

**Fairmont State  
Meeting of November 9, 2006**

**AGENDA**

**Call to Order**

1. Approval of Minutes (September 7, 2006 & September 27, 2006) *Tab 1    Action Item*

**Faculty Senate Report** (*Joe Riesen*)

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

**Classified Staff Report** (*Joyce Ross*)

**Student Government Report** (*Shane Livingston*)

**Foundation Report** (*Kim Riggi*)

**Financial Report** (*Rick Porto*) *Tab 2*

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

1. Approval of Department Name Change *Tab 3    Action Item*  
2. Approval of the Master of Science Degree Program in Human Services *Tab 4    Action Item*  
3. Approval of the Reading Specialist Certificate Program under MED *Tab 5    Action Item*

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

1. Approval of the Travel Policies & Procedures *Tab 6    Action Item*  
2. Draft of IT Policy (out for public comment) *Tab 7    FYI*

**FS Community & Technical College Program & Off-Campus Service Committee Items** (*Michelle Casteel*)

1. Approval of separating Health & Human Services into separate schools *Tab 8    Action Item*

**Public Comment**

**Committee of the Whole**

1. Election of Board Secretary *Action Item*  
2. Approval of Meeting Dates for 2007 *Tab 9    Action Item*

**Old Business**

**New Business**

**Possible Executive Session**

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

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

**Schedule  
Meeting of the  
Fairmont State Board of Governors  
November 9, 2006**

**Board Room  
3<sup>rd</sup> Floor Falcon Center  
Fairmont State  
Fairmont, West Virginia**

<b>NOON</b>	<b>Luncheon</b>	<i>Conference Room ~ 3<sup>rd</sup> Floor Falcon Center</i>
<b>1:00 P.M.</b>	<b>FSU Academic Affairs &amp; FS Student Life Committee</b>	<i>Conference Room</i>
	<b>Finance, Personnel, Facilities, External Relations Committee</b>	<i>Conference Room</i>
	<b>Pierpont Community &amp; Technical College Program &amp; Off-Campus Service Committee</b>	<i>Conference Room</i>
<b>*2:00 P.M.</b>	<b>Full Board Meeting</b>	<i>Board Room ~ 3<sup>rd</sup> Floor Falcon Center</i>

\* Time approximate, depending on length of committee meetings

<b>Committee:</b>	<b>FSU ACADEMIC AFFAIRS AND FS STUDENT LIFE</b>	
<b>Members:</b>	Jim Griffin, <i>Facilitator</i>	<b>Staff Resources:</b>
	Janet Crescenzi	Anne Patterson
	Michelle Nabers	Michael Belmear
	Shirley Stanton	Maria Rose

<b>Committee:</b>	<b>FINANCE, PERSONNEL, FACILITIES, EXTERNAL RELATIONS</b>	
<b>Members:</b>	Bob Kittle, <i>Facilitator</i>	<b>Staff Resources:</b>
	Andy Kniceley	Jean Ahwesh
	Larry Mazza	Mike Bestul
	Sandy Shriver	Dan Bradley
		Sarah Hensley
		Larry Lawrence
		Rick Porto

<b>Committee:</b>	<b>FS COMMUNITY AND TECHNICAL COLLEGE PROGRAMS &amp; OFF-CAMPUS SERVICES</b>	
<b>Members:</b>	Michele Casteel, <i>Facilitator</i>	<b>Staff Resources:</b>
	Carl Friebel	Blair Montgomery
	Connie Moore	Maria Rose
	Skip Tarasuk	

<b>Committee:</b>	<b>AUDIT</b>	
	Bob Kittle, Chair	Dan Bradley
	Larry Mazza	Rick Porto

**Fairmont State**  
**BOARD OF GOVERNORS**  
**MINUTES**  
September 7, 2006

**1. Call to Order**

A meeting of the Fairmont State Board of Governors was held on September 7, 2006 beginning at 3:00 p.m. in the Falcon Center Conference Room. Present at the meeting were Board Members: Michele Casteel, Carl Friebel, Jim Griffin, Robert Kittle, Andy Kniceley, Dick Martin, Connie Moore, Michelle Nabers, and Sandy Shriver. Absent were: Janet Crescenzi, Larry Mazza and Skip Tarasuk. Also in attendance were: President Dan Bradley, President Blair Montgomery, Jean Ahwesh, Michael Bestul, Sarah Hensley, Anne Patterson, Rick Porto and Maria Rose. Robert Kittle called the meeting to order.

- 2. Introductions:** Michele Casteel, Chair of the Advisory Board for Pierpont Community & Technical College; Dr. Rosemary Romesburg, Chair of Health Careers for Pierpont Community & Technical College; Dr. Sharon Boni, Dean of Nursing; and Dr. Van Dempsey (in absentia) Dean of Education.

**3. Executive Session**

Carl Friebel moved pursuant to §69842 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. Jim Griffin seconded. Motion carried.

Carl Friebel moved that this Board adjourn executive session and reconvene in open session. Jim Griffin seconded. Motion carried.

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

Jim Griffin moved the following proposal be approved. Andy Kniceley seconded. Motion carried.

1. Resolved, that the Fairmont State Board of Governors approve the degree program reviews for the Bachelor of Arts in Speech Communication, the Bachelor of Arts in French, the Bachelor of Arts in Spanish, the Bachelor of Science in Psychology, and the Bachelor of Science in Forensic Psychology.
2. No action was taken on Degree Definition Policy.

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

Andy Kniceley moved the following proposal be approved. Sandy Shriver seconded. Motion carried.

1. Resolved, that the Fairmont State Board of Governors approves the amended Policy on Policies.

**6. FS Community & Technical College Program & Off-Campus Service Committee Items**

Michele Casteel moved the following proposal be approved. Carl Friebel seconded. Motion carried.

1. Resolved, that the Fairmont State Board of Governors authorizes the meeting of conditions set forth in a letter from Robert M. Steptoe, III, State Director, USDA Rural Development, which states the conditions necessary to enable the completion of the grant approval process for a USDA Rural Business Enterprise Grant and specifically authorizes the execution of forms Form RD 1940-1, Form RD 442-7 (or equivalent), Form RD 1942 - 46, Form RD 400-1, Form RD 400-4, Form AD 1047, FmHA Inst. 1 940-Q, Form AD 1049 as identified in Section 10 "Adoption of Forms" of this letter.

**7. Committee of the Whole**

1. Changes were discussed regarding the BOG's meeting format. Meetings will begin with a luncheon at noon, committee meetings beginning at 1 p.m. and full board meeting at 2 p.m. This format will be in effect beginning with the November 9<sup>th</sup> meeting.

2. An additional meeting was set for Wednesday, September 27<sup>th</sup> in Room 219 HB. The Finance Committee will meet at 10 a.m. and the full board at 11 a.m.
3. A one-day Board Retreat was discussed with the Board for the time frame of 1/23/07-2/2/07. The board will be contacted for input on date selection.

**8. WTW Architects Presentation**

Carl Friebel moved we accept the Master Plan Report. Jim Griffin seconded. Motion carried.

**9. Approval of Minutes**

Jim Griffin moved to approve the minutes from June 15, 2006. Carl Friebel seconded. Motion carried.

**10. President's Report**

1. President Bradley congratulated Jim Griffin on the article in the Shinnston paper recognizing Jim as the July Citizen of the Month.

President Bradley gave report to the Board.

President Montgomery gave report to the Board.

**11. Constituent Reports**

- 1) Joe Riesen reported for Faculty Senate.
- 2) Les Boggess reported for Faculty Assembly.
- 3) No report from Classified Staff Council.
- 4) Shane Livingston reported for Student Government.
- 5) Jean Ahwesh reported for Foundation.
- 6) Rick Porto gave the Financial Report.

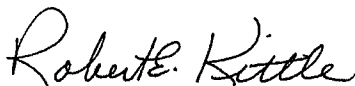
**12. Public Comment**

Galen Hansen made general comments to the Board.

**13. Special Presentation**

Dick Martin was presented an award for outstanding service to the Board of Governors.

There being no further business, the meeting was adjourned.



Robert E. Kittle, Chair


Fairmont State  
BOARD OF GOVERNORS

Executive Session  
MINUTES  
September 7, 2006

1. Personnel Issue

The Board went into executive session to discuss a personnel issue.  
Discussion followed.

2. Return to Regular Session



Robert Kittle  
Chairman

**Fairmont State**  
**BOARD OF GOVERNORS**  
**MINUTES**  
September 27, 2006

**1. Call to Order**

A meeting of the Fairmont State Board of Governors was held on September 27, 2006 beginning at 11:00 a.m. in room 219 Hardway Building. Present at the meeting were Board Members: Michele Casteel, Janet Crescenzi, Carl Friebel, Jim Griffin, Andy Kniceley, Larry Mazza, Connie Moore, Michelle Nabers, and Sandy Shriver (by phone). Absent were: Bob Kittle, Dick Martin and Skip Tarasuk. Also in attendance were: President Dan Bradley, President Blair Montgomery, Jean Ahwesh, Michael Bestul, Sarah Hensley, Anne Patterson and Rick Porto. Jim Griffin called the meeting to order.

**2. Committee of the Whole**

1. Larry Mazza made a motion to approve the Degree Definition Policy. Connie Moore seconded. Motion carried.
2. Jim Griffin brought recommendations from the Finance Committee for the approval of the Pay Raises. Larry Mazza made the motion that the Board of Governors approves a pool average pay raise of 3.5% for all employee groups. Carl Friebel seconded. Motion carried.

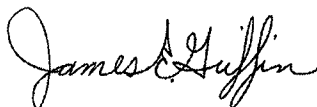
**3. Executive Session**

Carl Friebel moved pursuant to §69842 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. Larry Mazza seconded. Motion carried.

Carl Friebel moved that this Board adjourn executive session and reconvene in open session. Connie Moore seconded. Motion carried.

Carl Friebel made a motion that both President Bradley and President Montgomery receive a 3.5% pay raise as consistent with the 3.5% pay raises for the faculty and staff. Janet Crescenzi seconded. Motion carried.

There being no further business, the meeting was adjourned.



Jim Griffin, Vice Chair

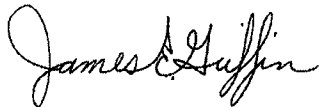
Fairmont State  
BOARD OF GOVERNORS

Executive Session  
MINUTES  
September 27, 2006

1. Personnel Issue

The Board went into executive session to discuss a personnel issue. Discussion followed.

2. Return to Regular Session



Jim Griffin  
Vice Chairman

Board of Governors  
Financial Report  
for the Period Ending September 30, 2006

Unrestricted Fund:

The University, Community and Technical College, Board of Governors Unrestricted and Auxiliary Funds reflect the following budget balances and anticipated year end budget balances:

	<u>Budget Balance</u>	Anticipated Year-End <u>Budget Balance</u>
University	\$-74,010	\$246,394
C&TC	-4,339	29,130
Board of Governors:		
Unrestricted	-129,207	-108,203
Auxiliary	125,655	178,395

This budget condition is after pay raises effective December 1, 2006 have been defined and added to the budget.

Actual activity thru September reflects as follows:

	<u>Actual Balance</u>
University	\$3,139,587
C&TC	2,594,168
Board of Governors:	
Unrestricted	548,986
Auxiliary	3,085,234

Tuition and fee revenues for the University and C&TC thru September show a decline of approximately 1.3% compared to last year. This is due to a slight enrollment decline. At this time we are not planning to adjust the student fee revenue plans for the fiscal year because we feel the annual budget estimates are achievable.

Tuition and fee revenues for the BOG unrestricted fund is on target and comparable to last year at the end of September.

Auxiliary enterprise revenue is on target overall with the 2007 budget plan. Both room and meal plan revenues are up from last year due to the fall term occupancy rate of 100%.



Fairmont State University  
**Actual vs Budget Statement of Revenues and Expenses**  
 Current Year 2007 Prior Year 2006 September 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 & Fees	17,972,768.02	8,380,810.29	46.63	47.97
	Faculty Services Revenue	1,550,000.00	0.00	0.00	0.00
	Federal Grants and Contracts	0.00	75.15		
	Auxiliary enterprises revenue	0.00	0.00		0.00
	Operating Costs Revenue	2,454,566.88	0.00	0.00	12.74
	Support Services Revenue	3,501,019.20	0.00	0.00	26.03
	Other Operating Revenue	269,098.23	74,154.79	27.56	23.32
<b>Sub Total</b>		<b>25,747,452.33</b>	<b>8,455,040.23</b>	<b>32.84</b>	<b>37.82</b>
<b>OPERATING EXPENSES</b>	Salaries	19,330,350.00	3,485,961.36	18.03	17.69
	Benefits	5,133,438.99	927,213.99	18.06	16.76
	Student Financial Aid-Scholarships	807,610.00	438,242.21	54.26	46.09
	Utilities	1,138,239.00	186,193.40	16.36	15.21
	Supplies and Other Services	5,521,447.02	1,033,160.28	18.71	18.30
	Equipment Expense	848,919.15	326,601.11	38.47	7.40
	Loan Cancellations and write-off	0.00	0.00		0.00
	Fees retained by the Commission	155,431.00	45,966.75	29.57	25.00
	Assessment for Faculty Services	1,550,000.00	0.00	0.00	0.00
	Assessment for Support Services	97,320.65	0.00	0.00	19.13
	Assessment for Tuition, Aux, & Capital Costs	2,904,256.88	1,082,784.00	37.28	46.02
	Assessment for Operating Costs	155,302.09	286.16	0.18	15.33
<b>Sub Total</b>		<b>37,642,314.78</b>	<b>7,526,409.26</b>	<b>19.99</b>	<b>19.16</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>	State Appropriations	11,746,694.00	2,340,781.00	19.93	19.76
	Gifts	25,000.00	12,500.00	50.00	0.00
	Investment Income	388,981.80	-3,248.71	-0.84	3.11
	Interest on capital asset related debt	-185,788.00	-25,639.70	13.80	0.00
<b>Sub Total:</b>		<b>11,974,887.80</b>	<b>2,324,392.59</b>	<b>19.41</b>	<b>18.82</b>
<b>EXCLUDE OPERATING</b>	Exclude - Assets	-833,405.00	-110,397.42	13.25	11.96
	Exclude - Construction	0.00	-37,014.48		
	Exclude - Transfers for Debt Service	0.00	0.00	0.00	0.00
	Exclude - Transfers for Fin Aid Match	-149,991.00	-74,995.50	50.00	11.21
	Exclude - Indirect Cost Recoveries	846,493.25	123,563.48	14.60	26.11
	Exclude - Transfers - Other	-17,132.34	-17,132.34	100.00	122.40
<b>Sub Total:</b>		<b>-154,035.09</b>	<b>-115,976.26</b>	<b>75.29</b>	<b>-11.01</b>
<b>OPERATING INCOME/LOSS</b>		<b>-11,894,862.45</b>	<b>928,630.97</b>	<b>-7.81</b>	<b>-15.37</b>
<b>BALANCE</b>		<b>-74,009.74</b>	<b>3,137,047.30</b>	<b>-4,238.69</b>	<b>-211.75</b>
<b>CURRENT NET LABOR SAVINGS</b>		<b>0.00</b>			
<b>Planned Expenditures from Reserves</b>		<b>320,404.11</b>			
<b>Anticipated Labor Savings</b>		<b>0.00</b>			
<b>Anticipated Year End Balance</b>		<b>246,394.37</b>			

