

August 17, 2017

Board of Governors



AGENDA

FSU BOARD OF GOVERNORS' MEETING
AUGUST 17, 2017, 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 JUNE 15, 2017.....***Tab 1 Action Item*

- III. CHAIRMAN'S REPORT**

- IV. PRESIDENT'S REPORT**

- V. REPORTS AND PRESENTATIONS**
 - A. Constituent Report – Ashley Tasker
 - B. Foundation (RJ Gimbl)
 - C. Construction Project Updates (Tom Tucker)

- VI. CONSENT AGENDA.....***Tab 2 Action Item*
 - A. Financial Reports (Months Ending: May 31, 2017)

- VII. ACADEMIC AFFAIRS COMMITTEE (Aaron Hawkins, Chair)**
 - A. Graduate Studies Report.....*Tab 3 Info Only*

- VIII. ATHLETIC AFFAIRS COMMITTEE (Frank Washenitz, Chair)**

- IX. BY-LAWS COMMITTEE (Dixie Yann, Chair)**

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

- XI. FINANCE COMMITTEE (John Schirripa, Chair)**
 - A. Approval of FY 2019 Appropriation Request.....*Tab 4 Action Item*
 - B. Approval of FY 2019 Capital Appropriation Request..... *Tab 5 Action Item*

- XII. STUDENT HOUSING COMMITTEE (Aaron Hawkins, Chair)**

- XIII. EXECUTIVE COMMITTEE (Dixie Yann, Chair)**

- XIV. POSSIBLE EXECUTIVE SESSION - Under the Authority of West Virginia Code §6-9A-4 to Discuss Personnel and Property Issues**

- XV. ADJOURNMENT**

NEXT MEETING: OCTOBER 19, 2017, 9:00 A.M.,
LOCATION: GASTON CAPERTON CENTER,
501 WEST MAIN STREET, CLARKSBURG, WV

Tab 1



FAIRMONT STATE UNIVERSITY
BOARD OF GOVERNORS
MEETING MINUTES
JUNE 15, 2017
BOARD ROOM, 3RD FLOOR FALCON CENTER
1201 LOCUST AVENUE, FAIRMONT, WV

I. CALL TO ORDER

A. Roll Call

Chair Dixie Yann convened a meeting of the Fairmont State University (FSU) Board of Governors on June 15, 2017, beginning at approximately 9:00 a.m. in the Board Room, 3rd Floor Falcon Center, and 1201 Locust Avenue, Fairmont, West Virginia.

At the request of Chair Yann, Serena Scully conducted a roll call of the Board of Governors. Present for the meeting were board members Rachel Ball, Holly Fluharty, Aaron Hawkins, Bill Holmes, John Myers, Deborah Prezioso, Budd Sapp, John Schirripa, Frank Washenitz, and Dixie Yann. Chris Courtney was present following the roll call. Bryan Towns was absent.

Others present were President Rose and President's Council members Christina Lavorata, John Lympany, Tim Oxley, Al Skudzinskas and Debbie Stiles. Tom Tucker, Assistant Vice President for Facilities; Stephanie Slaubaugh, Construction Manager; Tim McNeely, Athletic Director; RJ Gimbl, President of the Fairmont State Foundation; Cindy Curry, Assistant VP of HR; Jack Kirby, Associate Provost; Carolyn Fletcher, Director of Accounting; Monica Cochran, Director of Procurement; Amy Baker, Director of Marketing; Robynn Shannon, Director of Institutional Assessment and Effectiveness; Alicia Kalka, Director of Housing and Residence Life; Deb Hemler, Faculty; Steve Roof, Faculty; Al Magro, Faculty; and multiple nursing faculty: Veronica Gallo, Leia Bobo, Alexis Hicks, Theresa Jones, and Ashley Shroyer. Members of local media were in attendance as well.

B. Public Comment

Frank Washenitz reported that Veronica Gallo signed up for public comment.

Veronica Gallo discussed her concerns regarding the nursing faculty salaries.

C. Approval of Agenda

Aaron Hawkins made a motion to approve the agenda. Budd Sapp seconded. The motion passed.

D. Approval of 2017-2018 Meeting Dates

Aaron Hawkins made a motion to approve the 2017-2018 meeting dates. Debbie Prezioso seconded. The motion passed.

II. APPROVAL OF MINUTES OF MAY 11, 2017

Chris Courtney made a motion to approve the minutes of May 11, 2017. Frank Washenitz seconded. The motion passed.

III. CHAIRMAN'S REPORT

- A. Chair Yann advised that all board members should plan to attend the HEPC Summit on Friday, August 11th (6 training hours).
- B. She reminded everyone of the classified staff luncheon following the meeting.
- C. Chair Yann recognized the classified and non-classified staff members with 20, 25, and 30 years of service.
- D. The Chair also recognized Rachel Ball and John Myers – both will be leaving the board on June 30th.

IV. PRESIDENT'S REPORT

- A. President Rose discussed that there is still no state budget; there has been discussion of cuts ranging from 2% to 13%.
- B. She also mentioned that Tuesday afternoon there was flooding on campus, especially the Locust Avenue parking area.
- C. President Rose advised the Ad Astra work continues; a report is expected any day. Dr. Lavorata will work with the deans and expects cost savings from this project.
- D. She also mentioned the numerous camps currently on campus and many to continue throughout the summer.
- E. President Rose advised of the HEPC meeting this Friday, June 23rd.

V. REPORTS AND PRESENTATIONS

A. Foundation (RJ Gimbl)

RJ Gimbl, President and CEO of the Fairmont State Foundation, reported that this has been a record year with 4.5 million in gifts and pledges.

RJ discussed the Annual Fund which kicked off in late April with a mailing to the entire alumni base – which is now up to 30,000 with addresses. The mailing included a window decal to all alumni. After one month of the mail out, they have received over 105 gifts and \$12,000.

Mr. Gimbl stated that on the major gifts front they have received over \$45,000 in gifts and pledges towards the Maria Rose endowed scholarship.

RJ mentioned that their efforts continue to strengthen the database with another major project this summer to add alumni that are not in the system. They will also be upgrading the Blackbaud systems to a new web based platform that will enable easier use of the system and greater accessibility.

B. Construction Project Updates (Tom Tucker and Stephanie Slaubaugh)

Stephanie Slaubaugh, Construction Manager, gave an update on the various projects that are currently underway and have recently been completed on campus.

University Terrace has two small punch list items remaining – the project will then be completed within the next week.

Turley Center and Wallman Hall will be receiving new roofs this summer.

Multiple paving projects will be taking place on campus this summer, beginning after July 4th.

The MS4 Project is still underway. They are working with the City of Fairmont on the rehabilitation project for a local stream.

Frank Washenitz questioned the Locust Avenue parking situation (flooding). Tom Tucker explained the situation and why the flooding continues to occur.

VI. CONSENT AGENDA

John Myers moved to accept the following Consent Agenda:

A. Financial Reports for periods ending March 31, 2017 and April 30, 2017

Aaron Hawkins seconded. The motion passed.

VII. ACADEMIC AFFAIRS COMMITTEE (Aaron Hawkins, Chair)

Mr. Aaron Hawkins, Chair of the Academic Affairs Committee asked that Dr. Christina Lavorata, Provost and Vice President for Academic Affairs, give a brief update.

Dr. Lavorata introduced the proposal for approval.

Budd Sapp moved to approve the following:

- A. Approval for the Addition of an Optional Secondary Science Teacher Certification, Earth & Space Science (5-Adult)

Frank Washenitz seconded. The motion passed.

VIII. ATHLETIC AFFAIRS COMMITTEE (Frank Washenitz, Chair)

Frank Washenitz, Chair of the Athletic Affairs Committee, asked that Tim McNeely, Athletic Director, give an update for the Athletic Affairs Committee.

