

October 17, 2013

Board of Governors



AGENDA
FSU BOARD OF GOVERNORS' MEETING
OCTOBER 17, 2013, 9:00 A.M.
LOCATION: GASTON CAPTERTON CENTER
501 WEST MAIN STREET, CLARKSBURG, WV



- I. **CALL TO ORDER**
 - A. Roll Call
 - B. Public Comment
 - C. Approve Agenda *Action Item*

- II. **APPROVAL OF MINUTES OF AUGUST 15, 2013**..... *Tab 1 Action Item*

- III. **CHAIRMAN'S REPORT**

- IV. **PRESIDENT'S REPORT**

- V. **REPORTS AND PRESENTATIONS**
 - A. Foundation (Will Armistead)
 - B. Construction Project Updates (Tom Tucker)

- VI. **CONSENT AGENDA**..... *Tab 2 Action Item*
 - A. Financial Reports (Months Ending 7/31/13 and 8/31/13)
 - B. Capital Projects 2014

- VII. **ACADEMIC AFFAIRS/ADMISSIONS COMMITTEE (John Myers, Chair)**
 - A. Approval of MBA Program Review..... *Tab 3 Action Item*
 - B. Approval of Campus Compact Goals *Tab 4 Action Item*

- VIII. **ATHLETIC AFFAIRS COMMITTEE (Frank Washenitz, Chair)**

- IX. **BOG OPERATING PROCEDURES COMMITTEE (Ron Tucker, Chair)**

- X. **ENROLLMENT COMMITTEE (Dixie Yann, Chair)**

- XI. **FINANCE COMMITTEE (Mark Pallotta, Chair)**
 - A. Approval of Correction to the Housing Master Plan *Tab 5 Action Item*
 - B. 2014 Capital Project Submission *Tab 6 Action Item*
 - C. Approval of Architect for Feaster Center Renovations..... *Tab 7 Action Item*

- XII. **EXECUTIVE COMMITTEE (Ron Tucker, Chair)**

- XIII. **POSSIBLE EXECUTIVE SESSION - Under the Authority of West Virginia Code §6-9A-4 To Discuss Property Issues**

- XIV. **ADJOURNMENT**

**NEXT MEETING: DECEMBER 12, 2013, AT 9:00 A.M.,
LOCATION: BOARD ROOM, 3RD FLOOR FALCON CENTER,
1201 LOCUST AVENUE, FAIRMONT, WV**

Tab 1



FAIRMONT STATE UNIVERSITY
BOARD OF GOVERNORS
MEETING MINUTES
AUGUST 15, 2013, 9:00 A.M.
BOARD ROOM, FALCON CENTER
1201 LOCUST AVE., FAIRMONT, WV

I. CALL TO ORDER

A. Roll Call

Chairman Ron Tucker convened a meeting of the Fairmont State University (FSU) Board of Governors on August 15, 2013, beginning at approximately 9:00 a.m. in the Board Room at the Falcon Center, 1201 Locust Avenue, Fairmont, West Virginia.

At the request of Chairman Tucker, Judy Biafore conducted a roll call of the Board of Governors. Present for the meeting were board members Chris Courtney, Bryan Foley, Holly Fluharty, Bob Mild, John Myers, Mark Pallotta, Ron Tucker, John Shirrpa, Bryan Towns, and Frank Washenitz. Member Shirley Stanton was present after the roll call. Dixie Yann attempted to participate by phone, but because the conferencing equipment malfunctioned, she was unable to connect to the meeting. Also in attendance were President Rose and President's Council members Rick Porto, Ann Booth, Kaye Widney, and Chris Lavorata, Athletic Director, Tim McNeely, Assistant Vice President of Facilities, Tom Tucker, and FSU ACCE Representative, Sherry Mitchell.

B. Public Comment

Chris Courtney reported that no one signed up for public comment.

C. Approval of Agenda

Bryan Towns made a motion to approve the agenda. Bob Mild seconded. The motion passed.

II. APPROVAL OF MINUTES OF JUNE 20, 2013

John Myers made a motion to approve the minutes of June 20, 2013, and Bryan Foley seconded. The motion passed.

III. CHAIRMAN'S REPORT

- A. Chairman Ron Tucker invited all of those have not yet had the opportunity to see the new Turley Center to take a tour of the new facility. He said it was a remarkable facility and should be a great benefit to students. He also said Hardway Hall construction is still ongoing. For the most part, the first and third floors are completed; however, the second floor construction is still in the beginning stages. The new windows for the facility will not be installed for a few weeks yet.
- B. Chairman also stated that the women's tennis team has been named 2013 All-Academic Team along with six girls on the team being named an ITA Scholar-Athlete. The team had a 3.7 overall team GPA.
- C. Chairman Tucker also stated that the Fairmont State Alumni Association is hosting a welcome reception for Head Coach Jason Woodman as the Fighting Falcons prepare to kick off the 2013 football season. Woodman and his staff will be available to meet and greet Falcon Fans during the event scheduled for 4:30 p.m. to 7:00 p.m. Thursday, Aug. 29, 2031, at the Erickson Alumni Center. Admission is free and open to the public. Hors d'oeuvres and beverages will be available. He urged all to attend.
- D. He also reminded all in attendance that the first football game, and a home game, will be Thursday, September 5, 2013, at 7:00 p.m. against Seton Hill.
- E. Chairman Tucker thanked all who attended the HEPC Summit last weekend and reminded everyone that the next FSU Board of Governors' Meeting will be held at the Gaston Caperton Center in Clarksburg on Thursday, October 17, 2013, beginning with a continental breakfast at 8:30 a.m.
- F. Also during this August 15, 2013, meeting, Chairman Tucker welcomed and recognized new board members Holly Fluharty and John Schirripa.

IV. PRESIDENT'S REPORT

- A. President Rose reported that there are a lot of changes on campus this week because all faculty returned on Monday and this was also Professional Development Week.
- B. She stated that the opening session for Professional Development Week included all faculty and staff members. New Faculty members were introduced. The number for new faculty consisted of replacing those members who had retired or had accepted positions elsewhere. Also, now that coaches have been relieved of teaching duties, more faculty were added in the School of Education, Health and Human Performance area.

Fairmont State University Board of Governors
Meeting Minutes
August 15, 2013 - Cont'd

C. President Rose stated that during this week before classes start, there was new faculty orientation, an instructor exchange program, Title IX training for all employees, data and iPad training, tours of the new Turley Student Services Center, and other individual school and department meetings.

D. She also informed those in attendance who our students are. She shared the following statistics concerning Fairmont State University students:

58% Female
88% White
93% West Virginians
24 Average Age
60% ACT Score between 18-23
20% ACT Score 24 or higher
67% Top ½ of Graduating (high school) Class

President Rose also stated that many of the students are first generation college students.

E. President Rose stated that there will also be a new student convocation and picnic this Friday and that classes will begin on Monday.

V. REPORTS AND PRESENTATIONS

A. Foundation (Will Armistead)

Mr. Will Armistead reported for the Fairmont State Foundation. He stated the current total assets of the Foundation are \$19.1 million which is an increase in \$1.6 million from the report at the last meeting on June 20, 2013.

Mr. Armistead stated that the Foundation was very happy to receive the William C. Waters bequest of \$730,000, and that there is another bequest that will be publicized soon which is in the excess of \$330,000.

He also stated that the Foundation successfully raised the full allotment to the Neighborhood Investment Program (NIP) and awarded 100% of the initial and supplemental tax credit allotments, or \$205,000 in contributions for scholarship aid. He also said that they have applied to participate in NIP for this fiscal year and will be notified in September as to the amount of credits.

Mr. Armistead reported that the Foundation has received contributions for impact scholarships in support of the Schools of Education, Science and Technology, and Fine Arts. He said they also received contributions for Athletics.

Mr. Armistead also reported that the Foundation added four new members to its' Board. They are: Dr. Pat Sloan, Johnson City, TN; Dr. Sandra Vanin, Morgantown, WV; Mr. Dick Moore, Fairmont, WV; and Mr. Jonathan Dargusch, Wheeling, WV.

B. Construction Project Updates (Tom Tucker)

Mr. Tom Tucker, Assistant Vice-President for Facilities, gave an update on the various projects that are currently underway on campus. Weekly updates are available online at: <http://www.fairmontstate.edu/adminfiscalaffairs/physical-plant/construction-projects>.

VI. CONSENT AGENDA

Mark Pallotta moved to accept an item included with the Consent Agenda. This was a Falcon Center Capital Project item to change from fabric duct replacement and instead use the monies for the Falcon Center Gyms and Weight and Fitness Lighting Replacement. Bob Mild seconded. The motion passed.

Mark Pallotta moved to accept the following Consent Agenda:

- A. Financial Report (ending 5/31/13 and 6/30/13)
- B. Capital Projects 2013 Update

John Myers seconded. The motion passed.

VII. ACADEMIC AFFAIRS/ADMISSIONS COMMITTEE (John Myers, Chair)

A. Curriculum Name Changes

John Myers made a motion to accept name changes for the following degrees:

Bachelor of Arts, Communication to Bachelor of Arts, Communication Arts;

Bachelor of Science, Health Science to Bachelor of Science, Community Health Education;

Bachelor of Arts, Health Education Teacher Education to Bachelor of Arts, School Health Education.

Mark Pallotta seconded. The motion passed.

VIII. ATHLETIC AFFAIRS COMMITTEE (Frank Washenitz, Chair)

Mr. Frank Washenitz, Chair of the Athletic Affairs Committee, reported that the Committee had met and will have some new initiatives in the upcoming months.

IX. BOG OPERATING PROCEDURES COMMITTEE (Ron Tucker, Chair)

Chairman Tucker stated there were no items to bring forth by the BOG Operating Procedures Committee.

