

BOARD
OF
GOVERNORS



AGENDA
FAIRMONT STATE UNIVERSITY
BOARD OF GOVERNORS' MEETING
MAY 3, 2012, 9:00 A.M.



- I. CALL TO ORDER**
 - A. Roll Call
 - B. Public Comment
 - C. Approve Agenda..... *Action Item*
 - D. Presentation of Housing Master Plan..... *Tab 1 Information Only*

- II. APPROVAL OF MINUTES OF FEBRUARY 16, 2012..... *Tab 2 Action Item***
- III. CHAIRMAN'S REPORT**
- IV. PRESIDENT'S REPORT**

- V. REPORTS AND PRESENTATIONS**
 - A. Foundation (Kim Pellillo)

- VI. CONSENT AGENDA..... *Tab 3 Action Item***
 - A. Financial Reports (January 2012 and February 2012)
 - B. Capital Projects FY 2012

- VII. ACADEMIC AFFAIRS/ADMISSIONS**
 - A. Master of Human Services Degree *Tab 4 Information Only*
 - B. Program Reviews..... *Tab 5 Action Item*

- VIII. STUDENT LIFE COMMITTEE (Skip Tarasuk, Chair)**

- IX. FINANCE COMMITTEE (Mark Pallotta, Chair)**
 - A. Approval of Tuition and Fee Request *Tab 6 Action Item*
 - B. Tuition and Fee Policy 16 Update *Tab 7 Action Item*
(30 day comment period due to a new HEPC Legislative Rule Title 133-Series 32 required by Legislative Action-SB 360 enacted in the 2011 Legislative Session)
 - C. Feaster Center Pool Facility..... *Tab 8 Action Item*
 - D. 2013 Step Increase for Classified Staff..... *Tab 9 Action Item*
 - E. Amendatory Resolution Bond Refunding..... *Tab 10 Action Item*

- X. EXECUTIVE COMMITTEE (Ron Tucker, Chair)**

- XI. BY-LAWS COMMITTEE (Shirley Stanton, Chair)**

- XII. POSSIBLE EXECUTIVE SESSION - Under the Authority of West Virginia Code §6-9A-4 To Discuss Personnel Issues**

- XIII. ADJOURNMENT**

NEXT MEETING: JUNE 21, 2012

Tab 1

Fairmont State University
Board of Governors
April 19, 2012

Item: Housing Master Plan Power Point Presentation to inform the Board of Governors of this twenty (20) year plan to add 168 new beds to the housing inventory and to replace the College Park Apartments, and to renovate Morrow, Pence, and Pritchard.

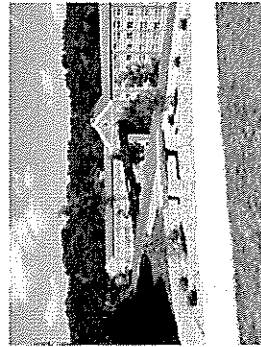
Committee: Committee of the Whole

Action: Information item for the April meeting with a plan to request approval at the June meeting. This will allow the Board of Governors approximately 60 days to review the detailed Housing Master Plan and to have discussion prior to the June meeting.

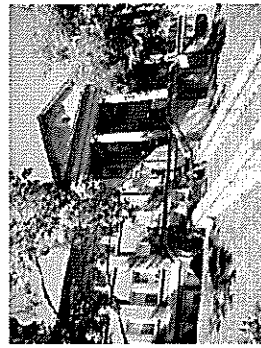
Staff Member: Rick Porto

Background: Power Point Presentation provided attached. The Housing Committee that supervised the consultants work is prepared to present the Housing Master Plan and recommendation of plan option B, if desired.

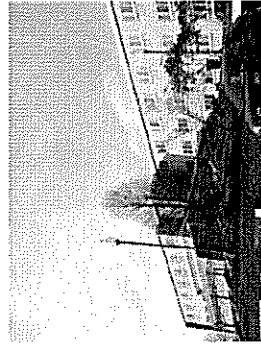
Housing Master Plan Existing Facility Assessment Report



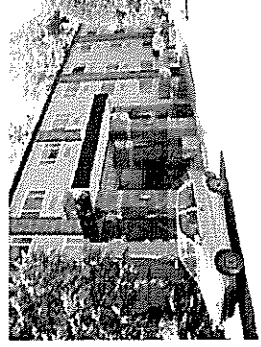
Bryant Place



Morrow Hall



Pence Hall



Prichard Hall



College Park

Overall Building Score

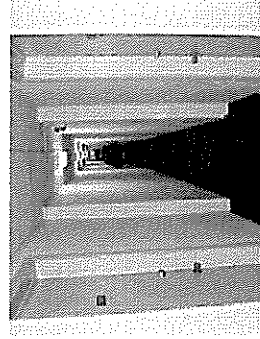
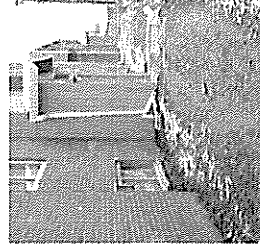
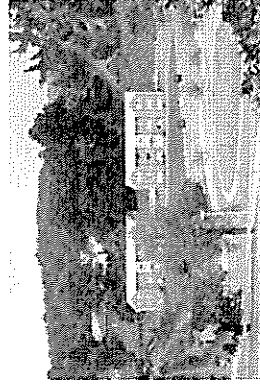
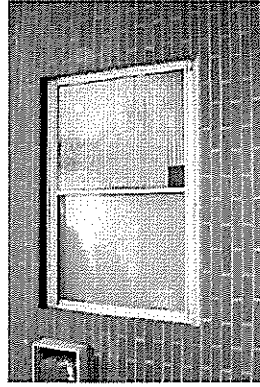
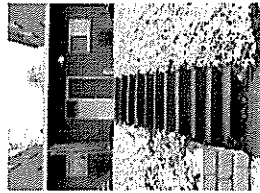
	Bryant Place	Morrow Hall	Pence Hall	Prichard Hall	College Park Apartments (Bldgs. A-F)	College Park Apartments (Bldg. G)
Building Systems	3.3	2.5	2.8	3.0	2.2	2.2
MEP Systems	3.3	1.6	1.6	1.5	1.8	2.0
Energy Efficiency	3.8	1.8	2.6	2.6	1.4	1.4
Overall	3.5	2.0	2.3	2.4	1.8	1.9

	3-4 Above Average; Good to Excellent condition
	2-3 Average; Fair to Good condition
	1-2 Below Average; Poor to Fair condition

- Existing Building Analysis- Observations made during walk-through.
- Recommendations- proposed suggestions; perform minimal work needed to extend service to renovation/demolition.
- Overview- construction year, cost, and scope of work.

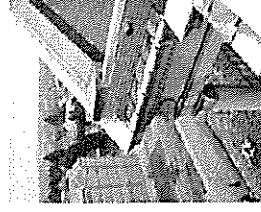
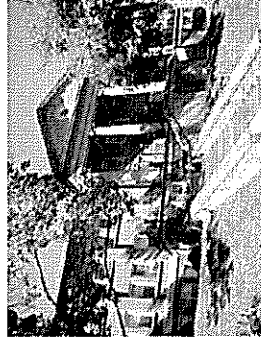
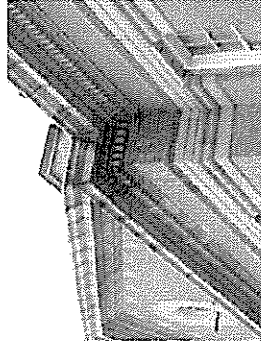
College Park A-G: Recommendations

- Site: Replace damaged concrete and stairs.
- Skin: Patch and repair brick veneer. Replace broken/missing window sills.
- Windows: Replace with energy efficient product.
- Exterior Doors: Replace doors and hardware.
- HVAC: Replace entire system that provides for ventilation capability.
- Plumbing: Replace water heaters. Install back flow preventer.
- Power: Replace electrical panels. Relocate away from laundry rooms.
- Lighting: Replace all existing lighting fixtures with new fixtures.
- Fire Protection: Install a new full sprinkler system.
- Fire Alarm: Replace with new system.



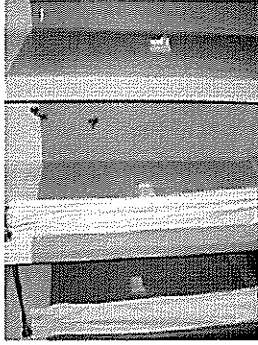
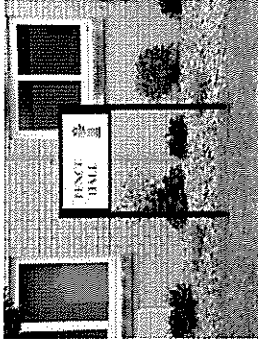
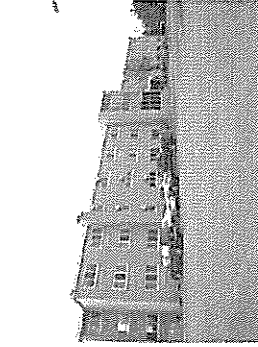
Morrow Hall: Recommendations

- Site: Replace concrete steps and porch concrete at main entrance.
- Skin: Higher restoration consultant to examine historic masonry.
- Roof: Repair copper coping and flashing at portico.
- Windows: Replace windows.
- Interiors: Update during abatement/ major renovation period.
- HVAC: Replace at least one boiler. Replace with new system that provides integrated heating/cooling. (REPLACED BOTH BOILERS) ✓
- Plumbing: Replace water heaters with HE units. If renovated, replace in entirety.
- Power: Replace all branch panel boards with new panel boards.
- Lighting: Replace all existing lighting with new lighting.



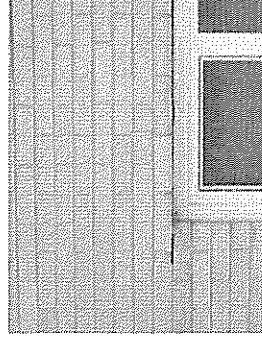
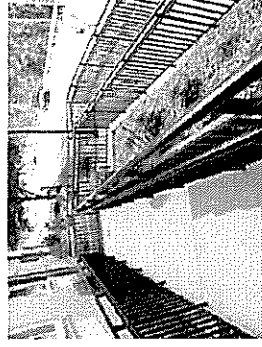
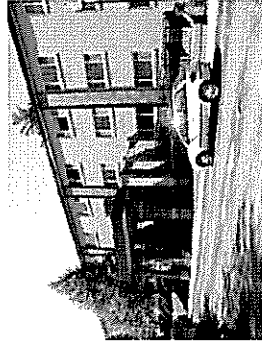
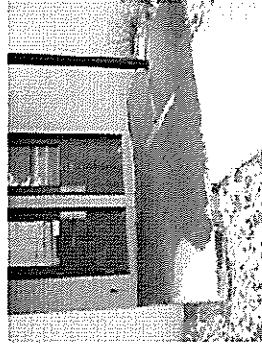
Pence Hall: Recommendations

- Site: Create buffer at front of building. ✓
- Skin: Repair water leak at front vestibule. (IN PROCESS)
Replace corroded steel lintels.
- Roof: Replace existing membrane roof with “white” EPDM membrane roof.
- Interiors: Renovate bathrooms; Update finishes during abatement period.
- HVAC: Replace existing packaged rooftop unit.
- Plumbing: Replace existing water heaters. If renovated consider system upgrade.
- Power: Replace older equipment with new.
- Lighting: Replace all existing lighting with new lighting.
- Fire Protection: Add fire protection system.
- Fire Alarm: Remove Notifier system and all devices. Provide new devices.



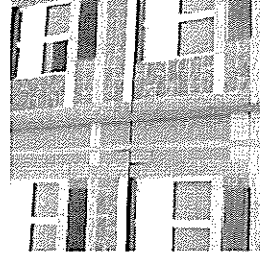
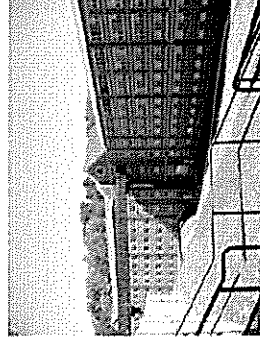
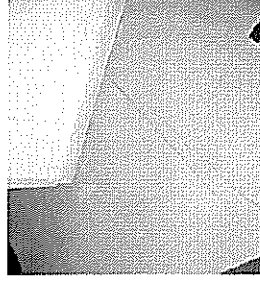
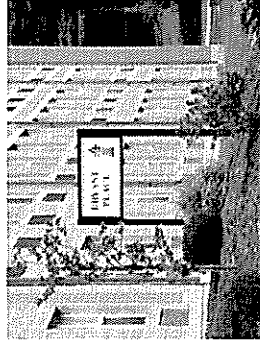
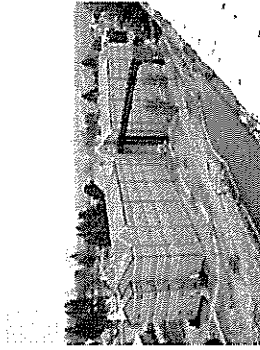
Prichard Hall: Recommendations

- Site: Address drainage issues.
- Skin: Replace corroded steel lintels with new.
- Roof: Replace existing roof with new.
- Exterior Doors: Replace few exterior doors.
- HVAC: Consider installation of corridor ventilation system.
- Plumbing: Replace water heater. If renovated replace fixtures.
- Power: Replace older equipment with new. Add distribution panels.
- Lighting: Replace all existing lighting fixtures with new fixtures.
- Fire Protection: Add fire protection system.
- Fire Alarm: Remove Notifier system and all devices. Provide new devices.



Bryant Place: Recommendations

- Site:** Add additional mature landscape on western site of building. ✓
- Skin:** Repair masonry damaged. (IN PROCESS) ✓
- HVAC:** Install snow screen to eliminate snow being drawn into ERU's. (COMPLETED) ✓
Consider replacing snow melt boiler with HE boiler.
- Power:** Waterproof/ repair conduits from transformer pad to eliminate water infiltration.
- Security:** Replace existing camera system with new system; enhance security controls.



Current Capacity – 1,060

Bryant Place:	400 beds (Suite style)
Morrow Hall:	160 beds (Double bedroom)
Prichard Hall:	150 beds (Double bedroom)
Pence Hall:	134 beds (Double bedroom)
College Park:	216 beds (1,2,3 BR apartments)

Projected Growth

- IFA projects housing demand to increase to 1,249 beds in 2019.
 - Moderate first-time freshman enrollment increase projected.
 - Due to the various mitigating factors, IFA based the housing projection upon Historical Housing Occupancy data.

New Housing Projection

- Housing Option B
 - 168 apartment beds opened in 2015
 - 112 apartment beds opened in 2020
 - 112 apartment beds opened in 2023
 - 216 apartment beds razed by 2022
 - Removes College Park apartments first
 - Renovations to Morrow, Prichard and Pence Halls
 - Net Increase of 172 beds

Option B

List of Projects in Housing Option B

Project	Occupancy Date	Beds	Gross Square Footage	Building Only Construction Cost (2011 Dollars)	Construction Cost (Inflated to Date of Construction)
Single Student Shared Apartments (Locust Avenue Site)	2014-15	168 beds (42 units)	58,800	\$9,408,000	\$10,582,721
Demolish College Park Apartments	2018-19	(122 beds)	--	\$70,000	\$92,115
Single Student Shared Apartments (College Park Apartment Site)	2019-20	112 beds (28 units)	39,200	\$6,272,000	\$8,583,665
Demolish College Park Apartments	2021-22	(94 beds)	--	\$70,000	\$103,617
Single Student Shared Suite Beds (College Park Apartments Site)	2022-23	112 beds (28 units)	39,200	\$6,272,000	\$9,655,456
Renovate Morrow Hall	2025-26	143 beds	--	\$5,991,800	\$10,375,859
Renovate Pence Hall	2028-29	124 beds	--	\$3,733,400	\$7,272,292
Renovate Prichard Hall	2031-32	144 beds	--	\$4,045,424	\$8,864,022

Option B – Revenue & Expense Operating Budget Proforma

- Summarizes Revenues, Labor, Operating, and Debt Service expenses projected from 2012-13 through 2033-34. We hope to make this proforma the future monthly and annual reporting model replacing the current model.
- Option B results in a projected ending balance in 2033-34 of \$8,881,592.

	2017-12	2017-13	2013-14	2014-15 Open 168 Single Std. Shared Apt Beds	2015-16	2016-17
University Action						
1. No. of Suites/Units/Apts				42	--	--
2. Avg. No. of Beds/Suite/Unit				4	--	--
3. No. of New Beds				168	--	--
4. No. of Renovated Beds				--	--	--
5. Revenue	\$4,351,676	\$4,569,854	\$4,782,536	\$6,217,297	\$6,563,447	\$6,825,985
Temporary Triples(Less Credit)		\$90,705	\$95,240			
Other Revenue	\$92,000	\$92,000	\$92,920	\$83,849	\$94,788	\$95,736
6. Vacancy Losses	(\$261,101)	(\$137,096)	(\$143,476)	(\$186,519)	(\$196,903)	(\$204,780)
7. Total Revenue	\$4,182,575	\$4,615,463	\$4,827,220	\$6,124,627	\$6,461,332	\$6,716,941
8. Labor Escalator			1,023	1,000	1,023	1,023
9. Labor Expense	\$656,636	\$700,600	\$716,714	\$796,714*	\$815,038	\$833,784
10. Operating Escalator			1,020	1,020	1,020	1,020
11. Operating Expenses	\$1,605,415	\$1,765,572*	\$1,800,883	\$2,040,901*	\$2,081,719	\$2,123,354
12. Total Expenses	\$2,262,051	\$2,466,172	\$2,517,597	\$2,837,615	\$2,896,757	\$2,957,138
13. Net Total Revenue	\$1,920,524	\$2,149,291	\$2,309,623	\$3,287,012	\$3,564,574	\$3,759,804
14. Current Debt Service Payment	\$1,574,377	\$1,614,730	\$1,617,912	\$1,614,344	\$1,610,984	\$1,609,648
Bond Refunding Savings		(\$202,920)	(\$202,920)	(\$202,920)	(\$202,920)	(\$202,920)
15. Transfer to Reserves	\$346,147	\$737,481	\$894,631	\$1,875,588	\$2,156,510	\$2,363,076
17. Beginning Cash Balance - Auxiliary Reserves	\$2,397,569	\$2,526,956	\$3,170,938	\$3,972,069	\$4,374,775	\$5,058,404
18. Interest Income	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
19. Transfers In - Reserves	\$346,147	\$737,481	\$894,631	\$1,875,588	\$2,156,510	\$2,363,076
20. Less - Projects	(\$223,260)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)	\$0
21. Ending Cash Balance - Reserve Funds	\$2,526,956	\$3,170,938	\$3,972,069	\$5,754,157	\$6,437,785	\$7,417,979
22. Additional Debt Service (E11)	--	--	--	\$1,379,382	\$1,379,382	\$1,379,382
23. Maintain College Park	--	--	--	--	--	\$100,000
23. Revised Cash Balance	\$2,526,956	\$3,170,938	\$3,972,069	\$4,374,775	\$5,058,404	\$5,938,598

*Note - FY12-13 includes an additional \$61,200 for Networks to address the increased bandwidth used by Housing. FY14-15 includes an additional \$80,000 for Labor and \$200,000 for Operating to support the new Apartments opening that year.

