



FAIRMONT STATE UNIVERSITY
BOARD OF GOVERNORS
MEETING MINUTES
FEBRUARY 15, 2018
BOARD ROOM, 3RD FLOOR FALCON CENTER
1201 LOCUST AVENUE, FAIRMONT, WV

I. CALL TO ORDER

A. Roll Call

Chair Dixie Yann convened a meeting of the Fairmont State University (FSU) Board of Governors on February 15, 2018, beginning at approximately 9:00 a.m. in the Board Room, 3rd Floor Falcon Center, at 1201 Locust Avenue, Fairmont, West Virginia.

At the request of Chair Yann, Serena Scully, Special Assistant to the President, conducted a roll call of the Board of Governors. Present for the meeting were board members Holly Fluharty, Bill Holmes, Jay Puccio, Deborah Prezioso, Dr. Budd Sapp, John Schirripa, Bryan Towns, Alyssa Welling and Dixie Yann. Aaron Hawkins participated by conference call. Frank Washenitz was absent. Dr. Chris Courtney was present after roll call.

Others present were President Martin, and President's Council members Cindy Curry, Lyndsey Dugan, Christa Kwiatkowski, Christina Lavorata, John Lympany and Tim McNeely. Tom Tucker, Assistant Vice President for Facilities; Stephanie Slaubaugh, Construction Manager; RJ Gimbl, President of the Fairmont State Foundation; Chad Fowler, Acting Athletic Director; Ryan Courtney, Director of Internal Relations; Alicia Kalka, Director of Housing; Amantha Cole, Director of Planning and Grants; Tresa Weimer, Director of Financial Aid; Debbie Stiles, Budget Director; Monica Cochran, Director of Procurement; Charlie Watson, Retention Program Coordinator; Dawn George, HEPC Assistant Attorney General; Donald Trisel, Dean of Science & Technology; Todd Clark, National Security and Intelligence Professor; Jessica Sell, Government Relations and Development Officer; Harry Baxter, Faculty; Robynn Shannon, Director of Institutional Assessment and Effectiveness; Sunil Surendran, Faculty, and Jack Kirby, Associate Provost. Members of local media were in attendance as well.

B. Public Comment

Bill Holmes reported that no one had signed up for public comment.

C. Approval of Agenda

Bryan Towns made a motion to approve the agenda. Debbie Prezioso seconded. The motion passed.

II. APPROVAL OF MINUTES OF DECEMBER 7, 2017

Bill Holmes made a motion to approve the minutes of December 7, 2017. Bryan Towns seconded. The motion passed.

III. CHAIRMAN'S REPORT

- A. Chair Yann gave a special welcome to President Martin for her first official meeting.
- B. Chair Yann mentioned the recent visit to Charleston she and Dr. Martin made. There are two bills that are being closely followed: SB 284 – Increasing access to career education and workforce training (relating to nursing) and HB 4298 – The Campus Self Defense Act.

IV. PRESIDENT'S REPORT

- A. President Martin advised that there are many initiatives that are being pushed forward to help with enrollment growth and containing costs. The applicable Cabinet members will later share some of those.
- B. President Martin introduced a few new members of the Falcon Family:
 - Tim McNeely, Interim VP of Student Affairs and Operations
 - Lyndsey Dugan, Executive Director of University Relations and Marketing
 - Jessica Sell, Government Relations and Development Officer
 - Amantha Cole, Director of Planning and Grants
- C. To better serve students, Dr. Martin advised that Fairmont State University will hold two commencement exercises on May 12th. In addition, as requested by students, Fairmont State University will also hold a Winter Commencement in December 2018.
- D. Dr. Martin talked about the extended hours now being offered in Turley Center for student services. IT has also followed suit and extended their hours as well.

V. REPORTS AND PRESENTATIONS

- A. Constituent Report (Todd Clark)

Todd Clark, FSU National Security and Intelligence Professor, gave a presentation on the OSIX program.