Pierpont Community & Technical College  
 Actual vs Budget Statement of Revenues and Expenses  
 Current Year 2007 Prior Year 2006 September 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 & Fees	6,771,079.99	3,101,009.00	45.80	47.09
	Faculty Services Revenue	1,550,000.00	0.00	0.00	0.00
	State/Local Grants and Contracts	0.00	6,670.00		107.90
	Auxiliary Enterprise Revenue	0.00	8,175.00		
	Operating Costs Revenue	155,302.09	286.16	0.18	15.33
	Support Services Revenue	97,320.65	0.00	0.00	17.66
	Other Operating Revenue	144,431.00	29,007.00	20.08	5.87
<b>Sub Total</b>		<b>8,718,133.73</b>	<b>3,145,147.16</b>	<b>36.08</b>	<b>34.80</b>
<b>OPERATING EXPENSES</b>	Salaries	4,675,285.00	853,386.08	18.25	15.00
	Benefits	1,087,011.00	174,520.00	16.06	15.17
	Student Financial Aid-Scholarships	396,750.00	205,231.02	51.73	50.93
	Utilities	0.00	-211.34		8.27
	Supplies and Other Services	1,486,178.92	241,645.25	16.26	17.69
	Equipment Expense	87,096.23	43,751.20	50.23	49.40
	Loan Cancellations and write-off	0.00	0.00		0.00
	Fees retained by the Commission	96,787.00	22,908.50	23.67	25.00
	Assessment for Faculty Services	1,550,000.00	0.00	0.00	0.00
	Assessment for Support Services	3,501,019.20	0.00	0.00	25.52
	Assessment for Tuition, Aux, & Capital Costs	1,451,961.06	595,392.00	41.01	41.11
	Assessment for Operating Costs	2,454,566.88	0.00	0.00	12.74
<b>Sub Total</b>		<b>16,786,655.29</b>	<b>2,136,622.71</b>	<b>12.73</b>	<b>18.89</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>	State Appropriations	7,892,952.00	1,580,169.00	20.02	19.88
	Gifts	1,000.00	0.00	0.00	
	Investment Income	152,638.95	18,657.26	12.22	3.25
	Interest on capital asset related debt	0.00	0.00		
	Loss/Gain on Disposal of Fixed Assets	0.00	0.00	0.00	
<b>Sub Total:</b>		<b>8,046,590.95</b>	<b>1,598,826.26</b>	<b>19.87</b>	<b>19.42</b>
<b>EXCLUDE OPERATING</b>	Exclude - Assets	-2,000.00	0.00	0.00	0.00
	Exclude - Construction	0.00	0.00		0.00
	Exclude - Indirect Cost Recoveries	19,292.08	0.00	0.00	86.12
	Exclude - Transfers - Other	300.00	300.00	100.00	0.00
<b>Sub Total:</b>		<b>17,592.08</b>	<b>300.00</b>	<b>1.71</b>	<b>10.25</b>
<b>OPERATING INCOME/LOSS</b>		<b>-8,068,521.56</b>	<b>1,008,524.45</b>	<b>-12.50</b>	<b>0.19</b>
<b>BALANCE</b>		<b>-4,338.53</b>	<b>2,607,650.71</b>	<b>-60104.48</b>	<b>383.97</b>
<b>CURRENT NET LABOR SAVINGS</b>		<b>0.00</b>			
<b>Planned Expenditures from Reserves</b>		<b>33,469.00</b>			
<b>Anticipated Labor Savings</b>			<b>0.00</b>	Already included in Labor Savings	
<b>Anticipated Year End Balance</b>		<b>29,130.47</b>			

Fairmont State BOG Support  
**Actual vs Budget Statement of Revenues and Expenses**  
 Current Year 2007 Prior Year 2006 September 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 & Fees	361,832.35	234,163.49	64.72	64.41
	Tuition and Fees Support Services Revenue	572,365.00	232,823.00	40.68	43.68
	Auxiliary enterprises revenue	0.00	138,048.06		
	Other Operating Revenue	394,870.10	-9,754.10	-2.47	-2.42
<b>Sub Total</b>		<b>1,329,067.45</b>	<b>595,280.45</b>	<b>44.79</b>	<b>31.62</b>
<b>OPERATING EXPENSES</b>	Salaries	493,784.00	118,385.40	23.98	19.68
	Benefits	104,574.74	17,348.74	16.59	14.84
	Student Financial Aid-Scholarships	13,100.00	-0.70	-0.01	84.72
	Utilities	0.00	0.00	0.00	
	Supplies and Other Services	974,479.70	124,346.59	12.76	26.82
	Equipment Expense	17,366.20	11,401.73	65.65	77.44
	Loan Cancellations and write-offs	0.00	0.00		
	Assessment for Support Services	0.00	0.00		43.97
<b>Sub Total</b>		<b>1,603,304.64</b>	<b>271,481.76</b>	<b>16.93</b>	<b>26.79</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>	Investment Income	69,905.59	137,720.20	197.01	4.72
<b>Sub Total:</b>		<b>69,905.59</b>	<b>137,720.20</b>	<b>197.01</b>	<b>4.72</b>
<b>EXCLUDE OPERATING</b>	Exclude - Assets	-1,837.00	0.00	0.00	100.42
	Exclude - Indirect Cost Recoveries	0.00	0.00		0.00
	Exclude - Transfers for Capital Projects	76,962.00	87,467.53	113.65	48.01
	Exclude - Transfers - Other	0.00	0.00		
<b>Sub Total:</b>		<b>75,125.00</b>	<b>87,467.53</b>	<b>116.43</b>	<b>-3522.87</b>
<b>OPERATING INCOME/LOSS</b>		<b>-274,237.19</b>	<b>323,798.69</b>	<b>-118.07</b>	<b>-5.86</b>
<b>BALANCE</b>		<b>-129,206.60</b>	<b>548,986.42</b>	<b>-424.89</b>	<b>38.93</b>
<b>CURRENT NET LABOR SAVINGS</b>		<b>259.00</b>			
<b>Planned Expenditures from Reserves</b>		<b>20,744.64</b>			
<b>Anticipated Labor Savings</b>		<b>0.00</b>			
<b>Anticipated Year End Balance</b>		<b>-108,202.96</b>			

Fairmont State BOG Support  
Actual vs Budget Statement of Revenues and Expenses

Current Year 2007    Prior Year 2006    September    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>	Tuition and Fees	0.00	0.00		0.00
	Auxiliary enterprises revenue	6,748,793.07	3,159,377.20	46.81	43.11
	Auxiliary Support Services Revenue	4,732,301.86	1,945,974.00	41.12	46.11
	Other Operating Revenue	91,221.00	23,894.85	26.19	42.81
<b>Sub Total</b>		<b>11,572,315.93</b>	<b>5,129,246.05</b>	<b>44.32</b>	<b>44.41</b>
<b>OPERATING EXPENSES</b>	Salaries	1,624,343.00	448,436.40	27.61	25.38
	Benefits	490,736.00	95,892.53	19.54	28.19
	Student Financial Aid-Scholarships	227,000.00	111,500.00	49.12	18.32
	Utilities	702,050.00	106,554.63	15.18	13.06
	Supplies and Other Services	3,860,111.00	1,242,340.01	32.18	30.70
	Equipment Expense	52,168.00	33,010.21	63.28	19.18
	Loan Cancellations and write-off	2,101.00	0.00	0.00	0.00
	Assessment for Support Services	0.00	0.00		7.75
<b>Sub Total</b>		<b>6,958,509.00</b>	<b>2,037,733.78</b>	<b>29.28</b>	<b>27.03</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>	Investment Income	0.00	0.00	0.00	3.55
	Interest on capital asset related debt	-500.00	0.00	0.00	
<b>Sub Total:</b>		<b>-500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.55</b>
<b>EXCLUDE OPERATING</b>	Exclude - Assets	-65,000.00	0.00	0.00	0.00
	Exclude - Construction	0.00	-4,565.30		0.00
	Exclude - Transfers for Debt Service	-3,545,690.02	0.00	0.00	0.00
	Exclude - Transfers for Fin Aid Match	-3,425.00	-1,712.50	50.00	0.00
	Exclude - Transfers to Plant Reserves	-873,536.91	0.00	0.00	0.00
	Exclude - Transfers - Other	0.00	0.00	0.00	0.00
<b>Sub Total:</b>		<b>-4,487,651.93</b>	<b>-6,277.80</b>	<b>0.14</b>	<b>3.42</b>
<b>OPERATING INCOME/LOSS</b>		<b>4,613,806.93</b>	<b>3,091,512.27</b>	<b>67.01</b>	<b>70.54</b>
<b>BALANCE</b>		<b>125,655.00</b>	<b>3,085,234.47</b>	<b>2455.32</b>	<b>-307.42</b>
<b>CURRENT NET LABOR SAVINGS</b>		<b>10,740.00</b>			
<b>Planned Expenditures from Reserves</b>		<b>42,000.00</b>			
<b>Anticipated Labor Savings</b>		<b>0.00</b>			
<b>Anticipated Year End Balance</b>		<b>178,395.00</b>			

#### Restricted Fund:

The restricted fund report reflects positive adjusted year end balance due to grant income received in the prior fiscal year (grant cash balances). The Community and Technical College restricted fund budgets have a \$274,951 deficit budget balance plan which is offset by workforce development and grant fund cash balances at June 30, 2006. The University and BOG reports reflect relatively balanced budgets thru September 30, 2006.

The only other noteworthy condition to mention is that federal grant and contract revenue is slightly reduced compared to last year thru September 30. This reduction is due to a delay in some students loans being disbursed timely. As of this writing all loans to students have been caught up.

Please find the unrestricted, auxiliary, and restricted fund reports attached.

#### Other Information:

The bond audits for the 2002A (Apartment and Parking), 2002B (Infrastructure), 2003A (400 suite dorm), and 2003B (Falcon Center) have been completed for fiscal year 2006 and the debt coverage ratio requirements for these bonds have been met.

The 2006 University audit has been finalized. A meeting with the audit committee to discuss the financial condition of the University, Community and Technical College, Board of Governors, and the combined Fairmont State University will be scheduled soon.

Fairmont State University  
Actual vs Budget Statement of Revenues and Expenses

Current Year 2007 Prior Year 2006 Sep 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	30,141,975.07	9,707,302.95	32.21%	38.56
	State/Local Grants and Contracts	5,331,531.75	2,748,293.47	51.55%	45.53
	Private Grants and Contracts	2,762,500.00	1,300,304.69	47.07%	40.71
	Other Operating Revenue	0.00	0.00		0.00
<b>Sub Total</b>		<b>38,236,006.82</b>	<b>13,755,901.11</b>	<b>35.98%</b>	<b>39.93</b>
<b>OPERATING EXPENSES</b>	Salaries	2,312,771.08	365,721.09	15.81%	17.26
	Benefits	269,490.73	64,094.56	23.78%	14.63
	Student Financial Aid-Scholarships	28,040,141.00	12,137,486.88	43.29%	45.96
	Utilities	4,753.00	4,749.00	99.92%	0.00
	Supplies and Other Services	5,420,851.03	530,590.51	9.79%	9.48
	Equipment Expense	1,133,282.40	288,489.63	25.46%	0.17
	Assessment for Support Services	27,879.14	0.00		7.74
<b>Sub Total</b>		<b>37,209,168.38</b>	<b>13,391,131.67</b>	<b>35.99%</b>	<b>19.74</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>	Investment Income	1,884.78	428.62	22.74%	19.74
<b>Sub Total:</b>		<b>1,884.78</b>	<b>428.62</b>	<b>22.74%</b>	<b>19.74</b>
<b>EXCLUDE OPERATING</b>	Exclude - Assets	-327,804.77	-74,031.28	22.58%	7.30
	Exclude - Transfers for Fin Aid Match	110,046.20	55,751.96	50.66%	0.00
	Exclude - Indirect Cost Recoveries	-812,215.13	-119,087.17	14.66%	11.46
	Exclude - Transfers - Other	0.00	0.00		n/a
<b>Sub Total:</b>		<b>-1,029,973.70</b>	<b>-137,366.49</b>	<b>13.34%</b>	<b>n/a</b>
<b>OPERATING INCOME/LOSS</b>		<b>1,026,838.44</b>	<b>364,769.44</b>	<b>35.52%</b>	<b>n/a</b>
<b>BALANCE</b>		<b>-1,250.48</b>	<b>227,831.57</b>	<b>-18219.53%</b>	<b>n/a</b>
<b>GRANT INCOME RECEIVED IN PRIOR FISCAL YEAR</b>		<b>535,216.58</b>			
<b>Adjusted Year End Balance</b>		<b>533,966.10</b>			

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

Current Year 2007 Prior Year 2006 Sep 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	248,063.60	43,553.20	17.56%	6.39
	Federal Grants and Contracts	11,666,650.35	4,288,250.28	36.76%	47.21
	State/Local Grants and Contracts	1,462,129.51	738,931.13	50.54%	38.95
	Private Grants and Contracts	819,500.00	445,872.31	54.41%	37.98
	Other Operating Revenues	146,752.42	15,559.70	10.60%	21.80
<b>Sub Total</b>		<b>14,343,095.88</b>	<b>5,532,166.62</b>	<b>38.57%</b>	<b>45.27</b>
<b>OPERATING EXPENSES</b>	Salaries	450,170.36	67,786.24	15.06%	11.90
	Benefits	86,527.94	17,305.42	20.00%	13.20
	Student Financial Aid-Scholarships	13,519,448.00	4,766,659.78	35.26%	45.61
	Supplies and Other Services	406,988.76	73,591.65	18.08%	26.49
	Equipment Expense	132,178.24	27,232.33	20.60%	39.51
	Assessment for Support Services	0.00	0.00		3.67
<b>Sub Total</b>		<b>14,595,313.30</b>	<b>4,952,575.42</b>	<b>33.93%</b>	<b>43.86</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>	Investment Income	928.33	200.83	21.63%	7.71
<b>Sub Total:</b>		<b>928.33</b>	<b>200.83</b>	<b>21.63%</b>	<b>7.71</b>
<b>EXCLUDE OPERATING</b>	Exclude - Assets	-18,940.00	-15,615.00	82.44%	40.25
	Exclude-Construction	-21,000.00	0.00	0.00%	0.00
	Exclude - Transfers for Fin Aid Match	43,369.80	20,956.04	48.32%	0.00
	Exclude - Indirect Cost Recoveries	-26,792.08	0.00		86.12
	Exclude - Transfers - Other	-300.00	-300.00	100.00%	n/a
<b>Sub Total:</b>		<b>-23,662.28</b>	<b>5,041.04</b>	<b>-21.30%</b>	<b>n/a</b>
<b>OPERATING INCOME/LOSS</b>		<b>-252,217.42</b>	<b>579,591.20</b>	<b>-229.80%</b>	<b>n/a</b>
<b>BALANCE</b>		<b>-274,951.37</b>	<b>584,833.07</b>	<b>-212.70%</b>	<b>n/a</b>
<b>WORKFORCE DEVELOPMENT REVENUES RECEIVED IN PRIOR FISCAL YEAR</b>		<b>155,405.84</b>			
<b>GRANT INCOME RECEIVED IN PRIOR FISCAL YEAR</b>		<b>258,052.04</b>			
<b>Adjusted Year End Balance</b>		<b>138,506.51</b>			

