

December 6, 2018

# Board of Governors



FAIRMONT STATE  
UNIVERSITY™

**AGENDA**  
FSU BOARD OF GOVERNORS' MEETING  
DECEMBER 6, 2018, 9:00 A.M.  
LOCATION: CHARLES POINTE  
100 MARKETPLACE AVE, SECOND FLOOR SUITE  
BRIDGEPORT, WV



- I. CALL TO ORDER**
  - A. Roll Call
  - B. Public Comment
  - C. Approval of Agenda .....*Action Item*
  
- II. APPROVAL OF MINUTES OF OCTOBER 18, 2018.....***Tab 1 Action Item*
  
- III. CHAIRMAN’S REPORT**
  
- IV. PRESIDENT’S REPORT**
  
- V. REPORTS AND PRESENTATIONS**
  - A. Construction Project Updates (Tom Tucker)
  
- VI. CONSENT AGENDA.....***Tab 2 Action Item*
  - A. Financial Reports (Months Ending: September 30, 2018 and October 31, 2018)
  
- VII. ACADEMIC AFFAIRS COMMITTEE (Deborah Prezioso, Chair)**
  - A. The 2018 Update and Report for the Institutional Compact.....*Tab 3 Action Item*
  
- VIII. ATHLETIC AFFAIRS COMMITTEE (Jay Puccio, Chair)**
  
- IX. BYLAWS COMMITTEE (Dixie Yann, Chair)**
  
- X. ENROLLMENT/HOUSING-STUDENT LIFE COMMITTEE (Bill Holmes, Chair)**
  
- XI. FINANCE COMMITTEE (John Schirripa, Chair)**
  - A. Approval of the Independent Auditor’s Report  
For The Year Ending June 30, 2018.....*Tab 4 Action Item*
  
- XII. EXECUTIVE COMMITTEE (Bill Holmes, Chair)**
  
- XIII. NEW BUSINESS**
  - A. Holidays Policy Draft for 30-Day Comment Period.....*Tab 5 Action Item*
  - B. Recognition of the Aviation Center of Excellence.....*Tab 6 Action Item*
  - C. Textbook Affordability
  
- XIV. POSSIBLE EXECUTIVE SESSION - Under the Authority of West Virginia Code §6-9A-4 to  
Discuss Personnel and Property Issues**
  
- XV. ADJOURNMENT**

***NEXT MEETING: FEBRUARY 21, 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**  
**OCTOBER 18, 2018**  
**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 October 18, 2018, 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, Aaron Hawkins, Bill Holmes, Bailey McInturff, Deborah Prezioso, Jay Puccio, Dr. Budd Sapp, John Schirripa, Frank Washenitz and Dixie Yann. Dr. Mark Hart participated by conference call. Dr. Chris Courtney was absent.

Others present were President Martin and President's Executive Leadership Team members Cindy Curry, Lyndsey Dugan, Richard Harvey, Stacey Jones, Christa Kwiatkowski and Tim McNeely. Tom Tucker, Asst. VP of Facilities; Stephanie Slaubaugh, Construction Manager; Gary Bennet, Interim President of the Fairmont State Foundation; Chad Fowler, Acting Athletic Director; Ryan Courtney, Director of Internal Relations; Pat Snively, Associate Athletic Director; Jessica Sell, Government Relations and Development Officer; Pam Stephens, Director, Center for Educational Support Programs; Victoria Cann, Social Media and Digital Content Specialist; Alicia Kalka, Executive Director of Housing and Residence Life; Tim Oxley, Interim Dean of the School of Business; Monica Cochran, Director of Procurement; Marcus Fisher, School of Business Faculty Member; and Macgorine Cassell, School of Business Faculty Member. Members of local media were in attendance as well.

B. Public Comment

Aaron Hawkins reported that Dr. Macgorine Cassell had signed up for public comment.

Dr. Cassell commended President Martin for her vision for the University and thanked the board for hiring a strategic leader. He recognized her global mindset and acknowledged the positive direction that the University was finally heading. He stated that change creates tension, but it is necessary for growth. He wanted to guarantee the board that Dr. Martin is doing a great job.

Frank Washenitz thanked Dr. Cassel for his comments.

#### C. Approval of Agenda

Aaron Hawkins made a motion to approve the agenda. Frank Washenitz seconded. The motion passed.

### II. APPROVAL OF MINUTES OF AUGUST 16, 2018

John Schirripa made a motion to approve the minutes of August 16, 2018. Frank Washenitz seconded. The motion passed.

### III. CHAIRMAN'S REPORT

- A. Chair Holmes recognized the passing of Coach Retton and his many accomplishments, especially his impact on the University and the state of West Virginia.
- B. Chair Holmes advised that he was asked to be on the search committee for the President of the Foundation position. The search committee meets today to move forward with the search.
- C. Mr. Holmes discussed the enrollment achievements for this semester and recognized Lyndsey Dugan and her department for all their hard work. Some of the statistics mentioned: largest incoming class since becoming a University; compared to last year, applications, admissions, and enrollments are all up; conversion rate is up 10%; number of applicants is up 23%; number of admitted students is up 17%; number of newly enrolled students is up 48%; first time applications are up 26.5%; transfer applications are up 12.6%; first time admission is up 22% and first time enrollment is up 9%.

### IV. PRESIDENT'S REPORT

- A. President Martin took a few minutes to share some instances where our Falcon family soared recently. The School of Nursing, under the leadership of Dr. Sharon Boni, and the School of Education under the leadership of Dr. Amanda Metcalf welcomed both of their respective discipline-specific accrediting bodies to campus. Both schools impressed the visiting teams with the rigor and excellence

of their programs. While the results of the visits will not be known until late Spring 2019, Dr. Martin stated she was proud and very grateful to our faculty and staff who put in innumerable hours to get ready for these visits.

