

**AGENDA**  
**FAIRMONT STATE UNIVERSITY**  
**BOARD OF GOVERNORS' MEETING**  
**DECEMBER 15, 2011, 9:00 A.M.**



- I. CALL TO ORDER**
  - A. Roll Call
  - B. Public Comment
  - C. Approve Agenda..... *Action Item*
- II. APPROVAL OF MINUTES OF OCTOBER 20, 2011.....** Tab 1 *Action Item*
- III. CHAIRMAN’S REPORT**
- IV. PRESIDENT’S REPORT**
- V. REPORTS AND PRESENTATIONS**
  - A. Foundation (Kim Pellillo)
- VI. CONSENT AGENDA.....** Tab 2 *Action Item*
  - A. Financial Reports
  - B. Capital Projects FY 2012
- VII. ACADEMIC AFFAIRS/ADMISSIONS (Janet Crescenzi, Chair)**
- VIII. STUDENT LIFE COMMITTEE (Skip Tarasuk, Chair)**
- IX. FINANCE COMMITTEE (Mark Pallotta, Chair)**
  - A. Acceptance of Annual Audit ..... Tab 3 *Action Item*
  - B. Report of One-Time Strategic Planning ..... Tab 4 *Information Only*
  - C. Approval of One-Time Funding For Additional Strategic Planning Proposal Awards ..... Tab 5 *Action Item*
  - D. Approval of Athletic RFP ..... Tab 6 *Action Item*
- X. EXECUTIVE COMMITTEE (Ron Tucker, Chair)**
- XI. BY-LAWS COMMITTEE (Shirley Stanton, Chair)**
- XII. EXECUTIVE SESSION**
  - A. Presidential Search
- XIII. ADJOURNMENT**

**NEXT MEETING: FEBRUARY 16, 2012**

# Tab 1



FAIRMONT STATE UNIVERSITY  
BOARD OF GOVERNORS  
**MEETING MINUTES**  
**OCTOBER 20, 2011, 9:00 A.M.**

**I. CALL TO ORDER**

A. Roll Call

Chairman Ron Tucker convened a meeting of the Fairmont State University (FSU) Board of Governors held on October 20, 2011, beginning at approximately 9:00 a.m. in the Board Room at the Falcon Center, 1201 Locust Avenue, Fairmont, West Virginia.

Present for the meeting were board members Matt Jacques, Robert Mild, Mark Pallotta, Shirley Stanton, Skip Tarasuk, Bryan Towns, Ron Tucker, Bob White, Scott Ullom, and Frank Washenitz. Board member Jim Kettering participated by telephone and board members Janet Crescenzi and Bob White were absent. Also in attendance were FSU Interim President Rose and President's Council members Bill Finley, Christina Lavorata, Rick Porto, Amantha Cole, and David Tamm.

At the request of Chairman Tucker, Judy Biafore conducted a roll call of the Board of Governors. Two members were absent and ten members were present.

B. Public Comment

Member Skip Tarasuk reported that no one signed up for public comment.

C. Approval of Agenda

Bryan Towns made a motion to approve the agenda. Matt Jacques seconded. Motion passed.

**II. APPROVAL OF MINUTES OF AUGUST 18, 2011**

Scott Ullom moved approval of the minutes of the meeting held on August 18, 2011, as provided in the agenda materials. Robert Mild seconded. Motion passed.

**III. CHAIRMAN'S REPORT**

- A. Chairman Tucker reported that FSU hosted the first in a series of five regional public forums planned by the HEPC. FSU was selected to host the forum on innovation. Chancellor Noland considers FSU to be a leader in this area. The forum was well attended.

- B. Chairman Tucker discussed FSU's commitment to civic engagement and community outreach. FSU is once again taking part in the United Way campaign. The faculty and staff are to be commended for their support.
- C. The FSU football team is off to a fine start with a record of 5-2 and attendance has increased.
- D. Three of the four home football games have been tied to community engagement with a theme of "Experience Fairmont at Fairmont State." Participation from local businesses has been well attended.
- E. Chairman Tucker thanked the softball team for their entrepreneurial spirit that has added to the football game day experience.
- F. Homecoming is next week. Chairman Tucker listed all of the Homecoming activities and encouraged the Board of Governors to attend.
- G. The Homecoming theme is "Let Your Dreams Become a Reality." An FSU dream is becoming a reality with the opening of the Frank and Jane Gabor Folk Life Center next Thursday.
- H. The fall FSU campus visitation will be Saturday, October 29, 2011.

#### **IV. PRESIDENT'S REPORT**

- A. President Rose followed up on Chairman Tucker's comments about Homecoming. Meagan Gibson, Student Government President, provided an in-depth outline of Homecoming activities.
- B. She stated that our students have been very busy this semester with community service and learning projects. There are FSU students who tutor local children in math and reading, several student athletes participate in the Fairmont Main Street each week, and we had several students take part in a community clean-up project for the Gateway Connector.
- C. The Celebration of Ideas lecture series is going well. Morris Morrison is the speaker tonight.
- D. The Higher Learning Commission (HLC) accreditation visit is set for October 29-31, 2012.

Criterion committees are working on reports for the HLC; they are due to Dr. Lavorata November 1, 2011. She will compile them and have them ready to share before the HLC comes.

Special thanks to the IT department for creating a special website for reports and documents for the HLC. This will make it easy for the HLC to obtain paperwork before their visit.

- E. President Rose mentioned a new annual campaign that is soon to be launched, in an effort to better engage our alumni, friends, and donors. This campaign is being led by Emily Swain and Jessica Spatafore and will have its official kick-off on November 19<sup>th</sup> at the "Blue Jean Ball." Gifts as a part of this campaign will support our greatest needs on campus-scholarships, enhancements to programs and facilities, and technology.

- F. The University is moving forward with its transparent budget planning process.

Last year, the Board of Governors authorized over \$500,000 for strategic planning implementation grants. This process went well. Some funds were rolled over, but most were spent. This year, \$500,000 more was given. The Budget Oversight Committee is reading all the proposals-more than 70. These awards will be announced by December 5, 2011.

- G. President Rose reported that work is being done to align the budget planning process with our strategic plan. Bill Finley chairs this, and will find needs of different areas and departments. This will lead to a year-round budget planning process. This is getting a lot of involvement from the campus community.

## V. REPORTS AND PRESENTATIONS

- A. Foundation (Kim Pellillo)

Ms. Pellillo reported that at the annual meeting in June, the Foundation decided to take a new approach as to how they are engaging the Foundation Board members. The Foundation asked the Presidents to provide programs about things happening at FSU and Pierpont. This has been wonderfully received. At the last Foundation Board meeting, the Presidents presented the highlight programs. President Rose decided to discuss the Nursing Program. The theory is that Foundation Board members are teaming with people from the community to better tell the FSU story. The board members were amazed when they heard that the Nursing Program has a 91% Board passing rate at FSU. They indicated that good things are going on, but now they can tell the story. Pierpont selected to showcase the Culinary Arts program.

The Development Committee asked Dr. Rose to come up with three priorities for the Foundation to focus on for the next 18 months. President Rose selected Scholarships, Athletics, and the OSIX program. The Foundation Board members were called upon to focus on these items.

Ms. Pellillo reported that on October 6, 2011, the foundation hosted an evening with OSIX, which was well attended.

With Athletics as a focus, Skip Tarasuk along with Brick Street Insurance, was able to get \$50,000 in scholarships for this football season.

The Foundation also partnered with Rivesville Elementary school to bring students to games, with Brick Street.

Ms. Pellillo said that the Foundation is helping with Homecoming.

She also reported that the Foundation website is up and running and is linked to the FSU website.