	2018-19 Demolish College Park E, F, G (122 Beds)	2019-20 Open 112 Single Std Shared Apt Beds	2020-21	2021-22 Demolish College Park A, B, C, D (94 Beds)	2022-23 Open 112 Single Std Shared Apt Beds	2023-24
1. No. of Suites/Units/Apts	--	28	--	--	28	--
2. Avg. No. of Beds/Suite/Unit	--	4	--	--	4	--
3. No. of New Beds	--	112	--	--	112	--
4. No. of Renovated Beds	--	--	--	--	--	--
5. Revenue	\$6,525,120	\$7,692,281	\$7,923,050	\$7,518,966	\$8,806,018	\$9,070,198
Temporary Triples(Less Credit)	\$116,956			\$127,801		
Other Revenue	\$97,660	\$98,636	\$99,623	\$100,619	\$101,625	\$102,641
6. Vacancy Losses	(\$195,754)	(\$230,768)	(\$237,691)	(\$225,569)	(\$264,181)	(\$272,106)
7. Total Revenue	\$6,543,982	\$7,560,149	\$7,784,981	\$7,521,817	\$8,643,463	\$8,900,734
8. Labor Escalator	1,023	1,023	1,000	1,023	1,023	1,000
9. Labor Expense	\$852,961	\$872,579	\$872,579	\$892,649	\$913,179	\$913,179
10. Operating Escalator	1,020	1,020	1,020	1,020	1,020	1,020
11. Operating Expenses	\$2,209,137	\$2,253,320	\$2,298,386	\$2,344,354	\$2,391,241	\$2,439,066
12. Total Expenses	\$3,062,098	\$3,125,899	\$3,170,965	\$3,237,002	\$3,304,420	\$3,352,245
13. Net Total Revenue	\$3,481,884	\$4,434,250	\$4,614,016	\$4,284,814	\$5,339,042	\$5,548,489
14. Current Debt Service Payment	\$1,614,948	\$1,615,306	\$1,613,394	\$1,612,181	\$1,613,538	\$1,614,530
Bond Refunding Savings	(\$202,920)	(\$202,920)	(\$202,920)	(\$202,920)	(\$202,920)	(\$202,920)
15. Transfer to Reserves	\$2,069,856	\$3,021,864	\$3,203,542	\$2,875,553	\$3,928,424	\$4,136,879
17. Beginning Cash Balance - Auxiliary Reserves	\$7,171,113	\$7,808,263	\$8,341,525	\$9,056,464	\$9,382,363	\$9,573,394
18. Interest Income	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
19. Transfers In - Reserves	\$2,069,856	\$3,021,864	\$3,203,542	\$2,875,553	\$3,928,424	\$4,136,879
20. Less - Projects	(\$50,000)	(\$50,000)	(\$50,000)	(\$100,000)	(\$100,000)	(\$100,000)
21. Ending Cash Balance - Reserve Funds	\$9,197,469	\$10,786,627	\$11,501,566	\$11,838,517	\$13,217,287	\$13,616,773
22. Additional Debt Service (E11)	\$1,389,207	\$2,445,102	\$2,445,102	\$2,456,154	\$3,643,893	\$3,643,893
23. Maintain College Park	\$50,000	\$50,000	\$50,000	--	--	--
23. Revised Cash Balance	\$7,758,263	\$8,291,525	\$9,006,464	\$9,382,363	\$9,573,394	\$9,972,879

University Action

**2024-25
Close
Morrow Hall**

**2025-26
Open
Renovated
Morrow Hall**

**2026-27
--**

**2027-28
Close
Pence Hall**

**2028-29
Open
Renovated
Pence Hall**

2029-30

1. No. of Suites/Units/Apts	--	--	--	--	--	--	--	--
2. Avg. No. of Beds/Suite/Unit	--	--	--	--	--	--	--	--
3. No. of New Beds	--	--	--	--	--	--	--	--
4. No. of Renovated Beds	--	143	--	--	--	124	--	--
5. Revenue	\$8,507,605	\$9,599,044	\$9,887,015	\$9,347,852	\$10,424,477	\$10,737,211		
Temporary Triples(Less Credit)	\$141,007			\$154,830				
Other Revenue	\$103,668	\$104,705	\$105,752	\$106,809	\$107,877	\$108,956		
6. Vacancy Losses	(\$255,228)	(\$287,971)	(\$296,610)	(\$280,436)	(\$312,734)	(\$322,116)		
7. Total Revenue	\$8,497,052	\$9,415,777	\$9,696,157	\$9,329,056	\$10,219,620	\$10,524,051		
8. Labor Escalator	1,023	1,023	1,000	1,023	1,023	1,000		
9. Labor Expense	\$934,183	\$955,669	\$955,669	\$977,649	\$1,000,135	\$1,000,135		
10. Operating Escalator	1,020	1,020	1,020	1,020	1,020	1,020		
11. Operating Expenses	\$2,487,847	\$2,537,604	\$2,588,356	\$2,640,123	\$2,692,926	\$2,746,784		
12. Total Expenses	\$3,422,030	\$3,493,273	\$3,544,025	\$3,617,772	\$3,693,061	\$3,746,919		
13. Net Total Revenue	\$5,075,023	\$5,922,505	\$6,152,132	\$5,711,284	\$6,526,559	\$6,777,132		
14. Current Debt Service Payment	\$1,614,865	\$1,612,424	\$1,613,145	\$1,612,800	\$1,611,362	\$1,617,778		
Bond Refunding Savings	(\$202,920)	(\$202,920)	(\$202,920)	(\$202,920)	(\$202,920)	(\$202,920)		
15. Transfer to Reserves	\$3,663,078	\$4,513,001	\$4,741,907	\$4,301,404	\$5,118,117	\$5,362,274		
17. Beginning Cash Balance - Auxiliary Reserves	\$9,972,879	\$9,898,563	\$9,567,486	\$9,465,314	\$8,922,640	\$8,421,019		
18. Interest Income	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500		
19. Transfers In - Reserves	\$3,663,078	\$4,513,001	\$4,741,907	\$4,301,404	\$5,118,117	\$5,362,274		
20. Less - Projects	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)		
21. Ending Cash Balance - Reserve Funds	\$13,542,457	\$14,318,064	\$14,215,892	\$13,673,218	\$13,947,257	\$13,689,793		
22. Additional Debt Service (E11)	\$3,643,893	\$4,750,578	\$4,750,578	\$4,750,578	\$5,526,238	\$5,526,238		
23. Maintain College Park	--	--	--	--	--	--		
23. Revised Cash Balance	\$9,898,563	\$9,567,486	\$9,465,314	\$8,922,640	\$8,421,019	\$8,163,555		

	2030-31 University Action Close Pritchard Hall	2031-32 Open Renovated Pritchard Hall	2032-33	2033-34
1. No. of Suites/Units/Apts	--	--	--	--
2. Avg. No. of Beds/Suite/Unit	--	--	--	--
3. No. of New Beds	--	--	--	--
4. No. of Renovated Beds	--	144	--	--
5. Revenue	\$10,086,267	\$11,404,102	\$11,746,225	\$12,098,612
Temporary Triples(Less Credit)	\$170,009			
Other Revenue	\$110,046	\$111,146	\$112,257	\$113,380
6. Vacancy Losses	(\$302,588)	(\$342,123)	(\$352,387)	(\$362,958)
7. Total Revenue	\$10,063,733	\$11,173,125	\$11,506,096	\$11,849,034
8. Labor Escalator	1,023	1,023	1,000	1,023
9. Labor Expense	\$1,023,138	\$1,046,670	\$1,046,670	\$1,070,744
10. Operating Escalator	1,020	1,020	1,020	1,020
11. Operating Expenses	\$2,801,720	\$2,857,754	\$2,914,909	\$2,973,208
12. Total Expenses	\$3,824,858	\$3,904,425	\$3,961,580	\$4,043,951
13. Net Total Revenue	\$6,238,875	\$7,268,700	\$7,544,516	\$7,805,082
14. Current Debt Service Payment	\$1,612,590	\$1,617,137		
Bond Refunding Savings	(\$202,920)	(\$202,920)		
15. Transfer to Reserves	\$4,829,205	\$5,854,483	\$7,544,516	\$7,805,082
17. Beginning Cash Balance -	\$8,163,555	\$7,373,023	\$6,662,335	\$7,641,680
Auxiliary Reserves				
18. Interest Income	\$6,500	\$6,500	\$6,500	\$6,500
19. Transfers In - Reserves	\$4,829,205	\$5,854,483	\$7,544,516	\$7,805,082
20. Less - Projects	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)
21. Ending Cash Balance -	\$12,899,260	\$13,134,006	\$14,113,351	\$15,353,263
Reserve Funds				
22. Additional Debt Service (E11)	\$5,526,238	\$6,471,671	\$6,471,671	\$6,471,671
23. Maintain College Park	--	--	--	--
23. Revised Cash Balance	\$7,373,023	\$6,662,335	\$7,641,680	\$8,881,592

Option B – Revenue Projections per Bed from 2013 through 2034

The following rent increases have been built into these revenue projections:

- Fiscal Year 2013 – 5 percent increase for the residence halls and College Park Apartments.
- Fiscal Year 2014 – 5 percent increase for residence halls and 5.5 percent for College Park Apartments, with the exception of 2 Bedroom unfurnished, which projects a 3 percent increase.
- Fiscal Year 2015 – 5 percent increase for residence halls and 6.5 percent for College Park Apartments, with the exception of 2 Bedroom unfurnished, which projects a 3 percent increase.
- Fiscal Year 2016 – 6 percent increase for residence halls, College Park and new apartments , with the exception of 2 Bedroom unfurnished, which projects a 3 percent increase.
- Fiscal Year 2017 – 4 percent increase for residence halls, College Park and new apartments.

Note: The increases from fiscal year 2013 through 2017 are needed to provide for the 20-year housing master plan costs. We project that with these increases through 2017 our rent costs will be less than our closest competitors in Higher Education in West Virginia (see next slide).

- Fiscal Year 2018 and forward – all rates escalate at 3 percent per year, with the exception of 2028 and 2031, which escalate at 3.5 percent.

Entity	FY12	%↑	FY13	%↑	FY14	%↑
Bryant Single	\$4,688.00		\$4,922.40	5.0%	5,168.52	5.0%
Bryant Double	\$3,956.00		\$4,153.80	5.0%	4,361.49	5.0%
Total BP Rev						
College Park 1 Bedroom	\$5,982.00		\$6,281.10	5.0%	6,626.56	5.5%
College Park 2 Bedroom Unfurn.	\$4,570.00		\$4,798.50	5.0%	4,942.46	3.0%
College Park 2 Bedroom Furn.	\$4,910.00		\$5,155.50	5.0%	5,439.05	5.5%
College Park 3 Bedroom	\$4,572.00		\$4,800.60	5.0%	5,064.63	5.5%
Total CP Rev						
Morrow	\$3,478.00		\$3,651.90	5.0%	3,834.50	5.0%
Pence	\$3,478.00		\$3,651.90	5.0%	3,834.50	5.0%
Prichard	\$3,478.00		\$3,651.90	5.0%	3,834.50	5.0%

Competitors*	FY12	%↑	FY13	%↑	FY14	%↑
Single Suites						
WVU	\$5,810.00		\$5,984.30	3.0%	\$6,163.83	3.0%
Marshall	\$7,496.00		\$7,720.88	3.0%	\$7,952.51	3.0%
Shepherd	\$7,654.00		\$7,883.62	3.0%	\$8,120.13	3.0%
Double Suites						
WVU	\$4,938.00		\$5,086.14	3.0%	\$5,238.72	3.0%
Marshall	\$5,616.00		\$5,784.48	3.0%	\$5,958.01	3.0%
Shepherd	\$5,102.00		\$5,255.06	3.0%	\$5,412.71	3.0%
Falcon Crest 1 Bedroom	\$7,020.00		\$7,230.60	3.0%	\$7,447.52	3.0%
Falcon Crest 2 Bedroom Unfurn.	\$4,800.00		\$4,944.00	3.0%	\$5,092.32	3.0%
Traditional Halls						
WVU	\$4,426.00		\$4,558.78	3.0%	\$4,695.54	3.0%
Marshall	\$4,792.00		\$4,935.76	3.0%	\$5,083.83	3.0%
Shepherd	\$4,432.00		\$4,564.96	3.0%	\$4,701.91	3.0%

Entity	FY15	%↑	FY16	%↑	FY17	%↑
Bryant Single	\$5,426.95	5.0%	\$5,752.56	6.0%	\$5,982.67	4.0%
Bryant Double	\$4,579.56	5.0%	\$4,854.34	6.0%	\$5,048.51	4.0%
Total BP Rev						
College Park 1 Bedroom	\$7,057.29	6.5%	\$7,480.72	6.0%	\$7,779.95	4.0%
College Park 2 Bedroom Unfurn.	\$5,090.73	3.0%	\$5,243.45	3.0%	\$5,453.19	4.0%
College Park 2 Bedroom Furn.	\$5,792.59	6.5%	\$6,140.15	6.0%	\$6,385.75	4.0%
College Park 3 Bedroom	\$5,393.83	6.5%	\$5,717.46	6.0%	\$5,946.16	4.0%
Total CP Rev						
Morrow	\$4,026.22	5.0%	\$4,267.79	6.0%	\$4,438.50	4.0%
Pence	\$4,026.22	5.0%	\$4,267.79	6.0%	\$4,438.50	4.0%
Prichard	\$4,026.22	5.0%	\$4,267.79	6.0%	\$4,438.50	4.0%

Competitors*	FY15	%↑	FY16	%↑	FY17	%↑
Single Suites						
WVU	\$6,348.74	3.0%	\$6,539.21	3.0%	\$6,735.38	3.0%
Marshall	\$8,191.08	3.0%	\$8,436.81	3.0%	\$8,689.92	3.0%
Shepherd	\$8,363.73	3.0%	\$8,614.64	3.0%	\$8,873.08	3.0%
Double Suites						
WVU	\$5,395.89	3.0%	\$5,557.76	3.0%	\$5,724.50	3.0%
Marshall	\$6,136.75	3.0%	\$6,320.86	3.0%	\$6,510.48	3.0%
Shepherd	\$5,575.09	3.0%	\$5,742.35	3.0%	\$5,914.62	3.0%
Falcon Crest 1 Bedroom	\$7,670.94	3.0%	\$7,901.07	3.0%	\$8,138.10	3.0%
Falcon Crest 2 Bedroom Unfurn.	\$5,245.09	3.0%	\$5,402.44	3.0%	\$5,564.52	3.0%
Traditional Halls						
WVU	\$4,836.41	3.0%	\$4,981.50	3.0%	\$5,130.95	3.0%
Marshall	\$5,236.35	3.0%	\$5,393.44	3.0%	\$5,555.24	3.0%
Shepherd	\$4,842.97	3.0%	\$4,988.26	3.0%	\$5,137.90	3.0%

	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
University Action						
1. No. of Suites/Units/Apts				42	--	--
2. Avg. No. of Beds/Suite/Unit				4	--	--
3. No. of New Beds				168	--	--
4. No. of Renovated Beds				--	--	--
Number of Beds						
5. Bryant Place (single)	240	240	240	240	240	240
6. Bryant Place (double)	160	160	160	160	160	160
7. Morrow Hall	163	163	163	163	163	163
8. Pence Hall	142	142	142	142	142	142
9. Prichard Hall	150	150	150	150	150	150
10. College Park (1 BR unfurnished)	7	7	7	7	7	7
11. College Park (2 BR unfurnished)	176	176	176	176	176	176
12. College Park (2 BR furnished)	28	28	28	28	28	28
13. College Park (3 BR furnished)	6	6	6	6	6	6
14. New Apartment Beds	--	--	--	168	168	168
15. New Suite Beds	--	--	--	--	--	--
16. Total Number of Beds	1,072	1,072	1,072	1,240	1,240	1,240
Revenue per Bed						
17. Inflation			1.050	1.050	1.060	1.040
18. Bryant Place (single)	\$4,688	\$4,922	\$5,168	\$5,427	\$5,752	\$5,982
19. Bryant Place (double)	\$3,956	\$4,156	\$4,364	\$4,582	\$4,857	\$5,051
20. Morrow Hall	\$3,478	\$3,652	\$3,835	\$4,026	\$4,268	\$4,439
21. Pence Hall	\$3,478	\$3,652	\$3,835	\$4,026	\$4,268	\$4,439
22. Prichard Hall	\$3,478	\$3,652	\$3,835	\$4,026	\$4,268	\$4,439
23. Inflation			1.055	1.065	1.060	1.040
24. College Park (1 BR unfurnished)	\$5,982	\$6,282	\$6,628	\$7,058	\$7,482	\$7,781
25. College Park (2 BR unfurnished)	\$4,570	\$4,800	\$4,944	\$5,092	\$5,245	\$5,455
26. College Park (2 BR furnished)	\$4,910	\$5,156	\$5,440	\$5,793	\$6,141	\$6,386
27. College Park (3 BR furnished)	\$4,572	\$4,802	\$5,066	\$5,395	\$5,719	\$5,948
28. New Apartment Beds				\$7,200	\$7,632	\$7,937
29. New Suite Beds				--	--	--
30. Total Revenue	\$4,351,676	\$4,569,854	\$4,782,536	\$6,217,297	\$6,563,447	\$6,825,985

	2017-18	2018-19 Demolish College Park E, F, G (122 Beds)	2019-20 Open 112 Single Staff Shared Apt Beds	2020-21	2021-22 Demolish College Park A, B, C, D (94 Beds)	2022-23 Open 112 Single Staff Shared Apt Beds
--	---------	--	---	---------	--	---

1. No. of Suites/Units/Apts	--	--	28	--	--	28
2. Avg. No. of Beds/Suite/Unit	--	--	4	--	--	4
3. No. of New Beds	--	--	112	--	--	112
4. No. of Renovated Beds	--	--	--	--	--	--
Number of Beds						
5. Bryant Place (single)	240	240	240	240	240	240
6. Bryant Place (double)	160	160	160	160	160	160
7. Morrow Hall	163	163	163	163	163	163
8. Pence Hall	142	142	142	142	142	142
9. Prichard Hall	150	150	150	150	150	150
10. College Park (1 BR unfurnished)	7	4	4	4	--	--
11. College Park (2 BR unfurnished)	176	63	63	63	--	--
12. College Park (2 BR furnished)	28	28	28	28	--	--
13. College Park (3 BR furnished)	6	--	--	--	--	--
14. New Apartment Beds	168	168	280	280	280	392
15. New Suite Beds	--	--	--	--	--	--
16. Total Number of Beds	1,240	1,118	1,230	1,230	1,135	1,247

	2017-18	2018-19 Demolish College Park E, F, G (122 Beds)	2019-20 Open 112 Single Staff Shared Apt Beds	2020-21	2021-22 Demolish College Park A, B, C, D (94 Beds)	2022-23 Open 112 Single Staff Shared Apt Beds
--	---------	--	---	---------	--	---

Revenue per Bed						
17. Inflation	1,030	1,030	1,030	1,030	1,030	1,030
18. Bryant Place (single)	\$6,162	\$6,346	\$6,537	\$6,733	\$6,935	\$7,143
19. Bryant Place (double)	\$5,200	\$5,359	\$5,520	\$5,685	\$5,856	\$6,031
20. Morrow Hall	\$4,572	\$4,709	\$4,850	\$4,996	\$5,146	\$5,300
21. Pence Hall	\$4,572	\$4,709	\$4,850	\$4,996	\$5,146	\$5,300
22. Prichard Hall	\$4,572	\$4,709	\$4,850	\$4,996	\$5,146	\$5,300
23. Inflation	1,030	1,030	1,030	1,030	1,030	1,030
24. College Park (1 BR unfurnished)	\$8,013	\$8,255	\$8,503	\$8,758	\$9,020	\$9,291
25. College Park (2 BR unfurnished)	\$5,617	\$5,787	\$5,961	\$6,140	\$6,324	\$6,513
26. College Park (2 BR furnished)	\$6,577	\$6,775	\$6,979	\$7,188	\$7,404	\$7,626
27. College Park (3 BR furnished)	\$6,125	\$6,310	\$6,499	\$6,694	\$6,895	\$7,102
28. New Apartment Beds	\$8,175	\$8,421	\$8,673	\$8,933	\$9,201	\$9,478
29. New Suite Beds	--	--	--	--	--	--
26. Total Revenue	\$7,030,042	\$6,525,120	\$7,692,281	\$7,923,050	\$7,518,966	\$8,806,018

University Action	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
1. No. of Suites/Units/Apts	--	--	--	--	--	--
2. Avg. No. of Beds/Suite/Unit	--	--	--	--	--	--
3. No. of New Beds	--	--	--	--	--	--
4. No. of Renovated Beds	--	143	143	--	--	124

	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Number of Beds						
5. Bryant Place (single)	240	240	240	240	240	240
6. Bryant Place (double)	160	160	160	160	160	160
7. Morrow Hall	163	--	143	143	143	143
8. Pence Hall	142	142	142	142	--	124
9. Prichard Hall	150	150	150	150	150	150
10. College Park (1 BR unfurnished)	--	--	--	--	--	--
11. College Park (2 BR unfurnished)	--	--	--	--	--	--
12. College Park (2 BR furnished)	--	--	--	--	--	--
13. College Park (3 BR furnished)	--	--	--	--	--	--
14. New Apartment Beds	392	392	392	392	392	392
15. New Suite Beds	--	--	--	--	--	--
16. Total Number of Beds	1,247	1,084	1,227	1,227	1,085	1,209

	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Revenue per Bed						
17. Inflation	1.030	1.040	1.030	1.030	1.035	1.030
18. Bryant Place (single)	\$7,357	\$7,652	\$7,881	\$8,040	\$8,402	\$8,654
19. Bryant Place (double)	\$6,212	\$6,461	\$6,655	\$6,785	\$7,094	\$7,307
20. Morrow Hall	\$5,459	\$5,677	\$5,848	\$5,965	\$6,234	\$6,421
21. Pence Hall	\$5,459	\$5,677	\$5,848	\$5,965	\$6,234	\$6,421
22. Prichard Hall	\$5,459	\$5,677	\$5,848	\$5,965	\$6,234	\$6,421
23. Inflation	1.030	1.040	1.030	1.030	1.035	1.030
24. College Park (1 BR unfurnished)	\$9,570	\$9,953	\$10,251	\$10,456	\$10,928	\$11,256
25. College Park (2 BR unfurnished)	\$6,709	\$6,977	\$7,186	\$7,329	\$7,661	\$7,891
26. College Park (2 BR furnished)	\$7,854	\$8,169	\$8,414	\$8,582	\$8,969	\$9,238
27. College Park (3 BR furnished)	\$7,315	\$7,608	\$7,836	\$7,991	\$8,354	\$8,604
28. New Apartment Beds	\$9,762	\$10,152	\$10,457	\$10,667	\$11,148	\$11,482
29. New Suite Beds	--	--	--	--	--	--
26. Total Revenue	\$9,070,198	\$8,507,605	\$9,599,044	\$9,791,459	\$9,347,852	\$10,424,477

	2029-30	2030-31 Close Prichard Hall	2031-32 Open Renovated Prichard Hall	2032-33	2033-34
--	---------	-----------------------------------	---	---------	---------

1. No. of Suites/Units/Apts	--	--	--	--	--
2. Avg. No. of Beds/Suite/Unit	--	--	--	--	--
3. No. of New Beds	--	--	144	--	--
4. No. of Renovated Beds	--	--	144	--	--
Number of Beds					
5. Bryant Place (single)	240	240	240	240	240
6. Bryant Place (double)	160	160	160	160	160
7. Morrow Hall	143	143	143	143	143
8. Pence Hall	124	124	124	124	124
9. Prichard Hall	150	--	144	144	144
10. College Park (1 BR unfurnished)	--	--	--	--	--
11. College Park (2 BR unfurnished)	--	--	--	--	--
12. College Park (2 BR furnished)	--	--	--	--	--
13. College Park (3 BR furnished)	--	--	--	--	--
14. New Apartment Beds	392	392	392	392	392
15. New Suite Beds	--	--	--	--	--
16. Total Number of Beds	1,209	1,059	1,203	1,203	1,203

	2029-30	2030-31 Close Prichard Hall	2031-32 Open Renovated Prichard Hall	2032-33	2033-34
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Revenue per Bed					
17. Inflation	1,030	1,030	1,030	1,030	1,030
18. Bryant Place (single)	\$8,913	\$9,225	\$9,502	\$9,787	\$10,081
19. Bryant Place (double)	\$7,526	\$7,790	\$8,023	\$8,264	\$8,512
20. Morrow Hall	\$6,614	\$6,845	\$7,050	\$7,262	\$7,480
21. Pence Hall	\$6,614	\$6,845	\$7,050	\$7,262	\$7,480
22. Prichard Hall	\$6,614	\$6,845	\$7,050	\$7,262	\$7,480
23. Inflation	1,030	1,030	1,030	1,030	1,030
24. College Park (1 BR unfurnished)	\$11,594	\$11,999	\$12,359	\$12,730	\$13,112
25. College Park (2 BR unfurnished)	\$8,128	\$8,412	\$8,665	\$8,925	\$9,192
26. College Park (2 BR furnished)	\$9,516	\$9,849	\$10,144	\$10,448	\$10,762
27. College Park (3 BR furnished)	\$8,862	\$9,172	\$9,448	\$9,731	\$10,023
28. New Apartment Beds	\$11,826	\$12,240	\$12,608	\$12,986	\$13,375
29. New Suite Beds	--	--	--	--	--
26. Total Revenue	\$10,737,211	\$10,086,267	\$11,404,102	\$11,746,225	\$12,098,612

The primary objective of this Master Plan was not to require major enrollment growth to occupy new beds. If this occurs and more growth drives more demand for student housing there will be a future adjustment to this Master Plan. The primary objective was modest growth in beds and a genuine focus on renovation of the older dormitories and replacement of the College Park Apartments.

