

Schedule  
Fairmont State Board of Governors  
October 24, 2007

Board Room  
3<sup>rd</sup> Floor Falcon Center  
Fairmont State University

NOON	Luncheon	<i>FC Conference Room 1</i>
1:00 P.M.	FSU Academic Affairs & FS Student Life Committee	<i>FC Conference Room 1</i>
	Finance, Personnel, Facilities, External Relations Committee	<i>FC Board Room</i>
	Pierpont Community & Technical College Program & Off-Campus Service Committee	<i>FC Conference Room 2</i>
*2:00 P.M.	Full Board Meeting	<i>FC Board Room</i>

\* Time approximate, depending on length of committee meetings

Committee: FSU ACADEMIC AFFAIRS AND FS STUDENT LIFE  
Members: Jim Griffin, *Facilitator*                      Staff Resources:  
Janet Crescenzi    Michael Belmear  
Shane Livingston     Maria Rose  
Shirley Stanton

Committee: FINANCE, PERSONNEL, FACILITIES, EXTERNAL RELATIONS  
Members: Bob Kittle, *Facilitator*                      Staff Resources:  
Andy Kniceley    Jean Ahwesh  
Larry Mazza     Mike Bestul  
Donna Trickett     Dan Bradley  
   Sarah Hensley  
   Larry Lawrence  
   Rick Porto

Committee: PIERPONT COMMUNITY AND TECHNICAL COLLEGE PROGRAMS & OFF-CAMPUS SERVICES  
Members: Michele Casteel, *Facilitator*                      Staff Resources:  
Carl Friebel     Blair Montgomery  
Leslie Lovett  
Skip Tarasuk

Committee: AUDIT  
Bob Kittle, Chair    Dan Bradley  
Larry Mazza     Rick Porto  
Andy Kniceley

*FC – Falcon Center (3<sup>rd</sup> Floor)*

**Fairmont State  
Board of Governor  
Meeting of October 24, 2007**

**AGENDA**

**Call to Order**

1. Approval of Minutes (June 14, 2007 & August 27, 2007)

*Tab 1    Action Item*

**Faculty Senate Report** *(Chuck Shields)*

**Faculty Assembly Report** *(Les Boggess)*

**Classified Staff Report** *(Harriett Bower)*

**Student Government Report** *(Kasha Brown)*

**Foundation Report** *(Jean Ahwesh)*

**FSU Academic Affairs & FS Student Life Committee Items** *(Jim Griffin)*

1. Approval of Name Change

*Tab 2    Action Item*

**Finance, Personnel, Facilities, External Relations Committee Items** *(Bob Kittle)*

1. Finance Report
2. Approval of the Cash Handling Audit
3. Staff Development Report
4. Approval of IT Policy
6. Approval of Bookstore Policy

*Tab 3*

*Tab 4    FYI*

*Tab 5    FYI*

*Tab 6    Action Item*

*Tab 7    Action Item*

**Pierpont Community & Technical College Program & Off-Campus Service  
Committee Items** *(Michele Casteel)*

Nothing at present

**Committee of the Whole**

**Old Business**

**New Business**

**President's Report** *(Dan Bradley)*

**President's Report** *(Blair Montgomery)*

**Possible Executive Session Under the Authority of WV Code §6-9A-4 to Discuss Personnel Issues**

**Public Comment**

**Next meeting date is Thursday, December 13, 2007 in Board Room – Falcon Center**

**Fairmont State**  
**BOARD OF GOVERNORS**  
**MINUTES**  
June 14, 2007

**1. Call to Order**

A meeting of the Fairmont State Board of Governors was held on June 14, 2007 beginning at 2:00 p.m. at the Board Room in the Falcon Center. Present at the meeting were Board Members: Michele Casteel, Carl Friebe, Robert Kittle, Andy Kniceley, Larry Mazza, Michelle Nabers, Sandy Shriver, and Skip Tarasuk. Calling in by phone were: Janet Crescenzi, Jim Griffin, and Shirley Stanton. Absent was Connie Moore. Also in attendance were: President Dan Bradley, President Blair Montgomery, Jean Ahwesh, Mike Bestul, Sarah Hensley, Phil Mason, Anne Patterson, Maria Rose and Rick Porto. Robert Kittle called the meeting to order.

2. Skip Tarasuk made a motion to adjust the order of the agenda. Larry Mazza seconded. Motion carried.

**3. Approval of Minutes**

Larry Mazza moved the minutes of April 5, 2007 meeting be approved. Skip Tarasuk seconded. Motion carried.

**4. FSU Academic Affairs & FS Student Life Committee Item**

Michelle Nabers moved the following proposal be approved. Sandy Shriver seconded. Motion carried.

1. Resolved, that the Fairmont State Board of Governors approve the Annual Report of Graduate Studies.

**5. Finance, Personnel, Facilities, External Relations Committee Items**

Andy Kniceley moved the following proposals be approved. Larry Mazza seconded. Motion carried.

1. Rick Porto submitted the Financial Report.

2. Resolved, that the Fairmont State Board of Governors approve the Unrestricted and Auxiliary Fund Budgets for the 2008 fiscal year.

3. Resolved, that the Fairmont State Board of Governors approve the chargeback agreement change for fiscal year 2008 and the estimated chargeback budget for same.

Sandy Shriver moved the following proposal be approved. Michele Casteel seconded. Motion carried.

4. Resolved, that the Fairmont State Board of Governors approve the proposed revisions to Policy 24, Funding of Intercollegiate Athletics.

**6. Committee of the Whole**

1. Election of Officers 2007-2008

Jim Griffin moved the same officers be elected for another year. (Robert Kittle, Chair; Jim Griffin, Vice Chair; Andy Kniceley, Secretary). Larry Mazza seconded. Motion carried.

**7. Executive Session**

Andy Kniceley moved pursuant to §6-9A-4-2b of the WV Code that the Board go into Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Sandy Shriver seconded. Motion carried.

At the end of executive session Andy Kniceley moved that this Board adjourn executive session and reconvene in open session. Sandy Shriver seconded. Motion carried.

Resolved, that the Fairmont State Board of Governors approve presidential salary increases, effective October 1, 2007. The intent is to provide for up to a 3.5% increase, but not to exceed the average pool salary increase for faculty. Andy Kniceley moved to accept the proposal as presented. Seconded by Michele Casteel. Motion carried.

## **8. Constituent Reports**

- 1) Chuck Shields reported for Faculty Senate
- 2) Thomas Stose reported for Faculty Assembly
- 3) Joyce Ross reported for Classified Staff Councils
- 4) Kasha Brown reported for Student Government
- 5) Jean Ahwesh reported for Foundation

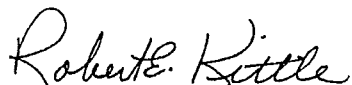
## **9. President's Report**

President Bradley gave report to the Board.  
President Montgomery gave report to the Board.

## **10. Public Comment**

Sue Kelley addressed the Board.

There being no further business, the meeting was adjourned.



Robert E. Kittle, Chair

**Fairmont State University**  
**BOARD OF GOVERNORS**  
**MINUTES**  
August 27, 2007

**1. Call to Order**

A meeting of the Fairmont State Board of Governors was held on August 27, 2007 beginning at 2:00 p.m. in Room 219 Hardway Building. Present at the meeting were Board Members: Michele Casteel (by phone), Jim Griffin, Robert Kittle, Andy Kniceley, Leslie Lovett, Larry Mazza (by phone), Shirley Stanton, Skip Tarasuk (by phone), and Donna Trickett. Absent were Janet Crescenzi and Carl Friebe. Also in attendance were: President Dan Bradley, President Blair Montgomery, Michael Belmear, Mike Bestul, Sarah Hensley, Phil Mason, Maria Rose and Rick Porto. Robert Kittle called the meeting to order.

**2. Two items were brought before the Board for approval:**

Andy Kniceley moved that the Board of Governors approve the proposed revisions to the Salary Policy. Jim Griffin seconded. Motion carried.

Jim Griffin moved that the Board of Governors approve the salary increase schedule. Andy Kniceley seconded. Motion carried.

**3. Executive Session**

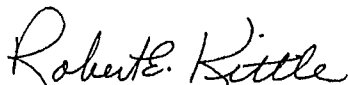
Jim Griffin moved pursuant to §6-9A-4-2b of the WV Code that the Board go into Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Andy Kniceley seconded. Motion carried.

At the end of executive session Jim Griffin moved that this Board adjourn executive session and reconvene in open session. Andy Kniceley seconded. Motion carried.

Andy Kniceley moved that based on the executive session the Board recommends a 3% salary increase for President Dan Bradley effective October 1<sup>st</sup> 2007. Jim Griffin seconded. Motion carried.

Andy Kniceley moved that, based on the recommendation of President Bradley, implementation of a 3% salary increase be awarded to Pierpont Community & Technical College President, Blair Montgomery. Jim Griffin seconded, Motion carried.

There being no further business, the meeting was adjourned.



Robert E. Kittle, Chair

**Fairmont State Board of Governors**  
**October 24, 2007**

**ITEM:** Program Name Change

**INSTITUTION:** Fairmont State University

**COMMITTEE:** Academic Affairs

**RECOMMENDED RESOLUTION:** *Resolved*, that the FSU Board of Governors approve the program name change from Intelligence Research and Analysis (IRA) to National Security and Intelligence (NSI).

**STAFF MEMBER:** Deanna Shields, Interim Dean,  
College of Liberal Arts and Chair,  
Department of Social Science

**BACKGROUND:**

It is requested that the name of the program be changed from Intelligence Research and Analysis (IRA) to National Security and Intelligence (NSI) to more accurately reflect the program curriculum and the broader scope and intent of the program. The program started in 2000-2001 as a minor/certificate program of study. After September 11, interest began to grow, with more and more students requesting a major.

In 2005-2006, FSU began offering the Bachelor of Arts in Intelligence Research and Analysis. Currently, we have approximately forty (40) majors and with the program name change and curriculum changes that are in progress, we expect the program to flourish.

