

University Advisory Council
Minutes
February 23, 2018
President's Conference Room
2:00 p.m.

In attendance: Dr. Ronald Nowaczyk, Dr. Liz Throop, Dr. Thomas Bowling, Ms. Kathy Snyder, Mr. John Short, Ms. Denise Murphy, Dr. Ben Norris, Dr. Carol Gaumer, Dr. Mike Flinn, Chief Cindy Smith, Mr. Reid Bluebaugh, Dr. Jay Hegeman, Mr. James Kirk, Mr. Benjamin Forrest, Ms. Mykia Washington, Mr. Nick DeMichele

1. The meeting was called to order at 2:00 p.m. by Dr. Ronald Nowaczyk
2. Minutes from February 2, 2018 were reviewed with one correction. Ms. removed and changed to Mr. Benjamin Forrest
3. Updates:
 - a. Budget – Ms. Denise Murphy stressed that if everyone is fiscal responsible and frugal she feels that we will not have to dip into the fund balance as much as requested. Money not spent for the fiscal year will help offset the difference between budgeted revenue vs actual revenue.
 - b. Enrollment – A comparison chart showing enrollment data as of 2-23-18 was distributed. The chart breaks down the applied, admitted, and deposit from 2016 thru 2018 by programs. The chart shows the high demand majors. The goal is to get back to the 2016 totals. Discussion on high demand majors was held. Dr. Nowaczyk also reported that he met with Mr. Wray Blair and Ms. Angie Hovatter regarding the Financial Aid package and expanding the need base amount for room and board. It was noted that books are not included in the amount.
 - c. Fall 2017 Report “State of SGA” – Mr. James Kirk distributed the report prepared by the Executive Board of the SGA. The

Skateboarding Policy in the City of Frostburg was discussed. Rumors are that the City of Frostburg may lift the skateboarding ban in the City of Frostburg. This rumor has not been verified.

- d. Vice President Search – Dr. Nowaczyk reported that the candidate for the Vice President for Administration and Finance position was on campus today meeting with Vice Presidents and direct reports. Dr. Nowaczyk will request feedback after the visit. Two candidates will be coming to campus on February 27 and March 7 interviewing for the Vice President of Regional Development and Engagement position. Governor Hogan has added a \$300,000 line item to his budget for FY 19 to enable FSU to create this office.

4. Old Business:

- a. Strategic Planning – Dr. Bowling reported that the committee looked at the goals and the Vice Presidents were asked to look at the initiatives. The Strategic Plan is being refined and will be distributed again.
- b. University Consensual Relationship & Professional Conduct Policy – Dr. Jay Hegeman reported that the Staff Senate supports a revision to strengthen the university policy on Consensual Relationships and Professional Conduct that better protects students, faculty, and staff against sexual harassment and assault. The Staff Senate would welcome the opportunity to review and provide input to the policy prior to finalization. Mr. Kirk reported having conversation with students. Dr. Norris will put this item on the next agenda for the Faculty Senate meeting.

5. New Business:

- a. Out dated campus processes – Dr. Jay Hegeman distributed a list of out dated processes which were identified by Staff Senate. Understanding that there are many out dated processes across campus, they decided it was time to modernize and stream-line to make processes more efficient. Ms. Tara Strother will chair the sub-

group. Dr. Mike Flinn is willing to talk with the sub-group regarding students enrolled in the Computer Science program to assist in the stream line process. More discussion will be held.

- b. Dangerous Commute for Essential Personnel – Dr. Nowaczyk reported receiving an email from an unknown source expressing concern and suggestions of showing gratitude for the essential personnel. Ms. Kathy Snyder reported that essential personnel when hired are aware of the duties involved and are well compensated for their service during hazard weather conditions. Mr. James Kirk commended the workers for doing a great job with snow removal. Dr. Flinn stated that the City doesn't enforce sidewalk snow removal. Dr. Nowaczyk will talk with the City "Goodwill".
 - c. FSU Email Best Practices and Policy – Mr. Troy Donoway will distribute information to faculty and staff regarding the use of employee's email accounts. Detailing that FSU email should only be used for FSU related business. It is very important that everyone follow email etiquette and best practices. The bcc field was discussed. When sending an email to a large group always put the recipients in the bcc field. This will prevent any accidental reply all messages to the campus.
6. Meeting adjourned at 3:00 p.m.