



FAIRMONT STATE UNIVERSITY  
BOARD OF GOVERNORS  
**MEETING MINUTES**  
**OCTOBER 18, 2018**  
**BOARD ROOM, 3<sup>RD</sup> FLOOR FALCON CENTER**  
**1201 LOCUST AVENUE, FAIRMONT, WV**

**I. CALL TO ORDER**

A. Roll Call

Chair Bill Holmes convened a meeting of the Fairmont State University (FSU) Board of Governors on October 18, 2018, 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 Holmes, Serena Scully, Special Assistant to the President, conducted a roll call of the Board of Governors. Present for the meeting were board members Holly Fluharty, Aaron Hawkins, Bill Holmes, Bailey McInturff, Deborah Prezioso, Jay Puccio, Dr. Budd Sapp, John Schirripa, Frank Washenitz and Dixie Yann. Dr. Mark Hart participated by conference call. Dr. Chris Courtney was absent.

Others present were President Martin and President's Executive Leadership Team members Cindy Curry, Lyndsey Dugan, Richard Harvey, Stacey Jones, Christa Kwiatkowski and Tim McNeely. Tom Tucker, Asst. VP of Facilities; Stephanie Slaubaugh, Construction Manager; Gary Bennet, Interim President of the Fairmont State Foundation; Chad Fowler, Acting Athletic Director; Ryan Courtney, Director of Internal Relations; Pat Snively, Associate Athletic Director; Jessica Sell, Government Relations and Development Officer; Pam Stephens, Director, Center for Educational Support Programs; Victoria Cann, Social Media and Digital Content Specialist; Alicia Kalka, Executive Director of Housing and Residence Life; Tim Oxley, Interim Dean of the School of Business; Monica Cochran, Director of Procurement; Marcus Fisher, School of Business Faculty Member; and Macgorine Cassell, School of Business Faculty Member. Members of local media were in attendance as well.

B. Public Comment

Aaron Hawkins reported that Dr. Macgorine Cassell had signed up for public comment.

Dr. Cassell commended President Martin for her vision for the University and thanked the board for hiring a strategic leader. He recognized her global mindset and acknowledged the positive direction that the University was finally heading. He stated that change creates tension, but it is necessary for growth. He wanted to guarantee the board that Dr. Martin is doing a great job.

Frank Washenitz thanked Dr. Cassel for his comments.

#### C. Approval of Agenda

Aaron Hawkins made a motion to approve the agenda. Frank Washenitz seconded. The motion passed.

### II. APPROVAL OF MINUTES OF AUGUST 16, 2018

John Schirripa made a motion to approve the minutes of August 16, 2018. Frank Washenitz seconded. The motion passed.

### III. CHAIRMAN'S REPORT

- A. Chair Holmes recognized the passing of Coach Retton and his many accomplishments, especially his impact on the University and the state of West Virginia.
- B. Chair Holmes advised that he was asked to be on the search committee for the President of the Foundation position. The search committee meets today to move forward with the search.
- C. Mr. Holmes discussed the enrollment achievements for this semester and recognized Lyndsey Dugan and her department for all their hard work. Some of the statistics mentioned: largest incoming class since becoming a University; compared to last year, applications, admissions, and enrollments are all up; conversion rate is up 10%; number of applicants is up 23%; number of admitted students is up 17%; number of newly enrolled students is up 48%; first time applications are up 26.5%; transfer applications are up 12.6%; first time admission is up 22% and first time enrollment is up 9%.

### IV. PRESIDENT'S REPORT

- A. President Martin took a few minutes to share some instances where our Falcon family soared recently. The School of Nursing, under the leadership of Dr. Sharon Boni, and the School of Education under the leadership of Dr. Amanda Metcalf welcomed both of their respective discipline-specific accrediting bodies to campus. Both schools impressed the visiting teams with the rigor and excellence

of their programs. While the results of the visits will not be known until late Spring 2019, Dr. Martin stated she was proud and very grateful to our faculty and staff who put in innumerable hours to get ready for these visits.