- B. Dr. Martin mentioned it had been a difficult week due to the passing of a legend, Coach Jo-Jo Retton. During two and a half days of visitation and a luncheon, Fairmont State University welcomed alumni and the internal and external community who came to honor Coach Retton. President Martin thanked the many individuals who worked countless hours to make the Retton family, alumni and community feel at home.
- C. President Martin reminded everyone that it is homecoming week and the theme is “welcome home.” She discussed the many activities of the week and invited everyone to join in the festivities.

## **V. REPORTS AND PRESENTATIONS**

- A. Marcus Fisher, School of Business assistant professor, provided the constituent report.

Mr. Fisher discussed Cybersecurity. He mentioned the involvement of the University on the WV Cybersecurity Workforce Development Committee.

There is 100% job placement for graduates from the Cybersecurity program at our University.

The potential graduate program in Cybersecurity was also discussed and how it will provide the students a great added opportunity.

- B. Gary Bennett, Interim President and CEO of the Fairmont State Foundation, reported that they have received the first \$500,000 payment of the million-dollar commitment. The other \$500,000 payment will be received in January. That gift is for scholarships.

Mr. Bennett mentioned many gifts that have been received since he has been the Interim President of the Foundation.

Mr. Bennett also discussed the Every Gift Matters campaign. The focus of the campaign is to make whole the institutional scholarships, to fund the scholarships for the 3<sup>rd</sup> and 4<sup>th</sup> years.

Mr. Bennett also discussed the importance of everyone’s involvement in raising money for the institution.

- C. Construction Project Updates (Tom Tucker and Stephanie Slaubaugh)

Stephanie Slaubaugh, Construction Manager, advised that the Charles Pointe facility had furniture delivered this week.

The single point of entry project for all buildings on campus is currently still in process. About half of the project has been completed. The project should be completed in January.

The library roof replacement has been completed. There are miscellaneous details to be finished and then the project will be closed out.

The redesign of the bookstore area is currently in process.

The University is currently in the fourth years of the MS4 project. Yesterday the University organized a Falcons helping Falcons day of service which cleaned up areas of our community. Twenty four 55-gallon bags of trash were collected.

## **VI. CONSENT AGENDA**

Dr. Budd Sapp moved to accept the following Consent Agenda:

Financial Reports for periods ending July 31, 2018 and August 31, 2018.

Deborah Prezioso seconded. The motion passed.

## **VII. ACADEMIC AFFAIRS COMMITTEE (Aaron Hawkins, Chair)**

Mr. Aaron Hawkins, Chair of the Academic Affairs Committee asked that Dr. Richard Harvey, Interim Provost and Vice President for Academic Affairs, present the three agenda items.

Aaron Hawkins made a motion to accept the following:

### **A. Textbook Adoption Report**

John Schirripa seconded. The motion passed.

Included in the board packet is a full curriculum proposal for the Master of Science in Healthcare Management. The Intent to Plan has been approved by the HEPC. The program is a primarily online, 36-hour program. Dr. Tim Oxley provided information on the program.

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

### **B. Curriculum Proposal for Master of Science in Healthcare Management**

Aaron Hawkins seconded. The motion passed.

Also included in the board packet is an Intent to Plan for the Bachelor of Science in Strategic Leadership Degree. This is the first of many degree completion programs for individuals who have some college credits, but not a completed degree. The program will be primarily online and the home base for the program will be Charles Pointe.

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

C. Intent to Plan – Bachelor of Science in Strategic Leadership Degree

Deborah Prezioso seconded. The motion passed.

Dr. Harvey thanked the board for the opportunity to make a greater impact at Fairmont State University through his current position as interim provost.

#### **VIII. ATHLETIC AFFAIRS COMMITTEE (Jay Puccio, Chair)**

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

Mr. Fowler extended the appreciation from David Retton and the family for how their family was treated over the last few days.

Mr. Fowler also recognized Duane Cochran for his hard work and the wonderful articles that were written over the last week.

The football team had a great win over Shepherd last week.

The volleyball team is currently on a seven-game winning streak and Coach Materazzi recently had her 100<sup>th</sup> win.

Mr. Fowler also mentioned the Hall of Fame dinner that is taking place on Friday evening.

Mr. Fowler advised that the BSN fan gear website is now up and running. Nike apparel can be bought now online.

FSAA has their elimination dinner on November 13<sup>th</sup>. Please contact Chad Fowler or Dr. Budd Sapp for tickets.

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

Dixie Yann advised that the bylaws committee has not met.



**X. 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 housing; the summary was provided. Compared to this time last year, we are up 4.6%.

Mrs. Dugan discussed that the recruiters are currently out on the road.

For this year, on campus visits have been drastically increased. Last year there were 25 visits; this year there will be 82.

Dr. Stacey Jones, VP for Institutional Effectiveness and Strategic Initiatives, advised that the CCA (Complete College America) will begin on campus next week. The initiative focuses on the first year, through graduation for students. It has been adopted as a statewide approach. Dr. Jones discussed the multiple strategies in the initiative.

**XI. 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 October 3<sup>rd</sup> and reviewed the financial statements from July and August, along with other topics.

The NAAB accreditation requires specified funding for the Architecture program, which is the reason for the below agenda item.

Dixie Yann made a motion to accept the following:

A. Reinstatement of Architecture Program Fee

Frank Washenitz seconded. The motion passed.

Fiscal year statements were due this past Monday – they were submitted on time.