The Fairmont State University OSIX program is 1 of only 32 programs of its kind in the United States and the only major of its kind in West Virginia.

- B. RJ Gimbl, President and CEO of the Fairmont State Foundation, reported that as of January 31, 2018, total assets equaled \$31,454,518 and the endowment balance was \$22,164,144.

Mr. Gimbl stated that in January, the Foundation's finance committee met and is recommending to the board a 3.78% spend rate for the next academic year, which equates to \$800,000 in scholarship support. That is a 38.4% increase over the current year spend of \$578,000.

Mr. Gimbl reported that the data hygiene project is complete along with the wealth screening. They are currently reviewing the data and preparing it for use in prospect identification.

Mr. Gimbl also mentioned that the 2018 class campaign is underway and the initiative is to raise funds for a clock.

Mr. Gimbl also reported that the Foundation will again be hosting an alumni event in Charleston on Friday March 2nd during the MEC tournament. This year it will be at the Civic Center between the afternoon and evening sessions. Thank you to MVB and Arnett Carbiss and Toothman for their support in sponsoring the event.

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

Stephanie Slaubaugh, Construction Manager, advised that they are continuing to close out last year's capital projects.

Bid packages for various projects are also currently being designed.

- D. IT Update (John Lympany)

John Lympany, CIO, gave an update on various Information Technology topics.

Dr. Lympany discussed the admissions application update that has recently taken place. Because of the shift in the usage by students of mobile devices in regard to applying, the IT department has streamlined the application so it only takes a prospective student 10 minutes to complete the application process. The application now also works with all browser apps whether Android, iPhones, or PCs.

IT is also now working toward implementation of a Constituency Relationship Management System (CRM) for implementation on campus. The CRM will be used for fundraising, recruitment, prospect development, online frameworks, and automatic ratings of top prospects, among other things.

VI. CONSENT AGENDA

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

Financial Reports for periods ending November 30, 2017 and December 31, 2017.

Deborah Prezioso seconded. The motion passed.

B. Dr. Sunil Surendran provided a brief background on the Strategic Plan.

A Quest for Distinction: Strategic Plan 2018-2028 is the result of broad-based constituent input, beginning with a strategic planning retreat in **January 2016**, where nearly 80 members of the campus community engaged in a SWOT analysis identifying retention, recruitment and fundraising among the top five priorities for Fairmont State. Due to impending changes in administration, formal planning efforts were paused; however, the “What Matters Most” initiative during **Spring 2017** engaged nearly 100 representatives of all levels of the University in facilitated discussions regarding a number of high-impact, low-cost strategies to improve the undergraduate experience. During **Fall 2017**, nearly 80 members of the campus community served on strategic planning teams, directly engaging in a process to identify initiatives to significantly impact student success, enrollment growth, and fundraising. In **December 2017**, a total of 1,171 individuals—including alumni, Board of Governors members, community members, faculty, staff and students—responded to constituent surveys related to identified strategies and provided input on new mission and vision statements. President Martin convened a small committee in **January 2018** to distill the significant work of the strategic planning teams and the constituent input into the final plan, which is presented today for board approval.

Dr. Budd Sapp moved to accept the Vision Statement.
Jay Puccio seconded. The motion passed.

Bill Holmes moved to accept the Mission Statement.
Deborah Prezioso seconded. The motion passed.

Dr. Chris Courtney moved to accept the Strategic Plan.
Bryan Towns seconded. The motion passed.

VII. ACADEMIC AFFAIRS COMMITTEE (Aaron Hawkins, Chair)

Mr. Aaron Hawkins, Chair of the Academic Affairs Committee asked that Dr. Christina Lavorata, Provost and Vice President for Academic Affairs, give a brief update.

Dr. Lavorata introduced the two intent to plans for approval.

Aaron Hawkins moved to approve the following:

- A. Intent to Plan – A.S. and B.S. in Surveying & Geomatics Engineering Technology

Bill Holmes seconded. The motion passed.

