

June 15, 2017

Board of Governors



AGENDA
FSU BOARD OF GOVERNORS' MEETING
JUNE 15, 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*
 - D. Approval of 2017-2018 Meeting Dates..... *Tab 1 Action Item*

- II. APPROVAL OF MINUTES OF MAY 11, 2017.....** *Tab 2 Action Item*

- III. CHAIRMAN’S REPORT**

- IV. PRESIDENT’S REPORT**

- V. REPORTS AND PRESENTATIONS**
 - A. Foundation (RJ Gimbl)
 - B. Construction Project Updates (Tom Tucker)

- VI. CONSENT AGENDA.....** *Tab 3 Action Item*
 - A. Financial Reports (Months Ending: March 31, 2017 and April 30, 2017)

- VII. ACADEMIC AFFAIRS COMMITTEE (Aaron Hawkins, Chair)**
 - A. Approval for the Addition of an Optional Secondary Science Teacher Certification, Earth & Space Science (5-Adult)..... *Tab 4 Action Item*

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

- IX. BY-LAWS COMMITTEE (Dixie Yann, Chair)**
 - A. Approval of Title IX Policy (30-Day Comment Period Over)..... *Tab 5 Action Item*

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

- XI. FINANCE COMMITTEE (John Schirripa, Chair)**
 - A. Approval of Capital Projects FY 2018..... *Tab 6 Action Item*
 - B. Approval of Fund Manager Budget FY 2018..... *Tab 7 Action Item*
 - C. Approval of Chargeback Agreement FY 2018..... *Tab 8 Action Item*
 - D. Approval of 2018 Education and General (E&G) Budget..... *Tab 9 Action Item*
 - E. Approval of Tuition Edits..... *Tab 10 Action Item*
 - F. Approval of University Terrace Change Order #10..... *Tab 11 Action Item*

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

- XIII. EXECUTIVE COMMITTEE (Dixie Yann, Chair)**
 - A. Presidential Job Description..... *Action Item*
 - B. Interim Placement..... *Action Item*

- XI. NOMINATING COMMITTEE** (John Myers, Chair)
 - A. Election of FSU Board of Governors' Officers
(Effective July 1, 2017 through June 30, 2018).....*Action Item*

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

- XV. ADJOURNMENT**

CLASSIFIED STAFF LUNCHEON

NEXT MEETING: AUGUST 17, 2017, 9:00 A.M.,
LOCATION: BOARD ROOM, 3RD FLOOR FALCON CENTER
1201 LOCUST AVENUE, FAIRMONT, WV

Tab 1

2017 - 2018 Board of Governors' Meeting Dates

Fairmont State University

Meeting Dates	Time	Location
August 17, 2017	9:00 a.m.	Board Room, Falcon Center
October 19, 2017	9:00 a.m.	Gaston Caperton Center, Clarksburg, WV
December 7, 2017	9:00 a.m.	Board Room, Falcon Center
February 15, 2018	9:00 a.m.	Board Room, Falcon Center
April 19, 2018	9:00 a.m.	Board Room, Falcon Center
May 10, 2018 (Special Budget Meeting)	9:00 a.m.	Board Room, Falcon Center
June 14, 2018	9:00 a.m.	Board Room, Falcon Center
August 16, 2018	9:00 a.m.	Board Room, Falcon Center
October 18, 2018	9:00 a.m.	Gaston Caperton Center, Clarksburg, WV
December 6, 2018	9:00 a.m.	Board Room, Falcon Center

Prepared June 2017

Tab 2

FAIRMONT STATE UNIVERSITY
BOARD OF GOVERNORS
MEETING MINUTES
MAY 11, 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 May 11, 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, Bryan Towns, Frank Washenitz, and Dixie Yann. Chris Courtney was present following the roll call.

Others present were President Rose and President's Council members Christina Lavorata, Ann Mazza, Tim Oxley, Al Skudzinskas and Debbie Stiles. Tom Tucker, Assistant Vice President for Facilities; Stephanie Slaubaugh, Construction Manager; Erin Taylor, Student Intern; Tim McNeely, Athletic Director; Chad Fowler, Assistant Athletic Director; Ryan Courtney, Director of Internal Operations; Cindy Curry, Assistant VP of HR; Monica Cochran, Director of Procurement; Richard Harvey, School of Business Dean; Amy Baker, Director of Marketing; Robynn Shannon, Director of Institutional Assessment and Effectiveness; Alyssa Welling, 2017-2018 Student BOG Representative; Galen Hansen, Faculty; Concrete Canoe team members and faculty/staff: Tabitha Lafferre, Tia Como, and Rosetta Kolar. Members of local media were in attendance as well.

B. Public Comment

Frank Washenitz reported that Galen Hansen had signed up for public comment.

Galen discussed his opinion of the Open Meetings Law and how it pertains to the Board of Governors and the Presidential Search.

C. Approval of Agenda

Bryan Towns made a motion to approve the agenda. Bill Holmes seconded. The motion passed.

II. APPROVAL OF MINUTES OF APRIL 10, 2017 AND APRIL 20, 2017

John Myers made a motion to approve the minutes of April 10, 2017 and April 20, 2017. Deborah Prezioso seconded. The motion passed.

III. REPORTS AND PRESENTATIONS

A. Concrete Canoe Team

Tabitha Lafferre, ASCE faculty advisor and civil engineering faculty member, introduced the members of the concrete canoe team who were present.

Hannah Workman, team member, discussed the competition. Hannah gave a breakdown of the different categories and judging portions, the weight they hold, and the importance of each category.

Ms. Lafferre then discussed the history of the canoe team and some of the schools that compete against Fairmont State.

Fairmont State has now won regionals 14 years in a row.

B. Introduction of new BOG Student Representative – Alyssa Welling

Rachel Ball, current BOG student representative, introduced Alyssa Welling, BOG student representative for the 2017-2018 academic year.

Alyssa is a junior, a double major, in Exercise Science and Business.

IV. ATHLETIC AFFAIRS COMMITTEE (Frank Washenitz, Chair)

Tim McNeely, Athletic Director, gave an update for the Athletic Affairs Committee.

Mr. McNeely advised that this was the most successful year in athletics since joining the NCAA and one of the most successful in Fairmont State's history.

Recently, the men's tennis coach, Kyle Hoffman, was named Atlantic Region Coach of the Year by the Intercollegiate Tennis Association. Also, men's baseball coach, Phil Caruso, was named Coach of the Year by the Mountain East Conference.

Ryan Courtney presented information on the EADA report. Mr. Courtney commented that although the expenses continue to grow, the revenue continues to exceed those expenses. Mr. Courtney also discussed the financial aid and scholarship amounts given out to student athletes.

John Myers requested that the scholarship information provided in the EADA report be broken down by sport and supplied to the BOG members.

Bryan Town requested a comparison of information provided in the report to other institutions in the MEC as well as other top athletic programs.

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

Dixie Yann presented the proposed revisions to the operating procedures.

One amendment was changing the chair term from 4 years to 2 years.

The second amendment was to the list of committees to reflect the current BOG committees. The Academic Affairs Committee was inadvertently left off of the draft of the procedures; that committee will be added back in.

Budd Sapp made a motion to approve the By-Laws Operating Procedures, as amended.

Chris Courtney seconded. The motion passed.

VI. STUDENT HOUSING COMMITTEE (Aaron Hawkins, Chair)

Aaron Hawkins, Chair of the Student Housing Committee, gave a brief housing update.

The parking areas have been completed and will be available for graduation this Saturday. The paving of those lots will be completed this summer.

VII. EXECUTIVE COMMITTEE (Dixie Yann, Chair)

Dixie Yann reported that the search firm for the Interim President and Permanent Presidential positions has been hired. After reviewing RFPs, AGB was selected.

Budd Sapp made a motion to take a brief recess for the 'Put a Brick On It' Dedication. Aaron Hawkins seconded. The motion passed.

Tab 3

Fairmont State University
Board of Governors
Financial Reports
For March 2017 & April 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.

March 2017

With 75% of the fiscal year completed, the unrestricted year to date Operating Revenue of \$28,224,346 represents 88.06% of the projected current budget. The year to date Operating Expense of \$31,707,490 represents 67.69% of the projected current budget. The year to date Non-Operating Revenue \$8,112,910 represents 62.95% 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 March is a positive \$4,453,078.

The primary contributors to this budget balance is underspending on salaries, benefits, supplies and services.

April 2017

With 83% of the fiscal year completed, the unrestricted year to date Operating Revenue of \$28,674,990 represents 89.45% of the projected current budget. The year to date Operating Expense of \$34,946,378 represents 74.62% of the projected current budget. The year to date Non-Operating Revenue \$13,080,681 represents 101.48% 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 April is a positive \$6,567,648.

The primary contributors to this positive budget balance is underspending on salaries, benefits, supplies and services. 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.

March 2017

With 75% of the fiscal year completed, the unrestricted year to date Operating Revenue of \$12,301,262 represents 86.75% of the projected current budget. The year to date Operating Expense of \$6,198,215 represents 72.89% 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 March is a positive \$3,616,835.

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.

April 2017

With 83% of the fiscal year completed, the unrestricted year to date Operating Revenue of \$12,575,854 represents 88.66% of the projected current budget. The year to date Operating Expense of \$6,831,346 represents 80.36% 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 April is a positive \$813,724.

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. Also, a debt service payment of \$2,441,171 was transferred from Auxiliary Restricted during April.

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.

March 2017

With 75% of the fiscal year completed, the restricted year to date Operating Revenue of \$27,460,178 represents 80.58% of the projected current budget. The year to date Operating Expense of \$33,601,572 represents 76.58% of the projected current budget. The year to date Non-Operating Revenue (Pell Grants) and gifts of \$6,909,022 represents 69.06% 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 revenues over expenses is \$691,764. This excess is due primarily to the State PROMISE Scholarship funds of \$778,167 received but not disbursed at the end of March. State aid is disbursed after all funds are received which is normally a 2-3 month delay; deferments are placed on student accounts while this disbursement hold is in place.

Two new grants were added in March. First grant added was for the WVICASV Consortium (3 year period) in the amount of \$731,049. The grant aims to reduce domestic violence, dating violence, sexual assault and stalking on campuses; this is the second award to FSU for the Council. The second grant added was for the HEPC International projects for \$3,000. The HEPC International project supports international recruitment and KEI pathways in academic majors.

Five existing grant activities were update in March:

- Title III closed out year 4 of the grant and \$5,827 was approved to carry-over into year 5. Title III supports peer mentoring initiatives in the School of Business and School of Science and Technology.
- \$15,600 was approved to carry over in the Federal Work Study program from AY15-16 allotments. Study Abroad was approved to reallocate \$4,000 to support a French summer immersion program at UQAM in Montreal, Canada.
- The First Lego League fund increased due to additional private sponsorships and entry fees.
- Year 2 of the Math and Science Partnership grant was added for \$400,000, offset by a reduction to the Year 1 budget for unspent funds of \$2,954.

April 2017

With 83% of the fiscal year completed, the restricted year to date Operating Revenue of \$28,382,983 represents 83.28% of the projected current budget. The year to date Operating Expense of \$35,220,088 represents 80.27% of the projected current budget. The year to date Non-Operating Revenue (Pell Grants) and gifts of \$6,934,651 represents 69.31% 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 revenues over expenses is \$17,150. All State PROMISE Scholarship funds were disbursed at the end of the month.

There was no new grant activity for the month. The close out of the Foundation Faculty Development Grant resulted in a \$94 decrease to the bottom line.

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

As of March 31, 2017

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	25,994,389	26,235,458	24,997,941	95.28
	Student Activity Support Revenue	471,765	471,765	425,115	90.11
	Faculty Services Revenue	1,272,439	1,272,439	248,234	19.51
	Operating Costs Revenue	1,652,395	1,596,481	1,096,450	68.68
	Support Services Revenue	1,919,837	1,986,486	1,220,010	61.42
	Other Operating Revenues	464,762	487,762	236,597	48.51
	Total:	31,775,587	32,050,391	28,224,346	88.06
OPERATING EXPENSE					
	Salaries	24,890,190	24,688,330	15,939,897	64.56
	Benefits	5,895,026	6,235,811	4,039,863	64.78
	Student financial aid-scholarships	3,225,302	3,225,302	3,217,419	99.76
	Utilities	1,455,476	1,455,476	1,176,527	80.83
	Supplies and Other Services	8,558,331	8,353,198	5,907,143	70.72
	Equipment Expense	868,545	1,073,406	505,017	47.05
	Fees retained by the Commission	185,560	185,560	131,777	71.02
	Assessment for Faculty Services	946,574	946,574	293,445	31.00
	Assessment for Support Services	227,874	235,310	112,786	47.93
	Assessment for Student Activity Costs	349,764	349,764	332,550	95.08
	Assessment for Operating Costs	100,134	96,283	51,067	53.04
	Total:	46,702,776	46,845,015	31,707,490	67.69
OPERATING INCOME / (LOSS)		(14,927,189)	(14,794,624)	(3,483,143)	23.54
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	15,277,769	14,972,214	9,930,550	66.33
	Gifts	500	33,828	34,128	100.89
	Investment Income	25,245	25,245	69,058	273.55
	Assessment for E&G Capital & Debt Service Costs	(2,143,380)	(2,143,380)	(1,920,826)	89.62
	Total:	13,160,134	12,887,907	8,112,910	62.95
TRANSFERS & OTHER					
	Capital Expenditures	(110,384)	(130,764)	(164,915)	126.12
	Construction Expenditures	0	0	(7,500)	
	Transfers for Debt Service	(64,775)	(64,959)	(32,458)	49.97
	Transfers for Financial Aid Match	(81,239)	(27,463)	(12,031)	43.81
	Indirect Cost Recoveries	64,950	75,675	40,215	53.14
	Transfers - Other	24,291	24,291	0	0.00
	Total:	(167,158)	(123,220)	(176,689)	143.39
BUDGET BALANCE		(1,934,212)	(2,029,937)	4,453,078	(219.37)
Add: Estimated Unfilled Position Savings:		1,000,000	0		
ADJUSTED BUDGET BALANCE		(934,212)	(2,029,937)		
* 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>7,100,105</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 19.49% 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 March 31, 2017

