



FAIRMONT STATE UNIVERSITY  
BOARD OF GOVERNORS  
**MEETING MINUTES**  
**APRIL 18, 2019**  
**BOARD ROOM, 3<sup>RD</sup> FLOOR FALCON CENTER**  
**1201 LOCUST AVENUE, FAIRMONT, WV**

**I. CALL TO ORDER**

A. Roll Call

Chair Dixie Yann convened a meeting of the Fairmont State University (FSU) Board of Governors on April 18, 2019, beginning at approximately 9:00 a.m. in the Board Room, 3<sup>rd</sup> Floor Falcon Center, at 1201 Locust Avenue, Fairmont, West Virginia.

At the request of Chair Yann, Serena Scully, Chief of Staff, conducted a roll call of the Board of Governors. Present for the meeting were board members Holly Fluharty, Dr. Mark Hart, Bailey McInturff, Deborah Prezioso, Kevin Rogers, Dr. Budd Sapp, John Schirripa and Dixie Yann. Jay Puccio participated by conference call. Dr. Chris Courtney and Frank Washenitz were absent.

Others present were President Martin and President's Executive Leadership Team members Cindy Curry, Lyndsey Dugan, Richard Harvey, Christa Kwiatkowski and Jacqueline Sikora. Stephanie DeGroot, Construction Manager; Gary Bennett, President of the Fairmont State Foundation; Julie Cryser, Future Foundation President; Chad Fowler, Director of Athletics; Pat Snively, Senior Associate Director of Athletics; Jessica Sharps, Executive Director of University Relations and Marketing; Alicia Kalka, Executive Director of Housing and Residence Life; Pam Stephens, Director of Charles Pointe; Susan Ross, Executive Director of Academic Programs; Amanda Metcalf, Interim Associate Dean of the School of Education; Anne Patterson, Interim Associate Dean of the School of Fine Arts; Julie Reneau, faculty; Taylor Masters, AIMSS program coordinator; Jared Tadlock, Digital Content Specialist; Joanie Raisovich, Director, Technology Commons; Michael Angelucci, WV House of Delegates; Linda Longstreth, WV House of Delegates; and Zachary Fancher, student. Members of local media were in attendance as well.

B. Public Comment

Kevin Rogers reported that Delegate Michael Angelucci and Delegate Linda Longstreth had signed up for public comment.

Mr. Angelucci and Mrs. Longstreth publically thank President Martin for all of her efforts and –commitment to higher education during the legislative session, and provided her with a plaque to recognize her efforts on behalf of Fairmont State University

C. Approval of Agenda

Deborah Prezioso made a motion to approve the agenda. Kevin Rogers seconded. The motion passed.

**II. APPROVAL OF MINUTES OF FEBRUARY 21, 2019 AND MARCH 4, 2019**

Dr. Budd Sapp made a motion to approve the minutes of February 21, 2019 and March 4, 2019. Dr. Mark Hart seconded. The motion passed.

**III. CHAIRMAN’S REPORT**

- A. Chair Yann thanked Bill Holmes for all of his efforts and wished him the best in his new endeavor as the new Marion County Magistrate.
- B. Chair Yann reminded everyone of commencement and the inauguration of President Martin, scheduled for May 11<sup>th</sup>.
- C. Chair Yann thanked everyone for all of their hard work and all of their efforts for the recent wonderful happenings on campus.

**IV. PRESIDENT’S REPORT**

- A. President Martin announced that the concrete canoe team won the regional competition and will now head to the National Concrete Canoe Competition for the 16<sup>th</sup> consecutive year.
- B. President Martin advised that around 200 students were welcomed to campus yesterday at orientation. As was initiated last year, schedules for students attending orientation were pre-printed so the students could spend more time with faculty during their orientation visit. She deferred the rest of her comments to members of the Executive Leadership Team.

**V. REPORTS AND PRESENTATIONS**

- A. Julie Reneau, Assistant Professor of Special Education provided the constituent report.

Dr. Reneau discussed the Autism Individualized Mentoring and Support Services (AIMSS) program. She discussed the great impact that the program has on students who are admitted into the program.

Dr. Reneau also discussed the number of students who are projected to be in the program over the next 5 years and the number of faculty/staff/and student workers who will be involved in the continued success of the program.

- B. Mr. Gary Bennett, President of the Fairmont State Foundation, advised that this is his last board meeting as the Foundation President. Mr. Bennett introduced Mrs. Julie Cryser, who will begin as the new Fairmont State Foundation President beginning Monday, April 21, 2019.

So far this year, compared to all of last year, the Foundation has increased the number of people who have given to Fairmont State by 40; increased the number of pledges from 2 to 13; and increased the number of funds from 7 to 14.

Endowments for the year have increased by \$2,012,000.

The Foundation is continuing to work on the Every Gift Matters campaign and a new mailing will be going out in early May – being mailed to 30,000 alumni.

- C. Construction Project Updates (Stephanie DeGroot)

Stephanie DeGroot, Construction Manager, advised that construction for Starbucks has been completed and the ribbon cutting was held on Monday.

They are gearing up for all of the summer projects, many which are infrastructure. There will be sidewalk and stair repair taking place over the summer.

We are currently in year 5 of the MS4 program. The DEP will be issuing new permits in August.

The annual stream cleanup took place last week and there was 20 tons of debris hauled out, along with 285 tires.

The Falcons Make it Shine event took place last week. The area of focus was Locust Avenue, from campus to Westside Market. Seven student organizations and multiple athletic teams took part in the event. There was 440 lbs. of litter on that stretch of roadway removed.

Mrs. DeGroot provided a parking study and discussed the results. There are a total of 2,474 parking spaces on main campus and almost 2,000 of those spaces are designated for students. During this semester, there were an average of 713 parking spaces available during peak class times.

President Martin thanked Stephanie for all of her efforts and outstanding leadership.

**VI. ACADEMIC AFFAIRS COMMITTEE (Deborah Prezioso, Chair)**

Mrs. Deborah Prezioso, Chair of the Academic Affairs Committee advised that the Academic Affairs Committee met on April 1<sup>st</sup>. She asked that Dr. Richard Harvey, Provost and Vice President for Academic Affairs, give an update.

Dr Harvey advised he did not have a report at this time.

**VII. ATHLETIC AFFAIRS COMMITTEE (Jay Puccio, Chair)**

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

This past weekend, the Acrobatics and Tumbling team won the Mountain East Conference event – the first ever event of its kind. They will now be traveling to Texas for a national competition.

The baseball and softball teams are currently still playing; they are both in line to be in their respective MEC tournaments. The tennis and golf teams are also still in season.

The swim team had two new honorary signees this past February – Simon and Rio Rohaly. Pat Snively worked with Team IMPACT, a national non-profit, to make the event possible.

The athletic department is in the initial stages of –of searching for a wrestling coach. The wrestling team will be the 17<sup>th</sup> team in fall 2019.

There is a current search taking place for a new women's basketball coach, following the retirement of Coach McDonald.

The 2<sup>nd</sup> Annual Falcon 5K takes place this Saturday on campus.

