

Fairmont State University Board of Governors  
Meeting of April 28, 2011  
Falcon Center Board Room - 9:00 a.m.

**AGENDA**

- I. Call to Order
  - a. Roll Call
  - b. Public Comment
  - c. Approve Agenda **Action Item**
  
- II. Approval of Minutes (4-4-11 & 4-15-11) **Tab 1 Action Item**
  
- III. Chairperson's Report
  
- IV. President's Report
  
- V. Reports and Presentations
  - a. Faculty Senate (*Chuck Shields*)
  - b. Classified Staff (*Harriet Bower*)
  - c. Student Government (*Alicia Nieman*)
  - d. Foundation
  
- VI. Consent Agenda **Action Item**
  - a. Financial Report January 31, 2011 **Tab 2 FYI**
  - b. Financial Report February 28, 2011 **Tab 3 FYI**
  - c. Financial Report March 31, 2011 **Tab 4 FYI**
  - d. Capital Projects Update **Tab 5 FYI**
  
- VII. Academic Affairs/Admissions (*Janet Crescenzi, Chair*)
  - a. Approval of Program Review Recommendations **Tab 6 Action Item**
  
- VIII. Student Life Committee (*Skip Tarasuk, Chair*)
  
- IX. Finance Committee (*Jim Kettering, Chair*)
  - a. ~~Worker's Compensation Insurance Plan Change(s) Approval~~ ~~**Tab 7 Action Item**~~
  - b. Approval of One-time Pay Raise Continuance **Tab 8 Action Item**
  - c. Approval of Bookstore Contract Service Change **Tab 9 Action Item**
  - d. Approval to change budget to upgrade the HVAC for HHH **Tab 10 Action Item**
  - e. 2011-2012 Tuition and Fee and Room and Board Fee Approval **Tab 11 Action Item**
  - f. Property Acquisition approval in Clarksburg adjacent to the Gaston Caperton Center **Tab 12 Action Item**
  - g. Revision of Policy #25, Salary Policy **Tab 13 Action Item**
  
- X. Executive Committee (*Rocco Muriale, Chair*)
  - a. Selection of Nominating Committee
  
- XI. By-laws Committee (*Shirley Stanton, Chair*)
  
- XII. Possible Executive Session
  
- XIII. Adjournment

**Fairmont State University**  
**BOARD OF GOVERNORS**  
**MINUTES**  
April 4, 2011

**I. Call to Order**

A meeting of the Fairmont State University Board of Governors was held on April 4, 2011 beginning at 9:00 a.m. in the Board Room of the Falcon Center. Present at the meeting were Board Members: Janet Crescenzi, Zach Hammett, Matt Jacques, James Kettering, Bob Mild, Rocco Muriale, Mark Pallotta, Shirley Stanton, Bryan Towns, Ron Tucker, Skip Tarasuk, and Bob White. Also in attendance were: Michael Belmear, Devanna Corley, Bill Finley, Quentin Johnson, Maria Rose, David Tamm, and Kim Luse.

Chairman Muriale called for a moment of silence in honor of the U.S. Marshals involved in the recent shooting incident in Randolph County.

Sue Kelly and Harriet Bower, both employees of FSU, spoke during public comment period. Both ladies spoke in representation of the feelings of sadness expressed by faculty and staff regarding President Krepel's resignation.

**II.** Acceptance of Resignation from President Thomas Krepel was deferred to later in the meeting.

**III.** The discussion of appointment of Interim President of FSU action was deferred.

**IV. Executive Session**

Shirley Stanton moved to go into executive session Pursuant to §6-9A-4-2b of the West Virginia Code, to discuss personnel matters which if discussed in public might adversely affect the reputation of any person. Ron Tucker seconded. Motion carried.

Jim Kettering moved to come out of Executive Session. Mark Pallotta seconded. Motion carried.

Bryan Towns moved to reconvene in the regular session. Ron Tucker seconded. Motion carried.

**V. Motion to Accept President Thomas Krepel's Resignation**

Skip Tarasuk made a motion for a roll call vote to accept President Krepel's resignation according to the terms submitted. Ron Tucker seconded. Motion carried.

Skip Tarasuk made a motion to have a meeting of the executive committee regarding the resignation of President Krepel. Ron Tucker seconded. Motion carried.

Mark Pallotta made a motion that Maria Rose retain her position as Provost, but have presidential signature powers. Zach Hammett seconded. Motion carried.

**VI. Adjournment**

Bryan Towns made a motion to adjourn. Matt Jacques seconded. Motion carried.

**Fairmont State University**  
**BOARD OF GOVERNORS**  
**MINUTES**  
April 15, 2011

**I. Call to Order**

A meeting of the Fairmont State University Board of Governors was held on April 15, 2011 beginning at 9:00 a.m. in the Board Room of the Falcon Center. Present at the meeting were Board Members: Janet Crescenzi, Zach Hammett, Matt Jacques, Bob Mild, Rocco Muriale, Mark Pallotta, Shirley Stanton, Ron Tucker and Bob White. Those not in attendances were Jim Kettering, Bryan Towns and Skip Tarasuk. Also in attendance were: Devanna Corley, Bill Finley, Maria Rose, David Tamm and Kim Luse.

Sue Kelley, Donna Long and Chuck Shields, employees of FSU, gave remarks.

**II. Executive Session**

Shirley Stanton moved to go into executive session Pursuant to §6-9A-4-2b of the West Virginia Code, to discuss personnel matters which if discussed in public might adversely affect the reputation of any person. Mark Pallotta seconded. Motion carried.

Mark Pallotta moved to come out of Executive Session. Ron Tucker seconded. Motion carried.

**III. Interim President Selection**

Mark Pallotta made a motion to name Dr. Maria Rose as Interim President. Zach Hammett seconded. Motion carried unanimously.

**IV. Adjournment**

Janet Crescenzi made a motion to adjourn. Bob Mild seconded. Motion carried.

**Fairmont State University  
Board of Governors  
Financial Report  
for the period ending January 31, 2011**

**Unrestricted Fund:**

Budget changes in the month of January impacted the budget balance by less than \$3,000. Several small adjustments to salary, benefit, supply expenses, and chargeback revenue and expenses amounted to a budget impact of \$-2,972.00. Tuition and fee revenues are meeting the budget plan for the spring term and if summer enrollment is consistent with last year, this revenue will meet the fiscal year goal. Operating expenses compared to budget through the end of January are at 49% of plan. The actual surplus condition through January is \$9,849,425.

Please note: that tuition and fee revenues and state appropriations are received early in the second half of the fiscal year and we have five months of expenditures remaining in this fiscal year.

Additional note: Due to an auditor instructed change to the reporting of the assessment for E&G Capital and Debt Service Costs to the non-operating expense section of audit, we made a similar reporting change to our reporting to the Governing Board.

**Auxiliary Fund:**

Budget changes in the month of January were minimal (\$3,350 – PEIA employee coverage change). Operating revenues through the end of January are at 91% of budget and operating expenses at 60% of budget. Actual surplus condition through the end of January is approximately \$4,172,500 with the second half of the debt service payments yet to be made and five months of labor and operating expenses to occur. This fund is budgeted to transfer approximately \$638,000 to the auxiliary reserves.

**Restricted Fund:**

One new grant budget of \$18,500 was added to the restricted fund. Operating revenue through the end of January is at 81% of budget and operating expense is at 84% of budget. Actual balance through the end of January is a deficit condition of \$-112,325.

Please find the attached financial reports.

Fairmont State University  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted  
As of January 31, 2011

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	20,958,349	21,796,445	20,138,250	92.39
	Student Activity Support Revenue	559,169	580,069	521,055	89.83
	Faculty Services Revenue	1,268,259	1,272,439	549,775	43.21
	Private Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	0	0	0	
	Operating Costs Revenue	2,432,922	2,390,002	680,898	28.49
	Support Services Revenue	3,942,875	3,964,274	866,165	21.85
	Other Operating Revenue	414,308	450,308	207,413	46.06
	<b>Total:</b>	<b>29,575,881</b>	<b>30,453,538</b>	<b>22,963,556</b>	<b>75.41</b>
<b>OPERATING EXPENSE</b>	Salaries	22,934,077	23,273,693	11,194,789	48.10
	Benefits	5,819,430	5,989,206	2,774,177	46.32
	Student financial aid-scholarships	1,748,476	1,953,476	1,477,708	75.65
	Utilities	1,749,920	1,749,920	815,912	46.63
	Supplies and Other Services	7,011,909	7,958,806	3,907,570	49.10
	Equipment Expense	1,063,891	963,746	400,994	41.61
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	178,427	178,427	133,820	75.00
	Assessment for Faculty Services	1,502,589	1,502,589	674,027	44.86
	Assessment for Support Services	422,524	416,449	71,960	17.28
	Assessment for Student Activity Costs	409,938	421,938	369,989	87.69
	Assessment for Operating Costs	209,276	215,558	40,424	18.75
	<b>Total:</b>	<b>43,050,457</b>	<b>44,623,807</b>	<b>21,861,372</b>	<b>48.99</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(13,474,576)</b>	<b>(14,170,269)</b>	<b>1,102,185</b>	<b>-7.78</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	15,611,661	15,611,661	10,459,812	67.00
	State Fiscal Stabilization Funds	701,797	700,888	700,888	100.00
	Gifts	25,000	25,000	12,500	50.00
	Investment Income	266,166	266,166	18,568	6.98
	Loss/Gain in Disposal of Fixed Assets	0	0	0	
	Assessment for E&G Capital & Debt Service Costs	(2,478,413)	(2,519,116)	(2,235,105)	88.73
	Reappropriated State Funding	0	0	0	
	<b>Total:</b>	<b>14,126,211</b>	<b>14,084,599</b>	<b>8,956,663</b>	<b>63.59</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(449,158)	(544,203)	(376,327)	69.15
	Transfers for Debt Service	0	(77,297)	0	0.00
	Transfers for Fin Aid Match	(124,877)	(124,877)	(58,117)	46.54
	Indirect Cost Recoveries	450,218	533,601	271,326	50.85
	Transfers for Capital Projects	0	0	0	
	Transfers for Scholarships	0	(85,000)	(79,682)	93.74
	Transfers - Other	0	14,726	33,377	226.65
	One-time use of reserve	0	0	0	
	<b>Total:</b>	<b>(123,817)</b>	<b>(283,050)</b>	<b>(209,422)</b>	<b>73.99</b>
<b>BUDGET BALANCE</b>		<b>527,818</b>	<b>(368,721)</b>	<b>9,849,425</b>	
* <b>Add: ACTUAL UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>9,022,650</b>	<b>9,022,650</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>9,550,468</u></b>	<b><u>8,653,929</u></b>		

\* Actual Net Assets - Beginning of Year is before cumulative OPEB liability at June 30, 2010 in the amount of \$3,105,397

Unrestricted Net Asset Balance is 20.22% of the current budget total operating expense.

Auxiliary  
Actual vs Budget Statement of Revenues and Expenses  
Board of Governors  
As of January 31, 2011

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	5,500,976	5,615,054	5,120,871	91.20
	Auxiliary Fees & Debt Service Support Revenue	4,762,696	4,898,096	4,492,059	91.71
	Other Operating Revenue	245,304	247,438	144,867	58.55
	<b>Total:</b>	<b>10,508,976</b>	<b>10,760,588</b>	<b>9,757,797</b>	<b>90.68</b>
OPERATING EXPENSE	Salaries	2,070,834	2,122,694	1,232,084	58.04
	Benefits	538,167	531,920	239,367	45.00
	Student financial aid-scholarships	486,160	486,160	344,435	70.85
	Utilities	912,265	912,265	413,206	45.29
	Supplies and Other Services	2,136,549	2,196,404	1,449,646	66.00
	Equipment Expense	97,446	104,855	145,896	139.14
	Loan cancellations and write-offs	1,131	1,131	0	0.00
	<b>Total:</b>	<b>6,242,552</b>	<b>6,355,428</b>	<b>3,824,634</b>	<b>60.18</b>
OPERATING INCOME / (LOSS)		4,266,424	4,405,159	5,933,163	134.69
NONOPERATING REVENUE (EXPENSE)	Gifts	0	5,000	5,000	100.00
	Interest on capital asset related debt	(100,473)	(100,473)	(50,236)	50.00
	<b>Total:</b>	<b>(100,473)</b>	<b>(95,473)</b>	<b>(45,236)</b>	<b>47.38</b>
TRANSFERS & OTHER	Capital Expenditures	(162,260)	(157,259)	0	0.00
	Transfers for Debt Service	(3,603,621)	(3,603,621)	(1,801,351)	49.99
	Transfers for Fin Aid Match	(3,425)	(3,425)	(1,713)	50.01
	Transfer to Plant Reserves	(396,646)	(638,291)	0	0.00
	Transfers for Scholarships	0	85,000	79,682	93.74
	Transfers - Other	0	7,909	7,909	100.00
	<b>Total:</b>	<b>(4,165,951)</b>	<b>(4,309,687)</b>	<b>(1,715,474)</b>	<b>39.81</b>
BUDGET BALANCE		0	0	4,172,453	
* Add: ACTUAL NET ASSETS - Beginning of Year		<u>6,514,461</u>	<u>6,514,461</u>		
Equals: PROJECTED NET ASSETS - End of Year		<u>6,514,461</u>	<u>6,514,461</u>		

\* Actual Net Assets - Beginning of Year is before cumulative OPEB liability at June 30, 2010 in the amount of \$375,293.

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, 2011

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	0	(332)	(332)	100
	Federal Grants and Contracts	35,155,676	33,332,771	25,995,496	78
	State/Local Grants and Contracts	5,421,053	5,766,365	5,684,230	99
	Private Grants and Contracts	2,100,110	1,786,494	1,585,389	89
	Other Operating Revenue	200	9,450	9,450	100
	<b>Total:</b>	<b>42,677,039</b>	<b>40,894,749</b>	<b>33,274,234</b>	<b>81</b>
<b>OPERATING EXPENSE</b>	Salaries	1,424,306	1,408,232	549,910	39
	Benefits	230,290	247,110	97,617	40
	Student financial aid - scholarships	44,102,306	40,563,921	39,413,509	97
	Utilities	21,607	19,000	0	0
	Supplies and Other Services	5,379,841	6,133,851	1,542,555	25
	Equipment Expense	3,308,144	2,469,803	1,136,094	46
	<b>Total:</b>	<b>54,466,494</b>	<b>50,841,918</b>	<b>42,739,686</b>	<b>84</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(11,789,455)</b>	<b>(9,947,169)</b>	<b>(9,465,452)</b>	<b>95</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Federal Pell Grant Revenues	12,000,000	10,100,000	9,472,910	94
	<b>Total:</b>	<b>12,000,000</b>	<b>10,100,000</b>	<b>9,472,910</b>	<b>94</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(15,459)	(4,000)	0	0
	Transfers for Fin Aid Match	128,302	128,302	109,145	85
	Indirect Cost Recoveries	(509,400)	(533,601)	(271,326)	51
	Transfers - Other	0	42,398	42,398	100
	<b>Total:</b>	<b>(396,557)</b>	<b>(366,901)</b>	<b>(119,784)</b>	<b>33</b>
<b>BUDGET BALANCE</b>		<b>(186,012)</b>	<b>(214,070)</b>	<b>(112,325)</b>	
* Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year		219,123	246,087		
** Equals: PROJECTED RESTRICTED NET ASSETS - End of Year		<u>33,111</u>	<u>32,017</u>		

**Fairmont State University  
Board of Governors  
Financial Report  
for the period ending February 28, 2011**

**Unrestricted Fund:**

Budget changes in the month of February impacted the budget balance by less than \$5,500. The primary reason for this was a correction to a chargeback budget, which was not to be charged back to Pierpont for the 2011 fiscal year. Tuition and Fee revenues are on target, chargeback revenues through the end of February were posted to finance in early March and are not reflected in this report. Operating expenses compared to budget through the end of February are at 56% of plan. The actual surplus condition through February is \$6,620,884.

**Auxiliary Fund:**

No changes to the auxiliary fund budget occurred in the month of February. Revenue compared to budget through this period are at 95% of plan. Operating expenses compared to budget are at 69.6% of budget. The actual surplus condition is approximately \$4,038,080 with the second half of debt service payments yet to be made and four months of activity left in the fiscal year. The fund is budgeted to transfer approximately \$638,000 to auxiliary reserves by June 30, 2011.

**Restricted Fund:**

Minor change to a Science and Engineering Fair Grant budget occurred during the month of February. Operating revenue through the end of February is at 83.5% of budget and operating expense is at 85.5% of budget. Actual balance through the end of February is a surplus of \$81,912.

Please find the attached financial reports.



Fairmont State University  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted  
As of February 28, 2011

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	20,958,349	21,805,703	20,116,430	92.25
	Student Activity Support Revenue	559,169	580,069	558,350	96.26
	Faculty Services Revenue	1,268,259	1,272,439	549,775	43.21
	Private Grants and Contracts	0	0	0	
	Auxiliary Enterprise Revenue	0	0	0	
	Operating Costs Revenue	2,432,922	2,378,940	675,674	28.40
	Support Services Revenue	3,942,875	3,963,132	866,165	21.86
	Other Operating Revenue	414,308	474,791	214,008	45.07
	<b>Total:</b>	<b>29,575,881</b>	<b>30,475,074</b>	<b>22,980,402</b>	<b>75.41</b>
<b>OPERATING EXPENSE</b>					
	Salaries	22,934,077	23,301,619	13,074,894	56.11
	Benefits	5,819,430	5,981,590	3,229,850	54.00
	Student financial aid-scholarships	1,748,476	1,953,476	1,402,080	71.77
	Utilities	1,749,920	1,749,920	976,529	55.80
	Supplies and Other Services	7,011,909	7,529,753	4,438,367	58.94
	Equipment Expense	1,063,891	1,247,768	416,397	33.37
	Loan cancellations and write-offs	0	0	0	
	Fees retained by the Commission	178,427	178,427	133,820	75.00
	Assessment for Faculty Services	1,502,589	1,502,589	674,027	44.86
	Assessment for Support Services	422,524	416,179	71,960	17.29
	Assessment for Student Activity Costs	409,938	421,938	394,585	93.52
	Assessment for Operating Costs	209,276	215,828	40,424	18.73
	<b>Total:</b>	<b>43,050,457</b>	<b>44,499,087</b>	<b>24,852,933</b>	<b>55.85</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(13,474,576)</b>	<b>(14,024,013)</b>	<b>(1,872,530)</b>	<b>13.35</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	15,611,661	15,611,661	10,459,812	67.00
	State Fiscal Stabilization Funds	701,797	700,888	700,888	100.00
	Gifts	25,000	25,000	43,500	174.00
	Investment Income	266,166	266,166	15,763	5.92
	Loss/Gain in Disposal of Fixed Assets	0	0	0	
	Assessment for E&G Capital & Debt Service Costs	(2,478,413)	(2,519,116)	(2,478,539)	98.39
	Reappropriated State Funding	0	0	0	
	<b>Total:</b>	<b>14,126,211</b>	<b>14,084,599</b>	<b>8,741,424</b>	<b>62.06</b>
<b>TRANSFERS &amp; OTHER</b>					
	Capital Expenditures	(449,158)	(696,203)	(432,476)	62.12
	Transfers for Debt Service	0	(77,297)	0	0.00
	Transfers for Fin Aid Match	(124,877)	(124,877)	(58,117)	46.54
	Indirect Cost Recoveries	450,218	533,600	288,588	54.08
	Transfers for Capital Projects	0	0	0	
	Transfers for Scholarships	0	(85,000)	(79,682)	93.74
	Transfers - Other	0	15,027	33,677	224.12
	One-time use of reserve	0	0	0	
	<b>Total:</b>	<b>(123,817)</b>	<b>(434,751)</b>	<b>(248,010)</b>	<b>57.05</b>
<b>BUDGET BALANCE</b>		<b>527,818</b>	<b>(374,165)</b>	<b>6,620,884</b>	
* <b>Add: ACTUAL UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>9,022,650</b>	<b>9,022,650</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>9,550,468</u></b>	<b><u>8,648,485</u></b>		

\* Actual Net Assets - Beginning of Year is before cumulative OPEB liability at June 30, 2010 in the amount of \$3,105,397

Unrestricted Net Asset Balance is 20.28% of the current budget total operating expense.