Preliminary reports from the audit are very positive. The auditors will be at the next meeting to present.

The University's net position increased \$1.9 million; in the past two years, we have had decreases.

There was discussion of the heightened cash management penalty. The penalty is at the state level, not against our University.

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

Bill Holmes reported that the Executive Committee of the board met with the Executive Committee of the Foundation and the Alumni Association to discuss how better to coordinate and become effective in identifying, contacting and securing contributions for the benefit of the University. It was agreed that a protocol was needed for such activities to create a seamless and more effective interaction with potential donors.

**XIII. NEW BUSINESS**

Frank Washentiz publicly recognized President Martin for her hard work, drive and dedication to the University. He mentioned that it has been a long time since there has been a meeting with so much positive information shared.

**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.”

Aaron Hawkins seconded. The motion passed.

Dixie Yann made a motion to rise from Executive Session. Deborah Prezioso seconded. The motion passed.

Chairman Holmes mentioned that the next board meeting is scheduled for December 6<sup>th</sup> and will be held at Charles Pointe.

Also, all board members are welcome to attend the Faculty Senate meeting scheduled for November 13<sup>th</sup> at 3:00.

**XV. ADJOURNMENT**

Dr. Budd Sapp made a motion to adjourn the meeting. Jay Puccio seconded. The motion passed.

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

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

# Tab 2

**Fairmont State University  
Board of Governors  
December 6, 2018**

**Item:** September and October Financial Reports

**Committee:** Committee of the Whole

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

**Staff Member:** Christa Kwiatkowski

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

## Fairmont State University

### Board of Governors

October 2018

#### 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.

#### **October 2018**

With 33% of the fiscal year completed, the Unrestricted Central E&G year to date operating revenues of \$13,346,226 represents 44.13% of the projected current budget. The year to date operating expenses of \$11,374,614 represents 25.99% of the projected current budget. The year to date non-operating revenues of \$5,646,370 represents 41.63% of the projected current budget. After adjusting for debt service, financial aid match and other transfers, the actual YTD balance at the end of October is a positive \$7,002,316. The primary contributor to this positive budget balance is the recognition of fall tuition and fee revenues in full. Last year at this time, the actual YTD balance was \$5,510,116. Last year, we ended with a positive balance of \$383,447.

Fund Manager funds year to date operating revenues of \$1,711,895 represents 59.66% of the projected current budget. The year to date operating expenses of \$617,086 represents 20.17% of the projected current budget. After non-operating revenues and other transfers, the actual YTD balance at the end of October is a positive \$1,051,240. Last year at this time, the actual YTD balance was \$414,985. 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.

#### **October 2018**

With 33% of the fiscal year completed, the Auxiliary year to date operating revenues of \$6,012,649 represents 41.90% of the projected current budget. The year to date operating expenses of \$2,823,472 represents 32.46% of the projected current budget. After non-operating revenues, the debt service payments and other transfers, the actual YTD balance at the end of June is a positive \$674,783. Last year at this time, the actual YTD balance was \$634,919. Current budgeted transfers to reserves is \$718,806. 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.

### **October 2018**

With 33% of the fiscal year completed, the Restricted year to date operating revenues of \$13,262,177 represents 41.36% of the projected current budget. The year to date operating expenses of \$13,799,537 represents 35.48% of the projected current budget. After adjusting for Pell Grant revenues and other transfers, the actual YTD balance is a positive \$2,865,070. The positive balance is due to state financial aid dollars being received but not yet disbursed.

We received three grants in September; ERC in the amount of \$326,978, PDS in the amount of \$54,845 and a NASA Matching Space Grant of \$17,000. We received four grants in October; NSF in the amount of \$466,103, Nathan Myers Foundation Fellowship - Kestrel in the amount of \$1,780, Appalachian Teaching Project in the amount of \$4,500 and WV Symphony in the amount of \$8,000.

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

As of September 30, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	26,718,598	26,667,999	12,632,876	47.37
	Student Activity Support Revenue	463,228	393,334	45,068	11.46
	Operating Costs Revenue	1,588,279	1,587,181	294,931	18.58
	Support Services Revenue	1,555,255	1,524,436	165,375	10.85
	Other Operating Revenues	123,293	73,121	(8,477)	(11.59)
	<b>Total:</b>	<b>30,448,652</b>	<b>30,246,071</b>	<b>13,129,774</b>	<b>43.41</b>
<b>OPERATING EXPENSE</b>	Salaries	24,390,327	24,209,237	3,927,867	16.22
	Benefits	6,112,416	6,148,936	973,781	15.84
	Student financial aid-scholarships	3,783,802	3,783,802	1,451,970	38.37
	Utilities	1,360,676	1,360,676	228,803	16.82
	Supplies and Other Services	7,309,150	7,159,367	1,696,614	23.70
	Equipment Expense	686,102	609,142	73,779	12.11
	Fees retained by the Commission	185,560	185,560	0	0.00
	Assessment for Support Services	0	0	0	0.00
	Assessment for Student Activity Costs	366,227	366,227	36,765	10.04
	Assessment for Operating Costs	0	0	0	0.00
	<b>Total:</b>	<b>44,194,260</b>	<b>43,822,947</b>	<b>8,389,579</b>	<b>19.14</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(13,745,608)</b>	<b>(13,576,876)</b>	<b>4,740,194</b>	<b>(34.91)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	15,111,777	15,111,777	3,022,355	20.00
	Gifts	377,220	377,220	0	0.00
	E&G Capital & Debt Service Support Revenue	0	0	44,979	0.00
	Investment Income	69,245	69,245	43,814	63.27
	Assessment for E&G Capital & Debt Service Costs	(1,994,319)	(1,994,319)	(729,349)	36.57
	<b>Total:</b>	<b>13,563,923</b>	<b>13,563,923</b>	<b>2,381,799</b>	<b>17.56</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(47,400)	(140,864)	(206,914)	146.89
	Construction Expenditures	(584,500)	(584,500)	(337,844)	57.80
	Transfers for Debt Service	(64,863)	(64,863)	0	0.00
	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)	(9,746)	129.08
	<b>Total:</b>	<b>(744,124)</b>	<b>(837,588)</b>	<b>(554,504)</b>	<b>66.20</b>
<b>BUDGET BALANCE</b>		<b>(925,809)</b>	<b>(850,541)</b>	<b>6,567,489</b>	<b>(772.15)</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>133,959</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>7,744,638</u></b>		



