

University Advisory Council Meeting Minutes
Friday, April 17, 2020
1:30 p.m.

In attendance: Albert Delia, Amy Nightengale, Arlene Cash, Artie Travis, Benjamin Forrest, Benjamin Norris, Bradford Nixon, Cynthia Smith, Elizabeth Throop, Erica Kennedy, Jenna Puffinburger, John Short, Johnston Hegeman, Kameron Brooks, Leon Wyden, Noah DeMichele, Gregg Sekscienski, Liz Medcalf, Ronald Nowaczyk, Jeffrey Graham, Tianna Bogart

1. Meeting was called to order by Dr. Ronald Nowaczyk
2. Minutes from March 27, 2020 meeting were approved
3. Discussion/Action Items:
 - a. Action: Pandemic Plan
Dr. Nowaczyk thanked Dr. Graham for working on updating the pandemic plan. There are still a few areas that will need some updates. The group provided a few comments on pages 1-8. Motion to support approval of pages 1-8 by Dr. Throop. Seconded by Mr. Delia.
 - b. Discussion: Budget FY2020 & FY 2021
VP Wyden shared the remaining budget for FY2020 and reviewed it with the group. He then shared the estimated budget for FY2021, which includes estimates for fall enrollment. This budget does not include budget reduction targets for FY2021. VP Wyden is expecting this information sometime next week. Once received, FSU will likely have 3 weeks to respond on how we will be handling those targets. USM expects to take a reasonable hit from this. So far, we have not been asked to make any reductions for FY2020. Had the COVID-19 situation not occurred, we would have ended the year in the black.
 - c. Discussion: Recent Survey
Good response from Students, Faculty, and Staff. Comments have been provided to necessary parties to review. The President would like to thank the campus for contributing to the survey. How does the UAC want to handle the data? Open discussion held on this. The President would like to have a vehicle for listening to comments/concerns that come out if there are issues from the staff side. Faculty concerns should go to Dr. Throop. She will email the Faculty reminding them that concerns should be brought to her. The President will work with VP Wyden to have the same done for Staff. Could the student success coaches do this for students?
 - d. Discussion: Financial Help for Students in Need
CARES fund report. Dr. Travis provided a funds update. Messaging is being put out regarding this fund so that students and the community are aware that it is there.

CARES Act: congress passed legislation providing funds for higher education. FSU granted approximately \$3.9M: half to go institutional funds and half goes to student emergency funds relating to COVID-19. Additional guidelines are expected next week on this. Criteria for awarding this money is being developed by VP Short and a designated team. As of noon today, there have already been over 100 applications requesting funds. VP Short discussed the questionnaire involved and what types of responses have been received so far.

Some other concerns were voiced regarding emotional support for those that are in need. Dr. Travis will increase the messaging and help those understand that there are more resources available other than CAPS, including resources for faculty and staff.

Student refunds: Student refunds are being processed now and applied to remaining balances first. Others will be printed checks and will take longer. Smaller refunds, like dining dollars, still need to be processed. Students should start seeing their refunds next week (for direct deposit) but paper checks may take until the first week of May.

e. Discussion: Communication Effectiveness

Mr. Sekscienski provided the CommTeams report for the group to review. Since late February there have been about 50 emails that have gone through the communications office that have gone out to the campus regarding COVID-19. Social media efforts: all platforms are seeing an increase in use and “click-throughs.” Marketing efforts are ongoing at this time: pushing graduate programs and summer sessions.

4. Brief updates from Governance Groups:

a. SGA

Ms. Puffinburger: last official meeting of this senate was held last night. Dr. Nowaczyk, Dr. Travis, and VP Cash were involved for Q&A. SGA is currently working on some projects for next semester. Some organizations are working toward moving their events to a virtual platform. State of the SGA report was sent out today.

b. Staff Senate

Dr. Hegeman: Staff morale survey completed and sent to constituents. 2 additional emeriti nominations have been approved and sent to Dr. Nowaczyk for approval. Working with Mr. Sekscienski on pins for alumni and emeriti. Developed a suggestion box for staff to ask questions anonymously. Currently asking for suggestions for names for the new residence hall. Survey notes that staff working from home are beginning to feel disconnected from one another. Working on ideas for virtual happy hour, etc.

c. Faculty Senate

Dr. Norris sent a report to the group for review. Currently working on what accommodations should be made in the faculty evaluation process. Working on processes for tenure, etc.

d. Cabinet-Level Updates

1. Academic Affairs: Elkins nomination period has been extended to May 11th. Some confusion on the Credit/No Credit grade. This will be clarified. Chancellor has asked all USM institutions to be flexible with final exams, if feasible. Going to be very planful about summer semester.
2. Administration and Finance: provided report earlier in the meeting. There will be campus-wide electrical outage on 4/25. An email was sent out about this. IT will be reaching out to those that are VPN accessing their desktop computers so that they can go around campus and restart those necessary computers so that no one has to come on campus to do so.
3. Student Affairs: 40 students still on campus currently being housed at Edgewood. VA group has been making and sending out protective masks to the local area and also to Baltimore area. Preview will be done online. Contract tracing may be taking place with volunteers.
4. Enrollment Management: sharp decrease in student deposits, but students are still applying. Financial Aid is working to get letters out to current students. Academic Support Network has completed their work with registering students.
5. University Advancement: public launch for the campaign will be delayed. A new date will be determined. Originally had been planned for Homecoming in October. Homecoming is still on schedule at this time. Profile will be combined for Spring and Fall. RFP was sent for the rebranding initiative. A selection of a company for this is close to being complete.
6. Regional Development: I68 Alliance is currently working very hard to figure out how to keep businesses functioning and open right now. Focusing on tourism once restrictions on travel and social distancing are lifted. Working on the Advanced Technology Center. Agreement to purchase the ABC building has fallen through. COVID-19 caused a financial crisis in which the sellers were unable to sell the building. Small business development center has been very busy with calls throughout the region asking for help and guidance on what to do during these times. Funds will be available to hire additional staff to provide counseling services to the tri-county area.
7. General Counsel: working on legal items.
8. President's Office: construction is continuing on the residence hall and is scheduled to be complete in May. Public Works approved the new building. Construction should start on that in the next week or two. Next week, emails will come out announcing Caring Bobcats. Following

announcements will come out either weekly or bi-weekly depending on the number of submissions. Working closely with VP Wyden on budget.

Adjournment at 3:28 p.m.

Next meeting: May 8, 2020

Submitted by: Donnell H. VanSkiver, CAP, MEP, OM
Executive Administrative Assistant III