- B. Dr. Martin mentioned it had been a difficult week due to the passing of a legend, Coach Jo-Jo Retton. During two and a half days of visitation and a luncheon, Fairmont State University welcomed alumni and the internal and external community who came to honor Coach Retton. President Martin thanked the many individuals who worked countless hours to make the Retton family, alumni and community feel at home.
- C. President Martin reminded everyone that it is homecoming week and the theme is “welcome home.” She discussed the many activities of the week and invited everyone to join in the festivities.

## **V. REPORTS AND PRESENTATIONS**

- A. Marcus Fisher, School of Business assistant professor, provided the constituent report.

Mr. Fisher discussed Cybersecurity. He mentioned the involvement of the University on the WV Cybersecurity Workforce Development Committee.

There is 100% job placement for graduates from the Cybersecurity program at our University.

The potential graduate program in Cybersecurity was also discussed and how it will provide the students a great added opportunity.

- B. Gary Bennett, Interim President and CEO of the Fairmont State Foundation, reported that they have received the first \$500,000 payment of the million-dollar commitment. The other \$500,000 payment will be received in January. That gift is for scholarships.

Mr. Bennett mentioned many gifts that have been received since he has been the Interim President of the Foundation.

Mr. Bennett also discussed the Every Gift Matters campaign. The focus of the campaign is to make whole the institutional scholarships, to fund the scholarships for the 3<sup>rd</sup> and 4<sup>th</sup> years.

Mr. Bennett also discussed the importance of everyone’s involvement in raising money for the institution.

- C. Construction Project Updates (Tom Tucker and Stephanie Slaubaugh)

Stephanie Slaubaugh, Construction Manager, advised that the Charles Pointe facility had furniture delivered this week.

The single point of entry project for all buildings on campus is currently still in process. About half of the project has been completed. The project should be completed in January.

The library roof replacement has been completed. There are miscellaneous details to be finished and then the project will be closed out.

The redesign of the bookstore area is currently in process.

The University is currently in the fourth years of the MS4 project. Yesterday the University organized a Falcons helping Falcons day of service which cleaned up areas of our community. Twenty four 55-gallon bags of trash were collected.

## **VI. CONSENT AGENDA**

Dr. Budd Sapp moved to accept the following Consent Agenda:

Financial Reports for periods ending July 31, 2018 and August 31, 2018.

Deborah Prezioso seconded. The motion passed.

## **VII. ACADEMIC AFFAIRS COMMITTEE (Aaron Hawkins, Chair)**

Mr. Aaron Hawkins, Chair of the Academic Affairs Committee asked that Dr. Richard Harvey, Interim Provost and Vice President for Academic Affairs, present the three agenda items.

Aaron Hawkins made a motion to accept the following:

### **A. Textbook Adoption Report**

John Schirripa seconded. The motion passed.

Included in the board packet is a full curriculum proposal for the Master of Science in Healthcare Management. The Intent to Plan has been approved by the HEPC. The program is a primarily online, 36-hour program. Dr. Tim Oxley provided information on the program.

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

### **B. Curriculum Proposal for Master of Science in Healthcare Management**

Aaron Hawkins seconded. The motion passed.

Also included in the board packet is an Intent to Plan for the Bachelor of Science in Strategic Leadership Degree. This is the first of many degree completion programs for individuals who have some college credits, but not a completed degree. The program will be primarily online and the home base for the program will be Charles Pointe.

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

C. Intent to Plan – Bachelor of Science in Strategic Leadership Degree

Deborah Prezioso seconded. The motion passed.

Dr. Harvey thanked the board for the opportunity to make a greater impact at Fairmont State University through his current position as interim provost.

#### **VIII. ATHLETIC AFFAIRS COMMITTEE (Jay Puccio, Chair)**

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

Mr. Fowler extended the appreciation from David Retton and the family for how their family was treated over the last few days.

Mr. Fowler also recognized Duane Cochran for his hard work and the wonderful articles that were written over the last week.

The football team had a great win over Shepherd last week.

The volleyball team is currently on a seven-game winning streak and Coach Materazzi recently had her 100<sup>th</sup> win.

Mr. Fowler also mentioned the Hall of Fame dinner that is taking place on Friday evening.

Mr. Fowler advised that the BSN fan gear website is now up and running. Nike apparel can be bought now online.

FSAA has their elimination dinner on November 13<sup>th</sup>. Please contact Chad Fowler or Dr. Budd Sapp for tickets.

