integrity issues are:

1. Student Written Appeal: After notice of the academic sanction, the Student may send a written appeal to the Dean copying the instructor by email within fifteen (15) Academic days of the grade determination or final academic sanction. University closures do not count toward the three-week total, and additional time may be granted at the discretion of the Dean as necessary. If it is unclear who the designated Dean should be, the Student may ask the instructor to identify the appropriate Dean. The Student’s written appeal may be an email request and must contain a concise statement of the Student’s position including the factual deficiency or the specific Regulation or Policy violated. This statement should include why the Student feels the determination by the instructor and/or Chair/Director was not correct and must include all documentation available that supports the Student’s position.

2. Initial Review of Appeal: As general complaints or disagreements with the instructor’s decision are not grounds for appeal and Students who have accepted responsibility at any time in the process may only appeal imposed sanctions, the Dean may make an initial review of the appeal to identify the limits of the appeal and to verify that the Student has clearly identified that there was no factual basis for the instructor’s determination and/or the specific Regulation or Policy violated. If the Dean elects to make this initial review, the Dean may clarify the parameters of the appeal (sanctions only), or dismiss the appeal as insufficient. The Dean must send the Student and instructor notice of this determination within fifteen (15) Academic days of receiving the Student’s written appeal, copying the instructor’s supervisor or department chair. This will be a final University decision.

3. Dean Appointment of Board: If the Dean does not dismiss the appeal, the Dean may move the appeal forward with or without the initial review or after the review set parameters for the appeal (if it is for sanctions only). The Dean will appoint an Academic Integrity Review Board (AIRB) composed of Students and instructors or administrators at the Dean’s discretion, provided that there are at least three (3) individuals, one (1) of which is an instructor or administrator and one (1) Student.

4. Selection of AIRB members: Although the Dean may select any Students to serve on the AIRB, if there are Student Academic Integrity Committee (SAIC) members available to serve, the Dean may preferentially select the Student board members from the SAIC to serve on the AIRB. The Students serving on the AIRB do not need to be from the College in which the appeal was filed. However, when possible undergraduate Students should
serve on AIRB for undergraduate Student appeals, graduate Students for graduate Student appeals, clinical Students for clinical Student appeals, and medical Students for medical Student appeals.

5. Meeting of the AIRB: Unless extended by written notice of the Dean or other extenuating circumstance, the AIRB will meet within fifteen (15) Academic days from the time the Dean receives the Student’s written appeal. The Dean will advise the Student by email of the date, time and place of the AIRB review. If the Student or instructor has a justifiable conflict, the Student or instructor may make one (1) written request to reschedule the review emailed to the Dean with the reason for the request, noting any known foreseeable conflicts into the next fifteen (15) Academic days. The one-time extension may be granted at the discretion of the Dean. (The timelines provided in this Regulation may be extended at the Dean’s discretion with written notice to the Student and instructor).

6. AIRB Review Steps and Further Appeals:

   a. At the Review, the Student and instructor will each be afforded an opportunity to present their position with reasonable time limits not to exceed fifteen (15) minutes per person.

   b. The Student may bring one (1) person to serve as an advisor; however that person may not act as a legal representative, argue, present, or participate in any active way in the review, including through communications by verbal, written or electronic promptings with the Student.

   c. Each party may be present during the other’s position statement. Neither party may ask questions of the other, argue, or respond to the other’s statement. The AIRB may question both parties at any time during the proceedings.

   d. The AIRB will deliberate in private and render a decision within three (3) weeks of the AIRB review and offer its determination as a recommendation to the Dean (or equivalent depending on the organizational structure of the USF institution) with copy to the Student by email. The Student and instructor’s concise written statements will be included with the AIRB’s recommendation. The Dean will have three (3) weeks to accept or not accept the determination of the AIRB. (a) If the Dean accepts the determination of the AIRB, that is a final university decision and there is no further review available at the university. (b) If the Dean does not accept the determination of the AIRB, the Dean must refer the matter to the university level (Deans of UGS/OGS for Undergraduate and Graduate reviews, respectively, or the Chief Academic Officer (See Section IV(C)). The University Level officer
will have three (3) weeks to make a final determination, and may request to review any additional information necessary or may limit the review to the initial statements provided by the Student and instructor upon initiation of the Academic Integrity Appeal Review and the Dean’s Statement. The University Academic Integrity Officer will issue a determination in writing by email to the Student, instructor and the Dean. This will be a final university decision.

7. Recommended Sanctions that include suspension or dismissal from the University will trigger an automatic appeal at the College level, as described above.

8. In the event the determination and final university decision is an “FF” grade with Academic Dishonesty noted and/or a related dismissal from the College or University, the Student may appeal that final university decision within thirty (30) Academic days to the county Circuit Court by way of Writ of Certiorari.

Authority: Art. IX, Sec. 7, Fla. Const.; FL Board of Governors Regulation 1.001(4)(a); s.1006.60(4)FS.

History – New (BOT approval) 12-11-08. Amended 12-4-14, 1-7-15 (technical), 2-18-15 (technical), 6-3-15 (technical), and 5-31-16 (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.
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(DC).

III. APPLICABILITY & AUTHORITY
A. The following Regulation applies to all students, instructional faculty, and staff who participate in administration of academic classes, programs and research at USF. The processes outlined in this Regulation are meant to govern all colleges exclusive of Doctor of Medicine (MD), the Doctor of Physical Therapy (DPT), the Physician Assistant (MPAS), and the Doctor of Pharmacy (PharmD) Programs the MD and DPT programs within the College of Medicine and the College of Pharmacy to the extent that they maintain procedures and processes for issues regarding academic integrity and/or professionalism.

B. The Academic Integrity Review Process (AIRP) is independent of any other USF process or review. The determinations by the Academic Offices are final. However, this process includes mechanisms for referrals outside of the Academic process to both the Office of Student Conduct and Ethical Development (SCED) Student Rights and Responsibilities (SRR) and the Division of Research, Integrity and Compliance (DRIC). Each of the offices has the authority to impose independent sanctions on the student that may be additional, less severe or more severe than the academic sanctions. The student will be subject to each sanction concurrently and/or consecutively and must comply with the full terms of each.

C. The student will be assigned the grade by the instructor in the course in which the student is registered. Jurisdiction of the appeal and review stays with the course; however, if the potential sanction extends outside of the College or Academic unit where the course is housed, jurisdiction is transferred to the Academic Officer with the authority to impose the greater sanction.

IV. DEFINITION OF TERMS

A. **Academic Dishonesty** is the term used to define a violation of the Academic Integrity Regulation.

B. **Academic Integrity Review Board ("AIRB")**: The committee that will be appointed by the College Academic Officer to review the Academic Integrity finding and sanction as referenced in Section VII (2).

C. **Academic Integrity Review Process ("AIRP")**: The steps described in this Regulation that govern how an Academic Integrity violation will be charged, appealed and determined.

D. **Academic Officer ("AO")** shall mean the individual (or their designee) vested with the authority to impose the recommended academic sanctions by the instructor. The appropriate AO may vary by institution, circumstance or factual basis of each case. In the event it is unclear, the Chief Academic Officer or their designee will identify the appropriate AO. The table below is provided as a general guideline.
Academic Dishonesty occurred in: Where sanction is applied:

<table>
<thead>
<tr>
<th>Sanction:</th>
<th>Academic Officer (to be determined by individual cases and title may vary):</th>
<th>Academic Officer for Academic Integrity Appeal:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Grade Assignment; or Removal from course</td>
<td>Instructor’s Supervisor or Department Chair</td>
</tr>
<tr>
<td>Program</td>
<td>Suspension; or Removal from Program</td>
<td>Chair (or Director for certain Schools)</td>
</tr>
<tr>
<td>College</td>
<td>Suspension; or Removal from College</td>
<td>Dean of College</td>
</tr>
<tr>
<td>University or institution</td>
<td>Suspension; or Dismissal from University</td>
<td>Dean of Graduate/Undergraduate Studies or Chief Academic Officer</td>
</tr>
</tbody>
</table>

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*).

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.

G. **Notice** shall be considered final upon email to a Student’s official USF email address. Additional notice may be sent at the discretion of the parties.

H. **Student Academic Integrity Committee (“SAIC”):** The group of individuals who may be identified by the University as trained academic integrity volunteers. These
volunteers may develop academic integrity educational modules and policies and who may be available to serve on an AIRB.

H.I. Violations of Academic Integrity: The behaviors described below are considered violations of the academic standards for both Undergraduate and Graduate students. The academic sanctions for Graduate students may be more severe.

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.

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 assignments were submitted in each course. Failure by the student to obtain the written permission of each instructor shall be considered a multiple submission.

5. **Complicity** is assisting or attempting to assist another person in any act of academic dishonesty, even when the intention is not dishonest. A student will be considered to be complicit if the student is aware of an academic integrity violation, is able to report and fails to do so. In addition:

a) **Students** may not allow other students to copy from their papers during any type of examination.

b) **Students** may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other university official.

c) **Students** may not provide substantive information about test questions or the material to be tested before or during a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to examinations that have been administered and returned to enrolled in a multiple-section course that uses similar or comparable exams. For example, a student in one section will be considered complicit if such provides answers or materials to a student in another section of the same course. In such cases, the instructor in both sections may sanction the students involved.

d) **Students** may not have a substitute take an examination or take an examination for someone else.

e) Students may not provide false information regarding attendance of themselves or any other student. This section prohibits the use of "clickers" or other electronic devices to circumvent or change actual attendance or participation records.

6. **Improper Use of eTeamwork Credit** is allowing your name to be included on a group project in which you did not participate. This act is considered a violation of
academic integrity. For reference, general guidelines for appropriate teamwork participation include, but are not limited to the following:

a) No team member shall intentionally restrict or inhibit another team member’s access to team meetings, team work-in-progress, or other team activities without the express authorization of the instructor.

b) All team members shall be held responsible for the content of all teamwork submitted for evaluation as if each team member had individually submitted the entire work product of their team as their own work.

c) Only those persons who participated on the team shall be named in the submission of the assignment.

7. **Solicitation or Purchase** is the offering, advertising or responding to solicitations or purchasing products or services designed to facilitate, support or actively contribute to the commission of an act of academic dishonesty.

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.

8.9. **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.

9. **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.

10. 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.

11. Misuse of Intellectual Property is the illegal use of copyright materials, trademarks, trade secrets or intellectual properties.

12. 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) Graduate Studies:

Graduate 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.
a) Undergraduate Studies:

i. For the first “FF” recorded in an Undergraduate student’s academic record, the student will receive a 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 notice of that dismissal as a part of the 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 AO.

b) Graduate Studies:

i. Graduate 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 Students:

For Undergraduate 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.

1. Level One

a) CONDUCT:
Level One violations may occur because of inexperience or lack of knowledge of principles of academic integrity on the part of persons committing the violation. These violations address incidents when intent is questionable and are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. The following are examples:

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 minor infraction).

ii. Failure to footnote or give proper acknowledgment in an extremely limited section of an assignment.

b) ACADEMIC SANCTIONS:

i. Reduction or no credit given for the original assignment.

ii. An assigned paper or research project on a relevant topic.

iii. A make-up assignment at a more difficult level than the original assignment.

iv. Required attendance and tuition cost for a non-credit workshop or seminar on ethics or related subjects.

2. Level Two

a) CONDUCT:

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:

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).

ii. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.

iii. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.

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.
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.

b) ACADEMIC SANCTIONS:

i. Failing grade for the assignment involved with the grade in the course determined in the normal manner.

ii. Failing grade for the course, which may be an “F” or “FF” on the internal transcript.

3. Level Three*

a) CONDUCT:

-Level Three is characterized by violations that affect a major or essential portion of work done to meet course requirements, involves premeditation, or demonstrates repetition or both in violations of Level One or Level Two violations, including repeating any one or more of the following actions. The following are examples of single-infraction incidents of this level:

i. Copying on examinations.

ii. Plagiarizing major or essential portions of a written assignment.

iii. Acting to facilitate copying during an exam.

iv. Using prohibited materials, not approved by the instructor, (e.g. books, notes, flashcards, electronic devices, online resources, or calculators) during an examination.

v. Collaborating before an exam to develop methods of exchanging information and implementation thereof.

vi. Altering examinations for the purposes of re-grading.

vii. Acquiring or distributing an examination from unauthorized sources prior to the examination.

viii. Presenting the work of another as one's own.

ix. Using Acquired or used a purchased term paper or other materials (even if the source is cited).

x. Removing posted or reserved material, or preventing other students from having access to it.

xi. Fabricating data by inventing or deliberately altering material (this includes citing "sources" that are not, in fact, sources).

xii. Using unethical or improper means of acquiring data.

b) ACADEMIC SANCTIONS*:

11
432  i. Failing grade for the course with a designation of “FF” on studentStudent’s internal transcript.
433  ii. Possible suspension from the university for one (1) semester for particularly egregious infractions.

436  4. Level Four*

437  a) CONDUCT:

438  i. All academic infractions committed after return from suspension for a previous academic honesty violation.
439  ii. Infractions of academic honesty in ways similar to criminal activity (such as forging a grade form, stealing an examination from a professor or from a university office; buying an examination; or falsifying a transcript to secure entry into the university or change the record of work done at the university).
440  iii. Having a substitute take an examination or taking an examination for someone else.
441  iv. Fabrication of evidence, falsification of data, quoting directly or paraphrasing without acknowledging the source, and/or presenting the ideas of another as one's own in a senior thesis.
442  v. Sabotaging another studentStudent’s work through actions designed to prevent the studentStudent from successfully completing an assignment.
443  vi. Willful violation of a canon of the ethical code of the profession for which a studentStudent is preparing.

453  b) ACADEMIC SANCTIONS*:

454  The typical Sanctions for all Level Four violations include suspension; or permanent academic dismissal from the university with the designation of "Dismissed for Academic Dishonesty" to be placed permanently on a studentStudent’s external transcript.

459  G. Centralized Reporting:

460  1.* In all Level 3 or Level 4 violations, the instructor must send a concise written statement including details of the date, time, and incident particulars (the “Report”) to the AO to consider additional academic sanctions above the grade assignment.

465  2. In Level 2, 3 and 4 violations, the instructor should contact the Dean of Undergraduate/Graduate Studies to track academic integrity violations/violators (Referred to as an “AIO”). The instructor must send a copy of the Report to the University’s AIO. The AIO will have exclusive access to the Reports and will only share the Reports to instructors or academic advisors in the event of multiple Reports regarding a single studentStudent. This will enable appropriate handling of multiple violations.
DC. Severity of Academic Integrity for Graduate Students

1. The Office of Graduate Studies has no levels of severity as any violation may result in immediate dismissal. Students will be held to the standards provided for Graduate Studies if those are admitted to a Graduate degree program or Graduate certificate or any taking Graduate level courses. The instructor will determine the severity of the offense and the appropriate grade. Any student in a Graduate Studies course who receives an “FF” grade is subject to immediate dismissal and or expulsion. The grade assignments and additional academic sanctions will depend on the seriousness of the offense and may range from:

   a) An “F” or “Zero” grade on the subject paper, lab report, etc.
   b) An “F” in the course or activity in which credit may be earned.
   c) An “FF” in the course (leading to expulsion from the university).
   d) Academic Dismissal for any violations of academic dishonesty Regulations or Policies.
   e) Possible revocation of the degree or Graduate Certificate following a thorough investigation.

D. “FF” Grade Guidelines:

1. Instructors may assign an “FF” grade in specific circumstances. An “FF” grade is noted on the student’s USF record, indicates academic dishonesty, and is only reflected on internal records. Any Undergraduate Student who receives an “FF” grade in a course is restricted from repeating the course using the Grade Forgiveness Policy. For Graduate Students, an “FF” grade will lead to permanent dismissal from the university (in cases of permanent dismissal from the university a notation may be added to the official USF transcript).

2. If a student who has been accused of academic dishonesty drops the course the student’s registration in the course will be reinstated until the issue is resolved.

3. Any final course grade may be changed to an “FF”, “F”, or other grade depending on the instructor’s decision or the ultimate resolution of the Academic Integrity Review Process. This includes any determination of a violation of the Academic Integrity Regulation that is not detected until after the student has dropped or completed the course or during or after the Academic Integrity Review Process.
VI. PROCESS STEPS:

1. The instructor identifies or learns of an academic integrity violation.

2. The instructor identifies the severity level of the violation (see Section V(B)) and discusses the violation with the Chair/Director Department level AO.

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 Department level AO 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 Department level AO on recommendations concerning the incident, process, and/or sanctions as needed.

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 ten-fifteen (10/5) business Academic days of determination of the grade if possible).

5. Final Notice of Academic Sanction by the Instructor: Within ten-fifteen (10/5) business 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 and inform the student of the right to appeal. If the instructor does recommend additional academic sanctions, the instructor will assign the grade sanction and advise the student and Chair/Director Department level AO 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.

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 Student tool within the Learning Management Software, and complete the ensuing survey.

7. Final Notice of Academic Sanction by the Department level AO Chair/Director:

(a) Undergraduate Students: Within ten-fifteen (10/5) business Academic days of receipt of the recommendation Final Notice of Academic Sanction from the instructor, the Chair/Director AO will determine any additional academic sanctions, if applicable, and notify the student by email. The student may grieve
appeal to the Dean of the College, the final notice by the Department level AO and ask that it be reviewed by the College Dean, who will determine if the student's grievance is appealable. The Dean will determine the final decision for reviews involving an assignment with alleged academic dishonesty. Appeals for final grades and sanctions will be considered by the Dean and may be appealable to an AIRB (as described in Section VII: Academic Integrity Appeal). Recommended Sanctions that include suspension or dismissal from the University will trigger an automatic appeal at the College level. The College Dean will forward the final recommendation regarding suspension or dismissal to the Dean of Undergraduate Studies for a final university decision.

(b) Graduate Students: Graduate Studies uses an internal document which processes the request for academic sanctions up to and including dismissal and the Dean of Graduate Studies provides notice to the student.

8. Reports to a designated centralized office:

The instructor or the AO may make a referral to an internal university office responsible for tracking academic integrity violations/violators if one has been designated as detailed in Section V (C).

9. If a student files an appeal (Section VII below), the final notice will not be imposed or noted until after the appeal process is complete unless the Academic Officer feels immediate action is necessary.

10. Referral to SRR, SCED & DRIC: The Academic Offices are responsible for the AIRP and assignment of academic sanctions. If the instructor or Chair/Director AO determines the conduct also rises to a violation of the Student Conduct Code or the expectations and standards of the Division of Research, Integrity and Compliance (DRIC), the instructor or Chair/Director AO may make a referral to those offices. The instructor or Chair/Director AO making the referral should notify those additional offices of any pending or final academic sanction. A determination by SRR-SCED or DRIC is separate and distinct from the AIRP and any academic sanction. The student must comply with all sanctions imposed by each office (a lesser sanction or different determination by the conduct offices does not impact the Academic sanction).

10. Submission of FF Grade: If the sanction is a FF grade, the instructor will enter an “F” at the end of the term using eGrades, and use the functionality of the Refer tool to officially submit the FF grade to the university.

10.11. Transcript/Record:
• An Academic Integrity dismissal from the University will be reflected on a student’s official transcript.

• A grade sanction (such as an “FF”) or other lower sanction is reflected on the student’s internal USF record.

VII. ACADEMIC INTEGRITY APPEAL:

If the student identifies that the determination of the academic integrity violation or related grade assignment or sanction either (1) had no factual basis or could not be reasonably inferred by the facts as presented or (2) violated a University Regulation or Policy, the student must allege the absence of factual support or basis— or the specific Regulation or Policy violated and provide it as part of an academic integrity appeal. A student who has accepted responsibility for the academic integrity violation itself (either in writing or verbally) to the instructor or administrator, may not challenge the factual basis and may only appeal the severity of the sanction imposed (See Section V(B)).

The student may appeal after notice of the final academic sanction(s), which is either (1) the instructor’s grade determination; or (2) if there are additional academic sanctions, after those additional academic sanctions are reviewed and determined by the Dean. The student may remain enrolled in their academic program until the conclusion of the appeal process unless the Dean determines that the student may not remain enrolled and advises the student in writing accordingly. The appeal process steps for academic integrity issues are:

1. Student Written Appeal: After notice of the academic sanction, the student may send a written appeal to the Dean copying the instructor by email within ten (10) days fifteen (15) business Academic days of the grade determination or final academic sanction. University closures do not count toward the three-week total, and additional time may be granted at the discretion of the Dean as necessary. If it is unclear who the designated Dean should be, the student may ask the instructor to identify the appropriate Dean. The student’s written appeal may be an email request and must contain a concise statement of the student’s position including the factual deficiency or the specific Regulation or Policy violated. This statement should include why the student feels the determination by the instructor and/or Chair/Director AO was not correct and must include all documentation available that supports the student’s position.

2. Initial Review of Appeal: As general complaints or disagreements with the instructors decision are not grounds for appeal and students who have accepted responsibility at any time in the process may only appeal imposed sanctions—the Dean may make an initial review of the appeal to identify the limits of the appeal and to verify that the student has clearly identified that there was no factual basis for the instructor’s
determination and/or the specific Regulation or Policy violated. If the Dean elects to make this initial review, the Dean may clarify the parameters of the appeal (sanctions only), or dismiss the appeal as insufficient. The Dean must send the student's written appeal, copying the instructor’s supervisor or department chair. This will be a final University decision.

3. Dean Appointment of Board: If the Dean does not dismiss the appeal, the Dean may move the appeal forward with or without the initial review or after the review set parameters for the appeal (if it is for sanctions only). The Dean will appoint an Academic Integrity Review Board (AIRB) composed of student-students and instructors or administrators at the Dean’s discretion, provided that there are at least three (3) individuals, one (1) of which is an instructor or administrator and one (1) student-student.

4. Selection of AIRB members: Although the Dean may select any student-students to serve on the AIRB, if the university system member establishes an Academic Integrity Committee (SAIC) at that institution, and there are SAIC members available to serve, the Dean shall may preferentially select the student-student board members from the SAIC to serve on the AIRB at that institution. The student-students serving on the AIRB do not need to be from the College in which the appeal was filed. However, when possible undergraduate student-students should serve on AIRB for undergraduate student-student appeals, graduate student-students for graduate student-student appeals, clinical student-students for clinical student-student appeals, and medical student-students for medical student-student appeals.

5. Meeting of the AIRB: Unless extended by written notice of the Dean or other extenuating circumstance, the AIRB will meet within three—fifteen (315) weeks business Academic days from the time the Dean receives the student-student’s written appeal. The Dean will advise the student-student by email of the date, time and place of the AIRB review. If the student-student or instructor has a justifiable conflict, the student-student or instructor may make one (1) written request to reschedule the review emailed to the Dean with the reason for the request, noting any known foreseeable conflicts into the next three (3) weeks fifteen (15) business Academic days. The one-time extension may be granted at the discretion of the Dean. (The timelines provided in this Regulation may be extended at the Dean’s discretion with written notice to the student-student and instructor).

6. AIRB Review Steps and Further Appeals:
a. At the Review, the student and instructor will each be afforded an opportunity to present their position with reasonable time limits not to exceed fifteen (15) minutes per person.

b. The student may bring one (1) person to serve as an advisor; however that person may not act as a legal representative, argue, present, or participate in any active way in the review, including through communications by verbal, written or electronic promptings with the student.

c. Each party may be present during the other’s position statement. Neither party may ask questions of the other, argue, or respond to the other’s statement. The AIRB may question both parties at any time during the proceedings.

d. The AIRB will deliberate in private and render a decision within three (3) weeks of the AIRB review and offer its determination as a recommendation to the Dean (or equivalent depending on the organizational structure of the USF institution) with copy to the student by email. The student and instructor’s concise written statements will be included with the AIRB’s recommendation. The Dean will have three (3) weeks to accept or not accept the determination of the AIRB. (a) If the Dean accepts the determination of the AIRB, that is a final university decision and there is no further review available at the university. (b) If the Dean does not accept the determination of the AIRB, the Dean must refer the matter to the University level (Deans of UGS/OGS for Undergraduate and Graduate reviews, respectively, or the Chief Academic Officer (See Section IV(C)). The University Level officer (a) will have three (3) weeks to make a final determination, and (b) may request to review any additional information necessary or may limit the review to the initial statements provided by the student and instructor upon initiation of the Academic Integrity Appeal Review and the Dean’s Statement. The University Academic Integrity Officer (c) will issue a determination in writing by email to the student, instructor and the Dean. This will be a final university decision.

7. Recommended Sanctions that involve include suspension or expulsion dismissal from the University will trigger an automatic appeal at the College level, as described above.

8. In the event the determination and final university decision is an “FF” grade with Academic Dishonesty noted and/or a related dismissal from the College or University, the student may appeal that final university decision within thirty (30) business days to the county Circuit Court by way of Writ of Certiorari.