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

Current Year 2007    Prior Year 2006    Sep 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	1.00	0.00		0.00
	Federal Grants and Contracts	256,763.06	-25,998.11	-10.13%	165.89
	State/Local Grants and Contracts	0.00	0.00		0.00
	Private Grants and Contracts	0.00	0.00		0.00
	Other Operating Revenues	0.00	0.00	0.00%	0.00
<b>Sub Total</b>		<b>256,764.06</b>	<b>-25,998.11</b>	<b>-10.13%</b>	<b>162.23</b>
<b>OPERATING EXPENSES</b>	Salaries	29,919.66	16,294.62	54.46%	47.83
	Benefits	12,140.99	4,475.07	36.86%	86.92
	Student Financial Aid-Scholarships	1,664.00	0.00		0.94
	Utilities	0.00	0.00		100.00
	Supplies and Other Services	196,709.21	80,802.94	41.08%	58.72
	Equipment Expense	13,952.00	0.00		74.92
	Assessment for Support Services	0.00	0.00		35.76
<b>Sub Total</b>		<b>254,385.86</b>	<b>101,572.63</b>	<b>39.93%</b>	<b>54.35</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	0.00	0.00		0.00
	Exclude - Transfers for Fin Aid Match	0.00	0.00		0.00
	Exclude - Indirect Cost Recoveries	-26,778.12	-4,476.31	16.72%	63.87
	Exclude - Transfers - Other	0.00	0.00		0.00
<b>Sub Total:</b>		<b>-26,778.12</b>	<b>-4,476.31</b>	<b>16.72%</b>	<b>n/a</b>
<b>OPERATING INCOME/LOSS</b>		<b>2,378.20</b>	<b>-127,570.74</b>	<b>-5364.17%</b>	<b>n/a</b>
<b>BALANCE</b>		<b>-24,399.92</b>	<b>-132,047.05</b>	<b>541.18%</b>	<b>n/a</b>
<b>GRANT INCOME RECEIVED IN PRIOR FISCAL YEAR</b>		<b>79,862.44</b>			
<b>Adjusted Year End Balance</b>		<b>55,462.52</b>			



**Fairmont State University Board of Governors  
Meeting of November 9, 2006**

**ITEM:** Approval of Department Name Change **FROM**  
**Department of Speech Communication and Theatre**  
**TO** **Department of Communication and Theatre**  
**Arts**

**SCHOOL/COLLEGE:** Fairmont State University School of Fine Arts

**COMMITTEE:** Academic Life and Student Affairs

**RECOMMENDED ACTION:** *Resolved*, that the Fairmont State Board of Governors approve a request to change the name of the Department of Speech Communication and Theatre to the Department of Communication and Theatre Arts.

**STAFF MEMBERS:** Anne L. Patterson, Ph.D., Provost and  
Vice President for Academic Affairs

Peter Lach, M.F.A., Dean  
School of Fine Arts

**EFFECTIVE DATE OF  
PROPOSED ACTION:** Fall of 2007

**RATIONALE:**

We propose to rename the department in question the **Department of Communication and Theatre Arts** for two reasons:

- to bring the department's name in line with current academic practices in the area of Communication studies which de-emphasize the traditional rhetoric (public speaking) and recognize the multi-faceted area of communication, including organizational, oral, persuasive, interpersonal, group, and mass media;
- to emphasize the fact that the theatre is a collection of various arts which must be collaboratively combined to create a production.

**Fairmont State Board of Governors  
Meeting of November 9, 2006**

**ITEM:** Master of Science Degree Program in Human Services: Human and Community Service Administration

**COMMITTEE:** Academic Affairs

**RECOMMENDED POLICY:** Resolved, That the Fairmont State University Board of Governors approve a Master of Science Degree Program in Human Services: Human and Community Service Administration

**STAFF MEMBER:** Dr. Anne Patterson and Dr. Clarence Rohrbaugh

**BACKGROUND:** Goal Four of the Fairmont State University Strategic Plan is the development of select graduate programs with a focus on regional needs. Goal Four also has as one objective the expansion of graduate education opportunities. The Master of Science in Human Services degree program of study is designed to be aligned with the institutional strategic plan by meeting the need of our service region and surrounding area for professionals trained to administer human service agencies ranging from adolescent care facilities to facilities for the elderly or mentally disabled. This program will be the first one of its type offered by a West Virginia university. By completing the program, students will learn to deliver services based on the environmental conditions and mental state of their clients, how to assess client needs, how to control client environment, how to manage staff, and how to assess community resources. Additionally, the program curriculum is designed to provide the skills of business management necessary to effectively administer a human service agency.

The program requires successful completion of 36 graduate hours in human services which includes 21 semester hours (7 courses) of core courses offered by the Behavioral Science Department, 9 semester hours (3 courses) in business management that are part of the MBA curriculum, and 6 hours (2 courses, 400 clock hours) of supervised internship experiences at recognized and approved human services agencies. The program is designed to enable participants to complete it in 24 months. The program is flexible, with classes being offered online, in the evening and daytime. Eventually, with the exception of two courses that have to be taught face-to-face due to confidentiality issues, the entire program will be delivered online.

By the end of the fifth year, the program is expected to graduate 20 students per year, and will have a sustained enrollment of 60 students per year. Five full-time faculty members in the Department of Behavioral Science have advanced degrees and will teach in the program. The program will require the addition of one new full-time faculty member at the start of the second year of the program in order to guarantee that all graduate and undergraduate courses can be delivered. The program will require additional library resources and instructional materials needed in the curriculum and for graduate student research. Current FSU support services, operating resources and physical resources are adequate to support the program. The program will be evaluated through a number of quantitative and qualitative measures, including regular programmatic reviews coordinated by the Graduate Council. External professional accreditation of the program will also be sought.

Fairmont State University

October 31, 2006

**§133-11-3.8** Review of new program proposal

**Master of Science in Human Services: Human and Community Service Administration**

Fairmont, West Virginia

Projected Date of Implementation  
Fall Semester 2007

The faculty of the Department of Behavioral Science, College of Liberal Arts, formally submits a proposal for a Master of Science Degree Program in Human Services: Human and Community Service Administration (HCSA). Based on HEPC Title 133-11-3.7, this program could begin no sooner than the Fall Semester of 2007.

The HCSA program will prepare students for administrative positions in human service agencies ranging from adolescent care facilities to facilities for the elderly or mentally disabled. Students will learn to deliver services based on the environmental conditions and mental state of their clients, how to assess client needs, how to control client environment, how to manage staff, and how to assess community resources. Fairmont State University has the unique opportunity to offer the first Human Services Masters Degree Program in the state of West Virginia.

**133CSR11**  
**TITLE 133**  
**PROCEDURAL RULE**  
**WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**  
**SERIES 11**  
**SUBMISSION OF PROPOSALS FOR NEW ACADEMIC PROGRAMS AND THE**  
**DISCONTINUANCE OF EXISTING PROGRAMS**

**§133-11-3. Submission Procedures.**

**3.9. Program Description**

**3.9.1. Program Objectives:** *State the program objectives so that they can be related to the criteria in the evaluation plans (See Section 7).*

The objectives of this program and of the University are to foster individual growth and professional development and to develop a commitment to excellence in community service and service to the citizenry of West Virginia, preparing students for careers that contribute to social and economic development.

Graduates of this program will

- have knowledge of the structures and functions of West Virginia's Human Service Agencies
- have experience working in a West Virginia Human Service Agency
- understand the sociological and psychological principles of human need
- be able to provide leadership and coordinate mental health services that will support individual and community needs
- demonstrate the skills of business management necessary to effectively administer a human service agency

**3.9.2. Program Identification:** *Each proposal shall include an appropriate program identification as provided in the Classification of Instructional Programs (CIP) developed and published by the U.S. Department of Education Center for Education Statistics.*

CIP 44.0000 Human Services, General. A program that focuses on the general study and provision of human and social services to individuals and communities and prepares individuals to work in public and private human services agencies and organizations. Includes instruction in the social sciences, psychology, principles of social service, human services policy, planning and evaluation, social services law and administration, and applications to particular issues, services, localities, and populations.

**3.9.3. Program Features: Summarize the important features of the program and include a full catalog description. This section should contain:**

#### Catalog description

The Master of Science in Human Services degree program is designed to meet the demands of graduates of undergraduate programs in social and behavioral science who are seeking a broader range of opportunities in the human service field as well as individuals currently employed in human services and seeking advancement in their profession. This program promotes the acquisition of conceptual and operational knowledge needed for advanced positions in the field of human services.

The core content and delivery of course material focus on the application of knowledge in human behavior systems ranging from individuals and groups to communities. The programmatic approach emphasizes an understanding of human service client needs, business management, and models of intervention, problem analysis, resolution implementation, communication, and management.

**3.9.3.1. Admissions and Performance Standards: Describe admissions and performance standards and their relationship to the program objective.**

#### Graduate School Admission Requirements:

All students seeking admission to this graduate program must first meet the **minimum standards** of the Office of Graduate Studies. Applicants must also be approved for admission to the department where the program will reside, where the admissions standards may be more rigorous than those of the Office of Graduate Studies. Regular admission to any graduate degree program at Fairmont State University requires a baccalaureate degree from a regionally accredited institution, and a minimum 2.75 overall undergraduate grade point average (GPA) (4.0 scale) or a 3.0 GPA on the last 60 hours attempted.

Official transcripts are required to be submitted from all institutions attended. Additionally, the Office of Graduate Studies requires applicants to submit scores on a graduate aptitude test such as the Graduate Record Exam (GRE), Miller Analogies Test (MAT), or the Graduate Management Aptitude Test (GMAT). Scores more than five years old are not accepted. While test scores will be one measure used to determine a prospective student's chances of success, letters of recommendation, a statement of purpose and interviews may also be utilized. Applicants who do not meet all minimum admission criteria may be admitted provisionally.

#### Program Level Admission Requirements:

Students seeking admission to the M.S. program must submit all undergraduate and graduate academic records to the Behavioral Science Program Graduate Selection Committee. The following minimum requirements must be met:

1. Undergraduate cumulative GPA of 3.0.
2. Scores on the Graduate Record Examination (GRE) of not less than 900 for the Verbal and Quantitative sections combined.
3. A letter of reference from three of the applicant's undergraduate instructors.
4. A baccalaureate degree in Psychology, Sociology, or similar social/behavioral field. Applicants to the HCSA program who hold a degree in other fields must have a minimum of 21 hours of social or behavioral science courses primarily in psychology or sociology. Students who have not met this requirement may be conditionally accepted into the program if they successfully complete the required undergraduate hours in their first year of graduate study.

These admission and performance standards meet the program objective by admitting quality students committed to human service who understand the basic sociological and psychological principles of human need.

*3.9.3.2. Program Requirements: Describe course requirements (indicating new courses with asterisks), majors and specializations, credit-hour requirements, research-tool requirements, examination procedures and requirements for a research paper, thesis, or dissertation. Also include field work or similar requirements and any other information that helps to describe the program of study.*

#### General Information:

1. Two-`C' rule: Students cannot continue in the graduate program if they earn more than one grade of `C' or lower in any graduate course. After receiving a C grade in any program course a student may repeat that course in an attempt to earn a higher grade. If a higher grade is not achieved or a student earns a C in any other graduate course, the student will be automatically dismissed from the Human Services Program.
2. A comprehensive exam will be required for all M. S. Human Services students. Students will be required to take the exam immediately upon successful completion of 18 semester hours of HCSA graduate courses. Students scoring less than 75% correct on the exam will be allowed to continue in the program but will be required to: 1) Retest at the end of the following semester; Or, 2) Retest after Auditing those courses in which their exam reflects poor content knowledge. Students who do not pass their comprehensive retest will not be permitted to continue in the Human Services graduate program.
3. Students must complete a 400 hour supervised internship. The particular placement will coincide with the student's area of interest and be determined and arranged after consultation with the student's advisor.

**Proposed Human and Community Service Administration Curriculum:**

1. Core Courses offered by Behavioral Science faculty.....	21 hrs
a. Tests & Measurement ... ..	3 hrs
b. Advanced Human Service Theory ... ..	3 hrs
c. Data Analysis and Comprehension.....	3 hrs
d. Professional Ethics and Leadership.....	3 hrs
e. Group & Organizational Dynamics.....	3 hrs
f. Urban and Community Resources.....	3 hrs
g. Intervention Strategies.....	3 hrs
2. Core Courses offered by Business faculty.....	9 hrs
h. Leadership Workshop ... ..	3 hrs
g. Operations Management ... ..	3 hrs
i. Managerial Economics ... ..	3 hrs
3. Supervised Experience ... ..	6 hrs
a. Internship I (200 clock hours).....	3 hrs
b. Internship II (200 clock hours).....	3 hrs
<b>TOTAL HOURS ... ..</b>	<b>36</b>

**3.9.4. Program Outcomes:** *Indicate the expected results of the program and, if this is a proposal for an expanded or modified program, specify how the proposed change may achieve results different from those produced by the current program.*

This program is expected to help fulfill the specific need for mental health administrators and the broader need for all human services administrators within the FSU service area, throughout West Virginia, and the multi-state area including western Maryland, southwestern Pennsylvania, and southeastern Ohio.

**3.9.5. Program Delivery:** *Describe any instructional delivery methodologies to be employed, such as compressed video, World Wide Web, etc. Indicate costs associated with distance education or technology-based delivery.*

To accommodate the traditional student and the working student, our program will offer a rotation of evening classroom courses, online courses, and normal business hours courses. Two courses cannot be offered fully online because of the nature of the material. The **interventions course** requires face-to-face interaction and the **tests & measurement course** requires the use of copyrighted test materials that cannot be placed online. We will begin immediate development of online course delivery in an effort to make the program as fully online as possible. Current distance delivery systems are in place (WebCt VISTA) and no additional delivery costs should be incurred for this program.

#### **§133-11-4. Program Need and Justification.**

##### **4.1. Relationship to Institutional Goals/Objectives: Relate this program to the institution's goals and objectives and the statewide master plan.**

The Mission of Fairmont State University is *to provide opportunities for individuals to achieve their professional and personal goals and discover roles for responsible citizenship that promote the common good*. The HCSA program will offer the opportunity for individuals to maximize their potential to reach personal and professional goals through training and education that will allow the graduate to assist individuals in need. The HCSA graduate program is specifically designed to meet the following Fairmont State values.

In its overarching desire to help transform lives, Fairmont State values:

**Scholarship:** To celebrate the joy and wonder of discovery. Through rigorous scholarship, we promote critical thinking from the first class through life-long learning and ensure the development of new knowledge.