#### **VI. CONSENT AGENDA**

Bob Mild moved to accept the following Consent Agenda as presented.

- A. Financial Report
- B. Capital Projects FY 2012

Skip Tarasuk seconded. Motion passed.

#### **VII. ACADEMIC AFFAIRS/ADMISSIONS (Janet Crescenzi, Chair)**

- A. West Virginia Higher Education Policy Commission Institutional Compact 2010-2011 Update

President Rose reported for Janet Crescenzi.

President Rose reported on the 75-page report (that is available on our institutional research page) regarding our master plan with the Higher Education Policy Commission. Goals were set with the HEPC in 2007 and FSU must annually report to the HEPC on how we are proceeding. Our plan ends in 2012, when new goals must be determined. Several areas must be reported including enrollment, retention, graduation, licensure passage, faculty with terminal degrees, and assessment of student learning, financial aid, and programs of distinction, global awareness, external funding, and civic engagement.

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

Mr. Tarasuk asked that Dr. Johnson report on student housing. Dr. Johnson reported that there is a housing survey that will be complete and available hopefully by the next Board of Governors' meeting.

Dr. Johnson said that this is a comprehensive 2-year study to look at housing. Right now we have 1060 beds, 1054 of those beds are occupied.

Dr. Johnson encouraged everyone to participate in Homecoming activities.

Dr. Johnson commended Meagan Gibson on her leadership.

**IX. FINANCE COMMITTEE (Mark Pallotta, Chair)**

Mark Pallotta reported that the Finance Committee has met twice since the last meeting and stated the University is on “solid footing” and that reserves are good. He also commented that we need to be aware of the financial challenges that will be faced in the future.

Mr. Pallotta then asked Mr. Rick Porto, FSU’s Vice President for Administration and Finance, to summarize the Financial Statements and other Finance Committee Action Items.

- A. Rick Porto discussed the Falcon Center 20-year plan. He stated that four separate Master Plans (Falcon Center, Housing, Athletics, and Parking) will be presented and they are working toward providing a facilities master plan that will include these four areas for HEPC.

Mark Pallotta made a motion to accept the Falcon Center 20-year plan. Scott Ullom seconded. The Motion passed.

- B. Acceptance of the Bond Audits

Shirley Stanton made a motion to accept the Bond Audits. Mark Pallotta seconded. The Motion passed.

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

There were no items to bring forth by the Executive Committee

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

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

**XII. EXECUTIVE SESSION**

Shirley Stanton made a motion to go into Executive Session, Mark Pallotta seconded. The Motion passed.

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

**XIII. ADJOURNMENT**

Bryan Towns moved to adjourn the meeting. Scott Ullom seconded. Motion passed.

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Ron Tucker

FSU Board of Governors' Chairman

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Robert Mild

FSU Board of Governors' Secretary



# Tab 2

**Fairmont State University**  
**Board of Governors**  
**Financial Report**  
**for the period ending September 30, 2011**

**Unrestricted Fund:**

The budget deficit increased by \$169,668 to (\$487,376) due primarily to the addition of a one-time \$200,000 scholarship expense increase to cover the Nursing and Technology student subsidy. Note: Due to arbitration in Charleston, this subsidy expense item will go away in FY 2013. The remainder of adjustments to the budget which netted in the favor of the University budget were a result pay raises placed in the system and removing budgets set aside for these pay raises, also a number of minor adjustments to budgets for employer paid employee benefit plan changes.

Tuition and Fee revenues achieved 47.97% of budget and we have received 37.12% of the overall operating revenue for this fiscal year. Non-operating revenue is at 16.24% of plan. Operating expenses through the end of September is at 18.8% of budget. The actual surplus condition through the end of September is \$5,188,184.

**Auxiliary Fund:**

The Auxiliary budget planned transfer to reserves increased by \$32,961 after all pay raises were implemented and placeholder budgets for same were backed out of the system. Also, an error in posting an expense budget to the Athletic Fund was found and reversed in September.

Auxiliary Enterprise Revenue achieved 42.76% of budget and we received 40.96% of overall operating revenue planned for the fiscal year. Operating expenses through the end of September is at 26% of budget. The first half of the years debt service transfers/payments were made in September. The actual surplus condition through the end of September is \$1,063,163.

**Restricted Fund:**

The Restricted Fund received two new grants totaling \$18,000 and the NASA STEM Grant was closed out totaling \$51,289. Operating revenues achieved 42.94% of budget and Federal Pell Grant revenue achieved 44.19% of budget. Operating expenses through the end of September is at 42.16% of budget. The actual surplus condition through the end of September is \$420,296.

Please find the attached financial reports.

**Auxiliary**  
**Actual vs Budget Statement of Revenues and Expenses**  
**Board of Governors**  
As of September 30, 2011

		<b>Approved Budget</b>	<b>Current Budget</b>	<b>YTD Actual</b>	<b>YTD Actual to Current Budget</b>
<b>OPERATING REVENUE</b>	Auxiliary Enterprise Revenue	5,880,149	5,890,149	2,518,534	42.76
	Auxiliary Fees & Debt Service Support Revenue	5,142,625	5,060,347	2,032,236	40.16
	Other Operating Revenue	307,438	312,438	62,377	19.96
	<b>Total:</b>	<b>11,330,212</b>	<b>11,262,934</b>	<b>4,613,146</b>	<b>40.96</b>
<b>OPERATING EXPENSE</b>	Salaries	2,336,998	2,352,607	532,784	22.65
	Benefits	561,907	569,312	106,535	18.71
	Student financial aid-scholarships	555,228	555,228	190,253	34.27
	Utilities	853,996	853,996	93,126	10.90
	Supplies and Other Services	2,325,112	2,277,977	684,136	30.03
	Equipment Expense	70,946	104,361	139,037	133.23
	Loan cancellations and write-offs	1,131	1,131	0	0.00
	<b>Total:</b>	<b>6,705,318</b>	<b>6,714,611</b>	<b>1,745,871</b>	<b>26.00</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>4,624,894</b>	<b>4,548,323</b>	<b>2,867,275</b>	<b>63.04</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Interest on capital asset related debt	(100,473)	(100,473)	0	0.00
	<b>Total:</b>	<b>(100,473)</b>	<b>(100,473)</b>	<b>0</b>	<b>0.00</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(154,259)	(123,211)	0	0.00
	Construction Expenditures	0	0	339	
	Transfers for Debt Service	(3,607,733)	(3,607,733)	(1,802,738)	49.97
	Transfers for Fin Aid Match	(3,425)	(3,425)	(1,713)	50.00
	Transfers for Scholarships	45,000	45,000	0	0.00
	<b>Total:</b>	<b>(3,720,417)</b>	<b>(3,689,369)</b>	<b>(1,804,112)</b>	<b>48.90</b>
<b>BUDGET BALANCE - Projected Transfer to Reserves</b>		<b>804,005</b>	<b>758,482</b>	<b>1,063,163</b>	
* <b>Add: NET ASSETS - Beginning of Year</b>		<b><u>6,589,251</u></b>	<b><u>6,589,251</u></b>		
<b>Equals: PROJECTED NET ASSETS - End of Year</b>		<b><u>7,393,256</u></b>	<b><u>7,347,733</u></b>		

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

Auxiliary Net Assets are required to support future repair and replacement costs. Planning activities are in progress to document a 20 year plan to support each auxiliary enterprise capital repair/replacement need.