Mr. McNeely discussed that the Athletic Facilities Master Plan continues to move forward.

IX. BY-LAWS COMMITTEE (Dixie Yann, Chair)

Dixie Yann reported that the Title IX Policy 30-day comment period had ended.

John Myers moved to approve the following:

- A. Approval of Title IX Policy

Chris Courtney seconded. The motion passed.

X. ENROLLMENT/HOUSING-STUDENT LIFE COMMITTEE (John Myers, Chair)

John Myers, Chair of the Enrollment/Housing-Student Life Committee gave a brief update.

Mr. Myers advised that enrollment is holding steady and housing is looking very positive.

Dr. Oxley is to provide an update at the next meeting in August.

XI. FINANCE COMMITTEE (John Schirripa, Chair)

John Schirripa, Chair of the Finance Committee, provided a brief update.

Al Skudzinskas provided information regarding the multiple financial agenda items.

Bill Holmes moved to approve the following:

A. Approval of Capital Projects FY 2018

Aaron Hawkins seconded. The motion passed.

Debbie Prezioso moved to approve the following:

B. Approval of Fund Manager Budget FY 2018

Bill Holmes seconded. The motion passed.

Budd Sapp moved to approve the following:

C. Approval of Chargeback Agreement FY 2018

John Myers seconded. The motion passed.

John Myers moved to approve the following:

D. Approval of 2018 Education and General (E&G) Budget

Debbie Prezioso seconded. The motion passed.

Budd Sapp moved to approve the following:

E. Approval of Tuition Edits

Aaron Hawkins seconded. The motion passed.

XII. STUDENT HOUSING COMMITTEE (Aaron Hawkins, Chair)

Aaron Hawkins, Chair of the Student Housing Committee, referred to the update previously given by Stephanie Slaubaugh.

XIII. EXECUTIVE COMMITTEE (Dixie Yann, Chair)

Dixie Yann discussed the timeline of the search committee and the presidential job description. Applications will be reviewed at the next search committee meeting on July 24th.

Budd Sapp provided multiple updates/revisions to the Presidential job description.

Bill Holmes moved to approve the following:

- A. Presidential Job Description (as amended)

Aaron Hawkins seconded. The motion passed.

Aaron Hawkins moved to approve the following:

- B. Board of Governors hire Dr. Steven Jones to serve as the Interim President of Fairmont State University beginning July 1, 2017 and ending December 31, 2017, pending approval of the West Virginia Higher Education Policy Commission.

Holly Fluharty seconded. The motion passed.

XIV. NOMINATING COMMITTEE (John Myers, Chair)

Dixie Yann referred to John Myers, Chair of the Nominating Committee.

John Myers moved to approve the following:

- A. Election of FSU Board of Governors' Officers – Remain the same

Budd Sapp seconded. The motion passed.

XV. POSSIBLE EXECUTIVE SESSIONS

Aaron Hawkins 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.”

Budd Sapp seconded. The motion passed.

Aaron Hawkins made a motion to rise from Executive Session. John Myers seconded. The motion passed.

Tab 2

Fairmont State University

Board of Governors

Financial Reports

May 2017

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 PTCT, 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.

May 2017

With 92% of the fiscal year completed, the unrestricted year to date Operating Revenue of \$30,202,233 represents 94.22% of the projected current budget. The year to date Operating Expense of \$38,097,404 represents 81.24% of the projected current budget. The year to date Non-Operating Revenue \$13,073,461 represents 101.42% of the projected current budget. After adjusting for capital and construction expenditures, debt service, financial aid, and other transfers, the Actual Budget balance YTD at the end of May is a positive \$4,890,117.

The primary contributors to this positive budget balance is underspending on salaries, benefits, supplies and services. Other minor positive contributors to the budget balance were an increase in investment income and a decrease in debt service costs. Minor negative contributors to the budget balance were an increase in PEIA expense and capital expenditures. In addition the revenue collected for tuition, fees, and student activities are paid during the semester and therefore collected instead of being pro-rated across a twelve month fiscal year.

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.

May 2017

With 92% of the fiscal year completed, the unrestricted year to date Operating Revenue of \$12,844,784 represents 90.38% of the projected current budget. The year to date Operating Expense of \$7,623,392 represents 89.32% of the projected current budget. After adjusting for interest on capital asset debt and transfers for debt service and other expenditures, the Actual Budget balance YTD at the end of May is a positive \$265,536.

This positive budget balance is due to front loading revenues from auxiliary enterprises due to student utilization of services and underspending on salaries and benefits. A minor positive contributor to the budget balance is underspending on utilities and capital expenses. A minor negative contributor to the budget balance is an increase in PEIA expenses.

Restricted Funds

The Restricted Fund group consists of those funds that are expendable for operating purposes by the University but are limited by donors 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.

May 2017

With 92% of the fiscal year completed, the restricted year to date Operating Revenue of \$28,771,364 represents 84.47% of the projected current budget. The year to date Operating Expense of \$35,710,310 represents 81.42% of the projected current budget. The year to date Non-Operating Revenue (Pell Grants) and gifts of \$6,978,443 represents 69.75% of the projected current budget.

After adjusting for capital and construction expenditures, financial aid, and other transfers, the year to date Budget Balance of excess expenses over revenues is a negative \$81,700

New grant activity consists of \$4,000 in Zero Robotics Innovation Learning Center grant to promote the robotics teams. A \$2,500 grant from HEPC for International Projects to support travel to attend EducationUSA in Washington DC that supports international student recruitment.

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

As of May 31, 2017

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	25,994,389	26,251,422	26,350,230	100.38
	Student Activity Support Revenue	471,765	471,765	446,671	94.68
	Faculty Services Revenue	1,272,439	1,272,439	248,234	19.51
	Operating Costs Revenue	1,652,395	1,604,102	1,349,022	84.10
	Support Services Revenue	1,919,837	1,968,871	1,559,248	79.20
	Other Operating Revenues	464,762	487,762	248,827	51.01
	Total:	31,775,587	32,056,360	30,202,233	94.22
OPERATING EXPENSE					
	Salaries	24,890,190	24,686,001	19,683,046	79.73
	Benefits	5,895,026	6,247,142	4,925,539	78.84
	Student financial aid-scholarships	3,225,302	3,227,440	3,269,869	101.31
	Utilities	1,455,476	1,455,476	1,467,630	100.84
	Supplies and Other Services	8,558,331	8,391,859	7,099,464	84.60
	Equipment Expense	868,545	1,070,744	617,843	57.70
	Fees retained by the Commission	185,560	185,560	175,702	94.69
	Assessment for Faculty Services	946,574	946,574	293,445	31.00
	Assessment for Support Services	227,874	235,310	153,104	65.06
	Assessment for Student Activity Costs	349,764	349,764	350,041	100.08
	Assessment for Operating Costs	100,134	96,283	61,720	64.10
	Total:	46,702,776	46,892,154	38,097,404	81.24
OPERATING INCOME / (LOSS)		(14,927,189)	(14,835,794)	(7,895,171)	53.22
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	15,277,769	14,972,214	14,972,214	100.00
	Gifts	500	36,328	34,128	93.94
	Investment Income	25,245	25,245	79,612	315.36
	Assessment for E&G Capital & Debt Service Costs	(2,143,380)	(2,143,380)	(2,012,494)	93.89
	Total:	13,160,134	12,890,407	13,073,461	101.42
TRANSFERS & OTHER					
	Capital Expenditures	(110,384)	(130,764)	(243,580)	186.27
	Construction Expenditures	0	0	(10,880)	
	Transfers for Debt Service	(64,775)	(64,959)	(64,916)	99.93
	Transfers for Financial Aid Match	(81,239)	(27,463)	(28,568)	104.02
	Indirect Cost Recoveries	64,950	75,675	57,518	76.01
	Transfers - Other	24,291	31,295	2,254	7.20
	Total:	(167,158)	(116,216)	(288,172)	247.96
BUDGET BALANCE		(1,934,212)	(2,061,602)	4,890,117	(237.20)
Add: Estimated Unfilled Position Savings:		1,000,000	0		
ADJUSTED BUDGET BALANCE		(934,212)	(2,061,602)		
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		9,021,582	9,130,042		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>8,087,370</u>	<u>7,068,440</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2016 in the amount of \$8,911,409

Unrestricted Net Asset Balance is 19.47% of the current budget total operating expense.