The Housing Master Plan study did evaluate the demand for student housing from both Fairmont and Pierpont students. However, the new bed demand projections are much higher than the new beds planned in the 20-year Master Plan. (It will not be the plan to depend on Pierpont students living in new beds created in this Master Plan). New bonding will be the responsibility of the University.

College Park Apartments

- Must be addressed as early as possible in this Master Plan
- We should move quickly to plan the new 168-bed apartment complex and make decisions with architects and engineers where best to locate this complex
- We should bond for, build, and occupy this facility
- We should plan **now** for the demolition of ½ of the College Park units and the building of 112 replacement bed apartments
- We should also plan **now** for the second phase of this complex to be replaced
- It is recommended that we choose one architectural firm or a design build firm to plan all of these new/replacement facilities
- This start of this project is important to show our commitment and to gain momentum

We wish to modernize Morrow, Pence, & Prichard Hall

- We wish to assure these three facilities include all of the life safety features of Bryant Place.
- We wish to assure access to all floors of these buildings (ADA Compliant) – new elevators
- Replace mechanical, HVAC, lighting, & plumbing systems
- Replace windows
- Replace restrooms and showers with up-to-date facilities
- Abate hazardous material from these older facilities

Funding these projects is very much possible over the next twenty (20) years. The goal for the twenty-year funding model is to make sure it provides the guide to help us get to the end result. This funding model will need to be revised as each fiscal year comes and goes.

The prize this Master Plan should bring is constant future attention to our housing facilities and the plan to continually review, and renovate to allow these facilities to never again become the next generations problem.

Tab 2



FAIRMONT STATE UNIVERSITY
BOARD OF GOVERNORS
MEETING MINUTES
FEBRUARY 16, 2012, 9:00 A.M.

I. CALL TO ORDER

A. Roll Call

Chairman Ron Tucker convened a meeting of the Fairmont State University (FSU) Board of Governors on February 16, 2012, beginning at approximately 9:00 a.m. in the Board Room at the Falcon Center, 1201 Locust Avenue, Fairmont, West Virginia.

Present for the meeting were board members John Myers, Matt Jacques, Robert Mild, Mark Pallotta, Skip Tarasuk, Bryan Towns, Ron Tucker, Frank Washenitz, Scott Ullom, and Bob White. Board member Dixie Yann participated via conference call and Shirley Stanton was absent. Also in attendance were FSU Interim President Rose and President's Council members Ann Booth, Fred Fidura, Bill Finley, Christina Lavorata, Rick Porto, Quentin Johnson, and David Tamm.

At the request of Chairman Tucker, Judy Biafore conducted a roll call of the Board of Governors. One member was absent and eleven members were present.

Chairman Tucker recognized past members Janet Crescenzi and Jim Kettering for their dedication and hard work and acknowledged them with Certificates of Appreciation from FSU and the Board of Governors. Jim Kettering was in attendance and was presented his certificate by Chairman Tucker.

Chairman Tucker welcomed and introduced new board members John Myers and Dixie Yann.

B. Public Comment

Skip Tarasuk reported that Jaci Webb-Dempsey, FSU Faculty Senate President, signed up for public comment. She requested that faculty be able to participate in the Presidential Search process. A letter was sent to Chairman Tucker to request that there be consideration to faculty schedules when bringing candidates on campus. Dr. Webb-Dempsey also requested to have a website with the credentials of all of the candidates.

C. Approval of Agenda

Bob Mild made a motion to approve the agenda. Matt Jacques seconded. The motion passed.

II. APPROVAL OF MINUTES OF DECEMBER 15, 2011

Scott Ullom moved to approve the minutes of the meeting held on December 15, 2011. Mark Pallotta seconded. The motion passed.

III. CHAIRMAN'S REPORT

- A. Chairman Tucker reported that a group of Intercollegiate Athletic Consultants will be on campus. These consultants will meet with students, faculty members, players, community members, and Board of Governors members. These folks will be here to lead the way from where we are to where we want to be.
- B. Chairman Tucker reported that the Legislature and Governor Tomblin passed a bill earlier this week that provides some relief for other post-employment benefits, which will relieve some of the financial liability that we have incurred because of OPEB.
- C. Chairman Tucker announced that this coming weekend will be the 20th Annual Leadership Conference sponsored by Student Affairs. Judge Michael Aloï will be one of the presenters.
- D. The new recruitment calling campaign has started. Students are being asked to complete applications.
- E. Chairman Tucker announced that FSU Accounting students are offering their services to help with tax preparation.
- F. Chairman Tucker shared the rest of the Basketball schedule, and encouraged the Board of Governors' members to attend these last games.

IV. PRESIDENT'S REPORT

- A. President Rose reported that faculty members have already submitted 4-week grades. This initiative was formed a few years back in order to give students more time to take the needed steps to improve D's or F's in classes.
- B. She stated that we currently have two ROTC instructors on staff that are fully funded through a grant from the National Guard. We have 15 students enrolled in courses. These students may complete their first two years of classes here, then through a cross-town agreement with WVU, they will be able to complete these courses at WVU while remaining an FSU or Pierpont Student.
- C. President Rose stated that we are finalizing an articulation agreement with the West Virginia School of Osteopathic Medicine in Lewisburg. This is designed for pre-med, exercise science, chemistry majors among others. The Osteopathic school will be a good fit for our students.

- D. She mentioned that summer school schedules are now available, and we soon hope to offer year-round course schedules.
- E. President Rose said that we are working on our emergency preparedness procedures. A shelter-in-place drill was conducted in the fall. From this drill, we learned that several people did not receive the emergency text message until hours later. We have been working with the IT department on a solution, and they have identified a service provider called Connect Yard. This will make the emergency text system much more efficient.
- F. President Rose will attend the Higher Education Policy Commission Meeting this week and will send a summary in next week's weekly update.
- G. President Rose announced that the Men's Cross Country team has been named NCAA Division II Cross Country All-Academic Team, with a combined G.P.A. of 3.35
- H. President Rose also announced that Matt Wilmer has been named NCAA Division II Statistical Champion for punt returns.

V. REPORTS AND PRESENTATIONS

- A. Foundation (Kim Pellillo)

President Rose reported that Kim Pellillo and Gary Bennett were attending an Executive Committee Meeting and were unable to attend this Board meeting. She reported that the Foundation recently welcomed four new members. They are Brent Skidmore, Blair Montgomery, William Holmes, and Craig Walker.

VI. CONSENT AGENDA

Skip Tarasuk moved to accept the following Consent Agenda as presented.

- A. Financial Reports (November 2011 and December 2011)
- B. Capital Projects FY 2012

Scott Ullom seconded. The motion passed.

VII. ACADEMIC AFFAIRS/ADMISSIONS

- A. Strategic Enrollment Planning Timeline – Information Only
- B. Chairman Tucker announced that this is an information only item and that Dr. Quentin Johnson, Senior Vice-President for Student Services and Enrollment Management is available to answer questions.

- C. Chairman Tucker asked for an update on enrollment. He also asked what the patterns are coming into the second semester. Dr. Johnson stated that we are slightly down this semester in returning students. The largest percentage of that decline was due to new Financial Aid Integrity guidelines that were mandated in July. The Satisfactory Academic Progress guidelines are stricter than in the past. We had 71 students who lost federal financial aid this semester. These students may return but must first sit out a semester, and pay out of pocket for a successfully completed semester of at least 12 hours. Dr. Rose has charged the retention committee to see how we need to engage students in a different way to enhance what we are currently doing to identify at risk students. He stated that part of the problem is when students drop below full-time status. The 4-week grade program that President Rose mentioned will help keep students accountable and successful in completing their courses.
- D. President Rose mentioned that students will begin pre-registering for the fall semester after spring-break. Through this process, the deans and faculty members will be notified of students who are not enrolled and will be asked to contact them before the students leave for the summer in hopes of getting them to register.
- E. Dr. Christina Lavorata gave an update on preparations for the upcoming Higher Learning Commission Accreditation visit and the accreditation process.

VIII. STUDENT LIFE COMMITTEE (Skip Tarasuk, Chair)

Mr. Tarasuk asked Dr. Johnson to report on student housing and the Student Leadership Conference.

- A. Dr. Johnson reported that in the past, student housing has quickly filled, and we have had to house some students at the Red Roof Inn. These students became retention risks and many of them did end up leaving FSU. He said they are working with our current housing structure trying to find a way to keep students on campus. While working with residence life staff, Rick Porto, and the Physical Plant team, they came up with a model to triple students in some rooms, creating 80 new spots for students. He stated that we are at 97% capacity.
- B. Dr. Johnson announced that the Office of Student Activities is hosting the 20th Annual Student Leadership Conference, which is a statewide event.

IX. FINANCE COMMITTEE (Mark Pallotta, Chair)

Mark Pallotta asked Rick Porto to introduce Stephanie Slaubaugh and Tom Tucker of the Physical Plant

Rick Porto announced that Stephanie Slaubaugh and Tom Tucker have stepped up to fill in for Jim Decker who resigned in January. Stephanie is a FSU alum. She is working on projects connected to the FolkLife Center and the Byrd Center. She is also working to improve the website. Tom Tucker has been the Assistant Director of the Physical Plant and is now the Interim Assistant Vice President.

Rick Porto reported that there are four major capital projects that have been funded by HEPC bonds.

1. The library elevator project (\$2 million) has gone to bid to two vendors. Construction should start in April.
2. Wallman Hall will go to bid in early April with construction to begin in mid-May.
3. The Turley Center will probably go to bid in early May with construction beginning in July.
4. Hardway Hall will go to bid in June with construction to start in early August. All of our projects are on schedule and are fully funded.

Mr. Pallotta stated that the finance committee recommends the approval of the housing plan.

A. Approval of Housing Plan

Bob Mild made a motion to accept the Housing Plan. Scott Ullom seconded. The motion passed.

B. Initial Refunding Bond Resolution

Bryan Towns made a motion to accept the Initial Refunding Bond Resolution. Matt Jacques seconded. The motion passed.

X. EXECUTIVE COMMITTEE (Ron, Tucker, Chair)

There were no items to bring forth by the Executive Committee.

XI. BY-LAWS COMMITTEE (Shirley Stanton, Chair)

There were no items to bring forth by the By-Laws Committee.

XII. EXECUTIVE SESSION

Bob Mild made a motion to go into Executive Session, Mark Pallotta seconded. The motion passed.

Bryan Towns made a motion to reconvene in open session. Scott Ullom seconded. The motion passed.

Scott Ullom made a motion to convene a meeting of the Presidential Search Committee on February 27, at 4:00 p.m. Matt Jacques seconded. The motion passed.

Skip Tarasuk made a motion to agree to hire a firm to complete the vetting process regarding the presidential search. Bryan Towns seconded. The motion passed.

XIII. ADJOURNMENT

Mark Pallotta moved to adjourn the meeting. Skip Tarasuk seconded. The motion passed.

Ron Tucker

FSU Board of Governors' Chairman

Robert Mild

FSU Board of Governors' Secretary

Tab 3

**Fairmont State University
Board of Governors
Financial Report
for the period ending January 31, 2012**

Unrestricted Fund:

The budget deficit planned for the 2012 fiscal year increased by less than \$10,000 from \$-435,986 to \$-445,278. This current deficit budget is approximately \$98,000 lower than the deficit budget approved in June. The most significant adjustment that added to the increase in the deficit was the removal of revenue budget of \$40,000 planned to be received from Fairmont General Hospital in support for the Nursing program.

Tuition and Fee revenues achieved 92.59% of budget and we have received 79.20% of the overall operating revenue for this fiscal year. Non-operating revenue is at 62.98% of plan. Operating expenses through the end of January is at 50.82% of budget. The actual surplus condition through the end of January is \$10,479,040. Please be reminded there are five months until the end of the fiscal year and student fee revenues (with the exception of summer session revenues) has been received for the fiscal year.

Auxiliary Fund:

The auxiliary budget Planned Transfer to Reserve decreased by \$10,482 due to adjustments to one employee PEIA benefit plan changes.

The Auxiliary Enterprise revenue achieved 88.40% of budget and we received 85.73% of the overall operating revenue plan for this fiscal year. Operating Expenses through the end of January is at 54.50% of budget. The actual surplus condition through the end of January is \$4,087,915 with five months until the end of the fiscal year.

Restricted Fund:

The restricted fund received an increase in the OSIX budget by approximately \$18,000.

The restricted fund operating revenues achieved 83.24% of budget and Federal Pell Grant revenue achieved 85.41% of budget. Operating expenses through the end of January is at 81.46% of budget. The actual surplus through the end of January is \$1,032,337.

Please find the attached financial reports.

Fairmont State University
 Actual vs Budget Statement of Revenues and Expenses
 Current Unrestricted
 As of January 31, 2012

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	22,627,694	22,820,516	21,128,750	92.59
	Student Activity Support Revenue	580,069	589,989	495,071	83.91
	Faculty Services Revenue	1,272,439	1,272,439	694,272	54.56
	Operating Costs Revenue	2,437,328	2,417,689	985,873	40.78
	Support Services Revenue	3,955,116	3,884,238	1,443,793	37.17
	Other Operating Revenue	428,458	359,683	77,236	21.47
	Total:	31,301,104	31,344,554	24,824,995	79.20
OPERATING EXPENSE	Salaries	24,065,999	24,149,225	11,717,948	48.52
	Benefits	6,032,487	6,179,668	2,932,473	47.45
	Student financial aid-scholarships	2,078,727	2,118,727	2,118,803	100.00
	Utilities	1,749,920	1,749,920	793,105	45.32
	Supplies and Other Services	8,873,122	8,653,687	3,634,284	42.00
	Equipment Expense	1,182,232	1,333,819	1,266,412	94.95
	Fees retained by the Commission	178,427	185,560	139,170	75.00
	Assessment for Faculty Services	1,502,589	1,502,589	680,904	45.32
	Assessment for Support Services	400,712	370,970	130,739	35.24
	Assessment for Student Activity Costs	421,938	415,260	336,964	81.15
	Assessment for Operating Costs	203,317	199,006	60,976	30.64
	Total:	46,689,470	46,858,431	23,811,778	50.82
OPERATING INCOME / (LOSS)		(15,388,367)	(15,513,877)	1,013,217	(6.53)
NONOPERATING REVENUE (EXPENSE)	State Appropriations	17,803,627	17,803,627	11,928,430	67.00
	Gifts	12,500	12,500	44,587	356.70
	Investment Income	266,166	266,166	7,151	2.69
	Assessment for E&G Capital & Debt Service Costs	(2,518,828)	(2,545,328)	(2,195,240)	86.25
	Total:	15,563,465	15,536,965	9,784,928	62.98
TRANSFERS & OTHER	Capital Expenditures	(602,136)	(458,863)	(233,213)	50.82
	Construction Expenditures	0	0	(130,192)	
	Transfers for Debt Service	(77,585)	(77,585)	0	0.00
	Transfers for Fin Aid Match	(124,877)	(82,229)	(73,612)	89.52
	Indirect Cost Recoveries	131,212	195,302	162,902	83.41
	Transfers for Scholarships	(45,000)	(45,000)	(45,000)	100.00
	Transfers - Other	0	9	9	100.00
	Total:	(718,386)	(468,366)	(319,105)	68.13
BUDGET BALANCE		(543,288)	(445,278)	10,479,040	
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		11,194,887	11,194,887		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>10,651,599</u>	<u>10,749,609</u>		

* Net Assets - Beginning of Year is before cumulative OPEB liability at June 30, 2011 in the amount of \$5,356,125

Unrestricted Net Asset Balance is 23.89% of the current budget total operating expense.

Auxiliary
Actual vs Budget Statement of Revenues and Expenses
Board of Governors
As of January 31, 2012

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	5,880,149	5,890,149	5,206,907	88.40
	Auxiliary Fees & Debt Service Support Revenue	5,142,625	5,060,347	4,309,331	85.16
	Other Operating Revenue	307,438	312,438	139,652	44.70
	Total:	11,330,212	11,262,934	9,655,891	85.73
OPERATING EXPENSE	Salaries	2,336,998	2,381,753	1,250,485	52.50
	Benefits	561,907	585,384	243,931	41.67
	Student financial aid-scholarships	555,228	555,228	387,888	69.86
	Utilities	853,996	853,996	340,811	39.91
	Supplies and Other Services	2,325,112	2,262,846	1,287,339	56.89
	Equipment Expense	70,946	104,361	165,729	158.80
	Loan cancellations and write-offs	1,131	1,131	0	0.00
	Total:	6,705,318	6,744,698	3,676,183	54.50
OPERATING INCOME / (LOSS)		4,624,894	4,518,236	5,979,707	132.35
NONOPERATING REVENUE (EXPENSE)	Interest on capital asset related debt	(100,473)	(100,473)	(50,236)	50.00
	Total:	(100,473)	(100,473)	(50,236)	50.00
TRANSFERS & OTHER	Capital Expenditures	(154,259)	(116,654)	(25,065)	21.49
	Construction Expenditures	0	0	(55,328)	
	Transfers for Debt Service	(3,607,733)	(3,607,733)	(1,802,738)	49.97
	Transfers for Fin Aid Match	(3,425)	(3,425)	(3,425)	100.00
	Transfers for Scholarships	45,000	45,000	45,000	100.00
	Total:	(3,720,417)	(3,682,812)	(1,841,556)	50.00
BUDGET BALANCE - Projected Transfer to Reserves		804,005	734,952	4,087,915	
* Add: NET ASSETS - Beginning of Year		<u>6,589,251</u>	<u>6,589,251</u>		
Equals: PROJECTED NET ASSETS - End of Year		<u>7,393,256</u>	<u>7,324,203</u>		

* Net Assets - Beginning of Year is before cumulative OPEB liability at June 30, 2011 in the amount of \$639,344.

Auxiliary Net Assets are required to support future repair and replacement costs. Planning activities are in progress 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
As of January 31, 2012

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Federal Grants and Contracts	28,542,265	28,668,825	23,501,532	81.98
	State/Local Grants and Contracts	5,783,500	5,926,343	5,043,861	85.11
	Private Grants and Contracts	1,943,864	1,952,275	1,878,708	96.23
	Other Operating Revenue	0	(10,250)	(10,250)	0.00
	Total:	36,269,629	36,537,193	30,413,852	83.24
OPERATING EXPENSE	Salaries	743,671	971,565	420,097	43.24
	Benefits	83,909	206,042	75,851	36.81
	Student financial aid - scholarships	42,835,523	42,780,928	36,764,428	85.94
	Utilities	4	19,770	1,582	8.00
	Supplies and Other Services	2,406,388	2,341,434	700,860	29.93
	Equipment Expense	716,738	651,679	300,394	46.10
	Total:	46,786,233	46,971,419	38,263,212	81.46
OPERATING INCOME / (LOSS)		(10,516,604)	(10,434,225)	(7,849,361)	75.23
NONOPERATING REVENUE (EXPENSE)	Federal Pell Grant Revenues	10,500,000	10,500,000	8,967,572	85.41
	Total:	10,500,000	10,500,000	8,967,572	85.41
TRANSFERS & OTHER	Capital Expenditures	(1,014)	0	0	0.00
	Transfers for Fin Aid Match	128,302	85,654	77,037	89.94
	Indirect Cost Recoveries	(154,460)	(195,302)	(162,902)	83.41
	Transfers - Other	0	(9)	(9)	0.00
	Total:	(27,172)	(109,657)	(85,874)	78.31
BUDGET BALANCE		(43,776)	(43,882)	1,032,337	
* Add: RESTRICTED NET ASSETS - Beginning of Year		98,568	98,568		
** Equals: PROJECTED RESTRICTED NET ASSETS - End of Year		<u>54,793</u>	<u>54,687</u>		

**Fairmont State University
Board of Governors
Financial Report
for the period ending February 29, 2012**

Unrestricted Fund:

The budget deficit planned for 2012 fiscal year increased by approximately \$20,000 primarily due to three employees benefit changes. The current budget deficit is at \$-465,332.

Tuition and Fee revenue is at 92.32% of budget and we have received 82.42% of the overall operating revenue budget through the end of February. Non-operating revenue is at 61.92% of plan. Operating expenses through the end of February is at 58.08% of budget. The actual surplus condition through the end of February is \$7,917,696 with four months remaining in the fiscal year.