**FAIRMONT STATE UNIVERSITY**  
**Actual vs Budget Statement of Revenues and Expenses**  
**Current Restricted**  
**As of September, 2011**

		<b>Approved Budget</b>	<b>Current Budget</b>	<b>YTD Actual</b>	<b>YTD Actual to Current Budget</b>
<b>OPERATING REVENUE</b>	Federal Grants and Contracts	28,542,265	30,351,289	12,535,675	41.30
	State/Local Grants and Contracts	5,783,500	5,902,573	2,865,226	48.54
	Private Grants and Contracts	1,943,864	1,922,025	981,228	51.05
	Other Operating Revenue	0	0	9,760	0.00
	<b>Total:</b>	<b>36,269,629</b>	<b>38,175,887</b>	<b>16,391,889</b>	<b>42.94</b>
<b>OPERATING EXPENSE</b>	Salaries	743,671	1,154,782	188,942	16.36
	Benefits	83,909	197,923	31,258	15.79
	Student financial aid - scholarships	42,835,523	42,835,523	19,568,859	45.68
	Utilities	4	19,004	0	0.00
	Supplies and Other Services	2,406,388	3,760,535	443,335	11.79
	Equipment Expense	716,738	726,385	295,898	40.74
	<b>Total:</b>	<b>46,786,233</b>	<b>48,694,151</b>	<b>20,528,292</b>	<b>42.16</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(10,516,604)</b>	<b>(10,518,265)</b>	<b>(4,136,404)</b>	<b>39.33</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Federal Pell Grant Revenues	10,500,000	10,500,000	4,640,362	44.19
	<b>Total:</b>	<b>10,500,000</b>	<b>10,500,000</b>	<b>4,640,362</b>	<b>44.19</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(1,014)	0	0	0.00
	Transfers for Fin Aid Match	128,302	128,302	61,836	48.20
	Indirect Cost Recoveries	(154,460)	(153,910)	(145,490)	94.53
	Transfers - Other	0	(9)	(9)	0.00
	<b>Total:</b>	<b>(27,172)</b>	<b>(25,617)</b>	<b>(83,663)</b>	<b>326.59</b>
<b>BUDGET BALANCE</b>		<b>(43,776)</b>	<b>(43,882)</b>	<b>420,296</b>	
* <b>Add: RESTRICTED NET ASSETS - Beginning of Year</b>		<b>98,568</b>	<b>98,568</b>		
** <b>Equals: PROJECTED RESTRICTED NET ASSETS - End of Year</b>		<b><u>54,793</u></b>	<b><u>54,687</u></b>		

Fairmont State University  
Actual vs Budget Statement of Revenues and Expenses  
Current Unrestricted  
As of September 30, 2011

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>	Tuition and Fees	22,627,694	22,820,516	10,946,013	47.97
	Student Activity Support Revenue	580,069	589,989	237,803	40.31
	Faculty Services Revenue	1,272,439	1,272,439	8,783	0.69
	Operating Costs Revenue	2,437,328	2,431,604	153,662	6.32
	Support Services Revenue	3,955,116	3,869,004	291,735	7.54
	Other Operating Revenue	428,458	420,124	18,165	4.32
	<b>Total:</b>	<b>31,301,104</b>	<b>31,403,675</b>	<b>11,656,161</b>	<b>37.12</b>
<b>OPERATING EXPENSE</b>	Salaries	24,065,999	24,128,040	4,127,238	17.11
	Benefits	6,032,487	6,107,144	1,044,633	17.11
	Student financial aid-scholarships	2,078,727	2,263,727	1,050,361	46.40
	Utilities	1,749,920	1,749,920	209,026	11.94
	Supplies and Other Services	8,873,122	8,609,463	1,482,724	17.22
	Equipment Expense	1,182,232	1,331,579	660,227	49.58
	Fees retained by the Commission	178,427	185,560	46,390	25.00
	Assessment for Faculty Services	1,502,589	1,502,589	0	0.00
	Assessment for Support Services	400,712	365,090	20,575	5.64
	Assessment for Student Activity Costs	421,938	415,260	166,199	40.02
	Assessment for Operating Costs	203,317	202,596	2,793	1.38
	<b>Total:</b>	<b>46,689,470</b>	<b>46,860,969</b>	<b>8,810,167</b>	<b>18.80</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(15,388,367)</b>	<b>(15,457,293)</b>	<b>2,845,995</b>	<b>(18.41)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	State Appropriations	17,803,627	17,803,627	3,560,725	20.00
	Gifts	12,500	12,500	39,587	316.70
	Investment Income	266,166	266,166	1,764	0.66
	Assessment for E&G Capital & Debt Service Costs	(2,518,828)	(2,545,328)	(1,078,276)	42.36
	<b>Total:</b>	<b>15,563,465</b>	<b>15,536,965</b>	<b>2,523,800</b>	<b>16.24</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(602,136)	(473,505)	(166,986)	35.27
	Construction Expenditures	0	0	(100,000)	
	Transfers for Debt Service	(77,585)	(77,585)	0	0.00
	Transfers for Fin Aid Match	(124,877)	(124,877)	(60,124)	48.15
	Indirect Cost Recoveries	131,212	153,910	145,490	94.53
	Transfers for Scholarships	(45,000)	(45,000)	0	0.00
	Transfers - Other	0	9	9	100.00
	<b>Total:</b>	<b>(718,386)</b>	<b>(567,048)</b>	<b>(181,611)</b>	<b>32.03</b>
<b>BUDGET BALANCE</b>		<b>(543,288)</b>	<b>(487,376)</b>	<b>5,188,184</b>	
* <b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>11,194,887</b>	<b>11,194,887</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>10,651,599</u></b>	<b><u>10,707,511</u></b>		

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

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

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

**Unrestricted Fund:**

The budget deficit decreased by approximately \$60,000 to (\$426,922) due primarily to clean up of position labor budgets in the month of October.

Tuition and Fee revenues achieved 48.05% of budget and we have received 40.72% of the overall operating revenue for this fiscal year. Non-operating revenue is at 40.21% of plan. Operating expenses through the end of October is at 26.18% of budget. The actual surplus condition through the end of October is \$6,570,427.

**Auxiliary Fund:**

The auxiliary budget planned transfer to reserve decreased by \$260 to \$758,222.

Auxiliary Enterprise revenue achieved 43.52% of budget and we received 44.87% of overall operating revenue planned for the fiscal year. Operating expenses through the end of October is at 32.65% of budget. The actual surplus condition through the end of October is \$1,038,527.

**Restricted Fund:**

The restricted fund received additional yearly funding for two continuing grants from NASA.

Operating revenues achieved 43.24% of budget and Federal PELL Grant revenue achieved 44.38% of budget. Operating expenses through the end of October is at 42.40% of budget. The actual surplus through the end of October is \$449,553.

Please find the attached financial reports.

