



FAIRMONT STATE UNIVERSITY
BOARD OF GOVERNORS
MEETING MINUTES
DECEMBER 5, 2019
BOARD ROOM, 3RD 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 Board of Governors on December 5, 2019, beginning at approximately 9:00 a.m. in the Board Room, 3rd 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 Wendy Adkins, Maiya Bennett, Dr. Chris Courtney, Jon Dodds, David Goldberg, Deborah Prezioso, Kevin Rogers, John Schirripa and Dixie Yann. Jay Puccio and Dr. Budd Sapp participated by conference call.

Others present were President Martin and President's Executive Leadership Team members Cindy Curry, Richard Harvey, 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; Pat Snively, Associate Athletic Director; Jessica Sharps, Executive Director of University Relations and Marketing; Corey Hunt, Senior Director of Enrollment; Laura Clayton, Associate Dean of the School of Nursing; Amanda Metcalf, Associate Dean of the School of Education; Monica Cochran, Director of Procurement; George Herrick, Staff Council President; Harry Baxter, faculty; Tyler Keller, Student Government President; Zachary Fancher, student; and multiple community members.

B. Public Comment

Dr. Chris Courtney reported that someone had signed up for public comment.

Betty Fast spoke regarding the presidential contract and the concern of the community. Chair Yann advised that personnel information is not shared publically.

C. Approval of Agenda

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

II. APPROVAL OF MINUTES OF OCTOBER 17, 2019

David Goldberg made a motion to approve the minutes of October 17, 2019. Wendy Adkins seconded. The motion passed.

III. CHAIRMAN'S REPORT

- A. Chair Yann wished all students good luck on finals and congratulated students on the upcoming commencement ceremony.
- B. Mrs. Yann advised that following this meeting, some board members will be heading to Lewisburg to attend the HEPC BOG summit.
- C. Chair Yann advised that the board will meet again on February 20th.

IV. PRESIDENT'S REPORT

- A. President Martin advised that the Supreme Court of West Virginia recently ruled that Fairmont State University could create a Police Academy. This historic ruling will be transformational for the state, its communities and our University. Following our mission to provide industry with the educated workforce they need, our graduates will be able to now graduate with a baccalaureate in criminal justice and a law enforcement certificate. The curricula will not only involve a rigorous academic coursework; it will also involve all the physical training that is required of our law enforcement officers.
- B. President Martin thanked everyone who generously participated in the first Day of Giving as well as thanking Julie Cryser for all of her work and leadership on the event.
- C. Dr. Martin mentioned that the Honors Program recently held their annual quiz bowl competition, which brought students from all over WV.
- D. Dr. Martin also discussed that the Marion County Historical Museum is hoping to bring more visitors this year for its 25th annual Holiday Historic Homes Tour. This year, there will be seven structures spanning 100 plus years of Marion County history. A first on the tour this year will be our very own Frank & Jane Gabor Folk Life Center, and the one-room schoolhouse.
- E. Dr. Martin also advised that Fairmont State has two student in the semifinals of the WV Business Plan competition. There were 204 entries from 18 different institutions.
- F. President Martin advised that the state robotics tournament will be taking place on campus this weekend.
- G. Dr. Martin also advised that the Fairmont State University Department of Music will present its annual traditional Service of Lessons and Carols at 7:30pm on

- December 6 at the First United Methodist Church of Clarksburg and at 6pm on December 8 at the First Presbyterian Church in Fairmont. The Christmas program in Clarksburg will feature the Fairmont State Choirs and several guests' instrumentalists while the one in Fairmont will feature the Fairmont State choirs collaborating with the Church's Cambridge Handbell Choir. These events are free and open to the public and we invite you and your families to join us to kick off the holiday season.
- H. Dr. Martin reminded everyone of the commencement ceremony scheduled for Saturday, December 14 at 1:00. She wished everyone a merry Christmas and happy holidays.

V. REPORTS AND PRESENTATIONS

- A. Mrs. Julie Cryser, President of the Fairmont State Foundation, reported that the Day of Giving hit \$200,000 with all of the off-line gifts counted. This was the most number of gifts in one day and included 167 new donors. The event was a success and Mrs. Cryser thanked the board for their participation.

The Foundation will hold another Day of Giving next year and will start the planning at the end of the first quarter of 2020.

Mrs. Cryser advised that the Foundation has engaged a firm to do a feasibility study for the Day of Giving. They are hoping to have the results by early March. A number of individuals have been interviewed from all sectors of the university, boards, alumni, etc.

The Foundation sent out our first donor reports, which included the first annual report and stewardship letters, including thank you notes from students. They were very well received by donors and they have received only positive feedback.

