



FAIRMONT STATE UNIVERSITY  
BOARD OF GOVERNORS  
**MEETING MINUTES**  
**JUNE 6, 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 June 6, 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, Deborah Prezioso, Jay Puccio, Kevin Rogers, Dr. Budd Sapp, and Dixie Yann. Dr. Mark Hart participated by conference call. Dr. Chris Courtney, Bailey McInturff, John Schirripa and Frank Washenitz were absent.

Others present were President Martin and President's Executive Leadership Team members Cindy Curry, Richard Harvey, Joy Hatch, Christa Kwiatkowski, Tim McNeely, and Jacqueline Sikora. Tom Tucker, Asst. VP of Facilities; Stephanie DeGroot, Construction Manager; Julie Cryser, President of the Fairmont State Foundation; Chad Fowler, Director of Athletics; Pat Snively, Associate Athletic Director; Ryan Courtney, Director of Internal Operations; Bryan Spitzer, Coordinator of Athletic Compliance; Jessica Sharps, Executive Director of University Relations and Marketing; Victoria Cann, Social Media and Digital Content Specialist; Monica Cochran, Director of Procurement; Debbie Stiles, Budget Director; Susan Ross, Executive Director of Academic Programs; Amanda Metcalf, Interim Associate Dean of the School of Education; Tim Oxley, Interim Dean of the School of Business; Laura Clayton, Associate Dean of the School of Nursing; Ashley Tasker, Director of Career Services & Economic Development; Jon Dodds, future BOG staff representative; Dillon Bradley, presidential student worker; Tyler Keller, University Relations student worker; Zachary Fancher, student worker; and Alyssa Welling, Legislative and Presidential Scholar. Members of local media were in attendance as well.

B. Public Comment

Kevin Rogers reported that no one had signed up for public comment.

C. Approval of Agenda

Deborah Prezioso made a motion to approve the agenda. Jay Puccio seconded. The motion passed.

D. Approval of 2019-2020 Meeting Dates

Dr. Budd Sapp made a motion to approve the 2019-2020 meeting dates. Jay Puccio seconded. The motion passed.

**II. APPROVAL OF MINUTES OF MAY 9, 2019**

Kevin Rogers made a motion to approve the minutes of May 9, 2019. Deborah Prezioso seconded. The motion passed.

**III. CHAIRMAN'S REPORT**

- A. Chair Yann recognized Holly Fluharty for her years of service to the board and presented her with a certificate of appreciation.
- B. Chair Yann mentioned the recent commencement ceremonies and how nice they were. The ceremonies were great events that included the inauguration of President Martin as well as the commissioning of three ROTC officers.
- C. Chair Yann reminded the board of the first day of the board retreat – Tuesday, July 2<sup>nd</sup>.

**IV. PRESIDENT'S REPORT**

- A. President Martin took a few minutes to discuss the 150<sup>th</sup> commencement ceremony. There were 51 graduate degrees and 526 undergraduate degrees conferred. We also celebrated the inaugural commissioning of three ROTC Officers as well as the unveiling of a lost president of Fairmont State University. Dr. Martin offered her gratitude to Dr. Raymond Alvarez, professor of healthcare management who uncovered the lost jewel of our past – Margaret Elizabeth Dickey. Ms. Dickey was appointed acting principal of Fairmont Normal. In 1879, she was officially named as Principal (or president). In 1884, she had to resign due to her forthcoming pregnancy. Mrs. Dickey had the distinction of being the only woman principal of a state normal school in the United States. Dr. Martin also recognized Joel Dugan, art professor, for the incredible rendering

