

Ad Hoc University Advisory Council  
Minutes  
Wednesday, June 29, 2016  
President's Conference Room

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In attendance: Dr. Ron Nowaczyk, Dr. Ahmad Tootoonchi, Dr. Thomas Bowling, Mr. David Rose, Mr. John Short, Ms. Kathy Snyder, Dr. John Bowman, Dr. Mike Murtagh, Dr. Ben Norris, Dr. Julie Hartman-Linck, Mr. Reid Bluebaugh, Chief Cindy Smith, Ms. Jody Pifer

Absent due to Internship responsibilities: Mr. Nick DeMichele, Mr. James Kirk, Ms. Dasis Scott

1. Meeting was called to order by Dr. Ronald Nowaczyk
2. Introduction was given by each Committee member
3. Discussion of the Council charges were distributed. Council will meet through the summer and fall of 2016 on a monthly basis. The effectiveness of the Council will be assessed in late fall 2016. A summer Retreat will be held on campus August 3, 2016. Time to be determined.
4. Discussion on ongoing items:
  - a. MSCHE Self-Study and Reaccreditation: Middle States letter was received on June 28, 2016. Our accreditation remains valid, but MSCHE has requested two monitoring reports on Standard #7 and 12, Institutional Effectiveness and General Education. We will have until March 1, 2017 to document that we have achieved compliance and can sustain it, which is required to have the warning lifted and our reaccreditation reaffirmed. A Middle States Team will arrive sometime after the reports are submitted.
  - b. Enrollment and Retention: Paid deposits are down approximately 11% as of 6/24/16. A total of 713 freshmen registered at Preview-FSU. We are down for new in-state students for Fall 2016 with paid deposits. Enrollment is up for out-of-state students. FSU is at the 81% retention rate. Reasons were discussed why deposits are down. Recruiting processes will be reviewed and revised, if necessary. Census Day will be September 14, 2016.
  - c. Budget: FSU is going to meet the FY16 budget. We will endeavor to meet Board of Regents and USM funding expectations for the campus in the upcoming years to position FSU to be successful for future capital funding requests. We have a balanced budget for FY17 but with a projected decline in enrollments the budget will be tight.
5. Discussion of New Items:
  - a. Fair Labor Standards Act (FLSA) & Job Descriptions: Ms. Kathy Snyder distributed information on the FLSA 2016 Revisions and the upcoming changes affecting FSU

- employees. We need to be in a position to implement changes affecting FSU employees by December 1, 2016 and the course of action must be determined by September 1, 2016. All employees must submit a PIF (Position Information Form) on or before August 1, 2016 to OHR so a review of job descriptions can be conducted. Employees affected will be analyzed and notified. Compliance is going to be closely monitored. Salary compression and inversion were discussed.
- b. Campus-City Relations were discussed: Dr. Bowling stated that plans are in place for the Fall 2016 Semester regarding “Strategies” for Town Relations with students. Discussion is in place with the Mayor of Frostburg to form a partnership with the City of Frostburg regarding appropriate behavior of students. Changes will be considered for the Student Conduct Code.
  - c. Dr. Nowaczyk distributed information regarding the Strategic Planning Process. A comprehensive capital campaign will be tied to the strategic plan, with a 2017 to 2023 timeframe. The process will include a review of the institution’s mission and vision statements, and development of strategic themes to guide the institution as well as measureable milestones and goals for each of the themes to assess the success of the plan. To ensure success of the planning process, it is critical that the process be transparent and collaborative with multiple opportunities for engagement, and reflection by members of the university community, alumni, donors, and friends, and citizens, business, governmental and non-profit organizations from the region of western Maryland.
  - d. The Provost Search Process was discussed. A national search will be conducted. A Search Firm will be hired. The firm will assist in drafting the ad, develop a profile statement, help recruit candidates, set up interviews and campus visit, and assist in screening the list of candidates that meet the criteria. A screening committee will work closely with the search firm to bring candidates to campus. FSU is in the process of selecting a search firm.
6. Dr. Bowling distributed a letter from Mr. Nicholas DeMichele, SGA President and SGA Vice President Mr. James Kirk. Both students reaffirmed their willingness to help meet the challenges of a new year and are looking forward to the opportunity to serve on the ad hoc Advisory Council.
  7. Meeting adjourned at 3:00 pm. Next meeting will be held on **July 20, 2016 at 2:00 pm** in the President’s Conference Room.