Auxiliary  
Actual vs Budget Statement of Revenues and Expenses  
Board of Governors  
As of February 28, 2011

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Auxiliary Enterprise Revenue	5,500,976	5,615,054	5,248,082	93.46
	Auxiliary Fees & Debt Service Support Revenue	4,762,696	4,898,096	4,809,832	98.20
	Other Operating Revenue	245,304	247,437	162,177	65.54
	<b>Total:</b>	<b>10,508,976</b>	<b>10,760,587</b>	<b>10,220,091</b>	<b>94.98</b>
<b>OPERATING EXPENSE</b>	Salaries	2,070,834	2,122,694	1,399,039	65.91
	Benefits	538,167	531,920	270,253	50.81
	Student financial aid-scholarships	486,160	486,160	368,894	75.88
	Utilities	912,265	912,265	498,929	54.69
	Supplies and Other Services	2,136,549	2,196,404	1,729,575	78.75
	Equipment Expense	97,446	104,854	154,611	147.45
	Loan cancellations and write-offs	1,131	1,131	0	0.00
	<b>Total:</b>	<b>6,242,552</b>	<b>6,355,428</b>	<b>4,421,301</b>	<b>69.57</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>4,266,424</b>	<b>4,405,159</b>	<b>5,798,790</b>	<b>131.64</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Gifts	0	5,000	5,000	100.00
	Interest on capital asset related debt	(100,473)	(100,473)	(50,236)	50.00
	<b>Total:</b>	<b>(100,473)</b>	<b>(95,473)</b>	<b>(45,236)</b>	<b>47.38</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(162,260)	(157,259)	0	0.00
	Transfers for Debt Service	(3,603,621)	(3,603,621)	(1,801,351)	49.99
	Transfers for Fin Aid Match	(3,425)	(3,425)	(1,713)	50.01
	Transfer to Plant Reserves	(396,646)	(638,291)	0	0.00
	Transfers for Scholarships	0	85,000	79,682	93.74
	Transfers - Other	0	7,909	7,909	100.00
	<b>Total:</b>	<b>(4,165,951)</b>	<b>(4,309,687)</b>	<b>(1,715,474)</b>	<b>39.81</b>
<b>BUDGET BALANCE</b>		<b>0</b>	<b>0</b>	<b>4,038,080</b>	
* Add: ACTUAL NET ASSETS - Beginning of Year		<u>6,514,461</u>	<u>6,514,461</u>		
Equals: PROJECTED NET ASSETS - End of Year		<u>6,514,461</u>	<u>6,514,461</u>		

\* Actual Net Assets - Beginning of Year is before cumulative OPEB liability at June 30, 2010 in the amount of \$375,293.

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 March 31, 2011

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	0	(332)	(332)	100
	Federal Grants and Contracts	35,155,676	33,394,794	27,295,664	82
	State/Local Grants and Contracts	5,421,053	5,771,722	5,774,071	100
	Private Grants and Contracts	2,100,110	1,789,494	1,657,509	93
	Other Operating Revenue	200	9,700	9,700	100
	<b>Total:</b>	<b>42,677,039</b>	<b>40,965,380</b>	<b>34,736,613</b>	<b>85</b>
<b>OPERATING EXPENSE</b>	Salaries	1,424,306	1,428,171	715,697	50
	Benefits	230,290	255,399	122,467	48
	Student financial aid - scholarships	44,102,306	40,558,921	39,722,498	98
	Utilities	21,607	19,000	0	0
	Supplies and Other Services	5,379,841	6,172,293	2,028,000	33
	Equipment Expense	3,308,144	2,474,764	1,353,392	55
	<b>Total:</b>	<b>54,466,494</b>	<b>50,908,549</b>	<b>43,942,055</b>	<b>86</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(11,789,455)</b>	<b>(9,943,169)</b>	<b>(9,205,442)</b>	<b>93</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Federal Pell Grant Revenues	12,000,000	10,100,000	9,538,021	94
	Investment Income Federal Workstudy		0	2	#DIV/0!
	<b>Total:</b>	<b>12,000,000</b>	<b>10,100,000</b>	<b>9,538,023</b>	<b>94</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(15,459)	(4,000)	0	0
	Transfers for Fin Aid Match	128,302	128,302	109,145	85
	Indirect Cost Recoveries	(509,400)	(537,496)	(338,952)	63
	Transfers - Other	0	42,097	42,097	100
	<b>Total:</b>	<b>(396,557)</b>	<b>(371,097)</b>	<b>(187,710)</b>	<b>51</b>
<b>BUDGET BALANCE</b>		<b>(186,012)</b>	<b>(214,267)</b>	<b>144,870</b>	
* Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year		219,123	246,087		
** Equals: PROJECTED RESTRICTED NET ASSETS - End of Year		<u>33,111</u>	<u>31,820</u>		

**Fairmont State University  
Board of Governors  
Financial Report  
for the period ending March 31, 2011**

**Unrestricted Fund:**

Budget changes in the month of March improved the budget balance by approximately \$25,000. This improvement was primarily due to a change in the assessment for support service (chargeback) that benefits the University by \$12,500, and benefit cost reductions due to new employees not requiring PEIA medical coverage in the amount of \$14,000, and other minor salary and benefit adjustments.

Tuition and Fees Revenues are meeting the budget plan at 92.25% of budget. Operating expenses compared to budget through the end of March are at 65.24% of plan. The actual surplus condition through March is \$5,489,512.

**Auxiliary Fund:**

Budget changes occurred in the area of security. Since the hiring of the Director of Emergency Planning and Chief of Police, additional police officer positions were recognized as needed. These positions were approved and are funded by revenues from increased enrollments. The new costs involved were less than \$45,000 annually. Changes in staffing will soon allow for two police officers to be on duty for most shifts seven days a week.

Revenues compared to budget through this period are at almost 96% of plan. Operating expenses compared to budget are at 76% of budget. Debt service payments for the year are complete and the actual surplus condition is approximately \$1,865,000 with three months of revenue and expenditure activity left in the fiscal year. The fund is budgeted to transfer approximately \$594,000 to auxiliary reserves by June 30, 2011.

**Restricted Fund:**

We received a \$62,000 supplemental award to the NASA ERC Grant along with other minor grant budget adjustments in March. Operating revenues through the end of March is at 85% of budget and operating expenses is at 86% of budget. Actual balance through the end of March is a surplus condition of approximately \$145,000.

Please find attached financial reports.

Fairmont State University  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted  
As of March 31, 2011

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	20,958,349	21,805,703	20,116,052	92.25
	Student Activity Support Revenue	559,169	580,069	558,636	96.31
	Faculty Services Revenue	1,268,259	1,272,439	1,155,885	90.84
	Operating Costs Revenue	2,432,922	2,375,754	1,618,245	68.12
	Support Services Revenue	3,942,875	3,964,757	2,335,885	58.92
	Other Operating Revenue	414,308	458,498	253,825	55.36
	<b>Total:</b>	<b>29,575,881</b>	<b>30,457,219</b>	<b>26,038,529</b>	<b>85.49</b>
<b>OPERATING EXPENSE</b>					
	Salaries	22,934,077	23,297,309	14,941,233	64.13
	Benefits	5,819,430	5,969,645	3,685,294	61.73
	Student financial aid-scholarships	1,748,476	1,953,476	1,404,737	71.91
	Utilities	1,749,920	1,749,920	1,121,034	64.06
	Supplies and Other Services	7,011,909	7,551,915	5,082,188	67.30
	Equipment Expense	1,063,891	1,248,635	629,936	50.45
	Fees retained by the Commission	178,427	178,427	133,820	75.00
	Assessment for Faculty Services	1,502,589	1,502,589	1,325,778	88.23
	Assessment for Support Services	422,524	403,622	229,063	56.75
	Assessment for Student Activity Costs	409,938	421,938	394,585	93.52
	Assessment for Operating Costs	209,276	215,828	134,406	62.27
	<b>Total:</b>	<b>43,050,457</b>	<b>44,493,304</b>	<b>29,082,075</b>	<b>65.36</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(13,474,576)</b>	<b>(14,036,085)</b>	<b>(3,043,546)</b>	<b>21.68</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	15,611,661	15,611,661	10,459,812	67.00
	State Fiscal Stabilization Funds	701,797	700,888	700,888	100.00
	Gifts	25,000	25,000	43,500	174.00
	Investment Income	266,166	266,166	18,465	6.94
	Assessment for E&G Capital & Debt Service Costs	(2,478,413)	(2,519,116)	(2,401,242)	95.32
	<b>Total:</b>	<b>14,126,211</b>	<b>14,084,599</b>	<b>8,821,423</b>	<b>62.63</b>
<b>TRANSFERS &amp; OTHER</b>					
	Capital Expenditures	(449,158)	(662,703)	(440,661)	66.49
	Transfers for Debt Service	0	(77,297)	(77,297)	100.00
	Transfers for Fin Aid Match	(124,877)	(124,877)	(58,037)	46.48
	Indirect Cost Recoveries	450,218	537,496	338,952	63.06
	Transfers for Scholarships	0	(85,000)	(84,999)	100.00
	Transfers - Other	0	15,027	33,677	224.12
	<b>Total:</b>	<b>(123,817)</b>	<b>(397,354)</b>	<b>(288,365)</b>	<b>72.57</b>
<b>BUDGET BALANCE</b>		<b>527,818</b>	<b>(348,840)</b>	<b>5,489,512</b>	
<b>* Add: ACTUAL UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>9,022,650</b>	<b>9,022,650</b>		
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>		
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>9,550,468</u></b>	<b><u>8,673,810</u></b>		

\* Actual Net Assets - Beginning of Year is before cumulative OPEB liability at June 30, 2010 in the amount of \$3,105,397

Unrestricted Net Asset Balance is 20.28% of the current budget total operating expense.

Auxiliary  
Actual vs Budget Statement of Revenues and Expenses  
Board of Governors  
As of March 31, 2011

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	5,500,976	5,615,054	5,296,532	94.33
	Auxiliary Fees & Debt Service Support Revenue	4,762,696	4,898,096	4,809,832	98.20
	Other Operating Revenue	245,304	247,438	188,280	76.09
	<b>Total:</b>	<b>10,508,976</b>	<b>10,760,588</b>	<b>10,294,643</b>	<b>95.67</b>
OPERATING EXPENSE	Salaries	2,070,834	2,147,907	1,576,595	73.40
	Benefits	538,167	551,011	304,518	55.27
	Student financial aid-scholarships	486,160	486,160	368,894	75.88
	Utilities	912,265	912,265	568,122	62.28
	Supplies and Other Services	2,136,549	2,196,404	1,898,349	86.43
	Equipment Expense	97,446	104,855	155,808	148.59
	Loan cancellations and write-offs	1,131	1,131	0	0.00
	<b>Total:</b>	<b>6,242,552</b>	<b>6,399,732</b>	<b>4,872,285</b>	<b>76.13</b>
OPERATING INCOME / (LOSS)		4,266,424	4,360,855	5,422,358	124.34
NONOPERATING REVENUE (EXPENSE)	Gifts	0	5,000	5,000	100.00
	Interest on capital asset related debt	(100,473)	(100,473)	(50,236)	50.00
	<b>Total:</b>	<b>(100,473)</b>	<b>(95,473)</b>	<b>(45,236)</b>	<b>47.38</b>
TRANSFERS & OTHER	Capital Expenditures	(162,260)	(157,259)	0	0.00
	Transfers for Debt Service	(3,603,621)	(3,603,607)	(3,603,607)	100.00
	Transfers for Fin Aid Match	(3,425)	(3,425)	(1,713)	50.01
	Transfer to Reserves	(396,646)	(594,000)	0	0.00
	Transfers for Scholarships	0	85,000	84,999	100.00
	Transfers - Other	0	7,909	7,909	100.00
	<b>Total:</b>	<b>(4,165,951)</b>	<b>(4,265,383)</b>	<b>(3,512,412)</b>	<b>82.35</b>
BUDGET BALANCE		0	0	1,864,710	
* Add: ACTUAL NET ASSETS - Beginning of Year		<u>6,514,461</u>	<u>6,514,461</u>		
Equals: PROJECTED NET ASSETS - End of Year		<u>6,514,461</u>	<u>6,514,461</u>		

\* Actual Net Assets - Beginning of Year is before cumulative OPEB liability at June 30, 2010 in the amount of \$375,293.

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 March 31, 2011

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Federal Grants and Contracts	35,155,676	33,394,462	27,295,332	82
	State/Local Grants and Contracts	5,421,053	5,771,722	5,774,071	100
	Private Grants and Contracts	2,100,110	1,789,494	1,657,509	93
	Other Operating Revenue	200	9,700	9,700	100
	<b>Total:</b>	<b>42,677,039</b>	<b>40,965,379</b>	<b>34,736,612</b>	<b>85</b>
<b>OPERATING EXPENSE</b>	Salaries	1,424,306	1,428,171	715,697	50
	Benefits	230,290	255,399	122,467	48
	Student financial aid - scholarships	44,102,306	40,558,921	39,722,498	98
	Utilities	21,607	19,000	0	0
	Supplies and Other Services	5,379,841	6,172,293	2,028,000	33
	Equipment Expense	3,308,144	2,474,764	1,353,392	55
	<b>Total:</b>	<b>54,466,494</b>	<b>50,908,549</b>	<b>43,942,055</b>	<b>86</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(11,789,455)</b>	<b>(9,943,170)</b>	<b>(9,205,443)</b>	<b>93</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Federal Pell Grant Revenues	12,000,000	10,100,000	9,538,021	94
	<b>Total:</b>	<b>12,000,000</b>	<b>10,100,000</b>	<b>9,538,021</b>	<b>94</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(15,459)	(4,000)	0	0
	Transfers for Fin Aid Match	128,302	128,302	109,147	85
	Indirect Cost Recoveries	(509,400)	(537,496)	(338,952)	63
	Transfers - Other	0	42,097	42,097	100
	<b>Total:</b>	<b>(396,557)</b>	<b>(371,097)</b>	<b>(187,708)</b>	<b>51</b>
<b>BUDGET BALANCE</b>		<b>(186,012)</b>	<b>(214,267)</b>	<b>144,870</b>	
* <b>Add: PROJECTED RESTRICTED NET ASSETS - Beginning of Year</b>		<b>219,123</b>	<b>246,087</b>		
** <b>Equals: PROJECTED RESTRICTED NET ASSETS - End of Year</b>		<b><u>33,111</u></b>	<b><u>31,820</u></b>		

CAPITAL PROJECTS				
FY 2011				
Project	Project Budget	Expenses & Encumbrances	Available Project Budget	Project Completion Date and/or Update/Notes
Hardway Hall - HVAC Unit	\$ 56,472.00	\$ 56,472.00	\$ -	Project is Complete
Infrastructure - Hardway Hall	\$ 400,000.00	\$ 362,739.03	\$ 37,260.97	Project is Complete
Infrastructure - Retaining Walls	\$ 130,000.00	\$ 69,812.90	\$ 60,187.10	Project is Complete
Byrd Center - HVAC Units (2)	\$ 50,000.00	\$ 6,000.00	\$ 44,000.00	Project has been advertised for public bidding. Pre-bid meeting set for April 6th and bid date is set for April 26th.
Byrd Center - Roof Renewal	\$ 400,000.00	\$ 28,000.00	\$ 372,000.00	Project has been advertised for public bidding. Pre-bid meeting set for April 6th and bid date is set for April 26th.
Aerospace Fire Suppression - ARRA	\$ 1,100,000.00	\$ 88,000.00	\$ 1,012,000.00	Fire suppression bids were received on 3/25. Three firms bid project with the low bid at \$311,340. Alternates may affect award of contract. Classroom portion of project has been advertised for public bidding. Pre-bid meeting set for April 6th and bid date is set for April 26th.
Folklife - Phase III (ARRA)	\$ 532,700.00	\$ 33,135.00	\$ 499,565.00	Bids were received for Phase III on 3/24. 7 bids were received. Low base bid was \$365,000. Alternates are being reviewed.
Hardway Hall Renovations	\$ 5,500,000.00	\$ 403,000.00	\$ 5,097,000.00	Contract for architectural services has been finalized. Programming will lag slightly behind Turley Center.
Hunt Haught Hall Glass Front	\$ 238,386.00	\$ 30,000.00	\$ 208,386.00	Bids were received for glass replacement on 3/2/11. Three bids were received. Low bidder made mistake and withdrew bid. Contract is being awarded to second bid at \$164,000
Hunt Haught Hall HVAC Units	\$ 500,000.00	\$ 45,000.00	\$ 455,000.00	Two bids were received on 3/2/11. Low bid was significantly over budget. Recommended funding adjustment and bid award is being reviewed.
Infrastructure - IT Emergency Back-Up	\$ 197,299.00	\$ 16,550.00	\$ 180,749.00	Engineer is completing design. Project should be advertised the week of April 18th and bid early May.
Infrastructure - Retaining Wall Merchant Street	\$ 175,000.00	\$ 9,000.00	\$ 166,000.00	1 contractor bid on this project. Bid came in over the project budget. Project design is being reviewed and project will re-bid at later date.
Musick Library Elevator	\$ 2,000,000.00	\$ -	\$ 2,000,000.00	Expressions of Interest from nine architectural firms were received. Selection process will take place over next several weeks.
Turley Center Renovations	\$ 6,000,000.00	\$ 470,393.00	\$ 5,529,607.00	Contract for architectural services has been finalized. Project programming is well underway.
Wallman Hall Renovations	\$ 5,200,000.00	\$ -	\$ 5,200,000.00	Negotiations have been finalized and contract is being prepared for architectural services.

Completed

In Progress



CAPITAL PROJECTS					
FY 2011					
Project	Project Budget	Expenses & Encumbrances	Available Project Budget	Project Completion Date and/or Update Notes	
Infrastructure - Paving Lot #15	\$ 58,560.00	\$ -	\$ 58,560.00		Not Started
Locust Avenue	\$ 40,000.00	\$ -	\$ 40,000.00		
Turley Center Renovations - FF&E	\$ 550,000.00	\$ -	\$ 550,000.00		
Academic Fund	\$ 100,000.00	\$ -	\$ 100,000.00	On-going - Numerous projects throughout year	On-Going
Landscaping	\$ 100,000.00	\$ 70,639.83	\$ 29,360.17	On-going - Numerous projects throughout year	
Physical Plant - Small Projects	\$ 197,000.00	\$ 80,208.22	\$ 116,791.78	On-going - Numerous projects throughout year	
	\$ 23,525,417.00	\$ 1,768,949.98	\$ 21,756,467.02		

**AUXILIARY CAPITAL PROJECTS**

**FY 2011**

<i>Project</i>	<i>Project Budget</i>	<i>Expenses &amp; Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>	
College Apartments - Roof E & F	\$ 70,000.00	\$ 64,990.00	\$ 5,010.00	Completed on 8/31/10	Completed
Residence Halls - Facility Audit Master Plan	\$ 163,835.00	\$ 139,035.00	\$ 24,800.00	Is progressing. The Consultants are working on draft reports of findings and recommendations on growth potential in housing units and mix of units. Also working on maintenance needs and related costs, facility upgrade recommendations and related costs, and new housing potential and related costs. Completion date is not known at this time.	In Progress
Residence Halls - Housing Software	\$ 60,000.00	\$ 51,139.93	\$ 8,860.07	The remaining balance will be utilized this fiscal year. Final phase of implementation. The new software will replace our current online housing application and will improve ability to serve students.	
Parking Garage - Maintenance - Caulking & Painting	\$ 50,000.00	\$ -	\$ 50,000.00		Not Started
	\$ 343,835.00	\$ 255,164.93	\$ 88,670.07		

ITEM: Approval of Program Review Recommendations

RECOMMENDED RESOLUTION: *Resolved*, That the Fairmont State University Board of Governors approve the degree program reviews for the Bachelor of Arts in Communication, Bachelor of Science in Allied Health Administration, Bachelor of Science in Exercise Science, Bachelor of Arts in French, Bachelor of Science in Health Science, Bachelor of Arts in Spanish, and Bachelor of Science in Psychology.

STAFF MEMBERS: Maria Rose, 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.

**Bachelor of Arts in Communication**

Recommendation: *Identification of the program for further development.*

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/administration/ProgramReviews>

**Bachelor of Science in Allied Health Administration**

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/administration/ProgramReviews>

### **Bachelor of Science in Exercise Science**

Recommendation: *Continuation of the program at 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/administration/ProgramReviews>

### **Bachelor of Arts in French**

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/administration/ProgramReviews>

### **Bachelor of Science in Health Science**

Recommendation: *Continuation of the program at 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/administration/ProgramReviews>

### **Bachelor of Arts in Spanish**

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/administration/ProgramReviews>

### **Bachelor of Science in Psychology**

Recommendation: *Continuation of the program at 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/administration/ProgramReviews>

## EXECUTIVE SUMMARY FOR PROGRAM REVIEW

### Name and degree level of program

Bachelor of Arts in Communication

### External reviewer (s)

Keith Weber, Ed.D.  
Assistant Professor, Department of Communication Studies  
West Virginia University

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

#### Strengths:

After meeting with Communication Division faculty at Fairmont State University, it is clear that they themselves serve as strength to this program. They are obviously very passionate about what they do, have taken a great deal of interest in their students and their academic and personal goals, and care deeply for the program. Furthermore, they also see themselves as a vital part of campus life at Fairmont State University.

