

April 18, 2019

# Board of Governors



FAIRMONT STATE  
UNIVERSITY™

**AGENDA**  
FSU BOARD OF GOVERNORS' MEETING  
APRIL 18, 2019, 9:00 A.M.  
LOCATION: BOARD ROOM, FALCON CENTER  
1201 LOCUST AVENUE, FAIRMONT, WV



- I. CALL TO ORDER**
  - A. Roll Call
  - B. Public Comment
  - C. Approval of Agenda .....*Action Item*
  
- II. APPROVAL OF MINUTES OF FEBRUARY 21, AND MARCH 4, 2019.....***Tab 1, Action Item*
  
- III. CHAIRMAN’S REPORT**
  
- IV. PRESIDENT’S REPORT**
  
- V. REPORTS AND PRESENTATIONS**
  - A. Constituent Report (Julie Reneau – AIMSS Program)
  - B. Foundation (Gary Bennett)
  - C. Construction Project Updates (Stephanie DeGroot)
  
- VI. ACADEMIC AFFAIRS COMMITTEE (Deborah Prezioso, Chair)**
  
- VII. ATHLETIC AFFAIRS COMMITTEE (Jay Puccio, Chair)**
  
- VIII. BYLAWS COMMITTEE (Dixie Yann, Chair)**
  
- IX. ENROLLMENT/HOUSING-STUDENT LIFE COMMITTEE (Kevin Rogers, Chair)**
  
- X. FINANCE COMMITTEE (John Schirripa, Chair)**
  - A. Financial Reports  
(Months Ending: January 31, 2019 & February 28, 2019).....*Tab 2, Action Item*
  - B. Approval to Implement Metro Rate for FY 2020-2021.....*Tab 3, Action Item*
  - C. Approval of Athletics Capital Purchase from Reserves.....*Tab 4, Action Item*
  - D. Estimated Fee Increases
  
- XI. EXECUTIVE COMMITTEE (Dixie Yann, Chair)**
  
- XII. NEW BUSINESS**
  - A. Amendment to Bookstore Policy (Policy #54)  
For 30-Day Comment Period.....*Tab 5, Action Item*
  - B. Salary Policy Draft for 30-Day Comment Period.....*Tab 6, Action Item*
  - C. Election of FSU Board of Governors’ Officers  
(Effective April 18, 2019 through June 30, 2019).....*Action Item*
  
- XIII. POSSIBLE EXECUTIVE SESSION - Under the Authority of West Virginia Code §6-9A-4 to Discuss Personnel and Property Issues**

**XIV. ADJOURNMENT**

**NEXT MEETING: MAY 9, 2019, 9:00 A.M.**

**LOCATION: BOARD ROOM, 3<sup>RD</sup> FLOOR FALCON CENTER  
1201 LOCUST AVENUE, FAIRMONT, WV**

# Tab 1



FAIRMONT STATE UNIVERSITY  
BOARD OF GOVERNORS  
**MEETING MINUTES**  
**FEBRUARY 21, 2019**  
**BOARD ROOM, 3<sup>RD</sup> FLOOR FALCON CENTER**  
**1201 LOCUST AVENUE, FAIRMONT, WV**

**I. CALL TO ORDER**

A. Roll Call

Chair Bill Holmes convened a meeting of the Fairmont State University (FSU) Board of Governors on February 21, 2019, beginning at approximately 9:00 a.m. in the Board Room, 3<sup>rd</sup> Floor Falcon Center, at 1201 Locust Avenue, Fairmont, West Virginia.

At the request of Chair Holmes, Serena Scully, Special Assistant to the President, conducted a roll call of the Board of Governors. Present for the meeting were board members Holly Fluharty, Bill Holmes, Bailey McInturff, Deborah Prezioso, Jay Puccio, Kevin Rogers, Dr. Budd Sapp, John Schirripa and Dixie Yann. Dr. Chris Courtney and Dr. Mark Hart participated by conference call. Frank Washenitz was absent.

Others present were President Martin and President's Executive Leadership Team members Cindy Curry, Lyndsey Dugan, Richard Harvey, Stacey Jones, Christa Kwiatkowski, Tim McNeely and Jacqueline Sikora. Stephanie DeGroot, Construction Manager; Gary Bennett, President of the Fairmont State Foundation; Chad Fowler, Director of Athletics; Ryan Courtney, Assistant Director of Athletics for Internal Operations; Bryan Spitzer, Director of NCAA Compliance; Pat Snively, Senior Associate Director of Athletics; Jessica Sell, Director of Athletic Development; Victoria Cann, Social Media and Digital Content Specialist; Jessica Sharps, Executive Director of University Relations and Marketing; Alicia Kalka, Executive Director of Housing and Residence Life; Pam Stephens, Director of Charles Pointe; Susan Ross, Executive Director of Academic Programs; Amanda Metcalf, Interim Associate Dean of the School of Education; Tim Oxley, Interim Dean of the School of Business; Steve Roof, Interim Associate Dean of the College of Science and Technology; Anne Patterson, Interim Associate Dean of the School of Fine Arts; Tony Gilberti, faculty; Denice Kirchoff, faculty; Josh Smallridge, faculty; Dan Eichenbaum, faculty; Harry Baxter, faculty; William Harrison, faculty; Donna Long, faculty; Barbara Owens, faculty; Sharon Smith, faculty; Galen Hansen, faculty; Amy Godfrey, faculty and Alyssa Welling, Presidential and Legislative Scholar. Members of local media were in attendance as well.

## B. Public Comment

Mr. Kevin Rogers reported that four individuals had signed up for public comment.

Dr. Daniel Eichenbaum, music faculty in the School of Fine Arts discussed his concern regarding HB2519, the Campus Carry Bill. He requested that the board members reach out to the legislatures regarding the concern on the campus of Fairmont State University.

Dr. Donna Long, English faculty in the College of Liberal Arts stated she was speaking to urge the board of governors to move slowly and use caution regarding the restructuring. She said she felt the academic taskforce did a good job; however, there was no information provided regarding how much the restructure would cost.

Dr. Josh Smallridge, Chair of the Department of Social Sciences spoke in favor of the NSI curriculum proposal. Dr. Smallridge advised he feels the new program will be extremely successful.

Dr. Joe Kremer, finance faculty in the School of Business advised he was present to support the President's initiatives. He discussed the reduction in budget that was required when Dr. Martin first arrived at Fairmont State and how he felt she handled it very well. He also discussed the topic of the marketing department hires – which helped us welcome the largest freshman class in the University's history. Dr. Kremer advised he felt the increase was, in large part, thanks to the marketing effort. He also advised that although there is a perception that no new faculty have been hired, this is actually not true as Fairmont State University welcome 24 new faculty in the fall. Dr. Kremer also mentioned that Dr. Harrison and the taskforce had done an exceptional job to meet with each school/college to listen and take their input for consideration in the new restructure model.

## C. Approval of Agenda

Dr. Budd Sapp made a motion to approve the agenda. Dixie Yann seconded. The motion passed.

## II. APPROVAL OF MINUTES OF DECEMBER 6, 2018

Deborah Prezioso made a motion to approve the minutes of December 6, 2018. Jay Puccio seconded. The motion passed.

## III. CHAIRMAN'S REPORT

- A. Chairman Holmes reminded everyone that the board has invited Faculty Senate members to attend a social after the meeting today at noon. Mr. Homes advised he would also like to invite student government as well as staff council to a future meeting.

#### **IV. PRESIDENT'S REPORT**

- A. President Martin took a few minutes to discuss current legislative topics effecting Fairmont State University. Dr. Martin has been joined in Charleston by all of the regional institution Presidents to oppose the campus carry bill. There were also experts present to speak out; Fairmont State University took Chief of Police, Matt Swain and SGA Vice President Tyler Keller. There have been some amendments to the bill; still, the institution stands against campus carry. Dr. Martin did note that while we may oppose the campus carry bill, we strongly support the second amendment.
- B. President Martin has also been very involved with the House members regarding the community college bill so that it can be rewritten to ensure are no adverse effects to the regional institutions. SB1, as originally proposed from the Senate, did not go through as written. There are current amendments on the House floor.
- C. The recalibration formula has been introduced in the Senate and we are hopeful it will be passed. This new funding would have a huge impact on our students.
- D. Dr. Martin showed a video to show some recent highlights of the University.

#### **V. REPORTS AND PRESENTATIONS**

- A. William Harrison, Assistant Professor of Political Science and Chair of the Restructure Committee, provided the constituent report.

Dr. Harrison discussed the process that the restructure committee completed. During the fall semester of 2018, the Task Force engaged in an inclusive and transparent process, responsive to faculty input. Following a period of weekly meetings as a Task Force, a presentation at the University Town Hall meeting on October 23<sup>rd</sup>, discussions with academic units on campus, and information presented and collected at the January 15<sup>th</sup> Faculty Senate meeting, the Task Force respectfully submitted its recommendation. The resulting proposal is a high-level overview of the restructure, and some exceptions will be needed for realities that emerge as more details are formalized.

The Academic Task Force recommends a two-college design. The names of the colleges and the units may be subject to change but were chosen as descriptors reflecting generally accepted terms. The academic units may be labeled as

'schools' or 'departments' or another title; however, the Task force recommended consistent naming of all units. They also recommended future naming of units take into consideration current and future trends in the discipline, faculty input, and recognition of unit names by stakeholders.

Faculty numbers reflect the most current totals as of Fall 2018. The Task Force met on January 25 and presented their report to the Executive Leadership Team.

Dr. Budd Sapp asked if the restructure document would be edited once approved by the board. Dr. Harrison advised that Dr. Harvey would be able to address those concerns later in the meeting.

- B. Mr. Gary Bennett, President of the Fairmont State Foundation, reported that as of December 31, the Foundation is up \$1,087,500 over last year in terms of giving and commitments to give.

The Foundation is currently working on the Every Gift Matters campaign. The campaign is currently at \$491,000.

As far as recent gifts, there are endowments for the School of Business in the amount of \$1,400,000; Athletics in the amount of \$50,000; Education in the amount of \$25,000.

Impact gifts have been received for Athletics in the amount of \$220,000; School of Nursing in the amount of \$15,000; College of Liberal Arts in the amount of \$10,000; and the College of Science and Technology in the amount of \$10,000.

The Foundation is continuing to work on planned giving.

In January, the Foundation met with the deans and chairs and discussed the scholarships that will be awarded for the next academic year.

Today at 1:30pm there is a major gift announcement taking place in the Falcon Center conference rooms. Mr. Bennett also advised there will be another gift announcement taking place in April.

Gary Bennett mentioned that he has chosen to not accept compensation from the Foundation. However, when he steps down from his position, half of what would have been his compensation will be earmarked to student scholarships.



C. Construction Project Updates (Stephanie DeGroot)

Stephanie DeGroot, Construction Manager, advised that the renovations for Starbucks has begun and the project will be finished soon. The façade has been started and the entrance to Starbucks will look more like a mall entrance.

In regards to the environmental and safety areas, with the help of Professor Mark Flood and the grants office – the Coal Run Stream project remains underway. Unfortunately, we were unsuccessful at getting any grant money. The City of Fairmont has purchased the stream monitoring equipment in the amount of \$10,000. Students on campus will be helping to install the equipment.

Mrs. DeGroot also discussed the initiative for the storm water pollution project in which the University and the state plan to partner.

Dr. Budd Sapp, as a member of the Salvation Army board, thanked Ellic Taylor from the bookstore for donating equipment from the bookstore that was scheduled to be demolished with the bookstore renovation. He also thanked Mrs. DeGroot and the physical plant staff for delivering the equipment. Dr. Sapp advised the grand reopening of the Salvation Army is schedule for March 9.

VI. ACADEMIC AFFAIRS COMMITTEE (Deborah Prezioso, Chair)

Mrs. Deborah Prezioso, Chair of the Academic Affairs Committee asked that Dr. Richard Harvey, Provost and Vice President for Academic Affairs, present the agenda items.