#### **IX. BYLAWS COMMITTEE (Dixie Yann, Chair)**

Dixie Yann advised that the bylaws committee has not met.

**X. ENROLLMENT/HOUSING-STUDENT LIFE COMMITTEE (Bill Holmes, Chair)**

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

Mrs. Dugan gave an update on housing; the summary was provided. Compared to this time last year, we are up 4.6%.

Mrs. Dugan discussed that the recruiters are currently out on the road.

For this year, on campus visits have been drastically increased. Last year there were 25 visits; this year there will be 82.

Dr. Stacey Jones, VP for Institutional Effectiveness and Strategic Initiatives, advised that the CCA (Complete College America) will begin on campus next week. The initiative focuses on the first year, through graduation for students. It has been adopted as a statewide approach. Dr. Jones discussed the multiple strategies in the initiative.

**XI. 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 October 3<sup>rd</sup> and reviewed the financial statements from July and August, along with other topics.

The NAAB accreditation requires specified funding for the Architecture program, which is the reason for the below agenda item.

Dixie Yann made a motion to accept the following:

A. Reinstatement of Architecture Program Fee

Frank Washenitz seconded. The motion passed.

Fiscal year statements were due this past Monday – they were submitted on time.

Preliminary reports from the audit are very positive. The auditors will be at the next meeting to present.

The University's net position increased \$1.9 million; in the past two years, we have had decreases.

There was discussion of the heightened cash management penalty. The penalty is at the state level, not against our University.

**XII. EXECUTIVE COMMITTEE (Bill Holmes, Chair)**

Bill Holmes reported that the Executive Committee of the board met with the Executive Committee of the Foundation and the Alumni Association to discuss how better to coordinate and become effective in identifying, contacting and securing contributions for the benefit of the University. It was agreed that a protocol was needed for such activities to create a seamless and more effective interaction with potential donors.

**XIII. NEW BUSINESS**

Frank Washentiz publicly recognized President Martin for her hard work, drive and dedication to the University. He mentioned that it has been a long time since there has been a meeting with so much positive information shared.

**XIV. POSSIBLE EXECUTIVE SESSION**

John Schirripa 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.”

Aaron Hawkins seconded. The motion passed.

Dixie Yann made a motion to rise from Executive Session. Deborah Prezioso seconded. The motion passed.

Chairman Holmes mentioned that the next board meeting is scheduled for December 6<sup>th</sup> and will be held at Charles Pointe.

Also, all board members are welcome to attend the Faculty Senate meeting scheduled for November 13<sup>th</sup> at 3:00.

**XV. ADJOURNMENT**

Dr. Budd Sapp made a motion to adjourn the meeting. Jay Puccio seconded. The motion passed.

  
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Bill Holmes                      Date 11/14/18                      FSU Board of Governors' Chair

  
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John Schirripa                      Date                      FSU Board of Governors' Secretary



# Meeting Handouts



**Housing and Residence Life Summary**  
October 12, 2018

Assignments are up for FY 19:

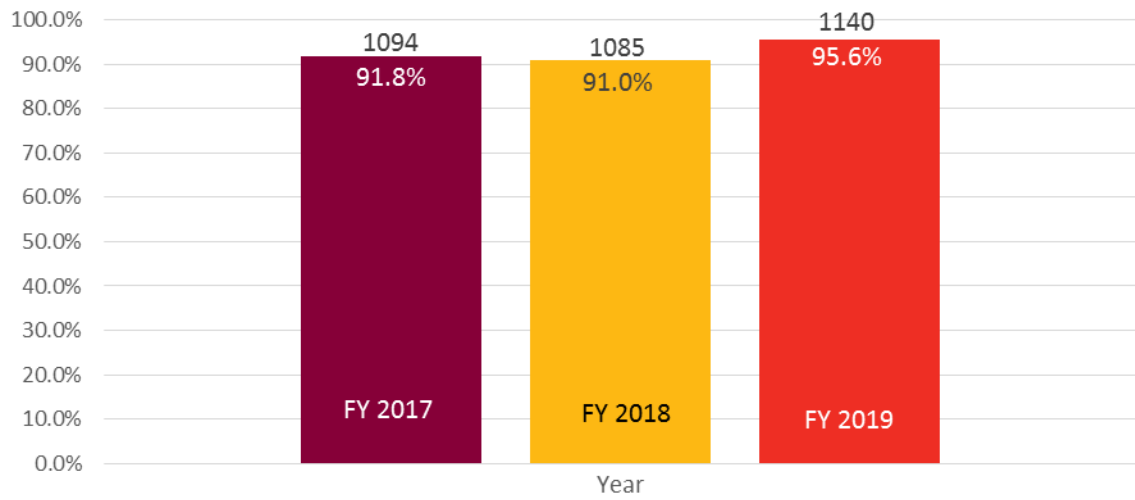
- 95.7% occupied based on 1192 capacity (+4.6% compared to FY18)
- The first floor of Pence Hall is being converted entirely to singles for 19-20
- The second and third floors of Pence Hall are being converted to doubles.