In order to continue to develop and improve the Intelligence Program, a specialized and more precise name is essential. With a new and overriding interest in domestic security issues, the trend is now toward programs with a national security interest. Intelligence Research Analysis (IRA) is not an accurate portrayal of the skills our students acquire. The IRA name also limits us with respect to potential employers. After much deliberation and discussions within academia as well as the intelligence/national security communities, we feel National Security and Intelligence (NSI) is a more accurate and distinctive name for the major.

Board of Governor's  
Financial Report  
for the Month Ending September 2007

Unrestricted and Auxiliary Fund:

Revenue budget adjustments due to enrollment decline were made to the University, Pierpont, BOG, and Auxiliary components. These adjustments were offset by corresponding expenditure adjustments in the University, Pierpont, and BOG components. Within this reporting cycle pay raises were implemented, vacant positions were eliminated from the budget, utility and credit card fee budgets corrected, and worker's compensation premium budgets adjusted. The actions taken by both President's to deal with the effect of the enrollment decline now places us in a better position to have a balanced budget at the end of the fiscal year.

Expense budgets for the Auxiliary funds are yet to be made for Athletics and Facilities (Parking/Safety). These adjustments will be made in the month of October.

Attached please find the Financial Reports for the Unrestricted/Auxiliary Fund.

**Fairmont State University**  
**Actual Vs. Budget Statement of Revenues and Expenses**

	Current Year 08	Prior Year 07	Period Sep	Current Unrestricted LEVEL 2	Actual To Budgeted Current Year	Prior Actual To Prior Year End
	Budgeted Current year	Actual Current Year	Actual To Budgeted Current Year	Prior Actual To Prior Year End	Actual To Budgeted Current Year	Prior Actual To Prior Year End
<b>OPERATING REVENUES</b>						
Tuition and Fees	18,177,783.91	8,866,024.14	48.77	48.18		
Faculty Services Revenue	1,550,000.00	0.00	0.00	0.00		
Federal Grants and Contracts	0.00	0.00		15.82		
State/Local Grants and Contracts	0.00	-10,000.00		0.00		
Operating Costs Revenue	2,427,769.71	0.00	0.00	0.00		
Support Services Revenue	3,505,484.85	0.00	0.00	0.00		
Other Operating Revenues	276,976.00	44,293.82	15.99	23.49		
<b>Subtotal:</b>	<b>25,938,014.47</b>	<b>8,900,317.96</b>	<b>34.31</b>	<b>33.66</b>		
<b>OPERATING EXPENSES</b>						
Salaries	19,454,834.44	3,948,681.96	20.30	18.19		
Benefits	5,213,234.65	1,024,780.53	19.66	19.78		
Student financial aid - scholarships	957,199.50	617,471.11	64.51	48.38		
Utilities	1,384,525.00	197,237.88	14.25	13.08		
Supplies and Other Services	5,976,184.52	1,040,940.38	17.42	20.61		
Equipment Expense	850,786.15	248,866.27	29.25	26.94		
Loan cancellations and write-offs	0.00	0.00		0.00		
Fees retained by the Commission	173,249.00	43,312.25	25.00	25.00		
Assessment for Faculty Services	1,550,000.00	0.00	0.00	0.00		
Assessment for Support Services	179,599.22	0.00	0.00	0.00		
Assessment for Tuition, Aux. and Capital Costs	2,759,124.06	1,702,400.00	61.70	40.29		
Assessment for Operating Costs	145,547.89	0.00	0.00	0.10		
<b>Subtotal:</b>	<b>38,644,284.43</b>	<b>8,823,690.38</b>	<b>22.83</b>	<b>20.21</b>		
<b>NONOPERATING REVENUES (EXPENSES)</b>						
State appropriations	12,166,895.00	2,433,379.00	20.00	19.93		
Gifts	25,000.00	12,500.00	50.00	50.00		
Investment Income	351,336.00	16,490.18	4.69	5.72		
Interest on capital asset related debt	0.00	0.00				
<b>Subtotal:</b>	<b>12,543,231.00</b>	<b>2,462,369.18</b>	<b>19.63</b>	<b>19.36</b>		
<b>EXCLUDE OPERATING ACCOUNT</b>						
Exclude - Assets	-390,956.46	-30,642.91	7.84	7.20		
Exclude - Construction	0.00	0.00		100.00		
Exclude - Transfers for Debt Service	0.00	0.00		0.00		
Exclude - Transfers for Financial Aid Match	-150,320.00	-75,160.00	50.00	30.27		
Exclude - Indirect Cost Recoveries	791,237.95	82,258.36	10.40	20.25		
Exclude - Transfers - Other	-0.04	0.00	0.00	-2.19		
<b>Subtotal:</b>	<b>249,961.45</b>	<b>-23,544.55</b>	<b>-9.42</b>	<b>-0.48</b>		
<b>OPERATING INCOME/LOSS</b>	<b>-12,706,269.96</b>	<b>76,627.58</b>	<b>-0.60</b>	<b>-6.52</b>		
<b>BALANCE</b>	<b>86,922.49</b>	<b>2,515,452.21</b>	<b>2893.90</b>	<b>785.07</b>		

FZRPR03

Fund %

OCT-11-07



**Pierpont Community & Technical College**  
**Actual Vs. Budget Statement of Revenues and Expenses**

		Current Year 08	Prior Year 07	Period Sep	Current Unrestricted LEVEL 2		
		Budgeted Current year	Actual Current Year	Actual To Budgeted Current Year	Prior Actual To Prior Year End		
<b>OPERATING REVENUES</b>	Tuition and Fees	6,634,826.11	3,074,794.56	46.34	47.09		
	Faculty Services Revenue	1,550,000.00	0.00	0.00	0.00		
	State/Local Grants and Contracts	0.00	0.00				
	Auxiliary enterprise revenue	0.00	-51.98		99.37		
	Operating Costs Revenue	145,547.89	0.00	0.00	0.10		
	Support Services Revenue	179,599.22	0.00	0.00	0.00		
	Other Operating Revenues	164,281.00	15,228.00	9.27	24.33		
	<b>Subtotal:</b>	<b>8,674,254.22</b>	<b>3,089,970.58</b>	<b>35.62</b>	<b>36.26</b>		
<b>OPERATING EXPENSES</b>	Salaries	4,943,707.00	631,185.09	12.77	15.99		
	Benefits	1,162,232.00	121,004.48	10.41	15.80		
	Student financial aid - scholarships	410,000.00	214,306.54	52.27	52.06		
	Utilities	0.00	546.15		-8.00		
	Supplies and Other Services	1,447,653.82	149,580.11	10.33	18.53		
	Equipment Expense	78,664.73	19,659.18	24.99	19.13		
	Loan cancellations and write-offs	0.00	0.00		0.00		
	Fees retained by the Commission	95,395.00	23,848.75	25.00	25.00		
	Assessment for Faculty Services	1,550,000.00	0.00	0.00	0.00		
	Assessment for Support Services	3,505,484.85	0.00	0.00	0.00		
	Assessment for Tuition, Aux. and Capital Costs	1,382,608.98	770,872.00	55.75	6.45		
	Assessment for Operating Costs	2,427,769.71	0.00	0.00	0.00		
	<b>Subtotal:</b>	<b>17,003,516.09</b>	<b>1,931,002.30</b>	<b>11.36</b>	<b>9.43</b>		
<b>NONOPERATING REVENUES (EXPENSES)</b>	State appropriations	8,114,815.00	1,622,963.00	20.00	20.02		
	Gifts	1,000.00	0.00	0.00	0.00		
	Investment Income	214,602.00	11,094.70	5.17	7.87		
	<b>Subtotal:</b>	<b>8,330,417.00</b>	<b>1,634,057.70</b>	<b>19.62</b>	<b>19.66</b>		
<b>EXCLUDE OPERATING ACCOUNT</b>	Exclude - Assets	0.00	0.00		0.00		
	Exclude - Construction	0.00	0.00		0.00		
	Exclude - Indirect Cost Recoveries	15,130.42	1,603.83	10.60	0.00		
	Exclude - Transfers - Other	0.00	0.00		-130.37		
	<b>Subtotal:</b>	<b>15,130.42</b>	<b>1,603.83</b>	<b>10.60</b>	<b>-0.21</b>		
<b>OPERATING INCOME/LOSS</b>		<b>-8,329,261.87</b>	<b>1,158,968.28</b>	<b>-13.91</b>	<b>-17.39</b>		
<b>BALANCE</b>		<b>16,285.55</b>	<b>2,794,629.81</b>	<b>17160.18</b>	<b>-470.56</b>		

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Fund %

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**Fairmont State BOG Support**  
**Actual Vs. Budget Statement of Revenues and Expenses**

		Current Year 08	Prior Year 07	Period Sep	Current Unrestricted LEVEL 2		
		Budgeted Current year	Actual Current Year	Actual To Budgeted Current Year	Prior Actual To Prior Year End		
<b>OPERATING REVENUES</b>	Tuition and Fees	381,149.27	97,840.81	25.67	56.93		
	Tuition and Fees Support Services Revenue	522,815.00	314,793.00	60.21	42.04		
	Federal Grants and Contracts	0.00	1.55				
	State/Local Grants and Contracts	0.00	0.00		*****		
	Other Operating Revenues	341,928.68	93,028.92	27.21	-3.28		
	<b>Subtotal:</b>	<b>1,245,892.95</b>	<b>505,664.28</b>	<b>40.59</b>	<b>45.42</b>		
<b>OPERATING EXPENSES</b>	Salaries	607,905.00	130,838.22	21.52	24.83		
	Benefits	119,676.00	26,517.62	22.16	18.36		
	Student financial aid - scholarships	11,143.00	-169,075.84	-1,517.33			
	Utilities	0.00	475.11		0.00		
	Supplies and Other Services	700,080.25	107,412.88	15.34	16.16		
	Equipment Expense	11,676.20	10,271.31	87.97	18.93		
	Loan cancellations and write-offs	0.00	0.00		0.00		
	<b>Subtotal:</b>	<b>1,450,480.45</b>	<b>106,439.30</b>	<b>7.34</b>	<b>18.46</b>		
<b>NONOPERATING REVENUES (EXPENSES)</b>	Investment Income	155,520.00	12,613.62	8.11	74.88		
	<b>Subtotal:</b>	<b>155,520.00</b>	<b>12,613.62</b>	<b>8.11</b>	<b>74.88</b>		
<b>EXCLUDE OPERATING ACCOUNT</b>	Exclude - Assets	0.00	0.00				
	Exclude - Transfers for Capital Projects	79,515.00	79,515.00	100.00	100.00		
	Exclude - Transfers - Other	7,679.28	7,679.28	100.00	0.00		
	<b>Subtotal:</b>	<b>87,194.28</b>	<b>87,194.28</b>	<b>100.00</b>	<b>-12.37</b>		
<b>OPERATING INCOME/LOSS</b>		<b>-204,587.50</b>	<b>399,224.98</b>	<b>-195.14</b>	<b>-184.07</b>		
<b>BALANCE</b>		<b>38,126.78</b>	<b>499,032.88</b>	<b>1308.88</b>	<b>-78.08</b>		