- B. Construction Project Updates (Stephanie DeGroot)

Stephanie DeGroot, Construction Manager, advised that winter break is a very busy time for her department. The resurfacing of the Falcon Center Gym 2 will begin next Saturday and will be completed prior to the return of students in January.

Mrs. DeGroot advised that the University received the Notice to Proceed just prior to Thanksgiving for the needed concrete sidewalk repairs. Because of the weather, that project will likely not take place until spring.

The Expression of Interest for the Falcon Dining Floor, Hardway Roof and waterproofing, and HHH roof should go out within the next month.

All other capital and small projects continue moving forward in the planning and design stages.

Mrs. DeGroot advised that they are working on some exciting initiatives for this spring regarding the MS4 program. Our NPDES permit expired this month; the WVDEP has not issued a formal permit extension but Mrs. DeGroot has received verbal information that they are not going to meet their December deadline so our permit will likely receive another 6 month extension.

C. Independent Auditor's Report – Suttle and Stalnaker

A representative from Suttle & Stalnaker presented the audit along with comments. The representative advised that the state deadline for submitting the audit was moved up this year and was submitted on time by the University. The University finished the year with a \$5.3 million net positive position.

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 several academic affairs items. The tutoring and testing center continues to be a very busy hub on campus. The week before the holiday break, the center recorded the most hours in one week – 197 hours. In January, the writing center will be integrated into the tutoring center in the library.

Dr. Harvey also mentioned that the advising center had over 700 appointments this fall term and has had 3,600 total student contacts for the fall term (including phone calls, emails, and walk-ins).

Dr. Harvey also mentioned that the RN to BSN online program was recently identified as one of the best online programs in West Virginia.

VII. ATHLETIC AFFAIRS COMMITTEE (Dixie Yann, Chair)

Dixie Yann, Chair of the Athletic Affairs Committee stated that the athletic affairs committee met on November 22 and discussed projects and updates. She asked that Chad Fowler, Athletic Director, give an update.

Mr. Fowler advised that fall sports are officially over and winter sports have begun.

The most notable from the fall sports is the women's soccer team. The girls won the northern division of the mountain east conference.

Mr. Fowler advised that basketball, swimming, and wrestling are currently competing.

Mr. Fowler also advised that December 17 is the first home wrestling match.

Mr. Fowler thanked Julie Cryser for all of her work on the Day of Giving. Athletics received \$80,000 (\$22,000 of which went directly to athletic scholarships).

VIII. BYLAWS COMMITTEE (Dixie Yann, Chair)

Dixie Yann, Chair of the Bylaws Committee advised that the Bylaws Committee have been working to update the bylaws. She advised that the policies are being grouped in a different way and the committee met and we has two policies currently out for approval.

Mrs. Sikora discussed the Discrimination policy – this policy will replace/update the current policy #9. The current policy needed updates to be compliant.

John Schirripa made a motion to accept the following:

- A. Rule Regarding Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Misconduct, Stalking, Retaliation, and Relationships

Deborah Prezioso seconded. The motion passed.

Mrs. Sikora presented the Children on Campus policy. This policy complies with West Virginia statute.

David Goldberg made a motion to accept the following:

- B. Children on Campus Policy

Jon Dodds seconded. The motion passed.

IX. ENROLLMENT, HOUSING & STUDENT LIFE COMMITTEE (Kevin Rogers, Chair)

Kevin Rogers, Chair of the Enrollment, Housing & Student Life Committee asked that Corey Hunt, Senior Director of Enrollment and Tim McNeely, VP of Students Affairs and Athletics, give an update.

Mr. Hunt advised that they are looking ahead to fall 2020 and are working to get more quality applications. Currently, applications are down, but the number of admits are up.

Mr. Hunt also advised that the Maroon & White day this fall was the most attended event of the last few years.

Mr. Hunt discussed that they are currently working towards a 24 hour turnaround time for inquiries. Along with that, Mr. Hunt thanked the admissions processing unit for dramatically decreasing the turnaround time for processing applications.

Mr. Hunt also mentioned Academic Pathways – which is referring to the rule that HEPC imposed that no longer allows students to be an undeclared major. They are currently working to find a pathway for all current undeclared students.

Finally, Mr. Hunt advised that the number of institution withdrawals have decreased this semester.

Tim McNeely, VP of Student Affairs and Athletics presented the housing summary. He advised that we are currently approaching 50% occupancy for next fall.

Mr. McNeely also advised that the housing staff is actively working with the recruiters, student services, etc. They are also reaching out to students to provide any assistance needed.