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	24,120,664	24,120,664	23,032,325	95.49
	Student Activity Support Revenue	471,765	471,765	425,115	90.11
	Faculty Services Revenue	1,272,439	1,272,439	248,234	19.51
	Operating Costs Revenue	1,652,395	1,596,481	1,096,450	68.68
	Support Services Revenue	1,919,837	1,986,486	1,220,010	61.42
	Other Operating Revenues	323,137	346,137	150,301	43.42
	Total:	29,760,237	29,793,971	26,172,435	87.84
OPERATING EXPENSE					
	Salaries	23,978,766	23,762,625	15,420,854	64.90
	Benefits	5,783,010	6,111,889	3,965,541	64.88
	Student financial aid-scholarships	3,192,992	3,192,992	3,175,943	99.47
	Utilities	1,450,976	1,450,976	1,173,549	80.88
	Supplies and Other Services	6,637,569	6,549,809	5,349,355	81.67
	Equipment Expense	663,576	661,293	196,332	29.69
	Fees retained by the Commission	185,560	185,560	131,777	71.02
	Assessment for Faculty Services	946,574	946,574	293,445	31.00
	Assessment for Support Services	227,874	235,310	112,786	47.93
	Assessment for Student Activity Costs	349,764	349,764	332,550	95.08
	Assessment for Operating Costs	100,134	96,283	51,067	53.04
	Total:	43,516,794	43,543,075	30,203,198	69.36
OPERATING INCOME / (LOSS)		(13,756,557)	(13,749,104)	(4,030,763)	29.32
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	15,277,769	14,972,214	9,930,550	66.33
	Gifts	0	3,000	3,000	100.00
	Investment Income	25,245	25,245	69,058	273.55
	Assessment for E&G Capital & Debt Service Costs	(2,143,380)	(2,143,380)	(1,920,826)	89.62
	Total:	13,159,634	12,857,079	8,081,782	62.86
TRANSFERS & OTHER					
	Capital Expenditures	(90,384)	(90,384)	(97,276)	107.62
	Construction Expenditures	0	0	(7,500)	
	Transfers for Debt Service	(64,775)	(64,959)	(32,458)	49.97
	Transfers for Financial Aid Match	(81,239)	(27,463)	(12,031)	43.81
	Indirect Cost Recoveries	825	2,039	0	0.00
	Transfers - Other	(18,959)	(18,959)	0	0.00
	Total:	(254,533)	(199,726)	(149,265)	74.73
BUDGET BALANCE		(851,456)	(1,091,750)	3,901,754	(357.39)
Add: Estimated Unfilled Position Savings:		1,000,000	0		
ADJUSTED BUDGET BALANCE		148,544	(1,091,750)		
* 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>6,143,524</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 March 31, 2017

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	1,873,725	2,114,794	1,965,615	92.95
	Other Operating Revenues	141,625	141,625	86,296	60.93
	Total:	2,015,350	2,256,419	2,051,911	90.94
OPERATING EXPENSE	Salaries	911,424	925,705	519,043	56.07
	Benefits	112,016	123,922	74,321	59.97
	Student financial aid-scholarships	32,310	32,310	41,476	128.37
	Utilities	4,500	4,500	2,978	66.19
	Supplies and Other Services	1,920,763	1,803,389	557,789	30.93
	Equipment Expense	204,969	412,113	308,685	74.90
	Total:	3,185,982	3,301,940	1,504,292	45.56
OPERATING INCOME / (LOSS)		(1,170,632)	(1,045,520)	547,619	(52.38)
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)	(67,639)	167.51
	Indirect Cost Recoveries	64,125	73,636	40,215	54.61
	Transfers - Other	43,250	43,250	0	0.00
	Total:	87,375	76,506	(27,424)	(35.85)
BUDGET BALANCE		(1,082,757)	(938,186)	551,323	(58.76)
Add: Estimated Unfilled Position Savings:		0	0		
ADJUSTED BUDGET BALANCE		(1,082,757)	(938,186)		
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>956,582</u>		

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

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	8,883,109	8,911,867	7,493,305	84.08
	Auxiliary Fees & Debt Service Support Revenue	5,033,400	5,033,400	4,700,804	93.39
	Other Operating Revenues	235,339	235,339	107,153	45.53
	Total:	14,151,848	14,180,606	12,301,262	86.75
OPERATING EXPENSE	Salaries	2,752,807	2,736,225	1,914,958	69.99
	Benefits	629,516	691,626	372,878	53.91
	Student financial aid-scholarships	836,956	836,956	686,487	82.02
	Utilities	939,175	939,175	674,821	71.85
	Supplies and Other Services	3,161,578	3,187,218	2,426,888	76.14
	Equipment Expense	112,659	112,316	122,182	108.78
	Total:	8,432,691	8,503,516	6,198,215	72.89
OPERATING INCOME / (LOSS)		5,719,157	5,677,090	6,103,047	107.50
NONOPERATING REVENUE (EXPENSE)	Gifts	0	2,647	2,034	76.84
	Interest on capital asset related debt	(91,042)	(91,042)	(34,008)	37.35
	Total:	(91,042)	(88,395)	(31,974)	36.17
TRANSFERS & OTHER	Capital Expenditures	(135,523)	(135,523)	(7,000)	5.17
	Construction Expenditures	0	0	(1,482)	
	Transfers for Debt Service	(4,885,273)	(4,885,273)	(2,438,905)	49.92
	Transfers for Financial Aid Match	(3,425)	(3,425)	(6,850)	200.00
	Total:	(5,024,221)	(5,024,221)	(2,454,238)	48.85
BUDGET BALANCE - Projected Transfer to Reserves		603,895	564,474	3,616,835	
* 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>9,823,599</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.

FAIRMONT STATE UNIVERSITY
Actual vs Budget Statement of Revenues and Expenses
Current Restricted
For Period Ending March 31, 2017

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Federal Grants and Contracts	22,802,166	24,324,471	19,012,964	78.16
	State/Local Grants and Contracts	7,191,217	7,740,497	6,206,157	80.18
	Private Grants and Contracts	1,843,122	2,001,322	2,222,819	111.07
	Other Operating Revenue	700	13,591	18,238	134.19
	Total:	31,837,204	34,079,881	27,460,178	80.58
 OPERATING EXPENSE	Salaries	600,434	1,126,825	574,372	50.97
	Benefits	57,542	163,657	93,332	57.03
	Student financial aid - scholarships	40,238,176	40,238,176	32,023,511	79.58
	Utilities	0	0	0	0.00
	Supplies and Other Services	953,823	2,148,067	710,516	33.08
	Equipment Expense	8,356	199,764	199,841	100.04
	Total:	41,858,332	43,876,489	33,601,572	76.58
 NONOPERATING REVENUE	Federal Pell Grant Revenues	10,000,000	10,000,000	6,899,022	68.99
	Gifts	0	5,000	10,000	0.00
	Investment Income	0	0	0	
	Total:	10,000,000	10,005,000	6,909,022	69.06
 TRANSFERS & OTHER	Capital Expenditures	(15,000)	(127,881)	(46,510)	36.37
	Construction Expenditures	(7,500)	(7,500)	(7,500)	100.00
	Transfers for Fin Aid Match	84,664	30,663	18,881	61.58
	Indirect Cost Recoveries	(29,226)	(93,864)	(40,735)	43.40
	Transfers - Other	0	0	0	0.00
	Total:	32,938	(198,582)	(75,864)	38.20
 BUDGET BALANCE		11,810	9,810	691,764	
Add: RESTRICTED NET ASSETS - Beginning of Year		531,290	531,290		
 Equals: PROJECTED RESTRICTED NET ASSETS - End of Year		<u>543,100</u>	<u>541,100</u>		

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

New Grant Budgets	734,049
WVICASV Consortium (#2)	731,049
HEPC International Projects	3,000
Existing Grant Budgets	428,262
Title III Carry Over	5,827
Federal Work Study Carry Over	15,600
Additional Budget for Study Abroad	4,000
First Lego League Competition	5,789
Math and Science Partnership (MSP) Addition of Year 2 (\$400,000) Reduction of Year 1 (\$2,954)	397,046
NET CHANGE	1,162,311

Brief Overview of Grants:

WVICASV (WV Intercollegiate Council Against Sexual Violence) Consortium. Second award to FSU for the Council. Aims to reduce domestic violence, dating violence, sexual assault and stalking on campuses.
HEPC International Projects supports international recruitment and KEI pathways in academic majors.

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

As of April 30, 2017

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	25,994,389	26,249,758	25,011,136	95.28
	Student Activity Support Revenue	471,765	471,765	434,348	92.07
	Faculty Services Revenue	1,272,439	1,272,439	248,234	19.51
	Operating Costs Revenue	1,652,395	1,601,220	1,228,746	76.74
	Support Services Revenue	1,919,837	1,973,440	1,422,930	72.10
	Other Operating Revenues	464,762	487,762	329,597	67.57
	Total:	31,775,587	32,056,383	28,674,990	89.45
OPERATING EXPENSE					
	Salaries	24,890,190	24,676,372	17,806,659	72.16
	Benefits	5,895,026	6,196,449	4,481,465	72.32
	Student financial aid-scholarships	3,225,302	3,227,440	3,234,042	100.20
	Utilities	1,455,476	1,455,476	1,323,432	90.93
	Supplies and Other Services	8,558,331	8,391,766	6,555,055	78.11
	Equipment Expense	868,545	1,074,321	540,688	50.33
	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	136,528	58.02
	Assessment for Student Activity Costs	349,764	349,764	340,096	97.24
	Assessment for Operating Costs	100,134	96,283	59,267	61.56
	Total:	46,702,776	46,835,316	34,946,378	74.62
OPERATING INCOME / (LOSS)		(14,927,189)	(14,778,933)	(6,271,388)	42.43
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	69,067	273.59
	Assessment for E&G Capital & Debt Service Costs	(2,143,380)	(2,143,380)	(1,994,729)	93.06
	Total:	13,160,134	12,890,407	13,080,681	101.48
TRANSFERS & OTHER					
	Capital Expenditures	(110,384)	(130,764)	(181,986)	139.17
	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	42,929	56.73
	Transfers - Other	24,291	26,068	1,777	6.82
	Total:	(167,158)	(121,443)	(241,645)	198.98
BUDGET BALANCE		(1,934,212)	(2,009,968)	6,567,648	(326.75)
Add: Estimated Unfilled Position Savings:		1,000,000	0		
ADJUSTED BUDGET BALANCE		(934,212)	(2,009,968)		
* 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>7,120,074</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 19.49% 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 April 30, 2017

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	24,120,664	24,120,664	23,022,926	95.45
	Student Activity Support Revenue	471,765	471,765	434,348	92.07
	Faculty Services Revenue	1,272,439	1,272,439	248,234	19.51
	Operating Costs Revenue	1,652,395	1,601,220	1,228,746	76.74
	Support Services Revenue	1,919,837	1,973,440	1,422,930	72.10
	Other Operating Revenues	323,137	346,137	242,378	70.02
	Total:	29,760,237	29,785,664	26,599,562	89.30
OPERATING EXPENSE					
	Salaries	23,978,766	23,762,992	17,202,512	72.39
	Benefits	5,783,010	6,074,116	4,395,536	72.37
	Student financial aid-scholarships	3,192,992	3,192,992	3,192,566	99.99
	Utilities	1,450,976	1,450,976	1,320,453	91.00
	Supplies and Other Services	6,637,569	6,564,401	5,835,939	88.90
	Equipment Expense	663,576	662,208	207,959	31.40
	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	136,528	58.02
	Assessment for Student Activity Costs	349,764	349,764	340,096	97.24
	Assessment for Operating Costs	100,134	96,283	59,267	61.56
	Total:	43,516,794	43,521,176	33,160,005	76.19
OPERATING INCOME / (LOSS)		(13,756,557)	(13,735,512)	(6,560,442)	47.76
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	69,067	273.59
	Assessment for E&G Capital & Debt Service Costs	(2,143,380)	(2,143,380)	(1,994,729)	93.06
	Total:	13,159,634	12,859,579	13,049,553	101.48
TRANSFERS & OTHER					
	Capital Expenditures	(90,384)	(90,384)	(110,885)	122.68
	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)	(17,182)	(20,204)	117.59
	Total:	(254,533)	(197,949)	(235,454)	118.95
BUDGET BALANCE		(851,456)	(1,073,881)	6,253,657	(582.34)
Add: Estimated Unfilled Position Savings:		1,000,000	0		
ADJUSTED BUDGET BALANCE		148,544	(1,073,881)		
* 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>6,161,393</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 April 30, 2017