The 57<sup>th</sup> All Sports Reception is scheduled for May 2 and the 27<sup>th</sup> Annual MVB Golf Tournament is scheduled for May 17.

Over the next few months, the ground breaking will begin for the new turf as well as the update to the basketball court to add the new logo as well as Dan Cava's logo.

**VIII. BYLAWS COMMITTEE (Dixie Yann, Chair)**

Dixie Yann advised that the Bylaws Committee has not met.

**IX. ENROLLMENT/HOUSING-STUDENT LIFE COMMITTEE (Kevin Rogers, Chair)**

Kevin Rogers, Chair of the Enrollment/Housing-Student Life Committee asked that Lyndsey Dugan, VP of University Relations, Recruitment and Marketing, give an update.

Mrs. Dugan gave an update on enrollment. Applications are up 21% from last year this time and admissions are up 12%.

The first large orientation took place on campus yesterday; there were about 200 students. There are 4-6 orientations a month planned throughout the summer, through August.

Housing is currently up .5% in occupancy compared to this time last year.

Mrs. Dugan provided a winter/spring recruit data review. Over the last few years, the attendance for the spring maroon and white day has declined. But, the SOAR events have seen nearly 500 students throughout all locations. There has been very little overlap with the students from the SOAR events and the maroon and white event; therefore we are excited that so many students are being reached.

A recruitment activity year-to-year chart was also provided. The recruitment staff has done more visits and hosted more events than ever before. The outreach has been doubled over the last year.

The 2019 spring and summer yield campaign has recently began. Faculty and staff will send handwritten notes to students and parents to provide a personal touch.

A brief retention communication plan was also provided. A new student success manager was recently hired and he will be leading the charge on multiple upcoming initiatives.

Holly Fluharty asked how the timeframes are determined for the communication plans for non-traditional students. Mrs. Dugan advised answered that the recruitment and marketing staff communicates with non-traditional students throughout the year. The communication plan presented exhibited plans for spring and summer outreach and that non-traditional and transfer students are known to make their decisions later and faster than traditional first-time freshman.

Dr. Mark Hart asked how we market to international students. Lyndsey advised that we now have an EPICS director (Dr. Amanda Stinemetz) and she is beginning to solidify many partnerships and will also be traveling over the summer to recruit new students.

**X. FINANCE COMMITTEE (John Schirripa, Chair)**

John Schirripa, Chair of the Finance Committee, asked Christa Kwiatkowski, CFO, to provide a brief update.

The Finance Committee met on April 3<sup>rd</sup> and reviewed the financial statements from January and February, along with other topics.

Christa advised the January and February financials have been provided in the board packet. In addition, a financial summary document that summarized the detailed information in the board packet was provided.

Deborah Prezioso made a motion to accept the following:

A. Financial Reports for periods ending January 31, 2019 and February 28, 2019.

Kevin Rogers seconded. The motion passed.

Christa advised that the metro rate – which is 1.5 times the instate tuition, will assist the recruiters in their next recruitment cycle, which will begin within the next few months. The metro rate will be offered to all surrounding states (Virginia, Maryland, Ohio, Pennsylvania, Kentucky and the District of Columbia, and will include the entire state, as opposed to other institutions that provide only certain counties.

Holly Fluharty made a motion to accept the following:

B. Implement Metro Rate for FY 2020-2021

Dr. Budd Sapp seconded. The motion passed.

The field turf project has an estimated cost of just under \$1,000,000 and is scheduled to begin very soon. The estimate includes not only the turf, but also fencing and security.

Dr. Mark Hart asked if there is a contingency in the budget. Mrs. Kwiatkowski advised the contingency is \$14,258.

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

C. Athletics Capital Purchase from Reserves

Dr. Mark Hart seconded. The motion passed.

John Schirripa requested that we hold the discussion of the estimated fee increases for executive session.

**XI. EXECUTIVE COMMITTEE (Dixie Yann, Chair)**

Dixie Yann reported that the Executive Committee has not met.

**XII. NEW BUSINESS**

Chair Yann discussed the bookstore policy and advised that the amendments are included in the new policy which is set to go out for 30-day comment.

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

A. Amendment to Bookstore Policy #54 for 30-Day Comment Period.

Dr. Mark Hart seconded. The motion passed.

Mrs. Sikora discussed the salary policy listed on the agenda to go out for 30-day comment. Mrs. Sikora advised that the policy was to standardize staff and faculty salary consistent with relevant factors. standardize staff salaries. The goal is to create a fair and uniform process by which salaries are established. The University will be using CUPA standards.

Dr. Budd Sapp inquired regarding the following: (1) Will the salaries of faculty members who are currently way above the CUPA standard rate be reduced? and (2) Were other institution's faculty guidelines referenced when creating the proposed policy?

In response, Mrs. Sikora advised that there are no current plans to reduce salaries as a result of this proposed policy. Mrs. Sikora also advised that the policies of other institutions were reviewed, and there are different methods used. However, there is no set requirement on how this policy should be addressed.

Dr. Sapp advised that WVU, Marshall and West Liberty currently have policies that allow the Provost to determine salaries, not HR. He mentioned that he did not see verbiage in the policy that says there will be collaboration between the Provost and HR.

President Martin pointed out to Dr. Sapp that this policy is intended to set hiring standards not for review of merit based raises. President Martin also advised that the use of CUPA standards is primarily to establish a fair and equitable salary compensation offer for incoming faculty and staff so that we do not create the salary disparities that have occurred at Fairmont State University throughout the years. Previously, a dean may have offered an incoming faculty member a salary that may have been greater than a current faculty member that has been at the institution for

years and has the same credentials. President Marton advised that a merit based policy will take place through the Provost's office, but the current proposed policy is about hiring not merit. She also shared that all faculty at Fairmont State University are above the CUPA minimum.

Chair Yann asked if there was a concern with the timeline of the comment period for the policy.

Dr. Budd Sapp made a motion to table the policy until the fall semester. There was no second for the motion.

Holly Fluharty made a motion to accept the following:

B. Salary Policy Draft for 30-Day Comment Period.

Dr. Mark Hart seconded. The motion passed. One opposed.

Kevin Rogers made a motion to accept the following:

C. Election of FSU Board of Governors Officers (effective 4/18/19 – 6/30/19).  
John Schirripa – Vice President  
Deborah Prezioso – Secretary

Dr. Budd Sapp seconded. The motion passed.

Dr. Budd Sapp advised as the BOG representative, he would like to give a general overview that had been recently shared with him. Dr. Sapp read a document regarding various topics that he asserted were faculty concerns.

### **XIII. POSSIBLE EXECUTIVE SESSION**

Deborah Prezioso made a motion to go into Executive Session “Under the Authority of West Virginia Code §6-9A-4 to discuss personnel matters as well as to discuss the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition.”

Dr. Mark Hart seconded. The motion passed.

Dr. Budd Sapp made a motion to rise from Executive Session. Deborah Prezioso seconded. The motion passed.



