



# MEETING AGENDA

May 29, 2015

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Bruce Berry, MD, Chair

Jenny Allen, Vice Chair

Kathy Eddy, CPA, Secretary

Michael J. Farrell, Esq.

Kay Goodwin, Ex-Officio

John Leon, MD

Michael J. Martirano, Ed.D., Ex-Officio

Clarence Pennington, Ex-Officio

Paul Hill, Ph.D., Chancellor

**WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION  
SCHEDULE**

**Shepherd University  
Shepherdstown, West Virginia**

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**Friday, May 29, 2015**

<b>8:30 AM</b>	<b>Continental Breakfast</b> Erma Ora Byrd Hall Atrium
<b>9:00 AM</b>	<b>Commission Meeting</b> Erma Ora Byrd Hall, Room 103
<b>12:00 PM</b> (approximately)	<b>Luncheon</b> Erma Ora Byrd Hall Atrium

**Shepherd University  
Shepherdstown, West Virginia**

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**DRIVING DIRECTIONS**

**From the North or South**

Follow Interstate 81 to Martinsburg, West Virginia, and take Exit 16 East (Route 9 East) into Martinsburg. Turn left onto Route 45 East, and follow Route 45 into Shepherdstown. Proceed through the four-way stop sign.

**From the West**

Follow Interstate 70 East to Hagerstown, Maryland. In Hagerstown follow Interstate 81 South to Martinsburg, West Virginia, and take Exit 16 East (Route 9 East) into Martinsburg. Turn left onto Route 45 East, and follow Route 45 into Shepherdstown. Proceed through the four-way stop sign.

**From the East**

Follow Interstate 70 or 270 West from Baltimore, Maryland or Washington, D.C., to Frederick, Maryland, and take Exit 49 (alternate Route 40 West). Follow Alternate Route 40 through Middletown to Boonsboro, Maryland. In Boonsboro turn left onto Route 34, and follow Route 34 through Sharpsburg across the Potomac River into Shepherdstown. Turn left at the four-way stop sign onto Route 45 (German Street).

When you get to Shepherdstown, proceed two more blocks on German Street to King Street, the main street of the Shepherd campus.

**PARKING INFORMATION**

Erma Ora Byrd Hall is located off of Route 480 and across from the Bavarian Inn entrance/exit. Please refer to the enclosed campus map for the exact location and parking.

# Shepherd UNIVERSITY





## **WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION MEETING**

**May 29, 2015 | 9:00 a.m. | Shepherd University, Shepherdstown, West Virginia  
Erma Ora Byrd Hall | Room 103 | or by conference call\***

### **AGENDA**

#### **I. Call to Order**

#### **II. Approval of Minutes (*Pages 7-16*)**

#### **III. Chairman's Report**

- A. Nominating Committee Report and Election of Officers (*Page 17*)
- B. 2016 Meeting Schedule
- C. Special Recognition

#### **IV. Chancellor's Report**

#### **V. Council of Presidents' Report**

#### **VI. Updates from Constituent Groups**

- A. Advisory Council of Classified Employees
- B. Advisory Council of Faculty
- C. Advisory Council of Students

#### **VII. Access**

- A. Approval of Appointment to the Higher Education Student Financial Aid Advisory Board (*Page 18*)
- B. Approval of Series 26, Underwood-Smith Teacher Scholarship Program (*Pages 19-30*)
- C. Approval of Revisions to Series 58, Nursing Scholarship Program (*Pages 31-37*)
- D. Approval of Annual Award Amounts, Health Sciences Service Program (*Page 38*)
- E. Approval of Reciprocity Agreement between West Virginia and Ohio (*Pages 39-48*)
- F. Approval of Catholic Distance University to Operate in West Virginia (*Pages 49-65*)
- G. Extension of Preliminary State Authorization for University of the World (*Pages 66-68*)
- H. Approval of Annual Reauthorization of Degree-Granting Institutions (*Pages 69-90*)

#### **VIII. Success**

- A. Update on Transfer and Articulation (*Pages 91-93*)

- B. Approval of Series 60, Procedural Rule, West Virginia Reverse Transfer Program **(Pages 94-99)**
- C. Approval of Multicategorical Special Education Certification, Grades K-12 **(Pages 100-105)**
- D. Approval of the Bachelor of Fine Arts in Music Performance **(Pages 106-137)**
- E. Biennial Productivity Review **(Pages 138-139)**

## **IX. Impact**

- A. Overview of Rural Definition **(Pages 140-143)**
- B. Update on Medical Student Focus Groups **(Pages 144-150)**
- C. Approval of Institutional Compacts **(Pages 151-206)**

## **X. Approval of Fiscal Year 2016 Higher Education Resource Assessment (Pages 207-209)**

## **XI. Approval of Institution Capital Assessments for Fiscal Year 2016 (Pages 210-212)**

## **XII. Review of Institutional Operating and Capital Budgets and Approval of Fiscal Year 2016 Institutional Capital Budgets (Pages 213-351)**

## **XIII. Review of Tuition and Fees for 2015-16 Academic Year (Pages 352-373)**

## **XIV. Approval of Fiscal Year 2016 Higher Education Policy Commission Division Operating Budgets and Higher Education Resource Assessment Projects (Pages 374-383)**

## **XV. Approval of Presidential Search Procedure for Shepherd University (Pages 384-391)**

## **XVI. Approval of Presidential Search Procedure for West Liberty University (Pages 392-395)**

## **XVII. Possible Executive Session under the Authority of West Virginia Code §6-9A-4 to Discuss Personnel Issues**

- A. Chancellor's Contract

## **XVIII. Additional Board Action and Comment**

## **XIX. Adjournment**

***\*To join by conference call, dial 866-453-5550 and enter the participant code 5245480#.***

## **DRAFT MINUTES**

### **WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**

**March 4, 2015**

#### **I. Call to Order**

Chairman Bruce Berry convened a work session of the Higher Education Policy Commission at 3:30 PM in the 9<sup>th</sup> Floor Conference Room at 1018 Kanawha Boulevard, East, Charleston, West Virginia, and by conference call. The following Commission members were present: Jenny Allen, Bruce Berry, Kathy Eddy, Kay Goodwin, and Michael Farrell.

#### **II. Review of March 13, 2015 Agenda**

Commission staff provided a brief overview of the items on the agenda for the March 13, 2015 meeting.

#### **III. Adjournment**

There being no further business, the meeting was adjourned.

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Bruce L. Berry, Chairman

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Kathy Eddy, Secretary

## **DRAFT MINUTES**

### **WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**

**March 13, 2015**

#### **I. Call to Order**

Chairman Bruce Berry convened a meeting of the Higher Education Policy Commission at 9:00 AM in the David K. Hendrickson Conference Center, 2000 Union Carbide Drive, South Charleston, West Virginia. The following Commission members were present: Jenny Allen, Bruce Berry, Kathy Eddy, Michael Farrell, Kay Goodwin, John Leon, Michael Martirano, and Clarence Pennington. Also in attendance were institutional presidents, higher education staff, and others.

#### **II. Approval of Minutes**

Commissioner Farrell moved to approve the minutes of the meetings held on November 12, November 21 and December 30, 2014. Commissioner Leon seconded the motion. Motion passed. Commissioner Goodwin requested that the record reflect the Commission did not grant approval for a new building for WVNET during the November 12, 2014 Commission meeting.

#### **III. Chairman's Report**

Chairman Berry welcomed Commission members and the audience to the meeting. He spoke of the changing environment higher education might experience in the coming years. He proceeded to announce the members of the Nominating Committee charged with recommending a slate of officers to be considered by the full Commission at its next meeting and who will serve from July 1, 2015 to June 30, 2016. The Committee consists of Secretary Goodwin as Chair and Commissioners Farrell and Leon.

#### **IV. Chancellor's Report**

Dr. Paul Hill, Chancellor, reported on recent activities at the Commission's office. He gave updates on the progress of international education efforts, particularly the partnerships with the Mexican government and China's Shanxi Province Educational Department; the Commission's 15 to Finish initiative which is in full swing; the ongoing work on transfer and articulation to make credit transfer more seamless for students; the collaboration with the Department of Health and Human Resources to consider new statewide policies specific to potential infectious disease outbreaks on campuses; and the regular legislative session which is coming to an end.

Chancellor Hill announced the upcoming presidential searches for Marshall University, West Liberty University and Shepherd University. He then introduced

new Commission staff members Molly George, Board and Operations Coordinator, L.G. Corder, Director of Veterans Education and Training Programs, and Chris Treadway, Post-Doctoral Research Analyst.

## **V. Council of Presidents' Report**

The Council did not present a report.

## **VI. Update from West Virginia State Board of Education**

Mrs. Gayle Manchin, President of the West Virginia Board of Education, incoming Board member Lloyd Jackson, and Superintendent Michael Martirano were introduced. They provided an update on the Board's efforts to improve the preparation of students for college with focus on critical thinking and problem solving; teacher preparation programs which will innovate ways in which teachers present information to their students; their concern with the possible repeal in West Virginia of the Common Core standards; the need for alternative teacher certification programs; and implementation of the Smarter Balance Assessment in schools. They and Commission members reiterated the need to build stronger bridges between the two systems with the ultimate goal of strengthening a robust P-20 educational system throughout the state.

## **VII. Impact**

### **A. Update on the West Virginia Regional Technology Park (WVRTP)**

Dr. Rusty Kruzelock, Chief Executive Officer, welcomed attendees and proceeded to update the audience on recent activities and progress at the WVRTP. He commented on the unique individuals, engineers, and scientists that are part of the park. He stated that WVRTP is teaming with the Kauffman Foundation to create the West Virginia Able program which will teach students to develop a viable business plan recognizing their individual needs, the protection of intellectual property, how to seek investment and become profitable faster, among other skills.

## **VIII. Updates from Constituent Groups**

### **A. Advisory Council of Classified Employees**

The Council did not present an update.

### **B. Advisory Council of Faculty**

Dr. Roy Nutter, Vice Chair of the Advisory Council of Faculty, updated the Commission on issues of concern to faculty during the present legislative session such as passage of House Bill 2005, which offers counties the choice of working with or without higher education to award alternative certification

for classroom teachers; House Bill 2594, which requires all higher education institutions to award transfer credit if 70 percent of the learning goals are similar for courses; Senate Bill 362, which attempts to establish a Common Core steering committee that will create new Common Core curriculum for the state's students; and Senate Bill 439, regarding personnel classification and compensation. Vice Chair Nutter asked for the Commission's support and advocacy as these actions are considered by the Legislature.

#### C. Advisory Council of Students

Joe Caudill, student at West Virginia University Institute of Technology and the Council's Vice Chair, reported on issues of concern to students statewide. He mentioned student fee transparency, definition of credit transfer courses, tuition increases at some of the community colleges, and the need to increase school-to-work partnerships with industry.

### IX. Access

#### A. Approval of Fiscal Year 2016 Distribution Plan for the West Virginia Higher Education Grant Program

Commissioner Farrell moved approval of the following resolution:

*Resolved*, That the West Virginia Higher Education Policy Commission approves the proposed Fiscal Year 2016 distribution plan for the West Virginia Higher Education Grant Program.

Commissioner Leon seconded the motion. Motion passed.

#### B. Approval of Eligibility Requirements, Annual Award Amount, and Summer Awards for the PROMISE Scholarship Program

Commissioner Leon moved approval of the following resolution:

*Resolved*, That the West Virginia Higher Education Policy Commission approves proposed eligibility requirements, the annual award amount, and summer awards for the PROMISE Scholarship Program.

Commissioner Eddy seconded the motion. Motion passed.

#### C. Approval of Master of Science in Criminology at West Liberty University

Commissioner Eddy moved approval of the following resolution:

*Resolved*, That the West Virginia Higher Education Policy Commission approves the Master of Science in Criminology at West Liberty University, effective August 2015. This approval will require additional approval by the

Higher Learning Commission prior to implementation. This approval expires in two years from the date of Commission approval if the program is not fully implemented at that time.

Commissioner Farrell seconded the motion. Motion passed.

D. Approval of Bachelor of Science in Health Promotion and Exercise Science at Shepherd University

Commissioner Farrell moved approval of the following resolution:

*Resolved*, That the West Virginia Higher Education Policy Commission approves the Bachelor of Science in Health Promotion and Exercise Science at Shepherd University, effective August 2015. This approval expires in two years from the date of Commission approval if the program is not fully implemented at that time.

Commissioner Allen seconded the motion. Motion passed.

E. Follow-up Report on Program Review Graduation Hours

Dr. Mark Stotler, Director of Academic Programming, reported that as part of the Commission's goal to reduce program graduation hours for baccalaureate programs, it requested follow-up reports for baccalaureate programs that exceeded 120 hours and associate degree programs that exceeded 60 hours. He provided a summary of the programs for West Virginia State University, West Virginia University, Potomac State College of West Virginia University, and West Virginia University Institute of Technology.

F. Approval of Annual Reauthorization of Degree-Granting Institutions

Commissioner Farrell moved approval of the following resolution:

*Resolved*, That the West Virginia Higher Education Policy Commission approves the Annual Reauthorization for Bluefield State College, Concord University, Fairmont State University, Glenville State College, Shepherd University, West Liberty University, West Virginia School of Osteopathic Medicine, and West Virginia State University; Alderson Broaddus University, Appalachian Bible College, Bethany College, Davis and Elkins College, Ohio Valley University, University of Charleston, West Virginia Wesleyan College, Wheeling Jesuit University; American Public University System, Future Generations Graduate School, and Strayer University.

Commissioner Eddy seconded the motion. Commissioner Goodwin opposed the reauthorization of Future Generations Graduate School. Motion passed.

G. Approval of Revisions to Series 25, Procedural Rule, Residency Classification for Admission and Fee Purposes

Commissioner Leon moved approval of the following resolution:

*Resolved*, That the West Virginia Higher Education Policy Commission approves the proposed revisions to Series 25, Procedural Rule, Residency Classification for Admission and Fee Purposes, for submission to the Secretary of State for a thirty-day public comment period.

*Further Resolved*, That staff is instructed to file the final rule with the Secretary of State at the conclusion of the comment period if no substantive comments are received.

Commissioner Farrell seconded the motion. Motion passed.

**X. Success**

A. Update on Transfer and Articulation

Dr. Corley Dennison, Vice Chancellor for Academic Affairs, stated that as part of the Commission's commitment to making the credit transfer process more seamless for students, it adopted revisions to Series 17, Transferability of Credits and Grades at West Virginia Public Colleges and Universities. These revisions included the establishment of an appeals process for the denial of transfer credit. He summarized the appeals procedures.

B. Approval of Series 59, Procedural Rule, Awarding Undergraduate Credit for Prior Learning

Commissioner Farrell moved approval of the following resolution:

*Resolved*, That the West Virginia Higher Education Policy Commission approves Series 59, Procedural Rule, Awarding Undergraduate College Credit for Prior Learning, for submission to the Secretary of State for a thirty-day public comment period.

*Further Resolved*, That staff is instructed to file the final rule with the Secretary of State at the conclusion of the comment period if no substantive comments are received.

Commissioner Eddy seconded the motion. Motion passed.

**XI. Presentation of 2014 Higher Education Report Card and Compact Update**

Dr. Neal Holly, Interim Vice Chancellor for Policy and Planning, stated that pursuant to West Virginia Code §18B-1B-8, the 2014 West Virginia Higher



Education Report Card was submitted to the Legislative Oversight Commission on Education Accountability in January 2015. He presented a summary of the report card.

In addition, Dr. Holly gave a progress update on the new Compact process that was initiated as part of the Commission's 2013-2018 Master Plan.

## **XII. Presentation of 2014 Health Sciences and Rural Health Report Card**

Dr. Robert Walker, Vice Chancellor of Health Sciences, stated that pursuant to West Virginia Code §18B-16-9(c), the 2014 Health Sciences and Rural Health Report Card was presented to the Legislative Oversight Commission on Education Accountability on January 11, 2015. He presented a summary of the report card.

## **XIII. Approval of Campus Facilities Master Plan at Bluefield State College**

Commissioner Goodwin moved approval of the following resolution:

*Resolved*, That the West Virginia Higher Education Policy Commission approves Bluefield State College's Ten Year 2014 Campus Master Plan.

Commissioner Eddy seconded the motion. Motion passed.

## **XIV. Report on Facilities Analysis**

Dr. Edward Magee, Vice Chancellor for Finance, reported that in response to Series 12, Procedural Rule, Capital Project Management, which requires the Commission to develop a state-level facilities plan and funding mechanism, the Commission engaged Sightlines, college and university facilities asset advisors, to gather the data necessary to inform the development of the plan. A representative from Sightlines provided an overview of the system facilities for the Commission.

## **XV. Approval of Fiscal Year 2014 Consolidated Audit**

Commissioner Farrell moved approval of the following resolution:

*Resolved*, That the West Virginia Higher Education Policy Commission accepts the audited financial report for the Higher Education Fund for the Fiscal Year ending June 30, 2014.

Commissioner Goodwin seconded the motion. Motion passed.

## **XVI. Approval of Audit Assistance**

Commissioner Eddy moved approval of the following resolution:

*Resolved*, That the West Virginia Higher Education Policy Commission grants authority to the Executive Vice Chancellor for Administration or his/her designee to engage a Certified Public Accounting firm to assist any institution that is not ready for its annual audit with the compilation of information necessary to complete the annual audit on time.

Commissioner Farrell seconded the motion. Motion passed.

## **XVII. Legislative Update**

Mr. Matt Turner, Executive Vice Chancellor for Administration, provided an overview of legislative activity related to higher education. He stated that the Commission has been successfully meeting with the new legislative leadership to communicate higher education's mission and initiatives. The 2015 regular legislative session will conclude on March 14, 2015.

## **XVIII. Presentation of 2014 Personnel Report**

Ms. Patricia Clay, Vice Chancellor for Human Resources, stated that the Commission's 2014 Annual Personnel Report, as required by West Virginia Code §18B-7-8(b)(1), was presented to the Legislative Oversight Commission on Education Accountability on January 11, 2015. She provided a summary of the progress made by organizations toward achieving full funding of the temporary classified employees' salary schedule and other pertinent data elements that provide indications of consistent application of personnel policy.

## **XIX. Approval of Membership to the Job Classification Committee**

Commissioner Eddy moved approval of the following resolution:

*Resolved*, That the West Virginia Higher Education Policy Commission approves the appointments to the Job Classification Committee.

*Further Resolved*, That the West Virginia Higher Education Policy Commission delegates authority to make all future approvals of the Job Classification Committee and the Compensation Planning and Review Committee to the Chancellor.

Commissioner Farrell seconded the motion. Motion passed.

**XX. Approval of Retirement Plan Loan Provisions**

Commissioner Leon moved approval of the following resolution.

*Resolved*, That the West Virginia Higher Education Policy Commission approves the retirement plan loan limitation provisions with an effective date of July 1, 2015.

Commissioner Goodwin seconded the motion. Motion passed.

**XXI. Approval of Presidential Search Procedure for Marshall University**

Commissioner Leon moved approval of the following resolution:

*Resolved*, That the West Virginia Higher Education Policy Commission approves the Presidential Search Procedure adopted by the Marshall University Board of Governors.

Commissioner Eddy seconded the motion. Commissioner Farrell abstained from voting. Motion passed.

**XXII. Approval of Annual Reauthorization of Degree-Granting Institutions -- Salem International University**

Commissioner Farrell moved approval of the following resolution:

*Resolved*, That the West Virginia Higher Education Policy Commission defers action on the annual reauthorization of Salem International University until its May 29, 2015 meeting, and delegates to the Chancellor the obligation to communicate to the institution the need to define and submit a plan of action to address its low graduation rate.

Commissioner Eddy seconded the motion. Motion passed.

**XXIII. Possible Executive Session under the Authority of West Virginia Code §6-9A-4 to Discuss Personnel Issues**

Commissioner Leon moved approval to convene in Executive Session under the authority of West Virginia Code §6-9A-4 to discuss personnel issues. Commissioner Allen seconded the motion. Motion passed.

The Commission reconvened in open session with Commissioner Farrell moving approval to rise from Executive Session. Commissioner Eddy seconded the motion. Motion passed.

Chairman Berry explained that no decisions were made or actions taken during Executive Session.

#### **XXIV. Additional Board Action Item and Comment**

##### **A. Approval of Presidential Contract and Compensation at Glenville State College**

Commissioner Leon moved approval of the following resolution:

*Resolved*, That the West Virginia Higher Education Policy Commission approves the presidential contract and compensation for Glenville State College President Peter Barr upon the terms and conditions communicated to it and delegates to the Chancellor the authority to approve a final contract as to form.

Commissioner Eddy seconded the motion. Motion passed.

##### **B. Approval of Interim President for West Liberty University**

Commissioner Farrell moved approval of the following resolution:

*Resolved*, That the West Virginia Higher Education Policy Commission approves the appointment by the West Liberty University Board of Governors of John P. McCullough as Interim President under the terms and conditions communicated to the Commission by the Board and delegates to its Chancellor the authority to approve as to form a final contract for Dr. McCullough.

Commissioner Eddy seconded the motion. Motion passed.

#### **XXV. Adjournment**

There being no further business, Commissioner Farrell moved to adjourn the meeting. Commissioner Leon seconded the motion. Motion passed.

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Bruce L. Berry, Chairman

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Kathy Eddy, Secretary

**West Virginia Higher Education Policy Commission  
Meeting of May 29, 2015**

**ITEM:** Nominating Committee Report and Election of Officers

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher Education Policy Commission elects the slate of officers for Fiscal Year 2016 as proposed by the Nominating Committee.

**PRESENTER:** Kay Goodwin

**BACKGROUND:**

At the March 13, 2015 meeting, the Commission approved the appointment of a Nominating Committee for the purpose of electing officers for Fiscal Year 2016. The Committee is comprised of Kay Goodwin, Michael J. Farrell, and John Leon. Nominating Committee Chair Kay Goodwin will provide the Committee's report and present a slate of officers for consideration and action by the full Commission.

**West Virginia Higher Education Policy Commission  
Meeting of May 29, 2015**

**ITEM:** Approval of Appointment to the Higher Education Student Financial Aid Advisory Board

**INSTITUTIONS:** All

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher Education Policy Commission approves the appointment of Kathy Bialk to the Higher Education Student Financial Aid Advisory Board.

**STAFF MEMBER:** Brian Weingart

**BACKGROUND:**

The Higher Education Student Financial Aid Advisory Board is a body statutorily charged to provide financial aid expertise and policy guidance to the Commission and the West Virginia Council for Community and Technical College Education (Council) on matters related to federal, state, and private student financial aid resources and programs.

The Higher Education Student Financial Aid Advisory Board consists of seven members. Three members are appointed by the Commission, two members by the Council, one member by the West Virginia Independent Colleges and Universities, and one member by the West Virginia School Counselor Association. According to statute, although original appointments by the Commission were for different term lengths, subsequent appointments shall be for three-year terms. Members are eligible to succeed themselves for one additional consecutive term.

The statute provides that members appointed by the Commission and the Council shall possess a broad knowledge of state and federal higher education student financial aid programs and have experience in administering these programs, preferably at the system or campus level.

The Commission approves membership to this Board. Currently, the three-year term for Kaye Widney, Vice President for Student Services at Fairmont State University, expires on June 30, 2015. Kathy Bialk has been recommended to serve a three-year term that begins July 1, 2015. Kathy is the Director of Student Financial Assistance at Marshall University and has served in the financial aid profession for 30 years.

**West Virginia Higher Education Policy Commission  
Meeting of May 29, 2015**

**ITEM:** Approval of Series 26, Underwood-Smith Teacher Scholarship Program

**INSTITUTIONS:** All

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher Education Policy Commission approves the proposed revisions to Series 26, Legislative Rule, Underwood-Smith Teacher Scholarship Program, for submission to the Secretary of State for a thirty-day public comment period.

*Further Resolved*, That staff is instructed to forward the legislative rule to the Legislative Oversight Commission on Education Accountability for approval and further legislative action if no substantive comments are received at the conclusion of the comment period.

**STAFF MEMBER:** Brian Weingart

**BACKGROUND:**

Series 26, Legislative Rule, Underwood-Smith Teacher Scholarship Program, had a teacher loan assistance component added as part of Senate Bill 359 during the 2013 Legislative Session. During the 2015 Legislative Session, House Bill 2645 expanded the teacher loan assistance program. The proposed revisions to the rule will allow teachers to apply for and be awarded up to \$3,000 in loan assistance in exchange for two (2) years of service of teaching in a West Virginia public school. Awards are applied to the applicant's current outstanding federal student loan balance. Eligibility is for those who are under contract to teach a subject area of critical need or in a geographic area of the state identified as an area of critical need. Sections 14 and 17 of Series 26 have been amended to reflect these changes.

Staff recommend approval of the proposed revisions to Series 26, Underwood-Smith Teacher Scholarship Program, for submission to the Secretary of State for a thirty-day public comment period. If no substantive comments are received at the conclusion of the comment period, staff will file the rule with the Legislative Oversight Commission on Education Accountability for approval and further legislative action.

**TITLE 133**  
**LEGISLATIVE RULE**  
**WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**

**SERIES 26**  
**UNDERWOOD-SMITH TEACHER SCHOLARSHIP PROGRAM**

**§133-26-1. General.**

- 1.1. Scope. This rule establishes guidelines and procedures which will direct the operation of the Underwood-Smith Teacher Scholarship Program.
- 1.2. Authority. West Virginia Code §18C-4 et seq.
- 1.3. Filing Date. ~~April 3, 2015.~~
- 1.4. Effective Date. ~~May 3, 2015.~~
- 1.5. Modification of Existing Rule: Title133, Series 26, Legislative Rule of the West Virginia Higher Education Policy Commission dated ~~April 27, 2005~~ May 3, 2015.

**§133-26-2. Purpose.**

- 2.1. The intent of the legislation creating the Underwood-Smith Teacher Scholarship Program is to:
  - 2.1.a. Improve the quality of education in the public schools of West Virginia by encouraging and enabling West Virginia residents who have demonstrated outstanding academic abilities to pursue teaching careers at the pre-school, elementary, middle or secondary levels in the public schools of West Virginia.
  - 2.1.b. Make particular efforts to encourage those individuals who have demonstrated outstanding academic abilities to pursue teaching careers by developing selection criteria and procedures to reflect the state's present and projected teacher needs, including needs statewide and in different geographic areas and for teachers with education and training in specific disciplines.

**§133-26-3. Funding.**

- 3.1. A special revolving fund known as the Underwood-Smith Teacher Scholarship Fund has been created in the State Treasury and is administered by Vice Chancellor for Administration of the West Virginia Higher Education Policy Commission (Commission) solely to grant



scholarships for prospective teachers. Monies received from collections, monies appropriated by the Legislature, interest earned on these monies, and monies received by other sources will be placed in this fund.

- 3.2. Carry-forward monies shall not expire or revert and will be used for future scholarships.
- 3.3. Additional funding may be received from gifts, grants, contributions, bequests, or endowments.
- 3.4. The Vice Chancellor for Administration shall make a reasonable effort to encourage external support for the scholarship program.
- 3.5. Fund balances shall be invested with the state's consolidated investment fund.
- 3.6. In order to encourage support for the Underwood-Smith Teacher Scholarship Program, the Vice Chancellor for Administration may set aside up to one-half of the funds appropriated by the Legislature to match non-state source contributions on behalf of a specific institution of higher education in this state. Such match shall be at the rate of two state dollars to each one dollar contributed by a private source.

**§133-26-4. Administration.**

- 4.1. The Underwood-Smith Teacher Scholarship Program shall be administered by the Vice Chancellor for Administration or her/his designee.
- 4.2. The Higher Education Policy Commission, in consultation with the State Superintendent of Schools, shall promulgate reasonable legislative rules for the administration of the program and the Vice Chancellor for Administration, in accordance with such rules, shall establish appropriate guidelines for program operation.
- 4.3. Recipient awards shall not exceed \$5,000.00 per year for a maximum of four academic years for a baccalaureate degree and/or two academic years for a master's degree.
- 4.4. The Vice Chancellor for Administration shall solicit the views of public and private education agencies and institutions and other interested parties in developing the selection criteria and procedures to be used by the selection panel. These views may be solicited by means of written and published selection criteria and procedures in final form for implementation. Views may also be solicited by means of public hearings on the present and projected teacher needs of the state.

**§133-26-5. Panel Selection Criteria and Procedures.**

- 5.1. The Governor shall designate the Higher Education Student Financial Aid Advisory Board to select Underwood-Smith Teacher Scholarship recipients.

**§133-26-6. Application Process.**

- 6.1. Application forms will be made available to public and private high schools in the state and to public and private colleges in the state.
- 6.2. Applications may be distributed and the program advertised to interested parties such as, but not limited to, the National Association for the Advancement of Colored People, Division of Rehabilitation Services, and West Virginia's Women's Commission in an effort to attract students from low income backgrounds, ethnic or racial minority students, students with disabilities, and women or minority students who show interest in pursuing teaching careers in mathematics and science and who are under represented in those fields. Applications may also be distributed and the program advertised in campus newspapers, agency exhibits, and publications directed at interested parties.
- 6.3. In times of limited funding or limited teaching jobs in West Virginia, priority will be given to upper division college applicants.

**§133-26-7. Eligibility Criteria.**

- 7.1. Academic ability shall be the primary criteria for selecting scholarship recipients.
- 7.2. To be eligible to receive an Underwood-Smith Teacher Scholarship, applicants/renewals must be West Virginia residents who are or will be enrolled on a full-time basis in an accredited institution of higher education in West Virginia pursuing a course of study leading to teacher certification at the preschool, elementary, middle or secondary level in West Virginia who:
  - 7.2.a. Have graduated or are graduating from high school in the top 10 percent of their graduating class or the top ten percent statewide of those West Virginia students taking the American College Test or the Scholastic Assessment Test.
  - 7.2.b. Have completed less than two years of college and have at least a 3.25 cumulative grade point average on a possible 4.0 scale; or

- 7.2.c. Are graduate students who have graduated or will be graduating with at least a 3.5 grade point average on a possible 4.0 scale from their undergraduate institution.
- 7.3. Recipients must be willing to sign a scholarship agreement which shall fully disclose the terms and conditions under which a teaching obligation must be met or repayment may be required.
  - 7.3.a. A recipient may appeal any determination of non-compliance with provisions of the scholarship agreement by submitting a written appeal of the specific complaint within 30 days of notification of non-compliance. Such appeal will be submitted to the Vice Chancellor for Administration or her/his designee for a decision.
  - 7.3.b. No Underwood-Smith funds will be disbursed until a signed agreement has been received by the Vice Chancellor for Administration.
- 7.4. In addition to academic criteria, the following may be considered in the selection of the Underwood-Smith Teacher Scholarship recipients: Pursuit of a degree in a teaching need area as determined by the State Board of Education, grade point average, involvement in extra-curricular activities, financial need, a written essay in which the applicant expresses her/his interest in teaching, and reference letters from faculty members.

**§133-26-8. Service Obligation.**

- 8.1. Each recipient of the Underwood-Smith Teacher Scholarship shall enter into an agreement with the Vice Chancellor for Administration that within a ten-year period after completing the teacher education program, the recipient agrees to:
  - 8.1.a. Teach full-time under contract with a county board of education in a public education program in West Virginia for two years for each year for which the scholarship was received; or
  - 8.1.b. Teach full-time in West Virginia, one year for each year for which the scholarship was received, under contract with a county board of education in West Virginia in a teacher shortage area, in an exceptional children program, in a school having less than average academic results or in a school in an economically disadvantaged area as determined by the State Board of Education; or
  - 8.1.c. Perform substitute teaching duties with a county board of education in West Virginia for two years for each year for which the scholarship was received or if teaching in West Virginia in a

teacher shortage area, in an exceptional children program, in a school having less than average academic results or in a school in an economically disadvantaged area as determined by the State Board of Education teach one year for each year the scholarship was received. Credit received will be pro-rated based on the number of days in the public school system year. A minimum of 60 days of substitute teaching is required to earn any credit toward the teaching obligation.

- 8.2. If a recipient is seeking and unable to secure a position as set out in Section 8.1 of this rule following completion of the teacher education program, he/she may be considered for additional options to fulfill the service obligation. Qualifying optional service will be credited at the rate of two years of service for each year the scholarship was received. Such service must be certified in writing by an appropriate employing official and be approved in advance by the Vice Chancellor for Administration or her/his designee. Additional options include:
  - 8.2.a. Teach full-time or permanent part-time in a private school, parochial or other school approved under exemptions (A) or (K) for the instruction of students of compulsory school age pursuant to section one, article eight, chapter eighteen of the West Virginia code or in an accredited higher education institution or accredited post-secondary vocational education program in West Virginia; or
  - 8.2.b. Perform alternative service or employment in West Virginia in a federal, state, county or locally supported program with an educational component, including mental or physical health care. A minimum of seventy-five percent of the work assignments must involve the educational component to be considered for credit through alternative service or employment. This may include, but not be limited to, those employed as librarians, guidance counselors, instructors at prisons or juvenile correctional facilities, and certain federal early outreach and student services employees; or
  - 8.2.c. Perform alternative service with a bona fide tax exempt charitable organization dedicated to the above. Any such employee must meet the education component criteria and percentage as set out in Section 8.2.b.
- 8.3. If extenuating circumstances exist (see Section 9.4), the Vice Chancellor for Administration may extend the period for fulfilling the obligation to fifteen years.
- 8.4. It is the responsibility of the recipient to provide the Vice Chancellor for

Administration with evidence of compliance with teaching requirements.

**§133-26-9. Monetary Repayment.**

- 9.1. If a recipient does not fulfill the service obligation, he/she will be required to make monetary repayment of the scholarship.
- 9.2. In addition to the repayment of the scholarship, interest will be charged at a rate prescribed by the Vice Chancellor for Administration and will begin to accrue at the time the repayment period begins.
- 9.3. If a recipient fulfills a portion of the obligation, interest will accrue from the day on which the recipient ceased to fulfill the obligation. If a recipient is substitute teaching but does not earn enough credit to fulfill any of the obligation, interest will accrue from the beginning of the deferment period.
- 9.4. In the event of non-compliance, payment in full will normally be expected 60 days from the date of non-compliance. In the event of extenuating circumstances the Vice Chancellor for Administration may approve an alternate payment plan.
- 9.5. As permitted by federal law, applicable state regulations, and the terms of the scholarship agreement, reasonable collection costs, late charges and attorney fees may be assessed in the collection of delinquent accounts.
- 9.6. If extenuating circumstances exist, the Vice Chancellor for Administration, upon receipt of appropriate documentation, may extend the period for fulfilling the obligation to fifteen years. Extenuating circumstances include, but are not limited to, a temporary disability, inability to secure a full-time teaching position, or serious family illness.
- 9.7. When the Commission is advised of a recipient's application for bankruptcy, such application will be considered by the Vice Chancellor for Administration or her/his designee in consultation with the Attorney General's Office.
- 9.8. When, due to poor health, monetary hardship, or other acceptable reasons, a recipient is unable to make payments, a forbearance may be allowed if the Vice Chancellor for Administration or her/his designee has reason to believe, and so documents in the scholar's file, that the recipient does intend to fulfill the monetary obligation.

**§133-26-10. Deferment Provisions.**

- 10.1. A recipient is not considered in violation of the agreement entered into and is eligible for consideration of deferment of fulfilling the obligation, including the cessation of interest accrual, provided he/she is:
  - 10.1.a. Pursuing a full-time course of study at an accredited institution of higher education. The student must provide documentation of enrollment on a semester basis.
  - 10.1.b. Serving on active duty, not in excess of four years, as a member of the armed services of the United States. The recipient must provide documentation from an authorized military official of start date of active duty and discharge date.
  - 10.1.c. Seeking and unable to find full-time employment with a county board of education in West Virginia or acceptable alternative service employment pursuant to Section 8.2. This deferment shall not exceed 27 months. To receive this deferment, a recipient must annually provide documentation signed by a school official from two county boards of education verifying that an application for full-time employment is on file.
  - 10.1.d. Seeking and unable to find any full-time employment. This deferment can be approved for a single period not to exceed 12 months. Copies of written correspondence with potential employers and/or other appropriate documentation must be provided every six months.
  - 10.1.e. Providing care for a disabled spouse for a period not to exceed 12 months. A sworn affidavit from a qualified physician must be submitted every six months.
  - 10.1.f. Temporarily totally disabled for a period not to exceed three years. Proof of disability must be established by a sworn affidavit of a qualified physician and verified on an annual basis.
- 10.2. Deferments may also be considered for other conditions and circumstances as may be approved by the Vice Chancellor for Administration.

**§133-26-11. Cancellation of Obligation.**

- 11.1. A recipient's service and monetary obligation is excused in the event the recipient:
  - 11.1.a. Becomes permanently and totally disabled as established by sworn affidavit of a qualified physician. The Vice Chancellor for

Administration may require additional evidence of the disability.

11.1.b. Is deceased. A copy of the death certificate must be submitted.

**§133-26-12. Relationship to Other Financial Assistance.**

- 12.1. Underwood-Smith Teacher Scholarship awards plus other financial assistance shall not exceed the cost of attendance at the institution the student is attending. Cost of attendance will be provided by a financial aid officer at the school of attendance. Cost of attendance will include the cost of tuition and fees, reasonable allowances for books, educational supplies, room and board, and other expenses necessitated by individual circumstances such as a physical disability.
- 12.2. Should the scholarship award plus the amount of other financial awards exceed the cost of attendance, the institution's financial aid officer, in consultation with the recipient will determine what aid is to be reduced. This adjustment should be to the best advantage of the recipient.

**§133-26-13. Collections.**

- 13.1. Institutions' and Commission staff shall exercise due diligence in collecting monetary repayments from scholarship recipients.
- 13.2. Institutional due diligence means:
  - 13.2.a. Conducting and documenting an entrance interview (individually or in groups) with the scholarship recipient before disbursing funds in an academic year. This requirement may be met by correspondence if the institution determines that a face-to-face meeting is not practical.
  - 13.2.b. Conducting and documenting an exit interview with the scholarship recipient in which the institution provides the borrower with information necessary to carry out the terms of repayment, reminds the recipient of the rights and responsibilities associated with the scholarship funds and updates the recipient's personal information to assist in locating the recipient if he or she fails to keep the institution or the Commission informed of his or her current address.
- 13.3. Commission due diligence means:
  - 13.3.a. Notifying the scholarship recipient of his/her obligations at least twice annually during any grace or deferment period.

13.3.b. Performing regular billing.

13.3.c. Following up past due payments with a series of at least four documented and reasonably spaced attempts to contact the borrower, at least three of which must be in writing at not more than 30-day intervals, before the obligation becomes 120 days past due, provided that the Commission has a current address for the borrower.

13.3.d. Performing address searches when necessary.

13.3.e. Referring defaulted scholarships more than 120 days past due to the Secretary of the Department of Administration or to a collection agent.

13.4. In place of one or more of the procedures outlined above, institutions and Commission staff may substitute collection techniques that are equally or more effective.

**§133-26-14. Loan Assistance Eligibility.**

14.1. The Higher Education Student Financial Aid Advisory Board or those designated by the Higher Education Student Financial Aid Advisory Board shall select recipients to receive Underwood-Smith Teacher Loan Assistance Awards.

14.2. Eligibility for an award is limited to a teacher who ~~has earned a teaching degree and is certified to teach in West Virginia~~ is under contract with a county board in West Virginia to teach in a subject area of critical need or in a school or geographic area of critical need full time.

14.3. Priority shall be given to new teachers and teachers who have previously received a loan assistance award that shall agree to teach or shall currently be teaching: a subject area of critical need in a state public school; or a teacher that shall agree to teach or shall currently be teaching in a geographic area of the state identified as an area of critical need; ~~or to a certified teacher in a subject area of critical need who is enrolled in an advanced in-field degree course or who has earned an advanced in-field degree who may use the award toward current federal student loans. The Vice Chancellor for Administration may develop additional eligibility criteria.~~

14.4. The Commission shall consult with the State Department of Education annually to determine the subject areas of critical need and the geographic areas of the state in critical need.



**§133-26-15. Loan Assistance Application.**

- 15.1. Application forms shall be made available to public and private schools in the state via the Commission and the State Department of Education's websites and in other locations convenient to potential applicants.
- 15.2. Applications will be submitted on an application form approved by the Vice Chancellor for Administration.
- 15.3. Applications must be submitted by such deadline as may be designated by the Vice Chancellor for Administration.

**§133-26-16. Loan Assistance Agreement.**

- 16.1. Before receiving an award, each eligible teacher shall enter into an agreement with the Vice Chancellor for Administration.
- 16.2. Recipients shall agree to teach full-time in a public school in West Virginia in a subject area or geographic area of critical need under contract with a county board for a period of two school years for each year for which loan assistance is received.
- 16.3. The Vice Chancellor for Administration may grant a partial award to an eligible recipient whose contract term is for less than a full school year. A partial award is calculated by prorating the full award amount based upon the number of days taught in the school's calendar year.

**§133-26-17. Loan Assistance Awards.**

- 17.1. Each award recipient is eligible to receive loan assistance of up to \$23,000 annually.
- 17.2. Awards will be paid to the recipient's educational loan institution, not directly to the recipient, only after the Commission determines that the recipient has complied with all the terms of the agreement.
- 17.3. Recipients may have their award terminated or may be required to repay all or part of an award according to the terms of Section 9 of this rule if the recipient does not comply with the terms of the agreement.
- 17.4. Award amounts shall not exceed the applicant's outstanding loan balance.
- 17.5. Loans eligible for loan repayment assistance are federal student loans in the applicant's name that were used for educational costs associated with obtaining a degree in teaching or a teaching credential. Parent PLUS Loans are not eligible for loan repayment assistance.

- 17.6. Loan repayment assistance shall not reimburse applicants for payments to loans already made.
- 17.7. Federal teacher loan forgiveness programs shall be considered when awards are calculated.
- 17.8. Recipients shall annually submit proof of fulfillment of the terms of the loan assistance agreement to the Commission in accordance with the loan assistance agreement. The award may be canceled if the recipient does not submit proof of fulfillment of the terms of the loan assistance agreement by the required deadline.
- 17.9. Half of the annual award will be paid after fulfilling the first year of the agreement; the second half of the annual award will be paid after fulfilling the second year of the agreement.

**§133-26-18. Loan Assistance Renewals.**

- 18.1. The recipient is eligible for renewal of loan assistance only during the periods when the recipient is under contract with a county board to teach in a subject area of critical need in a school or geographic area of critical need.
- 18.2. An applicant must have completed the terms of previous loan assistance awards before being renewed.
- 18.3. A renewal applicant who is teaching under a contract in a position that no longer meets the definition of critical need defined in Section 14.4 above is eligible for renewal of loan assistance until the teacher leaves his or her current position.
- 18.4. No recipient may receive loan assistance in excess of \$15,000.

**§133-26-19. Loan Assistance Cancellation.**

- 19.1. A recipient's service and monetary obligation is excused in the event the recipient meets the terms of Section 11 of this rule.

**§133-26-20. Loan Assistance Deferment.**

- 20.1. A recipient is not considered in violation of the agreement entered into and is eligible for consideration of deferment of fulfilling the obligation if the recipient meets the terms of Section 10 of this rule.

**West Virginia Higher Education Policy Commission  
Meeting of May 29, 2015**

**ITEM:** Approval of Revisions to Series 58, Nursing Scholarship Program

**INSTITUTIONS:** All

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher Education Policy Commission approves the revisions to Series 58, Legislative Rule, Nursing Scholarship Program, for submission to the Secretary of State for a thirty-day public comment period.

*Further Resolved*, That staff is instructed to forward the legislative rule to the Legislative Oversight Commission on Education Accountability for approval and further legislative action if no substantive comments are received at the conclusion of the comment period.

**STAFF MEMBER:** Laura Boone

**BACKGROUND:**

The Nursing Scholarship Program is administered under the direction of the Vice Chancellor for Administration and in consultation with the board of directors of the West Virginia Center for Nursing.

House Bill 2976, passed during the 2015 Legislative Session, expanded the degree programs at the master's and doctoral levels eligible for the Nursing Scholarship Program. These changes are directed at alleviating West Virginia's critical shortage of nurse educators by providing an incentive to more types of students to become nurse educators. Participating students receive an award of up to \$15,000 in exchange for an agreement to teach for two years in a state nursing program.

Doctoral programs in education are now eligible, in addition to the previously participating doctoral programs in nursing. West Virginia University has the state's only doctoral nursing program, with another program under development at Shepherd University. The expansion will extend eligibility to students enrolled in doctoral education programs at West Virginia University and Marshall University.

Additionally, the program previously restricted master's level awards to students enrolled in nursing education programs. The law now allows students enrolled in any nursing master's degree program to participate. West Virginia Wesleyan College offers the state's only nursing education program. With this expansion, programs at Marshall University, West Virginia University, and Wheeling Jesuit University now will qualify.

Prior to these changes, it was not uncommon for the Nursing Scholarship Program to receive applications from students in master's level clinical nursing programs and doctoral education programs, but have to deny these students due to their ineligible degree program. At the master's level, many nurse educators complete a clinically-focused master's nurse practitioner program instead of a master's nursing education program. Similarly, nurse educators that seek a doctoral degree often pursue a doctorate in education to advance their skills in content areas such as learning theories and higher education administration. Thus, the legislative changes hopefully have enabled the Nursing Scholarship Program to better recognize the main pathways to becoming a nurse educator.

Staff recommend that the Commission approve the revisions to Series 58 as a legislative rule for submission to the Secretary of State for a thirty-day public comment period. If no substantive comments are received during the comment period, it is recommended that the Commission extend its final approval of the rule and that the rule be submitted to Legislative Oversight Commission on Education Accountability for approval and further legislative action.

**TITLE 133  
LEGISLATIVE RULE  
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**

**SERIES 58  
NURSING SCHOLARSHIP PROGRAM**

**§133-58-1. General.**

1.1. Scope.--This rule establishes guidelines and procedures which will direct the operation of the Nursing Scholarship Program.

1.2. Authority. --West Virginia Code §18B-1-6 and §18C-3-4.

1.3. Filing Date. -- ~~April 3, 2015.~~

1.4. Effective Date. -- ~~May 3, 2015.~~

**§133-58-2. Purpose.**

2.1. This rule provides financial aid to nursing professionals and students who agree to practice in hospitals and other health care institutions or teach in state nursing programs in West Virginia.

**§133-58-3. Funding and Administration.**

3.1. A special revenue account known as the Center for Nursing Fund in the State Treasury is to be administered by the Vice Chancellor for Administration under the West Virginia Higher Education Policy Commission (Commission). In addition to the provision contained in West Virginia Code §30-7B-2 allowing the Center for Nursing to utilize the account to perform its duties, the account shall be used by the Commission to fund awards for the Nursing Scholarship Program for students in nursing or doctoral education programs. The account is funded from the following sources:

3.1.a A supplemental licensure fee, not to exceed \$10 per year, to be paid by all nurses licensed by the Board of Examiners for Registered Professional Nurses.

3.1.b. Repayments, including interest as set by the Vice Chancellor for Administration, collected from recipients who fail to practice or teach in West Virginia under the terms of the scholarship agreement; and

3.1.c. Any other funds from any source as may be added to the account.

3.2. The Vice Chancellor for Administration in consultation with the board of directors of the West Virginia Center for Nursing shall be responsible for awarding scholarships to ~~nursing~~ students and for collecting scholarship repayments.

**§133-58-4. Eligibility Criteria.**

4.1. In order to be eligible for the licensed practical nurse (LPN) or registered nurse (RN) scholarship award, an applicant must meet the following minimum requirements:

- 4.1.a. Enrollment in an accredited West Virginia LPN or RN program.
- 4.1.b. Be in good academic standing with his or her academic institution.
- 4.1.c. For the LPN award, have completed at least fifty (50) percent of the curriculum required to receive an LPN diploma.
- 4.1.d. For the RN award, have completed at least fifty (50) percent of the curriculum required to receive an RN degree.
- 4.1.e. For the LPN award, sign an agreement to work as a LPN in West Virginia for one (1) year following completion of program.
- 4.1.f. For the RN award, sign an agreement to teach or work as a RN in West Virginia for two (2) years following completion of program.
- 4.2. In order to be eligible for the nursing ~~education~~ master's degree or doctoral nursing or education scholarship award, an applicant must meet the following minimum requirements:
  - 4.2.a. Be employed as an educator in a West Virginia school of nursing.
  - 4.2.b. Be accepted into a master's degree nursing program or accepted into an approved doctoral nursing or education program at the time of application.
  - 4.2.c. Be continuously employed as an educator in a West Virginia school of nursing while pursuing his or her master's or doctoral degree.
  - 4.2.d. Sign an agreement to teach in a West Virginia school of nursing for two (2) years following completion of the program.
- 4.3. In order to be eligible for the LPN teaching certificate scholarship award, an applicant must meet the following minimum requirements:
  - 4.3.a. Be accepted into ~~an~~ a West Virginia LPN teaching certificate program.
  - 4.3.b. Be continuously employed as ~~an~~ a LPN educator by a West Virginia LPN program while pursuing his or her LPN teaching certificate.
  - 4.3.c. Sign an agreement to teach for one (1) year upon completion of the LPN teaching certificate program in a West Virginia LPN program.

#### **§133-58-5. Application Process.**

5.1. A student must apply for the award utilizing the Commission's application process, which may include the submission of an application, letters of recommendation, academic transcripts, and programmatic and financial information related to the student's academic program.

#### **§133-58-6. Selection Process.**

6.1. The Vice Chancellor for Administration, in consultation with a Nursing Program Scholarship application review committee administered by the West Virginia Center for Nursing, shall select recipients for the Nursing Scholarship Program.

6.2. The number of awards will be determined by the availability of funds in the program in any given program cycle.

6.3. Priority for scholarships shall be given to in-state residents.

6.4. Applicants who previously received an award from the Nursing Scholarship Program are eligible to reapply for the scholarship in subsequent program cycles.

6.5. Awards will be processed without regard to age, gender, race, disability, national origin, sexual orientation, veteran's status or religion.

6.6. Nothing in this rule shall be construed as granting or guaranteeing any applicant any right to such a scholarship.

#### **§133-58-7. Scholarship Award Levels.**

7.1. Scholarship awards are available for students enrolled in accredited nursing programs and doctoral education programs in West Virginia. An award for any student may not exceed the full cost of education for program completion. The maximum amount for individual awards is as follows:

7.1.a. An award of up to \$3,000 for a student in a licensed practical nurse education program. A recipient is required to practice nursing in West Virginia for one (1) year following program completion.

7.1.b. An award of up to \$7,500 for a student who has completed (at least) one-half of a registered nurse education program. A recipient is required to teach or practice nursing in West Virginia for two (2) years following program completion.

7.1.c. An award of up to \$15,000 for a student in a nursing ~~education~~ master's degree program or a doctoral nursing or education program. A recipient is required to teach in West Virginia for two (2) years following program completion.

7.1.d. An award of up to \$1,000 per year for a student obtaining a licensed practical nurse teaching certificate. A recipient is required to teach in West Virginia for one (1) year per award received.

#### **§133-58-8. Scholarship Provisions and Agreement.**

8.1. Each scholarship recipient must be willing to sign a scholarship agreement, which shall fully disclose the terms and conditions under which a recipient is required to teach or practice nursing in West Virginia. No Nursing Scholarship Program funds will be disbursed until a signed agreement has been received by the Vice Chancellor for Administration.

8.2. The scholarship agreement shall contain the following provisions:

8.2.a. The recipient will agree to teach or practice nursing in West Virginia for the period of time established by this rule. It is the recipient's responsibility to provide the Vice Chancellor for Administration with evidence of compliance with the teaching and/or nurse practicing requirements.

8.2.b. Upon completion of his or her training, a recipient will receive a grace period of up to six months to locate employment that qualifies for the service requirement.

8.2.c. If a recipient fails to complete his or her training or fails to teach or practice nursing as required by the scholarship agreement, he or she will be required to make monetary repayment of the scholarship.

8.2.d. A recipient who receives an award in multiple award cycles from the Nursing Scholarship Program may not concurrently complete the service requirements associated with the awards.

#### **§133-58-9. Repayment of Scholarship.**

9.1. If a recipient does not fulfill the service requirement, he or she shall be obligated to repay to the Commission the principal and the interest that accrues on his or her scholarship award. The recipient will enter into a repayment agreement with the Commission governing the terms of his or her repayment. Interest will be charged at a rate prescribed by the Vice Chancellor for Administration and will begin to accrue at the time the repayment period begins.

9.2. If a recipient fails to complete his or her training, interest will accrue from the day on which the recipient withdrew from his or her training program.

9.3. If a recipient fulfills a portion of the service requirement, interest will accrue from the day on which the recipient ceased to fulfill the service requirement.

9.4. In the event a recipient fails to fulfill the training or service requirements, payment in full will normally be expected sixty (60) days from the date of non-compliance. In the event of extenuating circumstances, the Vice Chancellor for Administration may approve an alternate payment plan.

9.5. The repayment period may be extended during periods of deferment.

9.6. As permitted by federal law, applicable state regulations, and the terms of the scholarship agreement, the Vice Chancellor for Administration may assess reasonable collection costs, late charges and attorney fees to delinquent accounts.

9.7. The Commission shall exercise due diligence in the collection of amounts owed. Accounts more than one hundred and twenty (120) days past due may be referred to a collection agency and delinquent amounts may be reported to a credit bureau.

#### **§133-58-10. Forgiveness.**

10.1. In the event of a recipient's death or documented permanent and total disability, the unpaid amount of the repayment (principal, interest and any collection costs, late charges, and attorney fees) shall be forgiven.

10.2. To be eligible for forgiveness, a recipient or the recipient's estate must apply for and receive approval from the Vice Chancellor for Administration.

#### **§133-58-11. Deferment.**

11.1. To be eligible for a deferment, a recipient must apply for and receive approval from the Vice Chancellor for Administration. A deferment may be granted for periods of documented enrollment and



attendance as a regular student in a full-time course of study at an accredited institution of higher education or for during documented active duty service, not in excess of four years, as a member of the armed services of the United States. Deferments also may be considered for other conditions and circumstances including documented disability, unemployment, or other economic hardship.

11.2. If the Vice Chancellor for Administration approves the deferment request, a student may defer making scheduled installment payments and will not be liable for any interest that might otherwise accrue during any period that he or she is enrolled and attending as a regular student in a full-time course of study at an accredited institution of higher education or while serving on active duty, not in excess of four (4) years, as a member of the armed services of the United States.

11.3. In the event of non-compliance with the deferment terms, payment in full is due sixty (60) days from the date of non-compliance. In the event of extenuating circumstances, the Vice Chancellor for Administration may approve an alternate payment plan.

### **§133-58-12. Appeal.**

12.1. An applicant may appeal in writing the denial of an initial award or renewal award or any other decision within fifteen (15) days of receiving notification to the Senior Director of Financial Aid. The Director may consult with an appeals committee comprised of financial aid staff, and the Director shall issue a written decision upholding or reversing the initial decision within fifteen (15) days of receipt of the appeal.

12.2. An applicant or institution may further appeal in writing the decision of the Senior Director of Financial Aid within fifteen (15) days of receipt of notification of the decision to the Vice Chancellor for Administration. The Vice Chancellor for Administration shall issue a written decision upholding or reversing the Director's decision within twenty (20) days of receipt of the appeal.

12.3. Any appeal made should set forth in detail the grounds for the appeal. The decision rendered at each level shall address in writing each ground raised.

**West Virginia Higher Education Policy Commission  
Meeting of May 29, 2015**

**ITEM:** Approval of Annual Award Amounts, Health Sciences Service Program

**INSTITUTIONS:** All

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher Education Policy Commission approves the proposed annual award amounts for the Health Sciences Service Program.

**STAFF MEMBER:** Laura Boone

**BACKGROUND:**

The Health Sciences Service Program is a recruitment incentive program for health professions students interested in practicing in underserved areas of West Virginia. Students apply for the program in their final year of school and, if selected, receive a cash award in exchange for a commitment to practice in an underserved area for two years full time or four years part time. Eligibility extends to students enrolled at public or private institutions in West Virginia training to become dentists, nurse educators, nurse midwives, nurse practitioners, pharmacists, physical therapists, physician assistants, physicians, doctoral clinical psychologists, and clinical social workers. Approximately 15 awards are made each year by the Vice Chancellor for Health Sciences based on a competitive application process and the recommendations of an advisory committee.

Senate Bill 394, passed during the 2014 Legislative Session, amended West Virginia Code §18-C-3 governing the program. The intent of this legislation was to modify the program in order to make it a more attractive incentive to potential applicants. Senate Bill 394 gives the Commission the authority to set annual award levels for the program. Prior to this change, the statute fixed award levels at \$20,000 for medical and dental students and \$10,000 for all other disciplines.

For Fiscal Year 2016, the program received a state appropriation of \$220,598. The program also currently possesses significant funding in a revolving account that consists of awards repaid by students that did not complete the service obligation, as well as funding from years where the full annual appropriation was not expended. Staff recommend that FY 2016 awards be established at \$30,000 for medical and dental students and \$15,000 for all other disciplines. Staff anticipate making between 12 and 15 awards. Staff believe that the proposed increase in award levels will generate increased interest from highly qualified applicants. Additionally, for the selected recipients, the larger awards are expected to result in better completion of the service obligation.

**West Virginia Higher Education Policy Commission  
Meeting of May 29, 2015**

**ITEM:** Approval of Reciprocity Agreement between West Virginia and Ohio

**INSTITUTION:** West Virginia University

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher Education Policy Commission approves the tuition reciprocity agreement between West Virginia and Ohio involving West Virginia University, West Virginia University at Parkersburg, West Virginia Northern Community College, Belmont Technical College, Eastern Gateway Community College, and Washington State Community College until June 30, 2017.

**STAFF MEMBER:** Mark Stotler

**BACKGROUND:**

West Virginia Code authorizes the Commission to participate in regional and interstate agreements that are mutually beneficial to the citizens of participating states and that provide an opportunity for qualified non-resident students to enroll on a resident tuition and fee charge basis. Consistent with this statutory charge, tuition reciprocity agreements have been maintained with the state of Ohio since 1985. The current agreement merged two separate agreements in 2011 and involves the institutions listed below.

West Virginia

- West Virginia University
- West Virginia Northern Community College
- West Virginia University at Parkersburg

Ohio

- Belmont Technical College
- Eastern Gateway Community College
- Washington State Community College

The agreement is recommended for approval for a two-year period. This is done at the request of the State of Ohio which has a two-year budget cycle. The renewal basically maintains the current agreement as it is presently written. The only change is a couple of program deletions at West Virginia University at Parkersburg. The key provisions to the agreement are summarized below.

1. The Ohio two-year schools agree to accept West Virginia residents from the following twelve counties at in-state rates: Brooke, Hancock, Jackson, Marshall Ohio, Pleasants, Ritchie, Roane, Tyler, Wetzel, Wirt and Wood. There are no programmatic restrictions for West Virginia students attending Belmont or Eastern Gateway. There are program restrictions at Washington State.
2. Ohio residents from seven Ohio counties can attend West Virginia Northern Community College at in-state rates. There are no program restrictions.
3. Ohio residents from any county can attend West Virginia University and West Virginia University at Parkersburg at in-state rates. Access is limited to specific programs.

The list of eligible programs is provided in the agreement for those institutions where there are programmatic restrictions. Enrollment numbers have been requested from the participating institutions and will be provided at the meeting if available.

Since the agreement includes community and technical colleges, it will also require approval by the West Virginia Council for Community and Technical College Education.

## **TUITION RECIPROCITY AGREEMENT**

**Belmont College  
Eastern Gateway Community College  
Washington State Community College  
And  
West Virginia Northern Community College  
West Virginia University  
West Virginia University at Parkersburg**

This Tuition Reciprocity Agreement is entered into between the Chancellor of the Ohio Board of Regents, the West Virginia Higher Education Policy Commission, the West Virginia Council for Community and Technical College Education, Belmont College, Eastern Gateway Community College, Washington State Community College, West Virginia Northern Community College, West Virginia University and West Virginia University at Parkersburg pursuant to the provisions of Section 3333.17 of the Ohio Revised Code, Section 18B-4-3 of the West Virginia Code and in compliance with rules and procedures of the aforementioned Parties.

### **I. Purpose**

The general purpose of this Tuition Reciprocity Agreement is to expand postsecondary educational opportunities in the region while limiting the cost of such expansion to the taxpayers of Ohio and West Virginia through collaboration among public institutions of higher education. The intended outcomes of this collaboration are to increase the availability of programs to residents of this region without needless duplication of educational effort and to promote efficient use of existing educational facilities and resources.

### **II. Terms**

#### **1. Duration and Termination**

The Agreement shall be effective beginning July 1, 2015 through June 30, 2017 and may be renewed prior to June 30, 2017 by mutual consent of all of the Parties for a period of two years. As the Agreements must coincide with the biennial budgets of the State of Ohio, the next renewal shall be for the term of July 1, 2017 to June 30, 2019.

- a. All parties agree to meet regularly to discuss expansion of the agreement prior to June 30, 2017. Regular meetings for that purpose will be coordinated by the Chancellor of the Ohio Board of Regents, the West Virginia Higher Education Policy Commission, and the West Virginia Council for Community and Technical College Education.

The Agreement may be amended through mutual consent of all Parties, providing the amendment is in writing and signed by all Parties to the Agreement prior to the effective date of the amendment.

- a. The Parties may amend the Agreement in the following manner. Amendments must be presented to each of the Parties of this Agreement for their consideration. Each Party of this Agreement will then have sixty (60) days to respond in writing with a decision as to whether they approve/disapprove the proposed amendment to the Agreement. The responses will be sent to all Parties in the Agreement. After sixty (60) days, if all Parties approve of the proposed amendment, the Agreement will be amended. If all Parties do not approve, the Agreement will not be amended.

A review of this Agreement may occur from time to time at the request of any Party hereto, provided all Parties to this Agreement are served with written notice of such request at least ninety (90) days prior to said review.

This Agreement may be terminated by any of the participating institutions, the Chancellor of the Ohio Board of Regents, the West Virginia Higher Education Policy Commission, or West Virginia Council for Community and Technical College Education on June 30 of any year, with at least ninety (90) days prior written notice to each of the Parties to this Agreement.

## 2. West Virginia Residents' Eligibility for Ohio Programs

Belmont College, Eastern Gateway Community College and Washington State Community College agree to accept at Ohio resident tuition rates, any resident of Brooke, Hancock, Jackson, Marshall, Ohio, Pleasants, Ritchie, Roane, Tyler, Wetzel, Wirt and Wood counties of West Virginia.

West Virginia residents enrolled under this agreement must satisfy all regular admission requirements (including those requirements of the specific program in which admission is sought) at Belmont College, Eastern Gateway Community College and Washington State Community College in the programs specifically included in this Agreement. In this context, the word "program" may mean a workshop, a certificate program, an associate degree program, a baccalaureate degree program, and/or a graduate degree program.