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Fund %

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**Fairmont State BOG Support**  
**Actual Vs. Budget Statement of Revenues and Expenses**

		Current Year 08	Prior Year 07	Period Sep	Auxiliary		
					Auxiliary - Bd. of Governors		
		Budgeted Current year	Actual Current Year	Actual To Budgeted Current Year	Prior Actual To Prior Year End		
<b>OPERATING REVENUES</b>	Auxiliary enterprise revenue	7,279,418.94	3,364,721.09	46.22	45.12		
	Auxiliary Support Services Revenue	4,554,341.00	2,818,604.00	61.89	42.64		
	Other Operating Revenues	100,788.60	30,829.89	30.59	37.79		
	<b>Subtotal:</b>	<b>11,934,548.54</b>	<b>6,214,154.98</b>	<b>52.07</b>	<b>44.11</b>		
<b>OPERATING EXPENSES</b>	Salaries	1,780,980.00	428,948.16	24.08	26.49		
	Benefits	539,972.72	99,979.25	18.52	26.40		
	Student financial aid - scholarships	365,000.00	142,257.00	38.97	53.61		
	Utilities	689,627.00	100,617.60	14.59	15.22		
	Supplies and Other Services	4,278,065.20	1,454,408.59	34.00	29.48		
	Equipment Expense	79,000.00	59,787.79	75.68	25.11		
	Loan cancellations and write-offs	1,131.00	0.00	0.00	0.00		
	<b>Subtotal:</b>	<b>7,733,775.92</b>	<b>2,285,998.39</b>	<b>29.56</b>	<b>27.84</b>		
<b>NONOPERATING REVENUES (EXPENSES)</b>	Interest on capital asset related debt	-100,472.60	0.00	0.00			
	<b>Subtotal:</b>	<b>-100,472.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
<b>EXCLUDE OPERATING ACCOUNT</b>	Exclude - Assets	-51,000.00	-34.10	0.07	0.00		
	Exclude - Construction	0.00	0.00				
	Exclude - Transfers for Debt Service	-3,547,920.08	0.00	0.00	0.00		
	Exclude - Transfers for Financial Aid Match	-3,425.00	-1,712.50	50.00	50.00		
	Exclude - Transfers to Plant Reserves	-669,587.68	0.00	0.00	0.00		
	Exclude - Transfers for Scholarships	0.00	0.00				
	Exclude - Transfers - Other	24,742.00	30,742.00	124.25	0.00		
	<b>Subtotal:</b>	<b>-4,247,190.76</b>	<b>28,995.40</b>	<b>-0.68</b>	<b>0.14</b>		
<b>OPERATING INCOME/LOSS</b>		<b>4,200,772.62</b>	<b>3,928,156.59</b>	<b>93.51</b>	<b>71.46</b>		
<b>BALANCE</b>		<b>-146,890.74</b>	<b>3,957,151.99</b>	<b>-2693.94</b>	<b>-3850.04</b>		

FZRPR03

Fund %

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Restricted Fund:

The University Restricted Fund budget is balanced after taking into consideration the grants funds received in the prior fiscal year. The actual activity deficit balance condition of \$-189,114.93 is a result of spending revenue received in the prior fiscal year.

The Pierpont Restricted Fund budget is also balanced after taking into consideration both workforce development and grant revenues received in the prior year. The actual deficit balance condition of \$-79,553.89 is a result of spending revenue received in the prior fiscal year.

NOTE: The work over the past few years to allocate Financial Aid and other grant fund activity to either the University or to Pierpont Community and Technical College has allowed us to eliminate the BOG report from the Restricted Funds. This does not eliminate BOG component reporting from the Unrestricted, Unrestricted Auxiliary, and Capital Fund reports.

Please find attached the Restricted Fund reports.

Fairmont State University  
Actual vs Budget Statement of Revenues and Expenses

Current Year 2008 Prior Year 2007 Sept Current Restricted

LEVEL 2

		Budgeted Current Year	Actual Current Year	Actual to Budgeted Current Year	Prior Actual to Prior Year End
<b>OPERATING REVENUES</b>					
	Federal Grants and Contracts	32,981,439.13	9,897,522.46	30.01%	34.09
	State/Local Grants and Contracts	6,581,659.38	90,024.69	1.37%	42.48
	Private Grants and Contracts	3,325,675.00	807,848.94	24.29%	47.38
	Other Operating Revenue	0.00	0.00		0.00
<b>Sub Total</b>		<b>42,888,773.51</b>	<b>10,795,396.09</b>	<b>25.17%</b>	<b>36.51</b>
<b>OPERATING EXPENSES</b>					
	Salaries	2,040,803.25	415,469.54	20.36%	23.74
	Benefits	367,881.33	78,069.12	21.22%	21.52
	Student Financial Aid-Scholarships	33,375,760.00	10,024,434.63	30.04%	42.11
	Utilities	28,502.00	9,858.00	34.59%	33.33
	Supplies and Other Services	5,413,948.12	375,930.22	6.94%	13.19
	Equipment Expense	1,079,137.32	44,547.80	4.13%	21.26
	Assessment for Support Services	0.00	0.00	0.00%	0.00
<b>Sub Total</b>		<b>42,306,032.02</b>	<b>10,948,309.31</b>	<b>25.88%</b>	<b>37.12</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>	Investment Income	0.00	0.00		0.00
<b>Sub Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>EXCLUDE OPERATING</b>					
	Exclude - Assets	-193,626.20	0.00	0.00%	8.69
	Exclude - Transfers for Fin Aid Match	107,204.00	53,602.00	50.00%	101.47
	Exclude - Indirect Cost Recoveries	-790,811.20	-82,124.43	10.38%	20.09
	Exclude - Transfers - Other	-7,679.28	-7,679.28	100.00%	0.00
<b>Sub Total:</b>		<b>-884,912.68</b>	<b>-36,201.71</b>	<b>4.09%</b>	<b>6.85</b>
<b>OPERATING INCOME/LOSS</b>		<b>582,741.49</b>	<b>-152,913.22</b>	<b>-26.24%</b>	<b>20.51</b>
<b>BALANCE</b>		<b>-302,171.19</b>	<b>-189,114.93</b>	<b>62.59%</b>	
<b>GRANT INCOME RECEIVED IN PRIOR FISCAL YEAR</b>		<b>319,904.74</b>			
<b>Adjusted Year End Balance</b>		<b>17,733.55</b>			

Pierpont Community and Technical College  
Actual vs Budget Statement of Revenues and Expenses

Current Year    2008    Prior Year    2007    Sept    Current Restricted  
LEVEL 2

		Budgeted Current Year	Actual Current Year	Actual to Budgeted Current Year	Prior Actual to Prior Year End
<b>OPEATING REVENUES</b>	Tuition and Fees	63,029.00	8,974.56	14.24%	29.98
	Federal Grants and Contracts	13,618,701.04	4,757,956.58	34.94%	44.92
	State/Local Grants and Contracts	1,776,882.32	440,645.20	24.80%	42.48
	Private Grants and Contracts	983,325.00	232,886.04	23.68%	55.60
	Other Operating Revenues	162,925.78	9,980.33	6.13%	8.22
<b>Sub Total</b>		<b>16,604,863.14</b>	<b>5,450,442.71</b>	<b>32.82%</b>	<b>44.53</b>
<b>OPERATING EXPENSES</b>	Salaries	427,338.90	51,169.28	11.97%	16.10
	Benefits	93,693.92	14,234.68	15.19%	18.17
	Student Financial Aid-Scholarships	15,989,762.00	5,426,420.52	33.94%	41.97
	Supplies and Other Services	335,166.38	29,114.79	8.69%	26.89
	Equipment Expense	107,636.41	14,982.69	13.92%	20.79
	Assessment for Support Services	-3.91	0.00		0.00
<b>Sub Total</b>		<b>16,953,593.70</b>	<b>5,535,921.96</b>	<b>32.65%</b>	<b>40.35</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>	Investment Income	0.00	0.00		0.00
<b>Sub Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>EXCLUDE OPERATING</b>	Exclude - Assets	-18,560.00	-15,235.00	82.09%	54.20
	Exclude-Construction	0.00	0.00		0.00
	Exclude - Transfers for Fin Aid Match	46,541.00	23,270.20	50.00%	152.85
	Exclude - Indirect Cost Recoveries	-15,168.53	-2,109.84	13.91%	0.00
	Exclude - Transfers - Other	0.00	0.00		0.00
<b>Sub Total:</b>		<b>12,812.47</b>	<b>5,925.36</b>	<b>46.25%</b>	<b>-363.95</b>
<b>OPERATING INCOME/LOSS</b>		<b>-348,730.56</b>	<b>-85,479.25</b>	<b>24.51%</b>	<b>78,198.00</b>
<b>BALANCE</b>		<b>-335,918.09</b>	<b>-79,553.89</b>	<b>23.68%</b>	<b>907.07</b>
<b>WORKFORCE DEVELOPMENT REVENUES RECEIVED IN PRIOR FISCAL YEAR</b>		<b>212,674.19</b>			
<b>GRANT INCOME RECEIVED IN PRIOR FISCAL YEAR</b>		<b>253,123.74</b>			
<b>Adjusted Year End Balance</b>		<b>129,879.84</b>			