X. FINANCE COMMITTEE (John Schirripa, Chair)

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

The Finance Committee met on November 20th and reviewed the financial statements from September and October, along with the audit.

Mrs. Kwiatkowski advised the September and October 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.

Mrs. Kwiatkowski also advised that we are positioning ourselves to absorb the potential 4.6% cut that may potentially be coming in the spring.

Mrs. Kwiatkowski stated that as of the presented October 31, 2019 financials, we had received \$0 in auxiliary from Pierpont.

David Goldberg made a motion to accept the following:

- A. Financial Reports for the periods ending September 30, 2019 & October 31, 2019

John Schirripa seconded. The motion passed.

David Goldberg made a motion to accept the following:

- B. Independent Auditor's Report for the Year Ending June 30, 2019

Jon Dodds seconded. The motion passed.

XI. EXECUTIVE COMMITTEE (Dixie Yann, Chair)

Chair Yann advised that the Executive Committee met and discussed concerns related to Pierpont. Local legislators were in attendance.

XII. NEW BUSINESS

Chair Yann also advised that she had received a resignation letter from Dr. Mark Hart.

Kevin Rogers made a motion to accept the resignation from Dr. Hart.

Wendy Akins seconded. The motion passed.

XIII. POSSIBLE EXECUTIVE SESSION

Deborah Prezioso made a motion to go into Executive Session “Under the Authority of West Virginia Code §6-9A-4-2b to discuss personnel matters, including the President’s contract, which if discussed in public might adversely affect the reputation of any person as well as to consider legal matters involving or affecting, personnel, the purchase, sale or lease of property, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision.”

Dr. Chris Courtney seconded. The motion passed.

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

XIV. ADJOURNMENT

Wendy Adkins made a motion to accept the following:

The terms of the President’s contract as were negotiated by the parties and to authorize the board to execute that contract.

Deborah Prezioso seconded. The motion passed.

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

Dixie Yann 2-20-2020 FSU Board of Governors' Chair
Dixie Yann Date

Deborah Prezioso 2-20-2020 FSU Board of Governors' Secretary
Deborah Prezioso Date

Meeting Handouts



**FAIRMONT STATE
UNIVERSITY™**

**Administration and
Fiscal Affairs**

Financial Summary – October 31, 2019

With 33% 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&G and Fund Manager)</u>	<u>Budget</u>	<u>Actual</u>	<u>% Budget to Actual</u>
Operating Revenues	31,785,884	14,706,362	46.27%
Operating Expenses	(48,001,815)	(12,644,454)	26.34%
Other Rev/Exp/Transfers and Budget Adjustments	16,217,549	6,910,494	42.61%
Net Income	1,618	8,972,402	

YTD Unrestricted balance of \$8,972,402 as compared to the balance this time last year of \$8,053,557 and \$5,925,102 in October 2017. Last year, we finished with a balance of \$2,652,414.

<u>Auxiliary</u>	<u>Budget</u>	<u>Actual</u>	<u>% Budget to Actual</u>
Operating Revenues	14,744,237	5,036,341	34.16%
Operating Expenses	(8,933,260)	(2,491,350)	27.89%
Other Rev/Exp/Transfers and Budget Adjustments	(4,959,926)	(2,462,990)	42.39%
Anticipated Transfer to Reserves	851,051	82,001	

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	32,090,526	12,039,226	37.52%
Operating Expenses	(38,990,434)	(13,225,448)	33.92%
Other Rev/Exp/Transfers and Budget Adjustments	7,050,700	3,257,823	46.21%
Net Income	150,792	2,071,601	

Awards budgeted in September and October listed below:

ERC Year 2 Award	\$366,357
Foundation Faculty Award	\$750

Fairmont State University
Composite Financial Indicator (CFI) Score
Fiscal Years 2016 to 2019

	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>
Financial Statements Unadjusted - including Fairmont State Foundation (HLC Submission)	0.65	0.69	1.41	2.36
Financial Statements Unadjusted - excluding Fairmont State Foundation	0.36	-0.46	0.74	1.70
	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>
Adjusted Financial Statement date - including Fairmont State Foundation (HLC Submission)	0.74	0.76	1.91	2.67
Adjusted Financial Statement date - excluding Fairmont State Foundation	0.50	-0.38	1.27	1.99

The Higher Learning Commission (HLC) reviews financial and non-financial data for specific risk indicators on an annual basis. The financial data submitted in the Institutional Update generate a Composite Financial Index (CFI) score. For public institutions, HLC relies on the financial ratios recommended by *Strategic Financial Analysis for Higher Education: Identifying, Measuring & Reporting Financial Risks (Seventh Edition)*, by KPMG LLP; Prager, Sealy & Co., LLC; Attain LLC.