Authority: Art. IX, Sec. 7, Fla. Const.; FL Board of Governors Regulation 1.001(4)(a); s.1006.60(4)FS.
History – New (BOT approval) 12-11-08. Amended 12-4-14, 1-7-15 (technical), 2-18-15 (technical), 6-3-15 (technical), and 5-31-16 (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.
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.
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

Traditional FTE= 21,631
On-Line FTE= 6,695
TOTAL FTE= 28,326

Revised 2.04.2020

Source: BOG 2016

<table>
<thead>
<tr>
<th></th>
<th>Classroom**</th>
<th>Teaching Lab**</th>
<th>Study</th>
<th>Research Lab</th>
<th>Office</th>
<th>Audi/Exhib.**</th>
<th>Instruct. Media</th>
<th>Academic Support</th>
<th>Gym**</th>
<th>Support Services</th>
<th>Total NASF</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-17 existing inventory</td>
<td>193,126</td>
<td>304,709</td>
<td>246,097</td>
<td>256,003</td>
<td>625,167</td>
<td>41,225</td>
<td>7,487</td>
<td>0</td>
<td>95,202</td>
<td>97,131</td>
<td>2,598,418</td>
</tr>
<tr>
<td>Unsatisfactory Space with No Requested Action</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>311,807</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>311,807</td>
</tr>
<tr>
<td>Unsatisfactory Space to be Renovated/Remodeled</td>
<td>0</td>
<td>142,846</td>
<td>142,846</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unsatisfactory Space to be Terminated</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unsatisfactory Space to be Demolished</td>
<td>0</td>
<td>9,013</td>
<td>9,013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Under Construction</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL CURRENT INVENTORY:</td>
<td>193,126</td>
<td>304,709</td>
<td>246,097</td>
<td>256,003</td>
<td>677,066</td>
<td>41,225</td>
<td>7,487</td>
<td>0</td>
<td>95,202</td>
<td>97,131</td>
<td>2,605,050</td>
</tr>
</tbody>
</table>

2) Projects Funded for Construction as of June 30th

<table>
<thead>
<tr>
<th></th>
<th>Classroom**</th>
<th>Teaching Lab**</th>
<th>Study</th>
<th>Research Lab</th>
<th>Office</th>
<th>Audi/Exhib.**</th>
<th>Instruct. Media</th>
<th>Academic Support</th>
<th>Gym**</th>
<th>Support Services</th>
<th>Total NASF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placed</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Planned Demolition</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Placed and Total Planned Demolition | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Net Space Needs: 66,449 | 19,760 | 265,771 | 449,147 | (118,273) | 23,669 | 111,817 | 0 | 34,586 | 65,025 | 916,751 |

Percent of: Current Inventory and Funded Projects
Minus Demolition
Space Needs 74% | 94% | 46% | 37% | 114% | 64% | 1% | 73% | 57% | 71%

(*Online FTE excluded from Classroom, Teaching Lab, Auditorium/Exhibition, and Gymnasium needs.)
<table>
<thead>
<tr>
<th>Project</th>
<th>Description</th>
<th>Subtotal Needs</th>
<th>Percent</th>
<th>2020-2021 CIP</th>
<th>Subtotal Needs</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judy Genshaft Honors College</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remodel Bio-Science Facility: Research Labs (BSF)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENR &amp; ENG Remodel: Addition; other space use unchanged</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remodel to Relocate University Police (MHF)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remodel to Relocate Data Center (MHA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interdisciplinary Science Build-Out 7th Floor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interdisciplinary Science Build-Out 7th Floor Cyber Center Lab Buildout</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interdisciplinary Science Build-Out 7th Floor BME Lab Buildout</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Medicine Center of Excellence for Diabetes &amp; Autoimmune Disorders</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Behavioral and Community Sciences Building (MHC) Remodel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Medicine Center of Excellence for Diabetic &amp; Autoimmune Disorders</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Behavioral and Community Sciences Building (MHC) Remodel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project</th>
<th>Description</th>
<th>Subtotal Needs</th>
<th>Percent</th>
<th>2020-2021 CIP</th>
<th>Subtotal Needs</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Medicine Center of Excellence for Diabetes &amp; Autoimmune Disorders</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Behavioral and Community Sciences Building (MHC) Remodel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Medicine Center of Excellence for Diabetes &amp; Autoimmune Disorders</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Sub Total Net Space Needs

<table>
<thead>
<tr>
<th>Project</th>
<th>Prior to Remodel</th>
<th>Proposed Remodel</th>
<th>After Remodel</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Arts and Science</td>
<td>30,114</td>
<td>2,985</td>
<td>184,396</td>
</tr>
<tr>
<td>Proposed Remodel</td>
<td>3,000</td>
<td>0</td>
<td>9,453</td>
</tr>
<tr>
<td>Projected Remodel</td>
<td>27,114</td>
<td>2,985</td>
<td>184,396</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project</th>
<th>Prior to Remodel</th>
<th>Proposed Remodel</th>
<th>After Remodel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Arts Building (FAH) Remodel</td>
<td>24,114</td>
<td>2,985</td>
<td>150,896</td>
</tr>
<tr>
<td>Proposed Remodel</td>
<td>1,000</td>
<td>0</td>
<td>11,500</td>
</tr>
<tr>
<td>Projected Remodel</td>
<td>25,114</td>
<td>2,985</td>
<td>150,896</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project</th>
<th>Prior to Remodel</th>
<th>Proposed Remodel</th>
<th>After Remodel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Building (EDU) Remodel</td>
<td>13,114</td>
<td>2,985</td>
<td>75,311</td>
</tr>
<tr>
<td>Proposed Remodel</td>
<td>10,000</td>
<td>0</td>
<td>25,000</td>
</tr>
<tr>
<td>Projected Remodel</td>
<td>23,114</td>
<td>2,985</td>
<td>75,311</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project</th>
<th>Prior to Renovation</th>
<th>Proposed Renovation</th>
<th>After Renovation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Net Space Needs</td>
<td>30,114</td>
<td>2,985</td>
<td>184,396</td>
</tr>
<tr>
<td>Total Percent</td>
<td>88.40%</td>
<td>99.08%</td>
<td>63.83%</td>
</tr>
<tr>
<td>Total Unsatisfactory</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Definitions:

- **Remodeling**
  - s. 101.01(7): 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**
  - s. 101.01(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.

- **Renovation**
  - to take space completely out of all space use categories.

- **Remodel**
  - changes completely a facility.

- **Total Space Inventory**
  - sum of all eligible satisfactory and unsatisfactory E&G space.
## 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 Student Campus

<table>
<thead>
<tr>
<th>Class</th>
<th>Teaching</th>
<th>Research</th>
<th>Aud/Exh.</th>
<th>Instruct.</th>
<th>Student</th>
<th>Campus</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Room**</td>
<td>Lab**</td>
<td>Lab</td>
<td>Office</td>
<td>Media</td>
<td>Support</td>
<td>NASF</td>
</tr>
<tr>
<td>2021-2022</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30,979</td>
<td>58,388</td>
<td>70,105</td>
<td>97,313</td>
<td>116,775</td>
<td>11,678</td>
<td>0</td>
<td>23,355</td>
</tr>
</tbody>
</table>

### Space Needs by Space 2021-2022

1) Current Inventory as of: June 30th

A) Satisfactory Space

<table>
<thead>
<tr>
<th></th>
<th>Room**</th>
<th>Lab**</th>
<th>Study</th>
<th>Lab</th>
<th>Office</th>
<th>Aud/Exh.*</th>
<th>Instruct.</th>
<th>Media</th>
<th>Student</th>
<th>Support</th>
<th>Gymn***</th>
<th>Services</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>46,750</td>
<td>22,225</td>
<td>41,723</td>
<td>11,098</td>
<td>91,813</td>
<td>1,873</td>
<td>2,532</td>
<td>-</td>
<td>-</td>
<td>7,065</td>
<td>0</td>
<td>1,300</td>
<td>0</td>
<td>225,079</td>
</tr>
</tbody>
</table>

B) Total Unsatisfactory Space

1) Unsatisfactory Space with No Requested Action

2) Unsatisfactory Space to be Renovated/Remodeled

3) Unsatisfactory Space to be Terminated

4) Unsatisfactory Space to be Demolished

C) Total Under Construction

<table>
<thead>
<tr>
<th></th>
<th>Room**</th>
<th>Lab**</th>
<th>Study</th>
<th>Lab</th>
<th>Office</th>
<th>Aud/Exh.*</th>
<th>Instruct.</th>
<th>Media</th>
<th>Student</th>
<th>Support</th>
<th>Gymn***</th>
<th>Services</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1,300</td>
<td>0</td>
<td>0</td>
<td>1,300</td>
<td>0</td>
<td>1,300</td>
</tr>
</tbody>
</table>

TOTAL CURRENT INVENTORY:

<table>
<thead>
<tr>
<th></th>
<th>Room**</th>
<th>Lab**</th>
<th>Study</th>
<th>Lab</th>
<th>Office</th>
<th>Aud/Exh.*</th>
<th>Instruct.</th>
<th>Media</th>
<th>Student</th>
<th>Support</th>
<th>Gymn***</th>
<th>Services</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>46,750</td>
<td>22,225</td>
<td>41,723</td>
<td>11,098</td>
<td>96,613</td>
<td>1,873</td>
<td>2,532</td>
<td>1,300</td>
<td>0</td>
<td>7,065</td>
<td>0</td>
<td>1,300</td>
<td>0</td>
<td>231,179</td>
</tr>
</tbody>
</table>

2) Projects Funded for Construction June 30th

<table>
<thead>
<tr>
<th></th>
<th>Room**</th>
<th>Lab**</th>
<th>Study</th>
<th>Lab</th>
<th>Office</th>
<th>Aud/Exh.*</th>
<th>Instruct.</th>
<th>Media</th>
<th>Student</th>
<th>Support</th>
<th>Gymn***</th>
<th>Services</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Total Funded Construction:

<table>
<thead>
<tr>
<th></th>
<th>Room**</th>
<th>Lab**</th>
<th>Study</th>
<th>Lab</th>
<th>Office</th>
<th>Aud/Exh.*</th>
<th>Instruct.</th>
<th>Media</th>
<th>Student</th>
<th>Support</th>
<th>Gymn***</th>
<th>Services</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Net Space Needs

<table>
<thead>
<tr>
<th></th>
<th>Room**</th>
<th>Lab**</th>
<th>Study</th>
<th>Lab</th>
<th>Office</th>
<th>Aud/Exh.*</th>
<th>Instruct.</th>
<th>Media</th>
<th>Student</th>
<th>Support</th>
<th>Gymn***</th>
<th>Services</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>15,771</td>
<td>36,163</td>
<td>28,342</td>
<td>86,215</td>
<td>20,162</td>
<td>9,805</td>
<td>13,038</td>
<td>0</td>
<td>23,355</td>
<td>13,955</td>
<td>213,964</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Percent of: Current Inventory and Funded Projects

<table>
<thead>
<tr>
<th></th>
<th>Room**</th>
<th>Lab**</th>
<th>Study</th>
<th>Lab</th>
<th>Office</th>
<th>Aud/Exh.*</th>
<th>Instruct.</th>
<th>Media</th>
<th>Student</th>
<th>Support</th>
<th>Gymn***</th>
<th>Services</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>151%</td>
<td>38%</td>
<td>60%</td>
<td>11%</td>
<td>83%</td>
<td>16%</td>
<td>16%</td>
<td>#DIV/0!</td>
<td>0%</td>
<td>34%</td>
<td>52%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(*Online FTE excluded from Classroom, Teaching Lab, Auditorium/Exhibition, and Gymnasium needs.)
University of South Florida
2021-2022

Space Needs by Space 2021-2022

<table>
<thead>
<tr>
<th>Classrom</th>
<th>Teaching Lab</th>
<th>Study</th>
<th>Research Lab</th>
<th>Office</th>
<th>Aud/Exhibit</th>
<th>Instruct. Media</th>
<th>Student Academic Support</th>
<th>Gym</th>
<th>Campus Support Services</th>
<th>Total NSF</th>
</tr>
</thead>
<tbody>
<tr>
<td>30,979</td>
<td>58,388</td>
<td>70,065</td>
<td>97,313</td>
<td>116,775</td>
<td>11,678</td>
<td>13,507</td>
<td>0</td>
<td>23,355</td>
<td>21,028</td>
<td>445,143</td>
</tr>
</tbody>
</table>

Net Space Needs from Form B

| (15,771) | 36,263       | 28,342| 86,215       | 20,162 | 9,805       | 13,038          | (1,300)                 | 23,355| 13,955                 | 213,964   |

Percent of Space Needs

| (150.91%)| 38.66%       | 59.55%| 11.40%       | 82.79% | 16.26%      | 16.26%          | #DIV/0!                 | 33.61%| 51.93%                 | 51.93%    |

3) Projects Funded for Planning

- **Proj. 1**
  - Sub Total Net Space Needs: (150.91%)
  - Sub Total Percent: 150.91%

- **Proj. 2**
  - Sub Total Net Space Needs: (150.91%)
  - Sub Total Percent: 150.91%

4) New Construction Projects

- **Proj. 1**
  - Aquatic & Environmental Sciences Research & Teaching Facility
    - Sub Total Net Space Needs: (15,771)
    - Sub Total Percent: 150.91%

- **Proj. 2**
  - USFSP Teaching Gymnasium Facility
    - Sub Total Net Space Needs: (15,771)
    - Sub Total Percent: 150.91%

5) Remodeling Projects*

- **Proj. 1**
  - Davis Hall Remodel
    - Prior to Remodel: 13,428
    - Proposed Remodel: 4,800
    - After Remodel: 13,428

6) Renovation Projects**

- **Proj. 1**
  - Sub Total Unsatisfactory: 0

Definitions:

- Remodeling: (I.S. 103.01(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: (I.S. 103.01(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.
## 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

**Net Space Needs**

<table>
<thead>
<tr>
<th>Space Needs by Space Type* 2021-2022</th>
<th><strong>Classroom</strong></th>
<th><strong>Teaching Lab</strong></th>
<th><strong>Study</strong></th>
<th><strong>Research Lab</strong></th>
<th><strong>Office</strong></th>
<th><strong>Aud/Exhibition</strong></th>
<th><strong>Instruct. Media</strong></th>
<th><strong>Student Academic Support</strong></th>
<th><strong>Gym</strong></th>
<th><strong>Campus Support Services</strong></th>
<th><strong>Total NASF</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>June 30th</strong></td>
<td>11,246</td>
<td>26,843</td>
<td>32,211</td>
<td>44,738</td>
<td>53,685</td>
<td>5,369</td>
<td>7,156</td>
<td>0</td>
<td>10,737</td>
<td>9,663</td>
<td>201,650</td>
</tr>
</tbody>
</table>

### 1) Current Inventory as of:  
*Current as of June 30th*

#### A) Satisfactory Space

<table>
<thead>
<tr>
<th><strong>Classroom</strong></th>
<th><strong>Teaching Lab</strong></th>
<th><strong>Study</strong></th>
<th><strong>Research Lab</strong></th>
<th><strong>Office</strong></th>
<th><strong>Aud/Exhibition</strong></th>
<th><strong>Instruct. Media</strong></th>
<th><strong>Student Academic Support</strong></th>
<th><strong>Gym</strong></th>
<th><strong>Campus Support Services</strong></th>
<th><strong>Total NASF</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>13,854</td>
<td>0</td>
<td>3,082</td>
<td>1,389</td>
<td>35,382</td>
<td>2,376</td>
<td>765</td>
<td>0</td>
<td>6,522</td>
<td>63,720</td>
<td></td>
</tr>
</tbody>
</table>

#### B) Unsatisfactory Space

<table>
<thead>
<tr>
<th><strong>Classroom</strong></th>
<th><strong>Teaching Lab</strong></th>
<th><strong>Study</strong></th>
<th><strong>Research Lab</strong></th>
<th><strong>Office</strong></th>
<th><strong>Aud/Exhibition</strong></th>
<th><strong>Instruct. Media</strong></th>
<th><strong>Student Academic Support</strong></th>
<th><strong>Gym</strong></th>
<th><strong>Campus Support Services</strong></th>
<th><strong>Total NASF</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

#### C) Total Under Construction

<table>
<thead>
<tr>
<th><strong>Classroom</strong></th>
<th><strong>Teaching Lab</strong></th>
<th><strong>Study</strong></th>
<th><strong>Research Lab</strong></th>
<th><strong>Office</strong></th>
<th><strong>Aud/Exhibition</strong></th>
<th><strong>Instruct. Media</strong></th>
<th><strong>Student Academic Support</strong></th>
<th><strong>Gym</strong></th>
<th><strong>Campus Support Services</strong></th>
<th><strong>Total NASF</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>13,854</td>
<td>0</td>
<td>3,082</td>
<td>1,389</td>
<td>35,382</td>
<td>2,376</td>
<td>765</td>
<td>0</td>
<td>6,522</td>
<td>63,720</td>
<td></td>
</tr>
</tbody>
</table>

### TOTAL CURRENT INVENTORY:

<table>
<thead>
<tr>
<th><strong>Classroom</strong></th>
<th><strong>Teaching Lab</strong></th>
<th><strong>Study</strong></th>
<th><strong>Research Lab</strong></th>
<th><strong>Office</strong></th>
<th><strong>Aud/Exhibition</strong></th>
<th><strong>Instruct. Media</strong></th>
<th><strong>Student Academic Support</strong></th>
<th><strong>Gym</strong></th>
<th><strong>Campus Support Services</strong></th>
<th><strong>Total NASF</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>13,854</td>
<td>0</td>
<td>3,082</td>
<td>1,389</td>
<td>35,382</td>
<td>2,376</td>
<td>765</td>
<td>0</td>
<td>6,522</td>
<td>63,720</td>
<td></td>
</tr>
</tbody>
</table>

### 2) Projects Funded for Construction thru:  
*Current as of June 30th*

#### Projects Funded for Construction thru:  
*June 30th*

<table>
<thead>
<tr>
<th><strong>Classroom</strong></th>
<th><strong>Teaching Lab</strong></th>
<th><strong>Study</strong></th>
<th><strong>Research Lab</strong></th>
<th><strong>Office</strong></th>
<th><strong>Aud/Exhibition</strong></th>
<th><strong>Instruct. Media</strong></th>
<th><strong>Student Academic Support</strong></th>
<th><strong>Gym</strong></th>
<th><strong>Campus Support Services</strong></th>
<th><strong>Total NASF</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

### Total Funded Construction:

<table>
<thead>
<tr>
<th><strong>Classroom</strong></th>
<th><strong>Teaching Lab</strong></th>
<th><strong>Study</strong></th>
<th><strong>Research Lab</strong></th>
<th><strong>Office</strong></th>
<th><strong>Aud/Exhibition</strong></th>
<th><strong>Instruct. Media</strong></th>
<th><strong>Student Academic Support</strong></th>
<th><strong>Gym</strong></th>
<th><strong>Campus Support Services</strong></th>
<th><strong>Total NASF</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

### Net Space Needs

- **Classroom**: 26,843
- **Teaching Lab**: 29,129
- **Study**: 43,349
- **Research Lab**: 18,303
- **Office**: 2,993
- **Aud/Exhibition**: 6,393
- **Instruct. Media**: 0
- **Student Academic Support**: 10,737
- **Gym**: 9,663
- **Total NASF**: 138,280

### Percent of:  
Current Inventory and Funded Projects

<table>
<thead>
<tr>
<th><strong>Net Space Needs</strong></th>
<th><strong>Classroom</strong></th>
<th><strong>Teaching Lab</strong></th>
<th><strong>Study</strong></th>
<th><strong>Research Lab</strong></th>
<th><strong>Office</strong></th>
<th><strong>Aud/Exhibition</strong></th>
<th><strong>Instruct. Media</strong></th>
<th><strong>Student Academic Support</strong></th>
<th><strong>Gym</strong></th>
<th><strong>Campus Support Services</strong></th>
<th><strong>Total NASF</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>26,843</td>
<td>29,129</td>
<td>43,349</td>
<td>18,303</td>
<td>2,993</td>
<td>6,393</td>
<td>0</td>
<td>10,737</td>
<td>9,663</td>
<td>201,650</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Percent of:  
Space Needs

<table>
<thead>
<tr>
<th><strong>Net Space Needs</strong></th>
<th><strong>Classroom</strong></th>
<th><strong>Teaching Lab</strong></th>
<th><strong>Study</strong></th>
<th><strong>Research Lab</strong></th>
<th><strong>Office</strong></th>
<th><strong>Aud/Exhibition</strong></th>
<th><strong>Instruct. Media</strong></th>
<th><strong>Student Academic Support</strong></th>
<th><strong>Gym</strong></th>
<th><strong>Campus Support Services</strong></th>
<th><strong>Total NASF</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(2,608)</td>
<td>123%</td>
<td>0%</td>
<td>10%</td>
<td>3%</td>
<td>66%</td>
<td>44%</td>
<td>11%</td>
<td>#DIV/0!</td>
<td>0%</td>
<td>67%</td>
<td>31%</td>
</tr>
</tbody>
</table>

*(Online FTE excluded from Classroom, Teaching Lab, Auditorium/Exhibition, and Gymnasium needs)*
### University of South Florida Student Campus
#### 2021-2022

**Space Needs by Space Type 2021-2022**

<table>
<thead>
<tr>
<th>Class- room</th>
<th>Teaching</th>
<th>Lab</th>
<th>Study</th>
<th>Research</th>
<th>Lab</th>
<th>Office</th>
<th>And / Exhibition</th>
<th>Instruct. Media</th>
<th>Student</th>
<th>Academic</th>
<th>Support</th>
<th>Campus</th>
<th>Support</th>
<th>Services</th>
<th>Total</th>
<th>NASF</th>
</tr>
</thead>
<tbody>
<tr>
<td>11,246</td>
<td>26,843</td>
<td>32,711</td>
<td>44,738</td>
<td>53,085</td>
<td>5,369</td>
<td>7,138</td>
<td>0</td>
<td>157,737</td>
<td>5,663</td>
<td>201,650</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Net Space Needs from Form B**

| (5,081) | 26,843 | 35,129 | 43,349 | 18,303 | 2,993 | 6,393 | 0 | 10,737 | 9,663 | 138,280 |

**Percent of Space Needs**

| 123.19% | 0.00% | 9.57% | 3.10% | 65.91% | 10.69% |

### 3) Projects Funded for Planning

<table>
<thead>
<tr>
<th>Proj 1</th>
<th>Proj 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Net Space Needs</td>
<td>(2,608)</td>
</tr>
<tr>
<td>Total Percent</td>
<td>123.19%</td>
</tr>
</tbody>
</table>

### 4) New Construction Projects

<table>
<thead>
<tr>
<th>Proj 1</th>
<th>Proj 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>USFSM Academic STEM Facility</td>
<td>0</td>
</tr>
<tr>
<td>Total Net Space Needs</td>
<td>(2,608)</td>
</tr>
<tr>
<td>Total Percent</td>
<td>123.19%</td>
</tr>
</tbody>
</table>

### 5) Remodeling Projects*

<table>
<thead>
<tr>
<th>Proj 1</th>
<th>Proj 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to Remodel</td>
<td>0</td>
</tr>
<tr>
<td>Proposed Remodel</td>
<td>0</td>
</tr>
<tr>
<td>After Remodel</td>
<td>0</td>
</tr>
<tr>
<td>Total Net Space Needs</td>
<td>(2,608)</td>
</tr>
<tr>
<td>Total Percent</td>
<td>123.19%</td>
</tr>
</tbody>
</table>

### 6) Renovation Projects**

<table>
<thead>
<tr>
<th>Proj 1</th>
<th>Proj 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Remodel</td>
<td>0</td>
</tr>
<tr>
<td>After Remodel</td>
<td>0</td>
</tr>
<tr>
<td>Total Net Space Needs</td>
<td>(2,608)</td>
</tr>
<tr>
<td>Total Percent</td>
<td>123.19%</td>
</tr>
</tbody>
</table>

### Definitions:

- **Remodeling**
  - x. 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.
  - x. 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, inclucing replacement of membrane or structure.
  - to take space completely out of all space use categories.
  - to completely raise a facility.

- **Total Space Inventory**
  - Sum of all eligible satisfactory and unsatisfactory E&G space.

- **Total Unsatisfactory Space**
  - Sum of all eligible satisfactory and unsatisfactory E&G space.