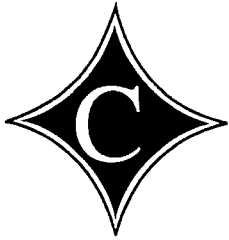
**REPORT ON APPLYING AGREED-UPON  
PROCEDURES OVER CASH**

**FAIRMONT STATE UNIVERSITY**

**SEPTEMBER 26, 2007**







# CONLEY CPA GROUP, PLLC

CERTIFIED PUBLIC ACCOUNTANTS ♦ BUSINESS AND TAX ADVISORS

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## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

**Dr. Daniel Bradley, President**  
**Fairmont State University**  
**Fairmont, West Virginia**

We have performed the procedures enumerated below, which were agreed to by Fairmont State University, solely to assist you in evaluating your cash policies and procedures for the University. The University's management is responsible for establishing and maintaining internal controls over cash, including monitoring ongoing activities. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of Fairmont State University. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

### University Departments

- The policies and procedures were reviewed for cash deposits with the Business Office (performed by Accounting Clerk III) and noted the following:

Various departments are provided with 3-part deposit tickets to report cash receipts. The departments collect cash and checks, as applicable, and complete the deposit ticket. The department places the second part of the deposit ticket along with the cash and checks into a locked bank bag. The department then places the first part of the deposit ticket on the outside of the locked bank bag and delivers the bag to the Business Office. The department maintains the third part of the deposit ticket for their records.

At the end of each day, the Business Office will remove the deposit tickets from the outside of each locked bank bag it has received and prepare a total schedule of deposits for the day by compiling the individual department deposit tickets. The Business Office then completes a bank log which lists each locked bank bag and the total of the deposit within each bag. The Business Office places the bank log and all locked bank bags into a large locked bank bag and stores the bag in the safe overnight.

**REPORT ON APPLYING AGREED-UPON PROCEDURES OVER CASH  
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Each morning an armored carrier (Loomis Fargo) comes to the Business Office and picks up the large locked bank bag and transports it to the bank. The armored carrier later returns with the large locked bank bag, as well as the smaller locked bank bags. The Business Office then returns the locked bank bags to the various departments. Inside the individual locked bank bag will be the receipt from the bank as well as the second part of the deposit ticket which was originally prepared.

The Business Office posts an appropriate journal entry to record the deposit to the general ledger from account information completed on the 3-part deposit ticket.

For each day, the Business Office maintains in a folder the first part of the 3-part deposit ticket, the compilation of the total department deposits, the posting to the bank account for State of West Virginia, and the posting to the general ledger (including the journal entry reference number).

There are three keys to each locked bag; one key each is maintained by the individual department, the Business Office, and the bank.

The safe is located in the Business Office and is secured by a combination. The combination is known by only those employees who have the responsibility of recording daily cash deposits.

- We were provided with a schedule of cash deposits for the University for October 2006 and January 2007 sorted by department. Utilizing the applicable schedule of cash deposits, the following procedures were performed:
  1. Cash deposits for each department were traced to the supporting documentation. The supporting documentation included the white copy of the deposit ticket prepared by the departments and maintained by the Business Office. We noted the information on the white copy of the deposit ticket agreed to the schedule of cash deposits without exception. The sample included 286 individual deposits for 33 separate departments. No exceptions were noted.
  2. Supporting documentation maintained by the Business Office for each day in October 2006 and January 2007 was reviewed. For each day, the white copies of the deposit tickets were totaled and agreed to the bank deposit total calculated by the Business Office (“Daily Locked Bag Log.”). The sample included 38 days. No exceptions were noted.
  3. For each day in October 2006 and January 2007, the deposit on the “Daily Locked Bag Log” was traced to the deposit receipt from the bank. The sample included 38 days. No exceptions were noted.

**REPORT ON APPLYING AGREED-UPON PROCEDURES OVER CASH  
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4. For each day in October 2006 and January 2007, the deposit on the “Daily Locked Bag Log” was traced to the bank statement information provided by the State of West Virginia. The information provided by the State of West Virginia indicated all amounts were properly reflected as deposits for the benefit of the University and amounts were properly reported by fund allocation. The sample included 38 days. No exceptions were noted.
5. Samples of entries on the schedule of cash deposits were traced to proper recording in the general ledger without exception. The sample included 92 individual deposit items from the following departments:

- Admissions
- Athletics
- Center for Workforce Education
- Economic Development
- Falcon Center
- Lab Preschool
- Library
- Mailroom
- Pierpont Community & Technical College Community Education
- Procurement
- Public Safety
- Registrar
- School of Nursing
- Student Health
- Web and Graphics

- The policies and procedures for cash deposits were discussed with the following departments and individuals:

- Admissions – Director of Recruiting Operations
- Athletics – Accounting Assistant
- Copy Center – Program Assistant
- Center for Workforce Education – Program Assistant II
- Economic Development – Program Assistant II
- Falcon Center – Director of Student Center
- Information Technology – Executive Secretary
- Lab Preschool – Director of Preschool
- Library – Technical Assistant
- Mailroom – Materials Handler, Lead
- Pierpont Community & Technical College Community Education – Executive Secretary
- Procurement – Director of Procurement
- Public Safety – Director of Public Safety and Program Assistant
- Registrar – Director of Recruiting Operations
- School of Nursing – Administrative Secretary

**REPORT ON APPLYING AGREED-UPON PROCEDURES OVER CASH  
FAIRMONT STATE UNIVERSITY**

**Student Accounts – Accounting Clerk III  
Student Health – Director of Student Health Services  
Student Service Center – Program Assistant  
Web and Graphics – Program Assistant**

**Results of the department interviews were as follows:**

- 1. The policies and procedures indicated by the various departments were the same as indicated by the Business Office. The various departments review financial reports throughout the year to monitor their department's financial position and ensure the Business Office records the cash deposit to the proper general ledger account.**
- 2. The School of Nursing department and Web and Graphics department do not have locked bank bags. An individual from their department completes the 3-part deposit ticket and physically takes the cash and the deposit ticket to the Business Office.**
- 3. The Student Service Center handles the cash deposits for the following departments:**

**Admissions  
Financial Aid  
Housing  
Registrar**

- The policies and procedures for athletic ticket sales for football and basketball games were reviewed with the Ticket Manager and are documented as follows:**

**The Ticket Manager and one other individual work all home football games. (The actual staffing for basketball games had not been determined as of the date of our report.) The Athletic Office will write a check to cash for \$1,500 for each home football game. The check will be transported to the bank by the armored carrier, Loomis Fargo, who will return with \$1,500 in cash. The Athletic Office will provide the cash to the Ticket Manager the Friday before the home game. The Ticket Manager takes the cash home and brings the cash back to the game on Saturday. The Ticket Manager also brings the rolls of tickets and the cash boxes.**

**The Ticket Manager and the other individual count the cash and verify each cash box has \$750 to start. In addition, they write the beginning ticket number from each roll of tickets. Each cash box has a roll of tickets for full price admission and a roll of tickets for half-price admission. Half-price tickets are sold to senior citizens, elementary and high school students, and college students for the visiting team. Tickets are required for attendance until halftime.**

## **REPORT ON APPLYING AGREED-UPON PROCEDURES OVER CASH FAIRMONT STATE UNIVERSITY**

**At halftime, the Ticket Manager collects the cash boxes, unsold rolls of tickets, and cash, and places them into a large bag and leaves the campus. Before returning to campus on Monday morning, the Ticket Manager counts the cash and completes a game report indicating the number of full-price tickets sold, and the number of half-price tickets sold. The Ticket Manager prepares the 3-part deposit ticket and places the second part of the deposit ticket and cash into a locked bank bag, along with a copy of the game report. The Ticket Manager places the first part of the deposit ticket in the outside window of the locked bank bag and brings the locked bank bag to the Business Office on Monday morning. The Ticket Manager keeps the third part of the deposit ticket and a copy of the game report until football season is completed, at which time these items are provided to the Athletic Director.**

**The Athletic Department receives the locked bank bag after it has been returned from the bank. The locked bank bag contains the second part of the deposit ticket, a copy of the game report, and the deposit receipt from the bank.**

**The University has only one gate open for admittance to the football games. For admittance, an individual must have a ticket (sold by the Ticket Manager), a “complimentary player ticket”, student identification card, faculty/staff identification card, or other pass. The other passes available are season pass, lifetime pass, media pass, etc. which must be issued by the Athletic Department. A “complimentary player ticket” is available for each football player and cheerleader to invite four individuals to the game. The Athletic Department provides a list with each player/cheerleader and the names of the four individuals before the start of the game. These individuals must check in at a table outside the entrance gate to receive their “complimentary player ticket”.**

- We observed the procedures for football ticket sales at the September 8, 2007 home University football game. We noted the individuals followed the policies and procedures as described to us. We witnessed the Ticket Manager taking all cash drawers and unsold tickets with her as she left the game at halftime.**
- The policies and procedures for athletic concession sales for football and basketball games were reviewed with the Concession Manager and are documented as follows:**

**The Athletic Department writes a check for \$600 to the Concession Manager before the first home football game. The Concession Manager goes to the bank and obtains cash for \$600, and brings the money to the first game. The Concession Manager has three other individuals with him during the game in the concession stand. The University only has one concession stand operating. After the concession stand closes, two individuals will count all the cash. Then a third individual will recount the cash to agree with the first count. The Concession Manger then balances the cash by:**

**REPORT ON APPLYING AGREED-UPON PROCEDURES OVER CASH  
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- **Total cash counted**
- **Less \$600 startup funds for next home game**
- **Less amount taken for reimbursed expenses**
- **Remaining balance is cash to deposit**

The cash to deposit is placed in a paper bag and the reconciliation is written on the outside of the bag. The paper bag is then given to the Athletic Director, along with any receipts for reimbursed expenses. The Athletic Director provides the paper bag to the Athletic Department accounting assistant on Monday to verify the initial cash counts and prepare a deposit ticket. The cash and deposit ticket are then placed in a locked bank bag and given to the Business Office.