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>	373	146	122	132	321	1094	1192	91.8%
<b>FY18</b>	382	139	87	143	334	1085	1192	91.0%
<b>FY19</b>	398	154	98	147	343	1140	1192	95.6%

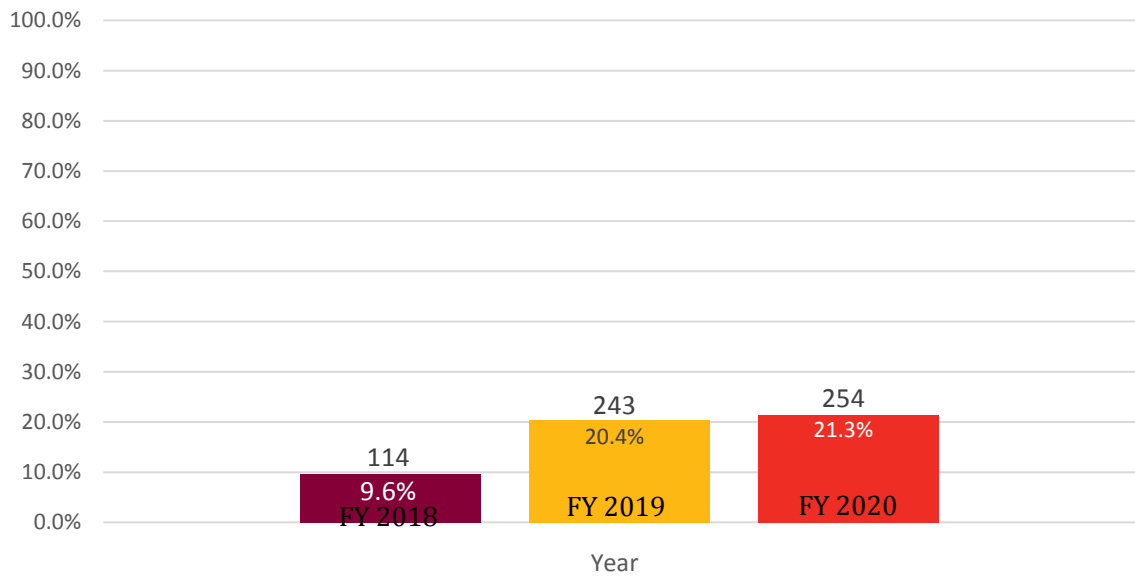
Housing Occupancy Information for FY19							
Institution	Bryant Place	Morrow Hall	Pence Hall	Prichard Hall	University Terrace	Total	Configuration Percentage
Fairmont	346	114	76	122	316	974	85.4%
Pierpont	52	40	22	25	27	166	14.6%
<b>Total Occupancy</b>	<b>398</b>	<b>154</b>	<b>98</b>	<b>147</b>	<b>343</b>	<b>1140</b>	