No programs have been excluded in this Agreement at Belmont College and Eastern Gateway Community College.

The following programs offered at Washington State Community College are eligible under this Agreement:

**A.A.S. - American Sign Language Interpreter**  
**A.A.S. - Automotive Service Technology**  
**A.A.S. - Diesel Truck Systems Technology**  
**A.A.S. - Medical Laboratory Technology**  
**A.A.S. - Geosciences Transfer**  
**A.A.S. - Geotechnical Drafting**  
**A.A.S. - Industrial Technology**  
**A.A.S. - Respiratory Therapy Technology**  
**A.A.S. - Radiologic Technology**  
**A.A.S. - Physical Therapist Assistant Technology**  
**Certificate – Deaf Studies**

## **Certificate - Massage Therapy**

### **3. Ohio Residents' Eligibility for West Virginia Programs**

West Virginia Northern Community College agrees to accept at West Virginia resident tuition rates, any resident of Belmont, Columbiana, Harrison, Jefferson, Mahoning, Monroe and Trumbull counties of Ohio who enrolls and who satisfies all regular admission requirements (including those requirements of the specific program in which admission is sought) at West Virginia Northern Community College in the programs not specifically excluded in this Agreement. In this context, the word "program" may mean a workshop, a certificate program, an associate degree program, a baccalaureate degree program, and/or a graduate degree program.

No programs have been excluded at West Virginia Northern Community College in this Agreement.

West Virginia University and West Virginia University at Parkersburg agree to accept at West Virginia resident tuition rates, any resident of Ohio who enrolls and who satisfies all regular admission requirements (including those requirements of the specific program in which admission is sought) at West Virginia University or West Virginia University at Parkersburg in the programs specifically included in this Agreement. In this context, the word "program" may mean a workshop, a certificate program, an associate degree program, a baccalaureate degree program, and/or a graduate degree program.

The following baccalaureate degree programs available at West Virginia University are included in this Agreement:

#### **College of Arts and Sciences**

**B.A. - Biochemistry**

**B.A./B.S. - Chemistry**

**B.A./B.S. - Mathematics**

**B.A./B.S. - Physics**

#### **College of Creative Arts**

**B.A. - Art History**

**B.A./B.F.A. - Theatre**

**B.F.A. – Art and Design**

#### **School of Physical Education:**

**B.S. – Athletic Coaching Education**

**B.S.P.Ed. - Athletic Coaching Education Sport and Exercise Psychology**

#### **College of Engineering and Mineral Resources:**

**B.S.Min.E. - Mining Engineering**

**B.S.PNGE. - Petroleum and Natural Gas Engineering**

**Davis College of Agriculture, Forestry and Consumer Sciences:**

**B.S.Agr. - Agricultural & Extension Education**

**B.S./B.S.Agr. - Animal & Nutritional Sciences**

**B.S. - Human Nutrition & Food**

**B.S. - Biochemistry**

**B.S.F. - Forest Resource Management**

**B.S./B.S.Agr. - Agronomy**

**B.S./B.S.Agr. - Environmental Protection**

**B.S./B.S.Agr. - Horticulture**

**B.S.R. - Recreation, Parks, & Tourism Resources**

**B.S./B.S.Agr. - Environmental & Natural Resource Economics**

**B.S./B.S.Agr. - Agribusiness Management & Rural Development**

**B.S. - Wildlife & Fisheries Resources**

**B.S. - Wood Science & Technology**

**B.S. - Design Studies**

**School of Journalism**

**B.S.J. - Journalism**

The following programs available at West Virginia University at Parkersburg are included in this Agreement:

**A.A.S. - Surgical Technology**

**CAS - Industrial Maintenance**

**Board of Governors Associate of Applied Science**

**A.A.S - Multi-Craft Technology**

**A.A.S - Technical Studies**

**Bachelor of Applied Science**

**B.S. - Business Administration**

**B.A. - Elementary Education**

**Bachelor of Applied Technology**

**Regents Bachelor of Arts**

**B.A. - Multidisciplinary Studies**

**AAS - 3-D Modeling and Simulation Design**

**CAS/AAS - Solar Energy Technology**

**CAS/AAS - Culinary Arts**

**CAS/AAS - Diversified Agriculture**

**AAS - Computer Science**

**BAS - Child Development**

**4. New Program Eligibility**

Any new program may be included in this Agreement upon successful completion of the Agreement's amendment process, as listed above. In this context, the word "program" may mean a workshop, a certificate program, an associate degree program, a baccalaureate degree program, and/or a graduate degree program.

**5. Resident Status**

- a. During the period of the Agreement, the Chancellor of the Ohio Board of Regents will consider residents of Brooke, Hancock, Jackson, Marshall, Ohio,



Pleasants, Ritchie, Roane, Tyler, Wetzel, Wirt and Wood counties, who attend Belmont College, Eastern Gateway Community College and Washington State Community College as provided in Section 2 of this Agreement, as qualifying for Ohio resident tuition rates, and as Ohio residents for the purpose of allocating funds to Belmont College, Eastern Gateway Community College and Washington State Community College.

- b. During the period of this Agreement, the West Virginia Council for Community and Technical College Education will consider residents of Belmont, Columbiana, Harrison, Jefferson, Mahoning, Monroe and Trumbull counties, who attend West Virginia Northern Community College under this Agreement, as qualifying for West Virginia resident tuition rates.
- c. During the period of this Agreement, the West Virginia Higher Education Policy Commission, the West Virginia Council for Community and Technical College Education and the participating institutions will consider all residents of Ohio who attend West Virginia University and West Virginia University at Parkersburg under this Agreement as qualifying for West Virginia resident tuition rates.

#### 6. Continued Eligibility

Once enrolled as a reciprocity student, each student demonstrating satisfactory academic performance under already existing standards and criteria of his/her institution, will continue to receive reciprocity benefits under this Agreement through graduation for the degree in which enrolled, as long as a reciprocity agreement exists. Student participation is subject to the terms and conditions of the reciprocity agreement in effect at the time of initial enrollment, and, in the event of termination, each student will be informed by the enrolling institutions of his/her future status. If the Agreement is terminated, participating institutions may agree at that time to continue tuition reciprocity for students appropriately enrolled in eligible programs at the time of termination until the completion of their programs of study, subject to the biennial limitations as described in paragraph II.1.

#### 7. Notice, Application, and Waiver

The availability of resident tuition rates under this agreement shall be advertised to applicants and/or to students of Belmont College, Eastern Gateway Community College, Washington State Community College, West Virginia Northern Community College, West Virginia University and West Virginia University at Parkersburg by any means deemed appropriate by those institutions.

All eligible students who want to receive resident tuition rates under this agreement must apply for such rates at the institution where they plan to enroll. Failure to apply in the manner required by each institution and in advance of enrollment will constitute a waiver of all rights under the terms of this agreement for that quarter or semester of enrollment and any preceding quarter or semester of enrollment for which no application was made. Each institution will develop a process for applicants to use in order to apply for resident tuition

rates under this agreement.

8. Annual Report

By June 30 of each year, Belmont College, Eastern Gateway Community College, Washington State Community College, West Virginia Northern Community College, West Virginia University and West Virginia University at Parkersburg agree to provide annual reports on the enrollment and fiscal implications of the Agreement to the other respective institutions, the Chancellor of the Ohio Board of Regents, the West Virginia Council for Community and Technical College Education and the West Virginia Higher Education Policy Commission. Specific forms for the annual report may be prescribed by the state agencies.

**III. Approval**

This Agreement is not effective unless and until approved by the Chancellor of the Ohio Board of Regents pursuant to Section 3333.17 of the Ohio Revised Code, and pursuant to Section 18B-4-3 of the West Virginia Code, the West Virginia Higher Education Policy Commission and the West Virginia Council for Community & Technical College Education.

**IV. Counterparts**

This Agreement may be executed in counterparts, each counterpart agreement shall be deemed an original and all of which together shall constitute one in the same instrument.

**TUITION RECIPROCITY AGREEMENT**

**SIGNATURE PAGES**

**STATE AGENCIES**

Paul L. Hill, Chancellor

West Virginia Higher Education Policy Commission

Signed:\_\_\_\_\_

Date:\_\_\_\_\_

James L. Skidmore, Chancellor

West Virginia Council for Community and Technical College Education

Signed:\_\_\_\_\_

Date:\_\_\_\_\_

John Carey, Chancellor

Ohio Board of Regents

Signed:\_\_\_\_\_

Date:\_\_\_\_\_

## **INSTITUTIONS**

Paul Gasparro, President

Belmont College

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Jimmie Bruce, President

Eastern Gateway Community College

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Bradley Ebersole, President

Washington State Community College

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Vicki Riley, President

West Virginia Northern Community College

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Gordon Gee, President

West Virginia University

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Fletcher Lamkin, President

West Virginia University at Parkersburg

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**West Virginia Higher Education Policy Commission**  
**Meeting of May 29, 2015**

**ITEM:** Approval of Catholic Distance University to Operate in West Virginia

**INSTITUTION:** Catholic Distance University

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher Education Policy Commission approves the request of Catholic Distance University to operate in West Virginia as a degree-granting institution.

*Further Resolved*, Catholic Distance University will be granted six months to submit application materials for accreditation by the Higher Learning Commission.

**STAFF MEMBER:** Mark Stotler

**BACKGROUND:**

Catholic Distance University (CDU) seeks approval from the Commission to operate in West Virginia. CDU is currently operating in Virginia and has been certified by the State Council of Higher Education for Virginia to award degrees since 1998. If approved, they anticipate locating in Charles Town, West Virginia. They have maintained a long-standing professional relationship with American Public University and have had discussions about collaboration. CDU is accredited by the Distance Education Accrediting Commission (DEAC), an accrediting body recognized by the U.S. Department of Education. CDU is in full compliance with all DEAC standards.

Through an online format, CDU serves students studying graduate and undergraduate theology and continuing education for adult faith formation. Current programs being offered are listed below. The associate and bachelor degree programs include a general education component.

- A.A. in Liberal Arts (Concentration in Catholic studies)
- B.A. in Theology
- M.A. in Theology
- M.A. in Theology for Catholic Schoolteachers and Directors of Religious Education

CDU is a nonprofit corporation governed by a 19-member board of Trustees representing a wide range of Catholic interests and expertise. The Chairman is the

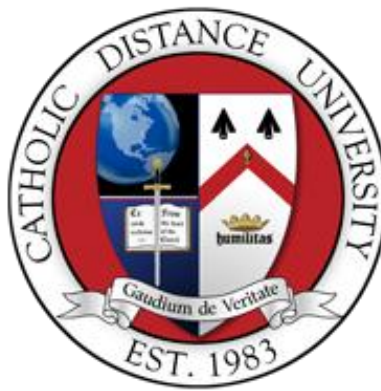
Catholic Bishop of the Diocese of Arlington. The Bishop of Wheeling-Charleston has served on the CDU Board in the past and has expressed his support for the move. The current President has served in that position since 2008 and has been with the institution since its founding in 1983 as the Catholic Home Study Institute. The name was changed to Catholic Distance University in 1996 when the institution began offering the M.A. degree.

A key strategic goal for CDU is regional accreditation, which they believe more closely aligns with their culture and aspirations. Through research they have conducted, CDU believes that the Higher Learning Commission (HLC) is the best fit because of being a fully online university. In pursuit of this goal, CDU officials met with HLC staff in 2014 and attended the workshop for new applicants at the HLC's annual meeting on March 28, 2015. If approved, CDU will be expected to satisfactorily complete preliminary information required by HLC within six months.

Since it is an established institution, CDU was not required to do an extensive self-study and undergo an examination by a review team. CDU has provided an abbreviated self-study which follows this agenda item. In addition, a number of appendices were included to support the proposal and can be provided upon request. Commission staff have reviewed the documentation related to academics, student affairs, and finance.

CDU is currently awaiting a visit from the U.S. Department of Education for approval to participate in Title IV funding. Participation in Title IV requires that institutions meet a certain standard with respect to a financial responsibility composite score developed by the U.S. Department of Education. Scores range from negative 1.0 to positive 3.0. A score of 1.5 or greater indicates an institution is considered financially responsible. CDU management has calculated their financial composite to be 2.0.

# Documentation for Authorization of Catholic Distance University to Operate in West Virginia



Submitted April 30, 2015

by President Marianne Evans Mount, Ph.D.

Catholic Distance University  
120 East Colonial Highway  
Hamilton, VA 20158  
540-338-2700 ext. 707  
mmount@cdu.edu

### **9.1.a. Accreditation, State Authorization, and Institutional Recognition**

Catholic Distance University (CDU) is accredited by the Distance Education Accrediting Commission (DEAC). CDU earned initial accreditation without stipulations from DEAC in January 1986 and has been continuously reaccredited without stipulations in 1990, 1995, 2000, 2005, and 2010. CDU will undergo another reaccreditation onsite visit in October 2015 (See Appendix). CDU is in full compliance with all DEAC standards ([www.deac.org](http://www.deac.org)).

DEAC is a national institutional accreditor recognized by the US Department of Education to accredit academic programs delivered via distance education through the professional doctoral degree. DEAC is a recognized member of the Council on Higher Education Accreditation (CHEA).

CDU proposes to carry its current DEAC accreditation into West Virginia with the understanding that CDU will pursue regional accreditation with the Higher Learning Commission no later than six months from the date of approval to operate in West Virginia. Achieving regional accreditation is part of CDU's third Strategic Goal (see Appendix) and is vital to CDU's growth in the next decade. In pursuit of this goal, the Vice-Chair of the Board and the President met with HLC staff in Chicago in the fall of 2014 and were received with encouragement. The President attended the workshop for new applicants at HLC's annual meeting on March 28, 2015. We anticipate that full accreditation will take up to six years. We have plans to meet with HLC staff and our higher education legal counsel in July 2015.

CDU has been annually certified by the State Council of Higher Education for Virginia (SCHEV) to award degrees since 1998: See Appendix and the following link:  
<http://www.schev.edu/Students/PrivateCollegeList.asp>;

CDU continues to pursue and maintain currency with state authorization in states where our students reside. CDU is a member of NC-SARA through our certification with the State Council of Higher Education for Virginia (<http://www.nc-sara.org/states/va>). If CDU is approved to operate in West Virginia, we will seek SARA membership through West Virginia.

#### **Recognition:**

CDU is a member of the Association of Catholic Colleges and Universities:

[http://www.accunet.org/files/public/ACCU\\_Member\\_Institutions\\_2015.pdf](http://www.accunet.org/files/public/ACCU_Member_Institutions_2015.pdf)

CDU is a member of the International Federation of Catholic Universities (See Appendix).

CDU is a recommended distance education provider by the US Conference of Catholic Bishops.

<http://www.usccb.org/beliefs-and-teachings/how-we-teach/catholic-education/upload/CHESCS-USCCB-Report-9-14.pdf> (Page 19 of Report)



CDU is listed as one of highest enrollment programs in graduate Lay Ecclesial Ministry: Center for Applied Research in the Apostolate - Georgetown University:

<http://cara.georgetown.edu/Overview201314.pdf>.

CDU is recommended by the President of the Vatican Pontifical Council for Promoting the New Evangelization in Rome - See Appendix.

#### **9.1.b. Statement of Mission.**

CDU's mission, motto, and institutional goals are reviewed annually in June by the Board of Trustees (See Mission, in Appendix, website: <http://www.cdu.edu/catholic-identity/the-philosophy-of-cdu>, and Catalog, inside front cover).

CDU awards three degrees related to its expertise in Catholic Theology, adult faith development, and religious education. In addition, CDU offers a variety of online, noncredit continuing education programs in service to Catholic dioceses, Catholic organizations, members of the Church, and the public seeking knowledge of the tenets and teachings of the Catholic Church (see Appendix).

#### **9.1.c. Institutional organization, administration and delivery sites.**

CDU is a nonprofit corporation governed by a 19-member Board of Trustees representing a wide range of Catholic interests and expertise. The Chairman is the Catholic Bishop of the Diocese of Arlington, making CDU one of five Catholic universities in the US chaired by a Bishop. Because CDU's mission is linked to the Church's mission of evangelization, a bishop has chaired the Board since the university's inception in 1983 because bishops are responsible for handing on the Catholic faith in union with the Pope. The Vice-Chair is a former Catholic college president, Dr. Margaret Melady, wife of the late Ambassador Thomas Melady. In addition to the president, the Board consists of two bishops, two priests, one religious sister, and 13 public members. A list of board members, officers, and biographies is found in the Appendix.

*Administration:* Organization Chart - See Appendix. Departmental work-flow - See Appendix.

The University operates with a three-member executive staff (CEO, CAO, and Manager of Strategic Partnerships) with a total staff of 18 employees of which 10 are full-time and 8 are part-time. Two employees are religious sisters whose salary is paid directly to their religious communities (Full-time Dean of Catechetical Programs and Part-time Theological Research Librarian). CDU also contracts with an IT firm in Baltimore, Maryland, to provide IT support under the direction of the IT director.

CDU employs approximately 60 adjunct faculty (This does not include the faculty who work full-time for CDU) who teach classes, prepare courses, or do both. Adjunct faculty are required to participate in faculty meetings conducted remotely using Adobe Connect Pro by the Academic

Dean three times per year. One onsite faculty meeting is held annually in conjunction with the CDU Gala and Academic Convocation Mass in November.

#### **9.1.c.2. Chief Executive Officer.**

The president of CDU is Marianne Evans Mount, Ph.D. She has worked at CDU since its founding and has served as Education Director, Executive Director, Executive Vice President, and was appointed President in 2008. See Appendix for abbreviated vita.

The current address of the University is 120 East Colonial Highway, Hamilton, Virginia 20158. If CDU is approved to operate in West Virginia, the address will be 115 West Congress Street, Charles Town, West Virginia.

#### **9.1.c.3. Faculty**

See Appendix for credentials of faculty teaching in the Master's and Bachelor's programs.

#### **9.1.c.4. Online Delivery - Best Practices - See Appendix**

#### **9.1.d. Degrees and Academic Programs - Executive Summary**

*List of Degrees Awarded:* (Information about the curriculum for each degree program is found in the catalog and website).

Associate of Arts in Liberal Arts with a Concentration in Catholic Studies - 60 credits

Curriculum description: <http://www.cdu.edu/earn-a-degree/aa-in-catholic-studies>

Bachelor of Arts in Theology (Degree-Completion) - 120 credits

<http://www.cdu.edu/earn-a-degree/ba-in-theology-completion-program>

Master of Arts in Theology - 39 credits, thesis, comprehensive examinations

<http://www.cdu.edu/earn-a-degree/ma-in-theology>

*Newly Accredited Program:* See Appendix

Master of Arts in Theology for Catholic Schoolteachers and Directors of Religious Education - 36 credits, comprehensive examinations, Portfolio Assessment

Graduate Certificate for Catholic Schoolteachers and Directors of Religious Education

*Noncredit Continuing Education Programs:* Following the accreditation and state approval of CDU's graduate degree program in 1998, CDU launched a noncredit Continuing Education program. The purpose of the program was to provide affordable, short, noncredit courses and seminars for the continuing education of Catholics and non-Catholics with an interest in the Catholic Church. The courses were designed to be completed in 2 months or less and could be used by the general public or by volunteer adults at Catholic parishes to provide basic intellectual and spiritual formation. Lay Catholics in parishes who desire to serve as volunteer teachers, parish volunteers,

or lay leaders and parents in other capacities need a basic understanding of the teachings of the Church.

Today, CDU partners with a number of dioceses to make our online continuing education programs accessible and extremely affordable, thanks to an annual partnership subsidy. The following dioceses/institutions have entered into an agreement with CDU: Arlington; Toledo; San Antonio; Archdiocese for the Military Services, USA; Brooklyn; Grand Rapids; Indianapolis; Shakopee Catholic School System; Belmont Abbey College. CDU has also provided or will be providing continuing education courses to the Catholic Medical Association, the Order of Malta, Federal Association, the Catholic Press Association, and the Office of the Permanent Diaconate for the Diocese of Arlington.

*The following is a summary of degree and certificate program statistics:*

Since 1983 CDU has served 9,905 students who registered for 28,522 courses. Of these, 426 students have earned 458 degrees and certificates. The small number of degrees and certificates awarded reflects a more recent development in our institutional history. CDU launched the MA degree program in 1997, the Bachelor's degree in 2005, and the Associate's Degree in 2012. However, the majority of our students continue to enroll in courses at all academic levels for their own personal spiritual growth, rather than to earn academic degrees.

Degree or Certificate	# awarded as of April 2015	Year of first award
AA Degree	7	2014
BA Degree in Theology	84	2006
MA Degree in Theology	144	2000
Noncredit Basic Certificate in Catechetics	11	2013
Noncredit Basic Certificate in Church History	2	2014
Noncredit Basic Certificate in Sacred Scripture	3	2013
Noncredit Basic Certificate in Vatican II Documents	3	2014
Noncredit Certificate in Catechism of Catholic Church	18	2012
Graduate Certificate in Sacred Scripture	1	2015
Graduate Catechetical Diploma	12	2009
Undergraduate Catechetical Diploma	94	1992
<b>Total</b>	<b>458</b>	

*Comparability* - The CDU program objectives for the MA degree in Theology are comparable to program objectives for the same degree offered at campus-based regionally accredited universities such as Franciscan University of Steubenville, Ohio ([www.franciscan.edu](http://www.franciscan.edu)), the Graduate School of Christendom College in Front Royal, Virginia ([www.christendom.edu/graduate](http://www.christendom.edu/graduate)), and Immaculate Conception Seminary at Seton Hall University (<http://www.shu.edu/academics/theology>). Comparable program objectives include competency in Sacred Scripture, the sources of Tradition, Magisterial teaching, training in theological research, and selecting a focused concentration.

The program objectives for the BA Completion Degree in Theology include demonstrated competence in critical thinking skills and writing, familiarity with the history of western civilization, literature, mathematical concepts, science, and the philosophy of the human person. In addition, a graduate will demonstrate a fundamental knowledge of the teachings of the Catholic Church, including revelation and faith, moral and sacramental theology, the documents of the Second Vatican Council, and prayer. These objectives are similar to program objectives for the Bachelor's degree in Theology at Franciscan University of Steubenville.

The program objectives for the AA Degree include a foundation in general education that gives the students a broad knowledge of the liberal arts that includes critical thinking, writing skills, introductory science and math, a foreign language, and the social sciences. The Catholic concentration will ground the graduate in the fundamental teachings of the Catholic Church, the role of Sacred Scripture in interpreting and defending Catholic teaching, and prayer. These objectives are similar to those found at Franciscan University of Steubenville's AA Degree in General Studies or Theology.

*Sample Course Syllabi* - see Appendix.

*Student-Teacher Ratios*: see Appendix

*Full-time Faculty*: CDU is in compliance with DEAC regulations concerning faculty. Each faculty member is appropriately credentialed to teach courses in his or her assigned area. Faculty members also receive regular performance evaluations by both the Academic Dean and the Faculty Chair. The evaluations of teaching performance are based both on student evaluations of the course as well as audits of activity in online course discussion rooms, exchanges between faculty and students, and graded assignments and exams.

At present, many courses at CDU are taught by adjunct faculty members. However, CDU is currently transitioning to the predominant use of full-time faculty in the following ways:

1) CDU currently employs three faculty as part of its permanent staff. Two have terminal degrees while one has an MA with extensive writing and teaching experience. These faculty maintain a teaching load while they fulfill key administrative functions such as managing the online student center, attending academic and executive committee meetings, directing faculty

meetings, recruiting and hiring faculty, designing and evaluating courses as well as academic programs, directing MA theses, and advising students.

2) Effective January 2015, CDU has begun to regularize the adjunct faculty it employs by contracting faculty for the entire year (rather than for just a course) as well as for multiple courses both in the interest of minimizing faculty turnover and in reducing the overall number of adjunct faculty.

3) With expectation of growth in new fiscal year beginning July 1, 2015, CDU is in the process of identifying key faculty to become members of CDU's permanent staff. These non tenure-track, term faculty as permanent members of CDU's staff would then take on some administrative roles such as advisement of students, course development, and governance in the overall direction of the academic programs.

#### **9.1.d.5. General Education**

AA Degree Requirement: 27 credits of General Education, 3 credits of electives, 30 credits in Catholic Concentration:

<http://www.cdu.edu/earn-a-degree/aa-in-catholic-studies>

BA Degree Requirement: 39 credits in General Education, 41 credits of electives, and 40 credits in major:

<http://www.cdu.edu/earn-a-degree/ba-in-theology-completion-program>

#### **9.1.d.6 Accessibility to necessary learning resources and support services.**

*Library Services:*

An Accredited (Master's of Library Science degree) Librarian has been hired half time by Catholic Distance University to provide **library services**. The Librarian at CDU receives requests 24/7. Requests are answered throughout the day Monday through Friday on a **regular basis**. The Woodstock Theological Center Library has a *Library Services Agreement* with CDU to provide assistance from staff librarians to CDU students (either walk-in or call-in) Monday through Fridays, 9 am – 5 pm. **Learning resources**, such as Research Guides or LibGuides are in the process of being developed and placed on our CDU website for access by faculty and students. These Research Guides will be PDFs and PowerPoint presentations with audio explanations on such topics as Citations, Choosing a Research Topic, How to use CDU databases, and other basic information. See Appendix for librarian's resume and institutional agreement with Woodstock Theological Library at Georgetown University.

*Academic Advising:* Academic advising is provided by faculty who are required to have posted weekly office hours. The Academic Dean is responsible for oversight of faculty advising. At the graduate level, each student chooses a concentration and is assigned a faculty advisor based on the

concentration. The Registrar and Admissions Director provide enrollment advising and counseling.

*Financial Aid Counseling:* Financial aid counseling is provided by the Bursar. When CDU is approved for participation in Title IV funding, CDU will provide Title IV financial aid counseling from the Financial Aid Officer at CDU. We anticipate this to occur in early 2016.

<http://www.cdu.edu/admissions/financial-aid>

*Learning Support Services:* All degree students are required to take a sequence of courses called Academic Skills, taught by qualified faculty to address critical thinking, writing and research skills, and academic requirements for adult learners who may not have been in formal educational programs for an extended period of time. Emphasis is given to writing and skills needed for successful completion of course assignments.

*Policy on Learning Differences:* CDU has a policy to accommodate documented learning differences. See online catalog, page 10:

<http://www.cdu.edu/documents/catalog-1/30-catalog-pdf-2013-2014a-1/file>

Website: <http://www.cdu.edu/admissions/policies/learning-differences-and-accommodations>

#### **9.1.e.1. Degree Program admission policies**

*Baccalaureate degrees:*

A prospective student must have a high school diploma or equivalent to be eligible for the AA degree program:

<http://www.cdu.edu/earn-a-degree/aa-in-catholic-studies>

The BA Degree completion program requires the transfer of at least 60 undergraduate general education credits:

<http://www.cdu.edu/earn-a-degree/ba-in-theology-completion-program>

*Master's degrees:*

The MA Degree requires a baccalaureate degree from accredited college or university:

<http://www.cdu.edu/admissions/apply-to-a-program/ma-in-theology>

#### **9.1.f. Financial Services**

CDU outsources both accounting/bookkeeping services and the CFO functions at the university. Financial oversight is provided by the Treasurer of the Board of Trustees, Jean Halle, CPA, and the Board Finance Committee that she chairs. Accounting/Bookkeeping is managed by Marshall Financial Services in Baltimore, Maryland. CDU has engaged this company since 2013. CFO responsibilities are managed by Angela Rudolph, CPA, of Rutherford and Johnson, P.C., in

Winchester, Virginia. Angela has worked part-time with CDU for many years, preparing CDU for our annual audit and providing financial services as needed. She is very familiar with our business operations and works directly with Jean Halle in the preparation of the annual budget, forecasting, cash flow reports, and periodic financial reports to the Board of Trustees. Pending a move to West Virginia, CDU will retain the services of Angela Rudolph and is considering the hire of a full-time bookkeeper who resides in Charles Town, West Virginia. Payroll and HR services are provided by Paychex, Inc.

#### 9.1.f.1-3. Current Financial Statement

- Audited Financial Statement for year ending June 2014- See Appendix.
- 2013 IRS 990 Filing - See Appendix
- Internal financial report for February 2015 - see Appendix
- 2015 Budget - See Appendix;
- Projection for remainder of 2015 fiscal year: See Appendix
- Adequate Financial Resources: CDU is negotiating with a prospective buyer for the sale of our property in Loudoun County, Virginia. We are happy to provide a copy of the sales contract when an agreement is reached. The property was appraised at \$590,000 to \$610,000. The CDU Endowment Fund at Philadelphia Trust Company is currently valued at \$ 550,041.

#### 9.1.g.1. Faculty Credentials

See Appendix for tables of faculty credentials for bachelor's and master's degree programs.

See Appendix for table of faculty-student teaching ratios.

CDU complies with requirement for at least one-third of faculty with terminal degrees in each degree program. All graduate faculty have terminal degrees or without a terminal degree have a minimum of exceptional scholarly and professional achievement.

#### 9.1.h. Evaluation and Assessment

*Process to establish, review, and evaluate Curriculum:*

The Board of Trustees, in consultation with the university administration and board level Academic Advisory Committee, approves institutional objectives and academic programs. The board meets three times annually with a prolonged retreat convening every other year.

Institutional goals govern the curriculum objectives and outcomes.

Academic programs receive regular input from the Academic Committee, which meets twice a year. The Academic Committee is chaired by an academic board member and consists of academic staff and distinguished faculty and administrators from Catholic universities, seminaries, an Archdiocese, and the National Catholic Educational Association. The Academic Committee reviews current programs and makes recommendations to the board regarding the appropriateness of educational objectives, academic policies, faculty, new degrees and concentrations, and the

future direction of CDU's academic programs based on a continuing assessment of the needs of the Church and academic standards of our accreditor.

*Continuous Improvement using Student and Program Learning Outcomes:*

CDU's program objectives are closely tied to the specific combination of required and elective courses for each program. Course authors, under the guidance of the academic dean, faculty chair, and course editor, carefully craft and revise all courses on an ongoing basis.

CDU determines the extent to which stated objectives are achieved through testing, both objective and essay, and through other written assignments evaluated by faculty and monitored by the Academic Dean. A majority of instructors hold doctorates and all have graduate degrees. The MA program requires comprehensive exams and a written thesis to assure mastery of learning outcomes at the graduate level. Course and program surveys are another tool used for measuring success in achieving learning outcomes at the course and program levels. One way that graduate degree program outcomes are measured is the quality of the graduate thesis. The Academic Dean has recently launched an online theological journal to highlight the outstanding work accomplished by some of our MA graduates. The online journal's first issue, entitled *The Digital Continent*, is a reference to a speech given by Pope Benedict XVI in which he calls the Church to become missionary disciples of the new digital space where more and more people choose to dwell, especially young people. He calls this space, the Digital Space. The Digital Continent journal is available on CDU's website: <http://www.cdu.edu/bookstore-and-publications/digital-content>;

The president oversees institutional improvements and outcomes. Institutional improvements are identified monthly and tied to the Mission, Strategic Plan, and Institutional Goals (See Appendix). The president works closely with the Board Futures Committee, which includes the president and six other board members to provide leadership and direction to accomplish the strategic vision as outlined in the Strategic Plan. The Futures Committee works closely with CDU's executive staff and research analyst to ensure careful planning, coordination, and execution of key decisions by the institution. Institutional outcomes and analytical data are used by the Futures Committee to help achieve CDU's strategic vision, which includes regional accreditation and significant growth.

### **Assessment of Student Learning**

CDU has a formal written plan for regularly conducting student learning outcomes assessment for all programs and courses. The outcomes assessment data for all programs is collated at the end of each term by the academic dean who reviews the data from targeted direct measures within the core courses and by the Course Development Committee, which flags suggested course revisions as indicated by student and faculty surveys.



The monthly course development meeting addresses any major concerns with courses that surface from student complaints, instructors, or evaluation surveys during and after academic terms.

The monthly Staff Operations meeting identifies any institutional improvements that have been made or need to be made as a result of outcomes assessment, course evaluations, DEAC policy changes, or staff and student feedback.

Three times a year, a learning outcomes meeting is held with the deans, the faculty chair, the registrar, and course development team to review outcomes from the previous two terms, and to address any course or program deficiencies that have surfaced from the outcomes data.

Annually, the chief compliance officer, Sister Mary Margaret Ann, SND, reviews with staff the annual report data submitted to DEAC that includes program and learning outcomes statistics.

### **Data for Enhancing Programs**

DEAC requires the collection of data from three sources to comply with its outcomes assessment standard. This data is used by CDU to enhance programs and services.

#### *1. Completion Data*

Term courses, seminar courses, and independent study courses are charted for completion statistics. When a course falls below a 90% completion rate, and the sample is at least 10, (which means more than 1 student has not completed the course), the students are reviewed for their grades and which assignment may have been a determining factor. The instructor is also contacted for insights as to what may have been a factor in the student not completing the course.

After this analysis, CDU has revised course materials such as a change in assignment directions or an addition to the weekly lecture, or a new format for the course syllabus; has developed new policies for instructors which have been addressed in faculty meetings as well as through emails from the dean; and has developed new procedures for identifying early on potential student failures.

Program outcomes have been assessed using specific course grades to determine if program objectives have been satisfactorily met. When less than 80% of the sampling of students falls beneath the required standard listed in the program outcomes chart, the course surveys are carefully studied to determine whether there are course materials that may be in need of revision, what if any instructor procedures need to be added, or what additional course may better measure the program objectives. During 2014, only 75% of students achieved the benchmark indicating mastery of the objective: to achieve an understanding of the principles of moral theology and skill in applying them. The fact that five students fell below the 80% requirement caused CDU deans

and course development team to review the course and determine that a new course needs to replace the current one.

## *2. Satisfaction Data*

The end of course surveys provide the main source of satisfaction data that is assessed to determine improvements needed to enhance courses or programs. Most of the CDU course surveys show a 90% or higher level of satisfaction. If a course or program has a lower than 90% satisfaction outcome and there is a sufficient sampling to warrant attention (10 or more in the sample), then the academic dean, faculty chair and course development team with input from the instructor make revisions to address the deficiency. CDU has refined survey questions to improve the quality of responses. Examples of improvements based on satisfaction data include replacing the CDU Bookstore, modifications to instructor contracts to require adherence to policies that support adult students, the removal of excessive reading assignments, the clarification of directions, and early posting of required course materials for students. Students are also able to visit their course site the weekend before classes start because research shows that previewing a course site reduces anxiety at the beginning of a term. These data-driven changes have enhanced our courses, programs and the student experience.

## *3. Outcomes on Three Questions Required by Accrediting Commission*

The DEAC Accrediting Commission requires three questions to be included in all surveys of students and graduates as a measure of satisfaction outcomes. The three questions are the following:

- 1) Did you achieve, or will you have achieved upon completing your studies, the goals you had when you started this course or program?
- 2) Would you recommend these studies to a friend?
- 3) All things considered, were you satisfied with your studies with us?

With the conversion to Canvas, the new learning platform, CDU will have access to more automated data gathering on learning outcomes, student satisfaction, and program evaluations that will add depth to our institutional improvement process.

### **9.1.i. Tuition Policies**

Tuition charges are the same for all students. Graduate tuition is \$450/credit, Undergraduate tuition is \$305/credit, and noncredit Continuing Education is \$165 per course. A technology fee is charged of \$25/per credit, and a \$25 fee is charged for proctoring if a course requires a proctored final examination. Information is found on the website and in the Catalog:

Website: <http://www.cdu.edu/admissions/tuition-and-fees>

Catalog: page 13

#### 9.1.i.2. Refund Policy

The refund policy is mandated by our accreditor, DEAC. Information can be found on the website and in the catalog.

Website: <http://www.cdu.edu/admissions/policies/satisfaction-policy>

Catalog: page 14

#### 9.1.j. Financial Aid

*Title IV:* CDU was designated a Title IV Deferred Institution by the US Department of Education in 2011. The deferment may entitle qualified students to take advantage of certain tax benefits such as the Lifetime Learning Credit. CDU provides a 1098-T form to all qualified students annually: see website <http://www.cdu.edu/admissions/financial-aid>.

In 2014 CDU was notified by the Department of Defense that to continue participation in military tuition assistance programs for Active Duty Military, CDU would need to sign an MOU with the Department of Defense and participate in Title IV funding. CDU signed the MOU and notified our accreditor that we would apply to the Department of Education for approval to participate in Title IV. CDU was required to have an onsite visit by our accreditor, which occurred November 14, 2014. CDU was found to be in compliance with all accrediting standards and was approved for participation by DEAC. We are currently awaiting a visit from the US Department of Education for approval and expect to begin participating in January 2016. Management has calculated the composite score for the year ended June 30, 2014 to be 2.0.

*Military Assistance:* CDU has a longstanding commitment to serve members of the military, their families, and veterans. As stated above, CDU has signed an MOU with the Department of Defense to provide military tuition assistance to active duty military personnel. CDU is approved for Veterans' Education Benefits and is a Yellow Ribbon School.

Please see the website: <http://www.cdu.edu/admissions/military-assistance>

Catalog: page 19.

#### 9.1.k. Library Resources

Currently CDU offers students some **basic reference and bibliographic works** though links on the CDU website Online Campus>Resource Center> to various basic reference and bibliographic works (older). The Woodstock Theological Center Library has a *Library Services Agreement* with CDU ( see Appendix) to provide CDU students with a Woodstock library card valid to use Reference materials, withdraw books and/or to submit interlibrary loan requests for current books. The CDU librarian is obtaining information about EBSCO Religion elibrary, Gale Virtual Reference Library, ProQuest and LIRN, Library Integrated Reference Network to determine which **electronic data collections** will give **remote access** to current book and serials titles that can best serve CDU faculty and students. CDU has become a member of ATLA, American Theological

Library Association and joined their consortium. ATLA staff will negotiate with EBSCO for pricing for databases, ATLA Religion Database & ATLA Serials which has 302 full text journals in theology and religion which are updated quarterly. CPLI, Catholic Periodical Literature Index database indexes periodicals and documents of the Catholic Church and is updated quarterly.

**Remote access of library electronic media resources** can be obtained by use of the CDU Faculty and Student Identification Card number. **Communication** to faculty and students is being planned by the CDU Librarian through website introduction, initiating research assistance programs and offering prompt and dependable reference assistance via email or telephone. The CDU Librarian has begun to initiate some of these programs and will continue to do so in the future.

#### **9.1.1. Institutional and student records**

Every degree program student has a permanent student file that includes a paper copy of transcripts submitted for admission, including grant of transfer credit, program contract, email correspondence, and the SAP. Electronic files include scanned transcripts, grades, academic record, and personal contact information. No student records have been destroyed or deleted during the life of the university. Student paper files are kept in locked filing cabinets in the registrar's office.

#### **9.1.1.2. Financial records of institution.**

9.1.1.4 CDU follows the policy of financial record retention provided by our CPA and her accounting firm: [http://www.rjpccpa.com/frequently\\_asked\\_questions.htm#Record](http://www.rjpccpa.com/frequently_asked_questions.htm#Record) Retention Schedule

We abide by FERPA regulations and do not share student information with any third parties. Our financial records reside on a locked server that is password protected; the password is changed monthly.

#### **9.1.1.5 Written Plan for preservation of students' transcripts by another institution or agency.**

CDU has a written agreement for the preservation of students' transcripts with Immaculate Conception Seminary of Seton Hall University in New Jersey (see Appendix).

#### **9.1.m Catalog and official publications.**

Official publications of the institution shall reflect the institution's integrity, commitment, reputation and convey its sense of mission, character, goals, and objectives to the public. All information must be true and accurate. Information about CDU's mission, character, goals, and objectives is found in the Catalog, pages 2 - 5.

Link to catalog: <http://www.cdu.edu/documents/catalog-1/30-catalog-pdf-2013-2014a-1/file>

*Link to CDU 2014 Gala Program: [See Appendix](#)*

Annually, CDU sponsors a black-tie fundraiser and Academic Convocation Mass at the Westin Arlington Gateway Hotel. The Gala Program includes many letters of congratulations from cardinals and bishops, an overview of our mission, curriculum, and geographic reach of our students and graduates. Advertisements demonstrate the broad support for CDU.

#### **9.l.m.2 Official catalog**

<http://www.cdu.edu/documents/catalog-1/30-catalog-pdf-2013-2014a-1/file>

*Mission: Page 3, <http://www.cdu.edu/documents/catalog-1/30-catalog-pdf-2013-2014a-1/file>*

*Requirements for Completion of Degrees:*

MA: page 29

<http://www.cdu.edu/documents/catalog-1/30-catalog-pdf-2013-2014a-1/file>

BA: page 44

AA: page 53

*Faculty Credentials - Page 95*

*Student Policies - Begin on Page 10*

*Information on Enrollment - Begins on Page 9*

*Tuition and Fees - Page 13*

*Academic Calendar - Page 103 (at end of Catalog)*

*Student Rights and Responsibilities, including Student Grievance Policy*

Student Rights and Responsibilities - Page 21

Academic Conduct Policy begins on Page 22

Student Grievance Policy - Page 23.

*Transferability of Credit: Each degree program section addresses the policy - pages 36, 47, 55*

*Student Testimonials: <http://www.cdu.edu/admissions/why-choose-cdu/testimonials>*

#### **9.l.n. Student grievances**

Student Grievances is a policy addressed in the Catalog on page 23.

**West Virginia Higher Education Policy Commission  
Meeting of May 29, 2015**

**ITEM:** Extension of Preliminary State Authorization for University of the World

**INSTITUTION:** University of the World

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher Education Policy Commission approves the extension of Preliminary State Authorization for University of the World until November 1, 2015.

**STAFF MEMBER:** Mark Stotler

**BACKGROUND:**

At its meeting on November 21, 2014, the Commission approved University of the World for a six month Preliminary State Authorization period. As provided for in Series 20, Initial Authorization of Degree-Granting Institutions, the University was expected to satisfactorily complete preliminary information as required by the Higher Learning Commission (HLC). The University has requested a one-year extension of this preliminary authorization. In their request, University officials indicated that they have been in discussion with HLC and that three factors have delayed an official filing:

- The University designed its pedagogy around “direct assessment.” HLC is evaluating its procedures on direct assessment, and is limiting reception of new institutions.
- To validate the assessment instrument, the University’s method is being pilot tested in Future Generations. This will give proof to the HLC of the validity of the assessment approach.
- While the University has funding and staff, the magnitude of further planning suggests a major partnership. Accordingly, the University is in discussion with the National Geographic Society, Facebook, and others.

Section 7.2.k of Series 20 states:

“If at the discretion of the Commission, satisfactory evidence is not received within six (6) months of the granting date of Preliminary Authorization status, that authorization may be suspended or revoked.”

HLC staff has affirmed that it has placed a hold on applications for direct assessment. They will begin receiving applications again in late May. The University received its

initial authorization in November 2014. An extension of preliminary authorization until November 2015 will have given the University a year to make application with HLC. It should be noted that while under preliminary authorization, the University may not accept students, offer instruction, award credits toward a degree, or award a degree.



5 May 2015

Paul L. Hill, Ph.D., Chancellor  
West Virginia Higher Education Policy Commission  
1018 Kanawha Boulevard, East Suite 700  
Charleston, WV 25301

Dear Chancellor Hill,

This follows on your letter of November 24, 2014 informing us of the decision by the Higher Education Policy Commission (HEPC) to grant “preliminary state authorization for a period of six months.” We appreciate greatly the commission’s confidence.

This letter requests a one-year extension of this preliminary authorization. In this extension we will not accept students, offer instruction, or award credits toward a degree. Bringing a global university forward in six months was impossible. HEPC had mandated as the next step “to apply to the Higher Learning Commission (HLC) for regional accreditation.” The university has been in discussion with HLC where three factors delayed that filing:

- The university designed its pedagogy around “direct assessment.” HLC is evaluating its procedures on direct assessment, and is limiting reception of new institutions.
- To validate the assessment instrument, the university’s method is being pilot tested in the accredited Future Generations Graduate School. This will give proof to the HLC of the validity of the assessment approach. (Note that this next class shall have 12 to 15 WV students with \$180,000 raised in scholarships to support them.)
- While the university has funding and staff, the magnitude of further planning suggests a major partnership; accordingly the university is in discussion with the National Geographic Society, Facebook, and others

In accord with the letter of November 24<sup>th</sup>, accompanying this letter is the required \$500 probationary filing fee plus a brief annual report. As the commission may have questions, I shall attend the scheduled May 29<sup>th</sup> meeting in Shepherdstown to speak to these questions. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Daniel C. Taylor".

Daniel C. Taylor  
President

#### Board of Governors

Brenda Gourley, Board Chair (UK & South Africa)  
Former Vice-Chancellor, Open University (UK) & Former Vice-Chancellor University Natal (South Africa)  
Isaac Belko (Ethiopia), President, International Institute for Rural Reconstruction  
Ronald Carrier (USA), President Emeritus, James Madison University  
Kul C. Gautam (Nepal) Former Deputy Executive Director, UNICEF  
Nafis Sadik, (Pakistan), Former Executive Director, United Nations Population Fund  
Susan Stroud (USA), Executive Director, Innovations in Civic Participation  
Daniel C. Taylor (USA), President, University of the World, *ex-officio* member Board of Governors



**West Virginia Higher Education Policy Commission  
Meeting of May 29, 2015**

**ITEM:** Approval of Annual Reauthorization of Degree-Granting Institutions

**INSTITUTION:** Salem International University

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher Education Policy Commission approves the annual reauthorization for Salem International University.

*Further Resolved*, That Salem International University shall submit annual progress reports on its efforts to enhance retention and graduation rates. The report shall be submitted at the time of reauthorization which is November 1 of each year.

**STAFF MEMBER:** Mark Stotler

**BACKGROUND:**

At its March 13, 2015 meeting, the Commission delayed reauthorization for Salem International University. The Compliance Review Team had recommended reauthorization but had noted Salem's low graduation rate and suggested that this issue needed regular monitoring. It was recommended that the institution submit a progress report every six months. The Commission concurred with the committee's concerns but deferred reauthorization and requested that Salem officials prepare a report on their current efforts to address the low graduation rate.

The report that follows summarizes recent activities and initiatives that are intended to address low graduation rates at Salem International University. While it will take time to fully assess the effectiveness of these activities, they are appropriate for addressing institutional efforts to improve the graduation rate. In addition, University officials have offered an alternate way of calculating the graduation rate which they believe better reflects the rolling admissions process at Salem. As was reported at the March meeting, Salem was accepted into the July 2014 cohort of the Higher Learning Commission Academy for Student Persistence and Completion. This four-year commitment to addressing concerns about retention and graduation is a very positive development which should further improve retention efforts.

The Compliance Review team had also noted that Salem International University's loan default rate was approaching the critical threshold of 30 percent. The report submitted by Salem addresses this issue.

With respect to accreditation, Salem received a letter dated March 9, 2015 from the Higher Learning Commission which states in part:

*“At its meeting on February 26, 2015 the Board removed the sanction of Notice from the University. The Board determined that the removal of the sanction was warranted based on evidence provided by the University, including the Notice Report, the report of the visiting team, the staff analysis of the sanction, the University's responses to these reports, and other relevant materials. In addition, the Board maintained the placement of the University on the Standard Pathway. The Board required the University host its next comprehensive evaluation in 2016-17 as currently scheduled. The Board also required that the comprehensive evaluation include a special emphasis on continued progress in the area of persistence and retention.”*

**MEMORANDUM**

**Via Email**

May 6, 2015

**To:** Paul L. Hill, Ph.D., Chancellor  
West Virginia Higher Education Policy Commission ("HEPC" or the "Commission")

**From:** Dan Nelant, President  
Salem International University ("Salem" or the "University")

**Cc:** Corley Dennison, Ed.D., Vice Chancellor for Academic Affairs, HEPC  
Mark Stotler, Ed.D., Director of Academic Affairs, HEPC

**Re:** Commission Request for Additional Information at its Meeting on March 13, 2015

**Ref:** Your Letter dated March 18, 2015

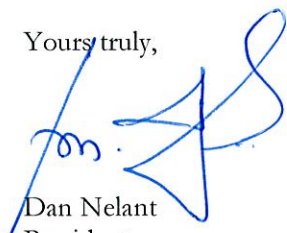
**Enc:** Salem International University, Report on Student Persistence and Success

Thank you for your letter providing information on the action by the Commission regarding your Office's recommendation to reauthorize Salem, which was reviewed by the Commission at its public meeting on March 13, 2015 in accordance with West Virginia Series 52, *Annual Reauthorization of Degree-Granting Institutions*. We understand that the Commission requires Salem to provide a report for the Commission's consideration at its meeting on May 29, 2015. Per your referenced letter, Salem understands it is to provide "a report that indicates the initiatives and activities undertaken by Salem...to address the low graduation rate."

As part of the process of developing our report, Dr. Eric Kirkland, Salem's Executive Vice President and Accreditation Liaison Officer, and I met with Drs. Corley Dennison and Mark Stotler at your offices on April 21, 2015 and have had follow-up communications. We very much appreciate their taking time to offer additional guidance to help us determine what to include in the report to be fully responsive. We also had the opportunity to discuss issues related to student loan default rates, which are included in the report.

In summary, we have prepared and submitted this memorandum and attached report to provide a complete response to the Commission's concerns, which were summarized in your referenced letter. If you require additional information, please contact me at your earliest convenience. As we have in the past, Salem will continue to work cooperatively and collegially with you and your staff to ensure the Commission has the information it requires to make an informed decision on Salem's reauthorization for 2014 and 2015.

Yours truly,

  
Dan Nelant  
President

# Report on Student Persistence and Success

## EXECUTIVE SUMMARY

Salem International University (“Salem” or the “University”) identified a decline in retention and graduation rates six years ago. Since then we have undertaken a number of steps to improve these rates, which take time but have borne fruit as evidenced by our April 2015 submission to the U.S. Department of Education (“ED”) Integrated Postsecondary Education Data Systems (“IPEDS”): Our fall 2008 bachelor’s graduation rate has improved to 15% and our overall rate has improved to 31%, which compare favorably with the fall 2007 data that were provided to the Commission on March 13, 2015 and indicate a very positive trend.

As we discuss below, IPEDS graduation rates based on an October 15 cohort are not an accurate way to evaluate Salem’s performance. Instead, we offer analyses that incorporate all undergraduate and graduate students enrolled throughout each year. Utilizing this approach, we determined that, for the six years from 2007 to 2012, Salem obtained an average overall 44% graduation rate comprising 20% undergraduate and 76% graduate, and are trending upward. In addition, we offer the following conclusions:

- Salem graduation rates determined using IPEDS are not indicative of Salem’s institutional performance because Salem does not have a traditional college format for enrolling students (e.g., Salem enrolls students 12 times per year versus primarily in the fall and graduates students monthly).
- Senator Lamar Alexander, Chair of the U.S. Senate Committee on Health, Education, Labor, and Pensions, and former U.S. Secretary of Education, has stated in a white paper submitted in relation to the Higher Education Act (“HEA”) that non-traditional institutions’ graduation rates may be significantly distorted using IPEDS data.
- The Higher Learning Commission (“HLC”) evaluation team that conducted our 2012 comprehensive visit indicated that Salem should use alternative methods and focus on all students in determining graduation rates instead of relying on the IPEDS framework.
- In comparison to a peer group of West Virginia institutions accredited by HLC, Salem ranked 18 out of 29 and is at the 40th percentile.
- The data on Salem graduation rates as well as how we compiled them have been attested to by an independent CPA firm, Almich & Associates, that specializes in higher education.
- HLC recently extended our accreditation to 2022-2023, which was reported to the Commission on March 13, 2015.
- Since July 2014 Salem has been a member of HLC’s Academy for Student Persistence and Completion, which is a significant four-year commitment of personnel and other resources to research factors that lead to non-completion and to implement best practices improve retention.
- Although we do not submit this as a formal data point, we note that we held our annual graduation ceremony April 25, 2015. We estimate that 500 people attended the celebration. Two hundred thirty-five (235) graduates were invited, and about 70 participated in person. (Online graduates, who are geographically disbursed across the nation, typically do not attend graduation ceremonies.) Our current enrollment is 504.

With respect to student loan default rates, Salem identified an adverse trend several years ago and took immediate action. The current three-year default rate is 21.2% as published in January 2015 by the National Student Loan Data System (“NSLDS”), which is administered by ED. In addition, our projections show the worst case default rate at 17.9% for the 2013 cohort and at 12.3% for the 2014 cohort. This indicator evidences a very positive trend.

Finally, we note that on March 1, 2015 ED published a list of institutions that have been placed on Heightened Cash Monitoring with respect to their Title IV administration. Salem was not among them.

## **GRADUATION RATES**

### **Goal**

The University's goal is to improve its graduation rate over the next five years to be in the top quartile of a peer group of West Virginia institutions of higher education that are accredited by the Higher Learning Commission ("HLC").

### **Fall Cohort Graduation Rates**

Official retention and graduation rate data are collected via IPEDS. These data are published by ED using its *College Navigator* web site, as well as by the University in compliance with the federal "Student Right to Know" regulations. Salem's required public disclosures are available on its worldwide web site at [www.salemu.edu/about/disclosures](http://www.salemu.edu/about/disclosures), which is accessible via a prominent link on our home page, [www.salemu.edu](http://www.salemu.edu), and elsewhere on the web site.

To understand Salem's reported IPEDS graduation rate, it is critical to first understand that IPEDS graduation data are based on a defined fall cohort. This cohort is a sample composed of first-time, full-time baccalaureate students who were enrolled on a single day: October 15 each year. These cohorts establish the database for the next six to eight years that is used to report graduation rates at 150% and 200% of the defined normal time to completion, respectively. For academic year 2014-15, the graduation data that have been reported to IPEDS represent the fall 2008 cohort.

Given the context of traditional colleges and universities with selective admissions that have their major intake in August/September and offer an extended drop period of about six weeks, a cutoff date of October 15 is entirely reasonable. However, such a sample is not representative of Salem's operations. For example:

- Salem is an open enrollment institution that welcomes non-traditional and transfer students.
- Salem admits students on continuous or rolling basis that allows students to start any month of the year; and, therefore, enrollment is spread over twelve months.
- Salem delivers courses on a monthly basis throughout the year (usually one course per month per student), with courses following each other in series instead of running concurrently.
- Salem graduates students each month, awarding degrees and certificates when the requirements are fulfilled. These students are invited to the annual graduation ceremony.
- Salem attracts a diverse student population that is demographically distinct from West Virginia.
- Salem has a high percentage of student-athletes on campus, many of whom transfer to other schools with the expectation, for example, of garnering more playing time.
- On average 60 percent of Salem's student body is undergraduate; 40% are graduate students.
- On average 40 percent of Salem's students are taught entirely by distance education, primarily online.
- Salem conforms to federal requirements for proprietary institutions and only offers programs that lead to defined occupations and are expected to result in gainful employment.

Clearly, Salem's operations and its students are non-traditional and are not typical of the other four-year colleges and universities authorized by the Commission. Logically, IPEDS's focus on October 15 each year will not accurately depict the status of Salem with respect to graduation rates.

Senator Lamar Alexander, former U.S. Secretary of Education and currently Chair of the U.S. Senate Committee on Health, Education, Labor and Pensions published a report on March 25, 2015 entitled *Federal Postsecondary Data Transparency and Consumer Information: Concepts and Proposals*. This report states that "less than half of entering students are counted because rates do not include those who transfer or study part-time. At

community colleges and for-profit institutions where enrollees tend to be returning and/or part-time students, only a third are included in the graduation rate measure.”

([http://www.help.senate.gov/imo/media/Consumer\\_Information.pdf](http://www.help.senate.gov/imo/media/Consumer_Information.pdf), p. 4)

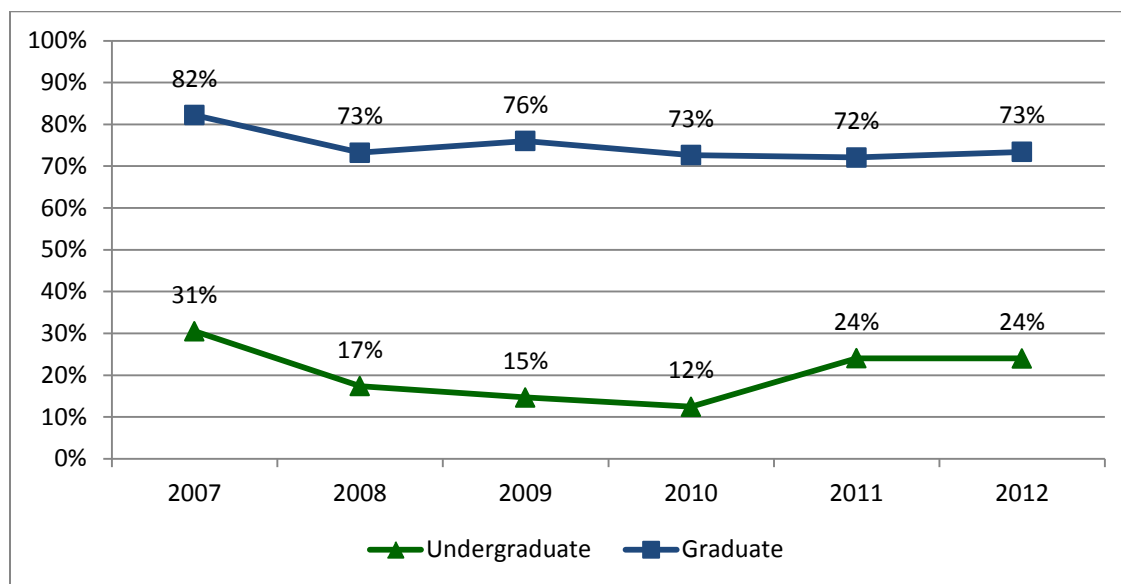
We respectfully submit that the federally mandated IPEDS fall cohort graduation rates are not indicative of our institution’s performance. We also note that HLC, our regional accreditor, recently restored Salem’s full accreditation and established academic year 2022-2023 for our next comprehensive reaffirmation of accreditation.

In preparing this report, we summarized our analysis of completion data using the population of all students who started in each calendar year, not just a sample of students in their first year of attendance on October 15. This approach conforms to advice offered by the HLC site visit team who conducted our comprehensive site visit in 2012: They stated that Salem needed to examine all students enrolled throughout each year and depend less on the IPEDS survey framework.

**EXHIBIT 1** provides a summary of Salem’s analysis of graduation rates based on continuous enrollment. All students who started each year are included, both at the undergraduate and graduate levels. The data source is the same system used to provide data for IPEDS reporting.

Salem’s average overall graduation rate for 2007 through 2012 is 44%, with undergraduate-level completions at 20% and graduate-level completions at 76%. For 2007, the year currently published by IPEDS, Salem’s undergraduate graduation rate is 31%. Figure 1 shows the projected graduation rates through 2012.

The data for 2009 through 2012 are best viewed as lower limits for graduation rates. This is because many of these students are still taking courses and making progress toward graduation, which will increase the graduation rates.



**Figure 1. Actual and Projected Graduation Rates by Calendar Year**

The improvement in graduation rates is evidenced by the trend line for the undergraduates. This indicates Salem has reversed the decline from 2007 to 2010 and established an upward trajectory.

Given these data have not been published previously, Salem submitted its analyses and data to an external auditor, Almich & Associates, for an independent review. This CPA firm specializes in auditing educational institutions. Almich & Associates handles Salem's financial statement audits and student financial aid audits, so they are familiar with the university and its operations. They have provided an attestation regarding these analyses, which is shown in **ATTACHMENT A**.

## Peer Group Comparison

In the March 13, 2015 report to the Commission, your Office provided the Commission with a summary statistic regarding a Carnegie peer group of 185 institutions spanning the nation and Salem's standing in comparison. The University believes a comparison with a peer group of West Virginia colleges and universities also is worth consideration, especially considering the Commission's responsibilities with respect to reauthorization of the majority of these colleges and universities. Therefore, **EXHIBIT 2** has been prepared that provides a comparison with a sample of institutions in West Virginia that are accredited by HLC. The source data are the overall graduation rate data provided by these institutions for public disclosure via the *College Navigator* web site. The current data on this web site reflects the fall 2007 cohort; so, for purposes of this comparison, we have substituted 31%, which is our computed fall 2007 graduation rate that is shown in Table 2. We then calculated Salem's relative standing: Salem ranks 18 out of 29 institutions with a percentile rank of 40%.

## Initiatives and Activities to Improve Persistence and Completion

To achieve its goal to improve retention and graduation rates, Salem has undertaken a series of initiatives and activities that are aimed directly at improving persistence and completion, which are the terms in current use by HLC. These initiatives and activities include without limitation:

- Establishing enhanced Academic Support Services for all students.
- Implementing an Early Warning System with weekly "At Risk" student reports from faculty.
- Providing developmental courses in English, math, and reading for identified students.
- Creating an online Writing Center to tutor students across the curricula both on campus and online.
- Assisting students to organize their work and adapt to college-level performance expectations by offering a college orientation and success course for new students.
- Employing Success Coaches to track students' progress in their courses and to help them resolve educational, personal, and technological challenges that are adversely affecting their performance.

The University also applied for and was accepted into the July 2014 cohort of the HLC's **Academy for Student Persistence and Completion**. Our participation in this Academy represents a significant four-year commitment of personnel, capital, and other resources that includes without limitation: faculty development, the development of an analytic database and predictive models for non-completers, and engagement in multiple pilot projects based on best-practices in retention.

**EXHIBIT 3** provides a more detailed discussion of Salem's initiatives and activities as well as the HLC Academy and Salem's expected benefits of participating.

## Graduation Rate Summary

This evaluation of graduation rates shows that Salem identified the decline and promptly took action. Salem's undergraduate rate for fall 2008 IPEDS improved to 15% which is significantly higher than the 7% rate for fall 2007 that was reported to the Commission on March 13, 2015.

This point notwithstanding, we assert that fall cohort graduation rates do not adequately indicate the institution's performance because Salem is not a traditional institution (e.g., we enroll students twelve times per year). As Senator Lamar Alexander has reported, non-traditional institutions' graduation rates may be significantly distorted using IPEDS data. Salem also was advised by HLC peer evaluators that it should include all students in its self-assessments and not rely on the sample of students reported to IPEDS.

Our graduation rates over the last six years, using a continuous enrollment model that includes all students, are 44% overall (20% undergraduate and 76% graduate) and are trending upward. Compared to a peer group of West Virginia institutions, we are in the second quartile. The data on Salem's graduation rates as well as how we compiled them have been attested to by an independent CPA firm.

Our accreditor, HLC, recently extended our accreditation to 2022-2023. A copy of this report was submitted to the Commission on March 9, 2015.

Finally, we note that on April 25, 2015 we had our annual graduation ceremony. We estimate 500 people attended the celebration. Two hundred thirty-five (235) graduates were invited, and about 70 participated in person. (Online graduates, who are geographically dispersed across the nation, typically do not attend graduation ceremonies.) Our current student enrollment is 504.