VIII. ATHLETIC AFFAIRS COMMITTEE (Frank Washenitz, Chair)

Frank Washenitz, Chair of the Athletic Affairs Committee was absent. Chad Fowler, Acting Athletic Director, gave an update for the Athletic Affairs Committee.

Mr. Fowler advised there are two remaining basketball games in the regular season; Thursday and Saturday. The MEC tournament begins on February 28th in Charleston.

The swim team is currently at the MEC conference, for the first time in Fairmont State University history.

The men's golf team has a new coach – Sarah Yost. Sarah is also the current coach for the women's golf team.

Athletics, along with other areas on campus, is taking part in helping to increase enrollment. Pat Snively is currently working to increase rosters sizes by looking at the cost operational side as well as the scholarship side of all sports.

Fairmont State Athletic Association has two upcoming events. The All Sports Reception is tentatively scheduled for April 26th. This is a free event. The 30th Annual MVB Golf Tournament is scheduled for May 18th at Bridgeport Country Club.

This evening, Dr. Bob Mild, who is set to retire this June, will be honored for his continued involvement and support of Fairmont State University athletics. Dr. Don Moroose will also be honored on coming Saturday.

IX. BY-LAWS COMMITTEE (Dixie Yann, Chair)

Dixie Yann advised that the 55-day comment period ended for the three draft policies presented at the December meeting.

Bill Holmes moved to accept the following:

A. Designation/Status of Employees, Policy #63

Dr. Chris Courtney seconded.

Dr. Budd Sapp discussed some of the concerns that were expressed by faculty. Holly Fluharty discussed some of the concerns that were expressed by the classified staff council.

Dawn George provided information regarding the policies and addressed some of the concerns.

The motion passed with 10 votes in favor, 1 against.

Bryan Towns moved to accept the following:

B. Progressive Discipline and Separation from Employment, Policy #64

Dr. Chris Courtney seconded. The motion passed with 9 votes in favor, 2 against.

Bryan Towns moved to accept the following:

C. Layoffs and Reductions in Force, Policy #65

Bill Holmes seconded. The motion passed with 9 votes in favor, 2 against.

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

Bill Holmes, Chair of the Enrollment/Housing-Student Life Committee asked that Tim McNeely, Interim Vice President of Student Affairs and Operations, give an update for the Enrollment/Housing-Student Life Committee.

Mr. McNeely discussed that compared to this time last year, applications up 27%. The number of admitted students is also up 27%. The goal now is to increase the yield (students enrolled) to ensure the university reaches its 8% enrollment increase goal. An initiative to reach out to parents and students is underway.

Mr. McNeely also discussed that compared to this time last year, housing is up 6.9%. For Fall 2018, housing is currently 63% occupied.

XI. FINANCE COMMITTEE (John Schirripa, Chair)

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

At the request of President Martin, an initiative was implemented in December to reach out to students who could not register for spring for financial reasons (outstanding account balances of \$200 or more). Because of that initiative, \$220,200 in accounts receivable was collected. The initiative also allowed 71 students to return for Spring 2018. Along with that, the \$200 threshold was increased to \$2,000. Not only did the initiative yield positive financial results, the initiative received positive feedback from many students and families. The University has also taken over the collection process of outstanding accounts.

Every year Fairmont State University is required to submit a yearly disclosure agreement regards to bonds. The information was due December 31st and was submitted prior to that date.

Food service RFPs were on campus this week and had the vendor presentations. The contract will be awarded soon.

XIII. EXECUTIVE COMMITTEE (Dixie Yann, Chair)

Dixie Yann reported that the Executive Committee met in January and updates were given for each committee.

XIV. POSSIBLE EXECUTIVE SESSION

Dr. Budd Sapp made a motion to go into Executive Session “Under the Authority of West Virginia Code §6-9A-4 to discuss personnel matters as well as to discuss the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition.”

Deborah Prezioso seconded. The motion passed.

