



FAIRMONT STATE UNIVERSITY  
BOARD OF GOVERNORS  
**MEETING MINUTES**  
AUGUST 20, 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 August 20, 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.

Chair Yann introduced the new members to the board of governors: David Goldberg, Jon Dodds, Maiya Bennett, and Wendy Adkins.

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 Maiya Bennett, Jon Dodds, David Goldberg, Dr. Mark Hart, Deborah Prezioso, Jay Puccio, Kevin Rogers, Dr. Budd Sapp and Dixie Yann. Wendy Adkins was present following roll call. Dr. Chris Courtney and John Schirripa were absent.

Others present were President Martin and President's Executive Leadership Team members Lyndsey Dugan, Richard Harvey, Joy Hatch, Merri Incitti, Christa Kwiatkowski, Tim McNeely, and Jacqueline Sikora. Stephanie DeGroot, Construction Manager; Julie Cryser, President of the Fairmont State Foundation; Chad Fowler, Director of Athletics; Ryan Courtney, Director of Internal Operations; Bryan Spitzer, Coordinator of Athletic Compliance; Jessica Sharps, Executive Director of University Relations and Marketing; Monica Cochran, Director of Procurement; Susan Ross, Executive Director of Academic Programs; Alicia Kalka, Executive Director of Residence and Student Life; Amanda Stinemetz, Director of Multicultural & International Student Affairs; Corey Hunt, Director of Strategic Operations; Jacob Abrams, Director of Institutional Research and Effectiveness; Chris Kast, Dean of the College of Liberal Arts; Laura Clayton, Associate Dean of the School of Nursing; Ashley Tasker, Director of Career Services & Economic Development; George Herrick, Staff Council President; Brad Merrifield, Mayor of the City of Fairmont; Barry Bledsoe, community member; Patricia Pagan, Main Street Fairmont; Paul Smith, alumni and community member; Dillon Bradley, Graduate Assistant and Student Government Vice-President; Tyler Keller, Student Government President; Raychel Fitzwater, Graduate Assistant and Student Government

Secretary; Rebecca Luketic, Student Government Treasurer; Samantha Bickerstaff, Graduate Assistant; Jordan Higginbotham, student; Ely Osborne, student and Zac Fancher, student. Members of local media were in attendance as well.

## B. Public Comment

Maiya Bennett reported that multiple people had signed up for public comment.

Paul Smith, Fairmont State alumni and University supporter. Mr. Smith advised he is and has been working to improve the image and area around the University. He has purchased and rented many homes in close proximity to Fairmont State and has rented them to students, mostly athletes. Mr. Smith spoke of President Martin's impact on the students, community, and surrounding area. He specifically thanked President Martin for traveling to Charleston to formally graduate the baseball players who were unsure if they would be able to attend the commencement ceremony.

Patricia Pagan, Director of Main Street Fairmont. Ms. Pagan spoke about the work that is currently being done in downtown Fairmont and the hope to create businesses downtown that cater to students. Main Street Fairmont's goal going forward is to work more closely with Fairmont State to become a college town.

Brad Merrifield, Mayor of the City of Fairmont. Mr. Merrifield discussed the positivity that is currently going on in the City of Fairmont and the surrounding area. Mr. Merrifield thanked President Martin for all of her hard work for not only the University, but the community as well.

Tyler Keller, Student Government President. Tyler introduced the student government executive board: Dillon Bradley, Vice President, Raychel Fitzwater, Secretary, and Rebecca Luketic, Treasurer. Tyler presented a letter in support of President Martin that was signed by students, staff and legislatures. Ely Osborne also spoke in appreciation of the work President Martin does for the University.

Barry Bledsoe, community member. Mr. Bledsoe discussed the decision to hire President Martin almost two years ago and the decision to further the institution. He also discussed the emphasis Dr. Martin has had on students.

## C. Approval of Agenda

Dr. Budd Sapp made a motion to approve the agenda. Jay Puccio seconded. The motion passed.

## **II. APPROVAL OF MINUTES OF JUNE 6, 2019**

Jay Puccio made a motion to approve the minutes of June 6, 2019. Kevin Rogers seconded. The motion passed.

## **III. CHAIRMAN'S REPORT**

- A. Chair Yann welcomed back all of the students and faculty for the fall 2019 semester.
- B. Chair Yann reminded everyone of the Staff Council meet and greet following the board meeting this morning.