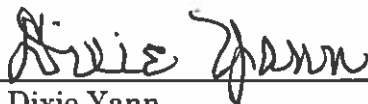
After reconvening from Executive Session, Dr. Mark Hart made a motion to approve the following:

A. Tuition, fees, room and board increase of up to 3%.

Kevin Rogers seconded. The motion passed.

#### XIV. ADJOURNMENT

Holly Fluharty made a motion to adjourn the meeting. Deborah Prezioso seconded. The motion passed.

  
\_\_\_\_\_ FSU Board of Governors' Chair  
Dixie Yann Date

  
\_\_\_\_\_ FSU Board of Governors' Secretary  
Deborah Prezioso Date

# **Meeting Handouts**

# Parking Study Report Spring 2019

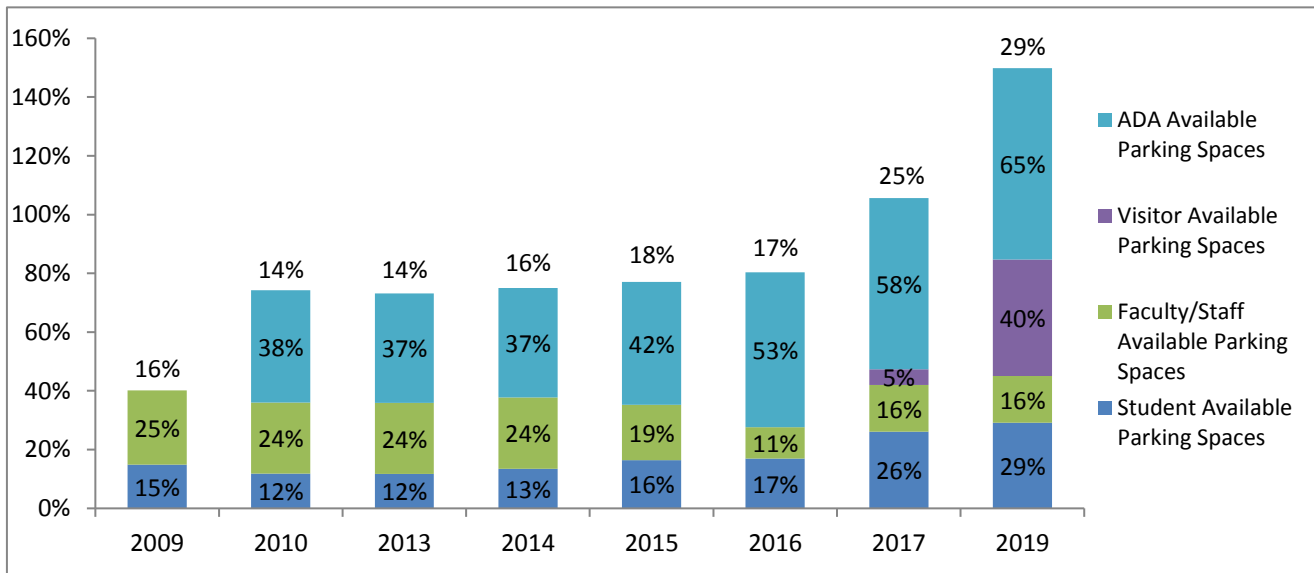
## Main Campus: Parking Space Classification

Classification	#	%
<b>Student</b>	<b>1993</b>	<b>80.6%</b>
<b>Faculty/Staff</b>	<b>340</b>	<b>13.7%</b>
<b>Visitor</b>	<b>58</b>	<b>2.3%</b>
<b>ADA</b>	<b>83</b>	<b>3.4%</b>
<b>TOTAL</b>	<b>2474</b>	<b>100%</b>