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

		<b>Approved Budget</b>	<b>Current Budget</b>	<b>YTD Actual</b>	<b>YTD Actual to Current Budget</b>
<b>OPERATING REVENUE</b>	Auxiliary Enterprise Revenue	5,880,149	5,890,149	2,563,667	43.52
	Auxiliary Fees & Debt Service Support Revenue	5,142,625	5,060,347	2,402,132	47.47
	Other Operating Revenue	307,438	312,438	87,713	28.07
	<b>Total:</b>	<b>11,330,212</b>	<b>11,262,934</b>	<b>5,053,513</b>	<b>44.87</b>
<b>OPERATING EXPENSE</b>	Salaries	2,336,998	2,364,820	720,407	30.46
	Benefits	561,907	557,359	139,456	25.02
	Student financial aid-scholarships	555,228	555,228	191,742	34.53
	Utilities	853,996	853,996	163,807	19.18
	Supplies and Other Services	2,325,112	2,277,977	830,904	36.48
	Equipment Expense	70,946	104,361	145,772	139.68
	Loan cancellations and write-offs	1,131	1,131	0	0.00
	<b>Total:</b>	<b>6,705,318</b>	<b>6,714,871</b>	<b>2,192,088</b>	<b>32.65</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>4,624,894</b>	<b>4,548,063</b>	<b>2,861,425</b>	<b>62.92</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>	Interest on capital asset related debt	(100,473)	(100,473)	0	0.00
	<b>Total:</b>	<b>(100,473)</b>	<b>(100,473)</b>	<b>0</b>	<b>0.00</b>
<b>TRANSFERS &amp; OTHER</b>	Capital Expenditures	(154,259)	(123,211)	(18,702)	15.18
	Construction Expenditures	0	0	255	
	Transfers for Debt Service	(3,607,733)	(3,607,733)	(1,802,738)	49.97
	Transfers for Fin Aid Match	(3,425)	(3,425)	(1,713)	50.00
	Transfers for Scholarships	45,000	45,000	0	0.00
	<b>Total:</b>	<b>(3,720,417)</b>	<b>(3,689,369)</b>	<b>(1,822,897)</b>	<b>49.41</b>
<b>BUDGET BALANCE - Projected Transfer to Reserves</b>		<b>804,005</b>	<b>758,222</b>	<b>1,038,527</b>	
* <b>Add: NET ASSETS - Beginning of Year</b>		<b><u>6,589,251</u></b>	<b><u>6,589,251</u></b>		
<b>Equals: PROJECTED NET ASSETS - End of Year</b>		<b><u>7,393,256</u></b>	<b><u>7,347,473</u></b>		

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

*Auxiliary Net Assets are required to support future repair and replacement costs. Planning activities are in progress to document a 20 year plan to support each auxiliary enterprise capital repair/replacement need.*

**FAIRMONT STATE UNIVERSITY**  
**Actual vs Budget Statement of Revenues and Expenses**  
**Current Restricted**  
**As of October, 2011**

		<b>Approved Budget</b>	<b>Current Budget</b>	<b>YTD Actual</b>	<b>YTD Actual to Current Budget</b>
<b>OPERATING REVENUE</b>					
	Federal Grants and Contracts	28,542,265	30,637,815	12,538,655	40.93
	State/Local Grants and Contracts	5,783,500	5,902,573	3,056,734	51.79
	Private Grants and Contracts	1,943,864	1,932,275	1,044,277	54.04
	Other Operating Revenue	0	(10,250)	(10,250)	0.00
	<b>Total:</b>	<b>36,269,629</b>	<b>38,462,413</b>	<b>16,629,415</b>	<b>43.24</b>
<b>OPERATING EXPENSE</b>					
	Salaries	743,671	1,239,704	241,534	19.48
	Benefits	83,909	237,973	42,065	17.68
	Student financial aid - scholarships	42,835,523	42,846,523	19,649,558	45.86
	Utilities	4	19,004	43	0.23
	Supplies and Other Services	2,406,388	3,655,200	516,924	14.14
	Equipment Expense	716,738	940,882	299,716	31.85
	<b>Total:</b>	<b>46,786,233</b>	<b>48,939,286</b>	<b>20,749,839</b>	<b>42.40</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(10,516,604)</b>	<b>(10,476,873)</b>	<b>(4,120,424)</b>	<b>39.33</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	Federal Pell Grant Revenues	10,500,000	10,500,000	4,660,155	44.38
	<b>Total:</b>	<b>10,500,000</b>	<b>10,500,000</b>	<b>4,660,155</b>	<b>44.38</b>
<b>TRANSFERS &amp; OTHER</b>					
	Capital Expenditures	(1,014)	0	0	0.00
	Transfers for Fin Aid Match	128,302	128,302	61,836	48.20
	Indirect Cost Recoveries	(154,460)	(195,302)	(152,006)	77.83
	Transfers - Other	0	(9)	(9)	0.00
	<b>Total:</b>	<b>(27,172)</b>	<b>(67,009)</b>	<b>(90,179)</b>	<b>134.58</b>
<b>BUDGET BALANCE</b>		<b>(43,776)</b>	<b>(43,882)</b>	<b>449,553</b>	
* <b>Add: RESTRICTED NET ASSETS - Beginning of Year</b>		<b>98,568</b>	<b>98,568</b>		
<b>** Equals: PROJECTED RESTRICTED NET ASSETS - End of Year</b>		<b><u>54,793</u></b>	<b><u>54,687</u></b>		



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

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
<b>OPERATING REVENUE</b>					
	Tuition and Fees	22,627,694	22,820,516	10,966,311.92	48.05
	Student Activity Support Revenue	580,069	589,989	281,438.00	47.70
	Faculty Services Revenue	1,272,439	1,272,439	8,783.00	0.69
	Private Grants and Contracts	0	0	26,658.78	
	Operating Costs Revenue	2,437,328	2,426,882	592,093.05	24.40
	Support Services Revenue	3,955,116	3,901,348	868,608.12	22.26
	Other Operating Revenue	428,458	420,124	54,248.88	12.91
	<b>Total:</b>	<b>31,301,104</b>	<b>31,431,298</b>	<b>12,798,141.75</b>	<b>40.72</b>
<b>OPERATING EXPENSE</b>					
	Salaries	24,065,999	24,120,848	6,075,902.22	25.19
	Benefits	6,032,487	6,081,307	1,522,199.64	25.03
	Student financial aid-scholarships	2,078,727	2,263,727	1,060,161.10	46.83
	Utilities	1,749,920	1,749,920	412,215.92	23.56
	Supplies and Other Services	8,873,122	8,640,489	2,069,585.56	23.95
	Equipment Expense	1,182,232	1,327,133	803,290.27	60.53
	Fees retained by the Commission	178,427	185,560	46,390.00	25.00
	Assessment for Faculty Services	1,502,589	1,502,589	0.00	0.00
	Assessment for Support Services	400,712	382,233	66,174.55	17.31
	Assessment for Student Activity Costs	421,938	415,260	195,521.00	47.08
	Assessment for Operating Costs	203,317	200,461	18,992.24	9.47
	<b>Total:</b>	<b>46,689,470</b>	<b>46,869,528</b>	<b>12,270,432.50</b>	<b>26.18</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(15,388,367)</b>	<b>(15,438,230)</b>	<b>527,709.25</b>	<b>(3.42)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	17,803,627	17,803,627	7,477,523.00	42.00
	Gifts	12,500	12,500	39,587.10	316.70
	Investment Income	266,166	266,166	2,584.48	0.97
	Assessment for E&G Capital & Debt Service Costs	(2,518,828)	(2,545,328)	(1,272,342.00)	49.99
	<b>Total:</b>	<b>15,563,465</b>	<b>15,536,965</b>	<b>6,247,352.58</b>	<b>40.21</b>
<b>TRANSFERS &amp; OTHER</b>					
	Capital Expenditures	(602,136)	(473,505)	(196,526.29)	41.50
	Construction Expenditures	0	0	(100,000.00)	
	Transfers for Debt Service	(77,585)	(77,585)	0.00	0.00
	Transfers for Fin Aid Match	(124,877)	(124,877)	(60,123.50)	48.15
	Indirect Cost Recoveries	131,212	195,302	152,005.83	77.83
	Transfers for Scholarships	(45,000)	(45,000)	0.00	0.00
	Transfers - Other	0	9	9.05	100.00
	<b>Total:</b>	<b>(718,386)</b>	<b>(525,656)</b>	<b>(204,634.91)</b>	<b>38.93</b>
<b>BUDGET BALANCE</b>		<b>(543,288)</b>	<b>(426,922)</b>	<b>6,570,426.92</b>	
* <b>Add: UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>11,194,887</b>	<b>11,194,887</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>10,651,599</u></b>	<b><u>10,767,965</u></b>		