- he created of Mrs. Dickey so that she could be brought home and finally and proudly join the 'Hall of Presidents' at Fairmont State University.
- B. President Martin also provided two recent updates, highlighting also uncommon and remarkable events in the history of our University. On May 29, RNCareers.org advised us and announced that in their annual nursing school rankings, Fairmont State University ranked #1 in West Virginia and that it is also ranked as one of the best nursing schools in the nation with a grade of 91.48%. Dr. Martin also publically recognized and expressed her gratitude to Dr. Laura Clayton, Dr. Sharon Boni and all of our School of Nursing faculty, staff and students for setting the bar of excellence.
  - C. President Martin also recognized Lyndsey Dugan and the University Relations team. Early Monday morning, we received a call from the WV Public Relations Society of America's president who advised us that Fairmont State University's University Relations department had won the 2019 Award of Excellence. The Public Relations Society of America is the largest professional organization serving the US public relations community and has a mission to 'advance the profession and the professional.'
  - D. President Martin also recognized Dr. Amanda Metcalf and the faculty and staff of the School of Education. On May 28, we were advised that at their recent meeting, the Accreditation Council of the Council for the Accreditation of Educator Preparation (CAEP) considered Fairmont State University's application for accreditation. The School of Education was granted Accreditation at the initial-licensure level and at the advanced-level until 2026.
  - E. Dr. Martin also mentioned that Charleston interns Dillon Bradley, Tyler Keller and Zachary Fancher have returned to Fairmont State and will be working together this summer in conjunction with Alyssa Welling before Alyssa leaves Fairmont State at the end of the year to attend law school.
  - F. Finally, President Martin recognized Tom Tucker. After 31 years of serving Fairmont State University, Tom will be retiring at the end of June.

## **V. REPORTS AND PRESENTATIONS**

### **A. Introductions**

President Martin introduced Dr. Joy Hatch, Vice President for Information Technology.

Dr. Joy Hatch provided insight on the technology at Fairmont State.

Overall the technology and the infrastructure are in pretty good shape, especially considering the budget situation over the last few years. The average age of computers on campus is currently pushing 6 years; therefore there are many that need replaced. The department is constantly fighting fires, but there are very few repeated procedures, which leaves little time for training for backup personnel and employee training and development.

Dr. Hatch advised that the most important thing she has learned here is that people do not trust the data. She discussed the data on campus and the importance of being able to provide accurate data to ensure President Martin and the leadership team are able to be more strategic with leadership decisions. Security and communication are other areas of concern.

Dr. Hatch shared some ideas she and President Martin have discussed on what the IT department needs to be doing. The mission, vision and valued on the handout provided is a start, and Dr. Hatch walked the board through the focus for the next year to improve technology governance, communication, processes, planning and communication.

- B. Mrs. Julie Cryser, President of the Fairmont State Foundation, reported that as of May 31<sup>st</sup>, the Every Gift Matters campaign has raised \$1,954,811 and in the next two weeks will be able to announce that they have reached \$2 million in cash and endowed gifts for scholarships.

The Face to Face Planned Giving Event is scheduled for June 19<sup>th</sup> at 5:30. The event will take place at Muriale's.

The Foundation will be having a Day of Giving on November 7<sup>th</sup> and is hoping the Board of Governors will do a match or a challenge for faculty and staff. The Foundation will also be asking for individual donations.

A new record for number of donors in a fiscal year has been reached this past year. There were 1,483 donors (previously in 2017 the number of donors was 1,477). Also, a new record for first time donors was reached as well with 657 donors (previously 598 in 2017).

Mrs. Cryser advised that the Foundation has an aggressive calendar of events that they have worked in cooperation with the University to develop that include a Scholarship and Stewardship banquet in the fall to introduce scholarship students to their donors.

- C. Construction Project Updates (Stephanie DeGroot)

Stephanie DeGroot, Construction Manager, advised that the turf project is currently underway. All of the old turf has been removed and the new turf is scheduled to be put down next week.

Mrs. DeGroot advised that they are beginning to plan for the upcoming FY 2020 projects.

The permit for the MS4 program expires this August. Fairmont State will be applying for a reissued permit soon for a permit for the next five years.

**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 asked Dr. Amanda Metcalf to provide more information regarding the on-campus accreditation visit. Dr. Metcalf advised that the accrediting body asked Fairmont State University to provide the information they submitted for the accreditation to be used as an example of exemplary schools.

Dr. Harvey presented the curriculum proposal for a new area of emphasis for Cybersecurity Management in the Master of Business Administration program. There are currently no schools in West Virginia that offer this area of emphasis.

Dr. Budd Sapp commented that some of the outcomes included in the syllabi in the proposals are not measurable. Dr. Harvey advised that those would be addressed.

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

- A. Curriculum Proposal for Master of Business Administration Area of Emphasis in Cybersecurity Management

Deborah Prezioso seconded. The motion passed.

**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 recognized President Martin for traveling to Beckley to graduate 15 seniors on the baseball team. The players and families were very appreciative.