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

As of May 31, 2017

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	24,120,664	24,120,664	24,225,420	100.43
	Student Activity Support Revenue	471,765	471,765	446,671	94.68
	Faculty Services Revenue	1,272,439	1,272,439	248,234	19.51
	Operating Costs Revenue	1,652,395	1,604,102	1,349,022	84.10
	Support Services Revenue	1,919,837	1,968,871	1,559,248	79.20
	Other Operating Revenues	323,137	346,137	145,552	42.05
	Total:	29,760,237	29,783,977	27,974,147	93.92
OPERATING EXPENSE					
	Salaries	23,978,766	23,724,667	18,965,676	79.94
	Benefits	5,783,010	6,123,546	4,814,128	78.62
	Student financial aid-scholarships	3,192,992	3,192,992	3,228,336	101.11
	Utilities	1,450,976	1,450,976	1,464,361	100.92
	Supplies and Other Services	6,637,569	6,580,232	6,304,884	95.82
	Equipment Expense	663,576	658,631	267,905	40.68
	Fees retained by the Commission	185,560	185,560	175,702	94.69
	Assessment for Faculty Services	946,574	946,574	293,445	31.00
	Assessment for Support Services	227,874	235,310	153,104	65.06
	Assessment for Student Activity Costs	349,764	349,764	350,041	100.08
	Assessment for Operating Costs	100,134	96,283	61,720	64.10
	Total:	43,516,794	43,544,535	36,079,302	82.86
OPERATING INCOME / (LOSS)		(13,756,557)	(13,760,558)	(8,105,154)	58.90
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	15,277,769	14,972,214	14,972,214	100.00
	Gifts	0	5,500	3,000	54.55
	Investment Income	25,245	25,245	79,612	315.36
	Assessment for E&G Capital & Debt Service Costs	(2,143,380)	(2,143,380)	(2,012,494)	93.89
	Total:	13,159,634	12,859,579	13,042,333	101.42
TRANSFERS & OTHER					
	Capital Expenditures	(90,384)	(90,384)	(126,448)	139.90
	Construction Expenditures	0	0	(10,880)	
	Transfers for Debt Service	(64,775)	(64,959)	(64,916)	99.93
	Transfers for Financial Aid Match	(81,239)	(27,463)	(28,568)	104.02
	Indirect Cost Recoveries	825	2,039	0	0.00
	Transfers - Other	(18,959)	(43,421)	(49,178)	113.26
	Total:	(254,533)	(224,187)	(279,991)	124.89
BUDGET BALANCE		(851,456)	(1,125,166)	4,657,188	(413.91)
Add: Estimated Unfilled Position Savings:		1,000,000	0		
ADJUSTED BUDGET BALANCE		148,544	(1,125,166)		
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		7,126,814	7,235,274		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>7,275,358</u>	<u>6,110,108</u>		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2016 in the amount of \$8,911,409

Unrestricted Net Asset Balance is 16.62% of the current budget total operating expense.

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

As of May 31, 2017

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	1,873,725	2,130,758	2,124,810	99.72
	Other Operating Revenues	141,625	141,625	103,276	72.92
	Total:	2,015,350	2,272,383	2,228,086	98.05
OPERATING EXPENSE	Salaries	911,424	961,334	717,371	74.62
	Benefits	112,016	123,596	111,411	90.14
	Student financial aid-scholarships	32,310	34,448	41,533	120.57
	Utilities	4,500	4,500	3,269	72.65
	Supplies and Other Services	1,920,763	1,811,627	794,581	43.86
	Equipment Expense	204,969	412,113	349,938	84.91
	Total:	3,185,982	3,347,619	2,018,102	60.28
OPERATING INCOME / (LOSS)		(1,170,632)	(1,075,236)	209,983	(19.53)
NONOPERATING REVENUE (EXPENSE)	Gifts	500	30,828	31,128	100.97
	Total:	500	30,828	31,128	100.97
TRANSFERS & OTHER	Capital Expenditures	(20,000)	(40,380)	(117,132)	290.07
	Indirect Cost Recoveries	64,125	73,636	57,518	78.11
	Transfers - Other	43,250	74,716	51,432	68.84
	Total:	87,375	107,972	(8,182)	(7.58)
BUDGET BALANCE		(1,082,757)	(936,436)	232,930	(24.87)
Add: Estimated Unfilled Position Savings:		0	0		
ADJUSTED BUDGET BALANCE		(1,082,757)	(936,436)		
Add: UNRESTRICTED NET ASSETS - Beginning of Year		1,894,768	1,894,768		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>812,011</u>	<u>958,332</u>		

Auxiliary
Actual vs Budget Statement of Revenues and Expenses
Board of Governors
As of May 31, 2017

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	8,883,109	8,943,310	7,639,636	85.42
	Auxiliary Fees & Debt Service Support Revenue	5,033,400	5,033,400	4,919,321	97.73
	Other Operating Revenues	235,339	235,339	285,827	121.45
	Total:	14,151,848	14,212,049	12,844,784	90.38
OPERATING EXPENSE	Salaries	2,752,807	2,733,649	2,393,593	87.56
	Benefits	629,516	692,209	473,118	68.35
	Student financial aid-scholarships	836,956	836,956	696,829	83.26
	Utilities	939,175	939,175	828,515	88.22
	Supplies and Other Services	3,161,578	3,218,741	3,085,816	95.87
	Equipment Expense	112,659	113,900	152,096	133.53
	Assessment for Auxiliary Fees & Debt Service	0	0	(6,574)	
	Total:	8,432,691	8,534,630	7,623,392	89.32
OPERATING INCOME / (LOSS)		5,719,157	5,677,419	5,221,391	91.97
NONOPERATING REVENUE (EXPENSE)	Gifts	0	4,311	2,034	47.18
	Interest on capital asset related debt	(91,042)	(91,042)	(40,806)	44.82
	Total:	(91,042)	(86,731)	(38,772)	44.70
TRANSFERS & OTHER	Capital Expenditures	(135,523)	(135,523)	(28,259)	20.85
	Construction Expenditures	0	0	(1,482)	
	Transfers for Debt Service	(4,885,273)	(4,885,273)	(4,880,077)	99.89
	Transfers for Financial Aid Match	(3,425)	(3,425)	(6,850)	200.00
	Transfers - Other	0	(5,166)	(415)	8.03
	Total:	(5,024,221)	(5,029,387)	(4,917,083)	97.77
BUDGET BALANCE - Projected Transfer to Reserves		603,895	561,301	265,536	
* Add: NET ASSETS - Beginning of Year		<u>9,259,125</u>	<u>9,259,125</u>		
Equals: PROJECTED NET ASSETS - End of Year		<u>9,863,020</u>	<u>9,820,426</u>		

* Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2016 in the amount of \$1,054,647

* 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.