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

As of September 30, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	2,490,635	2,766,537	1,665,331	60.20
	Other Operating Revenues	84,975	102,987	30,061	29.19
	<b>Total:</b>	<b>2,575,610</b>	<b>2,869,524</b>	<b>1,695,392</b>	<b>59.08</b>
<b>OPERATING EXPENSE</b>	Salaries	1,150,456	1,512,733	204,671	13.53
	Benefits	214,271	252,503	34,155	13.53
	Student financial aid-scholarships	27,440	27,440	9,577	34.90
	Utilities	4,500	4,500	408	9.06
	Supplies and Other Services	1,085,807	1,085,391	121,928	11.23
	Equipment Expense	152,329	168,148	47,426	28.21
	<b>Total:</b>	<b>2,634,803</b>	<b>3,050,716</b>	<b>418,165</b>	<b>13.71</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(59,193)</b>	<b>(181,192)</b>	<b>1,277,227</b>	<b>(704.90)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Gifts	500	17,083	16,600	97.17
	Interest on capital asset related debt	0	0	(32,961)	
	<b>Total:</b>	<b>500</b>	<b>17,083</b>	<b>(16,361)</b>	<b>(95.77)</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(20,000)	(81,472)	(47,755)	58.61
	Construction Expenditures	0	(7,500)	0	0.00
	Indirect Cost Recoveries	65,643	48,421	8,719	18.01
	Transfers - Other	13,050	9,406	9,814	104.34
	<b>Total:</b>	<b>58,693</b>	<b>(31,146)</b>	<b>(29,222)</b>	<b>93.82</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>(195,254)</b>	<b>1,231,644</b>	<b>(630.79)</b>
<b>Add: Estimated Unfilled Position Savings:</b>		<b>0</b>	<b>0</b>		
<b>ADJUSTED BUDGET BALANCE</b>		<b>0</b>	<b>(195,254)</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>1,781,323</u></b>		

Auxiliary  
Actual vs Budget Statement of Revenues and Expenses  
Board of Governors  
As of September 30, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Auxiliary Enterprise Revenue	8,927,583	8,927,583	3,792,477	42.48
	Auxiliary Fees & Debt Service Support Revenue	5,179,480	5,179,480	2,029,535	39.18
	Other Operating Revenues	242,535	242,535	9,612	3.96
	<b>Total:</b>	<b>14,349,598</b>	<b>14,349,598</b>	<b>5,831,624</b>	<b>40.64</b>
<b>OPERATING EXPENSE</b>	Salaries	2,847,427	2,880,093	563,491	19.57
	Benefits	635,676	643,045	82,934	12.90
	Student financial aid-scholarships	851,077	825,077	326,429	39.56
	Utilities	908,406	908,406	179,144	19.72
	Supplies and Other Services	3,340,610	3,337,599	719,495	21.56
	Equipment Expense	79,675	82,275	7,752	9.42
	<b>Total:</b>	<b>8,662,871</b>	<b>8,676,495</b>	<b>1,879,244</b>	<b>21.66</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)	(39,046)	(37,658)	96.45
	Transfers for Debt Service	(4,890,274)	(4,890,274)	0	0.00
	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)	(740,358)	0	0.00
	Transfers - Other	0	0	(794)	
	<b>Total:</b>	<b>(5,686,727)</b>	<b>(5,673,103)</b>	<b>(77,616)</b>	<b>1.37</b>
<b>BUDGET BALANCE - Projected Transfer to Reserves</b>		<b>0</b>	<b>0</b>	<b>3,874,763</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 September 30, 2018

