

Schedule
Fairmont State University Board of Governors
October 9, 2008

Falcon Center Board Room
Fairmont State University

12:30 p.m. Luncheon *Room 301 Falcon Center*

*1:30 p.m. Full Board Meeting *Board Room*

* Time approximate, depending on length of committee meetings

Fairmont State University Board of Governors
Meeting of October 9, 2008
Falcon Center Board Room
1:30 p.m.

AGENDA

Call to Order

1. Opening Comments
2. Last Call for Public Comment Sign-up
3. Approval of Minutes (September 11, 2008)

Tab 1 Action Item

Operations Reports

1. Faculty Senate Report (*Chuck Shields*)
2. Classified Staff Report (*Harriet Bower*)
3. Student Government Report (*Kelley Bronson*)
4. Foundation Report (*Jean Ahwesh*)
5. Alumni Association Report (*Devanna Corley*)
6. Athletic Association Report (*Rusty Elliott*)
7. Chairman's Report

Committee of the Whole

1. Financial Report
2. Enrollment Management Initiatives
3. Operating Budget Update
4. Capital Budget Update
5. Fund Managers Balance Sheet
6. Salary Policy Temporary Revision
7. Salary Increase
8. General Investment Contract
9. International Student Enrollment
10. Approval of Presidential Search Procedure

Tab 2 FYI
Tab 3 FYI
Tab 4 Action Item
Tab 5 Action Item
Tab 6 Action Item
Tab 7 Action Item
Tab 8 Action Item
Tab 9 FYI
Tab 10 FYI
Tab 11 Action Item

Old Business

New Business

Public Comment

Possible Executive Session

_____ moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go to into Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person.

Next meeting date is Thursday, November 13, 2008 in the Board Room – Falcon Center

Fairmont State University
BOARD OF GOVERNORS
MINUTES
September 11, 2008

1. Call to Order

A meeting of the Fairmont State University Board of Governors was held on September 11, 2008 beginning at 2:00 p.m. in the Board Room of the Falcon Center. Present at the meeting were Board Members: Galen Hansen, James Kettering, Robert Kittle, Andy Kniceley, Rocco Muriale, Mark Pallotta, Shawn Ragsdale, Shirley Stanton, Skip Tarasuk, Donna Trickett and Ron Tucker. Those Board members not in attendance were: Janet Crescenzi. Also in attendance were: FSU Interim President Charles J. McClain, Jean Ahwesh, Michael Belmear, Michael Bestul, Jim Decker, Sarah Hensley, Rick Porto and Maria Rose.

Chairman Andy Kniceley called for a moment of silence to mark the seventh anniversary of the September 11th terrorist attacks.

2. Approval of Minutes

Rocco Muriale moved the minutes of August 14, 2008 meeting be approved. Skip Tarasuk seconded. Motion carried.

3. Operation Reports

- 1) Chuck Shields reported for Faculty Senate
- 2) Harriet Bower reported for Classified Staff Council
- 3) Kelley Bronson reported for Student Government
- 4) Jean Ahwesh and Gary Bennett reported for Foundation
- 5) Devanna Corley reported for Alumni Association
- 6) Rusty Elliott reported for Athletic Association
- 7) Charles J. McClain gave the President's Report
- 8) Andy Kniceley gave the Chairman's Report

The Board discussed meeting as a Committee of the Whole at upcoming meetings and having standing committees meet only as needed.

The Board discussed asking Dr. McClain and Rick Porto to work with PC&TC President Blair Montgomery on a proposal for a separation agreement and report back to the Board. The intention would be to have the two Boards mediate any areas of disagreement.

4. Committee of the Whole

- 1) Rocco Muriale made a motion to approve a budget increase for the Shaw House in the amount of \$8,525 for additional furnishings and interior decorating. Galen Hansen seconded. Motion carried.
- 2) Bob Kittle made a motion to empower the Executive Committee to review the administration's recommendations on a search firm for the presidential search at the conclusion of the RFP process, to award the contract and report back at the October 9th meeting. Skip Tarasuk seconded. Motion carried.

5. Executive Session

Rocco Muriale moved pursuant to 6-9A-4(b)(2)(A) of the WV Code that the Board shall go into Executive Session to consider matters arising from the appointment of a public officer or employee. Shirley Stanton seconded. Motion carried.

6. Return to Regular Session

Robert Kittle moved to return to regular session. Skip Tarasuk seconded. Motion carried.

- 1) Robert Kittle moved the Board approve the presidential search committee as presented, and with faculty, staff, student and community representation. Shirley Stanton seconded. Motion carried.
- 2) Robert Kittle moved that Andy Kniceley be named chair of the Search Committee with Jim Kettering serving as vice chair. Ron Tucker moved the nominations be closed. Skip Tarasuk seconded. Motions carried.
- 3) For future meetings, due to schedule conflicts, lunch will now begin at 12:30 p.m. The full Board meeting will begin at 1:30 p.m.

Shirley Stanton moved the meeting be adjourned. Skip Tarasuk seconded. Motion carried.



Andy Kniceley, Chair

**Board of Governor's
Financial Report
Fairmont State University
Unrestricted Fund
For the period as of September 17, 2008**

The 2009 fiscal year budget plan for the University Unrestricted Funds improved between August 27th and September 17th. While operating revenue budgets decreased by \$26,445 in chargeback revenues, operating expense budgets also decreased by \$59,923, yielding a net improvement to budget balance of \$33,478.

The result of enrollments for the University for the 2008 Fall semester reflects a slight increase to Undergraduate and Graduate, compared to the 2007 Fall semester. There was also growth in out-of-state and international student populations. The revenue growth due to enrollments is approximately \$600,000. This revenue growth will be offset by adjustments to all chargeback revenue and expenditures as a result of enrollment declines of 145 full-time equivalents and 223 headcounts in the Community and Technical College.

The budget adjustments that will need to be made, due to enrollment shifts, will yield positive outcomes to both the University and Community and Technical College's budget balances in the Unrestricted Fund. The pay raise percentage increase that can be afforded for both institutions for the 2009 fiscal year is three percent (3%) for faculty, non-classified plus Mercer scale and/or a minimum of three percent (3%) for classified staff.

Fairmont State University
 Actual vs Budget Statement of Revenues and Expenses
 Current Year 2009 Current Unrestricted

		Budgeted Current Year	Actual Current Year
OPERATING REVENUES	Tuition & Fees		
	Tuition and Fees Support Services Revenue	19,580,567.00	9,823,904.34
	Faculty Services Revenue	520,127.00	171,315.00
	Federal Grants and Contracts	1,359,124.00	0.00
	State/Local Grants and Contracts	0.00	0.00
	Auxiliary enterprises revenue	0.00	0.00
	Operating Costs Revenue	2,590,973.40	29,480.52
	Support Services Revenue	3,756,691.27	0.00
	Other Operating Revenue	392,097.00	95,009.98
Sub Total		28,199,579.67	10,119,709.84
OPERATING EXPENSES	Salaries		
	Benefits	21,778,787.06	2,946,608.19
	Student Financial Aid-Scholarships	5,810,338.71	764,658.60
	Utilities	1,322,425.00	615,330.80
	Supplies and Other Services	1,350,000.00	160,744.01
	Equipment Expense	6,899,053.89	1,204,925.62
	Loan Cancellations and write-off	869,606.66	313,622.45
	Fees retained by the Commission	0.00	0.00
	Assessment for Faculty Services	167,829.00	41,957.25
	Assessment for Support Services	1,668,485.00	0.00
	Assessment for Tuition, Aux, & Capital Costs	202,119.47	0.00
	Assessment for Operating Costs	2,732,234.00	916,917.00
		194,059.79	6,932.98
Sub Total		42,694,938.48	6,971,694.90
NONOPERATING REVENUES (EXPENSES)	State Appropriations		
	Gifts	13,769,754.00	2,763,950.00
	Investment Income	25,000.00	12,500.00
	Interest on capital asset related debt	458,998.00	18,976.02
		0.00	0.00
Sub Total:		14,253,752.00	2,785,426.02
EXCLUDE OPERATING	Exclude - Assets		
	Exclude - Construction	-473,662.46	-5,760.97
	Exclude - Transfers for Debt Service	0.00	0.00
	Exclude - Transfers for Fin Aid Match	0.00	0.00
	Exclude - Indirect Cost Recoveries	-170,107.00	-85,053.50
	Exclude - Transfers to Capital Projects	629,240.03	66,938.44
	Exclude - Transfers - Other	96,978.00	0.00
		-1,908.00	-1,908.00
Sub Total:		80,540.57	-25,784.03
OPERATING INCOME/LOSS		-14,495,358.81	3,148,014.94
BALANCE		-161,066.24	5,907,656.93

**Board of Governor's
Financial Report
Fairmont State University
Auxiliary Fund
For the period as of September 17, 2008**

As of September 17, 2008, the budget plan for the 2009 fiscal year Auxiliary Fund is balanced with \$643,571 projected to be transferred to plant at year end.

