



FAIRMONT STATE UNIVERSITY
BOARD OF GOVERNORS
MEETING MINUTES
AUGUST 16, 2018
BOARD ROOM, 3RD FLOOR FALCON CENTER
1201 LOCUST AVENUE, FAIRMONT, WV

I. CALL TO ORDER

A. Roll Call

Chair Bill Holmes convened a meeting of the Fairmont State University (FSU) Board of Governors on August 16, 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 Holmes, Serena Scully, Special Assistant to the President, conducted a roll call of the Board of Governors. Present for the meeting were board members Dr. Chris Courtney, Holly Fluharty, Aaron Hawkins, Bill Holmes, Bailey McInturff, Deborah Prezioso, Jay Puccio, Dr. Budd Sapp and Dixie Yann. Dr. Mark Hart and Frank Washenitz participated by conference call. John Schirripa was absent.

Others present were President Martin and President's Executive Leadership Team members Cindy Curry, Lyndsey Dugan, Richard Harvey, Stacey Jones, Christa Kwiatkowski and Tim McNeely. Tom Tucker, Asst. VP of Facilities; Stephanie Slaubaugh, Construction Manager; RJ Gimbl, President of the Fairmont State Foundation; Chad Fowler, Acting Athletic Director; Ryan Courtney, Director of Internal Relations; Pat Snively, Associate Athletic Director; Bob Cable, Athletic Trainer; Jessica Sell, Government Relations and Development Officer; Pam Stephens, Director, Center for Educational Support Programs; Robynn Shannon, Director of Institutional Research; Victoria Cann, Social Media and Digital Content Specialist; Corey Hunt, Director of Strategic Operations; Alicia Kalka, Executive Director of Housing and Residence Life; Amanda Metcalf, Interim Dean of the School of Education, Health and Human Performance; and Joel Kirk, Chief Flight Instructor. Members of local media were in attendance as well.

B. Public Comment

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

C. Approval of Agenda

Aaron Hawkins made a motion to approve the agenda. Dr. Budd Sapp seconded. The motion passed.

II. APPROVAL OF MINUTES OF JUNE 14, 2018

Dr. Chris Courtney made a motion to approve the minutes of June 14, 2018. Deborah Prezioso seconded. The motion passed.

III. CHAIRMAN'S REPORT

- A. Chair Holmes discussed some the challenges the University is facing – including funding, enrollment, educational policy changes, shifting prospect demographics, and the changing view of a college degree. The problems need new solutions – not a continuation of the solutions used in the past.
- B. Chair Holmes mentioned that this is a new era; the era of ‘that’s the way we have always done it’, is over.
- C. Mr. Holmes thanked two former board members who have recently passed away for their service to the Board and University: Shirley Stanton and Steven Brooks.

IV. PRESIDENT'S REPORT

- A. President Martin introduced the newest member of the executive leadership team; Stacey Jones. Dr. Jones is the new Vice President of Institutional Effectiveness and Strategic Operations.
- B. Dr. Martin briefly discussed reaching and exceeding the goal of an 8% first time enrollment increase, \$650,000 ahead of where the University’s position the previous year, and housing occupancy exceeded expectations. Lyndsey Dugan, Tim McNeely and Christa Kwiatkowski will discuss these items later in their reports.
- C. President Martin deferred to her ELT team for more information on University updates.

V. REPORTS AND PRESENTATIONS

- A. Bob Cable, Athletic Trainer, provided the constituent report.

Mr. Bob Cable is the Athletic Trainer for Fairmont State University and is beginning his 29th season at the University.

Mr. Cable provided a handout that discussed the best practices in athletic training and discussed that to reduce liability, all of the athletic training staff put in long hours.

Dr. Chris Courtney mentioned that athletic training is an area of weakness that can be improved on in regard to additional staffing and financial assistance.

- B. RJ Gimbl, President and CEO of the Fairmont State Foundation, reported that as of June 30, 2018, total assets equaled \$30,875,000 and the endowment balance was over \$22 Million.