	<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	23,303,665	8,342,363	35.80
State/Local Grants and Contracts	6,659,740	6,685,193	23,249	0.35
Private Grants and Contracts	1,722,871	1,781,950	1,401,116	78.63
Other Operating Revenue	5,075	5,075	2,880	56.76
<b>Total:</b>	<b>31,364,373</b>	<b>31,775,883</b>	<b>9,769,607</b>	<b>30.75</b>
<b>OPERATING EXPENSE</b>				
Salaries	178,196	409,481	92,255	22.53
Benefits	36,463	76,000	7,261	9.55
Student financial aid - scholarships	40,238,109	40,249,109	13,221,945	32.85
Supplies and Other Services	814,665	914,827	139,022	15.20
Equipment Expense	(6,634)	(8,287)	17,352	-209.38
<b>Total:</b>	<b>41,260,799</b>	<b>41,641,130</b>	<b>13,477,835</b>	<b>32.37</b>
<b>OPERATING INCOME/ (LOSS)</b>	<b>(9,896,426)</b>	<b>(9,865,247)</b>	<b>(3,708,227)</b>	<b>37.59</b>
<b>NONOPERATING REVENUE</b>				
Federal Pell Grant Revenues	10,000,000	10,000,000	3,379,250	33.79
Gifts	2,497	0	0	0.00
Investment Income	0	2,497	0	0.00
<b>Total:</b>	<b>10,002,497</b>	<b>10,002,497</b>	<b>3,379,250</b>	<b>33.78</b>
<b>TRANSFERS &amp; OTHER</b>				
Capital Expenditures	(43,343)	(43,343)	(35,000)	80.75
Construction Expenditures	0	0	0	0.00
Transfers for Fin Aid Match	33,431	33,431	13,000	38.89
Indirect Cost Recoveries	(20,095)	(54,028)	(14,798)	27.39
Transfers - Other	62,301	62,301	0	0.00
<b>Total:</b>	<b>32,295</b>	<b>(1,638)</b>	<b>(36,798)</b>	<b>2246.44</b>
<b>BUDGET BALANCE</b>	<b>138,366</b>	<b>135,612</b>	<b>(365,776)</b>	<b>-269.72</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>154,163</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 October 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	26,718,598	26,667,999	12,646,522	47.42
	Student Activity Support Revenue	463,228	393,334	48,485	12.33
	Operating Costs Revenue	1,588,279	1,587,181	393,604	24.80
	Support Services Revenue	1,555,255	1,524,262	276,650	18.15
	Other Operating Revenues	123,293	73,121	(19,034)	(26.03)
	<b>Total:</b>	<b>30,448,652</b>	<b>30,245,897</b>	<b>13,346,226</b>	<b>44.13</b>
<b>OPERATING EXPENSE</b>	Salaries	24,390,327	24,184,720	5,617,908	23.23
	Benefits	6,112,416	6,166,030	1,425,496	23.12
	Student financial aid-scholarships	3,783,802	3,783,802	1,537,985	40.65
	Utilities	1,360,676	1,360,676	350,499	25.76
	Supplies and Other Services	7,309,150	7,100,784	2,261,667	31.85
	Equipment Expense	686,102	609,142	142,810	23.44
	Fees retained by the Commission	185,560	185,560	0	0.00
	Assessment for Support Services	0	0	0	
	Assessment for Student Activity Costs	366,227	366,227	38,249	10.44
	Assessment for Operating Costs	0	0	0	
	<b>Total:</b>	<b>44,194,260</b>	<b>43,756,941</b>	<b>11,374,614</b>	<b>25.99</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(13,745,608)</b>	<b>(13,511,045)</b>	<b>1,971,613</b>	<b>(14.59)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	15,111,777	15,111,777	6,346,946	42.00
	Gifts	377,220	377,220	0	0.00
	E&G Capital & Debt Service Support Revenue	0	0	44,979	
	Investment Income	69,245	69,245	43,804	63.26
	Assessment for E&G Capital & Debt Service Costs	(1,994,319)	(1,994,319)	(789,359)	39.58
	<b>Total:</b>	<b>13,563,923</b>	<b>13,563,923</b>	<b>5,646,370</b>	<b>41.63</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(47,400)	(197,864)	(230,599)	116.54
	Construction Expenditures	(584,500)	(584,500)	(337,844)	57.80
	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)	(14,875)	197.02
	<b>Total:</b>	<b>(744,124)</b>	<b>(894,588)</b>	<b>(615,666)</b>	<b>68.82</b>
<b>BUDGET BALANCE</b>		<b>(925,809)</b>	<b>(841,710)</b>	<b>7,002,316</b>	<b>(831.92)</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>142,790</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>7,753,469</u></b>		

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

As of October 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	2,490,635	2,766,537	1,664,988	60.18
	Other Operating Revenues	84,975	102,987	46,907	45.55
	<b>Total:</b>	<b>2,575,610</b>	<b>2,869,524</b>	<b>1,711,895</b>	<b>59.66</b>
<b>OPERATING EXPENSE</b>	Salaries	1,150,456	1,513,708	315,365	20.83
	Benefits	214,271	252,519	54,845	21.72
	Student financial aid-scholarships	27,440	27,440	9,577	34.90
	Utilities	4,500	4,500	544	12.08
	Supplies and Other Services	1,085,807	1,093,456	187,495	17.15
	Equipment Expense	152,329	168,148	49,259	29.30
	<b>Total:</b>	<b>2,634,803</b>	<b>3,059,772</b>	<b>617,086</b>	<b>20.17</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(59,193)</b>	<b>(190,248)</b>	<b>1,094,809</b>	<b>(575.46)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Gifts	500	17,083	16,600	97.17
	Interest on capital asset related debt	0	0	(41,202)	
	<b>Total:</b>	<b>500</b>	<b>17,083</b>	<b>(24,602)</b>	<b>(144.01)</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(20,000)	(81,472)	(47,755)	58.61
	Construction Expenditures	0	(15,500)	0	0.00
	Indirect Cost Recoveries	65,643	57,477	13,118	22.82
	Transfers - Other	13,050	9,406	15,669	166.59
	<b>Total:</b>	<b>58,693</b>	<b>(30,089)</b>	<b>(18,967)</b>	<b>63.04</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>(203,254)</b>	<b>1,051,240</b>	<b>(517.20)</b>
<b>Add: Estimated Unfilled Position Savings:</b>		<b>0</b>	<b>0</b>		
<b>ADJUSTED BUDGET BALANCE</b>		<b>0</b>	<b>(203,254)</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>1,773,323</u></b>		

Auxiliary  
Actual vs Budget Statement of Revenues and Expenses  
Board of Governors  
As of October 31, 2018