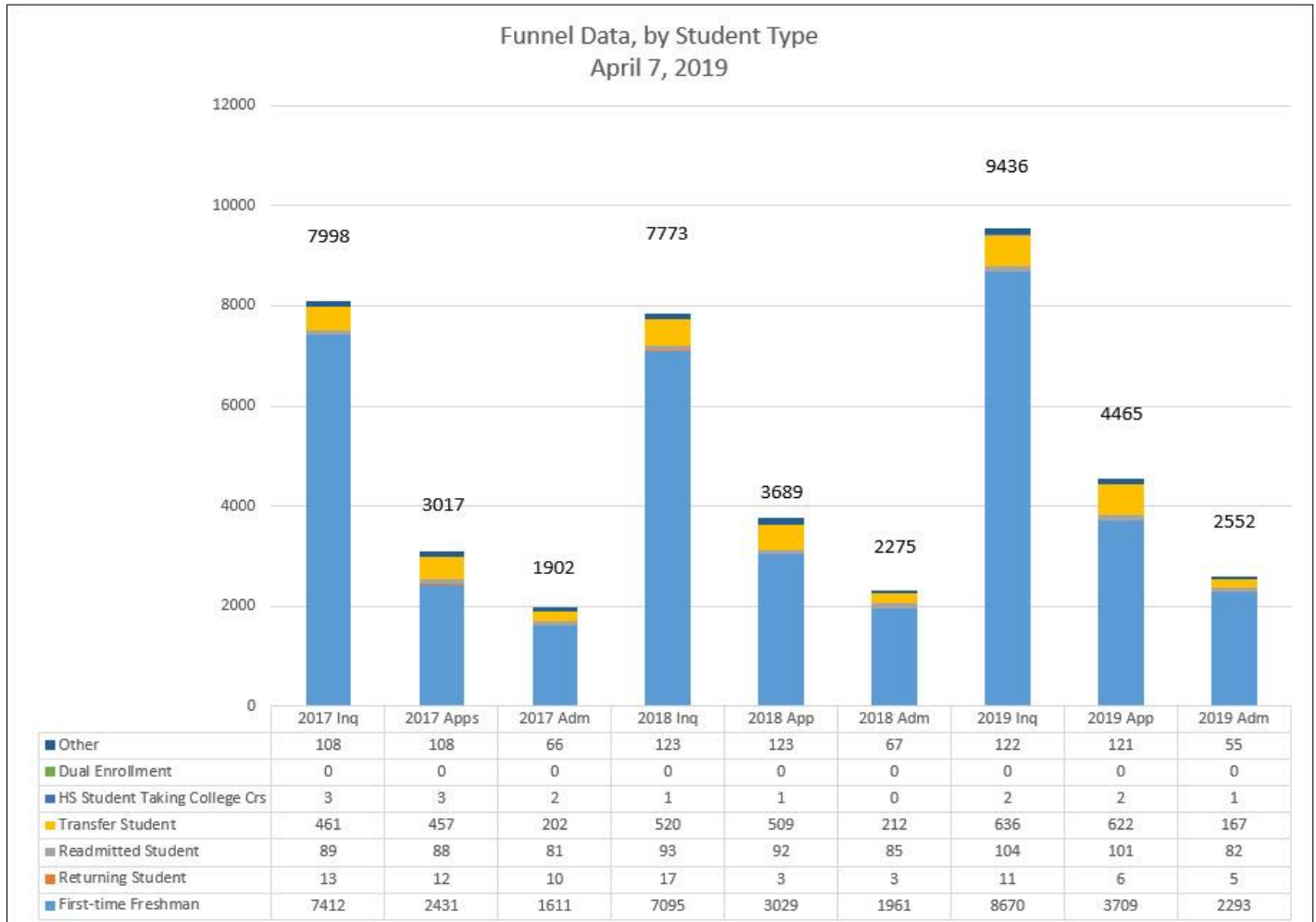


## Average Available Spaces (Monday thru Thursday, peak times)\*

Classification	2009	2010	2013	2014	2015	2016	2017	2019
<b>Student</b>	15%	12%	12%	13%	16%	17%	26%	29%
<b>Faculty/Staff</b>	25%	24%	24%	24%	19%	11%	16%	16%
<b>Visitor</b>	N/A	N/A	N/A	N/A	N/A	0%	5%	40%
<b>ADA</b>	N/A	38%	37%	37%	42%	53%	58%	65%
<b>Total Available Parking</b>	<b>16%</b> <b>402</b>	<b>14%</b> <b>368</b>	<b>14%</b> <b>366</b>	<b>16%</b> <b>390</b>	<b>18%</b> <b>407</b>	<b>17%</b> <b>437</b>	<b>25%</b> <b>653</b>	<b>29%</b> <b>713</b>



\* Each annual study is comprised of four inspections conducted at peak times, Monday-Thursday. Inadequate amount of data was collected for 2011, 2012, & 2018; therefore it has not been included in this report.



Undergraduate	4/3/2017	4/8/2018	4/7/2019
Conversion Rate	38%	48%	48%
Admit Rate	64%	62%	57%
Yield Rate*	39%	36%	NYA

### Inquiries

- Up 22% from last year
- Up 18% from two years ago

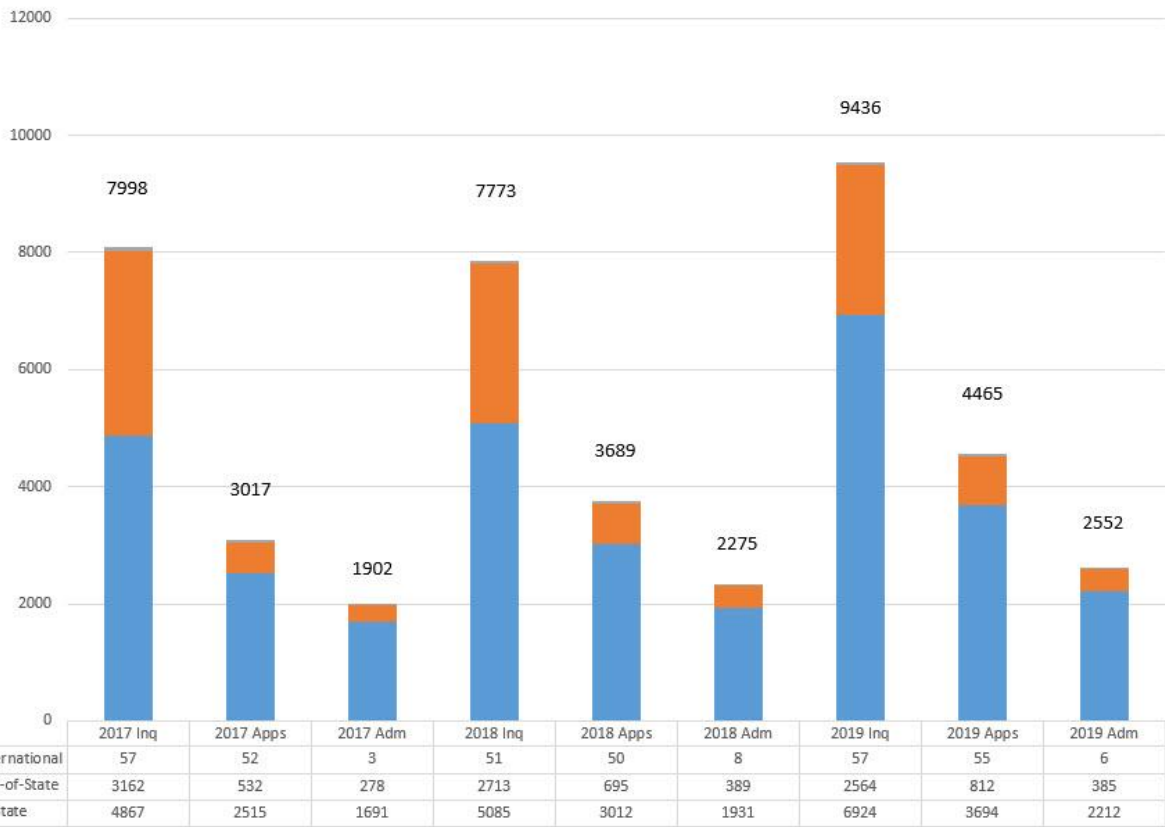
### Applications

- Up 21% from last year
- Up 47% from two years ago

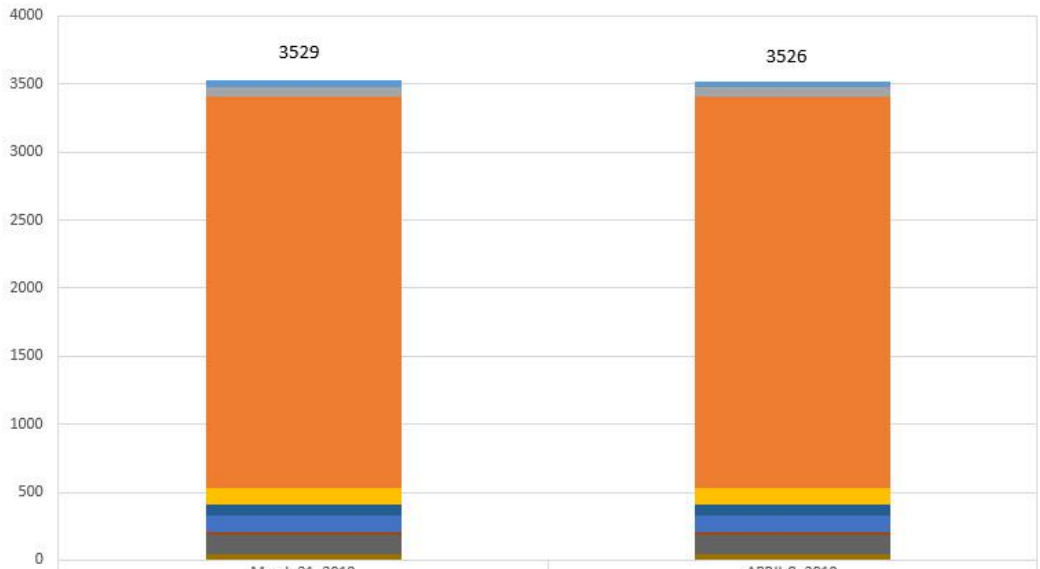
### Admissions

- Up 12% from last year
- Up 32% from two years ago

Funnel Data, by Residency  
April 7, 2019



Spring 2019 Enrollment Monitoring



	March 31, 2019	APRIL 8, 2019
First Time Freshman	48	48
Readmitted Undergraduate	68	68
Returning Undergraduate	2883	2878
Transfer Undergraduate	119	119
Other Undergraduate	80	80
HS Student Taking College Crs	125	125
Dual Enrollment	0	0
First Time Graduate	14	14
Returning Graduate	149	149
Other Graduate	40	40