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	1,873,725	2,129,094	1,988,209	93.38
	Other Operating Revenues	141,625	141,625	87,219	61.58
	Total:	2,015,350	2,270,719	2,075,428	91.40
OPERATING EXPENSE	Salaries	911,424	913,380	604,147	66.14
	Benefits	112,016	122,333	85,929	70.24
	Student financial aid-scholarships	32,310	34,448	41,476	120.40
	Utilities	4,500	4,500	2,978	66.19
	Supplies and Other Services	1,920,763	1,827,365	719,115	39.35
	Equipment Expense	204,969	412,113	332,729	80.74
	Total:	3,185,982	3,314,140	1,786,374	53.90
OPERATING INCOME / (LOSS)		(1,170,632)	(1,043,421)	289,054	(27.70)
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)	(71,101)	176.08
	Indirect Cost Recoveries	64,125	73,636	42,929	58.30
	Transfers - Other	43,250	43,250	21,981	50.82
	Total:	87,375	76,506	(6,191)	(8.09)
BUDGET BALANCE		(1,082,757)	(936,087)	313,991	(33.54)
Add: Estimated Unfilled Position Savings:		0	0		
ADJUSTED BUDGET BALANCE		(1,082,757)	(936,087)		
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>958,681</u>		

Auxiliary
Actual vs Budget Statement of Revenues and Expenses
Board of Governors
As of April 30, 2017

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	8,883,109	8,915,367	7,555,930	84.75
	Auxiliary Fees & Debt Service Support Revenue	5,033,400	5,033,400	4,801,153	95.39
	Other Operating Revenues	235,339	235,339	218,771	92.96
	Total:	14,151,848	14,184,106	12,575,854	88.66
OPERATING EXPENSE	Salaries	2,752,807	2,739,665	2,132,833	77.85
	Benefits	629,516	682,089	411,333	60.30
	Student financial aid-scholarships	836,956	836,956	681,591	81.44
	Utilities	939,175	939,175	739,178	78.71
	Supplies and Other Services	3,161,578	3,190,718	2,734,321	85.70
	Equipment Expense	112,659	112,316	138,664	123.46
	Assessment for Auxiliary Fees & Debt Service	0	0	(6,574)	
	Total:	8,432,691	8,500,919	6,831,346	80.36
OPERATING INCOME / (LOSS)		5,719,157	5,683,187	5,744,508	101.08
NONOPERATING REVENUE (EXPENSE)	Gifts	0	2,647	2,034	76.84
	Interest on capital asset related debt	(91,042)	(91,042)	(37,409)	41.09
	Total:	(91,042)	(88,395)	(35,375)	40.02
TRANSFERS & OTHER	Capital Expenditures	(135,523)	(135,523)	(7,000)	5.17
	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
	Total:	(5,024,221)	(5,024,221)	(4,895,409)	97.44
BUDGET BALANCE - Projected Transfer to Reserves		603,895	570,571	813,724	
* 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>9,829,696</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.

FAIRMONT STATE UNIVERSITY
Actual vs Budget Statement of Revenues and Expenses
Current Restricted
For Period Ending April 30, 2017

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Federal Grants and Contracts	22,802,166	24,322,243	19,205,479	78.96
	State/Local Grants and Contracts	7,191,217	7,740,497	6,869,919	88.75
	Private Grants and Contracts	1,843,122	2,003,184	2,266,762	113.16
	Other Operating Revenue	700	13,591	40,823	300.36
	Total:	31,837,204	34,079,516	28,382,983	83.28
OPERATING EXPENSE					
	Salaries	600,434	1,114,343	631,700	56.69
	Benefits	57,542	173,735	100,376	57.78
	Student financial aid - scholarships	40,238,176	40,238,176	33,490,861	83.23
	Utilities	0	0	0	0.00
	Supplies and Other Services	953,823	2,133,046	733,126	34.37
	Equipment Expense	8,356	216,000	264,025	122.23
	Total:	41,858,332	43,875,300	35,220,088	80.27
NONOPERATING REVENUE					
	Federal Pell Grant Revenues	10,000,000	10,000,000	6,924,651	69.25
	Gifts	0	5,000	10,000	0.00
	Investment Income	0	0	0	
	Total:	10,000,000	10,005,000	6,934,651	69.31
TRANSFERS & OTHER					
	Capital Expenditures	(15,000)	(127,881)	(62,735)	49.06
	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)	(43,801)	47.10
	Transfers - Other	0	(1,777)	(1,777)	0.00
	Total:	32,938	(199,499)	(80,395)	40.30
BUDGET BALANCE		11,810	9,716	17,150	
Add: RESTRICTED NET ASSETS - Beginning of Year		531,290	531,290		
Equals: 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 April 30, 2017

New Grant Budgets	0
No New Grant Budgets	0
Existing Grant Budgets	(94)
Closed Foundation Faculty Development Grant	(94)
NET CHANGE	(94)

Brief Overview of Grants:

The Foundation Faculty Development Grant is awarded to Faculty members in recognition of their achievements through the Fairmont State Foundation.

Tab 4

**Fairmont State University
Board of Governors
June 15, 2017**

Item: Optional Secondary Science Teacher Certification, Earth & Space Science (5-Adult)

Committee: Academic Affairs

Recommended Resolution: Resolved, that the Fairmont State University Board of Governors approve the addition of an optional secondary science teacher certification in Earth & Space Science to the existing (5-Adult) Bachelor of Arts in Education program.

Staff Member: Christina Lavorata, Provost and Vice President for Academic Affairs

Background: The new WV Science Standards in Policy 2520.3C, enacted in 2015, mandated an Earth & Space science course at the high school level beginning in fall of 2016. This curricular change will allow Fairmont State to provide highly qualified teachers to teach high school Earth and Space science courses.

This concentration allows teacher candidates to graduate with a Bachelor of Arts in Education degree with an Earth & Space Science (5-Adult) Certification. The addition of this certification has been approved by the Curriculum Committee and Faculty Senate of Fairmont State University and the Academic Affairs Committee of the Board of Governors.

Tab 5

FAIRMONT STATE UNIVERSITY
TITLE: SEXUAL HARASSMENT
DRAFT

SECTION 1.
GENERAL

1. SCOPE

This rule defines sexual harassment and sex and gender discrimination and provides guidelines for filing complaints regarding sexual harassment and sex and gender discrimination.

2. AUTHORITY

This policy complies with federal, state and local laws and regulations. Specifically, this policy upholds: West Virginia Code § 18B-1-6; Title IX of the Education Amendments of 1972, including accompanying regulations and guidance provided by the U.S. Department of Education' Office for Civil Rights; Title VII of the Civil Rights Act of 1964, including accompanying regulations and guidance provided by the Equal Employment Opportunity Commission (EEOC); Applicable federal court decisions. This policy replaces policies 09, "sSexual Harassment," and 42, "Consensual Romantic or Sexual Relationships."

3. INVESTIGATION AND RESOLUTION

All alleged violations of this policy will be promptly, thoroughly and impartially addressed using the Fairmont State University Title IX Investigation and Resolution Procedures.

4. EFFECTIVE DATE May 1, 2017, or upon passage

SECTION 2. POLICY

It is the policy of the Fairmont State University Board of Governors to maintain a work and educational environment free from all forms of sexual harassment and sex or gender discrimination of any employee, applicant for employment, student, guest or visitor. Sexual harassment is expressly prohibited. It is the responsibility of Fairmont State University to strive to maintain an environment free of such conduct and to take prompt, thorough and impartial measures to stop the harassment, remedy its effects and prevent its recurrence once the institution receives notice of sexual harassment or sex or gender based discrimination.

SECTION 3. DEFINITIONS

1. SEXUAL HARASSMENT

Sexual harassment is:

- unwelcome,
- sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct.

Anyone experiencing sexual harassment in any University program is encouraged to report it immediately to the Title IX Coordinator, Title IX Investigator or a deputy. Remedies, education and/or training will be provided in response.

Sexual harassment may be disciplined when it takes the form of *quid pro quo* harassment, retaliatory harassment and/or creates a hostile environment.

A hostile environment is created when sexual harassment is:

- sufficiently severe, or
- persistent or pervasive, and
- objectively offensive that it:
 - unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the University's educational [and/or employment], social and/or residential program.

Quid Pro Quo Harassment is:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
- By a person having power or authority over another constitutes sexual harassment when
- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational [or employment] progress, development, or performance.
 - This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational [or employment] program.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

Romantic or sexual relationships between a faculty member and current student, or between a supervisor and employee or between two people where one has authority or power over the other are by their nature discriminatory and are prohibited.

Exceptions are recognized for employees or students in established marriages, partnerships or relationships.

Commented [CC1]: Suggested by a faculty member to better clarify that marriages or other established partnerships are not under scrutiny by way of this policy.

Some examples of possible Sexual Harassment include:

- A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student accedes to the request.
- A student repeatedly sends sexually oriented jokes around on an email list s/he created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.
- Explicit sexual pictures are displayed in an employee's office or on the exterior of a residence hall door
- Two supervisors frequently 'rate' several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.
- A professor engages students in her class in discussions about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. She probes for explicit details, and demands that students answer her, though they are clearly uncomfortable and hesitant.
- An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to the clear discomfort of the boyfriend, turning him into a social pariah on campus
- ~~Male students take to calling a particular brunette student "Monica" because of her resemblance to Monica Lewinsky. Soon, everyone adopts this nickname for her, and she is the target of relentless remarks about cigars, the president, "sexual relations" and Weight Watchers.~~
- A student grabbed another student by the hair, then grabbed her breast and put his mouth on it. While this is sexual harassment, it is also a form of sexual violence.

Commented [CC2]: Suggested by a faculty member and by General Counsel; neither topical nor necessary.

2. NON-CONSENSUAL SEXUAL CONTACT

Non-Consensual Sexual Contact is:

- any intentional sexual touching,
- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force¹.

Sexual Contact includes:

- Intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or

¹ The use of force is not "worse" than the subjective experience of violation of someone who has sex without consent. However, the use of physical force constitutes a stand-alone non-sexual offense as well, as it is our expectation that those who use physical force (restrict, battery, etc.) would face not just the sexual misconduct charge, but charges under the code for the additional assaultive behavior.

- Any other intentional bodily contact in a sexual manner.

3. NON-CONSENSUAL SEXUAL INTERCOURSE

Non-Consensual Sexual Intercourse is:

- any sexual intercourse
- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force².

Intercourse includes:

- Vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

4. SEXUAL EXPLOITATION

Sexual exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual digital, video or audio recording of nudity or sexual activity;
- Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity;
- Engaging in voyeurism;
- Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex);
- Knowingly exposing someone to or transmitting an STI, STD or HIV to another person;
- Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

5. ADDITIONAL APPLICABLE DEFINITIONS:

- Consent:
 - Consent is
 - clear, and
 - knowing, and

² *Id.*

- voluntary, affirmative and conscious,
 - words or actions,
 - that give permission for specific sexual activity.
 - Consent is active, not passive.
 - Silence, in and of itself, cannot be interpreted as consent.
 - Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.
 - Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
 - Previous relationships or prior consent cannot imply consent to future sexual acts.
 - Consent can be withdrawn once given, as long as that withdrawal is clearly communicated.
 - In order to give consent, one must be of legal age.
 - Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy.
 - Incapacitation can occur mentally or physically, from developmental disability, by alcohol or other drug use, or blackout.
 - The question of what the responding party should have known is objectively based on what a reasonable person in the place of the responding party, sober and exercising good judgment, would have known about the condition of the reporting party.
 - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
 - This policy also covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of rape drugs. [Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another student is a violation of this policy.]
- Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent (“Have sex with me or I’ll hit you.” “Okay, don’t hit me, I’ll do what you want.”).
 - Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

- NOTE: There is no requirement for a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

- Use of alcohol or other drugs will never function to excuse any behavior that violates this policy.
- This policy is applicable regardless of the sexual orientation and/or gender identity of individuals engaging in sexual activity.
- For reference to the pertinent state statutes on sex offenses, please see [insert reference here, or place in Appendix].

6. RELATED MISCONDUCT OFFENSES (WILL FALL UNDER THIS POLICY WHEN SEX OR GENDER-BASED)

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the University community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
- Bullying, defined as
 - Repeated and/or severe
 - Aggressive behavior
 - Likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally
 - That is not speech or conduct otherwise protected by the 1st Amendment.
- Intimate Partner Violence, defined as violence or abuse between those in an intimate relationship to each other:
 - A boyfriend shoves his girlfriend into a wall upon seeing her talking to a male friend. This physical assault based in jealousy is a violation of the Intimate Partner Violence policy.
 - An ex-girlfriend shames her female partner, threatening to out her as a lesbian if she doesn't give the ex another chance. Psychological abuse is a form of Intimate Partner Violence.
 - A graduate student refuses to wear a condom and forces his girlfriend to take hormonal birth control though it makes her ill, in order to prevent pregnancy.
 - Married employees are witnessed in the parking garage, with one partner

_____slapping and scratching the other in the midst of an argument.

- Stalking
 - Repetitive and menacing,
 - Pursuit, following, harassing, and/or interfering with the peace and/or safety of another.
 - Any other University policies may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party's sex or gender.

7. RETALIATION

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for an allegation, for supporting a reporting party or for assisting in providing information relevant to an allegation is a serious violation of University policy.