Actual vs Budget Statement of Revenues and Expenses
Current Restricted
For Period Ending May 31, 2017

	Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE				
Federal Grants and Contracts	22,802,166	24,322,243	19,456,070	79.99
State/Local Grants and Contracts	7,191,217	7,729,845	6,867,674	88.85
Private Grants and Contracts	1,843,122	1,996,184	2,395,318	119.99
Other Operating Revenue	700	13,591	52,303	384.83
Total:	31,837,204	34,061,864	28,771,364	84.47
OPERATING EXPENSE				
Salaries	600,434	1,118,884	730,716	65.31
Benefits	57,542	174,053	118,937	68.33
Student financial aid - scholarships	40,238,176	40,232,476	33,790,813	83.99
Utilities	0	0	0	0.00
Supplies and Other Services	953,823	2,116,174	791,171	37.39
Equipment Expense	8,356	216,000	278,674	129.02
Total:	41,858,332	43,857,587	35,710,310	81.42
NONOPERATING REVENUE				
Federal Pell Grant Revenues	10,000,000	10,000,000	6,968,443	69.68
Gifts	0	5,000	10,000	0.00
Investment Income	0	0	0	
Total:	10,000,000	10,005,000	6,978,443	69.75
TRANSFERS & OTHER				
Capital Expenditures	(15,000)	(127,881)	(88,885)	69.51
Construction Expenditures	(7,500)	(7,500)	(7,500)	100.00
Transfers for Fin Aid Match	84,664	30,663	35,418	115.51
Indirect Cost Recoveries	(29,226)	(93,004)	(58,391)	62.78
Transfers - Other	0	(1,839)	(1,839)	0.00
Total:	32,938	(199,561)	(121,197)	60.73
BUDGET BALANCE	11,810	9,716	(81,700)	
Add: RESTRICTED NET ASSETS - Beginning of Year	531,290	531,290		
PROJECTED RESTRICTED NET ASSETS - End of Year	<u>543,100</u>	<u>541,006</u>		

Fairmont State University
Board of Governors
Financial Report
For Period Ending May 31, 2017

New Grant Budgets	4,000
Zero Robotics - Innovation Learning Center (MIT)	2,500
HEPC International Projects Grant	1,500
Existing Grant Budgets	(21,714)
Professional Development Schools - Reduction to 3rd Payment	(9,500)
Close of HEPC Diversity for Equity 2014	(4,834)
Close of HEPC Rural Health Initiative Grant	(7,318)
Close of HEPC Discover Fairmont State	(52)
Close of Ford Community Challenge	(9)
NET CHANGE	0

Brief Overview of Grants:

Zero Robotics Innovation Learning Center grant is to support and promote robotics and to recruit teams for the program. This is the second year in a row we have been awarded this grant.

HEPC International Projects grant is to support employee's travel to attend the EducationUSA forum in Washington, DC, which will enhance the international student recruitment processes.

Tab 3

**Fairmont State University
Board of Governors
August 17, 2017**

Item: Graduate Studies Report

Committee: Academic Affairs

Information Item Only: The Graduate Studies Report submitted to the HEPC in June 2017.

Staff Member: Christina Lavorata, Provost and Vice President for Academic Affairs
Jack Kirby, Associate Provost and Director of Graduate Studies

Background: The Graduate Studies report was submitted to HEPC in June 2017, by Associate Provost and Director of Graduate Studies, Dr. Jack Kirby. The report is a yearly requirement of HEPC and is being submitted for information only.

ANNUAL REPORT ON GRADUATE PROGRAMS AT FAIRMONT STATE UNIVERSITY 2017

Fairmont State University currently offers five (5) independent graduate programs of study:

- **Master of Education** with various concentrations including: Digital Media, New Literacies and Learning; Exercise Science, Fitness and Wellness; Professional Studies; Reading; and Special Education.
- **Master of Arts in Teaching.**
- **Master of Science in Criminal Justice.**
- **Master of Business Administration.**
- **Master of Architecture**

Master of Education (M.Ed.) Multi-Categorical Special Education

The faculty changed the curriculum of the Multi-Categorical Special Education degree to be Multi-Categorical with Autism to meet state needs. The intent was to submit the curriculum for the June WV 2016 Program Review cycle. Policy 5100 passed in July 2016 and changed the requirements for special education programs with regard to required content. The Multi-Categorical Special Education with Autism program's new changes included adding additional hours in reading and was approved by the faculty of the School of Education-Health and Human Performance, the Graduate Council, and EPPAC committee in August 15, 2016. The new curriculum was submitted to the Program Review Board and was approved on December 15, 2016.

Alternative Certification Graduate Courses

The School of Education was contacted by RESA VII to create a partnership in addressing the teacher shortages in WV. The purpose was to create an effective and efficient alternative means for a qualified person to earn a professional certificate by authorizing participant school districts to offer a rigorous program in partnership with an institution of higher education. The counties involved in this partnership include: Barbour, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, and Upshur counties. Five courses were developed and approved by both the School of Education and the Graduate Council.

Graduate Professional Development Courses – Non-Degree Program

Public School teachers are required to participate in Continuing Education (CEU's) Professional Development opportunities each year. The School of Education developed four courses to be offered during June and July, 2017 to provide opportunities for the teachers in our Professional Development

Schools (PDS) Partnership. They are also offered to teachers outside our PDS system as well. These courses are grant funded by the School of Education – Health and Human Performance. The courses are co-taught by a public school instructor and a graduate instructor.

Master of Business Administration (MBA)

Two faculty members of the program retired in 2016-17. Dr. Roger Wilson retired in fall 2016; Dr. Joseph Blankenship retired in spring 2017.

Two new faculty joined the program in 2016-17. Dr. Amy Godfrey who joined the program on a full graduate faculty status in fall 2016 will be teaching courses in economics, statistics and quantitative disciplines. Also joining the program was Dr. Gregory Hinton on a probationary basis. He will be teaching a course on Leadership for the program.

The faculty of the program met several times during the 2016-17 academic year to review program outcomes. From a previous list of 9 outcomes, modifications and changes led to 4 new ones. The revised program outcomes and their respective assessment will be as follows:

Our graduates will demonstrate the following:

- Conceptual acumen to make complex and ethical decisions
 - MSBA 5400 (Dr. Richard Harvey) – Spring
- Analytical and technical skills to solve organizational problems using objective analysis
 - MSBA 5300 (Dr. Amy Godfrey) - Spring and MSBA 5550 (Joe Kremer) – Summer
- Communications competence in various business settings
 - MSBA 5810 (Dr. Rebecca Giorcelli) – Fall
- Interpersonal skills to effectively lead an organization
 - MSBA 5110 (Dr. Gregory Hinton) - Fall

Master of Science in Criminal Justice (MSCJ)

The MS in CJ program continues to grow and requests for additional funding and faculty lines were made. Enrollment was so high that several courses had to be split into two sections. Transition from the traditional full semester courses to an eight-week term for courses in the MS in CJ program began in the fall 2016 term. Two required and at least one elective course will be offered in each academic term, with the required courses being in different 8-week terms. This change was implemented based on student feedback garnered from exit surveys of recent graduates and informal communications with current and prospective students. Sixteen week classes are becoming the exception rather than the norm in distance education and it was the opinion of the program faculty that the change should be made to remain

competitive. Feedback regarding this transition was elicited from current students during advising and will also be solicited via the exit surveys (to be sent over the summer). An additional graduate assistant was granted, bringing the total number of graduate assistants to three. Faculty continue to teach via overload due to needs of both the graduate and undergraduate criminal justice programs. Because many undergraduate students can now complete their degree in under four years, an increase in dual enrollment and students transitioning directly from undergraduate to graduate study has been observed. It was announced this spring that Marshall University will launch an online master's program in criminal justice in the fall of 2017. This brings concern for the FSU MS in CJ program as it may create direct competition, particularly for an already limited pool of in-state applicants.