Auxiliary Fund:

The auxiliary budget planned transfer to reserve increased by \$9,288 to \$744,240 due to one employees PEIA benefit plan change.

The Auxiliary Enterprise revenue achieved 89.09% of budget and we received 90.15% of the overall operating revenue plan for this fiscal year. Operating expenses through the end of February is at 63.41% of budget. The actual surplus condition through the end of February is \$3,960,030 with four months until the end of the fiscal year.

Restricted Fund:

No change occurred to the restricted budget in February.

The restricted fund operating revenues achieved 86.03% of budget and Federal Pell grant revenue achieved 85.89% of budget. Operating expenses through the end of February is at 82.97% of budget. The actual surplus through the end of February is \$273,140.

Please find the attached financial reports.

Fairmont State University
 Actual vs Budget Statement of Revenues and Expenses
 Current Unrestricted
 As of February 29, 2012

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Tuition and Fees	22,627,694	22,820,516	21,068,684	92.32
	Student Activity Support Revenue	580,069	589,989	546,998	92.71
	Faculty Services Revenue	1,272,439	1,272,439	694,272	54.56
	Operating Costs Revenue	2,437,328	2,419,350	1,405,541	58.10
	Support Services Revenue	3,955,116	3,892,638	2,035,977	52.30
	Other Operating Revenue	428,458	359,683	91,618	25.47
	Total:	31,301,104	31,354,615	25,843,090	82.42
OPERATING EXPENSE	Salaries	24,065,999	24,160,916	13,667,220	56.57
	Benefits	6,032,487	6,211,799	3,424,287	55.13
	Student financial aid-scholarships	2,078,727	2,118,727	2,103,011	99.26
	Utilities	1,749,920	1,749,920	923,728	52.79
	Supplies and Other Services	8,873,122	8,648,788	4,269,098	49.36
	Equipment Expense	1,182,232	1,353,080	1,378,639	101.89
	Fees retained by the Commission	178,427	185,560	139,170	75.00
	Assessment for Faculty Services	1,502,589	1,502,589	680,904	45.32
	Assessment for Support Services	400,712	371,349	186,961	50.35
	Assessment for Student Activity Costs	421,938	415,260	378,635	91.18
	Assessment for Operating Costs	203,317	198,557	96,361	48.53
	Total:	46,689,470	46,916,545	27,248,013	58.08
OPERATING INCOME / (LOSS)		(15,388,367)	(15,561,930)	(1,404,923)	9.03
NONOPERATING REVENUE (EXPENSE)	State Appropriations	17,803,627	17,803,627	11,928,430	67.00
	Gifts	12,500	40,500	72,587	179.23
	Investment Income	266,166	266,166	7,162	2.69
	Assessment for E&G Capital & Debt Service Costs	(2,518,828)	(2,545,328)	(2,370,436)	93.13
	Total:	15,563,465	15,564,965	9,637,743	61.92
TRANSFERS & OTHER	Capital Expenditures	(602,136)	(458,863)	(233,213)	50.82
	Construction Expenditures	0	0	(130,192)	
	Transfers for Debt Service	(77,585)	(77,585)	0	0.00
	Transfers for Fin Aid Match	(124,877)	(82,229)	(73,612)	89.52
	Indirect Cost Recoveries	131,212	195,302	165,991	84.99
	Transfers for Scholarships	(45,000)	(45,000)	(45,000)	100.00
	Transfers - Other	0	9	901	9956.35
	Total:	(718,386)	(468,366)	(315,124)	67.28
BUDGET BALANCE		(543,288)	(465,332)	7,917,696	
* Add: UNRESTRICTED NET ASSETS - Beginning of Year		11,194,887	11,194,887		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>10,651,599</u>	<u>10,729,555</u>		

* Net Assets - Beginning of Year is before cumulative OPEB liability at June 30, 2011 in the amount of \$5,356,125

Unrestricted Net Asset Balance is 23.86% of the current budget total operating expense.

Auxiliary
Actual vs Budget Statement of Revenues and Expenses
Board of Governors
As of February 29, 2012

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	5,880,149	5,890,149	5,247,440	89.09
	Auxiliary Fees & Debt Service Support Revenue	5,142,625	5,060,347	4,705,221	92.98
	Other Operating Revenue	307,438	312,438	200,656	64.22
	Total:	11,330,212	11,262,934	10,153,317	90.15
OPERATING EXPENSE	Salaries	2,336,998	2,386,082	1,441,681	60.42
	Benefits	561,907	576,768	281,931	48.88
	Student financial aid-scholarships	555,228	555,228	392,078	70.62
	Utilities	853,996	853,996	420,712	49.26
	Supplies and Other Services	2,325,112	2,257,845	1,565,879	69.35
	Equipment Expense	70,946	104,361	168,344	161.31
	Loan cancellations and write-offs	1,131	1,131	0	0.00
	Total:	6,705,318	6,735,410	4,270,625	63.41
OPERATING INCOME / (LOSS)		4,624,894	4,527,524	5,882,692	129.93
NONOPERATING REVENUE (EXPENSE)	Interest on capital asset related debt	(100,473)	(100,473)	(50,236)	50.00
	Total:	(100,473)	(100,473)	(50,236)	50.00
TRANSFERS & OTHER	Capital Expenditures	(154,259)	(116,654)	(25,065)	21.49
	Construction Expenditures	0	0	(86,198)	
	Transfers for Debt Service	(3,607,733)	(3,607,733)	(1,802,738)	49.97
	Transfers for Fin Aid Match	(3,425)	(3,425)	(3,425)	100.00
	Transfers for Scholarships	45,000	45,000	45,000	100.00
	Total:	(3,720,417)	(3,682,812)	(1,872,426)	50.84
BUDGET BALANCE - Projected Transfer to Reserves		804,005	744,240	3,960,030	
* Add: NET ASSETS - Beginning of Year		<u>6,589,251</u>	<u>6,589,251</u>		
Equals: PROJECTED NET ASSETS - End of Year		<u>7,393,256</u>	<u>7,333,491</u>		

* Net Assets - Beginning of Year is before cumulative OPEB liability at June 30, 2011 in the amount of \$639,344.

Auxiliary Net Assets are required to support future repair and replacement costs. Planning activities are in progress 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
As of February 29, 2012

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Federal Grants and Contracts	28,542,265	28,668,825	23,829,531	83.12
	State/Local Grants and Contracts	5,783,500	5,926,343	5,717,362	96.47
	Private Grants and Contracts	1,943,864	1,952,275	1,895,539	97.09
	Other Operating Revenue	0	(10,250)	(10,250)	0.00
	Total:	36,269,629	36,537,193	31,432,182	86.03
OPERATING EXPENSE	Salaries	743,671	978,553	497,412	50.83
	Benefits	83,909	206,541	87,139	42.19
	Student financial aid - scholarships	42,835,523	42,778,428	38,434,616	89.85
	Utilities	4	19,770	1,582	8.00
	Supplies and Other Services	2,406,388	2,336,208	767,297	32.84
	Equipment Expense	716,738	651,919	300,972	46.17
	Total:	46,786,233	46,971,419	40,089,017	85.35
OPERATING INCOME / (LOSS)		(10,516,604)	(10,434,225)	(8,656,835)	82.97
NONOPERATING REVENUE (EXPENSE)	Federal Pell Grant Revenues	10,500,000	10,500,000	9,018,938	85.89
	Total:	10,500,000	10,500,000	9,018,938	85.89
TRANSFERS & OTHER	Capital Expenditures	(1,014)	0	0	0.00
	Transfers for Fin Aid Match	128,302	85,654	77,037	89.94
	Indirect Cost Recoveries	(154,460)	(195,302)	(165,991)	84.99
	Transfers - Other	0	(9)	(9)	0.00
	Total:	(27,172)	(109,657)	(88,963)	81.13
BUDGET BALANCE		(43,776)	(43,882)	273,140	
* Add: RESTRICTED NET ASSETS - Beginning of Year		98,568	98,568		
** Equals: PROJECTED RESTRICTED NET ASSETS - End of Year		<u>54,793</u>	<u>54,687</u>		

CAPITAL PROJECTS				
FY 2012				
Project	Project Budget	Expenses & Encumbrances	Available Project Budget	Project Completion Date and/or Update Notes
Aerospace Fire Suppression - ARRA	\$ 1,122,754.52	\$ 1,122,754.52	\$ -	Project is complete.
Byrd Center - HVAC Units (2)	\$ 74,282.00	\$ 74,282.00	\$ -	Project is complete.
Byrd Center - Roof Renewal	\$ 276,130.00	\$ 276,130.00	\$ -	Project is complete.
Folklife - Phase III (ARRA)	\$ 500,413.32	\$ 500,413.32	\$ -	Project is complete.
Hunt Haught Hall - HVAC Units	\$ 735,518.00	\$ 734,393.00	\$ 1,125.00	Project is complete.
Hunt Haught Hall - Temperature Controls	\$ 90,000.00	\$ 87,807.00	\$ 2,193.00	Project is complete.
Hunt Haught Hall Glass Front	\$ 194,000.00	\$ 171,129.06	\$ 22,870.94	Project is complete.
Infrastructure - IT Emergency Back-Up	\$ 197,299.00	\$ 194,293.00	\$ 3,006.00	Project is complete.
Byrd Center - HVAC Units (FY 2012)	\$ 148,833.48	\$ 137,275.00	\$ 11,558.48	Notice to Proceed issued. Pre-construction meeting scheduled 4/3/12
Hardway Hall Renovations	\$ 5,500,000.00	\$ 415,000.00	\$ 5,085,000.00	Plan review has started. Bid project around mid-summer.
Hunt Haught Hall - Window Replacement	\$ 60,000.00	\$ -	\$ 60,000.00	Received quote from A&E - Waiting on formal proposal to process contract.
Infrastructure - Access Road Tennis Courts	\$ 170,000.00	\$ 14,500.00	\$ 155,500.00	Bids were received in late Fall - Plan to award this Spring.
Infrastructure - Paving Lot #15	\$ 83,560.00	\$ -	\$ 83,560.00	Bids were received in late Fall - Greater than budget - Plan to re-bid this Spring.
Infrastructure - Parking Lot - NAEC Paving	\$ 80,000.00	\$ -	\$ 80,000.00	Bids were received in late Fall - Plan to award this Spring.
Musick Library Elevator	\$ 2,000,000.00	\$ 1,008,944.00	\$ 991,056.00	Notice to Proceed issued. Pre-construction meeting scheduled for 4/3/12
Turley Center Renovations	\$ 6,000,000.00	\$ 505,029.81	\$ 5,494,970.19	Approximate schedule: Pre-bid - April 26; Bid Open - May 17.
Turley Center Renovations - FF&E	\$ 874,055.00	\$ -	\$ 874,055.00	In contact with contracted vendor.
Wallman Hall - Foundation Waterproof	\$ 150,000.00	\$ 25,500.00	\$ 124,500.00	Pre-Bid Meeting held 3/29/12. Bids due 4/19/12
Wallman Hall Renovations	\$ 5,200,000.00	\$ 390,000.00	\$ 4,810,000.00	Pre-Bid Meeting held 3/29/12. Bids due 4/19/12

Completed

In Progress

CAPITAL PROJECTS					
FY 2012					
Project	Project Budget	Expenses & Encumbrances	Available Project Budget	Project Completion Date and/or Update Notes	
Infrastructure - Gates @ Physical Plant	\$ 20,000.00	\$ -	\$ 20,000.00		Not Started
Infrastructure - Retaining Wall Merchant Street	\$ 350,000.00	\$ 9,000.00	\$ 341,000.00	Process started with City of Fairmont for easement. Proposed redi-rock solution. Need engineer.	
Infrastructure - Sealing Parking Lots	\$ 25,000.00	\$ -	\$ 25,000.00	Plan to start with parking lot by Folklife this Summer.	
Jaynes Hall - Roof Renewal	\$ 350,000.00	\$ -	\$ 350,000.00	Plan to advertise for A&E with an Expression of Interest this Summer.	
Locust Avenue	\$ 40,000.00	\$ -	\$ 40,000.00		
Academic Fund	\$ 100,000.00	\$ 2,687.03	\$ 97,312.97	On-going - Numerous projects through-out year	On-Going
Landscaping	\$ 100,000.00	\$ 41,397.56	\$ 58,602.44	On-going - Numerous projects through-out year	
Physical Plant - Small Projects	\$ 225,100.00	\$ 145,524.26	\$ 79,575.74	On-going - Numerous projects through-out year	

AUXILIARY CAPITAL PROJECTS

FY 2012

<i>Project</i>	<i>Project Budget</i>	<i>Expenses & Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>	
Press Box Roof Renewal	\$ 6,670.00	\$ 6,670.00	\$ -	Project is complete.	Completed
Press Box Upgrades	\$ 26,850.64	\$ 27,039.39	\$ (188.75)	Project is complete.	
Falcon Center - Dining Carpet Replacement	\$ 47,617.24	\$ 47,617.24	\$ 0.00	Project is complete.	
Falcon Center - Furniture (Lounge)	\$ 24,788.00	\$ 24,788.00	\$ -	Project is complete.	
Falcon Center - Window Cleaning	\$ 17,096.02	\$ 17,096.02	\$ -	Project is complete.	
Falcon Custodial Equipment	\$ 23,140.73	\$ 23,140.73	\$ -	Project is complete.	
Residence Hall - Bryant Place 1st Floor Showers	\$ 10,000.00	\$ 8,492.00	\$ 1,508.00	Project is complete.	
Residence Hall - Morrow Hall Boiler Replacement	\$ 190,259.67	\$ 190,204.19	\$ 55.48	Project is complete.	
Residence Halls - Facility Audit Master Plan	\$ 180,870.00	\$ 159,224.04	\$ 21,645.96	Project is complete.	
Residence Hall - Bryant Hall Gutter Repair	\$ 23,000.00	\$ 17,300.00	\$ 5,700.00	Project is complete.	
Duvall Rosier Field - Turf Field Groom Machine	\$ 16,650.00	\$ 17,758.75	\$ (1,108.75)	Purchase Order processed. Delivery expected next week.	In Progress
Falcon Gym 1 & 2 Repair	\$ 20,358.01	\$ -	\$ 20,358.01		
Falcon Center - Fabric Duct Replacement	\$ 35,000.00	\$ -	\$ 35,000.00	Estimate was greater than budget. On hold until next year.	Not Started
Parking Garage - Maintenance - Caulking & Painting	\$ 100,000.00	\$ -	\$ 100,000.00	Received estimate of \$105,950. Reviewing at this time.	

Tab 4

Item: Master of Science in Human Services

Committee: Academic Affairs/Admissions

Recommended Resolution: Discontinue Master of Science in Human Services

Staff Member: Dr. Christina Lavorata

Background: The Master of Science degree in Human Services has been discontinued. The last student graduated in December, 2009, and the Graduate Council approved closing the program due to low enrollment. No new students have been admitted since termination of the program was approved by the Graduate Council.

Tab 5

ITEM: Approval of Program Review Recommendations

RECOMMENDED RESOLUTION: Resolved, That the Fairmont State University Board of Governors approve the degree program reviews for Associate of Science in Architectural Engineering Technology, Associate of Science in Civil Engineering Technology, Associate of Science in Electronics Engineering Technology, Associate of Science in Mechanical Engineering Technology, Associate of Science in Safety Engineering Technology, Bachelor of Science in Accounting, Bachelor of Science in Architecture, Bachelor of Science in Aviation Technology, Bachelor of Science in Civil Engineering Technology, Bachelor of Science in Electronics Engineering Technology, Bachelor of Science in Information Systems Management, Bachelor of Science in Mechanical Engineering Technology, Bachelor of Science in Occupational Safety.

STAFF MEMBERS: Christina Lavorata, Interim Provost and Vice President for Academic Affairs, Academic Deans, Department Chairs

BACKGROUND: HEPC Title 133, Series 10, "Policy Regarding Program Review" requires each Governing Board to review at least every five years all programs offered at the institution(s) of higher education under its jurisdiction and in the review to address the viability, adequacy, necessity, and consistency with mission of the programs at the institution.

Associate of Science in Architectural Engineering Technology

Recommendation: *Continuation of the program at the current level of activity.*

The executive summary of the program review appears in the agenda, and the full text of the review, along with pertinent appendices, is available for review at the Board of Governors web site, <http://www.fairmontstate.edu/aboutfsu/board-governors/program-reviews>

Associate of Science in Civil Engineering Technology

Recommendation: *Continuation of the program at the current level of activity.*

The executive summary of the program review appears in the agenda, and the full text of the review, along with pertinent appendices, is available for review at the Board of Governors web site, <http://www.fairmontstate.edu/aboutfsu/board-governors/program-reviews>

Associate of Science in Electronics Engineering Technology

Recommendation: *Continuation of the program with corrective action.*

The executive summary of the program review appears in the agenda, and the full text of the review, along with pertinent appendices, is available for review at the Board of Governors web site, <http://www.fairmontstate.edu/aboutfsu/board-governors/program-reviews>

Associate of Science in Mechanical Engineering Technology

Recommendation: *Continuation of the program at the current level of activity.*

The executive summary of the program review appears in the agenda, and the full text of the review, along with pertinent appendices, is available for review at the Board of Governors web site, <http://www.fairmontstate.edu/aboutfsu/board-governors/program-reviews>

Associate of Science in Safety Engineering Technology

Recommendation: *Continuation of the program at the current level of activity.*

The executive summary of the program review appears in the agenda, and the full text of the review, along with pertinent appendices, is available for review at the Board of Governors web site, <http://www.fairmontstate.edu/aboutfsu/board-governors/program-reviews>

Bachelor of Science in Accounting

Recommendation: *Continuation of the program at the current level of activity.*

The executive summary of the program review appears in the agenda, and the full text of the review, along with pertinent appendices, is available for review at the Board of Governors web site, <http://www.fairmontstate.edu/aboutfsu/board-governors/program-reviews>

Bachelor of Science in Architecture

Recommendation: *Continuation of the program at the current level of activity.*

The executive summary of the program review appears in the agenda, and the full text of the review, along with pertinent appendices, is available for review at the Board of Governors web site, <http://www.fairmontstate.edu/aboutfsu/board-governors/program-reviews>

Bachelor of Science in Aviation Technology

Recommendation: *Continuation of the program at the current level of activity.*

The executive summary of the program review appears in the agenda, and the full text of the review, along with pertinent appendices, is available for review at the Board of Governors web site, <http://www.fairmontstate.edu/aboutfsu/board-governors/program-reviews>

Bachelor of Science in Civil Engineering Technology

Recommendation: *Continuation of the program at the current level of activity.*

The executive summary of the program review appears in the agenda, and the full text of the review, along with pertinent appendices, is available for review at the Board of Governors web site, <http://www.fairmontstate.edu/aboutfsu/board-governors/program-reviews>

Bachelor of Science in Electronics Engineering Technology

Recommendation: *Continuation of the program with corrective action.*

The executive summary of the program review appears in the agenda, and the full text of the review, along with pertinent appendices, is available for review at the Board of Governors web site, <http://www.fairmontstate.edu/aboutfsu/board-governors/program-reviews>

Bachelor of Science in Information Systems Management

Recommendation: *Continuation of the program at the current level of activity.*

The executive summary of the program review appears in the agenda, and the full text of the review, along with pertinent appendices, is available for review at the Board of Governors web site, <http://www.fairmontstate.edu/aboutfsu/board-governors/program-reviews>

Bachelor of Science in Mechanical Engineering Technology

Recommendation: *Continuation of the program at the current level of activity.*

The executive summary of the program review appears in the agenda, and the full text of the review, along with pertinent appendices, is available for review at the Board of Governors web site, <http://www.fairmontstate.edu/aboutfsu/board-governors/program-reviews>

Bachelor of Science in Occupational Safety

Recommendation: *Continuation of the program at the current level of activity.*

The executive summary of the program review appears in the agenda, and the full text of the review, along with pertinent appendices, is available for review at the Board of Governors web site, <http://www.fairmontstate.edu/aboutfsu/board-governors/program-reviews>

Executive Summary for Program Review

(not to be more than 2-3 pages)

Name and degree level of program:

Architectural Engineering Technology: Associate of Science

External reviewer(s)

No External Reviewer

Synopses of significant findings, including findings of external reviewer(s)

N/A

Plans for program improvement, including timeline

There are no plans for improving the program at this time.

Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished

No previous program review is available for evaluation or comparison.

In the fall of 2006 the architecture program changed its degree name from *BSET in Architectural Engineering Technology* to *BS in Architecture*. This step improved the recognition of the architecture program as a pre-professional program by other institutions and the profession, leaving the A.S. Architectural Engineering Technology in name only. Because of the critical alignment with the BS in Architecture program, accreditation for this program as an engineering technology degree is impossible.

Beginning in the fall of 2010 the architecture program began the initial steps toward pursuing an accredited architecture degree program (National Architectural Accrediting Board – NAAB). The BS in Architecture is designed to meet the necessary pre-requisites for the professional program. While the necessary approvals are still pending, the following toward accreditation have been taken.

Spring 2011: Application for Eligibility for Initial NAAB Candidacy (awaiting approval)

Fall 2011: Permission from the HEPC to plan a professional program (awaiting approval)

Fall 2011: Revised four-year pre-professional curriculum (awaiting approval)

Five-year trend data on graduates and majors enrolled

Five year data for enrollees is not available.

Of the 62 advisees assigned to the architecture faculty for the academic year 2011-2012, 5 are enrolled in the A.S. Program.

Over the past five years, from Spring 2007 – Spring 2011, the AS Architectural Engineering Technology program has graduated 10 students.

Summary of assessment model and how results are used for program improvement

Student assessment begins in the classroom. In the design studio, student and faculty engage on a one-to-one level that is unique in education, as is the peer-to-peer learning opportunity. Critical thinking skills are challenged, knowledge of history and theory are tested and the ability to present ideas using the most relevant media of the profession is evaluated. Students are assessed through design project presentations, tests and quizzes, research papers and classroom activities. The design studio provides an almost constant state of review on some level by peers, faculty, adjunct faculty and professional juries. It is from the studio that the entire architectural learning environment is cultivated.