### Board of Trustees Microsoft Teams Meeting - New Business - Action Items (Consent Agenda)

- 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.
Supplemental Educational Plant Survey Approval Request

Christopher G. Duffy
Interim Vice President, Administrative Services
May 14, 2020
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

Master Plan
- All space, all campuses
- Potential locations for buildings

Educational Plant Survey (EPS)
- E&G space needs
- Does not prioritize
- Must be on EPS to qualify for state funds

Capital Improvement Plan (CIP)
- Prioritizes projects for state funding
EPS Calculations

What Space is Needed

Existing Space Inventory

Shortfall

(Excess)

Computed Using Provost Work Plan - Students (FTE) x Space Category (SF/FTE)

Existing space profile

Proposed Projects

Remaining Shortfall

(Excess)

Based on Working with Deans / Directors Assessing Campus Needs

Rev. May 11, 2020
Example of Analysis

<table>
<thead>
<tr>
<th>Class-</th>
<th>Teaching</th>
<th>Study</th>
<th>Research</th>
<th>Office</th>
<th>Aud/</th>
<th>Instruct.</th>
<th>Student</th>
<th>Campus</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>room</td>
<td>Lab</td>
<td>Lab</td>
<td>Lab</td>
<td></td>
<td>Exhibition</td>
<td>Media</td>
<td>Academic</td>
<td>Support</td>
<td>Support</td>
</tr>
<tr>
<td>18,378</td>
<td>6,536</td>
<td>57,903</td>
<td>4,865</td>
<td>52,514</td>
<td>4,914</td>
<td>819</td>
<td>983</td>
<td>0</td>
<td>7,346</td>
</tr>
</tbody>
</table>

Space Needs by Space Type 2011-12*  

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
   C) Unsatisfactory Space to be Demolished/Terminated  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
   Total Current Inventory  2,846  597  13,364  0  8,986  0  1,121  0  0  8,189  35,103

2) Projects Funded for Construction thru 2005

Total Funded Construction  0  0  0  0  0  0  0  0  0  0  0

Plus: Planned Demolition  0  0  0  0  0  0  0  0  0  0  0

Net Space Needs  15,532  5,939  44,539  4,865  43,528  4,914  (302)  983  0  (843)  119,155

Percent of:

<table>
<thead>
<tr>
<th>Current Inventory and Funded Projects Minus Demolition</th>
<th>15%</th>
<th>9%</th>
<th>23%</th>
<th>0%</th>
<th>17%</th>
<th>0%</th>
<th>137%</th>
<th>0%</th>
<th>0%</th>
<th>111%</th>
<th>23%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Space Needs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rev. May 11, 2020
## Example of Analysis

### Current Inventory Sorted by Condition & Type

### Less:

1) **Current Inventory as of June, 2004**

<table>
<thead>
<tr>
<th>Space Type 2011-12</th>
<th>Class.</th>
<th>Teaching</th>
<th>Study</th>
<th>Research</th>
<th>Office</th>
<th>Aud./Exhibition</th>
<th>Instruct. Media</th>
<th>Student Academic Support</th>
<th>Campus Support Services</th>
<th>Total NASF</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18.378</td>
<td>6.536</td>
<td>57.903</td>
<td>4.865</td>
<td>52.514</td>
<td>4.914</td>
<td>819</td>
<td>983</td>
<td>0</td>
<td>7.346</td>
</tr>
</tbody>
</table>

| 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 |

| Total Current Inventory | 2.846 | 597 | 13.364 | 0 | 8.986 | 0 | 1,121 | 0 | 0 | 8,189 | 35,103 |

2) **Projects Funded for Construction thru 2005**

| Total Funded Construction | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

### Plus: Planned Demolition

| Planned Demolition | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

### Net Space Needs

| 15,532 | 5,939 | 44,539 | 4,865 | 43,528 | 4,914 | (302) | 983 | 0 | (843) | 119,155 |

### Percent of:

<table>
<thead>
<tr>
<th>Current Inventory and Funded Projects Minus Demolition</th>
<th>15%</th>
<th>9%</th>
<th>23%</th>
<th>0%</th>
<th>17%</th>
<th>0%</th>
<th>137%</th>
<th>0%</th>
<th>0%</th>
<th>111%</th>
<th>23%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Space Needs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Rev. May 11, 2020**
Example of Analysis

<table>
<thead>
<tr>
<th>Class- room</th>
<th>Teaching Lab</th>
<th>Study</th>
<th>Research Lab</th>
<th>Office</th>
<th>Audit/ Exhibition</th>
<th>Instruct. Media</th>
<th>Student Academic Support</th>
<th>Gym</th>
<th>Campus Support Services</th>
<th>Total NASF</th>
</tr>
</thead>
<tbody>
<tr>
<td>18,376</td>
<td>6,536</td>
<td>57,903</td>
<td>4,865</td>
<td>52,514</td>
<td>4,914</td>
<td>819</td>
<td>983</td>
<td>0</td>
<td>7,346</td>
<td>154,258</td>
</tr>
</tbody>
</table>

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 |

Total Current Inventory: 2,846 | 597 | 13,364 | 0 | 8,986 | 0 | 1,121 | 0 | 0 | 8,189 | 35,103 |

2) Projects Funded for Construction thru 2005

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 |

Net Space Needs: 15,532 | 5,939 | 44,539 | 4,865 | 43,528 | 4,914 | (302) | 983 | 0 | (843) | 119,155 |

Percent of:

| Current Inventory and Funded Projects Minus Demolition | 15% | 9% | 23% | 0% | 17% | 0% | 137% | 0% | 0% | 111% | 23% |

Space Needs
### Example of Analysis

**Space Needs by Space Type 2011-12**

<table>
<thead>
<tr>
<th>Class-room</th>
<th>Teaching</th>
<th>Study</th>
<th>Research</th>
<th>Office</th>
<th>Aud/Exhibition</th>
<th>Instruct. Media</th>
<th>Student Academic Support</th>
<th>Gym</th>
<th>Total NASF</th>
</tr>
</thead>
<tbody>
<tr>
<td>18,376</td>
<td>6,536</td>
<td>57,803</td>
<td>4,865</td>
<td>52,514</td>
<td>4,914</td>
<td>879</td>
<td>953</td>
<td>0</td>
<td>154,256</td>
</tr>
</tbody>
</table>

**Net Space Needs from Form B**

<table>
<thead>
<tr>
<th>Class-room</th>
<th>Teaching</th>
<th>Study</th>
<th>Research</th>
<th>Office</th>
<th>Aud/Exhibition</th>
<th>Instruct. Media</th>
<th>Student Academic Support</th>
<th>Gym</th>
<th>Total NASF</th>
</tr>
</thead>
<tbody>
<tr>
<td>15,532</td>
<td>5,939</td>
<td>44,539</td>
<td>4,865</td>
<td>43,528</td>
<td>4,914</td>
<td>(302)</td>
<td>983</td>
<td>0</td>
<td>119,155</td>
</tr>
</tbody>
</table>

**Percent of Space Needs**

<table>
<thead>
<tr>
<th>Class-room</th>
<th>Teaching</th>
<th>Study</th>
<th>Research</th>
<th>Office</th>
<th>Aud/Exhibition</th>
<th>Instruct. Media</th>
<th>Student Academic Support</th>
<th>Gym</th>
<th>Total NASF</th>
</tr>
</thead>
<tbody>
<tr>
<td>15%</td>
<td>9%</td>
<td>23%</td>
<td>0%</td>
<td>17%</td>
<td>0%</td>
<td>137%</td>
<td>0%</td>
<td>0%</td>
<td>111%</td>
</tr>
</tbody>
</table>

3) Projects Funded for Planning thru 2002-2003

<table>
<thead>
<tr>
<th>Proj.</th>
<th>1) Academic Facility</th>
<th>2,882</th>
<th>1,009</th>
<th>35,203</th>
<th>4,865</th>
<th>10,401</th>
<th>2,164</th>
<th>(302)</th>
<th>233</th>
<th>0</th>
<th>(1,593)</th>
<th>54,862</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub Total Net Space Needs</td>
<td>84%</td>
<td>85%</td>
<td>39%</td>
<td>0%</td>
<td>80%</td>
<td>56%</td>
<td>137%</td>
<td>76%</td>
<td>0%</td>
<td>122%</td>
<td>64%</td>
<td></td>
</tr>
<tr>
<td>Sub Total Percent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4) 2006-07 CIP Projects

<table>
<thead>
<tr>
<th>Total Net Space Needs</th>
<th>2,882</th>
<th>1,009</th>
<th>35,203</th>
<th>4,865</th>
<th>10,401</th>
<th>2,164</th>
<th>(302)</th>
<th>233</th>
<th>0</th>
<th>(1,593)</th>
<th>54,862</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Percent of Net Space Needs</td>
<td>84%</td>
<td>85%</td>
<td>39%</td>
<td>0%</td>
<td>80%</td>
<td>56%</td>
<td>137%</td>
<td>76%</td>
<td>0%</td>
<td>122%</td>
<td>64%</td>
</tr>
</tbody>
</table>
Example of Analysis

<table>
<thead>
<tr>
<th>Space Type</th>
<th>Class. Room</th>
<th>Teaching Lab</th>
<th>Study</th>
<th>Research Lab</th>
<th>Office</th>
<th>Aud/Exhibition</th>
<th>Instruct. Media</th>
<th>Student Academic Support</th>
<th>Gym</th>
<th>Total NASF</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-12</td>
<td>18,378</td>
<td>6,536</td>
<td>57,903</td>
<td>4,865</td>
<td>52,514</td>
<td>4,914</td>
<td>819</td>
<td>983</td>
<td>0</td>
<td>7,346</td>
</tr>
<tr>
<td>Needs from Form B</td>
<td>15,532</td>
<td>5,939</td>
<td>44,536</td>
<td>4,865</td>
<td>43,528</td>
<td>4,914</td>
<td>(302)</td>
<td>983</td>
<td>0</td>
<td>(643)</td>
</tr>
<tr>
<td>Total</td>
<td>33,910</td>
<td>12,475</td>
<td>102,439</td>
<td>9,730</td>
<td>96,042</td>
<td>9,828</td>
<td>1,122</td>
<td>1,966</td>
<td>0</td>
<td>15,989</td>
</tr>
</tbody>
</table>

3) Projects Funded for Planning thru 2002-2003

<table>
<thead>
<tr>
<th>Proj.</th>
<th>1</th>
<th>Sub Total Net Space Needs</th>
<th>2,862</th>
<th>1,009</th>
<th>35,203</th>
<th>4,865</th>
<th>10,401</th>
<th>2,164</th>
<th>(302)</th>
<th>233</th>
<th>0</th>
<th>(1,593)</th>
<th>54,862</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Sub Total Percent</td>
<td>84%</td>
<td>85%</td>
<td>39%</td>
<td>0%</td>
<td>80%</td>
<td>56%</td>
<td>137%</td>
<td>76%</td>
<td>0%</td>
<td>122%</td>
<td>64%</td>
</tr>
</tbody>
</table>

4) 2006-07 CIP Projects

<table>
<thead>
<tr>
<th>Total Net Space Needs</th>
<th>2,862</th>
<th>1,009</th>
<th>35,203</th>
<th>4,865</th>
<th>10,401</th>
<th>2,164</th>
<th>(302)</th>
<th>233</th>
<th>0</th>
<th>(1,593)</th>
<th>54,862</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Percent of Net Space Needs</td>
<td>84%</td>
<td>85%</td>
<td>39%</td>
<td>0%</td>
<td>80%</td>
<td>56%</td>
<td>137%</td>
<td>76%</td>
<td>0%</td>
<td>122%</td>
<td>64%</td>
</tr>
</tbody>
</table>
Example of Analysis

<table>
<thead>
<tr>
<th>Space Needs by Space Type 2011-12</th>
<th>Class-</th>
<th>Teaching</th>
<th>Research</th>
<th>Aud/</th>
<th>Instruct.</th>
<th>Student</th>
<th>Campus</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Room</td>
<td>Lab</td>
<td>Study</td>
<td>Office</td>
<td>Exhibition</td>
<td>Media</td>
<td>Support</td>
<td>NASF</td>
</tr>
<tr>
<td>Net Space Needs from Form B</td>
<td>18,378</td>
<td>6,536</td>
<td>57,903</td>
<td>4,865</td>
<td>52,514</td>
<td>4,314</td>
<td>819</td>
<td>983</td>
</tr>
<tr>
<td>Percent of Space Needs</td>
<td>15%</td>
<td>9%</td>
<td>23%</td>
<td>9%</td>
<td>17%</td>
<td>0%</td>
<td>137%</td>
<td>0%</td>
</tr>
<tr>
<td>3) Projects Funded for Planning thru 2002-2003</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Facility</td>
<td>12,650</td>
<td>4,930</td>
<td>9,336</td>
<td>0</td>
<td>33,127</td>
<td>2,750</td>
<td>0</td>
<td>750</td>
</tr>
<tr>
<td>Sub Total Net Space Needs</td>
<td>2,882</td>
<td>1,009</td>
<td>35,203</td>
<td>4,865</td>
<td>10,401</td>
<td>2,164</td>
<td>(302)</td>
<td>233</td>
</tr>
<tr>
<td>Sub Total Percent</td>
<td>84%</td>
<td>85%</td>
<td>39%</td>
<td>0%</td>
<td>80%</td>
<td>56%</td>
<td>137%</td>
<td>76%</td>
</tr>
<tr>
<td>Remaining Shortfall (Excess)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Net Space Needs</td>
<td>2,882</td>
<td>1,009</td>
<td>35,203</td>
<td>4,865</td>
<td>10,401</td>
<td>2,164</td>
<td>(302)</td>
<td>233</td>
</tr>
<tr>
<td>Total Percent of Net Space Needs</td>
<td>84%</td>
<td>85%</td>
<td>39%</td>
<td>0%</td>
<td>80%</td>
<td>56%</td>
<td>137%</td>
<td>76%</td>
</tr>
</tbody>
</table>
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.
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

Rev. May 11, 2020
Supplemental Educational Plant Survey

Regional Campus Updates

Sarasota/Manatee Campus
• No Changes

St. Petersburg Campus
• 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.

USF Health Downtown Tampa Campus
• 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.
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.
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
Supporting Documentation Online (*please circle*): Yes                     No
USF or Campus specific: USF System wide
Prepared by: Bryan Burgess, USF Health
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
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  |

ii
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 hereinafore 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:

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  
**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
The 2019 Florida Statutes

Title XLVIII
K-20 EDUCATION CODE
Chapter 1004
PUBLIC POSTSECONDARY EDUCATION

1004.33 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.

Note.—Repealed effective July 1, 2020, by s. 8, ch. 2018-4.
The 2019 Florida Statutes

Title XLVIII
K-20 EDUCATION CODE

Chapter 1004
PUBLIC POSTSECONDARY EDUCATION

1004.34 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.

Note.—Repealed effective July 1, 2020, by s. 8, ch. 2018-4.
1004.341 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.

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

• 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
USF or Campus specific: USF
Prepared by: Masha Galchenko
   974-8442
### University of South Florida
#### 2020-21 Continuation Operating Budget Summary

<table>
<thead>
<tr>
<th></th>
<th>2018-19 BOT Approved Budget</th>
<th>2019-20 BOT Approved Budget</th>
<th>Requested Continuation Operating Budget for 2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budgeted Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational &amp; General (E&amp;G)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Revenue</td>
<td>$374,513,982</td>
<td>$364,198,674</td>
<td>$364,198,674</td>
</tr>
<tr>
<td>Lottery</td>
<td>$50,016,975</td>
<td>$63,556,846</td>
<td>$63,556,846</td>
</tr>
<tr>
<td>Tuition (Budget Authority)</td>
<td>$289,497,257</td>
<td>$290,107,257</td>
<td>$290,107,257</td>
</tr>
<tr>
<td>Interest</td>
<td>$3,574,725</td>
<td>$4,780,719</td>
<td>$4,780,719</td>
</tr>
<tr>
<td>Phosphate Research TF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total E&amp;G</strong></td>
<td>$717,602,939</td>
<td>$722,643,496</td>
<td>$722,643,496</td>
</tr>
<tr>
<td>Contracts &amp; Grants</td>
<td>$490,181,105</td>
<td>$503,881,104</td>
<td>$503,881,104</td>
</tr>
<tr>
<td>Auxiliaries</td>
<td>$291,758,299</td>
<td>$293,638,125</td>
<td>$293,638,125</td>
</tr>
<tr>
<td>Student Activities</td>
<td>$27,732,168</td>
<td>$28,192,237</td>
<td>$28,192,237</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>$414,699,135</td>
<td>$414,818,472</td>
<td>$414,818,472</td>
</tr>
<tr>
<td>Concessions</td>
<td>$769,579</td>
<td>$785,554</td>
<td>$785,554</td>
</tr>
<tr>
<td>Athletics</td>
<td>$50,044,774</td>
<td>$48,696,050</td>
<td>$48,696,050</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$10,108,174</td>
<td>$10,152,633</td>
<td>$10,152,633</td>
</tr>
<tr>
<td>Board Approved Fees</td>
<td>$1,206,668</td>
<td>$1,284,338</td>
<td>$1,284,338</td>
</tr>
<tr>
<td>Self-Insurance Trust Funds</td>
<td>$7,998,000</td>
<td>$8,036,517</td>
<td>$8,036,517</td>
</tr>
<tr>
<td>Faculty Practice</td>
<td>$327,166,642</td>
<td>$354,896,218</td>
<td>$354,896,218</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$2,339,267,483</td>
<td>$2,387,024,744</td>
<td>$2,387,024,744</td>
</tr>
<tr>
<td><strong>Budgeted Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td>$1,082,062,646</td>
<td>$1,113,148,174</td>
<td>$1,113,148,174</td>
</tr>
<tr>
<td>Expenses</td>
<td>$588,521,408</td>
<td>$595,840,941</td>
<td>$595,840,941</td>
</tr>
<tr>
<td>Operating Capital Outlay</td>
<td>$8,772,307</td>
<td>$8,928,455</td>
<td>$8,928,455</td>
</tr>
<tr>
<td>Risk Management Insurance</td>
<td>$5,446,573</td>
<td>$5,881,203</td>
<td>$5,881,203</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>$412,722,460</td>
<td>$412,759,736</td>
<td>$412,759,736</td>
</tr>
<tr>
<td>Library Resources</td>
<td>$5,834,992</td>
<td>$5,878,162</td>
<td>$5,878,162</td>
</tr>
<tr>
<td>Debt Service</td>
<td>$2,987,930</td>
<td>$3,031,830</td>
<td>$3,031,830</td>
</tr>
<tr>
<td>Carry Forward</td>
<td>$116,992,164</td>
<td>$136,222,752</td>
<td>$136,222,752</td>
</tr>
<tr>
<td>Non-Operating Expenses</td>
<td>$241,056,042</td>
<td>$255,420,087</td>
<td>$255,420,087</td>
</tr>
<tr>
<td><strong>Total Budgeted Expenditures</strong></td>
<td>$2,464,396,522</td>
<td>$2,537,111,340</td>
<td>$2,537,111,340</td>
</tr>
</tbody>
</table>

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.
8. USF Financing Corporation & USF Property Corporation

Financial Impact:

The Direct Support Organizations of the University of South Florida (DSO) are organized and operated exclusively to assist the University achieve excellence by providing supplemental resources from private gifts and bequests and valuable education support services. These organizations are authorized by Florida Statute 1004.28 to receive, hold and administer property and make expenditures for the University.

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
USF or Campus specific: USF
Prepared by: Fell L. Stubbs, University Treasurer, (813) 974-3298
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
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.

List Key Drivers for the 2021 Financial Plan Over the 2020 Forecast - Focus on Cash Flows and Adequacy of Reserves

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.

To preserve cash the practice plan is:

UMSA/MSSC Combined
FY 2021 Annual Financial Plan

FINANCIAL PLAN STATEMENT

State the DSO's Statutory Mission which Supports the Goals of the University

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)

<table>
<thead>
<tr>
<th></th>
<th>FY 2021 FINANCIAL FORECAST</th>
<th>FY 2020 FINANCIAL FORECAST</th>
<th>Variance</th>
<th>FY 2020 FINANCIAL RESULTS</th>
<th>FY 2019 ACTUAL RESULTS</th>
<th>FY 2018 ACTUAL RESULTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Patient Service</td>
<td>$174,769</td>
<td>$161,778</td>
<td>$12,992</td>
<td>8 %</td>
<td>$200,146</td>
<td>$186,258</td>
</tr>
<tr>
<td>Grants, Contracts &amp; Awards</td>
<td>81,710</td>
<td>81,895</td>
<td>(185)</td>
<td>(0)%</td>
<td>75,861</td>
<td>76,144</td>
</tr>
<tr>
<td>UPL/PCIP</td>
<td>34,952</td>
<td>34,855</td>
<td>97</td>
<td>0 %</td>
<td>32,290</td>
<td>26,047</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>43,503</td>
<td>34,807</td>
<td>8,696</td>
<td>25 %</td>
<td>37,800</td>
<td>41,085</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$334,935</td>
<td>$313,335</td>
<td>$21,600</td>
<td>7 %</td>
<td>$346,097</td>
<td>$329,534</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Support</td>
<td>110,890</td>
<td>115,510</td>
<td>(4,620)</td>
<td>(4)%</td>
<td>120,410</td>
<td>118,010</td>
</tr>
<tr>
<td>Housestaff Support</td>
<td>13,897</td>
<td>13,624</td>
<td>272</td>
<td>2 %</td>
<td>11,982</td>
<td>12,732</td>
</tr>
<tr>
<td>Other Staff Support</td>
<td>75,816</td>
<td>78,975</td>
<td>(3,159)</td>
<td>(4)%</td>
<td>76,736</td>
<td>71,968</td>
</tr>
<tr>
<td>Depreciation/Amortization</td>
<td>3,986</td>
<td>4,152</td>
<td>(166)</td>
<td>(4)%</td>
<td>4,518</td>
<td>4,436</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>53,493</td>
<td>55,722</td>
<td>(2,229)</td>
<td>(4)%</td>
<td>57,785</td>
<td>55,877</td>
</tr>
<tr>
<td>Transfer to USF Conv Accts</td>
<td>59,812</td>
<td>62,304</td>
<td>(2,492)</td>
<td>(4)%</td>
<td>59,658</td>
<td>56,409</td>
</tr>
<tr>
<td>Transfer to DSO HPCC Salary Support</td>
<td>0</td>
<td>514</td>
<td>(514)</td>
<td>(100)%</td>
<td>310</td>
<td>1,072</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$317,894</td>
<td>$330,802</td>
<td>$(12,908)</td>
<td>(4)%</td>
<td>$331,400</td>
<td>$320,506</td>
</tr>
<tr>
<td><strong>OPERATING PROFIT BEFORE NON-OPERATING CHANGES</strong></td>
<td>$17,041</td>
<td>$(17,466)</td>
<td>$34,507</td>
<td>198 %</td>
<td>$14,698</td>
<td>$9,028</td>
</tr>
<tr>
<td>Unrealized Investment Gains (Losses)</td>
<td>0</td>
<td>629</td>
<td>(629)</td>
<td>(100)%</td>
<td>0</td>
<td>422</td>
</tr>
<tr>
<td>Contribution to MCOM</td>
<td>0</td>
<td>(7,000)</td>
<td>7,000</td>
<td>100%</td>
<td>(2,000)</td>
<td>0</td>
</tr>
<tr>
<td>Non-Cash Impact of Epic Conversion</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>(1,131)</td>
<td>(5,742)</td>
</tr>
<tr>
<td><strong>Total Non-Cash Changes</strong></td>
<td>$0</td>
<td>$(6,371)</td>
<td>$6,371</td>
<td>100%</td>
<td>$(3,131)</td>
<td>$(5,320)</td>
</tr>
<tr>
<td><strong>NET OPERATING PROFIT</strong></td>
<td>$17,041</td>
<td>$(23,838)</td>
<td>$40,878</td>
<td>171%</td>
<td>$11,567</td>
<td>$3,709</td>
</tr>
</tbody>
</table>

Operating Profit Margin

<table>
<thead>
<tr>
<th></th>
<th>FY 2021</th>
<th>FY 2020</th>
<th>Variance</th>
<th>FY 2020</th>
<th>FY 2019</th>
<th>FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Profit Margin</strong></td>
<td>5.09%</td>
<td>-5.57%</td>
<td>11%</td>
<td>191%</td>
<td>4%</td>
<td>3%</td>
</tr>
</tbody>
</table>
### STATEMENT OF CASH FLOWS

(In thousands)

<table>
<thead>
<tr>
<th></th>
<th>FY 2021 Financial Forecast (as of 4/14/20)</th>
<th>Variance</th>
<th>FY 2020 Financial Actual Results</th>
<th>FY 2019 Actual Results</th>
<th>FY 2018 Actual Results</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING ACTIVITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Operating Profit</td>
<td>$17,041</td>
<td>$(23,838)</td>
<td>$13,490 380%</td>
<td>$11,567</td>
<td>$7,09</td>
</tr>
<tr>
<td>Adjustments for Non-Cash Activities:</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation/Amortization</td>
<td>3,986</td>
<td>4,152</td>
<td>(166) (4)%</td>
<td>4,518</td>
<td>4,436</td>
</tr>
<tr>
<td>Non Cash Impact of EPIC</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>1,131</td>
<td>5,742</td>
</tr>
<tr>
<td>Unrealized Gains</td>
<td>0</td>
<td>629</td>
<td>100%</td>
<td>0</td>
<td>(422)</td>
</tr>
<tr>
<td>Operating Assets and Liabilities</td>
<td>(45,148)</td>
<td>55,767</td>
<td>(49,548) (1,126)%</td>
<td>0</td>
<td>(2,906)</td>
</tr>
<tr>
<td><strong>Total Cash From Operating Activities</strong></td>
<td>$(24,121)</td>
<td>$36,082</td>
<td>$(35,595) (310)%</td>
<td>$(17,216)</td>
<td>$10,559</td>
</tr>
<tr>
<td><strong>INVESTING ACTIVITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td>$(1,500)</td>
<td>$(3,405)</td>
<td>$(1,960) 57%</td>
<td>$(3,000)</td>
<td>$(2,815)</td>
</tr>
<tr>
<td>Net (Purchases) Sales of Investments</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>(2,962)</td>
</tr>
<tr>
<td><strong>Total Cash From Investing Activities</strong></td>
<td>$(1,500)</td>
<td>$(3,405)</td>
<td>$(1,960) 57%</td>
<td>$(3,000)</td>
<td>$(5,776)</td>
</tr>
<tr>
<td><strong>FINANCING ACTIVITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proceeds of Long-Term Debt</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transfer to USF FC - Leases on MOBs</td>
<td>(2,268)</td>
<td>(2,266)</td>
<td>(2) (0)%</td>
<td>(2,262)</td>
<td>(2,689)</td>
</tr>
<tr>
<td><strong>Total Cash From Investing Activities</strong></td>
<td>$(2,268)</td>
<td>$(2,266)</td>
<td>(2) (0)%</td>
<td>$(2,262)</td>
<td>$(2,689)</td>
</tr>
<tr>
<td><strong>CHANGE IN CASH</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash, Beginning Of Year</td>
<td>39,165</td>
<td>8,755</td>
<td>30,410 347%</td>
<td>7,085</td>
<td>6,661</td>
</tr>
<tr>
<td>Cash, End Of Year</td>
<td>$11,276</td>
<td>$39,165</td>
<td>$(3,226) (22%)</td>
<td>$19,039</td>
<td>$8,755</td>
</tr>
<tr>
<td><strong>Total Cash &amp; Investments</strong></td>
<td>$32,655</td>
<td>$52,421</td>
<td>$(3,226) (9%)</td>
<td>$42,087</td>
<td>$33,597</td>
</tr>
<tr>
<td><strong>Days Cash on Hand</strong></td>
<td>40</td>
<td>61</td>
<td>(2) (6)%</td>
<td>50</td>
<td>42</td>
</tr>
</tbody>
</table>
### UMSA/MSSC Combined
FY 2021 Annual Financial Plan

#### 3-YEAR FORECAST

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>FY 2018 ACTUAL</th>
<th>FY 2019 ACTUAL</th>
<th>FY 2020 FORECAST as of 1/27/20</th>
<th>FY 2020 FORECAST as of 4/14/20</th>
<th>FY 2021 PLAN</th>
<th>FY 2022 FORECAST</th>
<th>FY 2023 FORECAST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash &amp; Investments</td>
<td>$28,119</td>
<td>$42,087</td>
<td>$35,881</td>
<td>$52,421</td>
<td>$32,655</td>
<td>$39,186</td>
<td>$41,145</td>
</tr>
<tr>
<td>Fixed Assets</td>
<td>56,065</td>
<td>54,576</td>
<td>53,884</td>
<td>53,829</td>
<td>53,200</td>
<td>51,788</td>
<td>50,413</td>
</tr>
<tr>
<td>Other Assets</td>
<td>65,929</td>
<td>61,617</td>
<td>63,465</td>
<td>63,465</td>
<td>65,369</td>
<td>61,094</td>
<td>57,098</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td><strong>$150,113</strong></td>
<td><strong>$158,280</strong></td>
<td><strong>$153,230</strong></td>
<td><strong>$169,715</strong></td>
<td><strong>$151,224</strong></td>
<td><strong>$152,068</strong></td>
<td><strong>$148,656</strong></td>
</tr>
</tbody>
</table>

| LIABILITIES | | | | | | | |
| 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 |
| **Total Liabilities** | **$78,324** | **$75,123** | **$73,643** | **$104,417** | **$72,185** | **$69,694** | **$67,666** |