### **STUDENT LOAN DEFAULT RATES**

The HEPC staff report to the Commissioners on March 13, 2015 stated that Salem was approaching a 30% student loan default rate for 2011. Federal regulations have set 30% as the point at which enhanced monitoring is initiated by ED. An institution that continues at a student loan default rate of 30% or more is subject to losing its eligibility to participate in Title IV, Higher Education Act federal funding programs.

Reviewing the published data, Salem's official student loan default rate was 27.6% for the 2011 cohort. This information is published by the NSLDS, which is administered by ED.

As was the case with graduation rates, Salem identified the trend and reported it to the Board of Trustees, who concurred that additional measures were needed to provide better advising and follow-up of students to help avoid their defaulting. Today, the projected three-year rate for the 2012 cohort has declined to 21.2%, which was published by NSLDS in January 2015.

Furthermore, our projections show the worst case default rate at 17.9% for the 2013 cohort and at 12.3% for the 2014 cohort. These indicators evidence a very positive trend.

Finally, we note that on March 1, 2015 ED published a list of institutions that have been placed on Heightened Cash Monitoring with respect to their Title IV administration. Salem was not among them.



# **EXHIBIT 1.** **Projected Graduation Rates Based on a Continuous Enrollment Model** **2007 to 2012**

During the December 2012 comprehensive site visit of the Higher Learning Commission, members of the evaluation team suggested that Salem should take a broader view of retention and graduation rates to place less reliance on the IPEDS survey framework and instead develop its own analyses based on all enrolled students throughout the year. Salem accepted this guidance and completed such analyses, looking at all students who enrolled each year, which revealed a sharply different picture of graduation rates.

**Table 1** provides the results of an analysis of graduation data for 2007 through 2012. As shown below, Salem's six-year average overall graduation rate is 44%, with undergraduate-level completions at 20% and graduate-level completions at 76%. The rate for undergraduate students who enrolled in 2007 is 31%. As noted above, Salem identified a downward trend and took steps to improve completion rates.

**Table 1. Graduation Rate Analysis for Calendar Years 2007 through 2012**

	Fall Enrollment By Category	Unduplicated Headcount	Total Graduates	Graduation Percentage
2007	Overall	923	558	60%
	Undergraduate	391	120	31%
	Graduate	532	438	82%
2008	Overall	660	313	47%
	Undergraduate	305	53	17%
	Graduate	355	260	73%
2009	Overall	801	312	39%
	Undergraduate	484	71	15%
	Graduate	317	241	76%
2010	Overall	932	314	34%
	Undergraduate	603	75	12%
	Graduate	329	239	73%
2011	Overall	664	275	41%
	Undergraduate	424	102	24%
	Graduate	240	173	72%
2012	Overall	647	252	39%
	Undergraduate	455	111	24%
	Graduate	192	141	73%
TOTAL	Overall	4627	2024	44%
	Undergraduate	2662	532	20%
	Graduate	1965	1492	76%

The above graduation rates for 2009 through 2012 should be viewed as lower limits and are likely to increase. These past calendar years are no longer adding students, of course; but many of these students are continuing their studies at present and are progressing toward graduation. They have not yet had 150% or 200% of the normal time to complete their programs per IPEDS requirements. To illustrate, graduation data for the IPEDS 150% completion rate that will be reported in April 2016 will be based on the fall 2009 cohort; data reported in April 2017 will be for the fall 2010 cohort.

These points notwithstanding, the data reveal that the two most recent years have shown important improvements, achieving graduation rates of 24%. These completion rates are up significantly compared to the projected 12% rate for the 2010 students.

The Unduplicated Headcount column reflects corrections made to eliminate individuals who graduated from one program and started another in same semester. (With students taking courses sequentially and completing one course per month, it is possible for a student to graduate from one program and then enroll in another degree program within the same semester, or to withdraw from and re-enroll in the same program within the same semester.)

The above data can be verified by inspection of the student records at Salem. We also offered to provide these data to the HEPC staff. It is the University's belief these data reveal applicable graduation rates for Salem that are much more indicative of the institution than the single-day fall cohorts that are required by IPEDS.

Finally, Almich & Associates, an independent CPA firm, has attested to these data and our calculations. Please see **ATTACHMENT A**.

**EXHIBIT 2.**  
**Comparison of Fall 2007 Graduation Rates Reported to the**  
**U.S. Department of Education by Salem and by a Peer Group of Other**  
**West Virginia Institutions of Higher Education**

Currently, overall graduation data are available for the 2007 fall cohort via the *College Navigator* web site sponsored by the U.S. Department of Education, National Center for Education Statistics. **Table 2** presents an analysis of published 2007 data for a peer group of West Virginia institutions. Salem's internally calculated graduation rates based on a census of students in attendance each calendar year (as shown in Table 1 above) has been substituted.

**Table 2. Comparison of Salem Graduation Rates in 2007 with a  
Peer Group of West Virginia Colleges and Universities**

Institution	Overall Graduation Rate	Percentile Rank	Quartile
Appalachian Bible College	62%	97	4
West Virginia Wesleyan College	60%	93	
West Virginia University	57%	90	
Wheeling Jesuit University	54%	87	
Bethany College	48%	83	
Alderson Broaddus	46%	77	
University of Charleston	46%	77	
Marshall University	44%	73	3
American Public University System	42%	70	
West Liberty University	41%	67	
Davis & Elkins College	38%	60	
Shepherd University	38%	60	
Concord University	36%	53	
Ohio Valley University	36%	53	
Fairmont State University	35%	47	2
Glenville State College	35%	47	
West Virginia University at Parkersburg	34%	43	
<b><u>Salem International University</u></b>	<b><u>31%</u></b>	<b><u>40</u></b>	
Bluefield State College	24%	37	
West Virginia Institute of Technology	20%	33	
West Virginia State University	19%	30	
Potomac State College of West Virginia University	17%	27	
Eastern Community & Technical College	15%	23	1
Blue Ridge Community & Technical College	13%	20	
Pierpont Community & Technical College	12%	13	
Northern Community & Technical College	12%	13	
New River Community & Technical College	10%	10	
Southern Community & Technical College	9%	7	
Mountwest Community & Technical College	7%	3	

*N.B.* BridgeValley Community & Technical College, which was formed by the merger of Bridgemont and Kanawha Valley Community & Technical Colleges in 2014, has not reported these data in *College Navigator*.

In this analysis, we assume that the published rates for the comparison institutions would not be affected by using a census of students instead of the sample of students in attendance on October 15 that they reported to IPEDS. As these statistics reveal, with a 31% completion rate in 2007 Salem would be solidly in the interquartile range with a percentile rank of 40% compared to this peer group of West Virginia institutions.

## EXHIBIT 3.

### Initiatives to Improve Student Persistence and Completion at Salem

The University underwent a change of ownership in 2005 and a concomitant change in status from non-profit for for-profit. To conform to U.S. Department of Education regulations regarding degree programs that can be offered by proprietary institutions, a number of popular degree programs had to be taught-out and discontinued, including equestrian studies, liberal studies, and Japanese studies. Several sports were discontinued and scholarship amounts were reduced, which resulted in a number of student-athletes transferring. Over the next few years, there were several other events that adversely affected retention and graduation rates, not the least of which was the worldwide financial crisis that commenced in 2007 that significantly affected our international student population, many of whom withdrew and went home. In response to this confluence of factors, Salem's administration and faculty initiated several activities as shown in **Table 3**:

**Table 3. Activities Initiated by Salem to Improve Graduation Rates, 2011-2014**

Academic Year	Activity Description
2011-2012	<p>The Provost created the position of Director of Academic Support. The Director has a faculty appointment and works closely with other faculty to provide support services on an as-needed basis, usually by referral from the teaching faculty.</p> <p>The Provost also established a Retention Committee to investigate ways to address the issues of persistence and completion. This committee developed several recommendations that were implemented, including:</p> <ul style="list-style-type: none"> <li>• Students were assigned advisors comprising both faculty and qualified staff.</li> <li>• Faculty provided weekly "at risk" student reports to Academic Deans and Directors for any student that was not participating successfully in courses, indicated by grades of "Incomplete," "D," or "F" on assignments. Students were contacted to address educational, personal, or technical issues.</li> <li>• Athletics established a study hall for student-athletes.</li> <li>• Remediation sessions were delivered by faculty to help Education students prepare for the PRAXIS exams.</li> <li>• Nursing faculty and consultants provided remediation sessions to help potential Nursing students prepare for the TEAS and NCLEX exams.</li> </ul>
2012-2013	<p>The Director of Academic Support developed a plan for peer tutoring to expand the opportunities for students to help one another improve their academic performance. Faculty members have volunteered to provide tutoring, too.</p> <p>Extensive remediation efforts were implemented to support Nursing students attempting to pass the NCLEX-RN exam, including live reviews by Elsevier and Hurst, ATI Comprehensive Predictor with Virtual Mentor, and review sessions by faculty.</p>

Academic Year	Activity Description
2013-2014	<p>The University established a Writing Coach to assist students with their coursework on demand. The University established an additional computer lab for students that enables them to work on assignments with student advisors and peer tutors available who are knowledgeable using Microsoft Office Suite.</p> <p>The University established Student Success Coaches to track participation in classes and completion of assignments and to contact students to encourage them to attend classes regularly and to complete their work timely.</p> <p>Placement testing using Accuplacer® was extended to include the Reading Comprehension scale. The results indicated all incoming freshman were deficient in reading comprehension. So, the University established a development course (RDG099) to provide students with faculty-led instruction in critical reading skills. This course complements already established courses in math and English. Analyses of Nursing student performance on standardized tests, also revealed the need to offer a developmental course in basic science.</p> <p>With the assistance of a consulting subject matter expert in Nursing Education, who also possessed many years of experience as director of an Associate of Science in Nursing ("ASN") program in West Virginia, the Salem School of Nursing thoroughly revised its ASN curriculum, all courses and their syllabi, textbooks, teaching methods, utilization of Salem's advanced nursing skills laboratory with high-fidelity simulation manikins, and so forth. These changes were approved by the West Virginia Board of Examiners for Registered Professional Nurses in June 2014.</p> <p>The Provost created the position of Director of Institutional Effectiveness and Retention. This position is responsible for combining extant data sources to inform an administrative and academic "dashboard."</p>

By early 2014, Salem decided that participation in the HLC **Academy for Student Persistence and Completion** would be beneficial for the university as a whole, including its students and its diverse constituencies. Salem submitted its application in May 2014 and was accepted in June 2014. Salem began participation in July 2014 and continues as an active participant. It is in the so-called data development track to assemble data from various sources that can be used to support predictive analytical models to be developed in years 2 through 4.

The target group for the Salem's participation in the Academy is undergraduate students in their first two years of college, whether leading to an associate's degree or as part of their bachelor's degree. Both on campus and distance education students are in the target group.

Specific outcomes that are expected include:

- A predictive model for early identification of at risk students, to be used by Academic Support Services in collaboration with the Faculty and to be integrated with a dashboard currently under development.
- Consistent improvements in student persistence and graduation rates, as documented through the University's Assessment System and reflected on the Dashboard.
- Improved faculty knowledge and skills related to serving "at risk" student populations through research and professional development, as documented through the University's Faculty Evaluation System.
- Improved student satisfaction with the overall University environment and learning experience, as documented through comprehensive student surveys and interviews, including course-end surveys, exit surveys, and alumni surveys.

- Improved learning resources that are made available and equitably allocated to support the facilitation of improvement, as documented through comprehensive external reviews and internal evaluations.

In addition, Salem launched several pilot projects in the fall of 2014 based on best practices in student retention as discussed with leaders and members of the Academy. The first projects include:

- A First Semester Skills Building program to ensure students have a foundation for improved academic performance, which, if successful, may be extended to a First Year program;
- Living and Learning Communities, which is a co-curricular project to integrate academics and student life for residential students, focusing especially on first-time students;
- Additional self-help skills centers with faculty support, beginning with Microsoft Office Suite and possibly extending to math, reading, and science; and
- Expansion of tutoring services, including a possible contract with Tutor.com to provide 24/7 on-demand support.

**ATTACHMENT A.**  
**Attestation by Almich & Associates**



SALEM INTERNATIONAL UNIVERSITY, LLC

INDEPENDENT ACCOUNTANTS' REPORT ON MANAGEMENT'S ASSERTIONS  
REGARDING FISCAL YEAR 2007-2012 INSTITUTION GRADUATION RATES

FOR THE FISCAL YEARS ENDED DECEMBER 31, 2007  
THROUGH DECEMBER 31, 2012

*ALMICH & ASSOCIATES*  
*CERTIFIED PUBLIC ACCOUNTANTS*

SALEM INTERNATIONAL UNIVERSITY, LLC

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# ALMICH & ASSOCIATES

AN ACCOUNTANCY CORPORATION

• Certified Public Accounting and Business Services •

## INDEPENDENT ACCOUNTANTS' REPORT ON MANAGEMENT'S ASSERTIONS REGARDING FISCAL YEAR 2007-2012 INSTITUTION GRADUATION RATES

To the Board of Trustees of  
Salem International University, LLC:

We have examined management's assertions, listed on the accompanying schedule, that the attached Summary of Student Graduation Rates for the fiscal years ended December 31, 2007 through December 31, 2012 of Salem International University, LLC (the Institution), is presented in accordance with the criteria determined to be most appropriate for purposes of the calculation, as set forth by management of the Institution. Management is responsible for the assertions and accompanying calculations. Our responsibility is to express an opinion on management's assertions based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and accordingly, included examining, on a test basis, evidence supporting management's assertions and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, management's assertions referred to above are fairly stated, in all material respects, based on the criteria determined to be most appropriate, as set forth by management of the Institution.

This report is intended solely for the information and use of management, the board of trustees and the Higher Education Policy Commission of West Virginia and is not intended to be and should not be used by anyone other than these specified parties.



Lake Forest, California  
April 23, 2015

SALEM INTERNATIONAL UNIVERSITY, LLC

SCHEDULE OF MANAGEMENT'S ASSERTIONS REGARDING  
FISCAL YEAR 2007-2012 INSTITUTION GRADUATION RATES

1. Management believes that the information and related calculations as presented in Exhibit 1 comprehensively summarizes the graduation rates achieved by students attending Salem International University, LLC (the Institution) for the fiscal years ended December 31, 2007 through December 31, 2012.
2. Management has undertaken this project in response to communication it received from the Higher Education Policy Commission (HEPC) of West Virginia regarding the Institution's graduation rates. Management believes that the graduation rates, as published by the Integrated Postsecondary Education Data System (IPEDS) of the National Center for Education Statistics and utilized by HEPC for its evaluation of the Institution, are not representative of the Institution's overall statistics due, in part, to the "non-traditional" nature of the Institution's enrollment dates of its students which occur on a monthly basis throughout the fiscal year.
3. Management's assessment, calculation and presentation of achieved graduation rates include all students who attended the Institution from the period of January 1, 2007 through December 31, 2012. Each attending student has been included only one time in the calculation, within their year of primary attendance, as determined most appropriate by management. Furthermore, all students have been accounted for only one time as either a graduate or non-graduate, in the same year as their attendance inclusion, depending on completion of their respective program and attainment of their certificate or degree.
4. To further clarify the Institution's student population and related graduation rates, management has segregated the annual student populations by degree level (graduate vs. undergraduate).

SALEM INTERNATIONAL UNIVERSITY, LLC

SUMMARY OF STUDENT GRADUATION RATES

FOR THE FISCAL YEARS ENDED DECEMBER 31, 2007  
THROUGH DECEMBER 31, 2012

**Salem International University, LLC**  
**Summary of Student Graduation Rates**  
**For the Fiscal Years Ended December 31, 2007**  
**Through December 31, 2012**

	ALL STARTS IN THE CALENDAR YEAR	TOTAL STARTS	TOTAL GRADUATES	GRADUATION RATE
<b>2007</b>	<b>Overall</b>	<b>923</b>	<b>558</b>	<b>60%</b>
	Undergraduate	391	120	31%
	Graduate	532	438	82%
<b>2008</b>	<b>Overall</b>	<b>660</b>	<b>313</b>	<b>47%</b>
	Undergraduate	305	53	17%
	Graduate	355	260	73%
<b>2009</b>	<b>Overall</b>	<b>801</b>	<b>312</b>	<b>39%</b>
	Undergraduate	484	71	15%
	Graduate	317	241	76%
<b>2010</b>	<b>Overall</b>	<b>932</b>	<b>314</b>	<b>34%</b>
	Undergraduate	603	75	12%
	Graduate	329	239	73%
<b>2011</b>	<b>Overall</b>	<b>664</b>	<b>275</b>	<b>41%</b>
	Undergraduate	424	102	24%
	Graduate	240	173	72%
<b>2012</b>	<b>Overall</b>	<b>647</b>	<b>252</b>	<b>39%</b>
	Undergraduate	455	111	24%
	Graduate	192	141	73%
<b>TOTAL</b>	<b>Overall</b>	<b>4627</b>	<b>2024</b>	<b>44%</b>
	Undergraduate	2662	532	20%
	Graduate	1965	1492	76%

**West Virginia Higher Education Policy Commission  
Meeting of May 29, 2015**

**ITEM:** Update on Transfer and Articulation

**INSTITUTIONS:** All

**RECOMMENDED RESOLUTION:** Information Item

**STAFF MEMBER:** Corley Dennison

**BACKGROUND:**

The passage of House Bill 2867 during the 2015 Legislative Session made it necessary to update the “Guiding Principles-Student Appeals Process on Denial of Transfer Credit” document. Institutions no longer have an exception to the 70 percent course alignment requirement.

The “Guiding Principles” document establishes operating parameters for the institutions in implementing the transfer appeals process and includes the following procedures:

- Beginning July 1, 2015, each public institution in West Virginia must have a clear, concise policy regarding appeal of transfer credit. The policy shall be public and published in the institution’s catalog.
- Institutions shall use a 70 percent course alignment.
- At the penultimate stage of the campus appeals process, the student may request an outside review. The “Guiding Principles” document establishes operating procedures for outside review by the Joint Recommending Committee on Transfer and Articulation (JRC).

A reverse transfer policy, Series 60, West Virginia Reverse Transfer Program, is on the Commission agenda.

Planning is underway for development of a statewide articulation degree.

**Guiding Principles**  
**Student Appeals Process on Denial of Transfer Credit**  
**Higher Education Policy Commission**  
**Council for Community and Technical College Education**

As expressed in Series 17-*Transferability of Credits and Grades at West Virginia Public Colleges and Universities*, and reaffirmed in the Joint Resolution passed by the Commission and the Council on April 25, 2014, all courses between public institutions in West Virginia will, generally, be considered as transferable.

Therefore, courses with similarly aligned learning objectives shall be accepted by the receiving institution as fulfilling both program and degree requirements. Institutions shall use a 70% criterion as stated in West Virginia statutory code. That is, if 70% of the learning objectives are similarly aligned, the receiving institution accepts the course.

It is understood that language for course objectives may vary in syllabi from sending to receiving institutions. Receiving institutions shall act in good faith and the best interest of the student when determining the alignment of courses. Institutions shall operate from the premise that similarly aligned courses between both public and private institutions in West Virginia **ARE** transferable. Other considerations include the following:

- Courses listed on the Core Coursework Transfer Agreement (CCTA) are automatically accepted as fulfilling general education requirements up to 35 credit hours.
- It is the desire of the Commission, the Council, the Legislature and the Governor that students not be forced to repeat courses.
- Therefore, courses on the CCTA shall be considered transferable, beyond the 35 credit hours for general studies, up to the maximum number of transfer hours allowed by institutional policy. Such courses may fulfill both degree and program requirements as is in line with good academic practice.
- For courses not listed on the CCTA, the receiving institution shall use good faith and the best interest of the student to determine the alignment of course content. The receiving institution shall recognize that, by code, courses between institutions of higher education in West Virginia are generally transferable.
- Any denial of transfer credit must be delivered in writing to the student with precise language describing the exact nature of the denial.

Each institution must publish a description of course content for each course and post such descriptions online in a manner that is accessible to the student.



Each public higher education institution in West Virginia must have a clear, concise policy regarding appeal of transfer credit. Effective July 1, 2015, the policy shall be published in the institutional catalog and on the appropriate campus website.

The student begins the appeal through the process as listed in the campus catalog. Similarly aligned courses are, generally, considered transferable. Therefore, the burden of proof rests with the institution to establish why a course was not accepted for transfer. At the penultimate stage of the appeals process, the student may request an outside review. Such requests are sent to the Commission/Council Division of Academic Affairs. Instructions on the submission of appeals shall be found on the Commission/Council websites.

Once a request for outside review is received, the Vice Chancellor for Academic Affairs shall assemble the Joint Recommending Committee on Transfer and Articulation (JRC). The JRC is comprised of the members of the Academic Affairs Advisory Committee (AAAC—a standing committee of the Commission/Council consisting of provosts and associate provosts of both two and four-year institutions). The Vice Chancellor selects an odd number of AAAC members to serve on the JRC hearing panel. If the transfer in question is from a two-year to a four-year, both two year and four-year members shall serve. Or, two-year members shall serve on a two-year to two-year appeal and four-year members on a four-year to four-year appeal. No members of the JRC hearing panel shall be affiliated with the schools involved in the transfer appeal.

Members of the JRC hearing panel may request a copy of each syllabus with learning objectives from both courses, all appropriate correspondence related to the appeal and any other necessary documentation. Once all materials are received, the JRC will issue a recommendation to the president of the receiving institution in 10 working days.

Within 30 days of receiving the JRC recommendation, the president's office at the receiving institution shall report the resolution of the issue to the Commission/Council Division of Academic Affairs. Such information shall be included in an annual report to the Commission and the Council.

*Rev. 3/27/15*

**West Virginia Higher Education Policy Commission**  
**Meeting of May 29, 2015**

**ITEM:** Approval of New Procedural Rule Series 60,  
West Virginia Reverse Transfer Program

**INSTITUTIONS:** All

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher Education Policy Commission approves Series 60, Procedural Rule, West Virginia Reverse Transfer Program, to be filed with the Secretary of State for the thirty-day public comment period and if no substantive comments are received that the Commission extends its final approval.

**STAFF MEMBER:** Corley Dennison

**BACKGROUND:**

In April 2014, the Commission and the West Virginia Council for Community and Technical College Education (Council) signed a joint resolution regarding student transfer and articulation. A statewide steering committee from both two- and four-year public institutions was formed and is addressing the concerns outlined in the resolution. A proposed new procedural rule addresses one of those concerns.

Many students begin at two-year institutions and transfer to four-year institutions before completing their associate degree. This policy provides the process by which students, who have met degree requirements of an associate degree program, can be identified and awarded their first associate degree.

All West Virginia public higher education institutions shall participate as full members in Series 60, West Virginia Reverse Transfer Program (WVRT). Host institutions shall identify students who have completed at least 15 hours with a single two-year institution but never completed a degree and include them in information relayed to the degree-granting institution (DGI) for contact. Upon receiving all appropriate information, the DGI, will contact identified eligible students and provide information about the program. The student may elect to pursue the WVRT by indicating to the host institution to release the transcripts.

The DGI is responsible for reviewing the eligible WVRT transcripts and awarding a degree. The requirements for degree completion are determined by the DGI. Candidates must meet all institutional degree and programmatic requirements.

The DGI shall be the two-year institution where a student has completed the greatest

number of transferable credits to the four-year institution. An institution can only award credits if the student has earned a minimum of 15 credit hours at that institution. If a student has earned the same number of transferable credit at two or more institutions, the most recently attended is identified as the DGI.

Students may appeal decisions by the DGI by utilizing the academic appeals process at the DGI.

All institutions will submit data for reporting and accountability purposes to the Commission and to the Council. The WVRT policy shall be reviewed periodically at the discretion of the Commission and the Council.

**TITLE 133**  
**PROCEDURAL RULE**  
**WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**  
  
**SERIES 60**  
**WEST VIRGINIA REVERSE TRANSFER PROGRAM**

**§133-60-1. General.**

1.1. Scope. -- This policy establishes the process by which a student may be awarded an associate degree which was begun at a West Virginia public institution offering an associate degree but was completed through a West Virginia public four-year college or university.

1.2. Authority. – West Virginia Code §18B-1D-4.

1.3. Filing Date. --

1.4. Effective Date. --

**§133-60-2. Purpose.**

2.1. Reverse transfer is a strategy for increasing the completion rates of students. Students often transfer credit hours from two-year to four-year institutions of higher education. Many students complete an associate degree before transferring to a four-year institution and many others do not earn an associate degree but transfer to another institution where they complete a baccalaureate degree. Some students, however, do not complete either the associate or baccalaureate degree despite earning a significant number of college credits. These students are often left without a postsecondary credential even though they have earned enough credits to be eligible for an associate degree.

2.2. This policy establishes a statewide reverse transfer process that allows any student who has completed the requirements for an associate degree, combining credit hours earned at a public higher education institution in West Virginia that offers an associate degree with hours earned at a public four-year higher education institution, to be awarded that associate degree.

2.3. This policy provides the process by which students who have met degree requirements of an associate degree program can be identified and awarded their first associate degree if that work has been completed at the four-year institution. The application of the reverse transfer process ensures that all eligible students have the opportunity to be awarded a first associate degree that reflects their educational efforts and allows them to compete more successfully in other academic arenas and the workforce.

2.4. As of the effective date noted above, the West Virginia Reverse Transfer (WVRT) policy supersedes all existing reverse transfer agreements. Those students involved in another reverse transfer agreement at the time of the effective date of this policy may choose to complete program requirements under the previous agreement. Students will also be given the option to transition to the new WVRT program, thereby selecting the less restrictive agreement.

**§133-60-3. Definitions.**

3.1. Degree-Granting Institution (DGI) -- The degree-granting institution is the two-year institution that

will award the associate degree to the reverse transfer student. If a student has earned credit hours at more than one institution offering an associate degree, the degree-granting institution will be the institution where the student has accumulated the greatest number of credit hours toward the associate degree. The degree-granting institution will count reverse transfer students in its yearly graduation report.

3.2. Host institution -- The host institution is the institution that will transfer credits back to the degree granting institution. The host institution may be either a four-year or another two-year institution.

3.3. West Virginia Reverse Transfer (WVRT) -- West Virginia Reverse Transfer refers to the statewide program that seeks to identify students who are often left without a postsecondary credential even though they have earned enough credits to be eligible for an associate degree.

3.4. WVRT eligible student -- The WVRT student is the individual who has earned 15 or more college-level, degree-applicable, transferable credits from a two-year institution and who does not currently hold an associate degree or higher. Upon entry into WVRT, the student seeks to complete the requirements for and be awarded the appropriate associate's degree.

#### **§133-60-4. Eligibility and Residency Requirements.**

##### **4.1. Student Eligibility.**

4.1.a. Students are not eligible for participation in the WVRT if they currently possess an associate degree or higher.

4.1.b. A student may be simultaneously awarded an associate degree through WVRT and a baccalaureate degree.

##### **4.2. Residency Requirement.**

4.2.a. The WVRT student is required to have successfully completed a minimum of 15 credit hours at the West Virginia public institution that will award the associate's degree. Fifteen credit hours from a single institution is the minimum residency for the WVRT.

#### **§133-60-5. Institutional Participation.**

5.1. All West Virginia public higher education institutions shall participate as full members in WVRT.

5.2. The submission of necessary student-level data, for reporting and accountability, is a condition of participation in the WVRT program. At a minimum, this includes data on eligible students, participating students, and completing students in order to assess effectiveness of the program.

#### **§133-60-6. Participation in the Reverse Transfer Program.**

6.1. For the initial year of the program's implementation, the West Virginia Higher Education Policy Commission (Commission) and the West Virginia Council for Community and Technical College Education (Council) will identify potential students for participation in the WVRT program and will notify the participating host institution. After the first year of implementation, it is the host institution's responsibility to provide the WVRT option to new transfer students from associate degree-granting institutions.

6.1.a. Upon receiving all appropriate information, the DGI will contact the identified eligible student

and provide the student with information about the program.

6.1.a.1. The student may elect to pursue the WVRT program by indicating to the host institution to release the student's transcript to the DGI.

6.1.a.2. If a student chooses to be removed from the program or graduates from the DGI, this will be recorded by the DGI and reported as requested by the Commission or the Council.

6.1.a.3. Host institutions will identify students (active and inactive), those who have completed 15 hours with a single institution but never completed a degree, via an automated search and include them in information relayed to the DGI for contact.

#### **§133-60-7. Procedures for the Reverse Transfer Program.**

7.1. The transcripts of WVRT eligible students will be distributed by the host institution, as necessary, to the DGI based upon an initial minimum number of transferrable credit hours completed (e.g., 60 credit hours) and again at established intervals after the initial submission (e.g., annually).

7.1.a. Transcripts submitted from the four-year to the two-year institution for the purposes of conducting a degree audit to determine student eligibility will be sent directly from institution to institution.

7.1.a.1. The release of transcripts will be in accordance with the host institution's policies.

7.2. The DGI is responsible for reviewing the eligible WVRT student's transcripts and records and for awarding the degree.

7.2.a. The acceptance of transfer credit will be determined by the DGI.

7.2.b. The requirements for degree completion will be determined by the DGI and that information will be identified to the WVRT student. DGI's are encouraged to substitute any institution-unique course requirements.

7.3. There will be no time limit on students completing the associate degree through the WVRT. Candidates must meet all institutional degree and programmatic requirements at the DGI.

#### **§133-60-8. Determination of Degree-Granting Institution.**

8.1. The DGI shall be the two-year institution where the student has completed the greatest number of transferable credits to the four-year institution. An institution can award reverse transfer degrees only if the student has earned a minimum of 15 credit hours at that institution.

8.2. If the student has earned the same number of transferable credits at two or more institutions the most recently attended institution is identified as the DGI. If multiple options still exist at this point, the student will select the DGI for the associate degree.

8.3. The acceptance of transfer credit will be determined solely by the DGI.

#### **§133-60-9. Degree Awards.**

9.1. The WVRT will apply to associate degrees as identified by the DGI.

9.2. There will be nothing to differentiate the WVRT awarded degree from any other degree awarded by the institution on the student's diploma or transcript.

**§133-60-10. Appeal, Review, and Accountability.**

10.1. If the WVRT student has a disagreement with DGI decision, that student may appeal said decision by utilizing the student academic affairs appeals process at the DGI.

10.2. The West Virginia Reverse Transfer Policy between public two-year and four-year institutions will be reviewed periodically at the discretion of the Commission and the Council.

10.3. The annual submission of data for both reporting and accountability purposes is necessary for the success of this policy. All institutions will submit data to the Commission and the Council regarding eligible students, participating students, completing students, and other data necessary to assess the effectiveness of WVRT.

**West Virginia Higher Education Policy Commission**  
**Meeting of May 29, 2015**

**ITEM:** Multicategorical Special Education Certification,  
Grades K-12

**INSTITUTION:** Fairmont State University

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia Higher Education Policy Commission approves the additional teaching endorsement in multicategorical special education, Grades K-12 within the Bachelor of Arts in Education at Fairmont State University, effective with the 2016 spring semester.

**STAFF MEMBER:** Corley Dennison

**BACKGROUND:**

Recent data from the West Virginia Department of Education indicates there is a significant shortage of highly qualified special educators. During the 2011-2012 school year almost 20 percent of all vacancies (18.5 percent), were in special education. To receive the endorsement, this program allows an education student to take an additional 10 credit hours above the 128 credit hours required for graduation. The additional required courses are SPED 2520-Linking Policy and Practice in Special Education, SPED 3520-Behavioral Analysis, Intervention and Support and SPED 4520-Assessment and Instruction of Individuals with Exceptionalities.

This endorsement was developed using the Council for Exceptional Children Initial Level Special Educator Preparation Standards and criteria from the West Virginia Board of Education Policy-5100, Approval of Educational Personnel Preparation Program. The concentration is to become effective in the spring of 2016.

Once the Commission has approved, the proposed endorsement must also be approved by the West Virginia Department of Education prior to implementation.



Fairmont State University  
April 25, 2015

Category of Action Required: Approval

To Add an Additional Teaching Endorsement  
To the Existing, Approved Undergraduate Program

In

Multicategorical Special Education (Grades K-12)

Effective Spring 2016

Brief Summary Statement

Fairmont State University's Teacher Education Program is seeking approval from the Higher Education Policy Commission to add a concentration in Multicategorical Special Education (Grades K-12) to its existing approved elementary undergraduate program. This optional concentration allows teacher candidates to graduate with an Elementary Multi-Subject (K-6) degree and a Multicategorical Special Education (K-12) concentration by taking three additional courses. The proposed program was developed using the Council for Exceptional Children Initial Level Special Educator Preparation Standards and West Virginia Board of Education Policy 5100-Approval of Educational Personnel Preparation Programs. The Curriculum Committee at Fairmont State University approved this concentration at its March 24, 2015 meeting and the Faculty Senate approved the program at its April 14, 2015 meeting. EPPAC will meet and hopefully approve the proposed concentration on April 30, 2015.

## CURRICULUM SUMMARY SHEET

Concentration in Multicategorical Special Education (Grades K-12)

Requires Elementary K-6

Prepared by Dr. Gwen Jones, Dr. Crystal Smith, and Dr. Julie Reneau

Date Reviewed by EPPAC-April 30, 2015

### **Courses in Elementary Program Included in the Concentration**

<b>Course Number</b>	<b>COURSE TITLE</b>	<b>Semester Hours</b>
EDUC 2240	High Incidence Disabilities	3
EDUC 3331	Reading in the Content Area	3
EDUC 3332	Pedagogy of Literacy	3
EDUC 3351	Inclusive Practices	3
MATH 3353	Math Methods for Elementary Teachers	3
EDUC 4491	Student Teaching (Special Education Placement)	5

### **Additional New Special Education Courses in the Concentration**

SPED 2520	Linking Policy and Practice in Special Education	3
SPED 3520	Behavior Analysis, Intervention, and Support	3
SPED 4520	Assessment and Instruction of Individuals with Exceptionalities (IWE)	4
<b>Total New Hours</b>		<b>10 hours</b>

Students can graduate with degree in Elementary Education with a total of 128 hours. If they choose to add this optional concentration in Special Education they would complete a total of 138 hours.

### **Policy 5100 Required Tests**

CORE Academic Skills for Educators: Reading- 156; Writing 162; Math 150  
Principles of Learning and Teaching (K-6): 160  
Elementary Education: Multiple Subjects: Reading/Language Arts – 165;  
Math 164; Social Studies -155; Science 159  
Teaching Reading: Elementary Education- 162  
Education of Exceptional Students: Mild to Moderate- 153

## Program Description

### A. Program Objective

The objective of the proposed special education concentration at the undergraduate level at Fairmont State University is to prepare highly qualified special educators for West Virginia public schools to help reduce the critical shortage of special education professionals in the state.

### B. Program Features

- Between 95 and 98% of our undergraduate education majors at Fairmont State University seek employment in West Virginia upon graduation, and the addition of the special education concentration to the existing elementary endorsement will help address the shortage of highly qualified elementary special educators.
- Students will be able to complete both the undergraduate elementary education program of study as well as the proposed concentration of three courses in multi-categorical special education within a four year time frame.
- Students graduating with this proposed combination of an elementary K-6 endorsement and concentration in special education will be “highly qualified” in social studies. They will need just one additional course to be highly qualified in English as well.
- The concentration will help candidates in our elementary program apply content and pedagogical skills to meet the needs of students with exceptional learning needs through targeted clinical experiences that are embedded within 2 of the 3 additional required courses.
- The students would complete one student teaching placement in a special education setting at the middle or high school level. This would be similar to students who are completing other specializations (i.e. – Math 5-9).

### C. Program Need and Justification

Recent data and reports from the West Virginia Department of Education indicate that there is a significant shortage of highly qualified special educators in the state of West Virginia.

*According to Hudnall and Knighton (2013) in the Office of Special Programs, WVDE*

- During the 2011-12 school year, 18.5% of teaching vacancies in West Virginia were in special education (283 special education vacancies across all 55 counties)
- The main reason given: lack of qualified candidates
- As a result of shortages in special education the WVDE is initiating a statewide recruitment and retention effort

The most recent Educational Personnel Data Report Released by the WVDE Office of Personnel Preparation reported 46 Multi-Categorical job vacancies in WV Schools that were not filled during the 2013/2014 school year because of inability to find qualified applicants. The state department

is working with various institutions to develop programs that will graduate highly qualified teachers.

In addition, there is a strong demand for a concentration in multicategorical special education from students in the Elementary Education Program at Fairmont State University. All FSU Pre-Education and Elementary Education majors were asked to complete a survey to determine their interest in the study of Special Education. When asked if FSU were to offer an undergraduate concentration in Special Education that would require only 10 hours of additional coursework, 91.8% (or 45 of 49 surveyed students) indicated interest.

Fairmont State University, in cooperation with the WVDE, is proposing this undergraduate concentration that will lead to certification in special education (K-12). Completion of an undergraduate concentration in special education will make FSU graduates more marketable and better qualified to meet the needs of K-12 students in general education inclusive and special education settings.

D. Program Planning and Development

Special education faculty at Fairmont State, in response to the significant shortage of highly qualified special educators have responded with a proposal for an undergraduate series of courses that we submit, provide strong preparation for teacher education candidates in this field. Additionally, student interest in special education preparation at the undergraduate level here at Fairmont State, has increased, and this program proposal serves in part, as a response to this expressed interest.

Special education faculty at FSU developed the proposed program of coursework and clinical experiences targeting the essential skills for initial level preparation identified by the Council for Exceptional Children (CEC) as our guide. The focus for this three course series is anchored in the practice of teaching students with exceptionalities as well as best practices in inclusive practices and co-teaching. Every effort was made to assure the number of additional credit hours was carefully examined, and flexibility of scheduling built in so that undergraduates desiring this additional concentration could do so within four years. We are proud of the end product which is a well-designed three course series with clinical experiences attached that help students make important connections to applications in special education classrooms.

## Appendix A

### Descriptions of Courses in the Concentration

**SPED 2520 Linking Policy and Practice in Special Education.** 3 credits. FSU course. Required.  
PR: EDUC 2240.

This course introduces participants to complex situations across developmental ranges of Individuals with Exceptionalities (IWE) from kindergarten through twelfth grade, therefore demonstrating the importance of ongoing attention to legal matters and serious consideration of professional and ethical issues. Course participants will analyze IDEA and other policy related to special education practice. They will analyze and describe special education as an evolving and changing discipline based on philosophies, evidence-based principles, theories, policies, and historical points of view that continue to influence the field. Course participants will demonstrate an understanding of how technology is used to support and manage all phases of planning, implementation, and evaluation. Procedures for determining eligibility, drafting an Individualized Education Plan (IEP), facilitating meetings, and planning for transition services will be covered in this course.

**SPED 3520 Behavior Analysis, Intervention, and Support.** 3 credits. FSU course. Required.  
PR: EDUC 2240.

This course focuses on the principles and practices of positive behavioral supports, research-based applied behavior analysis, and behavior intervention strategies used to create a positive environment for teaching and learning which will include strategies used in schools, classrooms, and for students with exceptionalities. Upon successful completion of this course, the beginning special educator will be able to skillfully create safe, inclusive, culturally responsive learning environments so that individuals with exceptionalities become active and effective learners who develop emotional well-being, positive social interactions, and self-determination. This course will include clinical applications.

**SPED 4520 Assessment and Instruction of Individuals with Exceptionalities (IWE).** 4 credits. FSU course. Required. PR: EDUC 2260.

This course emphasizes strategic instruction across curricular content areas to individualize learning for students with mild to moderate exceptionalities. Course participants will select a variety of formal and informal assessments and will analyze information from assessments to develop evidence-based comprehensive instructional programs that support mastery, promote generalization, and enhance critical thinking for individuals with mild to moderate exceptionalities. Course participants will explain how assistive and instructional technology can be used to help students with disabilities access the general education curriculum. Procedures for consulting and collaborating with other professionals to support students will be emphasized throughout the course. This course will include clinical applications.

**West Virginia Higher Education Policy Commission**  
**Meeting of May 29, 2015**

**ITEM:** Approval of the Bachelor of Fine Arts in Music Performance

**INSTITUTION:** West Virginia State University

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia Higher Education Policy Commission approve the Bachelor of Fine Arts in Music Performance with majors in vocal and instrumental music at West Virginia State University effective August 2015. This approval expires in two years from the date of Commission approval if the program is not fully implemented at that time.

**STAFF MEMBER:** Corley Dennison

**BACKGROUND:**

This 120 credit-hour degree program is designed for students who wish to study music but do not wish to teach the subject. Graduates with this degree are able to enter professional, performance-based careers in such fields as orchestral performance and studio teaching. The immediate goal of the program is to develop performing artists whose skills will impact the cultural scene in the Kanawha Valley. Faculty members and administrators plan to pursue accreditation by the governing body of schools of music, the National Association of Schools of Music (NASM). Six initial program level outcomes have been established:

- Define concepts and terms of written and aural music theory
- Critically discuss and analyze music
- Differentiate between different periods of music
- Perform various styles and genres of music
- Demonstrate proficiency through performance of an instrument or voice
- Communicate the various functions and purposes historically ascribed to music

The Bachelor of Fine Arts in Music Performance (BFA-MP) shall be administered by the Music Department within the College of Arts and Humanities. The Chair of the Music Department shall be the program coordinator for the BFA-MP program and faculty members shall serve as a committee of the whole.

A conservative estimate on annual enrollment is fifteen students. Estimates were based on surveys to local high schools and of college students who transferred from West Virginia State University to other institutions with music performance programs.

Coursework is divided into three key areas: a core curricular area, general education and the major area. Each student is required to present a senior recital capstone performance.

If BFA-MP is not fully implemented by June 2017, the program will no longer be considered approved by the Commission and must be resubmitted for review and approval.

In the 2018-19 academic year, the Commission will conduct a post-audit review of the BFA-MP program to assess progress toward successful implementation.

## **Full Proposal (§133-11-6)**



## **6.1. Cover Letter (§133-11-6.1)**

**Name of Institution:** West Virginia State University

**Date:** February 2015

**Category of Action Required:** Approval of a New Program Proposal

**Title of Degree or Certificate:** Bachelor of Fine Arts (BFA) in Music Performance with Majors in Vocal and Instrumental Music

**Location:** Institute, West Virginia

**Proposed implementation date:** August 2015

### **Brief Summary Statement:**

The Kanawha Valley is the cultural hub of West Virginia. Currently, no Bachelor of Fine Arts in Music exists to prepare professional vocalists or musicians in this region. West Virginia State University (WVSU) offers a B.S. in Music Education; however, the serious student of music often does not want to teach. Furthermore, the serious student of music does not necessarily want to specialize in both vocal and instrumental music, which is currently required of all music education majors. The purpose of the proposed new Bachelor of Fine Arts in Music program is to prepare vocalists and musicians to meet the musical needs of the Kanawha Valley, the state, and the nation, as well as to prepare them for future graduate study. A curriculum summary sheet for the proposed program is included in Appendix A. Graduates of the proposed new music degree program will complete the vocal or instrumental major in 120 hours. The degree contains University-required general education courses, core music courses, and courses for one specific emphasis in either vocal or instrumental music. All appropriate committees within the institution have approved the proposed program.

## 6.2. Program Description

### a) Program Objectives (§133-11-6.2.a)

The primary objective of institutions offering the BFA is to provide professional education in [musical performance] at the undergraduate level and to enable graduates to enter professional, [performance]-based careers in such fields as [orchestral performance and studio teaching] after earning the degree. BFA graduates should have the opportunity to develop technical competence, informed aesthetic judgment, and an understanding of the context in which contemporary work is created; they should also receive sound instruction in other academic disciplines in order to have a full opportunity for success in the profession. (<http://www.collegeart.org/guidelines/bfa>)

The immediate goal of a new BFA program at WVSU is to develop performing artists whose skills and artistry will impact the cultural scene in the Kanawha Valley and beyond. The secondary, long-term goal is accreditation by the governing body of schools of music, the *National Association of Schools of Music (NASM)*. The data gathered during the first five-year assessment process will come from the following program level outcomes (PLO) and facilitate in the accreditation process.

Six Program Level Outcomes have been established. These objectives will be used to guide the implementation, administration, and delivery of the program. The outcomes are as follows:

1. Students will be able to define concepts and terms of written and aural music theory.
2. Students will be able to critically discuss and analyze music.
3. Students will be able to differentiate between the various periods of music history.
4. Students will be able to perform various styles and genres of music.
5. Students will demonstrate proficiency through performance on an instrument or voice.
6. Students will communicate the various functions and purposes historically ascribed to music.

### Program Objectives and Assessment

Course Number and Title	PLO Assessed	PLO Measure
CORE CURRICULUM		
MUS 101	1, 2	Exam
MUS 102	1, 2	Exam
MUS 115	1, 2, 3	Exam
MUS 116	1, 2, 3	Exam
MUS 110	1, 2, 3, 5	Proficiency

MUS 111		1, 2, 3, 5	Proficiency
MUS 191		1-6	Jury
MUS 192		1-6	Jury
MUS 201		1, 2	Exam
MUS 202		1, 2	Exam
MUS 210		1, 2, 3, 5	Proficiency
MUS 211		1, 2, 3, 5	Proficiency
MUS 215		1, 2	Exam
MUS 216		1-6	Exam
MUS 291	Applied Music	1-6	Jury
MUS 292		1-6	Jury
MUS 303	History and Literature of Music I	3, 4, 6	Exam
MUS 304	History and Literature of Music II	3, 4, 6	Exam
MUS 320	Music Technology	2	Exam
MUS 391	Advanced Applied Music	1-6	Jury
MUS 392		1-6	Jury, Hearing and Recital
MUS 399	Senior Recital	3, 4, 5, 6	
MUS 405	Orchestration and Arranging	1, 2	Exam and Final Project

MUS 491	Advanced Applied Music	1-6	Jury
MUS 492		1-6	Jury, Hearing and Recital
VOCAL MAJOR			
MUS 130	College Singers (4 semesters)	1-6	Performance
MUS 150	Concert Choir (8 semesters)	1-6	Performance
MUS 199	Diction for Singers	1-6	Exam
MUS 207	Choral Conducting	1-4, 6	Exam and Performance
MUS 499	Vocal Pedagogy	1-6	Exam
INSTRUMENTAL MAJOR			
MUS 160/161	Marching/Concert Band (8 semesters)	1-6	Performance
MUS 199	Chamber Ensembles (4 semesters)	1-6	Performance
MUS 307	Instrumental Conducting	1-4, 6	Exam and Performance
MUS 399	Survey of Band/Orchestra Literature	1-6	Exam
Electives to bring total to 120 hours		3	

**b) Program Identification (§133-11-6.2.b)**

The Classification of Instructional Programs (CIP) developed by the U.S. Department of Education Center for Educational Statistics identifies the BFA program we anticipate creating according to the following definition:

**50.0903 Music Performance, General**

A program that generally prepares individuals to master musical instruments and performing art as solo and/or ensemble performers. Includes instruction on one or

more specific instruments from various instrumental groupings.  
(<http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=50.0903>)

### **c) Program Features (§133-11-6.2.c)**

WVSU proposes to create a performance-based music program that combines the traditional performance-oriented strengths of the conservatory with the general education requirements of a liberal arts education. Traditionally, music performance programs work only toward the development of the music being. The addition of liberal arts general education requirements help to develop the entire student in the best spirit of liberal arts education. This hybrid, innovative music performance-liberal arts model will benefit from the diverse faculty at West Virginia State University.

The proposed Bachelor of Fine Arts in Music Performance with Majors in Vocal and Instrumental Music (BFA) degree will provide a valuable, new addition to the University.

### **Catalog Description**

The Music Department in the College of Arts and Humanities offers a Bachelor of Fine Arts degree in Music Performance with majors in Vocal and Instrumental Music. The purpose of this degree is to develop the artistic endeavors of its students to the highest degree of performance, preparing students for the rigors of a career in the realm of professional music-making and/or the audition process for admission to graduate music performance study. The degree enables students to move at once into the work force of professional music in the Kanawha Valley and beyond, relying heavily upon the Music Department's partnerships with the West Virginia Symphony Orchestra.

The Music Department prepares student music-makers according to the following core values:

- A deep and abiding love of music
- A strong desire to pass on the art of music to future generations
- A willingness to work collegially to promote the art and teaching of music

### **c) Admission and Performance Standards (§133-11-6.2.c.1)**

West Virginia State University is committed to implementing the highest-quality BFA program possible. The program will be based on past research on BFA curricula and program structures.

There will be no provisional admission to the BFA program for any student. All students entering the program will have a minimum cumulative high school GPA of 2.0 and appropriate ACT or SAT scores. Further, all students entering the BFA program at West Virginia State University will pass an audition with a committee of University music faculty, achieving a score of at least 6.5 on the adopted BFA Audition Rubric. (Students scoring 6 on the aforementioned rubric may be admitted at the discretion of the music faculty on a probationary basis for one semester.)

### **Admission Standards**

The WVSU BFA program will be committed to admitting students on a competitive basis. The applicants will be evaluated according to the following rubric:

## 1. Academic Record

- a. High School GPA – a minimum overall 2.0 on 4.0 point scale
  - i. Acceptable previous work from accredited college or university
- b. Appropriate ACT or SAT scores
- c. Successful TOEFL scores for those whose native language is not English

### **Performance Standards**

The curricular model utilized for this BFA program will require that students take 15 credit hours each semester. In order to graduate with the Bachelor of Fine Arts in Music Performance from WVSU, every student must complete all coursework with a cumulative grade point average (CGPA) of 2.0 on a 4.0 scale.

The relationship between the admission standards and the performance standards are essential to the program objectives. We are confident that those potential students that do not meet the admissions standards will not be able to successfully fulfill the eight (8) categorical components of the program objectives. Moreover, those persons that cannot do the aforementioned will not successfully perform to the standards required by the WVSU BFA.

### **c) Program Requirements (§133-11-6.2c.2)**

The coursework will be divided into three distinct areas: a core curricular area, an area of major (i.e., vocal or instrumental), and a general education curriculum. Each stream will begin with foundational courses and progress to more advanced courses, each meant to impart necessary content and skills that will make student success possible in later courses.

The Core Curriculum area focuses on basic-through advanced skills necessary for success in the field of music performance, such as reading and aural skills, performance ability, knowledge of music history, and music technology.

The Area of Major curriculum focuses on the development of ensemble performance abilities, as well as the development of directly-focused instruction (i.e., Vocal Pedagogy, Vocal Diction, Instrumental Conducting, Survey of Instrumental Music, Choral Conducting).

The General Education area focuses upon the development of the entire student through a study of traditional liberal arts subjects such as written composition skills, mathematics, history, and social sciences. This area of the BFA curriculum follows the adopted General Education Policies of West Virginia State University. Students in the Instrumental Major may also choose a total of three elective credits in any area of study offered by the University.

The WVSU BFA degree will consist of 120 credit hours of required courses. Transfer students may import credits to WVSU based upon the West Virginia Higher Education Policy Commission's Transfer Agreement, as well as the discretion of the music faculty.

Moreover, the students will present a senior recital capstone performance. The intent is for this performance to display the student's achievements which can be utilized to enhance a professional career or graduate school audition.

The following new courses have been developed as part of the degree:

**I. CORE CURRICULUM**

MUS 399 Senior Recital\*

**II. VOCAL MAJOR**

MUS 199 Diction for Singers\*

MUS 399 Vocal Pedagogy\*

**III. INSTRUMENTAL MAJOR**

MUS 199 Survey of Band/Orchestral Literature\*

\*These courses have been developed as Special Topics courses in anticipation of approval of the BFA and will be assigned permanent course numbers through appropriate action of the Educational Policy Committee of the West Virginia State University Faculty Senate.

***Full Catalog Description: (see Appendix 1 for Syllabi)***

**I. CORE CURRICULUM**

***MUS 101. Elementary Theory I***

A beginning course in music theory that includes the comprehensive study of the components of music: notation, scales and tonality, key and modes, intervals and transposition, chords, cadences and nonharmonic tones, melodic organization, and texture. The ability to read music and play an instrument or sing is required.

***MUS 102. Elementary Theory II***

A continuation of the development of writing and analytical skills. This course includes the study of music structures and forms, binary and ternary, through style analysis; the specific language of dominant seventh chords; other seventh chords, secondary dominant chords, altered tones and modulation. Prerequisite: MUS 101.

***MUS 110. Elementary Piano Class (1 credit hour)***

Course designed for persons with little or no previous musical background. All major scales, simple melodies in all major keys, and simple chord structures are studied. Two class hours.

***MUS 111. Piano Class (1 credit hour)***

A continuation of the beginning piano class, which introduces the student to minor keys and chords, use of the sostenuto pedal, rhythmic, and coordination techniques. Two class hours. Prerequisite: MUS 110.

***MUS 115. Elementary Aural Theory I (1 credit hour)***

Material of easy to moderately easy tonal and rhythmic content: sight singing, rhythm reading, melodic, harmonic and rhythmic dictation, interval and chord identification, chord progressions, and related activities. Meets two hours weekly.

**MUS 116. Elementary Aural Theory II (1 credit hour)**

Material of easy to moderately easy tonal and rhythmic content: sight singing, rhythmic reading, melodic, harmonic and rhythmic dictation, interval and chord identification, chord progressions, and related activities. Meets two hours weekly. Prerequisite: MUS 115.

**MUS 191, 192, 291, 292. Applied Music (1 credit hour)**

Weekly arranged lessons with a specialist on the instrument that the student has chosen as a major or minor interest. Literature studies and performance requirements are assigned according to the degree of proficiency of the student. Prerequisite: Audition required.

**MUS 201. Advanced Theory III**

A continuation and expansion of the elementary theory background by focusing on musical styles from the Renaissance to the 18th century. Includes more complex chords and analysis of musical procedures found in polyphonic compositions from the Renaissance and Baroque, and procedures such as theme and variation, rondo, and sonata form found in homophonic compositions from the classical era. Analytical, historical, and compositional perspectives are stressed for students' added insight into performance of their own musical repertoire. Prerequisite: MUS 102, 116.

**MUS 202. Advanced Theory IV**

A continuation and expansion of MUS 201 by studying musical styles of the Romantic, Post-Romantic, Impressionistic, and Contemporary eras, focusing on harmonic devices which increase dissonance and chromaticism and lead ultimately to the end of tonality. Analytical, historical, and compositional perspectives continue to be stressed to increase the musical maturity and well-roundedness of the student. Prerequisite: MUS 201, 215.

**MUS 210. Advanced Piano Class (1 credit hour)**

Course designed for persons with little or no previous musical background. All major scales, simple melodies in all major keys, and simple chord structures are studied. Two class hours.

**MUS 211. Advanced Piano Class II (1 credit hour)**

A continuation of the beginning piano class, which introduces the student to minor keys and chords, use of the sostenuto pedal, rhythmic and coordination techniques. Two class hours. Prerequisite: MUS 110.

**MUS 215. Advanced Aural Theory III (1 credit hour)**

Material of moderate to moderately difficult tonal and rhythmic content: sight singing, rhythm reading, melodic, harmonic and rhythmic dictation, interval and chord identification, chord progressions, and related activities. Meets two hours weekly. Prerequisite: MUS 116.

**MUS 216. Advanced Aural Theory IV (1 credit hour)**

Material of moderately difficult to difficult tonal and rhythmic content: sight singing, rhythmic reading, melodic, harmonic and rhythmic dictation, interval and chord identification, chord progressions, and related activities. Meets two hours weekly. Prerequisite: MUS 215.

**MUS 303. History and Literature of Music I**

Survey of music history and literature from antiquity through the Baroque. Emphasis is placed on the origin of the theories of music, the distinct role of the church, the development of forms,



and the musicians responsible for the major developments in Western musical style. Prerequisite: MUS 102.

***MUS 304. History and Literature of Music II***

A continuation of the survey of music history and literature spanning the periods referred to as Classical, Romantic, Impressionistic and Modern. A study of the larger forms and genres: sonata, concerto, symphony, song cycle, and opera, as they relate to their origin, historical development and performance practices. Research projects may be required in order to gain better insight into the great works of musical literature, past and present. Prerequisite: MUS 102, 203.

***MUS 320. Music Technology***

This course is an introduction to music technology.

Students will become proficient in hardware and software associated with music, including CAI (computer-assisted instruction), synthesizers/ samplers, composition/arranging, multi-media software, and MIDI (musical instrument digital interface). The course offers the aspiring musician many useful resources that will increase the mastery of basic musicianship, inspire and assist the creative process, and save valuable time in the execution of musical, as well as non-musical tasks.

***MUS 391, 392, 491, 492. Advanced Applied Music (2 credit hours)***

Weekly arranged lessons in advanced applied music for students entering their junior and senior years. Literature studies and performance requirements are assigned by the instructor with the appropriate level of difficulty for the degree of proficiency of the student. Prerequisite: MUS 292.

***MUS 405. Orchestration and Arranging***

Technical and scoring aspects of the various band and orchestra instruments, as they are employed in chamber and large ensembles. Special effects peculiar to each instrumental family will be discussed, and the special problems in transcribing from one medium to another will be analyzed. Projects will be performed by students in the class and other ensembles in the department. Prerequisite: MUS 102 or permission of instructor.

**II. VOCAL MAJOR**

***MUS 130. College Singers (1 credit hour)***

Select vocal ensemble of 14-20 voices. Repertoire ranges from Renaissance madrigals through contemporary popular music, thus providing programs of great variety wherever the group appears. Three class hours. Prerequisite: Audition required, concurrent enrollment in a major ensemble.

***MUS 150. Concert Choir (1 credit hour)***

This organization offers the student the opportunity to learn concepts of ensemble singing and to study representative choral literature from all music periods. Some semesters will include work on a major choral work (cantata, oratorio, etc.). Open to all college students. Three class hours.

***MUS 199. Vocal Diction for Singers***

The student will become well acquainted with the International Phonetic Alphabet (IPA) and is able to apply IPA to Italian, German, and French as it is found in the classic song and operatic literature.

***MUS 207. Choral Conducting***

Introduction to basic conducting techniques. Choral conducting techniques and problems: rehearsal and procedures, development of stylistic interpretation, score reading and analysis. Practical application through the media of the Concert Choir and a vocal ensemble comprised of class participants. Prerequisite: MUS 101. Take with MUS 150.

***MUS 399. Vocal Pedagogy***

This course is designed to provide students with a basic understanding of the central issues of vocal pedagogy. The course covers the anatomy of the voice, the coordination of these anatomical structures in proper vocal production, and the acoustic properties associated with classical vocal timbre. We will also explore common problems in vocal production and their potential solutions. Students gain a practical appreciation and comprehension of these issues through private one-on-one teaching experience. They will also develop an acquaintance with professional associations and publications central to private voice teaching.

***MUS 399. Senior Recital***

This course introduces students to accepted research methods in the field of music performance, allowing students to prepare program notes for the senior recital performance. It further provides students with a solid background in research methodologies which will enhance the graduate school application process and the graduate school experience.

**III. INSTRUMENTAL MAJOR*****MUS 160. Marching Band/Fall Semester (1 credit hour)***

Open to all students at the University, music majors and non-music majors alike, in the Fall semester to enhance the football program. The band program offers the student an opportunity to perform and study music in a variety of styles for performance at all home football games and at special invitational events and parades. Students may participate by playing musical instruments. Six class hours.

***MUS 161. Concert Band/Spring Semester (1 credit hour)***

Open to all students at the University, music majors and non-music majors alike, in the Spring semester. The band program offers the student an opportunity to perform and study music in a variety of styles through the medium of a large wind band, including the standard repertoire for band and popular selections of the 20th century. Six class hours.

***MUS 199. Survey of Band/Orchestral Literature***

This course introduces students to a wide array of musical literature commonly performed in the professional music-making realm. It allows students to create, develop, and refine a working catalog of literature which can be utilized in performance and or teaching settings throughout the student's entire career.

***MUS 307. Instrumental Conducting***

Study of instrumental conducting techniques and problems: rehearsal and performance procedures, baton techniques, and development of musical interpretation. The practical aspects of conducting a rehearsal and performance through the media of the Marching/Concert Band and instrumental ensembles comprised of class participants. Prerequisite: MUS 101 and 207.

### ***MUS 399. Senior Recital***

This course introduces students to accepted research methods in the field of music performance, allowing students to prepare program notes for the senior recital performance. It further provides students with a solid background in research methodologies which will enhance the graduate school application process and the graduate school experience.

## **IV. GENERAL EDUCATION**

See General Education Curriculum, WVSU Catalog.

### **d) Program Outcomes (§133-11-6.2.d)**

The program outcomes for the WVSU BFA program reflect the WVSU Mission Statement and its role as a land-grant institution. Moreover, the outcomes model the standards necessary for acceptance into the National Association of Schools of Music (NASM).

1. Administration: The BFA program will govern itself in a manner that allows the program to fulfill its mission and perpetuate itself.
  - 1.1 The BFA faculty will be properly and sufficiently qualified to offer the necessary courses (See Appendix II Faculty Curriculum Vitae).
  - 1.2 Retain sufficient administrative resources in order to recruit/admit students, manage the program, and offer the necessary support to BFA students.
2. Faculty Performance: The BFA program will retain quality faculty that are committed to quality teaching, research, and service.
  - 2.1 Faculty will be effective teachers in the respective subjects taught.
    - 2.1.1 This will be measured by teaching evaluations, classroom observations, effective use of innovative teaching techniques, and teaching experience.
  - 2.2 Faculty will be highly credentialed in the subjects taught
    - 2.2.1 This will be measured by education, degrees earned, teaching experience, and professional experience.
  - 2.3 Faculty must be involved in academic life (broadly-defined):
    - 2.3.1 Publications and/or Performances;
    - 2.3.2 Community Participation;
    - 2.3.3 Service to the University; and
    - 2.3.4 Student Services.
3. Student Considerations: The BFA program will recruit and retain students that are committed to academic success and public service in their communities.
  - 3.1 The BFA program will graduate students competent in music performance:
    - 3.1.1 Assessment: Rubric/Mechanism to Measure Student Performance
      - 3.1.1.a Exams;

- 3.1.1.b Juries;
- 3.1.1.c Hearings; and
- 3.1.1.d Recitals and ensemble performances.

3.1.2 Ensure student success in the BFA program through the following:

- 3.1.2.a Faculty advising;
- 3.1.2.b Career counseling;
- 3.1.2.c Job search assistance; and
- 3.1.2.d Internships.

3.1.3 Measure student success through the following:

- 3.1.3.a Understanding role of performing musician;
  - 3.1.3.a.i Demonstrate ability to be competitive in the realm of professional music-making;
  - 3.1.3.a.ii Demonstrate competence in audition process for both graduate school admission and professional career advancement; and
  - 3.1.3.a.iii Demonstrate commitment to public/community.