SECTION 4. SANCTIONS

The following sanctions may be imposed upon any member of the community found to have violated the Sex/Gender Harassment, Discrimination and Misconduct Policy. Factors considered in sanctioning are defined in [as appropriate] the Student Handbook, <http://www.fairmontstate.edu/files/institutionalforms/formrepo/2016-2017%20Student%20Handbook.pdf>; the Faculty Handbook, <http://www.fairmontstate.edu/files/institutionalforms/formrepo/16-17%20Faculty%20Handbook.pdf>; and the Staff Handbook, <https://www.fairmontstate.edu/publications/campushandbooks/employeehandbook.pdf>. The following are the typical sanctions that may be imposed upon students or organizations singly or in combination:

1. STUDENT SANCTIONS (LISTED BELOW AND DEFINED IN STUDENT HANDBOOK)

- Warning
- Probation
- Suspension
- Expulsion
- Withholding Diploma
- Revocation of Degree
- Transcript Notation
- Organizational Sanctions
- Other Actions

2. EMPLOYEE SANCTIONS (LISTED BELOW AND DEFINED IN FACULTY AND EMPLOYEE HANDBOOKS)

- Warning – Written or Verbal

- Performance Improvement Plan
- Required Counseling
- Required Training or Education
- Demotion
- Loss of/Ineligibility for Raise or Pay Increase
- Suspension without Pay
- Suspension with Pay
- Revocation of Tenure
- Termination

3. SANCTIONING FOR SEXUAL MISCONDUCT

- Any person found responsible for violating the Non-Consensual Sexual Contact policy (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary violations.*
- Any person found responsible for violating the Non-Consensual Sexual Intercourse policy will likely face a recommended sanction of suspension or expulsion (student) or suspension or termination (employee).*
- Any person found responsible for violating the Sexual Exploitation or Sexual Harassment policies will likely receive a recommended sanction ranging from warning to expulsion or termination, depending on the severity of the incident, and taking into account any previous disciplinary violations.*

*The decision-making body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

SECTION 5. ADDITIONAL POLICY PROVISIONS

1. ATTEMPTED VIOLATIONS

In most circumstances, the University will treat attempts to commit any of the violations listed in ~~the~~ this policy as if those attempts had been completed.

2. FALSE REPORTS

The University will not tolerate intentional false reporting of incidents. It is a violation of the *Student Code of Conduct* and the Faculty and Staff handbooks to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

3. AMNESTY FOR VICTIMS AND WITNESSES

The University community encourages the reporting of misconduct and crimes by victims and witnesses. Sometimes, victims or witnesses are hesitant to report to University officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to University officials, and that witnesses come forward to share what they know. To encourage reporting, [the](#) University pursues a policy of offering victims of misconduct and witnesses amnesty from minor policy violations related to the incident.

Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, [as](#) student who has been drinking underage might hesitate to help take a sexual misconduct victim to the Campus Police). The University pursues a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, the University will provide educational options, rather than punishment, to those who offer their assistance to others in need.

4. PARENTAL NOTIFICATION

The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is non-dependent, the University will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The University also reserves the right to designate which University officials have a need to know about individual conduct reports pursuant to the Family Educational Rights and Privacy Act.

SECTION 6. REPORTING AND FILING COMPLAINTS

1. REPORTING REQUIREMENTS

All University employees (faculty, staff, administrators) are expected to immediately report actual or suspected discrimination or harassment to appropriate officials, though there are some limited exceptions. On campus, some resources may maintain confidentiality – meaning they are not required to report actual or suspected discrimination or harassment to appropriate University officials - thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared. Other resources exist for a victim to report crimes and policy violations and these resources will take action when an incident is reported to them. The following describes the two reporting options at [the](#) University:

2. CONFIDENTIAL REPORTING

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- On-campus licensed professional psychologists, counselors and staff
- On-campus health service providers and staff
- On-campus Victim Advocate
- Off-campus:
 - Licensed professional counselors
 - Local rape crisis counselors
 - Domestic violence resources,
 - Local or state assistance agencies,
 - Clergy/Chaplains

All of the above employees will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. Campus counselors are available to help free of charge and can be seen on an emergency basis during normal business hours. These employees will submit timely anonymous, aggregate statistical information for Clery Act purposes unless they believe it would be harmful to a specific client or patient.

3. MANDATORY REPORTING

All University employees have a duty to report sexual harassment or discrimination of which they become aware, unless they fall under the "Confidential Reporting" section below. Employees must share all details of the reports they receive. Generally, climate surveys, classroom writing assignments, human subjects research, or events such as Take Back the Night marches or speak-outs do not provide notice that must be reported to the Coordinator by employees. Remedial actions may result without formal University action.

If a victim does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator, Title IX Investigator or Deputy Coordinators, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the University will likely be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow the University to honor that request, the University will offer interim supports and remedies to the victim and the community, but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have reports taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through these procedures.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will also be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party's rights and privacy

Reports or complaints may be filed with, as appropriate, the Title IX Coordinator or Title IX Investigator. Reports can be made via email, phone, in writing or in person. Reports may also be made online at <https://www.fairmontstate.edu/adminfiscalaffairs/human-resources/title-ix-information-report-sexual-discrimination-assault-or-misconduct>.

4. TITLE IX COORDINATOR

The Title IX Coordinator oversees the University's compliance with Title IX, including the resolution process described in the *Title IX Investigation and Resolution Process*. Inquiries about and reports regarding sexual harassment issues and/or these procedures may be made internally to:

Title IX Coordinator for Fairmont State University:

Cindy Curry

Human Resources Office
324 Hardway Hall
1201 Locust Avenue
Fairmont, WV 26554
304.367.4386

Cindy.Curry@FairmontState.edu

or

Jessica Kropog-Furgason

Chief Title IX Investigator
Public Safety
Falcon Center
1201 Locust Avenue
Fairmont, WV 26554

Jessica.Kropog@FairmontState.edu

Individuals may also contact the Department of Education's Office for Civil Rights, who oversees enforcement of Title IX:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW

Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Phone: (877) 521-2172
Fax: (202) 453-6012
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Employees may also contact the Equal Employment Opportunity Commission (EEOC)
Contact: <http://www.eeoc.gov/contact/>

U.S. Equal Employment Opportunity Commission
Pittsburgh Area Office
William S. Moorhead Federal Building
1000 Liberty Avenue, Suite 1112
Pittsburgh, PA 15222
Phone: 412-395-5902
Fax: 412-395-5749

Tab 6

**Fairmont State University
Board of Governors
June 15, 2017**

ITEM: FY 2018 Capital Projects

COMMITTEE: Finance Committee

RECOMMENDED RESOLUTION: Be it resolved, that the FSU Board of Governors approves the \$1,700,000 in funding for capital projects for FY 201. Education & General Capital Funds will be used in support of \$1,350,000 of these projects; Infrastructure Funds will be used to support \$350,000 of these projects.

STAFF MEMBER: Al Skudzinskas

BACKGROUND: The projection of E&G Capital Fee revenue in excess of debt service payments for the current year is \$1,356,397.

The projection of Infrastructure Fee revenue in excess of debt service payments for the current year is \$373,533.

Attached is a listing of capital project needs for the upcoming fiscal year that are necessary to the operation and maintenance of the physical plant of the institutions' shared facilities and grounds.

**CAPITAL PROJECT PLAN
FY 2018**

INFRASTRUCTURE PRIORITY LIST

<i>Priority</i>	<i>Building</i>	<i>Project</i>	<i>Amount</i>
1	Campus Wide	Landscaping	\$ 100,000.00
2	Campus Wide	Small Projects	\$ 20,000.00
3	Campus Wide	Security Camera System	\$ 75,000.00
4	Infrastructure	Paving (<i>To be combined with E&G Funding</i>)	\$ 110,000.00
		Areas to be paved include:	
		Parking Areas @ AB, CD, EFG and Roadway	
		Parking Lot #23 Squibb Wilson Blvd; Parking Lot #7 Top of Squibb Wilson Blvd	
5	Infrastructure	Infrastructure & Utility Maintenance/Upgrades	\$ 35,000.00
6	Infrastructure	Main Loop Striping	\$ 10,000.00
			\$ 350,000.00

2018 Capital Projects Descriptions

Infrastructure Projects

1 Landscaping

Provide miscellaneous landscaping and required equipment for campus. Roads & Grounds Services, Mowing, Clearing of Roadways, Purchase of Salt.

2 Small Projects

See #1 E&G Projects

3 Security Camera System

This would be an ongoing project. Planning and phasing of a Campus-Wide Camera Security System.

4 Paving

Following the routine maintenance schedule, we need to continue with resurfacing of asphalt lots that are deteriorating. And address drainage issues with the slope of the asphalt.

5 Infrastructure & Utility Maintenance Upgrades

Routine maintenance and upgrades to campus infrastructure including sidewalks, steps, and utility lines.

6 Main Loop Striping

Yearly re-striping of the campus main loop and parking lots (as needed).

**CAPITAL PROJECT PLAN
FY 2018**

E&G PRIORITY LIST

<i>Priority</i>	<i>Building</i>	<i>Project</i>	<i>Amount</i>
1	Campus Wide	Small Projects	\$ 150,000.00
2	Campus Wide	Academic Fund	\$ 100,000.00
3	Musick Library	Roof Renewal (One Portion)	\$ 225,000.00
4	Musick Library	Chiller Replacement	\$ 175,000.00
5	Musick Li brary	Elevator Upgrades	\$ 125,000.00
6	Education	Southwest Corner - Replace Concrete & Recaulk Surrounding Area & Steps	\$ 150,000.00
7	Infrastructure	Paving (Combined with Infrastructure Paving Funds)	\$ 290,000.00
8	Hunt Haught Hall	Condensing Unit AHU 2	\$ 25,000.00
9	Hunt Haught Hall	Restroom ADA Compliant	\$ 110,000.00
			\$ 1,350,000.00

2018 Capital Projects Descriptions

E&G Projects

1 Small Projects

Addressing various projects which are above and beyond regular maintenance items. Supplements the Physical Plant operating budget.

2 Academic Fund

This fund is established every year. The Academic Deans for both institutions determine how this funding is awarded to projects/schools.

3 Musick Library Roof Renewal

Roof Renewal of South Portion of original building. Previous roof renewal on this portion of building was 1997.

4 Musick Library - Chiller Replacement

Current Chiller is problematic and has exhausted its life span.

5 Musick Library - Elevator Upgrades

Current Elevator is in need of upgrades due to obsolete parts on current elevator.

6 Education - Infrastructure - Southwest Corner - Concrete & Recaulking & Steps

The Southwest Corner of the building has deteriorated and needs to be repaired and replaced to reduce tripping hazards.

7 Infrastructure - Paving

See Explanation on Infrastructure Request.

8 Hunt Haught Hall Condensing Unit AHU 2

The current condensing unit is problematic and has exhausted its life span.

9 Hunt Haught Hall - Restroom ADA Compliant

Hunt Haught Hall does not currently have sufficient ADA assessable restroom facilities.

Tab 7

**Fairmont State University
Board of Governors
June 15, 2017**

Item: 2018 Fund Manager Budget Approval

Committee: Committee of the Whole

Recommended Resolution: Be it resolved, that the Fairmont State University Board of Governors approve the Unrestricted Fund Manager Budget Plans for the 2018 fiscal year.

Staff Member: Al Skudzinskas

Background: These funds represent revenue that is specifically generated by academic schools and other departments through fees that support costs specific to the department such as classroom supplies, lab supplies, and equipment.

The Unrestricted Fund Manager Budget Plans for the FY'17-18 fiscal year reveal a plan generate \$2,117,893 and a plan to spend \$3,371,607 which will result in a spend against the Fund Manager Reserves of \$1,253,714. The estimated remaining balance in the Fund Manager Reserve will be \$225,130 at the end of the fiscal year.

The FY 2018 Budget Planning document for the Fund Manager funds that was reviewed and approved by the President's Cabinet and the Finance Committee is attached.

Also included is the FY'17-18 Budgeted Statement of Revenues and Expenses comparing the FY 2017 budget plan thru April 30, 2017 to the FY 2018 budget plan.

The fees that the Board approved is used to fund the academic units. In addition to supplies and equipment, this funding has been used for classroom renovations and equipment and software upgrades to facilitate the education of students. Reliance on these sources of funding has increased due to declining state appropriations and student fee revenue support. Funding for labor costs has shifted from the Central E&G funds to the Fund Manager Funds. Given that equipment upgrades and other needs are not an annual event, it is recognized that reserves will grow in some years and be spent in others. It is the intent of the Provost and the Deans to provide annually to the President's Cabinet their plans for spending as part of the budget building process.