Mr. Fowler also mentioned the turf project. The new football field is currently underway and the hope is for the project to be completed by July 4<sup>th</sup>.

Mr. Fowler also mentioned that the basketball court will soon be under construction. The court is being redone in July and the process should take about two weeks.

The Annual Mountain East Conference Summer Meetings and Retreat took place earlier this week. It was announced that Fairmont State finished 3<sup>rd</sup> place in the MEC Commissioner's Cup standing among all MEC schools.

Dr. Sapp mentioned that the three point line is being moved back to be in line with the NBA. For Division II, this change will be effective in 2021.

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

Dixie Yann advised that the Bylaws Committee had not met.

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

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

Mr. McNeely gave an update on enrollment on behalf of Mrs. Lyndsey Dugan.

Applications are 20% up from this time last year as well as admissions being up 9% compared to this time last year.

Enrollment is currently at 577 for the incoming class. This number is down from last year due to changes in the orientation schedule and programming changes made for this year. We have had fewer and smaller orientations so far this spring compared to last year in an effort to provide a more personal touch to our incoming students.

We have added more than 20 orientation sessions and nine open registration dates compared to programming set for last year. Meeting the scheduling needs of our incoming students with open registration dates last summer was a large factor in achieving our record breaking freshman enrollment last fall.

With all numbers continuing to project positive, we are hoping for another freshmen enrollment increase this fall.

Mr. McNeely discussed that the housing assignments are also a bit down. Again, that is reflective of the changes mentioned above regarding orientations.

**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 May 22<sup>nd</sup> and reviewed the financial statements from April, along with other budgets and topics.

Christa advised the April 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.

Deborah Prezioso made a motion to accept the following:

A. Financial Reports for the period ending April 30, 2019

Kevin Rogers seconded. The motion passed.

Chair Yann asked to hold the approval of the E&G budget for Executive Session.

Christa provided a brief overview of the changes to the FY20 fund manager budgets.

Jay Puccio made a motion to accept the following:

C. FY 2020 Fund Manager Budgets

Holly Fluharty seconded. The motion passed.

Christa provided a brief overview of the changes to the FY20 auxiliary budgets.

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

D. FY 2020 Auxiliary Budgets

Kevin Rogers seconded. The motion passed.

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

Chair Yann advised that the Executive Committee had not meet.

**XII. NOMINATING COMMITTEE (Kevin Rogers, Chair)**

Kevin Rogers made a motion to accept the below Board of Governors' Officers:

Dixie Yann – Chair  
Kevin Rogers – Vice-Chair  
Deborah Prezioso - Secretary

Dr. Budd Sapp seconded. The motion passed.

**XIII. NEW BUSINESS**

Deborah Prezioso made a motion to accept the following:

A. Bookstore Policy (Policy #54)

Kevin Rogers seconded. The motion passed.

Chair Yann inquired regarding whether the proposed bookstore policy needed revision to require the posting of the textbooks list in three locations. Dr. Sapp also noted that per HEPC the policies should be posted prominently in multiple locations.

Mrs. Jacqueline Sikora noted that Fairmont State's policy cannot circumvent the HEPC policy and Fairmont State would be required to follow the HEPC guidance if it was more stringent than the Fairmont State policy.

Holly Fluharty made a motion to accept the following:

B. Salary Policy (Policy #25)

Dr. Mark Hart seconded. The motion did not pass.

Dr. Sapp discussed some of the concerns shared with him regarding the policy. The faculty would like to have it added in the policy that the Chief Academic Officer be involved in the salary process for all faculty. Dr. Sapp also mentioned that some of the faculty feel that recent policies have been approved that give a sole individual on the executive leadership team authority to make final decisions.

President Martin advised along with HR, the Provost and CFO have been, and will continue to be, included in all salary discussions.

Dr. Budd Sapp made a motion to refer the Salary Policy (Policy #25) to the Bylaws Committee for their review and update.

Deborah Prezioso seconded. The motion passed.

Dr. Sapp inquired about the DFW rates that were included in the original board packet. Mrs. Scully advised that the information was originally included in the packet because the program sheets were provided at the last meeting in open session. Because there were faculty names included in the sheets, that table was removed from all sheets included in the current board book posted online.

#### **XIV. 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."

Jay Puccio seconded. The motion passed.