Included in the board packet is a full curriculum proposal for the Master of Arts in National Security & Intelligence (NSI). It is a 30-credit hour online graduate program and is the only one of its kind in West Virginia. The local community has an immediate demand for graduates of this program. Upon approval by the board, the proposal will go to the HEPC and HLC for approval.

Dr. Budd Sapp made a motion to accept the following:

- A. Curriculum Proposal for Master of Arts in National Security & Intelligence (NSI)

John Schirripa seconded. The motion passed.

Also included in the board packet is a full curriculum proposal for the Master of Science in Engineering Management. This is also a 30-credit hour online graduate program and the only one of its kind in West Virginia. Once approved by the board, the proposal will go to the HEPC and HLC for approval.

Deborah Prezioso made a motion to accept the following:

- B. Curriculum Proposal for Master of Science in Engineering Management

Deborah Prezioso seconded. The motion passed.

Also included in the board packet is an Intent to Plan for the Graduate Certificate in Educational Leadership. This is an 18-credit hour post-masters graduate certificate in educational leadership. Initial licensure will be obtained once completing the 18-credit hour program with an option to complete and additional 6-credit hours to obtain a superintendent licensure.

Dr. Budd Sapp noted a date mistake as well as a wording mistake on the Educational Leadership proposal. Mrs. Scully advised the mistakes had been corrected prior to the board meeting.

John Schirripa made a motion to accept the following:

C. Intent to Plan – Graduate Certificate in Educational Leadership

Dr. Budd Sapp seconded. The motion passed.

Also included in the board packet are the academic calendars for the years 2019-2020 and 2020-2021. The only notable differences from recent years is the later fall start and the 12-week summer session (instead of 10-week summer session).

Dr. Budd Sapp made a motion to accept the following:

D. 2019-2020 and 2020-2021 Academic Calendars

Deborah Prezioso seconded. The motion passed.

Also included in the board packet is the proposal for the academic restructure. The recommendation is a two-college system (currently Fairmont State has six schools/colleges). Dr. Harvey stated that small changes could still be made to the restructure model once the Board had approved the proposal. The main item the board is approving is the two-college system. Once approved, the restructure has to go to the HEPC, as well as the HLC. Dr. Harvey also explained that we are progressing expeditiously because we are already too late for implementation for Fall 2019 and if we wait much longer, we will be too late for Fall 2020 implementation.

Mrs. Dixie Yann asked about a cost estimate. Dr. Harvey advised they were waiting on a final structure before putting together the estimate. Dr. Harvey also advised that Dr. Oxley's Task Force has not been tasked with determining the cost – that would reside with the Office of the Provost and Office of the President. Dr. Harvey advised the University needs to be fluid and plan to review the academic structure every three years or so.

John Schirripa advised he would like to see the cost. President Martin advised the Board that the new structure's budget would be made available to them.

Dr. Budd Sapp asked where the cost savings would go, if there were any and if any of the savings would go to get the faculty to CUPA standards. Dr. Harvey advised that the cost savings would potentially go toward possibly adding a couple of fundraising individuals that would generate additional sources of income for the University. Dr. Martin stated that the University has made a commitment to get faculty up to CUPA standards over a five-year period as long as the enrollment continues to grow and the State does not cut higher education.

Jay Puccio made a motion to accept the following:

E. Academic Restructuring

Kevin Rogers seconded. The motion passed.

Dr. Harvey advised that Dr. Chris Courtney had previously requested information regarding an Athletic Training program; information was provided in the board packet.

Dr. Harvey advised that only a limited number of students could be taken on because of the ratio set by the accreditation standards (8 to 1). The program would also have to be a graduate program (five-year program). Dr. Harvey feels it is a significant investment for not a large cohort of students.

Dr. Courtney asked if a cost analysis had been completed; Dr. Harvey advised it had been completed and was included in the board packet.

Dr. Harvey also mentioned the current discussions with Marion County Schools regarding a dual enrollment program focused on aviation. High school seniors are currently interested in the aviation program and Marion County Schools are taking a proposal to the state level and trying to get grant funding from the Department of Education. If the grant is received, Marion County Schools will be purchasing a simulator that will be housed on Fairmont State's campus.

Dr. Harvey also advised that the tutoring and testing center is now open. He also advised that the Forensic Science and Aviation departments are moving forward with initial steps for program accreditation.

**VII. ATHLETIC AFFAIRS COMMITTEE (Jay Puccio, Chair)**

Jay Puccio, Chair of the Athletic Affairs Committee asked that Chad Fowler, Athletic Director, give an update for the Athletic Affairs Committee.

Mr. Fowler recognized a few athletic department staff who have recently received promotions: Ryan Cortney, Assistant Director of Athletics for Internal Operations; Bryan Spitzer, Director of NCAA Compliance; Jessica Sell, Director of Athletic Development; and Pat Snively, Senior Associate Director of Athletics.

Mr. Fowler recognized Mr. Kevin Rogers as the first President's Club member; Mr. Rogers has donated to an athletic endowment.

He also announced that someone anonymously made a donation in the name of Mrs. Dixie Yann. The donation was a President's Club donation of \$25,000.

Mr. Fowler also recognized Dr. Mark Hart, who has made several impact gifts, which have a large impact on student athletes.

March 2 is senior day for the men's and women's basketball teams. A court sponsorship will be announced at that time as well. Jessica Sell is credited for this sponsorship.

Fairmont State has a new men's tennis coach – Terry Deremer. Mr. Deremer graduated from Fairmont State, played baseball for the New York Mets, and has most recently been the Head Tennis Professional at the Greenbrier.

March 6<sup>th</sup> through March 10 is the MEC tournament. The tournament will take place in Wheeling at the Wesbanco Arena.

The All Sports Reception is scheduled for May 2 and the Annual MVB Golf Tournament is scheduled for May 17.

#### **VIII. BYLAWS COMMITTEE (Dixie Yann, Chair)**

Dixie Yann advised that the holiday policy has completed the 45-day comment period; the comments received are included in the board packet.

John Schirripa made a motion to accept the following:

##### **A. Holiday Policy (45 – Day Comment Period Over)**

Dixie Yann seconded. The motion passed.

Mrs. Yann advised that the next agenda item is the Textbook Affordability Policy. The current policy was reviewed and a few small revisions were discussed at the committee (included in the board packet).

Chairman Holmes discussed the Textbook Affordability Committee (board committee), which currently does not exist, and the Bookstore Advisory Committee (University committee). The Bookstore Advisory Committee falls under Dr. Harvey and he has already asked the deans to submit names for that committee. Whatever

action is taken in the Bookstore Advisory Committee would funnel through the Academic Affairs Committee of the Board of Governors.

Chair Holmes advised the Textbook Affordability Policy would be tabled.

**IX. ENROLLMENT/HOUSING-STUDENT LIFE COMMITTEE (Bill Holmes, Chair)**

Bill Holmes, Chair of the Enrollment/Housing-Student Life Committee asked that Lyndsey Dugan, VP of University Relations, Marketing and Recruitment, give an update.

Mrs. Dugan gave an update on enrollment and asked everyone to refer to the enrollment report that was distributed. Fairmont State is currently up 24% in inquires, 26% in applications, and 16% in admissions.

Mrs. Dugan advised that the admission rate is the only item that has decreased from this time last year. The decrease is because of the higher number of applicants and the University maintaining its academic standards for admission.

She discussed admissions and recruitment activities, all of which have increased from last year to this year. The activities include campus visits, campus events, college fairs, and high schools visits.

The SOAR Awards (scholarship programs) are winding up for the year. Last year we had two events, awarded 169 students a scholarship and saw a 99% yield rate from those ceremonies. This year we have had 6 events and have awarded 464 students the SOAR award. Mrs. Dugan showed a video from the SOAR event that took place on the campus of Fairmont State.

Dr. Budd Sapp inquired about the William White scholarships being used for the SOAR scholarships. Christa Kwiatkowski advised that the William White scholarships were not being used for the SOAR scholarships.

Tim McNeely advised that a housing and residence life summary was provided. The University's current projections are up 6% for Fall 2019 compared to Fall 2018.

**X. FINANCE COMMITTEE (John Schirripa, Chair)**

John Schirripa, Chair of the Finance Committee, asked Christa Kwiatkowski, CFO, to provide a brief update.

The Finance Committee met on February 6 and reviewed the financial statements from November and December, along with other topics.

Christa advised the November and December financials have been provided in the board packet. In addition, a financial summary document that summarized the detailed information in the board packet was provided.

Dr. Budd Sapp made a motion to accept the following:

A. Financial Reports for periods ending November 30, 2018 and December 31, 2018.

Dixie Yann seconded. The motion passed.

**XI. EXECUTIVE COMMITTEE (Bill Holmes, Chair)**

Bill Holmes reported that the Executive Committee has not met.

**XII. PROGRESS PER THE STRATEGIC PLAN**

Dr. Stacey Jones reported that there is a request in the board packet to adopt a modification in the third theme of the strategic plan. This is part of the continuous improvement of the strategic plan. It is recommended to broaden the section that includes theme three of the plan. Dr. Jones provided a document, which was a summary of the requested changes.

John Schirripa made a motion to accept the following:

A. Strategic Plan Update – Theme 3 Resource Diversification

Deborah Prezioso seconded. The motion passed.

Dr. Jones advised the University is now current with all submissions to the HEPC and HLC.

**XIII. NEW BUSINESS**

Chairman Holmes presented the update of the two board date changes. The June and August meetings are being requested to be changed. Mrs. Scully will send a request to all board members to determine which dates are most convenient for all board members.

Dr. Martin re-introduced Alyssa Welling who is currently the Presidential and Legislative Scholar. President Martin thanked her for the work she has done on behalf of the institution.

**XIV. POSSIBLE EXECUTIVE SESSION**

John Schirripa made a motion to go into Executive Session “Under the Authority of West Virginia Code §6-9A-4 to discuss personnel matters as well as to discuss the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition.”

Jay Puccio seconded. The motion passed.

John Schirripa made a motion to rise from Executive Session. Dixie Yann seconded. The motion passed.

Dr. Budd Sapp made a motion to create a resolution that opposes conceal carry on campus. Jay Puccio seconded. The motion passed.

**XV. ADJOURNMENT**

Dr. Budd Sapp made a motion to adjourn the meeting. Dixie Yann seconded. The motion passed.