<table>
<thead>
<tr>
<th>NET ASSETS</th>
<th>FY 2018 ACTUAL</th>
<th>FY 2019 ACTUAL</th>
<th>FY 2020 FORECAST</th>
<th>FY 2020 FORECAST</th>
<th>FY 2021 PLAN</th>
<th>FY 2022 FORECAST</th>
<th>FY 2023 FORECAST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$71,788</strong></td>
<td><strong>$83,157</strong></td>
<td><strong>$79,587</strong></td>
<td><strong>$65,298</strong></td>
<td><strong>$79,039</strong></td>
<td><strong>$82,374</strong></td>
<td><strong>$80,990</strong></td>
<td></td>
</tr>
</tbody>
</table>

| Days Cash on Hand | 36 | 42 | 42 | 61 | 40 | 41 | 42 |

Revenues

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Patient Service</td>
<td>$172,391</td>
<td>$186,258</td>
<td>$192,777</td>
<td>$161,778</td>
<td>$174,769</td>
<td>$206,507</td>
<td>$214,767</td>
</tr>
<tr>
<td>Grants, Contracts &amp; Awards</td>
<td>72,454</td>
<td>76,144</td>
<td>80,108</td>
<td>81,895</td>
<td>84,380</td>
<td>88,665</td>
<td>92,211</td>
</tr>
<tr>
<td>UPL</td>
<td>22,606</td>
<td>26,047</td>
<td>32,821</td>
<td>34,855</td>
<td>34,952</td>
<td>52,109</td>
<td>54,193</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>35,776</td>
<td>41,085</td>
<td>38,730</td>
<td>34,807</td>
<td>43,503</td>
<td>34,416</td>
<td>35,793</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$303,227</strong></td>
<td><strong>$329,534</strong></td>
<td><strong>$344,435</strong></td>
<td><strong>$313,335</strong></td>
<td><strong>$334,935</strong></td>
<td><strong>$381,697</strong></td>
<td><strong>$396,965</strong></td>
</tr>
</tbody>
</table>

Expenses

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>FY 2018 ACTUAL</th>
<th>FY 2019 ACTUAL</th>
<th>FY 2020 FORECAST</th>
<th>FY 2020 FORECAST</th>
<th>FY 2021 PLAN</th>
<th>FY 2022 FORECAST</th>
<th>FY 2023 FORECAST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Support</td>
<td>$112,135</td>
<td>$118,010</td>
<td>$117,510</td>
<td>$115,510</td>
<td>$110,890</td>
<td>$127,955</td>
<td>$132,434</td>
</tr>
<tr>
<td>Housestaff Support</td>
<td>11,922</td>
<td>12,732</td>
<td>13,624</td>
<td>13,624</td>
<td>13,897</td>
<td>$16,036</td>
<td>16,597</td>
</tr>
<tr>
<td>Other Staff Support</td>
<td>65,467</td>
<td>71,968</td>
<td>79,975</td>
<td>78,975</td>
<td>75,816</td>
<td>$87,484</td>
<td>90,546</td>
</tr>
<tr>
<td>Depreciation/Amortization</td>
<td>4,824</td>
<td>4,436</td>
<td>4,152</td>
<td>4,152</td>
<td>3,986</td>
<td>$4,600</td>
<td>4,761</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>49,185</td>
<td>55,877</td>
<td>56,427</td>
<td>55,722</td>
<td>53,493</td>
<td>$61,725</td>
<td>63,886</td>
</tr>
<tr>
<td>Transfer to USF - Salary Grants</td>
<td>54,291</td>
<td>56,409</td>
<td>62,304</td>
<td>62,304</td>
<td>59,812</td>
<td>$69,017</td>
<td>74,433</td>
</tr>
<tr>
<td>Transfer to HPCC - Salary Support</td>
<td>1,035</td>
<td>1,072</td>
<td>520</td>
<td>514</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$298,859</strong></td>
<td><strong>$320,506</strong></td>
<td><strong>$334,513</strong></td>
<td><strong>$330,802</strong></td>
<td><strong>$317,894</strong></td>
<td><strong>$366,817</strong></td>
<td><strong>$379,656</strong></td>
</tr>
</tbody>
</table>

Operating Profit Before Non-Cash Changes

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$4,368</strong></td>
<td><strong>$9,028</strong></td>
<td><strong>$9,921</strong></td>
<td><strong>$(17,466)</strong></td>
<td><strong>$17,041</strong></td>
<td><strong>$14,880</strong></td>
<td><strong>$17,310</strong></td>
<td></td>
</tr>
</tbody>
</table>

| Total Non-Cash Changes | $(-206) | $(-5,320) | $(-6,371) | $(-6,371) | $0 | $0 | $0 |

<table>
<thead>
<tr>
<th>NET OPERATING PROFIT</th>
<th>FY 2018 ACTUAL</th>
<th>FY 2019 ACTUAL</th>
<th>FY 2020 FORECAST</th>
<th>FY 2020 FORECAST</th>
<th>FY 2021 PLAN</th>
<th>FY 2022 FORECAST</th>
<th>FY 2023 FORECAST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$4,162</strong></td>
<td><strong>$9,029</strong></td>
<td><strong>$3,550</strong></td>
<td><strong>$(23,838)</strong></td>
<td><strong>$17,041</strong></td>
<td><strong>$14,880</strong></td>
<td><strong>$17,310</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Profit Margin</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>FY 2022</th>
<th>FY 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>1%</td>
<td>3%</td>
<td>3%</td>
<td>-6%</td>
<td>5%</td>
<td>4%</td>
<td>4%</td>
<td></td>
</tr>
</tbody>
</table>
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.
## INCOME STATEMENT

### (In thousands)

<table>
<thead>
<tr>
<th></th>
<th>FY 2021 Financial Forecast (as of 3/31/20)</th>
<th>Variance</th>
<th>FY 2020 Actual Results</th>
<th>FY 2019 Actual Results</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gifts &amp; Donations</td>
<td>$48,100</td>
<td>$0</td>
<td>0 %</td>
<td>$48,100</td>
</tr>
<tr>
<td>Investment Income (Loss)</td>
<td>37,422</td>
<td>76,910</td>
<td>195 %</td>
<td>47,668</td>
</tr>
<tr>
<td>University Support</td>
<td>12,858</td>
<td>0</td>
<td>0 %</td>
<td>12,450</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>2,744</td>
<td>473</td>
<td>21 %</td>
<td>551</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$101,124</td>
<td>$77,383</td>
<td>326 %</td>
<td>$108,769</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>FY 2021 Financial Forecast (as of 3/31/20)</th>
<th>Variance</th>
<th>FY 2020 Actual Results</th>
<th>FY 2019 Actual Results</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td>19,511</td>
<td>193</td>
<td>1 %</td>
<td>24,915</td>
</tr>
<tr>
<td>Scholarship &amp; Fellowship</td>
<td>9,709</td>
<td>96</td>
<td>1 %</td>
<td>7,792</td>
</tr>
<tr>
<td>Service &amp; Independent contractors</td>
<td>4,026</td>
<td>40</td>
<td>1 %</td>
<td>5,273</td>
</tr>
<tr>
<td>Supplies</td>
<td>2,143</td>
<td>21</td>
<td>1 %</td>
<td>1,203</td>
</tr>
<tr>
<td>Other Transfers &amp; Expenses</td>
<td>14,126</td>
<td>0</td>
<td>0 %</td>
<td>29,064</td>
</tr>
<tr>
<td><strong>Total Program Service Expenses</strong></td>
<td>49,515</td>
<td>350</td>
<td>1 %</td>
<td>68,247</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>FY 2021 Financial Forecast (as of 3/31/20)</th>
<th>Variance</th>
<th>FY 2020 Actual Results</th>
<th>FY 2019 Actual Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundraising &amp; Operating Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td>14,776</td>
<td>146</td>
<td>1 %</td>
<td>14,726</td>
</tr>
<tr>
<td>Service &amp; Independent contractors</td>
<td>1,626</td>
<td>(448)</td>
<td>22%</td>
<td>2,074</td>
</tr>
<tr>
<td>Other Transfers &amp; Expenses</td>
<td>2,172</td>
<td>22</td>
<td>1 %</td>
<td>1,900</td>
</tr>
<tr>
<td><strong>Total Fundraising &amp; Operating Expenses</strong></td>
<td>18,574</td>
<td>(280)</td>
<td>(1)%</td>
<td>18,700</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>FY 2021 Financial Forecast (as of 3/31/20)</th>
<th>Variance</th>
<th>FY 2020 Actual Results</th>
<th>FY 2019 Actual Results</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$68,089</td>
<td>$70</td>
<td>0 %</td>
<td>$86,947</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>FY 2021 Financial Forecast (as of 3/31/20)</th>
<th>Variance</th>
<th>FY 2020 Actual Results</th>
<th>FY 2019 Actual Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Profit Before Non-Cash Changes</td>
<td>$33,035</td>
<td>$77,313</td>
<td>175 %</td>
<td>$21,822</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>FY 2021 Financial Forecast (as of 3/31/20)</th>
<th>Variance</th>
<th>FY 2020 Actual Results</th>
<th>FY 2019 Actual Results</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Non-Cash Changes</strong></td>
<td>$0</td>
<td>$0</td>
<td>%</td>
<td>$0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>FY 2021 Financial Forecast (as of 3/31/20)</th>
<th>Variance</th>
<th>FY 2020 Actual Results</th>
<th>FY 2019 Actual Results</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NET OPERATING PROFIT</strong></td>
<td>$33,035</td>
<td>$77,313</td>
<td>175 %</td>
<td>$21,822</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>FY 2021 Financial Forecast (as of 3/31/20)</th>
<th>Variance</th>
<th>FY 2020 Actual Results</th>
<th>FY 2019 Actual Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Profit Margin</td>
<td>32.67%</td>
<td>-186.50%</td>
<td>219.17%</td>
<td>20.06%</td>
</tr>
</tbody>
</table>

### USF Foundation, Inc.

FY 2021 Annual Financial Plan

Variance

INCOME STATEMENT

Board of Trustees Microsoft Teams Meeting - New Business - Action Items (Consent Agenda)
## Statement of Cash Flows

(In thousands)

<table>
<thead>
<tr>
<th></th>
<th>FY 2021 Financial Plan</th>
<th>FY 2020 Financial Forecast (as of 3/31/20)</th>
<th>Variance</th>
<th>FY 2020 Financial Actual Results</th>
<th>FY 2019 Actual Results</th>
<th>FY 2018 Actual Results</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Activities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Operating</td>
<td>$33,035</td>
<td>$(44,278)</td>
<td>$77,313</td>
<td>175%</td>
<td>$21,822</td>
<td>$10,874</td>
</tr>
<tr>
<td>Adjustments for Non-Cash Activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment (gain) loss</td>
<td>(37,422)</td>
<td>39,488</td>
<td>(76,910)</td>
<td>(195)%</td>
<td>(23,407)</td>
<td>(23,643)</td>
</tr>
<tr>
<td>Change in assets &amp; liabilities</td>
<td>(9,907)</td>
<td>9,807</td>
<td>(100)</td>
<td>(1)%</td>
<td>3,246</td>
<td>(8,329)</td>
</tr>
<tr>
<td>Total Cash From Operating Activities</td>
<td>$(14,294)</td>
<td>$(14,597)</td>
<td>$303</td>
<td>2%</td>
<td>$(1,661)</td>
<td>$(21,098)</td>
</tr>
<tr>
<td><strong>Financing Activities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proceeds of sale of contributed land held for resale</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>%</td>
<td>$0</td>
<td>$12,000</td>
</tr>
<tr>
<td>Interest Paid on Debt</td>
<td>(109)</td>
<td>(119)</td>
<td>10</td>
<td>8%</td>
<td>0</td>
<td>(129)</td>
</tr>
<tr>
<td>Principal Paid on Debt</td>
<td>(385)</td>
<td>(370)</td>
<td>(15)</td>
<td>(4)%</td>
<td>(360)</td>
<td>(371)</td>
</tr>
<tr>
<td>Noncapital Financing activities</td>
<td>7,565</td>
<td>7,518</td>
<td>47</td>
<td>1%</td>
<td>0</td>
<td>9,435</td>
</tr>
<tr>
<td>Total Cash From Financing Activities</td>
<td>$7,071</td>
<td>$7,029</td>
<td>$42</td>
<td>1%</td>
<td>$(360)</td>
<td>$20,935</td>
</tr>
<tr>
<td><strong>Investing Activities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td>$0</td>
<td>$(475)</td>
<td>$475</td>
<td>100%</td>
<td>$(475)</td>
<td>$(7,650)</td>
</tr>
<tr>
<td>New (Purchase) Sale of Investment</td>
<td>(1,054)</td>
<td>(1,565)</td>
<td>511</td>
<td>33%</td>
<td>6,054</td>
<td>(1,360)</td>
</tr>
<tr>
<td>Interest dividends reinvested</td>
<td>9,058</td>
<td>9,346</td>
<td>(288)</td>
<td>(3)%</td>
<td>(6,436)</td>
<td>9,565</td>
</tr>
<tr>
<td>Total Cash From Investing Activities</td>
<td>$8,004</td>
<td>$7,306</td>
<td>$698</td>
<td>10%</td>
<td>$(857)</td>
<td>$555</td>
</tr>
<tr>
<td><strong>Change in Cash</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash, Beginning of Year</td>
<td>1,155</td>
<td>1,417</td>
<td>1,043</td>
<td>398%</td>
<td>444</td>
<td>392</td>
</tr>
<tr>
<td>Cash, End of Year</td>
<td>$1,936</td>
<td>$1,155</td>
<td>$781</td>
<td>68%</td>
<td>$2,431</td>
<td>$1,417</td>
</tr>
<tr>
<td><strong>Total Cash &amp; Investments</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Cash &amp; Investments</td>
<td>$94,667</td>
<td>$94,931</td>
<td>$(264)</td>
<td>(0)%</td>
<td>$93,688</td>
<td>$98,017</td>
</tr>
<tr>
<td><strong>Days Cash on Hand</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Days Cash on Hand</td>
<td>507</td>
<td>509</td>
<td>(2)</td>
<td>(0)%</td>
<td>393</td>
<td>470</td>
</tr>
</tbody>
</table>
### 3-YEAR FORECAST

(In thousands)

<table>
<thead>
<tr>
<th></th>
<th>FY 2018 ACTUAL</th>
<th>FY 2019 ACTUAL</th>
<th>FY 2020 FORECAST</th>
<th>FY 2021 PLAN</th>
<th>FY 2022 FORECAST</th>
<th>FY 2023 FORECAST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash &amp; Investments</td>
<td>$83,867</td>
<td>$98,017</td>
<td>$94,931</td>
<td>$94,667</td>
<td>$96,087</td>
<td>$98,008</td>
</tr>
<tr>
<td>Fixed Assets</td>
<td>10,003</td>
<td>10,844</td>
<td>10,855</td>
<td>11,072</td>
<td>11,075</td>
<td>11,120</td>
</tr>
<tr>
<td>Other Assets</td>
<td>569,729</td>
<td>587,690</td>
<td>546,684</td>
<td>581,438</td>
<td>627,714</td>
<td>672,716</td>
</tr>
<tr>
<td>Total Assets</td>
<td>$663,599</td>
<td>$696,551</td>
<td>$652,470</td>
<td>$687,177</td>
<td>$734,876</td>
<td>$781,844</td>
</tr>
<tr>
<td><strong>LIABILITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payables</td>
<td>$937</td>
<td>$969</td>
<td>$1,054</td>
<td>$1,076</td>
<td>$1,095</td>
<td>$2,117</td>
</tr>
<tr>
<td>Long-Term Debt</td>
<td>5,086</td>
<td>4,714</td>
<td>4,333</td>
<td>3,942</td>
<td>3,540</td>
<td>3,127</td>
</tr>
<tr>
<td>Other Liabilities and deferred inflows</td>
<td>54,437</td>
<td>54,087</td>
<td>54,580</td>
<td>56,621</td>
<td>60,584</td>
<td>62,824</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>$60,460</td>
<td>$59,770</td>
<td>$59,967</td>
<td>$61,639</td>
<td>$65,219</td>
<td>$68,068</td>
</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td>$603,139</td>
<td>$636,781</td>
<td>$592,503</td>
<td>$625,538</td>
<td>$669,657</td>
<td>$713,776</td>
</tr>
<tr>
<td>Days Cash on Hand</td>
<td>471</td>
<td>469</td>
<td>509</td>
<td>507</td>
<td>473</td>
<td>468</td>
</tr>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gifts &amp; Fundraising Revenue</td>
<td>$48,261</td>
<td>$51,380</td>
<td>$48,100</td>
<td>$48,100</td>
<td>$54,200</td>
<td>$56,500</td>
</tr>
<tr>
<td>University Support</td>
<td>13,211</td>
<td>13,233</td>
<td>12,858</td>
<td>12,858</td>
<td>13,805</td>
<td>13,805</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>61,229</td>
<td>45,260</td>
<td>(37,217)</td>
<td>40,166</td>
<td>50,339</td>
<td>51,925</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$122,701</td>
<td>$109,873</td>
<td>$23,741</td>
<td>$101,124</td>
<td>$118,344</td>
<td>$122,230</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td>$36,361</td>
<td>$31,631</td>
<td>$33,948</td>
<td>$34,287</td>
<td>$36,598</td>
<td>$38,043</td>
</tr>
<tr>
<td>Scholarship &amp; Fellowships</td>
<td>9,723</td>
<td>10,336</td>
<td>9,613</td>
<td>9,709</td>
<td>10,000</td>
<td>10,800</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>18,954</td>
<td>34,264</td>
<td>24,458</td>
<td>24,092</td>
<td>27,627</td>
<td>27,658</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$65,038</td>
<td>$76,231</td>
<td>$68,019</td>
<td>$68,089</td>
<td>$74,225</td>
<td>$76,501</td>
</tr>
<tr>
<td>Operating Profit Before Non-Cash Changes</td>
<td>$57,663</td>
<td>$33,642</td>
<td>$(44,278)</td>
<td>$33,035</td>
<td>$44,119</td>
<td>$45,729</td>
</tr>
<tr>
<td>Total Non-Cash Changes</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>NET OPERATING PROFIT</strong></td>
<td>$57,663</td>
<td>$33,642</td>
<td>$(44,278)</td>
<td>$33,035</td>
<td>$44,119</td>
<td>$45,729</td>
</tr>
<tr>
<td>Operating Profit Margin</td>
<td>47%</td>
<td>31%</td>
<td>-187%</td>
<td>33%</td>
<td>37%</td>
<td>37%</td>
</tr>
</tbody>
</table>

USF Foundation, Inc.
FY 2021 Annual Financial Plan

3-YEAR FORECAST
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)  

<table>
<thead>
<tr>
<th></th>
<th>FY 2021 FINANCIAL PLAN</th>
<th>FY 2020 FORECAST (as of 3/31/20)</th>
<th>Variance</th>
<th>FY 2020 FINANCIAL PLAN</th>
<th>FY 2019 ACTUAL RESULTS</th>
<th>FY 2018 ACTUAL RESULTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Revenue</td>
<td>$9,564</td>
<td>$9,075</td>
<td>$489</td>
<td>$9,144</td>
<td>$8,689</td>
<td>$8,379</td>
</tr>
<tr>
<td>Intellectual Property Revenue</td>
<td>2,600</td>
<td>2,600</td>
<td>-</td>
<td>3,160</td>
<td>3,592</td>
<td>3,728</td>
</tr>
<tr>
<td>NMR Use License Fee</td>
<td>307</td>
<td>307</td>
<td>-</td>
<td>307</td>
<td>307</td>
<td>307</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>204</td>
<td>193</td>
<td>10</td>
<td>257</td>
<td>269</td>
<td>244</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$12,675</strong></td>
<td><strong>$12,175</strong></td>
<td><strong>$500</strong></td>
<td><strong>$12,868</strong></td>
<td><strong>$12,858</strong></td>
<td><strong>$12,657</strong></td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td>$1,328</td>
<td>$1,357</td>
<td>(28)</td>
<td>(2)%</td>
<td>$1,437</td>
<td>$1,288</td>
</tr>
<tr>
<td>Intellectual Property &amp; Other Program Expense</td>
<td>1,989</td>
<td>1,989</td>
<td>-</td>
<td>2,360</td>
<td>3,036</td>
<td>3,045</td>
</tr>
<tr>
<td>Operations - Research Park</td>
<td>3,648</td>
<td>3,634</td>
<td>14</td>
<td>3,607</td>
<td>3,076</td>
<td>3,075</td>
</tr>
<tr>
<td>Contractual Services &amp; Other Operating</td>
<td>162</td>
<td>191</td>
<td>(29)</td>
<td>149</td>
<td>135</td>
<td>165</td>
</tr>
<tr>
<td>University Business Center - Net Rent Expense</td>
<td>198</td>
<td>244</td>
<td>(46)</td>
<td>24</td>
<td>332</td>
<td>4</td>
</tr>
<tr>
<td>Interest Expense</td>
<td>609</td>
<td>533</td>
<td>76</td>
<td>533</td>
<td>622</td>
<td>687</td>
</tr>
<tr>
<td>Depreciation &amp; Amortization</td>
<td>2,893</td>
<td>2,910</td>
<td>(17)</td>
<td>2,767</td>
<td>2,648</td>
<td>2,907</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$10,827</strong></td>
<td><strong>$10,857</strong></td>
<td><strong>(29)</strong></td>
<td><strong>$10,877</strong></td>
<td><strong>$11,136</strong></td>
<td><strong>$11,230</strong></td>
</tr>
<tr>
<td><strong>OPERATING PROFIT BEFORE NON-OPERATING REVENUE</strong></td>
<td><strong>$1,848</strong></td>
<td><strong>$1,318</strong></td>
<td><strong>529</strong></td>
<td><strong>$1,991</strong></td>
<td><strong>$1,722</strong></td>
<td><strong>$1,427</strong></td>
</tr>
<tr>
<td>Investment Income (loss)</td>
<td>1,935</td>
<td>(2,313)</td>
<td>4,248</td>
<td>2,023</td>
<td>2,212</td>
<td>3,117</td>
</tr>
<tr>
<td><strong>Total Non-Operating</strong></td>
<td><strong>$1,935</strong></td>
<td><strong>(2,313)</strong></td>
<td><strong>4,248</strong></td>
<td><strong>$2,023</strong></td>
<td><strong>$2,212</strong></td>
<td><strong>$3,117</strong></td>
</tr>
<tr>
<td><strong>NET INCOME (Loss)</strong></td>
<td><strong>$3,782</strong></td>
<td><strong>$(995)</strong></td>
<td><strong>4,777</strong></td>
<td><strong>$4,014</strong></td>
<td><strong>$3,934</strong></td>
<td><strong>$4,544</strong></td>
</tr>
<tr>
<td><strong>Operating Profit Margin</strong></td>
<td>15%</td>
<td>11%</td>
<td>4%</td>
<td>15%</td>
<td>13%</td>
<td>11%</td>
</tr>
</tbody>
</table>
## STATEMENT OF CASH FLOWS

(In thousands)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING ACTIVITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Income</td>
<td>$3,782</td>
<td>$(995)</td>
<td>$4,777</td>
<td>480%</td>
<td>$4,014</td>
</tr>
<tr>
<td>Adjustments for Non-Cash Activities:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less Non-Cash Investment (Gain)</td>
<td>(1,935)</td>
<td>2,313</td>
<td>(4,248)</td>
<td>(184)%</td>
<td>(2,023)</td>
</tr>
<tr>
<td>Add back Depreciation/Amortization Exp</td>
<td>2,893</td>
<td>2,910</td>
<td>(17)</td>
<td>(1)%</td>
<td>2,767</td>
</tr>
<tr>
<td>Add back Other Non-Cash Expenses</td>
<td>10</td>
<td>10</td>
<td>0</td>
<td>0%</td>
<td>18</td>
</tr>
<tr>
<td>Less Other Non-Cash Revenue</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>Add back Other Income Restatement</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>Changes in Operating Assets and Liabilities</td>
<td>(600)</td>
<td>300</td>
<td>(900)</td>
<td>(300)%</td>
<td>-</td>
</tr>
<tr>
<td>Total Cash From Operating Activities</td>
<td>$4,151</td>
<td>$4,538</td>
<td>$(388)</td>
<td>(9)%</td>
<td>$4,777</td>
</tr>
<tr>
<td><strong>FINANCING ACTIVITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal Payments - Notes Payable</td>
<td>$(775)</td>
<td>$(1,745)</td>
<td>$970</td>
<td>56%</td>
<td>$(1,745)</td>
</tr>
<tr>
<td>Principal Payments Capital Lease - UDI Building</td>
<td>(241)</td>
<td>(281)</td>
<td>40</td>
<td>14%</td>
<td>-</td>
</tr>
<tr>
<td>Redeem Investments for New Building</td>
<td>3,254</td>
<td>2,514</td>
<td>740</td>
<td>29%</td>
<td>3,194</td>
</tr>
<tr>
<td>Cash Outlay: New Bldg - Debt Sinking Fund</td>
<td>-</td>
<td>(1,983)</td>
<td>1,983</td>
<td>100%</td>
<td>(2,420)</td>
</tr>
<tr>
<td>Cash Outlay: New Bldg - Debt Service Coverage</td>
<td>-</td>
<td>(531)</td>
<td>531</td>
<td>100%</td>
<td>-</td>
</tr>
<tr>
<td>Cash Outlay: New Bldg - Debt Payment</td>
<td>(1,754)</td>
<td>(475)</td>
<td>(1,281)</td>
<td>(271)%</td>
<td>(774)</td>
</tr>
<tr>
<td>Cash Outlay: New Bldg - Closing Costs</td>
<td>-</td>
<td>(53)</td>
<td>53</td>
<td>100%</td>
<td>-</td>
</tr>
<tr>
<td>Total Cash From Financing Activities</td>
<td>$484</td>
<td>$(2,552)</td>
<td>$3,035</td>
<td>119%</td>
<td>$(1,745)</td>
</tr>
<tr>
<td><strong>INVESTING ACTIVITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td>$(1,483)</td>
<td>$(1,469)</td>
<td>$(14)</td>
<td>(1)%</td>
<td>$(1,534)</td>
</tr>
<tr>
<td>Capital Expenditures - New Bldg Tenant Improvements</td>
<td>(1,500)</td>
<td>-</td>
<td>(1,500)</td>
<td>%</td>
<td>-</td>
</tr>
<tr>
<td>Purchase of Investments</td>
<td>-</td>
<td>(4,050)</td>
<td>4,050</td>
<td>100%</td>
<td>-</td>
</tr>
<tr>
<td>Seed Capital Loan Repayments (Issuance)</td>
<td>-</td>
<td>20</td>
<td>(20)</td>
<td>(100)%</td>
<td>-</td>
</tr>
<tr>
<td>Transfer from Venture Investment Fund</td>
<td>-</td>
<td>-</td>
<td>0</td>
<td>%</td>
<td>-</td>
</tr>
<tr>
<td>Total Cash From Investing Activities</td>
<td>$(2,983)</td>
<td>$(5,499)</td>
<td>$2,516</td>
<td>46%</td>
<td>$(1,534)</td>
</tr>
<tr>
<td><strong>CHANGE IN CASH</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1,652</td>
<td>(3,512)</td>
<td>5,164</td>
<td>147%</td>
<td>1,498</td>
<td>1,049</td>
</tr>
<tr>
<td>Cash, Beginning of Year</td>
<td>3,614</td>
<td>7,127</td>
<td>(3,512)</td>
<td>(49)%</td>
<td>7,466</td>
</tr>
<tr>
<td>Cash, End of Year</td>
<td>$5,266</td>
<td>$3,614</td>
<td>$1,652</td>
<td>46%</td>
<td>$8,964</td>
</tr>
<tr>
<td><strong>CHANGE IN CASH</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Cash &amp; Investments</td>
<td>$42,800</td>
<td>$42,467</td>
<td>$333</td>
<td>1%</td>
<td>$43,377</td>
</tr>
<tr>
<td>Days Cash on Hand</td>
<td>298</td>
<td>350</td>
<td>(52)</td>
<td>(15)%</td>
<td>332</td>
</tr>
</tbody>
</table>