X. ENROLLMENT COMMITTEE

Kaye Widney, Vice President for Student Services, discussed the following information provided via a handout:

Status of Fall 2013 Term Registration Activity:

- As of 8-11-2013, 3,827 graduate and undergraduate FSU students have registered for Fall 2013 classes (includes 709 entering freshmen)
- Add/drop week will run through 8-23-13; students have an opportunity to adjust fall term schedule through this period

Status of Fall 2013 Term Welcome Weekend for Entering Students:

- Official residence hall move-in begins at 8:00 a.m. on 8-16-13; over 100 student and staff volunteers are in place to assist students and parents with this process
- 392 students have registered for Welcome Weekend (293 FSU/99 PCTC)
- FSU Convocation in Colebank Hall will begin at 1:30 p.m., followed by academic orientation and family programming
- Enrollment Services Offices will remain open until 7:30 p.m. for students and families on Friday
- Scheduled programs continue throughout the weekend

Status of Fall 2013 Scholarships:

- 12 McClain Scholarship recipients are registered for fall term
Value is funding from PROMISE, PROMISE BEYOND (covers the difference in PROMISE and tuition/fees, \$1,000 per year for books and \$7,686 per year for room and board)
- 27 McClain Finalist Scholarship recipients are registered (84% retention rate for the finalists since 2009) Value of award is \$1,500 plus PROMISE Beyond
- Out of State Neighbors Scholarships
-57 registered students have OSS Neighbors scholarships, value is \$1,500
- PROMISE AND PROMISE Beyond Scholarships

176 PROMISE Beyond Scholarships have been accepted by entering students who are registered (107 FSU PROMISE freshmen enrolled last year)

498 PROMISE recipients are registered for Fall Term

Turley Student Services Center:

- Ribbon cutting was held on August 1, 2013 – 16 offices/units are located in this building
- Currently seeing about 200 students a day in the Enrollment Services area; receiving about 500 phone calls daily

Fall Campus Visitation Day will be held on November 2, 2013.

XI. FINANCE COMMITTEE (Mark Pallotta, Chair)

A. Approval To Request Architect Services for Feaster Center Gym Floor and Bleacher Replacement

Bob Mild made a motion to approve the request for architect services for the Feaster Center gym floor and bleacher replacement. Frank Washenitz seconded. The motion passed.

B. Approval of Architect for Design and Underwriting for Phase One Apartments of the Master Plan

John Myers made a motion to approve the request for McKinley & Associates Architects for design and underwriting for Phase One of the apartments. Bryan Towns seconded. The motion passed.

C. Capital Projects summary Report for Fiscal Years 2004-2013

No action required. Information only item.

D. 2013-2014 Academic Year Fee Information

No action required. Information only item.

E. Capital Appropriation Request for FY 2015

Mr. Mark Pallotta made a motion to approve the E & G Capital Appropriation Request which included a change on page 56, second line item, "Student Housing Apartments (Demolition of Existing)" to \$20,000,000.

Mr. Bryan Foley seconded. The motion passed.

F. FY 2015 Appropriation Request (Handout at meeting - due by the end of August to the State)

Dr. Bob Mild made a motion to approve the FY 2015 Appropriation Request and Dr. Chris Courtney seconded. The motion passed.

XII. EXECUTIVE COMMITTEE (Ron Tucker, Chair)

Chairman Tucker stated there were no items to bring forth by the Executive Committee.

XIII. POSSIBLE EXECUTIVE SESSION

Mark Pallotta made a motion to go into Executive Session "Under the Authority of West Virginia Code §6-9A-4" to discuss property issues. Bob Mild seconded. The motion passed.

Mark Pallotta made a motion to reconvene in open session. Bryan Towns seconded. The motion passed.

There was no action on any item discussed in Executive Session.

XIV. ADJOURNMENT

Bryan Towns made a motion to adjourn the meeting. Mark Pallotta seconded. The motion passed.

Ron Tucker

FSU Board of Governors' Chairman

Dixie Yann

FSU Board of Governors' Secretary

Tab 2

**Fairmont State University
Board of Governors
Financial Report
for the period ending July 31, 2013**

Unrestricted Fund:

The budget deficit planned for 2014 at the end of July increased by \$5,400 from \$-1,080,601 to \$-1,086,001 due to employee change to benefit coverage for PEIA.

Tuition and Fee revenue through the end of July is at 40.49% and we received 30.45% of budgeted revenue through the end of July. Non-operating revenue is at 23.24% of budget. Operating expenses through July is at 4.31% of budget. The actual surplus condition at the end of July is \$11,068,116.

Note: The accrual entry process for FY 2013 is just beginning and it is too soon to predict the increase in net assets for 2013.

Auxiliary Fund:

The Auxiliary Budget Actual Transfer to Reserve increased by \$12,548 to \$1,684,510.

Auxiliary Enterprise revenue achieved 33.51% of budget and we received 18.23% of the overall operating revenue plan. Operating expenses through the end of July is at 4.94% of budget. The actual surplus condition through the end of July is \$1,871,809.

Restricted Fund:

New grants were awarded to the University as follows:

- Appalachian Teaching - \$4,000
- WV Symphony - \$7,200
- Tobacco Free Falcons - \$4,000

The Restricted Fund revenue achieved 0.29% of budget and the operating expense achieved 0.20% of budget. The actual surplus at the end of July is at \$8,387.

Please find the attached financial reports for the period ending July 30, 2013.

Fairmont State University
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted
As of July 31, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	24,189,764	24,189,764	9,794,655	40.49
	Student Activity Support Revenue	566,488	566,488	0	0.00
	Faculty Services Revenue	1,272,439	1,272,439	0	0.00
	Operating Costs Revenue	2,215,137	2,215,137	0	0.00
	Support Services Revenue	3,541,804	3,520,311	0	0.00
	Other Operating Revenues	402,311	402,311	1,609	0.40
	Total:	32,187,942	32,166,449	9,796,264	30.45
OPERATING EXPENSE					
	Salaries	24,883,501	25,011,790	949,476	3.80
	Benefits	6,389,571	6,411,726	211,414	3.30
	Student financial aid-scholarships	2,186,184	2,186,184	14,347	0.66
	Utilities	1,747,900	1,747,900	26,122	1.49
	Supplies and Other Services	8,068,528	7,209,980	724,168	10.04
	Equipment Expense	1,270,888	1,250,325	63,393	5.07
	Fees retained by the Commission	185,560	185,560	0	0.00
	Assessment for Faculty Services	1,302,589	1,302,589	0	0.00
	Assessment for Support Services	283,799	282,102	0	0.00
	Assessment for Student Activity Costs	391,314	391,314	0	0.00
	Assessment for Operating Costs	135,289	127,104	0	0.00
	Total:	46,845,123	46,106,574	1,988,920	4.31
OPERATING INCOME / (LOSS)		(14,657,180)	(13,940,125)	7,807,344	(56.01)
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	16,281,666	16,281,666	3,256,333	20.00
	Gifts	20,000	22,406	1,600	7.14
	Investment Income	266,166	266,166	(887)	(0.33)
	Assessment for E&G Capital & Debt Service Costs	(2,558,111)	(2,558,111)	0	0.00
	Total:	14,009,721	14,012,127	3,257,046	23.24
TRANSFERS & OTHER					
	Capital Expenditures	(146,671)	(164,671)	0	0.00
	Transfers for Debt Service	(64,802)	(64,968)	0	0.00
	Transfers for Financial Aid Match	(82,807)	(82,807)	0	0.00
	Indirect Cost Recoveries	12,000	21,785	3,726	17.10
	Transfers for Capital Projects	0	(754,239)	0	0.00
	Transfers for Scholarships	(113,104)	(113,104)	0	0.00
	Transfers - Other	(37,758)	0	0	0.00
	Total:	(433,142)	(1,158,004)	3,726	(0.32)
BUDGET BALANCE		(1,080,601)	(1,086,001)	11,068,116	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		13,868,486	13,868,486		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>12,787,885</u>	<u>12,782,485</u>		

* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2013 in the amount of \$7,781,862

Unrestricted Net Asset Balance is 30.08% of the current budget total operating expense.

Auxiliary
Actual vs Budget Statement of Revenues and Expenses
Board of Governors
As of July 31, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	6,665,676	6,665,676	2,233,732	33.51
	Athletic Sponsorships	13,100	13,100	0	0.00
	Auxiliary Fees & Debt Service Support Revenue	5,325,355	5,325,355	0	0.00
	Other Operating Revenues	314,438	314,438	12,294	3.91
	Total:	12,318,569	12,318,569	2,246,026	18.23
OPERATING EXPENSE	Salaries	2,509,686	2,509,686	163,607	6.52
	Benefits	619,191	619,191	31,421	5.07
	Student financial aid-scholarships	593,042	593,042	2,205	0.37
	Utilities	817,805	817,805	4,076	0.50
	Supplies and Other Services	2,672,633	2,672,633	152,834	5.72
	Equipment Expense	75,693	75,693	5,777	7.63
	Loan cancellations and write-offs	1,154	1,154	0	0.00
	Total:	7,289,204	7,289,204	359,921	4.94
OPERATING INCOME / (LOSS)		5,029,365	5,029,365	1,886,105	37.50
NONOPERATING REVENUE (EXPENSE)	Interest on capital asset related debt	(141,279)	(141,279)	(6,801)	4.81
	Total:	(141,279)	(141,279)	(6,801)	4.81
TRANSFERS & OTHER	Capital Expenditures	(153,206)	(153,206)	(7,495)	4.89
	Transfers for Debt Service	(3,160,050)	(3,160,050)	0	0.00
	Transfers for Financial Aid Match	(3,425)	(3,425)	0	0.00
	Transfers for Scholarships	113,104	113,104	0	0.00
	Total:	(3,203,576)	(3,203,576)	(7,495)	0.23
BUDGET BALANCE - Projected Transfer to Reserves		1,684,510	1,684,510	1,871,809	
Add: PROJECTED NET ASSETS - Beginning of Year		<u>8,583,066</u>	<u>8,583,066</u>		
Equals: PROJECTED NET ASSETS - End of Year		<u>10,267,576</u>	<u>10,267,576</u>		

* Projected Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2013 in the amount of \$923,219

* Auxiliary Net Assets are required to support future repair and replacement costs. Planning activities are in progress to document a 20 year plan to support each auxiliary enterprise capital repair/replacement need.