The result of enrollments for both the University and Community and Technical College on Student Fee revenue budgets will yield small increases to all Auxiliary and Capital Funds with the exception of the Facilities Fee (Parking and Safety) Fund. The Facilities Fee Fund will see a budget reduction to revenue of approximately \$5,600.

Fairmont State Auxiliary
 Actual vs Budget Statement of Revenues and Expenses
 Current Year 2009 Current Unrestricted
 AUXILIARY

		Budgeted Current Year	Actual Current Year
OPERATING REVENUES	Tuition and Fees	0.00	0.00
	Auxiliary enterprises revenue	7,762,678.94	3,872,674.64
	Auxiliary Support Services Revenue	4,729,255.00	1,612,922.00
	Other Operating Revenue	301,868.60	57,494.04
Sub Total		12,793,802.54	5,543,090.68
OPERATING EXPENSES	Salaries	1,966,399.00	348,465.31
	Benefits	571,506.72	75,163.12
	Student Financial Aid-Scholarships	450,400.00	164,496.21
	Utilities	699,300.00	64,605.69
	Supplies and Other Services	4,693,562.90	1,729,352.60
	Equipment Expense	92,832.00	19,228.91
	Loan Cancellations and write-off	1,131.00	0.00
Sub Total		8,475,131.62	2,401,311.84
NONOPERATING REVENUES (EXPENSES)	Investment Income	0.00	0.00
	Interest on capital asset related debt	-100,472.60	0.00
Sub Total:		-100,472.60	0.00
EXCLUDE OPERATING	Exclude - Assets	-21,000.00	-7,210.00
	Exclude - Construction	0.00	0.00
	Exclude - Transfers for Debt Service	-3,550,202.00	0.00
	Exclude - Transfers for Fin Aid Match	-3,425.00	-1,712.50
	Exclude - Transfers to Plant Reserves	-643,571.32	0.00
	Exclude - Transfer for Scholarships	0.00	0.00
	Exclude - Transfers - Other	0.00	0.00
Sub Total:		-4,218,198.32	-8,922.50
OPERATING INCOME/LOSS		4,318,670.92	3,141,778.84
BALANCE		0.00	3,132,856.34

Board of Governors
Financial Report
FAIRMONT STATE UNIVERSITY
Restricted Funds
for the period ending September 24, 2008

Revenues:

Revenues increased by approximately \$148,162.10. This increase was primarily due to new budgets for the Dept. of Highways Courses for \$115,000.00 and the NASA Outreach supplement budget for \$79,879.50. PROJECT ISSAC budget was closed out for (\$4,228.50).

Expenditures:

Expenditures increased approximately \$188,296.68. This increase was primarily due to new budgets for the Dept. of Highways Courses for \$115,000.00 and the NASA Outreach supplement budget for \$79,879.50. Also a budget adjustment was done to increase SEOG for \$9,657.00 for FY 09 and the PROJECT ISSAC budget was closed out for (\$4,228.50).

There was a \$686,246.99 restricted fund cash balance on June 30, 2008 covering planned expenditures in FY 2009 for funds received in FY 2008 **(\$637,118.29)**.

Fairmont State University
Actual vs Budget Statement of Revenues and Expenses

Current Year 2009 Prior Year 2008 September Current Restricted

LEVEL 2

		Budgeted Current Year	Actual Current Year	Actual to Budgeted Current Year
OPERATING REVENUES	Federal Grants and Contracts	32,344,251.69	11,481,432.15	35.50%
	State/Local Grants and Contracts	6,460,496.55	90,703.21	1.40%
	Private Grants and Contracts	3,295,783.79	669,686.82	20.32%
	Other Operating Revenue	835.00	0.00	0.00%
Sub Total		42,101,367.03	12,241,822.18	29.08%
OPERATING EXPENSES	Salaries	1,873,623.12	303,743.66	16.21%
	Benefits	348,984.69	62,085.64	17.79%
	Student Financial Aid-Scholarships	33,385,417.00	11,299,301.25	33.85%
	Utilities	19,857.00	-5,315.00	-26.77%
	Supplies and Other Services	4,888,238.41	222,219.41	4.55%
	Equipment Expense	1,505,652.06	145,806.64	9.68%
	Assessment for Support Services	0.00	0.00	0.00%
Sub Total		42,021,772.28	12,027,841.60	28.62%
NONOPERATING REVENUES (EXPENSES)	Investment Income	0.00	0.00	
Sub Total:		0.00	0.00	0.00%
EXCLUDE OPERATING	Exclude - Assets	-190,207.79	-19,989.99	10.51%
	Exclude - Transfers for Fin Aid Match	118,644.00	36,785.20	31.00%
	Exclude - Indirect Cost Recoveries	-645,149.25	-95,650.07	14.83%
	Exclude - Transfers - Other	0.00	0.00	0.00%
Sub Total:		-716,713.04	-78,854.86	11.00%
OPERATING INCOME/LOSS		79,594.75	213,980.58	268.84%
BALANCE		-637,118.29	135,125.72	-21.21%
GRANT INCOME RECEIVED IN PRIOR FISCAL YEAR		686,246.99		
Adjusted Year End Balance		49,128.70		

Fairmont State University Board of Governors
October 9, 2008

ITEM: Enrollment Management Initiatives

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION:

This agenda item is informational only.

The administration is launching a number of initiatives in an effort to improve the operations of the Enrollment Management efforts.

A position description has been developed for the Vice President of Enrollment Management. This position was approved earlier by the BOG and it is the intention to move forward with advertising and filling it as soon as possible.

Two new scholarships have been established in an effort to increase enrollment:

- The “Board of Governors Scholarship” is a competitive in-state scholarship and would serve as a premier full-ride scholarship for three FSU students annually on the basis of a rigorous and competitive selection process. All finalists must go through an interview process. Many more than the recipients would be expected to enroll.
- The “Combined Ability Scholarship” is intended to attract meritorious out-of-state students who would qualify for an automatic \$1,500 annual scholarship based on their “combined ability” as demonstrated by ACT/SAT percentile and class rank percentile or GPA.

Two recruiting counselors and two financial aid counselors have been advertised. It is hoped that these positions can be filled soon.

In sum, the new initiatives will jump start the recruitment for the 2009 Fall Semester. We are excited about the possibilities. Of course, much will be dependent on our ability to attract talented persons to fill the positions described.

STAFF MEMBER: Charles J. McClain

Vice President

Enrollment Management

Fairmont State University and Pierpont Community & Technical College

Fairmont State University and Pierpont Community & Technical College share a 120-acre main campus in Fairmont, West Virginia. Partnership allows us to better serve our students. In our overarching desire to help transform lives, we value scholarship, opportunity, achievement and responsibility. The mission of **Fairmont State University** is to provide opportunities for individuals to achieve their professional and personal goals and discover roles for responsible citizenship that promote the common good. The mission of **Pierpont Community & Technical College** is to provide opportunities for learning, training, and further education that enrich the lives of individuals and promote the economic growth of our service region and state.

The Vice President for Enrollment Management will provide leadership and vision to efforts aimed at positioning the University and Community & Technical College effectively among their varied audiences. The primary responsibilities of the position focus on integrated communication with, and recruitment of qualified undergraduate, graduate, and international students.

Applicant must have achieved success in the development and implementation of an enrollment management strategy within a university or similar complex organization, and must possess thorough knowledge of theory and best practice in recruitment and retention.

The successful candidate will provide evidence of competence in managing administrative systems and in deploying and supervising human resources. It is further expected that the successful candidate will be skilled in conducting program assessment, crafting and reporting data analysis, and formulating policy. It is essential that the vice president be an effective communicator who possesses experience and perspective appropriate to service as a member of the Presidents' executive cabinet. Minimum of a Master's degree in a relevant discipline is preferred.