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

- A. President Martin took a minute to introduce two new members of the falcon family: Merri Incitti, AVP of Institutional Effectiveness and Strategic Operations and Jacob Abrams, Director of Institutional Research and Effectiveness. Ms. Incitti will be working with faculty to ensure everything is in line for the upcoming HLC visit. Mr. Abrams will be ensuring that our data is correct.
- B. President Martin shared a message of gratitude for everything that the University has accomplished over the last year. She presented a video that highlighted many of those accomplishments.

## **V. REPORTS AND PRESENTATIONS**

### **A. Constituent Report**

Amanda Stinemetz, Director of Multicultural and International Student Affairs, provided the constituent report.

Mrs. Stinemetz shared exciting information regarding the international population of the University.

One year ago, the University had four relationships with international universities and today we are currently finalizing four new partnerships.

Mrs. Stinemetz also discussed the ESL program at the University and its growth over the last year.

International enrollment in fall 2018 was 85 students and the anticipated international enrollment for fall 2019 is 85-90 students.

- B. Mrs. Julie Cryser, President of the Fairmont State Foundation, reported that fundraising is going well and several new scholarships have recently been announced.

The Pollatta Family and Diversified Gas & Oil Co. have helped with the Every Gift Matters campaign and we have now raised more than \$2 million.

The Foundation is starting to broaden their reach with foundations and corporations, along with individual private donors. In just four months, the Foundation has more than \$1 million in proposals currently out with prospective donors.

An aggressive engagement program for donors and alumni is currently being developed.

Mrs. Cryser reminded everyone of a few upcoming events:

- August 26<sup>th</sup> – basketball blue jean bash (meet and greet with the two new basketball coaches)
- September 12<sup>th</sup> – tailgate for all of the annual fund givers and major gift givers
- September 13<sup>th</sup> – first Scholarship & Stewardship Banquet, which will be an evening to introduce scholarship donors to the recipients

November 7<sup>th</sup> will be the Day of Giving. The Foundation is challenging each of you to log in on the Day of Giving to give. More than \$130,000 has already been raised in matches and challenges to support scholarships. The goal is to raise \$250,000 in a 24-hour period.

C. Construction Project Updates (Stephanie DeGroot)

Stephanie DeGroot, Construction Manager, advised that the summer projects are being wrapped up, including the turf project.

Mrs. DeGroot discussed the after-hours secure access system project. The hardware installation is being finished up with the installation of hardware for all of the exterior doors. The IT department is currently working on the card programming and the programmer with Johnson Control is currently working to program all of the hardware on the doors that have just been completed on campus.

Mrs. DeGroot advised that they are beginning to plan for the upcoming projects, including the new roofs for Hardway and Hunt Haught Hall.

Another upcoming project is the concrete replacement of the stairs between the Education building and the Library; they are unsafe and deteriorating. Bids are currently under review and we are waiting to put a contract in place to complete the project this fall.

The MS4 program permit would have expired this month, so everyone in the state was granted an extension (because the permits were not put out soon enough). We are still in compliance and working under the current permit.

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

Mrs. Deborah Prezioso, Chair of the Academic Affairs Committee asked that Dr. Richard Harvey, Provost and Vice President for Academic Affairs, give an update.

Dr. Harvey gave an update on some academic affairs items.

Last week was full of opening activities, which included introducing seven new faculty members.

The full academic affairs leadership is now put in place. Those individuals were involved in a Leadership Academy that took place a few weeks ago that brought in the Fairmont State VPs and also a management consultant to talk about federal regulations, leadership, etc.

An Emerging Leaders initiative was announced last week. The initiative is an 'internship' that will be taking place in the provost's office for any faculty with an interest in administration.

Dr. Harvey also discussed other exciting news including classes at Charles Pointe, the large fall 2019 honors class, improvements for the testing and tutoring center, the large number of contacts the advising center made over the summer, etc.

Dr. Harvey asked Dr. Susan Ross to present the graduate studies report that is listed on the agenda, an informational item only. Dr. Ross presented the report and discussed the updates and changes to the report that were added this year.

Dr. Harvey presented the focused program review on communication arts. The academic affairs committee requested the review based on HEPC requirements. The HEPC requires a minimum of 12 students (on average) in a program over the last 5 years. Although Communication Arts' five year program review is not yet due, the numbers make it look like it is a good program for the focused review. The focused review gives you an idea of what is happening in the program and what the story is behind the numbers before the full program review is due.