- We observed the procedures for football concession sales at the September 8, 2007 home University football game. We noted the individuals followed the policies and procedures as described to us. We witnessed the Concession Manager handing the cash over to the Athletic Director in a paper bag. The Concession Manager stated they had previously used a locked bank bag to give to the Athletic Director but it was misplaced a few years ago and had not been replaced.

**Bookstore**

- The bookstore is operated by Barnes & Noble College Booksellers, Inc. As such, policies and procedures are established by the company. In addition, all workers are employed by Barnes & Noble College Booksellers, Inc. The University receives a commission based on the sales of the bookstore.
- The policies and procedures for cash deposits were reviewed with the Bookstore Manager and are documented as follows:

The cashiers count and balance their cash drawer each day at the end of their shift. The assistant manager prints a sales report for each cashier. The sales report is generated from information captured at the register. Normally, there are 3 cash drawers; however during the first week of the semester and the last week of the semester, additional drawers may be added to handle the amount of customers purchasing and/or selling textbooks. After the cashier balances their drawer, they give the drawer to the manager or her designated employee. This individual then prepares the deposit ticket and places the cash into a locked bank bag. The cashier drawer and the locked bank bag are placed in the safe. The safe is in the manager's office and has a combination lock. The carbon deposit ticket and the sales report are stored together. The cashier leaves the manager's office after the safe is locked.

**REPORT ON APPLYING AGREED-UPON PROCEDURES OVER CASH  
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The locked bank bags are picked up twice a week by an armored carrier, Loomis Fargo. The manager prepares a manifest of the locked bank bags she is giving to Loomis Fargo. The carrier delivers the deposit receipt and the bags back to the bookstore after depositing the cash at the bank.

Sales information is captured at the register and this information is uploaded daily to the home office. The home office reconciles the bank account.

- The Bookstore Manager provided the Business Office a schedule of sales and deposits for October 2006 and January 2007. This schedule was used for the following procedures:
  1. The individual items such as “Net Sales”, “Non-Merch Sales”, “Sales Tax”, “Service Charge Income”, “Expense Payout”, “Buyback”, “A/R Collected”, “Total Tenders Due”, “Checks”, “Travelers Checks”, “Gift Certificates”, “Credit Cards”, “Cash”, “A/R Charges”, “Merchandise Credit Issued”, “Expense Payout”, “Cash Refunds”, “Credit Card Refunds”, “Financial Aid Refunds”, and “Bank Deposits”, were traced to the daily sales report generated from information entered at the cash register for each day in October 2006 and January 2007. The sample included 51 days. No exceptions were noted.
  2. The deposit amount listed on the spreadsheet was traced to the deposit receipt received from the bank for the account of Barnes & Noble College Booksellers, Inc., for each day in October 2006 and January 2007. The sample included 51 days. No exceptions were noted.
  3. The schedule and supporting documentation for October 2006 and January 2007 were reviewed for cash overages and shortages. The month of October 2006 reflected a total shortage of \$9.84, and the month of January 2007 reflected a total shortage of \$15.73.

**Food Service Operations**

- Food Service includes the operation of the dining hall, as well as the “Nickel” and Starbucks coffee station located in the Falcon Center. The Food Service is operated by Aladdin Food Management Services, LLC. As such, the company employs all workers and establishes all policies and procedures. The University receives a commission based on the sales from food service operations.
- The policies and procedures for cash deposits for Food Service Operations were reviewed with the Food Service Manager and are documented as follows:

## **REPORT ON APPLYING AGREED-UPON PROCEDURES OVER CASH FAIRMONT STATE UNIVERSITY**

**The cashiers count and balance their cash drawer each day at the end of their shift. The cashiers prepare a sales envelope with the cash and provides the envelope to the office manager. The office manager recounts the cash drawer and prepares the deposit ticket. The supervisor prints a sales report from the computer system which is generated from information entered at the cash registers. The sales report is then given to the service manager (who is an employee of the University). The service manager prepares a log and compares the deposit the office manager prepared with the sales report the supervisor printed and reconciles any variances.**

**The office manager gathers all deposits from each cashier for the day and places them in a locked bank bag. The locked bank bag is picked up daily by an armored carrier, Loomis Fargo, and transported to the bank. The sales information is recorded in the computer system for Aladdin Food Management Services, LLC and transmitted to their home office. The bank statement is reconciled by the home office.**

**There are 12 cashiers in Food Service Operations who maintain their cash drawer in a locked bank bag. In addition, there is a locked bank bag used to provide change as needed. The cashiers for the Dining Hall maintain their locked bank bag in a safe in the Dining Hall office. The cashiers for the “Nickel/Starbucks” maintain their locked bank bag in a safe in the “Nickel/Starbucks” office. All cashiers have the combination to their respective safe as they place their locked bank bag into the safe at the end of their shift. The only contents maintained in the safe are locked bank bags; thus preventing one cashier from accessing another cashier’s drawer.**

**Sales at the Dining Hall and “Nickel/Starbucks” are made by one of the following methods:**

- Payment by cash at register**
- Payment by credit card or debit card at register**
- Payment by “Falcon Dollars” at register**
- Payment by meal plan at register**

**All students are issued a student identification card by the University. Students who purchase the meal plan have the information regarding their specific meal plan scanned onto their student identification card by Student Services. The register reads this information when the student presents the card for payment.**



**REPORT ON APPLYING AGREED-UPON PROCEDURES OVER CASH  
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Students who wish to purchase “Falcon Dollars” (primarily commuter students) must purchase these from Student Services. Student Services will then scan the amount of “Falcon Dollars” available onto their student identification card. The register reads this information when the student presents the card for payment. The registers in Food Service are “read-only” for the student identification card.

- The Food Service Manager provided the Business Office a schedule of sales and deposits for the Dining Hall for October 2006 and February 2007. This schedule was utilized to perform the following procedures:
  1. Individual items such as “Stored Value”, “Cash Sales”, “Credit Card”, “Total Sales”, “Deposit”, “Sales Tax”, and “Invoice Payment” were traced to the daily sales report generated from information entered at the cash registers, for each day in October 2006 and February 2007. The sample included 59 days. No exceptions were noted.
  2. The deposit amount on the spreadsheet was traced to the bank statement of Aladdin Food Management Services, LLC for each day in October 2006 and February 2007. The sample included 59 days. No exceptions were noted.
  3. The schedule and supporting documentation for October 2006 and February 2007 was reviewed for cash overages and shortages. The month of October 2006 reflected a total overage of \$52.76 and the month of February 2007 reflected a total shortage of \$22.07.
  
- The Food Service Manager provided the Business Office a schedule of combined sales and deposits for the “Nickel” and Starbucks for October 2006 and February 2007. This schedule was utilized to perform the following procedures:
  1. The individual items such as “Stored Value”, “Cash Sales”, “Credit Card”, “Total Sales”, “Deposit”, “Sales Tax”, and “Invoice Payment”, were traced to the daily sales report generated from information entered at the cash registers, for each day in October 2006 and February 2007. The sample included 59 days. No exceptions were noted.
  2. The deposit amount on the spreadsheet was traced to the bank statement of Aladdin Food Management Services, LLC for each day in October 2006 and February 2007. The sample included 59 days. No exceptions were noted.
  3. For the “Nickel” and Starbucks, we reviewed the schedule and supporting documentation for October 2006 and February 2007 was reviewed for cash overages and shortages. The month of October 2006 showed a total overage of \$162.34 and the month of February 2007 showed a total overage of \$5.54.

**REPORT ON APPLYING AGREED-UPON PROCEDURES OVER CASH  
FAIRMONT STATE UNIVERSITY**

**Imprest Funds**

- On September 24, 2007, we performed a surprise count of the imprest funds maintained by Public Safety for parking fines. We counted \$50 which agreed to the amount provided by the Procurement Office.
- On September 25, 2007, we performed a surprise count of the imprest funds maintained by the Library for fines. We counted \$250 which agreed to the amount provided by the Procurement Office.
- On September 21, 2007, we performed a surprise count of the imprest funds maintained by the Business Office for change. We counted \$1,500 which agreed to the amount provided by the Procurement Office.
- On September 25, 2007, we performed a surprise count of the imprest funds maintained by the Caperton Center for the library fund. We counted \$100 which agreed to the amount provided by the Procurement Office.
- On September 24, 2007, we performed a surprise count of the imprest funds maintained by Fine Arts for theatre tickets. We counted \$200 which agreed to the amount provided by the Procurement Office.
- On September 25, 2007, we performed a surprise count of the imprest funds maintained by the Caperton Center for processing tuition and fee payments. We counted \$499.95 in the fund. This was a shortage of \$.05, from the \$500.00 amount provided by the Procurement Office.
- On September 21, 2007, we performed a surprise count of the imprest funds maintained by the Copy Center for change for printing jobs. We counted \$65.00 in the fund, reflecting an overage of \$15.00 from the \$50.00 amount provided by the Procurement Office. Discussion with the Program Assistant indicated the Copy Center uses these funds as a “cash drawer” and will prepare a cash deposit once a month.
- On September 24, 2007, we performed a surprise count of the imprest funds maintained by Public Safety for the parking garage. We counted \$200 which agreed to the amount provided by the Procurement Office.
- On September 25, 2007, we performed a surprise count of the imprest funds maintained by the Student Service Center for change. We counted \$100 which agreed to the amount provided by the Procurement Office.

**REPORT ON APPLYING AGREED-UPON PROCEDURES OVER CASH  
FAIRMONT STATE UNIVERSITY**

- We reviewed the policies and procedures for imprest funds and the frequency of reconciling those funds with the custodians of the funds listed above. The custodians are counting and reconciling their imprest funds in a timely and accurate manner.
- The imprest funds are established by the State Treasurer's Office, which conducts surprise counts on a periodic basis.