USF Research Foundation, Inc.
FY 2021 Annual Financial Plan
### 3-YEAR FORECAST

#### ASSETS

<table>
<thead>
<tr>
<th></th>
<th>FY 2018 ACTUAL</th>
<th>FY 2019 ACTUAL</th>
<th>FY 2020 FORECAST</th>
<th>FY 2021 PLAN</th>
<th>FY 2022 FORECAST</th>
<th>FY 2023 FORECAST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash &amp; Investments</td>
<td>$40,622</td>
<td>$46,807</td>
<td>$43,377</td>
<td>$42,800</td>
<td>$45,575</td>
<td>$48,246</td>
</tr>
<tr>
<td>Fixed Assets</td>
<td>31,901</td>
<td>33,510</td>
<td>58,748</td>
<td>59,383</td>
<td>57,984</td>
<td>57,051</td>
</tr>
<tr>
<td>Other Assets</td>
<td>18,837</td>
<td>18,039</td>
<td>17,923</td>
<td>17,807</td>
<td>17,691</td>
<td>17,575</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td><strong>$91,360</strong></td>
<td><strong>$98,355</strong></td>
<td><strong>$120,048</strong></td>
<td><strong>$119,990</strong></td>
<td><strong>$121,250</strong></td>
<td><strong>$122,872</strong></td>
</tr>
</tbody>
</table>

#### LIABILITIES

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Payables</td>
<td>$2,284</td>
<td>$2,704</td>
<td>$2,204</td>
<td>$2,270</td>
<td>$2,338</td>
<td>$2,408</td>
</tr>
<tr>
<td>Long-Term Debt</td>
<td>18,875</td>
<td>20,610</td>
<td>44,618</td>
<td>42,662</td>
<td>40,628</td>
<td>36,314</td>
</tr>
<tr>
<td>Other Liabilities and deferred inflows</td>
<td>7,646</td>
<td>8,553</td>
<td>8,810</td>
<td>9,074</td>
<td>9,346</td>
<td>12,095</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td><strong>$28,806</strong></td>
<td><strong>$31,868</strong></td>
<td><strong>$55,632</strong></td>
<td><strong>$54,006</strong></td>
<td><strong>$52,312</strong></td>
<td><strong>$50,818</strong></td>
</tr>
</tbody>
</table>

#### NET ASSETS

<table>
<thead>
<tr>
<th></th>
<th>2018 $62,554</th>
<th>2019 $66,488</th>
<th>2020 $64,416</th>
<th>2021 $65,984</th>
<th>2022 $68,938</th>
<th>2023 $72,054</th>
</tr>
</thead>
</table>

**Days Cash on Hand**: 325, 457, 350, 298, 348, 373

#### REVENUES

<table>
<thead>
<tr>
<th></th>
<th>2018 $8,379</th>
<th>2019 $8,689</th>
<th>2020 $9,075</th>
<th>2021 $9,564</th>
<th>2022 $10,168</th>
<th>2023 $11,068</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Revenue</td>
<td>3,728</td>
<td>3,592</td>
<td>2,600</td>
<td>2,600</td>
<td>2,700</td>
<td>2,800</td>
</tr>
<tr>
<td>Intellectual Property Revenue</td>
<td>551</td>
<td>576</td>
<td>500</td>
<td>511</td>
<td>506</td>
<td>504</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$12,657</strong></td>
<td><strong>$12,858</strong></td>
<td><strong>$12,175</strong></td>
<td><strong>$12,675</strong></td>
<td><strong>$13,373</strong></td>
<td><strong>$14,372</strong></td>
</tr>
</tbody>
</table>

#### EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>2018 $1,347</th>
<th>2019 $1,288</th>
<th>2020 $1,357</th>
<th>2021 $1,328</th>
<th>2022 $1,368</th>
<th>2023 $1,409</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Benefits</td>
<td>3,075</td>
<td>3,076</td>
<td>3,634</td>
<td>3,648</td>
<td>3,800</td>
<td>4,150</td>
</tr>
<tr>
<td>Operations - Research Park</td>
<td>6,808</td>
<td>6,772</td>
<td>5,866</td>
<td>5,851</td>
<td>6,134</td>
<td>6,336</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$11,230</strong></td>
<td><strong>$11,136</strong></td>
<td><strong>$10,857</strong></td>
<td><strong>$10,827</strong></td>
<td><strong>$11,302</strong></td>
<td><strong>$11,896</strong></td>
</tr>
</tbody>
</table>

#### Operating Profit Before Non-Cash Changes

<table>
<thead>
<tr>
<th></th>
<th>2018 $1,427</th>
<th>2019 $1,722</th>
<th>2020 $1,318</th>
<th>2021 $1,848</th>
<th>2022 $2,071</th>
<th>2023 $2,476</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Non-Cash Investment Income</strong></td>
<td>$3,117</td>
<td>$2,212</td>
<td>$(2,313)</td>
<td>$1,935</td>
<td>$2,008</td>
<td>$2,012</td>
</tr>
<tr>
<td><strong>NET INCOME</strong></td>
<td><strong>$4,544</strong></td>
<td><strong>$3,934</strong></td>
<td><strong>$(995)</strong></td>
<td><strong>$3,782</strong></td>
<td><strong>$4,078</strong></td>
<td><strong>$4,488</strong></td>
</tr>
</tbody>
</table>

**Operating Profit Margin**: 11%, 13%, 11%, 15%, 15%, 17%
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 programing 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.
# INCOME STATEMENT

(In thousands)

<table>
<thead>
<tr>
<th></th>
<th>FY 2021 FINANCIAL FORECAST (as of 3/31/20)</th>
<th>Variance</th>
<th>FY 2020 FINANCIAL PLAN</th>
<th>FY 2019 ACTUAL RESULTS</th>
<th>FY 2018 ACTUAL RESULTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Event Income</td>
<td>$321</td>
<td>$118</td>
<td>58 %</td>
<td>$559</td>
<td>$398</td>
</tr>
<tr>
<td>Ancillary Revenue:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suites/ Loge</td>
<td>53</td>
<td>15</td>
<td>40 %</td>
<td>21</td>
<td>45</td>
</tr>
<tr>
<td>Concessions &amp; Novelty</td>
<td>301</td>
<td>(4)</td>
<td>(1)%</td>
<td>277</td>
<td>333</td>
</tr>
<tr>
<td>Parking</td>
<td>410</td>
<td>105</td>
<td>34 %</td>
<td>362</td>
<td>437</td>
</tr>
<tr>
<td>Service Charges</td>
<td>412</td>
<td>40</td>
<td>11 %</td>
<td>398</td>
<td>383</td>
</tr>
<tr>
<td>Ticketmaster Rebates</td>
<td>409</td>
<td>(131)</td>
<td>(24)%</td>
<td>284</td>
<td>384</td>
</tr>
<tr>
<td>Ancillary Revenue</td>
<td></td>
<td>24</td>
<td>2 %</td>
<td>1,341</td>
<td>1,582</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>75</td>
<td>(17)</td>
<td>(19)%</td>
<td>90</td>
<td>191</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td></td>
<td>$1,980</td>
<td>7 %</td>
<td>$1,989</td>
<td>$2,171</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary &amp; Benefits</td>
<td>983</td>
<td>12</td>
<td>1 %</td>
<td>957</td>
<td>940</td>
</tr>
<tr>
<td>General &amp; Administrative</td>
<td>449</td>
<td>(26)</td>
<td>(5)%</td>
<td>466</td>
<td>456</td>
</tr>
<tr>
<td>Marketing &amp; Sales</td>
<td>43</td>
<td>22</td>
<td>102 %</td>
<td>41</td>
<td>24</td>
</tr>
<tr>
<td>Equipment &amp; Supplies</td>
<td>101</td>
<td>27</td>
<td>36 %</td>
<td>91</td>
<td>65</td>
</tr>
<tr>
<td>Utilities</td>
<td>41</td>
<td>18</td>
<td>76 %</td>
<td>31</td>
<td>38</td>
</tr>
<tr>
<td>Insurance</td>
<td>126</td>
<td>(20)</td>
<td>(14)%</td>
<td>126</td>
<td>125</td>
</tr>
<tr>
<td>Transition Expenses</td>
<td>0</td>
<td>0</td>
<td>%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incentive Fees/ Profit Share</td>
<td>50</td>
<td>0</td>
<td>0 %</td>
<td>50</td>
<td>150</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td></td>
<td>$1,793</td>
<td>2 %</td>
<td>$1,762</td>
<td>$1,798</td>
</tr>
<tr>
<td><strong>OPERATING PROFIT BEFORE NON-CASH CHANGES</strong></td>
<td>$187</td>
<td>$94</td>
<td>$93</td>
<td>$227</td>
<td>$373</td>
</tr>
<tr>
<td>Unrealized Investment Gains (Losses)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Non-Cash Changes</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>NET OPERATING PROFIT</strong></td>
<td>$187</td>
<td>$94</td>
<td>$93</td>
<td>$227</td>
<td>$373</td>
</tr>
<tr>
<td>Operating Profit Margin</td>
<td>9%</td>
<td>5%</td>
<td>4%</td>
<td>11%</td>
<td>17%</td>
</tr>
</tbody>
</table>

USF Sun Dome, Inc.
FY 2021 Annual Financial Plan

Variance
# USF Sun Dome, Inc.
## FY 2021 Annual Financial Plan

## STATEMENT OF CASH FLOWS

<table>
<thead>
<tr>
<th>(In thousands)</th>
<th>FY 2021 FINANCIAL PLAN</th>
<th>FY 2020 FORECAST (as of 3/31/20)</th>
<th>Variance</th>
<th>FY 2020 FINANCIAL PLAN</th>
<th>FY 2019 ACTUAL RESULTS</th>
<th>FY 2018 ACTUAL RESULTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING ACTIVITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Operating Profit</td>
<td>$187</td>
<td>$94</td>
<td>$93</td>
<td>99 %</td>
<td>$227</td>
<td>$373</td>
</tr>
<tr>
<td>Adjustments for Non-Cash Activities:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Increase) Decrease in Accounts Receivable</td>
<td>47</td>
<td>115</td>
<td>(68)</td>
<td>(59)%</td>
<td>0</td>
<td>(63)</td>
</tr>
<tr>
<td>(Increase) Decrease in Prepaid</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0 %</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Increase (Decrease) in Accounts Payable</td>
<td>0</td>
<td>(375)</td>
<td>375</td>
<td>100 %</td>
<td>17</td>
<td>29</td>
</tr>
<tr>
<td>Increase (Decrease) in Accrued Liabilities</td>
<td>8</td>
<td>(218)</td>
<td>226</td>
<td>104 %</td>
<td>(65)</td>
<td>171</td>
</tr>
<tr>
<td>Increase (Decrease) in Deferred Revenue</td>
<td>200</td>
<td>(685)</td>
<td>885</td>
<td>129 %</td>
<td>3</td>
<td>990</td>
</tr>
<tr>
<td><strong>Total Cash From Operating Activities</strong></td>
<td>$442</td>
<td>$(1,069)</td>
<td>$1,511</td>
<td>141 %</td>
<td>$182</td>
<td>$1,501</td>
</tr>
<tr>
<td><strong>FINANCING ACTIVITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Expenditures (1)</td>
<td>$0</td>
<td>0</td>
<td>0</td>
<td>0 %</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Cash From Financing Activities</strong></td>
<td>$0</td>
<td>0</td>
<td>0</td>
<td>0 %</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>INVESTING ACTIVITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Revenue Transfers to USF, net</td>
<td>(413)</td>
<td>(413)</td>
<td>0</td>
<td>0 %</td>
<td>(413)</td>
<td>(686)</td>
</tr>
<tr>
<td><strong>Total Cash From Investing Activities</strong></td>
<td>$(413)</td>
<td>$(413)</td>
<td>$0</td>
<td>0 %</td>
<td>$(413)</td>
<td>$(686)</td>
</tr>
<tr>
<td><strong>CHANGE IN CASH</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash, Beginning of Year</td>
<td>37</td>
<td>1,519</td>
<td>(1,482)</td>
<td>(98)%</td>
<td>(231)</td>
<td>815</td>
</tr>
<tr>
<td>Cash, End of Year</td>
<td>$66</td>
<td>$37</td>
<td>$29</td>
<td>78 %</td>
<td>$344</td>
<td>$1,519</td>
</tr>
<tr>
<td><strong>Total Cash &amp; Investments</strong></td>
<td>$66</td>
<td>$37</td>
<td>$29</td>
<td>78 %</td>
<td>$344</td>
<td>$1,519</td>
</tr>
<tr>
<td><strong>Days Cash on Hand</strong></td>
<td>13</td>
<td>8</td>
<td>6</td>
<td>75 %</td>
<td>71</td>
<td>308</td>
</tr>
</tbody>
</table>

(1) Assumes USF funding of Capital expenditures with related assets maintained on USF's books' (consistent with the current reporting of the building/building improvements).
## 3-YEAR FORECAST

**(In thousands)**

<table>
<thead>
<tr>
<th></th>
<th>FY 2018 ACTUAL</th>
<th>FY 2019 ACTUAL</th>
<th>FY 2020 FORECAST</th>
<th>FY 2021 PLAN</th>
<th>FY 2022 FORECAST</th>
<th>FY 2023 FORECAST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash &amp; Investments</td>
<td>$704</td>
<td>$1,520</td>
<td>$37</td>
<td>$66</td>
<td>$36</td>
<td>$112</td>
</tr>
<tr>
<td>Fixed Assets</td>
<td>124</td>
<td>362</td>
<td>247</td>
<td>200</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>Other Assets</td>
<td>0</td>
<td>(1)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Assets</td>
<td>$828</td>
<td>$1,881</td>
<td>$284</td>
<td>$266</td>
<td>$236</td>
<td>$312</td>
</tr>
<tr>
<td><strong>LIABILITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payables</td>
<td>$248</td>
<td>$400</td>
<td>$25</td>
<td>$25</td>
<td>$27</td>
<td>$28</td>
</tr>
<tr>
<td>Accrued Liabilities</td>
<td>647</td>
<td>818</td>
<td>600</td>
<td>608</td>
<td>658</td>
<td>701</td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td>143</td>
<td>1,185</td>
<td>500</td>
<td>700</td>
<td>761</td>
<td>828</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>$1,037</td>
<td>$2,403</td>
<td>$1,125</td>
<td>$1,333</td>
<td>$1,446</td>
<td>$1,557</td>
</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td>$(209)</td>
<td>$(522)</td>
<td>$(841)</td>
<td>$(1,067)</td>
<td>$(1,210)</td>
<td>$(1,245)</td>
</tr>
<tr>
<td>Days Cash on Hand</td>
<td>161</td>
<td>309</td>
<td>8</td>
<td>13</td>
<td>7</td>
<td>20</td>
</tr>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Event Income</td>
<td>$264</td>
<td>$398</td>
<td>$203</td>
<td>$321</td>
<td>$354</td>
<td>$389</td>
</tr>
<tr>
<td>Total Ancillary Revenue</td>
<td>1,121</td>
<td>1,582</td>
<td>1,560</td>
<td>1,584</td>
<td>1,742</td>
<td>1,916</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>110</td>
<td>191</td>
<td>92</td>
<td>75</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$1,494</td>
<td>$2,171</td>
<td>$1,855</td>
<td>$1,980</td>
<td>$2,171</td>
<td>$2,380</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary &amp; Benefits</td>
<td>$817</td>
<td>$940</td>
<td>$971</td>
<td>$983</td>
<td>$1,033</td>
<td>$1,084</td>
</tr>
<tr>
<td>General &amp; Administrative</td>
<td>427</td>
<td>456</td>
<td>475</td>
<td>449</td>
<td>472</td>
<td>495</td>
</tr>
<tr>
<td>Marketing &amp; Sales</td>
<td>22</td>
<td>24</td>
<td>21</td>
<td>43</td>
<td>45</td>
<td>47</td>
</tr>
<tr>
<td>Equipment &amp; Supplies</td>
<td>53</td>
<td>65</td>
<td>75</td>
<td>101</td>
<td>106</td>
<td>112</td>
</tr>
<tr>
<td>Utilities</td>
<td>31</td>
<td>38</td>
<td>23</td>
<td>41</td>
<td>43</td>
<td>45</td>
</tr>
<tr>
<td>Insurance</td>
<td>152</td>
<td>125</td>
<td>146</td>
<td>126</td>
<td>132</td>
<td>139</td>
</tr>
<tr>
<td>Transition Expenses</td>
<td>96</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incentive Fees/ Profit Share</td>
<td>0</td>
<td>150</td>
<td>50</td>
<td>70</td>
<td>70</td>
<td>80</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$1,596</td>
<td>$1,798</td>
<td>$1,761</td>
<td>$1,793</td>
<td>$1,901</td>
<td>$2,002</td>
</tr>
<tr>
<td><strong>Operating Profit Before Non-Cash Changes</strong></td>
<td>$(102)</td>
<td>$373</td>
<td>$94</td>
<td>$187</td>
<td>$270</td>
<td>$378</td>
</tr>
<tr>
<td>Total Non-Cash Changes</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>NET OPERATING PROFIT</strong></td>
<td>$(102)</td>
<td>$373</td>
<td>$94</td>
<td>$187</td>
<td>$270</td>
<td>$378</td>
</tr>
<tr>
<td>Operating Profit Margin</td>
<td>-7%</td>
<td>17%</td>
<td>5%</td>
<td>9%</td>
<td>12%</td>
<td>16%</td>
</tr>
</tbody>
</table>
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 and the FY 2021 Financial Plan Due to COVID-19 and Management's Plans to Mitigate these Risks

- 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.
## INCOME STATEMENT

### REVENUES

<table>
<thead>
<tr>
<th></th>
<th>FY 2021 Financial Forecast</th>
<th>FY 2020 Financial Actual</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>as of 3/31/20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracts Revenues</td>
<td>$4,868</td>
<td>$937</td>
<td>$3,931</td>
</tr>
<tr>
<td>Hillsborough County Grant</td>
<td>2,478</td>
<td>643</td>
<td>1,835</td>
</tr>
<tr>
<td>University Support</td>
<td>714</td>
<td>907</td>
<td>(194)</td>
</tr>
<tr>
<td>College of Engineering Support</td>
<td>23</td>
<td>23</td>
<td>(0)</td>
</tr>
<tr>
<td>Florida High Tech Corridor Matching</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Donation and Other Revenue</td>
<td>74</td>
<td>13</td>
<td>61</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$8,156</strong></td>
<td><strong>$2,524</strong></td>
<td><strong>$5,633</strong></td>
</tr>
</tbody>
</table>

### EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>FY 2021 Financial Forecast</th>
<th>FY 2020 Financial Actual</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>as of 3/31/20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td>$867</td>
<td>$707</td>
<td>$159</td>
</tr>
<tr>
<td>College of Engineering Salary Support</td>
<td>23</td>
<td>23</td>
<td>(0)</td>
</tr>
<tr>
<td>Gift In-Kind Expenses</td>
<td>74</td>
<td>12</td>
<td>62</td>
</tr>
<tr>
<td>Materials, Supplies, Software &amp; Equip., Travel</td>
<td>87</td>
<td>30</td>
<td>57</td>
</tr>
<tr>
<td>Banking, Insurance, Audit, Tax Services</td>
<td>100</td>
<td>131</td>
<td>(32)</td>
</tr>
<tr>
<td>Facilities, Utilities, Telecomm., Security</td>
<td>63</td>
<td>0</td>
<td>63</td>
</tr>
<tr>
<td>Depreciation &amp; Amortization</td>
<td>140</td>
<td>25</td>
<td>115</td>
</tr>
<tr>
<td>Hills. County Salaries &amp; Benefits</td>
<td>984</td>
<td>84</td>
<td>900</td>
</tr>
<tr>
<td>Hills. County Materials &amp; Equip.</td>
<td>353</td>
<td>158</td>
<td>195</td>
</tr>
<tr>
<td>Hills. County Facilities, Telecomm., &amp; Security</td>
<td>641</td>
<td>69</td>
<td>572</td>
</tr>
<tr>
<td>Direct Program Costs</td>
<td>3,399</td>
<td>672</td>
<td>2,727</td>
</tr>
<tr>
<td>Transfer to USF-Indirect Return to University</td>
<td>380</td>
<td>27</td>
<td>352</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$7,110</strong></td>
<td><strong>$1,940</strong></td>
<td><strong>$5,170</strong></td>
</tr>
</tbody>
</table>

### OPERATING PROFIT BEFORE NON-CASH CHANGES

<table>
<thead>
<tr>
<th></th>
<th>FY 2021</th>
<th>FY 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Profit Before Non-Cash Changes</strong></td>
<td>$1,046</td>
<td>$583</td>
</tr>
</tbody>
</table>

### Equipment Donations to USF

<table>
<thead>
<tr>
<th></th>
<th>FY 2021</th>
<th>FY 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Non-Cash Changes</strong></td>
<td>$0</td>
<td>($90)</td>
</tr>
</tbody>
</table>

### NET OPERATING PROFIT

<table>
<thead>
<tr>
<th></th>
<th>FY 2021</th>
<th>FY 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net Operating Profit</strong></td>
<td>$1,046</td>
<td>$494</td>
</tr>
</tbody>
</table>

### Operating Profit Margin

<table>
<thead>
<tr>
<th></th>
<th>FY 2021</th>
<th>FY 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Profit Margin</strong></td>
<td>13%</td>
<td>23%</td>
</tr>
</tbody>
</table>

\[ 21 \]
### USF Institute of Applied Engineering, Inc.
#### FY 2021 Annual Financial Plan

## STATEMENT OF CASH FLOWS

(In thousands)

<table>
<thead>
<tr>
<th></th>
<th>FY 2021 FORECAST (as of 3/31/20)</th>
<th>Variance</th>
<th>FY 2020 FINANCIAL PLAN</th>
<th>FY 2019 ACTUAL RESULTS</th>
<th>FY 2018 ACTUAL RESULTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
<td>%</td>
<td>$47</td>
<td>$0</td>
</tr>
<tr>
<td><strong>OPERATING ACTIVITIES</strong></td>
<td></td>
<td>$0</td>
<td>$0 $0 %</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Operating Assets &amp; Liabilities</td>
<td></td>
<td>4,868</td>
<td>937 3,931 420 %</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cash Receipt from Customers</td>
<td></td>
<td>2,478</td>
<td>643 1,835 285 %</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td></td>
<td>(1,851)</td>
<td>(791) (1,059) (134)%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Payment for Direct Program Costs</td>
<td></td>
<td>(3,399)</td>
<td>(672) (2,727) (406)%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Payment to suppliers</td>
<td></td>
<td>(1,270)</td>
<td>(414) (856) (207)%</td>
<td>0</td>
<td>(8)</td>
</tr>
<tr>
<td><strong>Total Cash From Operating Activities</strong></td>
<td></td>
<td>$826</td>
<td>$(298) $1,124 377 %</td>
<td>$47</td>
<td>$(8)</td>
</tr>
<tr>
<td><strong>FINANCING ACTIVITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer from USF Support</td>
<td></td>
<td>$714</td>
<td>$702 $11 2 %</td>
<td>$0</td>
<td>$100</td>
</tr>
<tr>
<td>Transfer to USF-IDR</td>
<td></td>
<td>(380)</td>
<td>(27) (352) (1,298)%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Gift In-Kind Contributions</td>
<td></td>
<td>0</td>
<td>1 (1) (100)%</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Cash From Financing Activities</strong></td>
<td></td>
<td>$334</td>
<td>$676 $(342) (51)%</td>
<td>$0</td>
<td>$101</td>
</tr>
<tr>
<td><strong>INVESTING ACTIVITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td></td>
<td>$(500)</td>
<td>$(332) $(168) (51)%</td>
<td>$(119)</td>
<td>$(81)</td>
</tr>
<tr>
<td>Proceeds of Long-Term Debt</td>
<td></td>
<td>0</td>
<td>0 0 %</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Principal Payments</td>
<td></td>
<td>0</td>
<td>0 0 %</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Interest Payments</td>
<td></td>
<td>0</td>
<td>0 0 %</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Cash From Investing Activities</strong></td>
<td></td>
<td>$(500)</td>
<td>$(332) $(168) (51)%</td>
<td>$(119)</td>
<td>$(81)</td>
</tr>
<tr>
<td><strong>CHANGE IN CASH</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change in Cash</td>
<td></td>
<td>660</td>
<td>46 614 1,320 %</td>
<td>(72)</td>
<td>11</td>
</tr>
<tr>
<td>Cash, Beginning of Year</td>
<td></td>
<td>58</td>
<td>11 46 410 %</td>
<td>223</td>
<td>0</td>
</tr>
<tr>
<td>Cash, End of Year</td>
<td></td>
<td>$718</td>
<td>$58 $660 1,142 %</td>
<td>$151</td>
<td>$11</td>
</tr>
<tr>
<td><strong>Total Cash &amp; Investments</strong></td>
<td></td>
<td>$718</td>
<td>$58 $660 1,142 %</td>
<td>$151</td>
<td>$11</td>
</tr>
<tr>
<td>Days Cash on Hand</td>
<td></td>
<td>37</td>
<td>11 26 237 %</td>
<td>17</td>
<td>9</td>
</tr>
</tbody>
</table>
### FY 2021 Annual Financial Plan

#### ASSETS

<table>
<thead>
<tr>
<th></th>
<th>FY 2018 Actual</th>
<th>FY 2019 Actual</th>
<th>FY 2020 Forecast</th>
<th>FY 2021 Forecast</th>
<th>FY 2022 Forecast</th>
<th>FY 2023 Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash &amp; Investments</td>
<td>$0</td>
<td>$11</td>
<td>$58</td>
<td>$718</td>
<td>$1,591</td>
<td>$2,515</td>
</tr>
<tr>
<td>Fixed Assets</td>
<td>0</td>
<td>81</td>
<td>324</td>
<td>709</td>
<td>994</td>
<td>729</td>
</tr>
<tr>
<td>Other Assets</td>
<td>0</td>
<td>4</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td><strong>$0</strong></td>
<td><strong>$97</strong></td>
<td><strong>$385</strong></td>
<td><strong>$1,431</strong></td>
<td><strong>$2,590</strong></td>
<td><strong>$3,249</strong></td>
</tr>
</tbody>
</table>