CFI Ranges

HLC has identified ranges, or zones, of CFI values that indicate whether further review is required.

Above the Zone: 1.1 to 10.0

No additional follow-up is required for institutions with a CFI that falls above the zone.

In the Zone: 0 to 1.0

First Year – Within the Zone - If an institution reports a CFI that falls within the zone for the first time, HLC will issue a Letter of Concern. The institution is required to acknowledge receipt of this letter by submitting an institutional response from the CEO either confirming the financial information that was reported in the Institutional Update or requesting corrections and/or modifications to the financial information submitted. Any modifications to the data require supporting documentation.

Second or Subsequent Year - If an institution reports a CFI that falls within the zone for a second or subsequent consecutive year, HLC will require the institution to submit a report and additional financial documents for review by a panel of HLC peer reviewers.

Below the Zone: -4.0 to -0.1

If an institution reports a CFI that falls below the zone, HLC will require the institution to submit a report and additional financial documents for review by a panel of HLC peer reviewers. In subsequent years, the institution will be required to submit a report for panel review following each Institutional Update until its CFI is above the zone.

Housing and Residence Life Summary

November 22, 2019

Assignments are down for FY20:

- 85.4% occupied based on 1192 capacity (-8.7% compared to FY19)

Assignments are up for FY21:

- 46.2% occupied based on 1192 capacity (+0.3% compared to FY20)

Current Term Occupancy This Week in History (Capacity)

Year	Bryant Place	Morrow Hall	Pence Hall	Prichard Hall	University Terrace/ College Park	Total Occupancy	Total Capacity	Capacity Percentage
FY18	378	136	88	139	330	1071	1192	89.8%
FY19	395	151	90	143	343	1122	1192	94.1%
FY20	372	121	83	124	318	1018	1192	85.4%

Current Term Occupancy This Week in History (Configuration)

Year	Bryant Place	Morrow Hall	Pence Hall	Prichard Hall	University Terrace/ College Park	Total Occupancy	Total Configuration	Configuration Percentage
FY18	378	136	88	139	330	1071	1189	90.1%
FY19	395	151	90	143	343	1122	1144	98.1%
FY20	372	121	83	124	318	1018	1163	87.5%