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

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

**CAPITAL PROJECTS**

**FY 2012**

<b>Project</b>	<b>Project Budget</b>	<b>Expenses &amp; Encumbrances</b>	<b>Available Project Budget</b>	<b>Project Completion Date and/or Update Notes</b>
<b>Aerospace Fire Suppression - ARRA</b>	\$ 1,138,192.80	\$ 1,138,192.80	\$ -	Change Order has been processed for the 3 additional HVAC units. These are to be installed this month. Minor punchlist items remain to be completed.
<b>Byrd Center - HVAC Units (2)</b>	\$ 67,480.00	\$ 67,480.00	\$ -	New units are in place and operating.
<b>Byrd Center - Roof Renewal</b>	\$ 366,327.20	\$ 276,130.00	\$ 90,197.20	Project is Substantially Complete. Certificate has been issued. Excess funds will be used to replace HVAC units.
<b>Byrd Center - HVAC Units (FY 2012)</b>	\$ 50,000.00		\$ 50,000.00	Package is being put together for replacement of several of the remaining units.
<b>Folklife - Phase III (ARRA)</b>	\$ 500,413.32	\$ 495,179.82	\$ 5,233.50	Project is substantially complete. Grand opening was held on 10/27. Minor punchlist items remain to be completed. Work on garden and walk way has progressed.
<b>Hardway Hall Renovations</b>	\$ 5,500,000.00	\$ 415,000.00	\$ 5,085,000.00	Programming will proceed after Turley programming is finished.
<b>Hunt Haught Hall - HVAC Units</b>	\$ 735,518.00	\$ 734,393.00	\$ 1,125.00	New boilers and roof top unit are in place and operational. Units are on manual control until temperature controls are completed.
<b>Hunt Haught Hall - Temperature Controls</b>	\$ 90,000.00	\$ 87,807.00	\$ 2,193.00	Installation of new temperature controls is currently being finalized.
<b>Hunt Haught Hall Glass Front</b>	\$ 194,000.00	\$ 194,000.00	\$ -	Work is substantially complete. Both sides of stair tower are open for complete access to all levels.
<b>Infrastructure - Access Road Tennis Courts</b>	\$ 125,000.00	\$ 14,500.00	\$ 110,500.00	Project bid on 10/26. Bids are being reviewed and evaluated.
<b>Infrastructure - Paving Lot #15</b>	\$ 83,560.00	\$ -	\$ 83,560.00	Project bid on 10/26. Bids are being reviewed and evaluated.
<b>Infrastructure - IT Emergency Back-Up</b>	\$ 197,299.00	\$ 194,293.00	\$ 3,006.00	Conduit and wire have been installed. The new generator is scheduled to be delivered third week of November.
<b>Musick Library Elevator</b>	\$ 2,000,000.00	\$ 144,000.00	\$ 1,856,000.00	Project is currently being designed. Project will be bid Jan/Feb for a Spring construction start.
<b>Turley Center Renovations</b>	\$ 6,000,000.00	\$ 482,500.00	\$ 5,517,500.00	Project programming has been completed. Schematic design plans should be complete within one month.
<b>Turley Center Renovations - FF&amp;E</b>	\$ 874,055.00	\$ -	\$ 874,055.00	Preliminary discussions have been held with vendor for furniture selections.
<b>Wallman Hall - Foundation Waterproof</b>	\$ 150,000.00	\$ -	\$ 150,000.00	Project is currently being designed. Bid date has not been established.
<b>Wallman Hall Renovations</b>	\$ 5,200,000.00	\$ 390,000.00	\$ 4,810,000.00	Project is currently being designed.

**In Progress**

**CAPITAL PROJECTS**

**FY 2012**

<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>	
Hunt Haught Hall - Window Replacement	\$ 60,000.00	\$ -	\$ 60,000.00		<b>Not Started</b>
Infrastructure - Gates @ Physical Plant	\$ 20,000.00	\$ -	\$ 20,000.00		
Infrastructure - Retaining Wall Merchant Street	\$ 350,000.00	\$ 9,000.00	\$ 341,000.00		
Infrastructure - Sealing Parking Lots	\$ 25,000.00	\$ -	\$ 25,000.00		
Jaynes Hall - Roof Renewal	\$ 350,000.00	\$ -	\$ 350,000.00		
Locust Avenue	\$ 40,000.00	\$ -	\$ 40,000.00		
Academic Fund	\$ 100,000.00	\$ -	\$ 100,000.00	On-going - Numerous projects through-out year	<b>On-Going</b>
Landscaping	\$ 100,000.00	\$ 18,943.93	\$ 81,056.07	On-going - Numerous projects through-out year	
Physical Plant - Small Projects	\$ 225,100.00	\$ 71,469.18	\$ 153,630.82	On-going - Numerous projects through-out year	

**AUXILIARY CAPITAL PROJECTS**

**FY 2012**

<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>	
<b>Press Box Roof Renewal</b>	\$ 6,670.00	\$ 6,670.00	\$ -	Project is complete.	<b>Completed</b>
<b>Press Box Upgrades</b>	\$ 26,850.64	\$ 27,039.89	\$ (189.25)	Project is complete.	
<b>Falcon Center - Dining Carpet Replacement</b>	\$ 78,000.00	\$ 47,617.24	\$ 30,382.76	Project is complete.	
<b>Falcon Center - Furniture (Lounge)</b>	\$ 35,000.00	\$ 24,788.00	\$ 10,212.00	Project is complete.	
<b>Residence Hall - Bryant Hall Gutter Repair</b>	\$ 23,000.00	\$ 17,300.00	\$ 5,700.00	Project is complete.	
<b>Falcon Center - Window Cleaning</b>	\$ 20,000.00	\$ 17,096.02	\$ 2,903.98	Project is currently 95% complete.	<b>In Progress</b>
<b>Residence Hall - Bryant Place 1st Floor Showers</b>	\$ 10,000.00	\$ 8,492.00	\$ 1,508.00	Contractor has installed 9 of the 10 shower doors.	
<b>Residence Hall - Morrow Hall Boiler Replacement</b>	\$ 190,259.67	\$ 190,259.67	\$ -	Project is currently underway. Two new boilers are installed and operational. The new flue has been installed. Temperature control work remains to be completed.	
<b>Residence Halls - Facility Audit Master Plan</b>	\$ 163,835.00	\$ 143,635.00	\$ 20,200.00	Project is nearing completion.	
<b>Duvall Rosier Field - Turf Field Groom Machine</b>	\$ 16,650.00	\$ -	\$ 16,650.00		<b>Not Started</b>
<b>Falcon Center - Fabric Duct Replacement</b>	\$ 35,000.00	\$ -	\$ 35,000.00		
<b>Parking Garage - Maintenance - Caulking &amp; Painting</b>	\$ 100,000.00	\$ -	\$ 100,000.00		
<b>Parking Lot - NAEC Paving</b>	\$ 125,000.00	\$ -	\$ 125,000.00		

# Tab 3

**Fairmont State University  
Board of Governors  
December 15, 2011**

**Item:** Independent Auditor’s Report by Deloitte & Touche LLP of the Fairmont State University Financial Statements as of and for the year ended June 30, 2011.

**Committee:** Committee of the Whole

**Action:** Be it resolved that the Board of Governors accepts the Independent Auditor’s Report.

**Staff Member:** Rick Porto

**Background:** On November 11, 2011, Dennis Juran of Deloitte & Touche LLP presented the audit report of the University prepared financial statements to the Finance, Facilities, and Audit Committee.

The report indicated that statements prepared by staff presented fairly, in all material respects, the financial position of Fairmont State University. Fairmont State was provided an unqualified opinion.