#### LIABILITIES

<table>
<thead>
<tr>
<th></th>
<th>FY 2018 Actual</th>
<th>FY 2019 Actual</th>
<th>FY 2020 Forecast</th>
<th>FY 2021 Forecast</th>
<th>FY 2022 Forecast</th>
<th>FY 2023 Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payables</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Long-Term Debt</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Liabilities</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>

#### NET ASSETS

<table>
<thead>
<tr>
<th></th>
<th>FY 2018 Actual</th>
<th>FY 2019 Actual</th>
<th>FY 2020 Forecast</th>
<th>FY 2021 Forecast</th>
<th>FY 2022 Forecast</th>
<th>FY 2023 Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>$0</strong></td>
<td><strong>$97</strong></td>
<td><strong>$385</strong></td>
<td><strong>$1,431</strong></td>
<td><strong>$2,590</strong></td>
<td><strong>$3,249</strong></td>
</tr>
</tbody>
</table>

#### Days Cash on Hand

<table>
<thead>
<tr>
<th></th>
<th>FY 2018 Actual</th>
<th>FY 2019 Actual</th>
<th>FY 2020 Forecast</th>
<th>FY 2021 Forecast</th>
<th>FY 2022 Forecast</th>
<th>FY 2023 Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-</td>
<td>9</td>
<td>11</td>
<td>37</td>
<td>63</td>
<td>102</td>
</tr>
</tbody>
</table>

#### REVENUES

<table>
<thead>
<tr>
<th></th>
<th>FY 2018 Actual</th>
<th>FY 2019 Actual</th>
<th>FY 2020 Forecast</th>
<th>FY 2021 Forecast</th>
<th>FY 2022 Forecast</th>
<th>FY 2023 Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts Revenues</td>
<td>$0</td>
<td>$0</td>
<td>$937</td>
<td>$4,868</td>
<td>$7,140</td>
<td>$9,000</td>
</tr>
<tr>
<td>Hillsborough County Grant</td>
<td>0</td>
<td>0</td>
<td>643</td>
<td>2,478</td>
<td>2,613</td>
<td>0</td>
</tr>
<tr>
<td>University Support</td>
<td>0</td>
<td>0</td>
<td>187</td>
<td>907</td>
<td>714</td>
<td>603</td>
</tr>
<tr>
<td>College of Engineering Support</td>
<td>0</td>
<td>385</td>
<td>23</td>
<td>23</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>Florida High Tech Corridor Matching</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Donation and Other Revenue</td>
<td>0</td>
<td>1</td>
<td>13</td>
<td>74</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$0</strong></td>
<td><strong>$573</strong></td>
<td><strong>$2,524</strong></td>
<td><strong>$8,156</strong></td>
<td><strong>$10,380</strong></td>
<td><strong>$9,628</strong></td>
</tr>
</tbody>
</table>

#### EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>FY 2018 Actual</th>
<th>FY 2019 Actual</th>
<th>FY 2020 Forecast</th>
<th>FY 2021 Forecast</th>
<th>FY 2022 Forecast</th>
<th>FY 2023 Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Benefits</td>
<td>$0</td>
<td>$61</td>
<td>$707</td>
<td>$867</td>
<td>$946</td>
<td>$1,192</td>
</tr>
<tr>
<td>College of Engineering Salary Support</td>
<td>0</td>
<td>385</td>
<td>23</td>
<td>23</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>Gift In-Kind Expenses</td>
<td>0</td>
<td>0</td>
<td>12</td>
<td>74</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Materials, Supplies, Software &amp; Equip., Travel</td>
<td>0</td>
<td>26</td>
<td>30</td>
<td>87</td>
<td>89</td>
<td>113</td>
</tr>
<tr>
<td>Banking, Insurance, Audit, Tax Services</td>
<td>0</td>
<td>4</td>
<td>131</td>
<td>100</td>
<td>103</td>
<td>163</td>
</tr>
<tr>
<td>Facilities, Utilities, Telecomm., Security</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>63</td>
<td>140</td>
<td>176</td>
</tr>
<tr>
<td>Depreciation &amp; Amortization</td>
<td>0</td>
<td>0</td>
<td>25</td>
<td>140</td>
<td>263</td>
<td>314</td>
</tr>
<tr>
<td>Hills. County Salaries &amp; Benefits</td>
<td>0</td>
<td>0</td>
<td>84</td>
<td>984</td>
<td>871</td>
<td>0</td>
</tr>
<tr>
<td>Hills. County Materials &amp; Equip.</td>
<td>0</td>
<td>0</td>
<td>158</td>
<td>353</td>
<td>854</td>
<td>0</td>
</tr>
<tr>
<td>Hills. County Facilities, Telecomm., &amp; Security</td>
<td>0</td>
<td>0</td>
<td>69</td>
<td>641</td>
<td>388</td>
<td>0</td>
</tr>
<tr>
<td>Direct Program Costs</td>
<td>0</td>
<td>0</td>
<td>672</td>
<td>3,399</td>
<td>4,986</td>
<td>6,285</td>
</tr>
<tr>
<td>Transfer to USF-Indirect Return to University</td>
<td>0</td>
<td>0</td>
<td>27</td>
<td>380</td>
<td>557</td>
<td>702</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$0</strong></td>
<td><strong>$476</strong></td>
<td><strong>$1,940</strong></td>
<td><strong>$7,110</strong></td>
<td><strong>$9,221</strong></td>
<td><strong>$8,969</strong></td>
</tr>
</tbody>
</table>

#### Operating Profit Before Non-Cash Changes

<table>
<thead>
<tr>
<th></th>
<th>FY 2018 Actual</th>
<th>FY 2019 Actual</th>
<th>FY 2020 Forecast</th>
<th>FY 2021 Forecast</th>
<th>FY 2022 Forecast</th>
<th>FY 2023 Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>$0</strong></td>
<td><strong>$97</strong></td>
<td><strong>$583</strong></td>
<td><strong>$1,046</strong></td>
<td><strong>$1,159</strong></td>
<td><strong>$659</strong></td>
</tr>
</tbody>
</table>

#### Operating Profit Margin

<table>
<thead>
<tr>
<th></th>
<th>FY 2018 Actual</th>
<th>FY 2019 Actual</th>
<th>FY 2020 Forecast</th>
<th>FY 2021 Forecast</th>
<th>FY 2022 Forecast</th>
<th>FY 2023 Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Profit Margin</td>
<td>0%</td>
<td>17%</td>
<td>23%</td>
<td>13%</td>
<td>11%</td>
<td>7%</td>
</tr>
</tbody>
</table>
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.
Describe Material Capital Expenditures in the 2021 Financial Plan - Provide Details and ROI Expectations

- 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 programing ('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.
## INCOME STATEMENT

(In thousands)

<table>
<thead>
<tr>
<th></th>
<th>FY 2021 Financial Forecast (as of 3/31/20)</th>
<th>FY 2020 Financial Results</th>
<th>Variance</th>
<th>FY 2019 Financial Results</th>
<th>FY 2018 Financial Results</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuing Professional Development</td>
<td>$5,070</td>
<td>$5,445</td>
<td>$(375)</td>
<td>(7)%</td>
<td>$7,205</td>
</tr>
<tr>
<td>CAMLS - USF Health Programming</td>
<td>1,675</td>
<td>2,195</td>
<td>(520)</td>
<td>(24)%</td>
<td>2,786</td>
</tr>
<tr>
<td>CAMLS - Industry, Societies, Healthcare</td>
<td>3,141</td>
<td>2,292</td>
<td>849</td>
<td>37%</td>
<td>4,341</td>
</tr>
<tr>
<td>Other HPCC Divisions</td>
<td>207</td>
<td>237</td>
<td>(30)</td>
<td>(13)%</td>
<td>392</td>
</tr>
<tr>
<td>In Kind Donations</td>
<td>20</td>
<td>40</td>
<td>0</td>
<td>0%</td>
<td>40</td>
</tr>
<tr>
<td>Rents, Parking, Rebates, Interest</td>
<td>279</td>
<td>524</td>
<td>(245)</td>
<td>(47)%</td>
<td>629</td>
</tr>
<tr>
<td>Gain on Sale of Fixed Assets</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Transfer from USF-Plant Operations &amp; Maint.</td>
<td>1,293</td>
<td>1,293</td>
<td>0</td>
<td>0%</td>
<td>1,293</td>
</tr>
<tr>
<td>Transfer from UMSA - Wages and Benefits</td>
<td>60</td>
<td>60</td>
<td>0</td>
<td>0%</td>
<td>60</td>
</tr>
<tr>
<td>Transfer from UMSA Continuing Ed - Faculty, Students</td>
<td>500</td>
<td>250</td>
<td>250</td>
<td>100%</td>
<td>250</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$12,245</td>
<td>$12,336</td>
<td>$(91)</td>
<td>(1)%</td>
<td>$16,996</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wages and Benefits</td>
<td>4,073</td>
<td>4,020</td>
<td>53</td>
<td>1%</td>
<td>4,278</td>
</tr>
<tr>
<td>Wages - program driven temporary staffing</td>
<td>160</td>
<td>230</td>
<td>(70)</td>
<td>(30)%</td>
<td>300</td>
</tr>
<tr>
<td>Utilities, Leases, Maint., Supplies, Marketing</td>
<td>1,944</td>
<td>1,998</td>
<td>(54)</td>
<td>(3)%</td>
<td>2,094</td>
</tr>
<tr>
<td>Direct Program Expense</td>
<td>5,097</td>
<td>5,324</td>
<td>(227)</td>
<td>(4)%</td>
<td>7,936</td>
</tr>
<tr>
<td>Interest</td>
<td>487</td>
<td>528</td>
<td>(41)</td>
<td>(8)%</td>
<td>528</td>
</tr>
<tr>
<td>In Kind Expense</td>
<td>20</td>
<td>40</td>
<td>0</td>
<td>0%</td>
<td>40</td>
</tr>
<tr>
<td>Depreciation-Purchased &amp; Donated Assets</td>
<td>938</td>
<td>1,067</td>
<td>(129)</td>
<td>(12)%</td>
<td>1,067</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$12,719</td>
<td>$13,207</td>
<td>$(488)</td>
<td>(4)%</td>
<td>$16,243</td>
</tr>
<tr>
<td><strong>OPERATING PROFIT BEFORE NON-CASH CHANGES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$(474)</td>
<td>$(871)</td>
<td>$397</td>
<td>46%</td>
<td></td>
<td>$752</td>
</tr>
<tr>
<td>Unrealized Investment Gains (Losses)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>%</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Non-Cash Changes</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>%</td>
<td>0</td>
</tr>
<tr>
<td><strong>NET OPERATING PROFIT</strong></td>
<td>$(474)</td>
<td>$(871)</td>
<td>$397</td>
<td>46%</td>
<td>$752</td>
</tr>
<tr>
<td>Operating Profit Margin</td>
<td>-4%</td>
<td>-7%</td>
<td>3%</td>
<td>4%</td>
<td>7%</td>
</tr>
</tbody>
</table>
# USF HEALTH PROFESSIONS CONFERENCING CORPORATION

## FY 2021 Annual Financial Plan

### STATEMENT OF CASH FLOWS

<table>
<thead>
<tr>
<th></th>
<th>FY 2021 Financial Plan</th>
<th>FY 2020 Forecast (as of 3/31/20)</th>
<th>Variance</th>
<th>FY 2020 Financial Plan</th>
<th>FY 2019 Actual Results</th>
<th>FY 2018 Actual Results</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING ACTIVITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Operating Profit</td>
<td>$(474)</td>
<td>$(871)</td>
<td>$397</td>
<td>46 %</td>
<td>$752</td>
<td>$1,335</td>
</tr>
<tr>
<td>Adjustments for Non-Cash Activities:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td>938</td>
<td>1,067</td>
<td>(129)</td>
<td>(12)%</td>
<td>1,067</td>
<td>1,440</td>
</tr>
<tr>
<td>(Gain)/Loss on sale of fixed assets</td>
<td></td>
<td>0</td>
<td>0</td>
<td>%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adjustments for Changes in Operating Assets and Liabilities</td>
<td>0</td>
<td>(500)</td>
<td>500</td>
<td>100 %</td>
<td>0</td>
<td>386</td>
</tr>
<tr>
<td>Total Cash From Operating Activities</td>
<td>$464</td>
<td>$(304)</td>
<td>$768</td>
<td>252 %</td>
<td>$1,819</td>
<td>$3,161</td>
</tr>
<tr>
<td><strong>FINANCING ACTIVITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>%</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Proceeds of Long-Term Debt</td>
<td></td>
<td>0</td>
<td>0</td>
<td>%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Principal Payments</td>
<td>(1,160)</td>
<td>(1,121)</td>
<td>(39)</td>
<td>(3)%</td>
<td>(1,121)</td>
<td>(1,171)</td>
</tr>
<tr>
<td>Interest Payments</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Cash From Financing Activities</td>
<td>$(1,160)</td>
<td>$(1,121)</td>
<td>$(39)</td>
<td>(3)%</td>
<td>$(1,121)</td>
<td>$(1,171)</td>
</tr>
<tr>
<td><strong>INVESTING ACTIVITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td>$(200)</td>
<td>$(150)</td>
<td>$(50)</td>
<td>(33)%</td>
<td>$(600)</td>
<td>$(154)</td>
</tr>
<tr>
<td>Net (Purchases) Sales of Investments</td>
<td></td>
<td>0</td>
<td>0</td>
<td>%</td>
<td>0</td>
<td>217</td>
</tr>
<tr>
<td>Interest Income</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Cash From Investing Activities</td>
<td>$(200)</td>
<td>$(150)</td>
<td>$(50)</td>
<td>(33)%</td>
<td>$(600)</td>
<td>$63</td>
</tr>
<tr>
<td><strong>CHANGE IN CASH</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(896)</td>
<td>(1,575)</td>
<td>679</td>
<td>43 %</td>
<td></td>
<td>98</td>
<td>2,053</td>
</tr>
<tr>
<td>Cash, Beginning of Year</td>
<td>2,787</td>
<td>4,362</td>
<td>(1,575)</td>
<td>(36)%</td>
<td>3,666</td>
<td>2,308</td>
</tr>
<tr>
<td>Cash, End of Year</td>
<td>$1,890</td>
<td>$2,787</td>
<td>$(896)</td>
<td>(32)%</td>
<td>$3,764</td>
<td>$4,361</td>
</tr>
<tr>
<td><strong>Total Cash &amp; Investments</strong></td>
<td>$1,890</td>
<td>$2,787</td>
<td>$(896)</td>
<td>(32)%</td>
<td>$3,764</td>
<td>$4,361</td>
</tr>
<tr>
<td>Days Cash on Hand</td>
<td>59</td>
<td>84</td>
<td>(25)</td>
<td>(30)%</td>
<td>91</td>
<td>104</td>
</tr>
</tbody>
</table>
## 3-YEAR FORECAST

### ASSETS

<table>
<thead>
<tr>
<th></th>
<th>FY 2018 Actual</th>
<th>FY 2019 Actual</th>
<th>FY 2020 Forecast</th>
<th>FY 2021 Plan</th>
<th>FY 2022 Forecast</th>
<th>FY 2023 Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash &amp; Investments</td>
<td>$2,309</td>
<td>$4,362</td>
<td>$2,787</td>
<td>$1,890</td>
<td>$1,890</td>
<td>$1,890</td>
</tr>
<tr>
<td>Fixed Assets</td>
<td>18,548</td>
<td>17,277</td>
<td>16,360</td>
<td>15,622</td>
<td>14,922</td>
<td>14,422</td>
</tr>
<tr>
<td>Other Assets</td>
<td>1,963</td>
<td>1,824</td>
<td>1,800</td>
<td>1,800</td>
<td>1,800</td>
<td>1,800</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td><strong>$22,820</strong></td>
<td><strong>$23,463</strong></td>
<td><strong>$20,947</strong></td>
<td><strong>$19,313</strong></td>
<td><strong>$18,613</strong></td>
<td><strong>$18,113</strong></td>
</tr>
</tbody>
</table>

### LIABILITIES

<table>
<thead>
<tr>
<th></th>
<th>FY 2018 Actual</th>
<th>FY 2019 Actual</th>
<th>FY 2020 Forecast</th>
<th>FY 2021 Plan</th>
<th>FY 2022 Forecast</th>
<th>FY 2023 Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payables</td>
<td>$2,997</td>
<td>$1,606</td>
<td>$1,600</td>
<td>$1,600</td>
<td>$1,600</td>
<td>$1,600</td>
</tr>
<tr>
<td>Long-Term Debt</td>
<td>14,934</td>
<td>13,844</td>
<td>12,723</td>
<td>11,563</td>
<td>10,363</td>
<td>9,163</td>
</tr>
<tr>
<td>Other Liabilities and deferred inflows</td>
<td>2,086</td>
<td>3,874</td>
<td>1,900</td>
<td>1,900</td>
<td>1,900</td>
<td>1,900</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td><strong>$20,017</strong></td>
<td><strong>$19,324</strong></td>
<td><strong>$16,223</strong></td>
<td><strong>$15,063</strong></td>
<td><strong>$13,863</strong></td>
<td><strong>$12,663</strong></td>
</tr>
</tbody>
</table>

### NET ASSETS

<table>
<thead>
<tr>
<th></th>
<th>FY 2018 Actual</th>
<th>FY 2019 Actual</th>
<th>FY 2020 Forecast</th>
<th>FY 2021 Plan</th>
<th>FY 2022 Forecast</th>
<th>FY 2023 Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,803</td>
<td>$4,139</td>
<td>$4,724</td>
<td>$4,250</td>
<td>$4,750</td>
<td>$5,450</td>
<td></td>
</tr>
</tbody>
</table>

### Days Cash on Hand

<table>
<thead>
<tr>
<th></th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>FY 2022</th>
<th>FY 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>69</td>
<td>104</td>
<td>84</td>
<td>59</td>
<td>54</td>
<td>53</td>
</tr>
</tbody>
</table>

### REVENUES

<table>
<thead>
<tr>
<th></th>
<th>FY 2018 Actual</th>
<th>FY 2019 Actual</th>
<th>FY 2020 Forecast</th>
<th>FY 2021 Plan</th>
<th>FY 2022 Forecast</th>
<th>FY 2023 Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program revenues</td>
<td>$15,352</td>
<td>$17,309</td>
<td>$11,812</td>
<td>$11,966</td>
<td>$13,525</td>
<td>$13,930</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>541</td>
<td>732</td>
<td>524</td>
<td>279</td>
<td>487</td>
<td>502</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$15,893</strong></td>
<td><strong>$18,041</strong></td>
<td><strong>$12,336</strong></td>
<td><strong>$12,245</strong></td>
<td><strong>$14,012</strong></td>
<td><strong>$14,432</strong></td>
</tr>
</tbody>
</table>

### EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>FY 2018 Actual</th>
<th>FY 2019 Actual</th>
<th>FY 2020 Forecast</th>
<th>FY 2021 Plan</th>
<th>FY 2022 Forecast</th>
<th>FY 2023 Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Benefits</td>
<td>$3,378</td>
<td>$4,114</td>
<td>$4,250</td>
<td>$4,233</td>
<td>$4,478</td>
<td>$4,567</td>
</tr>
<tr>
<td>Program services</td>
<td>9,952</td>
<td>12,022</td>
<td>8,429</td>
<td>7,999</td>
<td>8,809</td>
<td>8,985</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>681</td>
<td>570</td>
<td>528</td>
<td>487</td>
<td>463</td>
<td>440</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$14,011</strong></td>
<td><strong>$16,706</strong></td>
<td><strong>$13,207</strong></td>
<td><strong>$12,719</strong></td>
<td><strong>$13,749</strong></td>
<td><strong>$13,992</strong></td>
</tr>
</tbody>
</table>

### Operating Profit Before Non-Cash Changes

<table>
<thead>
<tr>
<th></th>
<th>FY 2018 Actual</th>
<th>FY 2019 Actual</th>
<th>FY 2020 Forecast</th>
<th>FY 2021 Plan</th>
<th>FY 2022 Forecast</th>
<th>FY 2023 Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,882</td>
<td>$1,335</td>
<td>$871</td>
<td>$(474)</td>
<td>$263</td>
<td>$440</td>
<td></td>
</tr>
<tr>
<td><strong>Total Non-Cash Changes</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

### NET OPERATING PROFIT

<table>
<thead>
<tr>
<th></th>
<th>FY 2018 Actual</th>
<th>FY 2019 Actual</th>
<th>FY 2020 Forecast</th>
<th>FY 2021 Plan</th>
<th>FY 2022 Forecast</th>
<th>FY 2023 Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,882</td>
<td>$1,335</td>
<td>$871</td>
<td>$(474)</td>
<td>$263</td>
<td>$440</td>
<td></td>
</tr>
</tbody>
</table>

### Operating Profit Margin

<table>
<thead>
<tr>
<th></th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>FY 2022</th>
<th>FY 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>12%</td>
<td>7%</td>
<td>-7%</td>
<td>-4%</td>
<td>2%</td>
<td>3%</td>
</tr>
</tbody>
</table>
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 planned 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.
## INCOME STATEMENT

(In thousands)

<table>
<thead>
<tr>
<th></th>
<th>FY 2021 FINANCIAL PLAN</th>
<th>FY 2020 FORECAST (as of 3/31/20)</th>
<th>Variance</th>
<th>FY 2020 ACTUAL RESULTS</th>
<th>FY 2019 ACTUAL RESULTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership</td>
<td>$489</td>
<td>$529</td>
<td>$(40)</td>
<td>(8)% $591</td>
<td>$536 $490</td>
</tr>
<tr>
<td>Budget Support</td>
<td>864</td>
<td>803</td>
<td>61</td>
<td>8 % 799</td>
<td>718 625</td>
</tr>
<tr>
<td>Royalties</td>
<td>449</td>
<td>379</td>
<td>70</td>
<td>18 % 430</td>
<td>484 576</td>
</tr>
<tr>
<td>License Plate Revenue</td>
<td>391</td>
<td>392</td>
<td>(1)</td>
<td>(0)% 405</td>
<td>390 383</td>
</tr>
<tr>
<td>Sponsorships</td>
<td>320</td>
<td>200</td>
<td>120</td>
<td>60 % 282</td>
<td>229 180</td>
</tr>
<tr>
<td>Investment Income</td>
<td>281</td>
<td>269</td>
<td>12</td>
<td>4 % 267</td>
<td>260 238</td>
</tr>
<tr>
<td>Event and other Revenue</td>
<td>238</td>
<td>190</td>
<td>48</td>
<td>25 % 242</td>
<td>214 194</td>
</tr>
<tr>
<td>Gifts and Donations</td>
<td>186</td>
<td>160</td>
<td>26</td>
<td>16 % 174</td>
<td>197 179</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$3,218</td>
<td>$2,922</td>
<td>$296</td>
<td>10% $3,190</td>
<td>$3,028 $2,865</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td>1,892</td>
<td>1,844</td>
<td>48</td>
<td>3 % 1,916</td>
<td>1,766 1,691</td>
</tr>
<tr>
<td>Membership and Membership Services</td>
<td>193</td>
<td>104</td>
<td>89</td>
<td>86 % 192</td>
<td>214 181</td>
</tr>
<tr>
<td>Printing &amp; Duplicating</td>
<td>11</td>
<td>25</td>
<td>(14)</td>
<td>(56)% 16</td>
<td>26 14</td>
</tr>
<tr>
<td>Event Services</td>
<td>405</td>
<td>255</td>
<td>150</td>
<td>59 % 334</td>
<td>269 246</td>
</tr>
<tr>
<td>Professional Services</td>
<td>95</td>
<td>95</td>
<td>0</td>
<td>0 % 85</td>
<td>99 98</td>
</tr>
<tr>
<td>Postage</td>
<td>60</td>
<td>60</td>
<td>0</td>
<td>0 % 60</td>
<td>53 53</td>
</tr>
<tr>
<td>Travel</td>
<td>62</td>
<td>33</td>
<td>29</td>
<td>88 % 63</td>
<td>61 57</td>
</tr>
<tr>
<td>Advertising &amp; Marketing</td>
<td>22</td>
<td>17</td>
<td>5</td>
<td>29 % 18</td>
<td>31 24</td>
</tr>
<tr>
<td>Insurance</td>
<td>56</td>
<td>50</td>
<td>6</td>
<td>12 % 52</td>
<td>54 50</td>
</tr>
<tr>
<td>Community Relations</td>
<td>30</td>
<td>26</td>
<td>4</td>
<td>15 % 28</td>
<td>33 42</td>
</tr>
<tr>
<td>Credit Card Fees</td>
<td>30</td>
<td>29</td>
<td>1</td>
<td>3 % 29</td>
<td>30 25</td>
</tr>
<tr>
<td>Other expenses</td>
<td>18</td>
<td>29</td>
<td>(11)</td>
<td>(38)% 17</td>
<td>33 33</td>
</tr>
<tr>
<td>Bad debt expense</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>% 0</td>
<td>3 16</td>
</tr>
<tr>
<td>Transfer to USF Scholarships</td>
<td>75</td>
<td>78</td>
<td>(3)</td>
<td>(4)% 76</td>
<td>95 76</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$2,949</td>
<td>$2,645</td>
<td>$304</td>
<td>11% $2,866</td>
<td>$2,767 $2,606</td>
</tr>
<tr>
<td><strong>OPERATING PROFIT BEFORE NON-CASH CHANGES</strong></td>
<td>$269</td>
<td>$277</td>
<td>$(8)</td>
<td>(3)% $304</td>
<td>$261</td>
</tr>
<tr>
<td>Unrealized Investment Gains (Losses)</td>
<td>196</td>
<td>(773)</td>
<td>969</td>
<td>125 % 341</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total Non-Cash Changes</strong></td>
<td>$196</td>
<td>$(773)</td>
<td>$969</td>
<td>125 % $341</td>
<td>$15</td>
</tr>
<tr>
<td><strong>NET OPERATING PROFIT</strong></td>
<td>$465</td>
<td>$(496)</td>
<td>$961</td>
<td>194 % $645</td>
<td>$276</td>
</tr>
<tr>
<td>Operating Profit Margin</td>
<td>8%</td>
<td>9%</td>
<td>(1)%</td>
<td>10%</td>
<td>9%</td>
</tr>
</tbody>
</table>
STATEMENT OF CASH FLOWS