Applications and nominations should be forwarded to: **(We need to put information about our on-line application process....)**

Screening of applications will begin immediately, and will continue until a finalist has been selected. Applications should include a resume/vita, undergraduate and graduate transcript(s), a cover letter specifically addressing the stated qualifications of the position, and the names, titles, addresses, telephone numbers and email addresses of at least five references.

It is anticipated that the successful candidate will assume his or her duties as soon as practical. Fairmont State University and Pierpont Community & Technical College are committed to enhancing the cultural diversity among their faculty and staff and are Equal Opportunity/Affirmative Action Employers.

ESSENTIAL JOB FUNCTIONS

Vice President for Enrollment Management

Enrollment

The Vice President will lead the efforts of staff members in the offices of Admissions, Student Financial Aid, Registrar, Student Accounts, and will have an indirect reporting relationship with the Housing Office. The Vice President will demonstrate knowledge of theory and best practice in student recruitment and retention and will develop and implement a strategic plan to guide enrollment management decisions. Such plan will include identification of strengths, weaknesses, opportunities, and threats impacting enrollment and the University's and Community & Technical College's images among prospective students.

The Vice President will lead outreach efforts aimed at positioning the University and Community & Technical College effectively among their varied audiences. He/she will demonstrate knowledge of and appreciation for new communication techniques which utilize technology and the internet. The Vice President will possess good aesthetic sense and excellent communication skills, and will project a professional image.

Managerial Competence

The Vice President will possess strong analytical skills, an ability to evaluate and utilize data in planning and decision-making, and an understanding of the application of technology within areas of principal responsibility. The Vice President will demonstrate competence in deploying and supervising human resources, including the ability to build and maintain strong teamwork. She or he will be capable of establishing productive working relationships with other senior University and Community & Technical College executives. The Vice President will exhibit integrity in personal and professional relations, will be an effective listener, and will foster a participatory style of leadership. She or he will maintain a strong commitment to promoting equal employment opportunity, affirmative action, cultural diversity and global awareness.

Other Qualifications

Master's degree in an appropriate discipline will be given preference.

THE Board of Governors *scholarship* PROGRAM

COMPETITIVE / IN-STATE

CRITERIA:

- Current high school senior
- West Virginia resident
- Cumulative high school GPA of 3.5
- ACT composite of 26 -OR- SAT composite of 1190
- Promise Scholarship recipient
- BOG Scholarship application (including essay)
- Complete admissions file (general application, high school transcript, test scores)
- On-campus interview(s) participation

DEADLINE:

- February 1

VALUE:

- Tuition and fees (Promise Scholarship deducted)
- Room and board
- Book stipend (\$1,000)
- Renewable*

The Board of Governors Scholarship is our premier scholarship program. This scholarship is awarded annually to 3 Fairmont State University students and 1 Pierpont Community & Technical college student and is renewable.* BOG scholars are chosen through a rigorous selection process that evaluates academic qualifications, community service activities and leadership involvement in conjunction with a written essay, admissions counselor recommendation and personal interview(s). Final decision made by the BOG Scholarship Selection Committee with award contingent on recipient receiving the WV Promise Scholarship and living in on-campus housing as required.

** Must maintain a 3.0 or higher cumulative college GPA. Must maintain Promise Scholarship eligibility. FSU awards renewable for 3 years; Pierpont C&TC awards renewable for 1 year.*

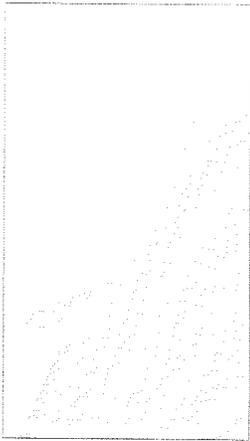
FAIRMONT
STATE UNIVERSITY



PIERPONT
COMMUNITY & TECHNICAL
COLLEGE

Office of Admissions
1201 Locust Avenue
Fairmont, WV 26554

(800) 641-5678
www.fairmontstate.edu
www.pierpont.edu



FAIRMONT STATE UNIVERSITY
PIERPONT COMMUNITY & TECHNICAL COLLEGE

Board of Governors Scholarship Application

CRITERIA FOR ELIGIBILITY:

- Current high school senior
- West Virginia resident
- Cumulative high school GPA of 3.5
- ACT composite of 26 -OR- SAT composite of 1190
- Promise Scholarship recipient
- BOG Scholarship application (including essay)
- Complete admissions file (general application, high school transcript, test scores)
- On-campus interview(s) participation

Full Name: _____
Last First Middle

Address: _____
Number and Street City State Zip

Email: _____ Permanent Phone: (____) _____

Social Security Number: ____/____/____ Male Female

High School Name: _____ High School Phone: (____) _____

High School Address: _____
City County State Zip

Date of High School Graduation: _____ Intended Major: _____

Parent/Guardian Full Name(s): _____ and/or _____
Father Mother

The following may be typed on a separate sheet of paper and attached to the application:

- Please list community service/leadership activities: _____

- Please list extracurricular activities: _____

- Please list any special awards and/or recognition that you have received: _____

- Please write an essay (450 words or less; double-spaced) on a topic of your choice.

I authorize the Office of Admissions to disclose pertinent information to the scholarship selection committee as deemed necessary.

Student Signature: _____ Date: _____

**Return to: Office of Admissions, 1201 Locust Ave., Fairmont, WV 26554
Must be received or post-marked by February 1**

<p>Admissions office use only:</p> <p>Admit Type: _____ High School Grade Point Average: _____ College Grade Point Average: _____</p>
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THE
Combined Ability
Scholarship
for Out-of-State Students

The Combined Ability Scholarship is calculated by adding the student's ACT/SAT percentile with the class rank percentile or GPA, whichever is higher.

CRITERIA:

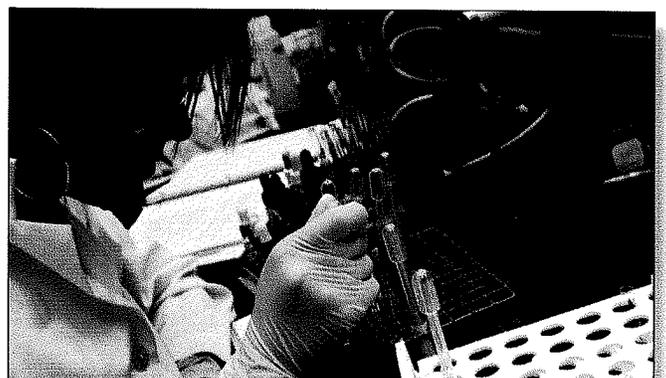
- Combined ability of 130 (minimum GPA of 2.0)
- First time freshman
- Out-of-state
- U.S. citizen
- Complete admissions file (application, high school transcript, test scores)

DEADLINE:

- Rolling (no deadline)

VALUE:

- \$1500 per year
- Renewable for 3 years with at least a 3.0 cumulative college GPA



FAIRMONT
STATE UNIVERSITY



PIERPONT
COMMUNITY & TECHNICAL
COLLEGE

Office of Admissions
1201 Locust Avenue
Fairmont, WV 26554

(800) 641-5678
www.fairmontstate.edu
www.pierpont.edu

Fairmont State University Board of Governors
October 9, 2008

ITEM: Operating Budget Update

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION:

Whereas, the revenues for the 2009 fiscal year can be more accurately projected after Fall enrollment; and

Whereas, it was necessary to adjust the budget lines because of the increased cost of utilities, international student recruitment, student recruitment, financial aid, the cost of the presidential search and other smaller adjustments;

Now, therefore, be it resolved that the University Budget Update listed as “updated 9/23/08” be approved.

STAFF MEMBER: Rick Porto

University Budget Update

Current Budget Condition Surplus/(Deficit)	(\$161,066)
Tuition and Fee Revenue Increase/(Decrease)	\$640,805
Chargeback Revenue Increase/(Decrease)	(\$289,095)
Chargeback Expense Increase/(Decrease)	\$7,732
Teaching Chargeback Revenue Increase/(Decrease)	(\$201,228)
Teaching Chargeback Expense Increase/(Decrease)	(\$1,687)
Sub-total	(\$16,629)
Budget Adjustments	\$132,841
<p style="margin-left: 40px;">Included in the adjustments are costs such as utilities, Presidential search, and the payment for recruitment of international students.</p>	
 Projected Budget Balance	 \$116,212

Additional items for consideration:

- One full-time Admissions Counselors	\$40,000	
- One full-time Admissions Counselor	\$40,000	*
- Two full-time Financial Aid Counselors	\$80,000	*
- Savings from deferring Marketing position for this year	(\$42,000)	*
Sub-total consideration items	\$118,000	
Additional chargeback revenue	<u>\$24,593</u>	*
Total	\$93,407	

Projected Budget Balance	\$22,805
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Updated 09-23-08

**Fairmont State University Board of Governors
October 9, 2008**

ITEM: 2009 Capital Project Budget Update
COMMITTEE: Committee of the Whole

Whereas, the Board of Governors approved the original 2009 Capital Project Budget Plan; and

Whereas, the administration is requesting changes to the capital project list and funding changes to the originally approved plan;

Therefore, be it resolved, that the Board of Governors approves the attached revised 2009 Capital Project Plan.