\_\_\_\_\_ FSU Board of Governors' Chair  
Bill Holmes                      Date

\_\_\_\_\_ FSU Board of Governors' Secretary  
John Schirripa                      Date

# Meeting Handouts



### Housing and Residence Life Summary

February 15, 2019

Housing assignments are slightly down for FY19:

- 84.7% occupied based on 1192 capacity (-0.3% compared to FY18)

Future assignments are up for FY20:

- 68.4% occupied based on 1192 capacity (+6.2% compared to FY19)

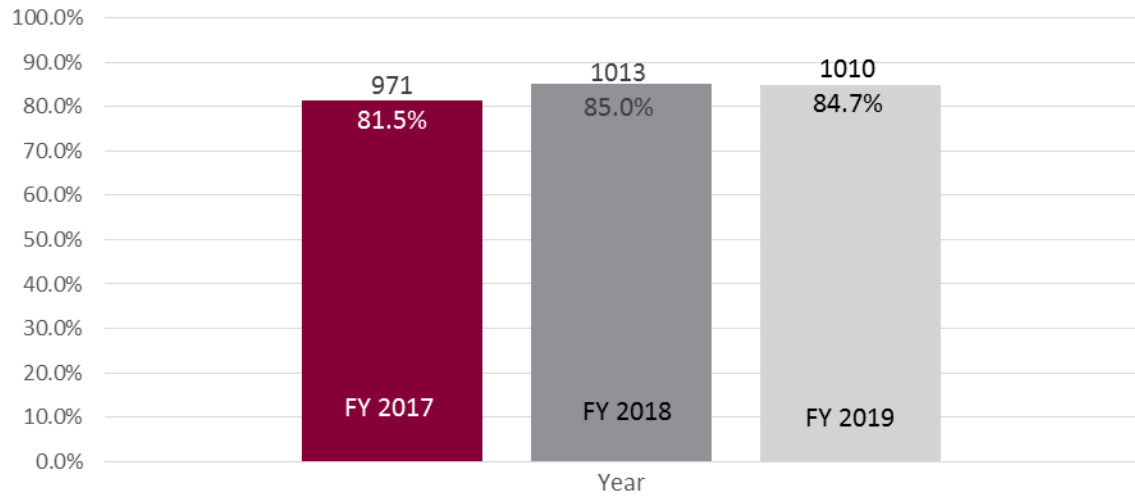
Housing Occupancy This Week in History for Current Term								
Year	Bryant Place	Morrow Hall	Pence Hall	Prichard Hall	University Terrace/ College Park	Total Occupancy	Total Capacity	Capacity Percentage
<b>FY17</b>	354	123	62	112	320	971	1192	81.5%
<b>FY18</b>	361	127	83	122	320	1013	1192	85.0%
<b>FY19</b>	362	124	77	129	318	1010	1192	84.7%

Housing Occupancy Information for FY19							
Institution	Bryant Place	Morrow Hall	Pence Hall	Prichard Hall	University Terrace	Total	Configuration Percentage
Fairmont	304	100	64	109	295	872	86.3%
Pierpont	58	24	13	20	23	138	13.7%
<b>Total Occupancy</b>	<b>362</b>	<b>124</b>	<b>77</b>	<b>129</b>	<b>318</b>	<b>1010</b>	

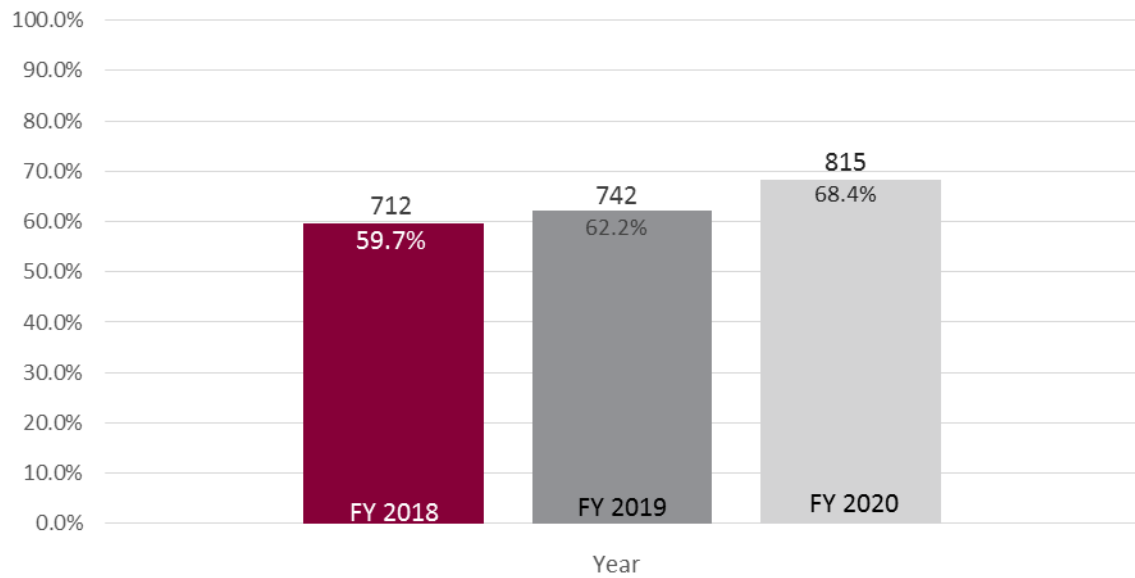
Future Term Occupancy This Week in History								
Year	Bryant Place	Morrow Hall	Pence Hall	Prichard Hall	University Terrace/ College Park	Total Occupancy	Total Capacity	Capacity Percentage
<b>FY18</b>	314	48	27	61	262	712	1192	59.7%
<b>FY19</b>	306	29	58	47	302	742	1192	62.2%
<b>FY20</b>	339	73	39	91	273	815	1192	68.4%

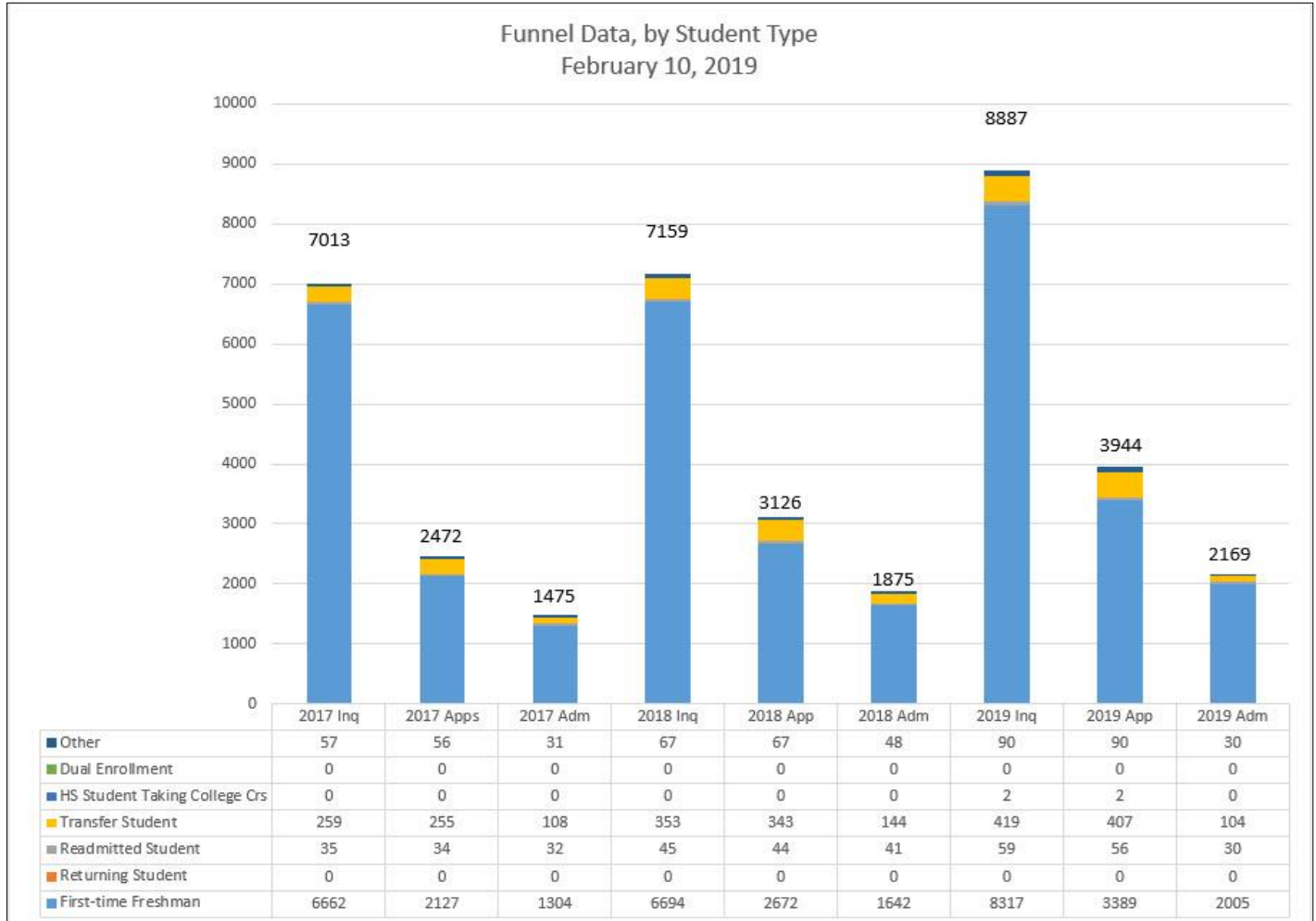
Fairmont VS Pierpont Future Term Occupancy This Week in History			
Year	Fairmont State	Pierpont	Total
<b>FY18</b>	576	89	665
<b>FY19</b>	633	89	722
<b>FY20</b>	725	90	815

### Occupancy This Week in History Over the Last 3 Years Based on 1192 Capacity



### Future Term Occupancy This Week in History





Undergraduate	2/5/2017	2/11/2018	2/10/2019
Conversion Rate	35%	44%	44%
Admit Rate	60%	60%	55%
Yield Rate	39%	36%	N/A

