

**University Advisory Council  
Minutes  
Tuesday, April 4, 2017  
2:00 p.m. – President's Conference Room**

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**In attendance:** Dr. Ronald Nowaczyk, Dr. Ahmad Tootoonchi, Ms. Kathy Snyder, Mr. Dave Rose, Dr. Thomas Bowling, Mr. John Short, Dr. John Bowman, Dr. Mike Murtagh, Chief Cindy Smith, Mr. Reid Bluebaugh, Ms. Jody Pifer, Mr. James Kirk, Mr. Nick DeMichele

**Absent:** Dr. Julie Hartman-Linck, Dr. Ben Norris, Ms. Dasia Scott

1. Meeting was called to order by President Nowaczyk. Minutes from February 24, 2017 were approved.
2. **Special Guest** – Mr. Troy Donoway, Chief Information Officer at Frostburg State University, reported on the following concerns in regards to the Campus Community:
  - a. **Printing Machines and Paper Usage on Campus:** Mr. Donoway reported stats on paper and printing machine usage. A total of three quarters of a million copies have been printed by the students as of April 2017 since January 2017. Mr. Donoway stated that the university needs to get printing under control. Network printing was discussed and establishing a policy on printing was also discussed. Mr. Donoway will continue to compile data on printing usage.
  - b. **Printer Purchases on Campus:** At the present time, there is no policy on purchasing printers for university usage. Mr. Donoway feel that a policy on the purchasing of printers need to be implemented and printers should to be added to the controlled list of purchases. Talk was held on security for printers and the need to have all printers up-dated. Scanners were also mentioned and will be added to the list.

- c. **Campus-wide Email Policy:** Talk was held on the distribution of appropriate and un-appropriate emails to the campus community. Ms. Snyder informed the council that FSU does have an email policy. Discussion was held on the content of emails and the need to update the policy. Establishing an unofficial site for opting out of distribution was discussed.

### 3. **Discussion of Ongoing Items:**

- a. **Budget** – Mr. Dave Rose reported that \$8.7M for 2017 and \$16.6M for 2018 were recommended but not approved in the legislative session. Instead of these recommended cuts to the operating budget, we are to get a cut in our fund balance, amount yet to be determined. Housing support for Hidden Waters was cut from Towson’s budget and moved to the system office’s budget.
- b. **Enrollment** – Dr. Tootoonchi distributed the FSU Weekly Admissions Statistics Report as of March 31, 2017. The stats show that we are down by 54 students for freshmen/transfer students.
- c. **Strategic Planning** – Dr. Bowling reported that the Strategic Planning Task Force “Vision Session” met on campus on Friday, March 31, 2017 and held a day-long session. The vision conference brought together internal and external stakeholders to craft a shared vision of a “preferred” future for Frostburg State University. More than fifty planning task force members were joined by incoming provost Dr. Elizabeth Throop, and the consultant who is shepherding the process, Mr. Pat Sanaghan. Twenty additional stakeholders joined in representing alumni, students, and regional officials, educators, and business and community leaders. The regional Officials contributed to the session with good comments and suggestions. The next session “Goal Setting” will be held on Friday, April 28, 2017. Regional individuals will again be invited to attend.
- d. **Parking Subcommittee** – Mr. Nicholas DeMichele reported that the Night Time Policy Sub-Committee met with positive comments. Mr.

DeMichele will have more information to present at the next UAC meeting.

- e. **UAC By-Laws Committee** – It was reported that the Staff Senate will meet on Wednesday, April 5, 2017 and the By-Laws will be discussed at that time.
- f. **Discussion on ETS Testing Center** – Dr. Tootoonchi reported that a meeting will be held on Monday, April 10, 2017 regarding the ETS Testing Center. Dr. Tootoonchi will report back to Dr. Nowaczyk the outcome of that meeting.

#### 4. **Discussion of New Items:**

- a. **MSCHE follow-up** – The MSCHE team met on campus on March 30-31, 2017. FSU was commended by the visiting team on (Standard 12) General Education but unfortunately with regards to Institutional Assessment (Standard 7) FSU received an incomplete. The team is recommending that we provide additional data to show that the things we are doing are consistent with our mission and goals. We were asked to provide additional documentation by September 2017 to meet the standards. Conversation was held that some students and parents are having concerns and those concerns are being addressed.

#### b. **Organizational items:**

- 1. Due to the retirement of Dr. Clarence Golden, Dean of the College of Education on July 1, 2017 an Interim Dean with a background in education will be hired for the 2017-18 academic year from the Registry.com. Registry.com is a firm that provides vita on retired administrators for a one year appointment. A national search will be conducted under the leadership of the incoming Provost Dr. Liz Throop for the 2018-19 academic year.

2. A new position under the leadership of Dr. Nowaczyk, “Enrollment Management”, will be established. This position will also be fill from the Registry.com as a one year appointment. The Admissions Staff and the Retention Staff will report to this newly appointed individual.

**5. Other items:**

- a. It was noted that the Blackboard contract will expire in 2018. Vendors will be brought on campus for a possible new system selection. The process will begin early Fall 2017.
6. The meeting adjourned at 3:30 p.m. The next meeting will be held on April 27, 2017 at 2:00 p.m.