The report to the Committee reviewed:

- The Management Discussion and Analysis, the Statement of Net Assets, the Statement of Revenues, Expenses, and Changes in Net Assets (SRECNA), and the Statement of Cash Flows, and the footnotes. All of these items were prepared by staff.
- The financial condition of the University reflects a 3.2:1 ratio of Current Assets to Current Liabilities. This is very good.
- Current Unrestricted Fund Cash and Cash Equivalents increased by \$2,998,487 which included the cash balance remaining in the Strategic Plan Awards for Fiscal Year 2011 of \$725,212. This is very good.
- Auxiliary cash reserve balances increased by \$958,969. These funds are available for future auxiliary capital projects or one-time operation costs.
- OPEB liability increased by \$2,514,769 or 72% to \$5,995,469 at June 30, 2011. The cumulative OPEB liability for the Current Unrestricted and Auxiliary Funds at June 30, 2011 were \$5,356,125 and \$639,344, respectively.

- Net Assets increased by \$838,212 with all funds combined. Current Unrestricted Net Assets decreased by \$59,430 to \$5,838,762 and Auxiliary Net Assets increased by \$721,898 to \$6,081,944.
- The Current Unrestricted Fund Net Assets of \$11,194,887 (before OPEB liability) were nearly 24% of operating expenses. Again, this is very good.
- The 2011 Audit Report continues to include details of the Separation of Assets and Liabilities Agreement between Fairmont State University and Pierpont Community and Technical College sharing with interested bond holders of both institutions commitment toward bond debt, operating budgets of the bond related auxiliaries, and repair and renovation of all Shared Education and General Facilities.

Note: Since the completion of the Audit we have sent to Moody's their requested information and the Financial Audits for both the University and Pierpont, along with a consolidated report of both institutions Statement of Net Assets and Statement of Changes in Revenue and Expense. This data will be reviewed by Moody's and a report will be issued on the rating status of our bonds.

# Tab 4



**Fairmont State University  
Board of Governors  
December 15, 2011**

**Item:** Report of one-time strategic planning awards recommended by the University Budget Committee and approved by the President.

**Committee:** Committee of the Whole

**Action:** Information Item Only

**Staff Member:** Rick Porto

**Background:** The Board of Governors approved in the 2012 fiscal year budget \$500,000 for one-time strategic planning grant awards.

In October, the University Budget Committee reviewed strategic plan grant proposals and recommended the attached list of grants to the President for funding. The President in turn has approved these grants as recommended.

Note: There were 71 strategic planning grants submitted for a total of \$2,160,946.

## Strategic Planning Proposal Awards - Summary

TITLE	SUMMARY	RECOMMENDED BUDGET
Video Wall for the School of Business	<p>This proposal would enable the School of Business to purchase an LCD Video Wall for the center of the first floor hallway in Jaynes Hall. The Video Wall would create a striking focal point and mark the entrance to the School of Business. Consisting of dual 46" LCD displays, the video wall allows the School of Business to turn the hallway into a dynamic content destination. Utilizing web-based software we will be able to span news tickers, stock tickers, live data, images, videos, announcements and more across both screens for maximum flexibility and impact. We will also use the Video Wall for communication of School of Business current news and events to students in the School of Business.</p>	\$10,798
Electronic Marquee for Wallman Hall	<p>This request is to fund the purchase and installation of an electronic marquee to be installed on the canopy over the main campus entrance to Wallman Hall. We are currently purchasing banners to advertise theatrical productions for the front of Wallman, but can only afford to purchase those for events with extended runs. The electronic marquee would enable us to advertise all Fine Arts events, including single performance events like West Virginia Symphony Orchestra, music events and the American Shakespeare Center residency. In addition, the marquee, since it is not static, could be used to promote other events including important academic deadlines.</p>	\$45,000
Master's Degree in Criminal Justice Program Transition and Innovation	<p>The proposal would allow the Criminal Justice faculty to refine and redesign the graduate curriculum in order to transition the program entirely online and to implement recommendations of outside field expert reviewers [Report: Spring 2011] in preparation for nationally renowned ACJS [American Association of Criminal Justice Sciences] certification.</p>	\$50,000

### Strategic Planning Proposal Awards - Summary

TITLE	SUMMARY	RECOMMENDED BUDGET
E-Books on the Go: Meeting the Digital Demand with E-Readers	<p>The Ruth Ann Musick Library, in accordance with the strategic plan of Fairmont State University, strives to offer current resources for teaching and learning. To that end, the Library would like to purchase mobile devices for circulation and instruction. These purchases would include ten Kindles that the Library would lend to students, faculty and staff. The range of materials available for the Kindle and its price point prompted its selection.</p> <p>Additionally, to improve services for patrons who own mobile devices, the Library would purchase several tablets and e-readers for training and demonstrations. This would enable librarians to more effectively answer questions about specific devies and e-book downloads.</p>	\$3,596

## Strategic Planning Proposal Awards - Summary

TITLE	SUMMARY	RECOMMENDED BUDGET
<p>A Mountain Mother Goose: Sharing Ruth Ann Musick's Childlore Collection with Town and Gown</p>	<p>As part of the 2011-2012 "Grand Opening Celebration" for the Frank and Jane Gabor West Virginia Folklife Center, the School of Fine Arts and the Folklife Center will collaborate to produce the original operetta, Mountain Mother Goose, and to create educational resources to offer insights into the operatta's content. Mountain Mother Goose was composed by Dr. Alice Moerk, Professor Emerita of the FSU Music Department. The libretto was taken from the childlore collected by the eminent folktale scholar, Dr. Ruth Ann Musick, long-time Fairmont State faculty member. A series of outreach workshops for the campus, local schools, and the community will be presented in weeks prior to the live production. The operatta will be performed June 8, 9, and 10 in Wallman Hall asa part of the Town and Gown summer theatre season. It will be followed by receptions for the community at the Frank and Jane Gabor West Virginia Folklife Center (Feedback about the production will be solicited at the receptions). The project will culminate with the posting of the recorded production and its accompanying materials to the "virtual stage", as well as the printing of the previously unpublished childlore collection, currently archived in the Folklife Center.</p>	<p>\$32,044</p>
<p>The Humanities Index Retrospective and Social Science Index - Library</p>	<p>This grant proposes the purchase of two databases - The Humanities Index Retrospective and Social Science Index - providing coverage and access to nearly 750 premier subject-specific journals from 1907 to the present. When used in conjunction with two of the Library's current operational software programs - Summon (an all-in-one search engine) and Counter (a comprehensive journal tracking tool) - these indices would provide students, faculty, staff, and guests of the Library with greater, more convenient access to the Library's full-text periodical holdings in the areas of the Humanities and Social Sciences.</p>	<p>\$17,250</p>

## Strategic Planning Proposal Awards - Summary

TITLE	SUMMARY	RECOMMENDED BUDGET
2012 Fairmont State Choral Festival	<p>Organize a Fairmont State Choral Festival to be held on campus during March 2012. High school choirs from the region will be invited to come and perform in Colebank Auditorium. Their performances will be adjudicated by expert judges, and each choir will also receive a workshop with one of the judges. Choral festivals of this nature are very common, and they are usually administered by the state Music Educators Association or Vocal Music Association. In some parts of the country, regular participation in the festival system is a requirement for music teachers to keep their jobs. However, there is no statewide choral festival system in West Virginia. Our high school music students do not get the opportunity to participate in these festivals, which deprives them of the educational benefits that are derived from them. Hosting a choral festival at Fairmont State would provide an important service to the music educators of our region.</p>	\$3,300
Marching Band Uniforms	<p>This proposal would enable the Fairmont State University Marching Band to replace existing uniforms that do not fit current members of the ensemble, and to increase the quantity to suit the increased enrollment of the ensemble. The current uniforms are over 10 years at least (future uniforms will incorporate the same design, just updating inventory), with the potential of the new design to be the permanent branding of the Fairmont State Marching Band. The return on the investment will last many years following this Strategic Implementation Award year. This new uniform will allow for more student enrollment and participation from not only students whose major is music, but for all students on the Fairmont State University campus.</p>	\$35,000