Jeri Kirby earned her Ph.D. and will be eligible to apply for full graduate faculty membership in the fall (2017). She also began taking graduate students in her Inside Out course, which takes students into the prison system to take class alongside inmates. This is a unique and exceptional learning experience. The graduate students have additional responsibilities and are expected to be leaders in the course. Dr. Joshua Smallridge was granted promotion and tenure and was also named Chair of Social Sciences, beginning in the fall 2017 term. Travis Zimmerman failed to fulfill the requirements of his temporary contract and his contract was not renewed. A national faculty search was conducted and Dr. Amanda Hall-Sanchez was hired as an Assistant Professor of Criminal Justice, to begin in the fall 2017 term. She will teach at the graduate and undergraduate levels.

Several MS in CJ graduate students traveled to a national conference and were integral in bringing home a host of awards, to include two of the graduate students being elected to serve as national officers for Alpha Phi Sigma, the national criminal justice honor society. Five MS in CJ students made presentations as part of FSU's Celebration of Student Scholarship in the spring.

A formal prospectus meeting was made a requirement for the Thesis I class, beginning in the fall of 2016. This was well received by faculty and students. Two students successfully defended theses this year, both in the spring 2107 term: Paige Reed and Elizabeth Snyder.

Master of Architecture (MArch)

The **Master of Architecture (MArch)** degree (West Virginia's only professional degree program in Architecture) enrolled its third cohort in August 2016 and graduated its second cohort in December 2016. The Architecture Program regularly contributes to the betterment of West Virginia through the scholarship of engagement in the form of design assistance and design proposals for schools, non-profits, other institutions, and community redevelopment.

The program continues its candidacy eligible status and its work toward accreditation through the National Architectural Accrediting Board (NAAB). In March 2015, the NAAB team report had identified areas of improvement to address before initial candidacy was awarded, and provided direction on the next steps toward achieving this goal. The program has continued to receive advice and support from the NAAB in moving toward this goal. Faculty have been adjusting the curriculum and course content to be in accordance with the new 2014 Conditions for Accreditation and the latest edition of the Procedures for Accreditation. Documentation of coursework from both the B.S. Arch and M. Arch (4+1 ½) professional degree program is being compiled and cataloged as evidence for the satisfaction of the 26 Student Performance Criteria required by NAAB.

Progress on satisfying other areas in need of improvement, such as human and physical resources, has progressed at a slower rate than initially anticipated due to state and thus university budget limitations. A student program fee was initiated beginning fall 2015 to give dedicated funding to the Architecture Program to assist with items ranging from equipment purchase to recruiting materials. The program is further finding innovative ways of working around budget limitations. Greater support from the state for this unique professional degree, however, would certainly be beneficial.

Enrollment is expected to continue to increase as the current and future undergraduate cohorts become more aware of the option to remain in West Virginia at Fairmont State to complete their professional degree as opposed to transferring out-of-state as past cohorts have done in the preceding decades. This increase should also become more substantial as the program approaches and achieves accreditation.

The Architecture Program faculty have been working diligently this semester, and work will continue during the summer, to compile a new Architecture Program Report (APR) that documents all aspects of the program including human and physical resources; Student Performance Criteria; assessment procedures; as well as university and program strategic plans. This report of the combined 4 + 1 ½ year professional degree program is due to the NAAB by September 7, 2017, ahead of an accreditation visit scheduled for spring 2018.

The following table contains the number of students enrolled in each graduate program. The numbers reported below are consistent with other HEPC and IPEDS reports.

Enrollment Report

	<u>2016-17</u>	<u>To Date</u>
Master of Education	152	1301 students enrolled
Master of Arts in Teaching	20	214 students enrolled
Master of Science in Criminal Justice	42	181 students enrolled
Master of Business Administration	42	297 students enrolled
Master of Architecture	6	8 students enrolled
Master of Science in Human Services (term.)	0	19 students enrolled
Non-Degree Seeking Graduate Students	<u>70</u>	<u>621 students enrolled</u>
TOTAL	332	2641 students enrolled

We have conferred the following graduate degrees:

Graduate Degree Report

	<u>2016-17</u>	<u>To Date</u>
Master of Education	41 graduates	593 graduates
Master of Arts in Teaching	6 graduates	103 graduates
Master of Science in Criminal Justice	22 graduates	94 graduates
Master of Business Administration	19 graduates	182 graduates
Master of Architecture	2 graduates	3 graduates
Master of Science in Human Services	<u>0 graduates</u>	<u>3 graduates</u>
TOTAL	90 graduates	978 students

Fairmont State University offered the following graduate courses in 2016-17:

Master of Education: (concentrations in Digital Media, New Literacies and Learning; Exercise Science, Fitness and Wellness; Professional Studies; Reading; and Special Education)

Course Number	Course Title	Location/Time
EDUC 5099	<i>ST: Programming for Learning</i>	Online
EDUC 5599	<i>ST: Independent Study</i>	Online
EDUC 6300	<i>Foundations of American Education</i>	Online
EDUC 6301	<i>Research in Education</i>	Online
EDUC 6302	<i>Advanced Studies in Human Development</i>	Online
EDUC 6303	<i>Advanced Studies in Educational Psychology</i>	Online
EDUC 6304	<i>Diversity and Disability</i>	Online
EDUC 6305	<i>Advanced Educational Technology and Media</i>	Online
EDUC 6395	<i>Action Research in Education</i>	Online
EDUC 6805	<i>Rights and Resp. in the New Media Age</i>	Online
EDUC 6806	<i>Assessment in the New Media Age</i>	Online
EDUC 6809	<i>Teaching in the New Media Age</i>	Online
EDUC 6810	<i>Critical Media, Lit & Digital Story</i>	Online
EDUC 6811	<i>Learning Communities in the Digital Age</i>	Online
EDUC 6812	<i>Tech, Leadership, & Change</i>	Online
EDUC 6813	<i>Blended and Online Learning Environments</i>	Online
EDUC 6814	<i>Game Design and Learning</i>	Online
EDUC 6815	<i>Programming for Learning</i>	Online
EDUC 6816	<i>Curriculum in the New Media Age</i>	Online
EDUC 6817	<i>Tech Tools in Learning</i>	Online