In conversations with the faculty, specific strengths were collectively identified:

- Strong departmental outcomes.
- Neely Competition as authentic assessment of departmental outcomes.
- Some courses represent a clear path, building blocks: public speaking-argumentation-persuasion-oratory (Capstone).
- Active learning through multiple presentations (20-30 required through college tenure).
- Multiple examples of course embedded problem based learning projects (e.g. student grant-writing projects).

#### Weaknesses:

Conversations with faculty also revealed their concerns about the program:

- Lack of resources (personnel, outdated facilities/ technology).
- Curriculum designed to center around performances (main thrust is public speaking). This is outdated curriculum (even within smaller colleges in WV)?
- Little/No Social Science research background for students.
- Lack of clarity of goals for majors/Unsure what to do with this degree.
- No Comprehensive Assessment of Departmental Outcomes.
- Outcome goals not communicated to constituents.

## **Plans for program improvement, including timeline**

Faculty and student investment in the Communication Program of the School of Fine Arts at Fairmont State University is an obvious strength of the program. The proposed recommendations are made with the idea of strengthening the program further.

- Implementing a comprehensive assessment of the current curriculum (1 year).
- Restructuring the Intro class to save credit hours (1-2 years).
- Implementing a "COMM Foundation" course to assist students with understanding the value of the degree in the workforce (1-2 years).
- Incorporating an internship/service learning component to expand application of classroom learning (2-3 years).
- Enhancing the curriculum with a social media component (2-3 years).

These curricular changes will allow Fairmont State University to attract more students, thereby lowering the cost of student credit hours taught for the School of Fine Arts.

Progress on the implementation of this plan to be reported in the next scheduled program review.

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

There were no weaknesses or deficiencies from the previous program review. It was submitted on May 2, 2006 with a recommendation that the program be continued at the current level of activity. The Fairmont State Board of Governors accepted and approved the report at its September 7, 2006 meeting.

## **Five-year trend data on graduates and majors enrolled**

The number of graduates over the past five years has held rather steady (averaging over 4 graduates per year with as many as 6), as well as the number of majors enrolled. The only concern is the drop in the number of applicants this past year; however, many of our majors come to Communication after they are enrolled and switch their major so the applicant number is not a great concern at this time. The recommendation for a COMM Foundation course and the inclusion of a social media component will increase enrollments and graduates.

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

Course level assessments include quizzes, reflections, essays, tests, group discussions, outlines and presentations.

Neely Persuasive Speaking Contest (capstone experience) is attached to the oratory course. Every communication major writes a fully researched and documented persuasive speech. A faculty panel reviews this speech. The students with the best speeches then compete in the Neely Contest where they are assessed by an outside panel of adjudicators.

A new program is being instituted for a mid-program review. After the 4<sup>th</sup> semester, students will meet with the faculty to review their progress. The students will present a portfolio of their work based on

communication competencies created by the National Communication Association. The faculty will provide the students with feedback to help the students set goals for the next four semesters. In 2007, based on an analysis of student success in the SPCH 1100 course and to address different disciplines' oral communication needs, three courses were created to replace 1100, all at the 2000 level, and re-named COMM. The new courses require a prerequisite of ENGL 1104 with a grade of "C" or better. In addition to a basic human communication course, the other two address the needs of a business student or the need for group communication.

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

Recent graduates with a BA in Communication hold a variety of positions including those in education, radio, counseling, and business. At the national level they are employed by GE Aeronautics, Amazon.com, and Enterprise Rent a Car, to name a few. Locally our graduates have found employment with the Monongalia County Public Schools, Froggy Radio, and United Biosource. We also have graduates who have continued their education through graduate studies and law school.

**Final recommendations approved by governing board**

Identification of the program for further development

## EXECUTIVE SUMMARY FOR PROGRAM REVIEW

### **Name and degree level of program**

Bachelor of Science in Allied Health Administration  
This is a 2 + 2 program

### **External reviewer(s)**

Dawn Scheick, Ed.D., PMHCNC- BC, BS, RN  
Professor of Nursing  
Chair, Department of Nursing in the Division of Health Sciences  
Alderson-Broaddus College  
Philippi, WV

Dr. Scheick was chosen as an external reviewer because Alderson-Broaddus College's baccalaureate degree in Health Science with a minor in Healthcare Administration is the only program in the state that has a similar curriculum to Fairmont State University's Allied Health Administration degree. Both programs require medical or health science courses, a general studies core, and business courses.

Cheon-Pyo (Frank) Lee, PhD  
Assistant Professor of Information Systems  
Fairmont State University

Dr. Lee was chosen as an external reviewer to evaluate the program as a management and leadership baccalaureate degree program for Fairmont State University. He reviewed and compared requirements and outcomes of the Allied Health Administration program with Fairmont State University's business and informational technology baccalaureate degree programs. He reviewed the program to determine relevance, currency and completeness of the program and requirements.

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

The Bachelor of Science Degree in Allied Health Administration is designed for students with associate degrees in health career programs. It is a comprehensive program designed to provide career mobility for health care professionals who wish to assume a role in health care administration or pursue graduate education.

An additional intent of the program is to provide career advancement for those who are already employed in health care organizations. The unique nature of this 2 + 2 program makes it a natural career opportunity for students who wish to progress beyond the opportunities available to the associate degree graduate in education and employment.

The curriculum is directed toward developing the management, problem solving, finance, and interpersonal skills required by administrators in health care organizations. The program includes a mix



of general studies courses and a core curriculum which includes accounting, management, problem solving, information systems, statistics and allied health courses.

A majority of the business and general studies courses for the program are offered at off-campus locations which increase the accessibility of the program for nontraditional and employed students. The four Allied Health Administration courses are hybrid courses which are offered through a combination of face-to-face and online instruction in order to provide more schedule flexibility for the students.

Minimal financial resources are required for this program. Three adjunct faculty members teach a total of 13 credits in required Allied Health Administration courses. Required business courses are taught by faculty members in the School of Business in existing courses. General Studies courses are taught by a variety of faculty members in the various schools and colleges within the University.

The AHA program meets the following Strategic Goals of the University:

- Empower faculty, staff, and students to achieve high levels of teaching and learning at the undergraduate level. This goal is accomplished by degree completion through a flexible 2+2 program. During the practicum experience, students integrate experiential learning as a way to foster greater faculty and student involvement within their academic areas. This program offers alternative course and program delivery methods to provide program flexibility and access.
- Cultivate and strengthen the educational, economic, and cultural well-being of our region. This goal is accomplished by providing degree completion opportunities. Through the practicum experience, students are provided the opportunity to participate in job shadowing and an internship in leadership and management which provides for business and community engagement.

The external reviewers and the Advisory Council endorse the Allied Health Administration program as a quality program which provides professional opportunities and educational advancement for students. They concur that the curriculum provides a firm foundation in leadership and management theory, general studies, and experiential learning which allows graduates to accomplish the program outcomes.

### **Plans for program improvement, including timeline**

Continue to strengthen and document continuous program improvement process. By fall 2011, have outcome assessments completed for all four AHA courses.

By May 2011, revise Graduate and Employer Surveys and make them available through Survey Monkey in order to enhance the return rates.

Explore the possibility of developing several practicum sites and preceptors which can be used each year for the practicum. This would allow for a more stable practicum experience and make assessment data easier to interpret.

Advertise the program and develop articulation agreements with selected Community and Technical Colleges in the region.

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

Weaknesses identified in the last review include the following:

There had been a lack of comprehensive coordination for the program following the retirement of the previous coordinator. Since 2006, the Dean for the School of Nursing and AHA has been the program coordinator, student advisor, and part-time instructor in the program. This has provided stability to the program and the advising process.

There was not a library allocation for this program. There is still not a separate library allocation for this program, but library resources are provided through the allocation for the School of Nursing and Allied Health Administration. These resources are adequate for the program needs. New books, videos, and computer resources have been secured and data bases for health sciences, business and communication are available.

The program continues to need marketing efforts within and outside the Fairmont State community. The Dean for the School of Nursing and Allied Health Administration provides a class each semester for associate degree health career students explaining the articulation process into the baccalaureate program. This process has increased student awareness of the program. Additionally, a web page is being developed explaining the articulation process for the AHA major.

A separate budget does not exist for this program. The budget is part of the School of Nursing and Allied Health Administration budget and is adequate to meet the program's needs.

### **Five-year trend data on graduates and majors enrolled**

Five Year Data on Graduates and Majors Enrolled

	2006	2007	2008	2009	2010	2011	total
Enrolled	21	16	45	27	22	14	145
Graduates	10	7	14	11	16		58

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

The Allied Health Administration program employs multiple assessment processes in order to assure that the outcomes for graduates are accomplished. At the beginning of the capstone course, ALLH 4401, students analyze where they are with respect to having accomplished the program outcomes. The

students then develop their practicum experience to address any outcomes not already accomplished. At the end of the program, the students write a comprehensive paper stating how the practicum outcomes were accomplished. Since students come with varied academic and work experiences, this allows each student to design their practicum experience to assure that they will accomplish the desired outcomes. Preceptors, with input from the instructor, also rate students on how well they have accomplished the outcomes. Preceptors have consistently rated the students as an advanced beginner or higher on each of the nine outcomes with the exception of the rating as “novice” on using effective communication skills. In order to address this concern, COMM 2202, Introduction to Communication in the World of Work and BISM 1400, Corporate Communications and Technology, have been added as required courses.

The Graduate and Employer Surveys consistently rate graduates as being competent or proficient at meeting the program outcomes.

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

Graduate and Employer Survey response rates have been very low for the past five years even though two requests are sent one year after graduation. Results that have been received indicate that graduates are employed in their areas of study. The surveys are currently being revised and will be sent by Survey Monkey starting in May 2011 in an attempt to increase the response rates.

**Final recommendations approved by governing board**

Continuation of the program at the current level of activity.

## EXECUTIVE SUMMARY FOR PROGRAM REVIEW

### **Name and degree level of program**

Bachelor of Science in Exercise Science

### **External reviewer (s)**

Candi Ashley, Ph. D.  
Associate Professor  
University of South Florida

Thomas J. Pulol, Ed.D.  
Professor and Chair  
Southeast Missouri State University

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

Responses to alumni questionnaires indicate that graduates, both those who entered the field and those in further schooling, felt they were as well prepared or better prepared when comparing themselves to other persons with similar education. Many also felt that the required research project was a major plus of this program. Based on these findings and recent curriculum changes, there is no immediate plan to change the major at this time.

The summary of Dr. Ashley's review: Current course structure provides a good basis of the scientific knowledge needed for the field. The research course series gives students an excellent opportunity rarely seen in undergraduate programs. The internship hours may need to be increased to give students more opportunities to explore the specific fields within Exercise Science. Complete Review is on the web site.

### **Plans for program improvement, including timeline**

The faculty feel that no major changes are needed at this time. The faculty would like to give the current curriculum, which was revised two years ago, a chance to measure performance outcomes.

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

In the previous five year review graduates indicated that there was a need for a specialized populations class and also personal training knowledge. These were addressed by the recent 2009 curriculum changes which included the following: Addition of a "Clinical Applications of Exercise Physiology" course, and also the addition of two classes titled "Group Fitness" and "Advanced Personal Training." This curriculum also removed the course titled "Lifespan Motor Development."

### Five-year trend data on graduates and majors enrolled

Semester	Majors	Graduates
Fall 2005	32	1
Spring 2006	46	1
Summer 2006		2
Fall 2006	63	4
Spring 2007	77	16
Summer 2007		0
Fall 2007	75	1
Spring 2008	82	15
Summer 2008		2
Fall 2008	84	8
Spring 2009	85	9
Summer 2009		2
Fall 2009	97	3
Spring 2010	117	21
Summer 2010		1
Fall 2010	121	1
	Total of Graduates	97

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

The tools currently being used to evaluate the Exercise Science Program are as follows: 1) Design and Performance of an appropriate fitness test, 2) Design of an appropriate Individualized Exercise Program, 3) Capstone Research Project and 4) Evaluation of Internship by intern site supervisor.

Design and Performance of fitness test is based on a class assignment within PHED 3316 course. These results are 61 As, 48 Bs, 14 Cs, 6 Fs.

Design an appropriate Exercise Program is also based on a class assignment within PHED 3316. These results are 66 As, 36 Bs, 19 Cs, 2 Ds and 6 Fs.

Capstone Research Project results are based on the grade from PHED 4410 "Research Design" Class Spring 2006 to Spring 2010. These results are 33 As, 36 Bs, 2 Cs, 1 D, 3 Fs and 16 Is.

PHED 4420 Exercise Science Internship grades reflect the review by the intern site supervisor; therefore these grades are used in the review of this outcome. These grades from the Fall of 2005 to Fall 2010 are: 71 As, 12 Bs, and 21 Is.

\*All Is must be completed prior to graduation; thus the reason for the number of Incompletes.

Based on these results and the responses of the Internship site supervisors, who are located outside of the HHP department, it appears that the current Exercise Science major is fulfilling its goal and mission with the current curriculum.

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

In the last five years the following number of students were pursuing advanced degrees:

Occupational Therapy	3
Physical Therapy	3
Physician Assistant	4
Medical School	1
Masters Degree Ex. Phys	4
Chiropractic School	1
Ph.D. Ex. Phys	1

Several students (approximately 6+) have also chosen to attend Physical Therapy Asst., Respiratory Asst. and Nursing programs.

Additionally a minimum of 12 students are currently employed in the field of Exercise Science as Personal Trainers, Fitness & Wellness. Please note that not all graduates responded to the alumni questionnaire.

**Final recommendations approved by governing board**

Continuation of the program at current level of activity.

## EXECUTIVE SUMMARY FOR PROGRAM REVIEW

### Name and degree level of program

Bachelor of Arts in French

### External reviewer (s)

Dr. Mary-Anne Vetterling  
Professor of Spanish  
Regis College, Weston, MA

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

In her review, Dr. Vetterling offered a number of observations and suggestions:

- Dr. Vetterling had praise for our French program. She wrote, "In general, the French Department is doing well and should definitely be funded given their overall importance in the University." She added that the French program is "so vital to the overall strength and quality of the education your university offers its students." Finally, Dr. Vetterling stressed "how important it is to know a second language in order to function well in many fields of specialization and in the world of the twenty-first century."
- She also commended Dr. Hippolyte, whom she described as "very talented" and possessing "impressive expertise that shows great potential for growth in a number of very attractive directions, depending on the interests of the students at your school."
- Dr. Vetterling suggested improving our website for the French program.
- She suggested offering bilingual courses in advanced literature courses with lectures in English and reading in French or English, depending on the students' majors.
- She indicated that we might try to increase student interest through film festivals, a French table in the dining room, and a French club. She also asked us to consider blogs for the students and to encourage double majoring.

### Plans for program improvement, including timeline

Since the French B.A. program was placed on probation with the HEPC, our efforts with this program have focused on recruiting more majors and increasing graduation rates. One of the significant difficulties is the counting and reporting of majors, which does not account for double majors. The current reporting of data significantly distorts the number of majors; for example, in the spring of 2011, the "opening-day" number of French majors was reported as one; in fact, this number did not reflect twelve students who are pursuing a course of study that leads to a French major. All of the eleven students unaccounted for are French education majors or double majors. The underreporting of majors remains a grave threat to the French B.A. at Fairmont State University. Even so, we remain committed to increasing majors graduating with the French B.A.

- In the fall of 2009, we instituted Immersion Day on Campus to recruit students from local high schools for our language programs. Immersion Day brings students in the public schools to campus for a day of learning about language and culture in a series of activities that engage them intellectually and physically. Immersion Day shows these students that language acquisition has broadened and changed from the days when many of us studied grammar matrices and rules; the communicative approach stresses the ability to use the language and understand the culture in the “real world.” We held Immersion Day again in October, 2010 and plan a third next October.
- In May 2009 and 2010, we recruited and financially supported Fairmont State students for the HEPC’s study of and trip to Quebec City. This May, we have a dozen students who are applying for this program. Two students who have participated in the travel have become French majors.
- For the last three years, French has been represented at the Internal Exhibition as part of our attempt to increase students’ awareness of the value of global languages. To that end, we are also putting together a web page on global resources.
- In July 2010, we offered French at Fairmont State’s Day Camps to expose students in elementary and middle schools to language and culture. The director of the day campus has asked us to provide similar classes again this summer.
- We have begun a series of visits to local schools to share with faculty and students the advantages of understanding another culture and knowing its language. Dr. Hippolyte visited East Dale School in February 2011 and will be visiting West Fairmont Middle School in the next several weeks. We are working with Sally Morgan at Marion County Schools to schedule other class visits to high schools in Marion County to encourage students to study French for more than the required two years and to continue to study at the university level. We hope to include Harrison and Monongalia County schools in these visits and to make them a part of our spring agenda over the next three years and to measure their effectiveness.
- With Dr. Erin Hippolyte serving as the Study Abroad Advisor, we have a fine opportunity to place students in immersion experiences that will enhance their desire to learn more about the language and Francophone culture. Our students have done research in Paris and studied at the University of Amiens and the University of Savoie in France. There are opportunities to study abroad in French-speaking countries for a period of one semester, one year, or a four to six-week summer program.
- On campus, we are supporting study groups of both elementary and intermediate French students, planning for a student-led international film festival in spring, 2012, and exploring a French honorary in order to support students and to help them graduate with the French B.A.
- Dr. Hippolyte continues to expand curricular offerings to attract more students. She has offered Caribbean Literature in Translation cross-listed with French 4426, French Literature and Culture. This cross-listing allows her to expose more students to the culture of the Caribbean and to encourage them to undertake the French B.A. The same dual-section approach to French 3314 has helped to double enrollments. The course is simultaneously offered as Introduction to Francophone Film and requires no previous knowledge of French. In this way, students can begin to cultivate interest through culture-based courses and often discover that they wish to begin the elementary language series in future semesters.
- We continue to partner with other divisions of Fairmont State to encourage students to double major. At the moment, a number of students are double majoring in French and business, fine arts, and the liberal arts. As we move toward registration of new students in the fall, 2011 term, we are partnering with the Honors Program to recruit more majors among the Honors students who have had French in high school. We will also be encouraging advisors in the Academic



Advising Center to encourage students to understand the value of studying languages and cultures at any level, and as a major or minor. These efforts at partnering are an on-going activity each semester.

- In July, 2011, we will host our first World Language Camp. This three-week residential experience will bring thirty rising seniors and juniors from Gear-Up schools to campus for an immersion in French language and culture. The purpose of the camp is to increase students' interest in Francophony and to prepare them for college-level study. The camp should be a good recruiting tool because by giving students the experience of living and studying at Fairmont State, the camp will give them the confidence that they can succeed here. We plan to offer credit by examination at the end of the camp so that the students will already have begun the French major by the time they enroll at Fairmont State.
- We continue to pursue the establishment of a Global Lounge on campus to support students studying all languages on campus. The Global Lounge would provide students with foreign language television programs, foreign-language magazines, and camaraderie with other speakers of the language.
- We will work this summer with Information Technology to find ways to count double majors. At the moment, reporting focuses on the first major a student reports. We also need to come to consensus about how to treat education majors with a specialization in French. These students actually complete the requirements for a B.A. in French, but they do not show up on statistical reports as French majors.

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

The previous review submitted five years ago found no deficiencies or weaknesses. We continue to work on maintaining adherence to standards published by the American Council of Teachers of Foreign Language.

### **Five-year trend data on graduates and majors enrolled**

Over the last five years, new enrollment in the French program has remained flat at one, sometimes two, students per year. Our graduation rates have also remained steady at one or two per year with a modest improvement of five graduates last May. While in absolute numbers, the increase is modest, it represents a 250% increase, which we hypothesize is due to our efforts to recruit and retain majors. We are guardedly optimistic that this increase will be sustained and even surpassed over the next several years as we concentrate on bolstering enrollments and helping students to graduate in a timely manner.

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

This past year, faculty completed the learning outcomes for French courses that are in the general studies program. Our initial assessment of tenses in French 1101 and 1102 indicated that students are slightly ahead of where they should be in terms of the communicative approach of the French program, but they need help to more accurately use the proper endings and grammatical functions. To that end, we have adopted a textbook that contains an online component that allows students more out-of-class exercises to help them become more proficient in this area. The online component has built-in-features

that will help us to assess the progress of each student and the overall effectiveness of the online material.

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

Three of our graduates have gone on to teach French in the schools. Three have gone on to advanced study in fields other than French, but two of these continue to take French courses or practica that involve the use of French.

**Final recommendations approved by governing board:**

Continuation of the program with corrective action.