**Recommendations**

- **Dual Controls and Monitoring** - A strong component of any internal control system incorporates a system of "checks and balances". While the results of our procedures indicated dual control over significant cash functions, there did not appear to be any formal documented policies regarding appropriate cash handling procedures for departments (before sending the deposits to the Business Office), or any policies regarding random cash counts as a method of monitoring cash handling exposure. As such, we recommend policies and procedures be formally documented and monitored on a continual basis to ensure compliance and proper handling of cash. Emphasis should always be placed on eliminating access to cash by any one individual.
- **Athletic Department Ticket Sales** – To strengthen internal controls, the ticket manager and the other individual should count and balance the drawers and prepare the game report together before leaving the campus. Both the ticket manager and the individual should sign and date the game report.
- **Athletic Department Concession Stand** – To strengthen internal controls, the concession manager should prepare a written reconciliation of the cash balancing on a separate sheet of paper. In order to maintain proper accountability, the Concession Manager, as well as one other individual should sign and date the reconciliation. The cash balancing sheet should be placed along with the cash inside a **locked bank bag** prior to giving the bag to the Athletic Director.
- **Athletic Department** – To strengthen internal controls, the University should consider having the Ticket Manager and Concession Manager prepare the deposit ticket before leaving the campus. The University should consider ensuring the locked bank bag for ticket sales and the locked bank bag for concession sales be secured in the Athletic Office before all individuals leave the campus, so no cash is taken off campus.
- **Athletic Department** – To strengthen internal controls, the University should consider revising its procedures in the handling of cash startup funds for ticket sales and concession sales, so that cash is not taken off campus and then brought back on the day of the game.

**REPORT ON APPLYING AGREED-UPON PROCEDURES OVER CASH  
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**We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the cash policies and procedures. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.**

**This report is intended solely for the information and use of Fairmont State University, and is not intended to be and should not be used by anyone other than the specified party.**

**Conley CPA Group, PLLC**

**Fairmont, West Virginia  
September 26, 2007**



**PIERPONT**

COMMUNITY & TECHNICAL COLLEGE  
OF FAIRMONT STATE UNIVERSITY

*Internal Professional Development*

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TO: The Board of Governors  
FROM: Deborah Woods, Project Coordinator,  
Internal Professional Development  
DATE: October 24, 2007  
SUBJECT: FY 2006-07 Report on Internal Professional Development (IPD)

**I. COURSE OFFERINGS and STATISTICS**

This past year the following professional development courses or workshops were offered to the staff of FSU and PC&TC. Staff members self-selected and self-assessed themselves and enrolled in the courses they felt best served their professional needs. I have included the course names, the number of employees who enrolled, the number of employees who actually attended, and the percent of attendance for courses individually and altogether.

**Internal Professional Development Course Stats  
Fiscal Year 2006-07**

<b>Class</b>	<b>Enrolled</b>	<b>Attended</b>	<b>% Attended</b>	<b>Dates Class Offered</b>
Using the Query Tool in Banner	57	47	82.4%	October 30, 2006
Banner Admissions for Regstrn.	37	33	89.2%	October 31, 2006
Calendaring in Outlook	43	34	79.1%	November 1, 2006
Building Teamwork	24	16	66.7%	November 3, 2006
MS Word I 2003 (Introduction)	16	18	113%	Dec. 5-7, 2006
MS Word II 2003 (Intermediate)	19	14	74%	Jan. 9-11, 2007
MS Word III 2003 (Advanced)	27	14	52%	Feb. 6-8, 2007
Excel I 2003 (AM/PM) (Introduction)	18/15	18/10	100%/67%	Mar. 6-8, 2007
Excel II 2003 (AM/PM) (Intermediate)	20/20	15/5	75%/25%	Apr. 3-5, 2007
Excel III 2003(combined AM/PM) (Advanced)	21/9	17	57%	May 1-3, 2007
Access I 2003 (AM/PM) Introd.	23/24	17/cancelled	74%	June 5-7, 2007
Access II 2003 (AM/PM) Intermediate	21/11			July 10-12, 2007
Access III 2003 (AM/PM) Adv.	21/5			Aug. 7-9, 2007
Managing Generations	10	10	100%	Jan. 31, 2007

Who Moved My Cheese	24	19	79%	Jan. 4, 2007 3 sessions
Mindfulness-Based Stress Red.	19	19	100%	(2/20;3/13;4;10)
Microsoft Project Training	3	3	100%	April 24-26, 2007
<b>Total Enrolled - All Classes</b>	400			
<b>Total Attended - All Classes</b>	299			
<b>Total % All Classes</b>	74.8 %			
<b>Total Enrolled per Class</b>	17			
<b>Total Attended per Class</b>	13			
<b>Total % per Class</b>	76.5%			

## II. GOALS COMPLETED

Strategic Goal 7 of the 2006-2011 Strategic Plan states that the purpose of this goal is to "develop, retain, and recruit high quality people who contribute to a satisfying and productive work environment." Following is a brief overview on the status of the Internal Professional Development Program for fiscal year 2006-07.

- Hired Project Coordinator in fulfillment of Strategic Goal #7, Action Step 4, Number 1 (coordinator hired as of March 19, 2007; coordinator also assists the Community Education Program);
- Conducted initial survey and used the results to determine immediate technology and soft skill needs of staff;
- Developed and delivered several training and workshop offerings during FY 2006-07 based on the results of the survey (see Table in II. below);
- Assembled an advisory committee to work in conjunction with the Project Coordinator to develop policies and procedures for this program, act in an advisory capacity as issues concerning staff development arise, and assist in determining class offerings each semester. Members include the two presidents of the Classified Staff Council (2-year and 4-year), the Assistant to the President, the Human Resource Director (or designee), the CWE Director, the Administrative Systems Director (or designee) and, of course, the IPD Project Coordinator;
- Updated and expanded the IPD web site (<http://www.fairmontstate.edu/facstaffresources/hr/InternalProfDev/default.asp>) (It now includes information about training sessions and workshops currently offered, articles of interest covering various workplace topics, brown bag lunch schedule, and links to Microsoft Office Suite 2003 and 2007 tutorials.)

## III. GOALS FOR FY 2007-08

- Conduct another survey to track additional training needs and wants, and to assess success of this year's offerings
- Continue to build class and workshop offerings each semester
- Work with IPD Advisory Committee to write policies and procedures that will
  - define employee eligibility requirements for participation (is it for all employees or only full-time employees, do you have to be past probation to qualify, can you take as many as you want or will it be limited to so many hours per semester, etc.);
  - determine course prerequisite requirements and other criteria for being permitted to take certain classes (does it need to be job related or can you take

- classes that will increase your promotability, how many can be out of an office or department at a time, who absorbs the cost, if any, etc.);
  - o establish an approval process (what approvals are required – supervisor, department head, HR, etc.-, does the request have to be made a certain amount of time in advance, etc.)
- Expand the assessment process to include supervisor assessment of the long-term impact of the training or workshop on job performance by the employee and improved departmental productivity
- Identify internal and external resources for delivering the training needed (instructors, books, additional technology such as CD's, DVD's, online training programs and resources, additional access to computer labs, etc).
- Develop and implement a Banner training program for the entire campus community that addresses both general and specific needs.

#### IV. FY PROGRAM FINANCIAL COSTS

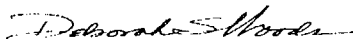
- Half-time cost for Project Coordinator: \$12,684 base salary plus benefits cost
- This year much of our technology training costs for the Microsoft Office Suite needs (Word, Excel, and Access) were absorbed by the FBI through their Community Outreach Program. In recognition of the help FSU gave them in their relocation to this area, they assisted us with our need for this initial training. Based on the average rate of pay for this kind of training in this area, the cost would have been an average of \$35 per hour of training, not including any cost for benefits. The FBI supplied us with 37.5 hours of training. Therefore, the cost of this training could have cost us \$1,312.50. Going forward, we will need to keep this in mind as this is a cost we will need to be able to meet.
- One FSU adjunct hired to facilitate 7.5 hours of Access training not covered by FBI: \$562.50 salary and benefits

#### V. LONG-TERM GOALS

- Work with Human Resources and supervisors to identify skill sets needed for individual positions and/or departments to better refine and focus training efforts and to assist in identifying areas of increased proficiency or needed improvement in the employee evaluation process;
- Continue to develop online catalog of classes and workshops available each semester;
- Work with academic constituencies to begin to assign academic credit for appropriate classes that can be applied towards a degree program.

There has been a positive response to these early efforts of developing and implementing the internal professional development program. There is much to be done, but with the support and encouragement already received, it is a task that will only improve as we go forward, increasing job performance, employee satisfaction, and departmental productivity.

Respectfully submitted,



**Fairmont State University Board of Governors**  
**October 24, 2007**

**ITEM:** Approval of Information Technology Policy

**COMMITTEE:** Finance, Personnel, Facilities, External Relations

**RECOMMENDED RESOLUTION:** *Resolved*, That the Fairmont State Board of Governors approve the proposed Information Technology Policy.

**STAFF MEMBER:** Sarah Hensley/Mike Bestul

**BACKGROUND:**

The Information Technology policy was drafted and circulated for public comment in Fall 2006. Based on comments received and additional comments voiced at Faculty Senate, a revised draft was posted on the web for public comment. Staff also attended Faculty Senate and Assembly meetings by request to answer questions and receive additional comments on the policy. The final draft includes changes based on comments received. The changes are indicated by strike-through (language to be deleted) and underline (language to be added) based on comments. In general, changes were made to add clarification to the proposed policy.