### Inquiries

- Up 24% from last year
- Up 27% from two years ago

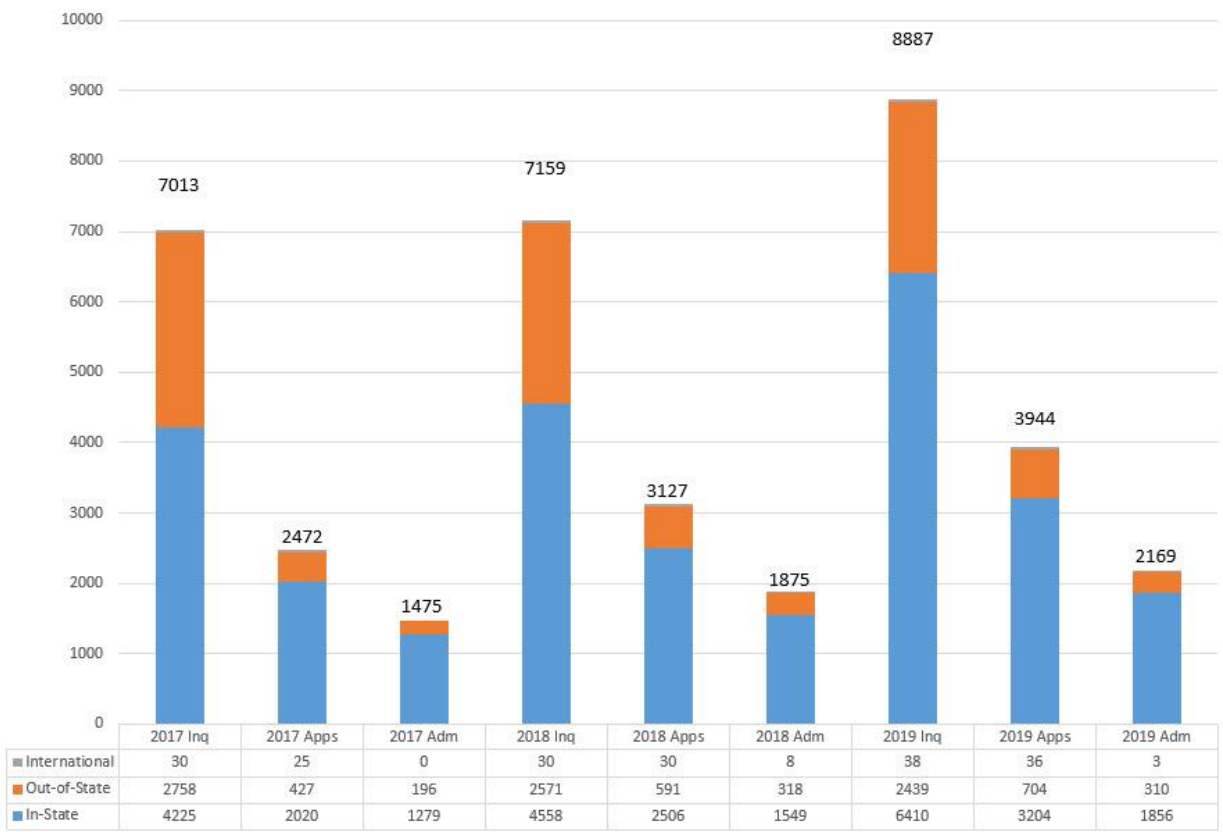
### Applications

- Up 26% from last year
- Up 60% from two years ago

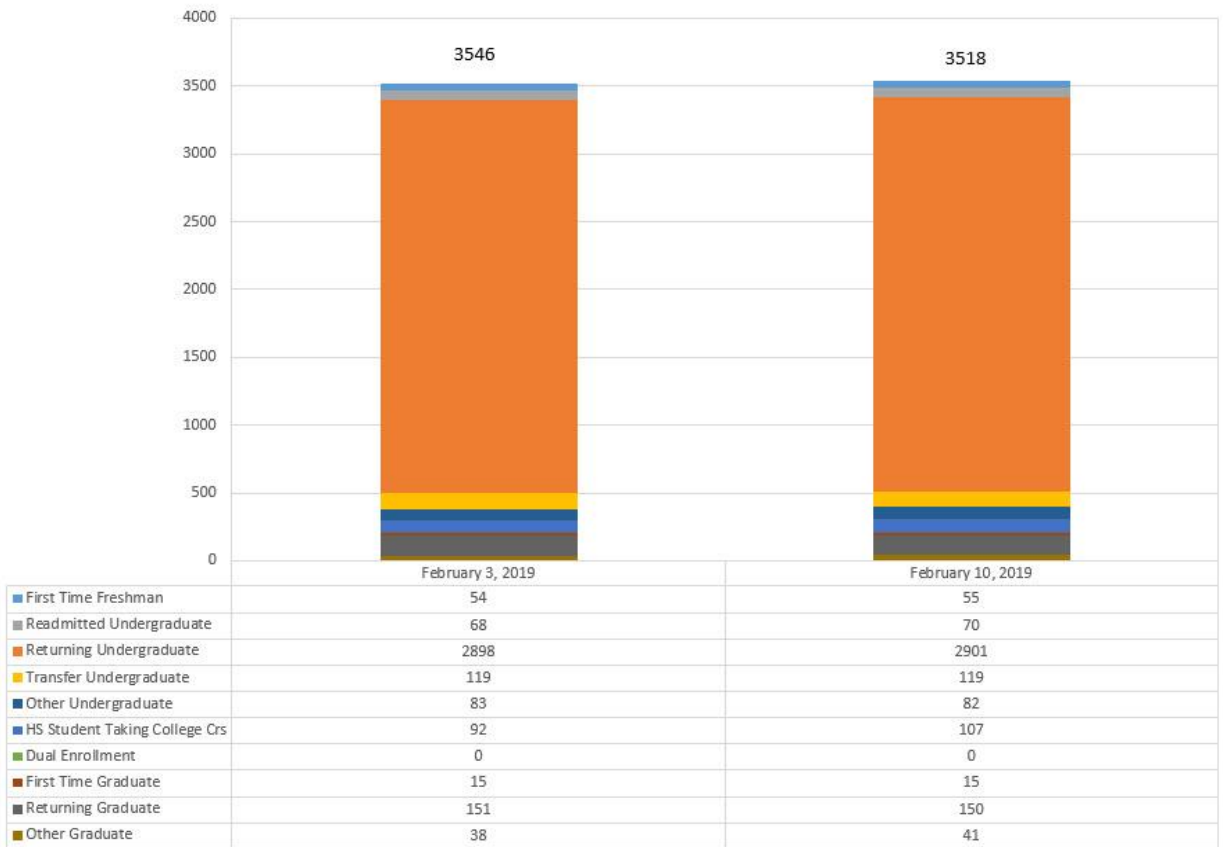
### Admissions

- Up 16% from last year
- Up 47% from two years ago

Funnel Data, by Residency  
February 10, 2019



Spring 2019 Enrollment Monitoring





**FAIRMONT STATE  
UNIVERSITY™**

**Administration and  
Fiscal Affairs**

**Financial Summary – As of December 31, 2018**

With 50% of the year completed, below is a summary of the Statement of Revenues, Expenses and Net Position for the Unrestricted, Auxiliary and Restricted Funds:

<u>Unrestricted</u>	<u>Budget</u>	<u>Actual</u>	<u>% Budget to Actual</u>
Operating Revenues	33,113,373	15,617,064	47.16%
Operating Expenses	46,813,972	18,503,398	39.53%
Other Revenues, Expenses and Transfers	12,638,429	5,206,483	41.20%
Net Income	(1,062,170)	2,320,149	

Negative budget balance is expected to be covered by vacancy savings and capital expenses. YTD Unrestricted balance is \$2,320,149, compared to the balance this time last year of \$1,185,460. We ended last year with a positive balance of \$686,807.

<u>Auxiliary</u>	<u>Budget</u>	<u>Actual</u>	<u>% Budget to Actual</u>
Operating Revenues	14,375,598	6,333,337	44.06%
Operating Expenses	8,731,047	3,729,274	42.71%
Other Revenues, Expenses and Transfers	(5,644,551)	(2,514,394)	44.55%
Net Income	0	89,669	

YTD Auxiliary balance is \$89,669, compared to the balance this time last year of (\$68,018). Current budgeted reserve transfers is \$698,806. FY18 Actual reserve transfers were \$590,301.

<u>Restricted</u>	<u>Budget</u>	<u>Actual</u>	<u>% Budget to Actual</u>
Operating Revenues	32,139,301	13,925,453	43.33%
Operating Expenses	38,976,825	17,420,286	44.69%
Other Revenues, Expenses and Transfers	6,962,582	3,463,589	49.75%
Net Income	125,058	(31,244)	

We received four grant awards in November; NASA Cybersecurity for \$26,300, WV Humanities Council for \$2,814, Atomic Absorption Spectroscopy for \$20,000 and WVDHHR Collegiate Recovery Program of \$20,000. We received two private donations in December; First Lego League of \$8,000 and WV Robotic Alliance of \$9,382.



## Our Quest for Distinction: Strategic Plan 2018-2028

**Mission:** Fairmont State University is a comprehensive, regional university committed to educating global citizen leaders in an environment distinguished by a commitment to excellence, student success, and transformational impact.

**Vision:** Fairmont State University will be renowned for its innovative pedagogical practices and programs and as the first-choice institution for students seeking a transformative educational experience.

Student Success: Retention	Key Performance Indicator	Baseline	Target
<b>GOAL 1: Increase first-year retention rate to 75% minimum by 2028.</b>	Increase first-year retention rate	69% <sup>i</sup>	75%
<b>GOAL 2: Increase six-year graduation rate to 50% minimum by 2028.</b>	Increase six-year graduation rate	32% <sup>ii</sup>	50%
<b>GOAL 3: Reduce transfer-out rate to no more than 25% by 2028.</b>	Reduce transfer-out rate	33% <sup>iii</sup>	25%
<b>GOAL 4: Ensure student career/graduate school placement to 90% within six months of graduation by 2028.</b>	Ensure student career/graduate school placement	New initiative	90%
<b>GOAL 5: Increase availability of scholarship funds to support recipients throughout four years.</b>	Restructure institutional scholarships to provide a 4-year commitment of funding for recipients.	New initiative	100%

Enrollment Management: Growth	Key Performance Indicator	Baseline	Target
<b>GOAL 1: Re-engage non-traditional students by understanding, creating, and offering unparalleled innovative programs.</b>	Minimum of 10 new on-line or low-residency programs will be established.	6 <sup>iv</sup>	16
<b>GOAL 2: Systematically identify and attract out-of-state and international students.</b>	Minimum of 20% of enrollment will be out-of-state students.	12% <sup>v</sup>	20%
	Minimum of 500 international students will be enrolled.	106 <sup>vi</sup>	500
<b>GOAL 3: Increase enrollment of non-traditional learners.</b>	Minimum of 30% adult (25+) learners (including part-time and full-time).	20% <sup>vii</sup>	30%

<b>GOAL 4: Expand educational programs-to-program articulation agreements with community colleges and senior institutions.</b>	Minimum of 100 program-to-program articulation agreements.	4 <sup>viii</sup>	100
<b>GOAL 5: Create cross-border programs in foreign countries.</b>	Minimum of 2 new programs.	New initiative	2
<b>GOAL 6: Improve accessibility.</b>	Maintain tuition and average net price below those of peers.	2015-16 FSU net price was \$8,738 vs. \$14,714 for HEPC-Defined Peer Group. <sup>ix</sup>	Maintain
	Establish a minimum of 5 new co-op programs.	New initiative	5

<b>Resource Diversification: Stabilization</b>	<b>Key Performance Indicator</b>	<b>Baseline</b>	<b>Target</b>
<b>[NEW] GOAL 1: Achieve and sustain the financial stability of the institution.</b>	Composite Financial Index (CFI) [University]   [University w/Foundation]	-0.38 <sup>x</sup>   0.76 <sup>xi</sup>	2.0   2.75
<b>GOAL 1 → 2: Increase sponsored program funding to a minimum of \$5 million per year by 2028.</b>	Minimum of \$5 million per year	\$1.9 million <sup>xii</sup>	\$5 million per year
<b>GOAL 2/3 → 3: Grow foundation endowment to a minimum of \$50 million by 2028 and increase the number of endowed student scholarships.</b>	Minimum of \$50 million in endowment	\$22 million <sup>xiii</sup>	\$50 million
	Minimum of 300 endowed student scholarships	200 <sup>xiv</sup>	300
<b>GOAL 4: Increase alumni engagement and philanthropy to a minimum of 5 percent above the national average.</b>	Alumni giving increased to 5% above the national average (currently 8.9%)	2% <sup>xv</sup>	14%

<sup>i</sup> From IPEDS Data Feedback Report 2017 (Page 6, Figure 12).

<sup>ii</sup> From IPEDS Data Feedback Report 2017 (Page 6, Figure 14).

<sup>iii</sup> From IPEDS Data Feedback Report 2017 (Page 6, Figure 13).

<sup>iv</sup> Current on-line or low-residency programs are the Master's degree in Criminal Justice and five graduate programs in the School of Education, Health and Human Performance.

<sup>v</sup> From Fall 2017 Enrollment Report, Office of Assessment and Planning (Page 1).

<sup>vi</sup> Fall 2017 enrollment based on FSU Student Information System (Banner), per L. Schoonmaker.

<sup>vii</sup> Information provided by Registrar's Office for Fall 2017 enrollment.

<sup>viii</sup> The current articulation agreements are through the School of Nursing.

<sup>ix</sup> From IPEDS Data Feedback Report 2017 (Page 4, Figure 7).

<sup>x</sup> FY 2017 Composite Financial Indicator (CFI) submitted to the Higher Learning Commission (HLC) as part of the 2018 Institutional Update [Fairmont State University - Excluding GASB 68]

<sup>xi</sup> FY 2017 Composite Financial Indicator (CFI) submitted to the Higher Learning Commission (HLC) as part of the 2018 Institutional Update [Fairmont State University with Foundation - Excluding GASB 68]

<sup>xii</sup> Based on a 3-year average of grants awarded to Fairmont State, either directly to the institution or through the Fairmont State Foundation.

<sup>xiii</sup> As of January 2018.

<sup>xiv</sup> As of January 2018.

<sup>xv</sup> Percentage of alumni in the database who made a contribution during 2017.

# Tab 2



**Fairmont State University  
Board of Governors  
April 18, 2019**

**Item:** January and February Financial Reports

**Committee:** Committee of the Whole

**Recommended Resolution:** Be it resolved, that the Board of Governors recognize and accept the January and February Unrestricted and Restricted reports.

**Staff Member:** Christa Kwiatkowski

**Background:** Summary of the reports submitted is attached.

**Fairmont State University**  
**Board of Governors**  
**February 2019**

**Unrestricted Central E&G and Unrestricted Fund Manager**

The unrestricted funds are resources of the institution which are expendable for any purpose in performing the primary objectives of the institution such as instruction, research, and public service.

Central E&G funds are the main operating budget of the institution. The sources of these revenues include tuition and fees, state appropriations, chargeback revenues from Pierpont, and other miscellaneous income. The funding supports academic units, student services, support services, information technology, library services, administration, and physical plant.

Fund Manager funds represent the funds assessed or earned by the academic schools or other departments that support costs specific to that department such as equipment and laboratory supplies.