As the overwhelming majority of students matriculate to the B.S. Architecture program, and very few seek employment after completing only the AS degree, separate assessment of the AS program through graduate and employer feedback is not available.

Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees)

Of the ten students completing the AS degree program, only one did not matriculate into the BS program to complete a Bachelor's degree, that student is currently working in a technical field.

Final recommendations approved by governing board

Executive Summary for Program Review

(not to be more than 2-3 pages)

Name and degree level of program

Civil Engineering Technology – Associate of Science

External reviewer(s)

TAC of ABET 2007-2008

Synopses of significant findings, including findings of external reviewer(s)

Program meets all necessary criteria sustain viable enrollment. TAC of ABET recognized the program with full accreditation for six years. The program demonstrates a successful approach to sustainability, viability and assessment.

Plans for program improvement, including timeline

No improvements necessary as a result of this review.

Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished

The TAC of ABET review during 2007-2008 did identify a deficiency; all have been corrected or resolved in the current program. The deficiency was resolved by creating a continuous improvement plan shown in Appendix A.

Five-year trend data on graduates and majors enrolled

Within the past five years, the Civil Engineering Technology program has graduated approximately 31 students with an Associate's degree. This is an average of approximately 6.2 graduates per year. 98 percent of these students have successfully obtained employment in the field of Civil Engineering Technology.

Over the past five years, program enrollment has been constant with approximately 130 students majoring in Civil ET every year.

Summary of assessment model and how results are used for program improvement

The Civil ET program utilizes a departmental Continuous Improvement Plan to meet institutional assessment needs. The Continuous Improvement Plan involves assessment and continuous improvement on three levels. The purpose of the Continuous Improvement Plan (CIP) is to identify, track, and remediate program weaknesses. The evaluation of competencies and program components leads to modifications of content, delivery, and other factors deemed instrumental in the pursuit of program improvement.

The CIP involves three levels of application. These levels include:

- Assessment of Program Objectives
- Assessment of Program Outcomes
- Program Modifications as determined necessary by the assessment practices.

Program Objectives are evaluated using various tools such as graduate surveys, employer surveys and a graduate competency exam. Benchmarks have been established for each of these assessment tools to determine program effectiveness. If data points within the results do not meet established benchmarks, an improvement plan is developed and implemented. Any modifications to the program objectives are approved by program faculty and the program's Industrial Advisory Committee.

Program Outcomes are evaluated using various tools such as course exams, assignments, quizzes, projects, labs, etc. Assessment points have been established for each course as they relate to the program outcomes. The program has established a benchmark in which 70% of the students in the course demonstrate competency. If less than 70% of the students cannot demonstrate success, a plan of improvement is established for the assessment point. These continuous improvement plans are approved by a collaborative agreement of the program faculty. An assessment matrix has been established to clearly define what assessment points are evaluated in each program course. The Civil ET program has established an assessment cycle of three years. Each assessment point on the matrix will be assessed at least once every three years. Additional assessments shall be conducted if warranted.

All program modifications such as curriculum changes are established as a result the program objective and outcome assessments. Any significant changes must be approved by program faculty and the program's Industrial Advisory Committee.

Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees)

No data available. Limited responses to graduate surveys did not result in relevant data.

Final recommendations approved by governing board

Executive Summary for Program Review
(not to be more than 2-3 pages)

Name and degree level of program
Electronics Engineering Technology—Associate of Science

External reviewer(s)
TAC of ABET – 2007-2008

Synopses of significant findings, including findings of external reviewer(s)

Deficiency

Electronics Engineering Technology Programs

Criterion 3. Assessment and Evaluation

"Each program must use multiple assessment measures in a process that provides documented results to demonstrate that the program objectives and outcomes are being met.... Each program must demonstrate that the results of the assessment of program objectives and outcomes are being used to improve and further develop the program in accordance with a documented process."

"Therefore, it is required that the program demonstrate (1) that multiple assessment measures are being used in a process that provides documented results to demonstrate that the program educational objectives and program outcomes are being met, and (2) that these results are used to improve and further develop the programs in accordance with a documented process."

Concern

Electronics Engineering Technology Programs

Criterion 5. Faculty

Each program must have effective leadership through a full-time faculty member with defined leadership responsibilities for the program.

Plans for program improvement, including timeline

Criterion 3. Assessment and Evaluation

All TAC of ABET accredited programs at Fairmont State University are meeting the terms and conditions established and set forth in the Continuous Improvement Plan (see Appendix A). This Plan was modified and adopted from Fairmont State University's ASAC of ABET accredited Occupational Safety program and implemented for the Engineering Technology programs during the Spring 2008 semester. This plan achieves two objectives. One objective is to formalize previous efforts to collect and evaluate established program objective and program outcome assessment points for the TAC of ABET accredited programs, and the other objective is to standardize the Department of Technology's ABET program as much as possible.

The Continuous Improvement Plan (CIP) is a dynamic and comprehensive program that establishes policy and procedures for assessing program objectives and outcomes.

Criterion 5. Faculty

Each academic program in the Department of Technology is headed by a program coordinator who performs the duties of managing the academic program. These program coordinators are appointed by and serve at the will and pleasure of the Dean of the College of Science and Technology. The program coordinators are compensated for their contributions by receiving annual course release time. This three hour (one course) release time is granted every Spring semester. The coordinators finalize accreditation activities and other responsibilities during that time. The currently appointed Program Coordinator is: Electronics Engineering Technology - Larry Allen, P.E.

Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished

All program deficiencies and weaknesses/status of improvement are discussed in detail above.

Five-year trend data on graduates and majors enrolled

A.S. – Enrolled 2007 - 27 students, 2008 - 17 students, 2009 - 15 students, 2010 - 15 students, 2011 - 14 students
Graduates – 2007=2, 2008=2, 2009=4, 2010=6, 2011=2
B.S. – Enrolled 2007 - 35 students, 2008 – 28 students, 2009 - 35 students, 2010 - 35 students, 2011 - 35 students
Graduates – 2007=5, 2008=9, 2009=4, 2010=5, 2011=4

Summary of assessment model and how results are used for program improvement

The Electronics Engineering Technology program utilizes a departmental Continuous Improvement Plan to meet institutional assessment needs. The Continuous Improvement Plan involves assessment and continuous improvement on three levels. The purpose of the Continuous Improvement Plan (CIP) is to identify, track, and remediate program weaknesses. The evaluation of competencies and program components leads to modifications of content, delivery, and other factors deemed instrumental in the pursuit of program improvement.

The CIP involves three levels of application. These levels include:

- Assessment of Program Objectives
- Assessment of Program Outcomes
- Program Modifications as determined necessary by the assessment practices.

Program Objectives are evaluated using various tools such as graduate surveys, employer surveys and a graduate competency exam. Benchmarks have been established for each of these assessment tools to determine program effectiveness. If data points within the results do not meet established benchmarks, an improvement plan is developed and implemented. Any modifications to the program objectives are approved by program faculty and the program's Industrial Advisory Committee.

Program Outcomes are evaluated using various tools such as course exams, assignments, quizzes, projects, labs, etc. Assessment points have been established for each course as they relate to the program outcomes. The program has established a benchmark in which 70% of the students in the course demonstrate competency. If less than 70% of the students cannot demonstrate success, a plan of improvement is established for the assessment point. These continuous improvement plans are approved by a collaborative agreement of the program faculty. An assessment matrix has been established to clearly define what assessment points are evaluated in each program course. The Electronics Engineering Technology program has established an assessment cycle of three years. Each assessment point on the matrix will be assessed at least once every three years. Additional assessments shall be conducted if warranted.

All program modifications such as curriculum changes are established as a result the program objective and outcome assessments. Any significant changes must be approved by program faculty and the program's Industrial Advisory Committee.

Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees)

Based on Electronics Engineering Technology exit interviews, graduate contacts and graduate surveys almost 100 percent of the students are successfully employed in the field of Electronics. In addition, approximately 80 percent of the graduates are employed in West Virginia.

Final recommendations approved by governing board

Executive Summary for Program Review

(not to be more than 2-3 pages)

Name and degree level of program

Mechanical Engineering Technology – Associate of Science

External reviewer(s)

TAC of ABET 2007-2008

Synopses of significant findings, including findings of external reviewer(s)

TAC of ABET identified several weaknesses and deficiencies in the Mechanical Engineering Technology program during their 2007-2008 visit. The main issue was the lack of an acceptable continuous improvement plan.

Plans for program improvement, including timeline

The Mechanical Engineering Program has implemented an acceptable continuous improvement plan since the spring of 2009. The plan was approved during the fall 2009 TAC of ABET revisit. The program will continue with the existing continuous improvement plan until the next TAC of ABET visit.

Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished

The TAC of ABET review during 2007-2008 did identify weaknesses and deficiencies; all have been corrected or resolved in the current program

Five-year trend data on graduates and majors enrolled

Within the past five years, the Mechanical Engineering Technology program has graduated approximately 11 students with an Associate's degree. This is an average of approximately 2 graduates per year. Over the past five years, program enrollment has increased slightly from approximately 15 to 20 students. Currently, the AS program does not graduate a large number of students. This is a result of students matriculating into the BSET degree in Mechanical Engineering Technology. As a feeder program for the 4-year degree, the Mechanical Engineering Technology program does not require any additional resources. The program is supported by the same faculty, equipment, laboratories, and financial resources allocated to the baccalaureate program.

Summary of assessment model and how results are used for program improvement

The Mechanical ET program utilizes a departmental Continuous Improvement Plan to meet institutional assessment needs. The Continuous Improvement Plan involves assessment and continuous improvement on three levels. The purpose of the Continuous Improvement Plan (CIP) is to identify, track, and remediate program weaknesses. The evaluation of competencies and program components leads to modifications of content, delivery, and other factors deemed instrumental in the pursuit of program improvement.

The CIP involves three levels of application. These levels include:

- Assessment of Program Objectives
- Assessment of Program Outcomes
- Program Modifications as determined necessary by the assessment practices.

Program Objectives are evaluated using various tools such as graduate surveys, employer surveys and a graduate competency exam. Benchmarks have been established for each of these assessment tools to determine program effectiveness. If data points within the results do not meet established benchmarks, an improvement plan is developed and implemented. Any modifications to the program objectives are approved by program faculty and the program's Industrial Advisory Committee.

Program Outcomes are evaluated using various tools such as course exams, assignments, quizzes, projects, labs, etc. Assessment points have been established for each course as they relate to the program outcomes. The program has established a benchmark in which 70% of the students in the course demonstrate competency. If less than 70% of the students cannot demonstrate success, a plan of improvement is established for the assessment point. These continuous improvement plans are approved by a collaborative agreement of the program faculty. An assessment matrix has been established to clearly define what assessment points are evaluated in each program course. The Mechanical Engineering Technology program has established an assessment cycle of three years. Each assessment point on the matrix will be assessed at least once every three years. Additional assessments shall be conducted if warranted.

All program modifications such as curriculum changes are established as a result the program objective and outcome assessments. Any significant changes must be approved by program faculty and the program's Industrial Advisory Committee.

Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees)

There is no data to confirm graduate employment in their field of study.

No graduates with only an AS, degree responded to the graduate survey. Most students that complete the AS degree also complete the BS, in Mechanical Engineering Technology.

Executive Summary for Program Review

(not to be more than 2-3 pages)

Name and degree level of program
Safety Engineering Technology – Associate of Science

External reviewer(s)
ASAC of ABET – 2007-2008 (For the BS, Occupational Safety)

Synopses of significant findings, including findings of external reviewer(s)
Program meets all necessary criteria to sustain viable enrollment. ASAC of ABET recognized the BS program with full accreditation for six years. The AS program serves as a feeder program for the BS program. Therefore it is held to the same assessment standards, outcomes and objectives.

Plans for program improvement, including timeline
No improvements necessary as a result of this review.

Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished
The ASAC of ABET review during 2007-2008 did not identify any weaknesses or deficiencies in the current program

Five-year trend data on graduates and majors enrolled
Within the past five years, the AS, Safety Engineering Tech program has graduated 3 students. This is an average of less than 1 graduate per year. However, two of the three students continued their education to obtain a BS in Occupational Safety. The third student continued his education to obtain a BS in Civil Engineering Technology. All three of these students are gainfully employed in their fields in North Central West Virginia.

Student enrollment in the program reported 150 majors in the AS, Safety Engineering Technology program over a five year period. This is an average of approximately 30 students per year. However, almost all of these students transfer into the BS Occupational Safety program without graduating with an AS in Safety Engineering Technology.

Summary of assessment model and how results are used for program improvement

The Occupational Safety program utilizes a departmental Continuous Improvement Plan to meet institutional assessment needs. The Continuous Improvement Plan involves assessment and continuous improvement on three levels. The purpose of the Continuous Improvement Plan (CIP) is to identify, track, and remediate program weaknesses. The evaluation of

competencies and program components leads to modifications of content, delivery, and other factors deemed instrumental in the pursuit of program improvement.

The CIP involves three levels of application. These levels include:

- Assessment of Program Objectives
- Assessment of Program Outcomes
- Program Modifications as determined necessary by the assessment practices.

Program Objectives are evaluated using various tools such as graduate surveys, employer surveys and a graduate competency exam. Benchmarks have been established for each of these assessment tools to determine program effectiveness. If data points within the results do not meet established benchmarks, an improvement plan is developed and implemented. Any modifications to the program objectives are approved by program faculty and the program's Industrial Advisory Committee.

Program Outcomes are evaluated using various tools such as course exams, assignments, quizzes, projects, labs, etc. Assessment points have been established for each course as they relate to the program outcomes. The program has established a benchmark in which 70% of the students in the course demonstrate competency. If less than 70% of the students cannot demonstrate success, a plan of improvement is established for the assessment point. These continuous improvement plans are approved by a collaborative agreement of the program faculty. An assessment matrix has been established to clearly define what assessment points are evaluated in each program course. The Occupational Safety program has established an assessment cycle of three years. Each assessment point on the matrix will be assessed at least once every three years. Additional assessments shall be conducted if warranted.

All program modifications such as curriculum changes are established as a result the program objective and outcome assessments. Any significant changes must be approved by program faculty and the program's Industrial Advisory Committee.

Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees)

Within the past five years, the AS, Safety Engineering Tech program has graduated 3 students. This is an average of less than 1 graduate per year. However, two of the three students continued their education to obtain a BS in Occupational Safety. The third student continued his education to obtain a BS in Civil Engineering Technology. All three of these students are gainfully employed in their fields in North Central West Virginia.

Most students initially enrolled in the AS, Safety Engineering Technology program, transition straight into the BS, Occupational Safety program. Within the past five years, the BS,

Occupational Safety program has graduated approximately 41 students. This is an average of approximately 8.2 graduates per year. Ninety (90) percent of these students have successfully obtained employment in the field of safety and health. In addition, approximately 75 percent of these students are employed in West Virginia. During this time one student has elected to further his education by obtaining a Master's Degree in Occupational Safety and Hygiene.

Final recommendations approved by governing board

The AS, Safety Engineering Technology program serves as a feeder program and is fully supported by the same faculty and platform as the BS, Occupational Safety. This includes program objectives and outcomes. Therefore it is recommended that this program maintain current status to serve as a recruitment and retention tool for the BS, Occupational Safety program.

Executive Summary for Program Review

(not to be more than 2-3 pages)

Name and degree level of program

Bachelor of Science – Accounting

External reviewer(s)

Gloria M. Payne, Ph.D.

Senior Counsel to the President

McDonnell Professor of Business and Economics

Former Chair of the Department of Business Administration (For over 40 years)

Davis & Elkins College

Elkins, WV

Synopses of significant findings, including findings of external reviewer (reviewer findings in quotes):

“Fairmont State University has one of the best accounting programs in the State of West Virginia. It combines quality teaching, first-class curriculum, breadth of courses, provisions for traditional and non-traditional students, and a commitment to community service.”

Strengths:

- “The students are satisfied with the program. Graduates feel well-prepared for the work force and for graduate studies. They have been able to meet the challenges of employment and graduate school. In one of the latest surveys, 78% of surveyed graduates indicated that the program prepared them well.”
- “There are qualified faculty members teaching the courses. Graduates have indicated in surveys their satisfaction with the quality and style of teaching. Many of them were very complimentary.”
- “There is support for the institutional mission to emphasize and demonstrate community service and responsible citizenship. The VITA Program strongly supports this goal.”

Weaknesses:

- “Constant changes in personnel make it difficult to achieve the stability necessary to make conclusions about the program’s effectiveness.”
- “All of the Principles of Accounting I and II courses in the Spring Semester 2011 were taught by adjunct professors. This would indicate the need of hiring additional full-time qualified faculty.”
- “Several outcomes and measures were not met. This is being addressed.”

Plans for program improvement, including timeline

The curriculum for the accounting program needs to be revised to require the Ethics course mandated by the West Virginia Board of Accountancy. In addition, the program must be changed to integrate the new outcomes based general studies requirements adopted by Fairmont State University to be effective in the Fall 2012 semester. The program revisions will not be undertaken until the current faculty vacancy has been filled.

Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished

The last review was performed in 2004 with no corrective actions mandated by the Board of Governors. At that time, the Accounting Program was a concentration within the School of business. In 2006, the Accounting Program became a separate degree. This is the first program review since the separation.

Five-year trend data on graduates and majors enrolled

Enrollment data for accounting majors by class rank for the past five academic years is presented below. The table presents declared majors at the end of the Spring semester for each academic year. The accounting major averaged 182 students, with a low of 163 majors in the 2009-2010 academic year and a high of 206 majors in the 2007-2008 academic year.

ACCOUNTING MAJORS BY ACADEMIC YEAR

Academic Year	Freshman	Sophomore	Junior	Senior	Total
2006-2007	78	23	31	54	186
2007-2008	78	33	34	61	206
2008-2009	74	27	25	59	185
2009-2010	67	23	22	51	163
2010-2011	76	24	16	54	170
Average	75	26	26	56	182

The number of accounting graduates per academic year for the five year period is presented below. The number of accounting graduates averaged 22 students over the five year period, with a low of 15 graduates in the 2007-2008 academic year and a high of 33 graduates in the 2006-2007 academic year.

ACCOUNTING GRADUATES BY ACADEMIC YEAR

Academic Year	Number of Graduates
2006-2007	33
2007-2008	15
2008-2009	18
2009-2010	21
2010-2011	23
Total	110

Summary of assessment model and how results are used for program improvement

In order to ensure that these goals are being achieved, the Accounting Program has implemented a comprehensive assessment program. The outcomes for the Bachelor's degree in Accounting have been specified. Course objectives for all of the courses have been developed and all course objectives had been assessed for two years. Results of the assessment process include the following items:

- Satisfactory performance measures were not consistent.
- Multiple, conflicting measures made determining recommendations for improvement difficult.
- There were too many measures for each course objective and the program objectives.
- Instruments for the measures were poorly specified.
- There is inconsistency in the faculty teaching the courses and the assessment measures are not consistent from one academic year to the next.

Consequently, we have adopted consistent performance measures and reduced the number of measures for course objectives and program objectives. We are also much more precise in the identification of the instruments used to measure the outcomes.

Although the assessment data was collected, we will be hesitant to use it to make permanent changes to the program due to the fact that there is no consistency in the faculty teaching the courses. Due to a sabbatical leave and medical illness in this academic year, the courses were taught by different faculty members using different assessment measures. In addition, one faculty member has decided not to return for the next academic year. This constant upheaval in personnel makes it extremely difficult to achieve the stability necessary to make conclusions about the program's effectiveness.

Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees)

During the fall semester of 2011, the Accounting Program conducted an online graduate follow-up survey. Sixty-four graduates responded to the survey. Of the respondents, 86% (55 graduates) are currently employed. Ninety-five percent of the employed respondents are employed in full-time positions and 93% of the employed respondents are employed in jobs that are directly or indirectly related to their accounting major. The graduates are employed in public accounting (29%), in private industry (31%), in governmental units (20%) and in not-for-profit organizations (4%).

Final recommendations approved by governing board

Executive Summary for Program Review

(not to be more than 2-3 pages)

Name and degree level of program:
Architecture: Bachelor of Science

External reviewer(s)
No External Reviewer

Synopses of significant findings, including findings of external reviewer(s)
N/A

Plans for program improvement, including timeline
Plans for improvement include revising the program curriculum (pending institutional approval) and developing a professional degree program (pending HEPC approval)

Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished

The most recent available program review (1996) states that the greatest weakness of the architecture program is the lack of a professional accreditation by the National Architectural Accreditation Board (NAAB). This remains to be a recognized weakness.

In the fall of 2006 the architecture program changed its degree name from *BSET in Architectural Engineering Technology* to *BS in Architecture*. This step improved the recognition of the architecture program as a pre-professional program by other institutions and the profession.

Beginning in the fall of 2010 the architecture program began the initial steps toward pursuing an accredited degree program. While the necessary approvals are still pending, the following toward accreditation have been taken.

Spring 2011: Application for Eligibility for Initial NAAB Candidacy (awaiting approval)

Fall 2011: Permission from the HEPC to plan a professional program (awaiting approval)

Fall 2011: Revised four-year pre-professional curriculum (awaiting approval)

Five-year trend data on graduates and majors enrolled

Over the past five years, from Spring 2007 –Spring 2011, the architecture program has had an average of 40.2 students in the first semester freshman course ARCH 1130 Architectural History and has graduated 78 students from the Bachelor's degree program.

Over the past five years the number of advisees for architecture faculty have averaged between 80-90 students.

