

**Ad Hoc University Advisory Council**  
**Minutes**  
**Friday, September 23, 2016**  
**1:30 p.m. – President’s Conference Room**

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In attendance: Dr. Ron Nowaczyk, Dr. Ahmad Tootoonchi, Dr. Thomas Bowling, Mr. Dave Rose, Ms. Kathy Snyder, Dr. Mike Murtagh, Dr. Ben Norris, Dr. Julie Hartman-Linck, Chief Cindy Smith, Ms. Jody Pifer, Mr. Reid Bluebaugh, Mr. James Kirk, Mr. Nick DeMichele

Absent: Mr. John Short, Dr. John Bowman, Ms. Dasis Scott

1. Meeting was called to order by President Nowaczyk
2. Minutes from June 29, July 20, and August 3, 2016 were approved by the Council
3. Request was made for additional items from the floor
4. **Updates:**
  - a. Budget – A handout was distributed by Mr. Rose and a brief overview was given regarding the “FY 2018 Enhancement Request”. The request was discussed and the Advisory Council was asked to please keep all information “**Confidential**”. More information will be made available by Dr. Nowaczyk. The Enhancement Request must be submitted by September 30, 2016.
  - b. Middle States – Dr. Tootoonchi reported that Dr. Evan Offstein and Ms. Sara Beth Bittinger are in the process of working together on the Strategic Plan. Dr. Tootoonchi gave an outline of the working plan and an overview of Dr. Offstein’s plan. Dr. Nowaczyk expressed that faculty must agree with the proposed plan and faculty must be included with input. The faculty must embrace the plan. Dr. Ben Norris expressed that faculty at large are not aware of the plan! The Faculty Assembly will review the decision making at the next meeting on September 28, 2016. It was stressed that FSU only has a few months for compliance.
  - c. Provost Search – Dr. Murtagh announced that the final profile and job description for the Provost Search has been released. Training will be held for the Search Committee members on Friday, October 7, 2016. The timeline has been confirmed and the neutral site interviews will be held on November 11 and 12, 2016.
  - d. Strategic Planning – Dr. Nowaczyk announced that Dr. Pat Sanaghan, our planning facilitator, will be on campus Friday, September 30, 2016 to tour the campus, learn more about FSU, and explain the strategic planning process. Our goal is to have a new Strategic Plan developed in time for the Board of Regents to review on June 16,

2017 when they visit FSU. Dr. Sanaghan will hold three session meetings in Lane Center 111 which are open to all employees. All employees are encouraged to attend one of these sessions to learn more about the process and the timeline for developing the plan.

- e. Enrollment – Dr. Tootoonchi gave an overview of the recruiting efforts of Mr. Wray Blair, Ms. Trisha Gregory and their recruiting team. Ms. Vicki Mazer has also been involved in recruiting home grown graduates into the FSU graduate program. Ms. Mazer has been reaching out to online students as well as international students. Dr. Terri Massie-Burrell is working to find financial resources and support for present and new students. Dr. Massie-Burrell is exploring opportunities for culture engagement and developing an advising plan for 8 semester planning. The 8 semester plan was discussed.

#### **5. Student Retention and Attrition**

Mr. Nick DeMichelle stated that he would like to see more data on examining attrition by major, both internally and externally. Information on determining department trends of losing students to other FSU departments and also trends of external attrition could be very useful in determining areas in need of improvement. Dr. Nowaczyk suggested that Mr. DeMichelle meet with Dr. Tootoonchi regarding the collection of this data. Dr. Bowling gave an overview on attrition. Mr. Reid Bluebaugh stated that his department is currently working on collection of such data.

#### **6. PIN and the Process of Assigning PINS**

Dr. Murtagh gave his view from the faculty's perspective of the assigning of PINS. Dr. Murtagh feels the university should share with the faculty an overview of who receives the PINS and the reason for that selection. This will show why a PIN was granted and the need for that selection. Faculty sometimes question the selection process. Make the selection more transparent.

#### **7. Staff Council Senate**

Ms. Jody Pifer reported the CUSS (Council of University System Staff) will hold their meeting at FSU on Tuesday, October 25, 2016. Dr. Nowaczyk stated that he like the model that Salisbury State University is following.

#### **8. Parking Fee for Adjunct Faculty**

A question was raised by an "FSU employee" regarding the parking fee for part-time Adjunct Faculty. Parking fees were discussed. Mr. Dave Rose stated that parking fees should be the same for all employees full-time or part-time. The fees are collected for the upkeep of the parking lots and all should pay equally. The fee will remain the same.

- 9. Meeting adjourned at 3:15 pm. Next meeting will be held on **Friday, October 28, 2016** in the President's Conference Room.

