

Ad Hoc University Advisory Council  
Minutes  
Wednesday, July 20, 2016  
3:00 p.m. – President's Conference Room

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In attendance: Dr. Ron Nowaczyk, Dr. Ahmad Tootoonchi, Dr. Thomas Bowling, Mr. Dave 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

Participated by conference call: Ms. Dasia Scott

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

1. Meeting was called to order by Dr. Ronald Nowaczyk
2. Discussion of ongoing items:
  - a. Dr. Nowaczyk thanked the committee for responding to the recent questionnaire submitted to the Ad Hoc University Advisory Council members
  - b. MSCHE Self-Study and Accreditation: Dr. Tootoonchi reported on MSCHE Self-Study and Accreditation. Dr. Evan Offstein was recently appointed as the Associate Provost. Dr. Offstein and Ms. Sara Beth Bittinger will take the lead on the required Middle States monitoring reports. Dr. Offstein will lead on standard #12 and Ms. Sara Beth Bittinger will lead on standard #7. By January 2017 we should have a solid plan. This will be an open process and a progress report will be distributed to faculty and staff. Dr. Nowaczyk reported that Mr. Sean McKitrick from MSCHE will be on campus Thursday, August 11 for a campus visit.
  - c. Enrollment and Retention: Dr. Tootoonchi distributed a report on new student enrollment for Fall 2016 which outlined enrollment status for freshman and transfers. The report outlined factors that could have potentially contributed to the 11% shortfall in the number of paid deposits for fall 2016. The report also outlined a possible plan of action for next year. Dr. Tootoonchi gave a brief report on the USM Retention Rate Report which showed FSU at 51%. Dr. Tootoonchi gave his praise to the FSU Admissions Staff for their hard work and dedication in the recruiting process.
  - d. Budget: Mr. Rose reported that fiscal year 2016 is coming to a close. FSU has a 4 million dollar surplus for FY 2016. A request has been made to System to put 2 million towards the new Resident Hall fund and 2 million into the fund balance. Going forward the budget must be closely managed for Fiscal Year 2017.
  - e. Search Process for Provost Position: Dr. Nowaczyk distributed a handout that was used by Coppin State University in their Provost Search process. Dr. Nowaczyk recently met with Dr. Terry Russell, Dr. Mike Murtagh and the Deans regarding the search. A search firm has been established. It will be a national search which should bring three or four qualified candidates to campus.

3. Discussion of new items:
  - a. The date has been established for the upcoming Ad Hoc University Advisory Council Retreat. The Retreat will be held on **Wednesday, August 3, 2016** beginning at **9:00 a.m.** in **CCIT 397**. Potential topics were discussed for the Retreat.
    - MSCH E Recommendations and Assessment – Academic & Institutional
    - Strategic Planning Process
    - Student Recruitment
    - Student Success – Persistence & Graduation Rate
    - Diversity & Inclusion
    - Training Compliance
    - Capital Improvements Master Plan
  - b. Dr. Nowaczyk gave a brief summary of the two legal issues involving FSU.
    - The Sheely Case. A settlement is in the process.
    - Ms. Karen Treber is handling an OCR Case which involves Title IX.
4. Discussion of items from the floor were reviewed briefly.
5. The meeting adjourned at 4:00 p.m.