### Housing and Residence Life Summary

April 12, 2019

Housing assignments are slightly down for FY19:

- 83.1% occupied based on 1192 capacity (-0.8% compared to FY18)

Future assignments are up for FY20:

- 80.9% occupied based on 1192 capacity (+0.5% compared to FY19)
- 15 female students are waiting for assignments (adjusted percentage 82.1%; +1.7% compared to FY19)
  - 13 are Fairmont State and 2 are Pierpont

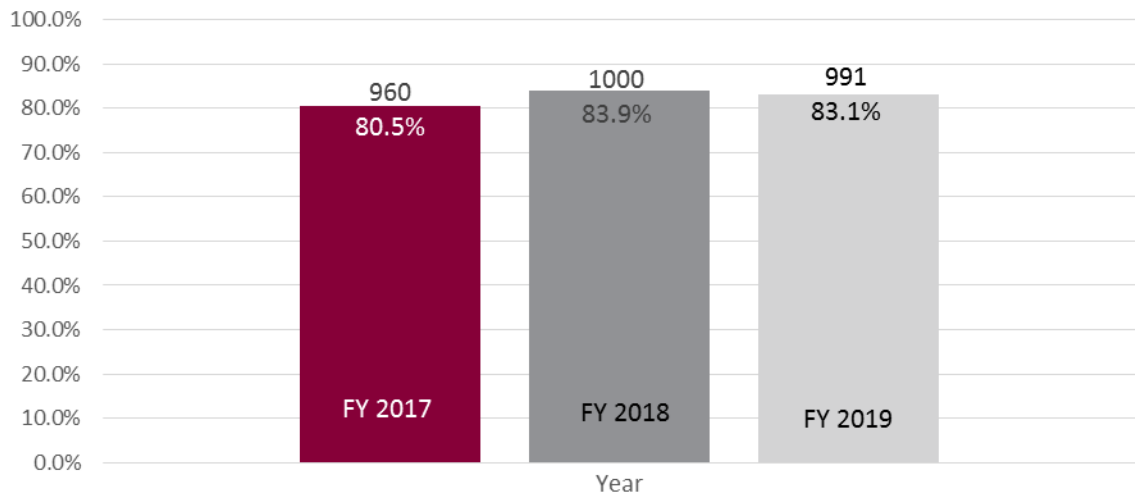
Housing Occupancy This Week in History for Current Term								
Year	Bryant Place	Morrow Hall	Pence Hall	Prichard Hall	University Terrace/ College Park	Total Occupancy	Total Capacity	Capacity Percentage
<b>FY17</b>	348	119	60	113	320	960	1192	80.5%
<b>FY18</b>	355	124	80	121	320	1000	1192	83.9%
<b>FY19</b>	357	122	74	125	313	991	1192	83.1%

Housing Occupancy Information for FY19							
Institution	Bryant Place	Morrow Hall	Pence Hall	Prichard Hall	University Terrace	Total	Configuration Percentage
Fairmont	304	98	61	106	290	859	86.7%
Pierpont	53	24	13	19	23	132	13.3%
<b>Total Occupancy</b>	<b>357</b>	<b>122</b>	<b>74</b>	<b>125</b>	<b>313</b>	<b>991</b>	

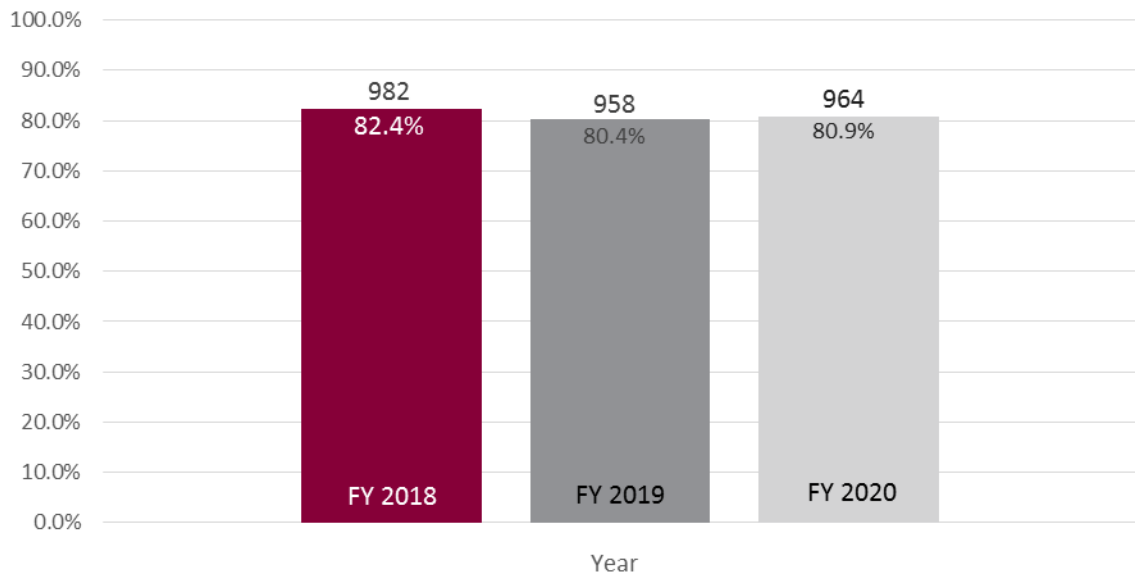
Future Term Occupancy This Week in History								
Year	Bryant Place	Morrow Hall	Pence Hall	Prichard Hall	University Terrace/ College Park	Total Occupancy	Total Capacity	Capacity Percentage
<b>FY18</b>	376	113	77	91	325	982	1192	82.4%
<b>FY19</b>	380	87	80	90	321	958	1192	80.4%
<b>FY20</b>	362	116	77	117	292	964	1192	80.9%

Fairmont VS Pierpont Future Term Occupancy This Week in History			
Year	Fairmont State	Pierpont	Total
<b>FY18</b>	857	125	982
<b>FY19</b>	836	122	958
<b>FY20</b>	872	92	964