FY 2018 BUDGET PLANNING DOCUMENT
 FAIRMONT STATE UNIVERSITY
 FUND MANAGER'S CONTROL EDUCATION & GENERAL FUNDS

	Budget Effect	Running Total
FUND MANAGER FY 2018 ESTIMATES:		
Revenue Plan for FY 2018	2,117,893	
Expense Plan for FY 2018	<u>(3,371,607)</u>	
Planned Spend of Reserves:	(1,253,714)	
BALANCE AFTER FUND MANAGER BUDGETS:		
	(1,253,714)	
ESTIMATED BEGINNING FUND BALANCE FOR FY 2018	1,478,844	
ESTIMATED ENDING FUND BALANCE FOR FY 2018	225,130	

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

		Approved FY 17 Budget	Current FY 17 Budget As of April 30, 2017	Proposed FY 18 Budget As of May 4, 2017	Difference Current FY 17 to Proposed FY 18 Budget
OPERATING REVENUE	Tuition and Fees	1,873,725	2,129,094	1,966,775	(162,319)
	Other Operating Revenues	141,625	141,625	84,975	(56,650)
	Total:	2,015,350	2,270,719	2,051,750	(218,969)
OPERATING EXPENSE	Salaries	911,424	913,380	772,837	(140,543)
	Benefits	112,016	122,333	111,704	(10,629)
	Student financial aid-scholarships	32,310	34,448	32,310	(2,138)
	Utilities	4,500	4,500	4,500	0
	Supplies and Other Services	1,920,763	1,827,365	1,853,882	26,517
	Equipment Expense	204,969	412,113	575,586	163,473
	Loan cancellations and write-offs	0	0	0	0
	Total:	3,185,982	3,314,140	3,350,818	36,678
OPERATING INCOME / (LOSS)		(1,170,632)	(1,043,421)	(1,299,068)	(255,647)
NONOPERATING REVENUE (EXPENSE)	Gifts	500	30,828	500	(30,328)
	Total:	500	30,828	500	(30,328)
TRANSFERS & OTHER	Capital Expenditures	(20,000)	(40,380)	(28,339)	12,041
	Indirect Cost Recoveries	64,125	73,636	65,643	(7,993)
	Transfers - Other	43,250	43,250	7,550	(35,700)
	Total:	87,375	76,506	44,854	(31,652)
BUDGET BALANCE		(1,082,757)	(936,087)	(1,253,714)	(317,627)
Add: Estimated Unfilled Position Savings:		0	0	0	
ADJUSTED BUDGET BALANCE		(1,082,757)	(936,087)	(1,253,714)	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		1,894,768	1,894,768	1,928,034	
Less: USE OF RESERVE		0	0	0	
** Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>812,011</u>	<u>958,681</u>	<u>674,320</u>	

Tab 8

**Fairmont State University
Board of Governors
June 15, 2017**

ITEM: FY 2018 Chargeback Agreement

COMMITTEE: Finance Committee

RECOMMENDED RESOLUTION: Be it resolved, that the FSU Board of Governors approve the chargeback agreement for fiscal year 2018.

STAFF MEMBER: Al Skudzinskas

BACKGROUND: There are no changes to the Chargeback Agreement for FY 2018. A minor shift in enrollment occurred during academic year 2017, but the Presidents of both institutions agreed to retain the current chargeback percentages for the upcoming fiscal year. The allocation percentages assigned to both institutions are included with the FY 2018 Chargeback Agreement, which is attached.

Legal authority for Chargeback Agreement:

§18B-3C-12. Relationship between independent community and technical colleges and former sponsoring institutions.

(a) *Intent and purposes.* --

(1) It is the intent of the Legislature to establish community and technical colleges in every region of the state that meet the essential conditions of section three of this article and focus on achieving established state goals and objectives.

(2) This section defines the relationship between a community and technical college which was administratively linked to a sponsoring institution prior to the first day of July, two thousand eight.

(b) Where an independent community and technical college was linked administratively to a sponsoring state college or university, or was designated as a regional campus or a division of another accredited state institution of higher education, prior to the first day of July, two thousand eight the following conditions apply:

(1) The community and technical college shall be

accredited separately from the former sponsoring institution;

(2) All state funding allocations for the community and technical college shall be transferred directly to the community and technical college.

(3) The former sponsoring institution and the community and technical college shall agree to the fees the former sponsoring institution may charge for administrative overhead costs.

(A) The fee schedule model agreed to by the institutions shall delineate services to be provided and the fees to be charged to the community and technical colleges for the services;

(B) The fee schedule shall be based upon the reasonable and customary fee for any service, shall bear a rational relationship to the cost of providing the service.

(C) Any contract between a community and technical college and its former sponsoring institution related to provision of services pursuant to subsection (c) of this section in effect on the first day of July, two thousand eight, shall continue in effect until the first day of July, two thousand nine, unless amended or revoked before that date by mutual agreement of the contracting parties.

(D) The former sponsoring institution shall continue to provide services pursuant to subsection (c) of this section as the governing board of the community and technical college considers appropriate under a negotiated contractual arrangement until the first day of July, two thousand eleven or the governing boards of both institutions mutually agree to end the contract arrangement.

(4) An independent community and technical college and the institution from which it obtains services may customize the fee schedule model to fit their needs.

(5) Policies shall be formally established to ensure the separation of academic and faculty personnel policies of the community and technical college from those of the former sponsoring institution. These policies include, but are not limited to, appointment, promotion, workload and, if appropriate, tenure; and

(c) The former sponsoring institution which was administratively linked to a community and technical college prior to the first day of July, two thousand eight, shall provide the following services subject to the provisions of subsection (b) of this section:

- (1) Personnel management;
- (2) Recordkeeping;
- (3) Payroll;
- (4) Accounting;

(5) Legal services;

(6) Registration;

(7) Student aid;

(8) Student records; and

(9) Any other services determined to be necessary and appropriate by the board of governors of the former sponsoring institution and the board of governors of the community and technical college.

(d) Any disputes between an independent community and technical college and its former sponsoring institution, regarding their respective rights and responsibilities under this chapter of the code, which cannot be resolved by the governing boards, shall be resolved as follows:

(1) The matters in dispute shall be summarized in writing and submitted to the chancellors jointly for resolution;

(2) If the matters in dispute cannot be resolved by the chancellors within thirty days, they shall be submitted to the Council and Commission for resolution;

(3) If the Commission and Council jointly cannot reach a resolution following their first regularly scheduled meeting or within sixty days, whichever is sooner, the chairpersons of the Commission and Council respectively shall establish a three-person panel to hear the matters and issue a decision within thirty days:

(A) The three-person panel is comprised of one person appointed by the chairperson of the Commission, one person appointed by the chairperson of the Council, and one person appointed jointly by the two chairpersons.

(B) The decision rendered by the three-person panel is binding on the governing boards, Commission and Council, and may not be challenged in the courts of this state.

(e) The governing board of the community and technical college and the Council are responsible for the development of the community and technical college and for compliance with the essential conditions, all as required by this article.

(f) The president of the community and technical college has such responsibilities, powers and duties in the development of the community and technical college and in compliance with the essential conditions, as directed by the governing board or as are necessary for the proper implementation of the provisions of this act.

(g) Notwithstanding any other provision of this

code to the contrary, the Commission shall take necessary steps to ensure that institutional bonded indebtedness is secure and that each community and technical college assumes its fair share of any institutional debt acquired while it was part of the baccalaureate institution.

(h) The community and technical college is encouraged to secure academic services from the former sponsoring institution when it is in their best interests and beneficial to the students to be served. In determining whether or not to secure services from the former sponsoring institution, the community and technical college shall consider the following:

- (1) The cost of the academic services;
- (2) The quality of the academic services;
- (3) The availability, both as to time and place, of the academic services; and
- (4) Such other considerations as the community and technical college finds appropriate taking into account the best interests of the students to be served, the community and technical college, and the former sponsoring institution. Nothing in this article prohibits any state institution of higher education from purchasing or brokering remedial or developmental courses from a community and technical college.

Chargeback Agreement for Fiscal Year 2018

Fairmont State University (FSU)
Pierpont Community & Technical College (PIERPONT)

Accounting for both the FSU and PIERPONT will be on an independent profit model basis, and financial records will be maintained on a stand-alone basis. This document is intended to establish the contractual services which will be provided by both institutions. Chargeback services will occur from each institution to the other. Thus contract services will be provided by PIERPONT to FSU and FSU to PIERPONT. The definition of Chargeback services is services from one institution to the other and/or services provided from the Administrative, Academic Support, Student Service, and Physical Plant support areas of the University to the Community and Technical College and vice versa. Chargeback services costs range from the collection of fees for the payment of debt and operating expenses, to teaching services, to the everyday upkeep of the facilities so that both the University and Community and Technical College students enjoy and take advantage of both academic learning, student services, and student activities offered by Fairmont State University and Pierpont Community and Technical College for its student bodies.

Revenues:

- R.1.0.** All tuition revenues will be posted to the institution in which the student is enrolled.
- R.1.1.** Required Auxiliary, Capital, and Student Activity Fee revenues will be recorded as revenues to the institution in which the student is enrolled. Under this contract agreement all (100%) of these revenues will be transferred as an expense to the Capital, Auxiliary, and Student Activity Funds from which the Operating, Capital, and Debt Service Expenditures are paid. Most of these fees are pledged on revenue bonds and must be transferred to maintain compliance with bond covenants.
- R.1.2.** User (Housing Rents/M Meal Plans) Fees collected from students of either institution will be deposited directly to the appropriate auxiliary revenue account, and not recorded as revenues by separate institution; however a report shall be shared with each institution at the conclusion of each semester identifying the fees paid by fee type by the students of each institution. A detailed list of the fee types for which a report shall be prepared will be identified each semester.

In regard to Central Fees (those assessed for services, such as New Student Fees and Late Fees), it has been agreed to that Pierpont will take responsibility for the collection of their program application fees and those revenues will be deposited to a Pierpont fund.

The New Student Fee and Late Fee collected from University and Pierpont students will continue to be deposited into a University fund until Pierpont establishes their own student database (scheduled for fall 2017 term 201810). Pierpont has agreed to support the Welcome Weekend (4135XX), Student Health Services (4140XX), and

Registrars (5160XX) budgets funded by the New Student Fee and Late Fee until the database split and they begin to provide for their own services funded by these fees.

- R.1.3.** Grant revenues will be deposited in the institutions fund to which the grant was awarded.
- R.1.4.** Student payments made via lockbox, web, etc. will be deposited to the four-year clearing fund and will be moved daily to the appropriate operating state fund for each institution.
- R.1.5** Interest income will be allocated by HEPC to both institutions based on current allocation methods.

Expenditures:

- E. 1.0.** Direct expenditures will be assigned directly to either FSU or PIERPONT.
- E. 1.1** Full and part-time faculty personnel services and fringe benefit expenditures will be paid from the institution where they are employed.
- E. 1.1a.** Teaching service expenses will be charged back from one institution to the other based on the number of credit hours taught, except in the case of the National Aerospace Education Center (NAEC). This chargeback process has been automated for instructional salary and benefit costs and is based on the teaching chargeback formula utilizing a faculty load of 21 credit hours per semester for UNIVERSITY and PIERPONT faculty as outlined in each institution's Board of Governors Policy # 37, except in the case of the faculty at the NAEC where faculty full load per semester is based on a 19 contact hours per semester model instead of 21 credit hours. This contact hour model shall be used in the teaching chargeback formula in determining teaching service expenses at the NAEC. The teaching chargeback formula process reviews the faculty member, their salary and benefit costs, courses taught, the student being taught, and the number of student credit hours being taught. The result is a report on each faculty member (full or part-time) indicating the charge and chargeback values allocated to each institution for the credit hours taught to both PIERPONT and FSU students. The teaching chargeback services calculation will be performed once each semester. If required by the State Auditor this teaching services chargeback report will be provided to substantiate the values being charged by each institution to the other.
- E. 1.2.** Support service charge back for salary and benefit costs.

The salary and benefit chargeback services from each institution to the other for Support Services will be based on the percentage of total credit hours (FTE enrollment) calculated for the PIERPONT and FSU students. When appropriate certain services may be negotiated at a different chargeback rate than the percentage of total credit hours. This is reflected on the attached chargeback table. The total credit hour enrollment percentages will be determined based on enrollments from the prior academic year's

fall and spring terms at census dates.

E.1.2a. Support service charge back for staff located in the academic schools or departments will not be charged back to the other institution in FY 2018, except in the case where one institution is responsible for the delivery of academic programs for the other institution. In these instances a negotiated chargeback rate will be established for those specific areas and reflected on the attached chargeback table.

E.1.3. Operating (Non-Labor) expenses for all support offices listed in the Support Service and Operating Cost Chargeback Table are funded based on percentages listed in this table. The organization manager of those offices has budget authority to expend against these budgets during the fiscal year. All unspent budgets at the end of each fiscal year are not carried forward to future fiscal years. Therefore, unspent budget increases the fund balance of both institutions. These fund balances are under the direct control of the respective Presidents of each institution.

E.1.4. Academic operating costs are funded directly by E&G revenues received by each institution and will not be charged back to the other institution in FY 2018, except in the case where one institution is responsible for the delivery of academic programs for the other institution. In these instances a negotiated chargeback rate will be established for those specific areas and reflected on the attached chargeback table.

E.1.5. Support staff actual liability costs.

The liability costs incurred annually from employee benefits provided to support staff, such as retiree health premiums, severance payable, etc. will be allocated to the institutions based on the percentage of total credit hours calculated for the PIERPONT and FSU students for the prior academic year's fall and spring terms at census dates unless a specific area is negotiated at another rate.

E.1.6. Support staff accrued liabilities.

Accrued liabilities (sick leave, annual leave, severance payable, etc.) required to be recorded on the financial statements annually for all support staff will be allocated to the institutions based on the percentage of total credit hours calculated for the PIERPONT and FSU students for the prior academic year's fall and spring terms at census dates unless a specific area is negotiated at another rate.

E.1.6a. PEIA retiree and severance payables in the current year.

Payout of PEIA retiree and severance costs incurred during the year will be allocated to the institutions based on percentage of total credit hours calculated for the PIERPONT and FSU students for the prior academic year's fall and spring terms at census dates unless a specific area is negotiated at another rate.

E.1.7. Expenditure supporting documentation.

Specific expenditure details shall be made available to each institution as support for any chargeback invoices presented for payment. The method by which this information is made available shall be mutually agreed to by both institutions.

E.1.8. Chargeback Table

The attached chargeback table will be utilized for FY 2018.