Dr. Budd Sapp made a motion to rise from Executive Session. Holly Fluharty seconded. The motion passed.


After reconvening from Executive Session, Deborah Prezioso made a motion to approve the following:

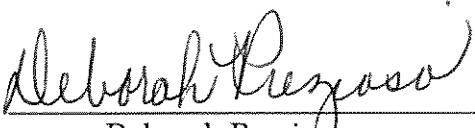
B. FY 2020 Education and General (E&G) Budget

Dr. Mark Hart seconded. The motion passed.

**XV. ADJOURNMENT**

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

  
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Dixie Yann Date FSU Board of Governors' Chair

  
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Deborah Prezioso Date FSU Board of Governors' Secretary

# **Meeting Handouts**



## Information Technology Services

### VISION

Information Technology Services supports and cultivates innovation.

### MISSION

Information technology services will be recognized as a high performing team, providing accurate information, reliable technology, quality services, support and training. We strive to advance technology, enable research, enrich the student experience, empower staff to provide exceptional service, and protect institutional data. In this capacity we will advance the University's mission to educate global leaders.

### VALUES

**Entrepreneurship** – supporting creative and innovative initiatives

**Trust** - inspiring confidence in a person in whom responsibility or authority is placed

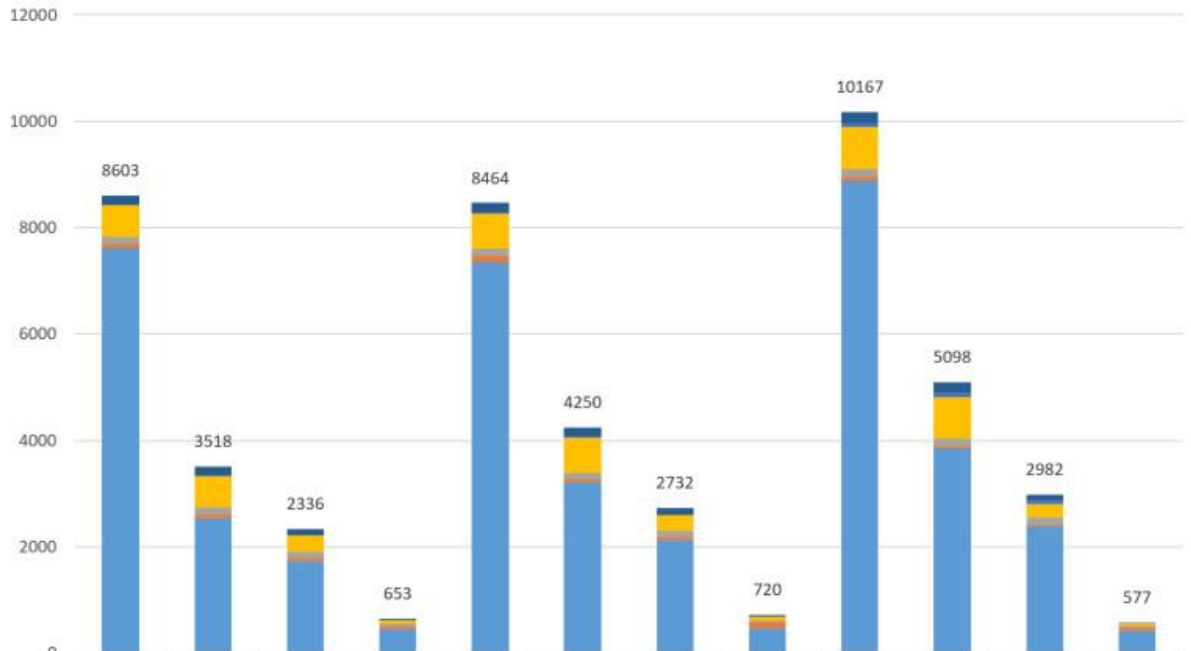
**Respect** - having esteem for the worth, value, and excellence of our people