STAFF MEMBER: Rick Porto

BACKGROUND: Capital Project revision is being requested in the following areas:

- Athletic Capital Project Fund to purchase two vans for the purpose of transporting student athletes to away games. This is replacing two currently leased vehicles. (Cost Estimated \$52,000) Athletic Fund Reserves (after other planned projects - \$206,000)
- Engineering Technology additions project - the cost of classroom technology equipment exceeded the planned cost; and there were some additional clean-up projects for the contractor, such as moving vents. To cover this cost we are requesting moving unneeded funding (\$22,779) from the Feaster Center – Classroom project – which was completed under cost.
- Feaster Center Scoreboard Project – new project to replace existing scoreboard in the Joe Retton Arena with a new scoreboard. The funding for this project would come from two sources, they are:

Athletic Capital Fund	25,000.00
E&G Capital Fund	<u>20,000.00</u>
TOTAL COSTS	\$45,000.00

Note: \$20,000 would come from the E&G Capital Fund since this scoreboard would be used for educational classes occurring in the arena during the day.

- Kennedy Barn – The adjustment for new Phase One costs were approved at the August 14, 2008 meeting. It is necessary to approve the increase of the state funded portion of the Kennedy Barn project by \$88,000.00 and reduce the Locust Avenue project by this same amount.
- Locust Avenue Project – Permission is requested to allow decorative poles for the Campus Drive East traffic signal (Bryant Street entrance). The cost for these poles would be \$6,000.00. Though this part of the offering by the Department of Highways was not accepted at the August 14, 2008 board meeting, the consensus is that it should be approved since it will add viable lighting at a reasonable cost.
- Public Safety Vehicles – It is requested that the Facilities Fee Capital Project Fund be allowed to pay for two needed public safety vehicles. One would replace the current police vehicle (\$26,000) and the other is an additional vehicle that could be driven on non-roadways in the campus, such as the inner campus area, (\$12,000). Current reserves in this Capital Project Fund are \$399,843.

Revised Budget Plan and Funding Plan are attached.

CAPITAL PROJECTS - ACTUAL
FY 2009

Building	Project	Fund/Orig #	Project Budget	PROJECT FUND RESERVES					Facilities Fee	Housing 290600	Foundation Matching	
				E&G Capital 498000	Infrastructure 449000	FS Bond - BBT 907312	HEPC	Student Union 310200				Athletic 330000
Academic Fund	Programmatic Changes (Hunt Haught Painting 1st & 2nd S&S R15.00)	446200/858000	\$ 100,000.00	\$ 100,000.00								
Athletic Fields	Tennis Courts Resurface	447400/855650	\$ 60,000.00	\$ 60,000.00								
Athletic Fields	Upper Practice Field Expansion (seed) - (taken from Landscaping)	447500/855650	\$ 20,000.00	\$ 20,000.00								
Athletics College Apartments	Roof Replacement	290609/855500	\$ 52,000.00	\$ 52,000.00					\$ 52,000.00			
College Apartments	Replace Wall in front of Apartments*	290665/856200	\$ 45,000.00	\$ 45,000.00								
Education Building	Exterior Waterproofing	444200/855700	\$ 185,000.00	\$ 185,000.00				\$ 92,500.00				\$ 45,000.00
Education Building	Roof Replacement	446750/855700	\$ 320,000.00	\$ 170,000.00				\$ 150,000.00				
Engineering Tech Feaster Center	Constructions/Addition HVAC - Offices & Locker Rooms	907312/350010 907312/350025	\$ 265,599.66 \$ 282,751.37	\$ 22,779.21 \$ 282,751.37				\$ 242,820.45 \$ 150,251.37				
Feaster Center	Steps & Elevator	440750/855900 330016/855900	\$ 1,294,468.45 \$ 17,220.79	\$ 397,000.00 \$ 17,220.79				\$ 347,468.45				
Feaster Center	Classroom Walls	447600/855900	\$ 30,000.00	\$ 30,000.00				\$ 30,000.00				
Feaster Center	Pool Painting	330001/855900	\$ 30,000.00	\$ 30,000.00				\$ 30,000.00				
Feaster Center Kennedy Barn/Folklife Center	Scoreboard Renovations Phase I	442900/856400	\$ 45,000.00 \$ 676,228.00	\$ 20,000.00 \$ 338,114.00				\$ 25,000.00				\$ 338,114.00
Infrastructure	Locust Avenue - Utilities Paving, Traffic Signals, & Street Lights	446500/856200	\$ 321,714.00	\$ 18,717.00	\$ 302,997.00							
Infrastructure	IT Infrastructure - Emergency Back-Up	449027/856200	\$ 200,000.00	\$ 200,000.00								
Morrow Hall	Boiler Repair	290652/856800	\$ 14,894.00	\$ 14,894.00								\$ 14,894.00
Pence Hall	Replace lobby, hallway, apartment, and lounge	290611/857700	\$ 44,893.44	\$ 44,893.44								\$ 44,893.44
Public Safety	Vehicle		\$ 26,000.00	\$ 26,000.00								\$ 26,000.00
Public Safety	ATV		\$ 12,000.00	\$ 12,000.00								\$ 12,000.00
Residence Halls	Delayed Egress Exits	290610/857800	\$ 42,000.00	\$ 42,000.00								\$ 42,000.00
Residence Halls	Furniture	290685/857800	\$ 39,262.90	\$ 39,262.90								\$ 39,262.90
Physical Plant	Small Projects Feaster Floor Refinish \$7000; Infrastructure - Stewwork - Pence \$5000; Prichard \$5000; Tennis Court \$8000; Energy Grant \$24,000 NOTE: \$37,760.26 FY 08 encumbrance carry-over	446100/858100	\$ 137,760.26	\$ 137,760.26								
Physical Plant	Landscaping	447700/858400	\$ 80,000.00	\$ 80,000.00								
			\$ 4,383,424.87	\$ 1,474,091.26	\$ 502,997.00	\$ 740,240.27	\$ 825,000.00	\$ 207,000.00	\$ 38,000.00	\$ 257,682.34	\$ 338,114.00	
Athletic Vehicles Engineering	Athletic Capital Reserve Fund \$22,779.21 from Feaster Classroom Walls moved to Eng. Tech cover Change Order											
Feaster Center	\$25,000 from Athletic Capital Fee - \$20,000 moved from Locust Avenue Project E&G Capital Funding											
Kennedy Barn	\$88,114 from Locust Avenue Project E&G Capital Funding to cover E&G portion of change orders											
Locust Avenue	\$20,000 to Feaster Center Scoreboard; \$88,114 to Kennedy Barn/Folklife											
Public Safety Vehicle	Facilities Fee Capital Reserve Fund											