**Opportunity:** To grow, learn, engage, and contribute. Through accessible, quality education, we provide opportunities to grow and to discover goals, both personal and communal.

**Achievement:** To reach personal and community goals. Through disciplined effort, we facilitate and honor achievement.

**Responsibility:** To fulfill obligations to our selves, the learning community, our society, and the future. Through mutually responsible conduct, we act with integrity, we respect diversity, and we pursue an informed worldview.

This program also helps to achieve Goal Four of Fairmont State's new Strategic Plan. This goal calls for the creation of graduate programs with a focus on regional needs. By offering a human service graduate degree, Fairmont State is fulfilling the need for human service administrators in all fields, including mental health administration specialists within the North Central region of West Virginia and surrounding states.

The statewide master plan of West Virginia is also well served by the program's service to the citizenry of West Virginia through preparation of students for careers that contribute to social and economic development.

##### **4.2. Existing Programs: List similar programs (and their locations) offered by other institutions (public or private) in West Virginia. State why additional programs or locations are desirable.**

West Virginia University offers the Master of Public Administration degree and the Master of Social Work with a Community Organization and Social Administration curriculum. The WVU programs target public and non-profit organizations with professional specializations in areas such as city and other government organization management, human and health care management, and research and development organizations. The Social Work program at WVU and the Human Services program at FSU both train professionals who will promote service delivery to individuals in need, so by definition, these two programs have some overlap.



The Human and Community Service Administration program at Fairmont State; however, will differ from the programs at WVU in several significant ways.

1. Students at FSU will receive a degree in Human Services. Students at WVU may receive a degree in Public Administration with a Healthcare certificate or a Master of Social Work. Human Services, Public Administration and Social Work each have distinct Department of Education CIP Codes.
2. The special focus of the FSU program is management of mental health facilities. It also has the broader goal of satisfying the local and regional need for managers in all human services facilities. The focuses of the WVU programs are general public administration with a possible 12 hour specialization in the health care field or a social work degree.
3. The primary professional organization for students in the FSU program is the National Organization for Human Services. The primary professional organizations for students in the WVU programs are the Association of Public Administrators, the American College of Healthcare Executives and the National Association of Social Workers.
4. The major difference between the programs at FSU and WVU is that FSU will be preparing students within a specific focus on human services and mental health care facility administrators with an emphasis on those organizations that do not require social work licensure. We are responding to a recognized need in the region.

***4.3. Program Planning and Development: Indicate the history to date of the development and submission of this program proposal. What resources (e.g., personnel, financial, equipment) have already been invested in this program? What planning activities have supported this proposal?***

The faculty and the Chair of the Behavioral Sciences Department, the Dean of the College of Liberal Arts at FSU, as well as the Vice President of Research and Graduate Studies and the Dean of Graduate Studies have contributed numerous hours to the planning and development of this graduate program. The initial planning led to the submission of an Intent to Plan proposal to the FSU Board of Governors and the West Virginia Higher Education Policy Commission. Specifically, faculty within the department met several times in Fall 05 and Spring 06 to discuss community needs, potential program structure and expected outcomes, program development needs, and available resources. These discussions led to faculty work on courses that would fulfill the agreed upon program needs. All courses were discussed in terms of community needs, institutional goals, and state goals.

***4.4. Clientele and Need: Describe the clientele to be served and state which of their specific needs will be met by the program. Indicate any special characteristics, such as age, vocation, or academic background. Indicate manpower needs, interest on the part of industry, research and other institutions, governmental agencies, or other indicators justifying the need for the program.***

The proposed Human and Community Service Administration program will serve those graduates of psychology and sociology baccalaureate programs who are interested in moving into administrative positions in human service agencies instead of "social service" positions that are predominately client-intake and service-provider oriented. Other individuals who would be

served by this program include those who are currently in service-provider positions and wish to advance to administrative positions.

The educational CIP code for this program is a “new” code responding to schools nationwide that are developing programs to meet industry needs within the human service field. The US Department of Health and Human Services recognizes the growth in the human service field and offers numerous internship opportunities and an “Emerging Leaders Program” in response to this need. Locally, human service agencies have expressed, through informal interviews, an interest in hiring graduates (refer to 4.7) and the West Virginia Department of Health and Human Resources (DHHR) has numerous management positions that could be filled by graduates of this program.

***4.5. Employment Opportunities: Present a factual assessment of the employment opportunities that are likely to be available to program graduates. Include data and references supporting this assessment. Indicate the types and number of jobs for which such a curriculum is appropriate.***

With the aging “baby boomer” increase in the population, we anticipate a high demand for graduates of the HCSA program ([www.allcountries.org/uscensus/population](http://www.allcountries.org/uscensus/population)) because of the increased need for human service facilities. Census statistics indicate that 27.5% of the labor force is involved in professional and management positions. This translates to a high need within the human service industry ([www.theodora.com/wfb/united\\_states\\_people.html](http://www.theodora.com/wfb/united_states_people.html)).

The Human and Community Service Administration masters program will provide human service professionals at the administrative level who can step into many different management/leadership positions. Occupational titles for professionals at this level include Halfway House Director, Group Home Manager, Crisis Intervention Director, Community Outreach Director, Residential Manager, and more.

The most relevant employment code taken from the federal government Dictionary of Occupational Titles (DOT) is 195.117-010, which carries the various titles: Social Welfare Administrator or Director; Child Support Enforcement Program Director; Community Center Director; Social Service Director; Rehabilitation Program Director; Mental Health Agency Director. (Taken from the DOT at [www.occupationalinfo.org/19/195117010.html](http://www.occupationalinfo.org/19/195117010.html))

“This professional directs agency or major functions of public or voluntary organizations, providing services in social welfare fields to individuals, groups, or community; works with board of directors and committees to establish policies and programs; and administers such programs. Determines policies and defines scope of services to be rendered within legislative regulations for public welfare agency, functioning without board of directors. Assumes responsibility for development and administration of standards and procedures related to personnel, including staff development, budget, and physical facilities. Interprets agency purpose and program to community. Establishes and maintains relationships with other agencies and organizations in community, seeking to meet community needs and services. Prepares, distributes, and maintains a variety of reports. Inspects agency operations and facilities to ensure agency meets standards and procedures criteria. May direct or coordinate fund raising, public relations, and fact finding or research activities. Employed in settings such as child welfare, community welfare councils, family casework, youth serving agencies, health

organizations, informal education, and recreation, including scouting and Y's, public welfare, and fund raising.”  
(DOT at [http://www.allcountries.org/uscensus/health\\_and\\_nutrition.html](http://www.allcountries.org/uscensus/health_and_nutrition.html)).

The U.S. Occupational Outlook Handbook predicts average to faster than average growth for social and human service workers between 2004 and 2014, ranking the occupations among the most rapidly growing in the nation. This translates to a growth rate in jobs between 17% and 27% or more for some regions ([www.bls.gov/oco/ocos060.htm](http://www.bls.gov/oco/ocos060.htm)). The pressure for such professionals in West Virginia is so great that many undergraduate psychology students are filling these demanding administrative positions. The West Virginia DHHR currently lists the following positions appropriate for graduates of the HCSA program: DHHR community services manager 1, DHHR regional director, corrections case manager, and health & human resources program manager 1 (<http://www.wvdhhr.org/jobopportunities.asp>).

**4.6. Program Impact: Describe the impact of this program on other programs that it will support or that will be supported by it.**

This program will have a positive impact on the undergraduate psychology and sociology programs by increasing resources available to students. These resources include additional faculty for undergraduate courses, thereby reducing adjunct use; a greater exposure to research opportunities as undergraduates interact with graduate students and faculty; greater undergraduate access to test instruments purchased for the graduate program; and the opportunity for students to plan their continued education locally. In addition to increasing undergraduate opportunities, graduates programs may have a positive impact on the growth of undergraduate programs through increased public recognition.

**4.7. Cooperative Arrangements: Describe any cooperative arrangements (including clinical affiliations, internship opportunities, personnel exchanges, and equipment sharing) that have been explored.**

Student internships will be arranged with local agencies that currently work with the Department of Behavioral Sciences by providing locations for undergraduate practicum. These locations include: The WV Department of Human Services, Family Service Agency, Disability Determination Services, Valley Health Care System, Center for Independent Living, Fairmont General Hospital, Dept. of Social Services, Burlington Family Service Agency, Trauma Recovery Institute, Vintage Adult Day Treatment Center, United Summit Center, United Hospital Center Dept. of Social Services, Senior Citizens Centers, Hospice Care, and Hope Inc., Domestic Violence Center. All of these agencies have been and continue to be willing partners in the education of human service workers.

**4.8. Alternatives to Program Development: Describe any alternatives to the development of this program that have been considered and why they were rejected.**

There are no alternatives to the current program development. The Department of Behavioral Science at Fairmont State does not intend to overlap or replicate WVU or any other West Virginia university's graduate programs in Public Administration or Social Work. Rather, our intent is to compliment these programs by offering a graduate degree program for those individuals that were not specifically interested in non-profit public administration or social

work. These individuals would not be interested in positions like city manager or Department of Social Services Director. Graduates of the Fairmont State program would, for example, be interested in management or administration of agencies that provided independent living facilities, hospice, or care for troubled youth.

**§133-11-5. Program Implementation and Projected Resource Requirements.**

**5.1. Program Administration:** Describe the administrative organization for the program and explain what changes, if any, will be required in the institutional administrative organization.

Fairmont State University is committed to growth in graduate programs. Positions and offices are already in place to provide administrative and organizational support. These include the Office of the Provost, Office of Research and Graduate Studies, the Dean of Graduate Studies, the Vice President of Research and Graduate Studies, two office staff positions and a Graduate Program Director for each graduate program.

**5.2. Program Projections:** Indicate the planned enrollment growth and development of the new program during the first five years (FORM 1). If the program will not be fully developed within five years, indicate the planned size of the program in terms of degrees and majors or clients served over the years to reach full development of the program.

Data are based on surveys of current juniors and seniors (approximately one-half responded) in both the Psychology and Sociology undergraduate programs along with expected demand as projected by the Department of Labor. Thirty percent of responding students indicated the desire to enroll in the HCSA masters program if offered at FSU. Using Department of Labor employment demand rates to project enrollment growth, the new program should grow at a minimum of 20% annually after the first two years of initial enrollments.

**5.3. Faculty Instructional Requirements:** Indicate the number, probable rank, experience, and cost of faculty required over the five-year period.

Only one Sociology faculty is currently available to teach graduate courses and an additional Sociology faculty would reduce use of adjuncts at the undergraduate level as well as add expertise at the graduate level. The Psychology faculty in the Department of Behavioral Science at Fairmont State will be carrying most of the additional course load for the graduate program; therefore, the department will need one new full-time faculty position at the Assistant Professor rank in place for the fall semester, 2008.

Such an arrangement would allow each faculty member to teach one graduate course per year as part of their regular teaching load and to supervise internships. In this way, nine hours of graduate courses could be offered each semester without jeopardizing the quality of our undergraduate programs. By doing this, full-time students could be expected to complete the M.S. program in two years, including the internship (Form 1). Additionally, a Program Director's position will have to be established. This position will have a course reassignment associated with it, putting more demand on the need for an additional faculty position.

**5.4. Library Resources and Instructional Materials:** Evaluate the adequacy of existing library resources and instructional materials for the proposed program. Estimate the nature and probable cost of additional resources necessary to bring the proposed program to an accreditable level.

A comprehensive library of assessment devices (e.g., psychological tests) and therapy videos needs to be established and maintained in order for the M. S. program to provide the education and training necessary to meet current best-practice standards. Assessment kits typically cost between \$100 and \$400 with a limited number of uses. Assessment instrument needs will vary with current psycho-sociological practices. The expected annual costs of assessment instruments will be approximately \$2,000.

Additionally, a minimum of the following journals should be available in the Fairmont State library.

A Journal of the National Organization for Human Services, provided as a benefit to members of the NOHS.

The Journal of Human Resources, Edited by Jonathan S. Skinner, Dartmouth College, print ISSN: 0022-166X, e-ISSN: 1548-8004 Library cost \$181 annually.

Journal of Health and Human Services Administration, ISSN 1079-3739 Library cost \$220 annually.

**5.5. Support Service Requirements: Indicate the nature of any additional support services (e.g., laboratories, computer facilities, equipment, etc.) likely to be required by the proposed program. Include the expected costs, and describe how such expansions will be incorporated into the institutional budget.**

No new service requirements expected.

**5.6. Facilities Requirements: Indicate whether the program will require the addition of new space or facilities or the remodeling or renovation of existing space. If so, provide a statement detailing such plans and space needs and their estimated funding requirements. Describe the impact of this new program on space utilization requirements.**

Existing office and classroom space will satisfy the needs of the program. Many courses will be delivered during evening hours or online, limiting the impact on classroom availability. Installation of an additional phone an internet port may be needed for one office space.

**5.7. Operating Resource Requirements: Using FORM 2, provide a summary of operating resource requirements by object of expenditure.**

The Department of Behavioral Sciences has 7.5 available full-time faculty members equaling 60 course load equivalents per year (7.5 x 4 courses/semester x 2 semesters) all of which are currently dedicated to required undergraduate courses. By the beginning of the third year the proposed graduate program will require 21 semester hours plus two internship supervisions or the equivalent of two full-time faculty members to share the load of graduate courses and avoid an adverse effect on the undergraduate programs. One new faculty position will be needed in the second year of the program in order to satisfy the demands made on the Department of Behavioral Sciences.

**5.8. Source of Operating Resources: Indicate the source of operating resource requirements if the service levels are to reach those projected in FORM 1. Describe any institutional plans to reallocate resources to the program in each year of the five-year period. Describe the supplementary resource needs that are beyond the usual or expected institutional allocations that are derived through the regular budget request process.**

During the first four years of the Human Services graduate program when operating expenses are projected to exceed generated tuition revenues by \$95,000, these funds will be provided, at the discretion of the President, through the reallocation of unrestricted, general revenue monies.

It is not anticipated that any additional supplemental resources will be required beyond the normal process of institutional allocations derived from regular budget request processes.

**§133-11-6. Offering Existing Programs at New Locations.**

*6.1. Institutions planning to offer existing degree programs at new locations or to offer an existing program primarily through distance education delivery (50 percent or more of all course credits in the program) must notify the chancellor at least three months (60 days for associate level programs) prior to the date of intended implementation*

Not Applicable

*6.2. The Commission, however, reserves the right to modify any program action which affects the mission of the institutions or otherwise has statewide impact.*

Not Applicable

*6.3. An institution planning to offer existing academic programs at sites outside West Virginia must have the approval of the appropriate out-of-state agency which regulates such offerings, as well as the approval of the Commission. Any program, once approved, may continue, as long as the institution has the continuing approval of the appropriate out-of-state agency.*

Not Applicable

**§133-11-7. Program Evaluation.**

*7.1. Evaluation Procedures: Indicate the evaluation or review guidelines, procedures, schedule, and assessment measures that will be used for this program. Criteria and standards for program evaluation will vary according to the level and purpose of the program. The evaluation should address the viability, adequacy, and necessity of the program in relation to the mission of the institution. Both qualitative and quantitative indicators are important. Among the measures may also be the value of the program to the State and its people, its roles in contributing to human development, and its social utility in contributing to the further development of West Virginia.*

Quality of the HCSA program will, in part, be built and sustained by having only qualified, fully credentialed faculty members teaching courses. Additionally, there will be regular, comprehensive programmatic assessment, and an exam covering all areas of study. The Council for Standards in Human Service Education establishes national standards for course content that will be followed in the development of all graduate classes and accreditation will be sought as soon as reasonably possible. Quality assessment will be an ongoing process that employs measurement of employment successes of graduates, graduate satisfaction surveys and employer satisfaction/needs surveys.