## EXECUTIVE SUMMARY FOR PROGRAM REVIEW

### **Name and degree level of program**

Bachelor of Science in Health Science

### **External reviewer (s)**

Mike Perko, Ph.D.  
Associate Professor  
University of North Carolina Greensboro

Eugene Fitzhugh Ph.D.  
Associate Professor  
University of Tennessee

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

The current Health Science program/major has not undergone a curriculum review in over 10+ years. With the changes that have occurred in the field of health science/public health over this same time period it is the belief of the faculty of the department that this major needs to be revised to accurately prepare students for the field of public health. This finding is supported by the input from the outside reviewers also. (See their comments below).

These revisions include a review and changes as needed in the psychology classes currently required for the major, and review and revamping of the health and science requirements and courses.

#### ***Dr. Fitzhugh's findings/report:***

If the goal is to prepare the student for a career in public health here are the current courses that best meet that aim:

- HLTA 1150 (Intro to Health)
- HLTA 2202 (Community & Environmental Health)
- PSYC 2240 (Statistics)
- HLTA 4450 (Field Practicum in Public Health)

My impression is that the program of studies taps into existing courses throughout the college that might fall under the public health umbrella... while psychology, both social and community, anatomy & physiology, and sociology are good – they aren't entirely focused on providing the skills needed to survey community or public health. I also want to throw out a second objective of the program – prepare student for graduate-level training in public health (MPH).

I might recommend the following courses as being added to the core courses listed above:

- Public Health Policy & Administration
- Convert statistics to a Biostatistics
- Intro to Epidemiology
- Evaluation of Community Health Programs

***Dr. Perko's findings/report***

I must agree with my colleague from Tennessee; Dr. Fitzhugh has nailed the discussion points. What FSU is doing is pretty common but may be putting some students behind in terms employment and grad school. You may find the following helpful - this is a recent series of benchmark articles detailing how universities can best train the next public health workforce.

**Plans for program improvement, including timeline**

Plan for improvement includes development of a new and more updated curriculum aimed at the current goals and needs of the field of public health. The plan is to incorporate as many of the suggested changes possible based on faculty abilities and credentials to deliver a revised and updated Health Science major. The expected time line for completion of this revision of the curriculum is it should be completed and presented to the curriculum committee in two years, spring 2013.

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

The previous review indicated minimal weaknesses in the curriculum at that time based on alumni questionnaire responses and internship supervisor comments. However, with the recent changes in health care and the increase in preventive medicine and the field of health promotion/wellness, the current review has identified areas that are a weakness in the current curriculum that need to be addressed, as stated by the external reviewers of the current curriculum.

**Five-year trend data on graduates and majors enrolled**

Semester	Enrolled Majors	Graduates
Fall 2005	11	2
Spring 2006	16	1
Summer 2006		
Fall 2006	20	1
Spring 2007	27	5
Summer 2007		1
Fall 2007	27	0
Spring 2008	25	5
Summer 2008		1
Fall 2008	20	0

Spring 2009	26	4
Summer 2009		1
Fall 2009	29	4
Spring 2010	28	7
Summer 2010		0
Fall 2010	30	3
	Total Graduates	35

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

The tools currently being used to evaluate the Health Science Program are 1) the final grade in HLTA 2200 “Foundations of Health Education” course. This course grade is being utilized due to its covering the basic foundations of Health Education/Science and the faculty feel that this grade is a reflection of the students’ basic knowledge and understanding. 2) The final grade in HLTA 4415 “Human Sexuality” as this course covers the sex related aspects of the Health Science program. 3) The Final Grade of HLTA 4450 “Health Field Practicum” as this is the capstone course for this major and involves the student performing a practicum in a public (outside the classroom) setting while being supervised by a person outside of the university.

Results/Grades for these 3 evaluations are:

- 1) 57 As, 34 Bs, 26 Cs, 5 Ds, 17 Fs and 1 I.
- 2) 132 As, 72 Bs, 42 Cs, 14 Ds, 20 Fs, and 5 Is.
- 3) 40 CR, 58 P, 7 Is, 1 INC, 1 NC, 1 NR (Course was changed from CR/NCR to P/F during the last 5 years).

As can be seen by these results the vast majority, 90.7%, of students acquired a CR or P for the HLTA 4450 measurement. Based on these results along with the final grade of the other measurements, it appears that the Health Science curriculum is fulfilling its goal within the current curriculum.

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

Approximately 30 Alumni Questionnaires were sent out to graduates to gather information about employment, graduate school, etc. Two were returned (see attached copies). One reported being employed at the VA hospital and the other reported searching for employment.

### **Final recommendations approved by governing board**

Continuation of program at current level of activity.

## EXECUTIVE SUMMARY FOR PROGRAM REVIEW

### Name and degree level of program

Bachelor of Arts in Spanish

### External reviewer (s)

Dr. Mary-Anne Vetterling  
Professor of Spanish  
Regis College  
Weston, MA

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

In her review, Dr. Vetterling offered a number of observations and suggestions:

- Dr. Vetterling had praise for the Spanish program. She wrote, "In general the Spanish Department is doing well and should definitely be funded given their overall importance to the University." She added that the program is "so vital to the overall strength and quality of the education your university offers its students." Finally, Dr. Vetterling stressed "how important it is to know a second language in order to function well in many fields of specialization and in the world of the twenty-first century."
- Dr. Vetterling had praise for our foreign language faculty. She observed, "They are doing great things with the resources available to them and should be highly commended for their work and encouraged to be creative in attracting students to the majors." She also commended Dr. Sellers, whom she described as "very talented" and possessing "Impressive expertise that show great potential for growth in a number of very attractive directions, depending on the interests of the students at your school."
- Dr. Vetterling suggested improving our website for the Spanish program.
- She suggested offering bilingual courses for advanced literature courses with lectures in English and reading in Spanish or English, depending on the students' majors.
- She indicated that we might try to increase student interest through film festivals, a Spanish table in the dining room, and a Spanish club. She also asked us to consider blogs for the students and to encourage double majoring.

### Plans for program improvement, including timeline

Since the Spanish B.A. program was placed on probation with the HEPC, our efforts with this program have focused on recruiting more majors and increasing graduation rates. The current reporting of data significantly distorts the number of majors because it does not account for double majors or Spanish education majors. The result is a serious underreporting of our Spanish majors that threatens the B.A. in Spanish at Fairmont State. Even so, we remain committed to increasing majors graduating with the Spanish B.A.

- In the fall of 2009, we instituted Immersion Day on Campus to recruit students from local high schools for our language programs. Immersion Day brings students in the public schools to campus for a day of learning about language and culture in a series of activities that engage them intellectually and physically. Immersion Day shows these students that language acquisition has broadened and changed from the days when many of us studied grammar matrices and rules; the communicative approach stresses the ability to use the language and understand the culture in the “real world.” We held Immersion Day again in October, 2010 and plan a third next October.
- We have begun a series of visits to local schools to share with faculty and students the advantages of understanding another culture and knowing its language. Dr. Julie A. Sellers spent a day working with students at West Fairmont Middle School. J. Robert Baker visited Jenny Santilli’s Spanish classes at South Harrison High School. We are working with Sally Morgan at Marion County Schools to schedule other class visits to high schools in Marion County to encourage students to study Spanish for more than the required two years and to continue to study at the university level. We hope to include Harrison and Monongalia county schools in these visits, to make these school visits a part of our spring agenda over the next three years, and to measure their effectiveness.
- We continue to partner with other divisions of Fairmont State to encourage students to double major. At the moment, a number of students are double majoring in Spanish and criminal justice, fine arts, and the liberal arts. As we move toward registration of new students for the fall, 2011 term, we are partnering with the Honors Program to recruit more majors among the Honors students who have had Spanish in high school. We will also be encouraging advisors in the Academic Advising Center to encourage students to try Spanish at least as a minor. These efforts at partnering are an on-going activity each semester.
- In July, 2011, we will host our first World Language Camp. This three-week residential experience will bring thirty rising seniors and juniors from Gear-Up schools to campus for an immersion in Spanish language and culture. The aim of the camp is to increase students’ interest in Spanish and its various cultures around the world as it prepares them for college-level study of Spanish. The Camp should be a good recruiting tool because by giving students the experience of living and studying at Fairmont State, the campus will give them the confidence that they can succeed here. We plan to offer credit by examination at the end of the camp so that the students will already have begun the Spanish major by the time they enroll at Fairmont State.
- We will work this summer with Information Technology to find a way to count double majors. At the moment, reporting focuses on the first major a student reports. We also need to come to consensus about how to treat education majors with a specialization in Spanish. These students actually complete the requirements for a B.A. in Spanish, but they do not show up on statistical reports as Spanish majors.
- Dr. Sellers, though only in her first year with us, already has great plans for faculty-led travel opportunities to Spanish-speaking countries and faculty-led service learning opportunities among Spanish-speaking communities both in the nation and abroad. In March, 2012, we will host an immersion experience for majors, minors, and interested students by taking students to New York to study and do service learning with the Dominican community in the city.
- Dr. Sellers has begun to facilitate a Spanish club at students’ request. She is also planning to expand the curricular offerings at the beginning and advanced levels and to partner with other divisions within the University such as criminal justice, business, and nursing.

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

The previous review submitted five years ago found no deficiencies or weaknesses. We continue to work on adhering to standards published by the American Council on the Teaching of Foreign Languages.

The B.A. in Spanish remains a necessity for Fairmont State University. With more than forty million speakers of Spanish in our country alone, our students will find themselves better equipped to enter a variety of fields if they know how to speak Spanish.

## **Five-year trend data on graduates and majors enrolled**

Enrollments in the Spanish program have remained static at one or two per year most likely because of turnover of personnel and the temporary filling of the Spanish faculty line for two years. Graduation rates have remained disappointing save for 2008-09 when five majors graduated. We are confident that with Dr. Sellers on the faculty, these numbers will increase.

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

This past year, Dr. Sellers completed the learning outcomes for Spanish courses that are in the general studies program. We anticipate that by the end of this academic year, she will have developed the assessment plan for the Spanish program into a useful and efficient project.

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

Three of our graduates are teaching in various ways; none are using their degree in Spanish for employment.

## **Final recommendations approved by governing board:**

Continuation of the program with corrective action.



## **EXECUTIVE SUMMARY FOR PROGRAM REVIEW**

### **Name and degree level of program**

Bachelor of Science in Psychology

### **External reviewer (s)**

Harriet Sutton  
Director, HOPE Inc.  
Fairmont, WV

Carolyn Jones  
Executive Director of Family Services for Harrison and Marion Counties  
Regional Offices  
Fairmont, WV

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

Course enrollments over the last five years have ranged from 446 to 465 students in multiple sections of Introduction to Psychology during each fall, with upper level psychology single section courses typically containing from 20 to 65 students. This represents a five year total of 11,393 student enrollments in psychology courses. Success rates for all psychology courses typically range from 70% to 90%. Measured performance standards of course outcomes indicate that students are meeting or exceeding established Psychology program goals. Continuing efforts are being made to increase student success through refinement of measurement instruments to provide more accurate feedback, changes in prerequisites to provide a stronger foundation for classes like statistics, and development of community and academic relationships to identify the needs of psychology students in their future career endeavors. At the most recent advisory board meeting the external reviewers commended program goals and success supporting plans for improving student success.

### **Plans for program improvement, including timeline**

Math 1100 or higher has been made a prerequisite for the Statistics in Psychology course to provide a stronger foundation of understanding for students coming into statistics class. Discussion and development of an intermediate class between statistics and experimental are planned for the coming year with addition of the new class expected by Fall of 2012. This class will provide a smoother transition for students between a basic level statistics course and the technically difficult conceptual material covered in experimental psychology. Annual reviews are providing a basis for ongoing improvement of course assessments.

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

The previous Psychology program five year review identified program weaknesses caused by the forensic program within psychology. This program suffered from very low enrollments and graduation rates. Additional course offerings for this program consumed faculty course loads for courses specific to the forensic program and outside of the central psychology degree program. The forensic program was terminated and those faculty course loads are currently used to offer more sections of required psychology courses to better meet student needs.

### **Five-year trend data on graduates and majors enrolled**

The student registration data shows consistent enrollments in psychology courses of approximately 1000 students each semester over the five year review period. The number of graduates each year for the same period varies from 42 to 62 with no clear upward or downward trend.

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

The psychology assessment model includes programmatic identification of desired student outcomes for each core course offered. These course outcomes are directly related to the Psychology program outcomes. Program outcomes are associated with both the Fairmont State University mission and the American Psychological Association's student outcomes within the field of psychology. Assessment at the course level varies by course and faculty, but is intended to provide a consistent measure of students' success at meeting stated outcomes. Each year faculty and outside reviewers discuss the possible needs of students, success rates, and adjustments based on outcome measures to improve student success and meet student needs. When possible, recommended actions or changes are incorporated into the program with any necessary adjustments in outcome measurement, course presentation, or course offering.

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

Phone interviews were used to sample graduates of the psychology program. These interviews resulted in an extensive list of students that have continued on to graduate programs at numerous universities across the country and who are working within the field in community and regional agencies across the country and who are working within the field in community and regional agencies. Exact numbers are not available.

### **Final recommendations approved by governing board:**

Continuation of the program at the current level of activity.

Fairmont State University  
Board of Governors  
April 28, 2011

**Item:** Worker's Compensation Insurance Plan Change(s) Approval

**Recommended Resolution:** Approval to continue the Worker's Compensation Insurance with Brickstreet under a stand-alone policy and to engage Davis & Tarasuk Insurance Corporation as the insurance agent of record for this policy.

**Staff Member:** Rick Porto

**Background:** We were recently notified by the State Office of the Insurance Commissioner (see attached notice received April 12, 2011) of an opportunity to discretionary entities to obtain worker's compensation insurance on their own or to request coverage being explored by the commissioner. Please note: Brickstreet has elected not to bid on the state's worker's compensation coverage policy.

Administrative review of the above options leads to recommend maintaining our current relationship with Brickstreet with a stand-alone policy for at least the next 2012 fiscal year.

Justification at this time is due to good experience with Brickstreet. We have seen our premiums decline over the past several years.

Also, we are asking the Board to allow administration to engage Davis & Tarasuk Insurance Company as our insurance agent of record for the policy for fiscal year 2012, (see attached document explaining the benefits of having an agent for this policy). We are hopeful to be able to further reduce our worker's compensation insurance costs and strengthen work place practices to prevent future worker's compensation claims. This request is being made to the board for approval in consideration of the State Ethics Act in relation to Private Interests in Public Contracts, Purchases and Sales, (please see attached page 12 of "A Guide to the West Virginia Ethics Act", W.Va. Code 6B-1-1, et seq.).

Please note our engagement will not cost us additionally. Agents receive commission from insurance carriers.

Note: Since Fairmont State University and Pierpont Community and Technical College share the same capuses the current policy covers both institutions under the name of the University. We will be working with our agent to determine the benefits of maintaining this consolidated policy.

Final Note: We expect to receive our 2012 worker's compensation policy quote early May, (see attached Brickstreet letter), at which time we would like to have our agent review this policy and assist us in making progress toward additional cost savings.



RECEIVED APR 12 2011

**Important Information Regarding Your Workers Compensation Coverage  
Discretionary Participant Notice  
Response Requested by April 18<sup>th</sup>, 2011**

During the recently completed 2011 Legislative Session, House Bill 3163 was passed, charging the West Virginia Insurance Commissioner (Commissioner) with the responsibility for managing workers compensation insurance for all "executive state entities". The statute defines "executive state entities" to mean the Governor's Office and its affiliated entities, the Bureau of Senior Services, and any state office that is incorporated in one of the executive departments created in W. Va. Code § 5F-1-2 (i.e. Departments of Administration, Education and the Arts, Environmental Protection, Health and Human Resources, Military Affairs and Public Safety (except the State Police), Revenue, Transportation, and Commerce). The Commissioner will secure private market coverage for these executive state entities effective July 1, 2011.

The legislation also provides an option for participation in the state entity workers compensation coverage by "discretionary participants". Discretionary participants include the offices of the constitutional officers and those state entities that do not directly report to an executive department defined above. For coverage effective July 1, 2011, discretionary entities are eligible to obtain insurance on their own or request coverage being explored by the Commissioner. Should you elect to be included in the state entity coverage as a discretionary participant you must notify the Offices of the Insurance Commissioner **by April 18, 2011.**

Those entities choosing to participate in the state entity coverage will be assessed an estimated premium for the first six months of coverage based upon calculations provided by the current carrier, BrickStreet Insurance. Entities included in the state entity coverage will be required to make the initial six months premium remittance prior to July 15, 2011. State entity coverage participants will be invoiced by the Offices of the Insurance Commissioner. A July 1, 2011 renewal will not be sent by BrickStreet Insurance to any such entity. If requesting inclusion, email your request **by Monday, April 18, 2011**, to ensure your entity is captured in the pool that will be presented to private market carriers.



**Send Requests for Inclusion in the State Entity Workers Compensation Coverage to:  
Email - (SAWC@wvinsurance.gov)**

Include the following information:

Entity Name:

Current Workers Compensation Policy Names and Policy Numbers (if multiple policies, must list all):

Contact Information:

Name:

Phone:

Email:

An email confirmation will be returned within one business day of email submission. If you do not receive a confirmation notice or require additional information, please contact, Bill Adamson, at the Offices of the Insurance Commissioner, 304-558-6279 ext. 1130.

**Requests received after April 18, 2011, may not be eligible for inclusion in the state entity coverage that will be effective July 1, 2011.**

Agencies participating in the state workers compensation program will be required to follow loss prevention, return to work programs and other risk management programs as developed.

Why use an agent?

Quote from the BrickStreet website:

“Brickstreet agents are here to help you. They understand West Virginia’s system better than anyone. Best of all an agent costs you nothing”

Agents can sit down with you, review your operations, review payroll & properly classify your risk.

Agents have information regarding:

Your loss/claims history

Safety programs

Return to work programs

Offer assistance with audits & check for any discrepancies

Process & explain endorsements

Explain employer’s liability broad form & limits

Agents review your exposures each year prior to renewal, and can ask carriers (such as BrickStreet) for discounts in premiums for various things such as:

safety programs

return to work

experience & training of key employees

Agents can assist with placing your out of state exposures.

If you are ever canceled or non-renewed, they can assist in placing you with another carrier or with assigned risk (residual)



## Selling to Subordinates

A public servant may solicit private business from a subordinate only when:

- (1) The solicitation is general and directed to the public at large;
- (2) The solicitation is limited to the posting of a notice in a communal work area;
- (3) The solicitation is for the sale of property of a kind that the person does not regularly sell; or
- (4) The subordinate goes to the supervisor's private business on his or her own initiative to purchase goods or services.

## Private Interests in Public Contracts, Purchases & Sales

The Ethics Act prohibits elected public officials and full-time public employees, whether appointed or employed, from having a financial interest in any contract, purchase or sale over which their public position gives them control, unless the total value of such contracts, purchases or sales does not exceed \$1,000 in a calendar year. Even then, the public official may not be involved in influencing the award of the contract. This \$1,000 exception may not be relied upon by county officials who are governed by the stricter limitations in W. Va. Code § 61-10-15.

This prohibition also extends to contracts in which the public servant's spouse, dependent parents, or dependent children have a financial interest, as well as to any business with which the public servant or his or her immediate family members are associated.

For purposes of this prohibition, public servants and their immediate family members are *associated* with a business if any one of them is a director or officer in the business, or if they hold stock in the business which constitutes 5% or more of the outstanding stock of any class.

This provision applies only to (1) those **contracts** your job gives you authority to award or control and (2) those **purchases and sales** you are authorized to make or direct others to make. The Commission has authority to grant **your agency** a hardship exemption from this provision of the Ethics Act.

Part-time appointed officials (except those county officials covered by W. Va. Code § 61-10-15) are not subject to the prohibition, provided that they recuse themselves from considering and acting on such matters, consistent with the on voting provisions of the Act.

April 12, 2011

Mr. E. Porto  
Director Of Finance  
1201 Locust Avenue  
Fairmont, WV 26554

**Re: Named Insured: Fairmont State University  
BrickStreet Insurance WC Policy # 10034451**

Dear Mr. Porto:

BrickStreet was excited to learn that your organization has been legally empowered to make an individualized decision regarding what workers' compensation program best meets your unique needs. With over 19,000 policyholders, BrickStreet certainly understands how each policyholder's needs are unique and understands that organizations need tailor-made workers' compensation programs to reduce costs and prevent workplace injuries. As such, BrickStreet is excited to work with you on your upcoming July 1, 2011 renewal.

If you are working through an agent, we will coordinate the release of your quote through your appointed agency. Otherwise, we plan on sending you a quote as a stand-alone policy on or before May 1, 2011. We are confident this quote will be one that is very competitive with any other program you are reviewing and will meet all of your needs through our BrickStreet 360 program.