**February 2019**

With 67% of the fiscal year completed, the Unrestricted Central E&G year to date operating revenues of \$25,694,239 represents 87.85% of the projected current budget. The year to date operating expenses of \$25,480,328 represents 58.44% of the projected current budget. The year to date non-operating revenues of \$9,014,124 represents 66.46% of the projected current budget. After adjusting for debt service, financial aid match and other transfers, the actual YTD balance at the end of February is a positive \$8,546,145. The primary contributor to this positive budget balance is the recognition of Spring tuition and fee revenues in full. Last year at this time, the actual YTD balance was \$7,455,038. Last year, we ended with a positive balance of \$383,447.

Fund Manager funds year to date operating revenues of \$3,256,904 represents 110.03% of the projected current budget. The year to date operating expenses of \$1,662,150 represents 50.75% of the projected current budget. After non-operating revenues and other transfers, the actual YTD balance at the end of February is a positive \$1,529,285. Last year at this time, the actual YTD balance was \$838,532. Last year, we ended with a positive balance of \$303,360.

**Auxiliary Funds**

Auxiliary enterprises are self-supporting activities conducted to primarily to provide facilities or services to students, faculty, and staff. Auxiliary activities include: operation of residence halls, public safety, Falcon Center, bookstore, dining, and intercollegiate athletics.

**February 2019**

With 67% of the fiscal year completed, the Auxiliary year to date operating revenues of \$12,745,853 represents 89.00% of the projected current budget. The year to date operating expenses of \$6,176,430 represents 71.08% of the projected current budget. After non-operating revenues, the debt service payments and other transfers, the actual YTD balance at the end of February is a positive \$4,043,484. Current budgeted transfers to reserves is \$685,030. Actual transfers to reserves for FY18 were \$590,301.

## **Restricted Funds**

The Restricted Fund group consists of those funds that are expendable for operating purposes by the University but are limited by grantors or an outside agency as to the specific purpose for which they may be expended. Restricted funds at FSU consist primarily of contracts and grants received from federal or state governments for financial aid, research, public service, or other restricted purpose.

### **February 2019**

With 67% of the fiscal year completed, the Restricted year to date operating revenues of \$24,678,359 represents 76.66% of the projected current budget. The year to date operating expenses of \$30,429,560 represents 77.66% of the projected current budget. After adjusting for Pell Grant revenues and other transfers, the actual YTD balance is a positive \$834,793. The positive balance is due to state aid revenues received but not yet disbursed.

We received a new award in January of \$1,500 from HEPC for J-1 support. We also received \$27,500 in additional contributions for the TEP County Partnerships. In February, we received two additional awards from HEPC; a \$4,000 faculty development award and a \$3,750 award to support travel to NACADA.

Fairmont State University  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted - Central E&G

As of January 31, 2019

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	26,718,598	26,667,999	23,882,982	89.56
	Student Activity Support Revenue	463,228	393,334	93,989	23.90
	Faculty Services Revenue	0	0	6,442	
	Operating Costs Revenue	1,588,279	1,587,181	525,375	33.10
	Support Services Revenue	1,555,255	1,519,164	386,783	25.46
	Other Operating Revenues	123,293	73,121	38,708	52.94
	<b>Total:</b>	<b>30,448,652</b>	<b>30,240,799</b>	<b>24,934,279</b>	<b>82.45</b>
<b>OPERATING EXPENSE</b>	Salaries	24,390,327	24,211,940	11,416,690	47.15
	Benefits	6,112,416	6,115,949	2,915,012	47.66
	Student financial aid-scholarships	3,783,802	3,783,802	4,275,143	112.99
	Utilities	1,360,676	1,360,676	803,633	59.06
	Supplies and Other Services	7,309,150	7,109,150	3,465,059	48.74
	Equipment Expense	686,102	609,142	318,825	52.34
	Fees retained by the Commission	185,560	185,560	0	0.00
	Assessment for Faculty Services	0	0	12,770	
	Assessment for Student Activity Costs	366,227	366,227	74,814	20.43
	<b>Total:</b>	<b>44,194,260</b>	<b>43,742,446</b>	<b>23,281,945</b>	<b>53.23</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(13,745,608)</b>	<b>(13,501,647)</b>	<b>1,652,334</b>	<b>(12.24)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	15,111,777	15,111,777	10,124,890	67.00
	Gifts	377,220	377,220	375,025	99.42
	E&G Capital & Debt Service Support Revenue	0	0	0	
	Investment Income	69,245	69,245	119,038	171.91
	Assessment for E&G Capital & Debt Service Costs	(1,994,319)	(1,994,319)	(1,541,086)	77.27
	<b>Total:</b>	<b>13,563,923</b>	<b>13,563,923</b>	<b>9,077,867</b>	<b>66.93</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(47,400)	(197,864)	(235,719)	119.13
	Construction Expenditures	(584,500)	(584,500)	(392,878)	67.22
	Transfers for Debt Service	(64,863)	(64,863)	(32,348)	49.87
	Transfers for Financial Aid Match	(40,413)	(40,413)	0	0.00
	Indirect Cost Recoveries	602	602	0	0.00
	Transfers - Other	(7,550)	(7,550)	(25,126)	332.79
	<b>Total:</b>	<b>(744,124)</b>	<b>(894,588)</b>	<b>(686,071)</b>	<b>76.69</b>
<b>BUDGET BALANCE</b>		<b>(925,809)</b>	<b>(832,312)</b>	<b>10,044,130</b>	<b>(1,206.77)</b>
<b>Add: Estimated Unfilled Position Savings:</b>		<b>400,000</b>	<b>400,000</b>		
<b>Capitalized Expenses</b>		<b>584,500</b>	<b>584,500</b>		
<b>ADJUSTED BUDGET BALANCE</b>		<b>58,691</b>	<b>152,188</b>		
<b>* Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>6,961,393</b>	<b>7,610,679</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>7,020,084</u></b>	<b><u>7,762,867</u></b>		

Fairmont State University  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted - Fund Manager

As of January 31, 2019

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	2,490,635	2,791,937	3,118,273	111.69
	Other Operating Revenues	84,975	102,987	83,997	81.56
	<b>Total:</b>	<b>2,575,610</b>	<b>2,894,924</b>	<b>3,202,269</b>	<b>110.62</b>
<b>OPERATING EXPENSE</b>	Salaries	1,150,456	1,570,518	650,289	41.41
	Benefits	214,271	259,980	119,810	46.08
	Student financial aid-scholarships	27,440	27,440	12,427	45.29
	Utilities	4,500	4,500	951	21.14
	Supplies and Other Services	1,085,807	1,198,896	429,271	35.81
	Equipment Expense	152,329	159,848	61,082	38.21
	<b>Total:</b>	<b>2,634,803</b>	<b>3,221,183</b>	<b>1,273,831</b>	<b>39.55</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(59,193)</b>	<b>(326,259)</b>	<b>1,928,439</b>	<b>(591.08)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Gifts	500	17,083	17,151	100.40
	Interest on capital asset related debt	0	0	(65,922)	
	<b>Total:</b>	<b>500</b>	<b>17,083</b>	<b>(48,771)</b>	<b>(285.50)</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(20,000)	(102,472)	(65,227)	63.65
	Construction Expenditures	0	(12,400)	0	0.00
	Indirect Cost Recoveries	65,643	62,097	24,554	39.54
	Transfers - Other	13,050	9,406	25,921	275.58
	<b>Total:</b>	<b>58,693</b>	<b>(43,369)</b>	<b>(14,752)</b>	34.02
<b>BUDGET BALANCE</b>		<b>0</b>	<b>(352,545)</b>	<b>1,864,915</b>	(528.99)
<b>Add: Estimated Unfilled Position Savings:</b>		<b>0</b>	<b>0</b>		
<b>ADJUSTED BUDGET BALANCE</b>		<b>0</b>	<b>(352,545)</b>		
<b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>1,928,034</b>	<b>1,976,577</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>1,928,034</u></b>	<b><u>1,624,032</u></b>		

Auxiliary  
Actual vs Budget Statement of Revenues and Expenses  
Board of Governors  
As of January 31, 2019

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Auxiliary Enterprise Revenue	8,927,583	8,933,583	7,688,284	86.06
	Auxiliary Fees & Debt Service Support Revenue	5,179,480	5,199,480	4,147,578	79.77
	Other Operating Revenues	242,535	242,535	91,620	37.78
	<b>Total:</b>	<b>14,349,598</b>	<b>14,375,598</b>	<b>11,927,482</b>	<b>82.97</b>
<b>OPERATING EXPENSE</b>	Salaries	2,847,427	2,894,493	1,484,520	51.29
	Benefits	635,676	652,024	264,818	40.61
	Student financial aid-scholarships	851,077	825,077	541,054	65.58
	Utilities	908,406	908,606	521,141	57.36
	Supplies and Other Services	3,340,610	3,376,345	1,891,676	56.03
	Equipment Expense	79,675	86,275	21,812	25.28
	Assessment for Auxiliary Fees & Debt Service	0	0	572,993	
	<b>Total:</b>	<b>8,662,871</b>	<b>8,742,820</b>	<b>5,298,013</b>	<b>60.60</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Gifts	0	0	0	
	Interest on capital asset related debt	0	0	0	
	<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(59,600)	(52,046)	(49,204)	94.54
	Transfers for Debt Service	(4,890,274)	(4,890,274)	(2,436,777)	49.83
	Transfers for Financial Aid Match	(3,425)	(3,425)	0	0.00
	Transfers for Capital Projects	0	0	(39,164)	
	Transfers to Plant Reserves	(733,428)	(687,033)	0	0.00
	Transfers - Other	0	0	(794)	
	<b>Total:</b>	<b>(5,686,727)</b>	<b>(5,632,778)</b>	<b>(2,525,940)</b>	<b>44.84</b>
<b>BUDGET BALANCE - Projected Transfer to Reserves</b>		<b>0</b>	<b>0</b>	<b>4,103,529</b>	
* <b>Add: NET ASSETS - Beginning of Year</b>		<b><u>7,542,464</u></b>	<b><u>7,530,263</u></b>		
<b>Equals: PROJECTED NET ASSETS - End of Year</b>		<b><u>7,542,464</u></b>	<b><u>7,530,263</u></b>		

\* Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2017 in the amount of \$1,081,994

\* Auxiliary Net Assets are required to support future repair and replacement costs. Planning activities continue to document a 20 year plan to support each auxiliary enterprise capital repair/replacement need.

**FAIRMONT STATE UNIVERSITY**  
**Actual vs Budget Statement of Revenues and Expenses**  
**Current Restricted**  
For Period Ending January 31, 2019

	<b>Approved Budget*</b>	<b>Current Budget</b>	<b>YTD Actual</b>	<b>YTD Actual to Current Budget</b>
<b>OPERATING REVENUE</b>				
Federal Grants and Contracts	22,976,687	23,800,568	16,781,882	70.51
State/Local Grants and Contracts	6,659,740	6,574,987	3,535,776	53.78
Private Grants and Contracts	1,722,871	1,788,289	2,619,896	146.50
Other Operating Revenue	5,075	14,456	10,204	70.58
<b>Total:</b>	<b>31,364,373</b>	<b>32,178,301</b>	<b>22,947,758</b>	<b>71.31</b>
<b>OPERATING EXPENSE</b>				
Salaries	178,196	497,354	226,347	45.51
Benefits	36,463	98,911	25,903	26.19
Student financial aid - scholarships	40,238,109	37,039,013	29,438,334	79.48
Supplies and Other Services	814,665	1,387,538	326,236	23.51
Equipment Expense	(6,634)	(6,991)	30,961	-442.86
<b>Total:</b>	<b>41,260,799</b>	<b>39,015,825</b>	<b>30,047,781</b>	<b>77.01</b>
<b>OPERATING INCOME/ (LOSS)</b>	<b>(9,896,426)</b>	<b>(6,837,524)</b>	<b>(7,100,023)</b>	<b>103.84</b>
<b>NONOPERATING REVENUE</b>				
Federal Pell Grant Revenues	10,000,000	7,000,000	6,588,069	94.12
Gifts	2,497	16,358	3,615	0.00
Investment Income	0	0	0	0.00
<b>Total:</b>	<b>10,002,497</b>	<b>7,016,358</b>	<b>6,591,684</b>	<b>93.95</b>
<b>TRANSFERS &amp; OTHER</b>				
Capital Expenditures	(43,343)	(63,343)	(35,034)	55.31
Construction Expenditures	0	0	0	
Transfers for Fin Aid Match	33,431	33,431	13,000	38.89
Indirect Cost Recoveries	(20,095)	(86,165)	(24,554)	28.50
Transfers - Other	62,301	62,301	0	0.00
<b>Total:</b>	<b>32,295</b>	<b>(53,776)</b>	<b>(46,588)</b>	<b>86.63</b>
<b>BUDGET BALANCE</b>	<b>138,366</b>	<b>125,058</b>	<b>(554,927)</b>	<b>-443.74</b>
<b>Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year</b>	<b>18,551</b>	<b>18,551</b>		
<b>PROJECTED RESTRICTED NET ASSETS - End of Year</b>	<b><u>156,917</u></b>	<b><u>143,609</u></b>		

\*Approved budget is listed at the July budget due to no approvals being required for restricted funds.