**Integrity** - adhering to the highest standards

**Transparency** - establishing visible foundations for decisions and plans

**Collaboration** – working together to enhance services across campus and beyond

**Customer-focused solution** – focusing on providing solutions that meet the needs of all stakeholders

**Funnel Data, by Student Type  
May 26, 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	178	178	118	25	188	188	128	31	195	194	98	20
Dual Enrollment	0	0	0	0	0	0	0	0	0	0	0	0
HS Student Taking College Crs	5	5	4	0	9	9	2	1	81	81	77	0
Transfer Student	602	593	299	73	669	659	301	74	793	777	248	44
Readmitted Student	131	129	117	30	123	120	110	29	149	144	127	24
Returning Student	66	64	58	66	115	58	54	115	61	43	38	61
First-time Freshman	7621	2549	1740	459	7360	3216	2137	470	8888	3859	2394	428
	8603	3518	2336	653	8464	4250	2732	720	10167	5098	2982	577

Undergraduate	5/21/2017	5/20/2018	5/26/2019
Conversion Rate	<b>41%</b>	<b>50%</b>	<b>50%</b>
Admit Rate	<b>66%</b>	<b>64%</b>	<b>58%</b>
Yield Rate*	<b>39%</b>	<b>36%</b>	<b>NYA</b>