Mr. Gimbl stated that since the last board meeting, there have been \$310,000 in new gifts that include: \$122,000 in endowed scholarship gifts, \$182,000 in university-wide program support gifts, and \$66,000 in athletic program support.

A mailing to kick-off the Every Gift Matters campaign was sent in July. To date, the mailing has resulted in gifts of \$13,000.

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

Stephanie Slaubaugh, Construction Manager, advised they are currently working on the Charles Pointe build-out; the project is slightly ahead of schedule.

The single point of entry project for all buildings on campus is currently still in process. The PO has been issued and the installation is currently scheduled to begin in September.

The library roof project is significantly behind due to the weather; about 20% of the roof has been completed.

All summer paving projects have been completed.

The updated parking lot behind the Education building was discussed (Lot 14). The project has been completed and has been an improvement for the traffic as well as the pedestrians.

- D. Institutional Effectiveness and Strategic Initiatives (Stacey Jones)

Dr. Stacey Jones, VP for Institutional Effectiveness and Strategic Operations gave a brief presentation on the items she will be working on to ensure the continuous improvement of the University.

VI. CONSENT AGENDA

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

Financial Reports for periods ending May 31, 2018 and June 30, 2018.

Aaron Hawkins seconded. The motion passed.

VII. ACADEMIC AFFAIRS COMMITTEE (Aaron Hawkins, Chair)

Mr. Aaron Hawkins, Chair of the Academic Affairs Committee introduced the informational item on the agenda – Graduate Studies Report – that is supplied each year to the HEPC. Aaron recommended everyone look over the report and review the information, including programs and enrollment.

Mr. Hawkins asked that Dr. Richard Harvey, Interim Provost and Vice President for Academic Affairs, give a brief update.

Dr. Harvey mentioned the initial discussions of a master's degree in athletic training. Over the next year, the possibility will be explored.

Dr. Budd Sapp respectfully requested that in the future, faculty have more time during faculty development week to prepare for their courses.

VIII. ATHLETIC AFFAIRS COMMITTEE (Jay Puccio, Chair)

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

Mr. Fowler discussed the beginning of the fall sports season; football, soccer, volleyball and cross-country are all currently practicing.

The athletic department is currently working with the NCAA on a possible showcase football game that would be nationally televised on ESPN.

Sunday, August 15th at 5:00, the Student Athlete Advisory Committee will be hosting the 2nd annual 'Back to School Bash' for all student athletes.

IX. BYLAWS COMMITTEE (Dixie Yann, Chair)

Dixie Yann advised that the bylaws committee has not met.

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

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

Mrs. Dugan advised that a goal had been set for an enrollment growth of 8% for the incoming freshman class; we are currently at 10%. We now have the largest incoming freshman class since becoming a University. Mrs. Dugan recognized the recruitment staff and all their hard work, as well as the faculty and staff who sent personal messages to incoming students and parents.

Mrs. Dugan mentioned that the recruitment staff hits the roads in September and begins their tour.

Mr. McNeely, Interim VP of Student Services, Operations and Athletics provided a housing update. Housing occupancy is currently up and some single rooms in Pence Hall have been turned into doubles to accommodate the growth in enrollment.

XI. FINANCE COMMITTEE (John Schirripa, Chair)

John Schirripa, Chair of the Finance Committee, was absent. Christa Kwiatkowski, CFO, provided a brief update.

The Finance Committee met on August 1st and reviewed the financial statements from May and June, along with other topics. Two small capital projects were approved – a physical plant improvement project as well as an athletics capital project.

Mrs. Kwiatkowski reported that income from operations is currently up over \$600,000. Also, fund manager funds finished the year \$250,000 up – compared to this time last year.

Christa also mentioned that audit preparation is currently under way.

Currently, tuition and fee revenues are running very close to projections. There will be solid numbers to provide at the next board meeting, following the add/drop period and the purge date.