### Occupancy This Week in History Over the Last 3 Years Based on 1192 Capacity

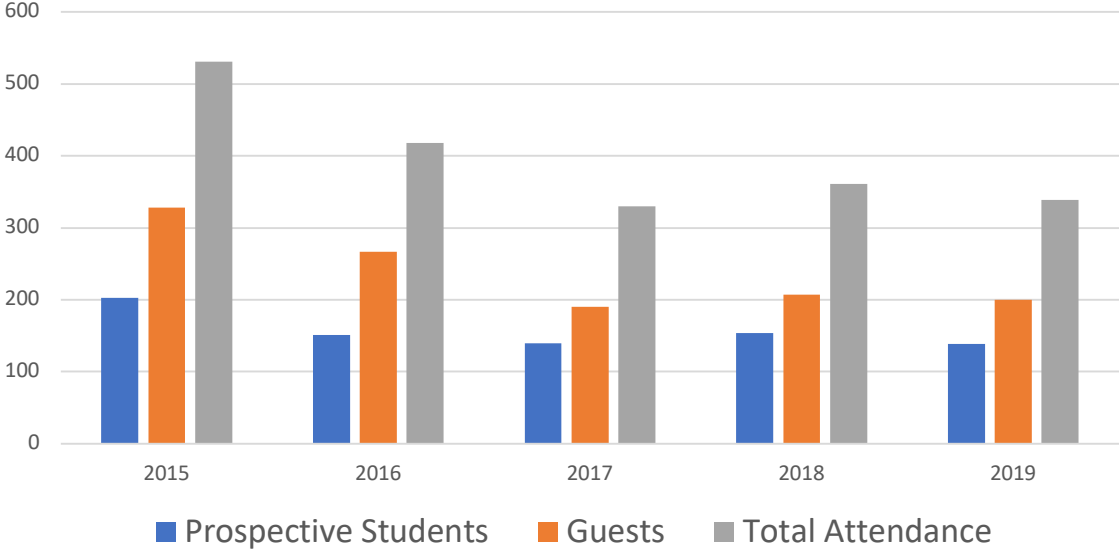


### Future Term Occupancy This Week in History

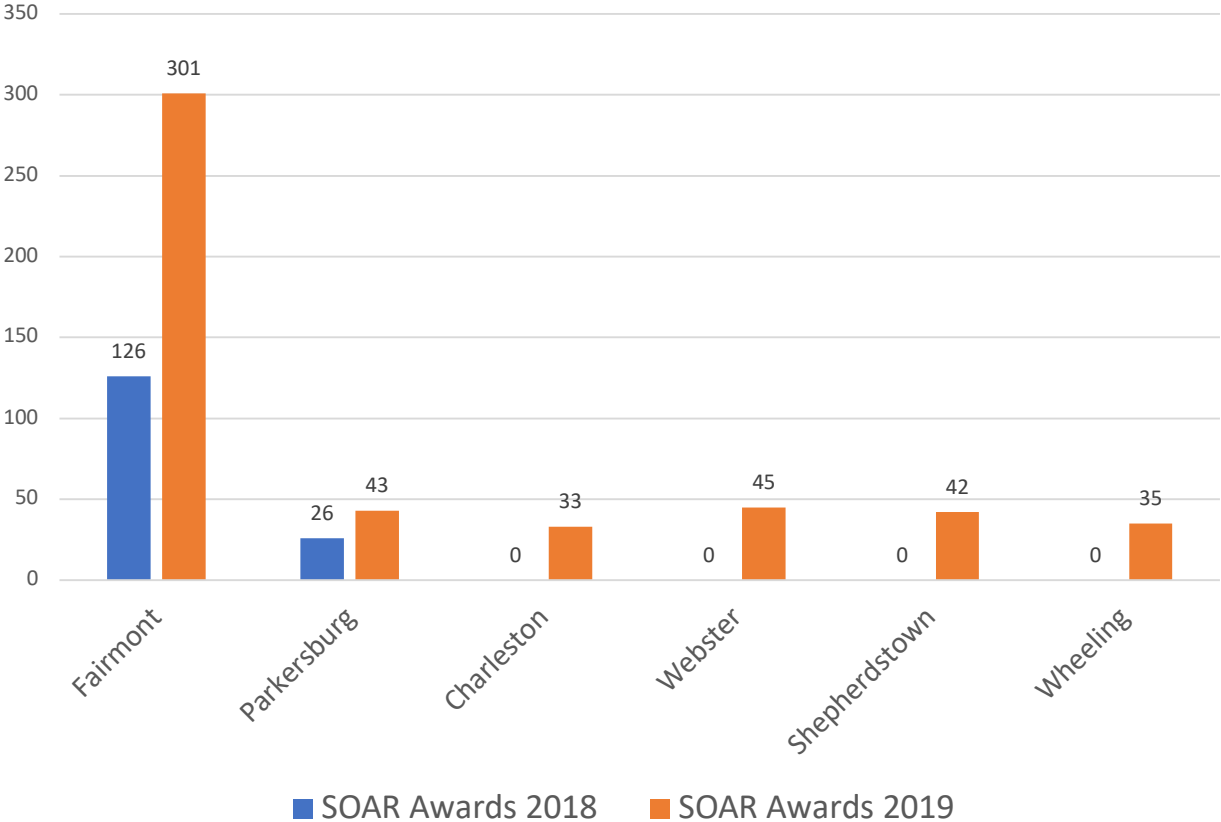


# Winter/Spring Recruit and Yield Events Data Review

## Spring Maroon and White Day Attendance

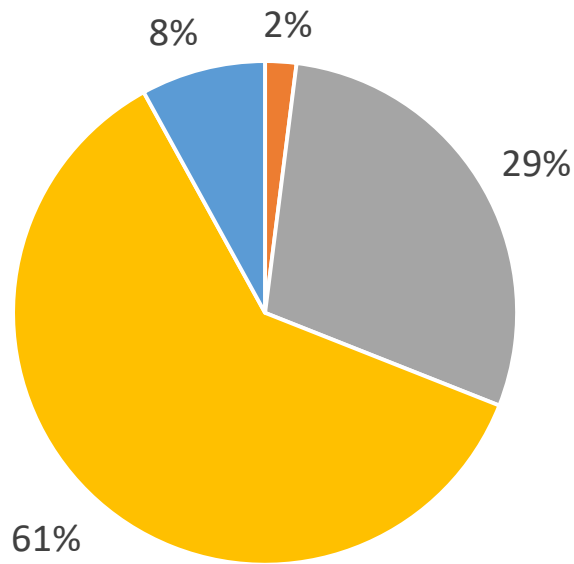