Dr. Deborah Prezioso made a motion to accept the following:

A. Focused Program Review – Communication Arts

Dr. Budd Sapp seconded. The motion passed.

Dr. Mark Hart asked when we expected to receive approval from HLC on the Engineering Management degree program.

**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.

Mr. Fowler introduced and recognized the head baseball coach, Phil Caruso, and recognized him for his recruiting efforts and dedication to the baseball team.

Mr. Fowler also mentioned the turf project. The new football field is completed and the players love the new turf.

Mr. Fowler discussed the new wrestling team (bringing in 25 student athletes) and all of the new coaches at Fairmont State.

Chris Freije, wrestling coach  
Stephanie Anderson, women's basketball  
Tim Koenig, men's basketball

Mr. Fowler also mentioned that the basketball court that was recently completed.

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

Dixie Yann advised that the Bylaws Committee had not met but they will be meeting before the next board meeting.

**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, Marketing and Recruitment, give an update.

Mrs. Dugan introduced Corey Hunt, Director of Student Operations, who will be providing the update at the next board meeting.

Mrs. Dugan recognized the office of student success for their great job on the welcome weekend activities for all new students that took place past weekend; almost all programming for the event was updated this year.

Friday is the last day to enroll students for the current semester. We are currently enrolling transfer and previously enrolled students.

The enrollment funnel report was presented.

Mrs. Dugan also discussed the office of recruitment and how they doubled the number of in-state and out of state visits for this past year.

The last dollar in, free community college bill was put in place and has had quite an effect on four-year public institutions. In other states, public four-year institutions saw a minimum of a 2.9% decrease in enrollment and as much as a 13% decrease in enrollment.

The recruitment staff will be hitting the road in the next few weeks to begin their next recruitment tour.

Tim McNeely, VP of Student Affairs and Athletics presented the housing summary. He advised that we are down 6% compared to this time last year. We are down 27 students from Pierpont and about 45 students from Fairmont State compared to last year.

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

John Schirripa, Chair of the Finance Committee was absent. Christa Kwiatkowski, CFO, provided a brief update.

The Finance Committee met on July 29<sup>th</sup> and reviewed the financial statements from May and June, along with other budgets and topics, including the audit.

Christa advised the May and June financials have been provided in the board packet. In addition, a financial summary document that summarizes the detailed information in the board packet was provided.

The finance office is currently in preparation for the annual financial statement audit and will embark on fieldwork for both the financial statement audit and the student financial aid audit within the next few weeks.

Christa presented the financial summary as of June 30, 2019 – which includes preliminary data.

Deborah Prezioso made a motion to accept the following:

A. Financial Reports for the periods ending May 31, 2019 and June 30, 2019

Kevin Rogers seconded. The motion passed.

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

Chair Yann advised that the Executive Committee had not met.

**XII. NEW BUSINESS**

There was no new business to bring to the board.

**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.”

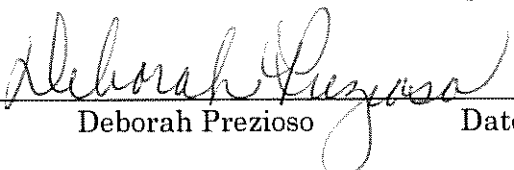
Dr. Mark Hart seconded. The motion passed.

Deborah Prezioso made a motion to rise from Executive Session. David Goldberg seconded. The motion passed with no further action taken.

**XIV. ADJOURNMENT**

Dr. Budd Sapp made a motion to adjourn the meeting. Kevin Rogers seconded. The motion passed.