Mrs. Kwiatkowski was proud to announce the positive opening of the new Chilaca earlier this week. Chick-fil-a is currently scheduled to open mid-September. Also, the bookstore renovations are currently still underway to move the bookstore to the third floor of the Falcon Center. The current bookstore location on the 2nd floor will be the future home of Starbucks, scheduled to open in January.

XII. EXECUTIVE COMMITTEE (Bill Holmes, Chair)

Bill Holmes reported that the Executive Committee has not met.

XIII. POSSIBLE EXECUTIVE SESSION

Aaron Hawkins 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."

Dr. Budd Sapp seconded. The motion passed.

Aaron Hawkins made a motion to rise from Executive Session. Dr. Budd Sapp seconded. The motion passed.


After reconvening from Executive Session, Dr. Chris Courtney made a motion to approve the following:

- A. The purchase of 2 planes for \$200,000 for continued development of the Aviation program.

Dr. Budd Sapp seconded. The motion passed.

XIV. ADJOURNMENT

Aaron Hawkins made a motion to adjourn the meeting. Dr. Chris Courtney seconded. The motion passed.

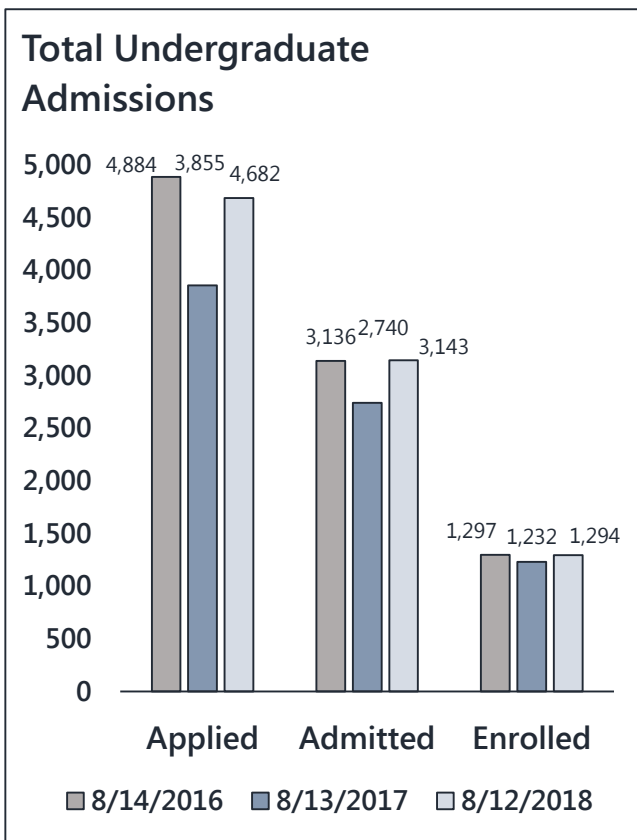
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Bill Holmes Date FSU Board of Governors' Chair