One of the many advantages to placing your coverage with us is that BrickStreet 360 services are available to you at no additional cost. We have dedicated Safety and Loss Control Consultants, Return to Work Specialists, and Nurses that are all there to help you reduce workplace injuries and work with your employees to ensure that they make a full recovery if an injury should occur. In addition, we provide you with a dedicated underwriter and claims adjuster to ensure that you have a plan customized to help further reduce the cost of your coverage over time.

We look forward to working with your organization or your appointed agent on the renewal of your policy through BrickStreet Mutual Insurance.

Sincerely,



**Gregory A. Burton**  
President and CEO

GAB: db

Fairmont State University  
Board of Governors  
April 28, 2011

**Item:** One-time Pay Raise Continuance

**Recommended Resolution:** Approve the continuation of the one-time pay raise placed into effect December 1, 2010, for faculty, full and part-time classified staff who had more than 15 years of service, full and part-time non-classified and faculty equivalent academic professional (FEAP), adjunct faculty, and retirees on phased retirement.

**Staff Member:** Rick Porto

**Background:** Due to a shift in the economic climate in the state, the current condition of the University budget, and indication from the Higher Education Policy Commission that the one-time pay raises implemented in December could be continued into 2012 and become part of the overall salary improvement plan for 2012.

This action is required at this time to allow the budget office to establish the State's new year expenditure schedules and WV-11 payroll transactions – due early May.

By the June board meeting, the 2012 salary improvement plan will be presented along with the 2012 budget plan.

**Fairmont State University  
Board of Governors  
April 28, 2011**

**Item:** Bookstore Contract Service Change

**Information Item Only**

**Staff Member:** Rick Porto

**Background:** The bookstore contract is in its final year and was required to re-bid.

The bid process resulted in the contract being awarded to Follett Higher Education Group.

The contract should yield an additional \$100,000 in revenue to the Falcon Center per year with no change to the mark-up percentages on cost of goods sold.

The transition of the store from Barnes and Noble to Follett is occurring and should be complete in early June.

I wish to thank Barnes and Noble for the past 10 years of service to the Fairmont State and Pierpont students.

Fairmont State University  
Board of Governors  
April 28, 2011

**Item:** Hunt Haught Hall HVAC Project Bid Exceeds Budget

**Resolution:** Approve the change to budget to upgrade the HVAC for Hunt Haught Hall and use funding from other projects, reserves, and 2012 capital project funds to cover the value engineered project.

**Staff Member:** Jim Decker and Rick Porto

**Background:** The Hunt Haught Hall HVAC Project bid exceeds budget of \$500,000 (funded by a Federal Energy Savings Grant, which expires August 31, 2011) by \$359,000. The total project cost after some value engineering of \$81,800 is \$777,200.

The total funds available for the project after architect fees are deducted is \$455,000.

construction funds available	\$455,000
construction fund need	<u>-\$777,200</u>
additional funding needed	\$322,200

additional funding needed	\$322,200
transfer excess funds from Stair Tower Project	-44,386
transfer excess funds from HH Portico Project	-31,132
transfer all of the Academic Facilities Fund Project	-100,000
transfer from unbudgeted E&G capital reserves	-60,000
allocate from the 2012 capital project budget	<u>-86,682</u>
	-0-

This project has been studied by mechanical engineers and architects to assure the project integrity and to achieve the projected energy savings reflected in the American Recovery and Reinvestment Act Grant.

## Hunt Haught Hall HVAC Bid Evaluation

Stuart McMunn: Base Bid	\$	859,000.00		\$ 859,000.00
<b>Value Engineering Options:</b>				
1 Delete clean, seal, jacket		\$ (15,000.00)		
2 Delete replacement of HW heaters		\$ (3,500.00)		
5 Limit Balancing Scope		\$ (15,000.00)		
7 Delete sealing piping		\$ (500.00)		
8 Delete GWB enclosure		\$ (1,000.00)		
9 Delete UV light		\$ (1,700.00)		
10 Extend down time		\$ (5,000.00)		
11 Lay duct and pipe curbs		\$ (9,000.00)		
12 Use 2 Boilers		\$ (20,000.00)		
14 Reduce Hot water insulation		\$ (1,000.00)		
15 Reduce armaflex liner		\$ (2,000.00)		
16 Delete wood duct supports		\$ (600.00)		
20 Package RTU		\$ (7,500.00)	\$	(81,800.00)
<b>TOTAL COST OF PROJECT AFTER VALUE ENGINEERING</b>				<b>\$ 777,200.00</b>
Funds Available for Project:	\$	455,000.00	\$	455,000.00
<b>Additional Funds:</b>				
Glass Stair Tower Excess	\$	44,386.00		
Hardway Hall Portico Excess	\$	31,132.00		
Academic Facilities Fund	\$	100,000.00		
E & G Capital Project Excess	\$	60,000.00	\$	235,518.00
<b>TOTAL FUNDS AVAILABLE</b>				<b>\$ 690,518.00</b>
<b>FUNDS NEEDED TO BE APPROPRIATED IN 2012 CAPITAL PROJECTS:</b>				<b>\$ 86,682.00</b>



## TOWER ENGINEERING

115 Evergreen Heights Drive – Suite 400 – Pittsburgh, Pennsylvania 15229  
Tel: 412.931.8888 – Fax: 412.939.2525 – Email: tower@estower.com

April 4, 2011

Mr. Craig M. Baker, Assoc. AIA  
Architectural Project Manager  
Thrasher Engineering, Inc.  
30 Columbia Road  
Clarksburg, WV 26301

**Re: FSU Hunt Haught Hall HVAC Renovations**

Dear Mr. Baker:

As you are aware, the HVAC bids for this project are in excess of the project's original allocation. We are writing this letter to formalize our recommendations regarding the award of this project.

The total budget for this project (\$500,000) was based upon an ARRA grant that was awarded to FSU in 2010. The project scope was developed in late 2009.

The base bid by Stuart McMunn (low HVAC bidder) was \$859,000. There are a number of reasons why the projects budget was exceeded, as follows:

- The original scope of work did not include a full HVAC controls upgrade for the project. To provide for improved temperature control and the ability to monitor/adjust the system from a remote location, this was included in the base bid. A deduct alternate was provided to eliminate this work for a savings of \$105,000.
- When the project's budget was developed, the bidding environment was excellent due to extremely poor economic conditions. Recently, we have seen this changing significantly due to inflation, contractor workload and the amount of stimulus funding that has been pushed into the economy.
- The system designed included higher performance equipment compared to what was originally anticipated. While this would provide for better efficiency, redundancy and reliability, it resulted in increased construction costs.
- A number of additional items were added to the project beyond the original scope of work. This "scope creep" included work that can be justified but unfortunately contributed to the project being over budget. In hindsight, these items should all have been identified as add alternates. Many of the recommended value engineering items (see below) fall into this category.
- Limited number of HVAC bidders – while a number of contractors attended the pre-bid meeting only two HVAC contractors chose to submit a bid.

Based upon a review of information provided by Stuart McMunn, we have developed a breakdown of the project's material costs and labor costs as follows:

**Materials Cost Only (No Labor) For "As-Bid" Contract Configuration With Deduct ATC Alternate Accepted**

Rooftop Boilers: \$225K

Rooftop Split System: \$95 K

Mr. Craig M. Baker, Assoc. AIA  
Architectural Project Manager  
Thrasher Engineering, Inc.  
April 4, 2011  
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Piping, Pipe Insulation & Specialties: \$45 K  
Automatic Temperature Controls & Wiring: \$35K  
Power Distribution: \$10K  
Roofing Materials & Misc. Steel: \$15 K  
Duct, Insulation & Jacketing: \$8.5K  
Hot Water Unit Heaters: \$1K  
General trades materials: \$10K  
Crane \$60K

Total Material Costs: \$445,500

**Labor Costs**

Labor for supervision, plumber, sheetmetal, insulators, electricians, roofers, sprinklers, steel workers, temperature controls, balancing, etc. plus overhead, profit, and taxes.

Total Labor Costs: \$308,500

As you are aware, we did not provide a detailed takeoff for this project that can be used to verify the above breakdown. However, equipment pricing for the primary HVAC components is comparable to estimates provided by manufacturers during the project's design phase. On many projects, it is typical for labor costs to be comparable to equipment costs. Considering the crane rental and large costs associated with the heating plant and rooftop unit, we feel that the breakdown of equipment versus labor costs provided by Stuart McMunn is reasonable.

Over the last several weeks, we have worked with FSU and the project's low bidder (Stuart McMunn) to develop a list of value engineering (VE) items to be considered. The following is a list of recommended VE items and associated reductions in the project cost:

1. Delete Existing Rooftop Supply Air Duct Refurbishing (\$15,000)
2. Delete Replacement of Hot Water Unit Heaters (\$3,500)
3. HVAC System Balancing Scope (\$15,000)
4. Delete Piping Sealing at Pottery Room (\$500)
5. Delete GWB Enclosure (\$1,000)
6. Delete Ultraviolet Light (\$1,700)
7. System Downtime Extension (\$5,000)
8. Duct & Pipe Curb Roofing Work (\$9,000)
9. Boiler Plant Revisions (\$20,000)
10. Change Return Duct Liner Material (\$2,000)
11. Delete Wood Duct Supports (\$600)
12. Apply a Packaged Rooftop (\$7,500)



Mr. Craig M. Baker, Assoc. AIA  
Architectural Project Manager  
Thrasher Engineering, Inc.  
April 4, 2011  
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Considering the above, we recommend that FSU award this project to Stuart McMunn in lieu of rebidding the project for the following reasons:

- The bidding climate has continued to become worse since this project was originally bid. As stated previously, the bidding outlook at the time when this project's budget was developed was ideal.
- To allow for summer construction, many college/university and K-12 projects have been recently bid, are currently in bidding or will be in bidding soon. Because of this, it is possible that contractor interest in the HHH renovation project (a limited-scope HVAC renovation project with strict schedule requirements) may decline.
- The cost of materials typical to HVAC infrastructure projects (steel, copper, etc) has increased since when the project's scope of work and budget was set.
- Rebidding the project will compress the project's construction phase, forcing FSU to pre-purchase major equipment. A pre-purchase would create the potential for coordination issues between the successful bidder and the equipment manufacturer. This could result in change orders. If the equipment is furnished by the HVAC contractor as originally specified, this potential is eliminated.

Please contact me with any questions you may have.

Very truly yours,  
TOWER ENGINEERING



James N. Kosinski, P.E.  
Principal

1. Delete Existing Rooftop Supply Air Duct Refurbishing - Existing rooftop air handling unit RTU-1 has horizontal ductwork located outside the building envelope. The existing ductwork is supported from the roof surface. This ductwork extends from the RTU to several roof penetrations. The ductwork is covered with Armaflex insulation. The duct insulation has deteriorated over time. The current project scope includes new duct insulation, jacketing, and cleaning. The life of the existing ductwork would be extended by encasing it in a “weatherproof” jacket. Installation of new duct insulation would result in energy savings thru reduction of heat loss / heat gain thru the duct wall.
2. Delete Replacement of Hot Water Unit Heaters - The Ground Floor “Mechanical / Electrical” room is heated via operation of one hot water propeller type unit heater. The Ground Floor “Pottery Room” is heated via operation of one hot water propeller type unit heater. These devices are well past the expected equipment useful life. It is expected that one or both the unit heaters will require replacement in the near future.
5. HVAC System Balancing Scope Reduction - The two major HVAC systems to be replaced, with no value engineering considered, are the hot water heating boiler plant and rooftop air handler system RTU-1. The boiler plant heats water that is distributed to the building air handlers, rooftop unit RTU-1, and the terminal heating devices (VAV boxes, unit heaters, etc..). Rooftop air handler RTU-1 produces conditioned air that is ducted to the upper floors of the building. The current HVAC Systems Balancing Scope included adjustment of hot water valves & air dampers at existing equipment not being replaced. The intent of this scope was to confirm proper building air & water balance at many locations within the building. The reduced scope of work includes balancing of the total system airflow at rooftop air handler RTU-1 & total heating hot water flow at the new boiler plant. This scope reduction item will not have a significant effect on the longevity of the HVAC equipment.
7. Delete Piping Sealing at Pottery Room - There are many piping penetrations thru the exterior envelope of the Pottery Room. It appears that the sealant around the piping penetrations has deteriorated over time. Re-sealing the penetrations will result in energy savings. This scope reduction item will not have a significant effect on the longevity of the HVAC equipment.
8. Delete GWB Enclosure – New piping extends from the basement to the roof. This piping is enclosed in a non-rated chase. The chase was design as gypsum wall board atop metal studs for uniformity of internal wall appearance. The cost reduction measure was to use field fabricated & painted metal enclosure. This scope reduction item will not have a significant effect on the longevity of the HVAC equipment.

9. Delete Ultraviolet Light – The new rooftop air handling unit was designed with an internal ultraviolet light system. The light system reduces the potential for mold, bacteria, and viruses within coils & drain pans. The system is beneficial, but not designed into all Tower projects. Increased efficiency at the heat transfer coils is expected (they are cleaner). This scope reduction item will not have a significant effect on the longevity of the HVAC equipment.
10. System Downtime Extension – To limit the disruption to building occupants, the system replacements were designed to minimize the work within the building. Replacement of rooftop air handler RTU-1 & the heating boiler plant cannot be achieved without some building conditioning downtime. The design identified a maximum downtime of one week. Under this contract revision, the maximum system downtime will be extended to two weeks. This scope reduction item will not have a significant effect on the longevity of the HVAC equipment.
11. Duct & Pipe Curb Roofing Work - The design included new rooftop curbs to support piping & ductwork. These curbs were to be flashed into the new roof. The contract will be revised to allow the curbs to rest above the roof. This scope reduction item will not have a significant effect on the longevity of the HVAC equipment.
12. Boiler Plant Revisions - The design included three gas fired hot water boilers. The overall heating capacity of the new boiler system was increased above the existing condition. The design intent was to allow for additional redundancy & capacity if one boiler failed or required service. The contract will be revised to include three boilers, but the capacity of one boiler will be reduced. This will allow for a reduction in the boiler plant enclosure size, and reduce the support / roofing costs. The revised boiler plant, with one boiler out of operation, will have a heating capacity greater than the existing condition, but less than the initial design. This scope reduction item will not have a significant effect on the longevity of the HVAC equipment.
15. Change Return Duct Liner Material - The return air duct above the roof that is connected to existing rooftop air handling unit RTU-1 will be replaced as a part of this project. The duct will have interior liner for sound attenuation. The design identified the use of Armaflex type duct liner. The Armaflex duct liner has increased durability when compared with coated fiberglass type duct liner. Both types are used in the HVAC industry with regularity.
16. Delete Wood Duct Supports - Some of the existing duct above the roof to remain is supported with “4 X 4” wood. The design included replacement of the curbs with prefabricated duct support curbs. The old wood supports will deteriorate with time and require replacement. The longevity of the duct system could be affected if a wood support fails over time and the duct is stressed to a breaking point.
20. Apply a Packaged Rooftop Unit - The existing rooftop air handling unit system being replaced (RTU-1) includes remote rooftop compressor & condensing section. The design included replacement of both system components in a similar configuration. Under this contract modification, a packaged

rooftop unit, that includes all components in one “box”, atop one roof curb, would be applied. This scope reduction item will not have a significant effect on the longevity of the HVAC equipment. Tower & Thrasher are working with an equipment manufacturer to confirm structural feasibility at this time.

Fairmont State University  
Board of Governors  
April 28, 2011

**Item:** 2011-2012 Tuition and Fee, and Room and Board Fee Approval

**Recommended Resolution:** Approval of a three (3%) percent increase for tuition and fee, room and board, and apartment rents, and to add one new course fee to the special fees list.

**Staff Member:** Rick Porto

**Background:** The three (3%) percent increase in tuition and fees will be utilized to help support the Education and General funded pay raises provided in 2012. The pay raise is partially funded by new appropriations. This fee increase averages to a 1.5% fee increase over a two-year period. Note: for FY 2011, the Governor asked that we freeze fees for the year and maintain them at the FY 2010 level.

• Graduate Faculty Cost for 2012	\$187,391
• Faculty Promotions for 2012	\$ 67,670
• Pay raise for FY 2012 (includes annual increments)	\$451,232
• Student Information Specialist	\$ 54,171
• Student Scholarships	\$ 97,620
<b>TOTAL</b>	<b><u>\$858,084</u></b>
• Fee increase (3%)	\$522,000
• Salary Appropriation	\$240,169
<b>TOTAL</b>	<b><u>\$762,169</u></b>

Room and board (meal plan) increase is also requested for FY 2012 to help provide for pay raises, increasing operational costs, and provide for building future reserves to fund a new Housing Master Plan and to provide for capital project needs of both Housing and the Falcon Center.

See attached documentation requesting a 3% increase in meal plan rates based on increase in food costs.

Also attached is a request for a 5% increase in room rates. Although a 5% increase allows us to still be competitive with other state colleges and universities for 2012, we are suggesting only a 3% increase. In the next few months, we will have completed a thorough housing review and will

be recommending a housing master plan to upgrade these facilities and funding needed to do the upgrades. Future increases in dorm room and apartment rental rates will be driven by the need to upgrade these facilities.

Provost Maria Rose is requesting a one-time fee for all education majors that will pay for portfolio development software license for that student to use during their 5-year program.

**Academic Year 2011-12**

Institution: Fairmont State University

**STUDENT INSTITUTIONAL LEVEL: Undergraduate  
(Community College, Undergraduate, Graduate, Health Professions)**

<b>I. Regular Fees Charged to All Students</b>	<b>Resident 2010-11</b>	<b>Resident 2011-12</b>	<b>Increase (Decrease)</b>	<b>Non-Resident 2010-11</b>	<b>Non-Resident 2011-12</b>	<b>Increase (Decrease)</b>
<b>a. Tuition and Required Education and General Fees</b>	\$1,774	\$1,851	\$77	\$3,945	\$4,108	\$163
<b>b. Required Educational and General Capital Fees</b>						
i. System E&G Capital Fees	\$205	\$205	\$0	\$800	\$800	\$0
ii. Special Institutional E&G Capital Fees	\$85	\$85	\$0	\$185	\$185	\$0
<b>c. Auxiliary and Auxiliary Capital Fees</b>						
i. Standard Auxiliary Fees	\$364	\$364	\$0	\$364	\$364	\$0
ii. Mandatory Auxiliary Fees	\$0	\$0	\$0	\$0	\$0	\$0
iii. Auxiliary Capital Fee	\$110	\$110	\$0	\$110	\$110	\$0
<b>d. Special Equity Fee</b>	\$48	\$48	\$0	\$48	\$48	\$0
<b>Total Student Fee Request 2011-12</b>	<b>\$2,586</b>	<b>\$2,663</b>	<b>\$77</b>	<b>\$5,452</b>	<b>\$5,615</b>	<b>\$163</b>
Percentage of Increase Requested Over 2010-11			2.98%			2.99%

Fee increase justification: To support pay raises, faculty promotions, and student scholarships.

**Fee Planning Schedule- Per Semester**

Academic Year 2011-12

Institution: Fairmont State University

**STUDENT INSTITUTIONAL LEVEL: Graduate**  
 (Community College, Undergraduate, Graduate, Health Professions)

I. Regular Fees Charged to All Students	Resident 2010-11	Resident 2011-12	Increase (Decrease)	Non-Resident 2010-11	Non-Resident 2011-12	Increase (Decrease)
a. Tuition and Required Education and General	\$1,998	\$2,082	\$84	\$4,491	\$4,671	\$180
b. Required Educational and General Capital Fees						
i. System E&G Capital Fees	\$205	\$205	\$0	\$800	\$800	\$0
ii. Special Institutional E&G Capital Fees	\$85	\$85	\$0	\$185	\$185	\$0
c. Auxiliary and Auxiliary Capital Fees						
i. Standard Auxiliary Fees	\$364	\$364	\$0	\$364	\$364	\$0
ii. Mandatory Auxiliary Fees	\$0	\$0	\$0	\$0	\$0	\$0
iii. Auxiliary Capital Fee	\$110	\$110	\$0	\$110	\$110	\$0
d. Special Equity Fee	\$48	\$48	\$0	\$48	\$48	\$0
<b>Total Student Fee Request 2011-12</b>	<b>\$2,810</b>	<b>\$2,894</b>	<b>\$84</b>	<b>\$5,998</b>	<b>\$6,178</b>	<b>\$180</b>
Percentage of Increase Requested Over 2010-11			2.99%			3.00%

Fee increase justification: To support additional graduate faculty positions and pay raises for existing faculty.