CAPITAL PROJECTS FY 2009 SUMMARY

Project	Original Budget	Budget		Total Budget	Expenses	Encumbrances	Available Budget
		Adjustments					
ATHLETIC FIELD - UPPER PRACTICE FIELD EXPANSION	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	\$ 176.00	\$ -	\$ 19,824.00
ATHLETIC FIELD - TENNIS COURTS RESURFACE	\$ 60,000.00	\$ -	\$ -	\$ 60,000.00	\$ -	\$ -	\$ 60,000.00
ATHLETICS - VEHICLES	\$ 52,000.00	\$ -	\$ -	\$ 52,000.00	\$ -	\$ -	\$ 52,000.00
EDUCATION BUILDING - EXTERIOR WATERPROOFING	\$ 185,000.00	\$ -	\$ -	\$ 185,000.00	\$ -	\$ -	\$ 185,000.00
EDUCATION BUILDING - ROOF REPLACEMENT	\$ 320,000.00	\$ -	\$ -	\$ 320,000.00	\$ -	\$ -	\$ 320,000.00
ENGINEERING TECHNOLOGY ADDITIONS	\$ 242,820.45	\$ 22,779.21	\$ -	\$ 265,599.66	\$ 9,796.02	\$ 255,803.64	\$ -
FEASTER CENTER - CLASSROOM WALLS	\$ 40,000.00	\$ (22,779.21)	\$ -	\$ 17,220.79	\$ 10,502.38	\$ -	\$ 6,718.41
FEASTER CENTER - ELEVATOR & STEPS	\$ 1,418,270.00	\$ -	\$ -	\$ 1,418,270.00	\$ 125,244.24	\$ 23,911.00	\$ 1,269,114.76
FEASTER CENTER - HVAC PHASE II	\$ 282,751.37	\$ -	\$ -	\$ 282,751.37	\$ -	\$ -	\$ 282,751.37
FEASTER CENTER - POOL PAINTING	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	\$ 22,584.90	\$ -	\$ 7,415.10
FEASTER CENTER SCOREBOARD	\$ 45,000.00	\$ -	\$ -	\$ 45,000.00	\$ -	\$ -	\$ 45,000.00
IT INFRASTRUCTURE - IT EMERGENCY BACK-UP	\$ 200,000.00	\$ -	\$ -	\$ 200,000.00	\$ -	\$ -	\$ 200,000.00
KENNEDY BARN - FOLKLIFE	\$ 500,000.00	\$ 176,228.00	\$ -	\$ 676,228.00	\$ 216,535.00	\$ 312,865.00	\$ 146,828.00
LOCUST AVENUE	\$ 429,828.00	\$ (108,114.00)	\$ -	\$ 321,714.00	\$ -	\$ -	\$ 321,714.00
PUBLIC SAFETY VEHICLE	\$ 26,000.00	\$ -	\$ -	\$ 26,000.00	\$ -	\$ -	\$ 26,000.00
PUBLIC SAFETY ATV	\$ 12,000.00	\$ -	\$ -	\$ 12,000.00	\$ -	\$ -	\$ 12,000.00
RESIDENCE HALLS - COLLEGE APARTMENTS C/D ROOF	\$ 55,000.00	\$ 16,632.00	\$ -	\$ 71,632.00	\$ 71,632.00	\$ -	\$ -
RESIDENCE HALLS - COLLEGE APARTMENTS RETAINING WALL	\$ 45,000.00	\$ -	\$ -	\$ 45,000.00	\$ -	\$ -	\$ 45,000.00
RESIDENCE HALLS - FURNITURE	\$ 39,262.50	\$ -	\$ -	\$ 39,262.50	\$ -	\$ 39,262.50	\$ -
RESIDENCE HALLS - MORROW HALL BOILER REPAIR	\$ 14,894.00	\$ -	\$ -	\$ 14,894.00	\$ -	\$ 14,894.00	\$ -
RESIDENCE HALLS - DELAYED EGRESS EXITS	\$ 42,000.00	\$ -	\$ -	\$ 42,000.00	\$ -	\$ 40,972.00	\$ 1,028.00
RESIDENCE HALL - PENCE HALL ASBESTOS ABATEMENT & CARPET	\$ 44,893.44	\$ 774.04	\$ -	\$ 45,667.48	\$ 45,667.48	\$ -	\$ -
ACADEMIC FUND FY 2009	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	\$ 79,933.50	\$ 8,881.50	\$ 11,185.00
PHYSICAL PLANT SMALL PROJECTS FY 2009	\$ 137,760.26	\$ -	\$ -	\$ 137,760.26	\$ 23,892.85	\$ 36,526.23	\$ 77,341.18
LANDSCAPING FY 2009	\$ 80,000.00	\$ -	\$ -	\$ 80,000.00	\$ 16,718.43	\$ 17,225.00	\$ 46,056.57

NOTE: Residence Halls Projects are Auxiliary Budgets

Athletic Vehicles Athletic Capital Reserve Fund
Engineering Technology Additions \$22,779.21 from Feaster Classroom Walls moved to Eng Tech cover Change Order
Feaster Center Scoreboard \$25,000 from Athletic Capital Fee - \$20,000 moved from Locust Avenue Project E&G Capital Funding
Kennedy Barn - Folklife \$88,114 from Locust Avenue Project E&G Capital Funding to cover E&G portion of change orders
Locust Avenue Project \$20,000 to Feaster Center Scoreboard; \$88,114 to Kennedy Barn/Folklife
Public Safety Vehicle & ATV Facilities Fee Capital Reserve Fund

CIP FY 2009

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Fairmont State University Board of Governors
October 9, 2008

ITEM: Fund Managers Balance Sheet

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION:

Whereas, the Board of Governors desires to remedy a past practice and permit Fund Managers to spend part of their accumulated balance; and

Whereas, the Board of Governors wants to avoid a similar buildup of an unfunded liability in the future;

Now, therefore, be it resolved that a sum of \$450,000 be transferred from the unrestricted fund to cover that part of the balance carried on the Fund Manager's balance sheet.

Be it further resolved, that the Provost work with the Deans to allocate these funds to the needs that have the highest priority.

Be it further resolved for the 2009 fiscal year and beyond that, as a general policy, no more than 15 percent of the revenues received in a fiscal year can be carried forward on the Fund Manager's balance sheet.

Be it further resolved that the \$132,004 already carried forward for indirect costs to the 2009 fiscal year be allowed to be spent.

STAFF MEMBER: Rick Porto

BACKGROUND:

The Fund Manager balance sheet is comprised of three major areas: (A) indirect cost funds, (B) savings from salary reduction due to a grant paying a portion of an employee's salary and (C) course fee funds. A brief description of each follows:

(A) Indirect Cost Funds – Indirect cost revenues are received as a part of a grant. They are funds received to cover the overhead involved in the grant process and administration. Fifty (50) percent of these revenues are shared with the Deans, Chairs and Principal Investigator (PI). The other fifty (50) percent goes to support the Graduate/Research Office. The indirect cost percent for Fairmont State University for on campus research is 53.5 percent and 18.0 percent for off campus research. The rates are set by the federal government. For the 2009 fiscal year these funds were rolled over automatically to this year's budget which caused the negative balance.

(B) Savings from Salary Reduction due to a grant paying a portion of the employee's salary – The practice has been to provide a part of the savings to the Fund Manager who arranged

for the grant. These funds can be used at the manager's discretion for purchase of equipment and related other expenses. The past practice has been to allow Fund Manager's to carry up to two year balances on the Fund Manager Balance Sheet. The actual balances, however, were rolled into the unrestricted balances at the end of each fiscal year. Thus, there are no current year revenues to cover the balances.

- (C) Course Fee Funds – Course fee funds are assessed in courses to cover the cost of providing educational equipment and/or activities for the more expensive programs. As with (B), the past practice has been to allow Fund Manager's to carry up to two year balances on the Fund Manager Balance Sheet. The actual balances, however, were rolled into the unrestricted balances at the end of each fiscal year. Thus, there are no current year revenues to cover the balances.

Since the amount of the unfunded cumulative Fund Manager's Balance is \$925,895 as of June 30, 2008, it is recommended that the Fund Managers be allowed to spend part of the balances this fiscal year and payment for these amounts would be covered by a transfer from the unrestricted balances. It is assumed that this issue would be addressed again by the Board of Governors in subsequent fiscal years to deal with the balances left after the \$450,000 has been spent. Further, it is recommended going forward that, as a general policy, no more than 15 percent of the Fund Manager's annual revenue from (A) indirect cost funds, (B) savings from salary reduction and (C) course fee funds, could be carried forward to the new fiscal year.

Fairmont State University Board of Governors
October 9, 2008

ITEM: Approval of temporary revision of
Policy 25: Salary

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION:

Whereas the Fairmont State University Board of Governors on August 14, 2008 voted to propose a suspension of BOG Policy 25: Salary for the 2008-2009 fiscal year; and

Whereas the Board of Governors called for a 30-day public comment period on the proposed suspension; and

Whereas the Board of Governors has received and noted the public comments on the proposed suspension;

Now, therefore, be it resolved that all sections of BOG Policy 25: Salary be retained with the following exceptions or amendments as attached:

(Underline indicates new language for the 2008-2009 fiscal year only; strike-through indicates language to be suspended for the 2008-2009 fiscal year; Section 7 then will be omitted.)