## SOAR Award Attendance



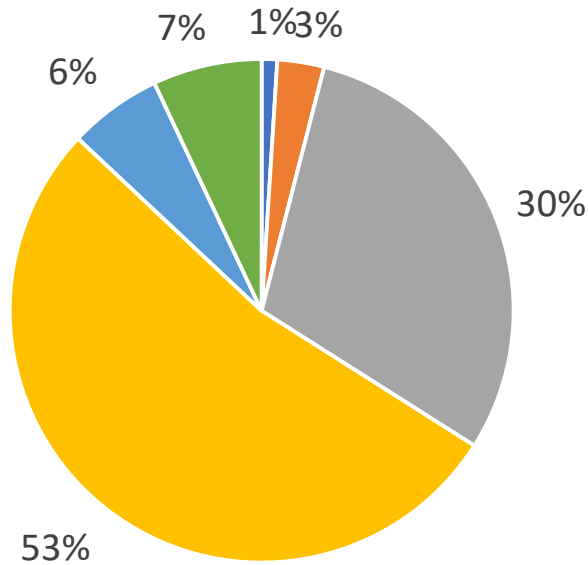


### Spring Maroon and White by grad date 2018



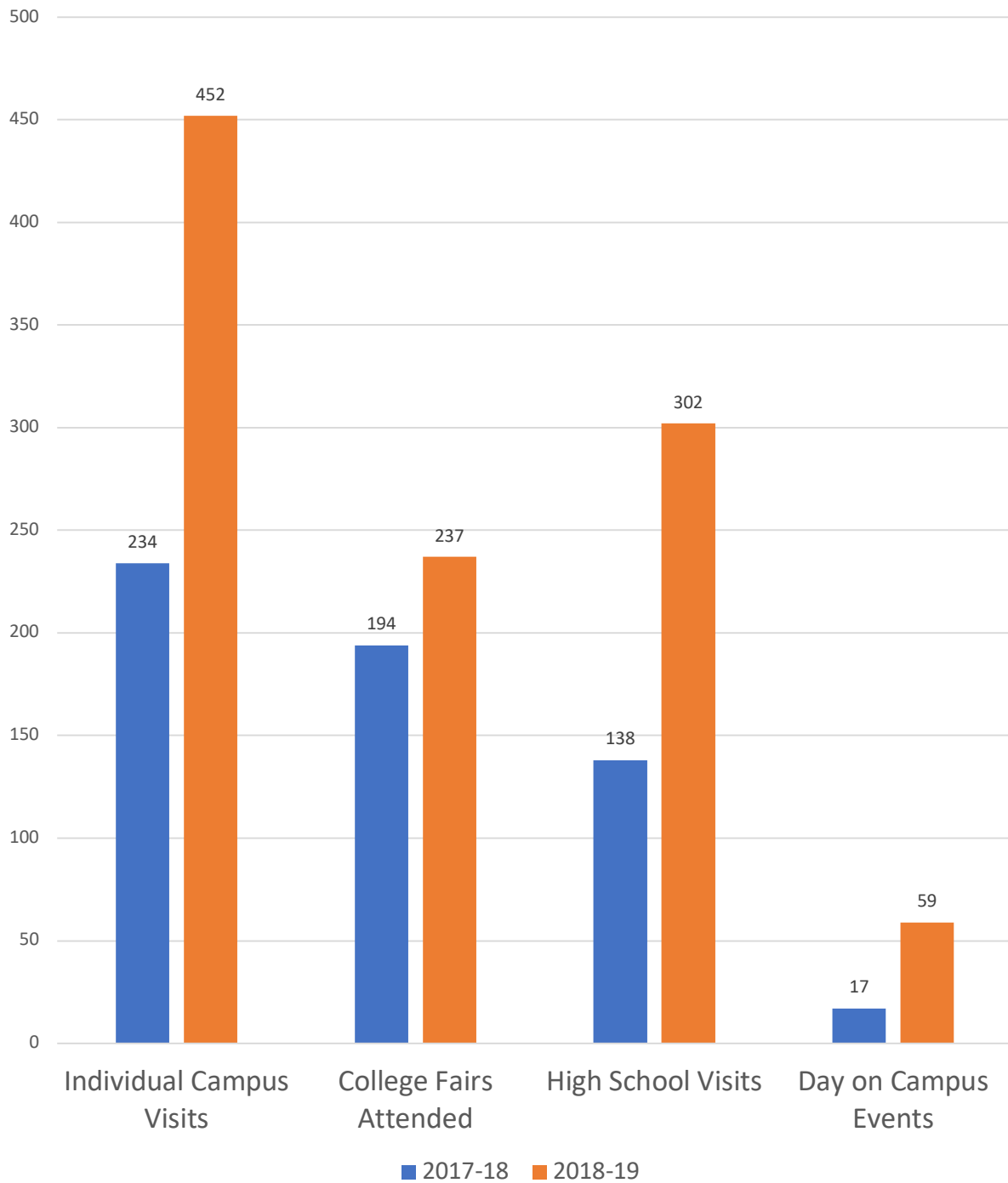
- HS Sophomore
- HS Junior
- HS Senior
- Non-Trad

### Spring Maroon and White by grad date 2019



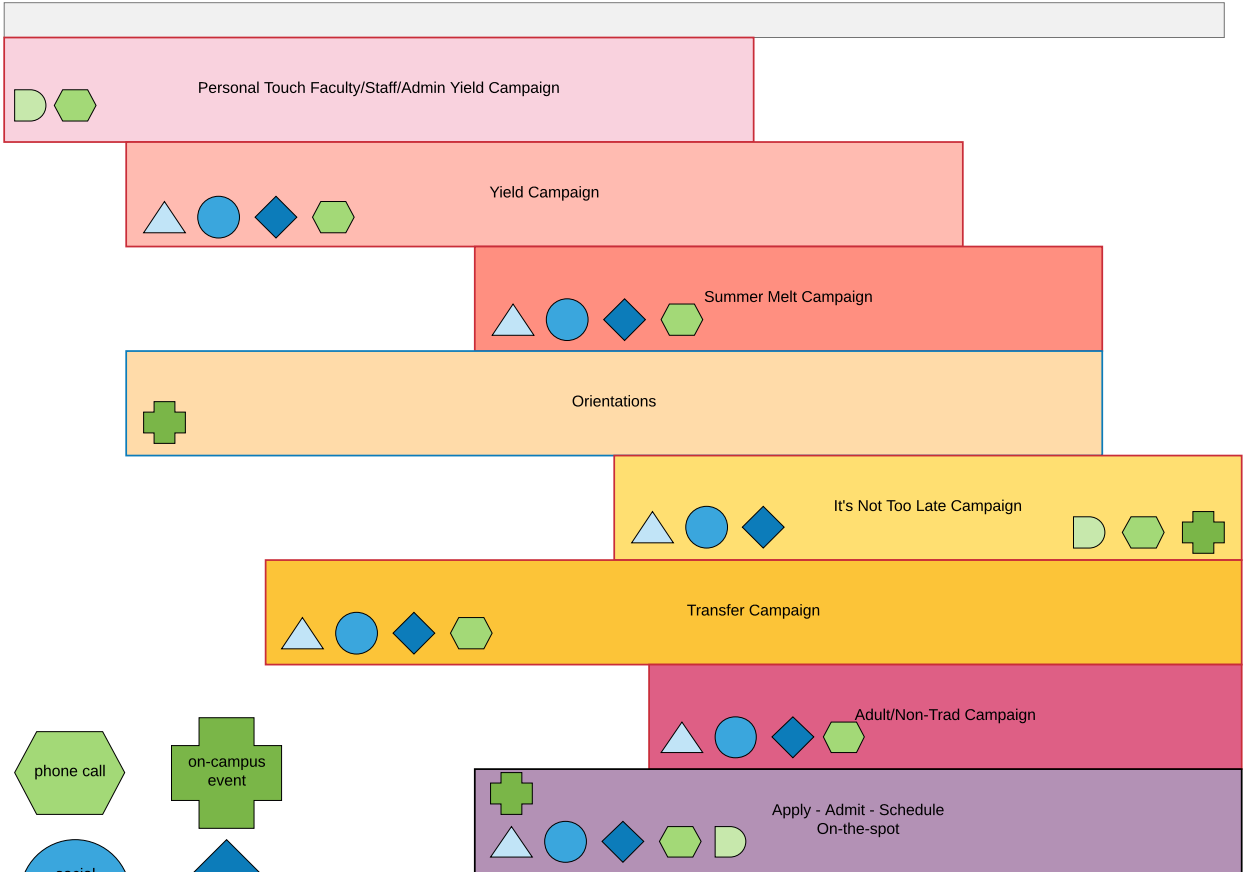
- HS Freshman
- HS Sophomore
- HS Junior
- HS Senior
- Non-Trad
- Transfer