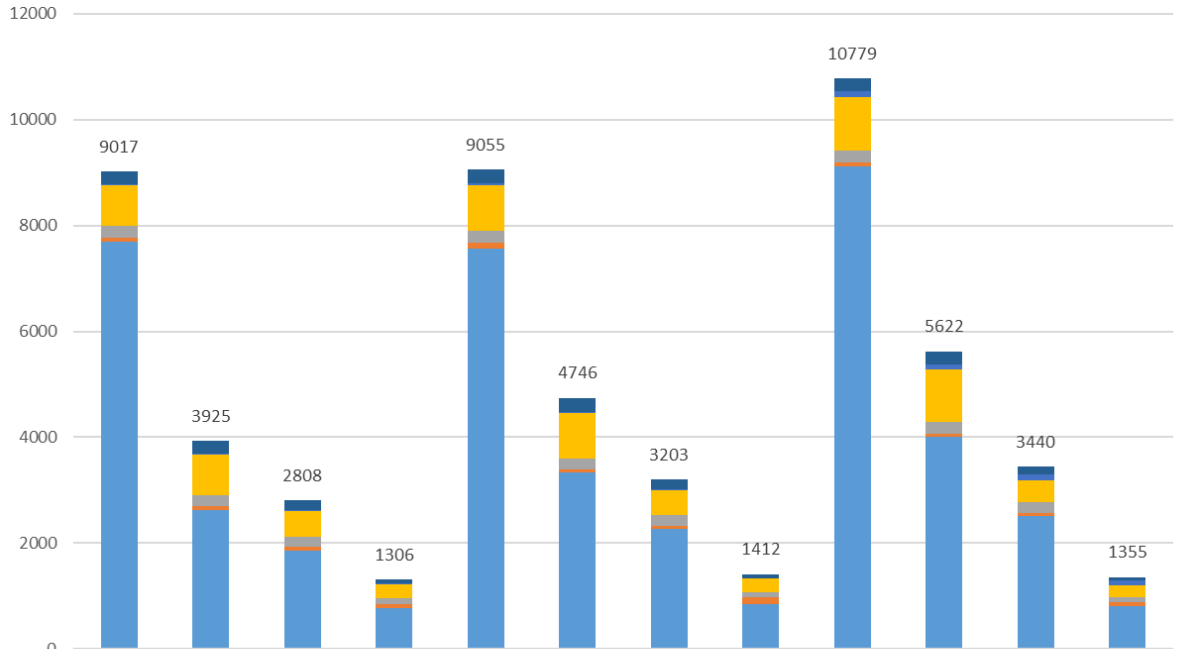
  
\_\_\_\_\_ FSU Board of Governors' Chair  
Dixie Yann Date

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



# **Meeting Handouts**

**Funnel Data, by Student Type**  
August 18, 2019



	2017 Inq	2017 Apps	2017 Adm	2017 Enrl	2018 Inq	2018 App	2018 Adm	2018 Enr	2019 Inq	2019 App	2019 Adm	2019 Enr
Other	230	230	180	72	264	264	191	71	242	242	150	56
Dual Enrollment	0	0	0	0	0	0	0	0	0	0	0	0
HS Student Taking College Crs	18	17	14	12	24	24	16	13	107	107	103	102
Transfer Student	775	765	488	264	873	857	465	253	1014	989	410	211
Readmitted Student	218	214	202	107	212	205	199	102	231	223	213	109
Returning Student	74	70	68	74	118	64	60	118	70	54	49	70
First-time Freshman	7702	2629	1856	777	7564	3332	2272	855	9115	4007	2515	807
	9017	3925	2808	1306	9055	4746	3203	1412	10779	5622	3440	1355

Undergraduate	8/13/2017	8/12/2018	8/18/2019
Conversion Rate	<b>44%</b>	<b>52%</b>	<b>52%</b>
Admit Rate	<b>72%</b>	<b>67%</b>	<b>61%</b>
Yield Rate*	<b>39%</b>	<b>36%</b>	<b>NYA</b>