STAFF MEMBER: Rick Porto/Sarah Hensley

BACKGROUND:

With cost of living increase for 2008 at approximately five percent and with limited dollars for pay raises in the current fiscal year, the purpose of the temporary revision is to help faculty and staff keep pace with inflation.

While the amounts for equity and merit will not be large, they are included in the current plan to reinforce the value of including equity and merit components to an overall salary plan and to recognize the hard work that employees already performed to complete their merit-based portfolios.

Fairmont State University Board of Governors
Policy #25

Revised August 27, 2007 and June 15, 2006, originally adopted November 29, 2004

TITLE: SALARY POLICY

SECTION 1. GENERAL

1.1 SCOPE: These salary policies shall be in effect and shall govern the assignment of salaries for employees of Fairmont State University.

1.2 AUTHORITY: West Virginia Code § 18B-1-6; §18B-2A-4.

1.3 Effective Date: November 29, 2004

SECTION 2. PROCEDURES FOR ESTABLISHING SALARY POOLS

2.1 Each year, or from time to time as deemed appropriate, the President shall present to the Board a plan for the distribution of general salary increases to employees. This plan shall address increases for all employees other than the President.

2.2 The general salary increase plan shall be developed after state-wide salary mandates have been accounted for. Statewide salary mandates shall include salary increases for faculty promoted in rank, as well as required incremental funding of the classified employee "entry rate," if applicable.

2.3 After the cost of state-wide salary mandates has been separately accounted for, the President's general salary increase plan shall be submitted to the Board for approval.

2.3.1 The plan shall reflect separately the total projected costs of aggregate salary increases for faculty, for non-classified employees, and for classified employees.

2.3.2 The plan shall reflect the aggregate percentage increase in salary to be paid to faculty, non-classified, and classified employees.

2.3.3 The increase in salary for each of the three groups of employees shall be comparable, but not necessarily equivalent. If the increases are not comparable, the President shall present a justification with the proposal.

~~2.4 The Board shall act, in response to the plan submitted, to establish the aggregate dollars to be allocated each year for general salary increases for each of the three groups of employees. The aggregate increase in dollars shall be distributed the increase in accordance with Sections 3, 4 and 5 of this Policy.~~

SECTION 3. FACULTY SALARY POLICY

The total dollars for this increase in aggregate faculty salaries shall be distributed among faculty as follows:

3.1 The Distribution of Faculty New Pay Monies Each Fiscal Year

3.1.1 Salary Inequities Distributions: ~~Sixty (60)% of the .50 salary increase pool~~ Twenty-five percent (25%) of the total faculty salary pool shall be distributed to address salary inequities until such time that a lower percentage is sufficient to bring all faculty to 90% of their target salary. ~~Of this amount, a minimum of 80% (or 20%) will be used to fund the salary equity model with the balance restricted for special cases at the discretion of the Provost. The salary equity model is based on median data from the College and University Professional Association for Human Resources (CUPA), taking into account discipline and rank. Time in rank and possession of a terminal degree affect the actual target salary as follows:~~

- ~~• The CUPA peer group will be all Bachelor and Masters Institutions.~~
- ~~• No terminal degree – 10% reduction in CUPA base for rank and discipline. This does not apply to C&TC faculty.~~
- ~~• Zero time in rank – 10% reduction in CUPA base for rank and discipline~~
- ~~• Maximum credit for time in rank – 9 years~~
- ~~• Maximum target salary – 110% of CUPA base~~

~~The equity adjustments will have two components, fixed and variable. The maximum possible variable percentage will be no greater than the fixed percentage and will be determined based on dollars available. The variable percentage for each individual will be determined by the difference between their OCR score and the minimal acceptable OCR score. To be eligible for an equity adjustment in any given year, a faculty member must be eligible for a merit increase.~~

3.1.1.1 ~~For the purpose of accelerating approach to target salary, an additional amount of money may be made available by the Board. These dollars will be dispersed as described in 3.1.1.~~

3.1.2 Merit Pay Allocations: The remaining portion of the .50 salary increase pool after Section 3.1.1 is implemented shall be distributed on the basis of merit pay. The procedures for determining merit will be those developed by the faculty in the respective schools and colleges and approved by the Provost.

~~Graduated Rankings of Recipients. The merit raise will have two components, fixed and variable. The maximum possible variable percentage will be no greater than the fixed percentage and will be determined based on dollars available. The variable percentage for each individual will be determined by the difference between their OCR score and the minimal acceptable OCR score. The percentage of the variable component pool available to each School or College will equal the School or College's percentage of the total salary pool. Those rated below a minimal acceptable level as determined by the Provost in consultation with the Faculty will not receive a merit increase.~~

3.1.3 In addition to the equity and merit components, every member of the university faculty will be awarded a 2.5% increase over the member's current base salary.

SECTION 4. CLASSIFIED STAFF SALARY POLICY

4.1 Salaries of classified employees shall be set consistent with Article 9, Chapter 18B of the Code of West Virginia and Series 8, as amended by the Higher Education Policy.

4.2 In computing the salary increases for all classified employees, the target salary under the salary schedule set forth in Section 3, Article 9, Chapter 18B of the Code of West Virginia, as amended, shall be identified. The gaps between the target and current salary shall be established. Salaries of all classified employees shall be increased in equal proportions toward eliminating all gaps; however no raises will be given if the employee's overall job performance evaluation is "unsatisfactory." Beginning January 1, 2007, no raises will be given if the employee's overall job performance evaluation is "needs improvement" or "unsatisfactory."

4.3 Those employees who have reached the top of the salary scale shall be given a 3.0% increase.

SECTION 5. NON-CLASSIFIED SALARY POLICY

The total dollars for the annual increase in aggregate non-classified salaries shall be distributed as a 3.0% salary increase on the base salary. ~~among non-classified staff as follows:~~

- ~~5.1 Salary Inequities Distributions: The President may distribute a portion of the non-classified salary increase pool at his/her discretion to address salary inequities.~~
- ~~5.2 Merit Pay Recipients: The remaining portion of the non-classified staff salary pool shall be distributed on the basis of merit pay.~~
 - ~~5.2.1 Each non-classified employee shall be evaluated at least once each year, to include the Annual Evaluation. The Annual Evaluation will include, but need not be limited to, the Fairmont State Non-Classified Employee Performance Evaluation.~~
 - ~~5.2.2 No employee who receives an overall rating of "unsatisfactory" on the Annual Evaluation form will be eligible for merit pay. Beginning January 1, 2007, no raises will be given if the employee's overall job performance evaluation is "needs improvement" or "unsatisfactory."~~
 - ~~5.3.3 Graduated Rankings of Recipients. Merit recipients will be ranked at level A, B, or C. Those ranked B shall receive a percentage increase in base salary 50% higher than those rated C. Those ranked A shall receive a percentage increase in base salary 100% higher than those rated C.~~

SECTION 6. THE PRESIDENT'S SALARY

No provision herein shall be deemed to apply in any manner to the salary of the Fairmont State University President, whose remuneration shall be set, from time to time, at the will and pleasure of the Board and with the approval of the Policy Commission.

Fairmont State University Board of Governors
October 9, 2008

ITEM: Salary Increases effective November 1, 2008

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION:

Whereas, the Board of Governors has taken action to revise temporarily its Policy 25: Salary; and

Whereas, the Board of Governors wishes to provide salary increases for its faculty and staff; and

Whereas, sufficient budget is available to provide salary increases;

Now, therefore, be it resolved that the Fairmont State University Board of Governors approve a pay raise that will provide the following:

- Faculty will receive a 2.5% across the board raise, with .5% of the dollars available distributed based on equity (60% of the .5%) and merit (40% of the .5%);
- Classified staff will be brought up to Mercer Scale, with all classified staff receiving a minimum of a 3% raise;
- Non-classified staff will receive a 3% across the board raise; and
- Adjunct faculty will receive a 3% across the board raise, beginning with the Spring 2009 semester.

Note: Casual and student employees are not included at this time – students were provided a minimum wage pay raise increase on July 1, 2008.

STAFF MEMBER: Charles J. McClain, Rick Porto

Fairmont State University Board of Governors
October 9, 2008

ITEM: General Investment Contract

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION:

This agenda item is informational only.

The debt service fund must meet reserve requirements. This action is necessary to give added protection to bond holders. The reserves must be invested according to the bond covenants. It is done in what is called a General Investment Contract. One of the holders of Fairmont State University's contract had its ratings downgraded. When that occurred, it had to put up additional collateral or send Fairmont State University a check. It chose to do the latter.

