

University Advisory Council Meeting Minutes
 Friday, February 18, 2022
 1:30 p.m. | President's Conference Room

Attendance:

Name	Attended	Name	Attended	Name	Attended
Skott Brill	✓	Brianna Mercer	✓ (virtual)	Cynthia Smith	✓
Albert Delia	✓	Amy Nightengale	✓	Artie Travis	✓
Troy Donoway	✓	Bradford Nixon	✓	Donnell VanSkiver	✓
Johnston Hegeman	✓	Ronald Nowaczyk	✓	Ariyana Ward	✓ (virtual)
John Lombardi	✓	Ismerai Reyes Zuniga	✓ (virtual)	Robin Wynder	✓
Michael Mathias	✓	Kristian Robinette	✓		
Suzanne McCoskey	✓	John Short	✓		

- I. Call to Order at 1:31 p.m.
- II. Introductions
- III. Approval of Minutes – November 19, 2022
- IV. Committee Reports
 - A. UCDEI (Ms. Wynder)
 1. Provided an update on the 10-point plan.
 2. Agile fleet has now moved; bids are in to remove asbestos.
 3. The summary on the campus climate survey has been posted.
 4. Working on UCDEI website. Data, reports, and trends will all be posted there.
 5. Workshops have been scheduled. Communications on these are forthcoming.
 - B. BAC (Dr. Mathias & Mr. Donoway)
 1. Committee met a few weeks ago. Will be sending out a campus survey soon.
 2. An open forum will be held on April 20th to discuss the feedback from the survey and provide a platform for a question-and-answer session.
 3. The group will be looking into how it selects members moving forward (if the UAC believes the group is still needed.)
- V. Governance Unit Updates
 - A. Faculty Senate (Dr. Lombardi)
 1. A Town Hall has been scheduled with the Reopening and Recovery Team. This will be a hybrid meeting on February 24th from 4:00 p.m. – 6:00 p.m.
 2. 2 nursing programs are expected to be on the next Faculty Senate agenda.
 - B. SGA (Ms. Ward)
 1. Meeting held last evening. Discussion on a change to requirements for GPA to be in SGA was tabled.
 2. Planning upcoming events: Café Takeover in February, Blood Drive in March, Safe Sex Week in April (partnering with the Allegany County Health Department.)
 - C. Staff Senate (Dr. Hegeman)
 1. Passed new term limits for senators.
 2. Workgroup is following up on the report from the recent focus group meetings.
- VI. Division Updates
 - A. Vice Presidents
 1. Dr. Mathias
 - i. Several program proposals are in process.

- ii. Searches for faculty expected to start in the fall.
 - iii. GEP Initiative: learning goals have been decided upon. Curricular structure is expected by the end of the semester.
 - iv. Graduate Council focused on expanding online portfolio.
 - v. Information Literacy Center is being planned for the 5th floor of the library.
 - vi. Dr. Norris is working on a student success plan. This should be ready to present in March.
 - vii. Moonshot for Equity looking for 7 regional partnerships nationwide. Most have been in metropolitan areas. Excited to be a part of this.
 - viii. Enrollment Management: Natalia Kennedy started in November as the Director for Financial Aid.
 - ix. Admissions: working on enrollment projections. Had an increase in deposits over the past week. Financial Aid award packets will be going out today.
 - x. There is a new student financial planning tool now available in Oracle. The goal with the new planning tool is to make awards in December.
 - xi. Virtual Admitted Students Week will be April 4th – 8th. Major Admitted Students Day will be on April 9th.
 - xii. Launching NSSE survey. Would like to partner with Student Affairs and Student Government to make sure there is a robust response to the survey.
2. Mr. Donoway
 - i. Report attached.
 3. Dr. Travis
 - i. Applications for housing will open next week
 - ii. 2 current vacancies in CAPS. Chris Lyons scheduled to start in mid-March.
 - iii. Bill Mandicott is retiring on February 28th. Organizational changes to Student Affairs will follow this.
 - iv. Bobcat Fee Advisory Committee will meet next week to discuss room and board fees.
 4. Mr. Short
 - i. \$17.5M raised so far for the campaign.
 - ii. Annual Day of Giving will begin at noon on April 1st and run until noon on April 2nd.
 - iii. 2 finalists interviewing for VP of Marketing and Communications.
 - iv. In the second phase of the rebranding process with Ologie.
 - v. CARES Act funds: finalizing how those will be awarded this semester. Students should be notified by the end of the month.
 5. Mr. Delia
 - i. Challenger Center: awaiting a more accurate cost estimate for renovations.
 - ii. City of Frostburg has agreed to give FSU the former City Hall building vs. selling it to us for \$1. This significantly decreases the timeframe involved in the entire process as well as other fees.
 - iii. Legislative session is in full swing. Activities in Annapolis seem to be getting back to normal.
 - iv. FSU is sponsoring PACE in Annapolis on March 3rd and 4th. We will have 3 displays there. One of these is in partnership with Allegany College of Maryland and Garrett College.
 - v. Innovation Park has received significant funding but is still awaiting additional funding and other approvals, primarily from the Maryland Department of Commerce.