FAIRMONT STATE UNIVERSITY
Actual vs Budget Statement of Revenues and Expenses
Current Restricted
As of July 31, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Federal Grants and Contracts	25,289,453	25,289,453	88,697	0.35
	State/Local Grants and Contracts	6,400,887	6,400,887	9,200	0.14
	Private Grants and Contracts	2,189,310	2,189,310	(106)	0.00
	Other Operating Revenue	(2,315)	(2,315)	0	
	Total:	33,877,335	33,877,335	97,791	0.29
OPERATING EXPENSE	Salaries	470,440	470,440	21,233	4.51
	Benefits	82,616	82,616	3,045	3.69
	Student financial aid - scholarships	41,969,614	41,969,614	11,612	0.03
	Utilities	0	0	0	0.00
	Supplies and Other Services	961,725	961,725	39,860	4.14
	Equipment Expense	95,091	95,091	9,927	10.44
	Total:	43,579,485	43,579,486	85,677	0.20
OPERATING INCOME / (LOSS)		(9,702,150)	(9,702,151)	12,113	-0.12
NONOPERATING REVENUE (EXPENSE)	Federal Pell Grant Revenues	9,500,000	9,500,000	0	0.00
	Gifts	(2,307)	(2,307)	0	
	Investment Income	0	0	(0)	
	Total:	9,497,693	9,497,693	(0)	0.00
TRANSFERS & OTHER	Capital Expenditures	0	0	0	0.00
	Transfers for Fin Aid Match	82,714	82,714	0	0.00
	Indirect Cost Recoveries	(18,679)	(18,679)	(3,726)	19.95
	Transfers - Other	0	0	0	
	Total:	64,035	64,035	(3,726)	-5.82
BUDGET BALANCE		(140,422)	(140,423)	8,387	(5.97)
* Add: RESTRICTED NET ASSETS - Beginning of Year		188,140	188,140		
** Equals: PROJECTED RESTRICTED NET ASSETS - End of Year		<u>47,718</u>	<u>47,717</u>		

**Fairmont State University
Board of Governors
Financial Report
for the period ending August 31, 2013**

Unrestricted Fund:

The budget deficit planned for 2014 at the end of August increased by \$45,814 from \$-1,086,001 to \$-1,131,815. The approval by the Board to hire an architect for the Feaster Center bleachers and floor of \$100,000 lent to the increase in the deficit. This was offset by reductions in the student activities budget due to student fee revenue reductions that have occurred. The student fee revenues budget adjustment will occur in the month of October.

Tuition and Fee revenue through the end of August is at 46.17% and we received 35.20% of budgeted revenue through the end of August. Non-operating revenue is at 16.58% of budget. Operating expenses through August is at 11.38% of budget. The actual surplus condition at the end of August is \$7,521,738.

Auxiliary Fund:

The Auxiliary Budget Actual Transfer to Reserve increased by \$9,790 to \$1,694,300 due to savings in position budgets and related benefits.

Auxiliary Enterprise revenue achieved 39.38% of budget and we received 34.60% of the overall operating revenue plan. Operating expenses through the end of August is at 13.12% of budget. The actual surplus condition through the end of August is \$3,283,540.

Restricted Fund:

New grants were awarded to the University as follows:

- Professional Development Schools - \$114,833
- Project Atlas for OSIX - \$2,657

Existing Grant Budget Changes:

- TEP County Partnerships Mon County BOE - \$10,000
- HEPC HERA Award Close-out - \$-654
- HEPC 2013 Challenge – grand reduction - \$-6,000

The Restricted Fund revenue achieved 37.03% of budget and the operating expense achieved 39.35% of budget. The actual deficit at the end of August is at \$-500,408. This deficit is due to advanced disbursement of promise funds prior to receipt of same from the Higher Education Policy Commission.

Please find the attached financial reports for the period ending August 31, 2013.

Fairmont State University
 Actual vs Budget Statement of Revenues and Expenses
 Current Unrestricted
 As of August 31, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	24,189,764	24,189,764	11,167,918	46.17
	Student Activity Support Revenue	566,488	566,488	147,265	26.00
	Faculty Services Revenue	1,272,439	1,272,439	0	0.00
	Operating Costs Revenue	2,215,137	2,212,618	0	0.00
	Support Services Revenue	3,541,804	3,532,288	0	0.00
	Other Operating Revenues	402,311	402,303	9,859	2.45
	Total:	32,187,942	32,175,900	11,325,042	35.20
OPERATING EXPENSE					
	Salaries	24,883,501	24,978,811	2,195,647	8.79
	Benefits	6,389,571	6,396,142	588,928	9.21
	Student financial aid-scholarships	2,186,184	2,194,684	957,365	43.62
	Utilities	1,747,900	1,747,900	122,822	7.03
	Supplies and Other Services	8,068,528	7,197,557	1,122,737	15.60
	Equipment Expense	1,270,888	1,248,210	104,421	8.37
	Fees retained by the Commission	185,560	185,560	0	0.00
	Assessment for Faculty Services	1,302,589	1,302,589	0	0.00
	Assessment for Support Services	283,799	282,102	0	0.00
	Assessment for Student Activity Costs	391,314	391,314	147,265	37.63
	Assessment for Operating Costs	135,289	127,104	0	0.00
	Total:	46,845,123	46,051,972	5,239,185	11.38
OPERATING INCOME / (LOSS)		(14,657,180)	(13,876,073)	6,085,857	(43.86)
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	16,281,666	16,281,666	3,256,333	20.00
	Gifts	20,000	22,406	2,600	11.60
	Investment Income	266,166	266,166	3,581	1.35
	Assessment for E&G Capital & Debt Service Costs	(2,558,111)	(2,558,111)	(939,095)	36.71
	Total:	14,009,721	14,012,127	2,323,419	16.58
TRANSFERS & OTHER					
	Capital Expenditures	(146,671)	(179,671)	0	0.00
	Transfers for Debt Service	(64,802)	(64,968)	0	0.00
	Transfers for Financial Aid Match	(82,807)	(82,807)	(40,357)	48.74
	Indirect Cost Recoveries	12,000	16,919	7,058	41.72
	Transfers for Capital Projects	0	(854,239)	(854,239)	100.00
	Transfers for Scholarships	(113,104)	(113,104)	0	0.00
	Transfers - Other	(37,758)	10,000	0	0.00
	Total:	(433,142)	(1,267,870)	(887,538)	70.00
BUDGET BALANCE		(1,080,601)	(1,131,815)	7,521,738	
Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year		13,868,486	13,868,486		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>12,787,885</u>	<u>12,736,671</u>		

* Projected Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2013 in the amount of \$7,781,862

Unrestricted Net Asset Balance is 30.11% of the current budget total operating expense.

Auxiliary
Actual vs Budget Statement of Revenues and Expenses
Board of Governors
As of August 31, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	6,665,676	6,642,767	2,615,680	39.38
	Athletic Sponsorships	13,100	13,100	0	0.00
	Auxiliary Fees & Debt Service Support Revenue	5,325,355	5,325,355	1,606,938	30.18
	Other Operating Revenues	314,438	314,438	32,202	10.24
	Total:	12,318,569	12,295,661	4,254,820	34.60
OPERATING EXPENSE	Salaries	2,509,686	2,482,313	347,733	14.01
	Benefits	619,191	619,510	69,210	11.17
	Student financial aid-scholarships	593,042	593,042	157,480	26.55
	Utilities	817,805	817,805	39,767	4.86
	Supplies and Other Services	2,672,633	2,665,389	330,276	12.39
	Equipment Expense	75,693	77,293	7,406	9.58
	Loan cancellations and write-offs	1,154	1,154	0	0.00
	Total:	7,289,204	7,256,506	951,871	13.12
OPERATING INCOME / (LOSS)		5,029,365	5,039,155	3,302,949	65.55
NONOPERATING REVENUE (EXPENSE)	Interest on capital asset related debt	(141,279)	(141,279)	(10,202)	7.22
	Total:	(141,279)	(141,279)	(10,202)	7.22
TRANSFERS & OTHER	Capital Expenditures	(153,206)	(153,206)	(7,495)	4.89
	Transfers for Debt Service	(3,160,050)	(3,160,050)	0	0.00
	Transfers for Financial Aid Match	(3,425)	(3,425)	(1,713)	50.00
	Transfers for Scholarships	113,104	113,104	0	0.00
	Total:	(3,203,576)	(3,203,576)	(9,208)	0.29
BUDGET BALANCE - Projected Transfer to Reserves		1,684,510	1,694,300	3,283,540	
* Add: PROJECTED NET ASSETS - Beginning of Year		<u>8,583,066</u>	<u>8,583,066</u>		
Equals: PROJECTED NET ASSETS - End of Year		<u>10,267,576</u>	<u>10,277,366</u>		

* Projected Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2013 in the amount of \$923,219

* Auxiliary Net Assets are required to support future repair and replacement costs. Planning activities are in progress to document a 20 year plan to support each auxiliary enterprise capital repair/replacement need.