Fee Planning Schedule- Per Semester

Academic Year 2011-12

Institution: Fairmont State University

II. SPECIAL FEES AND CHARGES	Current Rate Per Semester 2010-11	Requested Rate Per Semester 2011-12	Increase Decrease	Percent (%)
Application Fee - Graduate	40.00	40.00	0.00	
Application Fee - Undergraduate	20.00	20.00	0.00	
Aviation Technology Fee (Per Credit Hour)	35.00	35.00	0.00	
Credentiaial Fee - Placement	3.00	3.00	0.00	
Community College Baccalaureate Enhancement Fee (Per Credit Hour)				
Resident	55.00	58.00	3.00	5.45%
Non-Resident	85.00	91.00	6.00	7.06%
Credit for Life Experience Evaluation	300.00	300.00	0.00	
Credit Conversion Fee	22.00	22.00	0.00	
Course Fee (Per Credit Hour) (previously known as Technology Fee)	4.00	4.00	0.00	
Diploma Replacement	50.00	50.00	0.00	
E-Rate University (per 3 hour course)	972.00	972.00	0.00	
E-Rate Graduate (per 3 hour course)*	1476.00	1476.00	0.00	
E-Learning Course Fee (per 3 hour course) (FS Students)	75.00	75.00	0.00	
Exam for Course Credit (per credit hour)	22.00	22.00	0.00	
Excess course withdrawal fee (per course assessed after 8 courses have been dropped)	50.00	50.00	0.00	
Faculty and Staff Parking Fee - Full-time (will be prorated if less than full-time) Annual	180.00	180.00	0.00	
Fine Arts Course Fees (per credit hour):				
- Art - Pottery Materials Fee	15.00	15.00	0.00	
- Art Painting/Drawing Materials Fee	7.00	7.00	0.00	
- Debate - Materials Fee	15.00	15.00	0.00	
- Music Lessons Fee	10.00	10.00	0.00	
- Theatre Materials Fee	15.00	15.00	0.00	
Foreign Languages Course Fee (per credit hour)	8.00	8.00	0.00	
Graduation (fee for Graduate Students)	70.00	70.00	0.00	
Graduation (fee for Undergraduate Students)	50.00	50.00	0.00	
Graduation Application Late Fee	50.00	50.00	0.00	
ID Card Replacement Fee	15.00	15.00	0.00	
Late Registration	50.00	50.00	0.00	
Late Payment Fee	50.00	50.00	0.00	
Occupational Develop/Tech Studies Degree Evaluation	150.00	150.00	0.00	
Off-Campus Instruction (per credit hour up to 12 hours max)	15.00	15.00	0.00	
MBA Course Fee (per credit hour)	25.00	25.00	0.00	
New Student Fee	120.00	120.00	0.00	
Nursing Lab Fee (per credit hour)	12.00	12.00	0.00	
Nursing Testing Fee (per semester)	156.00	156.00	0.00	
Nursing Uniform Fee (once per program)	155.00	155.00	0.00	
Priority Transcript Fee	9.00	9.00	0.00	
Regents' BA Degree Evaluation	300.00	300.00	0.00	
Reinstatement Fee	25.00	25.00	0.00	
Senior Citizens Audit Fee (per credit hour)	22.00	22.00	0.00	
Teacher Education - Clinical Experiences Fee	150.00	150.00	0.00	
University/Graduate Enhancement Fee (per credit hour)				
Resident	97.00	100.00	3.00	3.09%
Non-Resident	212.00	218.00	6.00	2.83%
HHP Outdoor Course Fee (per credit hour)	30.00	30.00	0.00	
Fine Arts Major Course Fee (per credit hour)	50.00	50.00	0.00	
School of Education Portfolio Fee (one-time)	0.00	130.00	130.00	New
Storytelling Course Fee (per credit hour)	40.00	40.00	0.00	

**Fee Planning Schedule- Per Semester**

**Academic Year 2011-12**

**Institution: Fairmont State University**

III. Room & Board Charges	Rate Per Semester 2010-11	Rate Per Semester 2011-12	Increase		Percent (%)
			Increase	Decrease	
Bryant Place (singles)	2,276.00	2,344.00	68.00		2.99%
Bryant Place (doubles)	1,921.00	1,978.00	57.00		2.97%
Prichard (double)	1,689.00	1,739.00	50.00		2.96%
Morrow (double)	1,689.00	1,739.00	50.00		2.96%
Pence (double)	1,689.00	1,739.00	50.00		2.96%
Note: Damage Deposit Dorms \$200.00					
Board - 15 Meal Plan with 65 points (5-day)	1,547.00	1,593.00	46.00		2.97%
Board - 19 Meal Plan with 75 points (7-day)	1,694.00	1,744.00	50.00		2.95%
Board - new 15 Meal Plan with 150 points (7-day)	1,628.00	1,676.00	48.00		2.95%
Board - new 12 Meal Plan with 225 points (5-day)	1,569.00	1,616.00	47.00		3.00%

**Fee Planning Schedule- Per Semester**

**Academic Year 2011-12**

**Institution: Fairmont State University**

	Rate Per Month 2010-11	Rate Per Month 2011-12	Increase Decrease	Percent (%)
<b>IV. Apartment and House Rental Rates:</b> 1 Bedroom (unfurnished) 2 Bedroom (unfurnished) 2 Bedroom (furnished) 3 Bedroom (furnished)  Note: Damage Deposit Apartments \$200.00	2,904.00 4,438.00 4,768.00 6,660.00	2,991.00 4,570.00 4,910.00 6,858.00	87.00 132.00 142.00 198.00	3.00% 2.97% 2.98% 2.97%

# Memorandum

**To:** Rick Porto, Quentin Johnson, Michael Belmear  
**From:** John Kellar, RDM – Dining Services  
Aladdin @ Fairmont State University / Pierpont Technical and Community College  
**Date:** March 15, 2011  
**Re:** Revised 2012 Price Increase per 3-15-11 meeting, discussion, and decision.

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## 2012 Board rates:

	<u>2010-2011</u>	<u>2011-2012</u>	
MP19	\$1694.00	\$1744.00	+2.95%
MP15	\$1547.00	\$1593.00	+2.97%
MP5D	\$1569.00	\$1616.00	+3.00%
MP7D	\$1628.00	\$1676.00	+2.95%
Break Plan	\$18.00 / day	\$18.54 / day	+3.00%

## Cafeteria Line and departmental charged prices:

	<u>2009 -2011</u>	<u>2011-2012</u>	
Breakfast	\$4.95 / \$5.25	\$5.19* / \$5.50	+4.8%
Lunch & Brunch	\$6.37 / \$6.75	\$6.60* / \$7.00	+3.6%
Dinner	\$7.31 / \$7.75	\$7.55* / \$8.00	+3.3%

\* All departmental charges are based on pre-tax price.

Catering Prices: 3.0% Increase - on average.

Retail Prices: 3.0% Increase - on average.

## Summer conference rate:

	<u>2008-2009-2010</u>	<u>2011-2012</u>	
Daily Rate	\$19.00	\$19.50	+2.6%

\*\* All Meal Plan, Cafeteria, Retail and Catering price increases would be effective as of **August 1, 2011.**

\*\*\* The Summer Conference rate and the Break meal plan rate would be effective as of **May 15, 2011.**

jrk

	2010 Actual	%	2011 Projection	%	3.0%	2012 budget A	%	4.0%	2012 budget B	%
BOARD SALES	2,209,170		2,389,324		103.0%	2,461,004		104.0%	2,484,897	
FLEX DOLLARS	231,606		257,355		103.0%	265,076		104.0%	267,649	
CATERING	185,841		191,587		103.0%	197,335		104.0%	199,250	
CONFERENCE	74,604		86,734		103.0%	89,336		104.0%	90,203	
CASH - CAFETERIA	106,875		147,284		103.0%	151,703		104.0%	153,175	
CASH - NICKEL	293,200		307,559		103.0%	316,786		104.0%	319,861	
MAIN STREET MARKET	18,000		5,349		103.0%	5,509		104.0%	5,563	
POBLANOS & CIABATTAS	76,525		52,821		103.0%	54,406		104.0%	54,934	
STARBUCKS	76,750		92,209		103.0%	94,975		104.0%	95,897	
FALCON DOLLARS	65,260		30,683		103.0%	31,603		104.0%	31,910	
GROUP SALES	100,275		66,276		103.0%	68,264		104.0%	68,927	
COMMUTER PLAN	32,684		20,634		103.0%	21,253		104.0%	21,459	
VENDING COMMISSIONS	91,125		80,925		103.0%	83,353		104.0%	84,162	
TOTAL SALES	3,561,915	100.0%	3,728,740	100.0%	103.0%	3,840,602	100.0%	104.0%	3,877,890	100.0%
FOOD COST	1,051,918	29.5%	1,137,189	30.5%	106.0%	1,205,420	31.4%	106.0%	1,205,420	31.1%
STATE PAYROLL COST	402,504		341,861		102.0%	348,698		102.0%	348,698	
ALADDIN PAYROLL COST	900,479		1,009,832		102.0%	1,030,029		102.0%	1,030,029	
TOTAL PAYROLL COST	1,302,983	36.6%	1,351,693	36.3%	102.0%	1,378,727	35.9%	102.0%	1,378,727	35.6%
GEN. LIABILITY INSURANCE	71,158		74,565		103.0%	76,802		103.0%	76,802	
CHINA REPLACEMENT ACCRUAL	45,232		54,719		103.0%	56,361		103.0%	56,361	
UNIFORMS	12,000		12,963		103.0%	13,352		103.0%	13,352	
LAUNDRY & LINEN	19,808		20,445		103.0%	21,058		103.0%	21,058	
PAPER & PLASTIC SUPPLIES	83,538		77,490		106.0%	82,139		106.0%	82,139	
CLEANING SUPPLIES	14,776		17,753		106.0%	18,818		106.0%	18,818	
OFFICE SUPPLIES	6,000		7,308		103.0%	7,527		103.0%	7,527	
FLOWERS	2,400		1,322		103.0%	1,362		103.0%	1,362	
POSTAGE	480		964		103.0%	993		103.0%	993	
ADVERTISING	630		524		103.0%	540		103.0%	540	
PROMOTIONS	0		844		103.0%	869		103.0%	869	
REPAIRS	18,000		22,119		103.0%	22,783		103.0%	22,783	
TAXES & LICENSES	26,646		17,350		103.0%	17,871		103.0%	17,871	
ACCOUNTING	3,120		3,120		103.0%	3,214		103.0%	3,214	
DATA PROCESSING	1,920		1,920		103.0%	1,978		103.0%	1,978	
EQUIPMENT ACCRUAL	90,161		75,207		103.0%	77,463		103.0%	77,463	
AUTO EXPENSE	2,400		13,119		103.0%	13,513		103.0%	13,513	
VEHICLE CHARGE	3,000		3,000		103.0%	3,090		103.0%	3,090	
SECURITY TRANSPORT SERVICE	4,200		4,776		103.0%	4,919		103.0%	4,919	
VISA CHARGES	600		12,127		103.0%	12,491		103.0%	12,491	
RELOCATION EXPENSES	0		861		103.0%	887		103.0%	887	
TOTAL DIRECT	406,069	11.4%	422,506	11.3%	103.7%	438,028	11.4%	103.7%	438,028	11.3%
ADMINISTRATIVE FEE	75,000	2.1%	75,000	2.0%	0.0%	75,000	2.0%	0.0%	75,000	1.9%
MANAGEMENT FEE	78,744	2.2%	82,692	2.2%	103.0%	85,173	2.2%	104.0%	86,000	2.2%
CLIENT RETURN FROM OPERATIONS	647,201	18.2%	659,660	17.7%		658,254	17.1%		694,715	17.9%

**FW: Food Cost Increases Continue**

Mike Macakanja

Sent: Friday, March 11, 2011 3:01 PM

To: Group - Unit Managers; Group - Aladdin Ops

From: Jim Everett

Sent: Friday, March 11, 2011 2:59 PM

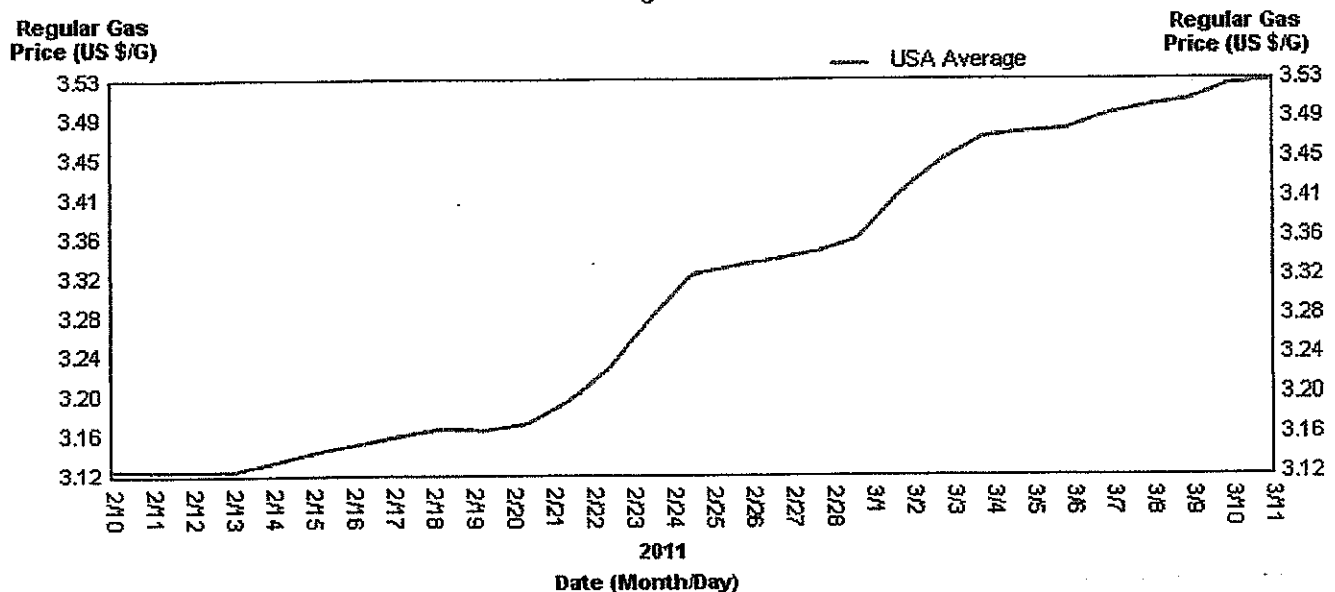
To: Mike Macakanja; Jason Van. Orman

Cc: Fortino, Mark

Subject: Food Cost Increases Continue

Jason & Mike, Please distribute.

**1 Month Average Retail Price Chart**



Since February 20<sup>th</sup>, we have seen the average price of gasoline across the United States go up every day. That is a record 19 days in a row. This is having a direct impact on the cost of food and supplies not only in our homes, but in our operations as well. If you see any supplier start adding a "Fuel Surcharge" to your invoice, notify the Purchasing Department in Charlotte and we will go back to the supplier and work to have it removed.

**Category Trends**

**Dairy** is rising and will continue to rise. The price of cheese specifically is increasing to record levels. If you must serve pizzas, where you can, immediately cut back on the amount of cheese.

**Chicken** has been a surprising good buy and will continue for the next few weeks. It is time to feature chicken on your menus!

**Beef** will begin to move up in price as the weather warms, although ground beef should remain steady for the next few weeks. Producers are keeping more cattle on the feed lots to drive prices up.

**Pork** is steady, but will definitely increase as the weather warms. Bacon has increased again last week and all

indications lead to more increases.

**Fresh Produce** will continue to be in limited supplies and high prices. As we transition some crops from California/Mexico to Florida (tomatoes/peppers/cucumbers/greens), there should be some relief in the next 6 weeks. The problem is Florida farmers know they can get premium prices for their products and will leverage that opportunity for as long as possible. Florida did have some freeze issues earlier, but tomatoes are coming in and the hot house products were not affected.

### **Bakery Update**

The Sara Lee/Earthgrains group of fresh bakeries will be taking a price increase of 4% starting April 1, 2011. It was unavoidable considering the prices of fuel, wheat, oil and sugar have risen sharply. If you use a local fresh Sara Lee Bakery, you will see an increase of 4% on your invoices starting April 1, 2011. We have heard that Bimbo may follow with a price increase, but nothing has been announced. If you have any questions, please contact Mark Fortino at 704-790-1273.

### **Food Cost Tools**

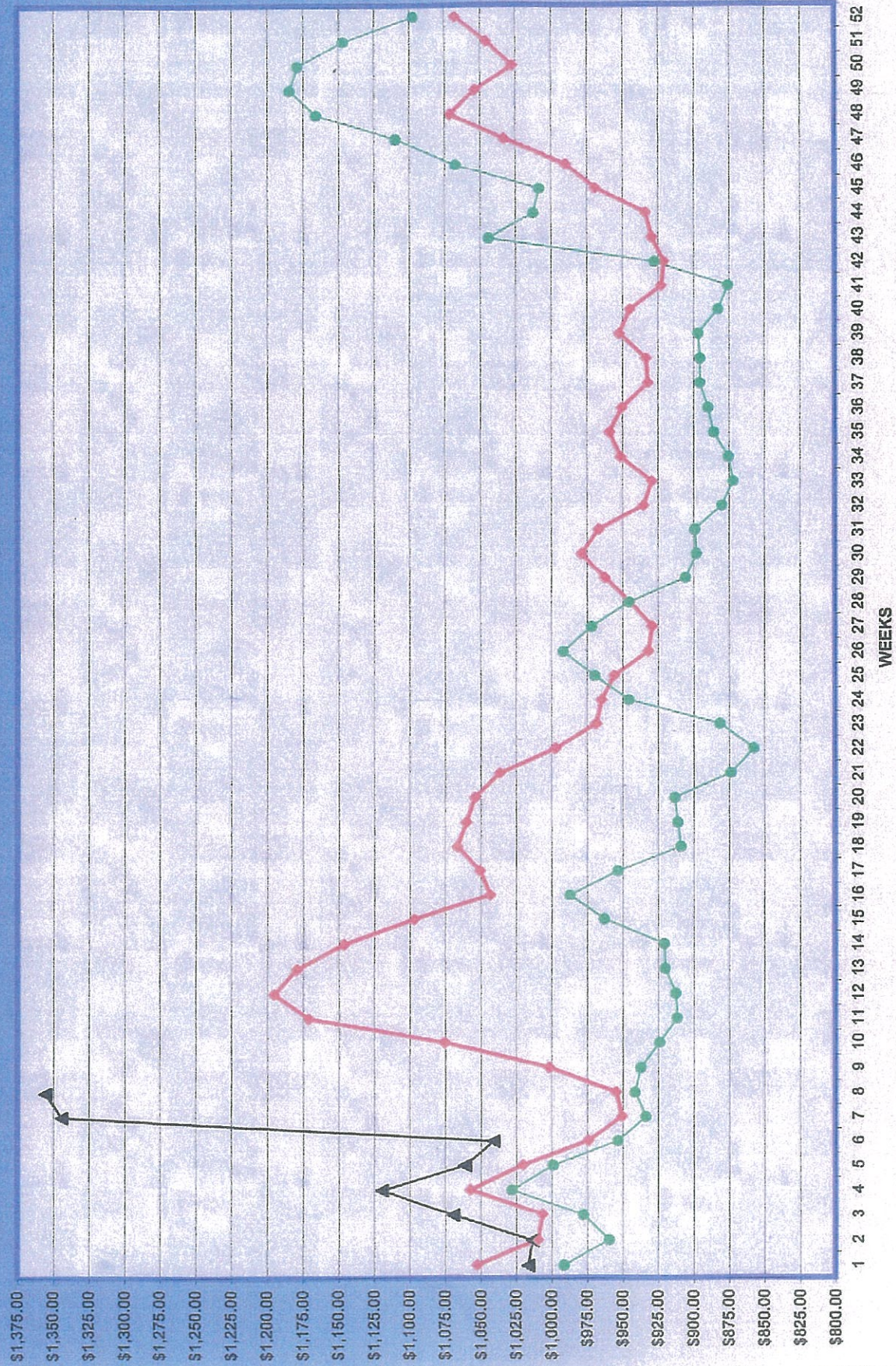
**Par Levels** – If you haven't established par levels now is the time to do it! If you haven't reviewed your par levels in the last six months, now is the time to do it. Considering the current cost of goods, we have to reduce the amount of inventory on our shelves.

**Recipes and Production Sheets** – It's one thing to print recipes and production sheets, but are the cooks actually following them? Did you ever hand a cook a recipe for meatloaf that calls for 7 pounds of ground beef, yet they use the entire 10 pound tube of ground beef because they don't want to weigh and wrap up the excess beef? Now more than ever, we have to make sure the cooks have a printed, scaled recipe and that they are actually following the recipe. So often, managers try to "buy" their foodcost when actually, they need to "manage" their foodcost. Holding our cooks accountable to following the production sheets and recipes will save far more money than buying the cheapest product available. If the cooks are wasting the product, it is lost not only from a cost perspective, but you have to consider the lost sales as well.