Bill Holmes made a motion to rise from Executive Session. Deborah Prezioso seconded. The motion passed.

After reconvening from Executive Session, John Schirripa made a motion to approve the following:

- A. Fairmont State University Board of Governors authorizes continuation of the build-out of Charles Pointe.

Bill Holmes seconded. The motion passed.

XV. ADJOURNMENT

Bill Holmes made a motion to adjourn the meeting. Jay Puccio seconded. The motion passed.

  FSU Board of Governors' Chair

Dixie Yann Date

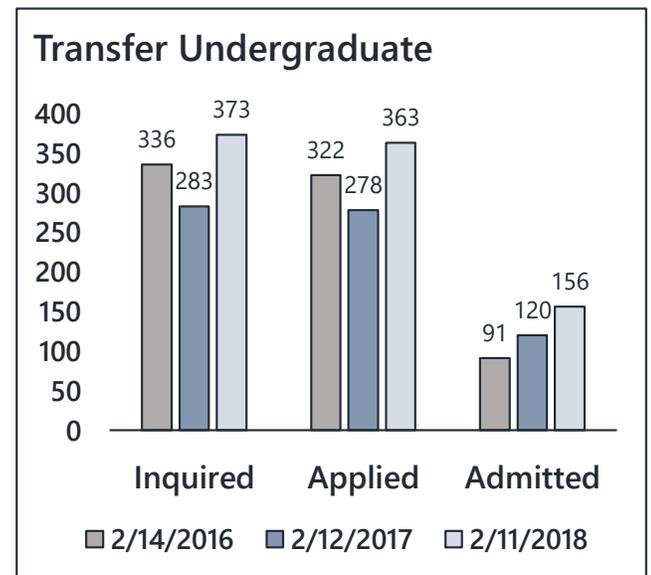
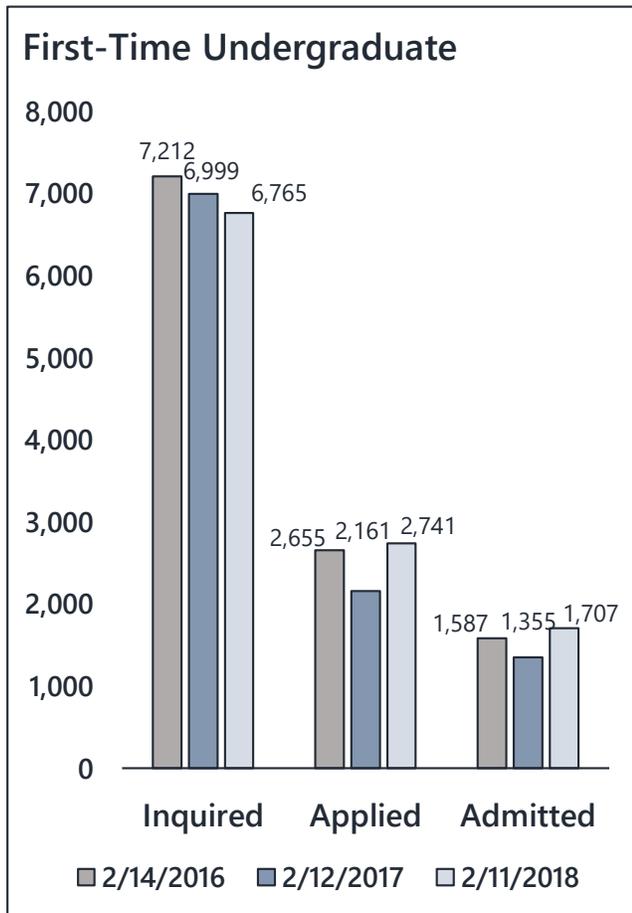
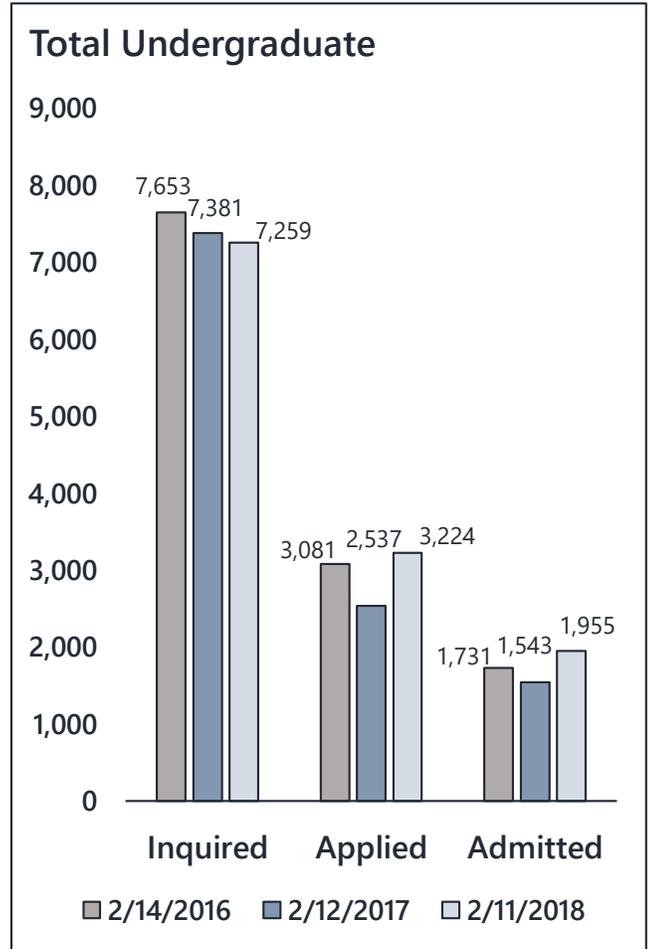
  FSU Board of Governors' Secretary