FAIRMONT STATE UNIVERSITY
Actual vs Budget Statement of Revenues and Expenses
Current Restricted
As of August 31, 2013

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Federal Grants and Contracts	25,289,453	25,146,325	9,627,840	38.29
	State/Local Grants and Contracts	6,400,887	6,510,672	2,221,436	34.12
	Private Grants and Contracts	2,189,310	2,220,537	697,115	31.39
	Other Operating Revenue	(2,315)	0	0	
	Total:	33,877,335	33,877,535	12,546,391	37.03
OPERATING EXPENSE	Salaries	470,440	465,442	56,805	12.20
	Benefits	82,616	62,785	9,014	14.36
	Student financial aid - scholarships	41,969,614	41,969,614	16,970,373	40.43
	Utilities	0	0	0	0.00
	Supplies and Other Services	961,725	875,590	60,129	6.87
	Equipment Expense	95,091	97,691	11,109	11.37
	Total:	43,579,485	43,471,122	17,107,429	39.35
OPERATING INCOME / (LOSS)		(9,702,150)	(9,593,587)	(4,561,038)	47.54
NONOPERATING REVENUE (EXPENSE)	Federal Pell Grant Revenues	9,500,000	9,500,000	4,025,619	42.37
	Gifts	(2,307)	0	0	
	Investment Income	0	0	(0)	
	Total:	9,497,693	9,500,000	4,025,619	42.37
TRANSFERS & OTHER	Capital Expenditures	0	0	0	0.00
	Transfers for Fin Aid Match	82,714	82,714	42,070	50.86
	Indirect Cost Recoveries	(18,679)	(15,002)	(7,058)	47.05
	Transfers - Other	0	0	0	
	Total:	64,035	67,712	35,011	51.71
BUDGET BALANCE		(140,422)	(25,876)	(500,408)	
* Add: RESTRICTED NET ASSETS - Beginning of Year		188,140	188,140		
** Equals: PROJECTED RESTRICTED NET ASSETS - End of Year		<u>47,718</u>	<u>162,264</u>		

CAPITAL PROJECTS

FY 2014

<i>Project</i>	<i>Project Budget</i>	<i>Expenses & Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>
Aerospace Center - HVAC Upgrades	\$ 60,000.00	\$ 15,100.00	\$ 44,900.00	Notice of Intent to Award sent to Contractor.
Campus - ADA Restrooms	\$ 50,000.00	\$ -	\$ 50,000.00	Remove doors @ some buildings; add openers to some buildings.
Campus - Facilities Master Plan	\$ 150,000.00	\$ -	\$ 150,000.00	RFP advertised and proposals due 10/22/13
Caperton Center - Roof Renewal	\$ 400,000.00	\$ 43,165.00	\$ 356,835.00	A&E will begin drafting specifications and drawings to bid project.
Feaster Center - HVAC Upgrade Pool Area	\$ 307,000.00	\$ 91,304.48	\$ 215,695.52	Construction in progress. Submittals approved.
Feaster Center - Natatorium Upgrades	\$ 740,000.00	\$ 740,000.00	\$ -	Construction in Progress.
Hardway Hall Renovations	\$ 5,500,000.00	\$ 5,407,294.07	\$ 92,705.93	Weekly updates are posted on Physical Plant website. Project is still on schedule.
Hunt Haught Hall - Window Replacement (FY12)	\$ 120,000.00	\$ 25,000.00	\$ 95,000.00	A&E completing specifications for review.
Hunt Haught Hall - Green House	\$ 149,650.00	\$ 125,500.00	\$ 24,150.00	Contract approved in Charleston - Notice to Proceed to be sent to Contractor
Hunt Haught Hall - Elevator Upgrades	\$ 90,500.00	\$ 81,300.00	\$ 9,200.00	Completed
Information Technology -AC Unit	\$ 111,700.64	\$ 111,700.64	\$ -	Equipment placed and finalizing installation.
Infrastructure - Merchant Wall (FY11)	\$ 355,000.00	\$ 45,583.50	\$ 309,416.50	Pre-Bid Meeting held 9/19/13 - Bids Open 9/27/13; Additional \$5000 needed to award project to low bidder; Moved \$5000 from Infrastructure Paving
Infrastructure - Campus Lighting Upgrades	\$ 159,607.20	\$ -	\$ 159,607.20	Preparing RFB
Infrastructure - Paving Projects	\$ 316,095.20	\$ 21,400.00	\$ 294,695.20	Preparing RFB for Open End Contract; Moved \$5000 to Infrastructure Merchant Wall Project
Jaynes Hall - Roof Renewal (FY12)	\$ 350,000.00	\$ 245,565.00	\$ 104,435.00	Contractor received Notice to Proceed and starting on project
Locust Avenue	\$ 40,000.00	\$ -	\$ 40,000.00	Plan approved; Lighting for campus side of Locust Avenue; Waiting on Utility Relocation
Musick Library - HVAC	\$ 240,000.00	\$ 194,209.56	\$ 45,790.44	Contract Approved - Issued Notice to Proceed to Contractor

CAPITAL PROJECTS**FY 2014**

Project	Project Budget	Expenses & Encumbrances	Available Project Budget	Project Completion Date and/or Update Notes
School House Museum Repairs	\$ 70,000.00	\$ -	\$ 70,000.00	A&E preparing specifications to bid project.
Turley Center FFE	\$ 1,000,000.00	\$ 950,792.12	\$ 49,207.88	Weekly updates are posted on Physical Plant website. Project is still on schedule.
Turley Center Renovations	\$ 6,351,960.00	\$ 6,403,190.31	\$ (51,230.31)	Weekly updates are posted on Physical Plant website. Project is still on schedule.
Wallman Hall - Foundation Waterproof (FY12)	\$ 25,500.00	\$ 25,500.00	\$ -	Complete
Wallman Hall Renovations	\$ 4,908,599.02	\$ 4,720,492.74	\$ 188,106.28	Completed - except for rekeying building
Wallman Hall Elevator Replacement	\$ -	\$ -	\$ -	Completed

AUXILIARY CAPITAL PROJECTS

Carried Forward From FY 2013

<i>Project</i>	<i>Project Budget</i>	<i>Expenses & Encumbrances</i>	<i>Available Project Budget</i>	<i>Project Completion Date and/or Update Notes</i>
Athletics - Women's Basketball Locker Room	\$ 125,000.00	\$ 121,026.88	\$ 3,973.12	Renovations are in process. Lockers due to be delivered early October.
Falcon Center Fabric Duct Replacement (FY12)	\$ 80,000.00	\$ -	\$ 80,000.00	Propose to change this budget to Falcon Center Lighting Upgrades. Preparing RFB for lighting.
Falcon Center - Security Cameras	\$ 42,644.58	\$ -	\$ 42,644.58	Research being completed by IT & Campus Police
Starbucks Renovations	\$ 150,000.00	\$ 127,656.15	\$ 22,343.85	Funding Note: \$130,000 - Falcon Ctr \$20,000 Aladdin
Parking Garage - Maintenance Lower Levels	\$ 50,000.00	\$ 49,929.80	\$ 70.20	Contracted with Tremco
Residence Halls - College Park Replacement	\$ 353,000.00	\$ 353,000.00	\$ -	Kick-Off Meeting with Committee and A&E was held.
Residence Halls - Morrow Hall Pump Replacements	\$ 10,000.00	\$ -	\$ 10,000.00	
Residence Halls - Back Flow Preventers	\$ 20,000.00	\$ 7,192.45	\$ 12,807.55	Ordered materials; Mainline Mechanical working on install.

Tab 3

ITEM: Approval of Program Review Recommendation

RECOMMENDED RESOLUTION: Resolved, That the Fairmont State University Board of Governors approve the program review for Master of Business Administration.

STAFF MEMBERS: Christina Lavorata, Provost and Vice President for Academic Affairs, Dr. Jack Kirby, Director of Graduate Studies, and Dr. Edward Gailey, Director of the Master of Business Administration Program.

BACKGROUND: HEPC Title 133, Series 10, "Policy Regarding Program Review" requires each Governing Board to review at least every five years all programs offered at the institution(s) of higher education under its jurisdiction and in the review to address the viability, adequacy, necessity, and consistency with mission of the programs at the institution.

Master of Business Administration

Recommendation: *Continuation of the program at the current level of activity.*

The executive summary of the program review appears in the agenda, and the full text of the review, along with pertinent appendices, is available for review at the Board of Governors web site, <http://www.fairmontstate.edu/aboutfsu/board-governors/program-reviews>

Executive Summary for Program Review

Name and degree level of program

Master of Business Administration

External reviewer(s)

Dr. William Zimmer
MBA Graduate Coordinator
Shepherd University
Shepherdstown, WV

Fairmont State University's Graduate Studies Council Review Committee

Dr. Van Dempsey
Dean, School of Education
Fairmont State University

Dr. Susan Goodwin
Professor, College of Science and Technology
Fairmont State University

Dr. Jennifer Myers
Director, Graduate Program in Criminal Justice
Fairmont State University

Synopses of significant findings, including findings of external reviewer(s)

The faculty teaching in the Master of Business Administration program have continued to make improvements in their curriculum. This program of study continues to develop graduates who are able to obtain key positions within businesses, government, and non-profit organizations.

Fairmont State University has created an MBA Program designed for both business and non-business undergraduate majors. The core classes seem well designed and provide excellent background in the particular subject area. Fairmont State University MBA Program is certainly moving in the right direction to provide meaningful and useful educational experiences to your students, while at the same time positioning your students to be effective and contributive managers and supervisors in the workplace.