Fairmont State University  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted - Central E&G

As of February 28, 2019

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	26,718,598	25,667,999	23,914,961	93.17
	Student Activity Support Revenue	463,228	393,334	99,241	25.23
	Faculty Services Revenue	0	0	6,442	
	Operating Costs Revenue	1,588,279	1,587,181	863,197	54.39
	Support Services Revenue	1,555,255	1,525,221	768,517	50.39
	Other Operating Revenues	123,293	73,121	41,881	57.28
	<b>Total:</b>	<b>30,448,652</b>	<b>29,246,856</b>	<b>25,694,239</b>	<b>87.85</b>
<b>OPERATING EXPENSE</b>	Salaries	24,390,327	24,136,121	12,755,158	52.85
	Benefits	6,112,416	6,107,936	3,243,409	53.10
	Student financial aid-scholarships	3,783,802	3,783,802	4,092,238	108.15
	Utilities	1,360,676	1,360,676	902,641	66.34
	Supplies and Other Services	7,309,150	7,053,585	4,061,411	57.58
	Equipment Expense	686,102	605,759	333,562	55.07
	Fees retained by the Commission	185,560	185,560	0	0.00
	Assessment for Faculty Services	0	0	12,770	
	Assessment for Student Activity Costs	366,227	366,227	79,138	21.61
	<b>Total:</b>	<b>44,194,260</b>	<b>43,599,666</b>	<b>25,480,328</b>	<b>58.44</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(13,745,608)</b>	<b>(14,352,810)</b>	<b>213,911</b>	<b>(1.49)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	15,111,777	15,111,777	10,124,890	67.00
	Gifts	377,220	377,220	375,025	99.42
	E&G Capital & Debt Service Support Revenue	0	0	0	
	Investment Income	69,245	69,245	171,388	247.51
	Assessment for E&G Capital & Debt Service Costs	(1,994,319)	(1,994,319)	(1,657,179)	83.09
	<b>Total:</b>	<b>13,563,923</b>	<b>13,563,923</b>	<b>9,014,124</b>	<b>66.46</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(47,400)	(197,864)	(228,719)	115.59
	Construction Expenditures	(584,500)	(584,500)	(392,878)	67.22
	Transfers for Debt Service	(64,863)	(64,863)	(32,348)	49.87
	Transfers for Financial Aid Match	(40,413)	(38,764)	0	0.00
	Indirect Cost Recoveries	602	602	0	0.00
	Transfers - Other	(7,550)	142,450	(27,946)	(19.62)
	<b>Total:</b>	<b>(744,124)</b>	<b>(742,939)</b>	<b>(681,890)</b>	<b>91.78</b>
<b>BUDGET BALANCE</b>		<b>(925,809)</b>	<b>(1,531,826)</b>	<b>8,546,145</b>	<b>(557.91)</b>
<b>Add: Estimated Unfilled Position Savings:</b>		<b>400,000</b>	<b>400,000</b>		
<b>Capitalized Expenses</b>		<b>584,500</b>	<b>584,500</b>		
<b>ADJUSTED BUDGET BALANCE</b>		<b>58,691</b>	<b>(547,326)</b>		
<b>* Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>6,961,393</b>	<b>7,610,679</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>7,020,084</u></b>	<b><u>7,063,353</u></b>		



Fairmont State University  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted - Fund Manager

As of February 28, 2019

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	2,490,635	2,856,937	3,161,794	110.67
	Other Operating Revenues	84,975	102,987	95,110	92.35
	<b>Total:</b>	<b>2,575,610</b>	<b>2,959,924</b>	<b>3,256,904</b>	<b>110.03</b>
<b>OPERATING EXPENSE</b>	Salaries	1,150,456	1,617,752	845,709	52.28
	Benefits	214,271	274,047	150,840	55.04
	Student financial aid-scholarships	27,440	27,440	12,427	45.29
	Utilities	4,500	4,500	1,087	24.16
	Supplies and Other Services	1,085,807	1,191,423	587,990	49.35
	Equipment Expense	152,329	159,848	64,097	40.10
	<b>Total:</b>	<b>2,634,803</b>	<b>3,275,012</b>	<b>1,662,150</b>	<b>50.75</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(59,193)</b>	<b>(315,088)</b>	<b>1,594,755</b>	<b>(506.13)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Gifts	500	17,083	17,151	100.40
	Interest on capital asset related debt	0	0	(74,163)	
	<b>Total:</b>	<b>500</b>	<b>17,083</b>	<b>(57,012)</b>	<b>(333.73)</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(20,000)	(102,472)	(65,227)	63.65
	Construction Expenditures	0	(12,400)	(165)	1.33
	Indirect Cost Recoveries	65,643	62,097	28,195	45.40
	Transfers - Other	13,050	(140,594)	28,740	(20.44)
	<b>Total:</b>	<b>58,693</b>	<b>(193,369)</b>	<b>(8,458)</b>	<b>4.37</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>(491,374)</b>	<b>1,529,285</b>	<b>(311.23)</b>
<b>Add: Estimated Unfilled Position Savings:</b>		<b>0</b>	<b>0</b>		
<b>ADJUSTED BUDGET BALANCE</b>		<b>0</b>	<b>(491,374)</b>		
<b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>1,928,034</b>	<b>1,976,577</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>1,928,034</u></b>	<b><u>1,485,203</u></b>		

Auxiliary  
Actual vs Budget Statement of Revenues and Expenses  
Board of Governors  
As of February 28, 2019

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Auxiliary Enterprise Revenue	8,927,583	8,938,583	7,715,411	86.32
	Auxiliary Fees & Debt Service Support Revenue	5,179,480	5,139,480	4,934,855	96.02
	Other Operating Revenues	242,535	242,535	95,587	39.41
	<b>Total:</b>	<b>14,349,598</b>	<b>14,320,598</b>	<b>12,745,853</b>	<b>89.00</b>
<b>OPERATING EXPENSE</b>	Salaries	2,847,427	2,838,689	1,681,386	59.23
	Benefits	635,676	648,831	292,490	45.08
	Student financial aid-scholarships	851,077	825,077	776,684	94.13
	Utilities	908,406	908,606	563,696	62.04
	Supplies and Other Services	3,340,610	3,384,210	2,267,998	67.02
	Equipment Expense	79,675	84,410	21,182	25.09
	Assessment for Auxiliary Fees & Debt Service	0	0	572,993	
	<b>Total:</b>	<b>8,662,871</b>	<b>8,689,823</b>	<b>6,176,430</b>	<b>71.08</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Gifts	0	0	0	
	Interest on capital asset related debt	0	0	0	
	<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(59,600)	(52,046)	(49,204)	94.54
	Transfers for Debt Service	(4,890,274)	(4,890,274)	(2,436,777)	49.83
	Transfers for Financial Aid Match	(3,425)	(3,425)	0	0.00
	Transfers for Capital Projects	0	0	(39,164)	
	Transfers to Plant Reserves	(733,428)	(685,030)	0	0.00
	Transfers - Other	0	0	(794)	
	<b>Total:</b>	<b>(5,686,727)</b>	<b>(5,630,775)</b>	<b>(2,525,940)</b>	<b>44.86</b>
<b>BUDGET BALANCE - Projected Transfer to Reserves</b>		<b>0</b>	<b>0</b>	<b>4,043,484</b>	
* <b>Add: NET ASSETS - Beginning of Year</b>		<b><u>7,542,464</u></b>	<b><u>7,530,263</u></b>		
<b>Equals: PROJECTED NET ASSETS - End of Year</b>		<b><u>7,542,464</u></b>	<b><u>7,530,263</u></b>		

\* Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2017 in the amount of \$1,081,994

\* Auxiliary Net Assets are required to support future repair and replacement costs. Planning activities continue to document a 20 year plan to support each auxiliary enterprise capital repair/replacement need.

**FAIRMONT STATE UNIVERSITY**  
**Actual vs Budget Statement of Revenues and Expenses**  
**Current Restricted**  
For Period Ending February 28, 2019

	<b>Approved Budget*</b>	<b>Current Budget</b>	<b>YTD Actual</b>	<b>YTD Actual to Current Budget</b>
<b>OPERATING REVENUE</b>				
Federal Grants and Contracts	22,976,687	23,805,514	17,069,897	71.71
State/Local Grants and Contracts	6,659,740	6,582,737	4,844,825	73.60
Private Grants and Contracts	1,722,871	1,788,289	2,745,980	153.55
Other Operating Revenue	5,075	14,456	17,657	122.14
<b>Total:</b>	<b>31,364,373</b>	<b>32,190,997</b>	<b>24,678,359</b>	<b>76.66</b>
<b>OPERATING EXPENSE</b>				
Salaries	178,196	658,303	263,542	40.03
Benefits	36,463	98,911	30,541	30.88
Student financial aid - scholarships	40,238,109	37,039,013	29,769,651	80.37
Supplies and Other Services	814,665	1,395,288	334,140	23.95
Equipment Expense	(6,634)	(6,991)	31,686	-453.22
<b>Total:</b>	<b>41,260,799</b>	<b>39,184,524</b>	<b>30,429,560</b>	<b>77.66</b>
<b>OPERATING INCOME/ (LOSS)</b>	<b>(9,896,426)</b>	<b>(6,993,527)</b>	<b>(5,751,201)</b>	<b>82.24</b>
<b>NONOPERATING REVENUE</b>				
Federal Pell Grant Revenues	10,000,000	7,000,000	6,631,254	94.73
Gifts	2,497	16,358	4,935	0.00
Investment Income	0	0	0	0.00
<b>Total:</b>	<b>10,002,497</b>	<b>7,016,358</b>	<b>6,636,189</b>	<b>94.58</b>
<b>TRANSFERS &amp; OTHER</b>				
Capital Expenditures	(43,343)	(63,343)	(35,000)	55.25
Construction Expenditures	0	0	0	
Transfers for Fin Aid Match	33,431	33,431	13,000	38.89
Indirect Cost Recoveries	(20,095)	(86,165)	(28,195)	32.72
Transfers - Other	62,301	62,301	0	0.00
<b>Total:</b>	<b>32,295</b>	<b>(53,776)</b>	<b>(50,195)</b>	<b>93.34</b>
<b>BUDGET BALANCE</b>	<b>138,366</b>	<b>(30,945)</b>	<b>834,793</b>	<b>-2697.65</b>
<b>Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year</b>	<b>18,551</b>	<b>18,551</b>		
<b>PROJECTED RESTRICTED NET ASSETS - End of Year</b>	<b><u>156,917</u></b>	<b><u>(12,394)</u></b>		

\*Approved budget is listed at the July budget due to no approvals being required for restricted funds.