**e) Program Content (§133-11-6.2.e)**

The development of the WVSU Bachelor of Fine Arts in Music Performance with Majors in Vocal and Instrumental Music is in keeping with the West Virginia State University mission to meet the higher education and economic development needs of the state and region through innovative teaching and applied research. (<http://www.wvstateu.edu/About-WVSU/WVSU-At-A-Glance/Mission-Statement.aspx>) It further supports the mission of the College of Arts and Humanities through the following: (1) to provide General Education courses which develop communication and language skills, explore the nature of creativity and the aesthetic experience, and promote awareness of international contexts; (2) to promote global awareness through curricular, co-curricular and international opportunities; (3) to contribute to the scholarship of the fine, performing and media arts, language, and literature; and (4) to ensure that graduates of the College have gained an understanding and appreciation of human culture through the examination of the historical, political, philosophical and social dimensions of the human condition and mankind's perception of the world as it is expressed through the fine, performing and media arts, language, and literature. (<http://www.wvstateu.edu/Academics/Colleges/College-of-Arts-and-Humanities/Arts-and-Humanities-Mission.aspx>) The WVSU BFA has been designed and will be implemented with the land-grant institution mission statement in mind; it would build upon the University's overarching emphases on public and community service. A program meant to train professional musician/scholars not only would increase the number of students served by reaching out to an untapped population of "lifelong learners," but would also greatly enhance WVSU's efforts to develop "human capacities for integrity, compassion, and citizenship." Moreover, this BFA program will enable its graduates to reach into their communities with a new skills-set that would enhance their ability to enrich those communities and those persons inhabiting them.

**e) Program Content (§133-11-6.2.e.1)**

The BFA in Music Performance program will follow the common practice of institutions and require eight semesters (four fall and four spring). Students will complete 15 credit-hours per semester for a total of 120 credit hours.

**e) Program Content (§133-11-6.2.e.2)**

All proposed undergraduate degree programs shall include a coherent general education component that is consistent with the institution's mission and appropriate to its educational programs. The undergraduate general education component shall be documented.

The BFA in Music Performance curriculum contains a General Education component that is in keeping with the current West Virginia State University curriculum for all undergraduate degrees (See below for full General Education requirements).

**GENERAL EDUCATION**

ARH 101	Freshman Experience	1
ENGL 101	First-Year Composition I	3
ENGL 102	First-Year Composition II	3
ENGL 150	Introduction to Literature	3
GED 100	Origins	3
GED 200	Race, Gender, and Human Identity	3
	International Perspectives (one must be foreign language)	6
MATH 111	Mathematics for Liberal Arts	3
HIST 201 or 202	World Civilization	3
	American Traditions (HIST 207 or 208 or POSC 101)	3
	Fine Arts (from two disciplines)	6
COMM 100	Speech Communication	3
HHP 122 or 157	Health and Human Performance	2
	Social Structures (POSC 100, PSYC 151, or SOCI 101)	3
	Natural Science	7
<hr/> TOTAL GENERAL EDUCATION		<hr/> 52

**e) Program Content (§133-11-6.2.e.3)**

The minimum requirement for general education for all undergraduate programs delivered through the traditional distributed curricula is 15 semester credits for technical associate's degrees, 24 for transfer associate's degrees, and 30 for bachelor's degrees. If the general education component is delivered through integrated, embedded, interdisciplinary, or other accepted models, institutions must demonstrate that the program meets minimum requirements equivalent to the distributed model.

The General Education curriculum for the BFA in Music Performance is in keeping with current practices at West Virginia State University. The curriculum will evolve and adapt to upcoming changes in the West Virginia State University General Education curriculum as set forth by the Office of Academic Affairs, the WVSU Faculty Senate, and the WVSU General Education Committee.

## **6.3. Program Need and Justification**

### **a) Relationship to Institutional Goals/Objectives (§133-11-6.3a)**

The BFA in Music Performance with Majors in Vocal and Instrumental Music would enhance the academic excellence of the University by recruiting and retaining high quality music students and faculty. The faculty and performance students add to the cultural significance of WVSU in the Kanawha Valley and beyond, fostering a positive learning environment wherein ideas, solutions, and planning are cultivated through academic freedom, curiosity, and a desire to produce quality musical performance skills, thus providing valuable guidance toward professional musical careers and skills necessary to be successful in graduate school admissions.

Moreover, addition of the BFA in Music Performance with Majors in Vocal and Instrumental Music will enhance the current partnership with the West Virginia Symphony Orchestra through expanded collaboration in the form of faculty positions, as well as seminars and WVSU concert attendance. The courses that BFA students undertake provide them with the benefits of particular skills that enhance their careers, their future studies, their communities, and their personal well-being.

The essential purpose of a BFA program is to cultivate skills that enable individuals to prepare effectively and efficiently for careers in the music performance industry. It further prepares musicians for the rigors of graduate school application, audition, and admission.

### **b) Existing Programs (§133-11-6.3b)**

WVSU is in a unique position with regard to the creation of a BFA. We possess several noteworthy factors in relation to other universities and colleges in West Virginia. (1) Our proximity to the hub of cultural activity in the state capital makes our location ideal for such a degree program. (2) We have a small, highly qualified faculty ready to undertake and implement the new degree. Our size allows us to closely focus upon the small student body; it gives the students direct access to individuals with a broad knowledge base (i.e., members of the West Virginia Symphony Orchestra) and, more importantly, the willingness to facilitate in the successes of each student. (3) Our University is one of the most reasonably priced institutions of higher education in the state. The cost of attendance at WVSU is highly competitive. (4) The WVSU BFA seeks to train performing musicians who want to hone their existing skills, prepare for graduate school possibilities, or further prepare for the rigors of the performing arena.

A Bachelor of Fine Arts in Music with an emphasis in Vocal or Instrumental Music is not offered in the Greater Kanawha Valley. The closest state-supported institution offering a similar degree is Marshall University in Huntington. There are additional institutions within West Virginia, which offer Bachelor of Music and Bachelor of Arts degrees in Music. These institutions including: Shepherd University, West Liberty University (BM), West Virginia University, and West Virginia Wesleyan College. It is the intent of the Department of Music at West Virginia State University to create more well-rounded scholars. In addition to their study of applied music subjects, students in the proposed BFA program will matriculate with a greater world view through the inclusion of the core general education requirements of the traditional BA program. WVSU's Bachelor of Fine Arts in Music would be the only such program in the Kanawha Valley.

### **c) Program Planning and Development (§133-11-6.3c)**

The West Virginia State University College of Arts and Humanities, under the leadership of former Deans David Wohl and Barbara Ladner, encouraged its Department of Music to create and implement a music performance degree. In addition, representatives of the West Virginia Symphony Orchestra encouraged the development of such a program. Therefore, the WVSU Department of Music responded to this request by proposing this Bachelor of Fine Arts in Music Performance with majors in Vocal and Instrumental Music.

The Intent to Plan (§133-11-3.7.1), required by HEPC for the creation of new programs, was first discussed, designed, and partially written by Scott E. Woodard, D.M.A., Associate Professor of Music and Dean of the College of Arts and Humanities at WVSU; the Intent to Plan was constructed in consultation with R. Charles Byers, Ph.D., former Provost and Vice President for Academic Affairs at WVSU. The Intent to Plan was proposed to the WVSU Board of Governors and approved.

The original Intent to Plan had a proposed date of Fall 2015; however, faculty are prepared to launch the degree immediately, thus accommodating students who have matriculated in the direction of the degree curriculum and are ready for graduation.

The Intent to Plan was submitted to and approved by the WVSU Board of Governors in June 2014. It was then sent to HEPC for approval. Chancellor Paul Hill, Ph.D. sent a letter on July 15, 2014 indicating approval for the Music Department at WVSU to begin constructing the Full Proposal Plan for the BFA program. This letter can be found in the appendices.

The Full Proposal Plan was submitted to the WVSU Board of Governors in January 2015; the WVSU Board of Governors sent the approved plan to HEPC. Given the matriculation rate of students who have anticipated the implementation of this degree and the closeness of many to graduation, it is the hope of the music faculty and the College of Arts and Humanities that implementation of the program can be achieved during the Spring semester of the 2014-2015 academic year.

The most significant resource that has been invested in the creation of this proposal, to date, consists of time.

### **d) Clientele and Need (§133-11-6.3d)**

This proposed program supports West Virginia State University's Mission Statement: *"To meet the economic development needs of the region through innovative programs."* In the May 2011 State Occupational Employment and Wage Estimates for West Virginia, the category of "Arts, Design, Entertainment, Sports, and Media Occupations," which includes musicians, showed a 5.5 percent increase. Graduates with a B.F.A. in Music Performance would be good candidates for many of the jobs in this sector, as well as in certain aspects of tourism and hospitality, because of their training in the arts, as well as the communication and self-presentation skills acquired in the program. The addition of this degree will facilitate academic partnerships with the West Virginia Symphony Orchestra and the West Virginia Youth Symphony Orchestra. It will also enable the Music Department to begin a Music Preparatory Division, allowing students

of music to serve as teachers for members of the community who wish to learn instrumental and vocal music skills.

**e) Employment Opportunities (§133-11-6.3e)**

The employment opportunities for graduates of a BFA in Music Performance are abundant and diverse. Students obtaining this degree will be qualified to audition for performing positions with symphony orchestras, opera companies, and Broadway theatre companies. Further, the graduates of the BFA program at West Virginia State University (WVSU) are in a profoundly unique position to gain employment, particularly given the proximity to the state's Capital:

1. The existing partnership between the West Virginia Symphony Orchestra and WVSU will provide valuable employment opportunities for graduates.
2. The closeness of the music scene of Charleston, WV provides numerous performance opportunities in the fields of jazz and popular music.

**f) Program Impact (§133-11-6.3f)**

The WVSU BFA in Music Performance will be open to all undergraduate musicians, as long as prerequisites set down by the Music Department such as audition and music-reading ability are satisfied. Therefore, the Music Department, housed within the College of Arts and Humanities, maintains that the impact will be positive and welcomed by those connected to the program in particular, as well as the WVSU community in general.

The BFA should have a substantial impact on the community:

1. The BFA in Music Performance will generate revenue for the University in the form of tuition and fees paid by incoming and retained students.
2. There should be an increase in enrollment for each of the majors in the Music Department (i.e., Music Performance and Music Education). Development of this degree will allow the Music Department to expand course offerings, thus attracting non-majors whose musical interests can be addressed through the aforementioned performance opportunities.
4. As the BFA program grows, there is potential for the creation of additional ensemble and performance opportunities within the Department of Music.

The faculty in the Music Department will primarily handle teaching the courses for the BFA in Music Performance. On occasion, adjunct faculty must be hired, based upon areas of specialization, in order to cover various performance-based courses. Full-time Music Department faculty teach four undergraduate courses each semester by contract.

**g) Cooperative Arrangements (§133-11-6.3g)**

The importance of cooperative arrangements is essential to the creation, implementation, and continuance of the WVSU BFA in Music Performance. As mentioned earlier, the Music Department currently has a cooperative agreement in place with the West Virginia Symphony Orchestra.

The internship possibilities exist with the following West Virginia entities:

- 1) The West Virginia Symphony Orchestra;



- 2) The West Virginia Division of Culture and History;
- 3) The West Virginia Federation of Musicians (Charleston Chapter); and
- 4) Kerr's Music World.

In addition to the aforementioned, the BFA in Music Performance faculty will pursue contacts and relationships with other agencies and entities. This ensures that any student who wishes to pursue an internship will have access.

#### **h) Alternatives to Program Development (§133-11-6.3h)**

During discussions regarding the creation of a BFA in Music Performance at West Virginia State University, there was one specific alternative that was considered: the creation of a traditional BA in Music program. However, given the possibility of redundancy of programs with other institutions in the state, the BFA model is better suited for WVSU.

## **6.4. Program Implementation and Projected Resource Requirements**

#### **a) Program Administration (§133-11-6.4a)**

The Bachelor of Fine Arts in Music Performance with Majors in Vocal and Instrumental Performance degree will be administered by the Music Department, housed within the College of Arts and Humanities, which follows the normal organizational hierarchy of WVSU Academic Affairs Administration.

The Chair of the Music Department will be the Program Coordinator of the BFA program and the other faculty members will serve as a committee of the whole for the purpose of administering the program. The committee will function as an admissions committee and initiate any requests for new course offerings or program requirements; it will address issues necessary to the continuance of the program.

The Program Coordinator should be responsible for:

- (1) Promotion and Advertisement for the BFA;
- (2) Student Recruitment and Retention;
- (3) Managing the Program Budget;
- (4) Admission to the Program;
- (5) Data Collection for Assessment;
- (6) Coordinating and Collaborating with other WVSU Faculty; and
- (7) The Capstone Senior Hearing and subsequent recital performances.

#### **b) Program Projections (§133-11-6.4b)**

The music faculty at West Virginia State University present the following program projections based upon informal survey of the local high school population of students which have began study of music performance at institutions offering such degrees, as well as students who have transferred from WVSU's current Music Education program to such schools within the state and beyond over the past 10 years. The faculty believe a conservative estimate on annual enrollment into the program to be 15 students. Given the students currently in the program who intend to

transfer into the BFA degree, a reasonable five-year estimate falls at approximately 65 students consistently enrolled.

### FIVE-YEAR PROJECTION OF PROGRAM SIZE

	1st year	2nd year	3rd year	4th year	5th year
	2014-15	2015-16	2016-17	2017-18	2018-19
<b>Number of Majors:</b>					
Headcount:	15	20	35	50	65
FTE: <sup>3</sup>	45	60	120	180	240
Student credit hours generated by courses (academic year) <sup>4</sup>	225	300	525	750	975
Number of degrees to be granted (annual total):	5*	5	10	15	20

\*Early graduates are anticipated based upon students who have taken courses in preparation for implementation of the degree.

### Program Sustainability

The BFA in Music Performance is a product of WVSU's institutional goals as outlined in the Mission and Vision Statements: "...to meet the economic development needs of the region through innovative teaching and applied research." The WVSU BFA has been designed and will be implemented with the land-grant institution mission statement in mind; it would build upon the University's overarching emphases on public and community service by reaching out to an untapped population of "lifelong learners."

As with any new degree program, there are essential aspects to a sustainability plan for the BFA in Music Performance at WVSU. They include:

- (1) Institutional Support;
- (2) Community Partnerships;
- (3) Organizational Capacity;
- (4) Program Outcomes Emphasis;
- (5) Program Evaluation;
- (6) Program Adaptation; and
- (7) Strategic Planning.

The following table illustrates a selected list of the strengths in the plan that will provide the long-term sustainability necessary to support the overall vision of the University.

### Program Sustainability Plan

<b>Institutional Support</b>	Faculty Encouragement/Incentives <ul style="list-style-type: none"> <li>• Increased Performance and Ensemble Opportunities;</li> <li>• Financial; and</li> <li>• Professional Development.</li> </ul>
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	<p>Tools</p> <ul style="list-style-type: none"> <li>• Increase in Library Resources;</li> <li>• Internet/Technology;</li> <li>• Classrooms; and</li> <li>• Performance Spaces.</li> </ul> <p>Administrative Infrastructure</p> <ul style="list-style-type: none"> <li>• Admissions Recruitment; and</li> <li>• Processing Applications.</li> </ul>
<b>Funding Stability</b>	<p>Tuition and Fees</p> <p><i>NASM</i> Accreditation</p> <ul style="list-style-type: none"> <li>• Recruitment; and</li> <li>• Quality Standards.</li> </ul> <p>Grants</p> <ul style="list-style-type: none"> <li>• Music and Performance <ul style="list-style-type: none"> <li>○ NEA; and</li> <li>○ NEH.</li> </ul> </li> </ul> <p>International Partnerships</p> <p>Local/State Partnerships</p> <ul style="list-style-type: none"> <li>• West Virginia Symphony Orchestra;</li> <li>• Charleston Light Opera Guild;</li> <li>• Huntington Symphony Orchestra; and</li> <li>• Ohio Valley Symphony Orchestra.</li> </ul> <p><i>Ongoing partnerships that allow for performance and audition opportunities</i></p> <p>Alumni Donations</p>

<b>Community Partnerships</b>	<p>Research</p> <ul style="list-style-type: none"> <li>• Applied projects that prepare for graduate school;</li> <li>• Applied projects that prepare for professional/academic audition process; and</li> <li>• Applied projects that promote public service.</li> </ul> <p>Advertisement</p> <ul style="list-style-type: none"> <li>• Land-Grant Mission</li> </ul> <p>Internships</p> <ul style="list-style-type: none"> <li>• West Virginia Symphony Orchestra; and</li> <li>• Charleston Light Opera Guild.</li> </ul>
<b>Organizational Capacity</b>	<p>Faculty Participation</p> <ul style="list-style-type: none"> <li>• Teaching;</li> <li>• Advising; and</li> <li>• Career Counseling.</li> </ul> <p>Knowledge</p> <ul style="list-style-type: none"> <li>• Individual; and</li> <li>• Group.</li> </ul> <p>Resources</p> <ul style="list-style-type: none"> <li>• Administrative Staff;</li> <li>• Faculty; and</li> <li>• Facilities.</li> </ul>
<b>Program Outcomes Emphasis</b>	Measurable Assessment Plan (See §133-11-6.5a)
<b>Program Evaluation</b>	Accreditation Assessment Plan (See §133-11-6.5b)
<b>Program Adaptation</b>	<p>Enrollment Flexibility</p> <p>Program/Curriculum Flexibility</p> <ul style="list-style-type: none"> <li>• Additional Faculty</li> </ul> <p>Community Needs</p>
<b>Strategic Planning</b>	<p>Institutional Mission</p> <p>Marketing Plan</p> <p>BFA Faculty Committee-of-the-Whole (Music Department)</p>

**c) Faculty Instructional Requirements (§133-11-6.4c)**

At the present time, the WVSU Music Department maintains a faculty of highly-qualified teacher/performers whose credentials are without question. Four-full-time faculty members are employed in the Music Department. Performance degree-carrying faculty members have been educated at such prestigious conservatories at the Cleveland Institute of Music, the Cincinnati Conservatory of Music, Oberlin Conservatory, the Moscow Conservatory, and Boston University. Further, the Music Department relies heavily upon its partnership with the West Virginia Symphony Orchestra and currently includes among its faculty the following musicians from that body: Concertmaster Anton Shelepov, Principal Flute Lindsey Goodman, Principal Clarinet Robert Turizziani, Principal Trumpet David Porter, and Principal Tympanist Scott Christian. The wealth of experience of these individuals highlights the importance of the Music Department's partnership with the WVSO and its outreach through that body into the community at large.

Once the success of the degree is established, additional faculty may be added to ensure the future viability of the program. When the program meets the projected number of students, the BFA program may need to add a fifth faculty person. As the program grows, the BFA program should anticipate adding another faculty member. These faculty members should be hired at the assistant or associate professor rank.

**d) Library Resources and Instructional Materials (§133-11-6.4d)**

The current allotment of funds for the purchase of educational materials extended to the Music Department by the WVSU Library is adequate to meet the needs of the BFA during its development. As the program develops, it is likely increased funding in this area will be necessary.

**e) Support Service Requirements (§133-11-6.4e)**

Additional resources are also necessary for creating program materials (website, brochures, and application packets) and conducting recruitment and networking receptions (speaker honoraria, facility fees and/or refreshments). Once the program is established, healthy enrollments will make the program sustainable and profitable for the University. The Support Service Requirements are below:

**Orientation**

With the start of each new cohort, there will be an orientation. This event will introduce students to the program, clarify their responsibilities and requirements, and establish rapport with the students. This orientation budget should be \$250 per year. Once the BFA program begins admitting two cohorts, the orientation budget should be \$500 per year.

**Travel & Training Budget**

The current funds made available for travel and training through the WVSU College of Arts and Humanities is adequate for travel and training of faculty at this time. It is expected that, as the program develops, additional funding may be necessary.

**Recruitment Travel**

The faculty in any developing program must be afforded the opportunity to recruit students of the highest caliber. Therefore, a recruitment travel budget will be requested of the University in the following amount:

Recruitment Travel:                 \$3,000 yearly (10 months)

### **NASM**

The National Association of Schools of Music (NASM) is the governing body for accreditation. WVSU must seek this accreditation if it is to remain a viable BFA program. It is the intention of the Music Department to seek accreditation with NASM after a five-year cycle of assessment data has been collected and analyzed. Expense estimates for accreditation with NASM are included below.

Accrediting Fee:                     \$1,379                 (yearly)

Site Visit:                             \$1,000

### **Student Support**

The students in the BFA program will be able, as students of WVSU, to utilize the Career Center as a mechanism of successful post-program completion. Moreover, the students can utilize any of the many services available on campus such as, the writing center, tutoring, and library assistance.

The BFA faculty will handle the academic advising for every student. This is crucial for retention and successful program completion. There is no need to create new student support services; the current institutional structure is sufficient.

### **f) Facilities Requirements (§133-11-6.4f)**

The current rehearsal, classroom, and performance spaces available to students in the WVSU Music Education program are also adequate for students entering the BFA in Music Performance program. It is not expected that this situation will change, regardless of the amount of growth experienced in the program.

The BFA students should have a mailbox on campus so that pertinent information can be distributed to them in a timely fashion.

Long-term, new offices will be needed when new faculty members are hired. A new office would require a new computer and new furniture.

**g) Operating Resource Requirements (§133-11-6.4g)**

**FIVE-YEAR PROJECTION OF TOTAL OPERATING RESOURCES REQUIREMENTS\***

	Year 1	Year 2	Year 3	Year 4	Year 5
	2014-15	2015-16	2016-17	2017-18	2018-19
<b>A. FTE POSITIONS</b>					
1. Administrators	2	2	2	2	2
2. Full-time Faculty	4	4	4	4	4
3. Adjunct Faculty	6	6	6	6	6
Note: Include percentage of time of current personnel					
<b>B. OPERATING COSTS (Appropriated Funds Only)</b>					
1. Personal Services:					
a. Administrators (Dean) <sup>1</sup>	88,000	88,000	88,000	88,000	88,000
Administrators (Chair) <sup>2</sup>	35,000	35,000	35,000	35,000	35,000
b. Full-time Faculty <sup>3</sup>	145,000	145,000	145,000	145,000	145,000
c. Adjunct Faculty <sup>4</sup>	13,500	13,500	13,500	13,500	13,500
Total Salaries	281,500	281,500	281,500	281,500	281,500

<sup>1</sup>Salary currently exists

<sup>2</sup>Salaries currently exists

<sup>3</sup>Salaries currently exist

<sup>4</sup> Salaries currently exist. However, adjuncts are paid per student. Consequently, this fee will rise as the program develops and will be offset by tuition and fees of new students.

**\*Salaries and fees outlined above are currently required to facilitate the Music Education curriculum. Consequently, added salary costs are not expected, with the exception of certain adjunct needs, which are reflected above in note 4.**

## h) Source of Operating Resources (§133-11-6.4h)

### FIVE-YEAR PROJECTION OF TOTAL RESOURCE REQUIREMENTS\*

	Year 1	Year 2	Year 3	Year 4	Year 5
	2014-15	2015-16	2016-17	2017-18	2018-19
2. Current Expense <sup>1</sup>	281,000	281,000	281,000	281,000	281,000
3. Repairs and Alterations	0	0	0	0	0
4. Equipment:	0	0	0	0	0
Educational Equipment <sup>2</sup>	0	0	0	0	0
Library Books	0	0	0	0	0
5. Nonrecurring Expense (specify) <sup>3</sup>	0	0	0	0	0
Total Costs	281,000	281,000	281,000	281,000	281,000
<b>C. SOURCES</b>					
1. General Fund Appropriations <sup>4</sup>	281,000	281,000	281,000	281,000	281,000
(Appropriated funds Only)					
X Reallocation                      New funds					
(check one)					
2. Federal Government					
(Non-appropriated Funds Only)					
3. Private and Other (specify)					
Subtotal All Sources	281,000	281,000	281,000	281,000	281,000
Totals (with all salaries)	281,000	281,000	281,000	281,000	281,000
TOTAL	281,000	281,000	281,000	281,000	281,000

**Note:** Total costs should be equal to total sources of funding.

\*Explain your Method for Predicting the Numbers (use additional sheet if necessary.)

**\*Salaries and fees outlined above are currently required to facilitate the Music Education curriculum. Consequently, added salary costs are not expected, with the exception of certain adjunct needs, which are reflected above in note 4.**

## 6.5. Program Evaluation

### a) Evaluation Procedures (§133-11-6.5a)

Data collection, tied to program objectives, will be built into academic procedures to ensure the Institution collects the necessary data to assure standards are being met. The Music Department has established performance standards and assessment strategies for the undergraduate BFA in Music Performance. (See Appendix V: BFA Assessment Plan) The knowledge gained through this process will be applied to the BFA program. Data will be used to make program revisions as deemed necessary.

The immediate goal of a new BFA program at WVSU is to develop performing artists whose skills and artistry will impact the cultural scene in the Kanawha Valley and beyond. The secondary, long-term goal is accreditation by the governing body of schools of music, the *National Association of Schools of Music (NASM)*. The data gathered during the first five-year assessment process will come from the following program level outcomes (PLO) and facilitate in the accreditation process.



As addressed in Section 6.2 above, six Program Level Outcomes have been established. These objectives will be used to guide the implementation, administration, and delivery of the program. The outcome are as follows:

1. Students will be able to define concepts and term of written and aural music theory.
2. Students will be able to critically discuss and analyze music.
3. Students will be able to differentiate between the various periods of music history.
4. Students will be able to perform various styles and genres of music.
5. Students will demonstrate proficiency through performance on an instrument or voice.
6. Students will communicate the various functions and purposes historically ascribed to music.

The following is a selected list that will be utilized to measure the necessary outcomes:

1. Common Exam Component:

Many of the courses (see **Program Evaluation Table** below) will culminate in a required exam. At least a portion of the exam will consist of a set of questions selected from a pool of potential questions that are specific to that course. The pool of appropriate exam questions will be developed by the faculty who regularly teach the course and will cover the core knowledge in the courses necessary for mastery of the subject.

The purpose of this measure is to assess the eight Program Level Outcomes outlined above. This assessment will give the Music Department a comparison of outcomes across course sections, and years.

2. Common Performance Expectations:

Each performance-based course in the BFA will be adjudicated based upon the BFA Performance Rubric (See Appendix IV: BFA Performance Rubric), as will the initial BFA Performance audition.

3. Completion of Core Courses:

Each BFA student is required to complete all of the courses in the curriculum sequentially as a means of developing their knowledge of the key concepts and analytical techniques in the discipline of Music Performance. Successful completion of each of these courses (as assessed in the table below) indicates their continued development towards competency in the necessary areas of Music Performance.

4. Student Feedback:

Every student will be surveyed while enrolled in MUS 101 and through an exit interview. The information collected will be used to gather vital data regarding the program's ability to serve the needs of the students, particularly course offerings, program instruction/faculty, and demographic data. This will enable the Music Department to track the needs and information over time.

5. Annual Faculty Review:

All faculty members that participate in the BFA program must prepare a document that highlights the work they completed during the academic year. As per University standards, teaching, service, and scholarship will be used to assess faculty contributions

to the BFA program. This will be sent to the Music Department Chair for use in the Annual Report and the *NASM* accreditation process.

### **Program Objectives and Assessment**

<b>Course Number and Title</b>	<b>PLO Assessed</b>	<b>PLO Measure</b>
CORE CURRICULUM		
MUS 101	1, 2	Exam
MUS 102	1, 2	Exam
MUS 115	1, 2, 3	Exam
MUS 116	1, 2, 3	Exam
MUS 110	1, 2, 3, 5	Proficiency
MUS 111	1, 2, 3, 5	Proficiency
MUS 191	1-6	Jury
MUS 192	1-6	Jury
MUS 201	1, 2	Exam
MUS 202	1, 2	Exam
MUS 210	1, 2, 3, 5	Proficiency
MUS 211	1, 2, 3, 5	Proficiency
MUS 215	1, 2	Exam
MUS 216	1-6	Exam

MUS 291	Applied Music	1-6	Jury
MUS 292		1-6	Jury
MUS 303	History and Literature of Music I	3, 4, 6	Exam
MUS 304	History and Literature of Music II	3, 4, 6	Exam
MUS 320	Music Technology	2	Exam
MUS 391	Advanced Applied Music	1-6	Jury
MUS 392		1-6	Jury, Hearing and Recital
MUS 399	Senior Recital	3, 4, 5, 6	
MUS 405	Orchestration and Arranging	1,2	Exam and Final Project
MUS 491	Advanced Applied Music	1-6	Jury
MUS 492		1-6	Jury, Hearing and Recital
VOCAL MAJOR			
MUS 130	College Singers (4 semesters)	1-6	Performance
MUS 150	Concert Choir (8 semesters)	1-6	Performance
MUS 199	Diction for Singers	1-6	Exam
MUS 207	Choral Conducting	1-4, 6	Exam and Performance
MUS 499	Vocal Pedagogy	1-6	Exam

INSTRUMENTAL MAJOR		
MUS 160/161 Marching/Concert Band (8 semesters)	1-6	Performance
MUS 199 Chamber Ensembles (4 semesters)	1-6	Performance
MUS 307 Instrumental Conducting	1-4, 6	Exam and Performance
MUS 399 Survey of Band/Orchestra Literature	1-6	Exam
Electives to bring total to 120 hours	3	

The Bachelor of Fine Arts in Music Performance degree with Majors in Vocal and Instrumental Music will be administered by the Music Department, housed within the the College of Arts and Humanities, which follows the normal organizational hierarchy of WVSU Academic Affairs.

This BFA in Music Performance program is consistent with, and would further, WVSU's institutional goals as outlined in the Mission and Vision Statements: "...to meet the economic development needs of the region through innovative teaching and applied research." The WVSU BFA has been designed and will be implemented with the land-grant institution mission statement in mind; it would build upon the University's overarching emphases on public and community service. A program meant to train professional performing musicians not only would increase the number of students served by reaching out to an untapped population of "lifelong learners," but would also greatly enhance WVSU's efforts to develop "human capacities for integrity, compassion, and citizenship." Moreover, this BFA program will enable its graduates to reach into their communities with a new skills-set that would enhance their ability to culturally enrich those communities and those persons inhabiting them.

The BFA program would enhance the academic excellence of the University by recruiting and retaining high quality students and faculty. The faculty and students produce performances and musical research of cultural significance to the Kanawha Valley and the world beyond, preparing students for the rigors of a career in the realm of professional music-making or graduate education. The program will foster a positive learning environment wherein the performance of music is cultivated, benefitting the community and society, but also the University as a whole.

The courses that MPA students undertake provide them with the benefits of particular skills that enhance their careers, their communities, and their personal well-being. Moreover, it promotes lifelong learning and the development of students, which engenders compassion, citizenship, and diversity. (<http://www.wvstateu.edu/about-wvsu/mission-statement>)

The immediate goal of a new BFA program at WVSU is to develop performing artists whose skills and artistry will impact the cultural scene in the Kanawha Valley and beyond. The secondary, long-term goal is accreditation by the governing body of schools of music, the

*National Association of Schools of Music (NASM)*. The data gathered during the first five-year assessment process will come from the following program level outcomes (PLO) and facilitate in the accreditation process.

**b) Accreditation Status (§133-11-6.5b)**

Pending approval of the BFA degree by West Virginia Higher Education Policy Commission, the institution will seek approval from the Higher Learning Commission of the North Central Association.

The National Association of Schools of Music is the governing body for accreditation for schools of music. WVSU must also seek this accreditation if it is to remain a viable BFA program. Therefore a long-term goal is accreditation by *NASM*. The data gathered during the first five-year assessment process will come from the aforementioned program level outcomes (PLO) and facilitate in the accreditation process.

**West Virginia Higher Education Policy Commission  
Meeting of May 29, 2015**

**ITEM:** Biennial Productivity Review

**INSTITUTIONS:** Glenville State College, West Virginia State University, West Virginia University, and West Virginia University Institute of Technology

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher Education Policy Commission recommends the termination of four programs that fail to meet the productivity standards as provided in Series 10, Policy Regarding Program Review.

*Further Resolved*, That this recommendation be forwarded to the appropriate institutional governing boards for final action and that the action taken be communicated back to the Chancellor.

**STAFF MEMBER:** Mark Stotler

**BACKGROUND:**

Series 10, Policy Regarding Program Review, provides for a biennial productivity review of programs. The purpose of the review is to identify those programs that have failed to meet the productivity standards established in the policy. The standards which are summarized below are based on averages for the five most recent years.

<u>Degree Level</u>	<u>Degree Awards</u>	<u>Major Enrollment</u>
Baccalaureate	5	12.5
Master/1 <sup>st</sup> Professional	3	6
Doctoral	2	4.5

When a program fails to meet both standards, they are placed on probation for four years. In 2011, the second productivity audit was performed. Six programs were identified as failing to meet the standards and were placed on probation.

These programs have been subject to a second audit for the most recent five-year period to determine if they have made progress in meeting the enrollment and degrees awarded standards. The attached table reveals the data from the original and most recent reviews. The four programs highlighted on the table still fall short of meeting both of the two standards. The provisions of Series 10 state:

*At the end of the probationary period, the Commission will recommend continuing approval status for programs meeting productivity standards and termination of programs that again fail to meet the standards. The recommendation of the Commission will be forwarded to the appropriate institutional governing board for final action.*

**Productivity Review  
Institutional Programs on Probation from 2011 Audit**

Institution	Program		Average Enrollment		Average Graduates	
			2011	2014	2011	2014
Glenville State College	BA	Interdisciplinary Studies	0.0	1.0	0.8	1.4
West Virginia State University	BS	Mathematics	11.0	10.4	1.4	2.0
West Virginia University	MS	Reproductive Physiology	5.8	6.4	2.4	2.2
	PhD	Biochemistry & Molecular Biology	4.4	8.2	1.8	1.6
West Virginia University - Institute of Technology	BS	Industrial Relations & Human Resources	7.8	3.6	3.2	0.6
	BS	Management Information Systems	11.6	4.4	3.6	1.0

**West Virginia Higher Education Policy Commission  
Meeting of May 29, 2015**

**ITEM:** Overview of Rural Definition

**INSTITUTIONS:** Marshall University, West Virginia School of Osteopathic Medicine, and West Virginia University

**RECOMMENDED RESOLUTION:** Information Item

**STAFF MEMBER:** Robert Walker

**BACKGROUND:**

The Commission's Division of Health Sciences adopts an official definition of the word "rural" to guide rural health program activities. The Division selects this definition in consultation with the academic health centers. The academic health centers apply this definition when reporting data to the Commission for the annual Health Sciences and Rural Health Report Card. Additionally, the academic health centers utilize this definition of rural in developing Rural Health Initiative program activities. The Division recently identified a need to adopt a new definition.

For many years, the Division used the following custom definition of rural: "rural areas include all areas of the state, except: Beckley, Charleston (including South Charleston, Dunbar, Nitro, Institute, etc.), Clarksburg, Fairmont, Hurricane, Huntington (including Barboursville), Martinsburg, Morgantown (including Star City and Westover), Parkersburg (including Vienna), Weirton, and Wheeling." In 2013, the Division, working in partnership with the academic health centers, decided to adopt a new definition of rural and reviewed the definitions most commonly used by the federal government and by other states. The main reason driving this definition change was a collective desire to use a nationally recognized and more precisely articulated definition than the previous definition. The Division selected the Rural-Urban Commuting Area (RUCA) codes developed by the federal Health Resources and Services Administration (HRSA). The RUCA codes classify U.S. census tracts using measures of population density, urbanization, and daily commuting. Each zip code in West Virginia is assigned its own score on a scale of one through 10. Under this definition, "rural" is any zip code with a RUCA code of four or higher.

In August 2014, updated RUCA codes were released that utilized 2010 census data. Upon analysis, it was determined that a host of places in West Virginia that any West Virginian would identify as rural, were no longer considered rural. The most telling example is that all of Wyoming County is now classified as urban. Additional examples include: Romney, Hampshire County; Harts, Lincoln County; Iaeger, McDowell County; Red Jacket, Mingo County; Alderson, Monroe County; Bartow, Pocahontas County; and, Hinton, Summers County; while places like Clarksburg, Harrison County;



Lewisburg, Greenbrier County; and Princeton, Mercer County remained classified as rural.

As a result, RUCA no longer is a reflective definition of what is rural in West Virginia. The Division contacted the researcher responsible for RUCA, other states, and federal level officials and was advised that no other states are experiencing the severity of changes that West Virginia is observing in the revised RUCA codes.

The Division of Health Sciences and representatives from the academic health centers re-evaluated other potential definitions of rural. They were unable to identify one definition that accurately represented rural in West Virginia. Consequently, the group determined that the best definition of rural for West Virginia is a hybrid definition of three different federal, county-based measures: geographic Health Professional Shortage Areas (HPSAs), Medically Underserved Areas, and census tracts classified as non-metropolitan. When these three definitions are overlaid, the attached map results in a much more reflective classification of rural for West Virginia.

Geographic HPSAs are counties or service areas designated by HRSA as having shortages of primary medical care. Medically Underserved Areas are geographically-based areas or populations designated by HRSA as having too few primary care providers, high infant mortality, high poverty, or a high elderly population. Finally, the U.S. Office of Management and Budget defines non-metropolitan areas as all areas that fall outside of metropolitan areas. Metropolitan areas are all areas that contain one or more central counties with urbanized areas (densely-settled urban entities with 50,000 or more people). Metropolitan areas also include some outlying counties if 25 percent of the employment in the county includes workers coming out from the central counties (reverse commuters).

West Virginia Higher Education Policy Commission  
Division of Health Sciences  
Rural Areas of West Virginia



Shaded areas of the map are rural. See reverse side for a listing of census tracts and minor civil divisions that are rural in the partially shaded counties.

The census tracts and minor civil divisions listed below are classified as rural.

**Cabell**

- CT 0006.00
- CT 0009.00
- CT 0010.00
- CT 0011.00
- CT 0012.00
- CT 0013.00
- CT 0014.00
- CT 0015.00
- CT 0016.00
- CT 0109.00

**Kanawha**

- CT 0111.00
- CT 0112.00
- CT 0113.02
- CT 0114.02
- CT 0115.00
- CT 0118.00
- CT 0002.00
- CT 0009.00
- CT 0013.00
- MCD (90768) Valley District 1

**Marion**

- MCD (93594) West Augusta District
- CT 0216.00
- CT 0217.00
- CT 0218.00

**Monongalia**

- CT 0114.00
- CT 0115.00

**Ohio**

- CT 0017.00
- CT 0018.00
- CT 0019.01

**Raleigh**

- MCD (90792) District 1
- MCD (90828) District 2
- MCD (90863) District 3
- CT 0008.02
- CT 0009.00
- CT 0011.00

**Wood**

- CT 0102.00

**West Virginia Higher Education Policy Commission  
Meeting of May 29, 2015**

**ITEM:** Update on Medical Student Focus Groups

**INSTITUTIONS:** Marshall University, West Virginia School of Osteopathic Medicine, and West Virginia University

**RECOMMENDED RESOLUTION:** Information Item

**STAFF MEMBER:** Robert Walker

**BACKGROUND:**

In the fall of 2013, the Division of Health Sciences conducted focus groups with fourth year medical students at the Joan C. Edwards School of Medicine, the West Virginia School of Osteopathic Medicine and the West Virginia University School of Medicine. The focus groups consisted of a brief written survey and an extended group discussion in response to several questions.

The primary purpose of the focus groups was to collect information around attitudes toward rural practice and primary care practice. The Division intends to use this information to improve programs and policies around rural and primary care training.

Staff will provide an overview of findings from the focus groups.

## Medical Student Focus Groups Fall 2013 Data Analysis



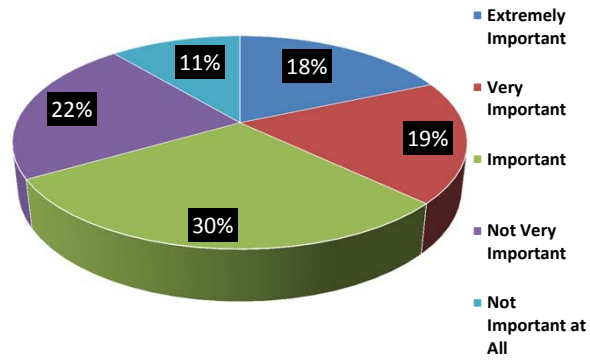
### Background and Purpose

Purpose: To determine factors most important and influential in medical student career decisions (specialty, residency and practice location).

- 27 (8%) 4<sup>th</sup> Year Medical Students from all three Academic Health Centers
- Mix of students identified and recruited via medical schools
- Written survey and 60-90 minute focus group

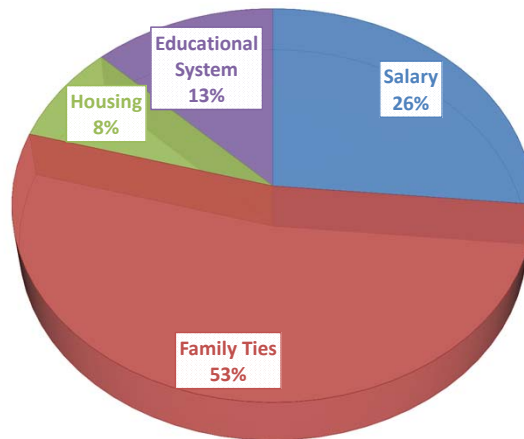
## Analysis of Written Survey

### Importance of Financial Incentives on Practice Decision



## Analysis of Written Survey

### FACTORS INFLUENCING PRACTICE DECISIONS



## Analysis of Written Survey

### Decision of Where to Practice After Residency

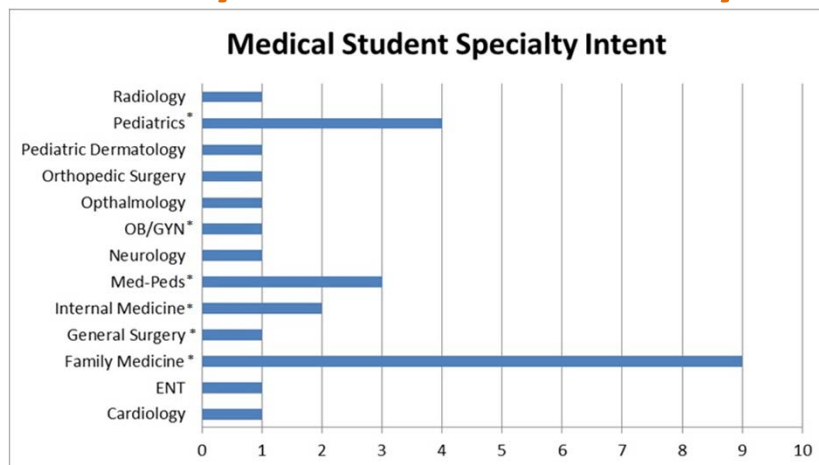
- **48%** had already decided where to practice after residency
- **48%** were still undecided

## Analysis of Written Survey

### Preference for Residency Training

- **41%** preferred in-state residency
- **26%** preferred out-of-state residency
- **33%** were still undecided

## Analysis of Written Survey



\*Primary Care includes: Family Medicine, Pediatrics, OB/GYN, Med-Peds, Internal Medicine, Psychiatry, and General Surgery

## It's Not All About \$\$\$

### Most Influential Factors in Practice Location

- Family
- Environment
- Employment of significant other





## **Analysis of Focus Group Data**

### **Suggestions to Address Barriers to Practicing Primary Care in WV**

- Flexible Loan Repayment
- More Outpatient Rotations
- Family Centered Recruitment
- Assistance Opening a Rural Practice

## **Recommendations**

- Models for Rural Practice
- Collaboration of Federal and State Requirements
- Future Studies of Medical and Resident Practice Preferences and Trends

## Contact

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**West Virginia Higher Education Policy Commission  
Meeting of May 29, 2015**

**ITEM:** Approval of Institutional Compacts

**INSTITUTIONS:** All

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher Education Policy Commission approves institutional Compacts.

**STAFF MEMBER:** Neal Holly

**BACKGROUND:**

Consistent with Series 49, Legislative Rule, Accountability System, the 2014 institutional Compacts have been reviewed by a team of internal and external evaluators and are now brought before the Commission for approval. This Compact submission was the first cycle of *Leading the Way: Access. Success. Impact.* and focused primarily on institutions' strategies and plans for the next five years. Future submissions will focus on institutional progress toward meeting goals set forth by this current submission.

The following details system-level highlights, concerns, and requests from the submissions, in addition to recommendations for Compact approval by the review committee.

**Highlights**

- Technology continues to play an ever-increasing role in critical areas such as academic advising and tracking progress toward degree. Most institutions in the system have implemented software like *DegreeWorks*, a tool designed to help advisors guide students along the most efficient path to degree completion. The software provides faculty, staff, and students with valuable information related to course selection and academic progress.
- The review team noted that several institutions, recognizing the importance of early intervention with academic at-risk students, have adopted "Early Alert" or "Early Warning" systems. These systems are designed to identify students who are struggling academically and steer them toward the programs and personnel that are best equipped to provide assistance.
- Institutions system-wide have begun to recognize the growing demand for higher education among adult learners, and are focusing recruitment efforts on this population. Efforts to recruit adult learners are being reinforced at many institutions through the introduction of specialized degree programs geared toward the unique needs of the adult learner.

- A comprehensive financial aid literacy program is critical to ensuring that students make sound financial decisions while in college and can lead to lower rates of indebtedness and student loan default. The review team has recognized several institutions for best practices in the area of financial literacy. These best practices included redesigning financial aid award letters to provide students with a clearer picture of the cost of a college education, the integration of financial literacy topics as required modules in first-year experience and freshmen seminar courses, and working with companies, such as Inceptia, to analyze borrower data and identify students with the highest risk of default.
- The *15 to Finish* campaign promotes on-time completion by encouraging students to take at least 15 credit hours per semester. The review team was pleased with system-wide efforts to promote *15 to Finish* and strongly encourages those institutions not participating to explore the benefits of this initiative.
- The review team recognizes as best practices efforts by several institutions to promote faculty scholarship by providing mini-grants and other campus-based financial support to fund research projects, faculty travel, and other scholarly pursuits.
- To improve first-year retention and decrease student costs, a number of institutions have abandoned the traditional developmental education model, which often included non-credit courses in English and mathematics, in favor of a co-requisite for-credit model. In this new model, students are simultaneously enrolled in a traditional credit-bearing course and are required to complete supplemental instruction or tutoring.
- Increases in graduate student enrollment are expected at several institutions thanks to the implementation of innovative programs offering non-traditional and accelerated pathways to graduate degrees. Some programs offer guaranteed admission to specific graduate programs for students meeting eligibility requirements, while others offer 3+2 and 4+1 accelerated master's programs.
- Outreach initiatives designed to expose K-12 students to the college experience, promote student and faculty involvement in the community, and educate students and families on the college-going process are underway statewide. The review team recognizes measuring the effectiveness of these initiatives at boosting enrollment by tracking students who participate in outreach programs to determine if they matriculate is a best practice.

## Concerns

- The review team noted the general absence of focus on low-income, first-generation students throughout the institutional Compacts. Although many of the institutions' retention and graduation efforts would affect these students, the lack of specific mention was concerning. Many of the gains needed to reach

institutional and state 2018 targets will require greater success with these students. As of the most recent data available, only 66.8 percent of low-income students are retained to their second year of college and only 34.9 percent go on to graduate in six years.

- While the review team appreciates system-wide efforts to support developmental education students, it notes that very few institutions offered plans focused on developmental mathematics. Math pass rates at a number of institutions are extremely low, and the team has identified this as an area in need of improvement across the system.
- The review team was pleased that most institutions offered comprehensive financial aid plans with innovative strategies aimed at promoting financial literacy and reducing student debt; however, the team believes that institutional plans should also include strategies to educate and assist students who stop-out, or leave the institution prior to degree completion.
- The review team was concerned that few strategies system-wide engaged students in planning and implementing improvement efforts, outside of their participation in general assessment. The team believes that many of the strategies proposed throughout the institutional Compacts would benefit from direct student involvement.

## **Requests**

- The Commission has established a requirement that certain strategies must include activities that target specific populations (low-income, underrepresented minority, returning adult, and transfer students). The review team is concerned that a number of institutions failed to offer strategies directly aimed at these target populations and requests that all institutions review the target population requirements in the Commission Master Plan and submit updated strategies if those populations are not addressed. If an institution has failed to address a target population, it has been noted in the institutional summary.
- A number of institutions set targets for key metrics (graduation rates, degree production, etc.) nearly equal to or lower than current values. The review team asks all institutions to review the metrics submitted with their compact proposals, with particular attention focused on 2018 targets to ensure that they have set realistic targets that also contribute to the overall mission of reaching institution- and state-level goals. The Commission's Policy and Planning Division will be initiating a review process prior to the November 1, 2015 deadline to revise institutional targets.

## Review Committee Recommendations

Institution	Recommended Action
Bluefield State College	Approve the institutional Compact submission.
Concord University	Approve the institutional Compact submission.
Fairmont State University	Approve the institutional Compact submission.
Glenville State College	Approve the institutional Compact submission.
Marshall University	Approve the institutional Compact submission.
Potomac State College of WVU	Withhold approval pending receipt and review of the information and revisions requested by the review team.
Shepherd University	Approve the institutional Compact submission.
West Liberty State College	Approve the institutional Compact submission.
WV State University	Approve the institutional Compact submission.
West Virginia University	Approve the institutional Compact submission.
WVU Institute of Technology	Withhold approval pending receipt and review of the information and revisions requested by the review team.

Bluefield State College

Report of the Review Team  
on the 2014 Compact Submission

April 2015



West Virginia  
Higher Education  
Policy Commission

## HIGHLIGHTS

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- The review team was impressed with Bluefield's efforts to improve student retention through the implementation of a peer-mentoring initiative. The institution is encouraged to expand this initiative and to consider offering financial compensation or course credit to student mentors.
- A comprehensive financial aid literacy program is critical to ensuring that students make sound financial decisions while in college and can lead to lower rates of indebtedness and student loan default. The team commends Bluefield State College for recognizing that an effective financial aid literacy program should begin prior to enrollment and continue beyond graduation. The institution's efforts to redesign its financial aid award letter, integrate financial literacy topics into First Year Experience courses, and implement an early alert system are also commendable. The review team looks forward to seeing the results of Bluefield's efforts.
- The *15 to Finish* campaign promotes on-time completion by encouraging students to take at least 15 credit hours per semester. The review team applauds Bluefield State College's efforts to distribute *15 to Finish* information at freshmen orientation. Because of the inherent value of this program, the team asks the institution to consider integrating *15 to Finish* as a mandatory component of its new First Year Experience course.
- Bluefield's Career Pathways comprehensive plan includes efforts to promote and highlight alumni success stories; develop and implement a career-readiness seminar; increase opportunities for community engagement through internships, job shadowing, guest speakers, and community service; and implement programmatic advisory boards.
- An institutional commitment to strengthening assessment of student learning will, if properly implemented, prove useful in ensuring that graduates are knowledgeable, competent, and proficient in quantitative literacy, critical thinking, problem-solving, and communication skills.



# SUMMARY OF 2018 INSTITUTIONAL TARGETS

The following table provides a summary of institutional targets and system goals on the key metrics outlined in the Commission's 2013-18 Master Plan. In some cases, institutions established 2018 targets lower than their actual 2013-14 values, their five-year averages, or the minimum contributions needed from each institution in order for the system to achieve its 2018 system-wide goal. Those occurrences are highlighted in orange. The review team asks all institutions to review the metrics submitted with their compact proposals, with particular attention focused on 2018 targets to ensure that they have set realistic targets that also contribute to the overall mission of reaching institution- and state-level goals. The Commission's Policy and Planning Division will be initiating a review process prior to the November 1<sup>st</sup>, 2015 deadline to revise institutional targets.

	System		Bluefield State College		
	2013	System Goal	2013-14	Five Year Average	2018 Target
<b>ACCESS</b>					
Fall Head Count	66,178	73,500	1,762	1,985	2,154
Annualized FTE	61,716	68,000	1,555	1,751	1,879
Fall First-Time Freshmen Headcount	11,188	12,750	303	302	322
Fall Low-Income Student Headcount	19,866	22,000	986	1,121	1,200
Fall Underrepresented Racial/Ethnic Group Total	6,844	6,700	209	246	255
Fall Adult (25+) Headcount	8,938	11,500	722	844	972
<b>SUCCESS</b>					
Students Passing Developmental Courses					
Math	69.3%	70%	70.5%	**	70.0%
English	75.0%	75%	77.2%	**	80.0%
Developmental Students Passing College-Level Course					
Math	31.6%	60%	35.5%	**	40.0%
English	56.3%	70%	52.2%	**	55.0%
Retention					
Full-Time, First-Time Freshmen	74.7%	80%	65.9%	**	67.0%
Part-time, First-Time Freshmen	48.0%	50%	75.0%	**	50.0%
Low-Income First-Time Freshmen	66.6%	75%	64.6%	**	65.0%
Returning Adults	54.6%	65%	50.0%	**	62.0%
Transfer Students	73.4%	76%	65.2%	**	75.0%
Underrepresented Racial/Ethnic Group Total	64.6%	75%	63.6%	**	55.0%
Progress Toward Degree					
First-Time Freshmen Earning 30 Hours	47.8%	65%	24.8%	**	30.0%
Four-Year Graduation Rate	Cohort Years:		2009	2014	2014
First-Time Freshmen	23.4%	30%	9.2%	**	15.0%
Low-Income First-Time Freshmen	17.0%	20%	7.3%	**	15.0%
Returning Adults	39.1%	48%	29.2%	**	40.0%
Transfer Students	43.2%	48%	47.2%	**	40.0%
Underrepresented Racial/Ethnic Group Total	13.0%	20%	4.8%	**	15.0%
Six-Year Graduation Rate	Cohort Years:		2007	2012	2012
First-Time Freshmen	46.0%	60%	25.0%	**	35.0%
Low-Income First-Time Freshmen	34.6%	40%	18.8%	**	25.0%
Returning Adults	42.4%	58%	29.3%	**	45.0%
Transfer Students	53.0%	58%	36.8%	**	55.0%
Underrepresented Racial/Ethnic Group Total	29.6%	40%	13.3%	**	20.0%
<b>IMPACT</b>					
Degrees Awarded	13,295	15,500	357	337	355
STEM Degrees	3,108	3,750	86	79	91
STEM Education Degrees	121	**	8	5	10
Health Degrees	1,850	2,000	118	98	115

## CONCERNS

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- Bluefield's accelerated learning program is not clearly defined in the written submission. The strategy should include additional detail regarding methods for identifying students who will benefit most from the program. The team appreciates Bluefield's efforts to strengthen its developmental education program, but is concerned that a disconnect may exist between the proposed activities. While both activities may be beneficial, the connection between them is not clearly defined.
- The institution's First Year Retention Strategy does not include a summative assessment component until Summer 2017. The review team recommends engaging in assessment throughout the implementation of this strategy, and certainly sooner than 2017.
- The Critical Regional Issues comprehensive plan misses the Commission's objective of engaging with external organizations to solve critical regional, civic and/or social issues. The institution has the potential to accomplish much more in this area, but its plan could be easily altered to include external organizations.

## REQUESTS

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- The team asks the institution to provide additional detail on its Developmental Education strategy and respond to the following questions: 1) How do these activities support the students through timely completion of their developmental coursework? 2) What data will be used to evaluate the success of this strategy? 3) What benchmarks have been set?
- The team is unclear on how the proposed activities outlined in the Graduation Rate strategy will contribute to the Commission's objective of increasing four- and six-year graduation rates of students overall and specifically important target populations. The institution is asked to provide clarification on this issue and, if necessary, to revise the strategy to include activities more directly linked to graduation rates.
- The Career Pathways comprehensive plan is commendable, but is missing an emphasis on preparing students academically for career success. The review team asks the institution to revisit this plan and to consider developing a connection to an academic component(s). The review team would also like to see an accelerated timeline for the formation of advisory boards, with an implementation date sooner than 2018.
- The objective of the Faculty Scholarship strategy is to enhance the contribution of faculty scholarship. The committee is concerned that the second activity – participation in a biannual festival for local students and teachers – is not an effective vehicle for scholarly pursuits and asks the institution to propose an alternate activity with a greater emphasis on promoting faculty scholarship or provide additional clarification on how this activity furthers faculty scholarship.

## **RECOMMENDATION OF THE REVIEW TEAM**

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The review team recommends **approval of the Bluefield State College Compact submission**, contingent upon receipt and review of the information and revisions requested.

**The deadline for responding to requested items or completing items required for approval is June 7, 2015.**

Concord University

Report of the Review Team  
on the 2014 Compact Submission

April 2015



## HIGHLIGHTS

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- Concord University proposes an ambitious strategy to increase its fall head count by 10.9% by 2017 despite challenging market conditions. The institution will strategically target first-time freshmen in both in-state and out-of-state markets, as well as international students. It will also continue to leverage the resources of the Erma C. Byrd Higher Education Center (HEC) to offer degree programs in the Beckley area. The team advises Concord to collaborate with other WVHEPC institutions to avoid duplication of services in the Beckley market.
- The institution is addressing the developmental education needs of its students by offering English 105L, a companion course to English 105, which provides academic support to students with deficiencies, enabling them to complete a freshman English course for credit during their first semester of college. Plans are underway to develop a similar course in mathematics.
- The review team was impressed with Concord's efforts to develop a new First Year Experience course built around research-based mindset interventions. Of particular interest to the team was the practice of targeted interventions for PROMISE students at risk of losing their scholarships. The review team commends Concord for demonstrating a long-term commitment to student retention by employing a full-time Director of Retention to focus on research-based approaches to retool, oversee and implement innovative retention strategies.
- The team appreciates efforts to encourage on-time degree completion by promoting the *15 to Finish* program. Concord has also undertaken a bold initiative to engage retention expert John Gardner in helping guide an internal review of existing procedures to identify those that might have a negative impact on retention and graduation efforts.
- Outreach programs like symposia, open houses, and academic competitions play a critical role in a comprehensive recruitment strategy, but the extent to which these activities boost enrollment is often unknown. The team recognizes as a best practice Concord's effort to track outreach program participants to determine the effectiveness of these activities in increasing enrollment.
- A comprehensive financial aid literacy program equips students with the knowledge necessary to make sound financial decisions while in college and can lead to lower rates of indebtedness and student loan default. The team commends Concord University for recognizing that an effective financial aid literacy program should begin prior to enrollment and continue beyond graduation. The institution's efforts to redesign its financial aid award letter, integrate financial literacy topics into its UNIV 100 course, and to work with Inceptia to analyze borrower data and identify students with the highest risk of default are also commendable. The review team looks forward to seeing the results of Concord's efforts.

- The institution's Academic Quality comprehensive plan centers on the application of authentic assessment data, especially in the general education program. Assessment reports specific to each academic program are analyzed to gauge curricular alignment and student success. The review team looks forward to seeing the impact of targeted interventions resulting from the analysis of assessment data.
- Concord has demonstrated a commitment to helping students integrate what is learned in the classroom with experiential learning activities to prepare them for successful entry into the workforce or graduate school. The UNIV 100 course, for example, includes a module to assist students in the development of an initial career-life plan. The team was most impressed with the institution's plan to establish a *Center for the Career Focused Liberal Arts* to enable students to quickly identify resources related to academic offerings and experiential learning.

# SUMMARY OF 2018 INSTITUTIONAL TARGETS

The following table provides a summary of institutional targets and system goals on the key metrics outlined in the Commission's 2013-18 Master Plan. In some cases, institutions established 2018 targets lower than their actual 2013-14 values, their five-year averages, or the minimum contributions needed from each institution in order for the system to achieve its 2018 system-wide goal. Those occurrences are highlighted in orange. The review team asks all institutions to review the metrics submitted with their compact proposals, with particular attention focused on 2018 targets to ensure that they have set realistic targets that also contribute to the overall mission of reaching institution- and state-level goals. The Commission's Policy and Planning Division will be initiating a review process prior to the November 1<sup>st</sup>, 2015 deadline to revise institutional targets.

	System		Concord University		
	2013	System Goal	2013-14	Five Year Average	2018 Target
<b>ACCESS</b>					
Fall Head Count	66,178	73,500	2,795	2,914	3,100
Annualized FTE	61,716	68,000	2,631	2,768	2,800
Fall First-Time Freshmen Headcount	11,188	12,750	514	570	626
Fall Low-Income Student Headcount	19,866	22,000	1,231	1,240	1,219
Fall Underrepresented Racial/Ethnic Group Total	6,844	6,700	216	191	187
Fall Adult (25+) Headcount	8,938	11,500	484	478	537
<b>SUCCESS</b>					
Students Passing Developmental Courses					
Math	69.3%	70%	76.0%	**	68.0%
English	75.0%	75%	69.7%	**	70.0%
Developmental Students Passing College-Level Course					
Math	31.6%	60%	28.4%	**	40.0%
English	56.3%	70%	68.0%	**	60.0%
Retention					
Full-Time, First-Time Freshmen	74.7%	80%	71.4%	**	75.0%
Part-time, First-Time Freshmen	48.0%	50%	50.0%	**	75.0%
Low-Income First-Time Freshmen	66.6%	75%	68.7%	**	70.0%
Returning Adults	54.6%	65%	67.2%	**	70.0%
Transfer Students	73.4%	76%	70.1%	**	75.0%
Underrepresented Racial/Ethnic Group Total	64.6%	75%	68.9%	**	70.0%
Progress Toward Degree					
First-Time Freshmen Earning 30 Hours	47.8%	65%	42.4%	**	45.0%
Four-Year Graduation Rate	Cohort Years:		2009	2014	2014
First-Time Freshmen	23.4%	30%	17.6%	**	25.0%
Low-Income First-Time Freshmen	17.0%	20%	12.0%	**	20.0%
Returning Adults	39.1%	48%	42.7%	**	40.0%
Transfer Students	43.2%	48%	37.3%	**	40.0%
Underrepresented Racial/Ethnic Group Total	13.0%	20%	3.8%	**	20.0%
Six-Year Graduation Rate	Cohort Years:		2007	2012	2012
First-Time Freshmen	46.0%	60%	37.3%	**	50.0%
Low-Income First-Time Freshmen	34.6%	40%	29.3%	**	40.0%
Returning Adults	42.4%	58%	48.2%	**	50.0%
Transfer Students	53.0%	58%	45.6%	**	50.0%
Underrepresented Racial/Ethnic Group Total	29.6%	40%	16.4%	**	40.0%
<b>IMPACT</b>					
Degrees Awarded	13,295	15,500	500	440	475
STEM Degrees	3,108	3,750	79	72	72
STEM Education Degrees	121	**	9	9	5
Health Degrees	1,850	2,000	19	9	10

## CONCERNS

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- None Noted

## REQUESTS

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- None Noted

## RECOMMENDATION OF THE REVIEW TEAM

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The review team recommends **approval of the Concord University Compact submission.**



Fairmont State University

Report of the Review Team  
on the 2014 Compact Submission

April 2015



## HIGHLIGHTS

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- Fairmont State University's enrollment and retention targets emphasize its continued commitment to growth in these areas. The review team commends the institution for involving students in its recruiting efforts through the formation of cadres of "Ambassadors" who will interact with prospective students during individual visits, Exploration Days, and Campus Visitation Days. Student Ambassadors will also serve on program advisory boards and other institutional committees aimed at program improvement and student retention.
- The institution implemented an Accelerated Learning Program based on a model developed at the Community College of Baltimore County (CCBC). Students requiring enrichment in the English 1104 - Written English I course are also enrolled in a one hour lab or tutorial course where they receive assistance with assignments, in addition to individualized academic support services. The review team recognizes as a best practice the institution's plan to measure the quality and impact of the Accelerated Learning Program through the analysis of assessment and other institutional data, and looks forward to learning about the program's successes.
- The Fairmont State University Writing Center, led by faculty from the Department of Language and Literature and staffed by upper-level English and English Education majors, offers a sustainable, low-cost support system for developmental English students. The review team applauds Fairmont's efforts to engage faculty and students in the development and continued success of this initiative, which should serve as a model for other institutions.
- A Title III grant is supporting Fairmont State's efforts to develop and implement new retention strategies in "high-risk" courses identified as those with historically high rates of Ds, Fs and withdrawals. The institution's strategies focus on courses in STEM and Business disciplines and are directed at helping students succeed through innovative applications of technology, mentoring, and peer tutoring.