**Chairperson
Fairmont State
Board of Governors**

**Chairperson
Pierpont Community & Technical College
Board of Governors**

**President
Fairmont State University**

**President
Pierpont Community & Technical College**

FY 2018 CHARGEBACK ORGANIZATIONS

FY	COA	ORG	ORG TITLE	OWNER	FUND	FSU %	PCTC %	% Total
2018	1	1001XX	Human Resources	U	6001XX	69.44	30.56	100
2018	1	1001XX	Human Resources	U	9000XX	69.44	30.56	100
2018	1	2390XX	Caperton Center-Administration	U	6001XX	69.44	30.56	100
2018	1	2390XX	Caperton Center-Administration	U	9000XX	69.44	30.56	100
2018	1	2391XX	Caperton Center - Instruction	U	6001XX	69.44	30.56	100
2018	1	2391XX	Caperton Center - Instruction	U	9000XX	69.44	30.56	100
2018	1	3110XX	Business Office	U	6001XX	69.44	30.56	100
2018	1	3110XX	Business Office	U	9000XX	69.44	30.56	100
2018	1	3130XX	Mailroom	U	6001XX	69.44	30.56	100
2018	1	3130XX	Mailroom	U	9000XX	69.44	30.56	100
2018	1	3158XX	Institutional Administrative Costs	U	6001XX	69.44	30.56	100
2018	1	3158XX	Institutional Administrative Costs	U	9000XX	69.44	30.56	100
2018	1	3165XX	General Institutional	U	6001XX	69.44	30.56	100
2018	1	3165XX	General Institutional	U	9000XX	69.44	30.56	100
2018	1	3400XX	Physical Plant Administration	U	6001XX	69.44	30.56	100
2018	1	3400XX	Physical Plant Administration	U	9000XX	69.44	30.56	100
2018	1	3401XX	Recycling	U	6001XX	69.44	30.56	100
2018	1	3401XX	Recycling	U	9000XX	69.44	30.56	100
2018	1	3405XX	Custodial Services	U	6001XX	69.44	30.56	100
2018	1	3405XX	Custodial Services	U	9000XX	69.44	30.56	100
2018	1	3407XX	Operations and Maintenance-MATEC	U	6001XX	69.44	30.56	100
2018	1	3407XX	Operations and Maintenance-MATEC	U	9000XX	69.44	30.56	100
2018	1	3412XX	Utilities	U	6001XX	69.44	30.56	100
2018	1	3412XX	Utilities	U	9000XX	69.44	30.56	100
2018	1	3425XX	Receiving and Storage	U	6001XX	69.44	30.56	100
2018	1	3425XX	Receiving and Storage	U	9000XX	69.44	30.56	100
2018	1	5006XX	Enrollment Services 5% CB	U	6001XX	95.00	5.00	100
2018	1	5006XX	Enrollment Services 5% CB	U	9000XX	95.00	5.00	100
2018	1	5007XX	Enrollment Services 20% CB	U	6001XX	80.00	20.00	100
2018	1	5007XX	Enrollment Services 20% CB	U	9000XX	80.00	20.00	100
2018	1	5010XX	Enrollment Services	U	6001XX	69.44	30.56	100
2018	1	5010XX	Enrollment Services	U	9000XX	69.44	30.56	100
2018	1	6130XX	CIO - Telephone	U	6001XX	69.44	30.56	100
2018	1	6130XX	CIO - Telephone	U	9000XX	69.44	30.56	100
2018	1	6150XX	Library	U	6001XX	69.44	30.56	100
2018	1	6150XX	Library	U	9000XX	69.44	30.56	100
2018	1	6170XX	CIO - Information Technology	U	6001XX	69.44	30.56	100
2018	1	6170XX	CIO - Information Technology	U	9000XX	69.44	30.56	100
2018	1	6171XX	Business Applications	U	6001XX	69.44	30.56	100
2018	1	6171XX	Business Applications	U	9000XX	69.44	30.56	100
2018	1	6173XX	Teaching & Learning Commons	U	6001XX	69.44	30.56	100
2018	1	6173XX	Teaching & Learning Commons	U	9000XX	69.44	30.56	100
2018	1	6174XX	Networks	U	6001XX	69.44	30.56	100
2018	1	6174XX	Networks	U	9000XX	69.44	30.56	100
2018	1	6209XX	Business Office - Computer Charges	U	6001XX	69.44	30.56	100
2018	1	6209XX	Business Office - Computer Charges	U	9000XX	69.44	30.56	100
2018	1	6250XX	Library-CB 10%	U	6001XX	90.00	10.00	100
2018	1	6250XX	Library-CB 10%	U	9000XX	90.00	10.00	100
2018	1	6370XX	CIO - Information Technology CB 20%	U	6001XX	80.00	20.00	100
2018	1	6370XX	CIO - Information Technology CB 20%	U	9000XX	80.00	20.00	100
2018	1	6373XX	Teaching & Learning Commons CB 20%	U	6001XX	80.00	20.00	100
2018	1	6373XX	Teaching & Learning Commons CB 20%	U	9000XX	80.00	20.00	100
2018	1	7225XX	Tutoring	C	3100XX	69.44	30.56	100

FY 2018 CHARGEBACK ORGANIZATIONS

FY	COA	ORG	ORG TITLE	OWNER	FUND	FSU %	PCTC %	% Total
2018	1	7225XX	Tutoring	C	3103XX	69.44	30.56	100
2018	1	7225XX	Tutoring	C	5971XX	69.44	30.56	100
2018	1	7410XX	C&TC General Administration	C	3100XX	69.44	30.56	100
2018	1	7410XX	C&TC General Administration	C	3103XX	69.44	30.56	100
2018	1	7410XX	C&TC General Administration	C	5971XX	69.44	30.56	100
2018	1	7420XX	Off-Campus Credit Programs	C	3100XX	69.44	30.56	100
2018	1	7420XX	Off-Campus Credit Programs	C	3103XX	69.44	30.56	100
2018	1	7420XX	Off-Campus Credit Programs	C	5971XX	69.44	30.56	100
2018	1	7452XX	Off Campus Courses - North	C	3100XX	69.44	30.56	100
2018	1	7452XX	Off Campus Courses - North	C	3103XX	69.44	30.56	100
2018	1	7452XX	Off Campus Courses - North	C	5971XX	69.44	30.56	100
2018	1	7454XX	Off-Campus Courses - South	C	3100XX	69.44	30.56	100
2018	1	7454XX	Off-Campus Courses - South	C	3103XX	69.44	30.56	100
2018	1	7454XX	Off-Campus Courses - South	C	5971XX	69.44	30.56	100
2018	1	7470XX	Dual-Credit Programs	C	3100XX	69.44	30.56	100
2018	1	7470XX	Dual-Credit Programs	C	3103XX	69.44	30.56	100
2018	1	7470XX	Dual-Credit Programs	C	5971XX	69.44	30.56	100

Tab 9

**Fairmont State University
Board of Governors
June 15, 2017**

Item: 2018 Central Education and General (E&G) Budget Approval

Committee: Committee of the Whole

Recommended Resolution: Be it resolved, that the Fairmont State University Board of Governors approve the Unrestricted Central E&G Fund Budget for the 2018 fiscal year.

Staff Member: Al Skudzinskas

Background: This is the main operating budget of the university. Revenues include tuition and fees, state appropriations, chargeback revenues and all other miscellaneous income. This funding supports the operation of the university.

To operate the university in a fiscally responsible manner, Fairmont State University has projected a “worst case scenario” of a total reduction of revenues of 10% or \$1,500,000 for FY’ 17-18 budget year. The rationale for adopting a budgeting “worst case” approach is to be prepared for future unknowns, specifically in case enrollment goals are not met, in case the state appropriation is reduced, and in case there is a mid-year state budget adjustment which would reduce the state appropriation for the remainder of the fiscal year.

As part of the budgeting process the management of FSU anticipates budget savings measures of over one-million dollars in FY’17-18.

If the “worst case scenario” of a 10% revenue reduction becomes a reality then Fairmont State University will show a negative budget condition of \$760,294. If this occurs there will be a mandatory across the board 2% cut to bring the budget into balance.

If the “worst case scenario” does not occur, then FSU will realize a positive budget savings and the unexpended funds may be reallocated to cover unanticipated expenses or as seed money to fund initiatives for the greater good of the institution. Any remaining positive balances will be added to and increase the year end fund balance.

Approval of this budget plan will allow for mandatory wage increases related to faculty promotions and those anticipated by the reallocation of all classified staff positions and updating them to the compensation level of their proposed pay bands. A copy of the letter required by the State Budget Office indicating approval of these increases is included in this item.

Attached, for your reference, is the FY'17-18 Budget Planning Document highlights for the Central E&G Funds that was reviewed and approved by the President's Cabinet and the Finance Committee.

Also included is the FY'17-18 Budgeted Statement of Revenues and Expenses comparing the FY 2017 budget plan thru April 30 to the FY 2018 beginning budget plan.

The Central E&G Fund Planning Document commits to a continued monitoring of vacant and vacated positions to save \$800,000 by delaying the filling of these positions. If needed, the President's Council shall implement spending restrictions in the new-year to assure a minimal impact on the spending of reserves

FY 2018 BUDGET PLANNING DOCUMENT
FAIRMONT STATE UNIVERSITY
CENTRAL CONTROL EDUCATION & GENERAL FUNDS

	Budget Effect	Running Total
FY 2018 Assumes as of April 30, 2017 A Central Control Budget Condition of		(1,073,881)
FY 17 ONE-TIME BUDGETS REMOVED:		
Governor's Honor Academy	92,776	
Graduate Assistant Positions/Tuition Waiver	<u>24,834</u>	
One-time FY 2017 Budgets Sub-total:	117,610	(956,271)
FY 2017 ONE-TIME BUDGETS REMOVED SECTION SUB-TOTAL:		
	117,610	(956,271)
PERMANENT BUDGET ADJUSTMENTS:		
Revenue Adjustments:		
State Appropriation Adjustment	(1,500,000)	
Fee Increase (5%)	<u>1,169,579</u>	
Revenue Adjustments Sub-total:	(330,421)	(1,286,692)
Mandatory Pay Raise Costs:		
Reserve for State Classification Updates	(85,000)	
Faculty Promotions	<u>(55,942)</u>	
Mandatory Pay Raise Costs Sub-total:	(140,942)	(1,427,634)
Annual Increment:		
Increment Increase	(28,554)	
-Chargeback Revenue - Increment Increase	2,264	
-Chargeback Expense - Increment Increase	(447)	
Increment Savings (removal of excess budget on positions with non-eligible employees)	21,305	
-Chargeback Revenue - Increment Savings	(381)	
Annual Increment Sub-total:	(5,813)	(1,433,447)
New Costs:		
Title III Grant:		
Learning Coordinator - Business (Position 917)	(47,182)	
STEM Learning Coordinator (Position 918)	(33,578)	
Dir Plan & Grants, Title III D (Position 318)	(42,357)	
Title III - Business (Year 5)	(4,436)	
Title III - Sci/Tech (Year 5)	<u>(9,982)</u>	
Title III Grant Sub-total:	(137,535)	(1,570,982)
Guidance & Counseling		
New Counselor (NCB)	<u>(65,000)</u>	
Guidance & Counseling Sub-total:	(65,000)	(1,635,982)
Institutional Initiatives		
Strategic Planning	<u>(20,000)</u>	
Institutional Initiatives Sub-total:	(20,000)	(1,655,982)
Planned Savings:		
Op Shop - Centralized Garbage Receptacles	29,309	
-Chargeback Revenue - Op Shop Centralized Garbage Receptacles	(8,957)	
Op Shop - Roads & Grounds Assistance Removal	20,454	
-Chargeback Revenue - Roads & Grounds Assistance Removal	(6,251)	
Phone Stipends	19,605	
School of Fine Arts	24,443	
Fairmont State Reads	975	
School of Nursing	30,000	
Center for Civic Engagement	6,000	
Athletic E&G Labor - Cost shift to Athletic Funds	<u>62,000</u>	
	177,578	(1,478,404)
1039 Position Eliminations:		
P00108 - Myers	15,118	
-Chargeback Revenue - Loss of Revenue with P00108 elimination	(4,620)	
P00116 - Rannenber	19,124	
-Chargeback Revenue - Loss of Revenue with P00116 elimination	(5,844)	
P00172 - Smedley	18,644	
-Chargeback Revenue - Loss of Revenue with P00172 elimination	(5,698)	
P0182 - Bates	27,333	
Partial use of 1039 Savings - New Full-time Position to replace P00116	<u>(32,731)</u>	
Planned Savings Sub-total:	31,326	(1,447,078)