(In thousands)

<table>
<thead>
<tr>
<th></th>
<th>FY 2021 FINANCIAL PLAN</th>
<th>FY 2020 FORECAST (as of 3/31/20)</th>
<th>Variance</th>
<th>FY 2020 FINANCIAL PLAN</th>
<th>FY 2019 RESULTS</th>
<th>FY 2018 RESULTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING ACTIVITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Operating Profit</td>
<td>$465</td>
<td>$(496)</td>
<td>$961</td>
<td>194 %</td>
<td>$645</td>
<td>$261</td>
</tr>
<tr>
<td>Adjustments for Non-Cash Activities:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrealized gain on investments</td>
<td>(196)</td>
<td>773</td>
<td>(969)</td>
<td>(125)%</td>
<td>(341)</td>
<td>(15)</td>
</tr>
<tr>
<td>Adjustments for Changes in Operating Assets and Liabilities</td>
<td>100</td>
<td>100</td>
<td>0</td>
<td>0 %</td>
<td>100</td>
<td>70</td>
</tr>
<tr>
<td>Total Cash From Operating Activities</td>
<td>$369</td>
<td>$377</td>
<td>$(8)</td>
<td>(2)%</td>
<td>$404</td>
<td>$316</td>
</tr>
<tr>
<td><strong>FINANCING ACTIVITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0 %</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Total Cash From Financing Activities</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0 %</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>INVESTING ACTIVITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net (Purchases) Sales of Investments</td>
<td>$(366)</td>
<td>$(379)</td>
<td>$13</td>
<td>4 %</td>
<td>$(401)</td>
<td>$(315)</td>
</tr>
<tr>
<td>Total Cash From Investing Activities</td>
<td>$(366)</td>
<td>$(379)</td>
<td>$13</td>
<td>4 %</td>
<td>$(401)</td>
<td>$(315)</td>
</tr>
<tr>
<td><strong>CHANGE IN CASH</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash, Beginning of Year</td>
<td>3</td>
<td>(2)</td>
<td>5</td>
<td>270 %</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Cash, End of Year</td>
<td>5</td>
<td>7</td>
<td>(2)</td>
<td>(29)%</td>
<td>7</td>
<td>6</td>
</tr>
<tr>
<td>Total Cash &amp; Investments</td>
<td>$1,432</td>
<td>$1,232</td>
<td>$200</td>
<td>16 %</td>
<td>$1,475</td>
<td>$1,390</td>
</tr>
<tr>
<td>Days Cash on Hand</td>
<td>177</td>
<td>170</td>
<td>7</td>
<td>4 %</td>
<td>187</td>
<td>183</td>
</tr>
</tbody>
</table>
### 3-YEAR FORECAST

<table>
<thead>
<tr>
<th></th>
<th>FY 2018 ACTUAL</th>
<th>FY 2019 ACTUAL</th>
<th>FY 2020 FORECAST</th>
<th>FY 2021 PLAN</th>
<th>FY 2022 FORECAST</th>
<th>FY 2023 FORECAST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash &amp; Investments</td>
<td>$1,343</td>
<td>$1,390</td>
<td>$1,232</td>
<td>$1,432</td>
<td>$1,564</td>
<td>$1,627</td>
</tr>
<tr>
<td>Restricted Cash &amp; Investments</td>
<td>5,957</td>
<td>6,388</td>
<td>5,640</td>
<td>5,861</td>
<td>6,330</td>
<td>6,836</td>
</tr>
<tr>
<td>Other Assets</td>
<td>313</td>
<td>293</td>
<td>360</td>
<td>360</td>
<td>360</td>
<td>360</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$7,613</td>
<td>$8,071</td>
<td>$7,232</td>
<td>$7,653</td>
<td>$8,254</td>
<td>$8,823</td>
</tr>
<tr>
<td><strong>LIABILITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payables</td>
<td>$99</td>
<td>$177</td>
<td>$150</td>
<td>$150</td>
<td>$150</td>
<td>$150</td>
</tr>
<tr>
<td>Long-Term Debt</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Liabilities and deferred inflows</td>
<td>2,140</td>
<td>2,183</td>
<td>2,256</td>
<td>2,281</td>
<td>2,306</td>
<td>2,356</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>$2,239</td>
<td>$2,360</td>
<td>$2,406</td>
<td>$2,431</td>
<td>$2,456</td>
<td>$2,506</td>
</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td>$5,374</td>
<td>$5,711</td>
<td>$4,826</td>
<td>$5,222</td>
<td>$5,798</td>
<td>$6,317</td>
</tr>
<tr>
<td>Days Cash on Hand</td>
<td>188</td>
<td>183</td>
<td>170</td>
<td>177</td>
<td>197</td>
<td>200</td>
</tr>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership</td>
<td>$490</td>
<td>$536</td>
<td>$529</td>
<td>$489</td>
<td>$502</td>
<td>$527</td>
</tr>
<tr>
<td>Support</td>
<td>625</td>
<td>718</td>
<td>803</td>
<td>864</td>
<td>864</td>
<td>864</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>1,750</td>
<td>1,774</td>
<td>1,590</td>
<td>1,865</td>
<td>1,800</td>
<td>1,890</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$2,865</td>
<td>$3,028</td>
<td>$2,922</td>
<td>$3,218</td>
<td>$3,166</td>
<td>$3,281</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td>$1,691</td>
<td>$1,766</td>
<td>$1,844</td>
<td>$1,892</td>
<td>$1,935</td>
<td>$1,954</td>
</tr>
<tr>
<td>Event Expenses</td>
<td>246</td>
<td>269</td>
<td>255</td>
<td>405</td>
<td>270</td>
<td>284</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>669</td>
<td>732</td>
<td>546</td>
<td>652</td>
<td>700</td>
<td>735</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$2,606</td>
<td>$2,767</td>
<td>$2,645</td>
<td>$2,949</td>
<td>$2,905</td>
<td>$2,973</td>
</tr>
<tr>
<td>Operating Profit Before Non-Cash Changes</td>
<td>$259</td>
<td>$261</td>
<td>$277</td>
<td>$269</td>
<td>$261</td>
<td>$308</td>
</tr>
<tr>
<td>Total Non-Cash Changes</td>
<td>$376</td>
<td>$15</td>
<td>$(773)</td>
<td>$196</td>
<td>$469</td>
<td>$506</td>
</tr>
<tr>
<td><strong>NET OPERATING PROFIT</strong></td>
<td>$635</td>
<td>$276</td>
<td>$(496)</td>
<td>$465</td>
<td>$730</td>
<td>$815</td>
</tr>
<tr>
<td>Operating Profit Margin</td>
<td>9%</td>
<td>9%</td>
<td>9%</td>
<td>8%</td>
<td>8%</td>
<td>9%</td>
</tr>
</tbody>
</table>
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.
## INCOME STATEMENT

(In thousands)

<table>
<thead>
<tr>
<th></th>
<th>FY 2021 FINANCIAL PLAN</th>
<th>FY 2020 FINANCIAL FORECAST (as of 3/31/20)</th>
<th>Variance</th>
<th>FY 2020 FINANCIAL PLAN</th>
<th>FY 2019 ACTUAL RESULTS</th>
<th>FY 2018 ACTUAL RESULTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing lease revenue</td>
<td>$10,321</td>
<td>$9,152</td>
<td>$1,169</td>
<td>13%</td>
<td>$9,916</td>
<td>$10,504</td>
</tr>
<tr>
<td>Marshall Center lease revenue</td>
<td>1,367</td>
<td>1,339</td>
<td>28</td>
<td>2%</td>
<td>1,339</td>
<td>1,459</td>
</tr>
<tr>
<td>Athletics lease revenue</td>
<td>693</td>
<td>765</td>
<td>(72)</td>
<td>(9%)</td>
<td>765</td>
<td>841</td>
</tr>
<tr>
<td>Arena lease revenue</td>
<td>740</td>
<td>778</td>
<td>(38)</td>
<td>(5%)</td>
<td>778</td>
<td>824</td>
</tr>
<tr>
<td>DSO (UMSA) lease revenue</td>
<td>1,735</td>
<td>1,766</td>
<td>(31)</td>
<td>(2%)</td>
<td>1,766</td>
<td>1,858</td>
</tr>
<tr>
<td>DSO (HPCC) lease revenue</td>
<td>563</td>
<td>588</td>
<td>(25)</td>
<td>(4%)</td>
<td>588</td>
<td>614</td>
</tr>
<tr>
<td>DSO (Research) lease revenue</td>
<td>174</td>
<td>150</td>
<td>24</td>
<td>16%</td>
<td>0</td>
<td>63</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$15,593</td>
<td>$14,538</td>
<td>$1,055</td>
<td>7%</td>
<td>$15,152</td>
<td>$16,163</td>
</tr>
<tr>
<td><strong>OPERATING EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management fee</td>
<td>795</td>
<td>719</td>
<td>76</td>
<td>11%</td>
<td>719</td>
<td>706</td>
</tr>
<tr>
<td>General and administrative expenses</td>
<td>580</td>
<td>550</td>
<td>30</td>
<td>5%</td>
<td>550</td>
<td>529</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>$1,375</td>
<td>$1,269</td>
<td>$106</td>
<td>8%</td>
<td>$1,269</td>
<td>$1,235</td>
</tr>
<tr>
<td><strong>OTHER REVENUES (EXPENSES)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest expense on debt</td>
<td>(11,878)</td>
<td>(10,923)</td>
<td>(955)</td>
<td>(9%)</td>
<td>(10,521)</td>
<td>(11,647)</td>
</tr>
<tr>
<td>Loss on debt extinguishment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Interest income</td>
<td>400</td>
<td>650</td>
<td>(250)</td>
<td>(38%)</td>
<td>500</td>
<td>708</td>
</tr>
<tr>
<td><strong>Total Other Revenues (Expenses)</strong></td>
<td>$(11,478)</td>
<td>$(10,273)</td>
<td>$(1,205)</td>
<td>(12%)</td>
<td>$(10,021)</td>
<td>$(10,939)</td>
</tr>
<tr>
<td><strong>OPERATING PROFIT BEFORE NON-CASH CHANGES</strong></td>
<td>$2,740</td>
<td>$2,996</td>
<td>$(256)</td>
<td>(9%)</td>
<td>$3,862</td>
<td>$3,989</td>
</tr>
<tr>
<td>Contributions from USF for capital projects</td>
<td>0</td>
<td>4,514</td>
<td>(4,514)</td>
<td>(100%)</td>
<td>0</td>
<td>800</td>
</tr>
<tr>
<td>Non-cash adjustment related to accounting change</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>(3,746)</td>
<td>0</td>
</tr>
<tr>
<td>Distribution to USF of INTO CD Proceeds</td>
<td>0</td>
<td>(2,200)</td>
<td>2,200</td>
<td>100%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Change in INTO USF equity investment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>500</td>
<td>450</td>
</tr>
<tr>
<td><strong>Total Contributions and Non-Cash Changes</strong></td>
<td>$0</td>
<td>$2,314</td>
<td>$(2,314)</td>
<td>(100%)</td>
<td>$(3,246)</td>
<td>$1,250</td>
</tr>
<tr>
<td><strong>NET OPERATING PROFIT (LOSS)</strong></td>
<td>$2,740</td>
<td>$5,310</td>
<td>$(2,570)</td>
<td>(48%)</td>
<td>$616</td>
<td>$5,239</td>
</tr>
<tr>
<td>Operating Profit Margin</td>
<td>17.6%</td>
<td>20.6%</td>
<td>(3%)</td>
<td>25.5%</td>
<td>24.7%</td>
<td>22.1%</td>
</tr>
</tbody>
</table>
## USF Financing Corporation & USF Property Corporation
### FY 2021 Annual Financial Plan

**STATEMENT OF CASH FLOWS**

(In thousands)

<table>
<thead>
<tr>
<th></th>
<th>FY 2021</th>
<th>FY 2020</th>
<th>Variance</th>
<th>FY 2020</th>
<th>FY 2019</th>
<th>FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FORECAST</td>
<td>ACTUAL</td>
<td>ACTUAL</td>
<td>FORECAST</td>
<td>ACTUAL</td>
<td>ACTUAL</td>
</tr>
<tr>
<td><strong>OPERATING ACTIVITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lease payments received from USF</td>
<td>$23,990</td>
<td>$21,795</td>
<td>$2,195</td>
<td>10 %</td>
<td>$22,568</td>
<td>$22,280</td>
</tr>
<tr>
<td>Lease payments received from UMSA</td>
<td>4,072</td>
<td>4,106</td>
<td>(34)</td>
<td>(1)%</td>
<td>4,096</td>
<td>4,138</td>
</tr>
<tr>
<td>Lease payments received from HPCC</td>
<td>1,508</td>
<td>1,479</td>
<td>29</td>
<td>2 %</td>
<td>1,479</td>
<td>1,453</td>
</tr>
<tr>
<td>Lease payments received from Research Foundation</td>
<td>2,193</td>
<td>880</td>
<td>1,313</td>
<td>149 %</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Payment to USF for management services</td>
<td>(795)</td>
<td>(719)</td>
<td>(76)</td>
<td>(11)%</td>
<td>(719)</td>
<td>(706)</td>
</tr>
<tr>
<td>General and administrative disbursements</td>
<td>(580)</td>
<td>(550)</td>
<td>(30)</td>
<td>(5)%</td>
<td>(550)</td>
<td>(529)</td>
</tr>
<tr>
<td><strong>Total Cash From Operating Activities</strong></td>
<td>$30,388</td>
<td>$26,991</td>
<td>$3,397</td>
<td>13 %</td>
<td>$26,874</td>
<td>$26,636</td>
</tr>
<tr>
<td><strong>FINANCING ACTIVITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital expenditures</td>
<td>$(23,353)</td>
<td>$(25,326)</td>
<td>$1,972</td>
<td>8 %</td>
<td>$(20,467)</td>
<td>$(6,926)</td>
</tr>
<tr>
<td>Contributions from USF for capital projects</td>
<td>0</td>
<td>4,514</td>
<td>(4,514)</td>
<td>(100)%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Debt issuance costs</td>
<td>0</td>
<td>(100)</td>
<td>100</td>
<td>100 %</td>
<td>0</td>
<td>(516)</td>
</tr>
<tr>
<td>Proceeds of long-term debt</td>
<td>0</td>
<td>27,000</td>
<td>(27,000)</td>
<td>(100)%</td>
<td>0</td>
<td>33,740</td>
</tr>
<tr>
<td>Proceeds of long-term debt - Refunding</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>%</td>
<td>0</td>
<td>36,540</td>
</tr>
<tr>
<td>Principal payments - Refunding</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>%</td>
<td>0</td>
<td>(34,534)</td>
</tr>
<tr>
<td>Principal payments</td>
<td>(14,520)</td>
<td>(13,100)</td>
<td>(1,420)</td>
<td>(11)%</td>
<td>(12,839)</td>
<td>(12,198)</td>
</tr>
<tr>
<td>Interest payments</td>
<td>(14,400)</td>
<td>(14,128)</td>
<td>(272)</td>
<td>(2)%</td>
<td>(13,826)</td>
<td>(13,360)</td>
</tr>
<tr>
<td>Security received from lessee for swap collateral</td>
<td>0</td>
<td>4,650</td>
<td>(4,650)</td>
<td>(100)%</td>
<td>0</td>
<td>3,750</td>
</tr>
<tr>
<td>Security (pledged to) returned from counterparty</td>
<td>0</td>
<td>(4,650)</td>
<td>4,650</td>
<td>100 %</td>
<td>0</td>
<td>(3,757)</td>
</tr>
<tr>
<td><strong>Total Cash From Financing Activities</strong></td>
<td>$(52,273)</td>
<td>$(21,140)</td>
<td>$(31,134)</td>
<td>(147)%</td>
<td>$(47,132)</td>
<td>$2,919</td>
</tr>
<tr>
<td><strong>INVESTING ACTIVITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proceeds from maturity/redemption of INTO CD</td>
<td>$4,050</td>
<td>$4,011</td>
<td>$39</td>
<td>1 %</td>
<td>$5,736</td>
<td>$6,024</td>
</tr>
<tr>
<td>Purchase of INTO CD</td>
<td>(4,050)</td>
<td>(4,011)</td>
<td>(39)</td>
<td>(1)%</td>
<td>(5,736)</td>
<td>(5,906)</td>
</tr>
<tr>
<td>Distribution to USF of INTO CD Proceeds</td>
<td>0</td>
<td>2,200</td>
<td>2,200</td>
<td>100 %</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Interest income</td>
<td>500</td>
<td>750</td>
<td>(250)</td>
<td>(33)%</td>
<td>0</td>
<td>924</td>
</tr>
<tr>
<td><strong>Total Cash From Investing Activities</strong></td>
<td>$500</td>
<td>$(1,450)</td>
<td>$1,950</td>
<td>134 %</td>
<td>$0</td>
<td>$1,352</td>
</tr>
<tr>
<td><strong>CHANGE IN CASH</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(21,385)</td>
<td>4,402</td>
<td>(25,787)</td>
<td>(586)%</td>
<td>(20,258)</td>
<td>30,907</td>
<td>1,644</td>
</tr>
<tr>
<td>Cash, Beginning of Year</td>
<td>69,352</td>
<td>64,950</td>
<td>4,402</td>
<td>7 %</td>
<td>61,690</td>
<td>34,043</td>
</tr>
<tr>
<td>Cash, End of Year</td>
<td>$47,966</td>
<td>$69,352</td>
<td>$(21,385)</td>
<td>(31)%</td>
<td>$41,432</td>
<td>$64,950</td>
</tr>
<tr>
<td><strong>Total Cash &amp; Investments</strong></td>
<td>$52,016</td>
<td>$73,363</td>
<td>$(21,346)</td>
<td>(29)%</td>
<td>$47,168</td>
<td>$70,547</td>
</tr>
<tr>
<td>Days Cash on Hand</td>
<td>331</td>
<td>326</td>
<td>5</td>
<td>2 %</td>
<td>395</td>
<td>353</td>
</tr>
</tbody>
</table>
### 3-YEAR FORECAST

<table>
<thead>
<tr>
<th></th>
<th>FY 2018 Actual</th>
<th>FY 2019 Actual</th>
<th>FY 2020 Forecast</th>
<th>FY 2021 Plan</th>
<th>FY 2022 Forecast</th>
<th>FY 2023 Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash &amp; Investments</td>
<td>$40,067</td>
<td>$70,547</td>
<td>$73,363</td>
<td>$52,016</td>
<td>$45,566</td>
<td>$46,366</td>
</tr>
<tr>
<td>Capital Lease Receivable</td>
<td>298,038</td>
<td>292,423</td>
<td>278,936</td>
<td>294,556</td>
<td>305,832</td>
<td>289,471</td>
</tr>
<tr>
<td>Construction in Progress</td>
<td>0</td>
<td>5,671</td>
<td>30,997</td>
<td>20,850</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Assets</td>
<td>10,514</td>
<td>18,234</td>
<td>25,509</td>
<td>24,063</td>
<td>22,953</td>
<td>21,704</td>
</tr>
<tr>
<td>Total Assets</td>
<td>$348,619</td>
<td>$386,875</td>
<td>$408,804</td>
<td>$391,486</td>
<td>$374,352</td>
<td>$357,542</td>
</tr>
<tr>
<td><strong>LIABILITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payables - Interest and Construction</td>
<td>$7,348</td>
<td>$7,880</td>
<td>$8,500</td>
<td>$7,000</td>
<td>$6,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>Long-Term Debt</td>
<td>321,621</td>
<td>346,018</td>
<td>358,280</td>
<td>342,284</td>
<td>325,080</td>
<td>307,419</td>
</tr>
<tr>
<td>Interest Rate Swap &amp; Other Payables</td>
<td>13,829</td>
<td>15,948</td>
<td>19,685</td>
<td>17,123</td>
<td>15,611</td>
<td>14,111</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>$342,798</td>
<td>$369,846</td>
<td>$386,465</td>
<td>$366,407</td>
<td>$346,691</td>
<td>$327,531</td>
</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td>$5,821</td>
<td>$17,029</td>
<td>$22,339</td>
<td>$25,079</td>
<td>$27,661</td>
<td>$30,011</td>
</tr>
<tr>
<td>Days Cash on Hand</td>
<td>342</td>
<td>353</td>
<td>326</td>
<td>331</td>
<td>333</td>
<td>334</td>
</tr>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USF Debt Payments</td>
<td>$13,858</td>
<td>$13,628</td>
<td>$12,034</td>
<td>$13,121</td>
<td>$12,712</td>
<td>$12,207</td>
</tr>
<tr>
<td>UMSA Debt Payments</td>
<td>2,072</td>
<td>1,858</td>
<td>1,766</td>
<td>1,735</td>
<td>1,677</td>
<td>1,617</td>
</tr>
<tr>
<td>HPCC Debt Payments</td>
<td>960</td>
<td>614</td>
<td>588</td>
<td>563</td>
<td>533</td>
<td>464</td>
</tr>
<tr>
<td>Research Debt Payments</td>
<td>0</td>
<td>63</td>
<td>150</td>
<td>174</td>
<td>989</td>
<td>949</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$16,890</td>
<td>$16,163</td>
<td>$14,538</td>
<td>$15,593</td>
<td>$15,911</td>
<td>$15,237</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>1,265</td>
<td>1,235</td>
<td>1,269</td>
<td>1,375</td>
<td>1,455</td>
<td>1,517</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$1,265</td>
<td>$1,235</td>
<td>$1,269</td>
<td>$1,375</td>
<td>$1,455</td>
<td>$1,517</td>
</tr>
<tr>
<td><strong>OTHER REVENUES (EXPENSES)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Expense on Debt</td>
<td>$(12,152)</td>
<td>$(11,647)</td>
<td>$(10,923)</td>
<td>$(11,876)</td>
<td>$(12,224)</td>
<td>$(11,720)</td>
</tr>
<tr>
<td>Other Revenues/Expenses</td>
<td>261</td>
<td>708</td>
<td>650</td>
<td>400</td>
<td>350</td>
<td>350</td>
</tr>
<tr>
<td>Total Other Revenues (Expenses)</td>
<td>$(11,891)</td>
<td>$(10,939)</td>
<td>$(10,273)</td>
<td>$(11,476)</td>
<td>$(11,874)</td>
<td>$(11,370)</td>
</tr>
<tr>
<td><strong>Operating Profit</strong></td>
<td>$3,734</td>
<td>$3,989</td>
<td>$2,996</td>
<td>$2,740</td>
<td>$2,582</td>
<td>$2,350</td>
</tr>
<tr>
<td>University/DSO support - Project related</td>
<td>0</td>
<td>800</td>
<td>4,514</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Distribution to USF</td>
<td>0</td>
<td>0</td>
<td>(2,200)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Non-Cash Changes</td>
<td>405</td>
<td>450</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>NET OPERATING PROFIT</strong></td>
<td>$4,139</td>
<td>$5,239</td>
<td>$5,310</td>
<td>$5,240</td>
<td>$2,582</td>
<td>$2,350</td>
</tr>
<tr>
<td>Operating Profit Margin</td>
<td>22.1%</td>
<td>24.7%</td>
<td>20.6%</td>
<td>17.6%</td>
<td>16.2%</td>
<td>15.4%</td>
</tr>
</tbody>
</table>
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
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)

<table>
<thead>
<tr>
<th>Criteria #</th>
<th>Criteria Name</th>
<th>Eligibility for Criteria Category</th>
<th>Max. Points</th>
<th>Calculation</th>
<th>Ranking / Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Prior Legislative Funding</td>
<td>The project was previously funded by the Legislature and the funds needed for completion constitute a relatively low percentage of total project costs.</td>
<td>20</td>
<td>100% x [(Local Funds + State Appropriations) / Total Project Cost]</td>
<td>10th Lowest: 2, 9th Lowest: 4, 8th Lowest: 6, 7th Lowest: 8, 6th Lowest: 10, 5th Lowest: 12, 4th Lowest: 14, 3rd Lowest: 16, 2nd Lowest: 18, Lowest: 20</td>
</tr>
<tr>
<td>2</td>
<td>Maintenance, Infrastructure &amp; Operations</td>
<td>Building maintenance, repair of utility infrastructure or a project necessary to maintain the operation of a university site. [Must demonstrate no funds available after BOS approval of the Carry Forward spending plan; s. 1011.45]</td>
<td>15</td>
<td>The 10 lowest (5) amount total PECO requested per project</td>
<td>10th Lowest: N/A, 9th Lowest: 10, 8th Lowest: 9, 7th Lowest: 8, 6th Lowest: 7, 5th Lowest: 6, 4th Lowest: 5, 3rd Lowest: 4, 2nd Lowest: 3, Lowest: 2</td>
</tr>
<tr>
<td>3</td>
<td>Space Needs Met</td>
<td>Project meets 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.</td>
<td>25</td>
<td>(% Increase in Total Space Needs NASP per Projects x Total New NASP)</td>
<td>10th Highest: N/A, 9th Highest: 10, 8th Highest: 9, 7th Highest: 8, 6th Highest: 7, 5th Highest: 6, 4th Highest: 5, 3rd Highest: 4, 2nd Highest: 3, Highest: 2</td>
</tr>
<tr>
<td>4</td>
<td>University Priority</td>
<td>The project reflects the top two (2) priorities of the submitting university.</td>
<td>5</td>
<td>Board of Trustees’ Project Priority Ranking</td>
<td>N/A, #2 priority, #1 priority</td>
</tr>
<tr>
<td>5</td>
<td>Renovation or Replacement</td>
<td>The project represents the most practical and cost effective replacement or renovation of an existing building.</td>
<td>15</td>
<td>PECO funding / Gross Sq. Ft.</td>
<td>10th Lowest: N/A, 9th Lowest: 10, 8th Lowest: 9, 7th Lowest: 8, 6th Lowest: 7, 5th Lowest: 6, 4th Lowest: 5, 3rd Lowest: 4, 2nd Lowest: 3, Lowest: 2</td>
</tr>
<tr>
<td>6</td>
<td>New construction, remodeled or renovation without, prior (?) appropriation.</td>
<td>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 (BOS specified) the university has allocated funding (as a % of Total Project Cost) of no less than 6% (preeminent), 4% (emerging preeminent) and 2% (neither).</td>
<td>20</td>
<td>Points awarded for each relevant qualification (max. 20 points per project)</td>
<td>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: 5%, 4% or 2%</td>
</tr>
</tbody>
</table>