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Auxiliary Enterprise Revenue	8,927,583	8,927,583	3,854,055	43.17
	Auxiliary Fees & Debt Service Support Revenue	5,179,480	5,179,480	2,114,168	40.82
	Other Operating Revenues	242,535	242,535	44,426	18.32
	<b>Total:</b>	<b>14,349,598</b>	<b>14,349,598</b>	<b>6,012,649</b>	<b>41.90</b>
<b>OPERATING EXPENSE</b>	Salaries	2,847,427	2,880,643	787,759	27.35
	Benefits	635,676	648,101	125,633	19.38
	Student financial aid-scholarships	851,077	825,077	292,132	35.41
	Utilities	908,406	908,406	249,248	27.44
	Supplies and Other Services	3,340,610	3,353,545	1,351,460	40.30
	Equipment Expense	79,675	82,275	17,241	20.96
	<b>Total:</b>	<b>8,662,871</b>	<b>8,698,047</b>	<b>2,823,472</b>	<b>32.46</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)	(39,046)	(37,658)	96.45
	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)	(718,806)	0	0.00
	Transfers - Other	0	0	(794)	
	<b>Total:</b>	<b>(5,686,727)</b>	<b>(5,651,551)</b>	<b>(2,514,394)</b>	<b>44.49</b>
<b>BUDGET BALANCE - Projected Transfer to Reserves</b>		<b>0</b>	<b>0</b>	<b>674,783</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 October 31, 2018

	<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	23,774,268	8,546,066	35.95
State/Local Grants and Contracts	6,659,740	6,493,193	3,271,690	50.39
Private Grants and Contracts	1,722,871	1,789,850	1,441,540	80.54
Other Operating Revenue	5,075	5,075	2,880	56.76
<b>Total:</b>	<b>31,364,373</b>	<b>32,062,386</b>	<b>13,262,177</b>	<b>41.36</b>
<b>OPERATING EXPENSE</b>				
Salaries	178,196	472,861	125,427	26.53
Benefits	36,463	97,786	11,018	11.27
Student financial aid - scholarships	40,238,109	37,039,013	13,466,234	36.36
Supplies and Other Services	814,665	1,293,148	165,914	12.83
Equipment Expense	(6,634)	(8,287)	30,946	-373.41
<b>Total:</b>	<b>41,260,799</b>	<b>38,894,521</b>	<b>13,799,537</b>	<b>35.48</b>
<b>OPERATING INCOME/ (LOSS)</b>	<b>(9,896,426)</b>	<b>(6,832,135)</b>	<b>(537,361)</b>	<b>7.87</b>
<b>NONOPERATING REVENUE</b>				
Federal Pell Grant Revenues	10,000,000	7,000,000	3,437,549	49.11
Gifts	2,497	4,278	0	0.00
Investment Income	0	0	0	0.00
<b>Total:</b>	<b>10,002,497</b>	<b>7,004,278</b>	<b>3,437,549</b>	<b>49.08</b>
<b>TRANSFERS &amp; OTHER</b>				
Capital Expenditures	(43,343)	(43,343)	(35,000)	80.75
Construction Expenditures	0	0	0	0.00
Transfers for Fin Aid Match	33,431	33,431	13,000	38.89
Indirect Cost Recoveries	(20,095)	(88,920)	(13,118)	14.75
Transfers - Other	62,301	62,301	0	0.00
<b>Total:</b>	<b>32,295</b>	<b>(36,530)</b>	<b>(35,118)</b>	<b>96.14</b>
<b>BUDGET BALANCE</b>	<b>138,366</b>	<b>135,612</b>	<b>2,865,070</b>	<b>2112.69</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>154,163</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**  
**December 6, 2018**

**Item:** Fairmont State University *Compact* Goals and Strategies 2019-2021

**Committee:** Committee of the Whole

**Recommended Resolution:** Be it resolved, that the Fairmont State University (FSU) Board of Governors accept and approve the presented institutional Compact goals and strategies for submission to the Higher Education Policy Commission (HEPC).

**Staff Member:** Dr. Stacey Jones  
Vice President, Institutional Effectiveness and Strategic Operations

**Background:** The Higher Education Policy Commission’s current Master Plan, *Leading the Way: Access. Success. Impact.* is scheduled to expire at the end of 2018. The Master Plan is said to address “...issues key to ensuring that opportunity is followed by success: student academic preparation; programmatic quality; assessment of student learning; improving retention, progress toward degree, and completion; and helping students understand and transition to workforce opportunities and civic engagement.”<sup>i</sup> West Virginia Code requires each institution to submit a final report to the Commission highlighting progress made over the past five years as a result of the strategies implemented through their institutional Compact by December 31, 2018 with an optional presentation at the upcoming February 2019 Commission meeting.

Additionally, the Commission voted at its August 24, 2018 meeting to reauthorize the current Master Plan for up to two (2) additional years necessitating the establishment of revised goals for the plan’s key quantitative metrics. The Commission has stated its commitment to working closely with each institution to finalize goals that are both realistic and attainable. As part of the process of goal revision, each institution’s recommended revised goals must be approved by its Board of Governors before they are considered for approval by the Commission in February 2019.

Each institution is also encouraged to revisit each of their Compact strategies and submit any necessary revisions. Modifications to the institutions Compact must also be approved by its Board of Governors. Note that the Compact is a living document and may be revised with approval from the Board of Governors and the Commission. The Commission plans to submit the 2019-2021 Compacts for approval at the April 26, 2019 meeting.