**3<sup>rd</sup> DRAFT**

**Revised 10-11-07 based on  
comments received**

**Fairmont State Board of  
Governors**

**Policy No. x  
Information Technology  
Effective Date:**

**SECTION 1: SCOPE**

- 1.1 This policy establishes a base line for Fairmont State's expectations of our user community. It applies to all users of the Fairmont State Information Technology Environment (**FSITE**), including all faculty, staff, students, contractors, consultants, temporaries, as well as those who represent themselves as being connected in any way with Fairmont State and/or who make use of Fairmont State computing and/or information technology (IT) resources. All FSITE users are expected to be familiar with and comply with this policy. Violations of Fairmont State policies governing the use of FSITE may result in restriction of access to Fairmont State information technology resources in addition to any disciplinary action that may be applicable under other Fairmont State policies, guidelines, or procedures, up to and including dismissal.
- 1.2 Use of any FSITE resource implies consent to the Information Technology Policy at Fairmont State University, including Pierpont Community & Technical College.

**SECTION 2: DEFINITIONS**

- 2.1 The FSITE includes but is not limited to all personal computers connected to "the network" on any Fairmont State campus or which utilize any Fairmont State technological resource from any destination worldwide.
- 2.2 Unified Computer Account (UCA) is the username to log in to Fairmont State computer systems.

**SECTION 3: ACCEPTABLE USE**

- 3.1 The basic premise of this policy is that responsible and acceptable use of FSITE does not extend to whatever an individual is technologically capable of doing. Instead, certain principles provide a guide to users regarding responsible and acceptable behaviors and users are responsible for knowing and understanding them. These principles and guidelines include, but are not limited to:

- 3.1.1 Authorized users of FSITE or Fairmont State sponsored resources are those individuals who have been granted a UCA and password. The UCA and password combination is an individual's identity and license to access and use the components of FSITE for which they are specifically authorized.
- 3.1.2 Authorized users will abide by institutional policies along with applicable local, state and federal laws or regulations.
- 3.1.3 The resources of FSITE are finite and shared. Appropriate and responsible use of these resources must be consistent with the common good. The FSITE may NOT be used for commercial or profit-making purposes.
- 3.1.4 Fairmont State reserves the right to limit access to the FSITE when investigating cases of suspected abuse or when violations have occurred.
- 3.1.5 The University does not monitor or generally restrict the content of material stored on or transferred through the components of the FSITE. However, use of the FSITE is a privilege intended for work-related purposes and not to serve as a public forum. Fairmont State reserves the right to restrict or deny usage of the FSITE when such usage does not promote or support the mission of the institution in those situations where it is determined that a specific usage is not work-related or supportive of the institution's mission or does not abide by institutional policies, local, state and federal laws or regulations.
- 3.1.6 Users must adhere to the ethical standards governing copyright, software licensing, and intellectual property.
- 3.2 Individuals using FSITE resources and services must be identified through an authorized UCA. In the case of multiple user systems, individuals may not knowingly access or use another person's UCA or knowingly allow another person to use his or her UCA. Users should log out of shared systems and take reasonable precautions to secure access to office computers. The FSITE and services may not be used intentionally to misuse or gain unauthorized access to another user's UCA or systems inside or outside of the FSITE.
- 3.3 Computer users may use only legally obtained, licensed data or software in compliance with Fairmont State copyright policies as well as license or other agreements and applicable copyright or intellectual property laws. Fairmont State is a member of EDUCAUSE and users are expected to adhere to the Code of Software and Intellectual Rights which states, "Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Because electronic information is easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright

violations, may be grounds for sanctions against members of the academic community. (See: "Using Software: A Guide to the Legal and Ethical Use of Software for Members of the Academic Community," Educom/ITAA, 1992. <http://www.educause.edu/ir/library/html/code.html>)”

- 3.4 Users of the FSITE must respect the privacy of others by refraining from inspecting, broadcasting, or modifying data without the consent of the individual or individuals involved, except as permitted as part of their employment or educational requirements, and then only to the extent necessary. Members of the Fairmont State community may not seek out, examine, use, modify, or disclose, without authorization, personal or confidential information which they need not access as part of their campus function. All faculty members, staff, students and other Fairmont State community members must take necessary precautions to protect the confidentiality of personal and/or confidential information available to them.
- 3.5 Users of Fairmont State e-mail or other electronic communications shall not employ a false identity, nor send e-mail anonymously with the intent to deceive or harass.
- 3.6 The FSITE shall not be used for purposes that cause, or could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facilities or unwarranted/unsolicited interference with others' use of computing systems and services.
  - 3.6.1 This provision explicitly prohibits the posting of unsolicited electronic mail to lists of individuals, and the inclusion on electronic mail lists of individuals who have not requested membership on the lists. Students may be required to accept membership in an electronic mailing list for a class in which they are registered or for the purpose of official communications between authorized Fairmont State personnel and an identified group of students. Faculty and staff may be required to accept membership in an electronic mailing list for the purpose of official Fairmont State communications.
  - 3.6.2 Alumni and other individuals affiliated with, but not employed by, the university may be included in electronic mail lists, but may opt out by request to the sender.
- 3.7 FSITE resources and services may not be used in an obscene, harassing or otherwise inappropriate manner. University computing systems will not be used to unlawfully discriminate against any person on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation. Any sexually explicit or pornographic material may NOT be viewed, obtained or sent from any computer connected to the FSITE unless it is being done so for an acceptable academic purpose. Should there be a question as to appropriate use of sexually explicit or pornographic material for academic purposes, final determination will be made by the Vice President for Academic Affairs or the President of Pierpont Community & Technical College, as appropriate.

## **SECTION 4: E-MAIL**

### **4.1 Eligibility**

A Fairmont State UCA provides access to a number of information systems, including FSMail, Fairmont State's e-mail system. All individuals and organizations with a Fairmont State UCA are eligible to receive an FSMail e-mail account. In order to keep a Fairmont State e-mail account, the group or individual must maintain eligibility for a Fairmont State UCA account. UCA accounts may be termed "inactive" or "purged", in which case access to the FSMail system would be revoked and, in the case of "purged" accounts, all e-mail irrevocably deleted.

4.1.1 A UCA may be determined "inactive" if it goes unused for a period of 12 months.

### **4.2 Requirements**

All eligible faculty, staff and students must create and maintain an FSMail e-mail account. Contractors to Fairmont State may be required to have and maintain an FSMail account as well. This is required to facilitate Fairmont State's communication of academic, administrative and emergency information. Exceptions may be made for employees without regular access to computing resources. It is permissible to forward mail from the FSMail account to another e-mail account as long as that account is checked regularly. However, it is not advisable to do so, since e-mail communications may contain sensitive information that should not be transmitted out of Fairmont State systems.

### **4.3 Maximum Message Size**

Outgoing and incoming e-mails may be limited in size, including the text and all attachments. Messages over the limit will not be delivered or received, and users will be informed that their message was not delivered or received. The limit includes the extra space to allow for overhead space that is taken up when sending attachments.

### **4.4 Unsolicited and Mass E-mail and LISTSERVS**

Mass e-mails should only be used to communicate Fairmont State sponsored activities, security alerts, policy changes, or information that benefits Fairmont State business or academic missions. Mass e-mails should relay time-critical, important Fairmont State information and should be used sparingly.

4.4.1 There are recommended limitations for Mass Email Interface Users, and overuse can lead to suspension of access. Users must also follow guidelines for Email content as defined below in the Email Message section.

4.4.2 Users are not permitted to spam using the Fairmont State's e-mail service.

FSMail users may not send mass amounts of e-mail directly through the FSMail system. Sending e-mail to a large number of willing recipients is best accomplished via Fairmont State's LISTSERV service:

- 4.4.3 Any faculty or permanent staff member of Fairmont State may own listservs. Students and student organizations may own lists with a faculty or staff member's sponsorship.
- 4.4.4 It is the responsibility of the list owner to manage all administrative tasks associated with the list operation as well as clearly define the purpose of the list for list members and monitor the list to ensure that its use is consistent with its purpose. It is the responsibility of everyone to know how to subscribe and unsubscribe to an individual list. The Office of Information Technology does not have the capabilities to remove an individual from a list not owned by the department. (Once you subscribe to a listserv, you will receive a message explaining how to unsubscribe).
- 4.4.5 List owners may not subscribe individuals who have not requested membership to a list, with the exception of academic units adding students, faculty and/or staff to a list for educational purposes.  
Professors may require their students to join a course list.  
Departments may add staff to a list as a condition of employment.  
Alumni and other individuals affiliated with, but not employed by, the university may be included in electronic mail lists, but may opt out by request to the sender.
- 4.5 Backups  
The FSMail system is backed up each night, with a full or incremental backup. Each night's backup is kept for 10 days. These backups are used for disaster recovery purposes only. No requests to retrieve e-mail messages from the backups will be granted.
- 4.6 Virus Protection  
The FSMail system has a virus scanner that scans all incoming and outgoing e-mail for viruses, and removes them when found. However, this virus scanner cannot guarantee that all e-mail will be virus-free. Thus, all e-mail users should have their own anti-virus software on their computers. Anti-virus software is available at no charge to members of the Fairmont State community via the IT Department. Fairmont State is not liable for any damage caused by viruses or any other hostile code delivered through the FSMail system.
- 4.7 Inappropriate Usage  
E-mail users should only use the e-mail services in an appropriate manner. Inappropriate usage may result in revocation of access to FSMail. Inappropriate usage includes, but is not limited to:

- Unauthorized attempts to access another's e-mail account
- Transmission of sensitive or proprietary information to unauthorized persons or organizations
- Transmission of obscene or harassing messages to any individual(s)
- Transmission of copyrighted materials in violation of the rights of the copyright holder
- Solicitation for personal or private gain.
- Any illegal or unethical activity or any activity that could adversely affect Fairmont State

#### 4.8 Privacy and Applicability of Laws and Policies

This policy clarifies the applicability of law and certain other Fairmont State policies to electronic mail. Users are reminded that all usage of Fairmont State's information technology resources, including electronic mail, is subject to all Fairmont State policies. Fairmont State encourages the use of electronic mail and respects the privacy of users. It does not wish to inspect or monitor electronic mail routinely or to be the arbiter of its contents. Nonetheless, electronic mail and data stored on the Fairmont State's network of computers and servers may be accessed by the Office of Information Technology for the following purposes:

- Troubleshooting hardware and software problems
- Preventing unauthorized access and system misuse
- Retrieving business related information
- Investigating reports of violation of Fairmont State policy or local, state or federal law
- Complying with legal requests for information
- Rerouting or disposing of undeliverable mail
- Other purposes deemed necessary by the Office of Information Technology with the approval of the Chief Information Officer and the President.