Thus, bond counsel hired Raymond James to bid the funds. This action has occurred and Fairmont state University has a new General Investment Contract with Royal Bank of Canada.

Incidentally, because of the change in market, the interest rate on the new contract is one percent less than the old contract.

STAFF MEMBER: Rick Porto

Fairmont State University Board of Governors
October 9, 2008

ITEM: International Student Enrollment

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION:

This agenda item is informational only.

International recruitment for the Fall 2008 semester was very successful, with the number of international students enrolling at Fairmont State increasing dramatically.

Attached is information on the number of international students, their countries of origin, and the various means by which they were recruited to come to Fairmont.

STAFF MEMBER: Chris Lavorata, Geneva Hines



Fairmont State University & Pierpont Community & Technical College International students

Fall 2008

Argentina	1
Belgium	1
Bulgaria	1
Canada	2
China	16
Croatia	1
Ecuador	1
Germany	2
Haiti	1
Hong Kong	1
India	2
Ireland	1
Israel	1
Jamaica	3
Japan	15
Kenya	1
Kuwait	1
Nepal	49
Russia	1
Serbia	1
South Korea	2
Pakistan	1
United Kingdom	1
<u>Zimbabwe</u>	<u>1</u>
Total	107

Breakdown of student degrees

ESL	14
FSU	68
PC&TC	17
<u>Master's</u>	<u>8</u>
Total	107

Fall 2008 International Student Recruitment Breakdown

We group (EDWISE, AEC)*	47
HEPC grant**	8
Self	32
JCFL ***	15
Fulbright (Argentina)	1
Athletics Basketball	2
Transfer	2

TOTAL	107

* Richard Ferrin's recruiting agency (cost estimate for FY09 is \$100,000)

**Students brought through the recruiting trips from the HEPC grant (grant \$15,000)

*** Our affiliate school in Japan with whom we've had an agreement and who has been sending us students since 1989

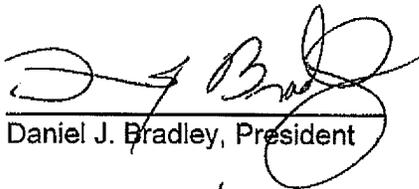
In the 2008 Spring Semester we had 55 international students.

Amendment to Agreement between Fairmont State University and
World Education Group LLC

Purpose: The purpose of the amendment is to change section 6, Service Fee to read as follows:

6. Service Fee – Institution will pay WEG a service fee of \$1,000 per student per academic term for the first two terms of a student's enrollment as a full-time student and \$500 per academic term for each successive term of full-time enrollment, up to four (4) years of continuous enrollment. Payment by Institution will be made within 7 days following the refund deadline, or 30 days from matriculation, whichever comes first, providing Institution has received necessary payment from the student and verification that WEG was responsible for the recruitment of the student. If a student withdraws from Institution at any time during the refund period, Institution will pay WEG a pro-rated service fee based on the funds Institution retains.

For Fairmont State University:

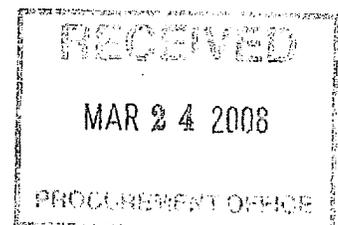

Daniel J. Bradley, President

3/26/08
Date

For World Education Group LLC:


Richard W. Ferrin, President & CEO

3/20/08
Date



INTERNATIONAL STUDENT SERVICE AGREEMENT

This International Student Service Agreement, hereinafter called "Agreement", is made by and between World Education Group, LLC., hereinafter called "WEG", whose principal office is at Suite 6, Box 302, 5201 Kingston Pike, Knoxville, TN 37919, and Fairmont State University, hereinafter called "Institution", a regionally accredited higher education institution, whose principal office is at 1201 Locust Avenue, Fairmont, WV 26554. In all matters, WEG will act as an independent contractor.

1. Purpose. The purpose of this Agreement is to provide for the recruitment and admission of qualified international students to Institution. WEG shall promote Institution and its accredited courses and programs and recruit students in accordance with the provisions of this Agreement. Institution shall provide information to WEG in a timely manner that facilitates the recruitment process and shall have the sole right to make admissions decisions regarding any and all students presented by WEG.
2. WEG Services. WEG will provide the following services to Institution:
 - a. Recruitment of students who meet Institution's expressed qualifications,
 - b. Pre-qualification of prospective students in terms of academic record, financial resources and likelihood of obtaining visas,
 - c. Assistance with staff training in servicing international students,
 - d. Campus visitation each semester to monitor WEG student success and to provide assistance to Institution in improving success and retention,
 - e. Assistance to Institution in communication with WEG students' families, as appropriate and requested,
 - f. Organization of international trips for Institution personnel,
 - g. Electronic consultation on matters relating to WEG students and services,
 - h. Assurance that all WEG representatives will provide accurate information to prospective students, government agencies and any other people or entities who request such information,
 - i. Assistance to Institution with governmental authorities in countries where WEG is working with regard to academic program matters,
 - j. Representation of Institution internationally to the extent that is allowed and desired, and
 - k. Collection of required institutional payments from students for two semesters, wherever possible, and forwarding of such payments to Institution at time of initial enrollment.
3. Expectations for Institution. Institution agrees to the following policies and services in relation to executing this Agreement:
 - a. Make admissions decisions on a rolling basis and communicate such decisions to the student and to WEG within **two (2) weeks** of receipt of all application materials for undergraduates and **four (4) weeks** for graduate students,
 - b. Waive institutional student application fee,
 - c. Implement a program to provide academic advising assistance regarding graduation requirements and course selection prior to student arrival on campus and maintain adequate staff resources to assist International Students with cultural adjustment, immigration advice, and U.S. programs (i.e. social security cards, drivers licenses, etc),
 - d. Arrange for transportation at a reasonable cost, if not free, to and from the nearest major airport at the beginning and end of each academic term, providing Institution has at least two week's notification,
 - e. Provide on-campus housing, with every effort to be made to assign domestic roommates. In such circumstances where such housing is not available, Institution will assist admitted International Students in securing suitable off-campus housing at student expense.

WEG/UC Agreement

- f. Health services and health insurance comparable to what is provided to domestic students.
4. Student Acceptance and Scholarship. Institution agrees to accept all international students recruited through WEG who meet the Institution's admission requirements, providing space is available, and will give full consideration to awarding merit scholarships to such students each year, providing they remain in good academic standing.
5. English Proficiency. With regard to demonstration of English proficiency, while Institution requires a TOEFL score of 500 on the paper exam and 173 on the TOEFL computer based for undergraduate admissions and 550 on the TOEFL paper exam and 213 on the TOEFL computer based for graduate admissions, it agrees to accept students who have lower TOEFL scores with the understanding that such students will be given an English proficiency test upon arrival on campus and placed in an appropriate ESL class, if such classes are available, with such placement to be at Institution's sole discretion. Alternatively, Institution agrees to accept students who have completed an ELS™ Language Center program at the advanced level, i.e. Level 109 for undergraduate and 112 for graduate students, or another, bona fide ESL program presented to Institution by WEG for approval.
6. Service Fee. Institution will pay WEG a First-Year service fee of \$12,000 for the first group of six matriculated students in a single 12-month period and an equal amount for each additional group of six matriculated students during the same period. WEG will not receive any service fee for students on a per-student basis, in compliance with State law. In recognition of ongoing services provided by WEG to Institution, Institution will pay WEG a Successive-Year service fee of \$6,000 for each group of continuing students, up to four (4) years of continuous enrollment. Payment by Institution will be made within 7 days following the refund deadline, or 30 days from matriculation, whichever comes first, providing Institution has received necessary payment from the student and verification that WEG was responsible for the recruitment of the student. If a student withdraws from Institution at any time during the refund period, Institution will pay WEG the service fee based on the funds Institution retains.
7. Other Benefits. From time to time WEG will negotiate special rates with third-party providers, such as international marketing groups, educational fair providers, international travel partners, and the like on behalf of its clients, and will notify Institution of such opportunities. In this regard, WEG has an agreement with the U.S.-China Higher Education Alliance, a non-profit organization established to promote educational linkages between U.S. and Chinese educational institutions and organizations, whereby its clients will be eligible for complimentary membership in USCHEA and thereby have access to Alliance programs and services at member rates. If Institution prefers not to be notified about these special rates and membership opportunities as they become available, the Institution's representative should initial here _____.
8. Length of Agreement. This Agreement shall remain in effect for three (3) years, although either Party may terminate this Agreement upon sixty (60) days written notice being received, with or without cause. Regardless of which Party initiates termination, WEG will be entitled to payment of any monies earned but not yet paid, in accordance with the terms of this Agreement, less any damages that may have been caused by any breach of this Agreement by WEG. Upon termination of this Agreement, WEG will return all material, documentation and other proprietary information pertaining to Institution and will cease from using Institution's information or images, without written consent from Institution.
9. Designation of WEG official as official representative of Institution. To assist WEG in its marketing and promotional efforts on behalf of Institution in various countries, Institution agrees

WEG/UC Agreement

to designate one or more WEG officials or designees as its official representative(s) with title(s) as mutually determined. (See Exhibit A for sample letter.) Such designation shall be compensated as part of the fees outlined in Paragraph 6 and shall not indicate nor imply nor be used to suggest an employment relationship with Institution.