**Inquiries**

- Up 20% from last year
- Up 18% from two years ago

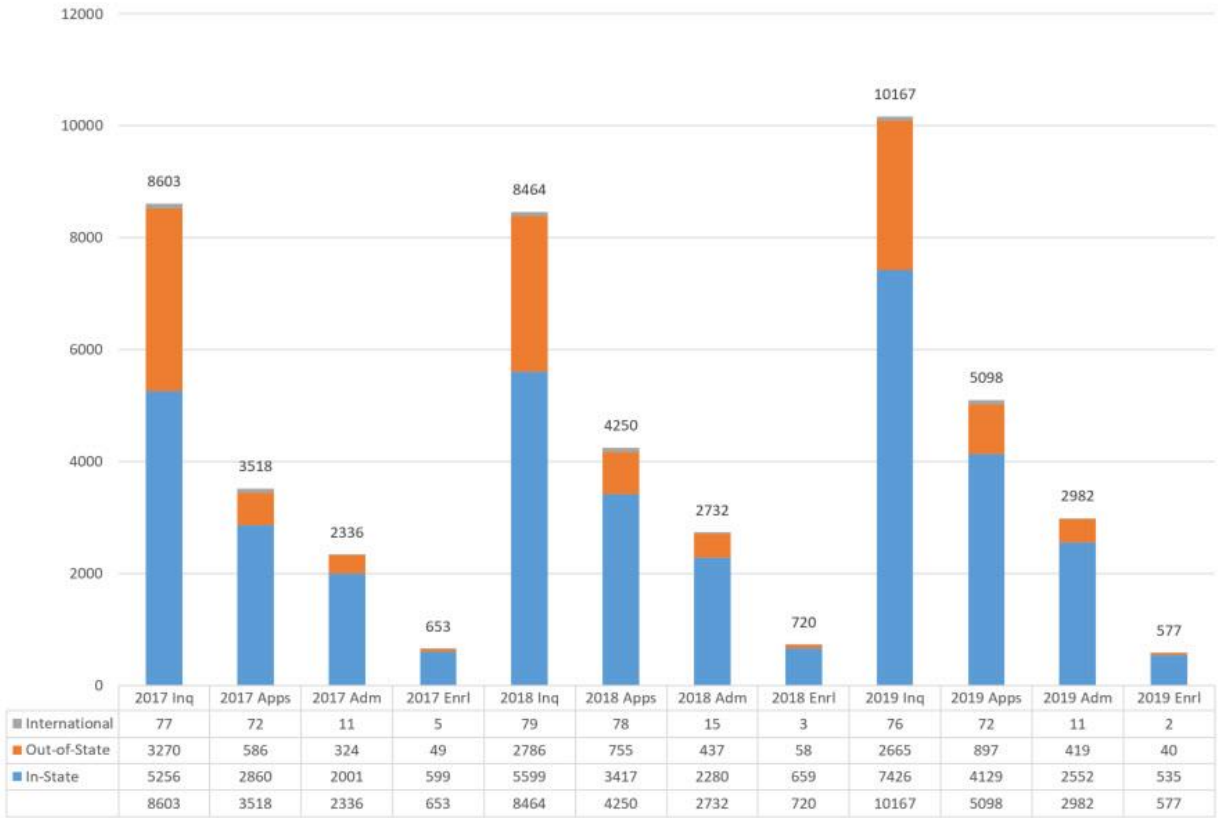
**Applications**

- Up 20% from last year
- Up 45% from two years ago

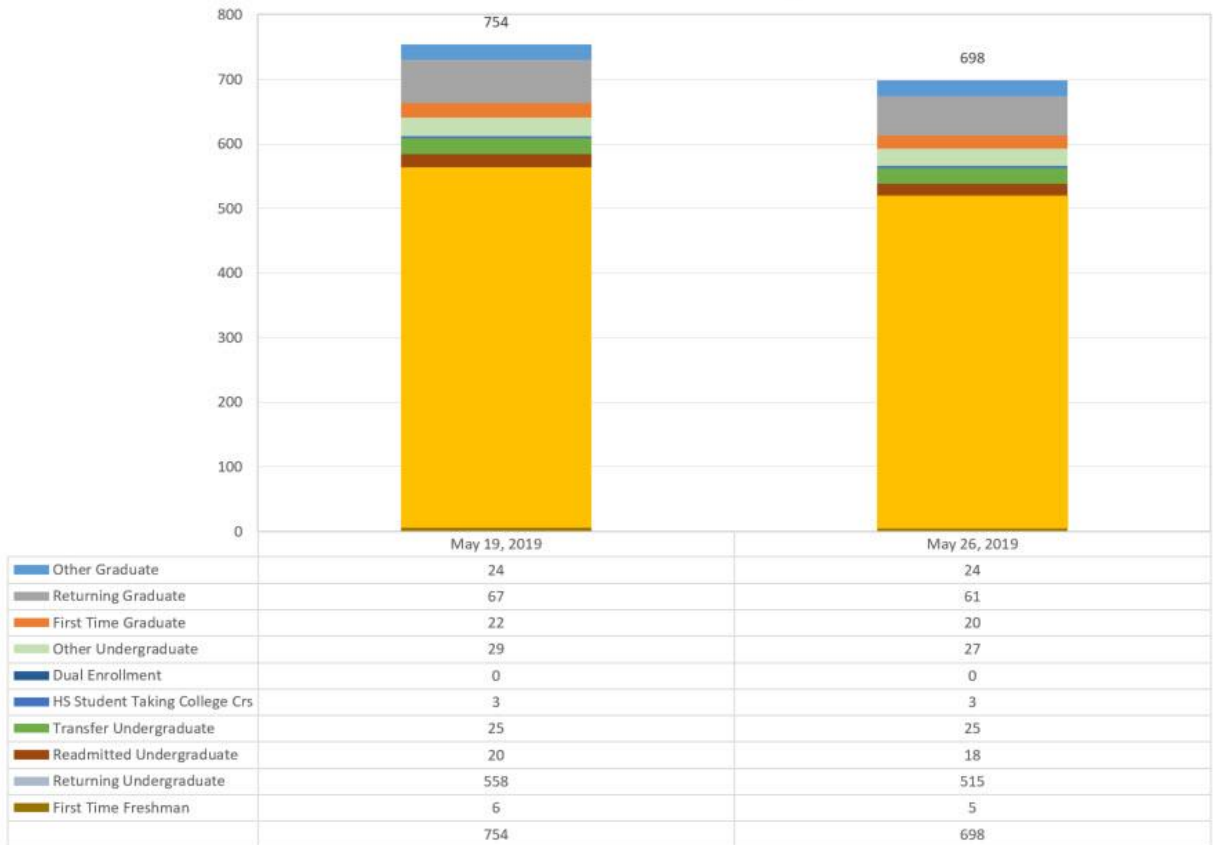
**Admissions**

- Up 9% from last year
- Up 28% from two years ago

**Funnel Data, by Residency**  
May 26, 2019



**Summer 2019 Enrollment Monitoring**



### Housing and Residence Life Summary

June 3, 2019

Future assignments are down for FY20:

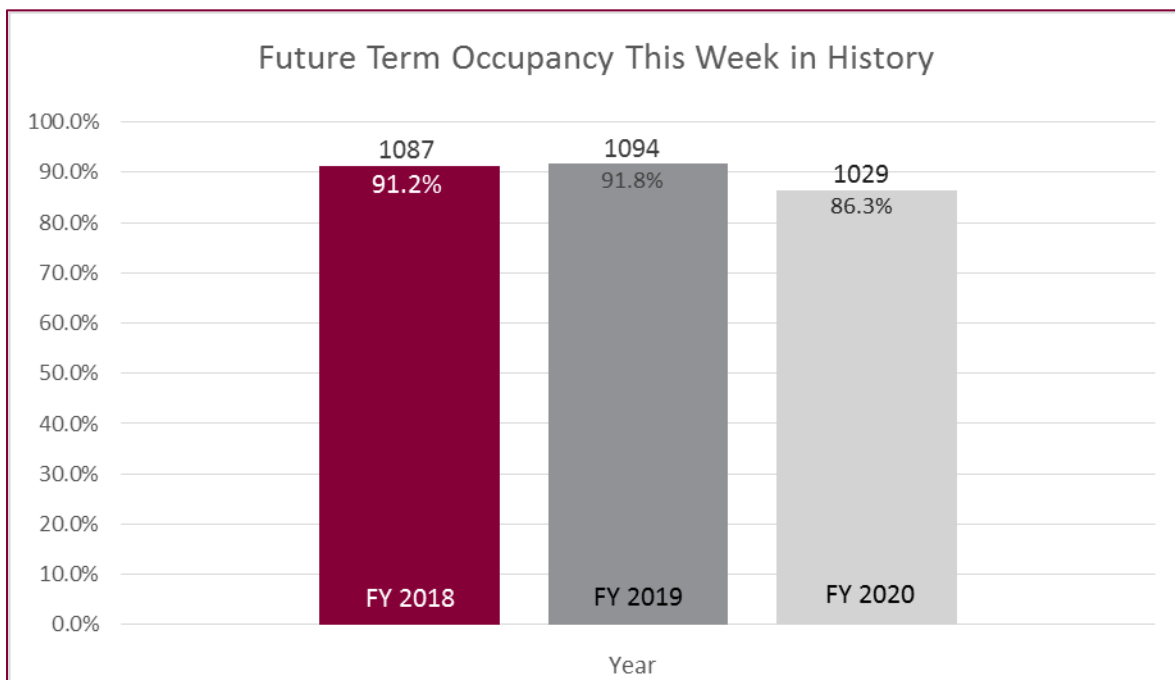
- 86.3% occupied based on 1192 capacity (-5.5% compared to FY19)
- 15 Pierpont New Admits and 2 Fairmont State females are unassigned
  - Adjusted percentage 87.7%; -4.1% compared to FY19

#### 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
<b>FY18</b>	395	154	81	123	334	1087	1192	91.2%
<b>FY19</b>	392	151	85	128	338	1094	1192	91.8%
<b>FY20</b>	385	134	85	124	301	1029	1192	86.3%

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

Year	Fairmont State	Pierpont	Total
<b>FY18</b>	938	149	1087
<b>FY19</b>	945	149	1094
<b>FY20</b>	932	97	1029





**FAIRMONT STATE  
UNIVERSITY™**

**Administration and  
Fiscal Affairs**

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

With 83% 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	32,276,906	30,760,658	95.30%
Operating Expenses	46,718,771	33,031,267	70.70%
Other Rev/Exp/Transfers and Budget Adjustments	13,664,570	12,883,438	94.28%
Net Income	(777,295)	10,612,829	

Negative budget balance will be covered by vacancy savings and approved use of carryover reserves. YTD Unrestricted balance is \$10,612,829, compared to the balance this time last year of \$7,411,915. 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	14,330,187	12,878,515	89.87%
Operating Expenses	8,683,173	7,000,094	80.62%
Other Rev/Exp/Transfers and Budget Adjustments	(5,647,014)	(4,964,189)	87.91%
Net Income	0	914,232	

YTD Auxiliary balance is \$914,232, compared to the balance this time last year of \$829,208. Current budgeted reserve transfers is \$701,269. FY18 Actual reserve transfers were \$590,301.

<u>Restricted</u>	<u>Budget</u>	<u>Actual</u>	<u>% Budget to Actual</u>
Operating Revenues	32,288,532	26,987,367	83.58%
Operating Expenses	39,291,177	33,853,893	86.16%
Other Rev/Exp/Transfers and Budget Adjustments	6,971,701	6,632,487	95.13%
Net Income	(30,944)	(234,039)	

We received new awards in April of \$27,000 for the MSP Cohort and \$5,000 from HEPC to support training for the new CRM (Customer Relationship Management) software.