# SUMMARY OF 2018 INSTITUTIONAL TARGETS

The following table provides a summary of institutional targets and system goals on the key metrics outlined in the Commission's 2013-18 Master Plan. In some cases, institutions established 2018 targets lower than their actual 2013-14 values, their five-year averages, or the minimum contributions needed from each institution in order for the system to achieve its 2018 system-wide goal. Those occurrences are highlighted in orange. The review team asks all institutions to review the metrics submitted with their compact proposals, with particular attention focused on 2018 targets to ensure that they have set realistic targets that also contribute to the overall mission of reaching institution- and state-level goals. The Commission's Policy and Planning Division will be initiating a review process prior to the November 1<sup>st</sup>, 2015 deadline to revise institutional targets.

	System		Fairmont State University		
	2013	System Goal	2013-14	Five Year Average	2018 Target
<b>ACCESS</b>					
Fall Head Count	66,178	73,500	4,230	4,516	4,757
Annualized FTE	61,716	68,000	3,822	4,076	4,272
Fall First-Time Freshmen Headcount	11,188	12,750	749	767	774
Fall Low-Income Student Headcount	19,866	22,000	1,840	2,015	2,175
Fall Underrepresented Racial/Ethnic Group Total	6,844	6,700	394	358	362
Fall Adult (25+) Headcount	8,938	11,500	1,068	1,233	1,370
<b>SUCCESS</b>					
Students Passing Developmental Courses					
Math	69.3%	70%	75.2%	**	74.0%
English	75.0%	75%	73.2%	**	75.0%
Developmental Students Passing College-Level Course					
Math	31.6%	60%	24.1%	**	45.0%
English	56.3%	70%	58.8%	**	65.0%
Retention					
Full-Time, First-Time Freshmen	74.7%	80%	71.0%	**	75.0%
Part-time, First-Time Freshmen	48.0%	50%	50.0%	**	57.0%
Low-Income First-Time Freshmen	66.6%	75%	63.1%	**	73.0%
Returning Adults	54.6%	65%	55.2%	**	60.0%
Transfer Students	73.4%	76%	77.4%	**	80.0%
Underrepresented Racial/Ethnic Group Total	64.6%	75%	60.3%	**	66.0%
Progress Toward Degree					
First-Time Freshmen Earning 30 Hours	47.8%	65%	33.5%	**	40.0%
Four-Year Graduation Rate	Cohort Years:		2009	2014	2014
First-Time Freshmen	23.4%	30%	12.5%	**	18.0%
Low-Income First-Time Freshmen	17.0%	20%	10.5%	**	15.0%
Returning Adults	39.1%	48%	38.4%	**	38.0%
Transfer Students	43.2%	48%	40.9%	**	42.0%
Underrepresented Racial/Ethnic Group Total	13.0%	20%	4.2%	**	15.0%
Six-Year Graduation Rate	Cohort Years:		2007	2012	2012
First-Time Freshmen	46.0%	60%	34.1%	**	40.0%
Low-Income First-Time Freshmen	34.6%	40%	28.0%	**	34.0%
Returning Adults	42.4%	58%	37.0%	**	40.0%
Transfer Students	53.0%	58%	48.3%	**	51.0%
Underrepresented Racial/Ethnic Group Total	29.6%	40%	40.0%	**	25.0%
<b>IMPACT</b>					
Degrees Awarded	13,295	15,500	814	811	828
STEM Degrees	3,108	3,750	159	158	183
STEM Education Degrees	121	**	13	7	5
Health Degrees	1,850	2,000	164	147	140

## CONCERNS

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- The Faculty Scholarship strategy centers on capacity-building, beginning with a book study of the works of Ernest Boyer designed to solicit faculty perspectives on the applicability of the Boyer model to FSU, the challenges that might be presented under this model, and faculty needs. While the institution suggests that this study might lead to additional explorations of faculty scholarship opportunities, the strategy does not demonstrate a strong commitment to continued institution-wide scholarship.

## REQUESTS

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- The review team appreciates Fairmont State's efforts to develop a comprehensive Graduate Student Success strategy, but is concerned that the strategy places too much emphasis on addressing administrative and governance issues, and too little on student academic success. The team asks the institution to revisit the Graduate Student Success strategy and to propose at least one activity that focuses directly on supporting student academic success.
- A comprehensive financial aid literacy program is critical to ensuring that students make sound financial decisions while in college and can lead to lower rates of indebtedness and student loan default. The team commends Fairmont State University for promoting responsible borrowing by encouraging students to return funds that are not needed for educational expenses, but would like to see more attention directed at implementing default management and financial literacy strategies as required modules in First Year Experience or similar courses.
- The Academic Quality Comprehensive Plan presents an ambitious list of intended outcomes, but only one strategy and activity to support progress toward achieving them. The review team asks the institution to reinforce its comprehensive plan with additional strategies and activities focused on meeting these outcomes.
- The Commission has established a requirement that certain strategies must include activities that target specific populations (low-income, underrepresented minority, returning adult, and transfer students). Fairmont State's Graduation Rates Strategy does not meet this requirement. The review team requests that the institution revise its Graduation Rates Strategy to include activities aimed at addressing the needs of at least one of the required target populations.

## RECOMMENDATION OF THE REVIEW TEAM

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The review team recommends **approval of the Fairmont State University Compact submission**, contingent upon receipt and review of the information and revisions requested.

**The deadline for responding to requested items or completing items required for approval is June 7, 2015.**

Glenville State College

Report of the Review Team  
on the 2014 Compact Submission

April 2015  
*Revised May 12, 2015*



West Virginia  
Higher Education  
Policy Commission

## HIGHLIGHTS

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- The institution proposes a comprehensive Progress Toward Degree strategy that actively promotes on-time degree completion. The review team commends Glenville's use of DegreeWorks, a software tool designed to help advisors guide students along the most efficient path to completion while providing students with valuable information related to course selection and academic progress. The team is also pleased that Glenville has based its two-year course rotation and four-year plans of study on the *15 to Finish* initiative, encouraging students to complete at least 15 hours per semester or 30 hours per academic year. The team looks forward to following Glenville's successes in this area.
- Even though its 2013-14 annualized full-time enrollment (FTE) declined to a five-year low of 1,268, the institution has set an ambitious 2017-18 FTE target of 1,536 (a 21 percent increase). In order to reach this lofty goal, Glenville plans to develop and employ a marketing strategy that includes expanded use of social media and leverages the institution's emerging radio and television programming capability. The strategy will place special emphasis on the recruitment of out-of-state and international students.
- The review team believes that Glenville's Graduation Rates strategy, which centers on increased online course offerings in general education and lower-level high-demand courses, in addition to offering college credit for prior learning, is a positive first step in improving its 4- and 6-year graduation rates.
- Glenville's Student Loan Default Rate strategy demonstrates a commitment to promoting financial literacy and reducing student indebtedness. The institution participates in College Goal Sunday, hosts FAFSA workshops, and provides default awareness training to students and faculty. It also integrates Inceptia's Financial Avenue courses into its GSC 100 course and incorporates financial literacy sessions into its new student orientation program. The review team looks forward to following Glenville's successes related to reducing its student loan default rate.
- The review team appreciates Glenville's commitment to improving academic quality through program evaluation and the analysis of assessment data.

# SUMMARY OF 2018 INSTITUTIONAL TARGETS

The following table provides a summary of institutional targets and system goals on the key metrics outlined in the Commission's 2013-18 Master Plan. In some cases, institutions established 2018 targets lower than their actual 2013-14 values, their five-year averages, or the minimum contributions needed from each institution in order for the system to achieve its 2018 system-wide goal. Those occurrences are highlighted in orange. The review team asks all institutions to review the metrics submitted with their compact proposals, with particular attention focused on 2018 targets to ensure that they have set realistic targets that also contribute to the overall mission of reaching institution- and state-level goals. The Commission's Policy and Planning Division will be initiating a review process prior to the November 1<sup>st</sup>, 2015 deadline to revise institutional targets.

	System		Glenville State College		
	2013	System Goal	2013-14	Five Year Average	2018 Target
<b>ACCESS</b>					
Fall Head Count	66,178	73,500	1,740	1,829	2,050
Annualized FTE	61,716	68,000	1,268	1,416	1,536
Fall First-Time Freshmen Headcount	11,188	12,750	304	366	425
Fall Low-Income Student Headcount	19,866	22,000	674	751	728
Fall Underrepresented Racial/Ethnic Group Total	6,844	6,700	266	316	360
Fall Adult (25+) Headcount	8,938	11,500	489	582	540
<b>SUCCESS</b>					
Students Passing Developmental Courses					
Math	69.3%	70%	61.4%	**	64.0%
English	75.0%	75%	77.5%	**	75.0%
Developmental Students Passing College-Level Course					
Math	31.6%	60%	10.9%	**	29.0%
English	56.3%	70%	47.1%	**	55.0%
Retention					
Full-Time, First-Time Freshmen	74.7%	80%	62.8%	**	68.0%
Part-time, First-Time Freshmen	48.0%	50%	49.2%	**	60.0%
Low-Income First-Time Freshmen	66.6%	75%	58.5%	**	62.0%
Returning Adults	54.6%	65%	50.0%	**	58.0%
Transfer Students	73.4%	76%	65.0%	**	63.0%
Underrepresented Racial/Ethnic Group Total	64.6%	75%	51.6%	**	49.0%
Progress Toward Degree					
First-Time Freshmen Earning 30 Hours	47.8%	65%	21.1%	**	30.0%
Four-Year Graduation Rate	Cohort Years:		2009	2014	2014
First-Time Freshmen	23.4%	30%	22.2%	**	17.0%
Low-Income First-Time Freshmen	17.0%	20%	19.6%	**	12.5%
Returning Adults	39.1%	48%	37.9%	**	30.5%
Transfer Students	43.2%	48%	29.7%	**	34.0%
Underrepresented Racial/Ethnic Group Total	13.0%	20%	8.0%	**	10.0%
Six-Year Graduation Rate	Cohort Years:		2007	2012	2012
First-Time Freshmen	46.0%	60%	31.2%	**	35.0%
Low-Income First-Time Freshmen	34.6%	40%	22.4%	**	30.0%
Returning Adults	42.4%	58%	42.9%	**	40.0%
Transfer Students	53.0%	58%	41.7%	**	47.0%
Underrepresented Racial/Ethnic Group Total	29.6%	40%	18.6%	**	12.3%
<b>IMPACT</b>					
Degrees Awarded	13,295	15,500	223	199	234
STEM Degrees	3,108	3,750	47	44	47
STEM Education Degrees	121	**	3	2	5
Health Degrees	1,850	2,000	N/A	N/A	N/A

## **CONCERNS** *(All concerns have been sufficiently addressed, May 12, 2015.)*

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- Glenville's gateway math pass rate is among the lowest in the state. The review team acknowledges Glenville's efforts to reformulate its developmental math program, but recommends that it aggressively pursue additional strategies to provide academic support and enrichment to developmental math students. The team further advises Glenville to ensure that appropriate training in working with the embedded developmental education model is provided to developmental education faculty.
- The review team is concerned that Glenville's Degrees Awarded strategy focuses almost entirely on the development of new degree programs. While this strategy has the potential to improve Glenville's degree production, the review team advises the institution to conduct an extensive review of its existing resources to determine if they are adequate to support two new programs. The institution is also advised to conduct market studies to ensure that sufficient demand exists to sustain degree programs in Health and Human Performance and Communications, and to assess the likelihood that these programs will attract new students to the institution instead of simply drawing existing students away from other academic programs.

## **REQUESTS** *(All requests have been satisfied, May 12, 2015.)*

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- The Commission believes that an institution's ability to provide exemplary academic programs is dependent, in part, on its willingness to promote and encourage scholarly pursuits among its faculty. The review team is confident that Glenville State College shares this belief, even though a comprehensive Faculty Scholarship strategy was not included in its Compact submission. The team requests that Glenville submit this required Compact strategy for review.
- The review team would like more information on the methods Glenville will employ to assess its progress in achieving the outcomes described in the Student Load Default Rate strategy.

## **RECOMMENDATION OF THE REVIEW TEAM**

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The review team recommends **approval of the Glenville State College Compact submission.**



Marshall University

Report of the Review Team  
on the 2014 Compact Submission

April 2015



West Virginia  
Higher Education  
Policy Commission

## HIGHLIGHTS

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- The review team appreciates Marshall's plan to review, assess and revise the mission, structure and activities of its Strategic Enrollment Planning Council, an oversight committee that serves in an advisory capacity to the Provost on matters related to enrollment and retention. The team looks forward to learning more about the outcomes and successes that result from this process, and hopes that Marshall achieves its 2017-18 annualized FTE target of 12,500.
- Marshall proposes a comprehensive Developmental Education strategy that replaces its non-credit-bearing developmental English and Mathematics courses with credit-bearing courses. The institution's new model features stretch courses in English composition and emporium-based module math instruction, along with an optional no-cost Summer Bridge program for students with low ACT math scores. The review team commends Marshall for its efforts to provide those students requiring academic enrichment with the services and support necessary for their continued academic success, and believes that Marshall's Summer Bridge program could serve as a model for other institutions.
- The review team was intrigued by Marshall's plan to improve first-year retention and on-time completion rates through targeted interventions with the "Murky Middle," first-year students with a high school GPA of 2.00-3.25. Research suggests that small gains in academic achievement within this group often result in significant gains in retention and graduation rates. The team looks forward to following Marshall's success with the Murky Middle.
- The *15 to Finish* campaign promotes on-time completion by encouraging students to take at least 15 credit hours per semester. The review team applauds Marshall's efforts to integrate *15 to Finish* into its UNI 100 – Freshman First Class course. Although it is not yet required, more than 85% of first-time freshmen enrolled in the course in 2014.
- The focus of Marshall's Graduate Student Success strategy is to increase the numbers of students enrolling and completing graduate degrees. The institution has experienced a steady decline in the number of master's degrees awarded, from a high of 885 in 2008-2009 to a low of 769 in 2013-2014 (a 13 percent decrease in five years). The review team is hopeful that Marshall's plan to develop additional accelerated 3+2 and 4+1 master's programs, and to increase its international recruiting efforts, will reverse declining enrollment trends within its master's programs.
- The team was impressed with Marshall's Career Pathways comprehensive plan. The institution plans to continue working with local and regional employers to facilitate connections to employment opportunities and other career-building opportunities for students, and will actively work to obtain a Memorandum of Understanding (MOU) from each of its new employer partners outlining commitment and execution strategies of both parties.

- The review team commends Marshall for recognizing a lack of uniformity in its expectations and incentives for faculty to engage in externally-funded research, and for its willingness to review and update its research- and scholarship-related policies and procedures.
- Marshall's 4-year graduation rates for first-time freshmen, low-income freshmen, and underrepresented racial or ethnic minorities have climbed to their highest points in five years. The review team is hopeful that the robust Graduation Rates strategy Marshall proposes will result in continued gains in these areas.
- The review team recognizes as a best practice Marshall's efforts to develop personalized financial aid award letters that provide clear and concise information to students and parents with regard to the steps in the financial aid process, the costs of a college education, and the potential consequences of excessive borrowing.
- Marshall is commended for its examination of its general education and program curriculum through the lens of the Degree Qualifications Profile and the AAC&U's High Impact Practices (HIP). The review team appreciates Marshall's efforts to engage students in its assessments of academic quality through the use of a student survey with items that align with the institution's Degree Profile.

# SUMMARY OF 2018 INSTITUTIONAL TARGETS

The following table provides a summary of institutional targets and system goals on the key metrics outlined in the Commission's 2013-18 Master Plan. In some cases, institutions established 2018 targets lower than their actual 2013-14 values, their five-year averages, or the minimum contributions needed from each institution in order for the system to achieve its 2018 system-wide goal. Those occurrences are highlighted in orange. The review team asks all institutions to review the metrics submitted with their compact proposals, with particular attention focused on 2018 targets to ensure that they have set realistic targets that also contribute to the overall mission of reaching institution- and state-level goals. The Commission's Policy and Planning Division will be initiating a review process prior to the November 1<sup>st</sup>, 2015 deadline to revise institutional targets.

	System		Marshall University		
	2013	System Goal	2013-14	Five Year Average	2018 Target
<b>ACCESS</b>					
Fall Head Count	66,178	73,500	13,407	13,810	14,766
Annualized FTE	61,716	68,000	11,816	12,007	12,500
Fall First-Time Freshmen Headcount	11,188	12,750	1,871	1,923	2,100
Fall Low-Income Student Headcount	19,866	22,000	4,069	4,018	4,000
Fall Underrepresented Racial/Ethnic Group Total	6,844	6,700	1,240	1,052	1,005
Fall Adult (25+) Headcount	8,938	11,500	1,795	2,002	2,100
<b>SUCCESS</b>					
Students Passing Developmental Courses					
Math	69.3%	70%	61.4%	**	64.0%
English	75.0%	75%	77.5%	**	75.0%
Developmental Students Passing College-Level Course					
Math	31.6%	60%	10.9%	**	29.0%
English	56.3%	70%	47.1%	**	55.0%
Retention					
Full-Time, First-Time Freshmen	74.7%	80%	62.8%	**	68.0%
Part-time, First-Time Freshmen	48.0%	50%	49.2%	**	60.0%
Low-Income First-Time Freshmen	66.6%	75%	58.5%	**	62.0%
Returning Adults	54.6%	65%	50.0%	**	58.0%
Transfer Students	73.4%	76%	65.0%	**	63.0%
Underrepresented Racial/Ethnic Group Total	64.6%	75%	51.6%	**	49.0%
Progress Toward Degree					
First-Time Freshmen Earning 30 Hours	47.8%	65%	21.1%	**	30.0%
Four-Year Graduation Rate	Cohort Years:		2009	2014	2014
First-Time Freshmen	23.4%	30%	22.2%	**	17.0%
Low-Income First-Time Freshmen	17.0%	20%	19.6%	**	12.5%
Returning Adults	39.1%	48%	37.9%	**	30.5%
Transfer Students	43.2%	48%	29.7%	**	34.0%
Underrepresented Racial/Ethnic Group Total	13.0%	20%	8.0%	**	10.0%
Six-Year Graduation Rate	Cohort Years:		2007	2012	2012
First-Time Freshmen	46.0%	60%	31.2%	**	35.0%
Low-Income First-Time Freshmen	34.6%	40%	22.4%	**	30.0%
Returning Adults	42.4%	58%	42.9%	**	40.0%
Transfer Students	53.0%	58%	41.7%	**	47.0%
Underrepresented Racial/Ethnic Group Total	29.6%	40%	18.6%	**	12.3%
<b>IMPACT</b>					
Degrees Awarded	13,295	15,500	2,617	2,527	2,575
STEM Degrees	3,108	3,750	423	427	485
STEM Education Degrees	121	**	17	23	30
Health Degrees	1,850	2,000	546	452	635

## CONCERNS

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- The review team is concerned that Marshall's Student Loan Default Rate strategy appears to be more reactive than proactive. While exit counseling and working with high-risk borrowers are important components of a comprehensive plan to lower default rates, the review team believes that Marshall's efforts would be more successful if a greater emphasis was placed on promoting financial literacy and responsible borrowing.

## REQUESTS

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- Marshall reported that its faculty produced 123 peer-reviewed publications during the 2013-14 academic year, but has set a much lower target of 45 publications for the 2017-18 academic year. The review team asks the institution to provide clarification on its rationale for setting such a low target.
- The review team believes that Marshall's Research and Development strategy should include at least one more activity that addresses the grant culture on campus, particularly with regard to developing policies that encourage research and development (release time, better return of indirect funds to faculty, and establishing strong timelines for developing proposals for submission to MURC, for example).

## RECOMMENDATION OF THE REVIEW TEAM

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The review team recommends **approval of the Marshall University Compact submission**, pending receipt and review of the information requested.

**The deadline for responding to requested items or completing items required for approval is June 7, 2015.**

Potomac State College  
of West Virginia University

Report of the Review Team  
on the 2014 Compact Submission

April 2015



## HIGHLIGHTS

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- The review team commends Potomac State for its plan to streamline and improve academic advising efforts through the implementation of AdvisorTrac, a web-based application designed to assist with scheduling, track attendance at orientations and workshops, and generate custom reports to guide the advising process.
- Potomac State plans to promote career readiness by developing industry-based advisory boards for its AAS and BAS degree programs.
- The institution is in the process of conducting a needs assessment to determine how it may more effectively address the educational needs of its traditional and non-traditional students, with particular emphasis on adult learners. The review team commends Potomac State for its efforts to tailor academic programs to the needs of the community.

# SUMMARY OF 2018 INSTITUTIONAL TARGETS

The following table provides a summary of institutional targets and system goals on the key metrics outlined in the Commission's 2013-18 Master Plan. In some cases, institutions established 2018 targets lower than their actual 2013-14 values, their five-year averages, or the minimum contributions needed from each institution in order for the system to achieve its 2018 system-wide goal. Those occurrences are highlighted in orange. The review team asks all institutions to review the metrics submitted with their compact proposals, with particular attention focused on 2018 targets to ensure that they have set realistic targets that also contribute to the overall mission of reaching institution- and state-level goals. The Commission's Policy and Planning Division will be initiating a review process prior to the November 1<sup>st</sup>, 2015 deadline to revise institutional targets.

	System		Potomac State College of WVU		
	2013	System Goal	2013-14	Five Year Average	2018 Target
<b>ACCESS</b>					
Fall Head Count	66,178	73,500	1,660	1,775	1,850
Annualized FTE	61,716	68,000	1,365	1,449	1,480
Fall First-Time Freshmen Headcount	11,188	12,750	631	703	701
Fall Low-Income Student Headcount	19,866	22,000	925	887	1,110
Fall Underrepresented Racial/Ethnic Group Total	6,844	6,700	344	314	350
Fall Adult (25+) Headcount	8,938	11,500	236	260	285
<b>SUCCESS</b>					
Students Passing Developmental Courses					
Math	69.3%	70%	68.5%	**	63.0%
English	75.0%	75%	73.0%	**	67.0%
Developmental Students Passing College-Level Course					
Math	31.6%	60%	42.7%	**	25.0%
English	56.3%	70%	62.4%	**	46.0%
Retention					
Full-Time, First-Time Freshmen	74.7%	80%	57.0%	**	63.0%
Part-time, First-Time Freshmen	48.0%	50%	33.3%	**	58.0%
Low-Income First-Time Freshmen	66.6%	75%	49.6%	**	61.0%
Returning Adults	54.6%	65%	31.0%	**	55.0%
Transfer Students	73.4%	76%	58.3%	**	58.0%
Underrepresented Racial/Ethnic Group Total	64.6%	75%	50.0%	**	57.0%
Progress Toward Degree					
First-Time Freshmen Earning 30 Hours	47.8%	65%	29.1%	**	30.0%
Four-Year Graduation Rate	Cohort Years:		2009	2014	2014
First-Time Freshmen	23.4%	30%	23.1%	**	29.0%
Low-Income First-Time Freshmen	17.0%	20%	19.9%	**	27.0%
Returning Adults	39.1%	48%	40.0%	**	34.0%
Transfer Students	43.2%	48%	24.7%	**	35.0%
Underrepresented Racial/Ethnic Group Total	13.0%	20%	9.6%	**	15.0%
Six-Year Graduation Rate	Cohort Years:		2007	2012	2012
First-Time Freshmen	46.0%	60%	36.7%	**	40.0%
Low-Income First-Time Freshmen	34.6%	40%	32.1%	**	34.0%
Returning Adults	42.4%	58%	19.1%	**	39.0%
Transfer Students	53.0%	58%	40.4%	**	43.0%
Underrepresented Racial/Ethnic Group Total	29.6%	40%	16.2%	**	23.0%
<b>IMPACT</b>					
Degrees Awarded	13,295	15,500	314	222	228
STEM Degrees	3,108	3,750	46	41	50
STEM Education Degrees	121	**	3	3	0
Health Degrees	1,850	2,000	N/A	N/A	N/A



## CONCERNS

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- Potomac State's Enrollment strategy centers on two activities: increasing enrollment through marketing and recruitment for the new AAS Technical Studies General (flex) degree; and developing new academic programs in conjunction with WVU-Morgantown. While this strategy has the potential to improve the institution's enrollment, the review team advises Potomac State to conduct an extensive review of its existing resources to determine if they are adequate to support new programs. The institution is also advised to conduct market studies to ensure that sufficient demand exists to sustain new degree programs, and to assess the likelihood that these programs will attract new students to the institution instead of simply drawing existing students away from other academic programs.
- Potomac State College's Progress Toward Degree strategy does not include reference to the Commission's *15 to Finish* initiative. The review team believes that *15 to Finish* is an important component of an effective on-time degree completion strategy and asks the institution to consider integrating it into its Progress Toward Degree strategy, perhaps as a required module in a First Year Experience course or freshmen orientation course.

## REQUESTS

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- The institution's 2012 pass rates for developmental students in college-level mathematics and English courses are mathematical impossibilities when compared to the same rates broken out by in-state and out-of-state students. The review team asks the institution to reevaluate these statistics and to submit updated data before final approval of its compact submission. The team is also concerned that many of the proposed 2018 developmental education pass rate targets seem unnecessarily low and requests that Potomac State either raise its targets, or provide written justification to support the original target values.
- The review has noted the absence of mathematics activities in Potomac State's Development Education strategy. This is of particular concern because many of the institution's mathematics pass rates are lower than its English pass rates for developmental students. The team asks Potomac State to revise its Developmental Education strategy to include at least one activity that addresses developmental mathematics.
- Potomac State's First Year Retention Strategy is limited in scope, focusing on pairing developmental English courses with credit-bearing courses (an activity copied from the Developmental Education strategy), and pairing specific advisors with high-risk first-time freshmen. The review requests that the institution propose at least one additional activity to support and strengthen its retention efforts.
- The Graduation Rate strategy does not specifically address the required target populations (low-income, underrepresented minority, adult learners). The review team asks the institution to propose at least one activity that supports the system-wide objective of increasing graduation rates within these target populations.

- The Faculty Scholarship strategy is vague and does not provide sufficient evidence of the institution's willingness or desire to support faculty pursuits of scholarly activity. The review team asks the institution to revisit this section and to propose at least one activity that directly supports faculty scholarship.
- The Degrees Awarded strategy proposes enhancements to Potomac State's approach to academic advising, with an emphasis on training faculty in proactive advising methods. The review team questions why the AdvisorTrac software application discussed in the Progress Toward Degree strategy is not also part of this advising strategy. The team also notes that this strategy fails to address at least one of the required target degree areas (STEM, STEM Education, or Health) and asks the institution to propose at least one activity that supports the system-wide objective of increasing the number of degrees awarded in these areas.
- The review team feels that the Student Loan Default Rate strategy and Financial Aid Comprehensive Plan are inadequate. The Default Rate strategy proposes "keeping tuition affordable" and "cultivating new sources of scholarships" as effective methods for lowering its default rate. Missing from the institution's proposals are strategies to promote financial literacy and encourage responsible borrowing. The team asks Potomac State to review the Default Rate strategy and Financial Aid Comprehensive Plan, and to propose additional activities related to financial literacy, responsible borrowing, and student loan repayment.
- The objective of Potomac State's Collaborative Access Comprehensive Plan focuses on a needs assessment for academic programs aimed at adult learners, but the document provides no strategies or activities to support this objective. The review team asks Potomac State College to propose at least one strategy with at least two activities that specifically address the objective.
- The Academic Quality Comprehensive Plan does not sufficiently address the system objective of assuring that the academic programs at Potomac State College prepare students to be knowledgeable and competent in their chosen disciplines, and also to be proficient in quantitative literacy, critical thinking, problem-solving, and communication skills. The review team requests that the institution address this deficiency by proposing additional strategies and activities that align with and support the system objectives.

## **RECOMMENDATION OF THE REVIEW TEAM**

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The review team recommends **withholding approval of the Potomac State College of West Virginia University Compact submission** until such time as the deficiencies addressed in this report are sufficiently resolved. The team's overall impression is that the Compact document, as written, does not sufficiently articulate many of the creative ideas and innovative practices that are likely already in place within the institution. The team advises the institution to engage its faculty, administration, and staff in the process of refining and strengthening its Compact submission.

**The deadline for responding to requested items or completing items required for approval is June 7, 2015.**

Shepherd University

Report of the Review Team  
on the 2014 Compact Submission

April 2015



## HIGHLIGHTS

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- The review team commends Shepherd's efforts to boost enrollment by offering support services to transfer students and adult learners. The institution plans to develop a transfer student website, identify specific representatives from the Admissions and Registrar's offices to work directly with transfer-specific advisors, and establish a clear catalog of course equivalencies for each of the institution's existing articulation agreements to maximize credit transfer opportunities.
- Shepherd's retention rate for full-time, first-time freshmen climbed from 67.6 percent for its 2011 cohort to 74.3 percent for the 2012 cohort. The review team appreciates the institution's retention efforts, and looks forward to seeing the results of the new initiatives it proposes in its First Year Retention strategy, including a renewed focus on strengthening its academic advising program with the implementation of Beacon advising software, and professional development on topics related to quality advising for academic advisors and advisement staff.
- The team recognizes as a best practice Shepherd's efforts to conduct systematic reviews of course syllabi for rigor and connectedness to course outcomes.
- Shepherd University demonstrates its continued commitment to faculty scholarship through its plan to review and revise its promotion and tenure policies, encourage faculty to utilize professional development funding, and increase the number of faculty who apply for and maintain graduate faculty status through a formal application process coordinated by the Division of Graduate Studies.
- As an integral part of its Degrees Awarded strategy, Shepherd is in the process of implementing DegreeWorks, a software tool designed to help advisors guide students along the most efficient path to completion while providing students with valuable information related to course selection and academic progress.
- Shepherd's Critical Regional Issues Comprehensive Plan outlines a set of bold initiatives designed to bring together a diverse set of stakeholders in a collaborative effort to identify critical industries and markets that need workforce support now and in the future, while working closely with P-12 to develop coherent programs that address these needs. Among its many initiatives, the institution plans to expand and formalize its use of advisory boards, use region-specific data to guide strategic policy, and work to improve regional healthcare by increasing the number of baccalaureate- and doctorally-prepared nurses.
- An effective financial aid literacy program equips students with the knowledge necessary to make sound financial decisions while in college and can lead to lower rates of indebtedness and student loan default. The team commends Shepherd University for its efforts to integrate financial aid literacy into its First-Year Experience Program, as well as several program-specific freshmen seminar courses.

- Shepherd is commended for involving a diverse group of stakeholders, including faculty, staff, administrators, community members, and elected officials, in the development of its Collaborative Access comprehensive plan. The plan focuses on enhancing awareness of pathways to higher education among the local P-12 population, increasing community and regional awareness of the programs and services offered to adult learners, and developing a seamless transition process for transfer and international students. The review team was most intrigued by Shepherd's "College in Six" program, an initiative designed to expose local sixth-grade students to the college experience through a series of events hosted on campus, and hopes that the institution's plans to expand this program are successful.
- The institution's Graduate Student Success strategy centers on building enrollment through the development of accelerated degree pathways, the addition of certificate programs in business and education, and increasing its international recruitment efforts. The team is confident that accelerated pathways will encourage greater numbers of students to pursue graduate degrees, and looks forward to following Shepherd's successes in this area.

# SUMMARY OF 2018 INSTITUTIONAL TARGETS

The following table provides a summary of institutional targets and system goals on the key metrics outlined in the Commission's 2013-18 Master Plan. In some cases, institutions established 2018 targets lower than their actual 2013-14 values, their five-year averages, or the minimum contributions needed from each institution in order for the system to achieve its 2018 system-wide goal. Those occurrences are highlighted in orange. The review team asks all institutions to review the metrics submitted with their compact proposals, with particular attention focused on 2018 targets to ensure that they have set realistic targets that also contribute to the overall mission of reaching institution- and state-level goals. The Commission's Policy and Planning Division will be initiating a review process prior to the November 1<sup>st</sup>, 2015 deadline to revise institutional targets.

		System		Shepherd University		
		2013	System Goal	2013-14	Five Year Average	2018 Target
ACCESS						
	Fall Head Count	66,178	73,500	4,256	4,368	4,696
	Annualized FTE	61,716	68,000	3,685	3,792	3,847
	Fall First-Time Freshmen Headcount	11,188	12,750	684	761	798
	Fall Low-Income Student Headcount	19,866	22,000	1,331	1,319	1,503
	Fall Underrepresented Racial/Ethnic Group Total	6,844	6,700	481	433	487
	Fall Adult (25+) Headcount	8,938	11,500	1,030	1,134	1,188
SUCCESS						
	Students Passing Developmental Courses					
	Math	69.3%	70%	**	**	**
	English	75.0%	75%	**	**	**
	Developmental Students Passing College-Level Course					
	Math	31.6%	60%	**	**	**
	English	56.3%	70%	**	**	**
	Retention					
	Full-Time, First-Time Freshmen	74.7%	80%	74.3%	**	74.0%
	Part-time, First-Time Freshmen	48.0%	50%	22.2%	**	65.6%
	Low-Income First-Time Freshmen	66.6%	75%	66.4%	**	70.0%
	Returning Adults	54.6%	65%	59.3%	**	72.0%
	Transfer Students	73.4%	76%	71.4%	**	74.0%
	Underrepresented Racial/Ethnic Group Total	64.6%	75%	64.5%	**	67.0%
	Progress Toward Degree					
	First-Time Freshmen Earning 30 Hours	47.8%	65%	40.2%	**	44.0%
	Four-Year Graduation Rate Cohort Years:	2009	2014	2009		2014
	First-Time Freshmen	23.4%	30%	23.9%	**	21.0%
	Low-Income First-Time Freshmen	17.0%	20%	18.7%	**	18.0%
	Returning Adults	39.1%	48%	34.2%	**	43.0%
	Transfer Students	43.2%	48%	47.6%	**	50.0%
	Underrepresented Racial/Ethnic Group Total	13.0%	20%	9.8%	**	24.0%
	Six-Year Graduation Rate Cohort Years:	2007	2012	2007		2012
	First-Time Freshmen	46.0%	60%	42.6%	**	45.0%
	Low-Income First-Time Freshmen	34.6%	40%	34.9%	**	40.0%
	Returning Adults	42.4%	58%	55.6%	**	65.0%
	Transfer Students	53.0%	58%	55.4%	**	55.8%
	Underrepresented Racial/Ethnic Group Total	29.6%	40%	26.5%	**	33.0%
IMPACT						
	Degrees Awarded	13,295	15,500	832	752	779
	STEM Degrees	3,108	3,750	140	114	124
	STEM Education Degrees	121	**	2	6	10
	Health Degrees	1,850	2,000	71	60	59

## CONCERNS

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- The review team is concerned that Shepherd set its 2018 four- and six-year graduation rate targets lower than the rates it achieved in 2012 for first-time freshmen and low-income first-time freshmen, while setting higher targets for returning adults, transfer students, and underrepresented racial/ethnic groups. The team appreciates Shepherd's emphasis on improving graduation rates among target populations, but encourages the institution to consider revising its target rates for the general population and low-income subgroup of first-time freshmen.

## REQUESTS

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- None

## RECOMMENDATION OF THE REVIEW TEAM

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The review team recommends **approval of the Shepherd University Compact submission.**

West Liberty University

Report of the Review Team  
on the 2014 Compact Submission

April 2015



West Virginia  
Higher Education  
Policy Commission



## HIGHLIGHTS

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- West Liberty hopes to boost enrollment by engaging faculty in the review and development of discipline-specific recruitment strategies. The institution also plans to implement a new customer relations management system to enable admissions and recruitment staff to track recruiting efforts and centralize communications.
- The institution's Developmental Education strategy centers on the development of three modular developmental math courses intended to prepare students for career pathway and college-level math courses. ACT scores will be used to place students in the appropriate course, with higher scores required for students in STEM career paths. The strategy also provides for additional support for developmental English students through a peer-tutoring model.
- The review team commends West Liberty's efforts to offer academic enrichment to incoming first-time freshmen through its Hilltopper Academy, an intensive week-long summer bridge program designed to address deficiencies in math and English. The team also applauds the institution's focus on targeted interventions for students on academic probation. The institution enrolls these students in a mandatory Academic Success course taught by a retention specialist, and provides three individual, one-hour counseling sessions to assist students with developing success strategies.
- Part of West Liberty's Progress Toward Degree strategy focuses the institution's efforts on educating students on a number of topics that drive on-time completion, including the importance of completing at least 15 hours per semester, academic program planning, financial aid and indebtedness, and the availability of scholarships and other forms of financial assistance. The institution described, in another strategy, plans to secure funding for the purchase of the DegreeWorks advising tool. The review team recommends that it also include this initiative in its Progress Toward Degree strategy.
- West Liberty recognizes the important role of academic quality and consistency in the success of its current and future graduate programs. The institution has commenced a campus-wide initiative to develop a graduate education strategic plan that is integrated within the institution's strategic plan. The review team commends West Liberty for including a diverse group of key stakeholders, including faculty, administrators, staff and students, in the planning process.
- The institution hopes to increase its STEM degree production through increased and more focused recruitment efforts. Newly-formed college recruitment committees will engage faculty and admissions staff in the evaluation of current recruitment efforts and the implementation of new or modified strategies to attract students to STEM fields of study. The review team commends West Liberty for recognizing the important role of faculty in a focused, discipline-specific recruiting and retention strategy.
- The review team recognizes as a best practice West Liberty's efforts to promote faculty scholarship by streamlining its mini-grant and faculty travel programs while working to increase on-campus financial support of scholarly pursuits. The institution underscores its commitment to scholarship by providing release time for scholarly activities.

- A comprehensive financial aid literacy program equips students with the knowledge necessary to make sound financial decisions while in college and can lead to lower rates of indebtedness and student loan default. The team commends West Liberty for recognizing that an effective financial aid literacy program should begin prior to enrollment and continue beyond graduation. The institution's efforts to provide group financial aid counseling to high school seniors and parents, redesign its financial aid award letter, integrate financial literacy topics into its First Year Experience course, and to provide individual financial aid counseling to students who plan to withdraw are also commendable. The review team looks forward to seeing the results of West Liberty's efforts.
- The review team was impressed with West Liberty's efforts to promote civic engagement while offering its students opportunities to engage in real-world work experiences. Dental Hygiene students provide preventative oral health care to local school children, and students in the institution's Graphic Design program provide pro bono design services to local schools, nonprofits, and startup enterprises. West Liberty is not only providing a valuable service to the community, but is also working to ensure that students finish college with connections to potential employers.

# SUMMARY OF 2018 INSTITUTIONAL TARGETS

The following table provides a summary of institutional targets and system goals on the key metrics outlined in the Commission's 2013-18 Master Plan. In some cases, institutions established 2018 targets lower than their actual 2013-14 values, their five-year averages, or the minimum contributions needed from each institution in order for the system to achieve its 2018 system-wide goal. Those occurrences are highlighted in orange. The review team asks all institutions to review the metrics submitted with their compact proposals, with particular attention focused on 2018 targets to ensure that they have set realistic targets that also contribute to the overall mission of reaching institution- and state-level goals. The Commission's Policy and Planning Division will be initiating a review process prior to the November 1<sup>st</sup>, 2015 deadline to revise institutional targets.

		System		West Liberty University		
		2013	System Goal	2013-14	Five Year Average	2018 Target
ACCESS						
	Fall Head Count	66,178	73,500	2,780	2,749	2,820
	Annualized FTE	61,716	68,000	2,702	2,623	2,652
	Fall First-Time Freshmen Headcount	11,188	12,750	501	539	525
	Fall Low-Income Student Headcount	19,866	22,000	1,119	1,109	1,170
	Fall Underrepresented Racial/Ethnic Group Total	6,844	6,700	192	136	160
	Fall Adult (25+) Headcount	8,938	11,500	318	322	360
SUCCESS						
	Students Passing Developmental Courses					
	Math	69.3%	70%	75.0%	**	80.0%
	English	75.0%	75%	79.1%	**	85.0%
	Developmental Students Passing College-Level Course					
	Math	31.6%	60%	39.1%	**	50.0%
	English	56.3%	70%	63.7%	**	75.0%
	Retention					
	Full-Time, First-Time Freshmen	74.7%	80%	75.7%	**	79.0%
	Part-time, First-Time Freshmen	48.0%	50%	0.0%	**	35.0%
	Low-Income First-Time Freshmen	66.6%	75%	72.2%	**	73.0%
	Returning Adults	54.6%	65%	79.3%	**	70.5%
	Transfer Students	73.4%	76%	76.0%	**	78.0%
	Underrepresented Racial/Ethnic Group Total	64.6%	75%	0.0%	**	68.0%
	Progress Toward Degree					
	First-Time Freshmen Earning 30 Hours	47.8%	65%	56.7%	**	63.0%
	Four-Year Graduation Rate Cohort Years:	2009	2014	2009		2014
	First-Time Freshmen	23.4%	30%	20.9%	**	22.0%
	Low-Income First-Time Freshmen	17.0%	20%	13.6%	**	15.0%
	Returning Adults	39.1%	48%	58.8%	**	54.0%
	Transfer Students	43.2%	48%	47.6%	**	45.0%
	Underrepresented Racial/Ethnic Group Total	13.0%	20%	15.4%	**	12.0%
	Six-Year Graduation Rate Cohort Years:	2007	2012	2007		2012
	First-Time Freshmen	46.0%	60%	39.5%	**	42.5%
	Low-Income First-Time Freshmen	34.6%	40%	28.0%	**	35.0%
	Returning Adults	42.4%	58%	56.8%	**	62.5%
	Transfer Students	53.0%	58%	52.5%	**	54.0%
	Underrepresented Racial/Ethnic Group Total	29.6%	40%	10.7%	**	24.0%
IMPACT						
	Degrees Awarded	13,295	15,500	527	465	497
	STEM Degrees	3,108	3,750	31	35	48
	STEM Education Degrees	121	**	10	10	13
	Health Degrees	1,850	2,000	104	97	123

## CONCERNS

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- West Liberty's Research and Development strategy includes a plan to develop a workshop series to provide faculty with information related research skills, scholarly writing, and grant-writing skills. The review team commends the institution for its approach to promoting faculty research and encourages the administration to consider assigning oversight responsibilities to a senior faculty member or administrator, as junior faculty may not have sufficient grant-writing experience to appropriately educate their colleagues on these topics, or sufficient influence within the institution to effect meaningful change in research and development policy.

## REQUESTS

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- The review team asks that West Liberty revisit its Graduation Rates strategy and propose additional activities directly aimed at increasing four- and six-year graduation rates.

## RECOMMENDATION OF THE REVIEW TEAM

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The review team recommends **approval of the West Liberty University Compact submission**, contingent upon receipt and review of the revisions requested.

**The deadline for responding to requested items or completing items required for approval is June 7, 2015.**

West Virginia State University

Report of the Review Team  
on the 2014 Compact Submission

April 2015



## HIGHLIGHTS

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- West Virginia State University offers an innovative Enrollment strategy with three activities designed to grow its headcount enrollment. Among these is an initiative called “Return to Learn,” which encourages adult learners and students who left the institution before earning a degree to pursue degree completion. The institution plans to provide these students with individualized information regarding the steps and processes needed to develop a clear path to enrollment and degree attainment.
- The review team was impressed with WV State University’s efforts to improve and expand its developmental education services. The institution plans to create a state-of-the-art math learning center to provide computer-based supplemental instruction to developmental math students. Plans are also underway to relocate the institution’s Writing Center to the library, and to implement a stretch course format for developmental English.
- The review team was impressed with WV State University’s efforts to build support networks for its first-time freshmen as part of an innovative First-Year Retention strategy. The institution’s enrollment management and student affairs teams will work to enhance the new student orientation program to encourage connection and engagement with other students, faculty and staff, and to better inform new students of the programs and services available to them. The institution also plans to develop a check-in process in which enrollment management and student affairs personnel will contact targeted sub-populations within the freshmen class to obtain feedback and discuss support services.
- The review team commends State’s use of DegreeWorks, a software tool designed to help advisors guide students along the most efficient path to completion while providing students with valuable information related to course selection and academic progress, and was impressed with the institution’s plan to expand its use of DegreeWorks to include degree maps with milestones. The review team looks forward to following State’s successes and is particularly interested to learn more about the benefits of degree mapping.
- Recognizing that outstanding financial balances might discourage first-time freshmen from returning after their first year, WV State University plans to reach out to these students to discuss alternative payment arrangements and to encourage them to continue their studies. The review team believes that this activity might also help the institution identify students who are eligible for additional financial aid.
- The *15 to Finish* campaign promotes on-time completion by encouraging students to take at least 15 credit hours per semester. The review team applauds State’s efforts to distribute *15 to Finish* information to students.
- West Virginia State University’s student-centered Graduate Student Success strategy includes plans to develop a graduate student advisory council to help advise graduate program coordinators, and also to engage faculty in identifying research opportunities for graduate students.

- State's Financial Aid Comprehensive Plan and Default Rate strategy underscore the institution's commitment to financial literacy, promoting responsible borrowing, and encouraging timely repayment of student loans. The review team was particularly impressed with the institution's plans to emphasize the potential financial consequences of course withdrawals, changes in majors, and excessive borrowing. The institution's FAFSA Wednesday sessions, Lunch and Learn events, and financial information tables in residence halls are also noteworthy activities.

# SUMMARY OF 2018 INSTITUTIONAL TARGETS

The following table provides a summary of institutional targets and system goals on the key metrics outlined in the Commission's 2013-18 Master Plan. In some cases, institutions established 2018 targets lower than their actual 2013-14 values, their five-year averages, or the minimum contributions needed from each institution in order for the system to achieve its 2018 system-wide goal. Those occurrences are highlighted in orange. The review team asks all institutions to review the metrics submitted with their compact proposals, with particular attention focused on 2018 targets to ensure that they have set realistic targets that also contribute to the overall mission of reaching institution- and state-level goals. The Commission's Policy and Planning Division will be initiating a review process prior to the November 1<sup>st</sup>, 2015 deadline to revise institutional targets.

		System		WV State University		
		2013	System Goal	2013-14	Five Year Average	2018 Target
ACCESS						
	Fall Head Count	66,178	73,500	2,664	3,081	3,549
	Annualized FTE	61,716	68,000	2,139	2,343	2,859
	Fall First-Time Freshmen Headcount	11,188	12,750	416	365	500
	Fall Low-Income Student Headcount	19,866	22,000	1,182	1,322	1,575
	Fall Underrepresented Racial/Ethnic Group Total	6,844	6,700	296	444	509
	Fall Adult (25+) Headcount	8,938	11,500	847	1,069	1,150
SUCCESS						
	Students Passing Developmental Courses					
	Math	69.3%	70%	56.6%	**	60.0%
	English	75.0%	75%	73.0%	**	77.0%
	Developmental Students Passing College-Level Course					
	Math	31.6%	60%	33.6%	**	28.0%
	English	56.3%	70%	56.8%	**	55.0%
	Retention					
	Full-Time, First-Time Freshmen	74.7%	80%	62.5%	**	70.0%
	Part-time, First-Time Freshmen	48.0%	50%	55.6%	**	60.0%
	Low-Income First-Time Freshmen	66.6%	75%	57.3%	**	60.0%
	Returning Adults	54.6%	65%	58.3%	**	65.0%
	Transfer Students	73.4%	76%	72.6%	**	70.0%
	Underrepresented Racial/Ethnic Group Total	64.6%	75%	35.3%	**	60.0%
	Progress Toward Degree					
	First-Time Freshmen Earning 30 Hours	47.8%	65%	21.2%	**	30.0%
	Four-Year Graduation Rate Cohort Years:	2009	2014	2009		2014
	First-Time Freshmen	23.4%	30%	8.5%	**	14.0%
	Low-Income First-Time Freshmen	17.0%	20%	6.1%	**	12.0%
	Returning Adults	39.1%	48%	33.8%	**	40.0%
	Transfer Students	43.2%	48%	38.4%	**	45.0%
	Underrepresented Racial/Ethnic Group Total	13.0%	20%	3.9%	**	15.0%
	Six-Year Graduation Rate Cohort Years:	2007	2012	2007		2012
	First-Time Freshmen	46.0%	60%	19.6%	**	30.0%
	Low-Income First-Time Freshmen	34.6%	40%	16.3%	**	25.0%
	Returning Adults	42.4%	58%	42.1%	**	45.0%
	Transfer Students	53.0%	58%	43.3%	**	55.0%
	Underrepresented Racial/Ethnic Group Total	29.6%	40%	16.1%	**	22.0%
IMPACT						
	Degrees Awarded	13,295	15,500	435	411	449
	STEM Degrees	3,108	3,750	54	53	66
	STEM Education Degrees	121	**	12	12	10
	Health Degrees	1,850	2,000	14	16	23



## CONCERNS

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- The review team noted that West Virginia State University provided a Research and Development strategy that focused on student research and integrating Land Grant researchers into academic departments. The review team notes that neither of these strategies is likely to increase research grants and suggests that West Virginia State University implement activities to support grant-writing and grant success.

## REQUESTS

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- West Virginia State University's Graduation Rates strategy does not specifically address the required target populations as defined in the 2013-2018 HEPC Master Plan. The review team requests that the institution revise its Graduation Rates strategy to include at least one activity focused on HEPC target populations.

## RECOMMENDATION OF THE REVIEW TEAM

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The review team recommends **approval of the West Virginia State University Compact submission** contingent upon receipt and review of the revisions requested.

**The deadline for responding to requested items or completing items required for approval is June 7, 2015.**

West Virginia University

Report of the Review Team  
on the 2014 Compact Submission

April 2015



## HIGHLIGHTS

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- West Virginia University proposes a 2018 headcount enrollment target of 36,000 students, to include 5,500 new freshmen. The institution's ambitious enrollment strategy will create and deliver a comprehensive communications plan to ensure effective and consistent messaging of its brand, integration and coordination of the outreach efforts of key recruitment personnel, and facilitation of timely communication with prospective students. WVU will also implement a coordinated tele-counseling initiative designed to ensure consistent communications with prospective students, and to engage student ambassadors, faculty and alumni in the recruiting process. Lastly, the institution will enhance its strategies for the recruitment of underrepresented racial and ethnic groups, to include individualized programming of campus visits to ensure that prospective students are made aware of the resources available to them.
- The review team commends WVU's retention efforts, which include innovative activities like Project 168, an initiative designed to help students focus on time management, and Live Learn Communities that engage faculty in working with student groups to promote problem- and project-based learning.
- WVU recognizes that first-time freshmen typically enroll in 17-18 credits during their first semester of college, and that many of those who are also enrolled in non-credit-bearing remedial courses like math workshop often become overwhelmed by the course load. To combat this problem, the institution plans to transform its math workshop into a credit-bearing course delivered through a series of five-week modules using the flipped instruction model.
- The institution proposes a comprehensive Progress Toward Degree strategy that actively promotes on-time degree completion. The review team commends WVU's use of DegreeWorks and AdvisorTrac, software tools designed to help advisors guide students along the most efficient path to completion while providing students with valuable information related to course selection and academic progress. The team also applauds the institution's efforts to employ "just-in-time data" to engage students at risk for failure in targeted intervention activities such as Mid-Year Academy and Mid-Term Success Event.
- WVU's Graduation Rates Strategy highlights its plans to create pathways to graduate school for Regents Bachelor of Arts (RBA) students through partnerships between the RBA program and several of WVU's graduate programs, and focused efforts to increase the number of completers among RBA students. The review team applauds WVU's plans to contact inactive RBA students who are within two semesters of graduation to encourage degree completion, and also its efforts to promote a new model of self-directed advising through which campus advisors will build relationships with and serve as advocates for RBA students.
- WVU will continue its ongoing implementation of Digital Measures, a database system designed to archive faculty performance data, track faculty scholarship activities, and generate accurate and timely reports.

- WVU experienced a dramatic increase in its federal student loan default rate, which climbed from 5.3% for the 2006 cohort to 10.5% for the 2011 cohort. The institution has focused the activities in its Student Loan Default Rate strategy, to include the development of a Default Prevention Task Force and the pursuit of partnerships with default management service providers like Inceptia and Ed Financial, on reducing the student loan default rate for the 2015 cohort. The review team looks forward to following WVU's success in this area.
- Despite a 10% decline in federal research funding nationwide, WVU hopes to pursue an aggressive research and development strategy that focuses on increasing faculty competitiveness and expanding contract support for research from the private sector. The institution proposes an extensive list of activities designed to maintain its position as a premier research institution. These activities include: grant writing workshops; seed grants; establishing a LaunchLab for commercialization of research discoveries; embedding commercialization coaches across the institution; developing the Center for Smart Defense to match university capabilities with DoD and defense industry needs; and establishing the WVU Energy Center.
- The review team applauds WVU's efforts to attract new student veterans, service members, and dependents. The institution has demonstrated a commitment to making the transition from military to academic life for veterans and their families as easy as possible through partnerships with the Yellow Ribbon program, the Veterans Administration, and Upward Bound program.

# SUMMARY OF 2018 INSTITUTIONAL TARGETS

The following table provides a summary of institutional targets and system goals on the key metrics outlined in the Commission's 2013-18 Master Plan. In some cases, institutions established 2018 targets lower than their actual 2013-14 values, their five-year averages, or the minimum contributions needed from each institution in order for the system to achieve its 2018 system-wide goal. Those occurrences are highlighted in orange. The review team asks all institutions to review the metrics submitted with their compact proposals, with particular attention focused on 2018 targets to ensure that they have set realistic targets that also contribute to the overall mission of reaching institution- and state-level goals. The Commission's Policy and Planning Division will be initiating a review process prior to the November 1<sup>st</sup>, 2015 deadline to revise institutional targets.

		System		West Virginia University		
		2013	System Goal	2013-14	Five Year Average	2018 Target
ACCESS						
	Fall Head Count	66,178	73,500	29,673	29,662	30,000
	Annualized FTE	61,716	68,000	29,666	29,681	30,000
	Fall First-Time Freshmen Headcount	11,188	12,750	4,912	4,937	5,000
	Fall Low-Income Student Headcount	19,866	22,000	5,960	6,016	6,300
	Fall Underrepresented Racial/Ethnic Group Total	6,844	6,700	3,037	2,598	3,300
	Fall Adult (25+) Headcount	8,938	11,500	1,657	1,674	1,800
SUCCESS						
	Students Passing Developmental Courses					
	Math	69.3%	70%	**	**	**
	English	75.0%	75%	**	**	**
	Developmental Students Passing College-Level Course					
	Math	31.6%	60%	**	**	**
	English	56.3%	70%	**	**	**
	Retention					
	Full-Time, First-Time Freshmen	74.7%	80%	80.0%	**	83.0%
	Part-time, First-Time Freshmen	48.0%	50%	53.6%	**	45.0%
	Low-Income First-Time Freshmen	66.6%	75%	73.8%	**	80.0%
	Returning Adults	54.6%	65%	52.8%	**	60.0%
	Transfer Students	73.4%	76%	77.1%	**	82.0%
	Underrepresented Racial/Ethnic Group Total	64.6%	75%	71.4%	**	80.0%
	Progress Toward Degree					
	First-Time Freshmen Earning 30 Hours	47.8%	65%	54.7%	**	62.5%
	Four-Year Graduation Rate Cohort Years:	2009	2014	2009	2014	
	First-Time Freshmen	23.4%	30%	28.1%	**	35.0%
	Low-Income First-Time Freshmen	17.0%	20%	22.0%	**	23.0%
	Returning Adults	39.1%	48%	43.0%	**	47.0%
	Transfer Students	43.2%	48%	49.0%	**	57.0%
	Underrepresented Racial/Ethnic Group Total	13.0%	20%	18.0%	**	20.0%
	Six-Year Graduation Rate Cohort Years:	2007	2012	2007	2012	
	First-Time Freshmen	46.0%	60%	56.2%	**	60.0%
	Low-Income First-Time Freshmen	34.6%	40%	48.9%	**	48.0%
	Returning Adults	42.4%	58%	54.4%	**	56.0%
	Transfer Students	53.0%	58%	64.8%	**	67.0%
	Underrepresented Racial/Ethnic Group Total	29.6%	40%	47.1%	**	45.0%
IMPACT						
	Degrees Awarded	13,295	15,500	6,367	6,290	6,750
	STEM Degrees	3,108	3,750	1,975	1,897	2,070
	STEM Education Degrees	121	**	78	78	265
	Health Degrees	1,850	2,000	809	807	900

## CONCERNS

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- Although not a reflection on WVU's main campus Compact submission, the review team was concerned about the lack of connection between innovative programs and resources that are in place or being initiated at the Morgantown campus and those planned at that the Potomac State and WVU Tech campuses. The review team cited several instances where there was duplication of efforts or there was a clear opportunity to share resources, such as assessment tools, training, and software. The review team recommends that Compact coordinators and other administrators from the three institutions meet to discuss how they can best assist one another in avoiding duplicative efforts and share resources in order to meet institutional goals.

## REQUESTS

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- There are no requests.

## RECOMMENDATION OF THE REVIEW TEAM

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The review team recommends **approval of the West Virginia University Compact submission.**

West Virginia University  
Institute of Technology

Report of the Review Team  
on the 2014 Compact Submission

April 2015



West Virginia  
Higher Education  
Policy Commission

## HIGHLIGHTS

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- WVU-Tech's Enrollment strategy focuses on increasing enrollment of adult learners in its Regents Bachelor of Arts (RBA) program through the development of new online degree programs. The institution plans to grow its inventory of upper-division online courses, beginning with five new courses set to roll out in 2015.
- The review team appreciates WVU-Tech's efforts to reconvene its Retention Committee for the purpose of reviewing the success of its current retention efforts and to work to identify areas of improvement.
- The institution is commended for its use of an electronic "Early Alert Portal" designed to enable faculty to identify academic at-risk students, and to connect those students with appropriate support to include tutoring, advising, and referral to other campus resources. The portal automatically notifies the Provost, who in turn shares information with the appropriate faculty and staff. The review team recommends that the institution consider streamlining this process by programming the system to send automatic notifications to advisors and academic deans.
- To promote faculty participation in scholarly pursuits, WVU-Tech plans to seek funding to reestablish its faculty research fund, and will engage its Faculty Assembly Research Committee in the process of developing new procedures and criteria for grant applications and award selection. The committee also plans to conduct online faculty survey to gain a clearer picture of faculty research interests.
- The review team applauds WVU-Tech's efforts to improve degree production through the increased recruitment of adult learners and community college students. The institution plans to pursue additional articulation agreements with community colleges and to implement a marketing strategy aimed at recruitment for its Regents Bachelor of Arts (RBA) program.
- The review team recognizes as a best practice WVU-Tech's proposal to require all faculty who develop online course content to complete Quality Matters training and to apply the Quality Matters rubric to evaluation of online content.



# SUMMARY OF 2018 INSTITUTIONAL TARGETS

The following table provides a summary of institutional targets and system goals on the key metrics outlined in the Commission's 2013-18 Master Plan. In some cases, institutions established 2018 targets lower than their actual 2013-14 values, their five-year averages, or the minimum contributions needed from each institution in order for the system to achieve its 2018 system-wide goal. Those occurrences are highlighted in orange. The review team asks all institutions to review the metrics submitted with their compact proposals, with particular attention focused on 2018 targets to ensure that they have set realistic targets that also contribute to the overall mission of reaching institution- and state-level goals. The Commission's Policy and Planning Division will be initiating a review process prior to the November 1<sup>st</sup>, 2015 deadline to revise institutional targets.

		System		WVU Institute of Technology			
		2013	System Goal	2013-14	Five Year Average	2018 Target	
ACCESS							
	Fall Head Count	66,178	73,500	1,211	1,218	1,600	
	Annualized FTE	61,716	68,000	1,067	1,046	1,300	
	Fall First-Time Freshmen Headcount	11,188	12,750	303	267	400	
	Fall Low-Income Student Headcount	19,866	22,000	549	508	500	
	Fall Underrepresented Racial/Ethnic Group Total	6,844	6,700	169	158	150	
	Fall Adult (25+) Headcount	8,938	11,500	292	286	400	
SUCCESS							
	Students Passing Developmental Courses						
	Math	69.3%	70%	65.5%	**	60.0%	
	English	75.0%	75%	87.5%	**	80.0%	
	Developmental Students Passing College-Level Course						
	Math	31.6%	60%	29.3%	**	35.0%	
	English	56.3%	70%	65.6%	**	55.0%	
	Retention						
	Full-Time, First-Time Freshmen	74.7%	80%	69.0%	**	65.0%	
	Part-time, First-Time Freshmen	48.0%	50%	75.0%	**	60.0%	
	Low-Income First-Time Freshmen	66.6%	75%	62.8%	**	60.0%	
	Returning Adults	54.6%	65%	45.5%	**	60.0%	
	Transfer Students	73.4%	76%	74.3%	**	70.0%	
	Underrepresented Racial/Ethnic Group Total	64.6%	75%	50.0%	**	50.0%	
	Progress Toward Degree						
	First-Time Freshmen Earning 30 Hours	47.8%	65%	41.9%	**	35.0%	
	Four-Year Graduation Rate	Cohort Years:	2009	2014	2009	2014	
	First-Time Freshmen		23.4%	30%	13.1%	**	20.0%
	Low-Income First-Time Freshmen		17.0%	20%	8.5%	**	15.0%
	Returning Adults		39.1%	48%	44.1%	**	40.0%
	Transfer Students		43.2%	48%	35.4%	**	60.0%
	Underrepresented Racial/Ethnic Group Total		13.0%	20%	3.4%	**	10.0%
	Six-Year Graduation Rate	Cohort Years:	2007	2012	2007	2012	
	First-Time Freshmen		46.0%	60%	27.0%	**	40.0%
	Low-Income First-Time Freshmen		34.6%	40%	21.3%	**	30.0%
	Returning Adults		42.4%	58%	75.0%	**	45.0%
	Transfer Students		53.0%	58%	64.3%	**	55.0%
	Underrepresented Racial/Ethnic Group Total		29.6%	40%	5.7%	**	15.0%
IMPACT							
	Degrees Awarded	13,295	15,500	129	143	160	
	STEM Degrees	3,108	3,750	68	80	90	
	STEM Education Degrees	121	**	N/A	N/A	N/A	
	Health Degrees	1,850	2,000	5	6	12	

## CONCERNS

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- See requests below.