The Commission has also adopted the nationally recognized and acclaimed Complete College America (CCA) approach to achieving student success and completion goals across the state

of West Virginia, referenced state-wide as the *West Virginia Momentum Pathways*. The CCA approach provides customizable strategies to boost graduation rates, close achievement gaps, and to help ensure every student has the opportunity to achieve their professional dreams. As such, the Commission required each two (2) year and four (4) year institution to design their institutional version of the CCA strategies [1-5] and submit a plan and progress-to-date by November 19, 2018. Fairmont State University's plan, branded as the *SOARing Falcons Momentum Pathways* was submitted in compliance with this HEPC requirement. The respective plan includes direct and/or derivative outcomes that impact the Compact goals and align with the overarching theme of *Access. Success. Impact.*

Moreover, Fairmont State University has developed a ten-year strategic plan *Our Quest for Distinction: Strategic Pan 2018-2028* that emphasizes progress in a number of areas common to the Commission's *Leading the Way: Access. Success. Impact.* Master Plan. Specifically, two (2) of our three (3) strategic themes – Student Success and Enrollment Management – are characterized by goals that also directly impact the Compact goals and align with the overarching theme of *Access. Success. Impact.*

Consequently, it makes sense in terms of institutional focus, effectiveness, optimization of resources; and most importantly to ensure that the University's emphasis remains on having a significantly positive impact on our student's success and overall experience at Fairmont State University, to align these goals and related efforts. Note that the HEPC Master Plan specifically asks each institution "to set goals consistent with this [HEPC] master plan and the institution's mission and to account for progress toward those goals".<sup>ii</sup> The proposed Compact goals and strategies presented on December 6, 2018 represent the referenced alignment of:

- HEPC *Leading the Way: Access. Success. Impact.* Master Plan 2013 – 2020\*
- HEPC Compact initiative goals and strategies 2013 - 2020\*
- Existing Fairmont State University Compact goals and strategies submitted to HEPC covering 2013-2018
- Fairmont State University's ten-year strategic plan *Our Quest for Distinction: Strategic Pan 2018-2028*
- Current three-year Complete College America (CCA) and state-wide derivative *West Virginia Momentum Pathways* 2018 - 2021; and
- Fairmont State University's strategies for *SOARing Falcons Momentum Pathways* submitted to HEPC effective 2018 – 2021, and beyond

\* extended by the Commission

*to produce ambitious, yet realistic and achievable revised Compact goals and strategies.*

<sup>i</sup> West Virginia Higher Education Policy Commission *Leading the Way: Access. Success. Impact.* 2013 –2018 Master Plan: page 3

<sup>ii</sup> West Virginia Higher Education Policy Commission *Leading the Way: Access. Success. Impact.* 2013 –2018 Master Plan: page

# Tab 4

**Fairmont State University  
Board of Governors  
December 6, 2018**

**Item:** Approval of Fiscal Year Ended June 30, 2018 Financial Statements

**Committee:** Committee of the Whole

**Recommended Resolution:** Be it resolved, that the Board of Governors recognize and accept the fiscal year ended June 30, 2018 financial statements as presented.

**Staff Member:** Christa Kwiatkowski

**Background:** Suttle and Stalnaker presented the Report to the Governing Board and Audit of Fairmont State University for fiscal year ended June 30, 2018.

# Tab 5

**Fairmont State University  
Board of Governors  
December 6, 2018**

- Item:** Amendment to Policy 4, "Holidays." It has been the practice of Fairmont State University to close the University between Christmas and New Year's and to place several of the six assignable holidays around this interval in order to provide employees an extended leave time and to reduce operational costs. Only those holidays designated by State Code are to be paid holidays; thus in order to facilitate this extended leave time, there may remain two or three days for which employee annual leave is to be taken during this period. The Board delegates the decision of requiring that employees use their accrued annual leave to cover these absences to the President.
- Committee:** Committee of the Whole
- Recommended Resolution:** That the Board of Governors establish a policy and procedure in which the President is directed to set the annual holiday schedule and to determine any additional days of closure necessary to provide extended leave for employees while reducing operational costs. These additional days will be covered by accrued employee annual leave.
- Staff Member:** Cindy Curry, AVP, Human Resources & Jacqueline L. Sikora, General Counsel
- Background:** This policy complies with federal, state and local laws, rules and regulations. This is an amendment of existing Policy 4. A draft of the proposed holiday calendar for the next year the provisions of this policy will be applied is included.

**Fairmont State University Board of Governors  
Policy #4**

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

TITLE: HOLIDAYS

**SECTION 1. GENERAL**

- 1.1 Scope: This policy is regarding holidays at Fairmont State University
- 1.2 Authority: West Virginia Code § 18B-1-6, and § 2-2-1
- 1.3 Filing Date:
- 1.4 Effective Date:
- 1.5 Repeals and replaces Policy #4 effective date December 5, 2001.

**SECTION 2. PURPOSE AND SCOPE**

- 2.1 This Rule establishes the guiding principles for setting the holiday schedule for Fairmont State University.

**SECTIONN 3.1. GRANTING POWER**

- 3.1 The Fairmont State University Board of Governors hereby delegates to the President the duty to assign, annually, six holidays which will be observed by the employees of the University in addition to the six holidays specified in Series 14 of the West Virginia Higher Education Policy Commission, and Section 4.1 of the policy.

**SECTION 4. NUMBER OF FULL HOLIDAYS**

- 4.1 The number of full holidays shall be twelve, plus additional days for any statewide, primary or general election. Specified holidays shall include Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day and Martin Luther King's Birthday. Six additional days determined by the President as delegated in Section 3.1 shall also be taken. If a specified holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday will be observed as the legal holiday.
- 4.2 Proclamation of additional legal holidays by the President of the United States, Governor, or other duly constituted authority may be observed by University employees if the President determines that the additional legal holiday should be observed by the University's employees.