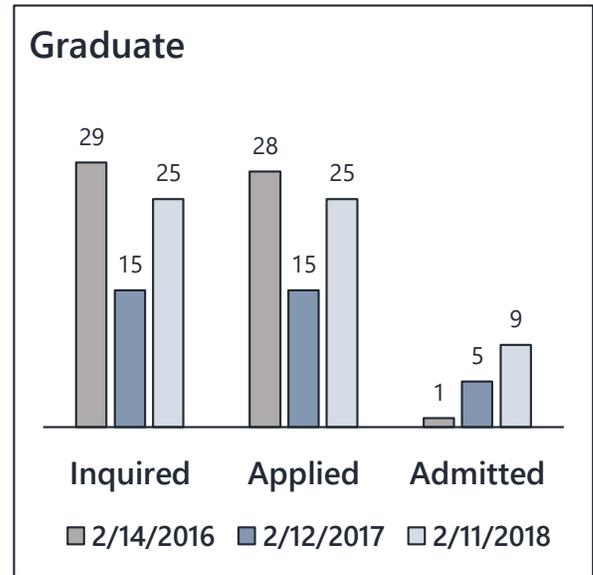
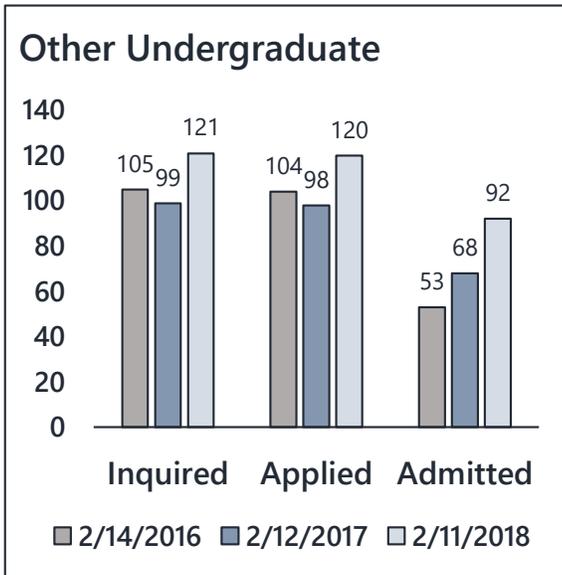
Aaron Hawkins Date