4.8.1 The system administrator will need approval from the Chief Information Officer (or someone designated by the CIO), and the President's Office to access specific mail and data for these purposes. The extent of the access will be limited to what is reasonably necessary to acquire the information.

4.8.2 The Office of Information Technology may also retrieve electronic mail messages delivered to Fairmont State account holders, or otherwise prevent distribution of a message to Fairmont State e-mail accounts, if it is determined that distribution of the message(s) violates local or federal law, Fairmont State policy, or places Fairmont State at risk of violation of privacy-related laws. The system administrator will need approval from the CIO (or someone designated by the CIO), to retrieve specific mail messages, and the extent of the access will be limited to what is reasonably necessary to retrieve the information.

- 4.8.3 Individuals' privacy should be preserved. However, there is no expectation of privacy or confidentiality for documents and messages stored on Fairmont State-owned equipment or systems. Users of electronic mail systems should be aware that in addition to being subject to authorized access, electronic mail in its present form cannot be secured and is vulnerable to unauthorized access and modification by third parties. Receivers of electronic mail documents should check with the purported sender if there is any doubt about the identity of the sender or the authenticity of the contents, as they would with print documents.
- 4.8.4 Users of electronic mail services should be aware that even if the sender and recipient have discarded their copies of an electronic mail record, there might be back-up copies of such electronic mail that can be retrieved.
- 4.8.5 Fairmont State electronic mail services may, subject to the above, be used for incidental personal purposes provided such use does not interfere with Fairmont State operation of information technologies or electronic mail services, burden Fairmont State with incremental costs, or interfere with the user's employment or other obligations to Fairmont State. Electronic mail may constitute a public record like other documents subject to disclosure as a result of litigation.

#### 4.9 Liability

Fairmont State provides the FSMail e-mail service to facilitate the sending and receiving of e-mail within the Fairmont State community and to the world. The Office of Information Technology makes all reasonable effort to ensure that e-mail is sent, received, and stored appropriately. However, the Office of Information Technology provides no assurances that e-mail will be sent or received using the system, and cannot be held liable for missing messages or any consequences of that message not being sent, delivered, or stored.

4.9.1 Fairmont State acts as a common carrier of e-mail messages, and does not examine the content of e-mail messages, except as noted above. As such, Fairmont State cannot be held liable for the content of any e-mail message sent, received, or stored on the FSMail system, or for any consequences of that message being sent, delivered, or stored. Fairmont State is also not liable for any damage caused by viruses or other hostile code delivered through the FSMail system.

### **SECTION 5: WEB CONTENT**

- 5.1 The content of all pages must adhere to Fairmont State policies and be in compliance with the institution's Copyright and Privacy policies and local, state and federal laws.

- 5.2 None of the pages located on Fairmont State servers can be used to promote personal financial activity, commercial activity, non-profit organizations not directly affiliated with Fairmont State University, political groups or religious groups, unless permitted by other University policy or regulation.

## **SECTION 6: ENFORCEMENT**

- 6.1 Computer activity may be monitored by authorized individuals for purposes of maintaining system performance and security. In instances when individuals are suspected of abuse of the FSITE, the contents of user files may also be inspected upon the approval of the Office of Information Technology or someone designated by the CIO.
- 6.2 Violations of Fairmont State policies governing the use of the FSITE may result in restriction or termination of access to FSITE systems and resources or termination of employment or expulsion. In addition, disciplinary action may be applicable under other Fairmont State policies, guidelines, procedures, or collective bargaining agreements, up to and including imprisonment. At the discretion of the manager of the computer system or service in question, or designee, in collaboration with the appropriate authority, computer use privileges may be temporarily or permanently revoked pending the outcome of an investigation of misuse, or finding of violation of this ~~Code~~ rule. Where practical and appropriate, 24-hour notice will be given in advance of revocation.
- 6.3 All data, programs, and files placed on or contained in the FSITE computer systems are subject to Fairmont State's copyright, patent, and privacy policies. Additional rules may be in effect at specific computer facilities at the discretion of the directors of those facilities.



**Fairmont State University Board of Governors**  
**October 24, 2007**

**ITEM:** Approval of Bookstore Policy

**COMMITTEE:** Finance, Personnel, Facilities, External Relations

**RECOMMENDED RESOLUTION:** *Resolved*, That the Fairmont State Board of Governors approve the proposed Bookstore Policy.

**STAFF MEMBER:** Sarah Hensley

**BACKGROUND:**

Fairmont State University has historically had policies and procedures in place concerning operation of the bookstore, textbook adoption, etc...

Per HEPC and Council staff, we are now required to have a BOG-level policy addressing these issues.

Based on comments received, changes were made to the original draft policy for clarification purposes.

DRAFT  
Fairmont State Board of Governors  
Policy #x  
Bookstore Policy  
Effective Date: October 24, 2007

SECTION 1: GENERAL

1.1 SCOPE: This policy shall be in effect and shall govern textbook sales and the operation of a bookstore by a private vendor at Fairmont State. The goal of the policy is to maintain and improve program and course quality and minimize textbook costs to students.

1.2 AUTHORITY: **West Virginia Code § 18B-10-14**

SECTION 2: PRICING

2.1 The prices charged for textbooks and other instructional material may not be less than the prices fixed by any fair trade agreements and shall, in all cases, include in addition to the purchase price paid by the bookstore, a sufficient handling charge to cover all expenses incurred for personal and other services, supplies and equipment, storage and other operating expenses.

2.2 The bookstore will minimize the costs to students of purchasing textbooks and instructional supplies.

2.2.1 The bookstore shall maintain both new and used book stocks along with other supplies for student needs.

2.2.2 Textbooks should be used for at least three years before a change is made.

2.2.3 The same textbook should be used for all sections of a single course number.

2.2.4 All textbook adoptions for the full academic year (Fall, Spring, and Summer Semesters) shall be returned to the bookstore by April 1st and must have Program Coordinator approval.

- 2.2.5 Fairmont State employees may not require students to purchase a textbook which they have authored, unless that textbook has also been adopted by another accredited institution or unless the employee waives royalties from the student purchases.
- 2.2.5.1 Textbooks that include or incorporate either detachable worksheets or worksheet-style pages may not be adopted. This provision does not prohibit an employee from requiring as a supplement to a textbook any workbook or similar material which is published independently from the textbook.
- 2.2.6 Fairmont State employees may not receive a payment, loan, subscription, advance, deposit of money, service, benefit or thing of value, present or promised, as an inducement for requiring students to purchase a specific textbook for coursework or instruction, as this would be in violation of the West Virginia Ethics Act.
- 2.2.7 Exceptions to 2.2.2, 2.2.3, 2.2.4, 2.2.5 and 2.2.5.1 may be made with the approval of Deans. Deans are required to in May of each year to the Provost or President of the C&TC as appropriate a justification of all exceptions granted.

### SECTION 3: TEXTBOOK LISTS

- 3.1 The bookstore shall make available to students a listing of textbooks required or assigned for any course offered at Fairmont State.
- 3.1.1 The listing shall be prominently posted at the bookstore and on the official Fairmont State website.
- 3.1.2 The listing shall include for each textbook the International Standard Book Number (ISBN), the edition number and any other relevant information.
- 3.1.3 Each book will be posted to the listing when the adoption process is complete and the textbook is designated for order by the bookstore.

### SECTION 4: DESK COPIES

- 4.1 Fairmont State employees may receive sample copies, instructor's copies, and instructional materials. Per West Virginia Code § 18B-10-14(e)(2)(A), such material may not be sold for personal or private gain.

SECTION 5: BOOKSTORE REVENUES

- 5.1 In the event Fairmont State operates its own bookstore, all moneys derived from the operation of the bookstore shall be paid into a special revenue fund as provided in section two, article two, chapter twelve of the West Virginia Code. Subject to approval of the Governor, the governing board periodically shall change the amount of the revolving fund necessary for the proper and efficient operation of the bookstore.
- 5.1.1 Moneys derived from the operation of the bookstore shall be used first to replenish the stock of any goods and to pay the costs of operating and maintaining the bookstore.
- 5.2 In the event Fairmont State contracts with a private entity for bookstore operation, all revenue generated by the operation and enuring to the benefit of the institution shall be deposited into an appropriate account and shall be used for non-athletic scholarships.

**Fairmont State  
Board of Governor  
Meeting of October 24, 2007**

**AGENDA**

**Call to Order**

1. Approval of Minutes (June 14, 2007 & August 27, 2007)

*Tab 1    Action Item*

**Faculty Senate Report** *(Chuck Shields)*

**Faculty Assembly Report** *(Les Boggess)*

**Classified Staff Report** *(Harriett Bower)*

**Student Government Report** *(Kasha Brown)*

**Foundation Report** *(Jean Ahwesh)*

**FSU Academic Affairs & FS Student Life Committee Items** *(Jim Griffin)*

1. Approval of Name Change

*Tab 2    Action Item*

**Finance, Personnel, Facilities, External Relations Committee Items** *(Bob Kittle)*

1. Finance Report
2. Approval of the Cash Handling Audit
3. Staff Development Report
4. Approval of IT Policy
6. Approval of Bookstore Policy

*Tab 3*

*Tab 4    FYI*

*Tab 5    FYI*

*Tab 6    Action Item*

*Tab 7    Action Item*

**Pierpont Community & Technical College Program & Off-Campus Service  
Committee Items** *(Michele Casteel)*

Nothing at present

**Committee of the Whole**

**Old Business**

**New Business**

**President's Report** *(Dan Bradley)*

**President's Report** *(Blair Montgomery)*

**Possible Executive Session Under the Authority of WV Code §6-9A-4 to Discuss Personnel Issues**

**Public Comment**

**Next meeting date is Thursday, December 13, 2007 in Board Room – Falcon Center**

# Notes