The Dean, Program Director and faculty have provided an exhaustive set of documents and materials that provide comprehensive evidence of the substance and integrity of the Master of Business Administration at Fairmont State University. The professionals who support this program are making every effort, particularly given the limitations of resources (both human and

fiscal) to adhere to and honor the academic and intellectual expectations of their professional discipline.

Plans for program improvement, including timeline

An MBA graduate will be added to the School of Business Advisory Board within one year. The School of Business is expecting to add at least one academically qualified faculty to be hired beginning Fall 2014 with the expectation that this person will teach at least one MBA course. The MBA Program is in a self-study year for Accreditation Council for Business Schools and Programs (ACBSP) accreditation. A decision regarding the accreditation is expected in 2015. At least one new track will be added within two years.

Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished

This is the first program review of the MBA Program.

Five-year trend data on graduates and majors enrolled

The following table shows the total number of students enrolled and graduated (as of the end of Fall semester) over the past five academic years.

Academic Year	Enrolled	Graduated
2007-2008	39	23
2008-2009	24	21
2009-2010	27	22
2010-2011	44	19
2011-2012	32	23

Growth of the MBA Program beyond the current level of enrolled students is limited by suitable classrooms, qualified faculty, and recruitment resources (including marketing).

Summary of assessment model and how results are used for program improvement

Assessments and improvements of the MBA Program are aligned with the recommendations of Accreditation Council for Business Schools and Programs (ACBSP). Assessments include both program and course level assessments. The assessment methods for program outcomes include a program pretest (given to incoming students, started summer 2013) and posttest (given in the capstone courses), course grades, and graduate survey. The assessment methods for the individual courses are based on a wide range of activities; quizzes, in-class activities, homework, exams, and major projects. Course outcomes are mapped to program outcomes.

Tab 4

ITEM: Approval of the 2013 *Institutional Compact: Rationales for Targets on Metrics* and the Target Metrics

RECOMMENDED RESOLUTION: Resolved, That the Fairmont State University Board of Governors approve the *Institutional Compact: Rationales for Targets on Metrics* and the Target Metrics for submission to the Higher Education Policy Commission (HEPC) by November 1, 2013

STAFF MEMBER: Dr. Van Dempsey

BACKGROUND: Fairmont State University is required by the HEPC to submit target enrollments for a five-year period from 2012-13 – 2017-18. These targets are to be supported with brief rationales provided by the University for each of the compact metrics as articulated for the higher education system master plan *Leading the Way: Access. Success. Impact.*

Institutional Compact: Rationales for Targets on Metrics

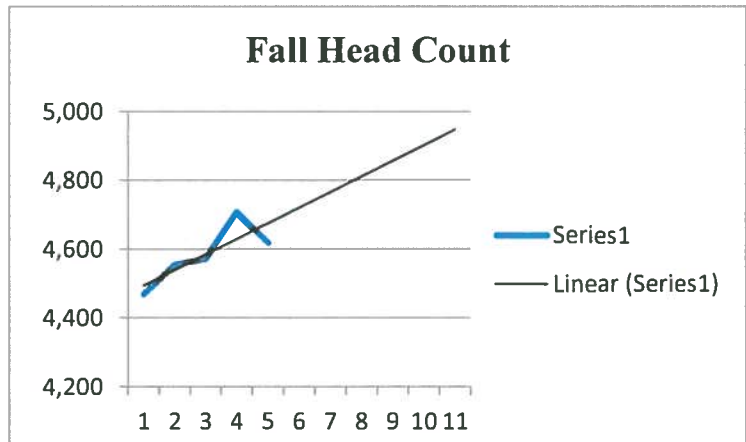
Institution: Fairmont State University



Description of Analysis to Generate Target Enrollments

The methodology employed to arrive at challenging, yet realistic and achievable target values for each metric involved trend analysis for the most recent five years of data (2007-08 through 2011-12). (Data for 2012-13 included in the accompanying charts was not included in analysis for the trend lines.) For initial discussion and analysis, simple regression trends were calculated and charted in order to identify the general direction (growth or decline) for each metric. This also allowed a visual recognition of anomalous data points and analysis of the reasonable causes of each variance.

The example for enrollment head count provided below shows a well-defined upward trend for academic years 2007-08 through 2010-11. However, it was necessary to carefully consider what factors contributed to the significant, and apparently anomalous, decline in academic year 2011-12. In analyzing these trends, numerous institutional and environmental factors were considered, such as analysis of institutional strategic plans and initiatives, programmatic changes that have already occurred or are anticipated, areas of realized enrollment growth or decline, and numerous regional demographic and economic factors. In this example, the discussion and analysis led to a conclusion that it was unreasonable to believe that the linear trend upward, indicated by the previous four years of data, would continue, and that more modest projections for growth needed to be considered. (This has been supported by the further decline in enrollments subsequently reported for academic year 2012-13.)



To accompany the trend analysis and provide some baseline projections at a range of growth levels, initial analysis included results of simple percentage increases for each metric, ranging from 3% to 6%. This analysis is included in the following table:

Fairmont State University									
Student Access									
	2007	2008	2009	2010	2011	2018 Goal 2017-18			
Enrollment						3%	4%	5%	6%
Fall Head Count	4468	4554	4572	4708	4618	4757	4803	4849	4895
Annualized FTE	3985	4075	4138	4218	4148	4272	4314	4355	4397
Fall First-Time Freshman Headcount	638	772	819	776	751	774	781	789	796
Fall Low-Income Student Headcount	1566	1558	1913	2237	2112	2175	2196	2218	2239
Fall Underrepresented Racial/Ethnic Group Total	178	201	321	355	351	362	365	369	372
American Indian	14	13	15	16	12	12	12	13	13
Black	135	154	179	193	181	186	188	190	192
Hispanic	29	34	56	63	72	74	75	76	76
Multi Racial	--	--	69	80	81	83	84	85	86
Native Hawaiian/Pacific Islander	--	--	2	3	5	5	5	5	5
Fall Adult (25+) Headcount	1152	1113	1209	1343	1330	1370	1383	1397	1410

Thorough examination of each trend, along with analysis of known and substantiated contributing factors, led to modest growth projections that, with most metrics, followed the 3% expected growth pattern over the next five years. Adjustments were made on some specific metrics to reflect issues and/or circumstances known to likely affect that metric over the next five years.

The projections for each metric will be closely monitored as new data is acquired going forward. Continued trend analysis, along with variance analysis of the data, will allow future corrective adjustments to be considered with greater confidence in the projections.

Fairmont State University has established as a key strategic goal the need to realize a faster rate of growth over the next two years as part of the five-year projection noted above. The University is currently experiencing an enrollment shortfall which, coupled with the projected decreases in state funding, has had a deleterious effect on budgets and program support. In order to accelerate enrollment growth in the next two years (relative to the growth rate targeted for the five year period), the University will focus in particular on the following priorities in enrollment growth.

- 1) Enhancing the yield rate on potential students who are admitted to the University. For the fall 2013 freshmen cohort the yield rate on admitted students was 41%. Strategic efforts will be implemented to increase that yield rate for the fall 2014 freshman cohort.
- 2) Enhancing the retention rate across all cohort groups currently at the University, including in particular the retention rates following the sophomore and junior years.
- 3) Decreasing the number of non-returning students. Analysis of current non-returning students suggests that the University can experience short term positive impacts on enrollment by focusing on academically eligible students with solid academic credentials but who do not re-enroll.

In the last year the University has implemented structural changes that should serve to enhance admissions and enrollment success. For example, to support efforts with recruiting and

admissions, the following strategies have been employed in Campus Visitation Day (CVD) activities in the fall and spring semesters:

- Implementation of a comprehensive, demographic-specific CVD campaign across a variety of traditional and non-traditional media including social media paid ads, promoted tweets, radio, print ads, television and other non-traditional digital placement;
- Creation of unique web addresses (URLs) to track visitors to the FSU website;
- Utilization of regional earned media opportunities to further promote CVD;
- Leveraging the University alumni database to promote events via email blasts and e-publications; and,
- Monitoring and tracking attendance numbers in the weeks/days leading up to CVD events, analyzing where awareness is being generated and adjusting planning as needed.

In addition a detailed recruitment communication plan has been developed to recruit students for the 2014/15 academic year. These plans include:

- An inquiry letter/packet sent to anyone who requests information coupled with monthly print communication to prospective high school seniors;
- Monthly emails to all inquiries, including seniors, juniors, sophomores, and below, as well as transfer students, non-traditional students, and returning students;
- Specific mailing to those names received through a name-buy with follow-up mailings including Campus Visitation Day and New Year card mailing (coupled with monthly emails);
- Campus Visitation Day registrants receive both email and print follow-up prior to event, and receive an email and postcard afterwards either thanking them for attendance or expressing regrets they could not attend and encouraging them to schedule an individual visit;
- Encouraging Deans/Chairs to use the Dean's Report in Banner to correspond with prospective students;
- Mailing academic Dean/Chair letters to specific major prospects, followed by a postcard pertaining to the major area;
- Implementation of "Exploration Days" each semester to highlight various academic program areas on campus, including promotional emails and print invitations sent to all inquiries;
- Development of a communication plan for high school junior, sophomore and freshmen inquiries, including print and emails;
- Detailed print and email communication plan to students who have applied and been accepted or provisionally accepted;
- Tele-counseling program established with calls made by current students four nights per week, with the targeted population varying during the recruitment cycle;

- Travel to transfer fairs and high school college fairs in all West Virginia counties and targeted counties in NY, OH, PA, NJ, MD, VA, and NC;
- “We are Coming to Your Area” email invitations sent to students in areas that admissions counselors will be visiting.
- Working with Cappex to promote the University and highlight major areas to students who are completing a college search (the University receives approximately 35-40 names per week as new inquiries from this program, including transfer names);
- Targeted recruitment effort of local students in the surrounding counties, including special visitation days and targeted promotion of COMPASS testing;
- A specific transfer, graduate, and veteran communication plan is in development;
- Stronger collaboration between admissions/recruiting and Athletics in the recruitment of students, including those who participate in camps hosted by the University;
- Partnering with the Alumni office in hosting recruitment receptions;
- Targeted mailings to students who may be eligible for scholarships, including PROMISE Beyond and McClain;
- Direct correspondence to high school counselors, including mailings and newsletters;
- Providing local financial aid nights and organization of College Goal Sunday (HEPC sponsored event) to assist families in completing the FAFSA;
- Assisting high schools with College Application Week by staffing computer labs and working with students in completing college applications;
- Working with campus-based IT and Communications to improve website resources;

All of these initiatives and actions in the aggregate should serve to strengthen the University’s ability to meet the targets established in the following enrollment projections. The potential positive impact of these efforts are designed to interface across most if not all of the specific sub-population and cohort groups noted in the target classifications as defined by the HEPC master plan projections. Success with these initiatives and action steps, and subsequent enrollment growth, will serve to strengthen the University’s resource profile and enhance the University’s ability to offer high quality, academically challenging programs for our students.