Meeting Handouts

Compared to last year:

- *More inquiries are resulting in applications.*
 - Conversion rate up 10 percentage points.
(up 4 percentage points from two years ago)
 - Total number of applications up 27%.
(up 5% from two years ago)
 - Total number of admitted students up 27%.
(up 13% from two years ago)
- *Applications are up across all groups.*
 - First-time applications up 27%.
(up 3% from two years ago)
 - Transfer applications up 31%.
(up 13% from two years ago)
- *Admissions are up across all groups.*
 - First-time admissions up 26%.
(up 8% from two years ago)
 - Transfer admissions up 30%.
(up 71% from two years ago)

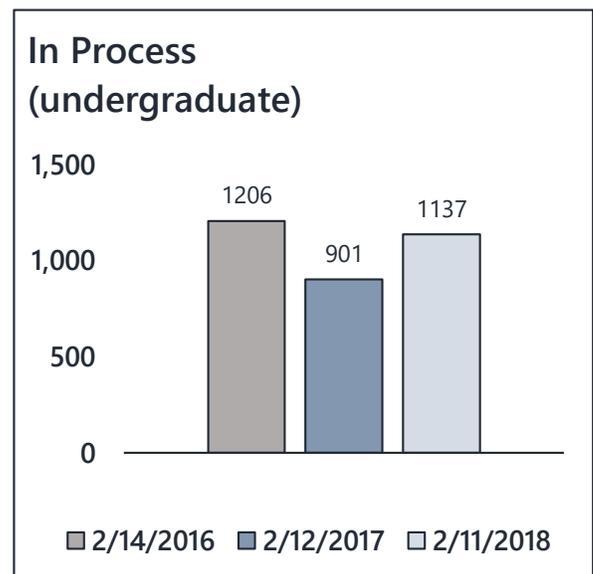
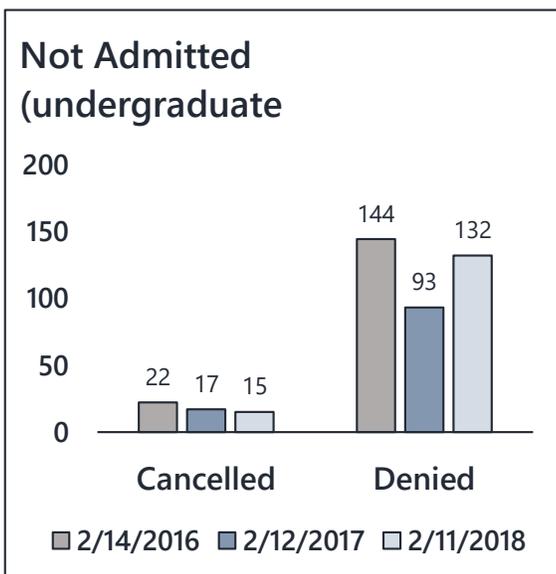




Undergraduate	2/14/2016	2/12/2017	2/11/2018
Conversion Rate	40%	34%	44%
Admit Rate	56%	61%	61%

Conversion rate: Percentage of inquires that result in applications (number of applications divided by number of inquiries).

Admit (or Acceptance) rate: Percentage of applications that are accepted for admission (number of admissions divided by number of applications). The inverse of selectivity (i.e., the lower the admit rate, the higher the institution's selectivity).