The entire program will utilize outcomes-based learning. The outcomes for each course will reflect specific expectations of the students established at the program level and will coincide with national standards. The course/programmatic outcomes will provide the basis for

course examination in which students must demonstrate an average course mastery of at least 80%.

Additionally, the Office of Graduate Studies has established, through the Graduate Council, a policy and procedure for continuous programmatic assessment and improvement for all graduate programs. These are delineated in the Governance Plan of the FSU Graduate Programs. The pertinent section reads:

**1.1 Review of Graduate Programs.** At the direction of the Dean of Graduate Studies, the Graduate Studies Council will conduct periodic reviews of all graduate programs and suggest to the Dean measures to maintain or enhance acceptable levels of academic quality. To this end, the Council may recommend to the Dean of Graduate Studies and the Vice President for Research and Graduate Studies a number of appropriate actions following completion of the review process, including: (1) continuation of the program with or without a request for follow-up information; (2) continuation of the program along with requested corrective actions; (3) program suspension; (4) program termination; etc. Reviews are conducted either by a committee of the whole or through the appointment of appropriate subcommittees.

The **Review of Graduate Programs** is a comprehensive process that includes a detailed Program Self Study that requires evidence of input from current students, graduates and employers that is both quantitative and qualitative in nature. A Program is also required to provide information and data that demonstrates the impact and importance of the program to the people of West Virginia. The review process also requires a subcommittee of the Graduate Council to review the Program Self Study, to perform its own analysis of program quality and to provide a summary of programmatic improvements which, if needed, must be made.

*7.2. Accreditation Status: Indicate the accrediting agency for the proposed program, the schedule for initiating and receiving accreditation, and the costs of each stage of the process. Attach to the proposal the statement of standards used by the accrediting agency for such a program.*

While accreditation is not required for this program, the program faculty members have agreed to seek accreditation from the Council for Standards in Human Services after the program is fully operational. This will provide an external assessment that will assure the highest quality graduate program, which is one of the goals of the University's Strategic Plan.

FIVE-YEAR PROJECTION OF  
PROGRAM SIZE

	First Year (2007)	Second Year (2008)	Third Year (2009)	Fourth Year (2010)	Fifth Year (2011)
<b>Number of Students Served through Course Offerings of the Program:</b>					
Headcount	25	35	55	65	75
FTE *	21	31	48	60	65
Number of student credit hours generated by courses within the program (entire academic year):	252	372	576	720	780
<b>Number of Majors:</b>					
Headcount	<u>20</u>	<u>30</u>	<u>45</u>	<u>55</u>	<u>60</u>
FTE majors	<u>20</u>	<u>30</u>	<u>45</u>	<u>55</u>	<u>60</u>
Number of student credit hours generated by majors in the program (entire academic year):	<u>240</u>	<u>360</u>	<u>540</u>	<u>660</u>	<u>720</u>
Number of degrees to be granted (annual total):	<u>0</u>	<u>5</u>	<u>10</u>	<u>15</u>	<u>20</u>

**\* A Full Time Equivalent (FTE) in the FSU Graduate School is equal to 12 semester hours/year or a graduate student enrolled in 2 three credit hour courses per semester.**



133CSR11

**FIVE-YEAR PROJECTION OF  
TOTAL OPERATING RESOURCES REQUIREMENTS\***

	<b>First Year FY(2007)</b>	<b>Second Year FY(2008)</b>	<b>Third Year FY(2009)</b>	<b>Fourth Year FY(2010)</b>	<b>Fifth Year FY(2011)</b>
<b>A. FTE POSITIONS</b>					
1. Administrators	0.25	0.25	0.25	0.25	0.25
2. Full-time Faculty	1	1	2	2	2
3. Adjunct Faculty	0.2	0.1	0.1	0.1	0.0
4. Graduate Assistants	0	1	2	2	3
5. Other Personnel:					
a. Clerical Workers	0.1	0.1	0.1	0.1	0.1
b. Professionals	0	0	0	0	0
<b>Note: Include percentage of time of current personnel</b>					
<b>B. OPERATING COSTS (Appropriated Funds Only)</b>					
1. Personal Services:					
a. Administrators	\$29,000	\$30,000	\$31,000	\$32,600	\$34,000
b. Full-time Faculty	\$12,000*	\$65,750	\$134,150	\$139,500	\$144,600
c. Adjunct Faculty	\$6,000	\$3,000	\$3,000	\$3,000	0
d. Graduate Assistants	0	\$6,000	\$12,000	\$13,000	\$19,500
e. Non-Academic Personnel:					
Clerical Workers	\$4,300	\$4,430	\$4,600	\$4,750	\$4,900
Professionals	0	0	0	0	0
Total Salaries	\$51,300	\$109,180	\$184,750	\$192,850	\$203,000

**\* In the first year of the program, full time faculty will teach graduate courses as part of normal teaching load, with some undergraduate courses being taught by adjuncts. Number reflects the cost of the adjunct faculty.**

**FIVE-YEAR PROJECTION OF  
TOTAL OPERATING RESOURCES REQUIREMENTS\***

	<b>First Year (2007)</b>	<b>Second Year (2008)</b>	<b>Third Year (2009)</b>	<b>Fourth Year (2010)</b>	<b>Fifth Year (2011)</b>
2. Current Expenses	\$3,000	\$3,000	\$6,000	\$6,000	\$6,000
3. Repairs and Alterations	0	0	0	0	0
4. Equipment:					
Educational Equip.	0	0	0	0	0
Library Material	\$2,500	\$3,000	\$3,000	\$3,500	\$3,500
5. Nonrecurring Expense (specify)	0	0	0	0	0
<b>Total Costs w/Salaries</b>	<b>\$56,800</b>	<b>\$115,180</b>	<b>\$193,750</b>	<b>\$202,350</b>	<b>\$212,500</b>

**C. SOURCES**

1. General Fund Appropriations (Appropriated Funds Only)	\$3,000	\$30,000	\$50,000	\$12,000	0
<input checked="" type="checkbox"/> Reallocation <input type="checkbox"/> New funds (Check one)					
2. Federal Government (Non-appropriated Funds Only)	0	0	0	0	0
3. Tuition	\$56,500**	\$88,200	\$144,600	\$191,500	\$220,000
<b>Total All Sources</b>	<b>\$58,500</b>	<b>\$118,200</b>	<b>\$194,600</b>	<b>\$203,500</b>	<b>\$220,000</b>

**NOTE: Total costs should be equal to total sources of funding**

\*Explain your Method for Predicting the Numbers (Use additional sheet if necessary)

\*\* Tuition revenues were calculated using the 2006 base of \$211.00/credit hour Resident, Virtual Campus (Online) Course Rates plus 6 %. Courses will initially be taught in combination of face-to-face meetings and online. Tuition revenues assume a 6 % increase in rate of tuition each year.

The projected program enrollment figures are based, in part, upon information gathered from a survey of Psychology majors. Students were asked a number of questions including their

interest in obtaining a master's degree in Human Services at Fairmont State University upon completion of their bachelor's degrees. Sociology majors are also very likely to be interested in continuing their professional development with an M.S. in Human Services.

Additionally, data provided in the U.S. Occupational Outlook Handbook was utilized to help determine the rate of expected growth in the program.

**Fairmont State University Board of Governors**  
**Meeting of November 9, 2006**

**ITEM:** Master of Education  
Reading Specialist Certificate Program

**COMMITTEE:** Academic Affairs

**RECOMMENDED ACTION:** *Resolved*, that the Fairmont State Board of Governors approve the Reading Specialist Certificate Program under the Master of Education Degree by the Fairmont State Board of Governors

**STAFF MEMBER:** Nancy C. McClure, Ed.D.  
Professor of Education  
Director, FS Center for Teaching Excellence

**BACKGROUND:** The School of Education at Fairmont State University requests approval of the addition of a Reading Specialist Certificate Program under the Master of Education Degree. The proposed reading program not only complements the mission of the University to promote graduate education and provide programs needed by the service-area community, but also accomplishes three specific objectives within the mission. First, the proposed Reading Specialist Certificate Program will provide the opportunity for students across the region to earn credits toward a Reading Specialist Certificate via the Internet. The University endeavors to bring study opportunities to communities through nontraditional forms of study; most of the courses in the Master of Education Degree program are delivered online. Second, the Reading Specialist Certificate Program addresses the need for reading teachers, which meets the sixth objective of the University: to relate the curriculum to the availability of employment and to needs of public service agencies in its service area. Third, the School of Education's proposed program gives current teachers the chance to earn an advanced degree; the University seeks to offer programs that allow individuals to enhance their careers.

Students who choose to pursue the Reading Specialist Certificate Program within the Master of Education Degree will complete 36 semester hours, including 21 semester hours in content course work and three hours of thesis research taught by highly qualified faculty in the Schools of Education and Language and Literature. At the conclusion of the program and upon passing the Praxis II (Test 0300), students will earn the West Virginia K-12 Reading Specialist Certificate.

Fairmont State University's Reading Specialist Certificate Program within its Master of Education Degree will help fulfill West Virginia's need for highly qualified reading teachers. In addition, the teachers who graduate from the program will help struggling schools meet the No Child Left Behind (NCLB) Act's requirement for Adequate Yearly Progress (AYP). In the final analysis, West Virginia's children will benefit from their having had highly qualified reading teachers.

# **READING SPECIALIST CERTIFICATE PROGRAM**

Master of Education Degree



**Submitted by Nancy C. McClure, Ed.D.  
School of Education**

Master of Education Degree  
Reading Specialist Certificate Program

Needs Assessment

Fairmont State University has a rich tradition of preparing exemplary teachers. Since 1865 when the University was a private teacher-training program in a one-room school, the University has served its extended community well by ensuring that children have highly qualified teachers who understand education's importance in a progressive society.

Some 140 years later, Fairmont State University is taking steps to expand that influence even further. Fairmont State's School of Education proposes to offer a graduate program in reading education comprised of course work and research options leading to the K-12 Reading Specialist Certificate. The Reading Specialist Certificate Program within the Master of Education Degree aligns with the University's mission to provide the programs most needed by the University's service area.

The University's service area needs highly qualified reading teachers, as does the entire state. Seventy-eight of West Virginia's 402 Title I reading programs are in Fairmont State's service area (West Virginia Department of Education, 2006). Further, West Virginia falls below the national average for proficiency in reading (School Matters, 2005). According to the West Virginia Board of Education's recent report, "A Vision for Student Success: High Schools for West Virginia's Future" (2005), West Virginia's current eighth graders do not have the high-level reading skills necessary to compete in today's job market. Ranked thirty-third in the country, West Virginia's eighth graders possess only basic reading skills, meaning they achieve only a literal understanding of what they read. In West Virginia's 2004 *High Schools that Work* assessment, sixty-two percent of the seniors surveyed reported feeling unprepared in reading to take college-prep classes when entering high school (West Virginia Department of Education, 2005).

In 2002, Congress passed the No Child Left Behind Act (NCLB), leading to higher standards and greater accountability throughout the nation's school systems. Under NCLB, schools receive funding for Title I programs, which are administered in districts with high numbers of children from low-income families. One such program, Reading First, seeks to ensure that students are reading on grade level by grade three. In 2003, West Virginia received \$43.8 million over six years to run Reading First programs in eligible counties (West Virginia Department of Education, 2006). Six of the 21 counties eligible for Reading First are in Fairmont State's service area. The NCLB also requires monitoring of schools' progress and teachers' qualifications. Eighteen schools in Fairmont State's service area failed to make Adequate Yearly Progress (AYP), a measure of reading (and math) goals. Statewide, there is a clear and critical need for highly qualified reading teachers. According to the 2005-2006 Educational Personnel Data Report, only 188 of the 206 Reading Specialist teaching positions were filled. There were no qualified applicants for 14 of the 18 unfilled positions (the other 4 were in progress). There are currently six positions still open. Fairmont State's proposed program can address these needs.

**Degree Requirements and Course Descriptions**  
**Master of Education Degree (M.Ed.)**  
**Reading Specialist Certification**

The Fairmont State University Master of Education Degree in Reading Specialist Certification offers coursework and research leading to the K-12 Reading Specialist Certificate.

**I. Total Semester Hours for Degree:** 33 semester hours in course work, three hours in thesis research.

**II. Professional Core (9 semester hours)**

**Required Courses**

- \*\*EDUC 6301 Research in Education (3)  
Instruction in the knowledge, skills and techniques necessary to understand and design research as applied to teacher education, with an emphasis on methodology, including statistical analysis and computer applications.
  
- \*\*EDUC 6303 Advanced Studies in Educational Psychology (3)  
The development and behavior of the school-aged child with attention to current research and theories of classroom learning and curriculum innovation.
  
- \*\*EDUC 6305 Advanced Educational Technology and Media (3)  
Advanced study of the design, development and integration of educational technology and media for teaching, learning and personal productivity including principles of multi-media design and production and web-based formats.

**III. Reading Courses (21 semester hours)**

**Required Courses**

- READ 6300 Foundations of Reading and Writing (3)  
The elements of emergent literacy: phonemic awareness, phonics, vocabulary development, fluency, and comprehension, are explored. Assessment techniques and the reading/writing needs of all learners, including the exceptional and culturally diverse are also examined. Research based approaches, practices and materials are emphasized, as well as the importance of professional development, modeling, and leadership.
  
- \*\*READ 6315 Reading and Writing in the Content Areas (3)  
This course focuses on literacy in the content-area subjects. The importance of reading and writing literacy in the content areas is emphasized as well as the integration of literacy into a variety of

instructional areas. The development of speaking and listening skills is also included as a part of literacy development. A variety of literacy strategies and skills is presented and examined. Approaches for developing and applying these strategies in various subject-matter areas are explored. PREREQ: READ 6300.