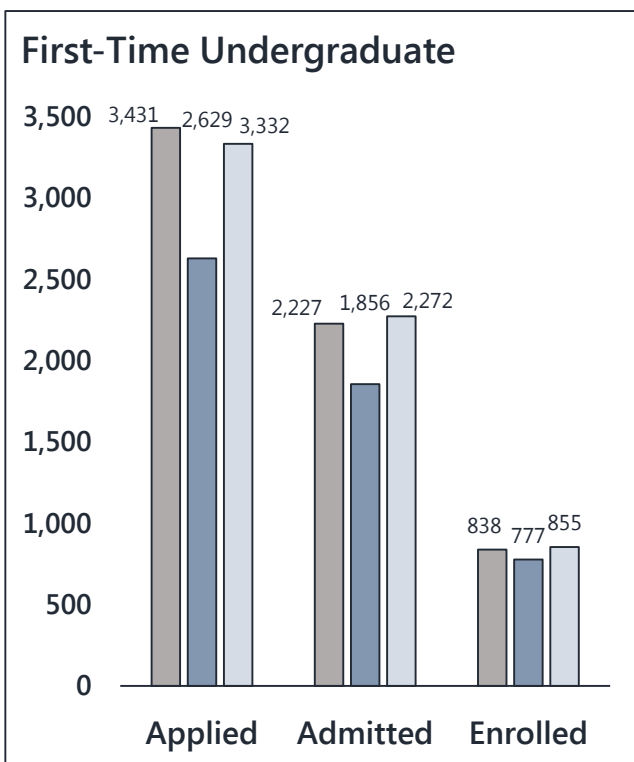
Absent

John Schirripa Date FSU Board of Governors' Secretary

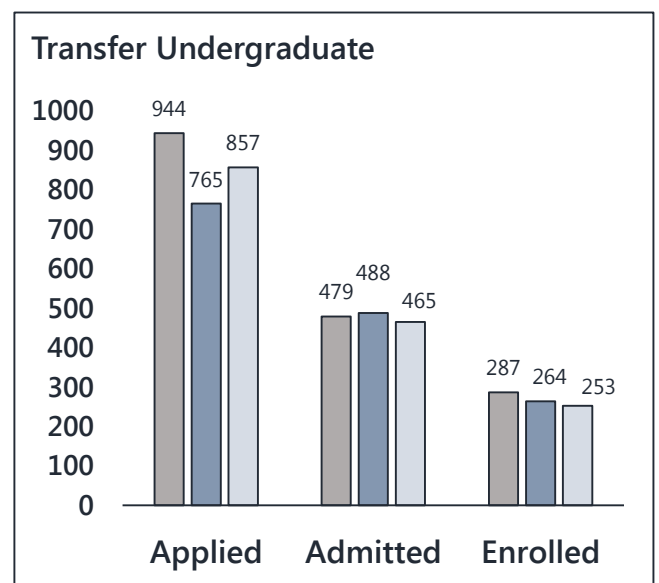
Meeting Handouts

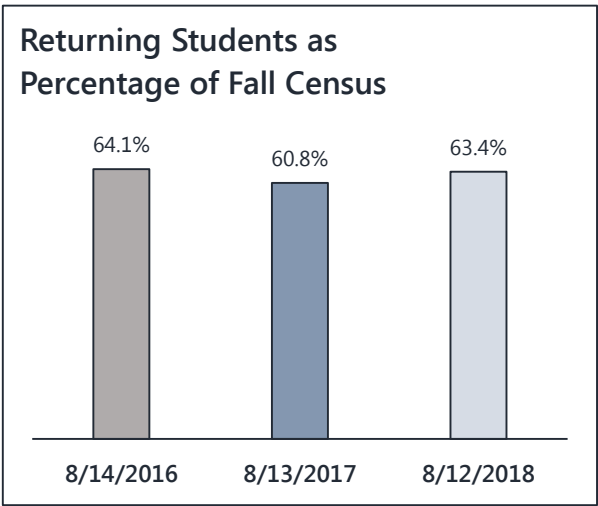