## REQUESTS

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- The institution's Developmental Education strategy includes efforts to align learning objectives between its English 090 and 101 courses and to require students in both courses to complete similar portfolio assignments. The review team notes that WVU-Tech's mathematics pass rates are significantly lower than those in its English courses, and requests that the institution propose at least one significant activity that addresses developmental mathematics education.
- The review team is concerned that WVU-Tech's Graduation Rates strategy focuses too much on the review, selection and administration of a survey instrument, and too little on strategies aimed directly at improving graduation rates. While the team fully appreciates the potential value of information obtained from such an assessment, it believes that the institution should propose a more aggressive approach to increasing its four- and six-year graduation rates, which were most recently reported as 13.1% and 27.0% respectively for first-time freshmen. The team requests that WVU-Tech strengthen its Graduation Rates strategy with at least one additional activity.
- WVU-Tech's Financial Aid Comprehensive Plan centers on the development and administration of survey and assessments. The review team requests that institution revise its plan by proposing activities aimed directly at key financial aid topics such as financial literacy, responsible borrowing, and student loan default.

## RECOMMENDATION OF THE REVIEW TEAM

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The review team recommends **withholding approval of the West Virginia University Institute of Technology Compact submission** until the revisions outlined in this report have been submitted, reviewed and approved.

**The deadline for responding to requested items or completing items required for approval is June 7, 2015.**

**West Virginia Higher Education Policy Commission  
Meeting of May 29, 2015**

**ITEM:** Approval of Fiscal Year 2016 Higher Education Resource Assessment

**INSTITUTIONS:** All

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher Education Policy Commission approves the Fiscal Year 2016 Higher Education Resource Assessment.

**STAFF MEMBER:** Ed Magee

**BACKGROUND:**

During a 2004 special session, the Legislature passed House Bill 101 (West Virginia Code §18B-10-1) consolidating fees into three broad classifications: (a) tuition and required educational and general fees; (b) required educational and general capital fees; and (c) auxiliary and auxiliary capital fees. This legislation also established the Higher Education Resource Assessment (HERA) in §18B-10-2 to be assessed by and transferred to the Commission and Council for Community and Technical College Education as appropriate and used for general operating expenses or to fund statewide programs. The Commission and Council are also to use a portion of the assessments to offset the impact of tuition increases by allocating part of the assessment to the Higher Education Grant Program.

For the past eleven years, the Commission has approved a uniform assessment per Full-Time Equivalent (FTE) student that differentiates between resident and non-resident students, generates approximately the same revenues as the current and historic allocations in total, minimizes the changes in allocations by institution, and is predictable for budgeting purposes. The assessment is calculated based on fall enrollment in the current year to determine each institution's assessment for the subsequent fiscal year. Institutions are assessed at a rate of \$35 per resident FTE student and \$150 per non-resident FTE student. Staff recommends continuing with this same assessment for Fiscal Year (FY) 2016.

The total HERA assessment to the four-year institutions for FY 2015 was \$4,725,467. The total HERA assessment proposed for FY 2016 is \$4,651,759. Table 1 summarizes the distribution of HERA for the four-year institutions based upon the final FTE enrollment for Fall 2014. The calculation reflects changes in both enrollment levels and mix of resident and non-resident students.

**Table 1**  
**West Virginia Higher Education Policy Commission**  
**FY 2016 HERA Assessments for HEPC Institutions**

<b>Institution</b>	<b>Standardized HERA Assessment</b>	<b>End of Term Fall 2014 FTE Students</b>	<b>FY 2016 Calculated Assessment</b>	<b>FY 2015 Allocated Assessment</b>	<b>FY 2016 Change Increase / (Decrease)</b>
<b>Bluefield State College</b>					
Resident Undergraduate	\$35	1,156.37	\$40,473		
Resident Graduate/First Professional	\$35	0.00	\$0		
Non-Resident Undergraduate	\$150	195.53	\$29,330		
Non-Resident Graduate/First Professional	\$150	0.00	\$0		
<b>Subtotal</b>		<b>1,351.90</b>	<b>\$69,802</b>	<b>\$78,068</b>	<b>(\$8,265)</b>
<b>Concord University</b>					
Resident Undergraduate	\$35	1,704.27	\$59,649		
Resident Graduate/First Professional	\$35	138.08	\$4,833		
Non-Resident Undergraduate	\$150	454.53	\$68,180		
Non-Resident Graduate/First Professional	\$150	13.50	\$2,025		
<b>Subtotal</b>		<b>2,310.38</b>	<b>\$134,687</b>	<b>\$147,877</b>	<b>(\$13,190)</b>
<b>Fairmont State University</b>					
Resident Undergraduate	\$35	2,983.60	\$104,426		
Resident Graduate/First Professional	\$35	143.33	\$5,017		
Non-Resident Undergraduate	\$150	408.20	\$61,230		
Non-Resident Graduate/First Professional	\$150	8.00	\$1,200		
<b>Subtotal</b>		<b>3,543.13</b>	<b>\$171,873</b>	<b>\$179,875</b>	<b>(\$8,002)</b>
<b>Glenville State College</b>					
Resident Undergraduate	\$35	1,045.20	\$36,582		
Resident Graduate/First Professional	\$35	0.00	\$0		
Non-Resident Undergraduate	\$150	216.53	\$32,480		
Non-Resident Graduate/First Professional	\$150	0.00	\$0		
<b>Subtotal</b>		<b>1,261.73</b>	<b>\$69,062</b>	<b>\$73,794</b>	<b>(\$4,733)</b>
<b>Marshall University</b>					
Resident Undergraduate	\$35	6,587.60	\$230,566		
Resident Graduate/First Professional	\$35	1,621.84	\$56,764		
Non-Resident Undergraduate	\$150	2,071.33	\$310,700		
Non-Resident Graduate/First Professional	\$150	955.42	\$143,313		
<b>Subtotal</b>		<b>11,236.19</b>	<b>\$741,343</b>	<b>\$723,345</b>	<b>\$17,998</b>
<b>Shepherd University</b>					
Resident Undergraduate	\$35	2,040.37	\$71,413		
Resident Graduate/First Professional	\$35	98.50	\$3,448		
Non-Resident Undergraduate	\$150	1,301.63	\$195,245		
Non-Resident Graduate/First Professional	\$150	39.33	\$5,900		
<b>Subtotal</b>		<b>3,479.83</b>	<b>\$276,004</b>	<b>\$293,248</b>	<b>(\$17,244)</b>
<b>West Liberty University</b>					
Resident Undergraduate	\$35	1,550.67	\$54,273		
Resident Graduate/First Professional	\$35	78.08	\$2,733		
Non-Resident Undergraduate	\$150	830.40	\$124,560		
Non-Resident Graduate/First Professional	\$150	44.83	\$6,725		
<b>Subtotal</b>		<b>2,503.98</b>	<b>\$188,291</b>	<b>\$198,047</b>	<b>(\$9,756)</b>
<b>WV School of Osteopathic Medicine</b>					
Resident Undergraduate	\$35	0.00	\$0		
Resident Graduate/First Professional	\$35	264.00	\$9,240		
Non-Resident Undergraduate	\$150	0.00	\$0		
Non-Resident Graduate/First Professional	\$150	543.00	\$81,450		
<b>Subtotal</b>		<b>807.00</b>	<b>\$90,690</b>	<b>\$93,505</b>	<b>(\$2,815)</b>

**Table 1**  
**West Virginia Higher Education Policy Commission**  
**FY 2016 HERA Assessments for HEPC Institutions**

<b>Institution</b>	<b>Standardized HERA Assessment</b>	<b>End of Term Fall 2014 FTE Students</b>	<b>FY 2016 Calculated Assessment</b>	<b>FY 2015 Allocated Assessment</b>	<b>FY 2016 Change Increase / (Decrease)</b>
<b>WV State University</b>					
Resident Undergraduate	\$35	1,948.73	\$68,206		
Resident Graduate/First Professional	\$35	21.08	\$738		
Non-Resident Undergraduate	\$150	243.00	\$36,450		
Non-Resident Graduate/First Professional	\$150	9.75	\$1,463		
<b>Subtotal</b>		<b>2,222.56</b>	<b>\$106,856</b>	<b>\$100,788</b>	<b>\$6,068</b>
<b>West Virginia University</b>					
Resident Undergraduate	\$35	10,343.73	\$362,031		
Resident Graduate/First Professional	\$35	2,749.75	\$96,241		
Non-Resident Undergraduate	\$150	11,724.14	\$1,758,621		
Non-Resident Graduate/First Professional	\$150	2,752.75	\$412,913		
<b>Subtotal</b>		<b>27,570.37</b>	<b>\$2,629,805</b>	<b>\$2,662,470</b>	<b>(\$32,665)</b>
<b>WVU Institute of Technology</b>					
Resident Undergraduate	\$35	795.60	\$27,846		
Resident Graduate/First Professional	\$35	0.00	\$0		
Non-Resident Undergraduate	\$150	306.47	\$45,971		
Non-Resident Graduate/First Professional	\$150	0.00	\$0		
<b>Subtotal</b>		<b>1,102.07</b>	<b>\$73,817</b>	<b>\$68,088</b>	<b>\$5,729</b>
<b>Potomac State College of WVU</b>					
Resident Undergraduate	\$35	852.27	\$29,829		
Resident Graduate/First Professional	\$35	0.00	\$0		
Non-Resident Undergraduate	\$150	464.67	\$69,701		
Non-Resident Graduate/First Professional	\$150	0.00	\$0		
<b>Subtotal</b>		<b>1,316.94</b>	<b>\$99,530</b>	<b>\$106,364</b>	<b>(\$6,834)</b>
<b>Total for HEPC Institutions</b>					
Resident Undergraduate		31,008.41	\$1,085,294		
Resident Graduate/First Professional		5,114.66	\$179,013		
Non-Resident Undergraduate		18,216.43	\$2,732,465		
Non-Resident Graduate/First Professional		4,366.58	\$654,987		
<b>Grand Total</b>		<b>58,706.08</b>	<b>\$4,651,759</b>	<b>\$4,725,467</b>	<b>(\$73,708)</b>

**West Virginia Higher Education Policy Commission  
Meeting of May 29, 2015**

**ITEM:** Approval of Institution Capital Assessments for Fiscal Year 2016

**INSTITUTIONS:** All

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher Education Policy Commission approves the institution capital assessments for Fiscal Year 2016 as shown in Table 2.

**STAFF MEMBER:** Ed Magee

**BACKGROUND:**

The Commission pays system-wide debt service payments on behalf of the four-year and two-year institutions to the trustees, the Municipal Bond Commission and The Bank of New York Mellon. Table 1 shows the total amount of debt service payments due in Fiscal Year 2016. Of the \$35,238,657 required for this year, \$13,912,139 must be allocated across institutions and paid from student fees and \$21,326,518 will be paid from Lottery revenue appropriated to the Commission and \$1,338,285 from the Federal Government as a subsidy from the 2010 Build America Bonds.

Staff seeks approval of the Commission and the West Virginia Council for Community and Technical College Education to allocate the student fee portion of debt service, \$13,912,539, and the facilities planning and administration assessment of \$421,082 as shown in Table 2 to the institutions.

Staff will move the funds from the institutions' accounts on September 1 and March 1 in order to make the debt service payments to the trustees. Institutions are restricted from using their Education and General Capital Fees (formerly Tuition and Registration Fees) until such time as adequate funds have been collected for debt service payments in any given fiscal year.

**Table 1**  
**West Virginia Higher Education Policy Commission**  
**West Virginia Council for Community & Technical College Education**  
**FY 2016 Capital Debt Payment Summary**

	FY 2016 PAYMENTS			Principal Outstanding
	Principal	Interest	Total	
<b>College System Bonds:</b>				
Series 2007 A	380,000	252,876	<b>\$632,876</b>	<b>\$5,400,000</b>
<b>Total College System Bonds</b>	<b>\$380,000</b>	<b>\$252,876</b>	<b>\$632,876</b>	<b>\$5,400,000</b>
Series 1998 A	1,940,000	1,877,413	<b>\$3,817,413</b>	<b>\$33,305,000</b>
Series 2000 A	2,677,024	4,122,976	<b>\$6,800,000</b>	<b>\$24,732,484</b>
Series 2004 B (MU)	1,135,000	56,750	<b>\$1,191,750</b>	<b>\$0</b>
Series 2007 A	925,000	545,100	<b>\$1,470,100</b>	<b>\$11,730,000</b>
<b>Total University System Bonds</b>	<b>\$6,677,024</b>	<b>\$6,602,239</b>	<b>\$13,279,263</b>	<b>\$69,767,484</b>
<b>Total College and University System Bonds</b>	<b>\$7,057,024</b>	<b>\$6,855,115</b>	<b>\$13,912,139</b>	<b>\$75,167,484</b>
<b>Excess Lottery Revenue Bonds:</b>				
Series 2009 A	1,615,000	3,383,463	<b>\$4,998,463</b>	<b>\$69,520,000</b>
Series 2010 A	1,510,000	4,824,197	<b>\$6,334,197</b>	<b>\$69,785,000</b>
Series 2012 AB	<u>4,205,000</u>	<u>5,788,859</u>	<b><u>\$9,993,859</u></b>	<b><u>\$122,085,000</u></b>
<b>Total Excess Lottery Revenue Bonds</b>	<b>\$7,330,000</b>	<b>\$13,996,518</b>	<b>\$21,326,518</b>	<b>\$261,390,000</b>
<b>Grand Total</b>	<b><u>\$14,387,024</u></b>	<b><u>\$20,851,633</u></b>	<b><u>\$35,238,657</u></b>	<b><u>\$336,557,484</u></b>

Table 2

**West Virginia Higher Education Policy Commission  
West Virginia Council for Community & Technical College Education  
FY 2016 Institutional Assessments to Cover System Bond Debt**

	<b>Principal</b>	<b>Interest</b>	<b>Facilities</b>	<b>Total</b>	<b>1st Half Assessment</b>	<b>2nd Half Assessment</b>
<b>College System Bonds:</b>						
Blue Ridge Community and Technical College	\$0	\$0	\$8,364	<b>\$8,364</b>	\$4,182	\$4,182
Bluefield State College	\$0	\$0	\$1,792	<b>\$1,792</b>	\$896	\$896
BridgeValley Community and Technical College	\$0	\$0	\$13,387	<b>\$13,387</b>	\$6,694	\$6,693
Concord University	\$0	\$0	\$22,811	<b>\$22,811</b>	\$11,405	\$11,406
Fairmont State University	\$181,182	\$120,570	\$49,002	<b>\$350,754</b>	\$175,377	\$175,377
Glenville State College	\$57,898	\$38,529	\$11,203	<b>\$107,630</b>	\$53,815	\$53,815
New River Community and Technical College	\$0	\$0	\$1,550	<b>\$1,550</b>	\$775	\$775
Shepherd University	\$0	\$0	\$37,820	<b>\$37,820</b>	\$18,910	\$18,910
West Liberty University	\$140,920	\$93,777	\$30,579	<b>\$265,276</b>	\$132,638	\$132,638
West Virginia Northern Community College	\$0	\$0	\$2,257	<b>\$2,257</b>	\$1,129	\$1,128
West Virginia State University	\$0	\$0	\$19,060	<b>\$19,060</b>	\$9,530	\$9,530
WVU Institute of Technology	\$0	\$0	\$12,716	<b>\$12,716</b>	\$6,358	\$6,358
<b>Total College System Bonds</b>	<b>\$380,000</b>	<b>\$252,876</b>	<b>\$210,541</b>	<b>\$843,417</b>	<b>\$421,709</b>	<b>\$421,708</b>
<b>University System Bonds:</b>						
Marshall University	\$1,887,256	\$561,532	\$46,082	<b>\$2,494,870</b>	\$1,247,435	\$1,247,435
Mountwest Community and Technical College	\$172,744	\$40,318	\$5,500	<b>\$218,562</b>	\$109,281	\$109,281
Potomac State College	\$0	\$0	\$2,105	<b>\$2,105</b>	\$1,052	\$1,053
West Virginia University	\$4,617,024	\$6,000,389	\$153,696	<b>\$10,771,109</b>	\$5,385,555	\$5,385,554
WVU Parkersburg	\$0	\$0	\$3,158	<b>\$3,158</b>	\$1,579	\$1,579
<b>Total University System Bonds</b>	<b>\$6,677,024</b>	<b>\$6,602,239</b>	<b>\$210,541</b>	<b>\$13,489,804</b>	<b>\$6,744,902</b>	<b>\$6,744,902</b>
<b>Totals All Bonds</b>	<b>\$7,057,024</b>	<b>\$6,855,115</b>	<b>\$421,082</b>	<b>\$14,333,221</b>	<b>\$7,166,611</b>	<b>\$7,166,610</b>



**West Virginia Higher Education Policy Commission**  
**Meeting of May 29, 2015**

**ITEM:** Review of Institutional Operating and Capital Budgets and Approval of Fiscal Year 2016 Institutional Capital Budgets

**INSTITUTIONS:** All

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher Education Policy Commission approves the Fiscal Year 2016 institutional capital budgets.

**STAFF MEMBER:** Ed Magee

**BACKGROUND:**

West Virginia Code §18B-1B-4 requires the Commission to review institutional operating budgets and review and approve capital budgets for all governing boards under its jurisdiction, except the governing boards of Marshall University and West Virginia University. For the governing boards of Marshall University and West Virginia University, the Commission may review and comment upon the institutional operating budgets and capital budgets. The Commission's comments, if any, must be made part of the governing board's minute record.

The operating and capital budgets were submitted on forms prescribed by Commission staff. Together, the operating and capital budgets reflect all planned revenues and expenditures for Fiscal Year 2016. The historical operating data as well as operating and capital budget data for Fiscal Year 2015 are provided for comparison purposes. To provide a complete description of planned expenditures, debt principal payments are included in the capital budget.

The format for the Budget Analysis is similar to the format used to prepare institutional financial statements. The Income Before Other Revenues, Expenses, Gains or Losses reflects institutional income before capital grants, gifts and bond proceeds from the Commission. Capital grants, gifts and bond proceeds tend to be one-time non-recurring sources of revenue and are not reflective of trends. The effect of Other Post-Employment Benefits liability and expense is also reflected in the budget.

The Capital Budget displays the funding sources and uses for institutional capital projects and other capital expenditures as well as debt financing. The capital projects are categorized investment criteria. The definitions for these categories are provided below.

The Budget Analysis includes federal and state grants and contracts. The actual revenues received may vary considerably from budgeted amounts because grant award

processes are very competitive. Actual capital expenditures may also vary significantly from budgets because projects may be delayed for a variety of reasons. In addition unanticipated building repairs may be required during a fiscal year.

The operating and capital budgets for West Virginia University, Potomac State College of West Virginia University, West Virginia University Institute of Technology, Marshall University and West Virginia State University will be reviewed and/or approved at a special meeting of the Commission in June 2015.

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**Higher Education Policy Commission  
Community and Technical College System  
Capital Budget Definitions**

**Investment Criteria**

“Asset Preservation” means projects that preserve or enhance the integrity of building systems or building structure, or campus infrastructure.

“Economic Operations” means projects that result in a reduction of annual operating costs or capital savings.

“Equipment” means movable capitalized equipment

“Misc. Repairs and Alterations” means repair and alteration projects for less than \$100,000 for institutions with fewer than 10,000 students and \$1 million for institutions with more than 10,000 FTE

“New Construction” means new facilities and/or additions adding new square feet and new infrastructure

“Program Improvement” means projects that improve the functionality of space, primarily driven by academic, student life and athletic programs or departments. These projects are also issues of campus image and impact.

“Reliability” means issues of imminent failure or compromise to the system that may result in interruption to program or use of space.

“Safety/Code” means code compliance issues and institutional safety priorities or items that are not in conformance with current codes, even though the system is “grandfathered” and exempt from current code.

**West Virginia Higher Education Policy Commission**  
**Bluefield State College**  
**Operating Budget**  
**(Dollars in Thousands)**  
**FY 2016**

	<b>FY 2015 YTD Actual</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>Percent Change</b>
	<b>Note A</b>			
<b>OPERATING REVENUES</b>				
Tuition and Fees	\$3,878	\$5,092	\$5,441	7%
Grants and Contracts	4,882	6,600	6,100	-8%
Auxiliary Enterprises	899	1,362	1,165	-14%
Service Agreement Revenues	0	0	0	0%
Other Operating Revenues	60	65	68	5%
<b>TOTAL OPERATING REVENUES</b>	<b><u>9,719</u></b>	<b><u>13,119</u></b>	<b><u>12,774</u></b>	<b>-3%</b>
<b>OPERATING EXPENSES</b>				
Salaries and Wages	9,434	12,083	12,053	0%
Benefits	2,415	2,834	3,078	9%
Utilities	572	755	800	6%
Supplies and Other Services	3,453	6,007	4,477	-25%
Scholarships and Fellowships	2,278	2,586	3,083	19%
Other Operating Expenses	0	0	0	0%
Cost of Services provided to other institutions	0	0	0	0%
Depreciation Expense	1,250	1,500	1,500	0%
<b>TOTAL OPERATING EXPENSES</b>	<b><u>19,402</u></b>	<b><u>25,765</u></b>	<b><u>24,991</u></b>	<b>-3%</b>
<b>NONOPERATING REVENUES AND EXPENSES</b>				
State Appropriations	5,857	5,857	5,815	-1%
Federal Pell Grants	4,375	4,800	5,000	4%
Gifts	0	0	0	0%
Interest on capital asset related debt	0	0	0	0%
Assessments by the Commission for Systems Debt	(110)	(109)	(75)	-31%
Other Nonoperating revenues	<u>0</u>	<u>4</u>		0%
<b>TOTAL NONOPERATING REVENUES AND EXPENSES</b>	<b><u>10,122</u></b>	<b><u>10,552</u></b>	<b><u>10,740</u></b>	<b>2%</b>
<b>Income Before Other Revenues, Expenses, Gains or Losses</b>	<b><u>439</u></b>	<b><u>(2,094)</u></b>	<b><u>(1,477)</u></b>	
<b>Capital Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Increase Decrease in Net Assets</b>	<b><u>\$439</u></b>	<b><u>(\$2,094)</u></b>	<b><u>(\$1,477)</u></b>	
<b>Impact of OPEB on income before other Revenues, Expenses, Gains or Losses</b>	<b><u>312</u></b>	<b><u>840</u></b>	<b><u>300</u></b>	<b>-64%</b>
<b>Income before other Revenues, Expenses, Gains or Losses without OPEB</b>	<b><u>\$751</u></b>	<b><u>(\$1,254)</u></b>	<b><u>(\$1,177)</u></b>	<b>-6%</b>
<b>Beginning Net Assets excluding OPEB</b>	<b>21,656</b>	<b>21,985</b>	<b>20,731</b>	<b>-6%</b>
<b>Ending Net Assets excluding OPEB</b>	<b>22,407</b>	<b>20,731</b>	<b>19,554</b>	<b>-6%</b>
<b>NONEXPENDABLE ASSETS</b>				
<b>Beginning Nonexpendable Assets</b>	<b>\$486</b>	<b>\$460</b>	<b>\$486</b>	<b>6%</b>
<b>Ending Nonexpendable Assets</b>	<b>\$486</b>	<b>\$460</b>	<b>\$486</b>	<b>6%</b>

**West Virginia Higher Education Policy Commission  
Capital Budget  
Bluefield State College**

Description	Budget FY 2015	Budget FY 2016	Percent Change
<b>Projects with Established Timelines and Funding</b>			
<b>Funding Sources:</b>			
Cash Balances	\$ 300	\$ 100	-67%
EAST Bond Proceeds			
HEPC Bond Proceeds	-		
Institutional Bond Proceeds			
Other Financing			
Gifts			
Federal Grants	400		
Grants			
State Support			
Current Revenue/Savings	200	200	0%
Rent/Rent Savings			
<b>Total Funding Sources</b>	<b>900</b>	<b>300</b>	<b>-67%</b>
<b>Uses by Project Category:</b>			
Reliability			
Safety/Code	600		
Economic Operations			
Program Improvement			
New Construction			
Miscellaneous Capital Repairs and Alterations			
Equipment			
<b>Total Uses</b>	<b>600</b>	<b>-</b>	<b>-100%</b>
<b>Debt Financing</b>			
New Bond Debt	-		
Bond Principal Payment	109	75	-31%
Lease Liability			
Lease Principal Payment			
<b>Total Debt Financing Costs</b>	<b>109</b>	<b>75</b>	<b>-31%</b>
<b>Balances</b>			
Beginning Investment in Plant	19,064	18,195	-5%
Beginning Long Term Plant Debt	260	185	-29%
Beginning Net Investment In Plant	18,804	18,010	-4%
Total Additions to Plant Facilities	1,000	-	-100%
Depreciation	1,500	1,500	0%
Net Change in Long Term Debt	109	75	-31%
Ending Net Investment in Plant	18,195	16,435	-10%

**West Virginia Higher Education Policy Commission  
Concord University  
Operating Budget  
(Dollars in Thousands)  
FY 2016**

	<b>FY 2015 YTD Actual</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>Percent Change</b>
<b>OPERATING REVENUES</b>				
Tuition and Fees	\$8,260	\$8,142	\$8,439	4%
Grants and Contracts	7,619	7,619	7,678	1%
Auxiliary Enterprises	7,986	7,986	8,588	8%
Service Agreement Revenues	0	0	0	0%
Other Operating Revenues	563	563	520	-8%
<b>TOTAL OPERATING REVENUES</b>	<b>24,428</b>	<b>24,310</b>	<b>25,225</b>	<b>4%</b>
<b>OPERATING EXPENSES</b>				
Salaries and Wages	16,717	16,717	17,050	2%
Benefits	4,522	4,522	4,719	4%
Utilities	1,813	1,813	1,912	5%
Supplies and Other Services	8,899	8,899	9,185	3%
Scholarships and Fellowships	5,523	5,523	5,689	3%
Other Operating Expenses	149	149	148	-1%
Cost of Services provided to other institutions	0	0	0	
Depreciation Expense	2,185	2,185	2,185	0%
<b>TOTAL OPERATING EXPENSES</b>	<b>39,808</b>	<b>39,808</b>	<b>40,888</b>	<b>3%</b>
<b>NONOPERATING REVENUES AND EXPENSES</b>				
State Appropriations	9,040	9,040	8,934	-1%
Investment Income	409	409	200	
Federal Pell Grants	5,700	5,700	5,700	0%
Gifts	0	0	0	#DIV/0!
Interest on capital asset related debt	(222)	(222)	(158)	-29%
Assessments by the Commission for Systems Debt	(23)	(23)	(23)	0%
Other Nonoperating revenues	(6)	(6)	(10)	67%
<b>TOTAL NONOPERATING REVENUES AND EXPENSES</b>	<b>14,898</b>	<b>14,898</b>	<b>14,643</b>	<b>-2%</b>
<b>Income Before Other Revenues, Expenses, Gains or Losses</b>	<b>(482)</b>	<b>(600)</b>	<b>(1,020)</b>	
<b>Capital Revenues</b>	<b>594</b>	<b>594</b>	<b>345</b>	<b>-42%</b>
<b>Increase Decrease in Net Assets</b>	<b>\$112</b>	<b>(\$6)</b>	<b>(\$675)</b>	
<b>Impact of OPEB on income before other Revenues, Expenses, Gains or Losses</b>	<b>225</b>	<b>225</b>	<b>225</b>	<b>0%</b>
<b>Income before other Revenues, Expenses, Gains or Losses without OPEB</b>	<b>\$337</b>	<b>\$219</b>	<b>(\$450)</b>	<b>-305%</b>
<b>Beginning Net Assets excluding OPEB</b>	<b>49,697</b>	<b>50,034</b>	<b>49,659</b>	<b>-1%</b>
<b>Ending Net Assets excluding OPEB</b>	<b>50,034</b>	<b>49,659</b>	<b>48,864</b>	<b>-2%</b>
<b>NONEXPENDABLE ASSETS</b>				
<b>Beginning Nonexpendable Assets</b>	<b>\$2,665</b>	<b>\$2,665</b>	<b>\$2,665</b>	<b>0%</b>
<b>Ending Nonexpendable Assets</b>	<b>\$2,665</b>	<b>\$2,665</b>	<b>\$2,665</b>	<b>0%</b>

**West Virginia Higher Education Policy Commission  
Capital Budget  
Concord University**

Description	Budget FY 2015	Budget FY 2016	Percent Change
<b>Projects with Established Timelines and Funding</b>			
<b>Funding Sources:</b>			
Cash Balances	\$ 120,000	\$ 50,000	-58%
EAST Bond Proceeds	1,040,000	1,500,000	44%
HEPC Bond Proceeds	-	8,000,000	
Institutional Bond Proceeds	100,000	2,000,000	1900%
Other Financing	220,000		
Gifts	6,340,000	100,000	-98%
Federal Grants			
Grants		150,000	
State Support			
Current Revenue/Savings	2,000,000	2,100,000	5%
Rent/Rent Savings			
<b>Total Funding Sources</b>	<b>9,820,000</b>	<b>13,900,000</b>	<b>42%</b>
<b>Uses by Project Category:</b>			
Reliability	120,000	300,000	150%
Safety/Code	880,000	200,000	-77%
Economic Operations	100,000	600,000	500%
Program Improvement	400,000	800,000	100%
New Construction	6,340,000	10,000,000	58%
Miscellaneous Capital Repairs and Alterations	500,000	500,000	0%
Equipment	1,500,000	1,500,000	0%
<b>Total Uses</b>	<b>9,840,000</b>	<b>13,900,000</b>	<b>41%</b>
<b>Debt Financing</b>			
New Bond Debt	-	2,000,000	
Bond Principal Payment	(850,000)	(840,000)	-1%
Lease Liability	220,000		-100%
Lease Principal Payment	(40,000)	(50,000)	25%
<b>Total Debt Financing Costs</b>	<b>(670,000)</b>	<b>1,110,000</b>	<b>-266%</b>
<b>Balances</b>			
<b>Beginning Investment in Plant</b>	<b>1,400,000,000</b>	<b>1,407,655,000</b>	<b>1%</b>
<b>Beginning Long Term Plant Debt</b>	<b>530,000,000</b>	<b>529,330,000</b>	<b>0%</b>
<b>Beginning Net Investment In Plant</b>	<b>870,000,000</b>	<b>878,325,000</b>	<b>1%</b>
<b>Total Additions to Plant Facilities</b>	<b>9,840,000</b>	<b>13,900,000</b>	<b>41%</b>
<b>Depreciation</b>	<b>2,185,000</b>	<b>2,185,000</b>	<b>0%</b>
<b>Net Change in Long Term Debt</b>	<b>(670,000)</b>	<b>1,110,000</b>	<b>-266%</b>
<b>Ending Net Investment in Plant</b>	<b>878,325,000</b>	<b>888,930,000</b>	<b>1%</b>

Fairmont State University  
Presentation to the  
Higher Education Policy Commission  
Budget Requests for the 2016 Fiscal Year

May 7, 2015

Agenda:

- 1) Budget overview and significant issues Fairmont State University faces in fiscal year 2016 and future years **Pages 2 - 4**
- 2) Budget Summary data requested by Vice Chancellor, Ed Magee **Pages 5 - 14**
- 3) Education and General 2016 Budget submission to the University Board of Governors **Pages 15 - 25**
- 4) Auxiliary Enterprise – Falcon Center 2016 Budget and 20-year Falcon Center Master Plan update submission to the University Board of Governors **Pages 26 - 38**
- 5) Auxiliary Enterprise – Housing 2016 Budget and 20-year Housing Master Plan update submission to the University Board of Governors **Pages 39 - 60**
- 6) Auxiliary Enterprise – Facilities Fee (Parking and Safety) 2016 Budget submission to the University Board of Governors **Pages 61 - 72**
- 7) Auxiliary Enterprise – Approval of Athletic Department 2016 Budget and the Athletic Master Plan (20-year) submission to the University Board of Governors **Pages 73 - 79**
- 8) Infrastructure Capital Fee 20-year Master Plan **Pages 80 – 91**
- 9) 2015-2016 Academic Year Tuition and Fee, Room, Meal, and Special Fee Increases **Pages 92 - 124**



Fairmont State University  
2016 Budget Summary Requested by  
Vice Chancellor, Ed Magee  
May 7, 2015

Attached for your review is a Combined Operating Budget of the Fairmont State University operating budgets. Additionally we included in this report package budget data for the following fund types:

- The Education and General (E&G) Operating Fund
- The Restricted Fund – primarily Financial Aid
- The Auxiliary Fund - which consists of the following enterprises:
  - ✓ Athletics
  - ✓ Falcon Center
  - ✓ Housing
  - ✓ Parking and Security (Facilities Fund)

Also, as requested by you, we provided our capital project budgets and detail listing of projects.

Since the above listed reports are a summary of the budgets presented and approved by Fairmont State University Board of Governors at the individual fund type level, the additional package of documents (agenda items 3 through 9) is our detailed requests to the FSU Board of Governors. The budget agenda items were reviewed and approved to be submitted to the full board by the Finance Committee on May 4, 2015 and the full board is expected to approve these budgets at their May 14, 2015 meeting.

Our 2016 operating budgets include a fee increase approved by BOG on April 16, 2015 to the undergraduate residents of 4.98% or an increase of \$157.00 per semester. Housing rents increased by 6.4% and meal plans by 3%.

Along with these approvals to the operating budgets, we continue to update our 20-year financial master plans for our Auxiliary Enterprises and Capital Funds. These long-term plans demonstrate how we will maintain our facilities and operating budgets for the life of the bonds we have issued in the past 13 years. The Master Plans include the following areas:

- Athletic Operating Master Plan (20-year) (not involved in 2012 A & B bonds)
- Falcon Center Operating and Facility Master Plan (20-year) (2012 A & B Bonds)
- Housing Operating and Facility Master Plan (30-year) (2012 A & B Bonds & 2015 Bonds)
- Parking/Security (Facilities Fund) Operating and Facility Master Plan (20-year) (New) (2012 A & B Bonds)
- Infrastructure Fund Debt Service and Facility Master Plan (20-year) (New) (2012 A & B Bonds)

Note: We are also continuing to work on the E&G Capital Fund Master Plan for our E&G Facilities. This plan will share the current condition of our E&G buildings and the list of estimated project costs to maintain the health of these facilities over the next 20-years. We hope to have this report reviewed and approved by our Governing Board and forwarded to the Higher Education Policy Commission by July 1, 2015.

The remainder of this section is to apprise the Higher Education Policy Commission of the challenges the University faces in the next few years.

- 1) Stopping the enrollment decline at the University and to begin reversing this trend. The University has lost 14.95% of its enrollment since fall of 2011 (584 student's full-time equivalents – FTE).
- 2) The impact on the University's and Pierpont's bonded facilities due to FSU's and Pierpont's enrollment declines. While FSU lost 14.95% enrollment since fall of 2011, Pierpont has lost 29.17% of its student population since fall of 2012 (592 full-time equivalents – FTE).

Both institutions enrollment declines are having an impact on the following areas:

- The Falcon Center's operating budget and its long term plan to maintain/update the recreation equipment and keep the facilities in good repair. If enrollment trends are not reversed, it is estimated that both FSU and Pierpont will need to increase the fee for the Falcon Center six (6) times over the next 18 years. Note: Prior to the enrollment declines, the Master Plan for this facility did not require a fee increase through FY 2032 when the bonds are paid off.
- The Facilities Fund (Parking and Security) operating budget and its long term plan to maintain the parking garage in good repair. If enrollment trends are not reversed, it is estimated that both FSU and Pierpont will need to increase the parking/security fees every other year until 2032 when the bonds are paid off. Note: Prior to the enrollment declines, the Facilities Master Plan was showing minimal need to increase fees.
- The Athletic Fund (since Athletics is no longer supported by Pierpont student fees) will have to make adjustments for future University enrollment declines, however, we see these being offset by Athletics fundraising efforts in the short term. Longer term, this financial plan requires future fee increases.
- The Housing Fund has been the most stable of our Auxiliary Enterprises due to a high level of occupancy over the past ten years. Even with the past few years of student enrollment declines our housing occupancy has reached 100%, 96%, and 95.5% for each of the past three academic years. In this area we must continue to be diligent to recruit students to live on campus and assure that both Fairmont State and Pierpont administration honor the bond covenants related to freshman and sophomore students living outside of the 50 mile radius of the campuses must reside in University housing. We also must provide our resident students quality housing, good food, places to study, and plenty of student activities. The new housing project, our dining services, our

library and study labs throughout campus, our Falcon Center (Student Activities and Fitness Center), and Student Athletics all play a major part in supporting our students now and in the future.

The University Education and General Operating Fund (supported by state appropriations, student fee revenue, and support services revenues received from Pierpont Community & Technical College) is facing a serious adjustment in expense budgets due to all three revenue streams mentioned above, declining.

Similarly, Pierpont Community & Technical College Education and General Operating Fund is also losing state appropriations and student fee revenue while they are moving toward more independence from the services provided by the University. They are in the process of duplicating teaching, student, and technical support services.

The sharing of the same campuses and being jointly responsible for the repair of facilities and the debt associated with these facilities is in conflict with the direction Pierpont is taking in moving toward independent databases and separate staff and operations and its ability to fund the same. The cost of moving in this direction is creating hardships on both institutions in being able to maintain successful outcomes.

FSU is not able to reduce staff (as Pierpont withdraws service support funds) and still maintain the business requirements expected by the State and Federal Government and the student service expectations placed on us by students, parents, and State & Federal Laws. This is causing budget shortfalls that can only be made up from future student fee increases.

Pierpont is finding that their withdrawal of one-third of the funds they currently pay to FSU is causing them to fall short in being able to provide services with the 1/3<sup>rd</sup> funding they have available to them. This is having a significant impact on their recruiting and enrollment of students and is showing in the enrollment losses they are experiencing. As of this writing (May 7, 2015), Pierpont's admitted student count compared to last year at this time is down 25%. If this turns into an enrollment decline of an equivalent percentage this will have a significant impact on Pierpont's E&G Operating Budget and an equally significant impact on the FSU owned Auxiliary Enterprises and related operating, debt service, and repair and replacement budgets. There will also be equal reductions in student capital fee revenues to pay for debt and maintenance of the co-owned and shared E&G facilities.

The separation law that was passed in 2008 and the approach currently taken primarily by Pierpont Community & Technical College is having a significant fiscal impact on both institutions operations and facilities. If this direction is allowed to continue the future of both institutions budgets will be in jeopardy and unless the State provides financial assistance to cover the effects of separation, there is potential for institutional failures.

West Virginia Higher Education Policy Commission  
Fairmont State University  
Combined Operating Budget- Unrestricted, Restricted & Auxiliary Funds  
FY 2016

	FY 2015	FY 2015	FY 2015	FY 2016	Percent Change
	Beginning Budget	Budget @ 3-31-15	YTD Actual	Budget	FY 2015 Beg. to FY 2016 Beg.
<b>OPERATING REVENUES</b>					
Tuition and Fees	24,818,965	24,126,635	22,207,608	25,427,395	2%
Grants and Contracts	31,700,824	33,011,343	26,765,044	28,758,729	-9%
Auxiliary Enterprises	12,887,767	12,709,919	11,019,402	12,723,548	-1%
Service Agreement Revenues	6,159,799	5,645,386	2,719,310	4,905,730	-20%
Other Operating Revenues	574,179	367,891	1,298,705	603,883	5%
<b>TOTAL OPERATING REVENUES</b>	<b>76,141,534</b>	<b>75,861,174</b>	<b>64,010,069</b>	<b>72,419,285</b>	<b>-5%</b>
<b>OPERATING EXPENSES</b>					
Salaries and Wages	27,995,019	27,112,535	18,962,208	28,362,639	1%
Benefits	6,955,398	7,101,754	4,760,095	6,653,044	-4%
Utilities	2,182,981	2,247,244	1,699,479	2,338,944	7%
Supplies and Other Services	12,300,246	13,344,746	9,351,027	12,665,227	3%
Scholarships and Fellowships	43,397,480	43,296,900	34,649,702	38,775,359	-11%
Other Operating Expenses	0	0	0	0	0%
Cost of Services provided to other institutions	1,828,540	1,875,810	950,859	1,693,853	-7%
Assessments by the Commission for operations	185,560	185,560	134,906	185,560	0%
Depreciation Expense	0	0	0	0	0%
<b>TOTAL OPERATING EXPENSES</b>	<b>94,845,224</b>	<b>95,164,548</b>	<b>70,508,276</b>	<b>90,674,626</b>	<b>-4%</b>
<b>NONOPERATING REVENUES AND EXPENSES</b>					
State Appropriations	15,850,298	15,842,394	10,614,404	15,668,202	-1%
Federal Pell Grants	10,000,000	10,000,000	7,442,402	8,000,000	-20%
Gifts	500	12,331	13,281	1,000	100%
Interest on capital asset related debt	(3,366,074)	(3,366,073)	(1,693,414)	(3,251,263)	-3%
Assessments by the Commission for Systems Debt	0	0	0	0	0%
Investment income	25,245	25,245	7,017	25,245	0%
E&G capital and debt service support revenue	0	0	0	0	0%
Fees assessed to Pierpont for debt service	0	0	0	0	0%
Assessment for E&G capital and debt service costs	(2,344,608)	(2,143,380)	(1,792,796)	(2,208,366)	-6%
Amortization of bond issuance costs, premiums and discounts	0	0	0	0	0%
Other Nonoperating revenues	0	0	0	0	0%
<b>TOTAL NONOPERATING REVENUES AND EXPENSES</b>	<b>20,165,361</b>	<b>20,370,517</b>	<b>14,590,894</b>	<b>18,234,818</b>	<b>-10%</b>
<b>Income Before Other Revenues, Expenses, Gains or Losses</b>	<b>1,461,671</b>	<b>1,067,143</b>	<b>8,092,687</b>	<b>(20,523)</b>	<b>-101%</b>
<b>Bond Proceeds from Policy Commission</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Capital Grants and Gifts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Transfers and Capitalized Expenditures</b>					
Capital Expenditures	(316,557)	(246,767)	(105,241)	(216,738)	-32%
Construction Expenditures	0	0	37,649	0	0%
Transfers for Financial Aid Match	81,238	(1)	84,664	0	-100%
Indirect Cost Recoveries	28,551	(10,821)	0	29,740	4%
Transfers for Capital Projects	0	0	0	0	0%
Transfers for Scholarships	0	0	0	0	0%
Transfers - Other	766	30,500	0	(22,963)	-3098%
<b>TOTAL Transfers and Capitalized Expenditures</b>	<b>(206,002)</b>	<b>(227,089)</b>	<b>17,072</b>	<b>(209,961)</b>	<b>2%</b>
<b>Increase Decrease in Net Assets</b>	<b>1,255,669</b>	<b>840,054</b>	<b>8,109,760</b>	<b>(230,483)</b>	<b>-118%</b>
<b>Impact of OPEB on income before other Revenues, Expenses, Gains or Losses</b>	<b>342,192</b>	<b>342,192</b>	<b>342,192</b>	<b>0</b>	<b>0%</b>
<b>Income before other Revenues, Expenses, Gains or Losses without OPEB</b>	<b>1,597,861</b>	<b>1,182,246</b>	<b>8,451,952</b>	<b>(230,483)</b>	<b>-114%</b>
<b>Add: Estimated Unfilled Position Savings:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000,000</b>	
<b>Beginning Net Assets excluding OPEB - includes plant funds</b>	<b>84,232,510</b>	<b>84,232,510</b>	<b>84,232,510</b>	<b>85,414,756</b>	<b>1%</b>
<b>Ending Net Assets excluding OPEB</b>	<b>85,830,371</b>	<b>85,414,756</b>	<b>92,684,462</b>	<b>86,184,273</b>	<b>0%</b>
<b>NONEXPENDABLE ASSETS</b>					
<b>Beginning Nonexpendable Assets</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Ending Nonexpendable Assets</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>

West Virginia Higher Education Policy Commission  
Fairmont State University  
Operating Budget- Unrestricted  
FY 2016

	FY 2015	FY 2015	FY 2015	FY 2016	Percent Change FY 2015 Beg. to FY 2016 Beg.
	Beginning Budget	Budget @ 3-31-15	YTD Actual @ 3-31-15	Budget	
<b>OPERATING REVENUES</b>					
Tuition and Fees	24,818,965	24,126,635	22,207,608	25,427,395	2%
Grants and Contracts	25,000	0	0	0	-100%
Auxiliary Enterprises	0	0	0	0	0%
Service Agreement Revenues	6,159,799	5,645,386	2,719,310	4,905,730	-20%
Other Operating Revenues	314,741	367,891	1,144,362	368,544	17%
<b>TOTAL OPERATING REVENUES</b>	<b><u>31,318,505</u></b>	<b><u>30,139,912</u></b>	<b><u>26,071,280</u></b>	<b><u>30,701,669</u></b>	<b>-2%</b>
<b>OPERATING EXPENSES</b>					
Salaries and Wages	24,577,287	23,696,229	16,642,647	25,190,060	2%
Benefits - including OPEB estimate	6,207,088	6,349,679	4,305,067	5,986,155	-4%
Utilities	1,417,676	1,417,676	1,041,209	1,455,676	3%
Supplies and Other Services	8,396,762	8,386,111	6,038,414	8,588,367	2%
Scholarships and Fellowships	2,597,916	2,438,200	2,775,549	2,629,864	1%
Other Operating Expenses	0	0	0	0	0%
Cost of Services provided to other institutions	1,828,540	1,875,810	950,859	1,693,853	-7%
Assessments by the Commission for operations	185,560	185,560	134,906	185,560	0%
Depreciation Expense	0	0	0	0	0%
<b>TOTAL OPERATING EXPENSES</b>	<b><u>45,210,829</u></b>	<b><u>44,349,265</u></b>	<b><u>31,888,651</u></b>	<b><u>45,729,535</u></b>	<b>1%</b>
<b>NONOPERATING REVENUES AND EXPENSES</b>					
State Appropriations	15,850,298	15,842,394	10,614,404	15,668,202	-1%
Federal Pell Grants	0	0	0	0	0%
Gifts	500	4,013	3,299	1,000	100%
Interest on capital asset related debt - includes principal	(64,986)	(64,986)	(32,484)	0	-100%
Assessments by the Commission for Systems Debt	0	0	0	0	0%
Investment income	25,245	25,245	7,017	25,245	0%
E&G capital and debt service support revenue	0	0	0	0	0%
Fees assessed to Pierpont for debt service	0	0	0	0	0%
Assessment for E&G capital and debt service costs	(2,344,608)	(2,143,380)	(1,792,796)	(2,208,366)	-6%
Amortization of bond issuance costs, premiums and discounts	0	0	0	0	0%
Other Nonoperating revenues	0	0	0	0	0%
<b>TOTAL NONOPERATING REVENUES AND EXPENSES</b>	<b><u>13,466,449</u></b>	<b><u>13,663,286</u></b>	<b><u>8,799,440</u></b>	<b><u>13,486,081</u></b>	<b>0%</b>
<b>Income Before Other Revenues, Expenses, Gains or Losses</b>	<b><u>(425,875)</u></b>	<b><u>(546,067)</u></b>	<b><u>2,982,069</u></b>	<b><u>(1,541,785)</u></b>	<b>262%</b>
<b>Bond Proceeds from Policy Commission</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Capital Grants and Gifts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Transfers and Capitalized Expenditures</b>					
Capital Expenditures	(163,219)	(119,338)	(34,354)	(84,438)	-48%
Construction Expenditures	0	0	37,649	0	0%
Transfers for Financial Aid Match	0	(81,239)	0	(81,239)	0%
Indirect Cost Recoveries	46,090	48,856	0	29,740	-35%
Transfers for Capital Projects	0	0	0	0	0%
Transfers for Scholarships	0	0	0	0	0%
Transfers - Other	0	30,500	0	0	0%
<b>TOTAL Transfers and Capitalized Expenditures</b>	<b><u>(117,129)</u></b>	<b><u>(121,221)</u></b>	<b><u>3,295</u></b>	<b><u>(135,937)</u></b>	<b>16%</b>
<b>Increase Decrease in Net Assets</b>	<b><u>(543,004)</u></b>	<b><u>(667,288)</u></b>	<b><u>2,985,364</u></b>	<b><u>(1,677,722)</u></b>	<b>209%</b>
<b>Impact of OPEB on income before other Revenues, Expenses, Gains or Losses</b>	<b>303,708</b>	<b>303,708</b>	<b>303,708</b>	<b>0</b>	<b>-100%</b>
<b>Income before other Revenues, Expenses, Gains or Losses without OPEB</b>	<b><u>(239,296)</u></b>	<b><u>(363,580)</u></b>	<b><u>3,289,072</u></b>	<b><u>(1,677,722)</u></b>	<b>601%</b>
<b>Add: Estimated Unfilled Position Savings:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b><u>1,000,000</u></b>	<b>0%</b>
<b>Beginning Net Assets excluding OPEB</b>	<b>13,368,943</b>	<b>13,368,943</b>	<b>13,368,943</b>	<b>10,920,170</b>	<b>-18%</b>
<b>Ending Net Assets excluding OPEB</b>	<b>13,129,647</b>	<b>13,005,363</b>	<b>16,658,015</b>	<b>10,242,448</b>	<b>-22%</b>

West Virginia Higher Education Policy Commission  
Fairmont State University  
Operating Budget- Restricted  
FY 2016

	FY 2015	FY 2015	FY 2015	FY 2016	Percent Change
	Beginning Budget	Budget @ 3-31-15	YTD Actual @ 3-31-15	Budget	FY 2015 Beg. to FY 2016 Beg.
<b>OPERATING REVENUES</b>					
Tuition and Fees	0	0	0	0	0%
Grants and Contracts	31,675,824	33,011,343	26,765,044	28,758,729	-9%
Auxiliary Enterprises	0	0	0	0	0%
Service Agreement Revenues	0	0	0	0	0%
Other Operating Revenues	0	0	81	0	0%
<b>TOTAL OPERATING REVENUES</b>	<b><u>31,675,824</u></b>	<b><u>33,011,343</u></b>	<b><u>26,765,125</u></b>	<b><u>28,758,729</u></b>	<b>-9%</b>
<b>OPERATING EXPENSES</b>					
Salaries and Wages	547,237	940,467	510,508	550,000	1%
Benefits	67,230	141,064	68,304	82,500	23%
Utilities	0	0	0	0	0%
Supplies and Other Services	848,679	1,672,861	562,740	741,200	-13%
Scholarships and Fellowships	40,219,650	40,230,786	31,532,621	35,469,693	-12%
Other Operating Expenses	0	0	0	0	0%
Cost of Services provided to other institutions	0	0	0	0	0%
Assessments by the Commission for operations	0	0	0	0	0%
Depreciation Expense	0	0	0	0	0%
<b>TOTAL OPERATING EXPENSES</b>	<b><u>41,682,796</u></b>	<b><u>42,985,178</u></b>	<b><u>32,674,173</u></b>	<b><u>36,843,393</u></b>	<b>-12%</b>
<b>NONOPERATING REVENUES AND EXPENSES</b>					
State Appropriations	0	0	0	0	0%
Federal Pell Grants	10,000,000	10,000,000	7,442,402	8,000,000	-20%
Gifts	0	0	0	0	0%
Interest on capital asset related debt	2,307	2,307	0	0	0%
Assessments by the Commission for Systems Debt	0	0	0	0	0%
Investment income	0	0	0	0	0%
E&G capital and debt service support revenue	0	0	0	0	0%
Fees assessed to Pierpont for debt service	0	0	0	0	0%
Assessment for E&G capital and debt service costs	0	0	0	0	0%
Amortization of bond issuance costs, premiums and discounts	0	0	0	0	0%
Other Nonoperating revenues	0	0	0	0	0%
<b>TOTAL NONOPERATING REVENUES AND EXPENSES</b>	<b><u>10,002,307</u></b>	<b><u>10,002,307</u></b>	<b><u>7,442,402</u></b>	<b><u>8,000,000</u></b>	<b>-20%</b>
<b>Income Before Other Revenues, Expenses, Gains or Losses</b>	<b><u>(4,665)</u></b>	<b><u>28,472</u></b>	<b><u>1,533,354</u></b>	<b><u>(84,664)</u></b>	<b>1715%</b>
<b>Bond Proceeds from Policy Commission</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Capital Grants and Gifts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Transfers and Capitalized Expenditures</b>					
Capital Expenditures	(17,403)	(8,402)	(13,501)	0	-100%
Transfers for Financial Aid Match	84,663	84,663	84,664	84,664	0%
Indirect Cost Recoveries	(17,539)	(59,677)	0	0	-100%
Transfers for Capital Projects	0	0	0	0	0%
Transfers for Scholarships	0	0	0	0	0%
Transfers - Other	0	0	0	0	0%
<b>TOTAL Transfers and Capitalized Expenditures</b>	<b><u>49,721</u></b>	<b><u>16,584</u></b>	<b><u>71,163</u></b>	<b><u>84,664</u></b>	<b>70%</b>
<b>Increase Decrease in Net Assets</b>	<b><u>45,056</u></b>	<b><u>45,056</u></b>	<b><u>1,604,517</u></b>	<b><u>0</u></b>	<b>-100%</b>
<b>Impact of OPEB on income before other Revenues, Expenses, Gains or Losses</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b>0%</b>
<b>Income before other Revenues, Expenses, Gains or Losses without OPEB</b>	<b><u>45,056</u></b>	<b><u>45,056</u></b>	<b><u>1,604,517</u></b>	<b><u>0</u></b>	<b>-100%</b>
<b>Beginning Net Assets excluding OPEB</b>	<b>466,822</b>	<b>466,822</b>	<b>466,822</b>	<b>511,878</b>	<b>10%</b>
<b>Ending Net Assets excluding OPEB</b>	<b>511,878</b>	<b>511,878</b>	<b>2,071,339</b>	<b>511,878</b>	<b>0%</b>



West Virginia Higher Education Policy Commission  
Fairmont State University  
Operating Budget- Auxiliary  
FY 2016

	FY 2015	FY 2015	FY 2015	FY 2016	Percent Change
	Beginning Budget	Budget @ 3-31-15	YTD Actual @ 3-31-15	Budget	FY 2015 Beg. to FY 2016 Beg.
<b>OPERATING REVENUES</b>					
Tuition and Fees	0	0	0	0	0%
Grants and Contracts	0	0	0	0	0%
Auxiliary Enterprises	12,887,767	12,709,919	11,019,402	12,723,548	-1%
Service Agreement Revenues	0	0	0	0	0%
Other Operating Revenues	<u>259,438</u>	<u>0</u>	154,262	<u>235,339</u>	-9%
<b>TOTAL OPERATING REVENUES</b>	<b><u>13,147,205</u></b>	<b><u>12,709,919</u></b>	<b><u>11,173,664</u></b>	<b><u>12,958,887</u></b>	<b>-1%</b>
<b>OPERATING EXPENSES</b>					
Salaries and Wages	2,870,495	2,475,839	1,809,053	2,622,579	-9%
Benefits - including OPEB estimate	681,080	611,011	386,724	584,389	-14%
Utilities	765,305	829,568	658,270	883,268	15%
Supplies and Other Services	3,054,805	3,285,774	2,749,873	3,335,660	9%
Scholarships and Fellowships	579,914	627,914	341,532	675,802	17%
Other Operating Expenses	0	0	0	0	0%
Cost of Services provided to other institutions	0	0	0	0	0%
Assessments by the Commission for operations	0	0	0	0	0%
Depreciation Expense	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
<b>TOTAL OPERATING EXPENSES</b>	<b><u>7,951,599</u></b>	<b><u>7,830,105</u></b>	<b><u>5,945,452</u></b>	<b><u>8,101,698</u></b>	<b>2%</b>
<b>NONOPERATING REVENUES AND EXPENSES</b>					
State Appropriations	0	0	0	0	0%
Federal Pell Grants	0	0	0	0	0%
Gifts	0	8,318	9,982	0	0%
Interest on capital asset related debt	(3,303,395)	(3,303,394)	(1,660,930)	(3,251,263)	-2%
Assessments by the Commission for Systems Debt	0	0	0	0	0%
Investment income	0	0	0	0	0%
E&G capital and debt service support revenue	0	0	0	0	0%
Fees assessed to Pierpont for debt service	0	0	0	0	0%
Assessment for E&G capital and debt service costs	0	0	0	0	0%
Amortization of bond issuance costs, premiums and discounts	0	0	0	0	0%
Other Nonoperating revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
<b>TOTAL NONOPERATING REVENUES AND EXPENSES</b>	<b><u>(3,303,395)</u></b>	<b><u>(3,295,076)</u></b>	<b><u>(1,650,948)</u></b>	<b><u>(3,251,263)</u></b>	<b>-2%</b>
<b>Income Before Other Revenues, Expenses, Gains or Losses</b>	<b><u>1,892,211</u></b>	<b><u>1,584,738</u></b>	<b><u>3,577,264</u></b>	<b><u>1,605,926</u></b>	<b>-15%</b>
<b>Bond Proceeds from Policy Commission</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Capital Grants and Gifts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Transfers and Capitalized Expenditures</b>					
Capital Expenditures	(135,935)	(119,027)	(57,386)	(132,300)	-3%
Transfers for Financial Aid Match	(3,425)	(3,425)	0	(3,425)	0%
Indirect Cost Recoveries	0	0	0	0	0%
Transfers for Capital Projects	0	0	0	0	0%
Transfers for Scholarships	0	0	0	0	0%
Transfers - Other	766	0	0	(22,963)	0%
<b>TOTAL Transfers and Capitalized Expenditures</b>	<b><u>(138,594)</u></b>	<b><u>(122,452)</u></b>	<b><u>(57,386)</u></b>	<b><u>(158,688)</u></b>	<b>14%</b>
<b>Increase Decrease in Net Assets - Projected Transfer to Reserves</b>	<b><u>1,753,617</u></b>	<b><u>1,462,286</u></b>	<b><u>3,519,879</u></b>	<b><u>1,447,239</u></b>	<b>-17%</b>
<b>Impact of OPEB on income before other Revenues, Expenses, Gains or Losses</b>	<b><u>38,484</u></b>	<b><u>38,484</u></b>	<b><u>38,484</u></b>	<b>0</b>	<b>0%</b>
<b>Income before other Revenues, Expenses, Gains or Losses without OPEB</b>	<b><u>1,792,101</u></b>	<b><u>1,500,770</u></b>	<b><u>3,558,363</u></b>	<b><u>1,447,239</u></b>	<b>-19%</b>
<b>Beginning Net Assets excluding OPEB</b>	<b>9,780,324</b>	<b>9,780,324</b>	<b>9,780,324</b>	<b>11,256,910</b>	<b>15%</b>
<b>Ending Net Assets excluding OPEB</b>	<b>11,572,425</b>	<b>11,281,094</b>	<b>13,338,687</b>	<b>12,704,149</b>	<b>10%</b>

WV Higher Education Policy Commission  
Fairmont State University  
Auxiliary Budget Analysis  
FY 2015

	FY 2015 - Auxiliary Budgets @ 3-31-2015				
	Falcon Center - (Student Activities Center)	Housing	Facilities	Athletics	Totals
<b>OPERATING REVENUES</b>					
Tuition and Fees	0	0	0	0	0
Grants and Contracts	0	0	0	0	0
Auxiliary Enterprises	3,983,438	5,010,152	1,106,160	2,610,170	12,709,919
Service Agreement Revenues (note name change)	0	0	0	0	0
Other Operating Revenues	0	0	0	0	0
<b>TOTAL OPERATING REVENUES</b>	<b><u>3,983,438</u></b>	<b><u>5,010,152</u></b>	<b><u>1,106,160</u></b>	<b><u>2,610,170</u></b>	<b><u>12,709,919</u></b>
<b>OPERATING EXPENSES</b>					
Salaries and Wages	575,861	699,137	425,340	775,501	2,475,839
Benefits - including OPEB estimate	174,940	115,885	117,165	164,537	611,011
Utilities	309,405	520,163	0	0	829,568
Supplies and Other Services	954,123	1,084,191	82,478	1,164,981	3,285,774
Scholarships and Fellowships	192,507	197,757	0	237,650	627,914
Other Operating Expenses	0	0	0	0	0
Cost of Services provided to other institutions	0	0	0	0	0
Assessments by the Commission for operations	0	0	0	0	0
Depreciation Expense	0	0	0	0	0
<b>TOTAL OPERATING EXPENSES</b>	<b><u>2,206,836</u></b>	<b><u>2,617,133</u></b>	<b><u>624,983</u></b>	<b><u>2,342,669</u></b>	<b><u>7,830,105</u></b>
<b>NONOPERATING REVENUES AND EXPENSES</b>					
State Appropriations	0	0	0	0	0
Federal Pell Grants	0	0	0	0	0
Gifts	0	0	0	8,318	8,318
Interest on capital asset related debt - <i>includes principal payments</i>	(1,425,410)	(1,426,838)	(400,910)	(50,236)	(3,303,394)
Assessments by the Commission for Systems Debt	0	0	0	0	0
Investment income	0	0	0	0	0
E&G capital and debt service support revenue	0	0	0	0	0
Fees assessed to Pierpont for debt service	0	0	0	0	0
Assessment for E&G capital and debt service costs	0	0	0	0	0
Amortization of bond issuance costs, premiums and discounts	0	0	0	0	0
Other Nonoperating revenues	0	0	0	0	0
<b>TOTAL NONOPERATING REVENUES AND EXPENSES</b>	<b><u>(1,425,410)</u></b>	<b><u>(1,426,838)</u></b>	<b><u>(400,910)</u></b>	<b><u>(41,918)</u></b>	<b><u>(3,295,076)</u></b>
<b>Income Before Other Revenues, Expenses, Gains or Losses</b>	<b><u>351,191</u></b>	<b><u>966,181</u></b>	<b><u>80,267</u></b>	<b><u>225,582</u></b>	<b><u>1,584,738</u></b>
<b>Bond Proceeds from Policy Commission</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Grants and Gifts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers and Capitalized Expenditures</b>					
Capital Expenditures	0	(100,427)	(9,000)	(9,600)	(119,027)
Transfers for Financial Aid Match	0	(3,425)	0	0	(3,425)
Indirect Cost Recoveries	0	0	0	0	0
Transfers for Capital Projects	0	0	0	0	0
Transfers for Scholarships	0	0	0	0	0
Transfers - Other	49,000	(27,000)	(22,000)	0	0
<b>TOTAL Transfers and Capitalized Expenditures</b>	<b><u>49,000</u></b>	<b><u>(130,852)</u></b>	<b><u>(31,000)</u></b>	<b><u>(9,600)</u></b>	<b><u>(122,452)</u></b>
<b>Increase Decrease in Net Assets - Projected Transfer to Reserves</b>	<b><u>400,191</u></b>	<b><u>835,329</u></b>	<b><u>49,267</u></b>	<b><u>215,982</u></b>	<b><u>1,462,286</u></b>
<b>Impact of OPEB on income before other Revenues, Expenses, Gains or Losses</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>38,484</u></b>
<b>Income before other Revenues, Expenses, Gains or Losses without OPEB</b>	<b><u>400,191</u></b>	<b><u>835,329</u></b>	<b><u>49,267</u></b>	<b><u>215,982</u></b>	<b><u>1,500,770</u></b>