Mark Fortino  
Director of Purchasing  
TrustHouse Services Group  
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Charlotte, NC 28217  
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*Please use cage free eggs.*

The Average Weekly Weighted Market Basket Prices from  
 Pic Rite's Managed Produce Suppliers - 2009 to 2011  
 (From the Weighted Usage of the 34 Highest Volume - 9 Fruits, 17 Vegetables, & 8 Fresh-Cut Items)



▲ 2011      ◆ 2010      ● 2009



Residence Life  
2011-2012 Rate Proposal

March 14, 2011

Residence Life is requesting a 5% rate increase for residence hall and apartment rates for FY'12. We are pleased that our housing remains relatively affordable for our students. A 5% increase to our double room rate in our traditional halls remains below the current rates listed by many of our peer state institutions (Marshall, Shepherd, WVU Institute of Technology, West Virginia University and Glenville State College) via the Higher Education Policy Commission. In terms of our Bryant Place suites, only West Virginia State University offers suite style living at rates lower than our projected increase. See the attached rate comparison for a detailed review of housing rates from the Higher Education Policy Commission website.

The Higher Education Policy Commission does not indicate apartment rates for our peer institutions. Our apartments operate on 11.5 month leases (12 month for students re-leasing for a future term). With a 5% increase, our 1 bedroom rate equates to \$508 per month. Our unfurnished 2 and 3 bedroom rate is \$388/\$389 per month. Our furnished 2 bedroom apartment rate is \$417 per month. These rates include cable TV, internet, water/sewer, garbage service, custodial service for public areas, on-site management and campus security. A quick review of off-campus apartments located close to campus indicates rates currently run \$350 - \$800 for 1,2,3 bedroom apartments. The majority of those rates do not include utilities. With our convenient location and bundled services, our rates remain very competitive.

In developing our budget proposal, we kept operating expense increases to a minimum. Increases are located in a few budget areas. Labor expenses increased for the projected salary increment and the addition of front line staff in the residence halls to increase student support and retention efforts. Operational expenses primarily increased in the area of contractual and professional services and the routine maintenance of buildings. These increases reflect our commitment to provide high quality facilities and services to our residents. Other minor increases reflect required increases in areas such as scholarships and our debt service.

The combined impact of a 5% rate increase along with our projected expense budget, our 'transfer to plant' reserve deposit should increase by 15%. Consultants are currently conducting a housing master plan that will guide future growth and improvements. We currently anticipate the plan will recommend substantial renovation of the existing facilities with the possibility of new construction. The reserve fund is critical to implementing the recommendations contained in the master plan. Without a 5% rate increase, it will be impossible to add front line staff for increased retention efforts. Operational expenses will be limited to standard obligations, repairs and safety modifications. It will be difficult to complete improvements that will be noticeable to our residents.

Budget Summary:

	FY'11	FY'12
Net Revenue	\$4,102,959	\$4,245,434
Expenses	\$1,555,900	\$1,581,192
Labor	\$650,014	\$687,831
<u>Transfers/Debt</u>	<u>\$1,603,137</u>	<u>\$1,634,591</u>
Reserve balance	\$293,908	\$341,820

	Single	Double	Single suite	Double suite	1 BR U*	2 BR U*	2 BR F*	3 BR U*
Marshall University	\$2,975	\$2,326	\$3,639	\$2,726				
Shepherd University	\$3,150	\$2,101	\$3,628	\$2,418				
WVU Institute of Technology	\$2,700	\$2,000	\$3,100	\$2,800				
West Virginia University	\$2,696	\$2,149	\$2,820.00	\$2,397				
Glennville State College	\$2,300	\$1,900	\$2,700	\$2,200				
Potomac State College (Bachelor's Degree)	\$2,095	\$1,460	\$2,645	\$2,165				
West Liberty State College	\$2,370	\$1,580	\$2,600					
5% increase		\$ 1,773.00	\$ 2,390.00	\$ 2,017.00	\$ 3,049.00	\$ 4,660.00	\$ 5,006.00	\$ 6,993.00
4% increase		\$ 1,756.00	\$ 2,367.00	\$ 1,998.00	\$ 3,020.00	\$ 4,614.00	\$ 4,958.00	\$ 6,926.00
Fairmont State University		\$1,689	\$2,276	\$1,921	\$2,904	\$4,438	\$4,768	\$6,660
West Virginia State University	\$2,100	\$1,450	\$2,200					
Concord University	\$2,348	\$1,773						
WVU - Undergraduate Health Professions								
Bluefield State College								
WVU - Parkersburg (Bachelor's Degree)								

295000 Housing

5%

		<u>FY '11 BUDGET</u>	<u>ACTUAL</u>	<u>COMMIT.</u>	<u>AVAILABLE BALANCE</u>	<u>FY 12 Budget</u>
520000	E	Office Expenses	\$ 2,350.00	\$ 781.45	\$ -	\$ 1,568.55
520300	E	Subscriptions and Publications	\$ 200.00	\$ -	\$ -	\$ 200.00
521000	E	Printing and Binding	\$ 100.00	\$ -	\$ -	\$ 100.00
521001	E	Print Shop/Copy Center Charges	\$ 5,000.00	\$ 2,616.60	\$ -	\$ 2,383.40
522000	E	Rent (Building)	\$ 70,000.00	\$ 330.00	\$ -	\$ 69,670.00
523000	E	Utilities - Heating Fuel	\$ 66,213.81	\$ 25,890.40	\$ -	\$ 40,323.41
523100	E	Electric	\$ 257,373.00	\$ 130,980.89	\$ -	\$ 126,392.11
523200	E	Water and Sewage	\$ 115,000.00	\$ 57,520.46	\$ -	\$ 57,479.54
523300	E	Utilities - Garbage	\$ 27,823.60	\$ 13,170.43	\$ -	\$ 14,653.17
524000	E	Telecommunications	\$ 850.00	\$ 378.39	\$ -	\$ 471.61
524100	E	Telephone Long Distance	\$ 2,650.00	\$ -	\$ -	\$ 2,650.00
524300	E	Cellular Charges	\$ 6,100.00	\$ 2,839.18	\$ -	\$ 3,260.82
524400	E	Telephone Administrative Fee	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
525000	E	Contractual and Professional	\$ 91,997.41	\$ 184,803.33	\$ 9,282.50	\$ (102,688.42)
525002	E	Cont & Prof - Custodial Services	\$ 116,863.00	\$ 58,431.48	\$ -	\$ 58,431.52
526000	E	In-State Travel	\$ 1,000.00	\$ 59.94	\$ -	\$ 940.06
526100	E	Out-of-State Travel	\$ 6,000.00	\$ 2,630.71	\$ -	\$ 3,369.29
526400	E	Post Season Expense	\$ -	\$ -	\$ -	\$ -
529000	E	Vehicle Rental	\$ 6,000.00	\$ 5,083.80	\$ -	\$ 916.20
530000	E	Machine and Miscellaneous Rental	\$ 1,000.00	\$ (66.50)	\$ -	\$ 1,066.50
530300	E	Copy/Print Costs	\$ 1,900.00	\$ 1,352.28	\$ -	\$ 547.72
532000	E	Insurance Costs	\$ 42,541.00	\$ 19,254.00	\$ -	\$ 23,287.00
534000	E	Clothing, Household, Rec Supplies	\$ 23,800.00	\$ 14,256.27	\$ -	\$ 9,543.73
535000	E	Promotional	\$ -	\$ -	\$ -	\$ -
536000	E	Vehicle Expense	\$ -	\$ 173.99	\$ -	\$ (173.99)
537000	E	Research, Educational, Medical Sup	\$ -	\$ -	\$ -	\$ -
538000	E	Routine Maintenance Cont/Warranties	\$ 39,636.00	\$ 21,012.00	\$ 21,012.00	\$ (2,388.00)
544000	E	Energy Expense Motor Vehicle/Aircra	\$ 1,600.00	\$ 622.90	\$ -	\$ 977.10
551000	E	Miscellaneous Expense	\$ 1,525.00	\$ 626.40	\$ -	\$ 898.60
551008	E	Student Stipend	\$ 243,372.00	\$ 127,259.43	\$ -	\$ 116,112.57
551100	E	Hospitality - Student Activities	\$ 20,000.00	\$ 14,529.58	\$ -	\$ 5,470.42
552000	E	Training and Development	\$ 2,000.00	\$ 692.00	\$ -	\$ 1,308.00
553000	E	Postal and Freight	\$ 4,000.00	\$ 2,716.98	\$ -	\$ 1,283.02
554000	E	Comp Supp/Equip (Office Use)<\$5,000	\$ 2,600.00	\$ -	\$ -	\$ 2,600.00
558000	E	Miscellaneous Equip Pur (<\$5,000)	\$ 39,000.00	\$ 95,827.93	\$ -	\$ (56,827.93)
561000	E	Office and Comm Equip Repair	\$ 500.00	\$ -	\$ -	\$ 500.00
563000	E	Building and Household Equip Repair	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
564000	E	Routine Maintenance of Buildings	\$ 40,000.00	\$ 56,142.25	\$ -	\$ (16,142.25)
566000	E	Routine Maintenance of Grounds	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
568000	E	Other Repairs and Alterations	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
573005	E	Household Equip and Furn (>\$5,000)	\$ 143,000.00	\$ -	\$ -	\$ 143,000.00
580000	E	Remittance of Taxes	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
584000	E	Awards, Scholarships-Institutional	\$ 168,005.00	\$ 104,280.28	\$ -	\$ 63,724.72

589000	E	Bank Costs	\$	-	\$	-	\$	-	\$	-	\$	581,408.47	\$	-	\$	1,581,192.00
			\$	1,555,899.82	\$	944,196.85	\$	30,294.50	\$	-	\$	-	\$	-	\$	-
500100	L	Budget Sweep	\$	5,698.00	\$	-	\$	-	\$	-	\$	5,698.00	\$	-	\$	-
500900	L	Non-Classified Staff	\$	182,816.00	\$	101,081.65	\$	-	\$	-	\$	81,734.35	\$	256,334.00	\$	-
501100	L	Classified Staff	\$	86,256.00	\$	48,647.57	\$	-	\$	-	\$	37,608.43	\$	88,597.00	\$	-
501300	L	Student Assistants	\$	231,710.00	\$	121,832.17	\$	-	\$	-	\$	109,877.83	\$	231,710.00	\$	-
501400	L	Extra Help	\$	10,830.00	\$	7,946.53	\$	-	\$	-	\$	2,883.47	\$	-	\$	-
501405	L	Recurring Stipend	\$	600.00	\$	350.00	\$	-	\$	-	\$	250.00	\$	600.00	\$	-
501410	L	Stipend	\$	40,500.00	\$	23,534.40	\$	-	\$	-	\$	16,965.60	\$	12,000.00	\$	-
511000	L	Social Security Matching	\$	24,558.00	\$	13,947.74	\$	-	\$	-	\$	10,610.26	\$	25,271.00	\$	-
512000	L	Public Employee Insurance	\$	52,651.00	\$	22,801.04	\$	-	\$	-	\$	29,849.96	\$	53,180.00	\$	-
514000	L	Worker's Compensation	\$	2,696.00	\$	1,475.55	\$	-	\$	-	\$	1,220.45	\$	2,742.00	\$	-
515000	L	Unemployment Compensation	\$	-	\$	238.28	\$	-	\$	-	\$	(238.28)	\$	-	\$	-
515000	L	Pension and Retirement Contribution	\$	17,397.00	\$	9,187.45	\$	-	\$	-	\$	8,209.55	\$	17,397.00	\$	-
C00100	L	Budget Sweep	\$	(5,698.00)	\$	-	\$	-	\$	-	\$	(5,698.00)	\$	-	\$	-
			\$	650,014.00	\$	351,042.38	\$	-	\$	-	\$	298,971.62	\$	687,831.00	\$	5%
800200	R	Rent - Housing	\$	4,265,914.00	\$	4,143,512.43	\$	-	\$	-	\$	122,401.57	\$	4,418,547.00	\$	-
800399	R	Forfeiture of Advance Rent Payment	\$	14,000.00	\$	14,412.55	\$	-	\$	-	\$	(412.55)	\$	14,000.00	\$	-
800401	R	Damage Assessment -Housing	\$	50,000.00	\$	1,003.65	\$	-	\$	-	\$	48,996.35	\$	50,000.00	\$	-
800500	R	Dorm Laundry	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
800700	R	Dorm Summer Rent	\$	29,000.00	\$	32,714.20	\$	-	\$	-	\$	(3,714.20)	\$	28,000.00	\$	-
800800	R	Meal Tickets Dining	\$	-	\$	(171.00)	\$	-	\$	-	\$	171.00	\$	-	\$	-
802000	R	Judicial Educator	\$	-	\$	1,615.00	\$	-	\$	-	\$	(1,615.00)	\$	-	\$	-
966000	R	Other Sources - Unrest Curr	\$	-	\$	1,000.00	\$	-	\$	-	\$	(1,000.00)	\$	-	\$	-
			\$	4,358,914.00	\$	4,194,086.83	\$	-	\$	-	\$	164,827.17	\$	4,510,547.00	\$	-
C80020	R	Contra Rent - Housing	\$	(255,955.00)	\$	-	\$	-	\$	-	\$	(255,955.00)	\$	(255,113.00)	\$	-
			\$	(255,955.00)	\$	-	\$	-	\$	-	\$	(255,955.00)	\$	(265,113.00)	\$	-
910000	T	Mandatory Tran Out-Prin and Intr	\$	1,572,711.78	\$	786,086.95	\$	-	\$	-	\$	786,624.83	\$	1,604,166.00	\$	-
913500	T	College Workstudy Matching	\$	3,425.00	\$	1,713.00	\$	-	\$	-	\$	1,712.00	\$	3,425.00	\$	-
922000	T	Non-Mandatory Trans Out-Other	\$	27,000.00	\$	27,000.00	\$	-	\$	-	\$	-	\$	27,000.00	\$	-
922300	T	Non-Mand. Trans Out-Plant Reserves	\$	293,908.40	\$	-	\$	-	\$	-	\$	293,908.40	\$	341,820.00	\$	-
			\$	1,897,045.18	\$	814,799.95	\$	-	\$	-	\$	1,082,245.23	\$	-	\$	-
		Total Revenues		4,102,959.00												
		Total Labor, Expenses & Transfers		4,102,959.00												
		Net														

To: Rick Porto  
From: Maria Rose  
CC: President Krepel  
Date: 3/23/2011  
Re: Fee Request for Board of Governors

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School of Education

\$130 fee for all Education majors; this will cover the license fee for TaskStream for 5 years for these students so that they might have access to portfolio development and other technology required as a part of the student teaching experience.

Fairmont State University  
Board of Governors  
April 28, 2011

**Item:** Property Acquisition adjacent to the Gaston Caperton Center in Clarksburg.

**Resolution:** Approve the acquisition of a parcel of land, together with the dwelling houses situated thereas and the appurtenances thereunto belonging, situate at No. 535 and No. 535 ½ West Main Street in the City of Clarksburg, District of Clark, County of Harrison, and the State of West Virginia.

**Staff Member:** Rick Porto

**Background:** In prior action of the Board, funding from reserves was approved to acquire property in proximity to the campus (October 14, 2010 board meeting).

Property in proximity of the main campus was the intent of the request at the time.

Since this approval, negotiations for the property next to the main campus were not successful. The offer, while almost 20% above appraised value, was not agreed to and the owner indicated they decided to hold on to the property for now.

In the past, Administration was approached by the owner of a house and property adjacent to the Gaston Caperton Center. In the recent months, Administration decided to attempt to contact the owner of this property and see if they may be interested to sell. Interactions with the owner has led administration to recommend acquiring this property as land acquisition to be owned by the University.

The appraised value of the property is \$100,000.00. The University is expecting to invest an additional amount of up to \$86,000.00 to \$105,550.00 to demolish the house and to prepare for green space or gravel parking.

With Board of Governors approval, we will next pursue the Higher Education Policy Commissions approval of same. This is necessary since the property acquisition was not included on the institutions master plan.

Please find attached the specific information related to this property for land acquisition.

### Property Acquisition Progress

	Appraised Value	Latest Offer	Over Appraisal Value
Locust Avenue Properties	\$208,000	\$250,000	\$42,000
Ridgely Avenue Properties	\$21,500	\$25,000	\$3,500
	<b>\$229,500</b>	<b>\$275,000</b>	<b>\$45,500</b>

Note: Removing the house on one of the Ridgely Avenue properties would be the responsibility of the University.

Caperton Center Property	\$100,000	\$0	\$0
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Note: We estimate a house removal cost of \$50,000 for Clarksburg property. We are also getting estimates for the removal of the drive thru bank canopy for the building we already own.

## Porto, Enrico

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**From:** Decker, James  
**Sent:** Friday, March 04, 2011 2:38 PM  
**To:** Porto, Enrico  
**Subject:** FW: KLM

Rick,

Please see below from Phil Petty regarding Locust Avenue property.

James B. Decker  
Assistant Vice President for  
Facilities & Capital Projects  
304-367-4861

**From:** Philip Petty [<mailto:ppetty@rosepaddenpetty.com>]  
**Sent:** Friday, March 04, 2011 2:16 PM  
**To:** Decker, James  
**Subject:** KLM

Jim:

I extended the offer to Kathy Martin. I heard from her today. They refused the offer and she state they decided to hold on to the property for now. No counter-offer. She mentioned the property on the other side of Locust Avenue. I told her that FSU did not seem interested at this point; however, she should contact you directly if she wanted to pursue the sale. Let me know if you want me to do anything else in this matter.

Phil



## Porto, Enrico

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**From:** Porto, Enrico  
**Sent:** Wednesday, February 23, 2011 3:03 PM  
**To:** Krepel, Thomas  
**Subject:** FW: KLM & Locust Property

We need to talk about this. I have asked Jim to try to find out what the state paid for the buildings on these properties.

What do you think about condemnation proceedings given their lack of interest on the appraised value plus a percentage kicker for their troubles?

I was trying to avoid this approach—but we can if there is a desire of the BOG to do so.

**From:** Decker, James  
**Sent:** Wednesday, February 23, 2011 2:07 PM  
**To:** Porto, Enrico  
**Subject:** FW: KLM & Locust Property

Rick,

Please see below regarding our second offer for Locust Avenue property. It does not look like we will be coming to terms with these folks.

James B. Decker  
Assistant Vice President for  
Facilities & Capital Projects  
304-367-4861

**From:** Philip Petty [<mailto:ppetty@rosepaddenpetty.com>]  
**Sent:** Wednesday, February 23, 2011 1:59 PM  
**To:** Decker, James  
**Subject:** KLM

Jim:

I extended an increased offer of \$250,000 and FSU would remove the building. When I talked with Kathy Martin, I told her that FSU was not interested in negotiating back and forth in \$25,000 increments. I told her that we would share our appraisal and that Warash had done the work.

She called me today and reported that the owners would lower their price to \$450,000 which was a \$25,000 reduction. She also stated that the owners would probably not go any lower as they had paid over \$500,000 and did not get "much" from the state for their buildings. I advised that I was not optimistic about a counter-offer; but, I would relay the information to FSU and get back to her.

She also mentioned that she has the listing for the boarded up building across Locust and was inquiring as to any interest on the part of FSU.