EDUC 6818	<i>Practicum</i>	Online
PHED 6405	<i>Lab Techniques in Hlth Prom/Ex Science</i>	Fairmont / M 7-10
PHED 6406	<i>Statistics in Hlth Prom/Exercise Science</i>	Fairmont / M 4-7
PHED 6412	<i>Cardio/Pulmonary Exer Phys I</i>	Fairmont / M 4-7
PHED 6413	<i>Neuromuscular Exercise Phys II</i>	Fairmont / M 7-10
PHED 6416	<i>Advanced Strength & Conditioning</i>	Fairmont / T 7-10
PHED 6417	<i>Impact of Exercise on Health & Disease</i>	Fairmont / T 4-7
PHED 6418	<i>Health Promotion & Wellness Programming</i>	Fairmont / T 4-7
PHED 6480	<i>Seminar in Exercise Science</i>	Fairmont / T 7-10
PHED 6490	<i>Internship in Exercise Science</i>	Arranged
PHED 6499	<i>Thesis Research</i>	Arranged
READ 6300	<i>Foundations in Read & Writing</i>	Online
READ 6308	<i>Survey of Literacy Instruction & Assessment For Individuals with Exceptionalities</i>	Online
READ 6310	<i>Teaching Reading to Special Learners</i>	Online
READ 6315	<i>Teach Con Area Literacy</i>	Online
READ 6320	<i>Pysc, Socy, & Ling Factors</i>	Online
READ 6325	<i>Technology & Instruction Designed to Support Struggling Readers</i>	Online
READ 6330	<i>Diagnosis & Correction Prac I</i>	Fairmont/Arranged
READ 6330	<i>Diagnosis & Correction Prac I</i>	Online
READ 6340	<i>Diagnosis & Correction Prac II</i>	Fairmont/Arranged
READ 6340	<i>Diagnosis & Correction Prac II</i>	Online
READ 6360	<i>Literature and Response</i>	Online
READ 6370	<i>Admin & Supv of Reading/Writing Prog</i>	Fairmont / T 4-7
READ 6370	<i>Admin & Supv of Reading/Writing Prog</i>	Online
SPED 5099	<i>Positive Behavior Support</i>	Online
SPED 5323	<i>Math Strategies for Except Learners</i>	Online
SPED 6317	<i>Instructional Design I for Special Educators</i>	Online
SPED 6319	<i>Introduction to Learning Exceptionalities</i>	Online
SPED 6320	<i>Student with Sp Learning Prob</i>	Online
SPED 6321	<i>Students with Sp Behavior Prob</i>	Online
SPED 6322	<i>Evaluation in Special Education</i>	Online
SPED 6323	<i>Behavioral Support for Special Students</i>	Online
SPED 6324	<i>Instructional Techniques in Special Education</i>	Online
SPED 6330	<i>Introduction to Autism</i>	Online
SPED 6331	<i>Strategies for Autism</i>	Online
SPED 6390	<i>Special Education Practicum</i>	Online

Master of Arts in Teaching:

Course Number	Course Title	Location/Time
EDUC 6195	<i>Clinical Experience I</i>	Online
EDUC 6195	<i>Clinical Experience I</i>	Fairmont/Arranged
EDUC 6295	<i>Clinical Experience II</i>	Online
EDUC 6295	<i>Clinical Experience II</i>	Fairmont/Arranged
EDUC 6300	<i>Foundations of American Education</i>	Online
EDUC 6301	<i>Research in Education</i>	Online
EDUC 6302	<i>Advanced Studies in Human Growth & Dev.</i>	Online
EDUC 6303	<i>Advanced Studies in Educational Psychology</i>	Online
EDUC 6304	<i>Diversity and Disabilities</i>	Online
EDUC 6305	<i>Advanced Educational Technology</i>	Online
EDUC 6306	<i>Instructional Design I - Education Evaluation</i>	Online
EDUC 6307	<i>Instructional Design II – Classroom Org</i>	Online
EDUC 6494	<i>Action Research & Portfolio Dev</i>	Online
EDUC 6495	<i>Clinical Experience III</i>	Fairmont/Arranged
READ 6315	<i>Teaching Content in Reading Literacy</i>	Online
SPED 6319	<i>Introduction to Learning Exceptionalities and Behavior Disorders</i>	Online
SPED 6320	<i>Students with Special Learning Problems</i>	Online
SPED 6321	<i>Students with Special Behavior Problems</i>	Online

Master of Science in Criminal Justice:

Course Number	Course Title	Location/Time
CRIM 5599	<i>ST: Female Offenders</i>	Online
CRIM 5599	<i>ST: Leadership in CJ</i>	Online
CRIM 6601	<i>Advanced Criminal Justice Studies</i>	Online
CRIM 6602	<i>Advanced Criminal Law</i>	Online
CRIM 6630	<i>Seminar in Law Enforcement</i>	Online
CRIM 6635	<i>Seminar in Offender Rehabilitation</i>	Online
CRIM 6645	<i>Independent Study</i>	Online
CRIM 6650	<i>Seminar in CJ Planning and Evaluation</i>	Online
CRIM 6655	<i>Applied Research Methods in CJ</i>	Online
CRIM 6695	<i>Capstone</i>	Online
CRIM 6696	<i>Thesis I / Thesis I-Online</i>	Fairmont / Online
CRIM 6697	<i>Thesis II / Thesis II-Online</i>	Fairmont/ Online

Master of Business Administration:

Course Number	Course Title	Location/Time
MSBA 5000	<i>MBA Essentials</i>	Online
MSBA 5100	<i>Personal Development Workshop</i>	Online
MSBA 5110	<i>Leadership Workshop</i>	Fairmont/ T 6-9
MSBA 5120	<i>Tactical HR Practices</i>	Fairmont / R 6-9
MSBA 5130	<i>Labor Relations & Dispute Res</i>	Fairmont/ R 6-9
MSBA 5140	<i>Strategic HRM & Emp Advocacy</i>	Fairmont/ R 6-9
MSBA 5200	<i>Management Information Systems</i>	Fairmont/ M 6-9
MSBA 5300	<i>Managerial Economics</i>	Fairmont/ T 6-9
MSBA 5400	<i>Business Environments</i>	Fairmont/ M 6-9
MSBA 5550	<i>Financial Reporting & Analysis</i>	Fairmont/ T 6-9
MSBA 5600	<i>Marketing for Managers</i>	Fairmont / T 6-9
MSBA 5710	<i>Operations Management</i>	Fairmont/ W 6-9
MSBA 5800	<i>Knowledge Management</i>	Online
MSBA 5810	<i>Project Management</i>	Fairmont/ W 6-9
MSBA 5820	<i>Advanced Project Management</i>	Fairmont/ M 6-9
MSBA 5850	<i>Project Management Capstone</i>	Fairmont/ T 6-9
MSBA 6000	<i>Strategic Management</i>	Fairmont/ W 6-9
MSBA 6010	<i>Managerial Practicum</i>	Fairmont / Arranged

Master of Architecture

Course Number	Course Title	Location/Time
ARCH 5500	<i>Arch Design Studio – Community</i>	Fairmont/MTR 6-8:30, R 7-8
ARCH 5501	<i>Com. Design Assist. Ctr. – Leadership I</i>	Fairmont/MW 1-2:15
ARCH 5510	<i>Arch Design Smnr I – Community Design</i>	Fairmont/W 4:30-7
ARCH 5540	<i>Professional Practice</i>	Fairmont/TR 4:30-5:45
ARCH 5550	<i>Comprehensive Design Studio</i>	Fairmont/MWF 4:30-7:30
ARCH 5560	<i>Arch Design Smnr II – Sustainability</i>	Fairmont/R 4-6:30
ARCH 5585	<i>Arch Study + Travel</i>	Fairmont/T 3:30-5:00
ARCH 5599	<i>ST: Arch History Research</i>	Fairmont//T 3:30-6:00
ARCH 5599	<i>ST: Adv. Arch Graphics</i>	Fairmont//TR 9:30-10:45
ARCH 6610	<i>Advanced Study Seminar</i>	Fairmont/T 5:30-8
ARCH 6650	<i>Advanced Arch. Design Studio</i>	Fairmont/MTR 6-8:30, R 7-8

Tab 4

**Fairmont State University
Board of Governors
August 17, 2017**

Item: FY 2019 Appropriation Request Submission

Committee: Committee of the Whole

Recommended Resolution: Be it resolved, that the Board of Governors recognize and approve Fairmont State's submission requested by HEPC staff to provide the FY 2019 Appropriation Request and any future financial issues. Also be it resolved that the Board of Governor's recognize that the Department of Revenue of the State of West Virginia is asking us to prepare for no increase to our state appropriation for FY 2019.

Staff Member: Al Skudzinskis

Background: Annually, prior to September 1, we are required to submit a state appropriation request through the Higher Education Policy Commission to the State Budget Office and the Department of Revenue.

On August 3, 2017, we received instruction from the Department of Revenue – State Budget Office which instructs us to submit our state appropriation for FY 2019 for not more than the FY 2018 base budget.