Summary of assessment model and how results are used for program improvement

Student assessment begins in the design studio. In the design studio, student and faculty engage on a one-to-one level that is unique in education, as is the peer-to-peer learning opportunity. Critical thinking skills are challenged, knowledge of history and theory are tested and the ability to present ideas using the most relevant media of the

profession is evaluated. Students are assessed through design project presentations, tests and quizzes, research papers and classroom activities. The design studio provides an almost constant state of review on some level by peers, faculty, adjunct faculty and professional juries. It is from the studio that the entire architectural learning environment is cultivated.

Assessment continues through graduate and employer feedback, specifically using the National Council of Architecture Registration Boards (NCARB) formal Intern Development Program (IDP) as a means for evaluating student preparedness for professional practice.

Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees)

Over the past five years the Architecture Program has graduated 78 students with a Bachelor's of Science degree in Architecture. Of those graduating in 2010 and 2011, approximately 70 percent are pursuing an advanced degree or are employed in architecture related fields. More specifically, 50 percent are pursuing an advanced degree in architecture and 40 percent are employed in positions related to their field of study. At least two other graduates are pursuing additional undergraduate degrees.

Final recommendations approved by governing board

Signature of President:

Date

Signature of Chair, Board of Governors:

Date

Executive Summary for Program Review

(not to be more than 2-3 pages)

Name and degree level of program

Aviation Administration Bachelor of Science (Administration, Flight, Maintenance)

External reviewer(s)

An advisory committee made up of previous graduates have reviewed the programs and made suggestions of modification to the program for continued improvement. They are listed below:

1. Michael P. Jolliff, Pratt & Whitney Canada Senior Field Support Representative
2. Lori Jones, Operations Supervisor, Northwestern Regional Airport Commission
3. Brandon Ballard, USAF Flight Instructor Pilot, United States Air Force
4. Gerod Green, Beech 1900 Pilot (First Officer), Great Lakes Airlines
5. Stephanie Ross, Assistant General Manager, Aurora Flight Sciences

Synopses of significant findings, including findings of external reviewer(s)

The reviewers reviewed the curriculum under the direction from the state to lower the total credit hours needed for graduation. They have reviewed the coursework and made suggestions of certain class reductions to meet the limits set by the state.

Plans for program improvement, including timeline

It is the Aerospace Center's understanding that these proposed changes are required to go through Fairmont State's curriculum committee and Faculty Senate for approval. This report will be followed up with curriculum proposals for all three variations of the degree program and will be put into place as soon as approved by the above groups.

Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished.

The previous review was not available for review by the Aerospace Center. Changes are continuously being implemented by the Center. Changes and renovations to the program and the facility have been continuous over the past five years.

Five-year trend data on graduates and majors enrolled

The registrar is providing data on graduates for this report. The Aerospace Center stays in contact with graduates from the previous years and of those contacted they all have gone on to satisfying and successful careers. Several students who graduated with the Associate Degree in aviation maintenance technology have come back to finish their Bachelor's degree in administration.

Summary of assessment model and how results are used for program improvement

The assessment model has been to stay in contact with previous graduates and employers. The results have been used to improve the program with the development of an independent internship as part of the degree program. The addition of an advanced training simulator used in both the flight and maintenance training programs. The results also lead to the addition of supplementary hangar space for the fleet of flight school aircraft, and construction of new classrooms for better educational environment for all students.

Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees)

The students graduating from this degree plan have gone on to successful careers in the aviation field. Examples of this would be in the following areas:

1. Manufacturing (Piper, Aurora, Lockheed Martin, and FMW)
2. Maintenance (Bombardier, Pratt & Whitney, WVANG,)
3. Management (Pittsburgh International Airport, Gerald Ford International Airport, Travis City Airport, Atlanta Hartsfield International Airport, US Airways, United Airlines, and City of Las Vegas NV)
4. Military (WVANG, United States Army, and United States Air Force)
5. Flight (AC Express, General Aviation Flight Training, Great Lakes Airlines, Mountain Air Services, Mesa Airlines, Republic Airlines, Trans States Airlines, PSA Airlines Phoenix Air Group, and other Corporate Flight Operations)

Final recommendations approved by governing board

Executive Summary for Program Review

(not to be more than 2-3 pages)

Name and degree level of program

Civil Engineering Technology – Bachelor of Science

External reviewer(s)

TAC of ABET 2007-2008

Synopses of significant findings, including findings of external reviewer(s)

Program meets all necessary criteria to sustain viable enrollment. TAC of ABET recognized the program with full accreditation for six years. The program demonstrates a successful approach to sustainability, viability and assessment.

Plans for program improvement, including timeline

No improvements necessary as a result of this review.

Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished

The TAC of ABET review during 2007-2008 did identify a weakness and a deficiency; all have been corrected or resolved in the current program. The weakness was resolved through the purchase of modern surveying grade GPS equipment, and the deficiency regarding a continuous improvement plan was resolved through the creating and documentation of the CIP plan, as shown in the Appendix A.

Five-year trend data on graduates and majors enrolled

Within the past five years, the Civil Engineering Technology program has graduated approximately 101 students with a Bachelor's degree. This is an average of approximately 20 graduates per year. 98 percent of these students have successfully obtained employment in the field of Civil Engineering Technology. Data to reflect this can be found in Appendix C, and has also been collected through alumni contacts.

Over the past five years, program enrollment has been constant with approximately 130 students majoring in Civil ET every year.

Summary of assessment model and how results are used for program improvement

The Civil ET program utilizes a departmental Continuous Improvement Plan to meet institutional assessment needs. The Continuous Improvement Plan involves assessment and continuous improvement on three levels. The purpose of the Continuous Improvement Plan (CIP) is to identify, track, and remediate program weaknesses. The evaluation of competencies and program components leads to modifications of content, delivery, and other factors deemed instrumental in the pursuit of program improvement.

The CIP involves three levels of application. These levels include:

- Assessment of Program Objectives
- Assessment of Program Outcomes
- Program Modifications as determined necessary by the assessment practices.

Program Objectives are evaluated using various tools such as graduate surveys, employer surveys and a graduate competency exam. Benchmarks have been established for each of these assessment tools to determine program effectiveness. If data points within the results do not meet established benchmarks, an improvement plan is developed and implemented. Any modifications to the program objectives are approved by program faculty and the program's Industrial Advisory Committee.

Program Outcomes are evaluated using various tools such as course exams, assignments, quizzes, projects, labs, etc. Assessment points have been established for each course as they relate to the program outcomes. The program has established a benchmark in which 70% of the students in the course demonstrate competency. If less than 70% of the students cannot demonstrate success, a plan of improvement is established for the assessment point. These continuous improvement plans are approved by a collaborative agreement of the program faculty. An assessment matrix has been established to clearly define what assessment points are evaluated in each program course. The Civil ET program has established an assessment cycle of three years. Each assessment point on the matrix will be assessed at least once every three years. Additional assessments shall be conducted if warranted.

All program modifications such as curriculum changes are established as a result the program objective and outcome assessments. Any significant changes must be approved by program faculty and the program's Industrial Advisory Committee.

Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees)

Data on student placement had advanced degrees has been collected through graduate and employer surveys taken periodically for the purpose of ABET accreditation as shown in Appendix C. The data is used to measure the program objectives. The objectives relate to student success at the time of graduation through 6 year post graduation.

Final recommendations approved by governing board

Executive Summary for Program Review
(not to be more than 2-3 pages)

Name and degree level of program
Electronics Engineering Technology– Bachelor of Science

External reviewer(s)
TAC of ABET – 2007-2008

Synopses of significant findings, including findings of external reviewer(s)

Deficiency

Electronics Engineering Technology Programs

Criterion 3. Assessment and Evaluation

“Each program must use multiple assessment measures in a process that provides documented results to demonstrate that the program objectives and outcomes are being met.... Each program must demonstrate that the results of the assessment of program objectives and outcomes are being used to improve and further develop the program in accordance with a documented process.”

“Therefore, it is required that the program demonstrate (1) that multiple assessment measures are being used in a process that provides documented results to demonstrate that the program educational objectives and program outcomes are being met, and (2) that these results are used to improve and further develop the programs in accordance with a documented process.”

Concern

Electronics Engineering Technology Programs

Criterion 5. Faculty

Each program must have effective leadership through a full-time faculty member with defined leadership responsibilities for the program.

Plans for program improvement, including timeline

Criterion 3. Assessment and Evaluation

All TAC of ABET accredited programs at Fairmont State University are meeting the terms and conditions established and set forth in the Continuous Improvement Plan (see Appendix A). This Plan was modified and adopted from Fairmont State University’s ASAC of ABET accredited Occupational Safety program and implemented for the Engineering Technology programs during the Spring 2008 semester. This plan achieves two objectives. One objective is to formalize previous efforts to collect and evaluate established program objective and program outcome assessment points for the TAC of ABET accredited programs, and the other objective is to standardize the Department of Technology’s ABET program as much as possible.

The Continuous Improvement Plan (CIP) is a dynamic and comprehensive program that establishes policy and procedures for assessing program objectives and outcomes.

Criterion 5. Faculty

Each academic program in the Department of Technology is headed by a program coordinator who performs the duties of managing the academic program. These program coordinators are appointed by and serve at the will and pleasure of the Dean of the College of Science and Technology. The program coordinators are compensated for their contributions by receiving annual course release time. This three hour (one course) release time is granted every Spring semester. The coordinators finalize accreditation activities and other responsibilities during that time. The currently appointed Program Coordinator is: Electronics Engineering Technology - Larry Allen, P.E.

Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished

All program deficiencies and weaknesses/status of improvement are discussed in detail above.

Five-year trend data on graduates and majors enrolled

A.S. – Enrolled 2007 - 27 students, 2008 - 17 students, 2009 - 15 students, 2010 - 15 students, 2011 - 14 students
Graduates – 2007=2, 2008=2, 2009=4, 2010=6, 2011=2

B.S. – Enrolled 2007 - 35 students, 2008 - 28 students, 2009 - 35 students, 2010 - 35 students, 2011 - 35 students
Graduates – 2007=5, 2008=9, 2009=4, 2010=5, 2011=4

Summary of assessment model and how results are used for program improvement

The Electronics Engineering Technology program utilizes a departmental Continuous Improvement Plan to meet institutional assessment needs. The Continuous Improvement Plan involves assessment and continuous improvement on three levels. The purpose of the Continuous Improvement Plan (CIP) is to identify, track, and remediate program weaknesses. The evaluation of competencies and program components leads to modifications of content, delivery, and other factors deemed instrumental in the pursuit of program improvement.

The CIP involves three levels of application. These levels include:

- Assessment of Program Objectives
- Assessment of Program Outcomes
- Program Modifications as determined necessary by the assessment practices.

Program Objectives are evaluated using various tools such as graduate surveys, employer surveys and a graduate competency exam. Benchmarks have been established for each of these assessment tools to determine program effectiveness. If data points within the results do not meet established benchmarks, an improvement plan is developed and implemented. Any modifications to the program objectives are approved by program faculty and the program's Industrial Advisory Committee.

Program Outcomes are evaluated using various tools such as course exams, assignments, quizzes, projects, labs, etc. Assessment points have been established for each course as they relate to the program outcomes. The program has established a benchmark in which 70% of the students in the course demonstrate competency. If less than 70% of the students cannot demonstrate success, a plan of improvement is established for the assessment point. These continuous improvement plans are approved by a collaborative agreement of the program faculty. An assessment matrix has been established to clearly define what assessment points are evaluated in each program course. The Electronics Engineering Technology program has established an assessment cycle of three years. Each assessment point on the matrix will be assessed at least once every three years. Additional assessments shall be conducted if warranted.

All program modifications such as curriculum changes are established as a result the program objective and outcome assessments. Any significant changes must be approved by program faculty and the program's Industrial Advisory Committee.

Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees)

Based on Electronics Engineering Technology exit interviews, graduate contacts and graduate surveys almost 100 percent of the students are successfully employed in the field of electronics. In addition, approximately 80 percent of the graduates are employed in West Virginia.

Final recommendations approved by governing board

Executive Summary for Program Review

Name and degree level of program

Bachelor of Science in Information Systems Management (BSISM)

External reviewer(s)

Jeff Tucker, *Chief Technology Officer, Innovative Management and Technology Services*
David Jones, *Principal and Program Manager, SRA International, Inc.*

In addition to the two formal external reviews, an Advisory Board was created upon implementation of the newly approved Bachelor of Science in Information Systems Management Program in Fall 2010 to assist the faculty with continued review, development and improvement of the ISM program.

Synopses of significant findings, including findings of external reviewer(s)

Self-study Findings - Information Systems (IS) is a very dynamic field of study; therefore, it is very important the IS curriculum undergo a regular review with updates being made to keep pace with the demands of the profession. These changes must reflect the current trends in computing technology, information systems, and business, as well as the advances being made in standards, tools, and technologies related to the IS discipline. The Information Systems curriculum at FSU was developed in the 1990s and went through some minor revisions in 2003. However, the IS program had not been updated since that time despite the significant changes in the IS Profession and its requirements. Therefore, the program curriculum for both the BS in Information Systems and the minor in Information Systems were completely revamped during this five-year review period based upon the requirements of ABET, AACSB, changing demands in the Information Systems Profession, and the IS model curriculum as designed by the Joint Task Force for Computing Curricula. This revised curriculum was intended to strengthen the Information Systems (IS) program by combining the IS requirements with the general studies and elective requirements set forth by FSU in a way so as to better prepare graduates for a professional career in the information systems field, for graduate study, and for functioning in modern society. The area requirements include up-to-date coverage of basic and advanced topics in information systems as well as an emphasis on business and project management.

ISM Graduates Exit Survey Results - Upon implementation of the new Information Systems Management Program in Fall 2010, an exit interview process was established with graduating seniors. Eleven exit surveys have been completed to date. Twenty items were ranked within three main categories: overall impression of the program; participation in IS-related activities; and, professional development. The results showed that the highest rated aspect of the overall impression of the ISM program was the quality of academic advising (4.27) and the lowest ranked item was logic and flow of courses throughout the ISM program (3.00). However, the students surveyed would have been evaluating the program logic and flow of courses from the program prior to the new curriculum requirements. The new program curriculum was developed in recognition of problems with the logic and flow of the courses in the previous program requirements. The participation in IS-related activities category received the lowest ratings of the three categories. In an effort to provide real-life hands-on experiences in IS-related project environments, the new capstone course (BSISM 4800 Information Systems Project Management)

was established. This course is conducted in collaboration with the Computer Science Senior Project course (COMP 4440 Software Engineering) to provide a collaborative multi-disciplinary project environment for every ISM student. Two-thirds of the items in the professional development category were averaged at ratings greater than 4.00. The highest rated aspect was "I have developed the skills to communicate with a variety of audiences" (4.45). The results indicated that students felt they developed strong oral presentation skills (4.27) and can function effectively in a team environment (4.27). In addition, the results indicated that students felt positively in the development of their ability to analyze a problem, and identify and define the computing requirements appropriate to its solution (4.18) and in the development of their understanding of professional, ethical and social responsibilities (4.18).

Employer Survey Results - An employer response survey was established during the 2011-2012 academic year. Only six surveys have been received to date. Twenty-three items were ranked within six categories (teamwork, self-management, communication skills, problem-solving, initiative and technical skills). Each item was ranked on a scale of 1 to 5 with 5 being the highest positive score possible for any item. Of the twenty-three ranked items, the majority (54%) were rated greater than or equal to 4.00. The results indicate the highest ranked categories were technical skills (overall average rating for category items = 4.46) and self-management (4.03). The category with the lowest average rating was initiative (3.60). Within this category, the lowest ranked item was sets and communicates goals and follows up with results (2.83). This was the only item on the survey that received a rating less than 3.00. This issue was discussed and addressed with the implementation of the new ISM curriculum. A focus on independent active learning is established from the first course (BISM 1200 Introduction to Computing). Expectations are significantly higher than the previous INFO 1100 course which provided step-by-step Office application activities. The new course requires critical thinking and application of content presented in the classroom. Students are taught how to find resources to complete activities as opposed to being given step-by-step instructions. Employers were also asked to rank the ISM graduates as compared to graduates from other programs in similar positions. One-third responded our graduates ranked in the top 5%; one-half responded in the top 25%; and all responses were at least in the top 50%. When asked to discuss whether employer expectations were met or exceeded by FSU Information Systems graduates, two-thirds of the responses indicated that expectations were exceeded and all survey responses indicated that expectations were at least met.

Summary of External Reviewer Findings – Overall, the Information Systems Management (ISM) major curriculum and course content are solid. ISM is a tricky field of study, needing in some ways to cover a much broader scope of information technology career outcomes than a more straightforward Computer Science major. The FSU ISM program has provided a program of study that is comparable to other programs within the field of Information Systems. The program has obtained faculty that appear to meet the qualifications of their positions and that also are dedicated to bringing real-world examples to the classroom. Mobile technologies and the ability to access data in almost real-time have changed the way organizations conduct business and the ISM program at FSU is well positioned to take advantage of this information-driven world.

Plans for program improvement, including timeline

Given the newly established program for the Information Systems Management degree was implemented in Fall 2010, there are no plans for major changes at this time with the exception of reducing the total required credit hours to 120 to meet the new degree definition policy.

Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished

The last review was performed in 2004 with no corrective actions mandated by the Board of Governors. At that time, the Information Systems Management Program was a concentration of Information Systems within the School of Business. In 2006, the Information Systems Program became a separate degree. The program curriculum was revamped in Fall 2010 and the program was renamed Information Systems Management to more accurately portray the emphasis of the degree. This is the first program review since the separation.

Five-year trend data on graduates and majors enrolled

Academic Year	Number of Enrollments	Number of Graduates
2006-2007	160	28
2007-2008	94	20
2008-2009	41	13
2009-2010	56	11
2010-2011	50	10
Total	401	72

transitional from Bs Admin concentration MAJOR in IS

Summary of assessment model and how results are used for program improvement

The ISM program has established course outcomes that directly map to the ISM Program Outcomes. The Program outcomes are associated with the mission of the School of Business within the University. Assessment at the course level varies by course and faculty but is intended to provide a consistent measure of students' success at meeting the stated outcomes. This data is used to review the program and identify and prioritize areas for improvement such that necessary adjustments can be made. In addition, other tools currently being used to assess the ISM program are: 1) Capstone Research Project, 2) Evaluation of Internship by Internship Mentor, 3) Graduate Student Exit Survey, and 4) Employer Response Surveys.

Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees)

Fifty-eight percent of ISM graduates responded to an alumni survey conducted during the Fall 2011 semester. Results revealed that 89.5% of responding graduates are employed and 42% of respondents have achieved additional certifications in the field.

Final recommendations approved by governing board

Executive Summary for Program Review

(not to be more than 2-3 pages)

Name and degree level of program
Mechanical Engineering Technology – Bachelor of Science

External reviewer(s)
TAC of ABET 2007-2008

Synopses of significant findings, including findings of external reviewer(s)
TAC of ABET identified several weaknesses and deficiencies in the Mechanical Engineering Technology program during their 2007-2008 visit. The main issue was the lack of an acceptable continuous improvement plan.

Plans for program improvement, including timeline
The Mechanical Engineering Program has implemented an acceptable continuous improvement plan since the spring of 2009. The plan was approved during the fall 2009 TAC of ABET revisit. The program will continue with the existing continuous improvement plan until the next TAC of ABET visit.

Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished
The TAC of ABET review during 2007-2008 did identify weaknesses and deficiencies; all have been corrected or resolved in the current program

Five-year trend data on graduates and majors enrolled
Within the past five years, the Mechanical Engineering Technology program has graduated approximately 63 students with a Bachelor's degree. This is an average of approximately 12 graduates per year.

Over the past five years, program enrollment has increased slightly from approximately 50 to over 60 students.

Summary of assessment model and how results are used for program improvement

The Mechanical ET program utilizes a departmental Continuous Improvement Plan to meet institutional assessment needs. The Continuous Improvement Plan involves assessment and continuous improvement on three levels. The purpose of the Continuous Improvement Plan (CIP) is to identify, track, and remediate program weaknesses. The evaluation of competencies and program components leads to modifications of content, delivery, and other factors deemed instrumental in the pursuit of program improvement.

The CIP involves three levels of application. These levels include:

- Assessment of Program Objectives
- Assessment of Program Outcomes
- Program Modifications as determined necessary by the assessment practices.

Program Objectives are evaluated using various tools such as graduate surveys, employer surveys and a graduate competency exam. Benchmarks have been established for each of these assessment tools to determine program effectiveness. If data points within the results do not meet established benchmarks, an improvement plan is developed and implemented. Any modifications to the program objectives are approved by program faculty and the program's Industrial Advisory Committee.

Program Outcomes are evaluated using various tools such as course exams, assignments, quizzes, projects, labs, etc. Assessment points have been established for each course as they relate to the program outcomes. The program has established a benchmark in which 70% of the students in the course demonstrate competency. If less than 70% of the students cannot demonstrate success, a plan of improvement is established for the assessment point. These continuous improvement plans are approved by a collaborative agreement of the program faculty. An assessment matrix has been established to clearly define what assessment points are evaluated in each program course. The Mechanical Engineering Technology program has established an assessment cycle of three years. Each assessment point on the matrix will be assessed at least once every three years. Additional assessments shall be conducted if warranted.

All program modifications such as curriculum changes are established as a result the program objective and outcome assessments. Any significant changes must be approved by program faculty and the program's Industrial Advisory Committee.

Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees)

Based on graduate survey result 100% of students that responded to the survey were employed in their field of study.

Final recommendations approved by governing board

Executive Summary for Program Review

(not to be more than 2-3 pages)

Name and degree level of program
Occupational Safety – Bachelor of Science
Safety Engineering Technology – Associate of Science

External reviewer(s)
ASAC of ABET – 2007-2008

Synopses of significant findings, including findings of external reviewer(s)
Program meets all necessary criteria to sustain viable enrollment. ASAC of ABET recognized the program with full accreditation for six years. The program demonstrates a successful approach to sustainability, viability and assessment.

Plans for program improvement, including timeline
No improvements necessary as a result of this review.

Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished
The ASAC of ABET review during 2007-2008 did not identify any weaknesses or deficiencies in the current program

Five-year trend data on graduates and majors enrolled

Within the past five years, the Occupational Safety program has graduated approximately 47 students. This is an average of approximately 9.4 graduates per year. Ninety-one (91) percent of these students have successfully obtained employment in the field of safety and health. In addition, approximately 75 percent of these students are employed in West Virginia.

Over the past five years, program enrollment has been constant with approximately 50-60 students majoring in Occupational Safety every year.

Summary of assessment model and how results are used for program improvement

The Occupational Safety program utilizes a departmental Continuous Improvement Plan to meet institutional assessment needs. The Continuous Improvement Plan involves assessment and continuous improvement on three levels. The purpose of the Continuous Improvement Plan (CIP) is to identify, track, and remediate program weaknesses. The evaluation of competencies and program components leads to modifications of content, delivery, and other factors deemed instrumental in the pursuit of program improvement.

The CIP involves three levels of application. These levels include:

- Assessment of Program Objectives
- Assessment of Program Outcomes
- Program Modifications as determined necessary by the assessment practices.

Program Objectives are evaluated using various tools such as graduate surveys, employer surveys and a graduate competency exam. Benchmarks have been established for each of these assessment tools to determine program effectiveness. If data points within the results do not meet established benchmarks, an improvement plan is developed and implemented. Any modifications to the program objectives are approved by program faculty and the program's Industrial Advisory Committee.

Program Outcomes are evaluated using various tools such as course exams, assignments, quizzes, projects, labs, etc. Assessment points have been established for each course as they relate to the program outcomes. The program has established a benchmark in which 70% of the students in the course demonstrate competency. If less than 70% of the students cannot demonstrate success, a plan of improvement is established for the assessment point. These continuous improvement plans are approved by a collaborative agreement of the program faculty. An assessment matrix has been established to clearly define what assessment points are evaluated in each program course. The Occupational Safety program has established an assessment cycle of three years. Each assessment point on the matrix will be assessed at least once every three years. Additional assessments shall be conducted if warranted.

All program modifications such as curriculum changes are established as a result the program objective and outcome assessments. Any significant changes must be approved by program faculty and the program's Industrial Advisory Committee.

Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees)

Within the past five years, the Occupational Safety program has graduated approximately 47 students. This is an average of approximately 9.4 graduates per year. Ninety-one (91) percent of these students have successfully obtained employment in the field of safety and health. In addition, approximately 75 percent of these students are employed in West Virginia. During this time one student has elected to further his education by obtaining a Master's Degree in Occupational Safety and Hygiene.

Final recommendations approved by governing board

Tab 6

Fairmont State University
Board of Governors
April 19, 2012

Item: 2012 – 2013 Tuition and Fee, Room and Board Fee Approval.

Committee: Committee of the Whole

Recommended Resolution: Approval of a zero percent (0%) increase for tuition and fees, approximately five percent (5%) increase for resident life beds and apartment rents, approximately three percent (3%) increase for meal plans, and to increase the Nursing Testing Special Fee.

Staff Member: Rick Porto

Background:

Education and General Fees:

In review during the 2013 budget process, Interim President Maria Rose, determined that tuition and fee increase for 2013 would place an unnecessary burden on our students. Our Education and General (E&G) budget plan developed for fiscal year 2013, while projected to be a deficit condition, has some one-time expenses included in it that will not occur in FY 2014. This deficit budget plan for the E&G Fund for FY 2013 will be presented in the June board meeting. Additionally pay raises except for mandatory ones (faculty promotions, classified staff step movement, and increment pay increases) will not be recommended in the 2013 budget plan. All of these factors were taken into consideration by Interim President Rose in making this recommendation to the board.

Room Rates:

Due to a need to renovate and improve on our existing and older housing facilities, Interim President Rose is recommending a five percent (5%) increase be approved to begin a twenty (20) year Housing Master Plan, please reference the Housing Master Plan agenda item presented to you as an informational item to be discussed at the June meeting. This fee increase along with other actions is required to build housing fund reserves in support of future bonding for housing capital projects.

Meal Plans:

Due to increase costs in food and gasoline, Interim President Rose is requesting a three percent (3%) increase in meal plan rates. The current year consumer price index for the food industry in the category of "Food Away From Home" increased by 3.06% compared to February 2011. This is a result of the Bureau of Labor Statistics data comparison of their sample food item grouping costs since last year's same food item grouping.

Special Fees:

Increases to special fees and charges requested are:

- Nursing Testing Fee – this fee will increase from \$156.00 to \$166.00 per semester (\$10.00) to cover the increase cost of the contract service providing the nursing tests.

Please see attached Fee Planning Schedules we are required to submit to the Higher Education Policy Commission following this approval.

**Fee Planning Schedule- Per Semester
Academic Year 2012-13**

Institution:

Fairmont State University

Student Institutional Level:

Undergraduate
(Community College, Undergraduate, Graduate, Health Professions)

	Resident 2009-2010	Resident 2010-11	Resident 2011-12	Resident 2012-13	Increase (Decrease)	Non-Resident 2009-10	Non-Resident 2010-11	Non-Resident 2011-12	Non-Resident 2012-13	Increase (Decrease)	Estimated Revenue 2011-12	Estimated Revenue Increase 2012-2013	Estimated Revenue 2012-13
i. Regular Fees Charged to All Students													
a. Tuition and Required Education and General Fees	\$1,774	\$1,774	\$1,851	\$1,851	\$0	\$3,945	\$3,945	\$4,108	\$4,108	\$0	\$15,783,340	\$0	\$15,783,340
b. Required Educational and General Capital Fees	\$205	\$205	\$205	\$205	\$0	\$800	\$800	\$800	\$800	\$0	\$1,829,154	\$0	\$1,829,154
i. System E&G Capital Fees						\$185	\$185	\$185	\$185	\$0	\$730,095	\$0	\$730,095
ii. Special Institutional E&G Capital Fees	\$65	\$65	\$65	\$65	\$0								
c. Auxiliary and Auxiliary Capital Fees													
i. Standard Auxiliary Fees	\$254	\$364	\$364	\$364	\$0	\$254	\$364	\$364	\$364	\$0	\$2,603,379	\$0	\$2,603,379
ii. Mandatory Auxiliary Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
iii. Auxiliary Capital Fee	\$110	\$110	\$110	\$110	\$0	\$110	\$110	\$110	\$110	\$0	\$774,758	\$0	\$774,758
d. Special Equity Fee	\$48	\$48	\$48	\$48	\$0	\$48	\$48	\$48	\$48	\$0	\$292,992	\$0	\$292,992
Total Student Fee Request	\$2,476	\$2,586	\$2,663	\$2,663	\$0	\$5,342	\$5,452	\$5,615	\$5,615	\$0	\$22,013,718	\$0	\$22,013,718
Percentage of increase Requested Over Previous Year		4.44%	2.98%	0.00%	0.00%		2.06%	2.99%	0.00%	0.00%			

* Fairmont State University does not charge a Metro Fee

Fee Planning Schedule- Per Semester
Academic Year 2012-13

Institution: Fairmont State University

Institution: Fairmont State University

Student Institutional Level:

Graduate
(Community College, Undergraduate, Graduate, Health Professions)

	Resident 2009-2010	Resident 2010-11	Resident 2011-12	Resident 2012-13	Increase (Decrease)	Non-Resident 2009-10	Non-Resident 2010-11	Non-Resident 2011-12	Non-Resident 2012-13	Increase (Decrease)	Estimated Revenue 2011-12	Estimated Revenue Increase 2012-2013	Estimated Revenue 2012-13
I. Regular Fees Charged to All Students													
a. Tuition and Required Education and General Fees	\$1,998	\$1,998	\$2,082	\$2,082	\$0	\$4,491	\$4,491	\$4,671	\$4,671	\$0	\$998,567	\$0	\$998,567
b. Required Educational and General Capital Fees													
i. System E&G Capital Fees	\$205	\$205	\$205	\$205	\$0	\$800	\$800	\$800	\$800	\$0	\$46,674	\$0	\$46,674
ii. Special Institutional E&G Capital Fees	\$85	\$85	\$85	\$85	\$0	\$185	\$185	\$185	\$185	\$0	\$16,990	\$0	\$16,990
c. Auxiliary and Auxiliary Capital Fees													
i. Standard Auxiliary Fees	\$254	\$364	\$364	\$364	\$0	\$254	\$364	\$364	\$364	\$0	\$57,723	\$0	\$57,723
ii. Mandatory Auxiliary Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
iii. Auxiliary Capital Fee	\$110	\$110	\$110	\$110	\$0	\$110	\$110	\$110	\$110	\$0	\$18,822	\$0	\$18,822
d. Special Equity Fee	\$48	\$48	\$48	\$48	\$0	\$48	\$48	\$48	\$48	\$0	\$6,144	\$0	\$6,144
Total Student Fee Request	\$2,700	\$2,810	\$2,894	\$2,894	\$0	\$5,888	\$5,998	\$6,178	\$6,178	\$0	\$1,144,920	\$0	\$1,144,920
Percentage of Increase Requested Over Previous Year		4.07%	2.99%	0.00%	0.00%	1.87%	1.87%	3.00%	0.00%	0.00%			

* Fairmont State University does not charge a Metro Fee.

Fee Planning Schedule- Per Semester
Academic Year 2012-13

Institution: Fairmont State University

II. Special Fees and Charges	Rate Per Semester/ Occurrence 2009-10	Rate Per Semester/ Occurrence 2010-11	Rate Per Semester/ Occurrence 2011-12	Requested Rate Per Semester/ Occurrence 2012-13	Increase (Decrease)	Percentage Increase 2012-13	Estimated Revenue 2011-12	Estimated Revenue Increase 2012-13	Revenue 2012-13
Application Fee - Graduate	40	40	40	40	0	0.00%	3,280	0	3,280
Application Fee - Undergraduate	20	20	20	20	0	0.00%	10,660	0	10,660
Credential Fee - Placement	3	3	3	3	0	0.00%	0	0	0
Community College Baccalaureate Enhancement Fee (Per Credit Hour)									
Resident	59	55	58	58	0	0.00%	239,237	0	239,237
Non-Resident	87	85	91	91	0	0.00%	29,918	0	29,918
Credit for Life Experience Evaluation	300	300	300	300	0	0.00%	0	0	0
Course Fee (Per Credit Hour) (previously known as Technology Fee)	4	4	4	4	0	0.00%	319,922	0	319,922
Diploma Replacement	50	50	50	50	0	0.00%	200	0	200
E-Rate University (per 3 hour course)	972	972	972	972	0	0.00%	0	0	0
E-Rate Graduate (per 3 hour course)*	1,476	1,476	1,476	1,476	0	0.00%	0	0	0
E-Learning Course Fee (per 3 hour course) (FS Students)	75	75	75	75	0	0.00%	349,978	0	349,978
Exam for Course Credit (per credit hour)	22	22	22	22	0	0.00%	773	0	773
Excess course withdrawal fee (per course assessed after 8 courses have been dropped)	50	50	50	50	0	0.00%	1,450	0	1,450
Faculty and Staff Parking Fee - Full-time (will be prorated if less than full-time) Annual	180	180	180	180	0	0.00%	95,000	0	95,000
Fine Arts Course Fees (per credit hour):									
- Art - Pottery Materials Fee	15	15	15	15	0	0.00%	5,381	0	5,381
- Art - Painting/Drawing Materials Fee	7	7	7	7	0	0.00%	9,565	0	9,565
- Debate - Materials Fee	15	15	15	15	0	0.00%	60	0	60
- Music Lessons Fee	10	10	10	10	0	0.00%	4,364	0	4,364
- Theatre Materials Fee	15	15	15	15	0	0.00%	2,403	0	2,403
Foreign Languages Course Fee (per credit hour)	8	8	8	8	0	0.00%	8,288	0	8,288
Graduation (fee for Graduate Students)	70	70	70	70	0	0.00%	4,740	0	4,740
Graduation (fee for Undergraduate Students)	50	50	50	50	0	0.00%	49,765	0	49,765
Graduation Application Late Fee	50	50	50	50	0	0.00%	2,800	0	2,800
ID Card Replacement Fee	15	15	15	15	0	0.00%	12,600	0	12,600
Late Registration	50	50	50	50	0	0.00%	350	0	350
Late Payment Fee	50	50	50	50	0	0.00%	132,952	0	132,952
Occupational Develop/Tech Studies Degree Evaluation	150	150	150	150	0	0.00%	0	0	0
Off-Campus Instruction (per credit hour up to 12 hours max)	15	15	15	15	0	0.00%	117,039	0	117,039
MBA Course Fee (per credit hour)	25	25	25	25	0	0.00%	12,000	0	12,000

Fee Planning Schedule- Per Semester
Academic Year 2012-13

Institution: Fairmont State University

II. Special Fees and Charges	Rate Per Semester/ Occurrence	2009-10	2010-11	2011-12	Requested Rate Per Semester/ Occurrence	2012-13	Increase (Decrease)	Percentage Increase 2012-13	Estimated Revenue	2011-12	Estimated Revenue Increase	2012-13
	2009-10	2010-11	2011-12	2012-13	2011-12	2012-13						
New Student Fee	120	120	120	120	120	120	0	0.00%	228,994	228,994	0	228,994
Nursing Lab Fee (per credit hour)	12	12	12	12	12	12	0	0.00%	42,247	42,247	0	42,247
Nursing Testing Fee (per semester)	156	156	156	156	166	166	10	6.41%	55,302	55,302	3,545	58,847
Nursing Uniform Fee (once per program)	155	155	155	155	155	155	0	0.00%	23,204	23,204	0	23,204
Priority Transcript Fee	9	9	9	9	9	9	0	0.00%	165	165	0	165
Regents' BA Degree Evaluation	300	300	300	300	300	300	0	0.00%	2,490	2,490	0	2,490
Reinstatement Fee	25	25	25	25	25	25	0	0.00%	3,550	3,550	0	3,550
Senior Citizens Audit Fee (per credit hour)	22	22	22	22	22	22	0	0.00%	0	0	0	0
Teacher Education - Clinical Experiences Fee	150	150	150	150	150	150	0	0.00%	16,829	16,829	0	16,829
University/Graduate Enhancement Fee (per credit hour)	94	97	100	100	100	100	0	0.00%	9,607	9,607	0	9,607
Resident	209	212	218	218	218	218	0	0.00%	0	0	0	0
Non-Resident												
HHP Outdoor Course Fee (per credit hour)									17,600	17,600	0	17,600
Fine Arts Major Course Fee (per credit hour)									0	0	0	0
School of Education Portfolio Fee (one-time)									1,365	1,365	0	1,365
Storytelling Course Fee (per credit hour)									840	840	0	840

**Fee Planning Schedule- Per Semester
Academic Year 2012-13**

Institution: Fairmont State University

	Rate Per Semester 2009-10	Rate Per Semester 2010-11	Rate Per Semester 2011-12	Rate Per Semester 2012-13	Increase (Decrease)	Percentage Increase 2012-13	Estimated Revenue 2011-12	Estimated Revenue Increase 2012-13	Estimated Revenue 2012-13
III. Room and Board Charges									
Bryant Place (singles)	2,210	2,276	2,344	2,461	117	4.99%	1,125,120	56,160	1,181,280
Bryant Place (doubles)	1,865	1,921	1,978	2,078	100	5.06%	574,077	181,224	755,301
Prichard (double)	1,640	1,689	1,739	1,826	87	5.00%	521,700	26,100	547,800
Morrow (double)	1,640	1,689	1,739	1,826	87	5.00%	566,914	28,362	595,276
Pence (double)	1,640	1,689	1,739	1,826	87	5.00%	493,876	24,708	518,584
Note: Damage Deposit Dorms \$200.00									
Board - 15 Meal Plan with 65 points (5-day)	1,502	1,547	1,593	1,640	47	2.95%	287,833	8,635	296,468
Board - 19 Meal Plan with 75 points (7-day)	1,645	1,694	1,744	1,796	52	2.98%	509,201	15,276	524,477
Board - new 15 Meal Plan with 150 points (7-day)	1,581	1,628	1,676	1,726	50	2.98%	1,352,219	40,567	1,392,786
Board - new 12 Meal Plan with 225 points (5-day)	1,523	1,569	1,616	1,664	48	2.97%	762,045	22,861	784,906

**Fee Planning Schedule- Per Semester
Academic Year 2012-13**

Institution: Fairmont State University

IV. Apartment and House Rental Room Rates	Rate Per Semester 2009-10	Rate Per Semester 2010-11	Rate Per Semester 2011-12	Rate Per Semester 2012-13	Increase (Decrease)	Percentage Increase 2012-13	Estimated Revenue 2011-12	Estimated Revenue Increase 2012-13	Estimated Revenue 2012-13
1 Bedroom (unfurnished)	2,820	2,904	2,991	3,141	150	5.02%	41,874	2,100	43,974
2 Bedroom (unfurnished)	4,310	4,438	4,570	4,800	230	5.03%	804,320	40,128	844,448
2 Bedroom (furnished)	4,630	4,768	4,910	5,156	246	5.01%	137,480	6,888	144,368
3 Bedroom (furnished)	6,465	6,660	6,858	7,203	345	5.03%	27,432	1,368	28,800
<p>Note: Damage Deposit Apartments \$200.00</p>									

Tab 7

Fairmont State University
Board of Governors
April 19, 2012

Item: Update of the Tuition and Fee Policy (Policy 16) for thirty (30) day comment period.

Committee: Committee of the Whole

Action: Be it resolved that the Board of Governors approve the Tuition and Fee (Policy 16) update to be posted for thirty (30) day comment period.

Staff Member: Rick Porto

Background: State law required the Higher Education Policy Commission (HEPC) to establish rules for the assessment of tuition and fees at undergraduate public institutions of higher education. This rule incorporates the legislated requirements of the Senate Bill 330 passed in the spring of 2011.

This policy update incorporates definitions provided by the HEPC, goals of the Commission, and the University, Tuition and Fee adjustment requirements (inclusive of requirements if a tuition and fee increase exceeds five (5%) percent, fee charges rules, new refund schedule required by the HEPC, refund of room and board, registration period – late fee, installment payment plans, use of credit cards, enrollment above the normal full-time course load, and deferral of fees during a legal work stoppage.

Please see attached Policy 16.

FAIRMONT STATE UNIVERSITY

Policy 16

TUITION AND FEE POLICY

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

§133-32-1.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 §18B-1-6 and §18B-10-1(d)
- 1.3. Effective Date. --

§133-32-2. 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.

§135-32-3. Goals.

- 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.

§133-32-4. Tuition and Fee Adjustments.

- 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-1D-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-1D-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 § 18B- 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.
- 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.

§133-32-5. Expenditure.

- 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 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.

§133-32-6. Refunds.

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

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.

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 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.

Tab 8

**Fairmont State University
Board of Governors
April 19, 2012**

- Item:** Approval of use of Educational and General Operating Funds in FY 2013 to fund the Feaster Center Natatorium structural deficiency and failure of the HVAC unit that supports the Natatorium facility.
- Committee:** Committee of the Whole
- Action:** Be it resolved that the Board of Governors approve using E&G Operating Funds to fund the renovation of the structural and HVAC deficiency of the Natatorium. The value needed for this repair is approximately \$1,050,000.
- Staff Member:** Rick Porto
- Background:** A recent structural review of the Feaster Center Natatorium shows major repair is needed to deal with brick façade movement, (see attached structural analysis report). Also, the HVAC unit that supports this section of the facility is of need of replacement. Attached is a cost estimate for HVAC replacement and a summary cost estimate of both projects.

FAIRMONT STATE UNIVERSITY

Feaster Center Natatorium

Structural Analysis

Omni Project Number 21163
Dated: January 9, 2011

Owner:
Fairmont State University
1201 Locust Ave.
Fairmont, WV 26554

Architect:
Omni Associates – Architects, Inc.

Structural:
Allegheny Design Services

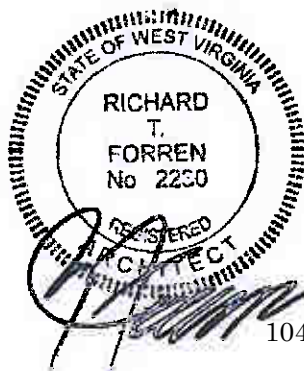


The Omni Associates - Architects
1747 E. Sandy Avenue - 2nd Fl. 2011
Fairmont, West Virginia 26554
Phone: 304.367.1411
Fax: 304.367.1410

www.omniassoc.com

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The American Institute of
Architects



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1. Objective
2. History
3. Existing Conditions
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I. Objective:

The Omni Associates – Architects was commissioned by Fairmont State University to examine the movement of the exterior brick façade on the Natatorium portion of the Feaster Center Building. The purpose of this analysis was to analyze the structural elements of the building to explain the brick façade movement at the clearstory windows located at the top of the building just below the parapet and above the large sliding glass doors. As part of the analysis Omni along with Allegheny Design Services will make recommendations for repairing the damaged structural portions of the building and providing alternates for a new façade material.

II. History:

The Feaster Center Natatorium Building was built in 1975 and consists of a spread concrete foundation with steel columns and roof trusses. The roof consists of EPDM on low slope metal trusses. The façade is brick with a concrete masonry unit backup and hollow metal framed windows and sliding doors.

III. Existing Conditions:

Omni and Allegheny Design Services along with representatives from FSU examined the building on November 17, 2011 and initial investigation shows that the structural steel and brick angles that were originally specified in 1975 to be galvanized were just red iron. It also appears that the steel header at the clearstory windows was not built as per the specified drawings. Due to the amount of moisture that is typically inside of a Natatorium the red iron has corroded significantly (See fig. 1). This corrosion has also spread to the hollow metal window frames (See fig. 2).