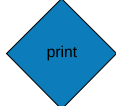
## Recruitment Activity Year-to-Year



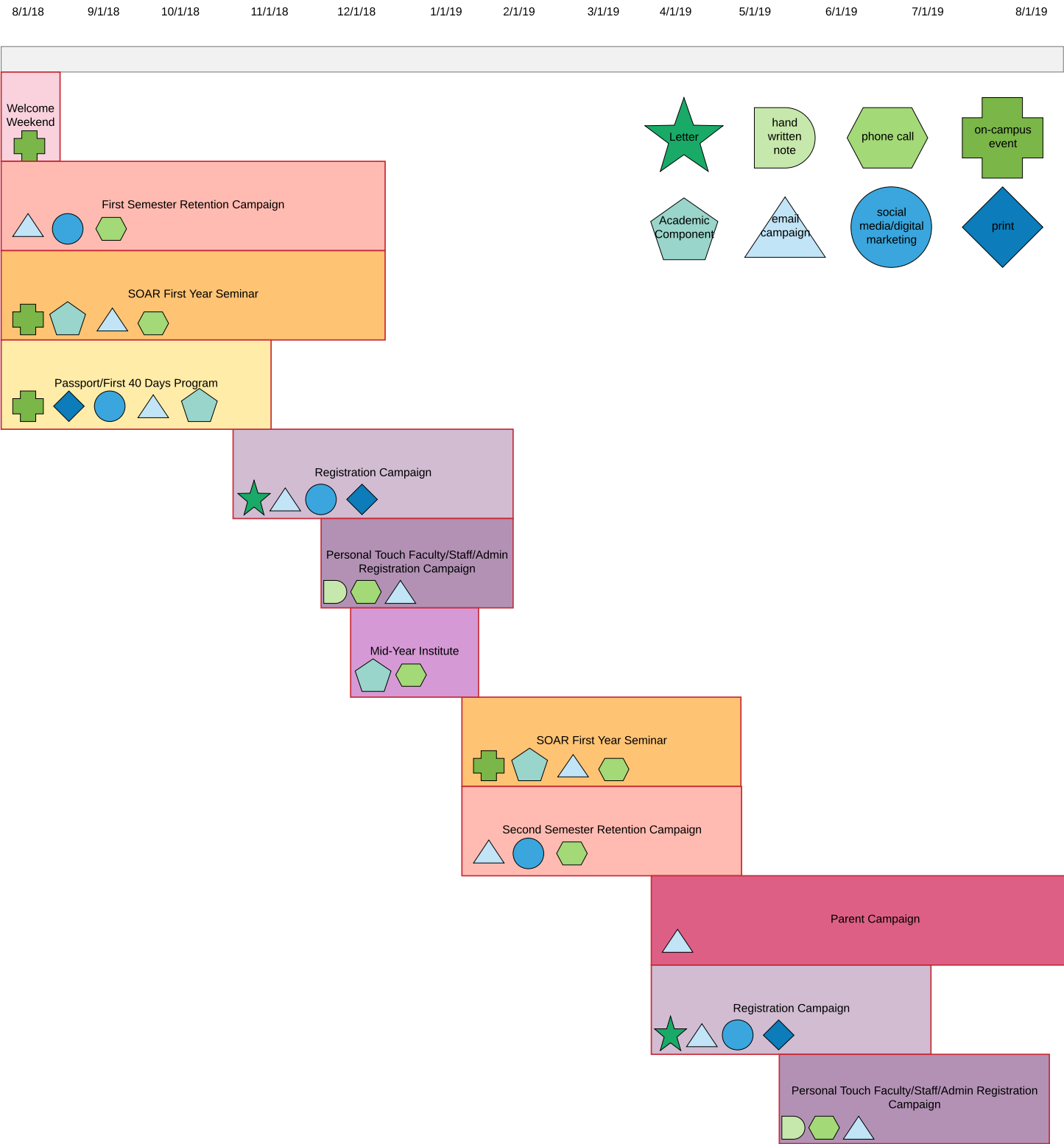
# 2019 Spring Summer Campaign Plan

4/1/19                      5/1/19                      6/1/19                      7/1/19                      8/1/19                      9/1/19



-  hand written note
-  phone call
-  on-campus event
-  email campaign
-  social media/digital marketing
-  print

# 2018-2019 Retention Communication Plan





**FAIRMONT STATE  
UNIVERSITY™**

**Administration and  
Fiscal Affairs**

**Financial Summary – As of February 28, 2019**

With 67% of the year completed, below is a summary of the Statement of Revenues, Expenses and Net Position for the Unrestricted (E&G and Fund Manager), Auxiliary and Restricted Funds:

<u>Unrestricted (Central E&amp;G and Fund Manager)</u>	<u>Budget</u>	<u>Actual</u>	<u>% Budget to Actual</u>
Operating Revenues	32,206,780	28,951,144	89.89%
Operating Expenses	46,874,678	27,142,478	57.90%
Other Rev/Exp/Transfers and Budget Adjustments	13,629,198	8,266,765	65.38%
Net Income	(1,038,700)	10,075,430	

Negative budget balance is expected to be covered by vacancy savings and approved use of carryover reserves. YTD Unrestricted balance is \$10,075,430, compared to the balance this time last year of \$8,293,570. We ended last year with a positive balance of \$686,807.

<u>Auxiliary</u>	<u>Budget</u>	<u>Actual</u>	<u>% Budget to Actual</u>
Operating Revenues	14,320,598	12,745,853	89.00%
Operating Expenses	8,689,823	6,176,430	71.08%
Other Rev/Exp/Transfers and Budget Adjustments	(5,630,775)	(2,525,940)	44.86%
Net Income	0	4,043,484	

YTD Auxiliary balance is \$4,043,484, compared to the balance this time last year of 3,899,684. Current budgeted reserve transfers is \$685,030. FY18 Actual reserve transfers were \$590,301.

<u>Restricted</u>	<u>Budget</u>	<u>Actual</u>	<u>% Budget to Actual</u>
Operating Revenues	32,190,997	24,678,359	76.66%
Operating Expenses	39,184,524	30,429,560	77.66%
Other Rev/Exp/Transfers and Budget Adjustments	6,962,582	6,585,994	94.59%
Net Income	(30,945)	834,793	

We received a new award in January of \$1,500 from HEPC for J-1 support. We also received \$27,500 in additional contributions for the TEP County Partnerships. In February, we received two additional awards from HEPC; a \$4,000 faculty development award and a \$3,750 award to support travel to NACADA.