	Budget Effect	Running Total
Custodial Costs:		
Decrease to Custodial Personnel - Retirement		
Pos 000280 (J. Moore)	41,732	
-Chargeback Revenue - Decrease to Personnel-Retirement	(12,753)	
Pos 000492 (T Palmer)	51,710	
-Chargeback Revenue - Decrease to Personnel-Retirement	(15,803)	
Increase to Custodial Personnel - Op Shop	(93,442)	
-Chargeback Revenue - Increase to Personnel-Op Shop	<u>28,556</u>	
Custodial Costs Sub-total:	(0)	(1,447,078)
Lease Costs:		
Alumni Association Lease Increase	(330)	
Lease Expense Sub-total:	(330)	(1,447,408)
Tuition Waiver Costs (5% Increase) :		
Full Ride Scholarships (McClain)	(8,410)	
Promise Beyond Scholarships	(350,000)	
Graduate Asst. School Waivers	(8,548)	
Athletic Scholarships - Football	<u>(1,194)</u>	
Tuition Waiver Costs Sub-total:	(368,152)	(1,815,560)
PERMANENT BUDGET ADJUSTMENTS SECTION SUB-TOTAL:	(859,289)	(1,815,560)
PROPOSED CHANGES RELATED TO PIERPONT DECISIONS:		
Pierpont's Proposed Agreement Updates - University Chargeback Revenue Loss:		
Chargeback Revenue - Pos 236 S. Gervais to 20%	(11,562)	
Chargeback Revenue - Pos 676 J. Riffle to 20%	(7,012)	
Chargeback Revenue - Pos 869 J. Hawkinberry	(9,648)	
Chargeback Revenue - Pos 756 M. Martin	(15,203)	
Chargeback Revenue - S00058 Students-Teaching & Learning Commons	(31,181)	
Budget Savings from Pos 31 (covering CB loss from Pos 869 & 756)	25,751	
Budget Savings IT Reserve	26,598	
Budget Savings - Elimination of Pos 242 (L. DeMoss)	19,839	
Chargeback Revenue - Pos 237 Vacant Director to 10%	(23,643)	
Chargeback Revenue - Pos 648 T. Malcomb to 0%	(10,331)	
Chargeback Revenue - Pos 570 A. Pammer to 0%	(7,077)	
Chargeback Revenue - Pos 680 K. Libonati to 5%	<u>1,519</u>	
Pierpont's Proposed Agreement Updates Sub-total:	(41,950)	(1,857,510)
PROPOSED CHANGES RELATED TO PIERPONT DECISIONS SECTION SUB-TOTAL:	(41,950)	(1,857,510)
BALANCE AFTER CENTRAL CONTROL FUND ADJUSTMENTS:	(1,857,510)	
PROJECTED SAVINGS FROM ACTIONS TAKEN:		
Estimated Unfilled Position Savings	800,000	
Ad Astra	100,000	
Spending Restrictions on P-Cards	100,000	
Electricity Savings - Removal of Office Small Appliances (net of Chargeback)	69,440	
HVAC Dial-back after 6:00 pm (net of chargeback)	<u>27,776</u>	
PROJECTED SAVINGS FROM ACTIONS TAKEN SUB-TOTAL:	1,097,216	
PROJECTED USE OF RESERVES:	(760,294)	
ESTIMATED BEGINNING FUND BALANCE FOR FY 2018		
ESTIMATED ENDING FUND BALANCE FOR FY 2018	(760,294)	

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

		Approved FY 17 Budget	Current FY 17 Budget As of April 30, 2017	Proposed FY 18 Budget As of May 4, 2017	Difference Current FY 17 to Proposed FY 18 Budget
OPERATING REVENUE	Tuition and Fees	24,120,664	24,120,664	25,610,943	1,490,279
	Student Activity Support Revenue	471,765	471,765	471,765	0
	Faculty Services Revenue	1,272,439	1,272,439	684,799	(587,640)
	Operating Costs Revenue	1,652,395	1,601,220	1,608,764	7,544
	Support Services Revenue	1,919,837	1,973,440	1,824,852	(148,588)
	Other Operating Revenues	323,137	346,137	242,293	(103,844)
	Total:	29,760,237	29,785,664	30,443,416	657,751
OPERATING EXPENSE	Salaries	23,978,766	23,762,992	23,734,508	(28,484)
	Benefits	5,783,010	6,074,116	5,984,320	(89,796)
	Student financial aid-scholarships	3,192,992	3,192,992	3,619,117	426,125
	Utilities	1,450,976	1,450,976	1,423,306	(27,670)
	Supplies and Other Services	6,637,569	6,564,401	6,883,750	319,349
	Equipment Expense	663,576	662,208	523,867	(138,340)
	Fees retained by the Commission	185,560	185,560	185,560	0
	Assessment for Faculty Services	946,574	946,574	408,460	(538,114)
	Assessment for Support Services	227,874	235,310	235,806	496
	Assessment for Student Activity Costs	349,764	349,764	349,764	0
	Assessment for Operating Costs	100,134	96,283	96,283	0
	Total:	43,516,794	43,521,176	43,444,741	(76,435)
OPERATING INCOME / (LOSS)		(13,756,557)	(13,735,512)	(13,001,326)	734,186
NONOPERATING REVENUE (EXPENSE)	State Appropriations	15,277,769	14,972,214	13,472,214	(1,500,000)
	Gifts	0	5,500	0	(5,500)
	Investment Income	25,245	25,245	69,245	44,000
	Assessment for E&G Capital & Debt Service Costs	(2,143,380)	(2,143,380)	(2,143,319)	61
	Total:	13,159,634	12,859,579	11,398,140	(1,461,439)
TRANSFERS & OTHER	Capital Expenditures	(90,384)	(90,384)	(53,434)	36,950
	Construction Expenditures	0	0	(7,500)	(7,500)
	Transfers for Debt Service	(64,775)	(64,959)	(64,863)	96
	Transfers for Financial Aid Match	(81,239)	(27,463)	(81,239)	(53,776)
	Indirect Cost Recoveries	825	2,039	602	(1,437)
	Transfers - Other	(18,959)	(17,182)	(43,959)	(26,777)
	Total:	(254,533)	(197,949)	(250,393)	(52,444)
BUDGET BALANCE		(851,456)	(1,073,881)	(1,853,579)	(779,698)
Add: Estimated Unfilled Position Savings:		1,000,000	0	0	
ADJUSTED BUDGET BALANCE		148,544	(1,073,881)	(1,853,579)	
* Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		7,126,814	7,235,274	6,961,393	
Less: USE OF RESERVE		0	0	0	
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>7,275,358</u>	<u>6,161,393</u>	<u>5,107,814</u>	

Tab 10

Fairmont State University
Board of Governors
June 15, 2017

ITEM: Tuition and Fee Policy

COMMITTEE: Finance Committee

RECOMMENDED RESOLUTION: Be it resolved, that the FSU Board of Governors approves the changes to Fairmont State University, Tuition and Fee Policy, Policy 16.

STAFF MEMBER: Al Skudzinskas

BACKGROUND: Attached is the revised Policy 16 with edits in red. This updated policy provides formatting and style clean up and clarification to Section 7 “Refunds” which was approved by the BOG in June 2016.

To clarify Section 7, definitions are added and the 10% penalty during the schedule adjustment week is removed.

FAIRMONT STATE UNIVERSITY

Policy 16

TUITION AND FEE POLICY

(Incorporates the West Virginia Higher Education Policy
Commission Legislative Rule Title I33- Series 32)

SECTION 1. GENERAL (§133-32-1.)

Deleted: General

- 1.1. Scope. This rule establishes the policy for the assessment of tuition and fees at West Virginia undergraduate public institutions of higher education.
- 1.2. Authority. West Virginia Code §ISB-1-6 and §ISB-10-1(d)
- 1.3. Effective Date. – June 23, 2016

SECTION 2. DEFINITIONS (§133-32-2.)

Deleted: Definitions

- 2.1. Auxiliary Fees. Charges levied to all students to support auxiliary enterprises or optional charges levied only on students using the auxiliary service. Auxiliary fees include charges other than sales from entities that exist predominantly to furnish goods or services to students, faculty or staff such as residence halls, faculty and staff housing, food services, intercollegiate athletics, student unions, bookstores, parking and other service centers. Sales include revenue from merchandise and tickets, short term rental of space or equipment and sales of services to the general public.
- 2.2. Capital Fees. Charges levied on students to support debt service, capital projects and facilities maintenance and renewal. Capital Fees are divided into two categories, Education and General Capital Fees and Auxiliary Capital Fees. Education and General Capital Fees support instruction, research, academic support, student services, institutional support, operation and maintenance of plant, and scholarships and fellowship programs. Auxiliary Capital Fees support entities that exist predominantly to furnish goods or services to students, faculty or staff such as residence halls, faculty and staff housing, food services, intercollegiate athletics, student unions, bookstores, parking and other service centers.
- 2.3. Tuition and Required Educational and General Fees. Charges levied on all students of that class or category to support educational and general program services or optional charges levied for education and general services collected only from students using the service or from students for whom the services are made available. Educational and general expenditures include instruction, research, academic support, student services, institutional support, operation and maintenance of plant and scholarships and fellowships. Education and general expenditures do not include expenditures for auxiliary enterprises or independent operations. An institution may create a category within Tuition and Required Education and General Fees named Tuition to classify a fee or group of fees charged for instructional services.

- 2.4. Full Cost of Instruction. Full cost of instruction includes the direct functional expenditures from each institution's audit for both instruction and student services expenditures.
- 2.5. Higher Education Price Index. Inflation index designed specifically to track the main cost drivers in higher education and to measure the change in the price of the goods and services purchased by colleges and universities as measured by the Commonfund Institute.
- 2.6. Median Family Income. Median household income is household income which the U.S. Census Bureau gathers and reports annually from data gathered by various surveys. Median is the statistical center of all reported households income and is presumed to be a better gauge of income as opposed to average family income.
- 2.7. Peer. A higher education institution located in another state that is similar to a West Virginia college or university.
- 2.8. Special Fee. Operational charges or user fees charged to offset the specific costs for providing these services. These fees include, but are not limited to, course, lab, parking, late payments, drug testing, instrument fees, and other services provided to students. Charging students these fees, allows financial aid to be used as a form of payment for qualifying students. These fees do not include sales of merchandise and tickets, short-term rental of space or equipment and sales of services to the general public.
- 2.9. Full-time undergraduate student. An undergraduate student who is enrolled for twelve or more credit hours in a regular term.

SECTION 3. GOALS (§135-32-3.)

- 3.1. The Commission and University seeks to achieve the following goals and objectives with its tuition rule:
 - 3.1.a. To promote equity in the determination of tuition and fees charged to students.
 - 3.1.b. To foster goals related to program completion for West Virginia students.
 - 3.1.c. To promote the future economic welfare of the state through an increased output of degree holders in West Virginia.
 - 3.1.d. To establish tuition and fee rates that will provide for the most efficient blend of governmental, private, and student revenues based upon institutional mission, location, and student demographics.

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SECTION 4. TUITION AND FEE ADJUSTMENTS (§133-32-4.)

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- 4.1. Objectives. The Commission, in partnership with Fairmont State's governing boards, shall enhance education opportunities for the widest range of state citizens:
 - 4.1.a. By establishing tuition and fee levels for in-state students that do not inhibit access to public education nor cause students to incur excessive debt; W.Va. Code § 18B-ID-3(a)(2)(B); and
 - 4.1.b. By establishing tuition and fee rates for out-of-state students at levels, which, at a minimum, cover the full cost of instruction unless doing so is inconsistent with a clearly delineated public policy goal established by the Legislature or the Commission. W.Va. Code § 18B-ID-3(a)(2)(B).
- 4.2. Approval of Tuition and Required Fee Adjustments.
 - 4.2.a. Approval Guidelines. Fairmont State's governing board may approve Auxiliary, tuition and required education and general, and capital fee increases for resident students each fiscal year of up to five percent collectively. Auxiliary, tuition and required education and general and capital fee increases above five percent collectively must be approved by the Commission. Fairmont State's Governing board is not required to approve sales prices. Programmed fee increases constituted as part of pre-existing institutional bond obligations/covenants shall be excluded from annual fee increase calculations; and
 - A fee used solely for the purpose of complying with the athletic provisions of 20 U.S.C. 1681, *et seq.*, known as Title IX of the Education Amendment of 1972, is exempt from the limitations on fee increases set forth in this subsection for three years from the effective date [See Section § I 8B- 10-1. (k).2.]
 - 4.2.a.1. For the purposes of this rule, calculation of five percent shall be based on all required tuition and fee rates charged to all West Virginia resident students.
 - 4.2.a.2. Tuition increases related to fee simplification proposals that result in a expense neutral change for an in-state student shall not be counted toward the five percent allowance exempt from Commission approval.

- 4.2.b. In establishing guidelines, the Commission shall communicate to institutions benchmarks and guidelines for consideration of any increase above five percent. The benchmarks and guidelines may include, but are not limited to such items as:
 - 4.2.b.1 The HEPI, or other appropriate inflationary benchmark, which new appropriations to the institution's base budget for the corresponding fiscal year did not offset;
 - 4.2.b.2. Continued achievement of benchmarks in the institutional compact;
 - 4.2.b.3 Institution pursuit of the statewide compact for postsecondary education;
 - 4.2.b.4. The per capita income of West Virginia families and their ability to pay for college, statewide and specifically as to the county(ies) in which 75% of the institution's in-state students reside;
 - 4.2.b.5. Institutional distance of the sum of appropriations and tuition and fee revenues from peer equity levels as defined by the peer equity model;
 - 4.2.b.6. Institutional and state funding per full-time equivalent student;
 - 4.2.b.7. Most recent three-year history of tuition rates and increases;
 - 4.2.b.8. Total sources of student generated revenue, including special fee and program fee rates; and,
 - 4.2.b.9. Other factors as requested or deemed relevant by the Commission or in response to any new statutory language.
- 4.2.c In responding to the guidelines and benchmarks provided by the Commission, Fairmont State's governing board shall provide the Commission with an annual report that details:
 - 4.2.c.1. All tuition and fee rates presently charged and the estimated number of students currently being charged the tuition and fees;
 - 4.2.c.2. The proposed total increase in any tuition and fees for the next fiscal year;
 - 4.2.c.3. The estimated number of students who will be charged the increased tuition and fees; and
 - 4.2.c.4. The estimated increase in revenue to be generated from the increased tuition and fees.