10. Agent Non-competition. WEG will provide Institution with a list of representatives and agents with whom it is working. Institution agrees not to work directly with such individuals, except as authorized in writing by WEG. If approached by such a listed agent or representative, Institution agrees to notify them that Institution has made this agreement with WEG and to invite them to work through WEG in any dealings with Institution.

11. Mediation and Arbitration. If a dispute arises under this Agreement, the Parties agree to try to resolve it between themselves. If unsuccessful, then the Parties agree to seek the help of a mutually agreed-upon mediator in the State in which the Institution's principal office is located. The Parties shall share equally any costs and fees associated with the mediation, except for attorney fees which shall be borne by the Party hiring any such attorney(s). If it proves impossible to arrive at a mutually satisfactory solution through mediation, the Parties agree to submit the dispute to binding arbitration in the State in which the Institution's principal office is located, under the rules of the American Arbitration Association. Judgment upon the award rendered by the arbitrator may be entered in any court with jurisdiction to do so.

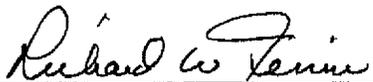
12. Survivability. Both Parties agree to be bound by this Agreement, unless amended, regardless of a change in administrative leadership or organizational structure.

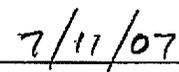
13. Jurisdiction. This Agreement shall be governed by the laws of the State in which the Institution's principal office is located.

14. Amendments. This Agreement may only be amended or modified by written consent of both Parties.

IN WITNESS WHEREOF, this Agreement has been duly executed by the Parties as of the date listed below:

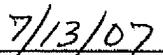
For World Education Group, LLC:


Richard W. Ferrin, President & CEO


Date

For Institution:


Rick A. Porto, VP for Administrative & Fiscal Affairs


Date

Fairmont State University Board of Governors
October 9, 2008

ITEM: Approval of Presidential Search Procedure

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION:

Whereas, Higher Education Policy Commission “Title 133, Series 5: Guidelines for Governing Boards in Employing and Evaluating Presidents or other Administrative Heads” requires the Fairmont State University Board of Governors to adopt a procedure to govern the search; and

Whereas, the Higher Education Policy Commission must approve the procedure prior to its being implemented; and

Whereas, the Fairmont State University Board of Governors wants to involve all constituent groups and the community in the selection of a new president;

Now, therefore, be it resolved, that the Fairmont State University Board of Governors approves the attached Presidential Search Procedure and directs the administration to forward it to the Higher Education Policy Commission for approval.

STAFF MEMBER: Sarah Hensley

Proposed Search Procedure for President of Fairmont State University

Chronology:

September 11, 2008	Board appoints presidential search committee and charges Executive Committee with final selection of search firm
October 9, 2008	Board approval of search procedure
TBA	HEPC approval of presidential search procedure
On or before October 15, 2008	Search firm develops position description
On or before November 1, 2008	Begin national distribution of position announcement
December 15, 2008	Full consideration date for receipt of presidential nominations and applications;
February 15, 2008	Begin on-campus interviews with finalists
April 9, 2008	Board selects and announces new FSU President

Search Committee Membership:

The Search Committee will be appointed by the Board of Governors and constituted as follows:

- Any member of the BOG who wishes to serve
- Three additional faculty members named by Faculty Senate
- One additional classified staff member
- One administrator
- Representative of the Fairmont State Foundation
- Representative of the Fairmont State Alumni Association
- Representative of the Fairmont State Athletic Association
- Five community representatives
- Chancellor (Ex-officio)
- FSU Interim President (Ex-officio)
- Pierpont Community & Technical College President (Ex-officio)

Administrative Staff for Search:

The President's office staff will provide assistance and support for the search process.

Confidentiality Oath:

Section 2.4 of the HEPC rule on presidential employment and evaluation states, "Members of the governing board, or any search committee appointed, may not provide information about the names or backgrounds of any candidates, without their consent, to anyone who is not a member of the governing board or search committee, or authorized agents or staff as designated in the search procedures approved by the Commission."

To adhere to this rule, and to emphasize the need for complete confidentiality and discretion during the presidential search process, all members of the Board and the presidential search committee, and any administrative staff assisting with the search, will be asked to sign a confidentiality statement confirming their commitment to abide by this rule.

RFP for Search Firm/Consultant:

The Board will direct the administration to develop and issue a Request for Proposals from search firms to assist in the process of selecting a president for Fairmont State University. The administration will evaluate the proposals submitted and make recommendation to the Board's Executive Committee. The Executive Committee will make the final determination on awarding of a contract by delegation of the board.

Statement of Characteristics and Position Announcement:

The search firm, after soliciting campus input, will develop a Statement of Characteristics and Position Announcement, to be approved by the Search Committee Chair and Vice-Chair. The campus input must include but not be limited to: focus groups with the Faculty Senate, Classified Staff Council, and Student Government.

Advertising the Position:

The search firm will ensure that the Position Announcement is adequately distributed nationally in order to attract the deepest and most diverse pool possible.

Screening Process:

- (A) The search firm will facilitate, in cooperation with the Interim President, preliminary screening of applicants. The Interim President and his staff are to be responsible for selecting the top ten applications.

- (B) The Search Committee will review the applicants on their own schedule and rate them with a rating scale provided by the search firm. The top five candidates will be selected via this process.
- (C) A subcommittee of the committee chair, vice-chair and three other members of the Search Committee appointed by the chair of the Search Committee will interview the top five candidates away from campus. The subcommittee will pick three finalists.
- (D) The three finalists will come to campus for interviews, which will include open forums with faculty, classified and non-classified staff, students, alumni and the community. The Search Committee will make comment sheets available to provide a mechanism for input from those who attend the forums.
- (E) Following the campus visits, the Search Committee will meet to develop a list of strengths and weaknesses for each of the finalists and submit them to the Board of Governors.
- (F) The Board of Governors will make the final selection.

Background Checks:

The search firm is responsible for conducting thorough background checks on the finalists.

Budget:

The Board of Governors will direct the Interim President to establish a specific budget account for support of the search process. All costs associated with the search will be paid from this account.

Fairmont State University Board of Governors
Meeting of October 9, 2008
Falcon Center Board Room
1:30 p.m.

AGENDA

Call to Order

1. Opening Comments
2. Last Call for Public Comment Sign-up
3. Approval of Minutes (September 11, 2008)

Tab 1 Action Item

Operations Reports

1. Faculty Senate Report (*Chuck Shields*)
2. Classified Staff Report (*Harriet Bower*)
3. Student Government Report (*Kelley Bronson*)
4. Foundation Report (*Jean Ahwesh*)
5. Alumni Association Report (*Devanna Corley*)
6. Athletic Association Report (*Rusty Elliott*)
7. Chairman's Report

Committee of the Whole

1. Financial Report
2. Enrollment Management Initiatives
3. Operating Budget Update
4. Capital Budget Update
5. Fund Managers Balance Sheet
6. Salary Policy Temporary Revision
7. Salary Increase
8. General Investment Contract
9. International Student Enrollment
10. Approval of Presidential Search Procedure

Tab 2 FYI
Tab 3 FYI
Tab 4 Action Item
Tab 5 Action Item
Tab 6 Action Item
Tab 7 Action Item
Tab 8 Action Item
Tab 9 FYI
Tab 10 FYI
Tab 11 Action Item

Old Business

New Business

Public Comment

Possible Executive Session

_____ moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go to into Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person.

Next meeting date is Thursday, November 13, 2008 in the Board Room – Falcon Center

Notes