Phil Petty

**SUMMARY REPORT  
REAL ESTATE APPRAISAL  
Of  
Warner Property - Vacant Building**



**535 W. Main Street, Clarksburg,  
Harrison County, WV, 26301**

**As of  
November 17, 2010**

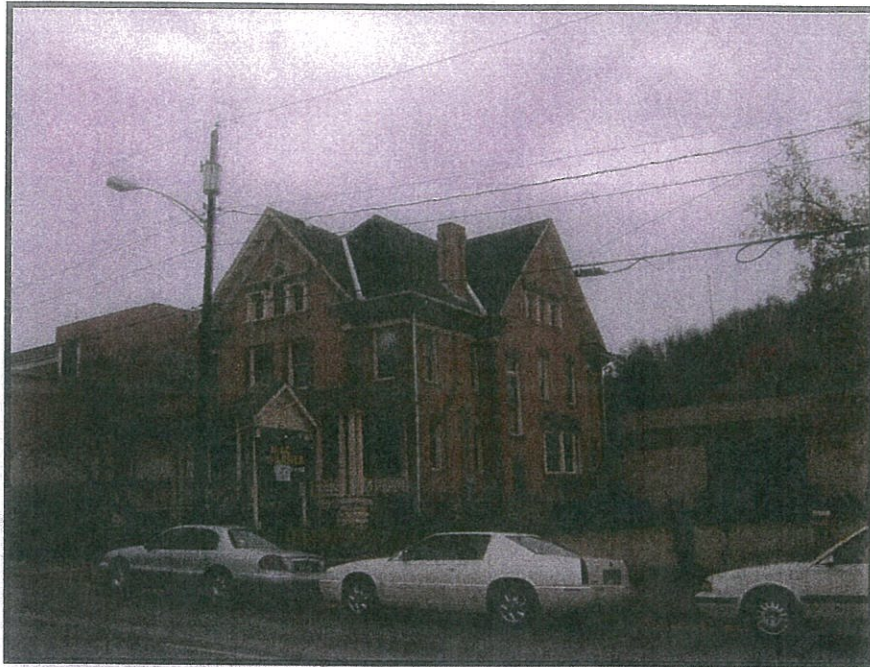
**Prepared For  
Ms. Lenora Montgomery  
Fairmont State University  
1201 Locust Avenue  
Fairmont, WV.  
26554**

**Client File: Warner Property**

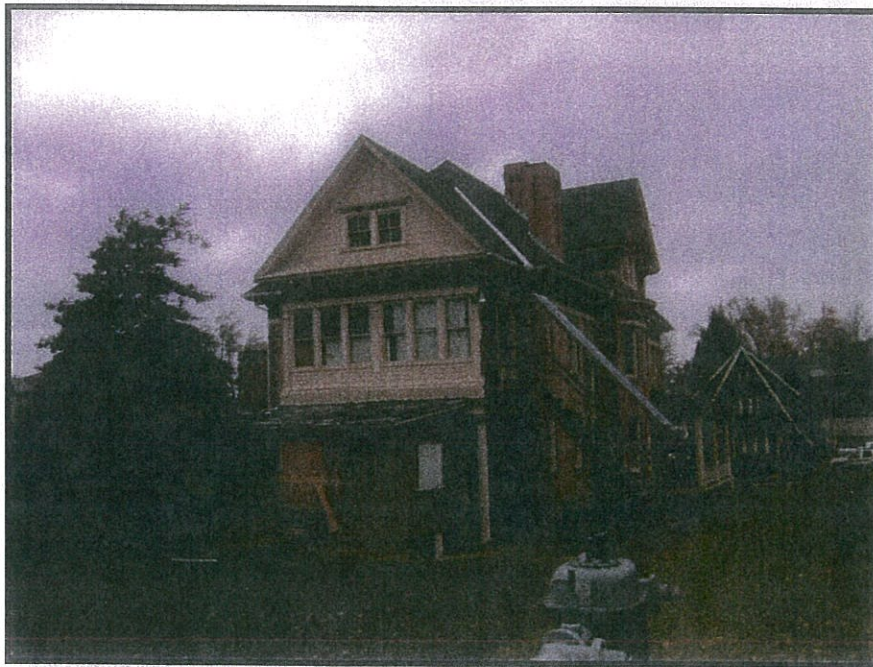
**Prepared by  
S. J. WARASH COMPANY, INC.  
Samuel J. Warash, WV.-CG #029**

**File Name: 6789**

***Subject Photographs***



Front View



Rear View

S. J. WARASH COMPANY, INC.

1639 Odahurst Drive  
Fairmont  
WV. 26554

(304)363-1266  
Fax: (304)363-5766  
sjwcoinc@aol.com

December 2, 2010

Ms. Lenora Montgomery  
Fairmont State University  
1201 Locust Avenue  
Fairmont, WV.  
26554

Re: Summary Report, Real Estate Appraisal  
Warner Property - Vacant Building  
535 W. Main Street, Clarksburg,  
Harrison County, WV, 26301

File Name: 6789

Dear Ms. Montgomery:

At your request, I have prepared an appraisal for the above referenced property. Please reference page 13 of this report for important information regarding the scope of research and analysis for this appraisal, including property identification, inspection, highest and best use analysis and valuation methodology.

I certify that I have no present or contemplated future interest in the property beyond this estimate of value. The appraiser has not performed any prior services regarding the subject within the previous three years of the appraisal date.

This narrative appraisal report has been prepared in accordance with the standards and reporting requirements of the Uniform Standards of Professional Appraisal Practice and the **Scope of Work Rule**, adopted by the Appraisal Standards Board of the Appraisal Foundation and should meet the qualifications of a **Summary Appraisal Report** as instructed.

Your attention is directed to the Limiting Conditions and Assumptions section of this report (page 11). Acceptance of this report constitutes an agreement with these conditions and assumptions. In particular, I note the following:

Hypothetical Conditions:

- There are no hypothetical conditions for this appraisal.

Extraordinary Assumptions:

- There are no Extraordinary Assumptions for this appraisal.

Ms. Montgomery  
Fairmont State University  
December 2, 2010

Page 2

Based on the appraisal described in the accompanying report, subject to the Limiting Conditions and Assumptions, I have made the following value conclusion:

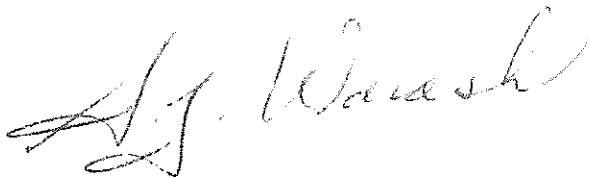
**Current As Is Market Value:**

The "As Is" market value of the Fee Simple estate of the property, as of November 17, 2010, is

**\$100,000**  
**One Hundred Thousand Dollars**

The market exposure time<sup>1</sup> preceding November 17, 2010 would have been 12 months and the estimated marketing period<sup>2</sup> as of November 17, 2010 is 12 months.

Respectfully submitted,  
S. J. WARASH COMPANY, INC.



Samuel J. Warash  
WV.CG #029

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<sup>1</sup> Exposure Time: see definition on page 10.  
<sup>2</sup> Marketing Time: see definition on page 10.

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## Summary of Important Facts and Conclusions

### GENERAL

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<b>Subject:</b>	Warner Property - Vacant Building 535 W. Main Street, Clarksburg, Harrison County, WV, 26301  2.5 story vacant masonry building, being a former single family dwelling that has been converted into three separate office/retail units, with separate gas & electric utility hook ups for each floor level. The building appears to have been vacant for several years with deferred maintenance noted as of date of viewing.
<b>Owner:</b>	Margaret Jo Warner
<b>Legal Description:</b>	1 Lot Part 50' x 160' W. Main Street, Clark District of the City Of Clarksburg, Harrison County, WV. The site is further described in Will Book 132 Page 27 as recorded at the Harrison County Court House.
<b>Tax Identification:</b>	18/0149
<b>Date of Report:</b>	December 2, 2010
<b>Intended Use:</b>	The intended use is for internal office use by Fairmont State University for possible purchase of subject development.
<b>Intended User(s):</b>	The Fairmont State University.
<b>Assessed Value:</b>	\$89,100 at 60.00% Implied Market Value: \$148,500
<b>Taxes:</b>	\$2,704
<b>Sale History:</b>	There has been no Prior Transactions of the subject property over the last 3 years, which this appraiser is aware of. There is no formal listing or signed sales contract for the subject development as of effective date of the appraisal.
<b>Current Listing/Contract(s):</b>	The subject is not currently listed, with prior listing sheets attached in addenda of this report. This listing data is being provided for information purposes only.

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**PROPERTY**

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**Land Area:** Total: 8,000 square feet: 0.18 acres  
Usable: 8,000 square feet: 0.18 acres  
The existing site area with improvements appears to be approaching 95 +/- % overall utility.

**Improvements:**

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**Building ID:** 535 W. Main Street  
**Year Built:** 1920  
**Renovations:** HVAC/Electric Updates/Roof  
**Condition:** Fair  
**Number of Stories:** 2.50  
**Gross Building Area (GBA):** 5,078  
**Rentable Area (RA):** 5,078  
**Gross Leasable Area (GLA):** 5,078

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**Zoning:** Central Business District

**Highest and Best Use of the Site:** The highest and best use is as currently improved.

**Highest and Best Use as Improved:** The existing improvements appear to be reaching the end of their useful life, and may have some remaining useful overall utility, with extensive renovations needed. Typically the market will not invest the dollars to renovate this type of improvement, due to limited returns on this type of development within the downtown Clarksburg Central Business District.





FAIRMONT  
STATE UNIVERSITY.

PIERPONT  
COMMUNITY & TECHNICAL COLLEGE.

*Office of VP for Administrative & Fiscal Affairs*

*1201 Locust Avenue  
Fairmont, West Virginia 26554  
Phone: (304)367-4111  
Fax: (304)367-4706  
Email: [eporto@fairmontstate.edu](mailto:eporto@fairmontstate.edu)*

Mr. Paul Shifflett  
First National Bank of Romney  
105 N. High Street  
Romney, WV 26757

Dear Mr. Shifflett:

This letter is to serve as a showing of Fairmont State University's interest to acquire the property at 535 West Main Street, Clarksburg, WV, owned by George B. Warner Sr.

Mr. Warner asked us to draft a letter addressing our timing and purchase price as we have discussed over the past several months with the Warner's.

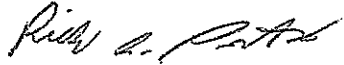
The Warner's have given their permission for us to communicate to First National Bank of Romney, the mortgage holder of the property next door to our Caperton Center facility in downtown Clarksburg, the content of our discussions. We have been given permission to have the Warner property appraised and the appraised value as of November 17, 2010 according to Samuel J. Warash of S.J. Warash Company, Inc. appraisal service; an independent appraiser hired by Fairmont State to derive the "highest and best use" value is \$100,000.00. We are interested in this property at the appraised price of \$100,000.00.

Fairmont State is currently pursuing one or more properties of which 535 West Main Street, Clarksburg is one. We are currently negotiating on property in the Fairmont area and based upon the success of those negotiations we will know exactly what our remaining budget will be and how fast we will be able to pursue and close upon the 535 West Main Street property.

Our process to purchase a property may be considered longer in some respects than two private entities closing a typical property purchase transaction. We must have final approval from the President, the Fairmont State University Governing Board, and the Higher Education Policy Commission. This process could take up to six months depending on when approvals are able to be requested during normally scheduled meetings. The good news is that once the decision to purchase is approved, we move quicker in that we are self-funding the purchase price.

I hope this letter provides the information the bank has requested of the sellers as it pertains to the interest Fairmont State has in acquiring this property. We respectfully request the bank work with the owners and provide the additional time needed for Fairmont State to work through our process to seek approval to acquire this property.

Sincerely,

A handwritten signature in cursive script, appearing to read "Rick Porto".

Rick Porto  
Vice President for Administrative & Fiscal Affairs

EXHIBIT A

All of that certain lot or parcel of land, together with the dwelling houses situate thereon and the appurtenances thereunto belonging, situate at No. 535 and No. 535½ West Main Street in the City of Clarksburg, District of Clark, County of Harrison, and State of West Virginia, more particularly bounded and described as follows, to-wit:

BEGINNING at a stake in the southerly line of West Main Street a distance of 75 feet in an easterly direction from the easterly line of South Chestnut Street and corner to the lot occupied by the Lyon Apartments, S. 18° 48' W. 160 feet to a stake in the line of an alley; thence running with the line of said alley, S. 70° 58' E. 50 feet to a stake in the line of the G. A. Williams property; thence running with the line of said Williams lot, N. 18° 48' E. 160 feet to a stake in the southerly line of West Main Street; thence running with said southerly line of West Main Street, N. 70° 58' W. 50 feet to the place of BEGINNING.

And being the same lot or parcel of land one-half (½) of which was devised unto Margaret M. Warner by Elizabeth M. Watson, deceased, by her Last Will and Testament dated October 7, 1971, of record in the office of the Clerk of the County Commission of Harrison County, West Virginia, in Will Book No. 132, at Page 27, and one-half (½) of which was conveyed unto Margaret Jo McCoy (now Warner) by Zelma V. McCoy and Hertzell A. McCoy, her husband, by deed dated December 28, 1942, of record in said Clerk's office in Deed Book No. 544, at Page 345. The said Margaret Jo Warner died in Monongalia County, West Virginia, on October 10, 2000, and by virtue of the laws of the State of West Virginia, said property vested in her surviving spouse, George B. Warner.

This conveyance is made subject to all covenants, conditions, easements, exceptions, reservations, restrictions and rights-of-way contained in prior deeds of record in the Grantor's chain of title to said real estate.

**Item:** Revision of Policy #25, Salary Policy to include the ability to provide across-the-board pay raises to regular employees when desired by the Board.

**Recommended Resolution:** Approve attached revision of the Salary Policy #25 which incorporates the ability to provide across-the-board pay raises when desired by the board.

**Staff Member:** Rick Porto

**Background:** The current salary policy as it relates to across-the-board pay raises is precluded from being approved by the Board since the policy allows for pay raises based only on:

- Faculty – salary inequity distributions and merit increases.
- Classified Staff – salary scale only
- Non-Classified and Faculty Equivalent Academic Professionals – salary inequity distributions and merit increases
- President – at will and pleasure of the Board with the approval of the Policy Commission.

In the attached, we have drafted suggested changes to the current policy to include the ability to provide across-the-board salary increases when deemed appropriate by the Board of Governors.

This will require a 30-day comment period; we would like to bring to the June board meeting information about the feedback received during the 30-day comment period and make recommendations to be brought to the Board for final approval and an effective date as soon as is possible, in advance of any raises planned for the coming fiscal year.

Note: During the 2012 academic year, it is administration's desire to establish faculty, non-classified/FEAP, and classified staff committees to look at this policy and make further changes to improve each component of this salary policy.

Fairmont State University Board of Governors  
Policy #25

August 27, 2007 and June 15, 2006, originally adopted November 29, 2004

TITLE: SALARY POLICY

SECTION 1. GENERAL

1.1 SCOPE: These salary policies shall be in effect and shall govern the assignment of salaries for employees of Fairmont State University.

1.2 AUTHORITY: West Virginia Code § 18B-1-6; §18B-2A-4.

1.3 Effective Date: November 29, 2004

SECTION 2. PROCEDURES FOR ESTABLISHING SALARY POOLS

2.1 Each year, or from time to time as deemed appropriate, the President shall present to the Board a plan for the distribution of general salary increases to employees. This plan shall address increases for all employees other than the President.

2.2 The general salary increase plan shall be developed after state-wide salary mandates have been accounted for. Statewide salary mandates shall include salary increases for faculty promoted in rank, as well as required incremental funding of the classified employee "entry rate," if applicable.

2.3 After the cost of state-wide salary mandates has been separately accounted for, the President's general salary increase plan shall be submitted to the Board for approval.

2.3.1 The plan shall reflect separately the total projected costs of aggregate salary increases for faculty, for non-classified employees, and for classified employees.

2.3.2 The plan shall reflect the aggregate percentage increase in salary to be paid to faculty, non-classified, and classified employees.

2.3.3 The increase in salary for each of the three groups of employees shall be comparable, but not necessarily equivalent. If the increases are not comparable, the President shall present a justification with the proposal.

2.4 Upon approval, ~~The~~ Board shall act, in response to the plan submitted, to establish the aggregate dollars to be allocated each year for general salary increases for each of the three groups of employees. The aggregate increase in dollars shall be distributed in accordance with Sections 3, 4 and 5 of this ~~p~~Policy, or at the recommendation of the President, the Board may choose to

distribute an aggregate increase as a flat rate or flat amount to eligible faculty, non-classified, FEAP or classified employees who have reached full funding on the current classified staff salary schedule for their years of service and pay grade.

SECTION 3. FACULTY SALARY POLICY

The total dollars for this increase in aggregate faculty salaries shall be distributed among eligible faculty as follows, or as a flat rate or flat amount distributed to all eligible faculty:

3.1 The ~~Distribution~~distribution of ~~Faculty New Pay Monies~~faculty salary ~~increases shall address salary inequities and merit pay. Each Fiscal Year~~

3.1.1 Salary Inequities Distributions: Twenty-five percent (25%) of the total faculty salary pool shall be distributed to address salary inequities until such time that a lower percentage is sufficient to bring all faculty to 90% of their target salary. Of this amount, a minimum of 80% (or 20%) will be used to fund the salary equity model with the balance restricted for special cases at the discretion of the Provost. The salary equity model is based on median data from the College and University Professional Association for Human Resources (CUPA), taking into account discipline and rank. Time in rank and possession of a terminal degree affect the actual target salary as follows:

- The CUPA peer group will be all Bachelor's and Master's institutions.
- ~~No terminal degree – 10% reduction in CUPA base for rank and discipline. This does not apply to C&TC faculty.~~
- Zero time in rank – 10% reduction in CUPA base for rank and discipline.
- Maximum credit for time in rank – 9 years
- Maximum target salary – 110% of CUPA base

The equity adjustments will have two components, fixed and variable. The maximum possible variable percentage will be no greater than the fixed percentage and will be determined based on dollars available. The variable percentage for each individual will be determined by the difference between their OCR score and the minimal acceptable OCR score. To be eligible for an equity adjustment in any given year, a faculty member must be eligible for a merit increase.

3.1.1.1 For the purpose of accelerating approach to target salary, an additional amount of money may be made available by the Board. These dollars will be dispersed as described in 3.1.1

3.1.2 Merit Pay Allocations: The remaining salary increase pool after Section 3.1.1 is implemented shall be distributed on the basis of merit pay. The procedures for determining merit will be those developed by the faculty~~faculty~~

committee assigned by the President in the respective schools and colleges, and approved by the Provost.

Graduated Rankings of Recipients. The merit raise will have two components, fixed and variable. The maximum possible variable percentage will be no greater than the fixed percentage and will be determined based on dollars available. The variable percentage for each individual will be determined by the difference between their OCR score and the minimal acceptable OCR score. The percentage of the variable component pool available to each School or College will equal the School or College's percentage of the total salary pool. Those rated below a minimal acceptable level as determined by the Provost in consultation with the Faculty Senate will not receive a merit increase.

SECTION 4. CLASSIFIED STAFF SALARY POLICY

4.1 Salaries of classified employees shall be set consistent with Article 9, Chapter 18B of the Code of West Virginia and Series 8, as amended by the Higher Education Policy Commission and Community and Technical College Council.

4.2 In computing the salary increases for all classified employees, the target salary under the salary schedule set forth in Section 3, Article 9, Chapter 18B of the Code of West Virginia, as amended, shall be identified. The gaps between the target and current salary shall be established. Salaries of all classified employees shall be increased in equal proportions toward eliminating all gaps; however, ~~no raises will be given if the employee's overall job performance evaluation is "unsatisfactory."~~ Beginning January 1, 2007, the Board, at the recommendation of the President, may decide that no raises will be given if the employee's overall job performance evaluation is "needs improvement" or "unsatisfactory."

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4.3 Classified employees who have reached full funding on the current classified staff salary schedule for their years of experience and pay grade may receive a salary increase as a flat rate or a flat amount when recommended by the President and approved by the Board.

SECTION 5. NON-CLASSIFIED/FEAP SALARY POLICY

The total dollars for the annual increase in aggregate non-classified salaries shall be distributed among eligible non-classified staff as follows or as a flat rate or flat amount distributed to all eligible non-classified/FEAP employees:

5.1 Salary Inequities Distributions: The President may distribute a portion of the non-classified/FEAP salary increase pool at his/her discretion to address salary inequities.

5.1.1 The CUPA peer group will be all bachelor's and master's institutions; or any higher education or discipline/profession-specific survey sources as the

institution's designee of the President may deem appropriate and relevant to set market ranges.

5.2 Merit Pay Recipients: The remaining portion of the non-classified/FEAP staff salary pool shall be distributed on the basis of merit pay.

5.2.1 Each non-classified/FEAP employee shall be evaluated at least once each year, to include the Annual eEvaluation. The Annual eEvaluation will include, but need not be limited to, the Fairmont State Non-Classified/FEAP Employee Performance Evaluation.

5.2.2 No non-classified/FEAP employee who receives an overall rating of ~~“unsatisfactory”~~ “needs improvement” or ~~“unsatisfactory”~~ on the ~~his/her~~ Annual eEvaluation ~~form~~ will be eligible for ~~merit pay~~ salary increase. ~~Beginning January 1, 2007, no raises will be given if the employee's overall job performance evaluation is “needs improvement” or “unsatisfactory.”~~

5.3.3 Graduated Rankings of Recipients. Merit recipients will be ranked at level A, B, or C. Those ranked B shall receive a percentage increase in base salary 50% higher than those rated C. Those ranked A shall receive a percentage increase in base salary 100% higher than those rated C.

## SECTION 6. THE PRESIDENT'S SALARY

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No provision herein shall be deemed to apply in any manner to the salary of the Fairmont State University President, whose remuneration shall be set, from time to time, at the will and pleasure of the Board and with the approval of the Policy Commission.