Fig. 1 showing red iron corrosion at clearstory



Fig. 2 showing corrosion at clearstory window frame

Due to the corrosion that has taken place the steel above the clearstory window is moving and pushing the brick façade out away from the building (See fig. 3). The lack of window sill flashing (See fig. 4) on the interior has allowed the condensation on the inside of the window to accumulate and get under the window frame and between the two wythes of masonry.



Fig. 3 Brick façade movement at clearstory



Fig. 4 Interior windowsill

The brick angle at the header of the large sliding glass doors is under an eccentric load due to the distance from the major supporting steel to the brick. This is causing the steel to rotate outward and push the brick out also (See fig. 5). This push is so much at some locations that the brick has cracked and broken (See fig. 6).



Fig. 5 Brick movement at sliding glass doors



Fig. 6 Cracked and broken brick

The steel header above the sliding glass doors is also corroding and expanding. This expansion is pushing the lathe and plaster down against the door. Cracks have developed at the outer edge of the lathe and plaster exposing the steel and allowing more moisture into the wall cavity further corroding the steel (See fig. 7).

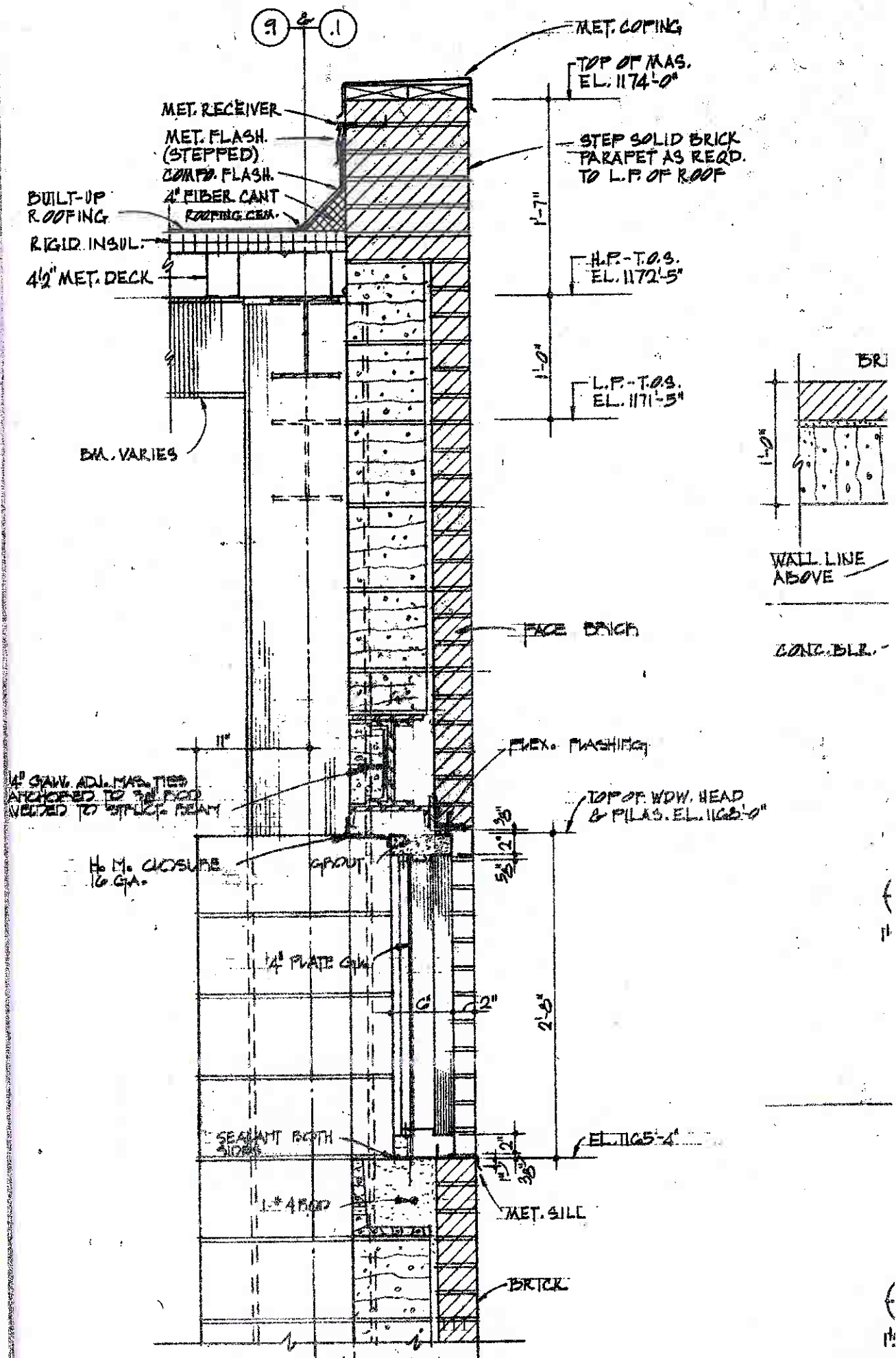


Fig. 7 damage at lathe and plaster soffit

IV. Recommendations:

Our recommendations are based upon the assumption that the building was constructed as per the original design drawings provided to us by Fairmont State University.

At the clearstory window the face brick needs to be removed from the window sill to the base of the parapet wall. A galvanized steel lintel will need to be added at the base of the parapet wall to support the brick above. From the original drawings it appears the parapet wall was to be a single wythe wall but conventional construction would have been to construct a multiple wythe wall with a CMU backup just as the wall below. If this is the case we would recommend removing the face brick from the window sill to the parapet cap. The steel brick angle at the head of the window will need to be removed along with the metal flashing since the weight of the brick is not present in the new design. The hollow metal closure at the interior window head will also be removed. The remaining steel wide flange, C channel and plate at the head of the window will be prepped for new epoxy paint. At the window sill the existing metal flashing on the exterior will be removed and a new two piece precast windowsill will be installed. This two piece sill will allow a thermal break from the exterior material and provide a sloped surface on the exterior and interior to eliminate standing water. The existing corroded hollow metal window will be removed and replaced with a new aluminum window. Where the face brick was removed we would recommend installing 7/8" metal hat channel directly to the CMU wall and installing a 3" insulated metal panel in lieu of a heavy masonry unit. (See fig. 8 typical wall section for an illustration)



9 & .1

MET. COPING

TOP OF MAS.
EL. 1174'-0"

MET. RECEIVER

MET. FLASH.
(STEPPED)

CORR. FLASH.

2' FIBER CANT
ROOFING CEM.

STEP SOLID BRICK
PARAPET AS REQD.
TO L.F. OF ROOF

BUILT-UP
ROOFING

RIGID INSUL.

4 1/2' MET. DECK

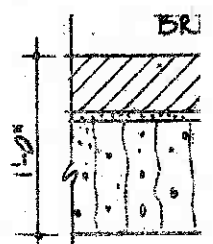
1'-7"

H.P. T.O.S.
EL. 1172'-5"

BM. VARIES

1'-0"

L.F. T.O.S.
EL. 1171'-5"



WALL LINE
ABOVE

CONC. BLK.

FACE BRICK

FLEX. FLASHING

TOP OF WDW. HEAD
& PILAS. EL. 1168'-0"

1/2" GALV. ADJ. MAS. TIES
ANCHORED TO SLAB
WELDED TO STRUCT. BEAM

H.M. CLOSURE
16 GA.

GROUT

5/8" x 2" x 3/8"

1/4" PLATE G.W.

6" x 2"

2'-5"

SEALANT BOTH
SIDES

1" x 4" BRD

EL. 1165'-4"

MET. SILL

BRICK

At the large sliding glass windows the eccentric load of the brick away from the centerline of the supporting beam is causing the end spans of the beam to rotate. This rotation is causing the brick to be pushed out away from the wall. Any damaged brick will need to be removed and replaced. The steel angle supporting the brick will also need to be removed and replaced with a galvanized angle. The soffit portion of the wall is constructed of lathe and plaster. The movement in the brick has created areas for water to weep into the interior of the wall and corrode the supporting steel. This corrosion is pushing the lathe and plaster away from the structure and allowing more moisture into the wall cavity. The lathe and plaster will need to be removed to expose the steel. The steel will then need to be prepped and painted with epoxy paint. We recommend installing new metal soffit in lieu of lathe and plaster as it will resist corrosion better than lathe and plaster. During the window head repair the large sliding glass doors will need to be removed. It would be our recommendation to replace these doors with smaller moving leaves while maintaining the same daylight opening with fixed glass. The smaller moving leaves will be less susceptible to movements in the heavy masonry above. It would also be our recommendation to install an expansion joint cover integrated into the head of the alumni storefront system. This will also help in the deflection from the large masonry load from above. (See fig. 9 typical wall section for an illustration)

9

FACE OF COL. & BM. WEB

6" 4" 1'-0"

3/4" M.L. & CEM. PLAS. TIE LATH TO ANCH. CASING HEAD, FASTEN TO MAS.

MAS. ANCHORS 24" O.C.

+10'-8"

4" CONC. BLK.

PC. OF CB & 5/8" DOWEL AT MID-POINT

4x5x25 L WITH CLIP 24 TO COLS. & WELD TO F

5-NO. 5 RODS 8" BRG. EA. END

MET. FLASH.

+8'-8"

7/8" CAULK

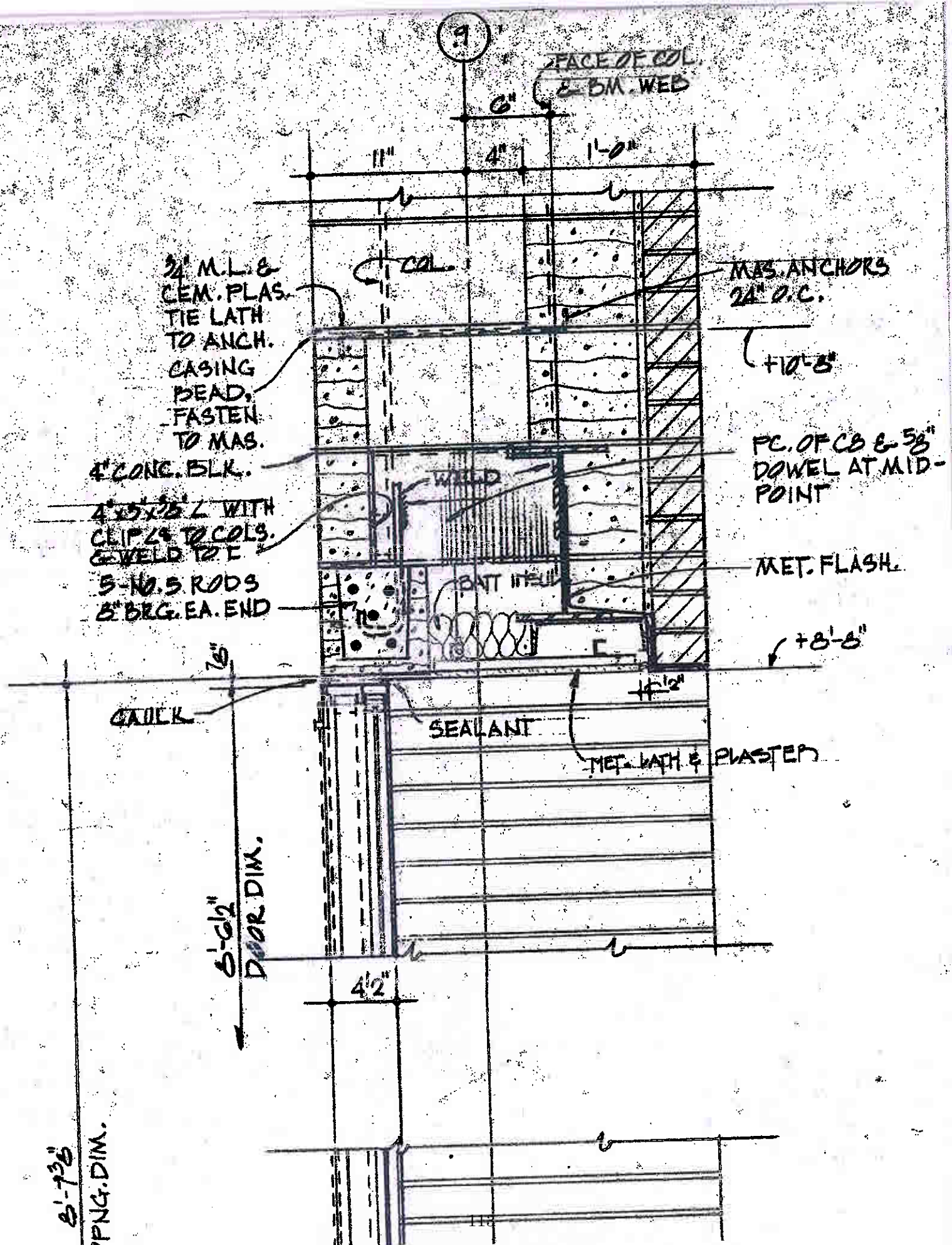
SEALANT

MET. LATH & PLASTER

5'-6 1/2" DOOR DIM.

4 1/2"

5'-7 3/8" WNG. DIM.



V. **Cost Estimate**

FSU Feaster Center Natatorium Structural Analysis and HVAC Replacement Cost Estimate

Item Number	Description of Work	Unit Cost	Unit	Quantity	Total Cost
	DEMOLITION				
1	Face brick removal	\$18.00	sq. ft.	7,000	\$126,000.00
2	Steel removal	\$10.00	lin. Ft.	550	\$5,500.00
3	Window removal	\$100.00	each	14	\$1,400.00
4	Sliding glass door removal	\$150.00	each	4	\$600.00
5	Lathe and plaster removal	\$2.00	sq. ft.	100	\$200.00
	NEW WORK				
6	New precast concrete window sill	\$35.00	lin. Ft.	300	\$10,500.00
7	New steel lintels at clearstory	\$10.00	lin. Ft.	600	\$6,000.00
8	New steel lintels at sliding glass doors	\$30.00	lin. Ft.	600	\$18,000.00
9	Shoring for lintel placement	\$20,000.00	LS	1	\$20,000.00
10	New metal flashing	\$6.00	lin. Ft.	300	\$1,800.00
11	New metal parapet cap	\$12.00	lin. Ft.	300	\$3,600.00
12	New 7/8" metal hat channel	\$20.00	lin. Ft.	6,000	\$120,000.00
13	New 3" insulated metal panel	\$30.00	sq. ft.	6,000	\$180,000.00
14	New metal soffit	\$10.00	sq. ft.	100	\$1,000.00
15	New aluminum window	\$700.00	each	28	\$19,600.00
16	New aluminum sliding storefront	\$4,500.00	each	4	\$18,000.00
17	Prep and epoxy paint steel	\$10.00	sq. ft.	500	\$5,000.00
18	Contingency	25	%		\$133,050.00
19	Subtotal				\$670,250.00
20	Architectural and Engineering Fees	10	%		\$67,025.00
21	Subtotal				\$737,275.00
22	HVAC Replacement Cost (see attached)				\$306,473.00
23	Total Estimate				\$1,043,748.00

**FSU Feaster Hall Pool AHU Replacement
Fairmont, WV**

Conceptual Total Project Cost Projection - February 29, 2012

<i>Construction Scope of Work:</i>		\$ 225,000
Remove existing pool AHU		
Purchase new pool AHU and air-cooled condenser		
Install Pool AHU		
Install Condenser		
Reconnect to existing ductwork		
Refrigeration Piping		
Power Feeds		
Connect to DDC system		
		<hr/> \$ 225,000
<i>Additional construction Costs not included above:</i>		
General Conditions	8.00%	18,000
O/Head & Profit	5.00%	11,250
Performance/Payment Bonds	0.00%	-
		<hr/> 254,250
Design Contingency	5.00%	12,713
Escalation Contingency	2.50%	6,674
SUBTOTAL CONSTRUCTION HARD COST		<hr/> 273,637
TOTAL CONSTRUCTION HARD COST		<hr/> 273,637
Construction Soft Costs - Allowance	12.00%	32,836
Movable Furnishings	0.00%	
Construction Contingency	5.00%	
AE Fees	7.00%	
Clerk of the Works	0.00%	
Finance Costs	0.00%	
Misc (Testing, Commissioning, Printing, etc.)	0.00%	
TOTAL CONSTRUCTION HARD AND SOFT COST		<hr/> 306,473 <hr/>

VI. Safety Considerations

Based upon our observations, there is a potential for continued movement of the brick veneer and therefore a possibility for falling debris. This is a safety concern that should be dealt with in a timely manner. As previously mentioned, the water that is currently infiltrating the wall may go through freeze and thaw cycles throughout the winter months and cause the brick to crack, chip and push away from the building. If this happens, the falling debris, to include brick, poses a serious safety hazard to pedestrians below.

The large glass doors currently have temporary shoring installed to support the failing plywood soffits. In this area, the freezing and thawing cycle may create potential for loose material to fall and continue to push against the glass doors. This may cause the glass to break, again creating a hazardous condition for pedestrians. This area is in need of immediate attention. If repairs cannot be made quickly, it is our recommend that this area directly around the building be secured in order to eliminate pedestrian access. Where pedestrian access cannot be eliminated, such as fire exits, we recommend constructing overhead protection from falling debris such as a temporary tunnel for exiting of occupants in an emergency.

Tab 9

Fairmont State University
Board of Governors
April 19, 2012

Item: 2013 Step Increase for Classified Staff to be effective July 1, 2012.

Committee: Committee of the Whole

Recommended Resolution: Whereas, sufficient budget exists in the 2013 budget to continue to maintain the Mercer Step funding for classified staff with less than 15 years of service (full and part-time).

Be it resolved, that the Board of Governors approve the Mercer Step increases to be effective July 1, 2012.

Staff Member: Rick Porto

Background: The Mercer Step increase will impact the University budget by approximately \$65,000 in fiscal year 2013. This increase is budgeted for in the 2013 budget plan.

Legislation requires us to maintain full funding of the Mercer Step Scale. This has been successfully maintained over the past two fiscal years.

This resolution is necessary to accompany the State Expenditure Schedule that is due May 1, 2012 for the 2013 fiscal year.

Since the Mercer Step increase is the only pay raise that will be provided to a limited number of classified employees we would like to see this increase to be effective July 1, 2012.

Note: Classified employees with 15 years of service or greater will not receive a pay raise for the 2013 fiscal year. As well, non-classified employees, and faculty who are not receiving a promotion will also not be receiving a pay raise in the 2013 fiscal year.

Tab 10

**JOINT RESOLUTION OF
THE FAIRMONT STATE UNIVERSITY BOARD OF GOVERNORS
AND THE
PIERPONT COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
AMENDING THE JOINT RESOLUTION ADOPTED BY SUCH BOARDS
ON FEBRUARY 16 AND FEBRUARY 21, 2012, RESPECTIVELY**

WHEREAS, on February 16 and February 21, 2012, respectively, the Fairmont State University Board of Governors (the “University Board”) and the Pierpont Community and Technical College Board of Governors (the “College Board”) adopted a joint resolution (the “Original Resolution”) authorizing the refunding and redemption of some or all of the outstanding Series 2002A Bonds, Series 2002B Bonds, Series 2003A Bonds and Series 2003B Bonds (together, the “Outstanding Bonds”) of the University Board through the issuance of one or more series of revenue refunding bonds (the “Refunding Bonds”);

WHEREAS, capitalized terms used and not otherwise defined in this Resolution have the respective meanings given them in the Original Resolution;

WHEREAS, the Original Resolution authorized the sale of the Refunding Bonds to Raymond James & Associates, Inc. and Crews & Associates, Inc.;

WHEREAS, it is desirable now to sell the Refunding Bonds to Piper Jaffray Companies and Crews & Associates, Inc.;

WHEREAS, it is further desirable to issue the Refunding Bonds under a single, consolidated indenture, secured on a consolidated basis by the revenues that separately secured the Series 2002A and Series 2002B Bonds, the Series 2002B Bonds and the Series 2003B Bonds;

NOW, THEREFORE, BE IT RESOLVED BY EACH OF THE FAIRMONT STATE UNIVERSITY BOARD OF GOVERNORS AND THE PIERPONT COMMUNITY AND TECHNICAL COLLEGE BOARD OF GOVERNORS AS FOLLOWS:

Section 1. Amendment of Section 3. Section 3 of the Original Resolution is hereby amended and restated to read as follows:

“Section 3. Sale; Appointments. It is in the best interests of the State to sell the Refunding Bonds by private sale, as authorized by the Refunding Act, to Piper Jaffray Companies and Crews & Associates, Inc. (together, the “Underwriters”) pursuant to one or more Bond Purchase Agreements to be executed and delivered in such form as approved, upon advice of counsel, by the Chairman

or Vice Chairman of the University Board and by the Chairman or Vice Chairman of the College Board. Jackson Kelly PLLC, which served as bond counsel for the Outstanding Bonds, is hereby appointed as bond counsel for the Refunding Bonds. WesBanco Bank, Inc. shall continue to serve as trustee under the Indentures, including as supplemented and amended by the Supplemental Indentures.”

Section 2. Consolidated Issuance. Without limiting the generality of authority granted by the Original Resolution, it is hereby specifically authorized that the Refunding Bonds be issued pursuant to a single, consolidated indenture and be secured, on a consolidated basis, by the revenues that separately secured the Series 2002A and Series 2002B Bonds, the Series 2002B Bonds and the Series 2003B Bonds.

Section 3. Effect. This Resolution shall go into effect immediately upon adoption.

[The remainder of this page is intentionally blank;
signatures appear on the next page.]

Adopted by the Fairmont State University Board of Governors this _____ day of May 2012.

**FAIRMONT STATE UNIVERSITY
BOARD OF GOVERNORS**

CHAIRMAN

Adopted by the Pierpont Community and Technical College Board of Governors this ___ day of April 2012.

**PIERPONT COMMUNITY AND
TECHNICAL COLLEGE BOARD
OF GOVERNORS**

CHAIRMAN