This request and our submission of the 2019 Appropriation Request as instructed by the State, begins our FY 2019 budget planning process.

Also attached is a memorandum from Interim President Jones to Chancellor Hill responding to this request to share any future financial issues that may become challenges for Fairmont State University. If this agenda item is approved, this memorandum will be forwarded to the Higher Education Policy Commission.



West Virginia Higher Education Policy Commission
West Virginia Community and Technical College System



Bruce L. Berry, M.D.
Chair

Paul L. Hill, Ph.D.
Chancellor

1018 Kanawha Boulevard, East, Suite 700
Charleston, West Virginia 25301
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www.hepc.wvnet.edu
www.wvctcs.org

Clarence "Butch" Pennington
Chair

Sarah Armstrong Tucker
Interim Chancellor

MEMORANDUM

TO: Chief Financial Officers
FROM: Ed Magee
DATE: August 5, 2016
RE: FY 2018 Appropriation Request

The FY 2018 appropriation request instructions and forms are now posted on the West Virginia Budget Office's website:

<http://www.budget.wv.gov/stateagencyforms/AR/Pages/default.aspx>

The FY 2018 budget appropriation request for all funds in Budget Development must be submitted in the wvOASIS system for no more than the FY 2017 base budget (less any onetime appropriations).

For FY 2018 some forms were rolled over in the system from the FY 2017 submission. The following list provides the status of each form used during the Appropriation Request process. If a form type was rolled over, search for an existing form to edit before adding a new form. If a form was rolled over and is no longer needed in FY 2018, you must delete the entire form.

- AR1 – Form was rolled over and all information retained. Must update the fields and text boxes as necessary
- AR2 – Form was deleted and will be created New.
- AR3 – Form was zeroed out. Budget lines and description boxes were retained and only require updating. Must provide prior year actuals, current year budgeted, and estimated receipts on the Budget Lines tab.
- AR4 – No institution should submit an AR4. Any improvement request must be submitted by the West Virginia Higher Education Policy Commission or the West Virginia Council for Community and Technical Colleges.
- AR5 – Same rule applies to the AR5 that applies to AR4. No institution should submit an AR5.
- AR8 – Form was zeroed out. Budget Lines and description boxes were retained and only require updating. Must provide estimated project cost for FY 2017-FY 2022.
- AR12 – Form was zeroed out. Budget lines were retained and require updating.

Form AR1 – Division Account Summary - The AR1 budget form describes each department in terms of its major purpose, major objectives, long-range goals, the population served, the major services it provides, and any other pertinent information. Only one AR1 should be submitted for your entire department. Only modification of the existing form is required. See page 4 of the instructions. The AR1 has tabs for a Current Level Impact Statement, Future Financial Issues, and Document Attachments. The AR1 was rolled over and all information retained, but please update the fields and text boxes as necessary.

Current Level Impact Statement - For the Current-Level Impact Statement please explain fully what impact the 100% current level funding will have on your institution in FY 2018.

Future Financial Issues - If applicable to your institution, please describe briefly in a couple of sentences one or two major issues (\$1 million minimum) that should be considered and reviewed for financial impacts for FY 2019 - FY 2022. This information is not being collected for budget improvement requests, but for a better understanding of the major issues that may negatively impact your institution. Include any financial issues (positive or negative), legislation or legal issues that need to be brought to the table for discussion and possible inclusion in the Governor's "Six Year Financial Plan."

Document Attachments – Please provide a list of appropriations currently budgeted by your department and a brief description (2–3 sentences) of the purpose of the appropriation. This is for specific programs/projects and not for purely administrative functions. Please see page 5.

Form AR2 – Division Account Summary - This form is a summary of each FY 2018 institution including all funds used by the institution. Please refer to page 5 of the appropriation request instructions for information on how to complete Form AR2. The AR2 is completed at the detailed chart of accounts level, including sub fund and sub object. If an institution chooses not to budget at the detailed chart of accounts level, a default value of "0" may be used. Last year's form was deleted and this form must be created new. Please refer to page 3 for the employee benefits guideline.

Form AR3 – Schedule of Federal Funds for Each Grant - The Budget Office has requested that each institution complete these forms for all federal funds that have been or are expected to be received. Only one (1) form is required for each program, even if the program provides funds for more than one unit. If using acronyms in your submission, please define them on the List of Acronyms tab. Please refer to page 7 of the appropriation request instructions for information on how to complete Form AR3. Last year's form was zeroed out. Budget lines and description boxes were retained and only require updating.

Form AR8 – Capital Expenditure Projects - For FY 2018, the OASIS system will again be used to enter requests for capital projects. Please refer to page 10 of the appropriation request instructions for information on how to complete Form AR8. Last year's form was zeroed out. The budget lines and description boxes were retained and only require updating. The estimated project cost must be provided for FY 2017 - FY 2022. A separate form must be completed for

each project with a total cost of \$100,000 or more. In addition, a separate form must be submitted for each major equipment project of \$50,000 or more that is not included in any other project. A major equipment project is the purchase of a single item (e.g., a bulldozer) or like items (e.g., fleet of vehicles, computer equipment). Forms from FY 2017 were rolled over in the system. Review and update as required.

The AR8 will be used to prioritize institutional capital requests. The Project Classes have been changed for FY 2018 to align with the System Facilities Plan approved by the Policy Commission. In the priority field, please use the following coding format to provide additional capital project information:

Institutional Priority

Numeric whole number beginning with 001

Category

- A: Instructional Space
- B: Library, computer, communications and other academic infrastructure
- C: Research Facilities and Equipment
- D: Physical education and ancillary service facilities
- E: Administrative support services and physical plant improvements
- F: Campus utility and major infrastructure
- G: Auxiliary, parking, athletic and recreation facilities

Project Class

- 1: Structural Demolition
- 2. Reliability
- 3. Safety/Code
- 4 Asset Preservation
- 5. Program Improvement
- 6. Economic Operations
- 7. New Construction

Funding Status

- 1: new request
- 2: supplemental funding request
- 3: funded and underway

Project Status

- 1: preliminary planning stage
- 2: project under design by Architect/Engineer
- 3: out to bid or under construction

Master Plan

- Y: Yes
- N: No

OASIS Priority examples:

Priority Category Project Class Funding Status Project Status Master Plan 001A212Y (priority 1, instructional space, deferred maintenance, new request, project under design by Architect/engineer, included in master plan) 002C111Y (priority 2, research facilities and equipment, life safety and ADA, new request, preliminary planning stage, included in master plan).

Project Class Definitions

Demolition: Demolition of structures that have limited or no strategic value.

Reliability: Issues of imminent failure or compromise to the system that may result in interruption to program or use of space.

Asset Preservation: Projects that preserve or enhance the integrity of building systems or building structure. or campus infrastructure.

Safety/Code: Code Compliance issues and institutional safety priorities or items that are not in conformance with current codes. even though the system is "grandfathered" and exempt from current code.

Program Improvement: Projects that improve the functionality of space, primarily driven by academic, student life, and athletic programs or departments. These projects are also issues of campus image and impact.

Economic Operations: Projects that result in a reduction of annual operating costs or capital savings.

New Construction: Construction new facilities or additions to facilities.

Form AR12 – Revenue Funds Estimate - This form is a summary of the anticipated quarterly revenue by revenue source for each fund that collects revenue. Please refer to page 14 of the appropriation request instructions for information on how to complete Form AR12.

Conclusion

The submission deadline to the Budget Office for the consolidated appropriation request is September 1, 2016. No submission extensions will be granted. Your forms need to be entered into OASIS by Wednesday, August 24th. Please contact John Signore at 304-558-0281 John.Signore@wvhepc.edu for questions or problems with the AR2, AR3, and AR12 forms. Please contact Rich Donovan at 304-558-0281 Rich.Donovan@wvhepc.edu for questions or problems with the Community and Technical College AR8 forms. Four year institutions should contact Jim King at 304-558-0281 Jim.King@wvhepc.edu for questions or problems with the AR8 forms.