- vi. A new Director for the Remote Work Center (Stacy Wassel) has been hired.
 - vii. Governor Hogan has been unanimously voted to be the chair of the Appalachian Regional Commission.
 - viii. Two pieces of advanced manufacturing equipment, to be paid with ARC Power grant funds, have been ordered for the Physics and Engineering Department's Advanced Product Design and Manufacturing Center. The Center will be located in the ABC Building at FSU Innovation Park.
- B. President Nowaczyk
- 1. Chancellor Perman will be visiting campus on April 22nd.
 - 2. The last site-visit to move from DIII to DII went well. We expect an official announcement in July.
- VII. Discussion Items
- A. COVID
- 1. Operating procedures have been to follow CDC and USM guidelines.
- B. Hate-Bias Incident (HBI) Draft Policy (attached)
- 1. This topic came about in December when it was brought to the attention of the University that we did not have a policy.
 - 2. UAC is asked to review the policy and send changes to Mrs. VanSkiver by Tuesday. The policy will then go to the shared governance units to get formal feedback. UAC will review and approve at the March meeting. A draft will be provided at the Community Meeting on February 28th.
 - 3. This policy will help individuals understand the difference between an incident and a crime. We will be training individuals as investigators to help streamline the process.
- C. Strategic Enrollment Management
- 1. Department Chair meetings took place in January and early February. There were a lot of good ideas brought forward from these meetings and some changes have already been implemented.
 - 2. Dr. Nowaczyk met with Chancellor Perman and his staff last week to present our plans.
 - 3. Looking into expanding options for adult learners.
 - 4. Facing the challenge of a loss of students to community colleges.
 - 5. Focusing on earlier recruitment and dual enrollment rollout.
- VIII. Adjournment at 2:59 p.m.

Next meeting: March 18, 2022

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

Administration and Finance UAC Update 2/18/2022

BAC

- The committee has completed building a survey to send to campus.
- AIR is entering the survey into Baseline.
- Survey will be sent from Provost and me soon.
- Survey information will feed content for open forum
- Open forum tentatively scheduled for April 20th at 3 pm

FY22 Budget Update

- The USM raised minimum wage for all full-time PIN positions to \$15 per hour.
 - This unfunded mandate cost FSU \$82,000
- The Governor approved FY22 salary increases
 - COLA 1%
 - Average Merit increase 2.5%
 - Bonus \$1500 for full-time employees
- Total cost to cover Auxiliary employees - \$170,000
- VSP
 - 21 people take the VSP
 - Total salary and fringes - \$1,928,564
 - FY23 Savings expected \$434,000

FY23 Budget Update

- Governor's Budget proposal restores FY21 budget cuts fully - \$2.8 million
- Base budget will include FY22 increases and proposed FY23 increases
 - COLA 3% & Merit 2.5%
- \$10M in differed maintenance items
- \$1.2M from system on facilities renewal
- We need enrollment projections to start building budgets
- Proposed increases in tuition, fees, room, and board
 - This will be discussed with student fee advisory committee next week
 - BOR approval required at May meeting

VP for Admin and Finance Report

Finance

- Working on the furniture order for EHSC
- Workday project moving forward – July 1, 2023 go-live
- Working with Edgewood Commons, students with balances will have hold on account

HR

- PMP training is available
- Working on Supervisor training
- D&I Training deadline is approaching. VPs received list of out of compliance people.

UP

- The new FOP MOU has been negotiated and approved by the BOR. I have a meeting this afternoon for final ratification renewing the MOU for 3 years.
- The police officers were very professional and well prepared throughout the process.

Information Technology

- They are still dealing with many resignations (VSP, retirement, another job)
 - 11 (last 12 months)
- The staff shortages are impacting project timelines
 - Softdocs – digitizing processes – slowed down
 - Student Financial Planning –
 - EAB – data integrations challenges
 - Workday – data integration challenges
 - Any modification in PeopleSoft will be on hold
- Moving data center to Gira
 - Lowndes infrastructure aging. Upgrades would be expensive
 - 3rd floor of Gira has a modern data center that can easily host IT's equipment
 - Expect a spring break move with some downtime
- All IT employees in Lowndes (Networking, Security, System, Applications & Development) 100% remote

Facilities

- Also dealing with position turnover – 6 people opted for the VSP
- Projects
 - Lincoln center
 - Moved AgileFleet Kiosk
 - Moved the fleet to Stangle
 - Bid out for demoing the internal and asbestos abatement
 - Work with DEI & Robin Wynder's office to develop floor plan
 - Library
 - We're still waiting for furniture – no update from MCE
 - Exploring options on Coffee bar
 - Circulation desk cabinets –hoping for a spring break install
 - Chesapeake
 - New roof this summer
 - ResHalls
 - Moving forward with Frederick renovations starting in the fall
 - Guild

- We just completed air quality testing
 - Boggs found some minor items to address
 - Overall, the air quality in the building is better than outside.
 - Two areas had higher spore counts than most areas
 - Plan to do another test in the summer
- Clock Tower – Working with a company to replace clocks
- Gunter Roof – 95% complete
- \$10M Governor
 - Electrical upgrades to campus infrastructure - \$3M
 - Roof replacements – PAC, Compton Hall, Old Main, Lowndes - \$4M
 - HVAC Replacements – Dunkel & Fine Arts - \$1.5M
 - Window Replacements – Hitchins, Guild, Fine Arts - \$1.7M
 - Campus Fiber Installation – Redundancy in networking - \$.5M