- READ 6320 Psychological, Sociological, and Linguistic Factors in Reading and Writing Ability (3)  
This course provides an overview of the psychological and social factors that affect reading ability. Focusing on reading as a linguistic process, the course helps teachers understand how cognitive processes, motivational factors, and brain mechanisms interact to contribute to success in reading. PREREQ: READ 6315
- ENGL 6360 Literature and Response (3)  
Examines literature for children and adolescents and their responses to it. Students investigate the types of, and influences upon, response patterns such as motor, oral, written, and expressive-art. Students will learn to use authentic assessment of the various responses. Literature in all genres will be read. PREREQ: READ 6320
- READ 6330 Diagnosis and Correction of Reading and Writing Difficulties: Reading Clinic Practicum I (3)  
Laboratory interpreting psychological, sociological, and educational factors affecting the reading process. A case study will be developed for identifying and analyzing reading disabilities. OFFERED SUMMER I ONLY. PREREQ: ENGL 6360
- READ 6340 Diagnosis and Correction of Reading and Writing Difficulties: Reading Clinic Practicum II (3)  
Course focuses on procedures and materials for correction of reading difficulties, evaluation of pupil progress, and differentiation of instructional techniques. OFFERED SUMMER II ONLY. PREREQ. READ 6330.
- READ 6370 Administration and Supervision of Reading/Writing Programs (3)  
This course provides an overview of the challenges that reading specialists face in their roles as administrators and supervisors of reading/writing programs. Students will come away from this course with guidelines and tools that will help ensure the creation and implementation of strong reading programs at the classroom, school, and district levels. PREREQ: READ 6340



#### IV. Elective Courses (3 Semester Hours)

- PSYC \*\*\*\* Cognitive Processes and Reading (3)  
With a focus on individual differences based upon current cognitive models of the structures and processes involved in reading, this course provides an overview of the cognitive processes involved in understanding written text.
- ENGL \*\*\*\* Theories of Language and their Application to English (3)  
Syntax, morphology, phonology, semantics, and pragmatics as providing concepts and techniques for understanding languages, with special emphasis on English. Descriptive versus prescriptive grammar; dialect and register; synchronic and diachronic language variation; history of English; language acquisition; leading theories of language; language theory and the art of composition.
- THEA \*\*\*\* Creative Drama in Reading Instruction (3)  
This course provides an introduction to research-based creative drama techniques for the reading classroom.
- ENGL \*\*\*\* Folklore in Reading (3)  
This course analyzes folklore as a powerful body of content not only for reading development and comprehension, but also as a tool to enhance personal cultural awareness and diversity in learning, especially reader responsiveness. While exploring the relationship between all three categories of folklore ( oral, customary, and material), the course will emphasize the components and genres of folk (traditional) literature through poetry (the folk song, ballad, and instrumentation), narratives ( myths, folktales, legends, fables and other animal tales, tall tales, formula/cumulative tales, and marchens), and language/verbal lore (dialect, accent, beliefs and superstitions, proverbs, sayings, riddles, rhymes, and jokes) within the contextual process of perpetuation (storytelling) and preservation (collecting and modifying). The Appalachian Region will be highlighted. A field study and educational resource/research project will be part of the course.
- \*\*READ 6310 Teaching Reading to Special and At-Risk Learners (3)  
A study of the causes of reading difficulties and procedures used to support students with reading difficulties, emphasizing those with learning disabilities, behavior disorders and mental impairments. Approaches reading difficulty from a holistic view. Attention is given to assessment strategies and remedial procedures for correction.
- \*\*SPED 6320 Students with Special Learning Problems (3)  
This course surveys the theories, etiologies, characteristics, learning styles and learning problems of children and youth with disabilities, emphasizing those with learning disabilities, behavior disorders and mental impairments. State and federal definitions and policies for students experiencing learning difficulties will be examined.

- \*\*SPED 6321**    **Students with Special Behavior Problems (3)**  
This course surveys the theories, etiologies, characteristics, and special behavior problems of children and youth with disabilities, emphasizing those with learning disabilities, behavior disorders and mental impairments. State and federal definitions and policies for students experiencing behavior problems will be examined.

**V.    Thesis Seminar (3 semester hours)**

**Required Course**

- READ 6390**    **Thesis Seminar (3)**  
Students complete a thesis in collaboration with the seminar leader and the faculty member who teaches the course content underlying the selected research topic.

**Note:**

- a. **\*\*Course**                      **Designates existing courses**
- b. **Course\*\*\*\***                    **Designates new courses**

## References

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Fairmont State Board of Governors  
November 9, 2006

ITEM: Approval of Revised Travel Policy

COMMITTEE: Finance, Personnel, Facilities, External Relations

RECOMMENDED RESOLUTION: Resolved, that the Fairmont State Board of Governors approve the revised Travel Policies and Procedures as presented.

STAFF MEMBER: Sarah Hensley

BACKGROUND:

The Fairmont State BOG approved a travel policy at its meeting in September 2002, at which time the Board authorized the president to manage the travel rules, policies and procedures as CEO of the institution. As part of that management, and based on budget available, the administration issued a campus-wide memo with updated travel procedures, effective July 1, 2005. The revised draft policy under consideration by the BOG clarifies travel policy and procedures.

During a public comment period, the administration received eleven comments. Based on comments received, several non-substantive cleanup amendments were made. Substantive changes based on comment include:

- 3.1.1 Clarifying that all travel (not just out-of-state or international) requires prior approval.
- 4.2.5.2 Clarifying that larger vehicles may be rented if necessary based on equipment or supplies being transported, and not just on basis of number of travelers.

Changes from the September 2002 BOG policy are marked by strike through (deleted language) and underline (inserted language.)

**Fairmont State Board of  
Governors**

**Policy No. 14  
TRAVEL**

Effective Date: ~~October 1, 2002~~ November 9, 2006

**SECTION 1: SCOPE**

This policy governs in-state, out-of-state and international travel hereinafter referred to as "travel" for all individuals traveling on behalf of or at the request of Fairmont State including faculty, staff, students and those interviewing for positions with Fairmont State if travel is being reimbursed. Travel expenses for contractors or consultants are governed by this policy if the contract calls for reimbursement in accordance with the Fairmont State travel regulations.

**SECTION 2: DELEGATION OF AUTHORITY AND RESPONSIBILITIES**

- 2.1 Authority to manage, approve or disapprove travel and travel related expenses, as well as the authority to develop procedures for administering this policy is delegated by the Fairmont State Board of Governors to the President. The President delegates authority to manage, approve or disapprove travel and travel related expenses to the department chairperson or the individual fiscally responsible for the organization unit requesting the travel.
- 2.2 Travel may be authorized only for official business and only if the academic or administrative unit has the financial resources to reimburse the traveler for travel expenses.
- 2.3 The responsibility to audit a traveler's expense account settlement lies with the Procurement Office. Approval of a traveler's expense account settlement by the Procurement Office means that the expense account settlement meets all criteria established by this policy for reimbursement. The traveler shall submit an accurate expense account settlement for reimbursement to the Procurement Office within 3 to 5 business days from the last day of travel.
- 2.4 The responsibility for interpreting this policy resides with the Fairmont State Procurement Office. Requests for interpretation of this policy should be addressed to the Procurement Office prior to finalizing travel plans.
- 2.5 Contracts with travel agencies and/or car rental agencies are managed by the Procurement Office and questions related to that contract or exceptions to that contract should be addressed to the Procurement Office.
- 2.6 Any expense account settlement submitted six (6) months after the last date of travel will require approval of the organization manager as well as the appropriate vice president.

## **SECTION 3: TRAVEL REGULATIONS**

### **3.1: EMPLOYEES**

Approval to travel shall be secured in advance by the employee by appealing to the appropriate organizational manager or travel committee within the department. An approved Fairmont State College Travel Authorization should be submitted to the Procurement Office Travel Coordinator for all out-of-state travel and when a direct bill is involved.

- 3.1.1 Approval to travel shall be secured in advance by the employee. Under no circumstances should an employee travel without the proper approval of the appropriate Vice President, Dean, or Director.
- 3.1.2 Employees are responsible for submitting for reimbursement a travel expense account settlement form, with all required attachments, to the Procurement Office promptly after the last day of the approved travel. The last date of approved travel is identified as the last date listed on the approved travel request form or the last date for which expenses are listed on the expense account form. Those who travel extensively and find it more convenient to submit monthly expense reports for all travel within that period may continue to do so provided that expenses are submitted promptly after the last date of the month. Travel should not be held until the end of an academic term and submitted for reimbursement.

### **3.2 Board Members**

- 3.2.1 This policy shall govern reimbursement of travel expenses to Board members when legislation requires such members to follow Fairmont State or "Governor's" travel regulations.

### **3.3 Consultants or Other Contractors**

- 3.3.1 Those individuals or companies hired by Fairmont State to provide services should include all travel related expenses in the fees charged rather than seeking travel reimbursement separately. Travel expenses should not be listed as a separate category. In the event that a contracted individual or company wishes to receive separate reimbursement for travel expenses, it must be stated in the signed contract what travel reimbursement will be allowed and this policy will not apply unless specifically referred to in the signed contract. Receipts are required.

### **3.4 Students**

- 3.4.1 Travel by students shall be governed by this policy.

### 3.5 Interviewees/Candidates for Fairmont State Employment

#### 3.5.1 Candidates for Fairmont State employment who will be reimbursed for travel expenses will be governed by this policy.

## **SECTION 4: TRANSPORTATION**

### **1. AIR TRANSPORTATION**

Commercial airline reimbursement shall include the actual expense or cost of the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in lower fare. Travelers may not specify a particular airline in order to accumulate mileage or promotional plans, such as frequent flyer programs, if it results in a higher airfare.

Travelers are no longer required to make advance bookings through a contracted travel service provider. Traveler's should check all available rates and select the least expensive rate. Travelers should use their state corporate credit card for preferred form of payment when possible.

In order to receive reimbursement, the traveler must submit the "passenger receipt" or certified copy of the commercial airline ticket. Commercial airline tickets may be purchased and reimbursed up to 180 days (6 months) prior to departure. The State of West Virginia expense account settlement form should be submitted for the airfare cost only. On the final expense account settlement form, a copy of the previously reimbursed ticket must be attached, and noted. Refundable or unused airline tickets shall be returned immediately.

If a change in the cost of airfare is incurred, the charge is reimbursable if the traveler is directed by the appropriate institutional officer to change his/her travel plans, or if extenuating circumstances arise. A receipt with the change in cost shall be provided for reimbursement. Increased charges incurred due to the traveler's negligence will be considered a personal expense. Deliberately causing increased costs or delays for the purpose of obtaining personal gratuities, such as denied boarding compensation, frequent flier points or mileage, or similar benefits is prohibited. Conversion of airline tickets for personal benefit, such as downgrading tickets, returning unused tickets for cash, credit, or personal airline tickets, or similar actions, is also prohibited.

For use of an aircraft owned and managed by the Department of Administration and other agencies the traveler shall follow the rules of such agencies in scheduling, making reservations, utilizing, and making payment to these agencies for use of their aircraft. If authorized by the Chancellor or Chief Executive Officer or designee(s), chartered aircraft service and privately owned aircraft may be used by the traveler if it will result in the lowest airfare, and if it is approved in advance by the appropriate institutional officer. Direct billing may be used to pay for such service and aircraft use, and must follow guideline for any direct billed expenses, such as approved by the department chair and submitted to the Procurement Office on a travel authorization form.

In cases where a traveler chooses to drive rather than fly while on business, reimbursement will be based on actual in-transit expenses (mileage, hotel, meals, etc.) not to exceed the lowest available commercial airfare plus local transportation to and from the airport.

## **2. GROUND TRANSPORTATION**

Travelers may use a state owned vehicle, privately owned vehicle, commercial rental vehicle, or rail service for ground transportation, when traveling on official business for Fairmont State College.

State-owned vehicles shall be secured in advance by completing a Vehicle Request form and submitting it to the Physical Plant for final approval.

Privately owned and courtesy vehicles may be used. Reimbursement will be made at the current IRS rate. Reimbursement for courtesy vehicles will be made at the current IRS rate.

Commercial Rental vehicles may be used when traveling on institutional business. Reimbursement will be made at actual cost for the daily rental fee of a mid-size or smaller vehicle, plus mileage fees and fuel costs. For travel of more than a few days in duration, weekly rental rates may be reimbursed if they will result in a lower total cost than the daily rate. Reimbursement may be made for full size vehicles if more than three people are traveling together on institutional business, and for larger vehicles if a group of five or more is traveling together. Reimbursement may also be made for a larger or specially equipped vehicle if required to accommodate a traveler with a disability or handicap.

The State corporate credit card shall be the preferred method of payment. When using this card all insurances must be declined. When using other forms of payment, such as personal credit card, or direct billing options, the insurance should be claimed. Collision damage waivers for rentals of more than seven days are not reimbursable and should not be taken. The State of West Virginia insurance program automatically covers collision insurance for vehicle rentals in excess of seven days. No other insurance or insurance like product is reimbursable for rentals used in the United States, unless required by law. Full coverage insurance is a reimbursable expense for any approved vehicle used outside the United States.

Original receipts and/or documentation are required for reimbursement of car rental and mileage charges or fees. Reimbursement may be made for actual fuel costs; however, receipts are not required, but should be provided if available. Travelers are encouraged to return rental cars with a full tank of fuel to avoid high refueling costs charged by rental agencies.

Roadside assistance services for fleet, rental and personal vehicles, if needed, may be reimbursed at actual cost if deemed appropriate and reasonable by an institutional officer authorized to approve travel expenses.

The operator of a vehicle must possess a valid operator's license. The operator is personally responsible for any fines/penalties resulting from citations, charges, or warrants attributable to the operator's negligence. Such fine/penalties are not reimbursable.

Rail service may be used for ground transportation in accordance with the institution's guidelines and procedures. Travelers are expected to make advanced bookings and use



~~the least expensive logical fare via the most direct route, or other reasonable route that results in a lower fare. Original receipts/documentation is required for reimbursement.~~

## **4.1 Air Transportation**

### **4.1.1 Commercial Airlines**

- 4.1.1.1 Allowable reimbursement for commercial airline travel reimbursement shall include the actual expense or cost of the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in lower fare. Travelers may not specify a particular airline in order to accumulate mileage or promotional plans, such as frequent flyer programs, if it results in a higher airfare.
- 4.1.1.2 Travelers are no longer required to make advance bookings through a contracted travel service provider. Traveler's should check all available rates and select the least expensive rate. **Travelers should use their state corporate credit card or the State of West Virginia Purchase Card as preferred forms of payment when possible.**
- 4.1.1.3 In order to receive reimbursement, the traveler must submit the "passenger receipt" or certified copy of the commercial airline ticket. Commercial airline tickets may be purchased and reimbursed up to 180 days (6 months) prior to departure. The State of West Virginia Expense Account Settlement/Summary form should be submitted for the airfare cost only. On the final Expense Account Settlement/Summary form, a copy of the previously reimbursed ticket must be attached, and noted. Refundable or unused airline tickets shall be returned immediately.
- 4.1.1.4 If a change in the cost of airfare is incurred, the charge is reimbursable if the traveler is directed by the appropriate institutional officer to change his/her travel plans, or if extenuating circumstances arise. A receipt with the change in cost shall be provided for reimbursement. Increased charges incurred due to the traveler's negligence will be considered a personal expense.
- 4.1.1.5 Deliberately causing increased costs or delays for the purpose of obtaining personal gratuities, such as denied boarding compensation, frequent flier points or mileage, or similar benefits is prohibited. Conversion of airline tickets for personal benefit, such as downgrading tickets, returning unused tickets for cash, credit, or personal airline tickets, or similar actions, is also prohibited.

- 4.1.1.6 If a change in the cost of airfare is incurred as a result of personal travel that extends the trip or changes the most direct travel route, the additional cost is considered a personal expense and must be paid by personal means.