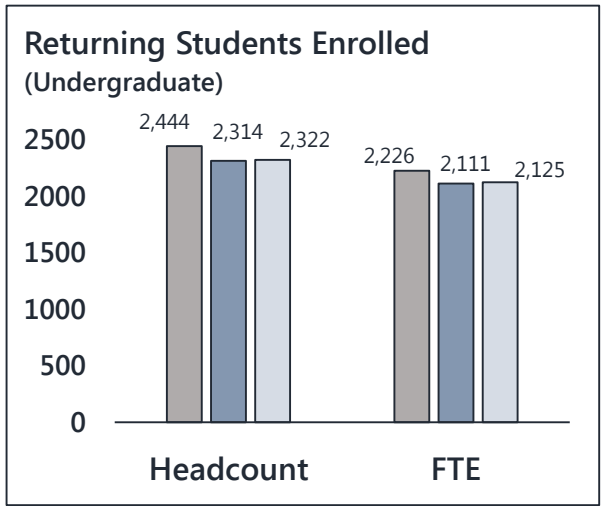
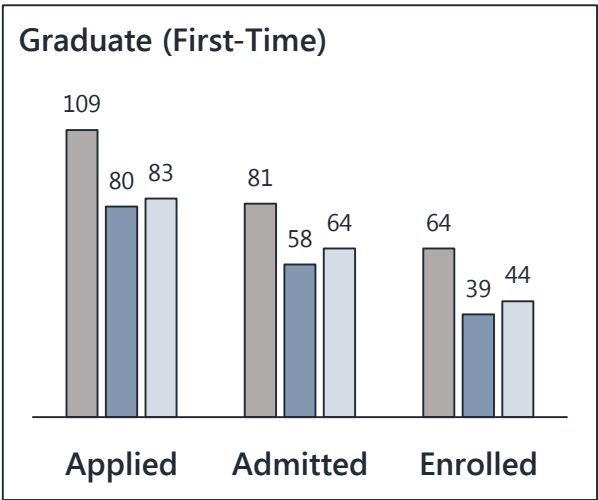
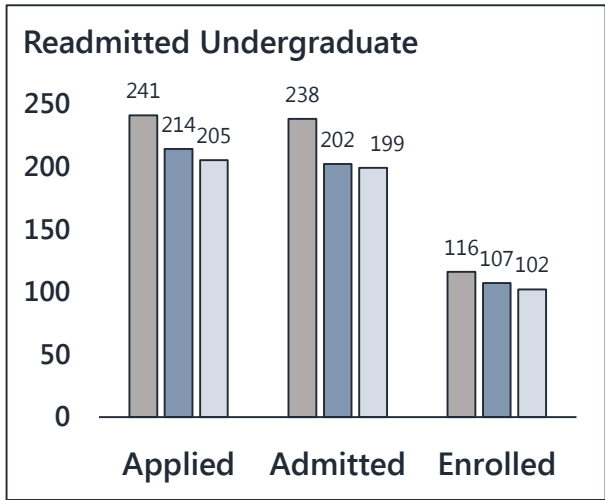
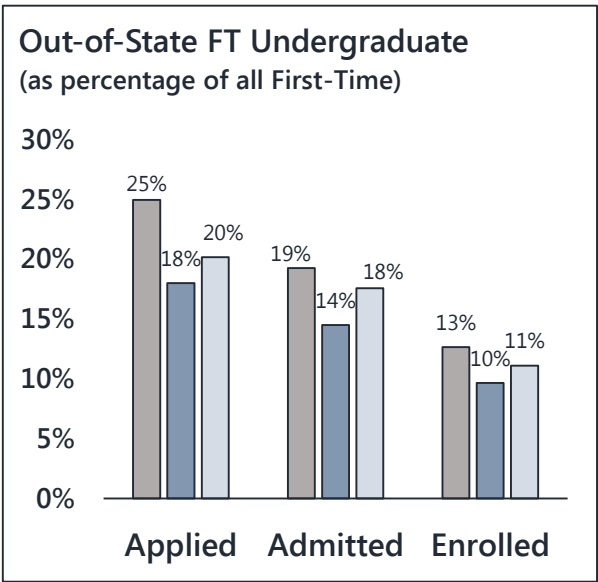
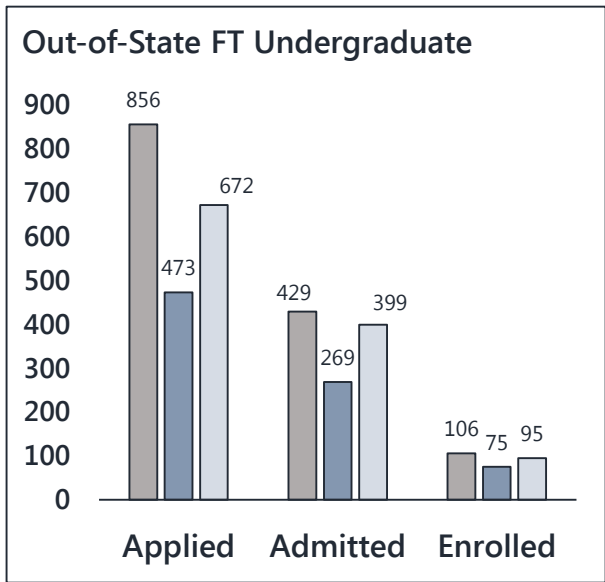