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TO: Dr. Paul Hill
Chancellor of the West Virginia Higher Education Policy Commission

FROM: Dr. Stephen Jones
Interim President of Fairmont State University

SUBJECT: Future Financial Issue(s)

DATE: August 17, 2017

As requested in the memorandum from Ed Magee to the Chief Financial Officers, please find below our future financial issues that may impact Fairmont State University negatively.

- Fairmont State University and Pierpont Community & Technical College continue to separate services while still remaining on the co-located campus. Duplicate services has a cost associated with it and continues to impact Fairmont State University's budget. For example, Pierpont is planning to establish a separate student database. Even though Fairmont State University recognizes the need for the initiative, it may have significant costs in systems, staff and operating budget duplications. The database split is just one additional cost that might be incurred by Fairmont State University with continuing separation; we are uncertain what additional separation initiatives will be implemented, so the cost is unknown.
- Fairmont State University has a number of aging buildings as was pointed out in the Sightlines study conducted by HEPC. Using the Sightlines study number from the previous year and incrementing the number by 3 percent to adjust to current year, Fairmont State University would need an additional annual investment target of \$5.56 million dollars in order to maintain buildings on the Fairmont State campus. The maintenance of these buildings is very critical; however, funding these maintenance issues is quite a challenge. Each year that the buildings age creates the possibility of additional maintenance costs. Without funding support from the legislature, it will be impossible for Fairmont State to perform all the maintenance required for these aging buildings.
- The U.S. Department of Education has placed all Public Higher Education Institution in the State of West Virginia on HCM1 (Heightened Cash Monitoring) which requires Institutions to make disbursements before reimbursement from the Department of Education for the next five years.

Fairmont State University estimates that it will be required to draw down a total of \$10.2 million dollars over the two week disbursement period before reimbursement from the Department of Education. In order to accommodate this cash requirement, the Institution is planning to utilize internal funding sources consisting of unrestricted reserves and the state appropriation. If necessary, Fairmont State University will utilize capital reserves and then auxiliary reserves to close any shortfall in cash requirements during the disbursement period.

CC: Fairmont State University Board of Governors

Tab 5

**Fairmont State University
Board of Governors
August 17, 2017**

Item: FY 2019 Capital Appropriation Request

Committee: Committee of the Whole

Recommended Resolution: Be it resolved, that the Board of Governors approve the attached updated E&G Capital Appropriation Request for Fairmont State University.

Staff Member: Al Skudzinskas

Background: Annually, prior to September 1, we are required to submit our capital project priorities that have a relation to the campus master plan and for which we request funding, we plan to fund, and/or the projects have been funded and are in progress.

This prioritized list is evaluated by HEPC (CTCC) staff and is awarded a state wide HEPC (CTCC) prioritized projects list for funding based on the following categories:

- Code compliance projects receive the highest priority.
- Re-roofing and building envelope projects are the second highest priority.
- HVAC and energy and utility improvements are the third highest priority
- Building and campus renewal (renovation) projects
- New buildings

There is no guarantee that the list being submitted will receive funding.

Please note, the University and Community and Technical College are required to submit separate and unduplicated projects to the HEPC (CTCC) staff, however, our Separation of Assets Agreement requires us to be jointly responsible for all co-owned Education and General buildings. Therefore, the submissions of behalf of each institution are being reviewed by the governing boards of both institutions.

Please find attached the recommended prioritized list for both institutions.

Fairmont State University
Capital Project Appropriation Request
FY 2019

<i>Priority</i>	<i>Project</i>	<i>Project Cost</i>	<i>Category</i>
1	Caperton Center- Chiller Replacement	\$ 250,000	Deferred maintenance
2	Hunt Haught Hall - HVAC AHU #1 & Chiller Replacement	\$ 400,000	Deferred maintenance
3	Hunt Haught Hall- HVAC Replacment- Vet. Tech Area	\$ 200,000	Deferred maintenance
4	Feaster Roof Renewal	\$ 750,000	Deferred maintenance
5	Education Building - Replace Boilers	\$ 375,000	Deferred maintenance
6	Hardway Hall Roof Renewal & Waterproofing	\$ 640,000	Deferred maintenance
7	Infrastructure Parking Lot Paving (Spread over 5 Years)	\$ 1,000,000	Deferred maintenance
8	Infrastructure- Hardway Sidewalk	\$ 175,000	Deferred maintenance
9	Musick Library HVAC AHU #1 Replacement	\$ 200,000	Deferred maintenance
10	Falcon Center Elevator Addition	\$ 180,000	Life safety and ADA
11	Kiln Building Replacement	\$ 250,000	Building & Campus Renewal/ Renovation
12	Colebank Hall - Replace Membrane Roof	\$ 150,000	Deferred maintenance
13	Parking Garage Elevator Addition	\$ 300,000	Life safety and ADA
14	Feaster Center Fire Alarm Upgrade	\$ 200,000	Life safety and ADA
15	Musick Library Elevator Upgrades	\$ 150,000	Life safety and ADA
16	Physical Plant - Replace Windows	\$ 100,000	Deferred maintenance
17	Colebank Hall Exterior Cleaning & Waterproofing	\$ 300,000	Deferred maintenance
18	Feaster Center HVAC Upgrades (Lobby)	\$ 250,000	Deferred maintenance
19	Feaster Center Windows & Doors	\$ 200,000	Deferred maintenance
20	Hardway Hall Elevator Upgrade	\$ 100,000	Life safety and ADA
21	Jaynes Hall Windows	\$ 610,000	Deferred maintenance
22	Engineering Technology Building - Replace 1st & 2nd Floor Windows	\$ 100,000	Deferred maintenance
23	Physical Plant Annex - Roof Renewal	\$ 100,000	Deferred maintenance
24	Hunt Haught Hall Roof Renewal	\$ 500,000	Deferred maintenance
25	Colebank Hall - Boiler	\$ 150,000	Deferred maintenance
26	Jaynes Hall Exterior Cleaning & Waterproofing	\$ 370,000	Deferred maintenance
27	Infrastructure Development South of Locust Avenue (Drainage)	\$ 1,000,000	Building & Campus Renewal/ Renovation
28	Musick Library Exterior Cleaning & Waterproofing	\$ 300,000	Deferred maintenance
29	Facilities - Campus Security/Parking Office Expansion	\$ 160,000	Building & Campus Renewal/ Renovation
30	Merchant Street Roof Renewal	\$ 300,000	Deferred maintenance
31	Merchant Street Air Handler & Controls	\$ 700,000	Deferred maintenance
32	Merchant Street - Elevator Upgrade	\$ 150,000	Life safety and ADA
33	Merchant Street Fire Alarm Upgrade	\$ 100,000	Life safety and ADA
34	Merchant Street Sprinkler System	\$ 200,000	Life safety and ADA
35	Merchant Street - Infrastructure - Sidewalk Repairs	\$ 150,000	Life safety and ADA
36	Morrow Hall Renovations	\$ 10,375,859	Building & Campus Renewal/ Renovation
37	Morrow Hall Roof Renewal	\$ 450,000	Deferred maintenance
38	Pence Hall Renovations	\$ 7,272,292	Building & Campus Renewal/ Renovation
39	Pence Hall Roof Renewal	\$ 250,000	Deferred maintenance
40	Prichard Hall Renovations	\$ 8,864,022	Building & Campus Renewal/ Renovation
41	Prichard Hall Roof Renewal	\$ 250,000	Deferred maintenance