#### **4.1.2 Aircraft Owned and Managed by the WV State Department of Administration**

- 4.1.2.1 For use of an aircraft owned and managed by the Department of Administration and other agencies the traveler shall follow the rules of such agencies in scheduling, making reservations, utilizing, and making payment to these agencies for use of their aircraft.

#### **4.1.3 Charter Aircraft**

- 4.1.3.1 If authorized by the President or designee(s), chartered aircraft service and privately owned aircraft may be used by the traveler if it will result in the lowest airfare, and if it is approved in advance by the appropriate institutional officer. Direct billing may be used to pay for such service and aircraft use, and must follow guidelines for any direct billed expenses, such as approval by the department chair and submission to the Procurement Office on a travel authorization form.

#### **4.2 Ground Transportation**

- 4.2.1 A commercial rental vehicle is the preferred method for ground transportation. If a commercial rental vehicle is not available, travelers may use a state owned vehicle (if available), privately owned vehicle, or rail service for ground transportation, when traveling on official business for Fairmont State.
- 4.2.2 The operator of a vehicle must possess a valid operator's license. The operator is personally responsible for any fines/penalties resulting from citations, charges, or warrants attributable to the operator's negligence. Such fine/penalties are not reimbursable.
- 4.2.3 In cases where a traveler chooses to drive rather than fly while on business, reimbursement will be based on actual in-transit expenses (mileage, hotel, meals, etc.) not to exceed the lowest available commercial airfare plus local transportation to and from the airport.
- 4.2.4 Roadside assistance services for fleet, rental and personal vehicles, if needed, may be reimbursed at actual cost if deemed appropriate and

reasonable by an institutional officer authorized to approve travel expenses.

#### 4.2.5 Commercial Rental Vehicles

- 4.2.5.1 A commercial Rental vehicle is the preferred method of ground transportation for one and two day trips. **Please contact the Procurement Office for details regarding any contracts that may currently be in effect and the requirements for use.**
- 4.2.5.2 Reimbursement will be made at actual cost for the daily rental fee of a mid-size or smaller vehicle, plus mileage fees and fuel costs. For travel of more than a few days in duration, weekly rental rates may be reimbursed if they will result in a lower total cost than the daily rate. Reimbursement may be made for full size vehicles if more than three people are traveling together on institutional business and for larger vehicles if a group of five or more is traveling together. Reimbursement may also be made for a larger or specially equipped vehicle if required to accommodate a traveler with a disability or handicap or if the type and/or amount of supplies or equipment to be transported necessitates a larger vehicle.
- 4.2.5.3 Original receipts and/or documentation are required for reimbursement of car rental and mileage charges or fees. Reimbursement may be made for actual fuel costs. Receipts are required. Travelers are encouraged to return rental cars with a full tank of fuel to avoid high refueling costs charged by rental agencies.
- 4.2.5.4 Insurance: Collision damage insurance for automobile rentals of seven (7) days or less are reimbursable, and should be taken unless the rental has been made using the State corporate travel card or the State of West Virginia Purchase Card. Both cards provide collision damage coverage at no cost for rentals up to 31 days.
- Collision damage insurance for rentals of more than seven (7) days is not reimbursable and should not be taken. The State of West Virginia insurance program automatically covers collision insurance for vehicle rentals of more than seven (7) days. No other insurance or insurance-like product is reimbursable for rentals used in the United States, unless required by law. Full coverage insurance is a reimbursable expense for any approved rental vehicle used outside the United States.

#### 4.2.6 State Owned Vehicles

- 4.2.6.1 State owned vehicles may be used if available and with approval of the head of the unit to which the vehicle is assigned.
- 4.2.7 Privately Owned Vehicles/Courtesy Vehicles
  - 4.2.7.1 Privately owned and courtesy vehicles may be used when traveling on Fairmont State business.
  - 4.2.7.2 The mileage reimbursement rate will be set by the President of the University in consultation with the Vice President for Fiscal Administration and Fiscal Affairs. The rate may be adjusted as needed.
  - 4.2.7.3 Reimbursement is for business travel only, for actual miles traveled using the shortest practicable route to the point of arrival at the traveler's destination. This rate is intended to cover all operating costs of the vehicle (including fuel, maintenance, depreciation, insurance, etc), and no additional reimbursement will be made.
- 4.2.8 Rail Service
  - 4.2.8.1 Travelers are expected to make advanced bookings and use the least expensive logical fare via the most direct route, or other reasonable route that results in a lower fare.
  - 4.2.8.2 Original receipts/documentation is required for reimbursement
- 4.2.9 Miscellaneous Ground Transportation
  - 4.2.9.1 When courtesy transportation is provided by a hotel, motel or other service facility, the traveler is encouraged to use this service.
  - 4.2.9.2 Travelers may be reimbursed for taxi, bus, and other forms of public transportation

## **SECTION 5: LODGING**

~~Reimbursement for lodging will be at the least expensive single room rate available. For multiple occupancy, reimbursement may be claimed fully by one traveler with no claim filed by the other traveler, or each traveler may be reimbursed at equal percentages of the total actual cost for accommodations.~~

~~Reimbursement for multiple occupancy, when only one of the travelers is on higher~~

education business, shall be at the least expensive single room rate. In the event that a single room rate cannot be documented or otherwise determined, reimbursement will be made at eighty percent of the actual lodging costs.

Reimbursement shall include actual expenses for overnight accommodations, use of a room during daytime, and all applicable taxes and surcharges. Reservations for lodging shall be made according to the institution's policies and procedures. Original receipts are required for lodging reimbursement. The hotel/motel statement, invoice, or folio shall be the official document utilized for reimbursement to the traveler.

If a change in the lodging charge is incurred, the charge is reimbursable if the traveler is directed by the appropriate institutional officer to change her or his travel plans, or in other extenuating circumstances, as approved by the immediate supervisor of the traveler. Charges incurred due to the failure of the traveler or the traveler's representative to notify the facility will be considered the personal expense of the traveler.

Lodging may be direct billed, however, the traveler must obtain prior approval from the department chair and submit a travel authorization form to the Procurement Office. Attach a copy of the approval, along with the lodging invoice or other proof of lodging to the traveler's final expense account settlement.

## **5.1 Reimbursement**

- 5.1.1 Allowable reimbursement for lodging shall include the actual expenses for overnight accommodations and all applicable taxes and surcharges.
- 5.1.2 Reimbursement for a single occupancy shall be at the least expensive single room rate.
- 5.1.3 For multiple occupancy, reimbursement may be claimed fully by one traveler with no claim filed by the other traveler provided that cross reference is made on the expense account settlement form, or each traveler may be reimbursed at equal percentages of the total actual cost for accommodations. Travelers are encouraged to request separate billing for lodging expenses at the time of check-in and seek reimbursement separately.
- 5.1.4 Reimbursement for multiple occupancy, when only one of the travelers is on institutional business, shall be at the least expensive single room rate. In the event that a single room rate cannot be documented or otherwise determined, reimbursement will be made at eighty percent (80%) of the actual lodging costs.
- 5.1.5 If a change in the lodging charge is required and a charge is incurred, the charge is reimbursable if the traveler is directed by the appropriate institutional officer to change her or his travel plans, or in other extenuating circumstances, as approved by the immediate supervisor of the traveler. Charges incurred due to the failure of the traveler or the traveler's representative to notify the facility will be considered the personal expense of the traveler.

5.1.6 Travelers can make their own lodging reservations directly with a hotel/motel. Travelers should check all available rate products (government, personal, etc) and select the least expensive rate for their stay. Reservations for lodging shall be made according to the institution's policies and procedures.

## 5.2 Receipts

5.2.1 Original receipts are required for lodging reimbursement. The hotel/motel statement, invoice, or folio shall be the official document utilized for reimbursement to the traveler.

## 5.3 Lodging Payment Options

5.3.1 Individual employees are expected to pay lodging expenses with a State of WV Purchasing card. Exceptions to this policy may be granted with a written justification and a travel authorization form being completed and sent to the Procurement Office. Attach a copy of the approval, along with the lodging invoice or other proof of lodging to the traveler's final expense account settlement.

5.3.2 Lodging may be direct billed for candidate travel being reimbursed with Fairmont State funds. The candidate (traveler) must attach a copy of the lodging invoice or other proof of lodging to the expense account settlement.

5.3.3 Direct billing may not be available if personal travel is combined with business travel.

## SECTION 6: MEALS

~~Meal expense reimbursement is limited to actual expenses for food, service and gratuities up to, not to exceed the maximum daily rate. The current maximum daily rate is \$35.00 for in-state travel and \$50.00 for out-of-state travel.~~

~~Alcoholic beverages and entertainment expense are non-reimbursable.~~

~~Receipts are not required for meal reimbursement. When meals are provided for a traveler, the traveler's maximum daily rate shall be reduced by an appropriate amount. For the purpose of determining the amount of deductions for meal on a uniform basis, allowances for meal expenses shall be deducted accordingly:~~

~~-~~  
~~— Breakfast . . . . . 20%~~  
~~— Lunch . . . . . 20%~~  
~~— Dinner . . . . . 60%~~

~~Meal expense reimbursement for single day travel (when there is not an overnight stay) is allowed when travel time begins and/or extends more than two (2) hours beyond the traveler's normal work day. Reimbursement will be made for actual expenses up to the maximum daily rate as follows:~~

~~Breakfast: The traveler must begin the trip at least two (2) hours before the traveler's normal workday commences.~~

~~Dinner: The traveler must end the trip at least two (2) hours after the traveler's normal workday ends.~~

~~Any employee who qualifies for either breakfast or dinner may also qualify for lunch, provided the employee is traveling or is in travel status during her or his normal lunch period.~~

~~For the purpose of determining the amount(s) allowable for meals for single day travel, the traveler may claim reimbursement for actual expenses according to the following schedule:~~

~~— Breakfast . . . . . 20%  
— Lunch . . . . . 20%  
— Dinner . . . . . 60%~~

## **6.1 Reimbursement**

6.1.1 Meal expense reimbursement is limited to actual expenses for food, service and gratuities up to, but not to exceed the maximum daily rate. The maximum daily rate will be set by the President of the University in consultation with the Vice President for Fiscal Administration and Fiscal Affairs. The rate may be adjusted as needed. Specifically excluded are alcoholic beverages and entertainment expense. Where a percentage of the maximum daily rate is used, the traveler may round the calculated amount up to the next whole dollar. Meal reimbursement is allowed when lodging is listed as "gratis" or "no charge."

6.1.2 Meal expense reimbursement is allowable for overnight travel only. The meal expense reimbursement for the day of departure and return are determined as follows:

6.1.2.1 Breakfast: In order to claim breakfast the traveler must begin the trip at least two (2) hours before the traveler's normal workday commences.

6.1.2.2 Dinner: In order to claim dinner, the trip must end at least two (2) hours after the traveler's normal workday ends.

6.1.2.3 Any traveler who qualifies for either breakfast or dinner may also qualify for lunch, provided the employee is traveling or is in travel status during his or her normal lunch period.

6.1.3 When meals are provided for a traveler as part of the registration fee or other means (excluding meals or snacks served by a common carrier while in transit and excluding "continental breakfasts" which are not full course meals), the traveler's maximum daily rate shall be reduced by an appropriate amount. For the purpose of determining the amount of deductions for meal on a uniform basis, allowances for meal expenses shall be deducted accordingly:

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Breakfast . . . . .	20% of the maximum daily rate
Lunch . . . . .	20% of the maximum daily rate
Dinner . . . . .	60% of the maximum daily rate

6.1.4 Meal expenses for single day travel are **not reimbursable**. Single day travel is travel without an overnight stay. Travel without an overnight stay will not qualify a traveler as being away from home for purposes of receiving non-taxable meal reimbursement. This does not apply to student group travel, also known as Guardian Travel.

**6.2 Receipts**

6.2.1 Receipts are not required for meal reimbursement except for Guardian Travel.

6.2.2 Guardian Travel (where a traveler is paying expenses for others and seeking reimbursement) will require meal receipts OR the signature of the individual for whom the meal(s) were provided on a form showing the amount of funds the individual received for meals.

**6.3 Direct Billing**

6.3.1 Individual meals cannot be direct billed.

6.3.2 Individuals are expected to pay meal expenses and seek reimbursement.

6.3.3 Groups of employees or students where lodging and meals are a package price and other expenses are not being individually reimbursed may direct bill for combined lodging and meal expenses. If other expenses are to be reimbursed it is expected that the individual will pay for meals and seek reimbursement. Exceptions to this policy may be granted by the Vice President for Finance or designee.

6.3.4 Direct billing may not be available if personal travel is combined with business travel.



## **SECTION 7: REGISTRATION FEES**

~~Fees or charges for attendance at conferences, meetings, seminars, and/or workshops, as well as event related materials, are reimbursable expenses to the traveler. Registration fees may also be direct billed to the institution when feasible. However, the first method of payment for registration fees is the State corporate credit card, or the State's purchase card.~~

~~Receipts are required for reimbursement. The receipt/documentation provided by the event sponsor shall be sufficient for reimbursement.~~

~~The traveler shall not receive an allowance or reimbursement for lodging or food that is included in the registration fee. Association dues that appear on the registration form is not a reimbursable expense.~~

### **7.1 Reimbursement**

- 7.1.1 Fees or charges for attendance at conferences, meetings, seminars, and/or workshops, as well as event related materials, are reimbursable expenses to the traveler. Reimbursement for registration fees at meetings or conferences is allowable and must be supported by an original receipt. Travelers should verify acceptable payment methods with the conference organizers prior to the registration due date. Registration fees should be charged to a State of WV Purchasing Card whenever possible. For those individuals using the State of West Virginia Purchase Card for registration fees, a copy of the VISA charge receipt must be attached to the Travel Expense Account Settlement/Summary Form that is submitted to the Procurement Office. The original receipt must be kept with the purchase card monthly reconciliation.
- 7.1.2 The traveler will not receive an allowance or reimbursement for lodging or meals included in registration fees.
- 7.1.3 If a cancellation charge is incurred, the charge is reimbursable if the traveler is directed by the appropriate Vice President, Dean or Director to change his or her travel plans, or if other extenuating circumstances arise and are approved by the appropriate Vice President, Dean or Director. Charges incurred due to the failure of the traveler or the traveler's representative to notify the event sponsor will be considered a personal expense to the traveler.
- 7.1.4 The traveler will not receive an allowance or reimbursement for lodging or food that is included in the registration fee. Association dues that appear on the registration form are not a reimbursable expense. (Association dues must be approved and an invoice processed through the Procurement Office.)

### **7.2 Receipts**

- 7.2.1 Paid receipts are required for reimbursement. The receipt/documentation provided by the event sponsor shall be sufficient for reimbursement. The receipt must be an original and must indicate the conference dates. Travelers are reminded to adjust meal reimbursement requests for meals included with the registration fee.

### **7.3 Direct Billing**

- 7.3.1 Registration fees can be direct billed to Fairmont State, if the sponsor does not accept the State of WV Purchasing Card or the direct billing requires the event sponsor to: 1) accept a Fairmont State purchase order, and 2) submit an invoice to the Procurement Office for payment. A Travel Authorization form must be completed and submitted to the Procurement Office. A copy of the registration receipt or proof of attendance must be attached to the traveler's final Expense Account Settlement/Summary form.
- 7.3.2 Direct billing may not be available if personal travel is combined with business travel.