I. Access

Metric: Fall Headcount Enrollment

Target: 4757

Target fall headcount enrollment for 2017-18 is based on analysis of growth projections the University believes it can achieve and sustain over a five-year period. The target enrollment would allow for the University to realize enhancement in total enrollment, as well as program-specific enrollment growth across a range of academic programs and units. Efforts to create and sustain this growth will center on three targeted enrollment areas: (1) enhanced yield on admitted students; (2) stronger retention rates; and, (3) increased rates in returning students each academic year.

Metric: Annualized FTE

Target: 4272

Sustained enrollment growth as noted above will generate FTE growth for the University. The annualized FTE estimates will enhance the University's capacity to engage in strategic planning, and if realized create greater flexibility in revenue and fiscally related decision making.

Metric: Fall First-Time Freshmen Headcount

Target: 774

Fairmont State has experienced a decline in the freshman headcount since 2009-10. The current plan is to re-establish a growth trajectory for freshmen which will be essential to driving enrollment growth over the next five years in correlated indicators.

Metric: Fall Low-Income Student Headcount

Target: 2175

Given the importance of this sub-group of students to both enrollment and the identity of Fairmont State's campus, the University is committed to their success and to their representation in the student population. A particular sub-element of this target is the key presence of students who are the first in their family to go to college.

Metric: Fall Underrepresented Racial/Ethnic Group Headcount

Target: 362

The University will continue to focus on creating a more diverse student population that is representative of the increasing diversity in broader communities and society. This diversity is important to the academic, social, and creative economy components of the University's mission.

Metric: Fall Adult Headcount
Target: 1370

Non-traditional learners from an increasing population of adult learners are an important element of the University's efforts to create and sustain an upward enrollment trend over the next five years. Key strategic action steps in this area include stronger emphasis on RBA degree completion options, FSU's Challenge Grant, and sub-population specific marketing efforts.

II. Success

A. Developmental Education Outcomes

Metric: Students Passing Developmental Courses-Math
Target: 70%

Fairmont State is engaged in a strategic and long-term effort to realize stronger levels of achievement and student success in math-related academic coursework. This is key to both academic success for students and for the University to realize key elements of its mission and strategic directions. Mathematics faculty in the College of Science and Technology has redesigned two courses to address developmental math. These two courses consist of MATH 1107 Fundamental Concepts of Mathematics, and MATH 1112 College Algebra. In the future, students with a less than desirable ACT score will be able to enroll in both of these courses. The courses will provide additional academic support and supplemental instruction to assist students in mastering the concepts addressed in these courses. Additionally, MATH 1112 has been redesigned to provide a stretch course (one year in duration) for students scoring between 13-17 on the ACT. Currently all developmental math courses are taught by faculty in Pierpont Community and Technical College. Depending on funding and the availability of faculty, it is anticipated that the two redesigned courses will be offered next year.

Metric: Students Passing Developmental Courses-English
Target: 72%

The University is committed to ensuring academic success for all students in the foundational area of English. This includes the area's multiple manifestations intellectually and academically, as well as the key base the study of English provides to the structures of learning across the students' experiences at the University in all disciplines. In October 2013 the University will open a new Writing Center that will complement efforts in professional development focused on developmental academic support and new coursework design in English.

Metric: Students Passing Developmental Courses and a College-Level Course-Math
Target: 36%

The University has engaged in strategic academic efforts to ensure greater student success in mathematics coursework. This includes in particular the central importance of the developmental process as a gateway process to STEM related majors. The College of Science and Technology has acquired a Title III Grant from the Department of Education. The Title III Grant provides the faculty in the College with new technology and opportunities to provide peer mentors to students in academically challenging subjects. This grant along with the work already completed in designing new developmental math courses should allow us to reach this target.

Metric: Students Passing Developmental Courses and a College-Level Course -- English
Target: 61%

The University is committed to ensuring academic success for all students in the foundational area of English. This includes the area's multiple manifestations intellectually and academically, as well as the key base the study of English provides to the structures of learning across the students' experiences at the University in all disciplines.

B. Retention

Metric: Full-Time, First-Time Freshmen
Target: 75%

The University realized a freshmen retention rate of 77.8% in 2006. The current strategic direction is to re-establish a trend line that will achieve 75% within the next five years and to establish clearly successful retention practices that will ultimately exceed the higher rates achieved in the past. This trend line and concomitant success will be essential to the University's broader enrollment goals.

Metric: Part-Time, First-Time Freshmen
Target: 57%

While the long-term rates of part-time, first-time freshmen retention have decreased since 2006, the University has successfully reversed that direction and is experiencing generally better retention rates for this group. These efforts will continue over the next five years.

Metric: Low-Income First-Time Freshmen
Target: 73%

This is a key sub-group for the University given institutional vision, mission and strategic planning. Efforts are currently framed in terms of ensuring that their academic success rate as measured by retention is comparable to the University's general student population. The University has created a new position focused on retention (2013), and that person is working in collaboration with Academic Affairs and Student Affairs.

Metric: Returning Adults
Target: 55%

The University's success rate with retention of this group has been uneven over the last five years. Student Services has implemented a calling campaign where students who have not registered for the subsequent semester are contacted by phone to offer assistance and to answer registration questions.

Metric: Transfer Students
Target: 78%

Recent transfer procedures, including orientation support, have been more focused and a more strategic part of general enrollment practices. These efforts will continue as the University attempts to maintain and improve retention rates for this sub-group of students.

Metric: Underrepresented Racial/Ethnic Group First-Time Freshmen
Target: 66%

As important as it is to build diversity in each freshman class of students at Fairmont State, it is even more important to ensure that they have a successful transition experience into college. This includes academic and social aspects of college life. The retention of racially and ethnically diverse students is essential to the broader intellectual life of the campus and community.

C. Progress Toward Degree

Metric: First-Time Freshmen Earning 30 Hours

Target: 38%

Student Services and academic units have begun working on strategic planning to drive up the general retention rate for all student cohort groups. While freshmen experience a relatively high academic success rate relative to other cohort groups, planning is currently underway to increase the academic success indicators for freshmen beyond current levels. Academic success in the first thirty hours is critical in achieving projected retention and graduation rates. Efforts to ensure support with this target include more intensive first-time orientation for admitted students, academic engagement upon arrival on campus for freshmen, first-year support programs, and stronger faculty advising and support mechanisms.

D. Four-Year Graduation Rates

Metric: First-Time Freshmen

Target: 14.2%

First-time freshman four-year graduation rate is a critical indicator underlying other key academic and retention indicators for all students and sub-groups. The University has placed key strategic significance on this indicator as evidence of success in academic progress for individual students, and for aggregate retention rates and academic success.

Metric: Low-Income First-Time Freshmen

Target: 11.5%

Success with this sub-group likely translates into broader academic success and retention indicators campus-wide. The University will continue to focus on ways to strengthen its financial aid support and financial aid information services. The relocation of these supports as part of the new Turley Center student services organization should produce stronger supports for all students, but for this sub-population of students in particular.

Metric: Returning Adults

Target: 34%

The University will attempt to remain stable over time (given past trends and five-year trends projected on prior data). Every effort will be made to exceed the projection and reach the high-point achieved over the last five years (43.3% in 2012-13).

Metric: Transfer Students
Target: 38%

The University hopes to see efforts to support transfer students materialize as positive evidence in graduate rates. The goal is to, at a minimum trend, toward rates achieved in the last reporting period (at a 40% threshold)

Metric: Underrepresented Racial/Ethnic Group First-Time Freshmen
Target: 5.5%

In the last two years the University has reorganized efforts to support underrepresented racial and ethnic groups on campus, including efforts to support new students. Academic units, in particular the School of Education, Health and Human Performance have created initiatives that have been made available campus wide. The School has also initiated efforts to engage the broader Fairmont and local communities in campus-based efforts to create a more engaging and supportive campus environment.

E. Six-Year Graduation Rates

Metric: First-Time Freshmen
Target: 37%

The five year goal is to, at a minimum, progress toward a six year graduation rate of 40.2% achieved in 2002. The target for the planning period is set at 37% to realize progress toward that longer term goal by 2017-2018.

Metric: Low-Income First-Time Freshmen
Target: 34%

As noted in earlier sections of this report, the University believes that successfully serving low-income students is vital to its institutional mission. At a minimum, the University wants to return over the next five years to its high mark six-year graduation rate for this sub-group of students.