## Strategic Planning Proposal Awards - Summary

TITLE	SUMMARY	RECOMMENDED BUDGET
Replacement of Cycle Ergometers and Heart Rate monitors in the Human Performance Lab	The Exercise Science program has grown dramatically in the last 10 years from approximately 10 majors to 102+ undergraduate majors and the newly created graduate program in Exercise Science. This is in addition to the Physical Education and Health Science majors that are a part of the curriculum within the Health & Human Performance department. A major part of these programs are the courses that utilize the Human Performance Lab. This includes approximately four required undergraduate classes and additionally Senior Research Projects which will number 30+ this spring semester alone. Add to this the addition of a new Masters in Exercise Science Program that began this fall and the burden placed on the current equipment in the Human Performance Lab has increased exponentially in the last ten year.	\$14,900
Undergraduate Research and Summer Undergraduate Research Fellowships	University Research Day at the Capitol [January 2012] 2012 Celebration of Student Scholarship [April 2012]	\$2,200
"The Electronic Archive: Digitizing Fairmont State University's Historic Print Collection"	This grant proposes the digitization of a large part of the University's history that currently exists in print format: The Mound, The Columns, and the Academic Catalog. Making these materials available would enable the Library to achieve two important goals simultaneously: first, to reduce the handling of the print originals, some of which are in danger of disintegrating; and second, to make their content available on the internet.	\$4,500

## Strategic Planning Proposal Awards - Summary

TITLE	SUMMARY	RECOMMENDED BUDGET
Carpeting for Wallman Hall Theatre	This proposal is to replace the carpeting in Wallman Hall Theatre. The carpeting is only in a few flat areas on the aisles (steps) of the audience area. The current carpet is very dirty and stained and badly frayed in many areas. Almost every step has had frayed areas repaired with duct tape. Continued deterioration could result in audience safety issues. It is difficult to impress prospective students with a facility in this condition. Events held in Wallman Hall Theatre bring in thousands of students and community members, more than any other events on campus.	\$11,080
Criminal Justice Resource Laboratory	This proposal would allow the Criminal Justice Program to renovate space in Hardway Hall in order to create a centralized area for student and faculty research, advising, and engagement; program innovation.	\$15,000
School of Fine Arts - Kiln replacements	High-efficiency kilns to support the popular pottery/ceramics program.	\$22,000
Classroom Furniture - School of Business	This proposal would enable the School of Business to purchase new furniture for many classrooms in Jaynes Hall. The new furniture will be more comfortable, allow for flexible seating arrangements, incorporate user friendly technology and support active learning.	\$15,000
Dust Collection System for the Engineering Technology Building	The purpose of this proposal is to fund a dust collection system for the Engineering Technology Building. This is one of the highest priorities for the College of Science and Technology. When the Engineering Building was constructed, the dust collection system was 'valued engineered' out of the construction costs. This has resulted in an unsafe condition that places faculty, staff, and students at risk. The dust collection system is needed to eliminate the hazards caused by explosive dust and to address the unsafe working conditions in several laboratories.	\$35,000

## Strategic Planning Proposal Awards - Summary

TITLE	SUMMARY	RECOMMENDED BUDGET
Internet Router Replacement	The current router we use to connect our entire network to the internet has been announced as being end of sale by Cisco, which will eventually follow with an end of support in the near future. It is also limited in its capabilities being over 5 years old. This proposal is to replace that router with a current model with enhanced capabilities.	\$50,000
Technology for the School of Fine Arts (Proximas)	The objectives of this project are to install, or upgrade, eleven proximas in the following classrooms: 206, 232, 235, 305, 306, 312, 314, 321, 401, 411, and 412. The installation includes screens (where one is needed), button panel controller, wall speakers, and wall connector plate. Three proximas are higher lumen projectors for the use of the art department in studios which have natural light. Projectors in the art studios will allow instructors to access the University Library's image data base, Art Store (an incredible collection of art and architecture images) which even WVU doesn't make available to its faculty or students, while art students are creating their own works. Many of the other classrooms are also utilized by other academic departments.	\$19,000
Rugby Club of Fairmont State University	Equipment and gear to support the Men's Rugby Club.	\$13,898
Student Travel	Pooled student travel funds. Student organizations and/or departments will need to apply for these funds and in addition provide funding from other sources and fund raising efforts.	\$25,000
Video Streaming	Pilot / upgrade campus-wide video streaming	\$25,000
Lecture Capture System	Funding to investigate and pilot an ease-of-use lecture capture system to be utilized widely at the institution.	\$50,000
		<b>\$499,566</b>



# Tab 5

**Fairmont State University  
Board of Governors  
December 15, 2011**

**Item:** Approval of one-time funding for additional strategic planning proposal awards (President Recommended)

**Committee:** Committee of the Whole

**Action:** Be it resolved that the Board of Governors approve the attached list of additional strategic planning proposal awards recommended by the President.

**Staff Member:** Rick Porto

**Background:** The President after review of the strategic planning grant submissions that were not recommended by the University Budget Committee, is recommending additional one-time funding to be provided for the attached list of grant proposals.

The additional funding requested would not be new funds requested from reserves. It is recommended that \$300,592 in grants be funded from monies already in the 2012 budget set aside for property acquisition. Interest in property close to the main campus has been withdrawn.

One-Time Funding for Additional Strategic Planning Proposal Awards - Summary  
(President Recommended)

TITLE	SUMMARY	RECOMMENDED BUDGET
<p>Modernization and Repair of the HHH Greenhouse Facilities</p>	<p>The 4th floor Greenhouse in Hunt-Haught Hall is approximately four decades old. It has served the institution well, but is in need of some upgrades. Over time the glazing has failed, panes of glass have slipped, and the glass roof leaks rain water and cold air. Temperature and light regulation in the greenhouse is nearly impossible, so plants either don't grow very well because of cold temperatures and low light levels, or they burn up with the heat. Over the years the floor has shifted as the building settled. There are cracks in the grouting and low spots where there are no drains. During bad storms, water will leak into the building, particularly into 304 HHH. The greenhouse usually is the cause of this problem. Additionally, a large planter box in the southeast stair tower was neglected and trampled during the recent glass replacement project.</p>	<p>\$39,650</p>

One-Time Funding for Additional Strategic Planning Proposal Awards - Summary  
(President Recommended)

TITLE	SUMMARY	RECOMMENDED BUDGET
Employee Training and Development Funds and Equipment	<p>Senate Bill 330, passed by the Legislature in March 2011, mandates sweeping changes in public higher education personnel rules and practices in general, all to be undertaken under the auspices of the human resources offices and staff. A major concentration is in employee training and development; Section 18B-7-6a states, "Each higher education organization shall establish and operate an employee continuing education and development program...." These opportunities are to consider the needs of and to include all regular employees—faculty, classified and non-classified. Currently Human Resources offers no set program or catalog of training opportunities for our employees. Human Resources is at this time in the process of conducting a training needs assessment, which is scheduled to include one-on-one interviews with administrative institutional stakeholders, a series of focus groups with a diversity of employees and a campus-wide electronic survey. A full analysis of all of this information and recommendations for the types of training needed and desired will be presented to the President in mid-November; however, preliminary information from the assessment, as well as anecdotal data obtained by Human Resources, indicates a strong need for basic supervisory training as a</p>	\$25,000
Technology for the School of Fine Arts (other)	<p>The technology items requested in this proposal are complimentary to the other technology proposal to wrestle Wallman Hall and the School of Fine Arts out of the "most technology challenged building on the campus," according to Jeff Miller. The need for the items requested vary from a recommendation by a consultant hired by President Rose to evaluate our music theory curriculum, additions to our music technology laboratory, enhancements for art and music education classes, additions to our art cross media program, to theatre sound equipment made obsolete by FCC rule changes.</p>	\$20,000