**SECTION 5. LEAVE RELATED TO REDUCTION OF OPERATIONAL COSTS**

- 5.1 It has been the practice of Fairmont State University to close the University between Christmas and New Years and to place several of the six assignable

holidays around this interval in order to provide employees an extended leave time and to reduce operational costs.

- 5.2 In order to facilitate this extended leave time, there may remain two or three days for which employee annual leave is to be taken during this period.

#### SECTION 6. HALF HOLIDAYS

- 6.1 To provide equity with the Executive Branch of government, the one-half day preceding Christmas or New Year's Day shall be a holiday when Christmas or New Year's Day falls on a Tuesday, Wednesday, Thursday, or Friday. These half days are in addition to the twelve provided for in Section 4.1.

#### SECTION 7. SCHEDULES

- 7.1 Holiday schedules are established and used on a fiscal year basis, announced in May for the ensuing fiscal year.
- 7.2 The President, or his/her designee, shall submit to the Chancellor by June 30 of each year a list of the holidays to be observed for the upcoming fiscal year and shall ensure that the list is posted in appropriate locations on campus.

#### SECTION 8. DELEGATION

- 8.1 The Board of Governors delegates to the President, or his/her designee, the ability to adopt internal human resources policies and procedures in order to implement the provisions of this Rule. Any actions taken pursuant to this delegation must be consistent with the guidelines provided by this Rule.



Fairmont State University Board of Governors  
Policy #4  
Effective date: December 5, 2001

TITLE: HOLIDAYS

SECTION 1. GENERAL

- 1.1 Scope: This policy regards holidays at Fairmont State University.
- 1.2 Authority: West Virginia Code §18B-1-6, 2-2-1
- 1.3 Effective Date: December 5, 2001

SECTION 2. GRANTING POWER

- 2.1 The Fairmont State University Board of Governors directs that the President of the University shall determine six holidays which will be observed by employees in addition to the six holidays specified in Section 3.1 of this policy.

SECTION 3. NUMBER OF FULL HOLIDAYS

- 3.1 The number of full holidays shall be twelve, plus additional days for any statewide, primary or general election. Specified holidays shall include Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Martin Luther King's Birthday. Six additional days determined by the President of the University shall also be taken. If a specified holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday will be observed as the legal holiday.
- 3.2 Proclamation of additional legal holidays by the President of the United States, Governor, or other duly constituted authority may be observed by employees when communicated through the appropriate state agency.

SECTION 4. HALF HOLIDAYS

- 4.1 As specified in the regulations of the division of personnel for agencies of the executive branch of state government, one-half day preceding Christmas or New Year's Day shall be a holiday when Christmas or New Year's Day falls on a Tuesday, Wednesday, Thursday, or Friday. These half days are in addition to the twelve provided for in Section 3.1.

SECTION 5. SCHEDULES

- 5.1 Holiday schedules are established and used on a fiscal year basis, announced in May for the ensuing fiscal year.
- 5.2 The President of the University shall submit to the Chancellor by June 30 of each year a list of the holidays to be observed for the upcoming fiscal year and shall assure that the list is posted in appropriate locations on campus.



# FAIRMONT STATE UNIVERSITY

## Holiday and Payroll Calendar FY 2020 (July 1, 2019-June 30, 2020)

July 4 (Thursday): Independence Day

September 2 (Monday): Labor Day

November 28 (Thursday): Thanksgiving

November 29 (Friday): Lincoln's Day

December 23 (Monday): Winter Holiday

December 24 (Tuesday): Winter Holiday

December 25 (Wednesday): Christmas

December 26 (Thursday): Winter Holiday

December 27 (Friday): Combined half-holidays for Christmas/New Year's

January 1 (Wednesday): New Year's Day

January 20 (Monday): Martin L. King, Jr., Day

April 10 (Friday): Spring Holiday

May 22 (Friday): May 12 Election Day observed

May 25 (Monday): Memorial Day

*Per State law and policy, there are to be 12 holidays in a fiscal year, plus a holiday for any election. In addition, when Christmas or New Year's Day falls on Tuesday through a Friday, an additional 1/2 holiday for both*

*Christmas and New Year's Day is added. These combined half-holidays*

*will be observed on Friday, December 27. There is one election day in FY 2020 on May 12, which will be observed on Friday, May 22.*

*This is the required total of 14 holidays for FY 2020. The six mandated holidays are Independence Day, Labor Day, Thanksgiving, Christmas Day, New Year's Day and Martin Luther King, Jr., Day.*

**Beginning of bi-weekly pay period**

**Observed holiday**

**FSU CLOSED. Employees to use two days of accrued annual leave on these days.**

**Payday is bi-weekly, every other Friday.**

The State workweek is from Saturday at 12:01 a.m. through the following Friday at 12:00 midnight.

Compiled by Office of Human Resources, April 2018

July						
S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	5	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
20	30					

October						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**All pay is two weeks in arrears.**

**PROPOSED DRAFT**

Calendar subject to change with state or federal proclamations of or adjustments to holidays.  
Calendar subject to change with state or federal proclamations of or adjustments to holidays.

# Tab 6

**Fairmont State University  
Board of Governors  
December 6, 2018**

- Item:** Recognition of the Aviation Center of Excellence at Fairmont State University.
- Committee:** Committee of the Whole
- Recommended Resolution:** That the Board of Governors establish and recognize the aviation administration/flight program at Fairmont State University as the Aviation Center of Excellence (ACE).
- Staff Member:** Cindy Curry, AVP, Human Resources
- Background:** This policy complies with federal, state and local laws, rules and regulations.