Metric: Returning Adults
Target: 39%

Achieving this goal will continue a trend in the last five years of increasing the graduation rate of returning adult students. These efforts will continue with the intention of enhancing the success rate and building beyond the projection.

Metric: Transfer Students

Target: 48%

The University has initiated efforts to provide better services with greater continuity for transfer students. This begins with more intensive efforts through transfer-specific orientations and initial registration into academic programs.

Metric: Underrepresented Racial/Ethnic Group First-Time Freshmen

Target: 25%

While the long-term interests and success of the University are bound to a stronger set of indicators for this group, moving from the current rate of 5.5% after four years to 25% would build on projected improvements in the four year rate.

III. Impact

A. Degrees Awarded

Metric: Total Degrees Awarded

Target: 828

Fairmont State University has adopted and is committed to strategies that will ensure a long-term enrollment growth pattern. This is being built on efforts in recruiting and admissions, retention, academic success, and graduation rates. Achieving a total degree rate of 828 (at a minimum) will be a clearly successful path forward given the nadir in the last six years of 757 in 2010-11.

Metric: Associate's Degrees Awarded

Target: 73

The University will continue to support and strengthen its associate degree programs offered by its academic units. While these programs make up only a small portion of the broader academic mission of the University, they are an important part of the institution's strategic academic interests and enhance the institution's ability to serve the region well.

Metric: Bachelor's Degrees Awarded

Target: 663

In 2007-08 (671 produced) and 2008-09 (645 produced) the University saw six year peaks in bachelor degree production. The current goal over the next five years is to continue annual growth in enrollment, and retention and academic success rates to return to those levels of degree production. This will position the University to exceed those degree levels in years beyond the 2017-18 targets.

Metric: Master's Degrees Awarded

Target: 92

The University experienced peak master degree production in 2009-10 (121 graduated) and 2012-13 (111 graduated). The other years in that period averaged 81. The University has targeted a mid-point of 92 (between those highs and lows) for master degrees produced in five years. The goal is to meet this target in working toward a longer term goal of graduate degrees regularly meeting and exceeding an annual goal of 100. With the addition of a master's degree in Architecture the University should be able to enhance master degree production by expanding degree options.

Metric: Doctoral Professional Practice Degrees Awarded

Target: NA

Metric: Doctoral Research/Scholarship Degrees Awarded

Target: NA

Metric: STEM Degrees Awarded

Target: 183

The College of Science and Technology has the majority of all students seeking careers in STEM education. The faculty of the College is aware of the need to increase the number of graduates in these fields of study. The faculty of the College has undertaken two initiatives to address this issue. This consists of improving our retention rates of all students in the College and actively recruiting new students to enter these fields of study. The Title III Grant in the College directly addresses the need to improve retention rates in STEM disciplines of study, and the faculty is actively engaged in recruiting new students via a variety of recruitment endeavors. Pending any future budget reductions, it is believed that this target is feasible.

Metric: STEM Education Degrees Awarded

Target: 5

This is a realistic target and should be met in the timeline presented. In the 2012-13 academic year the University's Graduate Council, upon a recommendation from the School of Education, Health and Human Performance, revised MAT admissions criteria for Praxis II in an effort to ensure higher pass rates for all content areas, but with particular attention to sciences. These changes should lead to greater rates of program completion for candidates in STEM MAT program of study leading toward teacher certification.

Metric: Health Degrees Awarded

Target: 135

The School of Nursing is currently in the process of renewing its national accreditation for the BSN program by the Commission on Collegiate Nursing Education. Programs in Nursing experience a high level of academic and professional success. The School of Education, Health and Human Performance has completed revisions and implementation of new programs of study in Community Health (formerly Health Science) and School Health Education. The undergraduate program in Exercise Science continues to grow in total enrollment, and a new M.Ed. concentration in Exercise Science, Fitness and Wellness has graduated its first cohorts of graduate students.

B. Federal Student Loan Cohort Default Rate

Metric: Three-Year Rate

Target: 12%

The University will continue to focus on ways to strengthen its financial aid support and financial aid information services. The relocation of these supports as part of the new Turley Center student services organization should produce stronger supports for all students, in particular in financial aid services. The University has worked across academic colleges/schools, the FSU Foundation, and Institutional Advancement to enhance the University's ability to diversify financial support for students through scholarships and stipends. The University has also taken a conservative approach in the last three years to pressures to increase tuition and fees in an effort to restrain increases in costs to students.

C. Research and Development (required for WVU and Marshall University, optional for all others)

Metric: Research Grants and Contracts

Target: NA

Metric: Licensure Income

Target: NA

Metric: Peer-Reviewed Publications by Faculty

Target: NA

Metric: Start-Up Companies

Target: NA

Metric: Patents Issued

Target: NA

Signatures of the appropriate personnel from the institution, governing board and Commission are necessary for the institution targets to be finalized.

Approvals:

_____	_____
Institution	Date
_____	_____
Governing Board	Date
_____	_____
Commission	Date

Tab 5

Fairmont State University
Board of Governors
October 17, 2013

Item: Correction to the Housing Master Plan Architect Contract Budget

Committee: Committee of the Whole

Recommended Resolution: Approve the corrected contract value for McKinley and Associates for \$1,503,500 and to encumber in the housing fund those phases of work that allow us to progress through the schematic design phase. The cost through this phase amounts to \$373,000.

Staff Member: Rick Porto

Background: When submitting the attached architect hiring to allow the design phases of this project to begin, I made an error in the calculation of the values approved at the August meeting. Missed was the area design, planning, programming, and concept development fee of \$135,000 when originally submitted.

The total contract for architect services will be \$1,503,500 or 7.9% of the planned cost of construction of \$19,000,000.

The architect fees will be paid from housing reserves.

**Fairmont State University
Board of Governors
August 15, 2013**

Item: Housing Master Plan Architect appointment and budget approval for the design phase of the Apartment Replacement Project and move forward with doing an RFP for Bond Council and Underwriter to bond for 20 million dollars for the apartments.

Committee: Committee of the Whole

Recommended Resolution: Hire McKinley and Associates for architecture services and approve the budget for the schematic design phase of \$353,000 to the housing capital project budget. Also, to approve moving forward to do an RFP for Bond Counsel and Underwriter to bond for 20 million dollars.

Staff Member: Rick Porto

Background: Please see attached Housing Master Plan architect's proposal/commitment. The total contract for architect services will be \$1,368,500 or 7.2% of the cost of construction of \$19,000,000.

After interviewing 13 architectural firms, the committee unanimously ranked McKinley and Associates as the top candidate.

While the contract totals \$1,368,500 we are requesting to encumber in FY 2014 \$353,000 which covers the pre-design, planning, programming, concept development phase, the schematic design phase, the geotechnical exploration, and the site survey.

The remainder of the contract costs will be requested of the Board prior to when those phases need to begin. The architect fees will be paid for from housing reserves.

It is Administration's plan to bond to replace the apartments for \$20,000,000. Of this \$20,000,000, approximately \$18,000,000 will be for construction of the apartments, \$1,000,000 will be for retaining wall system and parking, and \$1,000,000 for F, F, &E.

The costs for the Bond Council and Underwriter will come out of the bonding process.

Exhibit A



McKINLEY & ASSOCIATES
ARCHITECTS • ENGINEERS • INTERIOR DESIGN

June 18, 2013

Ms. Lenora Montgomery
Financial Reporting Manager
Fairmont State University
1201 Locust Avenue
Fairmont, WV 26554

Dear Lenora:

It was a pleasure to meet with you last week in regards to the design of the College Apartments. I would like to once again thank you for the opportunity and we look forward to working with you and Fairmont State on this exciting project. As we discussed, this project has the many challenges of the demolition of existing apartment buildings, design and phased construction of the new facilities as well as maintaining as many of the beds as possible during construction. It is for that reason we are proposing a fee structure that would allow us to dedicate time on pre-design Programming of the project to insure our collective teams have a consensus before we move forward with the design. Below is our proposal to provide these pre-design services as well as our Basic Service Fee.

Pre-Design, Planning, Programming and Concept Development

The primary objective of this phase is to determine the project's requirements. Our team will visit the site to gather information regarding the existing structures and existing site conditions. A Site Study/Master Plan will be done to optimize the new facilities taking in account, site characteristics and requirements including: location of utilities, storm drainage systems, site topography, vehicular access and parking, and pedestrian access. The site study will be conducted concurrently with the programming that will build on the requirement of the need for 400-bed residences, through the use of a series of workshops with key stakeholders including; faculty, administrative staff, facilities and maintenance staff, students and other groups as directed by the University.

Deliverables (during this phase will include):

- Report documenting methodology and results of the site study and programming.
- Illustrative site plans and diagrams indicating proposed building locations, parking locations, and pedestrian flow diagrams.
- Diagrams indicating typical room configurations and data sheets indicating the specific requirements of each space.
- Preliminary civil and geotechnical reports.
- Initial cost estimate

Pre-Design, Planning, Programming and Concept Development Fee: \$135,000



Basic Service Fee:

The Basic Service Fee is a Lump Sum based on a construction budget of \$19 Million.
Design phase breakdowns of cost and scope are as follows:

Schematic Design Phase: \$199,500.00

The primary objective is to define site and building relationships and character. The final Schematic documents will define site flow, proposed construction phasing, building shape, preliminary MEP concepts, massing and floor plan room layouts to meet the project's Program and building code requirements.

Deliverables:

Drawings:

- Site plans, building floor plans, phasing plan, building elevations, building sections, and up to (3) perspective drawings and/or renderings describing the overall quantity and quality of the project.