# Tab 3

**Fairmont State University  
Board of Governors  
April 18, 2019**

**Item:** Approval to Implement Metro Rate for FY2020-2021

**Committee:** Committee of the Whole

**Recommended Resolution:** Be it resolved, that the Board of Governors approve the implementation of a metro rate for FY2021.

**Staff Member:** Christa Kwiatkowski

**Background:** Because of the static or declining population of West Virginia college-going graduates, in order to continue a growth in enrollment, Fairmont State needs to position itself to become competitive outside the borders of West Virginia. Several other schools have already implemented a metro rate, which typically consist of select counties in bordering states. Fairmont state would like to take a bold approach at growing our out-of-state (OOS) population by offering a metro rate to all counties within the bordering states, effective Fall 2020, or FY 2021. While this has no budget impact for the upcoming fiscal year, it is necessary to seek approval due to the recruiting season for Fall 2020 which operationally begins in Fall 2019.

It is requested that the Finance Committee approve a new rate structure, to begin FY 2021, that will allow all incoming Freshman or first-time enrollee transfer students to receive the metro rate, which will be equal to 1 ½ times the in-state tuition rate. This will be offered to students in Pennsylvania, Ohio, Maryland, Kentucky, Virginia and DC. Currently, OOS tuition is 217% of in-state tuition. Currently 65% of our OOS students come from the targeted areas. If we offered this rate to our entire current population of OOS students at once, it would result in a loss of \$672, 079 in tuition and fee revenue. Assuming each student has some level of the OOS Neighbor’s scholarship, we would offer about \$84,500 less in scholarships to these students. However, it would only take an increase of 105 students from these areas to make up this difference. Because we will take a tiered approach to the implementation, we believe we can systematically increase the number of enrolled OOS students as we decrease the tuition. The estimated expected loss in revenue for the first year of implantation is the largest, at \$232,700 if no more than the current OOS population enrolls. However, if we can increase enrollment by 42 students from those areas in that same year, we will be at a breakeven point for the first year.

# Tab 4

**Fairmont State University  
Board of Governors  
April 18, 2019**

**Item:** Athletics Capital Purchase from Reserves Approval

**Committee:** Committee of the Whole

**Recommended Resolution:** Be it resolved, that the Board of Governors approve capital expenses from reserves for new field turf and fencing to secure access to the field turf.

**Staff Member:** Christa Kwiatkowski

**Background:** The artificial turf on the Duvall Rosier field is beyond its life cycle and is in need of replacement.

It is requested that Athletics be approved to fund this project at a total cost of \$966,869.80, made up of \$857,560.90 for the turf and \$109,308.90 for the fencing and secure access. This expense will first be funded by revenues generated from scoreboard sponsorships in the amount of \$61,497. The remainder to be split evenly between the General Athletics reserve and the Special Equity reserve, whose balances are currently \$501,584 and \$594,860, respectively. If this project is approved, it will leave approximately \$191,000 in reserves. It is expected that future fundraising will replace the reserve funds utilized.



THE ULTIMATE  
SURFACE EXPERIENCE

**Date:** Saturday, March 09, 2019

**To:** Mr. Ryan Courtney – Associate AD of Facilities  
Fairmont State University  
1201 Locust Avenue  
Fairmont, WV 26554

**From:** Patrick Zeni – Regional Sales Manager

**Phone:** 412-835-7060

**Email:** [Patrick.Zeni@fieldturf.com](mailto:Patrick.Zeni@fieldturf.com)

**Subject:** Fairmont State University – Synthetic Turf Field Replacement

FieldTurf USA, Inc. is pleased to present the following proposal. Price estimates are based off of The National Joint Powers Alliance (NJPA) pricing. NJPA provides predetermined preferential pricing through approved vendors. Since the products have already been bid at the national level, individual schools do not have to duplicate the bidding process per NJPA Contract # 082114.

	Description	Quantity	Units	Unit Price	Total
	<b>Site Work</b>				
1	Mobilization	1	LS	10,000.00	\$10,000.00
2	Layout	1	LS	2,500.00	\$2,500.00
3	Remove & Dispose of Existing Football Field	136,568	SF	0.45	\$61,455.60
	<b>Area - Reclaim Infill</b>				
4	Demo Existing Infield Mix	8,100	SF	1.50	\$12,150.00
5	Add Stone to Infield Area	300	TONS	40.00	\$12,000.00
6	Laser Grade Stone Base	144,568	SF	0.10	\$14,456.80
7	Install New Bases & Sleeves	1	SET	2,500.00	\$2,500.00
8	Additional Finish Stone (if necessary)	200	TONS	32.00	\$6,400.00
9	New Football/Soccer Combo Goals	1	SET	22,000.00	\$22,000.00
10	Construction Management	1	LS	15,000.00	\$15,000.00
	<b>Subtotal Site Work</b>				<b>\$158,462.40</b>
	<b>Synthetic Turf</b>				
11	Fieldturf 2.5" HD Classic	144,568	SF	4.55	\$657,784.40
12	Inlaid Numbers & Arrows	1	LS	7,070.00	\$0.00
13	Inlaid Hash Marks	1	LS	7,070.00	\$0.00
14	Inlaid Soccer	1	LS	7,070.00	\$0.00
15	Inlaid Baseball	1	LS	7,070.00	\$0.00
16	Center Logo - "ALLOWANCE"	1	EA	12,120.00	\$12,120.00
17	Conference Logo's - "ALLOWANCE"	2	EA	4,040.00	\$8,080.00
18	End Zone Letters - "FALCONS" x 2	14	EA	1,010.00	\$14,140.00
19	Replacement Batters Boxes, Catchers Boxes,	8	SET	1,750.00	\$14,000.00
20	and Pitcher's Mound Turf Inserts				
21	Maintenance Equipment - Groomer & Sweeper	1	LS	6,750.00	\$6,750.00
22	Infill Reuse Credit	136,568	SF	-0.30	-\$40,970.40



	<b>Subtotal Synthetic Turf</b>				<b>\$671,904.00</b>
	<b>Subtotal Project</b>				<b>\$830,366.40</b>
	<b>Performance &amp; Payment Bonds</b>	1	LS	10,379.58	<b>\$10,379.58</b>
	<b>Total Project</b>				<b>\$840,745.98</b>
	<b>ALTERNATE PRICING</b>				
<b>A1</b>	B & O Tax (if needed)	1	LS	16,814.92	<b>\$16,814.92</b>

**EXCLUSIONS:**

- a) Sales Tax - Owner to provide tax exempt certificate
- b) Supply or installation of Perimeter Safety Fencing
- c) Site Security
- d) Installation of manholes, junction boxes, gabions, concrete or rock rip rap, storm drainage not related to the field construction, grate inlets, RCP
- e) Relocation, removal of existing utilities not limited to electrical conduits, power poles, water, sewer, gas cable, telephone, storm drainage, irrigation heads, lines, valve boxes or wiring of same
- f) Permits and fees are responsibility of owner
- g) Construction signs (If necessary, are responsibility of owner)
- h) Small vehicle to tow FieldTurf maintenance equipment
- i) Geotechnical investigation of site

**NOTES:**

Notwithstanding any other document or agreement entered into by FieldTurf in connection with the supply and installation only of its product pursuant to the present bid proposal, the following shall apply:

- a) This bid proposal and its acceptance is subject to strikes, accidents, delays beyond our control and *force majeure*.
- b) Payment terms are as follows: Monthly progress payments with 10% retainage.
- c) Accounts overdue beyond 30 days of invoice date will be charged at an interest rate of 10% per annum.
- d) FieldTurf requires a minimum of 21 days after receiving a fully executed contract or purchase order and final approvals on shop drawings to manufacture, coordinate delivery and schedule arrival of installation crew. Under typical field size and scenario, FieldTurf further requires a minimum of 28 days per field to install the Product subject to weather and *force majeure*.
- e) FieldTurf requires a suitable staging area. Staging area must be square footage of field x 0.12, have a minimum access of 15 feet wide by 15 feet high, and, no more than 100 ft from the site. A 25 foot wide by 25 foot long hard or paved clean surface area located within 50 feet of the playing surface shall be provided for purposes of proper mixing of infill material. Access to any field will include suitable bridging over curbs from the staging area to permit suitable access to the field by low clearance vehicles. Staging area surface shall be suitable for passage with motor vehicles used to transport materials to the site and/or staging area. FieldTurf shall not be liable for any damages to the staging area or its surface unless such damages are caused by FieldTurf's intentional misconduct or negligence.
- f) This proposal is based on a single mobilization. If the site is not ready and additional mobilizations are necessary, additional charges will apply.
- g) Upon substantial completion of FieldTurf's obligations, the Customer shall sign FieldTurf's Certificate of Completion in the form currently in force; to accomplish this purpose, the Customer will ensure that an authorized representative is present at the walk-through to determine substantial completion and acceptance of the field, which may include a list of punchlist items.

- h) FieldTurf shall not be a party to any penalty clauses and/or liquidated damages provisions.
- i) FieldTurf shall be entitled to recover all costs and expenses, including attorney fees, associated with collection procedures in the event that FieldTurf pursues collection of payment of any past due invoice.
- j) All colors are to be chosen from FieldTurf's standard colors.

*The price is valid for a period of 90 days. The price is subject to increase if affected by an increase in raw materials, freight, or other manufacturing costs, a tax increase, new taxes, levies or any new legally binding imposition affecting the transaction. The price of the base preparation is subject to increase in the event FieldTurf encounters any of the following site conditions: soil contamination; bedrock; unknown utilities; underground springs; unstable or unsuitable ground; and any concealed or unknown conditions.*

Please contact Eric Fisher if you have any questions or require additional information regarding FieldTurf's SmartBuy Program by phone at 888-209-0065 ext. 246 or via e-mail at [Eric.Fisher@fieldturf.com](mailto:Eric.Fisher@fieldturf.com). Be sure to visit our website at [www.fieldturf.com](http://www.fieldturf.com).



# Proposed Duval Rosier Field Improvements

## Project Scope

**Base:** Repair existing redi-rock columns and aluminum fencing. Replace three man gates.  
 Install an additional X' of similar fencing. Install three new man gates & one vehicle access.  
 Install 580' of six foot tall black chainlink fence.  
 Install keypad lock at all gates.

**Add** Create a hybrid gravel & wooden walkway from the gravel tailgating area following  
**Alt:** the southwest slope to the paved maroon tailgating lot.

## Budget

### Base Scope Estimate (Sheet S-1)

	Qty.		Unit \$	Estimate
<b>Redirock Columns</b>				
Redirock Block w/9" Hole 24S (5 pc.=1 column)	100		\$90.75	\$9,075.00
Redirock Cap 28S	20		\$106.25	\$2,125.00
Delivery Fee (1 truck carries 10 full column sets)	2		\$100.00	\$200.00
Gravel Base	180	ft <sup>3</sup>	\$16.80	\$3,024.00
Repairs to Existing Columns				\$649.50
Redirock Columns (Labor)				\$3,000.00
Redirock Columns (Equipment)				\$4,700.00
<b>Aluminum Fencing</b>				
Specrail Aluminum Fencing b/n Redirock Columns	284	lf	\$27.56	\$7,827.04
4' Walk Gate	6		\$309.40	\$1,856.40
18' Double Drive Gate	18	lf	\$96.00	\$1,728.00
Repairs to Existing Fence				\$5,029.68
Aluminum Fencing (Labor)	182	hr	\$60.00	\$10,905.60
<b>Chainlink Fencing (Material &amp; Labor)</b>				
6' Black chainlink fencing with posts installed	580	lf	\$32.00	\$18,560.00
Man Gate	2		\$500	\$1,000
<b>Gate Keypad Locks (Material &amp; Labor)</b>				
	7		\$1,500.00	\$10,500.00
<b>VS. Electronic Card Access Controls w/ JC</b>				<b>\$0.00</b>
<b>Lift Master chainlink slide Gate on rollers (Material &amp; Labor)</b>				
Slide Gate Operator w/ loop detectors	2		\$5,662.50	\$11,325.00
15'w 4' tall cantilever chainlink gate with rollers	2		\$3,285.00	\$6,570.00
<b>Contingency</b>			15%	\$14,257.68

### Base Scope Total Estimate

**\$109,308.90**

### Add Alt Scope Estimate (Sheet S-2)

# Tab 5

**Fairmont State University  
Board of Governors  
April 18, 2019**

**Item:** The need to amend Policy 54 – Bookstore Policy was determined based on a request from student government to revive the Textbook Affordability Committee. Upon review of Policy 54, changes were made to clarify the Scope of the policy and to eliminate duplication of committees created for the same purpose and same goal. Therefore, under Section 6, the Academic Affairs Sub-Committee on textbook affordability is affirmed and the duplicate committee titled Bookstore Advisory Committee was removed.