WV Higher Education Policy Commission  
Fairmont State University  
Auxiliary Budget Analysis  
FY 2015

	FY 2015 - Auxiliary YTD @ 3-31-2015				
	Falcon Center - (Student Activities Center)	Housing	Facilities	Athletics	Totals
<b>OPERATING REVENUES</b>					
Tuition and Fees	0	0	0	0	0
Grants and Contracts	0	0	0	0	0
Auxiliary Enterprises	2,839,116	4,889,475	973,109	2,317,702	11,019,402
Service Agreement Revenues (note name change)	0	0	0	0	0
Other Operating Revenues	154,262	0	0	0	154,262
<b>TOTAL OPERATING REVENUES</b>	<b><u>2,993,378</u></b>	<b><u>4,889,475</u></b>	<b><u>973,109</u></b>	<b><u>2,317,702</u></b>	<b><u>11,173,664</u></b>
<b>OPERATING EXPENSES</b>					
Salaries and Wages	472,145	509,511	329,294	498,103	1,809,053
Benefits - including OPEB estimate	87,829	77,881	78,077	104,454	386,724
Utilities	196,091	425,894	0	36,286	658,270
Supplies and Other Services	927,114	842,569	52,062	928,128	2,749,873
Scholarships and Fellowships	128,038	157,463	0	56,030	341,532
Other Operating Expenses	0	0	0	0	0
Cost of Services provided to other institutions	0	0	0	0	0
Assessments by the Commission for operations	0	0	0	0	0
Depreciation Expense	0	0	0	0	0
<b>TOTAL OPERATING EXPENSES</b>	<b><u>1,811,216</u></b>	<b><u>2,013,318</u></b>	<b><u>459,433</u></b>	<b><u>1,623,002</u></b>	<b><u>5,945,452</u></b>
<b>NONOPERATING REVENUES AND EXPENSES</b>					
State Appropriations	0	0	0	0	0
Federal Pell Grants	0	0	0	0	0
Gifts	0	0	0	9,982	9,982
Interest on capital asset related debt - <i>includes principal payments</i>	(712,326)	(723,165)	(200,321)	(25,118)	(1,660,930)
Assessments by the Commission for Systems Debt	0	0	0	0	0
Investment income	0	0	0	0	0
E&G capital and debt service support revenue	0	0	0	0	0
Fees assessed to Pierpont for debt service	0	0	0	0	0
Assessment for E&G capital and debt service costs	0	0	0	0	0
Amortization of bond issuance costs, premiums and discounts	0	0	0	0	0
Other Nonoperating revenues	0	0	0	0	0
<b>TOTAL NONOPERATING REVENUES AND EXPENSES</b>	<b><u>(712,326)</u></b>	<b><u>(723,165)</u></b>	<b><u>(200,321)</u></b>	<b><u>(15,136)</u></b>	<b><u>(1,650,948)</u></b>
<b>Income Before Other Revenues, Expenses, Gains or Losses</b>	<b><u>469,836</u></b>	<b><u>2,152,992</u></b>	<b><u>313,355</u></b>	<b><u>679,564</u></b>	<b><u>3,577,264</u></b>
<b>Bond Proceeds from Policy Commission</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Grants and Gifts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers and Capitalized Expenditures</b>					
Capital Expenditures	(6,600)	0	(2,700)	(48,085)	(57,386)
Transfers for Financial Aid Match	0	0	0	0	0
Indirect Cost Recoveries	0	0	0	0	0
Transfers for Capital Projects	0	0	0	0	0
Transfers for Scholarships	0	0	0	0	0
Transfers - Other	0	0	0	0	0
<b>TOTAL Transfers and Capitalized Expenditures</b>	<b><u>(6,600)</u></b>	<b><u>0</u></b>	<b><u>(2,700)</u></b>	<b><u>(48,085)</u></b>	<b><u>(57,386)</u></b>
<b>Increase Decrease in Net Assets - Projected Transfer to Reserves</b>	<b><u>463,236</u></b>	<b><u>2,152,992</u></b>	<b><u>310,655</u></b>	<b><u>631,479</u></b>	<b><u>3,519,879</u></b>
<b>Impact of OPEB on income before other Revenues, Expenses, Gains or Losses</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>38,484</u></b>
<b>Income before other Revenues, Expenses, Gains or Losses without OPEB</b>	<b><u>463,236</u></b>	<b><u>2,152,992</u></b>	<b><u>310,655</u></b>	<b><u>631,479</u></b>	<b><u>3,558,363</u></b>

WV Higher Education Policy Commission  
Fairmont State University  
Auxiliary Budget Analysis  
FY 2016

	FY 2016 - Beginning Auxiliary Budgets				
	Falcon Center - (Student Activities Center)	Housing	Facilities	Athletics	Totals
<b>OPERATING REVENUES</b>					
Tuition and Fees	0	0	0	0	0
Grants and Contracts	0	0	0	0	0
Auxiliary Enterprises	3,697,777	5,397,047	1,060,400	2,568,325	12,723,548
Service Agreement Revenues (note name change)	0	0	0	0	0
Other Operating Revenues	195,035	0	40,304	0	235,339
<b>TOTAL OPERATING REVENUES</b>	<b><u>3,892,812</u></b>	<b><u>5,397,047</u></b>	<b><u>1,100,704</u></b>	<b><u>2,568,325</u></b>	<b><u>12,958,887</u></b>
<b>OPERATING EXPENSES</b>					
Salaries and Wages	598,975	741,674	445,142	836,788	2,622,579
Benefits	180,668	121,517	118,080	164,124	584,389
Utilities	339,405	543,863	0	0	883,268
Supplies and Other Services	967,815	1,153,892	79,406	1,134,547	3,335,660
Scholarships and Fellowships	192,507	207,645	0	275,650	675,802
Other Operating Expenses	0	0	0	0	0
Cost of Services provided to other institutions	0	0	0	0	0
Assessments by the Commission for operations	0	0	0	0	0
Depreciation Expense	0	0	0	0	0
<b>TOTAL OPERATING EXPENSES</b>	<b><u>2,279,370</u></b>	<b><u>2,768,591</u></b>	<b><u>642,628</u></b>	<b><u>2,411,109</u></b>	<b><u>8,101,698</u></b>
<b>NONOPERATING REVENUES AND EXPENSES</b>					
State Appropriations	0	0	0	0	0
Federal Pell Grants	0	0	0	0	0
Gifts	0	0	0	0	0
Interest on capital asset related debt - <i>includes principal payments</i>	(1,425,410)	(1,424,943)	(400,910)	0	(3,251,263)
Assessments by the Commission for Systems Debt	0	0	0	0	0
Investment income	0	0	0	0	0
E&G capital and debt service support revenue	0	0	0	0	0
Fees assessed to Pierpont for debt service	0	0	0	0	0
Assessment for E&G capital and debt service costs	0	0	0	0	0
Amortization of bond issuance costs, premiums and discounts	0	0	0	0	0
Other Nonoperating revenues	0	0	0	0	0
<b>TOTAL NONOPERATING REVENUES AND EXPENSES</b>	<b><u>(1,425,410)</u></b>	<b><u>(1,424,943)</u></b>	<b><u>(400,910)</u></b>	<b><u>0</u></b>	<b><u>(3,251,263)</u></b>
<b>Income Before Other Revenues, Expenses, Gains or Losses</b>	<b><u>188,031</u></b>	<b><u>1,203,513</u></b>	<b><u>57,166</u></b>	<b><u>157,216</u></b>	<b><u>1,605,926</u></b>
<b>Bond Proceeds from Policy Commission</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Grants and Gifts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers and Capitalized Expenditures</b>					
Capital Expenditures	0	(120,000)	(2,700)	(9,600)	(132,300)
Transfers for Financial Aid Match	0	(3,425)	0	0	(3,425)
Indirect Cost Recoveries	0	0	0	0	0
Transfers for Capital Projects	0	0	0	0	0
Transfers for Scholarships	0	0	0	0	0
Transfers - Other	49,000	(27,000)	(22,000)	(22,963)	(22,963)
<b>TOTAL Transfers and Capitalized Expenditures</b>	<b><u>49,000</u></b>	<b><u>(150,425)</u></b>	<b><u>(24,700)</u></b>	<b><u>(32,563)</u></b>	<b><u>(158,688)</u></b>
<b>Increase Decrease in Net Assets - Projected Transfer to Reserves</b>	<b><u>237,031</u></b>	<b><u>1,053,088</u></b>	<b><u>32,466</u></b>	<b><u>124,653</u></b>	<b><u>1,447,239</u></b>
<b>Impact of OPEB on income before other Revenues, Expenses, Gains or Losses</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b>Income before other Revenues, Expenses, Gains or Losses without OPEB</b>	<b><u>237,031</u></b>	<b><u>1,053,088</u></b>	<b><u>32,466</u></b>	<b><u>124,653</u></b>	<b><u>1,447,239</u></b>

**West Virginia Higher Education Policy Commission  
Capital Budget  
Fairmont State University**

Description	Budget FY 2015	Budget FY 2016	Percent Change
<b>Projects with Established Timelines and Funding</b>			
<b>Funding Sources:</b>			
Cash Balances - E&G Capital Reserves	\$ 1,267,795	\$ 3,553,358	180%
Cash Balances - Infrastructure	432,662	946,975	119%
Cash Balances - Athletic Reserves	0	0	0%
Cash Balances - Auxiliary Reserves (Housing/Facilities/Falcon Center)	2,119,998	999,775	0%
EAST Bond Proceeds	-	-	0%
HEPC Bond Proceeds	-	-	0%
Institutional Bond Proceeds	1,000,000	28,000,000	0%
Other Financing			0%
Gifts-Athletic Capital Projects	-	-	0%
Federal Grants			0%
Grants	-	-	0%
State Support			0%
Current Revenue/Savings-capital equipment purchases	-	-	0%
Current Revenue/Savings-Use of Unrestricted Net Assets/Reserves	1,210,483	-	-100%
Rent/Rent Savings			0%
<b>Total Funding Sources</b>	<b>6,030,938</b>	<b>33,500,108</b>	<b>455%</b>
<b>Uses by Project Category:</b>			
Reliability	525,833	3,200,000	509%
Asset Preservations	693,106	732,206	6%
Safety/Code	72,000	410,079	470%
Economic Operations	-	-	0%
Program Improvement	1,708,175	411,655	-76%
New Construction	2,845,142	28,500,000	0%
Miscellaneous Capital Repairs and Alterations	186,682	176,987	0%
Equipment		69,181	0%
<b>Total Uses</b>	<b>6,030,938</b>	<b>33,500,108</b>	<b>455%</b>
<b>Debt Financing</b>			
New Bond Debt	-	-	
Bond Principal Payment	(2,258,004)	(2,344,392)	4%
Lease Liability			0%
Lease Principal Payment	(133,231)	(39,977)	-70%
<b>Total Debt Financing Costs</b>	<b>(2,391,235)</b>	<b>(2,384,369)</b>	<b>0%</b>
<b>Balances</b>			
Beginning Investment in Plant	110,446,614	111,512,590	1%
Beginning Long Term Plant Debt -less due from Pierpont	51,175,935	48,784,700	-5%
Beginning Net Investment In Plant	59,270,679	62,727,890	6%
Total Additions to Plant Facilities -less Pierpont percentage	5,451,082	31,965,494	486%
Depreciation	3,900,000	3,900,000	0%
Net Change in Long Term Debt	(2,391,235)	27,815,631	-1263%
Ending Net Investment in Plant	63,212,996	62,977,753	0%

**Educational and General Assets including Infrastructure funded assets are shared assets owned by both Fairmont State University and Pierpont Community and Technical College.**

**The shared ownership is defined by the Separation of Assets and Liabilities Agreement between the Board of Governor's of Fairmont State University and the Board of Governor's of Pierpont C&TC.**

**The assets are allocated on the basis of the ten year average percentage of FTE. For fiscal year 2014, the percentage allocation is Fairmont (65.90%) and Pierpont (34.10%).**

**Based on the fiscal year 2014 allocation percentage, Pierpont's ownership in the E&G Capital projects for fiscal year 2015 of \$1,700,457 is estimated at \$579,856.**

**Based on the fiscal year 2014 allocation percentage, Pierpont's ownership in the E&G Capital projects for fiscal year 2016 of \$4,500,333 is estimated at \$1,534,614.**

Higher Education Policy Commission Capital Budget Fairmont State University									
	Description	New Project	Portfolio	Location	Investment Criteria	Project Category	Package	Budget FY 2015	Budget FY 2016
Projects with Established Timelines and Funding									
Funding Sources:									
	Cash Balances - E&G Capital Reserves							\$ 1,267,795	\$ 3,553,358
	Cash Balances - Infrastructure Reserves							\$ 432,662	\$ 946,975
	Cash Balances - Athletic Reserves								
	Cash Balances - Auxiliary (Housing/Parking/Facilities/Falcon Center)							\$ 2,119,998	\$ 999,775
	EAST Bond Proceeds							-	-
	HEPC Bond Proceeds								
	Institutional Bond Proceeds							1,000,000	28,000,000
	Other Financing								
	Gifts - Athletic Capital Projects								
	Federal Grants - ARRA Funding								
	Grants								
	State Support								
	Current Revenue/Savings -capital equipment purchases							-	-
	Current Revenue/Savings - Use of Unrestricted Net Assets/Reserves							1,210,483	-
	Rent/Rent Savings								
	Total Funding Sources							6,030,938	33,500,108
Uses:									
	Waterproofing		Education and General	Caperton Center	Asset Preservation	Repairs and Maintenance	Building Envelope	166,413	
	Repairs - structural analysis and bracing of building core		Education and General	School House Museum	Asset Preservation	Repairs and Maintenance	Building Envelope	16,000	54,000
	Paving		Education and General	Campus	Asset Preservation	Repairs and Maintenance	Grounds Impovmements	332,662	134,599
	Equipment Purchases over \$5,000		Education and General	Campus Wide	Equipment	Equipment	Equipment	-	-
	Academic Fund		Education and General	Academic Fund (various)	Program Improvement	Repairs and Maint. - Alteration	Space Renewal	159,313	100,000
	Landscaping		Education and General	Physical Plant	Program Improvement	Repairs and Maintenance	Grounds Impovmements	100,000	122,376
	Small Projects - include office/classroom renov. & drains, sidewalks,...		Education and General	Physical Plant	Program Improvement	Repairs and Maintenance	Space Renewal, Grounds Improv.	306,805	189,279
	HVAC Upgrade		Education and General	Aerospace Center	Reliability	Repairs and Maintenance	Building Systems	51,843	-
	Gutter Repairs		Education and General	Aerospace Center	Reliability	Repairs and Maintenance	Building Envelope	44,420	-
	ADA Restrooms		Education and General	Campus-one per building	Safety/Code	Alteration-Repairs and Maint.	Space Renewal	23,000	10,079
	Hazardus Waste Bldg. Replacement		Education and General		Safety/Code	Repairs and Maintenance	New Construction-Infrastructure	40,000	
	Caperton Center - Boiler Replacements		Education and General	Caperton Center	Reliability	Repairs and Maintenance	Building Systems	400,000	-
	HVAC Evaluation & Design		Education and General	Education & Jaynes	Reliability	Repairs and Maintenance	Building Systems		200,000
	HVAC Unit 1		Education and General	Education	Reliability	Repairs and Maintenance	Building Systems		400,000
	HVAC Unit 2		Education and General	Education	Reliability	Repairs and Maintenance	Building Systems		400,000
	HVAC Unit 3		Education and General	Education	Reliability	Repairs and Maintenance	Building Systems		400,000
	HVAC Replacement		Education and General	Jaynes Hall	Reliability	Repairs and Maintenance	Building Systems		1,800,000
	Camera Security System		Education and General	Campus Wide	Safety/Code	Equipment	Equipment		350,000
	Sidewalks		Education and General	Hardway Building	Asset Preservation	Repairs and Maintenance	Grounds Impovmements		150,000
	Signage		Education and General	Entrance Update	Miscellaneous Capital Rep. & Alt.	Modernization	Grounds Impovmements		40,000
	Paving		Education and General	Campus Wide	Asset Preservation	Repairs and Maintenance	Grounds Impovmements		150,000
	Facilities Department Expansion		Education and General	Facilites-Physical Plant	New Construction	Modernization	New Construction	60,000	
	Facilities Department Expansion		Auxiliary	Facilites-Physical Plant	New Construction	Modernization	New Construction	100,000	
	Feaster Center - Athletics Hall of Fame		Auxiliary - Athletics	Feaster Center	Miscellaneous Capital Rep. & Alt.	Modernization	Space Renewal	11,317	-
	Feaster Center - Concrete Repair		Auxiliary - Athletics	Feaster Center	Asset Preservation	Repairs and Maintenance	Building Envelope	12,002	-
	Feaster Center Natatorium Upgrades		Auxiliary - Athletics	Feaster Center	Asset Preservation	Repairs and Maintenance	Building Envelope	20,031	-
	Feaster Center HVAC - Pool		Auxiliary - Athletics	Feaster Center	Asset Preservation	Repairs and Maintenance	Space Renewal	25,077	-
	Gym Floor and Bleacher Project		Auxiliary - Advance from t	Feaster Center-Retton Arena	Program Improvement	Modernization - Repairs and Ma	Space Renewal	1,142,057	-
	Miscellaneous Projects		Auxiliary	Falcon Center	Asset Preservation	Repairs and Maintenance	Space Renewal	6,365	3,351
	Pool Wall Repair		Auxiliary	Falcon Center	Asset Preservation	Repairs and Maintenance	Space Renewal	40,000	40,000
	Fitness Equipment		Auxiliary	Falcon Center	Equipment	Equipment	Equipment		44,899
	Furniture		Auxiliary	Falcon Center	Equipment	Equipment	Equipment		24,282
	Miscellaneous Projects		Auxiliary	Falcon Center	Asset Preservation	Repairs and Maintenance	Space Renewal		19,451
	Fabric Duct Socks Replacement		Auxiliary	Falcon Center	Asset Preservation	Repairs and Maintenance	Space Renewal		90,000
	Security Cameras		Auxiliary	Falcon Center	Safety/Code	Equipment	Equipment		50,000
	Pump Replacement		Auxiliary	Morrow Hall	Reliability	Repairs and Maintenance	Building Systems	29,570	-
	Miscellaneous Projects		Auxiliary	Falcon Center	Miscellaneous Capital Rep. & Alt.	Repairs and Maintenance	Building Systems	6,365	-
	Façade Repairs		Auxiliary	Morrow Hall	Asset Preservation	Repairs and Maintenance	Space Renewal	24,500	-
	Micellaneous Repairs - Ceiling Tiles, Blinds, AC Units		Auxiliary	Morrow & Pence Halls	Miscellaneous Capital Rep. & Alt.	Repairs and Maintenance	Space Renewal and Building System	59,000	81,987
	College Apartments - A&E		Auxiliary	College Apartments	New Construction	Modernization	New Construction	1,685,142	500,000
	University Terrace Apartments		Auxiliary	University Terrace Apartmen	New Construction	Modernization	New Construction	1,000,000	28,000,000
	Maintenance		Auxiliary	Parking Garage	Asset Preservation	Repairs and Maintenance	Grounds Impovmements	50,055	90,805
	Lighting		Auxiliary	Parking Garage	Miscellaneous Capital Rep. & Alt./Safet	Repairs and Maintenance	Grounds Impovmements		55,000
	Temporary Parking		Auxiliary	Above Practice Field	Miscellaneous Capital Rep. & Alt.	Repairs and Maintenance	Grounds Impovmements	110,000	
	Campus Police - 2 used vehicles		Auxiliary	Campus Police	Safety/Code	Equipment	Equipment	9,000	-
	Total Uses							6,030,938	33,500,108
Debt Financing									
	Series 2012A Bonds				Bond Liability			(745,000)	(770,000)
	Series 2012B Bonds				Bond Liability			(1,125,000)	(1,170,000)
	Series 2006 Bonds				Bond Liability			(388,004)	(404,392)
	Series 2015A Bonds		Auxiliary	University Terrace Apartmen	Bond Liability			-	-
	Turf principal payment			Turf - Duvall Rosier Field	Lease Principal Payment			(90,669)	



Higher Education Policy Commission Capital Budget Fairmont State University								
	Alarm Lease		Auxiliary - Dorms	Pence & Prichard Halls	Lease Principal Payment			(42,562)(39,977)
	Total Debt Financing Costs							(2,391,235)(2,384,369)
Balances								
	Beginning Investment in Plant							110,446,614111,512,590
	Beginning Long Term Plant Debt -less due from Pierpont							51,175,93548,784,700
	Beginning Net Investment In Plant							59,270,67962,727,890
	Total Additions to Plant Facilities -less Pierpont percentage							5,451,08231,965,494
	Depreciation							3,900,0003,900,000
	Net Change in Long Term Debt							(2,391,235)27,815,631
	Ending Net Investment in Plant							63,212,99562,977,753

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**Fairmont State University  
Board of Governors  
May 14, 2015**

**Item:** 2016 Education and General (E&G) Budget Approval

**Committee:** Committee of the Whole

**Recommended Resolution:** Resolved, that the Fairmont State University Board of Governor's approve the Unrestricted E&G Fund Budgets for the 2016 fiscal year.

**Staff Member:** Rick Porto

**Background:** The E&G Fund Budget Plan for the 2016 fiscal year shows a plan to spend against reserves of \$677,722.

This spend against reserves is broken down into Central E&G Fund of \$303,703, and Fund Manager Fund of \$374,019. We recommend the Fund Manager Fund(s) be reported to the Board separately in future monthly reports because of an increased revenue and expense budget authority approved for the Deans to manage with the addition of Program Fees.

Please see the attached FY 2016 Budget Planning documents for the Central E&G and Fund Manager Funds that was reviewed and approved by the President's Council and the Finance Committee.

Please also see the attached FY 2016 Budgeted Statement of Revenues and Expenses comparing the FY 2015 budget plan thru March 31 to FY 2016 beginning budget plan, for both Central E&G and Fund Manager E&G Fund(s).

Next please find attached the Unrestricted Fund OPEB Liability and Net Assets Report that demonstrates our net asset position for both fund groups. The projected net assets for Central E&G Fund (after adding back the projected OPEB Liability) at the end of fiscal year 2015 is estimated to be \$10,199,025 and is 23.55% of the 2016 planned operating budget for the Central E&G Fund.

Also, please find the projected net assets for the Fund Manager Fund(s) at the end of fiscal year 2015 is estimated to be \$721,145 and is 29.77% of the planned operating budget for the Fund Manager Fund(s).

Finally, approving this budget plan for 2016 fiscal year will allow for mandatory pay raises for minimum wage requirement, faculty promotions, and Mercer step requirement. Attached is a letter required

to be sent to the State Budget Office approving the above mentioned pay raises.

The Central E&G Fund Planning Document approved by the President's Council and the Finance Committee commits to a continued monitoring of vacant and vacated positions to save \$1,000,000 by delaying the filling of these positions. If needed the President's Council will implement other spending restrictions in the new-year to assure a minimal impact on the spending of reserves.

The Fund Manager E&G Fund Planning Document is intentionally spending reserves to do classroom renovations, equipment upgrades, provide for supervision over clinical experiences, additional support to the academic programs of a database funded by the Library, and to offset cuts in central E&G operating budgets that were needed to deal with declining state appropriations, and student E&G operating fee revenues.

When the Board of Governors approved the addition of certain program fees for the Academic Schools, these requests indicated need to replace computer labs, Nursing simulation equipment, and other equipment to facilitate the education of the students in their programs. Since these equipment needs are not annual events it is recognized that reserves will grow in some years and be spent in others. It is the intent of the Provost and the Deans to provide annually their plans to the President's Council (through the budget office) to save (or spend) by Academic Dean.

Please find attached the following:

- 1) The FY 2016 Budget Planning Document for the Education & General Central Fund Report.
- 2) The FY 2016 Statement of Revenues and Expenses Budget Comparison for the current Central E&G Unrestricted Fund Report.
- 3) The FY 2016 Budget Planning Document for the Education & General Fund Manager Fund Report.
- 4) The FY 2016 Statement of Revenues and Expenses Budget Comparison for the current Fund Manager Unrestricted Fund Report.
- 5) The overall Unrestricted Funds OPEB Liability and Net Assets Report.

FY 2016 BUDGET PLANNING DOCUMENT  
FAIRMONT STATE UNIVERSITY  
PRESIDENT'S CONTROL EDUCATION & GENERAL FUNDS  
*State Appropriation Reduction  
7% Fee Increase*

<b>FY 2015 Assumes as of March 31, 2015 A President's Control Budget Condition of</b>	<b>(1,150,602)</b>					
		<b>Yes/No Decision</b>	<b>Time Frame</b>	<b>Budget Effect</b>	<b>Running Total</b>	<b>Comments</b>
<b>FY 15 ONE-TIME BUDGETS REMOVED:</b>						
Governor's Honor Academy	89,000	Yes	FY 2016	89,000		
Title III Classroom Renovation Costs	<u>0</u>	No	FY 2016	<u>0</u>		
<b>One-time FY 2015 Budgets Sub-total:</b>	<b>89,000</b>			<b>89,000</b>	(1,061,602)	
<b>FY 2015 ONE-TIME BUDGETS REMOVED SECTION SUB-TOTAL:</b>	<b>89,000</b>			<b>89,000</b>	<b>(1,061,602)</b>	
<b>PERMANENT BUDGET ADJUSTMENTS:</b>						
Revenue Adjustments:						
State Appropriation Reduction	(174,192)	Yes	FY 2016	(174,192)		
State Appropriation Allocated for Pay Raises	0	Yes	FY 2016	0		
State Appropriation Allocated for Oasis Billing	0	Yes	FY 2016	0		
State Appropriation Allocated for PEIA Increase	0	Yes	FY 2016	0		
Fee Increase 7%	<u>1,210,798</u>	Yes	FY 2016	<u>1,210,798</u>		
<b>Revenue Adjustments Sub-total:</b>	<b>1,036,607</b>			<b>1,036,607</b>	(24,995)	
Other Revenue Updates:						
E&G	0	Yes	FY 2016	0		
Central Fees	0	Yes	FY 2016	0		
Student Programs	0	Yes	FY 2016	0		
Adjustments to Correct Negative Revenue Budgets	<u>0</u>	Yes	FY 2016	<u>0</u>		
<b>Other Revenue Reductions Sub-total:</b>	<b>0</b>			<b>0</b>	(24,995)	
Enrollment Growth/Decline:						
Fairmont:						
Education & General	(208,012)	Yes	FY 2016	(208,012)		
Graduate Programs	(869)	Yes	FY 2016	(869)		
Student Programs (Student Government, Masquers, Student Publications & Ballroom Dance)	(4,325)	Yes	FY 2016	(4,325)		
Central Fees (Health Services)	<u>(1,545)</u>	Yes	FY 2016	<u>(1,545)</u>		
<i>Fairmont Sub-total</i>	<b>(214,751)</b>			<b>(214,751)</b>		
Pierpont:						
Student Programs (Student Government, Masquers, Student Publications & Ballroom Dance)	(447)	Yes	FY 2016	(447)		
Central Fees (Health Services)	<u>(160)</u>	Yes	FY 2016	<u>(160)</u>		
<i>Pierpont Sub-total:</i>	<b>(607)</b>			<b>(607)</b>		
<b>Enrollment Growth Sub-total:</b>	<b>(215,358)</b>			<b>(215,358)</b>	(240,353)	
Chargeback Percentage Shift:						
-Chargeback Revenue - Chargeback Percentage Shift	(421,839)	Yes	FY 2016	(421,839)		
-Chargeback Expense - Chargeback Percentage Shift	<u>(13,545)</u>	Yes	FY 2016	<u>(13,545)</u>		
<b>Chargeback Percentage Shift Sub-total:</b>	<b>(435,384)</b>			<b>(435,384)</b>	(675,737)	
Fiscal Year Budget Increase Requests from Schools/Departments:						
	<u>0</u>	Yes	FY 2016	<u>0</u>		
<b>Fiscal Year Budget Increase Requests from Schools/Departments Sub-total:</b>	<b>0</b>			<b>0</b>	(675,737)	
Pay Raises (xx%):						
-Chargeback Revenue - Pay Raises	0	No	FY 2016	0		
-Chargeback Expense - Pay Raises	<u>0</u>	No	FY 2016	<u>0</u>		
<b>Pay Raises Sub-total:</b>	<b>0</b>			<b>0</b>	(675,737)	



		Yes/No Decision	Time Frame	Budget Effect	Running Total	Comments
Mandatory Pay Raise Costs:						
Mercer Scale Cost for Step Movement/Mandated \$504 Increase (whichever is greater)	(89,241)	Yes	FY 2016	(89,241)		<i>Depends on Legislation</i>
- Chargeback Revenue - Mandatory Pay Raise Costs-Mercer Scale/Mandated Raise	15,894	Yes	FY 2016	15,894		<i>Depends on Legislation</i>
- Chargeback Expense - Mandatory Pay Raise Costs-Mercer Scale/Mandated Raise	(1,519)	Yes	FY 2016	(1,519)		<i>Depends on Legislation</i>
Oasis Billing (fee increase)	(10,000)	Yes	FY 2016	(10,000)		
State Minimum Wage Increase	(43,809)	Yes	FY 2016	(43,809)		
- Chargeback Revenue - State Minimum Wage Increase	5,151	Yes	FY 2016	5,151		
- Chargeback Expense - State Minimum Wage Increase	(1,993)	Yes	FY 2016	(1,993)		
Faculty Promotions	(66,402)	Yes	FY 2016	(66,402)		
Salary Adjustments	<u>0</u>	No	FY 2016	<u>0</u>		<i>Depends on Legislation</i>
<b>Mandatory Pay Raise Costs Sub-total:</b>	<b>(191,919)</b>			<b>(191,919)</b>	(867,656)	
PEIA Rate Increase (xx%):						
Rate increase to Employer Paid Premiums	0	Yes	FY 2016	0		
- Chargeback Revenue - Active Employee PEIA Rate Increase	0	Yes	FY 2016	0		
- Chargeback Expense - Active Employee PEIA Rate Increase	<u>0</u>	Yes	FY 2016	<u>0</u>		
<b>PEIA Rate Increase Sub-total:</b>	<b>0</b>			<b>0</b>	(867,656)	
Annual Increment:						
Increment Increase	(35,505)	Yes	FY 2016	(35,505)		
-Chargeback Revenue - Annual Increment	260	Yes	FY 2016	260		
-Chargeback Expense - Annual Increment	<u>(693)</u>	Yes	FY 2016	<u>(693)</u>		
<b>Annual Increment Sub-total:</b>	<b>(35,938)</b>			<b>(35,938)</b>	(903,594)	
Phased Retirement:						
Phased Retirement Cost Estimate (Savings)	0	Yes	FY 2016	0		
- Chargeback Revenue - Phased Retirees (Loss of Revenue)	0	Yes	FY 2016	0		
- Chargeback Expense - Phased Retirees	<u>0</u>	Yes	FY 2016	<u>0</u>		
<b>Phased Retirement Sub-total:</b>	<b>0</b>			<b>0</b>	(903,594)	
Assessment for Instructional Costs: <i>(Cost associated with the separation of teaching)</i>						
Reduction to Expense for Instructional Costs	<u>0</u>	Yes	FY 2016	<u>0</u>		
<b>Assessment for Instructional Costs Sub-total:</b>	<b>0</b>			<b>0</b>	(903,594)	
New Costs:						
Title III Grant:						
Learning Coordinator - Business (Position 917)	(19,606)	Yes	FY 2016	(19,606)		
STEM Learning Coordinator (Position 918)	(18,892)	Yes	FY 2016	(18,892)		
Peer Mentors - Business	(4,073)	Yes	FY 2016	(4,073)		
Peer Mentors - STEM	<u>(4,562)</u>	Yes	FY 2016	<u>(4,562)</u>		
<b>Title III Grant Sub-total:</b>	<b>(47,133)</b>			<b>(47,133)</b>	(950,727)	
Byrd Center:						
Byrd Center Student Fee (\$200 per student/semester)	28,000	Yes	FY 2016	28,000		
Faculty (2 new positions each at \$50,000 wage)	(133,517)	Yes	FY 2016	(133,517)		
-Chargeback Expense - Reduction to PCTC faculty cost <i>(instructional chargeback)</i> with establishment of University positions	65,816	Yes	FY 2016	65,816		
Staff (1 new position at \$30,000 wage)	(43,974)	Yes	FY 2016	(43,974)		
-Chargeback Expense - Reduction to PCTC administrative position costs with establishment of University positions	<u>122,740</u>	Yes	FY 2016	<u>122,740</u>		
<b>Byrd Center Sub-total:</b>	<b>39,065</b>			<b>39,065</b>	(911,662)	
Athletic Contract Support:						
Men's Basketball Coach Stipend	(33,270)	Yes	FY 2016	(33,270)		
<b>Athletic Contract Support Sub-total:</b>	<b>(33,270)</b>			<b>(33,270)</b>	(944,932)	
Utility Fee Increases/Decreases:						
Natural Gas	0	No	FY 2016	0		
Electric	(38,000)	Yes	FY 2016	(38,000)		
Water & Sewage	0	No	FY 2016	0		
Garbage	0	No	FY 2016	0		
Other - HVAC Maintenance	0	No	FY 2016	0		
-Chargeback Revenue - Utilities	<u>11,613</u>	Yes	FY 2016	<u>11,613</u>		
<b>Utility Fee Increases Sub-total:</b>	<b>(26,387)</b>			<b>(26,387)</b>	(971,319)	

		Yes/No Decision	Time Frame	Budget Effect	Running Total	Comments
Custodial Costs:						
Increase to Custodial Personnel	0	Yes	FY 2016	0		
-Chargeback Revenue - Increase to Personnel	0	Yes	FY 2016	0		
State Minimum Wage Increase	0	Yes	FY 2016	0		
-Chargeback Revenue - State Minimum Wage Increase	0	Yes	FY 2016	0		
<b>Custodial Costs Sub-total:</b>	<b>0</b>			<b>0</b>	(971,319)	
Audit Contract Costs:						
Increase to Financial Statement Audit Costs	0	Yes	FY 2016	0		
<b>Audit Contract Costs Sub-total:</b>	<b>0</b>			<b>0</b>	(971,319)	
Annual BRIM Premium	(9,821)	Yes	FY 2016	(9,821)		
-Chargeback Revenue - Brim Premium	2,242	Yes	FY 2016	2,242		
<b>Annual BRIM Premium Sub-total:</b>	<b>(7,579)</b>			<b>(7,579)</b>	(978,898)	
HERA Assessment:						
Annual HERA Assessment	0	Yes	FY 2016	0		
<b>HERA Assessment Sub-total:</b>	<b>0</b>			<b>0</b>	(978,898)	
Lease Costs:						
Alumni Association Lease Increase	(330)	Yes	FY 2016	(330)		
<b>Lease Expense Sub-total:</b>	<b>(330)</b>			<b>(330)</b>	(979,228)	
Degree Works:						
<b>Degree Works Sub-total:</b>	<b>(153)</b>			<b>(153)</b>	(979,381)	
Tuition Waiver Costs (xx% Increase) :						
Full Ride Scholarships (McClain)	(6,467)	Yes	FY 2016	(6,467)		
McClain Runner-Up Scholarships	0	Yes	FY 2016	0		
Combined Ability Scholarship	0	Yes	FY 2016	0		
Waivers Due to Increase of Fee	0	Yes	FY 2016	0		Only if fee increase is allowed
Employee/Employee Dependent School/Tuition Waiver	0	Yes	FY 2016	0		
Promise Beyond Scholarships	(80,000)	Yes	FY 2016	(80,000)		
Presidential Promise Beyond Scholarships	(20,000)	Yes	FY 2016	(20,000)		
Graduate Asst. School Waivers	(8,863)	Yes	FY 2016	(8,863)		
Athletic Waivers	(74,911)	Yes	FY 2016	(74,911)		
Athletic Scholarships - Football	1,081	Yes	FY 2016	1,081		
<b>Tuition Waiver Costs Sub-total:</b>	<b>(191,322)</b>			<b>(191,322)</b>	(1,170,703)	
SEOG & Federal Work Study:						
SEOG Matching Contributions	0	Yes	FY 2016	0		
FWS Matching Contributions	0	Yes	FY 2016	0		
<b>SEOG &amp; Federal Work Study Sub-total:</b>	<b>0</b>			<b>0</b>	(1,170,703)	
<b>PERMANENT BUDGET ADJUSTMENTS SECTION SUB-TOTAL:</b>				<b>(109,102)</b>	<b>(1,170,703)</b>	
<b>PROPOSED CHANGES RELATED TO PIERPONT DECISIONS:</b>						
Pierpont's Proposed Agreement Updates:						
Proposed Separation of the Assessed New Student Fee (Fund 240900)	0	No	FY 2016	0		
Proposed Service Reduction Requests	0	No	FY 2016	0		
Pierpont's Central Fees	(74,000)	Yes	FY 2016	(74,000)		
Fairmont States Reduction to Expense in loss of PCTC Central Fees	74,000	Yes	FY 2016	74,000		
<b>Pierpont's Proposed Agreement Updates Sub-total:</b>	<b>0</b>			<b>0</b>	(1,170,703)	
<b>PROPOSED CHANGES RELATED TO PIERPONT DECISIONS SECTION SUB-TOTAL:</b>				<b>0</b>	<b>(1,170,703)</b>	

FY 2016 ONE-TIME BUDGETS:						
		Yes/No Decision	Time Frame	Budget Effect	Running Total	Comments
Governor's Honor Academy	(92,000)	Yes	FY 2016	(92,000)		
Additional FY 16 funding due to unused FY 15 budget	<del>(41,000)</del>	Yes	FY 2016	<del>(41,000)</del>		
Governor's Honor Academy Sub-total:	(133,000)			(133,000)	(1,303,703)	
FY 2016 ONE-TIME BUDGETS SUB-TOTAL:				(133,000)	(1,303,703)	
BALANCE AFTER PRESIDENT CONTROL FUND ADJUSTMENTS:						
	(1,644,480)			(1,303,703)		
ESTIMATED UNFILLED POSITION SAVINGS:						
	1,000,000			1,000,000		
PROJECTED USE OF RESERVES:						
	(644,480)			(303,703)		
ESTIMATED BEGINNING FUND BALANCE FOR FY 2016						
	10,199,025			10,199,025		
ESTIMATED ENDING FUND BALANCE FOR FY 2016						
	9,554,545			9,895,322		

FY 2016 BUDGET PLANNING DOCUMENT  
FAIRMONT STATE UNIVERSITY  
FUND MANAGER'S CONTROL EDUCATION & GENERAL FUNDS

		Yes/No Decision	Time Frame	Budget Effect	Running Total	Comments
<b>FUND MANAGER FY 2016 ESTIMATES:</b>						
Revenue Plan for FY 2016		Yes	FY 2016	2,048,571		
Expense Plan for FY 2016		Yes	FY 2016	<u>(2,422,590)</u>		
	<b>Planned Spend of Reserves:</b>			<b>(374,019)</b>		
<b>BALANCE AFTER FUND MANAGER BUDGETS:</b>				<u><b>(374,019)</b></u>		
<b>ESTIMATED BEGINNING FUND BALANCE FOR FY 2016</b>				<b>721,145</b>		
<b>ESTIMATED ENDING FUND BALANCE FOR FY 2016</b>				<b>347,126</b>		

Fairmont State University  
Budget Statement of Revenues and Expenses  
Current Central E&G Unrestricted

		Approved FY 2015 Budget	Current FY 2015 Budget as of March 31, 2015	Proposed FY 2016 Budget	Difference Current FY 15 to Proposed FY 16
<b>OPERATING REVENUE</b>					
	Tuition and Fees	23,336,797	22,166,414	23,116,461	950,047
	Student Activity Support Revenue	523,847	478,242	471,765	(6,477)
	Faculty Services Revenue	1,272,439	1,272,439	1,272,439	0
	Operating Costs Revenue	2,023,643	1,822,322	1,597,901	(224,422)
	Support Services Revenue	2,863,717	2,550,625	2,035,390	(515,236)
	Other Operating Revenues	225,293	225,293	225,293	0
	<b>Total:</b>	<b>30,245,736</b>	<b>28,515,335</b>	<b>28,719,248</b>	<b>203,913</b>
<b>OPERATING EXPENSE</b>					
	Salaries	24,182,136	24,072,656	24,572,578	499,922
	Benefits	5,874,558	5,999,662	5,923,148	(76,514)
	Student financial aid-scholarships	2,590,806	2,421,764	2,613,428	191,664
	Utilities	1,413,176	1,413,176	1,451,176	38,000
	Supplies and Other Services	6,556,455	6,349,524	6,029,871	(319,653)
	Equipment Expense	974,053	803,623	837,331	33,709
	Fees retained by the Commission	185,560	185,560	185,560	0
	Assessment for Faculty Services	1,107,466	1,053,034	987,218	(65,816)
	Assessment for Support Services	184,200	366,656	256,737	(109,919)
	Assessment for Student Activity Costs	375,898	355,634	349,764	(5,870)
	Assessment for Operating Costs	160,976	100,486	100,134	(353)
	<b>Total:</b>	<b>43,605,283</b>	<b>43,121,775</b>	<b>43,306,945</b>	<b>185,171</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(13,359,548)</b>	<b>(14,606,440)</b>	<b>(14,587,698)</b>	<b>18,742</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	State Appropriations	15,850,298	15,842,394	15,668,202	(174,192)
	Gifts	0	2,000	0	(2,000)
	Investment Income	25,245	25,245	25,245	0
	Assessment for E&G Capital & Debt Service Costs	(2,344,608)	(2,143,380)	(2,143,380)	0
	<b>Total:</b>	<b>13,530,935</b>	<b>13,726,259</b>	<b>13,550,067</b>	<b>(176,192)</b>
<b>TRANSFERS &amp; OTHER</b>					
	Capital Expenditures	(163,219)	(119,338)	(84,438)	34,900
	Transfers for Debt Service	(64,986)	(64,986)	(64,986)	0
	Transfers for Financial Aid Match	0	(81,239)	(81,239)	0
	Indirect Cost Recoveries	3,240	1,791	1,740	(51)
	Transfers - Other	(37,150)	(6,650)	(37,150)	(30,500)
	<b>Total:</b>	<b>(262,115)</b>	<b>(270,421)</b>	<b>(266,073)</b>	<b>4,349</b>
<b>BUDGET BALANCE</b>		<b>(90,727)</b>	<b>(1,150,602)</b>	<b>(1,303,703)</b>	<b>(153,101)</b>
<b>Add: Estimated Unfilled Position Savings:</b>			<b>938,101</b>	<b>1,000,000</b>	<b>61,899</b>
<b>ADJUSTED BUDGET BALANCE</b>			<b>(212,501)</b>	<b>(303,703)</b>	<b>(91,202)</b>
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>12,496,684</b>	<b>12,496,684</b>	<b>10,199,025</b>	
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>	<b>0</b>	
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>12,405,957</u></b>	<b><u>12,284,183</u></b>	<b><u>9,895,322</u></b>	

Fairmont State University  
Budget Statement of Revenues and Expenses  
Current Fund Manager E&G Unrestricted

		Approved FY 2015 Budget	Current FY 2015 Budget as of March 31, 2015	Proposed FY 2016 Budget	Difference Current FY 15 to Proposed FY 16
<b>OPERATING REVENUE</b>					
	Tuition and Fees	958,321	1,481,979	1,839,169	357,190
	Other Operating Revenues	114,448	142,597	143,252	655
	<b>Total:</b>	<b>1,072,769</b>	<b>1,624,577</b>	<b>1,982,421</b>	<b>357,844</b>
<b>OPERATING EXPENSE</b>					
	Salaries	395,151	561,709	617,482	55,774
	Benefits	28,822	46,309	63,007	16,699
	Student financial aid-scholarships	7,110	16,436	16,436	0
	Utilities	4,500	4,500	4,500	0
	Supplies and Other Services	650,421	1,009,132	1,497,332	488,200
	Equipment Expense	215,834	223,834	223,834	0
	<b>Total:</b>	<b>1,301,837</b>	<b>1,861,919</b>	<b>2,422,590</b>	<b>560,672</b>
<b>OPERATING INCOME / (LOSS)</b>		<b>(229,068)</b>	<b>(237,342)</b>	<b>(440,169)</b>	<b>(202,827)</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>					
	Gifts	500	2,013	1,000	(1,013)
	<b>Total:</b>	<b>500</b>	<b>2,013</b>	<b>1,000</b>	<b>(1,013)</b>
<b>TRANSFERS &amp; OTHER</b>					
	Indirect Cost Recoveries	42,850	47,065	28,000	(19,065)
	Transfers - Other	37,150	37,150	37,150	0
	<b>Total:</b>	<b>80,000</b>	<b>84,215</b>	<b>65,150</b>	<b>(19,065)</b>
<b>BUDGET BALANCE</b>		<b>(148,568)</b>	<b>(151,114)</b>	<b>(374,019)</b>	<b>(222,905)</b>
<b>Add: Estimated Unfilled Position Savings:</b>			<b>35</b>	<b>0</b>	<b>(35)</b>
<b>ADJUSTED BUDGET BALANCE</b>			<b>(151,079)</b>	<b>(374,019)</b>	<b>(222,940)</b>
<b>Add: PROJECTED UNRESTRICTED NET ASSETS - Beginning of Year</b>		<b>872,259</b>	<b>872,259</b>	<b>721,145</b>	
<b>Less: USE OF RESERVE</b>		<b>0</b>	<b>0</b>	<b>0</b>	
<b>Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year</b>		<b><u>723,691</u></b>	<b><u>721,180</u></b>	<b><u>347,126</u></b>	

**Fairmont State University**  
**Unrestricted Funds**  
**OPEB Liability and Net Assets**  
**Fiscal Years 2010 through 2014, Projected 2015**

**Net Assets vs OPEB Liability**

Unrestricted Net Assets, as of June 30  
 PLUS: OPEB Liability, as of June 30  
 Total Unrestricted E&G Net Assets, June 30  
**OPEB Liability - % of Total Net Assets**

FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015 Projected
5,898,192	5,838,762	6,308,912	6,109,111	5,430,066	2,677,578
3,105,397	5,356,126	7,643,321	7,781,862	7,938,884	8,242,592
9,003,589	11,194,888	13,952,233	13,890,973	13,368,950	10,920,170
<b>34.49%</b>	<b>47.84%</b>	<b>54.78%</b>	<b>56.02%</b>	<b>59.38%</b>	<b>75.48%</b>

*The WV State Legislature passed a bill in 2012 that provides a funding plan to cover the Other Post Employment Benefits (OPEB) liability costs over 20 years.  
 The OPEB liability will be gradually reduced on the financial statements without cost to the Institution.*

**Calculation of Net Asset Reserves**

Total Unrestricted E&G Net Assets, June 30  
 Less: 15% Reserve of Unrestricted Operating Budget  
**Calculated: Excess Reserves as of June 30**  
 Less: Current Deficit Budget Condition (FY 2016)  
**Potential Excess Reserves as of Current Operating Budget**

FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015 Projected
9,003,589	11,194,888	13,952,233	13,890,973	13,368,950	10,920,170
6,061,092	7,049,991	6,909,522	7,026,768	6,736,068	<b>6,859,430</b>
2,942,496.7	4,144,897	7,042,711	6,864,204.55	6,632,881.85	<b>4,060,739.64</b>
					<b>(677,722)</b>
					<b>3,383,018</b>

**Total Unrestricted Net Assets as % of FY 2016 Operating Budget (\$45,729,536) 23.88%**

**NOTES:**

*Fiscal Year 2015 Total Unrestricted E&G Net Assets is projected as of June 30, 2015.*

*The 15% Reserve of Unrestricted Operating Budget is based on the operating budget established for the coming year. For fiscal year 2015, the reserve is calculated as 15% of the FY 2016 Operating Budget.*

*Unrestricted Net Assets before OPEB liability, projected as of June 30, 2015 in the amount of **\$10,920,170**, is comprised of Unrestricted E&G funds of **\$10,199,025** and Unrestricted Fund Manager Funds of **\$721,145**.*

*Includes fund types 11, 12, 13 and 1A.*

*Board of Governors*

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**Board Members:**

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**Ms. Dixie Yann**  
Secretary

**Mr. Robert Mild**  
Faculty Representative

**Dr. Chris Courtney**

**Ms. Kelly Humphreys**  
Student Representative

**Ms. Holly Fluharty**  
Classified Staff Representative

**Mr. John Myers**

**Mr. Mark Pallotta**  
Vice Chair

**Mr. John Schirripa**

**Mr. Bryan Towns**

**Mr. Frank Washenitz**

**Mr. Aaron Hawkins**

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April 30, 2015

Mr. Mike McKown  
Budget Director  
WV State Budget Office  
Building 1, Room 310-W  
1900 Kanawha Blvd. E  
Charleston, WV 25305

Dear Mr. McKown:

The Fairmont State University Board of Governors approved the Mercer Step funding for classified staff with less than 15 years of service (full and part-time) for FY 2016 and is to be effective July 1, 2015. Faculty promotions have also been submitted and approved for the 2015-2016 academic year.

Sincerely,

Ron Tucker  
Chairman



**Fairmont State University  
Board of Governors  
May 14, 2015**

**Item:** Falcon Center (Student Activity Center) 20-year Master Plan Update and 2016 Budget Approval (Auxiliary Enterprise)

**Committee:** Committee of the Whole

**Recommended Resolution:** Approval of the Falcon Center 2016 fiscal year budget plan and approval of the 20-year Master Plan Update

**Staff Member:** Rick Porto

**Background:** The 2016 FY budget plan includes a balanced budget with a transfer to reserve for future capital repair and replacement of \$237,031.

The attached 20-year Operating and Capital repair and replacement plan proposes how the Falcon Center will be maintained and operated over the next twenty years and pay off bond debt.

This 20-year plan update details the FY 2016 budget changes from FY 2015 which are shown on the attached narrative page in **BOLD** print.

The 20-year plan update provides information about the assumptions made to predict the future years' operating revenues and expenses, major equipment replacements, and major capital repairs and replacements.

See attached 20-year updated financial proforma, updated equipment replacement plan, and updated capital repair and replacement plan.

The Falcon Center 20-year Master Plan was first approved by the Governing Board on October 20, 2011.

This request seeks your approval for the following:

1. The 2016 Operating Budget Plan
2. The 2016 Equipment Replacement and Capital Project Plan in the amount of \$183,276 funded by reserves (see attached).
3. The Falcon Center 20-year Master Plan Update.

Note: This Master Plan currently requires a \$10.00 increase in fiscal years 2018, 2019, 2020, 2027, 2028, and 2029, in order to support the future projects and operating costs supported by the Falcon Center Fees collected from FSU and Pierpont students. This plan also projects declines in enrollments for both institutions through FY 2018 and enrollments are projected to be flat after that. Enrollment increases for both institutions could prevent future fee increases.

### **Falcon Center's Budget for FY 16**

The goal of this proposal is to explain Falcon Center's budgetary adjustments for FY 2016. These changes were made while continuing to plan for transfer to reserves budget; continuing quality wellness and recreational programs; repairing and upgrading the facility; and supporting the many activities that take place in the facility including student events, campus visitation days, and many conferencing events.

Similarly, the Falcon Center has supported many departments. During FY 2014-15 the Falcon Center has made accommodations for the Athletics Department to utilize space in the Falcon Center while the Feaster Center facility was being renovated or unavailable due to cross scheduling, and campus events. Also, we have a collaborative agreement with the School of Education to provide spaces in the Falcon Center for academic classes. Additionally, Campus Visitation Days, Welcome Weekend, Family Weekend, Alumni Homecoming activities and many other campus events and activities take place in the Falcon Center.

The Falcon Center is an integral part of campus and assists and works as a partnership with other departments for the advancement of student retention. The Falcon Center also has strong liaisons to the community and offers a summer day camp, outside band camps, use of the facility for basketball tournaments and leagues, up- all-night events and many birthday parties which include pool, bounce and basketball style parties. Wedding receptions, Robotic competitions, Miss West Virginia Pageant and other large venue events are also held in the Falcon Center, which not only brings in revenue, but increased public awareness of our schools.

The Falcon Center developed a 20 year Capital and Maintenance master plan for long term necessary improvements and building upkeep and has continued to transfer to the reserve fund to support this master plan. Improvements which have occurred in FY 15 include purchasing of fitness equipment, furniture for the dining hall, a new shed for intramurals, fitness room flooring and other projects. A project to repair and update the pool is in the bid process. The 20 year master plan was reduced due decreased enrollment lead to large cuts in FY 15 operating budget; repairs and replacements were delayed to future years in order to preserve the transfer to plant funding for upcoming years.

The future of the Falcon Center master plan is contingent upon enrollment of both FSU and Pierpont. If enrollment were to hold and or grow, the master plan could still survive with minor adjustments. This intent of the master plan was to provide for repair and replacement during the life of the bonds. Serious enrollment declines which have occurred in the past two years will impact the future of the master plan.

### **Past Reductions to Revenue**

Revenue areas for the Falcon Center include Memberships, Locker Rental, Guest Fees, Camps, Pay-for-Print (student print costs) Conference Services, Xerox, Bookstore and Dining revenue. With declining enrollments for FY 14, a reduction of \$169,905 occurred and a continued enrollment decline in FY 15 for Fairmont State University of 6%, and Pierpont Community of 16%,

included reductions to Xerox, Bookstore and Aladdin revenue showing an overall loss of \$281,817.50 to Falcon Center revenue.

### **FY 16 Decreases to Revenue**

The following projected reductions will also adversely affect FY 16 Falcon Center revenue:

Projected Bookstore reductions: **\$12,487**.

Projected Auxiliary Fees based on 2.5% FSU and 7% Pierpont enrollment decline: **\$111,915**.

### **FY 16 Increases to Revenue**

Aladdin Commissions-Meal Plan is budgeted to increase **\$33,776.00**

### **FY 16 Increases to Expenditures**

The Falcon Center budget, fund 91400 consists of several sub organizational budgets: Falcon Center (3600), ID Card Services (3620), Xerox Center (3145), Intramurals (1050), Club Sports (3640), Retention Services (6165) and Conference Services (3630). Several expense budget reductions have occurred over the past eight years, including \$169,905 for fiscal 2013-14 and \$281,817.50 for fiscal 2014-15. Reductions occurred in all areas of the Falcon Center budget to help offset the reduction in revenue from Aladdin, Xerox Center and the Bookstore.

Due to announced increased costs for electricity and water as well as an accurate Carrier HVAC contract cost, the following operational increases to the FY 16 have been estimated and recommended:

Electricity:	\$24,000
Water:	\$ 6,000
Carrier:	<u>\$12,253</u>
<b>Total:</b>	<b>\$42,253</b>

### **Increases to Labor and Benefits**

Increases for Merit and Mercer scale salaries and student minimum wage increases equaled **\$30,280.77**

### **Transfers**

It is imperative to maintain a significant transfer to reserves. Falcon Center will be in constant need of repairs and improvements as it is currently 10 years old and usage continues to grow yearly. The Falcon Center is considered the hub of campus and activities take place 7 days a week; student events, campus dining, intramurals and club sports, community events, recreational and social interactions. All the events enhance campus life and retention of students for both Fairmont State University and Pierpont Community and Technical College. Based on the increased expenses and revenue projections listed below, **\$237,031.41** would be transferred to reserves for FY 16.