Compared to last year:

- Applications, admissions, and enrollments are all up.
 - Conversion rate up 9 percentage points. (up 3 percentage points from two years ago)
 - Total number of applications up 21.5%. (down 4% from two years ago)
 - Total number of admitted students up 15%. (unchanged from two years ago)
 - Total number of newly enrolled students up 5%. (unchanged from two years ago)
- Both First-Time and Transfer applications are up.
 - First-time applications up 27%. (down 3% from two years ago)
 - Transfer applications up 12%. (down 9% from two years ago)
- First-Time admissions and enrollments are up.
 - First-time admissions up 22%. (up 2% from two years ago)
 - First-Time enrollments up 10%. (up 2% from two years ago)



Undergraduate	8/14/2016	8/13/2017	8/12/2018
Conversion Rate	49%	43%	52%
Admit Rate	64%	71%	67%
Yield Rate	41%	45%	41%





Housing and Residence Life Summary

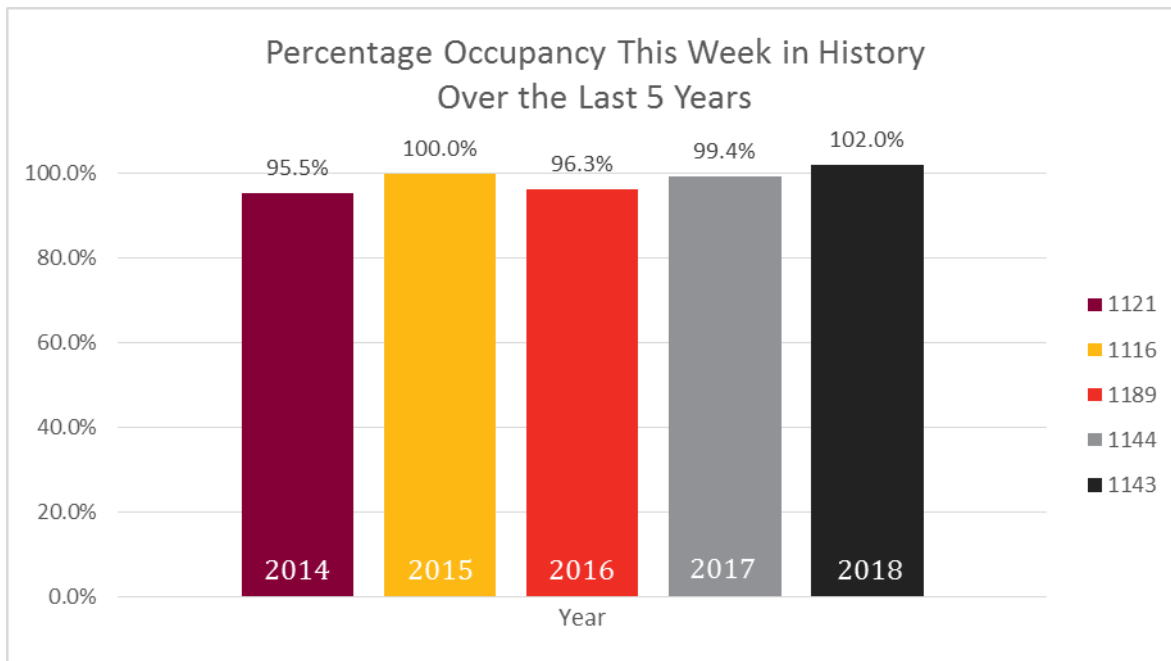
August 14, 2018

Assignments are up for FY 19:

- 102.0% occupied based on 1143 capacity (+2.6% compared to FY18)
- Pence Hall
 - There are 67 double occupancy rooms in Pence Hall.
 - 17 of the 36 double occupancy rooms are being used a temporary overflow housing.
 - These 17 additional beds are not included in the initial budgeted revenue.
- All students booked into rooms are registered for classes.