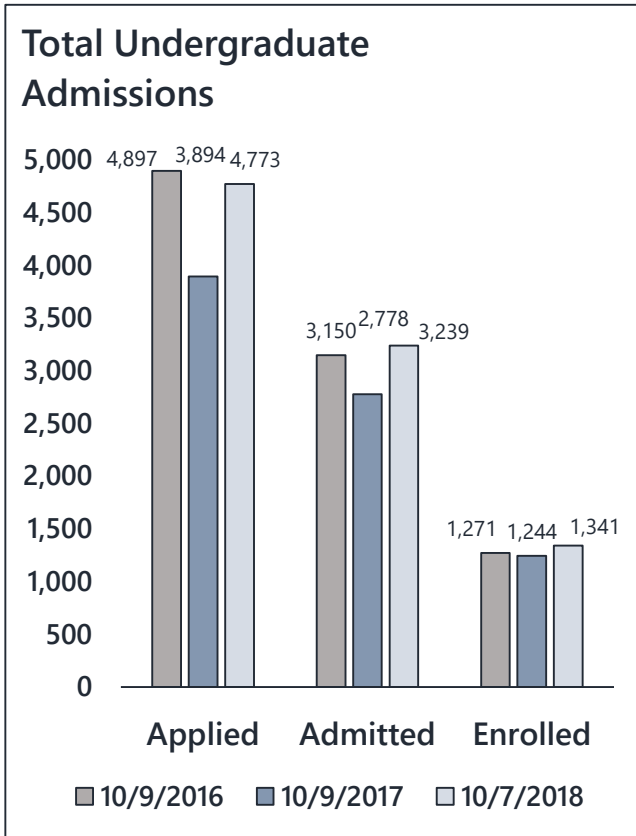
Future Term Occupancy This Week in History								
Year	Bryant Place	Morrow Hall	Pence Hall	Prichard Hall	University Terrace/ College Park	Total Occupancy	Total Capacity	Capacity Percentage
<b>FY18</b>	69	11	1	4	29	114	1192	9.6%
<b>FY19</b>	47	7	6	0	183	243	1192	20.4%
<b>FY20</b>	72	6	0	21	155	254	1192	21.3%

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

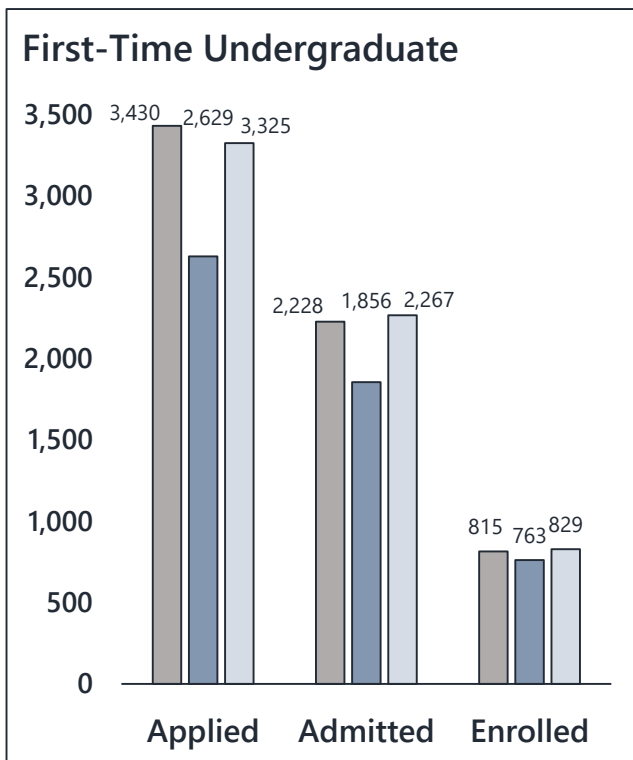


### Future Term Occupancy This Week in History




**Compared to last year:**

- Applications, admissions, and enrollments are all up.
  - Conversion rate up 10 percentage points.  
(up 4 percentage points from two years ago)
  - Total number of applications up 22.6%.  
(down 2.5% from two years ago)
  - Total number of admitted students up 16.6%.  
(up 2.8% from two years ago)
  - Total number of newly enrolled students up 87.8%.  
(up 5.5% from two years ago)
- Both First-Time and Transfer applications are up.
  - First-Time applications up 26.5%.  
(down 3.1% from two years ago)
  - Transfer applications up 12.6%.  
(down 8.6% from two years ago)
- First-Time admissions and enrollments are up.
  - First-Time admissions up 22.1%.  
(up 1.8% from two years ago)
  - First-Time enrollments up 8.7%.  
(up 1.7% from two years ago)



Undergraduate	10/9/2016	10/9/2017	10/7/2018
Conversion Rate	49%	43%	53%
Admit Rate	64%	71%	68%
Yield Rate	40%	45%	41%