### Inquiries

- Up 19% from last year
- Up 20% from two years ago

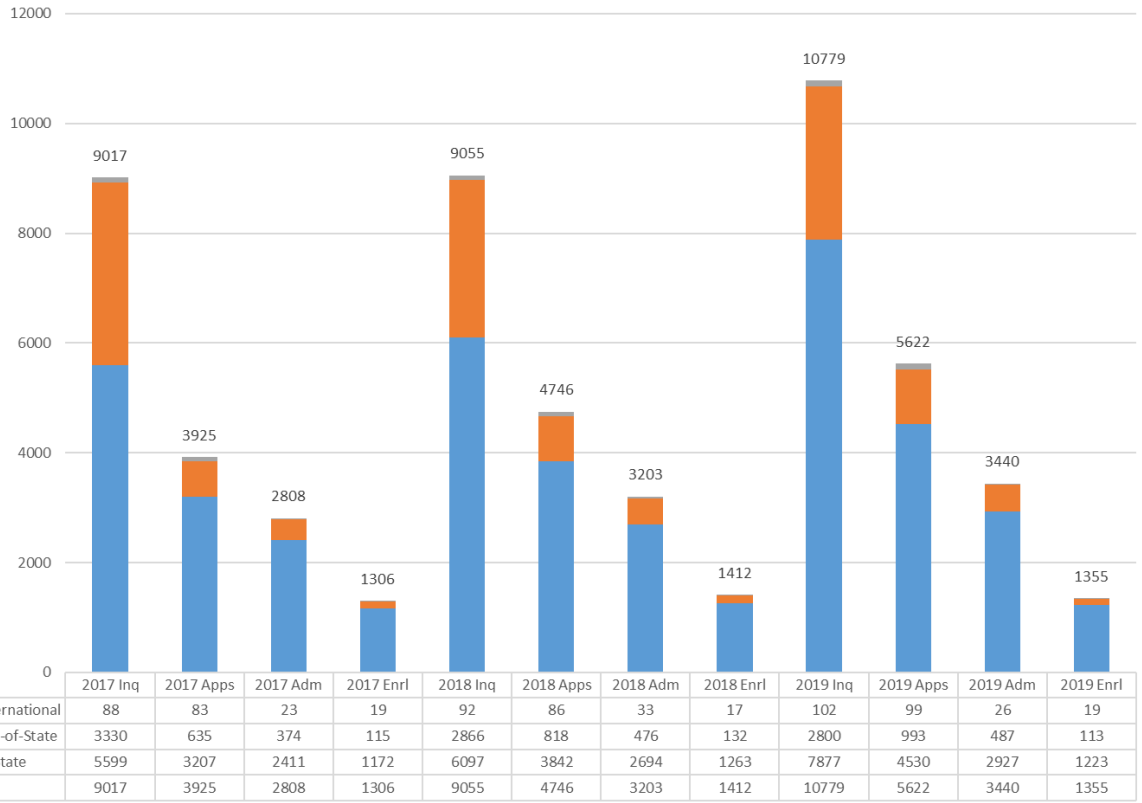
### Applications

- Up 18% from last year
- Up 43% from two years ago

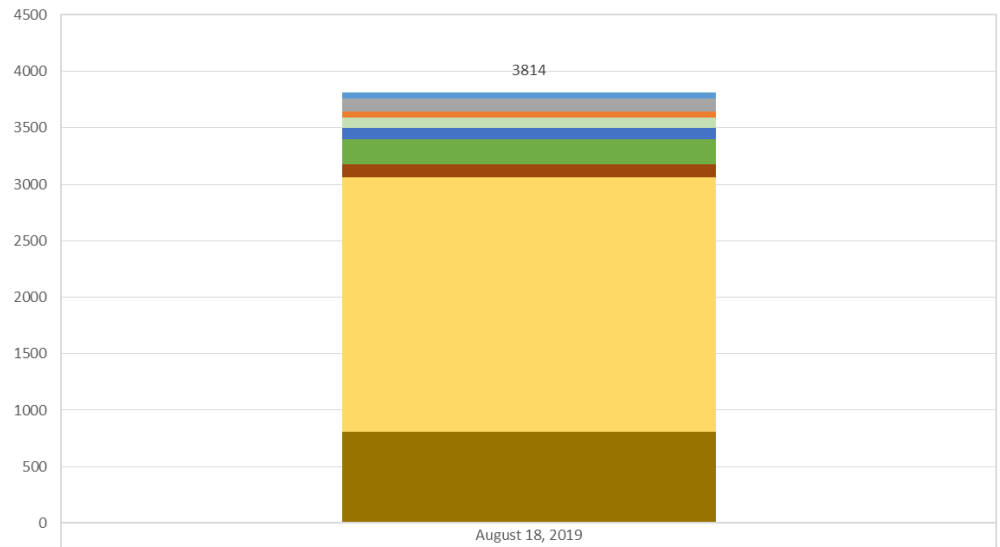
### Admissions

- Up 7% from last year
- Up 23% from two years ago

**Funnel Data, by Residency**  
August 18, 2019



**Fall 2019 Enrollment Monitoring**



### Housing and Residence Life Summary

August 18, 2019

Assignments are down for FY20:

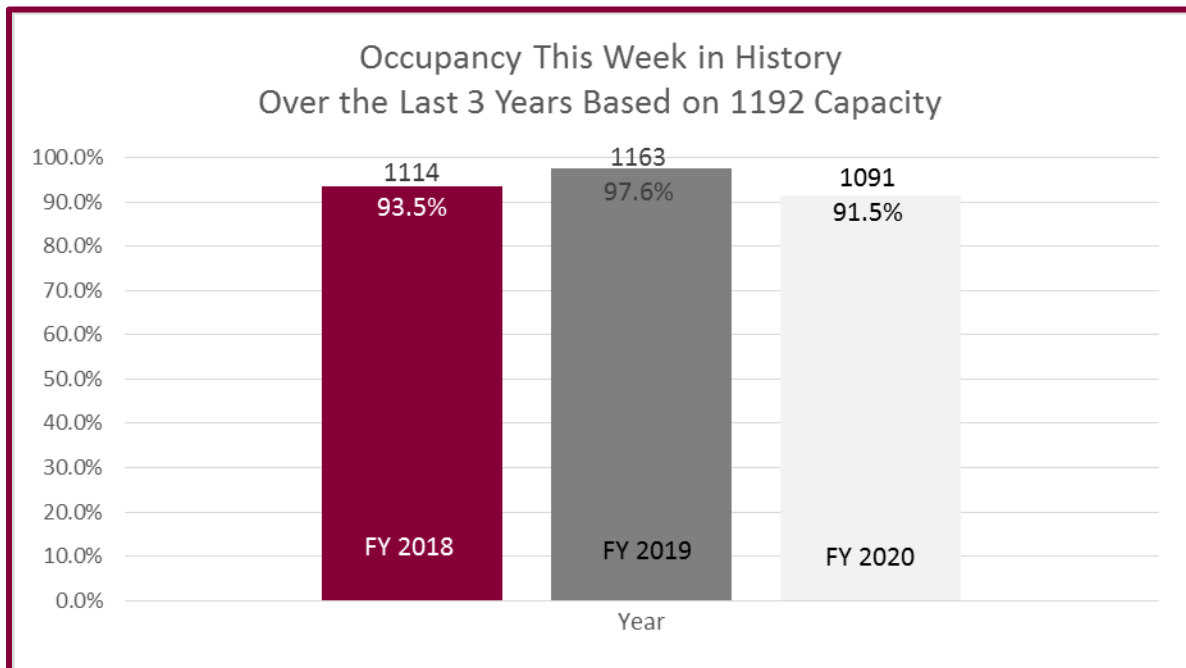
- 91.5% occupied based on 1192 capacity (-6.0% compared to FY19)

#### 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
FY18	389	146	92	147	340	1114	1192	93.5%
FY19	399	162	107	151	344	1163	1192	97.6%
FY20	390	146	98	137	320	1091	1192	91.5%

#### Fairmont VS Pierpont Future Term Occupancy This Week in History

Year	Fairmont State	Pierpont	Total
FY18	942	172	1114
FY19	986	177	1163
FY20	941	150	1091





**FAIRMONT STATE  
UNIVERSITY™**

**Administration and  
Fiscal Affairs**

**Financial Summary – As of June 30, 2019**

With 100% 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	32,287,087	32,018,272	99.17%
Operating Expenses	(46,795,669)	(39,107,773)	83.57%
Other Rev/Exp/Transfers and Budget Adjustments	13,642,500	12,639,566	92.65%
Net Income	(866,082)	5,550,065	

YTD Unrestricted balance is \$5,550,065, compared to the balance this time last year of \$3,429,589 and \$2,547,883 in June 2017. 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	14,327,687	13,957,635	97.62%
Operating Expenses	(8,671,914)	(7,836,864)	90.37%
Other Rev/Exp/Transfers and Budget Adjustments	(5,714,947)	(5,700,199)	99.74%
Net Income	(59,174)	420,572	

Actual transfer to reserves for FY19 is \$785,000. FY18 actual reserve transfers were \$590,301.

<u>Restricted</u>	<u>Budget</u>	<u>Actual</u>	<u>% Budget to Actual</u>
Operating Revenues	32,444,790	28,104,053	86.62%
Operating Expenses	39,497,436	35,119,911	88.92%
Other Rev/Exp/Transfers and Budget Adjustments	7,021,701	6,852,441	97.59%
Net Income	(30,945)	(163,416)	

We received several new awards in May and June listed below:

- INBRE Equipment Award - \$50,000
- WVHEPC – Behavioral Health Workforce Initiative - \$23,678
- Mon Health Nursing Partnership (Year 1) - \$100,000
- NASA Space Course Development Grant - \$5,000
- NASA Space Undergraduate Research Fellowship - \$5,000
- First LEGO League - \$75,000