Technical Specifications and Requirements:

- Provide written narrative describing the proposed character of the building, MEP systems and civil site design to be included in the scope of the project.
- Provide a proposed table of contents of technical specifications for the project

Meeting/Presentations

- Includes up to two site meeting/presentations

Design Development Phase: \$266,000.00

The primary objective of the Design development is to refine all design required for the project. This requires interaction between the Owner and the Design Team of professionals to verify all the pieces and parts of the design.

Deliverables:

Drawings:

- Site plan indicating the relationship of the building to the associated site features.
- Updated phasing plan
- Dimensioned floor plans indicating structural bay sizes and overall building dimensions.
- Exterior and core wall sections showing final dimensional relationships, materials and component relationships.
- Floor Plan showing all fixed and loose equipment.
- Large scale plans and sections.
- Room finish schedule identifying all finishes.
- Building sections.
- Preliminary development of details.



- Reflected ceiling plan including ceiling materials, light fixtures and all devices that penetrate or are mounted upon finished ceiling.
- Up to (3) perspective drawings and/or renderings, updated from previous phase, describing the overall quantity and quality of the project.

Technical Specifications and Requirements:

- Outline of technical specifications for general trades, plumbing, HVAC, electrical and fire suppression.

Meetings/Presentations:

- Includes up to three on site meetings/presentations.

Construction Document Phase: \$532,000.00

The primary objective of the Construction Documents is to complete the design phase documents, and include the coordination and the details of the drawings and written instructions for obtaining bids from contractors to implement the project design. The documents will also be used to obtain plan approval for construction from the appropriate building authorities and agencies.

Deliverables:

- Basic floor plans of the entire facility showing minimal detail with a grid or column reference systems showing overall building layout dimensions, core spaces, numbered and named rooms, floor opening penetrations, etc.
- Finalize MEP and life safety systems.
- Dimensioned floor plans locating all interior and exterior wall partitions from the grid or column reference system.
- Room wall elevations for all non-typical walls.
- Interior and exterior window, door and frame descriptions complete with elevations and details for head, jamb and sill conditions.
- Finish and color schedule
- Reflective ceiling plans showing all grid, access doors, light fixtures, grills diffusers, intercom system, exit devices, etc.
- Details to illustrate transitions between finish materials and construction types.
- Major building sections in at least two directions.
- Sufficient detail to clearly indicate the method of construction for all building components including: walls, floors, roofing assemblies, waterproofing systems, insulating systems, interior and exterior finishes, architectural details, interior stairs and elevators.
- Partition types and section details for all interior wall conditions.
- Roof plan showing all roofing material, roof drains, overflows, access hatches, roof walk pads, roof drainage slopes and elevations, scuppers, skylights and mechanical and plumbing penetrations.
- Exterior building elevations showing finish materials, exterior door and window openings, lights, louvers, grills, signage, etc.

Project Manuals:

- Complete with all technical sections and bidding requirements.



Meeting/ Presentations:

- Includes up to two site meeting/presentations.

Bidding Phase: \$ 66,500.00

This phase involves the actual bidding of the project.

- Respond to bidder's clarifications is required.
- Consider bidders substitution request
- Prepare required addenda
- Attend both on site pre-bid meeting and bid opening.

Construction Phase: \$266,000.00

The primary objective of the Construction Phase is to observe the construction to help ensure that the contractor is properly building what was designed and specified.

- Attend bi-weekly construction progress meetings.
- Review submittals where specified
- Respond to requests for information (RFI's)
- Review contractor pay applications.

Total Basic Service Lump Sum Fee: \$ 1,330,000.00

The above Basic Service fee is based on a \$19 million construction budget and includes reimbursable expenses. If construction budget changes we reserve the right to negotiate our fee accordingly. In addition to the above Basic Service fees, we are proposing the following as contract allowances for other required contract services:

Geotechnical Exploration:	\$ 9,000
Site Survey:	\$ 9,500
Detailed Cost Estimates	\$20,000

We are pleased to provide you with this proposal for the new College Apartments and are eager to tackle the challenges presented by this project. Our team is committed to working with Fairmont State to provide a first class facility that we will all be proud to be a part. We are available to meet with you at your earliest convenience to discuss any questions you may have in regards to our proposal.

I sincerely thank you for this opportunity and hope this is a start of a lasting relationship.



Ernest Dellatorre
President
edellatorre@mckinleyassoc.com

Exhibit B



McKINLEY & ASSOCIATES
ARCHITECTS • ENGINEERS • INTERIOR DESIGN

RATE SCHEDULE

<u>JOB CLASSIFICATION</u>	<u>BASIC HOURLY RATE</u>
Principal	\$175.00/Hour
Senior Architect/Engineer	\$112.50/Hour
Architect/Engineer	\$105.50/Hour
Landscape Architect	\$87.50/Hour
Intern Architect/Engineer	\$80.00/Hour
Contract Administrator	\$91.50/Hour
Senior Designer	\$82.50/Hour
Designer	\$65.00/Hour
Senior Interior Designer	\$75.00/Hour
Senior Drafting	\$65.00/Hour
Drafting	\$60.00/Hour
Estimator	\$105.00/Hour
Specification Writer	\$105.00/Hour
Technician	\$70.00/Hour
Clerical	\$55.00/Hour
Deposition and/or Court Appearance Architect and/or Engineer	\$600/First Hour \$200/Each Add'l Hour
Principal	\$300/Each Add'l Hour

Reimbursable Expenses incurred in connection with the Project are defined as the costs of toll telephone charges, reproduction of plans and specifications, travel and other project related expenses.

REVISED April 2007

Tab 6

**Fairmont State University
Board of Governors
October 17, 2013**

Item: 2014 Capital Project submission to provide for campus wide small projects, academic funds, and landscaping

Committee: Committee of the Whole

Recommended Resolution: Approval of the attached list of 2014 capital projects to allow for small projects to be funded, to fund classroom equipment shared by the Provosts, and to assure that a landscape budget is available to help with snow removal this winter.

Staff Member: Rick Porto

Background: The complete capital project list for the shared campuses of Fairmont State and Pierpont is delayed over disagreement of how these funds are allowed to be used. In the past, the remaining funds (after debt service) were used for agreed upon capital projects and this list was approved by both Boards of Governors.

The three capital projects (totaling \$397,000) submitted on the attached is being recommended to allow for Physical Plant and the Provosts to use minimal funding to deal with life safety issues and with small projects. Both institutions administrations agree that these three projects should be moved forward, at this time while funding for larger repair and maintenance projects is still under discussion.

CAPITAL PROJECT REQUEST
FY 2014

Project	E&G Capital	Infrastructure	Total
Campus Wide Small Project	\$ 175,000.00	\$ 22,000.00	\$ 197,000.00
Campus Wide - Academic Fund	\$ 100,000.00		\$ 100,000.00
Campus Wide - Landscaping		\$ 100,000.00	\$ 100,000.00
Total	\$ 275,000.00	\$ 122,000.00	\$ 397,000.00

Tab 7

**Fairmont State University
Board of Governors
October 17, 2013**

Item: Feaster Center Gym Floor, Bleachers, Lighting, and PA System Project
Architect appointment and budget approval for the A&E Services.

Committee: Committee of the Whole

Recommended Resolution: Hire the Thrasher Group, Inc. for architecture services and approve the budget for these services of \$85,000.

Staff Member: Rick Porto

Background: Please see attached project architect's proposal and fee.

The approval of architect services to oversee the design and construction of the Retton Arena was approved at the August 15, 2013 meeting. See attached approval.

October 10, 2013

Lenora Montgomery
Financial Reporting Manager
Fairmont State University/Pierpont Community & Technical College
1201 Locust Avenue
Fairmont WV 26554

Re: Retton Arena Renovations

Mrs. Montgomery,

The following is the proposed project cost summary for phase one of the proposed renovations to the Retton Arena:

Total Preliminary Construction Estimate	= \$1,265,000.00 **
<u>Construction, Taxes, B&O, Markup, Etc.</u>	= <u>(\$1,115,000.00)</u>
Balance	= \$150,000.00
<u>Contingency Funds</u>	= <u>(\$65,000.00)</u>
A/E & Marketing Services Fee	= \$85,000.00

** The Preliminary Construction Estimate includes a new gym floor, new stadium style chair seating on the lower level, new bleacher seating on the upper level, a new PA system and new lighting for the arena.

If you have any questions, please don't hesitate to contact me at your convenience.

Sincerely,

THE THRASHER GROUP, INC.



CRAIG M. BAKER, AAIA
Architectural Division Manager

600 WHITE OAKS BLVD | P.O. BOX 940 | BRIDGEPORT | WV 26330
PH: 304-624-4108 | FAX: 304-624-7831

**Fairmont State University
Board of Governors
August 15, 2013**

Item: Approval to do a request for architect services to oversee the design and renovation of the Feaster Center gym floor and replacement of the bleachers. Also to move forward with funding plan document for this project and to obtain the Higher Education Policy Commission's approval for this project and funding plan.

Committee: Committee of the Whole

Recommended Resolution: Approval to do a request for architect services, and to fund the cost of the architect from Education and General Reserves for the gym floor and bleacher project.

Approve the documenting of the funding plan for this renovation of the floor and bleachers.

Approve the action to obtain the Higher Education Policy Commission approval of this project since the cost will exceed \$1,000,000.

Staff Member: Rick Porto

Background: To move the Feaster Center gym floor and bleacher project forward it is necessary to hire an architect for this project.

Also, a funding plan will need to be developed and subsequently reviewed and approved by the FSU Finance Committee, Full Board, and eventually the Higher Education Policy Commission.

This action item gives the approval to the Athletic Department and Administration to move this project forward and to target this renovation to occur between May 15, 2014 and the start of the 2014-2015 Basketball Season should a funding plan be approved by this date.