**Committee:** Committee of the Whole

**Recommended Resolution:** That the Board of Governors amend current Policy 54 to address these issues as proposed.

**Staff Member:** Dixie Yann, Bylaws Committee Chair & Jacqueline L. Sikora, General Counsel

**Background:** This policy complies with federal, state and local laws, rules and regulations. This is an amendment to existing Policy 54.

Fairmont State University  
Board of Governors  
Policy #54  
Bookstore Policy

Effective Date: \_\_\_\_\_, 2019

SECTION 1: GENERAL

1.1 SCOPE: This policy shall be in effect and shall govern textbook sales and the operation of a bookstore by a private vendor at Fairmont State University (FSU). The goal of the policy is to maintain and improve program and course quality and minimize textbook costs to students and ~~to be in~~ensure compliance with the Higher Education Opportunities Act of 2008 and West Virginia Higher Education Policy Commission Series 51.

1.2 AUTHORITY: **West Virginia Code § 18B-1B-4, 18B-10-14**

SECTION 2: PRICING

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

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

2.2.1 The bookstore shall maintain both new and used book stocks along with other supplies for student needs and commit to the maximum extent practicable to make available a maximum number of used textbooks. Additionally, the bookstore shall make available textbook rental programs and offer books in alternate formats such as electronic books that offer cost savings to students.

2.2.1.1 The institution will require that prior to submitting a new adoptions for textbooks or related educational components that faculty review other comparable titles and compare pricing. This comparison will be documented on the adoption form at time of submission. The review should include price of textbook and supplement materials, copyright dates of three (3) previous editions if any, a description of substantial content revisions, whether the textbook is available in lower cost formats with prices included, the price of textbooks unbundled, and the price of custom textbooks.

2.2.1.2 Bundling of customized and supplemental items with textbooks is strongly discouraged. Access codes and disposable class resources such as workbooks must be made available separately from required textbooks to maximize the opportunity for buy back (bookstore repurchase from students) and the availability of used textbooks for students.

- 1 2.2.2 Textbooks should be used for at least three years before a change is made if at  
2 all practicable, and new adoptions should be made effective fall term.
- 3 2.2.3 The same textbook should be used for all sections of a single course number.  
4 Whenever practicable the course coordinator or Dean responsible for the adoption  
5 should submit adoptions for all sections.
- 6 2.2.4 All textbook adoptions for the full academic year (fall, spring, and summer  
7 semesters) shall be returned to the bookstore by March 15 or date prescribed by the  
8 bookstore and must have approval of the academic Dean.
- 9 2.2.4.1 Failure to submit an adoption by the established deadline will result in the  
10 adoption of the class materials used in the previous semester.
- 11 2.2.4.2 Faculty wishing to continue with the same class materials must confirm this  
12 through the submission of the textbook adoption forms.
- 13 2.2.4.3 Once a textbook adoption is published, the adoption may not be changed by  
14 faculty member or Dean for any reason.
- 15 2.2.5 FSU employees may not require students to purchase a textbook, which they have  
16 authored, unless that textbook has also been adopted by another accredited institution  
17 or unless the employee waives royalties from the student purchases.
- 18 Textbooks that include or incorporate either detachable worksheets or worksheet-  
19 style pages may not be adopted without approval of the academic Dean and Textbook  
20 Affordability Committee; however, FSU employees are prohibited from adopting  
21 textbooks with detachable worksheets, which they have authored. This provision  
22 does not prohibit an employee from requiring as a supplement to a textbook any  
23 workbook, access code or similar material which is published independently from the  
24 textbook.
- 25 2.2.6 FSU employees may not receive a payment, loan, subscription, advance, deposit of  
26 money, service, benefit or thing of value, present or promised, as an inducement for  
27 requiring students to purchase a specific textbook for coursework or instruction, as this  
28 would be in violation of the West Virginia Ethics Act.
- 29 2.2.7 The bookstore will compile a report regarding missing textbook adoptions by June 1.  
30 This report will be forwarded to the institutional Board of Governors for review. The  
31 report to the Board should contain specific information on adoption deadlines missed  
32 according to academic area, including justifications submitted by each Academic Dean,  
33 and course sections as well as general information required by West Virginia Higher  
34 Education Policy Commission standards.
- 35 The Academic Dean is responsible to submit a report concerning textbook adoptions  
36 in his/her department to the Vice President for Administrative and Fiscal Affairs.  
37 This report should include justification for adoption deadlines missed.

1 The institutional Board of Governors must submit a report on textbook adoptions to  
2 the West Virginia Higher Education Policy Commission annually by November 1.

### 3 SECTION 3: TEXTBOOK LISTS

4 3.1 Prior to the beginning of each semester, the bookstore shall make available to students a  
5 listing of textbooks, with available formats (new, used, rental, ebook) and course  
6 materials required or assigned for any course offered at FSU. The bookstore will make  
7 provisions in its adoption procedure to include in book ordering all available formats  
8 of adopted texts to include new, used, rental, ebooks and other methods of content  
9 delivery and will make available to students policies concerning buy back (repurchase),  
10 return or length of license of materials in various formats.

11 3.1.1 The listing shall be prominently posted at the bookstore and on the official FSU  
12 website.

13 3.1.2 The listing shall include for each textbook the International Standard Book Number  
14 (ISBN), the edition number and any other relevant information.

15 3.1.3 Each book will be posted to the listing in conjunction with the publishing of the  
16 master schedule of courses prior to pre-registration for the upcoming academic term.

### 17 SECTION 4: DESK COPIES

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

21 4.2 Faculty may make available review or desk copies of adopted textbooks for student use on library  
22 reserve. Instructor editions may not be made available to student.

23 4.3 Faculty and staff may donate unneeded textbooks to the bookstore. Proceeds from donated  
24 textbooks will be directed to the Textbook Scholarship fund.

### 25 SECTION 5: BOOKSTORE REVENUES

26 5.1 Moneys derived from the operation of the bookstore shall be used first to replenish the stock of  
27 any goods and to pay the costs of operating and maintaining the bookstore.

28 All net revenues derived from the operation of the bookstore shall be paid into a special revenue fund,  
29 series 2003 B, toward the debt service payment for the student activity center.

30 5.2 Following the retirement of the Series 2003 B bond indebtedness, all revenue generated by the  
31 operation and enuring to the benefit of the institution shall be deposited into an appropriate  
32 account and shall be used for non-athletic scholarships.



1 SECTION 6: TEXTBOOK AFFORDABILITY COMMITTEE

2 6.1 Fairmont State University's Academic Affairs Committee shall have a permanent  
3 Textbook Affordability Sub-Committee to advise faculty, student government,  
4 administration and the Board of Governors on issues related to textbook affordability and  
5 initiatives, textbook selection guidelines, educational opportunities and strategies designed  
6 to keep the cost of textbooks low.

7 6.2 This committee shall be the sole committee regarding textbook affordability as set forth  
8 herein and shall include a member of the Board of Governors' Academic Affairs  
9 Committee, faculty, administrators, students, staff, and bookstore representatives. ~~The~~  
10 ~~members shall be selected from the membership of the Bookstore Advisory Committee.~~

11 6.3 Members shall be selected annually and may serve consecutive terms.

12 6.4 Provided that FSU continues to operate a bookstore that supports both FSU and Pierpont  
13 C&TC, the membership of this Sub-committee shall meet jointly with its counterpart  
14 committee members from the members of the Textbook Affordability Committee  
15 representing Pierpont C&TC quarterly.

16 6.5 The Textbook Affordability Sub-Committee shall meet at least annually with the members  
17 of the Board of Governors to present recommendations and reports concerning textbook  
18 affordability.

19 SECTION 7: FUTURE MANDATES

20 7.1 The FSU Board of Governors will take steps to update this policy to ensure compliance  
21 with future mandates at both the State and Federal levels.

# Tab 6

**Fairmont State University  
Board of Governors  
April 18, 2019**

**Item:** The need to amend Policy 25 – Salary.

**Committee:** Committee of the Whole

**Recommended Resolution:** That the Board of Governors amend current Policy 25 to address this issue, and to delegate authority to the President, or his/her designee, to give the Vice President of Human Resources the authority to evaluate and review market place standards and adjust employee compensation accordingly.

**Staff Member:** Jacqueline L. Sikora, General Counsel

**Background:** This policy complies with federal, state and local laws, rules and regulations. This is an amendment to existing Policy 25.

The College and University Professional Association for Human Resources (CUPA-HR) referenced in the policy is a national organization that provides higher education human resources professionals and the institutions with the resources necessary to provide contemporary and compliant HR services to their institutions. CUPA-HR has for 50 years conducted annual salary and benefits surveys for higher education faculty, administrator and staff positions. 1,300 institutions participate each year. Fairmont State is a CUPA member and participates in the four surveys available to us. As a participant, we are given a 50% discount on survey data, which we purchase in an online format.

**Fairmont State University Board of Governors  
Policy #25**

**Effective Date:** \_\_\_\_\_

TITLE: SALARY

SECTION 1: GENERAL

- 1.1 Scope: This policy is regarding salary adjustments at Fairmont State University
- 1.2 Authority:
- 1.3 Filing Date:
- 1.3 Effective Date:

SECTION 2: PURPOSE AND SCOPE:

- 2.1 To amend Fairmont State University's Board of Governors' Policy #25; to amend said policy by adding thereto, a new section, designated SECTION 7; and to amend said policy by adding thereto, a new article, designated SECTION 7, Article 7.1, Article 7.2, Article 7.3 and Article 7.4, all relating generally to salary fluctuation based on market place standards and economic development; providing the President to authorize the Vice President of Human Resources the power to evaluate and review market place standards and adjust employee compensation accordingly. In all cases, salary adjustments are based on the University's ability to fund.

*Be it enacted by Fairmont State University Board of Governors that:*

**SECTION 7. SALARY ADJUSTMENTS.**

**7.1 Fairmont State University will pay all employees according to relevant salary market(s), established salary targets for positions, and the University's ability to fund adjustments to pay.**

**7.2 Any and all employee salaries may be changed by any of the actions specified below.** The President authorizes the Vice President of Human Resources to create and maintain a current compensation philosophy, salary guidelines and market-pay plan for all employees and positions, based on annual College and University Professional Association for Human Resources (CUPA-HR) market survey data, federal survey data and other market survey data as deemed relevant and appropriate.

**7.3. Based on the results of periodic surveys, reviews, and studies conducted by Human Resources, any and all employee salaries are adjusted on the basis of relevant salary market(s.)**

**7.3.1** For non-faculty staff, each position will be placed into a pay range based on the market for the work performed. Staff positions will be paid at least the market minimum rate established for that position's job class.

**7.3.2** For faculty, minimum salary rates will be established from CUPA data, based on considerations including but not limited to comparable peer institutions, academic discipline, geographic location, enrollment, budget and institutional type.

**7.4** For both faculty and non-faculty employees, the median/midpoint of their respective ranges is considered adequate and fair compensation. Salary increases beyond each employee's relevant market midpoint are not guaranteed; the guidelines/parameters of such increases beyond market midpoints shall be established in the salary guidelines.