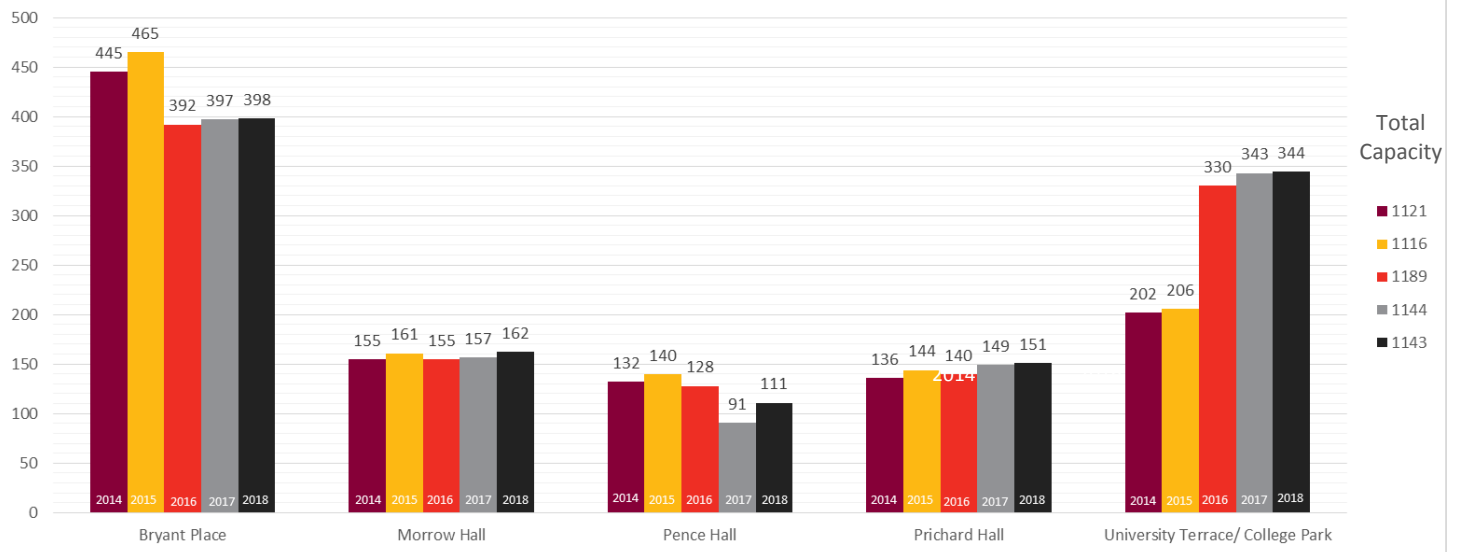
Budget:

- We transferred over \$200,000 to reserves last year.



Housing Occupancy Information for FY19							
Institution	Bryant Place	Morrow Hall	Pence Hall	Prichard Hall	University Terrace	Total	%
Fairmont	344	118	83	125	317	987	86.4%
Pierpont	54	44	28	26	27	179	15.7%
Empty Beds	1	1	-25	-1	1	-23	-2.0%
Total Occupancy	398	162	111	151	344	1166	

Current Housing Occupancy This Week in History By Facility Over The Last Five 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
FY15	445	155	132	136	202	1070	1121	95.5%
FY16	465	161	140	144	206	1116	1116	100.0%
FY17	392	155	128	140	330	1145	1189	96.3%
FY18	397	157	91	149	343	1137	1144	99.4%
FY19	398	162	111	151	344	1166	1143	102.0%

Housing Occupancy Information for FY19

Occupancy	Bryant Place	Morrow Hall	Pence Hall	Prichard Hall	University Terrace	Total
Total Occupancy	398	162	111	151	344	1166
Total Capacity	399	163	86	150	345	1143
Area/Hall Percentages	99.7%	99.4%	129.1%	100.7%	99.7%	102.0%