#### METHODOLOGY

**Max. Points**

<table>
<thead>
<tr>
<th>Calculation</th>
<th>Ranking / Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% x [(Local Funds + State Appropriations) / Total Project Cost]</td>
<td>10th Lowest: 2, 9th Lowest: 4, 8th Lowest: 6, 7th Lowest: 8, 6th Lowest: 10, 5th Lowest: 12, 4th Lowest: 14, 3rd Lowest: 16, 2nd Lowest: 18, Lowest: 20</td>
</tr>
<tr>
<td>The 10 lowest (5) amount total PECO requested per project</td>
<td>10th Lowest: N/A, 9th Lowest: 10, 8th Lowest: 9, 7th Lowest: 8, 6th Lowest: 7, 5th Lowest: 6, 4th Lowest: 5, 3rd Lowest: 4, 2nd Lowest: 3, Lowest: 2</td>
</tr>
<tr>
<td>(% Increase in Total Space Needs NASP per Projects x Total New NASP)</td>
<td>10th Highest: N/A, 9th Highest: 10, 8th Highest: 9, 7th Highest: 8, 6th Highest: 7, 5th Highest: 6, 4th Highest: 5, 3rd Highest: 4, 2nd Highest: 3, Highest: 2</td>
</tr>
<tr>
<td>Board of Trustees’ Project Priority Ranking</td>
<td>N/A, #2 priority, #1 priority</td>
</tr>
<tr>
<td>PECO funding / Gross Sq. Ft.</td>
<td>10th Lowest: N/A, 9th Lowest: 10, 8th Lowest: 9, 7th Lowest: 8, 6th Lowest: 7, 5th Lowest: 6, 4th Lowest: 5, 3rd Lowest: 4, 2nd Lowest: 3, Lowest: 2</td>
</tr>
</tbody>
</table>

#### 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. 1011.31).

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).
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
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)

<table>
<thead>
<tr>
<th><strong>Background:</strong></th>
<th>One of the primary lab facilities on campus</th>
</tr>
</thead>
</table>
| **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

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
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

<table>
<thead>
<tr>
<th>Priority No.</th>
<th>Project Title</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Project Cost Per Gross Square Feet (GSF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Judy Genshaft Honors College</td>
<td>$37,423,305</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$609 Sup EPS 2020</td>
</tr>
<tr>
<td>2</td>
<td>Remodel Bio-Science Facility Research Labs (BSF)</td>
<td>$18,573,597</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$469 Sup EPS 2020</td>
</tr>
<tr>
<td>3</td>
<td>ENR and ENG Remodel</td>
<td>$12,277,702</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$609 Sup EPS 2020</td>
</tr>
<tr>
<td>4</td>
<td>Academic STEM Facility (SM)</td>
<td>$11,533,282</td>
<td>$32,757,505</td>
<td>$4,794,000</td>
<td></td>
<td></td>
<td>$654 EPS 2017, 3.9</td>
</tr>
<tr>
<td>5</td>
<td>Oceanographic &amp; Environmental Sciences (OES) Research &amp; Teaching Facility (SP)</td>
<td>$24,804,120</td>
<td>$49,275,141</td>
<td>$6,264,200</td>
<td></td>
<td></td>
<td>$609 Sup EPS 2020</td>
</tr>
<tr>
<td>6</td>
<td>Remodel to Relocate University Police to MHF</td>
<td>$6,004,146</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$415 EPS 2017, 3.5</td>
</tr>
</tbody>
</table>

Total: $110,616,152 $82,032,646 $11,058,200 $ - $ -

Project Cost: $749 Sup EPS 2020

Contact: Nick Trivunovich
Phone: (813) 974-3297
Email: ntrivun@usf.edu

Academic or Other Programs to Benefit from Project

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Project Cost Per Gross Square Feet (GSF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honors College</td>
<td>60,667</td>
<td>86,131</td>
<td>64,513,021</td>
<td>$749 Sup EPS 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sciences</td>
<td>39,600</td>
<td>39,600</td>
<td>18,573,597</td>
<td>$469 Sup EPS 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td>18,750</td>
<td>20,150</td>
<td>12,277,702</td>
<td>$609 Sup EPS 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multiple</td>
<td>45,450</td>
<td>75,000</td>
<td>49,084,787</td>
<td>$654 EPS 2017, 3.9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oceanographic &amp; Environmental Sciences (OES) Research &amp; Teaching Facility (SP)</td>
<td>86,077</td>
<td>131,977</td>
<td>80,343,461</td>
<td>$609 Sup EPS 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus-wide</td>
<td>10,373</td>
<td>14,479</td>
<td>6,004,146</td>
<td>$415 EPS 2017, 3.5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Form CIP-2A (Revised 2/26/20)

393
# Summary of Projects - CITF Projects

## CITF PROJECT REQUESTS (ONLY)

<table>
<thead>
<tr>
<th>Priority No.</th>
<th>Project Title</th>
<th>Projected Annual Funding</th>
<th>Project Cost Per Gross Square Foot (GSF)</th>
<th>University Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>USF Wellness Center Complex Phase I</td>
<td>$5,029,995 $1,701,898</td>
<td>Student Affairs</td>
<td>05.07.18</td>
</tr>
<tr>
<td>2</td>
<td>USF Health Student Resource Center Phase I</td>
<td>$983,774 $983,774</td>
<td>Student Affairs</td>
<td>05.09.18</td>
</tr>
<tr>
<td>3</td>
<td>USF St. Petersburg Coquina Hall Student Space</td>
<td>$442,206 $ -</td>
<td>Student Affairs</td>
<td>04.13.18</td>
</tr>
<tr>
<td>4</td>
<td>USF St. Petersburg University Student Center Remodel</td>
<td>$250,550 $692,756 $556,693</td>
<td>Student Affairs</td>
<td>04.11.19</td>
</tr>
<tr>
<td>5</td>
<td>USF Sarasota-Manatee Co-curricular and Wellness Support Facilities Phase VIII</td>
<td>$341,853 $341,853</td>
<td>Student Affairs</td>
<td>04.26.18</td>
</tr>
</tbody>
</table>

Total: $7,048,378 $3,720,281 $556,693 $ - $ -

---

**University:** University of South Florida  
**Contact:** Nick Trivunovich  
**(phone)** (813) 974-3297  
**(email)** ntrivuno@usf.edu
Supplemental Funding of PECO and/or CITF Projects (Only)

<table>
<thead>
<tr>
<th>Priority No.</th>
<th>Project Title</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Judy Genshaft Honors College</td>
<td>$27,089,716</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Total: $27,089,716 

Academic or Other Programs to Benefit from Project: Honors College

Net Assignable Square Feet (NASF): 60,667

Gross Square Feet (GSF): 86,131

Project Cost: $64,513,021

Cost Per GSF: $749
USF Board of Trustees  
(June 2, 2020)

Issue: USF Regulation 4.0102 Tuition and Fees

Proposed action: Amendment to USF Regulation 4.0102 Tuition and Fees

Executive Summary:

The amendment will align USF tuition rates to a single rate of tuition and fees for all USF students initiating enrollment on or after Summer 2020 and a progression to alignment for students enrolled prior to Summer 2020. The amendment is being considered in order for USF to operate as a singly accredited institution after July 1, 2020 in accordance with Florida Statutes. The changes standardize for the newly consolidated USF the fees already in place today at the same rates charged to most USF students during the 2019-2020 Fall and Spring Semesters.

This amendment will take effect after the amendment to the current academic year tuition and fees Regulation 4.0102 (Tuition and Fees 2019-2020) applied for Summer Term 2020 only, which was enacted in response to the need for fully remote learning during the COVID-19 pandemic, and which was adopted by the Board of Trustees at a conference call meeting on May 7, 2020.

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: 

Supporting Documentation Online (please circle): Yes No

USF or Campus specific: USF

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

<table>
<thead>
<tr>
<th></th>
<th>In-State</th>
<th>Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>105.07</td>
<td>105.07</td>
</tr>
<tr>
<td>Tuition Differential</td>
<td>46.88</td>
<td>46.88</td>
</tr>
<tr>
<td>Out-of-State Fee</td>
<td></td>
<td>346.50</td>
</tr>
<tr>
<td>Student Financial Aid Fee</td>
<td>5.25</td>
<td>22.57</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>5.25</td>
<td>5.25</td>
</tr>
</tbody>
</table>
(b) Graduate

<table>
<thead>
<tr>
<th></th>
<th>General</th>
<th>Programmatic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Business, Engineering</td>
<td>Nursing</td>
</tr>
<tr>
<td>In-State</td>
<td>Out-of-State</td>
<td>In-State</td>
</tr>
<tr>
<td>Tuition</td>
<td>347.91</td>
<td>347.91</td>
</tr>
<tr>
<td>Out-of-State Fee</td>
<td>424.52</td>
<td>424.52</td>
</tr>
<tr>
<td>Student Financial Aid Fee</td>
<td>17.39</td>
<td>38.61</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>17.39</td>
<td>17.39</td>
</tr>
</tbody>
</table>

(c) Fees

<table>
<thead>
<tr>
<th>Per Credit Hour</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Improvement</td>
<td>6.76</td>
</tr>
<tr>
<td>Local Fees *</td>
<td>36.48</td>
</tr>
<tr>
<td>Transportation Access</td>
<td>3.00</td>
</tr>
<tr>
<td>Marshall Center Use**</td>
<td>1.50</td>
</tr>
<tr>
<td>Student Green Energy</td>
<td>1.00</td>
</tr>
<tr>
<td>Block Fee per Term</td>
<td></td>
</tr>
<tr>
<td>Activity and Service</td>
<td>7.00</td>
</tr>
<tr>
<td>Athletic</td>
<td>10.00</td>
</tr>
<tr>
<td>Marshall Center Use**</td>
<td>20.00</td>
</tr>
</tbody>
</table>

* Local/Associated Fees include Activity & Service, Health and Athletic Fees
**Marshall Center Use Fees are only applicable for Tampa Students
(d) Professional Programs

<table>
<thead>
<tr>
<th></th>
<th>Doctor of Medicine</th>
<th>Doctor of Physical Therapy</th>
<th>Doctor of Pharmacy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In-State</td>
<td>Out-of-State</td>
<td>In-State</td>
</tr>
<tr>
<td><strong>Tuition</strong></td>
<td>29,174.65</td>
<td>29,174.65</td>
<td>17,721.86</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>16,610.00</td>
</tr>
<tr>
<td><strong>Out-of-State Fee</strong></td>
<td>20,180.64</td>
<td></td>
<td>7,007.26</td>
</tr>
<tr>
<td><strong>Student Financial Aid Fee</strong></td>
<td>1,458.73</td>
<td>2,467.76</td>
<td>886.09</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>830.50</td>
</tr>
<tr>
<td><strong>Technology Fee</strong></td>
<td>1,458.73</td>
<td>1,458.73</td>
<td>886.09</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>830.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Physician Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In-State</td>
</tr>
<tr>
<td><strong>Tuition</strong></td>
<td>29,500.00</td>
</tr>
<tr>
<td><strong>Out-of-State Fee</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Student Financial Aid Fee</strong></td>
<td>1,475.00</td>
</tr>
<tr>
<td></td>
<td>1,475.00</td>
</tr>
</tbody>
</table>

Professional Program fees are expressed as an annual charge.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Capital Improvement</strong></td>
<td>216.32</td>
</tr>
<tr>
<td><strong>Local Fees</strong></td>
<td>1201.36</td>
</tr>
<tr>
<td><strong>Transportation Access</strong></td>
<td>96.00</td>
</tr>
<tr>
<td><strong>Marshall Center Use</strong></td>
<td>88.00</td>
</tr>
<tr>
<td><strong>Student Green Energy</strong></td>
<td>32.00</td>
</tr>
</tbody>
</table>

* 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.
(1) Tuition and Fees – 2019-2020-2021. 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

<table>
<thead>
<tr>
<th></th>
<th>In-State</th>
<th>Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>105.07</td>
<td>105.07</td>
</tr>
<tr>
<td>Tuition Differential</td>
<td>46.88</td>
<td>46.88</td>
</tr>
<tr>
<td>Out-of-State Fee</td>
<td></td>
<td>346.50</td>
</tr>
<tr>
<td>Student Financial Aid Fee</td>
<td>5.25</td>
<td>22.57</td>
</tr>
</tbody>
</table>
### Technology Fee

<table>
<thead>
<tr>
<th>In-State</th>
<th>Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.25</td>
<td>5.25</td>
</tr>
</tbody>
</table>

Enrolled prior to July 1, 2007; Continuous Enrollment

<table>
<thead>
<tr>
<th>In-State</th>
<th>Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>105.07</td>
<td>105.07</td>
</tr>
<tr>
<td>346.50</td>
<td></td>
</tr>
<tr>
<td>5.25</td>
<td>22.57</td>
</tr>
<tr>
<td>5.25</td>
<td></td>
</tr>
</tbody>
</table>

Enrolled prior to July 1, 2007—Non-continuous

<table>
<thead>
<tr>
<th>Tampa</th>
<th>St. Petersburg</th>
<th>Sarasota-Manatee</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State</td>
<td>Out-of-State</td>
<td>In-State</td>
</tr>
<tr>
<td>Tuition</td>
<td>105.07</td>
<td>105.07</td>
</tr>
<tr>
<td>Differential Tuition</td>
<td>46.88</td>
<td>46.88</td>
</tr>
<tr>
<td>Out-of-State Fee</td>
<td>346.50</td>
<td>346.50</td>
</tr>
<tr>
<td>Student Financial Aid Fee</td>
<td>5.25</td>
<td>22.57</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>5.25</td>
<td>5.25</td>
</tr>
</tbody>
</table>

Enrolled on/after July 1, 2007

<table>
<thead>
<tr>
<th>Tampa</th>
<th>St. Petersburg</th>
<th>Sarasota-Manatee</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State</td>
<td>Out-of-State</td>
<td>In-State</td>
</tr>
<tr>
<td>Tuition</td>
<td>105.07</td>
<td>105.07</td>
</tr>
<tr>
<td>Tuition Differential</td>
<td>46.88</td>
<td>46.88</td>
</tr>
<tr>
<td>Out-of-State Fee</td>
<td>346.50</td>
<td></td>
</tr>
<tr>
<td>Student Financial Aid Fee</td>
<td>5.25</td>
<td>22.57</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>5.25</td>
<td>5.25</td>
</tr>
</tbody>
</table>

**Enrolled on/after Summer Semester 2020 and effective Fall 2020 Semester**

<table>
<thead>
<tr>
<th>Tampa</th>
<th>St. Petersburg</th>
<th>Sarasota-Manatee</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State</td>
<td>Out-of-State</td>
<td>In-State</td>
</tr>
<tr>
<td>Tuition</td>
<td>105.07</td>
<td>105.07</td>
</tr>
<tr>
<td>Tuition Differential</td>
<td>46.88</td>
<td>46.88</td>
</tr>
<tr>
<td>Out-of-State Fee</td>
<td>346.50</td>
<td></td>
</tr>
<tr>
<td>Student Financial Aid Fee</td>
<td>5.25</td>
<td>22.57</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>5.25</td>
<td>5.25</td>
</tr>
</tbody>
</table>

**(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.
<table>
<thead>
<tr>
<th>Tampa</th>
<th>General</th>
<th>Programmatic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Business, Engineering</td>
<td>Nursing</td>
</tr>
<tr>
<td></td>
<td>In-State</td>
<td>Out-of-State</td>
</tr>
<tr>
<td>Tuition</td>
<td>347.91</td>
<td>347.91</td>
</tr>
<tr>
<td>Out-of-State Fee</td>
<td>424.52</td>
<td>424.52</td>
</tr>
<tr>
<td>Student Financial Aid Fee</td>
<td>17.39</td>
<td>38.61</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>17.39</td>
<td>17.39</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>St. Petersburg</th>
<th>General</th>
<th>Programmatic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Business</td>
<td></td>
</tr>
<tr>
<td></td>
<td>In-State</td>
<td>Out-of-State</td>
</tr>
<tr>
<td>Tuition</td>
<td>347.91</td>
<td>347.91</td>
</tr>
<tr>
<td>Out-of-State Fee</td>
<td>424.52</td>
<td>424.52</td>
</tr>
<tr>
<td>Student Financial Aid Fee</td>
<td>17.39</td>
<td>38.61</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>17.39</td>
<td>17.39</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sarasota-Manatee</th>
<th>General</th>
<th>Programmatic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Business</td>
<td></td>
</tr>
<tr>
<td></td>
<td>In-State</td>
<td>Out-of-State</td>
</tr>
<tr>
<td>Tuition</td>
<td>347.91</td>
<td>347.91</td>
</tr>
<tr>
<td>Out-of-State Fee</td>
<td>424.52</td>
<td>424.52</td>
</tr>
<tr>
<td>Student Financial Aid Fee</td>
<td>17.39</td>
<td>38.61</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>17.39</td>
<td>17.39</td>
</tr>
</tbody>
</table>
(c) Fees

<table>
<thead>
<tr>
<th>Per Credit Hour</th>
<th>Tampa</th>
<th>St.-Petersburg</th>
<th>Sarasota-Manatee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Improvement</td>
<td>6.76</td>
<td>6.76</td>
<td>6.76</td>
</tr>
<tr>
<td>Local Fees *</td>
<td>36.48</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation Access</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marshall Center Use**</td>
<td>1.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Green Energy</td>
<td>1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block Fee per Term</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity and Service</td>
<td>7.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletic</td>
<td>10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marshall Center Use**</td>
<td>20.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Local/Associated Local Fees include Activity & Service, Health and Athletic Fees

** Marshall Center Use Fees are only applicable for Tampa Students

Undergraduate and Graduate Fees Enrolled on/after Summer Semester 2020 and effective Fall 2020 Semester
<table>
<thead>
<tr>
<th>Per Credit Hour</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Improvement</td>
<td>6.76</td>
</tr>
<tr>
<td>Health Local Fees*</td>
<td>36.48</td>
</tr>
<tr>
<td>Transportation Access</td>
<td>3.00</td>
</tr>
<tr>
<td>Marshall Center Use</td>
<td>1.50</td>
</tr>
<tr>
<td>Student Green Energy</td>
<td>1.00</td>
</tr>
<tr>
<td>Block Fee per-Term</td>
<td></td>
</tr>
<tr>
<td>Activity and Service</td>
<td>7.00</td>
</tr>
<tr>
<td>Athletic</td>
<td>10.00</td>
</tr>
<tr>
<td>Marshall Center Use</td>
<td>20.00</td>
</tr>
</tbody>
</table>

* Local Fees include Activity & Service, Health and Athletics Fees

(d) Professional Programs

<table>
<thead>
<tr>
<th></th>
<th>Doctor of Medicine</th>
<th>Doctor of Physical Therapy</th>
<th>Doctor of Pharmacy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In-State</td>
<td>Out-of-State</td>
<td>In-State</td>
</tr>
<tr>
<td>Tuition</td>
<td>29,174.65</td>
<td>29,174.65</td>
<td>17,721.86</td>
</tr>
<tr>
<td>Out-of-State Fee</td>
<td></td>
<td>20,180.64</td>
<td>7,007.26</td>
</tr>
<tr>
<td>Student Financial Aid Fee</td>
<td>1,458.73</td>
<td>2,467.76</td>
<td>886.09</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>1,458.73</td>
<td>1,458.73</td>
<td>886.09</td>
</tr>
<tr>
<td>Physician Assistant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-State</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>29,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Out-of-State Fee</td>
<td>29,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Financial Aid Fee</td>
<td>1,475.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology Fee</td>
<td>1,475.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 $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.
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
### UNIVERSITY OF SOUTH FLORIDA

#### PUBLIC EDUCATION CAPITAL OUTLAY (PECO) PROJECTS

**Preliminary Selection Group, FY2020-21**

**Rev. 9/24/2019**

<table>
<thead>
<tr>
<th>Uni. Name</th>
<th>Project Name</th>
<th>Year First Funded</th>
<th>Total Project Cost</th>
<th>Prior PECO Funding</th>
<th>Non-PECO Funding **</th>
<th>Remaining PECO Need</th>
<th>Criteria 1</th>
<th>Criteria 2</th>
<th>Criteria 3</th>
<th>Criteria 4</th>
<th>Criteria 5</th>
<th>Criteria 6</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY16-17</td>
<td>$40,627,802</td>
<td>$7,000,000</td>
<td>$22,873,150</td>
<td>$10,754,652</td>
<td>20%</td>
<td>30%</td>
<td>50%</td>
<td>80%</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY17-18</td>
<td>$50,400,000</td>
<td>$0</td>
<td>$50,400,000</td>
<td>n/a</td>
<td>30%</td>
<td>30%</td>
<td>70%</td>
<td>80%</td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY16-17</td>
<td>$238,680,000</td>
<td>$39,558,500</td>
<td>$167,121,500</td>
<td>$16,766,000</td>
<td>38%</td>
<td>14%</td>
<td>66%</td>
<td>68%</td>
<td>53%</td>
<td>19%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY17-18</td>
<td>$6,325,000</td>
<td>$0</td>
<td>$6,325,000</td>
<td>n/a</td>
<td>14%</td>
<td>14%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY18-19</td>
<td>$135,000,000</td>
<td>$85,000,000</td>
<td>$50,000,000</td>
<td>$15,000,000</td>
<td>28%</td>
<td>18%</td>
<td>18%</td>
<td>18%</td>
<td>18%</td>
<td>18%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY17-18</td>
<td>$5,000,000</td>
<td>$4,000,000</td>
<td>$1,000,000</td>
<td>n/a</td>
<td>15%</td>
<td>15%</td>
<td>95%</td>
<td>85%</td>
<td>85%</td>
<td>85%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY16-17</td>
<td>$88,400,000</td>
<td>$20,567,918</td>
<td>$67,832,082</td>
<td>$23,400,082</td>
<td>4%</td>
<td>6%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY17-18</td>
<td>$60,042,537</td>
<td>$45,000,000</td>
<td>$15,042,537</td>
<td>$1,000,000</td>
<td>4%</td>
<td>4%</td>
<td>5%</td>
<td>5%</td>
<td>5%</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY17-18</td>
<td>$24,000,000</td>
<td>$480,000</td>
<td>$23,520,000</td>
<td>n/a</td>
<td>4%</td>
<td>4%</td>
<td>95%</td>
<td>95%</td>
<td>95%</td>
<td>95%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY17-18</td>
<td>$12,400,000</td>
<td>$12,400,000</td>
<td>$0</td>
<td>n/a</td>
<td>4%</td>
<td>4%</td>
<td>95%</td>
<td>95%</td>
<td>95%</td>
<td>95%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY17-18</td>
<td>$23,630,000</td>
<td>$23,630,000</td>
<td>$0</td>
<td>n/a</td>
<td>4%</td>
<td>4%</td>
<td>95%</td>
<td>95%</td>
<td>95%</td>
<td>95%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY17-18</td>
<td>$38,400,000</td>
<td>$5,927,338</td>
<td>$32,472,662</td>
<td>85%</td>
<td>2%</td>
<td>10%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY18-17</td>
<td>$88,000,000</td>
<td>$13,500,000</td>
<td>$44,000,000</td>
<td>$30,500,000</td>
<td>5%</td>
<td>5%</td>
<td>95%</td>
<td>95%</td>
<td>95%</td>
<td>95%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY16-17</td>
<td>$35,027,247</td>
<td>$23,861,247</td>
<td>$11,166,000</td>
<td>$2,600,000</td>
<td>32%</td>
<td>32%</td>
<td>68%</td>
<td>68%</td>
<td>68%</td>
<td>68%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY19-20</td>
<td>$26,000,000</td>
<td>$31,000,000</td>
<td>$8,200,000</td>
<td>$8,200,000</td>
<td>30%</td>
<td>30%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY18-19</td>
<td>$59,193,144</td>
<td>$59,193,144</td>
<td>$0</td>
<td>n/a</td>
<td>4%</td>
<td>4%</td>
<td>95%</td>
<td>95%</td>
<td>95%</td>
<td>95%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY17-18</td>
<td>$35,860,000</td>
<td>$11,500,000</td>
<td>$9,300,000</td>
<td>$16,060,000</td>
<td>4%</td>
<td>4%</td>
<td>95%</td>
<td>95%</td>
<td>95%</td>
<td>95%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY17-18</td>
<td>$6,063,008</td>
<td>$0</td>
<td>$6,063,008</td>
<td>n/a</td>
<td>3%</td>
<td>3%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY17-18</td>
<td>$21,126,000</td>
<td>$0</td>
<td>$21,126,000</td>
<td>n/a</td>
<td>3%</td>
<td>3%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY17-18</td>
<td>$24,788,389</td>
<td>$0</td>
<td>$24,788,389</td>
<td>n/a</td>
<td>3%</td>
<td>3%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY17-18</td>
<td>$31,029,118</td>
<td>$20,291,118</td>
<td>$9,738,000</td>
<td>$2,056,000</td>
<td>3%</td>
<td>3%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY13-14</td>
<td>$83,763,787</td>
<td>$27,753,583</td>
<td>$56,010,204</td>
<td>$0</td>
<td>3%</td>
<td>3%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY14-15</td>
<td>$7,150,000</td>
<td>$7,150,000</td>
<td>$0</td>
<td>n/a</td>
<td>3%</td>
<td>3%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY14-15</td>
<td>$14,388,433</td>
<td>$0</td>
<td>$14,388,433</td>
<td>n/a</td>
<td>3%</td>
<td>3%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY14-15</td>
<td>$96,790,669</td>
<td>$26,965,800</td>
<td>$70,824,869</td>
<td>n/a</td>
<td>3%</td>
<td>3%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>
Defining the Need

CURRENT STATUS OF CENTRAL PLANT
Central Plant (CPT) – Overview

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 (CPT) was built in 1960 and is the sixth building built on Tampa Campus
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
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)
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
Particulars of this Project

- $11 million dollar project
- $1.035 million annual savings
- Simple payback of < 11 years
The Board Process from this Point

- Presentation to Finance Committee
- BOT Financial Approval for Investment Grade Audit
- BOT Funding Approval for finalized Project(s)
- BOG Approval if Project value is above $10M
- Periodic updates to BOT on Project(s) status
- Update to BOT on Energy Savings and ROI
REQUEST APPROVAL TO OBTAIN “INVESTMENT GRADE ENERGY AUDIT”
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 2nd and 3rd 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 2nd and 3rd 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,
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

---

1 The NewCo operation date can change based on the ability/inability of the parties to meet certain legal preconditions to clinical integration.