Fairmont VS Pierpont Current Term Occupancy This Week in History

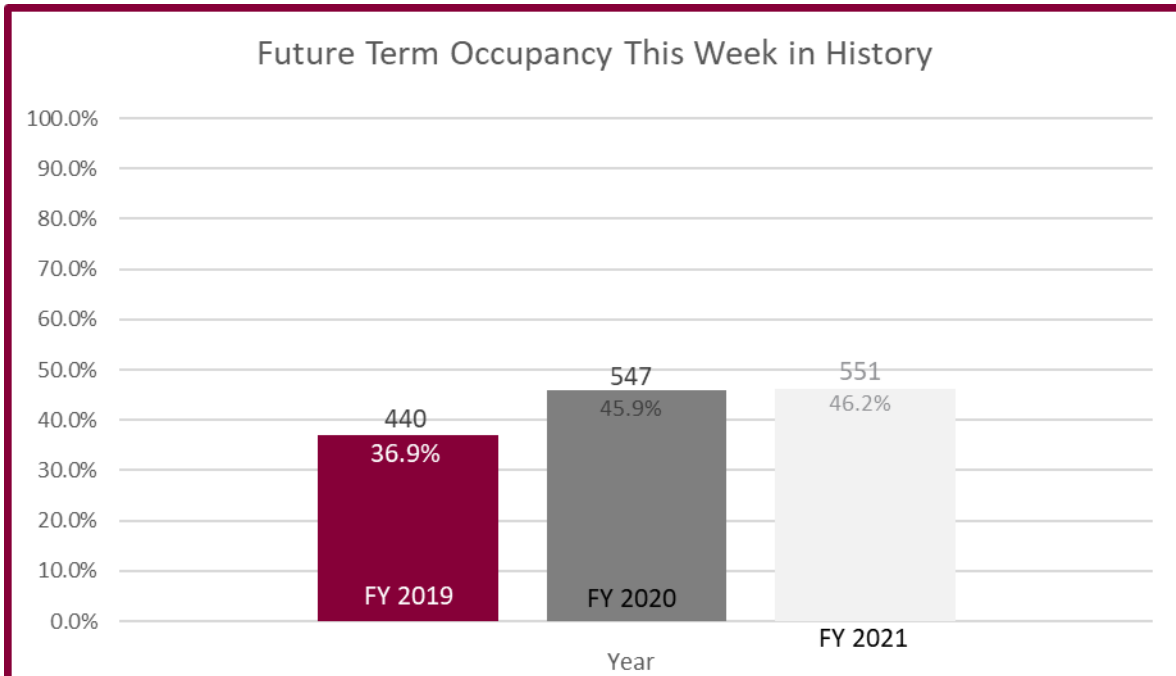
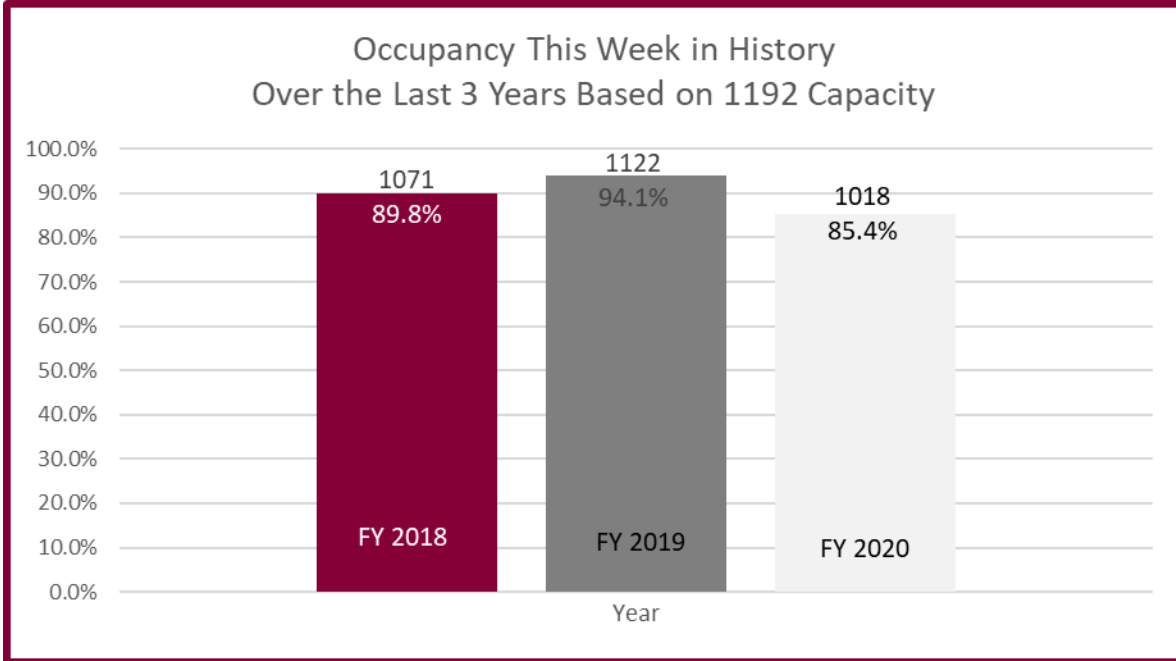
Year	Fairmont State	Pierpont	Total
FY18	907	164	1071
FY19	957	165	1122
FY20	872	146	1018

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
FY19	138	18	19	23	242	440	1192	36.9%
FY20	222	21	26	36	242	547	1192	45.9%
FY21	221	24	25	39	242	551	1192	46.2%

Fairmont VS Pierpont Future Term Occupancy This Week in History

Year	Fairmont State	Pierpont	Total
FY19	440	46	486
FY20	491	56	547
FY21	521	30	551





Board of Governors
 December 5th, 2019
 Prepared by Corey Hunt

- Fall '19 Maroon & White Day attendance up over prior two years
 Count by Student:

	2017	2018	2019
Attendees	193	167	218
Walk-Ins	0	11	27
No show	148	125	137
Total Attended	193	178	245

- Aggressive recruitment travel targeting strategic areas.
 Fall 2019 travel summary:

	WV	VA	MD	OH	PA	DE	NJ
College Fairs Attended	52	35	22	14	9	3	1
High Schools Visited	65	17	19	15	6		

- Total of 258 recruitment events over a three-month period (Sept-Nov)
- Response and processing time for admissions has been dramatically shortened.
- Academic Pathways – Creating options for undeclared students
 We are removing undecided as a major option for incoming students and instead offering seven broad pathways to assist in advising, matriculation, and retention.
 - o Art, Entertainment, and Design
 - o Business
 - o Education
 - o Engineering and Industry
 - o Health Professions
 - o Humanities and Social Services
 - o Science, Aviation, and Architecture
- 32 fewer withdrawals Fall '19 compared to Fall '18