One-Time Funding for Additional Strategic Planning Proposal Awards - Summary  
(President Recommended)

TITLE	SUMMARY	RECOMMENDED BUDGET
Inter-Operable Campus Radio Communications System	This project proposes the implementation of a centralized radio system that will provide reliable, flexible and direct communications with all present and future users throughout the campus community as well as establishing the ability to communicate directly with local, state and federal emergency service providers in the event of natural or manmade emergencies or disasters. In addition to significantly improving the ability to communicate with internal and external users, this project will also meet a Federal Communications Commission mandate requiring the transition from wide band to narrow band radios by December 31, 2012.	\$91,032
Communication/Mass Notification Solution	The purpose of this proposal is to request funding to improve our campus-wide communication of emergency and other notifications, including SMS text messaging. Our current Emergency Notification system has difficulty when it comes to sending our text messages. Some wireless providers are not currently compatible, while others flag the text messages as spam and delay them reaching campus members. In an emergency situation, this could have disastrous results.	\$14,910
Undergraduate Research and Summer Undergraduate Research Fellowships	8 Student Research Fellowships @\$2,500 each	\$20,000
Enrollment Services to increase student enrollment	Buy student lists from SAT/ACT Evening/Weekend Call Program Technology to support application submission on visits	\$90,000
		<b>\$300,592</b>

# Tab 6

**Fairmont State University  
Board of Governors  
December 15, 2011**

**Item:** RFP Athletic Master Plan

**Committee:** Committee of the Whole

**Recommended Resolution:** Be it resolved, that the Board of Governor's approve the RFP Athletic Master Plan actual consulting agreement of \$61,000 to be funded from the E&G Reserves.

**Staff Member:** Rick Porto

**Background:** Future funding of athletics should be guided by an Athletic Master Plan that determines goals of the University for Athletics over the next 20-years. These goals should be complemented by a 20-year funding formula that defines how the athletic goals should be funded. This Master Plan will look at sports, scholarship, facilities and give guidance on Title IX requirements.

Please find the bid award approved by the committee and the President for consulting services for the Master Plan development. The award will be made to inter-collegiate athletic consulting should this additional funding be approved.





Procurement Office

1201 Locust Avenue  
Fairmont, WV 26554  
Phone: 304-367-4711  
Fax: 304-367-4706  
mcochran@fairmontstate.edu

December 5, 2011

Andrew Fellingham  
Inter-Collegiate Athletic Consulting  
154 Wellington Road  
Garden City, NY 11530

SUBJECT: RFP-295 Athletic Master Plan Consultant

Dear Andrew:

Congratulations! You are the apparent successful bidder on the requisition listed above and you will be issued a contract provided all necessary documents are promptly forwarded to the Procurement Office and the purchase order award is approved by the proper authorities.

This letter constitutes an official request for specific documents which are required before a purchase order may be issued. DO NOT initiate any work on this contract until you have received an official signed purchase order from the Procurement Office.

The following items are required:

- Your contract (if applicable) – with original signature
- Agreement Addendum (if you require us to sign your contract, then the attached Agreement addendum must be signed) – please sign in blue ink. The form must bear the same signature and the same date or greater than the agreement it is modifying.
- W-9 Form – with original signature
- WV-1 Vendor Registration & Disclosure Statement – please complete and send to the address listed on the form along with the \$125 registration fee.

All requested documentation must be returned to me at the address listed above (except for the WV-1 Form). Should you have any questions, please do not hesitate to contact me.

Sincerely,

Monica J. Cochran  
Director of Procurement

mc  
Attachments



<b>Inter-Collegiate Athletic Consulting (ICAC)</b>		
<b>Phase</b>	<b>Cost</b>	<b>Description</b>
Pre-Planning	\$ 5,400.00	During the pre-planning phase, logistics for the project are determined, including overall project activities, timeframes, materials request, interview list, scheduling and the like. The <b>steering committee</b> is also formed by the University. During this phase, we request and begin to collect and review materials regarding the Athletic Department, the University, and the conference.
Assessment	\$ 27,600.00	ICAC uses a combination of documentation and web site reviews, campus interviews (both individual and focus groups) facility tours and inventory analysis, and a developed data set of publicly available information as key steps during the assessment phase. Two critical outcomes of this phase is a set of decision criteria and findings related to strengths, issues, and opportunities for the athletic program. <b>During this phase, on campus interviews and appropriate facility tours are conducted over a three day contiguous schedule. While the team is on campus, a "Criteria Meeting" is held with the steering committee.</b> This meeting's outcomes would identify the desired goals and characteristics for the University's alternatives, as well a identifying key indicators that could possibly be used in developing strengths, issues, and opportunities.
Vision Setting	\$ 12,600.00	Using the results of the Assessment Phase, including any needed refinements based on guidance from the steering committee, ICAC would complete the benchmarking and analysis. We would use the results of the brainstorming regarding alternative futures to develop a draft vision statement for the Athletic Department, consistence with and supportive of the University's strategic plan. The vision statement should articulate the role of athletics at FSU and reflect an institutional value set regarding athletic success. We would also prepare draft recommendation regarding implementation of the vision, including an assessment of both operating and capital resource needs and the paramenter of a 20 year financial model. We would then conduct an "Alternative Futures Meeting" with the steering committee to review the vision statement and draft recommendations and financial model.
Plan Development	\$ 9,000.00	Based on the guidelines from the steering committee during the alternative Futures meeting, ICAC would finalize its overall recommendations and its financial model. It would prepare a draft final report reflecting the results of the study, including findings, vision statement, recommendations for action, and funding requirements. This draft report would be reviewed by the steering committee, or by a sub-committee of its, and then finalized by ICAC. We would then present to report to the President and the BOG.

Travel	\$ 6,025.00	Includes 3 days of on campus interviews and facility tours during the Assessment Phase. Other campus visits include the Findings Meeting, the Alternative Futures Meeting and the BOG Presentation. Any other meetings will be conducted via telephone or electronically.
Other Expenses	\$ 340.00	Postage, copying, etc.
Formal Presentation of final report to President and/or BOG	\$ -	Included in Travel cost
Facilities Review Expert	\$ -	ICAC's facilities expert is Robert Esposito, an architect with 35 yrs experience in master planning, architectural space planning and facility programming. He is part of the consulting team and there is no additional charge for his services.
Travel for Facilities Expert	\$ -	Included in original cost proposal
<b>TOTAL</b>	<b>\$ 60,965.00</b>	

<b>Comments:</b>
Experience with projects similar to ours
Approach and methodology well defined
Recommends that we broaden our selection of schools to benchmark against
Experience in all levels of the NCAA
Excellent oral presentation -- very knowledgeable
Qualifications include work and degrees in banking, finance and architecture, in addition to sport management
Strong insights into the issues and challenges faced by our university
Proposal was organized and well thought out
They have quality people to do the work needed for the Master Plan

<b>PROS:</b>
Proposal includes 4 trips to campus (3 days on campus during Assessment Phase; Findings Meeting; Alternative Futures Meeting; BOG Presentation)
More in depth approach and methodology to complete the project -- i.e., steering committee, more trips to campus, more dialogue between Consultant and Univ.
Wide variety of staff qualifications --banking, finance, architecture, sports management/administration
Facilities expert has a degree in Architecture