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4.2.d. Fairmont State's governing board shall propose tuition and required fee rates for non-resident students at levels that, at a minimum, cover the average full cost of instruction. Fairmont State's Governing boards may submit for approval institutional policies that support a clearly delineated public policy goal established by the Legislature or the Commission, including but not limited to, proposals to increase the total number of graduates from the institution, aid in economic development or to maximize available capacity on campus.

4.2.d.1. Average **full** cost of instruction is based on the most recent financial statements. The average shall be determined by calculating the cost of instruction and student services per FTE. This calculation shall be provided to Fairmont State annually, by the commission.

4.2.d.2. Fairmont State's governing board may choose to set nonresident tuition based on the average institutional full cost of instruction or the average full cost of instruction for the system as a whole.

4.2.e. Undergraduate students taking fewer than twelve credit hours in a regular term shall have their fees reduced pro rata based upon one twelfth of the full-time rate per credit hour and graduate students taking fewer than nine credit hours in a regular term shall have their fees reduced pro rata based upon one ninth of the full-time rate per credit hour.

SECTION 5. EXPENDITURE (§133-32-5.)

5.1. All tuition and fees collected may only be expended for the statutory purpose under which they were collected.

SECTION 6. FEE CHARGES.

6.1. Undergraduate students enrolled for twelve or more credit hours and graduate students enrolled for nine or more hours pay the maximum charges in each basic fee category.

6.2. Undergraduate students taking fewer than twelve credit hours in a regular term shall have their fees reduced pro rata based upon one-twelfth of the full-time rate per credit hour, and graduate students taking fewer than nine credit hours in a regular term shall have their fees reduced pro rata based upon one-ninth of the full-time rate per credit hour.

6.3. Fees for students enrolled in summer terms or other nontraditional time periods shall be prorated based upon the number of credit hours for which the student enrolls in accordance with the provisions of Section 6.2 of this rule.

6.4. Students enrolled in undergraduate courses offered at off-campus locations shall pay an off-campus instruction fee, which shall be used solely for the support of off-campus courses offered by the institution, and shall not pay the athletic fee, the student program fee, the student activity center fee. An off-campus location for

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purposes of fees is defined as any location other than the main campus.

- 6.5. In view of existing bonding obligations, it is necessary for the institution to establish different rates regarding student activity, facilities, infrastructure, and E&G Capital fees. The fee should be prorated based on the requirements of the bond covenant.
- 6.6. The institution shall be permitted to establish and collect certain special fees for designated purposes separate from and above those identified in the regular fee schedule.
- 6.7. All regular and special fees charged by the institution shall be identified separately and published so as to be readily available to all students.
- 6.8. All fees charged to students, both regular and special, must have approval by the Board of Governors prior to assessment and collection.
- 6.9. Fees shall be established and charged for all noncredit community service courses in an amount to insure that the offering is self-supporting, including indirect cost.
- 6.10. All students desiring to take University owned courses are expected to pay University fees. The Baccalaureate Enhancement Fee is assessed to Community and Technical College students who desire to take University owned courses while paying Community and Technical College fee rates.

SECTION 7. REFUNDS (§133-32-6.)

7.1. Definitions

- 7.1.a. Full Withdrawals. Also known as Complete Withdrawals. This term refers to the act of withdrawing from all classes in a given term or semester.
- 7.1.b. Individual Course Drop(s). The act of dropping one or more courses during the term, but not withdrawing from all courses.
- 7.1.c. Add/Drop Period. The period that begins the first day of the term where students can make changes to their schedules. The length of the period is based on the length of the term.
- 7.1.d. Traditional Refund Terms. Fall/Spring 16 Week, Fall/Spring 8 Week, Summer 10 Week & Summer 5 Week
 - 7.1.d.1. Non-traditional term refunds will continue to be handled individually and will be based on the refund schedule and number of days in the non-traditional term.
- 7.1.e. Business Day. Day that the institution is in session. The institution is generally not in session on observed holidays.

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7.2. Full Withdrawals

7.2.a. Students who officially withdraw from all classes shall receive a refund of tuition and fees in accordance with the following schedule. Refunds are determined from the first day of the school term. The student's official withdrawal date is certified by the Enrollment Services Office. Refer to the Registrar's Academic Calendar for specific dates of the academic term.

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7.2.b. Full Withdrawal Refund Schedules

7.2.b.1. Fall/Spring 16 Week Semester:

Table with 2 columns: Withdrawal period, Refund percentage. Rows include: Complete withdrawal during first and second weeks (90%), Complete withdrawal during third and fourth weeks (75%), Complete withdrawal during fifth through eighth weeks (50%), Complete withdrawal after eighth week (No refund).

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7.2.b.2. Fall/Spring 8 Week Semester:

Table with 2 columns: Withdrawal period, Refund percentage. Rows include: Complete withdrawal during first week (90%), Complete withdrawal during second week (75%), Complete withdrawal during third and fourth weeks (50%), Complete withdrawal after fourth week (No refund).

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7.2.b.3. Summer 10 Week Semester:

Table with 2 columns: Withdrawal period, Refund percentage. Rows include: Complete withdrawal during first and second weeks (90%), Complete withdrawal during third week (75%), Complete withdrawal during fourth and fifth weeks (50%), Complete withdrawal after fifth week (No refund).

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7.2.b.4. Summer 5 Week Semester:

Table with 2 columns: Withdrawal period, Refund percentage. Rows include: Complete withdrawal during first 3 days (90%), Complete withdrawal during fourth and fifth days (75%), Complete withdrawal during sixth through tenth days (50%), Complete withdrawal after tenth day (No refund).

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7.2.c. Students receiving financial assistance who completely withdraw from all classes shall receive a refund in accordance with the Higher Education Act Return to Title IV regulations.

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7.2.c.1. According to federal law, the institution must recalculate Federal Title IV financial aid eligibility for students who withdraw from all classes, drop out, are dismissed, or take a leave of absence prior to completing more than 60% of a semester. Federal Title IV financial aid is returned in the order mandated by the U.S. Department of Education. Funds must be returned within 45 days after the date of withdrawal determination. Withdrawal date is defined as the actual date the student began the institution's withdrawal process or the midpoint of the semester for a student who leaves without notifying the institution. The Return of Title IV funds may reduce the tuition and fee refund or in most cases result in the student owing a balance to the institution. The institution is responsible for notifying the student and recovering the funds.

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7.3. Individual Course Drop(s)

7.3.a. Students will not be eligible for a refund of tuition and fees, for individual course drop(s) after the add/drop period, unless they completely withdraw from all classes.

7.3.b. Schedule adjustments made through the add/drop period may result in an adjustment to tuition and fees. Full tuition and fees are assessed for undergraduate students in 12 or more credit hours (graduate students in 9 or more). Undergraduate students enrolled 1-11 credit hours (graduate students in 1-8 credit hours) at the end of the add/drop period will be charged for those credits in which they are enrolled.

7.3.b.1. Effective beginning with the fall 2017 semester, during the add/drop period the student will incur no penalty for individual dropped courses and there will be a 100% refund for those individual dropped courses during the respective add/drop periods. Refer to the Registrar's Academic Calendar for specific dates of the academic term.

7.3.c. Add/Drop Periods:

Fall/Spring 16 Week Semester	5 business days
Fall/Spring 8 Week Semester	3 business days
Summer 10 Week Semester	4 business days
Summer 5 Week Semester	2 business days

SECTION 8. REFUND OF ROOM AND BOARD

- 8.1. Room: Refund, if any, shall be based on the housing contract signed by the student.
- 8.2. Board: Refund shall be prorated based upon the date of official withdrawal.
- 8.3. All room & board refunds are calculated from the first day of the formal registration period.

SECTION 9. REGISTRATION PERIOD - LATE FEE

- 9.1. A formal registration period shall be established at the beginning of each semester or term at which time fees are due and payable in accordance with the provisions of this rule. In addition, a late registration period may be established. A late fee not to exceed fifty dollars (\$50) shall be imposed on all late registrants. The president of the institution or a designee shall have the authority to waive the fee in cases where evidence indicates the delay occurred through a fault of the institution.
- 9.2. An exception to the registration time period may be granted to an individual under rare circumstances and then only when there is evidence that the student has a reasonable opportunity to complete successfully all course work. The president or a designee must approve the exception with the evidence documented and held on file

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¶ Schedule adjustments made through the first week of class (add/drop period) may result in an adjustment to tuition/fees. Full tuition/fees are assessed for undergraduate students in 12 or more credit hours (graduate students in 9 or more). Undergraduate students enrolled in 1-11 credit hours (graduate students in 1-8 credit hours) at the end of add/drop period will be charged for those credits in which they are enrolled.¶

¶ Students who officially withdraw from all classes after the add/drop period is over shall receive a refund of tuition and fees in accordance with the following schedule. Refunds are determined from the first day of the school term. The student's official withdrawal date is certified by the Enrollment Services Office.¶

¶ Fall/Spring Semesters:¶

¶ Complete withdrawal during first and second weeks . 90%¶

¶ Complete withdrawal during third and fourth weeks . 75%¶

¶ Complete withdrawal during fifth through eighth weeks . 50% Complete withdrawal after eighth week . No refund¶

¶ Summer Semesters:¶

¶ Complete withdrawal during first three days of summer . 90% Complete withdrawal during fourth and fifth day . 75% Complete withdrawal during sixth through tenth day . 50% Complete withdrawal after tenth day . No refund¶

¶ Effective beginning with the fall 2016 semester, students who do not officially withdraw from all¶

¶ classes after Late Registration (add/drop period) will ... [11]

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supporting the decision.

- 9.3. The first two class meetings shall be considered the regular registration period for nontraditional students registering for evening, Saturday, off-campus, extension and other special classes. In addition, a late registration period may be established which shall not exceed the third and fourth-class meetings. A late fee of not to exceed fifty dollars (\$50) shall be imposed on all late registrants.

SECTION 10. INSTALLMENT PAYMENT PLANS

- 10.1. Student fee deferred payment plans will be offered for fall and spring terms.
- 10.2. All available financial aid for the term must be credited to the student's account prior to determining the amount available for deferral.
- 10.3. After all financial aid is applied to the student's account, of the balance of student fees must be paid prior to the three quarter point of the term.
- 10.4. Interest on the deferred amount may be charged at a rate not to exceed the legal limit.
- 10.5. Room and board and other non-course related charges may be divided into installments as determined by the institution.

SECTION 11. USE OF CREDIT CARDS

- 11.1. The use of credit cards for payment of student fees is authorized under the statewide contract initiated by the State Board of Investments or under an alternate program approved by the Board of Governors.
- 11.2. To the extent allowed by law or policy of the credit card company, the institution is authorized to impose a surcharge on credit card payments equal to any amount that may be imposed by the credit card company as a vendor discount or service fee.

SECTION 12. ENROLLMENT ABOVE THE NORMAL FULL-TIME COURSE LOAD

- 12.1. The institution shall adopt penalties for students who routinely withdraw from classes after a semester has begun, with special emphasis on students who initially register for more than eighteen (18) credit hours and who routinely withdraw from classes after the semester has begun.

SECTION 13. DEFERRAL OF FEES DURING A LEGAL WORK STOPPAGE

- 13.1 Any student adversely, financially affected by a legal work stoppage that commenced on or after the first day of January, one thousand nine hundred ninety three (1993) may be allowed, on a case-by-case basis, an additional six months to pay the fees for any academic term, in accordance with procedures established by the board.

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Refund Schedule	
Refund Full 16 Week Term (50% of Term)	
Week	% Refund
1st Week	90%
2nd Week	90%
3rd Week	75%
4th Week	75%
5th Week	50%
6th Week	50%
7th Week	50%
8th Week	50%
Refund 8 Week Regular Term (50% of Term)	
Week	% Refund
1st Week	90%
2nd Week	75%
3rd Week	50%
4th Week	50%
Refund 10 Week Summer Term (50% of Term)	
Week	% Refund
1st Week	90%
2nd Week	90%
3rd Week	75%
4th Week	50%
5th Week	50%
Refund 5 Week Summer Term (50% of Term)	
Week	% Refund
3 days	90%
4th & 5th days	75%
6th - 10th days	50%

Non-traditional term refunds will continue to be handled individually and will be based on the refund schedule and number of days in the term

REFUND POLICY FOR TUITION AND FEES

Schedule adjustments made through the first week of class (add/drop period) may result in an adjustment to tuition/fees. Full tuition/fees are assessed for undergraduate students in 12 or more credit hours (graduate students in 9 or more). Undergraduate students enrolled in 1-11 credit hours (graduate students in 1-8 credit hours) at the end of add/drop period will be charged for those credits in which they are enrolled.

Students who officially withdraw from **all** classes after the add/drop period is over shall receive a refund of tuition and fees in accordance with the following schedule. Refunds are determined from the first day of the school term. The student's official withdrawal date is certified by the Enrollment Services Office.

Fall/Spring Semesters:

Complete withdrawal during first and second weeks	90%
Complete withdrawal during third and fourth weeks	75%
Complete withdrawal during fifth through eighth weeks	50%
Complete withdrawal after eighth week refund	No

Summer Semesters:

Complete withdrawal during first three days of summer	90%
Complete withdrawal during fourth and fifth day	75%
Complete withdrawal during sixth through tenth day	50%
Complete withdrawal after tenth day	No refund

Effective beginning with the fall 2016 semester, students who do **not** officially withdraw from **all** classes after Late Registration (add/drop period) will not be eligible for a refund of tuition and fees.

Students who receive financial assistance who completely withdraw shall receive a refund in accordance with the Higher Education Act Return to Title IV regulations.

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