## SECTION 8: OTHER EXPENSES

Travelers may incur other business related expenses for which reimbursement may be made if appropriate. Receipts are not required unless reimbursement is in excess of current IRS limits for miscellaneous expenses.

Such expenses and reimbursements may include, but are not limited to:

a. Baggage handling and gratuities when using public transportation (i.e., taxi, limousine, air porter services, or airport/rail curbside check in), or lodging facilities that have porter services.

b. Baggage storage between appointments, and between hotel and meeting places.

c. Tolls, garage and parking fees.

d. Communication expenses such as (1) local calls which may include a surcharge; (2) long distance calls which may include toll charges and surcharges; (3) surcharges for long distance calls when the toll charges are direct billed; (4) cellular telephone charges; and (5) facsimiles, cablegrams, or telegrams which may include toll charges, surcharges, or delivery charges.

e. Currency conversion.

f. Guides, interpreters, and visa fees; and

g. Trips involving multiple days of travel or for single day travel where the traveler is unexpectedly delayed for business reasons, the traveler may be reimbursed for one personal telephone call home per day. Reimbursement shall be made at the actual cost, not to exceed \$3.00 per day, provided the call is not charged to the telecommunications card issued by the State or the Governing board.

Non-reimbursable travel related expenses include the cost of passports (not as a travel expense, but may be considered as a direct charge to the institution), interest on late payment of individually held credit cards, laundry fees, and personal flight or baggage insurance. Exceptions may be approved by the Chancellor, Chief Executive Officer, or designee.

Persons traveling in foreign countries shall report their expenditures in United States dollars. The total expenditure in foreign currency should be converted into United States dollars at the rate or rates at which the foreign money was obtained. The rates of conversion and the commissions charged must be shown.

### 8.1 Reimbursement

8.1.1 Travelers may incur other business related expenses for which reimbursement may be made if appropriate. Receipts are not required unless reimbursement is greater than the Internal Revenue Service limits.

Such expenses and reimbursements may include, but are not limited to:

- a. Baggage handling and gratuities when using public transportation or conveniences (i.e., taxi, limousine, air porter services, or airport/rail curbside check-in), or when using a lodging facilities that have porter services (i.e., "bell person") services rather than a facility where the traveler is expected to carry his or her own luggage.

- b. Baggage storage between appointments, and between hotel and meeting places;
- c. Tolls, garage and parking fees, including gratuities;
- d. Communication expenses such as: (1) local calls which may include a surcharge; (2) long distance calls which may include toll charges and surcharges; (3) surcharges for long distance calls when the toll charges are direct billed; (4) cellular telephone charges; and (5) facsimiles, cablegrams, or telegrams which may include toll charges, surcharges, or delivery charges;
- e. Currency conversion,
- f. Guides, interpreters, and visa fees and
- g. For trips involving multiple days of travel (or for single day travel where the traveler is unexpectedly delayed for business reasons), the traveler may be reimbursed for one personal telephone call home per day. Reimbursement shall be made at the actual cost, not to exceed \$3.00 per day, provided the call is not charged to the telecommunications card issued by the State or the Governing board.

8.1.2 Non-reimbursable travel related expenses include, but are not limited to, the cost of passports (not as a travel expense, but may be considered as a direct charge to the institution), interest on late payment of individually held credit cards, laundry fees, and personal flight or baggage insurance. Exceptions may be approved by the Vice President for Administrative and Fiscal Affairs.

8.1.3 Persons traveling in foreign countries shall report their expenditures in United States dollars. The total expenditure in foreign currency must be converted into United States dollars at the rate or rates at which the foreign money was obtained. The rates of conversion and the commissions charged must be shown. Travelers are encouraged to use the corporate travel card to receive the best conversion rates and avoid high currency conversion fees. Conversion rates are to be obtained in writing from a contracted travel service or currency exchange service and submitted with the expense account settlement form.

## **8.2 Receipts**

8.2.1 Receipts are required for individual expenses which exceed the Internal Revenue Service limits.

### 8.3 Direct Billing

#### 8.3.1 Direct billing for other expenses is not an option.

#### **SECTION 9: FORM OF PAYMENT FOR BUSINESS TRAVEL**

~~Travelers should use the corporate charge card issued by the State of West Virginia for business related travel expenses, or a higher education corporate charge card if available. Cash advances from the State Auditor's Office for official travel may be requested according to the procedures established by the Auditor for employee and student travel, and for group travel such as bands, athletic teams and organized student groups. Requesting and settlement of cash advances shall follow the policies and defined by the State Auditor's Office.~~

~~Cash advances may be received by employees for their own business travel or as a representative of students for the payment of registration fees, and/or daily miscellaneous expenses where the state corporate charge card is not accepted. Cash advances may be issued for: (a) out of state travel; (b) a minimum of four (4) days and a maximum of the number of days approved for travel at the rate of \$25.00 per day for miscellaneous expenses; (c) the exact amount of registration fee exceeding \$100.00; (d) the total estimated expenses for a student or student group; and (e) other circumstances approved by the appropriate institution officer.~~

~~Cash advances for the travel expenses of bands, athletic teams and organized student groups may be made in the exact amount estimated for the designated trip. Such cash advances may be issued for: (a) the total estimated amount of travel expenses, including the expenses of appropriate representatives, staff and/or employees accompanying the band, team or student group; and (b) the total amount of event related expenses as determined by the band or athletic director of the faculty/staff advisor or sponsor of the student group.~~

~~All cash advances must be settled by the individual traveler, student representative, student group advisor/sponsor, or band and athletic department. Such settlement shall be submitted by the institution to the State Auditor's Office for final settlement within the time frame prescribed by the State Auditor's Office.~~

~~Failure to settle a cash advance within the time frame prescribed by the State Auditor's Office shall result in suspension of cash advance privileges for the traveler, student group, band or athletic department until such settlement is made.~~

~~Cash Advances from an Automatic Teller Machine (ATM) using the State's corporate credit card are permitted. Employees may secure a cash advance for business travel expenses only. Cash advances for personal use are not permitted.~~

~~A cash advance for either in state or out of state travel is permitted when an employee travels a minimum of (2) consecutive days on official state business. The preferred method of obtaining a cash advance is to use the State's corporate credit card at an ATM. Cash advance and ATM transaction fee reimbursements are limited to the amount and number authorized by the Commission. Receipt(s) from the ATM are required for reimbursement of the ATM transaction fee.~~

## **9.1 State Purchasing Card**

- 9.1.1 The State of WV purchasing card may be used as a purchasing and payment method as provided in applicable provisions of West Virginia Code §12-3-1 et seq., and as follows:
- 9.1.2 Employee travel expenses when the travel is required by the employee's job and is for official business of the institution. Expenses that may be paid using the purchasing card are as follows and are limited to \$5,000 per transaction or the card limit whichever is less:
- 9.1.2.1 Transportation: Commercial air fare, chartered aircraft service, rail service, commercial rental vehicles, and miscellaneous ground transportation and fees such as shuttle service, taxi service and parking.
- 9.1.2.2 Lodging: Room accommodations, parking and internet access only. Any extra charges will be the employee's responsibility to pay.
- 9.1.2.3 Fuel: Travel related fuel may NOT be paid using the purchase card.
- 9.1.2.4 Meals: Meals for employee travel may NOT be paid using the purchase card.
- 9.1.3 Reconciliation and settlement of employee expenses paid by the purchasing card shall be made according to the State Auditor's procedures, provided the procedures are consistent with the intent of applicable provision of West Virginia Code §18B-5-4.
- 9.1.4 Receipts: When using the State of West Virginia Purchasing Card for travel related expenses, the original receipts must be submitted with the cardholders' monthly purchase card reconciliation. A copy of the receipts must be attached to the travelers' expense account settlement.

## **9.2 Corporate Travel Card**

- 9.2.1 Travelers can use the corporate charge card issued by the State of West Virginia for business related travel expenses. No personal purchases are permitted on the corporate travel card.

## **9.3 Cash Advances using the State Corporate Travel Charge Card (from an Automatic Teller Machine (ATM) and/or teller cash advances)**

- 9.3.1 ATM and teller cash advances may be secured for official business travel only.
- 9.3.2 Cash advances for personal use are not permitted.

- 9.3.3 A cash advance for either in-state or out-of state travel is permitted when an employee travels a minimum of (2) consecutive days on official state business. The preferred method of obtaining a cash advance is to use the State's corporate travel credit card at an ATM.
- 9.3.4 Cash advances using the corporate travel card are limited to a minimum of \$100 and a maximum of \$500 per ATM cash advance, not to exceed \$2,000 per month, or the maximum charge limit for ATM and teller cash advances established by the issuing bank on the cardholder's account, whichever is less.
- 9.3.5 Up to two transaction fees may be reimbursed per week for ATM and teller cash advances as documented by ATM or teller receipts.
- 9.3.6 Receipt(s) from the ATM are required for reimbursement of the ATM transaction fee.

#### **9.4 Cash Advances from the State Auditor's Office**

- 9.4.1 Cash advances for travel expenses of band, athletic teams and organized student groups may be made in the exact amount estimated for the designated trip. Such cash advances may be issued for: (a) the total estimated amount of travel expenses, including the expenses of appropriate representatives, staff and/or employees accompanying the band, team or student group; and (b) the total amount of event related expenses as determined by the band or athletic director of the faculty/staff advisor or sponsor of the student group.
- 9.4.2 In order to ensure that we have adequate time to obtain a cash advance, the request for travel must be received in the Procurement Office at least thirty (30) days in advance of the first date of travel. Otherwise, a cash advance may not be honored by the State. Cash advance checks are not released more than ten (10) business days in advance of the first date of travel.
- 9.4.3 Cash advances may not be available if personal travel is combined with business travel.

#### **9.5 Settlement of Cash Advances**

- 9.5.1 All cash advances must be settled by the individual traveler, student representative, student group advisor/sponsor, or band and athletic department. Such settlement shall be submitted by the institution to the State Auditor's Office for final settlement within the time frame prescribed by the State Auditor's Office.

9.5.2 Failure to settle a cash advance within the time frame prescribed by the State Auditor's Office shall result in suspension of cash advance privileges for the university until such settlement is made. In addition, it may result in suspension of cash advance privileges for the group. Decision to institute a suspension, including the length of the suspension, will be at the discretion of the Vice President for Administrative and Fiscal Affairs.

**Section 8: Direct Billing**

~~All direct billed expenses must be approved by the department chair and submitted on a travel authorization form to the Procurement Office.~~

**Section 10: REIMBURSEMENT FORMS**

10.1 The forms used for reimbursement of travel expenses shall be those developed by the Procurement Office consistent with those authorized by the WV Department of Administration Travel Management Office and the WV State Auditor's Office.

**Section 11: Other Provisions**

11.1 According to the West Virginia Ethics Commission, frequent flier miles, hotel bonus points or other travel incentives resulting from official business travel may be used only for future official business travel.

**Section 12: Exceptions**

12.1 This policy was developed in accordance with Higher Education Policy Commission travel policies issued August 1, 2002. Any exceptions to this policy must be explained in writing and approved by the Vice President for Administration and Fiscal Affairs.



**DRAFT**

**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 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 FS ITE when investigating cases of suspected abuse or when violations have occurred.
  - 3.15 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 and not a public forum, therefore 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.
  - 3.16 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.
- 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.
- 3.7 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.

#### 4.2 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.

- 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.

#### 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
- 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, political groups or religious groups, unless permitted by other University policy or regulation.
- 5.3 All official, affiliated and personal web sites within the fairmontstate.edu domain, or any domain used by a person or group affiliated with Fairmont State, including but not limited to fightingfalcons.com, must follow the standards laid out in the attached procedures.

### **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. 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 Board of Governors**  
Meeting of November 9, 2006

**ITEM:** Separation of Health & Human Services into separate schools

**COMMITTEE:** Community & Technical Programs & Off Campus Services

**RECOMMENDED RESOLUTION:** *Resolved*, That the Fairmont State Board of Governors accept the recommendation to separate the School of Health & Human Services into two schools; i.e., Health Careers and Human Services

**STAFF MEMBER(S):** Blair Montgomery, President Pierpont Community & Technical College, a division of Fairmont State University

**BACKGROUND:** The School of Health and Human Services has grown to encompass 24 programs of study. This is asking entirely too much of one Dean to administer especially since additional programs of study are being considered that would be included in this school. We have a significant number of health career fields (8) that are either at the certificate or associate level and have a number of similar goals. It makes more administrative sense to group these health career fields in their own school where they can share resources more easily and discuss their similar needs during school meetings. The other 16 certificate and associate degree programs will be better served in their own school of Human Services, still making it the largest of the schools in overall number of programs being served.

There is no intention of expanding the number of schools within Pierpont Community & Technical College beyond four. We believe by use of grouping programs effectively within each School we can eventually arrive at a departmental organizational structure within each of the four schools.

# Fairmont State Board of Governors

## Proposed Schedule of Meetings

### 2007

- 1 February 1, 2007 (**RETREAT**)
- 2 April 5, 2007
- 3 June 14, 2007
- 4 September 13, 2007
- 5 November 1, 2007
- 6 December 13, 2007

***HEPC deadlines:***

November 9<sup>th</sup> for February 2<sup>nd</sup>  
April 5<sup>th</sup> for April 26<sup>th</sup>  
June 14<sup>th</sup> for August 3<sup>rd</sup>  
November 1<sup>st</sup> for November 30<sup>th</sup>

***WVCCTC Meeting Dates***

January 26, 2007  
April 20, 2007  
June 21-22, 2007  
August 24, 2007  
October 19, 2007  
December 7, 2007

Agenda items are due 10 days before meeting

# Notes

**Fairmont State  
Meeting of November 9, 2006**

**AGENDA**

**Call to Order**

1. Approval of Minutes (September 7, 2006 & September 27, 2006) *Tab 1    Action Item*

**Faculty Senate Report** (*Joe Riesen*)

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

**Classified Staff Report** (*Joyce Ross*)

**Student Government Report** (*Shane Livingston*)

**Foundation Report** (*Kim Riggi*)

**Financial Report** (*Rick Porto*) *Tab 2*

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

1. Approval of Department Name Change *Tab 3    Action Item*  
2. Approval of the Master of Science Degree Program in Human Services *Tab 4    Action Item*  
3. Approval of the Reading Specialist Certificate Program under MED *Tab 5    Action Item*

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

1. Approval of the Travel Policies & Procedures *Tab 6    Action Item*  
2. Draft of IT Policy (out for public comment) *Tab 7    FYI*

**FS Community & Technical College Program & Off-Campus Service Committee Items** (*Michelle Casteel*)

1. Approval of separating Health & Human Services into separate schools *Tab 8    Action Item*

**Public Comment**

**Committee of the Whole**

1. Election of Board Secretary *Action Item*  
2. Approval of Meeting Dates for 2007 *Tab 9    Action Item*

**Old Business**

**New Business**

**Possible Executive Session**

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

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