Housing and Residence Life Summary

February 13, 2018

Compared to Last Year:

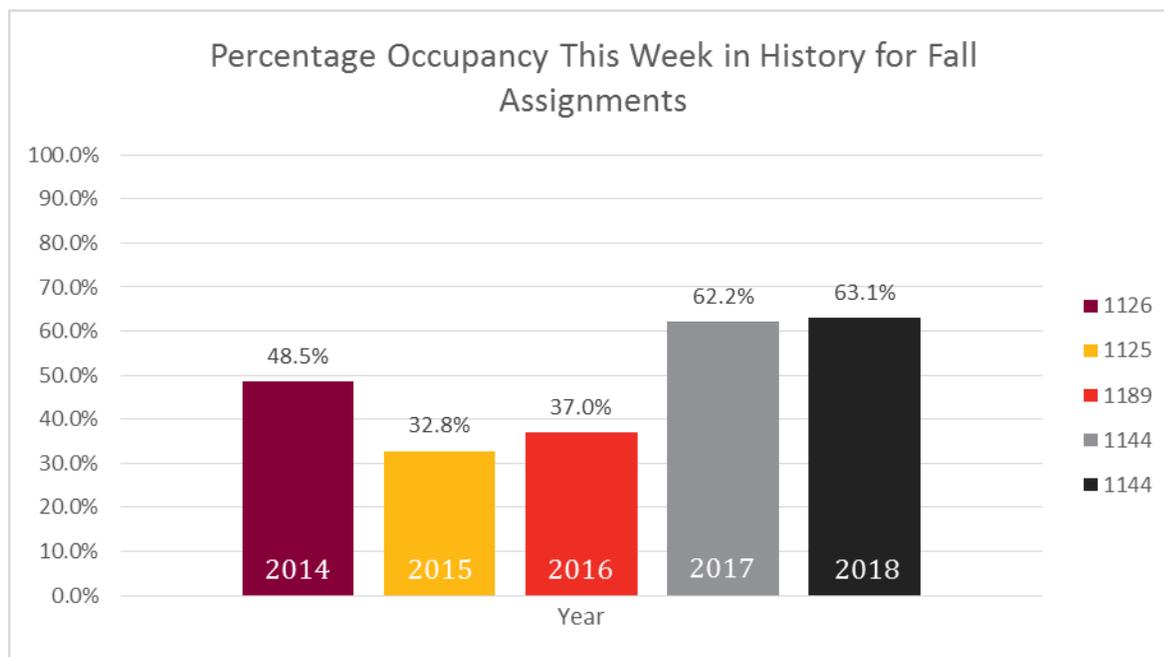
- Housing is up 6.9% for Spring 2018 vs. Spring 2017
- Fairmont Students: 853 (+32); Pierpont Students 161 (+11)
- All halls are up in assignments for Spring 2018

Assignments are up for FY 19:

- 63.1% occupied.
- University Terrace Apartments are full. Operating off of a wait-list
- Bryant Place is at 73% full
- All but two Singles in Pence Hall are full

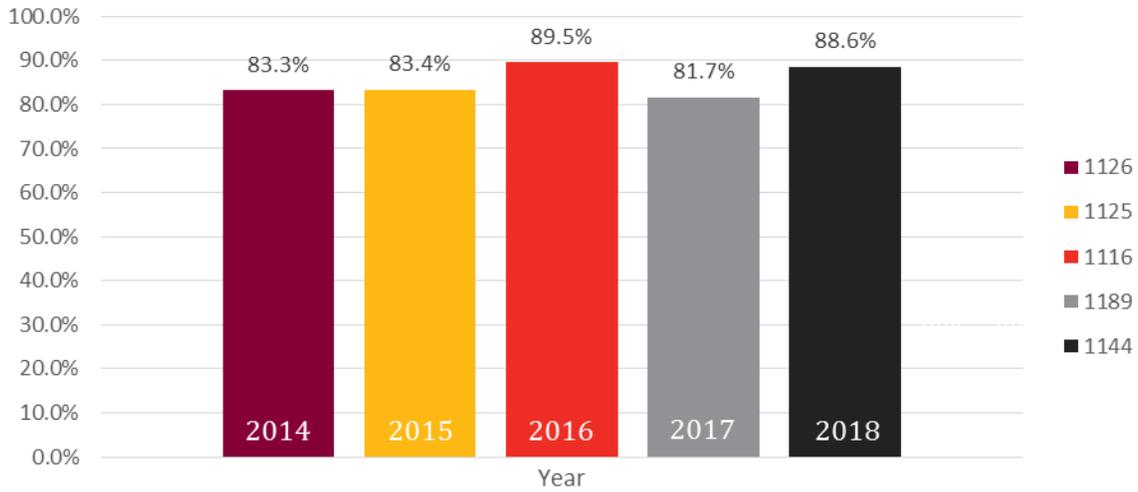
Budget:

- Labor costs are down
- Operating costs are slightly elevated
 - Deferred maintenance
- Minimizing our Outstanding AR
- On track to transfer reserve

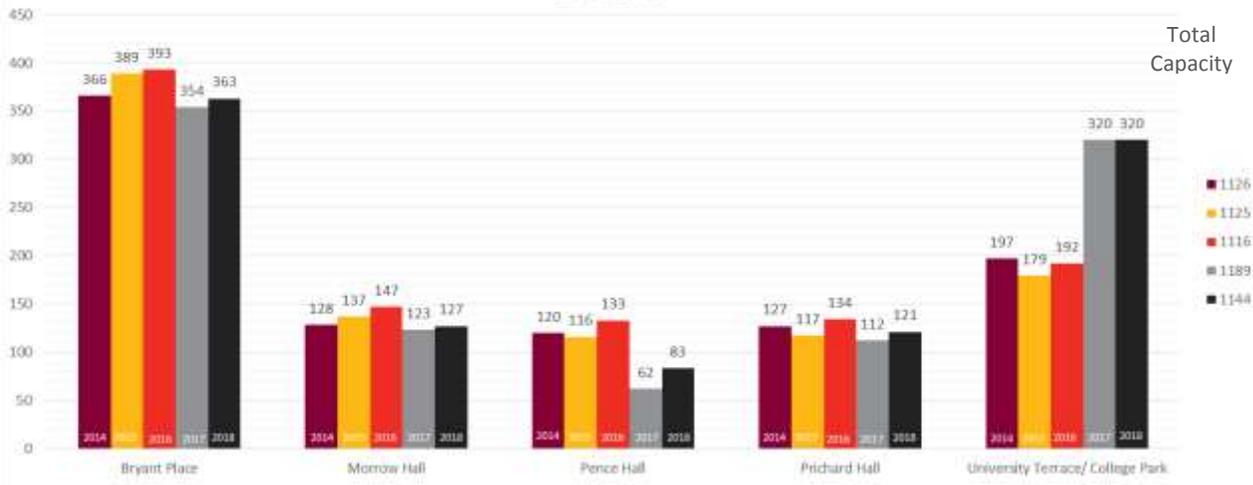


Housing Occupancy Information for FY19								
Institution	Bryant Place	Morrow Hall	Pence Hall	Prichard Hall	University Terrace	Total	%	
Fairmont	246	20	46	41	280	633	55.3%	
Pierpont	45	9	9	5	21	89	7.8%	
Empty Beds	109	134	31	104	44	422	36.9%	
Total Occupancy	291	29	55	46	301	722		

Percentage Occupancy This Week in History Over the Last 5 Years



Current Housing Occupancy This Week in History By Facility over the last 5 Years



Housing Occupancy This Week in History

Year	Bryant Place	Morrow Hall	Pence Hall	Prichard Hall	University Terrace/College Park	Total	Total Capacity	Capacity Percentage
FY14	366	128	120	127	197	938	1126	83.3%
FY15	389	137	116	117	179	938	1125	83.4%
FY16	393	147	133	134	192	999	1116	89.5%
FY17	354	123	62	112	320	971	1189	81.7%
FY18	363	127	83	121	320	1014	1144	88.6%