**Summary of budget adjustments:**

**Revenue:**

Increase Aladdin Revenue	\$ 33,776.00
Reduction to Bookstore revenue	\$( 12,487.00)
Reduction in Student Fees	<u>\$(111,915.00)</u>
<b>Subtotal of Revenue</b>	<b>\$( 90,626.00)</b>

**Expenses:**

Increase to Labor Expenses	\$( 30,280.77)
Increase to Operating Expenses	<u>\$( 42,253.00)</u>
<b>Subtotal of Expenses</b>	<b>\$( 72,533.77)</b>

<b>Total Negative Impact on 2016 Budget Transfer to Reserve</b>	<b><u>\$(163,159.77)</u></b>
---	------------------------------

The 2016 planned Transfer to Reserves is projected to be **\$237,031.41**. The planned projects for FY 2016 total **\$183,275.36**. The new projects are:

Fabric Ducts	\$ 90,000.27
Fitness Room Equipment	\$ 20,000.00
New Spin Bikes	\$ 3,824.54
Replacement of folding chairs	\$ 4,370.91
Replacement of folding racks	\$ 1,092.73
Replacement of tables	\$ 874.18
Replace ID printers	\$ 12,112.72
Security Cameras	<u>\$ 50,000.00</u>
<b>Total</b>	<b><u>\$183,275.36</u></b>

Fund 9140XX - Falcon Center  
(As of April 09, 2015)

			Total All				
Account Code	Account Type	Account Name	FY 2015 Budget	YTD Activity	Available Balance	Change Value	FY 2016 Budget
H504XX	R	HE Other Coll/Fees/Lic & Incm	195,035.00	146,530.45	48,504.55	0.00	195,035.00
H507XX	R	HE Auxiliary Enterprise Revenue	293,658.00	179,403.22	114,254.78	0.00	293,658.00
R007XX	R	Auxiliary Sales	101,100.00	73,031.03	28,068.97	0.00	101,100.00
R008XX	R	Auxiliary Commissions	304,000.00	261,392.48	42,607.52	(12,487.00)	291,513.00
R009XX	R	Auxiliary Fees	22,000.00	5,473.53	16,526.47	0.00	22,000.00
R011XX	R	Auxiliary Space Rental	161,723.00	106,778.26	54,944.74	0.00	161,723.00
R012XX	R	Auxiliary Membership/Season Sales	103,000.00	66,143.32	36,856.68	0.00	103,000.00
R015XX	R	Aladdin Commission-Meal Plan	915,179.00	431,384.54	483,794.46	33,776.00	948,955.00
R022XX	R	Auxiliary Support Service Revenue	1,887,742.50	1,649,247.00	238,495.50	(111,915.00)	1,775,827.50
			3,983,437.50	2,919,383.83	1,064,053.67	(90,626.00)	3,892,811.50
H108XX	L	Social Security Matching	32,223.00	22,282.84	9,940.16	447.37	32,670.37
H109XX	L	Public Employees Insurance	44,220.00	29,598.47	14,621.53	0.00	44,220.00
H111XX	L	Workers Compensation	1,580.00	1,041.42	538.58	72.12	1,652.12
H113XX	L	Pension and Retirement	27,784.00	18,308.18	9,475.82	356.28	28,140.28
H285XX	L	Non-Classified Staff	86,315.00	57,158.08	29,156.92	24.00	86,339.00
H286XX	L	Faculty	0.00	0.00	0.00	0.00	0.00
H287XX	L	Classified Staff	304,044.00	195,582.31	108,461.69	5,824.00	309,868.00
H288XX	L	Graduate Assistants	6,000.00	4,125.00	1,875.00	0.00	6,000.00
H290XX	L	Student Labor	214,221.00	153,006.19	61,214.81	23,557.00	237,778.00
H291XX	L	Stipends	24,838.00	12,716.05	12,121.95	0.00	24,838.00
			741,225.00	493,818.54	247,406.46	30,280.77	771,505.77
3406XX	E	Subscriptions		477.29	(477.29)	0.00	0.00
3426XX	E	Water and Sewage	21,231.58	25,054.32	(3,822.74)	6,000.00	27,231.58
3663XX	E	Electricity	233,173.18	134,535.78	98,637.40	24,000.00	257,173.18
3665XX	E	Gas	55,000.00	25,843.40	29,156.60	0.00	55,000.00
H106XX	E	PEIA Fees	25.00	50.00	(25.00)	0.00	25.00
H114XX	E	WV OPEB Contribution	9,551.00	5,759.60	3,791.40	0.00	9,551.00
H116XX	E	Office Expenses	61,298.00	53,683.46	7,614.54	0.00	61,298.00
H117XX	E	Printing and Binding	19,833.00	12,218.02	7,614.98	0.00	19,833.00
H118XX	E	Rent Exp (Real Prop) Buildings	1,000.00	2,100.00	(1,100.00)	0.00	1,000.00
H119XX	E	Utilites	0.00	39.75	(39.75)	0.00	0.00
H120XX	E	Telecommunications	1,817.64	978.96	838.68	0.00	1,817.64
H122XX	E	Contractual Services	640,655.72	434,793.33	205,862.39	0.00	640,655.72
H123XX	E	Professional Services	1,000.00	13,050.00	(12,050.00)	0.00	1,000.00
H127XX	E	Travel - Employee	0.34	3,789.22	(3,788.88)	0.00	0.34
H129XX	E	Computer Services Internal	2,358.00	0.00	2,358.00	0.00	2,358.00
H132XX	E	Vehicle Rental	0.00	0.00	0.00	0.00	0.00
H133XX	E	Rental - Machine and Miscellaneous	3,403.70	5,192.59	(1,788.89)	0.00	3,403.70
H134XX	E	Assoc Dues & Prof Members	1,918.00	1,330.00	588.00	0.00	1,918.00
H135XX	E	Insurance -Fire/Auto/Bond & Other	25,361.13	19,029.99	6,331.14	0.00	25,361.13
H137XX	E	Supplies- Clothing	0.00	1,503.88	(1,503.88)	0.00	0.00
H138XX	E	Supplies - Household	33,559.00	19,426.55	14,132.45	0.00	33,559.00
H139XX	E	Advertising and Promotional	5,500.00	5,563.49	(63.49)	0.00	5,500.00
H142XX	E	Supplies - Educational	500.00	28.77	471.23	0.00	500.00
H144XX	E	Routine Maint Contracts	52,344.66	67,171.86	(14,827.20)	12,253.00	64,597.66
H148XX	E	Hospitality	7,060.61	6,837.86	222.75	0.00	7,060.61
H156XX	E	Miscellaneous Expense	42,782.04	4,801.00	37,981.04	0.00	42,782.04
H157XX	E	Training and Development - In State	3,284.90	369.00	2,915.90	0.00	3,284.90
H158XX	E	Training and Dev - Out of State	0.00	324.00	(324.00)	0.00	0.00
H159XX	E	Postal	451.78	56.73	395.05	0.00	451.78
H160XX	E	Freight	0.00	139.06	(139.06)	0.00	0.00
H161XX	E	Supplies - Computer	7,893.12	5,117.02	2,776.10	0.00	7,893.12
H162XX	E	Software Licenses	0.00	10,967.88	(10,967.88)	0.00	0.00
H163XX	E	Computer Equipment - (<\$5,000)	0.00	3,082.28	(3,082.28)	0.00	0.00
H167XX	E	Miscellaneous Equip Pur (<\$5,000)	2,897.96	1,057.37	1,840.59	0.00	2,897.96
H168XX	E	Student Activities	4,957.00	5,488.30	(531.30)	0.00	4,957.00
H169XX	E	Remittance of Taxes	1,224.00	1,799.30	(575.30)	0.00	1,224.00
H172XX	E	Awards & Scholarships	192,507.00	128,038.11	64,468.89	0.00	192,507.00
H178XX	E	Bank costs	1,530.00	687.03	842.97	0.00	1,530.00
H205XX	E	Debt Service (Lease Prin.)	48,850.80	48,850.80	0.00	0.00	48,850.80
H206XX	E	Debt Service (Lease Interest)	1,385.52	1,385.52	0.00	0.00	1,385.52
H251XX	E	Office Repairs	0.00	0.00	0.00	0.00	0.00
H255XX	E	Routine Maintenance of Buildings	29,586.11	27,768.95	1,817.16	0.00	29,586.11
H259XX	E	Other Repairs and Alterations	1,906.38	807.00	1,099.38	0.00	1,906.38
H270XX	E	Computer Software - Asset	0.00	6,600.40	(6,600.40)	0.00	0.00

			Total All				
Account Code	Account Type	Account Name	FY 2015 Budget	YTD Activity	Available Balance	Change Value	FY 2016 Budget
			1,515,847.17	1,085,797.87	430,049.30	42,253.00	1,558,100.17
9100XX	T	Mandatory Tran Out-Prin and Intr	1,375,174.15	687,207.48	687,966.67	0.00	1,375,174.15
9220XX	T	Non-Mandatory Trans Out-Other	36,728.10	0.00	36,728.10	0.00	36,728.10
9223XX	T	Non-Mand. Trans Out-Reserves	400,191.18	0.00	400,191.18	(163,159.77)	237,031.41
9708XX	T	Non-Man Tsf In-Other	(85,728.10)	0.00	(85,728.10)	0.00	(85,728.10)
			1,726,365.33	687,207.48	1,039,157.85	(163,159.77)	1,563,205.56
			Revenue	3,983,437.50		(90,626.00)	3,892,811.50
			Labor	741,225.00		30,280.77	771,505.77
			Operating	1,515,847.17		42,253.00	1,558,100.17
			Transfers	1,726,365.33		(163,159.77)	1,563,205.56
				0.00		(0.00)	(0.00)

Fairmont State University  
Falcon Center Financial Analysis  
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	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2013 Actual</u>	<u>2014 Budget</u>	<u>2014 Actual</u>	<u>2015 Budget</u> As of 3-31-2015	<u>2015 YTD Actual</u> As of 3-31-2015
Food Service/Dining	843,723.00	838,395.00	841,751.01	866,822.00	874,495.05	915,179.00	431,384.54
Bookstore	426,577.93	400,000.00	401,835.25	328,452.00	303,931.75	304,000.00	261,392.48
Bookstore Rental - Moved to Other	65,000.00	60,000.00	60,000.00	60,000.00	60,000.00		
<b>Subtotal</b>	<b>1,335,300.93</b>	<b>1,298,395.00</b>	<b>1,303,586.26</b>	<b>1,255,274.00</b>	<b>1,238,426.80</b>	<b>1,219,179.00</b>	<b>692,777.02</b>
Falcon Center Student Fees - Fairmont	1,594,080.00	1,586,402.00	1,539,014.00	1,495,469.00	1,467,902.00	1,887,742.50	1,705,165.00
Falcon Center Student Fees - Pierpont - Combined	705,326.00	707,191.00	681,717.00	582,299.00	573,774.00		
Fee Increase <i>(0.04% in FY 18-20 and FY 27-29)</i>							
Other Operating Revenue	577,964.62	461,754.00	561,654.44	541,957.00	530,727.09	876,516.00	597,017.25
<b>Falcon Center Revenue Total</b>	<b>2,877,370.62</b>	<b>2,755,347.00</b>	<b>2,782,385.44</b>	<b>2,619,725.00</b>	<b>2,572,403.09</b>	<b>2,764,258.50</b>	<b>2,302,182.25</b>
<b>Total Revenue</b>	<b>4,212,671.55</b>	<b>4,053,742.00</b>	<b>4,085,971.70</b>	<b>3,874,999.00</b>	<b>3,810,829.89</b>	<b>3,983,437.50</b>	<b>2,994,959.27</b>
Falcon Center	724,116.57	925,565.00	851,593.68	878,450.00	842,124.86	741,225.00	522,750.43
<b>Falcon Center Labor Total</b>	<b>724,116.57</b>	<b>925,565.00</b>	<b>851,593.68</b>	<b>878,450.00</b>	<b>842,124.86</b>	<b>741,225.00</b>	<b>522,750.43</b>
<b>Total Labor</b>	<b>724,116.57</b>	<b>925,565.00</b>	<b>851,593.68</b>	<b>878,450.00</b>	<b>842,124.86</b>	<b>741,225.00</b>	<b>522,750.43</b>
Falcon Center	1,046,716.43	1,256,740.19	1,072,341.58	1,132,148.98	1,120,831.62	1,416,610.85	1,052,569.00
<b>Falcon Center Operating Total</b>	<b>1,046,716.43</b>	<b>1,256,740.19</b>	<b>1,072,341.58</b>	<b>1,132,148.98</b>	<b>1,120,831.62</b>	<b>1,416,610.85</b>	<b>1,052,569.00</b>
<b>Total Operating</b>	<b>1,046,716.43</b>	<b>1,256,740.19</b>	<b>1,072,341.58</b>	<b>1,132,148.98</b>	<b>1,120,831.62</b>	<b>1,416,610.85</b>	<b>1,052,569.00</b>
<b>Total Expenses</b>	<b>1,770,833.00</b>	<b>2,182,305.19</b>	<b>1,923,935.26</b>	<b>2,010,598.98</b>	<b>1,962,956.48</b>	<b>2,157,835.85</b>	<b>1,575,319.43</b>
Net Total Revenue	<b>2,441,838.55</b>	<b>1,871,436.81</b>	<b>2,162,036.44</b>	<b>1,864,400.02</b>	<b>1,847,873.41</b>	<b>1,825,601.65</b>	<b>1,419,639.84</b>
Debt Service Payment	1,548,020.64	1,376,118.52	1,374,429.61	1,374,035.89	1,373,115.31	1,375,174.15	687,207.48
Annual Lease Payment - <i>Turf</i>	50,236.30	50,236.32	50,236.30	50,236.32	50,236.30	50,236.32	25,118.16
Transfers To Reserves	852,887.00	445,081.97	700,000.00	440,127.81	350,000.00	400,191.18	0.00
Net Revenue - after Debt Payment & Transfers to Reserves	<b>(9,305.39)</b>	<b>0.00</b>	<b>37,370.53</b>	<b>0.00</b>	<b>74,521.80</b>	<b>0.00</b>	<b>707,314.20</b>

Bookstore Escalator  
Revenue Escalator - Operations Fee  
Labor Escalator  
Operating Escalator

	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2013 Actual</u>	<u>2014 Budget</u>	<u>2014 YTD Actual</u>	<u>2015 Budget</u>	<u>2015 YTD Actual</u>
<b>Beginning Cash Balance - Reserves</b>	<b>2,324,046.96</b>	<b>3,022,862.75</b>	<b>3,022,862.75</b>	<b>3,359,079.13</b>	<b>3,359,079.13</b>	<b>3,511,563.52</b>	<b>3,511,563.52</b>
Interest	3,571.78	3,000.00	5,870.56	3,000.00	5,745.28	3,000.00	-
Transfers In - Reserves/ Bookstore Rental (FY10&11)	861,887.00	445,081.97	700,000.00	440,127.81	350,000.00	400,191.18	-
Less - Projects	(131,642.99)	(404,654.18)	(130,767.32)	(457,207.75)	(402,328.70)	(117,566.05)	46,125.51
Adjustment for Projects (Unspent and Carryover)	(35,000.00)	35,000.00	(238,886.86)	253,946.86	199,067.81	28,932.73	-
<b>Ending Cash Balance - Reserves</b>	<b>3,022,862.75</b>	<b>3,101,290.54</b>	<b>3,359,079.13</b>	<b>3,598,946.05</b>	<b>3,511,563.52</b>	<b>3,826,121.38</b>	<b>3,557,689.03</b>

	Period 09	
	<u>Cash Balance</u>	<u>Fund Balance</u>
<b>Current Balance - Operating</b>	<b>878,687.39</b>	<b>1,016,111.57</b>

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Student Recreation Center (Building Fee) - Full Time	110.00	110.00	110.00	110.00
Student Recreation Center (Building Fee) - per credit hour	10.00	10.00	10.00	10.00
Student Activity Operations - Full Time	113.00	113.00	113.00	113.00
Student Activity Operations - per credit hour	10.00	10.00	10.00	10.00
	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Meal Plan Escalator	1.03	1.03	1.02	1.03
15 meals per week (+65 points)	1,593.00	1,640.00	1,673.00	1,723.00
19 meals per week (+75 points)	1,744.00	1,796.00	1,832.00	1,886.00
15 meals per week (+150 points)	1,676.00	1,726.00	1,761.00	1,813.00
12 meals per week (+225 points)	1,616.00	1,664.00	1,698.00	1,748.00

	Fairmont State University Falcon Center Financial Analysis 20 Year Budget and Actual Report					
	<u>2016 Projection</u>	<u>2017 Projection</u>	<u>2018 Projection</u>	<u>2019 Projection</u>	<u>2020 Projection</u>	<u>2021 Projection</u>
Food Service/Dining	948,955.00	1,033,997.00	1,111,431.00	1,177,610.00	1,178,570.00	1,169,822.00
Bookstore	291,513.00	285,682.74	279,969.35	282,769.00	285,597.00	288,453.00
Bookstore Rental - Moved to Other						
<b>Subtotal</b>	<b>1,240,468.00</b>	<b>1,319,679.74</b>	<b>1,391,400.35</b>	<b>1,460,379.00</b>	<b>1,464,167.00</b>	<b>1,458,275.00</b>
Falcon Center Student Fees - Fairmont	1,775,827.50	1,682,157.50	1,588,487.50	1,652,027.00	1,718,108.08	1,786,832.40
Falcon Center Student Fees - Pierpont - Combined		0.00	0.00	0.00	0.00	0.00
Fee Increase <i>(0.04% in FY 18-20 and FY 27-29)</i>			63,539.50	66,081.08	68,724.32	0.00
Other Operating Revenue	876,516.00	876,516.00	876,516.00	876,516.00	876,516.00	876,516.00
<b>Falcon Center Revenue Total</b>	<b>2,652,343.50</b>	<b>2,558,673.50</b>	<b>2,528,543.00</b>	<b>2,594,624.08</b>	<b>2,663,348.40</b>	<b>2,663,348.40</b>
<b>Total Revenue</b>	<b>3,892,811.50</b>	<b>3,878,353.24</b>	<b>3,919,943.35</b>	<b>4,055,003.08</b>	<b>4,127,515.40</b>	<b>4,121,623.40</b>
Falcon Center	771,505.77	789,250.40	807,403.16	807,403.16	825,973.43	844,970.82
<b>Falcon Center Labor Total</b>	<b>771,505.77</b>	<b>789,250.40</b>	<b>807,403.16</b>	<b>807,403.16</b>	<b>825,973.43</b>	<b>844,970.82</b>
<b>Total Labor</b>	<b>771,505.77</b>	<b>789,250.40</b>	<b>807,403.16</b>	<b>807,403.16</b>	<b>825,973.43</b>	<b>844,970.82</b>
Falcon Center	1,458,863.85	1,488,041.13	1,517,801.95	1,548,157.99	1,579,121.15	1,610,703.57
<b>Falcon Center Operating Total</b>	<b>1,458,863.85</b>	<b>1,488,041.13</b>	<b>1,517,801.95</b>	<b>1,548,157.99</b>	<b>1,579,121.15</b>	<b>1,610,703.57</b>
<b>Total Operating</b>	<b>1,458,863.85</b>	<b>1,488,041.13</b>	<b>1,517,801.95</b>	<b>1,548,157.99</b>	<b>1,579,121.15</b>	<b>1,610,703.57</b>
<b>Total Expenses</b>	<b>2,230,369.62</b>	<b>2,277,291.53</b>	<b>2,325,205.11</b>	<b>2,355,561.15</b>	<b>2,405,094.58</b>	<b>2,455,674.39</b>
Net Total Revenue	<b>1,662,441.88</b>	<b>1,601,061.71</b>	<b>1,594,738.23</b>	<b>1,699,441.93</b>	<b>1,722,420.82</b>	<b>1,665,949.01</b>
Debt Service Payment	1,375,174.15	1,374,035.89	1,374,921.20	1,374,541.78	1,376,059.46	1,374,541.78
Annual Lease Payment - <i>Turf</i>	50,236.32	50,236.00	50,236.00	50,236.00	50,236.00	50,236.00
Transfers To Reserves	237,031.41	176,789.82	169,581.03	274,664.15	296,125.36	241,171.23
<b>Net Revenue - after Debt Payment &amp; Transfers to Reserves</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Bookstore Escalator	1	1	1	1.01	1.01	1.01
Revenue Escalator - Operations Fee	1	1	1	1	1	1
Labor Escalator	1	1.023	1.023	1	1.023	1.023
Operating Escalator	1.02	1.02	1.02	1.02	1.02	1.02
<b>Beginning Cash Balance - Reserves</b>	<b>3,826,121.38</b>	<b>3,882,876.79</b>	<b>3,940,914.99</b>	<b>3,910,910.35</b>	<b>3,800,209.37</b>	<b>3,912,779.06</b>
Interest	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
Transfers In - Reserves/ Bookstore Rental (FY10&11)	237,031.41	176,789.82	169,581.03	274,664.15	296,125.36	241,171.23
Less - Projects	(183,276.00)	(121,751.62)	(202,585.67)	(388,365.13)	(186,555.67)	(232,023.72)
Adjustment for Projects (Unspent and Carryover)						
<b>Ending Cash Balance - Reserves</b>	<b>3,882,876.79</b>	<b>3,940,914.99</b>	<b>3,910,910.35</b>	<b>3,800,209.37</b>	<b>3,912,779.06</b>	<b>3,924,926.57</b>
<b>Current Balance - Operating</b>						
<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	
Student Recreation Center (Building Fee) - Full Time	110.00	110.00	110.00	110.00	110.00	110.00
Student Recreation Center (Building Fee) - per credit hour	10.00	10.00	10.00	10.00	10.00	10.00
Student Activity Operations - Full Time	113.00	113.00	123.00	133.00	143.00	143.00
Student Activity Operations - per credit hour	10.00	10.00	10	11	12	12
<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	
Meal Plan Escalator	1.03	1.02	1.03	1.03	1.02	1.03
15 meals per week (+65 points)	1,774.00	1,809.00	1,863.00	1,918.00	1,956.00	2,014.00
19 meals per week (+75 points)	1,942.00	1,980.00	2,039.00	2,100.00	2,142.00	2,206.00
15 meals per week (+150 points)	1,867.00	1,904.00	1,961.00	2,019.00	2,059.00	2,120.00
12 meals per week (+225 points)	1,800.00	1,836.00	1,891.00	1,947.00	1,985.00	2,044.00



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	<u>2022 Projection</u>	<u>2023 Projection</u>	<u>2024 Projection</u>	<u>2025 Projection</u>	<u>2026 Projection</u>	<u>2027 Projection</u>	<u>2028 Projection</u>
Food Service/Dining	1,248,284.00	1,278,033.00	1,333,782.00	1,402,658.00	1,341,559.00	1,426,478.00	1,401,289.00
Bookstore	291,338.00	294,251.00	297,194.00	300,166.00	303,168.00	306,200.00	309,262.00
Bookstore Rental - Moved to Other							
<b>Subtotal</b>	<b>1,539,622.00</b>	<b>1,572,284.00</b>	<b>1,630,976.00</b>	<b>1,702,824.00</b>	<b>1,644,727.00</b>	<b>1,732,678.00</b>	<b>1,710,551.00</b>
Falcon Center Student Fees - Fairmont	1,786,832.40	1,786,832.40	1,786,832.40	1,786,832.40	1,786,832.40	1,786,832.40	1,858,305.70
Falcon Center Student Fees - Pierpont - Combined	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fee Increase <i>(0.04% in FY 18-20 and FY 27-29)</i>	0.00	0.00	0.00	0.00	0.00	71,473.30	74,332.23
Other Operating Revenue	876,516.00	876,516.00	876,516.00	876,516.00	876,516.00	876,516.00	876,516.00
<b>Falcon Center Revenue Total</b>	<b>2,663,348.40</b>	<b>2,663,348.40</b>	<b>2,663,348.40</b>	<b>2,663,348.40</b>	<b>2,663,348.40</b>	<b>2,734,821.70</b>	<b>2,809,153.93</b>
<b>Total Revenue</b>	<b>4,202,970.40</b>	<b>4,235,632.40</b>	<b>4,294,324.40</b>	<b>4,366,172.40</b>	<b>4,308,075.40</b>	<b>4,467,499.70</b>	<b>4,519,704.93</b>
Falcon Center	844,970.82	864,405.15	884,286.47	884,286.47	904,625.06	925,431.44	925,431.44
<b>Falcon Center Labor Total</b>	<b>844,970.82</b>	<b>864,405.15</b>	<b>884,286.47</b>	<b>884,286.47</b>	<b>904,625.06</b>	<b>925,431.44</b>	<b>925,431.44</b>
<b>Total Labor</b>	<b>844,970.82</b>	<b>864,405.15</b>	<b>884,286.47</b>	<b>884,286.47</b>	<b>904,625.06</b>	<b>925,431.44</b>	<b>925,431.44</b>
Falcon Center	1,642,917.64	1,675,776.00	1,709,291.52	1,743,477.35	1,778,346.89	1,813,913.83	1,850,192.11
<b>Falcon Center Operating Total</b>	<b>1,642,917.64</b>	<b>1,675,776.00</b>	<b>1,709,291.52</b>	<b>1,743,477.35</b>	<b>1,778,346.89</b>	<b>1,813,913.83</b>	<b>1,850,192.11</b>
<b>Total Operating</b>	<b>1,642,917.64</b>	<b>1,675,776.00</b>	<b>1,709,291.52</b>	<b>1,743,477.35</b>	<b>1,778,346.89</b>	<b>1,813,913.83</b>	<b>1,850,192.11</b>
<b>Total Expenses</b>	<b>2,487,888.47</b>	<b>2,540,181.15</b>	<b>2,593,577.99</b>	<b>2,627,763.82</b>	<b>2,682,971.95</b>	<b>2,739,345.27</b>	<b>2,775,623.54</b>
Net Total Revenue	<b>1,715,081.94</b>	<b>1,695,451.26</b>	<b>1,700,746.42</b>	<b>1,738,408.59</b>	<b>1,625,103.45</b>	<b>1,728,154.43</b>	<b>1,744,081.38</b>
Debt Service Payment	1,374,546.53	1,373,756.07	1,373,914.16	1,375,748.02	1,375,608.90	1,373,433.56	1,376,026.26
Annual Lease Payment - <i>Turf</i>	50,236.00	50,236.00	50,236.00	50,236.00	50,236.00	50,236.00	50,236.00
Transfers To Reserves	290,299.41	271,459.19	276,596.26	312,424.57	199,258.55	304,484.87	317,819.12
<b>Net Revenue - after Debt Payment &amp; Transfers to Reserves</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Bookstore Escalator	1.01	1.01	1.01	1.01	1.01	1.01	1.01
Revenue Escalator - Operations Fee	1	1	1	1	1	1	1
Labor Escalator	1	1.023	1.023	1	1.023	1.023	1
Operating Escalator	1.02	1.02	1.02	1.02	1.02	1.02	1.02

	<u>2022 Projection</u>	<u>2023 Projection</u>	<u>2024 Projection</u>	<u>2025 Projection</u>	<u>2026 Projection</u>	<u>2027 Projection</u>	<u>2028 Projection</u>
<b>Beginning Cash Balance - Reserves</b>	<b>3,924,926.57</b>	<b>3,944,447.60</b>	<b>3,622,769.83</b>	<b>3,054,732.66</b>	<b>2,657,237.44</b>	<b>1,725,429.60</b>	<b>1,000,235.65</b>
Interest	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
Transfers In - Reserves/ Bookstore Rental (FY10&11)	290,299.41	271,459.19	276,596.26	312,424.57	199,258.55	304,484.87	317,819.12
Less - Projects	(273,778.38)	(596,136.95)	(847,633.43)	(712,919.79)	(1,134,066.39)	(1,032,678.82)	(556,408.18)
Adjustment for Projects (Unspent and Carryover)							
<b>Ending Cash Balance - Reserves</b>	<b>3,944,447.60</b>	<b>3,622,769.83</b>	<b>3,054,732.66</b>	<b>2,657,237.44</b>	<b>1,725,429.60</b>	<b>1,000,235.65</b>	<b>764,646.59</b>

Current Balance - Operating

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Student Recreation Center (Building Fee) - Full Time	110.00	110.00	110.00	110.00	110.00	110.00	110.00
Student Recreation Center (Building Fee) - per credit hour	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Student Activity Operations - Full Time	143.00	143.00	143.00	143.00	143.00	153.00	163.00
Student Activity Operations - per credit hour	12	12	12	12	12	13	14
Meal Plan Escalator	<u>2022</u> 1.03	<u>2023</u> 1.02	<u>2024</u> 1.03	<u>2025</u> 1.03	<u>2026</u> 1.02	<u>2027</u> 1.03	<u>2028</u> 1.03
15 meals per week (+65 points)	2,074.00	2,115.00	2,178.00	2,243.00	2,287.00	2,355.00	2,425.00
19 meals per week (+75 points)	2,272.00	2,317.00	2,386.00	2,457.00	2,506.00	2,581.00	2,658.00
15 meals per week (+150 points)	2,183.00	2,226.00	2,292.00	2,360.00	2,407.00	2,479.00	2,553.00
12 meals per week (+225 points)	2,105.00	2,147.00	2,211.00	2,277.00	2,322.00	2,391.00	2,462.00

Fairmont State University  
Falcon Center Financial Analysis  
20 Year Budget and Actual Report

	<u>2029 Projection</u>	<u>2030 Projection</u>	<u>2031 Projection</u>	<u>2032 Projection</u>	<u>2033 Projection</u>	<u>2034 Projection</u>	<u>2035 Projection</u>	<u>2036 Projection</u>
Food Service/Dining	1,451,831.00	1,482,285.00	1,533,644.00	1,508,601.00	1,543,203.00	1,537,505.00	1,516,111.00	1,535,941.00
Bookstore	312,355.00	315,479.00	318,634.00	321,820.00	325,038.00	328,288.00	331,571.00	334,887.00
Bookstore Rental - Moved to Other								
<b>Subtotal</b>	<b>1,764,186.00</b>	<b>1,797,764.00</b>	<b>1,852,278.00</b>	<b>1,830,421.00</b>	<b>1,868,241.00</b>	<b>1,865,793.00</b>	<b>1,847,682.00</b>	<b>1,870,828.00</b>
Falcon Center Student Fees - Fairmont	1,932,637.93	2,009,943.44	2,009,943.44	2,009,943.44	2,009,943.44	2,009,943.44	2,009,943.44	2,009,943.44
Falcon Center Student Fees - Pierpont - Combined	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fee Increase <i>(0.04% in FY 18-20 and FY 27-29)</i>	77,305.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Operating Revenue	876,516.00	876,516.00	876,516.00	876,516.00	876,516.00	876,516.00	876,516.00	876,516.00
<b>Falcon Center Revenue Total</b>	<b>2,886,459.44</b>	<b>2,886,459.44</b>	<b>2,886,459.44</b>	<b>2,886,459.44</b>	<b>2,886,459.44</b>	<b>2,886,459.44</b>	<b>2,886,459.44</b>	<b>2,886,459.44</b>
<b>Total Revenue</b>	<b>4,650,645.44</b>	<b>4,684,223.44</b>	<b>4,738,737.44</b>	<b>4,716,880.44</b>	<b>4,754,700.44</b>	<b>4,752,252.44</b>	<b>4,734,141.44</b>	<b>4,757,287.44</b>
Falcon Center	946,716.36	968,490.84	968,490.84	990,766.12	1,013,553.75	1,013,553.75	1,036,865.48	1,060,713.39
<b>Falcon Center Labor Total</b>	<b>946,716.36</b>	<b>968,490.84</b>	<b>968,490.84</b>	<b>990,766.12</b>	<b>1,013,553.75</b>	<b>1,013,553.75</b>	<b>1,036,865.48</b>	<b>1,060,713.39</b>
<b>Total Labor</b>	<b>946,716.36</b>	<b>968,490.84</b>	<b>968,490.84</b>	<b>990,766.12</b>	<b>1,013,553.75</b>	<b>1,013,553.75</b>	<b>1,036,865.48</b>	<b>1,060,713.39</b>
Falcon Center	1,887,195.95	1,924,939.87	1,963,438.67	2,002,707.44	2,042,761.59	2,083,616.82	2,125,289.16	2,167,794.94
<b>Falcon Center Operating Total</b>	<b>1,887,195.95</b>	<b>1,924,939.87</b>	<b>1,963,438.67</b>	<b>2,002,707.44</b>	<b>2,042,761.59</b>	<b>2,083,616.82</b>	<b>2,125,289.16</b>	<b>2,167,794.94</b>
<b>Total Operating</b>	<b>1,887,195.95</b>	<b>1,924,939.87</b>	<b>1,963,438.67</b>	<b>2,002,707.44</b>	<b>2,042,761.59</b>	<b>2,083,616.82</b>	<b>2,125,289.16</b>	<b>2,167,794.94</b>
<b>Total Expenses</b>	<b>2,833,912.31</b>	<b>2,893,430.70</b>	<b>2,931,929.50</b>	<b>2,993,473.56</b>	<b>3,056,315.33</b>	<b>3,097,170.57</b>	<b>3,162,154.64</b>	<b>3,228,508.33</b>
Net Total Revenue	<b>1,816,733.14</b>	<b>1,790,792.74</b>	<b>1,806,807.94</b>	<b>1,723,406.88</b>	<b>1,698,385.11</b>	<b>1,655,081.88</b>	<b>1,571,986.81</b>	<b>1,528,779.12</b>
Debt Service Payment	1,374,002.69	1,373,370.33	1,374,002.69	1,375,773.31				
Annual Lease Payment - <i>Turf</i>	50,236.00	50,236.00	50,236.00	50,236.00	50,236.00	50,236.00	50,236.00	50,236.00
Transfers To Reserves	392,494.45	367,186.41	382,569.25	297,397.57	1,648,149.11	1,604,845.88	1,521,750.81	1,478,543.12
<b>Net Revenue - after Debt Payment &amp; Transfers to Reserves</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Bookstore Escalator	1.01	1.01	1.01	1.01	1.01	1.01	1.01	1.01
Revenue Escalator - Operations Fee	1	1	1	1	1	1	1	1
Labor Escalator	1.023	1.023	1	1.023	1.023	1	1.023	1.023
Operating Escalator	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02
<b>Beginning Cash Balance - Reserves</b>	<b>764,646.59</b>	<b>577,210.02</b>	<b>825,746.30</b>	<b>1,006,987.20</b>	<b>1,230,527.34</b>	<b>2,132,910.57</b>	<b>2,795,386.41</b>	<b>3,834,687.07</b>
Interest	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
Transfers In - Reserves/ Bookstore Rental (FY10&11)	392,494.45	367,186.41	382,569.25	297,397.57	1,648,149.11	1,604,845.88	1,521,750.81	1,478,543.12
Less - Projects	(582,931.02)	(121,650.13)	(204,328.35)	(76,857.43)	(748,765.88)	(945,370.04)	(485,450.15)	(335,010.95)
Adjustment for Projects (Unspent and Carryover)								
<b>Ending Cash Balance - Reserves</b>	<b>577,210.02</b>	<b>825,746.30</b>	<b>1,006,987.20</b>	<b>1,230,527.34</b>	<b>2,132,910.57</b>	<b>2,795,386.41</b>	<b>3,834,687.07</b>	<b>4,981,219.24</b>
<b>Current Balance - Operating</b>								
	<u>2029</u>	<u>2030</u>	<u>2031</u>	<u>2032</u>	<u>2033</u>	<u>2034</u>	<u>2035</u>	<u>2036</u>
Student Recreation Center (Building Fee) - Full Time	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00
Student Recreation Center (Building Fee) - per credit hour	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Student Activity Operations - Full Time	173.00	173.00	173.00	173.00	173.00	173.00	173.00	173.00
Student Activity Operations - per credit hour	14	14	14	14	14	14	14	14
	<u>2029</u>	<u>2030</u>	<u>2031</u>	<u>2032</u>	<u>2033</u>	<u>2034</u>	<u>2035</u>	<u>2036</u>
Meal Plan Escalator	1.02	1.03	1.03	1.02	1.03	1.03	1.02	1.02
15 meals per week (+65 points)	2,473.00	2,547.00	2,623.00	2,675.00	2,755.00	2,837.00	2,893.00	2,950.00
19 meals per week (+75 points)	2,711.00	2,792.00	2,875.00	2,932.00	3,019.00	3,109.00	3,171.00	3,234.00
15 meals per week (+150 points)	2,604.00	2,682.00	2,762.00	2,817.00	2,901.00	2,988.00	3,047.00	3,107.00
12 meals per week (+225 points)	2,511.00	2,586.00	2,663.00	2,716.00	2,797.00	2,880.00	2,937.00	2,995.00

## ***CAPITAL PROJECTS - FY 2016***

[illegible]

## 1 Falcon Center Fitness Equipment

Replacement of fitness equipment that has exhausted its life cycle.

## 2 Falcon Center Miscellaneous Projects

Replacement and upgrades in various areas throughout the building.

### 3 Falcon Center Fabric Duct Socks Replacement

Replacement and cleaning of fabric duct socks throughout building.

#### 4 Falcon Center Security Cameras

Install security cameras throughout the Falcon Center for added security.



	Falcon Center Project Cost Estimates											
	Inflation Rate											
	Building & Work Item	2026 13	2027 14	2028 15	2029 16	2030 17	2031 18	2032 19	2033 20	2034 21	2035 22	2036 23
	Falcon Center Capital Projects											
	Roof	440,560.11	453,776.92									
	Patio water Sealant									69,761.05		
	Pool Equipment							-		139,522.09		
	Pool Resurface								27,091.67			
	HVAC Equipment	367,133.43	378,147.43	389,491.85	401,176.61	-			451,527.81			
	Fabric Ducts											
	Lighting Upgrades											
	Hood Exhaust Fans	73,426.69	75,629.49	77,898.37	80,235.32	82,642.38						
	Rubber Flooring											
	Sound System										95,805.17	
	Carpet - Dining Area					-			90,305.56			
	Carpet - Other Areas						51,072.99					
	Bookstore Carpet											19,735.87
	Rubber Fitness Flooring									74,411.78		
	Elevator Upgrade	146,853.37									191,610.34	
	2nd Passenger Elevator											
	Painting of Colebank									93,014.73		
	Accoustical Walls									111,068.89		
	Starbucks Renovation											
	Pool Wall											
	Fabric Ducts											162,550.51
	Painting of Building - Per Gym											
	Total	1,027,973.60	907,553.83	467,390.22	481,411.93	82,642.38	51,072.99	0.00	568,925.04	487,778.54	287,415.51	182,286.37
	Ongoing Repair and Replacement											
	Cleaning of Glass windows		22,688.85									
	9 Flat screen TV's for fitness room (each)				12,998.12							
	New Fitness room equipment	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
	New Spin bikes (each)	5,139.87	5,294.06	5,452.89	5,616.47	5,784.97	5,958.52	6,137.27	6,321.39	6,511.03	6,706.36	6,907.55
	Replace BB hoops (each)		30,251.79		32,094.13		34,048.66		36,122.22			
	Replace lifeguard stands (each)			10,905.77					12,642.78			
	Replace pool furniture								30,000.96			
	*Replacement of folding chairs (each)	5,874.13	6,050.36	6,231.87	6,418.83	6,611.39	6,809.73	7,014.02	7,224.44	7,441.18	7,664.41	7,894.35
	*Replacement of folding rack for chairs (each)	1,468.53		1,557.97		1,652.85		1,753.51		1,860.29		1,973.59
	*Replacement of folding tables (each)	1,174.83	1,210.07	1,246.37	1,283.77	1,322.28	1,361.95	1,402.80	1,444.89	1,488.24	1,532.88	1,578.87
	*Replacement of staging/stairs						-		-	144,358.86		
	Replace Wash/Dryer						11,065.81					
	Replace 6 POS systems (each)			42,065.12					48,765.00			
	Replace 5 DCT readers (each)	13,106.66						15,650.04				17,614.26
	Relace 3 ID camera's (each)	1,762.24			1,925.65			2,104.21			2,299.32	
	Replace 3 ID printers (each)	17,622.40			19,256.48			21,042.07			22,993.24	
	Replace 3 ID system computers (each)	1,762.24	1,815.11		1,925.65	1,983.42	2,042.92		2,167.33	2,232.35		
	Replace 10 Vending machine readers (each)	1,468.53		1,557.97		1,652.85		1,753.51		1,860.29		1,973.59
	Patio Furniture							-		74,411.78		
	Replace Gym Floor covers (tiles w/cart)-CB						34,048.66					
	Replace Gym Floor covers (tiles w/cart)-Gym 1						37,919.11					
	Purchase Gym Floor covers (tiles w/cart)-Gym 2										18,040.00	4,960.00
	Nickel Area Furniture											
	Conference Area Furniture										118,798.41	
	Board Room Furniture									37,205.89		
	Dining Room Furniture (150 tables/600 chairs)									130,220.62		
	Security Cameras for Building						-					
	Student Lounge Furniture	36,713.34							45,152.78			
	Custodial Equipment		37,814.74									47,902.59
	Stairwell Refinish											3,180.29
	Colebank Hall Painting and Signage											38,739.50
	Total	106,092.79	125,124.99	89,017.96	101,519.09	39,007.75	153,255.36	76,857.43	179,840.84	457,591.50	198,034.63	152,724.58
	Grand Total	1,134,066.39	1,032,678.82	556,408.18	582,931.02	121,650.13	204,328.35	76,857.43	748,765.88	945,370.04	485,450.15	335,010.95
												10,972,222.55
	* Current # of folding chairs = @1000 (72 per rack)											
	* Current # of folding tables = 100											
	* Current number of racks =											
	* Current piecies of staging = 36											

**Fairmont State University  
Board of Governors  
April 16, 2015**

**Item:** Housing 30-year Master Plan Update and 2016 Budget Approval (Auxiliary Enterprise)

**Committee:** Committee of the Whole

**Recommended Resolution:** Approval of the Housing 2016 fiscal year budget plan and approval of the 30-year Master Plan Update

**Staff Member:** Rick Porto

**Background:** The 2016 FY budget plan includes a balanced budget with a transfer to reserve for future capital repair and replacement of \$1,053,090.

The attached 30-year operating and capital repair and replacement plan proposes how University Housing will be maintained and operated over the next twenty years and pay-off bond debt.

This plan incorporates the demolition and replacement of the College Park Apartments adding an additional 140 beds. This plan further renovates Morrow, Pence, and Pritchard Halls.

This 30-year plan update details the FY 2016 budget changes from the FY 2015, which are shown on the attached narrative page in **BOLD** print.

The 30-year plan provides information about the assumptions made to predict the future years' operating revenues, expenses, major equipment replacements, and major capital repairs and replacements and future debt to be incurred to accomplish the Master Plan goals.

The Housing 30-year Master Plan was first approved by the Governing Board on August 16, 2012.

This request seeks your approval for the following:

1. The 2016 Operating Budget Plan.
2. The funding of 2016 project maintenance of approximately \$59,000, \$326,000 in Architectural services, and furniture cost of new facility of \$1,000,000 from reserves.
3. The Housing 30-year Master Plan Update (until 2045).

### **Brief Summary of Residence Life Budget for FY16**

#### **Revenue**

- Housing's revenue will increase to \$5,397,047 (7.7%); 6.5% average rent increase
- Triple rates of \$2,371 per semester were developed for the academic year
- Utilities will be included apartment rents which will result in between 10.4% (single) and 12.1% (unfurnished double) increase in rents
- Utility rates would result in an additional \$144 per student per semester (\$24 per month)
- Due to the addition of Governor's Honors Academy, as well as other larger camps, summer revenue is projected to increase from \$48,000 to \$118,000

#### **Labor and Benefits**

- Labor and benefits will increase to \$877,600 (5.4%); Pro Forma proposes a 2.3% labor increase for two years with no increase for the third year
- Two third of FY16 increase is directed toward student labor
- Student labor budget will increase by \$37,233 (17.9%)
- No pay raises in FY16, except for the mandated Mercer increases

#### **Expenditures**

- Overall, expenses will increase by \$108,453 to total \$2,082,222 (5.5%)
- This increase is above the 2% inflation rate built into the Pro Forma due to upkeep and maintenance required to maintain existing facilities
- Electric increase by 14.2% beginning in February 2015
- After a utility analysis, overall electric increased by 6.2%, water and sewage by 5.4%, and gas is projected to decrease by 3.2%
- Maintenance contracts will increase by 2.2% to account for safety and environmental inspections
- Additional increases will be implemented for insurance (16.1%).
- Cleaning supplies will increase by \$2,800 (8.2%), routine maintenance contracts increases by \$8,029 (19.8%), and building repairs by \$12,500 (250%)
- Equipment purchases less than \$5,000 will decrease by \$25,296 (46.6%), due to an increase in one-time plumbing repairs that were needed in FY15
- Household equipment increased by \$19,573 (19.5%) to purchase residence hall furniture; especially for Bryant Place's lobby which has its original lobby furniture
- Due to increase in summer revenue, the hotel taxes should increase to \$8,000 (566.7%)
- Scholarships will increase to \$207,645 (5%)

#### **Transfers**

- Total transfers are \$2,437,225
- Transfer to reserves is \$1,053,090
- This transfer is imperative for preparing to build a new 345 bed residential facility
- \$2,000,000 have been used from the current reserve to pay architect fees
- \$1,000,000 from reserve will be used for furniture, equipment, and fixtures for the new residential facility

## **Residence Life Budget Explanation for FY16**

The following information is a brief description of Residence Life's FY 16 budget:

### **Revenue**

An average increase in rents of 6.5% and adding utilities into the apartment rents (see below), plus an increase in summer revenue (explained below) are requested for FY16 for a 7.7% total increase. Housing projects **\$5,397,047** in revenue compared to \$5,010,152 in FY15. These details of the increase is explained in the below narrative.

### ***Triple Rate Modification in Bryant Place***

For FY16, Residence Life has developed a triple rate for each person for the entire academic year. Where the double rate would be \$2,439, the triple rate will be \$2,371. This would provide additional incentive to encourage students to sign-up for the triple rooms.

### ***Utilities in College Park Apartments***

Since purchasing College Park Apartments (CP), Fairmont State University has paid for water and waste disposal service. However, students have been responsible for paying their monthly electric bills. In preparing for the new facility and the expected utility costs of this facility, we estimate the future utility costs per bed to be approximately \$24.00 per student per month or \$144 per student for six months. Therefore, for the convenience of our students, the rent beginning in FY16 would include all utility costs. Thus, CP per semester rents will range from \$3,896 (10.4% increase) for a single, \$2,854 (12.1% rise) for an unfurnished double, \$3,226 (11.4% escalation) for a furnished double, and \$3,015 (11.7% increase) for a triple to account for the utility calculation. The current apartment utility cost per bed is \$31 per month. Housing is planning to absorb the difference in costs for FY16.

### ***Additional Revenue***

Summer revenue was projected at \$48,000 for FY15. However, the addition of the Governor's Honors Academy, as well as other larger groups, selecting Fairmont State University for their summer camp needs, Residence Life has generated \$114,000 in summer revenue last year. It is projected the summer revenue would increase to \$118,000 for FY16.



## **Labor and Benefits**

Housing will grow the labor and benefits budget from \$832,566 to **\$877,600** for FY16. This is a \$45,034 (5.4%) increase in labor. Of this increase, \$37,233 (67.5%) is for student labor.

Additional labor increases may be attributed to a rise in minimum wage and an expansion in student maintenance. To assist the Physical Plant and boost student satisfaction, housing has increased (approximately \$13,000) the student maintenance work force. Housing projects to raise the student labor budget by \$37,233 (17.9%) to \$245,000.

## **Expenditures**

Overall, housing projects a \$108,453 (5.5%) increase to **\$2,082,222** for FY16. These increases are briefly explained below:

### ***Utilities***

After analysis of the utilities for FY15, as well as 14.2% increase in electric, the following adjustments were made to housing utility costs: 1) Water & Sewage (3426XX) increase from \$121,100 to \$127,600 (5.4%); 2) Electric (3663XX) went from \$309,663 to \$328,863 (6.2%); and 3) Gas (3665XX) costs decreased (-3.2%) from \$62,500 to \$60,500.

### ***Contracts, Insurance, and Supplies***

Due to quarterly mold testing in College Park, Maintenance Contracts (H122XX) is projected to increase from \$407,833 to \$416,849 (2.2%). Insurance (H135XX) has increase to \$57,990 (16.1%) for FY 16. A \$2,800 (8.2%) rise to \$37,100 in cleaning expenses is expected to occur. This is to account for updating cleaning equipment and supplies. Similarly, Maintenance Contracts (H144XX) will escalate from \$43,236 to \$46,736 (8.1%).

### ***Facilities and Equipment***

Regarding expenditure increases for maintenance and facilities, equipment purchases less than \$5,000 (H167XX) was reduced by \$25,296 (46.6%) to \$28,976. In FY15, housing had several plumbing issues that were addressed. These were deemed as one-time expenses. Routine Maintenance (H255XX) and Building Repair (H254XX) rose by \$8,029 (19.8%) to \$48,500 and \$12,500 (250%) to \$17,500,

respectively. This is to continue upkeep and maintenance for Morrow, Pence, and Prichard Halls.

Furthermore, housing equipment (H244XX) will increase by \$19,573 (19.5%) for a total of \$120,000. Most of this increase will go toward purchasing BP lobby furniture and room furniture for residential facilities. Annually, housing replaces 10% of its bedroom furniture. Much of BP's lobby and lounge furniture is in need of replacement. BP has the original lobby furniture purchased in 2004.

### ***Taxes and Scholarships***

City taxes (H169XX) rose by over five times between FY15 and FY16. For non-Fairmont State University related camps and conferences, housing is required to pay the city a 6% hotel sales tax. The increase is from \$1,200 to \$8,000 (567%) for FY16.

In FY16, there will be a \$9,888 (5%) increase in scholarship awards (H172XX). This contributes to several scholarships including athletics.

### **Transfers**

The total transfers equal \$2,437,225. Of that amount, housing projects transferring \$1,053,090 into the reserve account for FY16, to assure stable reserve to prepare for opening the new 345 bed facility in FY17. Reserves have been used to pay for architect fees of over 2 million dollars and is also planned to pay for furniture, fixtures, and equipment for the new facility of 1 million.

## FY16 Housing Budget

Acc't Code	Acc't Title	FY15 Budget	\$ Change	%	FY16 Budget
<b>Revenue</b>					
R009XX	AuxFees	94,000	(46,000)	-48.9%	48,000
R010XX	HouseRent	5,117,707	378,692	7.4%	5,496,399
R010XX	Contra Rent	(150,350)	(11,002)	7.3%	(161,352)
R010XX	Forf. Dep.	14,000	0	0.0%	14,000
R010XX	Triple Cred.	(65,205)	65,205	-100.0%	0
<b>Total</b>		<b>5,010,152</b>	<b>386,895</b>	<b>7.7%</b>	<b>5,397,047</b>
<b>Labor</b>					
H108XX	SSMatch	37,588	518	1.4%	38,106
H109XX	PubEmplns	67,596	0	0.0%	67,596
H111XX	WorkComp	1,740	110	6.3%	1,850
H113XX	Pen&Ret	26,505	406	1.5%	26,911
H285XX	NClassStaff	134,532	120	0.1%	134,652
H287XX	ClassStaff	263,414	6,647	2.5%	270,061
H290XX	StudLabor	207,767	37,233	17.9%	245,000
H291XX	Stipends	93,424	0	0.0%	93,424
<b>Total</b>		<b>832,566</b>	<b>45,034</b>	<b>5.4%</b>	<b>877,600</b>
<b>Expenditures</b>					
3425XX	Sanitation	26,900	0	0.0%	26,900
3426XX	Wat&Sew	121,100	6,500	5.4%	127,600
3663XX	Electricity	309,663	19,200	6.2%	328,863
3665XX	Gas	62,500	(2,000)	-3.2%	60,500
H116XX	OffExpense	1,578	22	1.4%	1,600
H117XX	Print&Bind	5,202	98	1.9%	5,300
H118XX	Rent-ExBuild	0	200		200
H119XX	Utilities	0	0		0
H120XX	Telecomm	900	300	33.3%	1,200
H122XX	ContrServ	407,833	9,016	2.2%	416,849
H123XX	ProfServ	0	0		0
H127XX	Travel-Emp	7,000	0	0.0%	7,000
H128XX	Travel-NEmp	0	2,000		2,000
H129XX	CompServ	63,000	(200)	-0.3%	62,800
H132XX	Rent-Veh	2,000	0	0.0%	2,000
H133XX	Rent-Other	3,142	858	27.3%	4,000
H135XX	Insurance	49,930	8,060	16.1%	57,990
H138XX	Supp-House	34,300	2,800	8.2%	37,100
H139XX	Advertising	0	600		600
H144XX	MaintContr	43,236	3,500	8.1%	46,736
H147XX	Cellular	7,054	0	0.0%	7,054
H150XX	Energy-Veh	500	0	0.0%	500
H156XX	Misc	309,440	24,347	7.9%	333,787
H157XX	Training-IS	1,020	0	0.0%	1,020
H158XX	Training-OS	0	0		0

H159XX	Postal	4,080	220	5.4%	4,300
H161XX	Supp-Comp	4,120	880	21.4%	5,000
H167XX	Equip<5000	54,272	(25,296)	-46.6%	28,976
H168XX	StudAct	27,913	558	2.0%	28,471
H169XX	RemOfTax	1,200	6,800	566.7%	8,000
H172XX	Awards	197,757	9,888	5.0%	207,645
H205XX	LeasePrin	39,542	0	0.0%	39,542
H206XX	Interest	1,264	0	0.0%	1,264
H244XX	HouseEqp	100,427	19,573	19.5%	120,000
H254XX	BldgRepair	5,000	12,500	250.0%	17,500
H255XX	RoutMaint	40,471	8,029	19.8%	48,500
H257XX	RtMaintGr	1,000	0	0.0%	1,000
H259XX	OtherRep	10,000	0	0.0%	10,000
9135XX	Work Study	3,425	0	0.0%	3,425
9220XX	NMandTran	27,000	0	0.0%	27,000
<b>Total</b>		<b>1,973,769</b>	<b>108,453</b>	<b>5.5%</b>	<b>2,082,222</b>
<b>Transfers</b>					
9100XX	MandTrans	1,386,032	(1,897)	-0.1%	1,384,135
9223XX	NMTReserve	817,785	235,305	28.8%	1,053,090
<b>Total</b>		<b>2,203,817</b>	<b>233,408</b>	<b>10.6%</b>	<b>2,437,225</b>

#### Totals

Revenue		5,010,152	386,895	7.7%	5,397,047
Labor		832,566	45,034	5.4%	877,600
Expenditures		1,973,769	108,453	5.5%	2,082,222
Transfers		2,203,817	233,408	10.6%	2,437,225
<b>Net</b>		<b>(0)</b>	<b>0</b>	<b>0.0%</b>	<b>(0)</b>

## Housing Master Plan Update (Inclusive of FY16 Budget Proposal)

Assumptions for Housing 30 Year Master Plan Projection – FY16 Update (Bolded items reflect FY16 budget changes)

- **Revenues from rent are requested to increase by 6.5% for traditional dorms and 6.5% for apartments for FY16. Rent revenue is projected to increase by \$432,895.** Future years have been increased by an average of 3%.
- **Other revenues are budgeted based on the attached narrative for FY16** and are projected to increase at 1% for all future years.
- Vacancy Losses are projected to be 3% of revenue before discounts. **Losses are projected to increase by \$11,002 for FY16.**
- **Labor is increased by Mercer increase projections, minimum wage increase projections and raises, which is an increase of \$45,034 for FY16.** Labor currently has projected future increases of 2.3% for two of every three years.
- **Operating expenses is increased mainly for utility, insurance, custodial and additional scholarship costs, which is an increase of \$108,453 for FY16.** Operating expenses currently has projected future increases of 2% annually.
- Debt Service payments have been updated for amount due. **FY16 shows a small decrease of \$1,897 per the debt schedule.**
- The 2015 bonding resulted in an additional debt payment to begin in FY 2017 in the amount of \$1,725,356. The actual debt service payments scheduled through 2045 are reflected on the attached 30 year budget projection. Also, see the attached bond pricing schedule for the 2015 bonds.
- **With requested updates, the transfer to reserves value is projected to be \$1,053,090.**
- Funding for equipment replacement and purchase and minor capital projects has been added annually. **FY16 expenditures are projected at \$59,000 for repairs (see attached), \$326,000 for architectural work on the new Housing facility and furniture, fixtures & equipment of \$1,000,000 from reserves.**
- Additional Debt Service is projected for all future projects, which include:
  - In FY15 and FY16, building 345 apartments and suite style beds and demolition of College Park Apartments once building is complete.
  - In FY16, an additional \$326,000 has been projected for architectural costs.
  - In FY16, \$1,000,000 has been added to purchase furniture, fixtures and equipment for the new apartment and suite beds.
  - Renovate Morrow Hall in FY25 and reopen in FY26
  - Renovate Pence Hall in FY28 and reopen in FY29
  - Renovate Pritchard Hall in FY31 and reopen in FY32

Fairmont State University  
Housing Financial Analysis  
30 Year Budget Projection

University Action

2015-16

2016-17

2017-18

Open 345 Apt/Suites

Demolish CPA

	<u>FY12 Actual</u>	<u>FY13 Actual</u>	<u>FY14 Actual</u>	<u>FY15 Budget</u>	<u>FY15 YTD Actual</u>	<u>FY16 Projection</u>	<u>FY17 Projection</u>	<u>FY18 Projection</u>
				As of 2-28-15	As of 2-28-15			

Rent Revenue - Including Triples and Vacancy CY	4,249,618	4,491,860	4,537,745	4,916,152	4,616,024	5,349,047	6,572,789	6,769,973
Other Revenue	151,388	147,604	103,399	94,000	260,886	48,000	48,960	49,939
Vacancy Loss Projection	0	0	0	0	0	0	(195,928)	(201,806)
<b>Total Revenue</b>	<b>4,401,006</b>	<b>4,639,464</b>	<b>4,641,144</b>	<b>5,010,152</b>	<b>4,876,910</b>	<b>5,397,047</b>	<b>6,425,821</b>	<b>6,618,106</b>
Labor Expense	600,304	646,459	746,818	832,566	520,721	877,600	897,785	897,785
<b>Total Labor</b>	<b>600,304</b>	<b>646,459</b>	<b>746,818</b>	<b>832,566</b>	<b>520,721</b>	<b>877,600</b>	<b>897,785</b>	<b>897,785</b>
Operating Expenses	1,601,875	1,702,461	1,706,669	1,932,963	1,157,707	2,041,416	2,082,244	2,123,889
Capital Lease - Alarm System		27,204	40,806	40,806	30,605	40,806	40,806	13,602
<b>Total Operating Expenses</b>	<b>1,601,875</b>	<b>1,729,665</b>	<b>1,747,475</b>	<b>1,973,769</b>	<b>1,188,311</b>	<b>2,082,222</b>	<b>2,123,050</b>	<b>2,137,491</b>
Net Total Revenue	2,198,828	2,263,340	2,146,852	2,203,817	3,167,878	2,437,225	3,404,986	3,582,830
Current Debt Service Payment	1,574,150	1,363,489	1,384,211	1,386,032	0	1,384,135	1,385,133	1,384,778
Additional Debt Service 2015	0	0	0	0	0	0	1,725,356	1,727,956
Additional Debt Service 2024 (Morrow)								
Additional Debt Service 2027 (Pence)								
Additional Debt Service 2031 (Prichard)								
<b>Cumulative Debt Service</b>	<b>1,574,150</b>	<b>1,363,489</b>	<b>1,384,211</b>	<b>1,386,032</b>	<b>0</b>	<b>1,384,135</b>	<b>3,110,489</b>	<b>3,112,734</b>
Transfers to Reserves	640,000	810,000	700,000	817,785	0	1,053,090	294,497	470,096
<b>Net Revenue - after Debt Payment and Transfers</b>	<b>(15,322)</b>	<b>89,851</b>	<b>62,641</b>	<b>0</b>	<b>3,167,878</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other Revenue Escalator						1.02	1.02	1.02
Labor Escalator						1.02	1.02	1.00
Operating Escalator						1.02	1.02	1.02
Rent Revenue Inflation Rate (calculated on Tab F)						1.06	1.04	1.03

TOTAL NET/GROSS REVENUE	(A)	4,401,006	4,639,464	4,641,144	5,010,152	5,397,047	6,425,821	6,618,106
Maximum Debt Service (as per Bond Indentures)	(B)	1,386,581	1,386,581	1,386,581	1,386,581	1,386,581	3,111,937	3,114,537
<b>Debt Covenant Ratio (A) divided by (B)</b>		3.17	3.35	3.35	3.61	3.89	2.06	2.12
<i>required = 1.00</i>								

	<u>FY12 Actual</u>	<u>FY13 Actual</u>	<u>FY14 Actual</u>	<u>FY15 Budget</u>	<u>FY15 YTD Actual</u>	<u>FY16 Projection</u>	<u>FY17 Projection</u>	<u>FY18 Projection</u>
<b>Beginning Cash Balance - Reserves</b>	<b>2,397,569</b>	<b>2,836,859</b>	<b>3,602,954</b>	<b>3,956,659</b>	<b>3,956,659</b>	<b>3,237,303</b>	<b>2,911,893</b>	<b>2,953,696</b>
Interest Income	3,702	6,095	6,705	6,500	0	6,500	6,500	6,500
Transfers In - Reserves	640,000	810,000	700,000	817,785	0	1,053,090	294,497	470,096
Less - Projects	(244,226)	(12,202)	(284,017)	(1,641,210)	(1,475,031)	(1,385,000)	(259,194)	(286,398)
Adjustment for Projects (Unspent and Carryover)	39,814	(37,798)	(68,983)	97,568	(167,594)			
<b>Ending Cash Balance - Reserves</b>	<b>2,836,859</b>	<b>3,602,954</b>	<b>3,956,659</b>	<b>3,237,303</b>	<b>2,314,034</b>	<b>2,911,893</b>	<b>2,953,696</b>	<b>3,143,894</b>

<b>As of End of Period 08</b>	
<u>Cash Balance</u>	<u>Fund Balance</u>
1,962,156	2,853,285

Housing Operating Fund

Fairmont State University  
Housing Financial Analysis  
30 Year Budget Projection

University Action	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25 Close Morrow Hall	2025-26 Open Renovated Morrow Hall
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	<u>FY19 Projection</u>	<u>FY20 Projection</u>	<u>FY21 Projection</u>	<u>FY22 Projection</u>	<u>FY23 Projection</u>	<u>FY24 Projection</u>	<u>FY25 Projection</u>	<u>FY26 Projection</u>
Rent Revenue - Including Triples and Vacancy CY	6,973,072	7,136,547	7,350,644	7,571,163	7,798,298	8,032,247	7,356,699	8,405,581
Other Revenue	50,938	51,957	52,996	54,056	55,137	56,240	57,364	58,512
Vacancy Loss Projection	(207,860)	(214,096)	(220,519)	(227,135)	(233,949)	(240,967)	(220,701)	(252,167)
<b>Total Revenue</b>	<b>6,816,150</b>	<b>6,974,408</b>	<b>7,183,120</b>	<b>7,398,084</b>	<b>7,619,486</b>	<b>7,847,519</b>	<b>7,193,363</b>	<b>8,211,925</b>
Labor Expense	918,434	939,558	939,558	961,168	983,275	983,275	1,005,890	1,029,025
<b>Total Labor</b>	<b>918,434</b>	<b>939,558</b>	<b>939,558</b>	<b>961,168</b>	<b>983,275</b>	<b>983,275</b>	<b>1,005,890</b>	<b>1,029,025</b>
Operating Expenses	2,166,367	2,209,694	2,253,888	2,298,966	2,344,945	2,391,844	2,439,681	2,488,475
Capital Lease - Alarm System								
<b>Total Operating Expenses</b>	<b>2,166,367</b>	<b>2,209,694</b>	<b>2,253,888</b>	<b>2,298,966</b>	<b>2,344,945</b>	<b>2,391,844</b>	<b>2,439,681</b>	<b>2,488,475</b>
Net Total Revenue	3,731,349	3,825,155	3,989,674	4,137,950	4,291,266	4,472,400	3,747,792	4,694,425
Current Debt Service Payment	1,385,190	1,386,151	1,384,044	1,385,311	1,383,666	1,383,659	1,386,049	1,384,470
Additional Debt Service 2015	1,729,956	1,729,106	1,727,606	1,729,606	1,729,856	1,728,356	1,730,106	1,724,856
Additional Debt Service 2024 (Morrow)								739,500
Additional Debt Service 2027 (Pence)								
Additional Debt Service 2031 (Prichard)								
<b>Cumulative Debt Service</b>	<b>3,115,146</b>	<b>3,115,257</b>	<b>3,111,650</b>	<b>3,114,917</b>	<b>3,113,522</b>	<b>3,112,015</b>	<b>3,116,155</b>	<b>3,848,827</b>
Transfers to Reserves	616,203	709,898	878,024	1,023,033	1,177,744	1,360,385	631,636	845,599
<b>Net Revenue - after Debt Payment and Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other Revenue Escalator	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02
Labor Escalator	1.02	1.02	1.00	1.02	1.02	1.00	1.02	1.02
Operating Escalator	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02
Rent Revenue Inflation Rate ( <i>calcuated on Tab F</i> )	1.03	1.03	1.03	1.03	1.03	1.03	1.03	1.03

TOTAL NET/GROSS REVENUE	(A)	6,816,150	6,974,408	7,183,120	7,398,084	7,619,486	7,847,519	7,193,363	8,211,925
Maximum Debt Service (as per Bond Indentures)	(B)	3,116,537	3,115,687	3,114,187	3,116,187	3,116,437	3,114,937	3,116,687	3,850,937
<b>Debt Covenant Ratio (A) divided by (B)</b>		2.19	2.24	2.31	2.37	2.44	2.52	2.31	2.13
<i>required = 1.00</i>									

	<u>FY19 Projection</u>	<u>FY20 Projection</u>	<u>FY21 Projection</u>	<u>FY22 Projection</u>	<u>FY23 Projection</u>	<u>FY24 Projection</u>	<u>FY25 Projection</u>	<u>FY26 Projection</u>
<b>Beginning Cash Balance - Reserves</b>	<b>3,143,894</b>	<b>3,466,597</b>	<b>3,882,995</b>	<b>4,467,519</b>	<b>5,197,052</b>	<b>6,081,296</b>	<b>7,148,181</b>	<b>7,486,317</b>
Interest Income	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500
Transfers In - Reserves	616,203	709,898	878,024	1,023,033	1,177,744	1,360,385	631,636	845,599
Less - Projects	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)
Adjustment for Projects (Unspent and Carryover)								
<b>Ending Cash Balance - Reserves</b>	<b>3,466,597</b>	<b>3,882,995</b>	<b>4,467,519</b>	<b>5,197,052</b>	<b>6,081,296</b>	<b>7,148,181</b>	<b>7,486,317</b>	<b>8,038,416</b>

Housing Operating Fund

Fairmont State University  
Housing Financial Analysis  
30 Year Budget Projection

University Action	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
		Close Pence Hall	Open Renovated Pence Hall		Close Prichard Hall	Open Renovated Prichard Hall		

	<u>FY27 Projection</u>	<u>FY28 Projection</u>	<u>FY29 Projection</u>	<u>FY30 Projection</u>	<u>FY31 Projection</u>	<u>FY32 Projection</u>	<u>FY33 Projection</u>	<u>FY34 Projection</u>
Rent Revenue - Including Triples and Vacancy CY	8,657,749	8,045,008	9,071,092	9,343,225	8,616,436	9,870,736	9,969,443	10,069,137
Other Revenue	59,682	60,876	62,093	63,335	64,602	65,894	67,212	68,556
Vacancy Loss Projection	(259,732)	(241,350)	(272,133)	(280,297)	(258,493)	(296,122)	(299,083)	(302,074)
<b>Total Revenue</b>	<b>8,457,698</b>	<b>7,864,533</b>	<b>8,861,053</b>	<b>9,126,263</b>	<b>8,422,544</b>	<b>9,640,507</b>	<b>9,737,571</b>	<b>9,835,619</b>
Labor Expense	1,029,025	1,052,693	1,076,905	1,076,905	1,101,674	1,127,012	1,127,012	1,152,933
<b>Total Labor</b>	<b>1,029,025</b>	<b>1,052,693</b>	<b>1,076,905</b>	<b>1,076,905</b>	<b>1,101,674</b>	<b>1,127,012</b>	<b>1,127,012</b>	<b>1,152,933</b>
Operating Expenses	2,538,244	2,589,009	2,640,789	2,693,605	2,747,477	2,802,427	2,858,475	2,915,645
Capital Lease - Alarm System								
<b>Total Operating Expenses</b>	<b>2,538,244</b>	<b>2,589,009</b>	<b>2,640,789</b>	<b>2,693,605</b>	<b>2,747,477</b>	<b>2,802,427</b>	<b>2,858,475</b>	<b>2,915,645</b>
Net Total Revenue	4,890,429	4,222,831	5,143,359	5,355,753	4,573,394	5,711,068	5,752,084	5,767,041
Current Debt Service Payment	1,383,095	1,385,575	1,383,678	1,384,012	1,384,774	1,384,915		
Additional Debt Service 2015	1,727,856	1,726,306	1,727,869	1,727,319	1,729,581	1,729,406	1,728,006	1,729,038
Additional Debt Service 2024 (Morrow)	740,500	741,000	741,000	740,500	739,500	738,000	741,000	738,250
Additional Debt Service 2027 (Pence)			530,500	529,000	527,250	530,250	527,750	530,000
Additional Debt Service 2031 (Prichard)							635,000	632,250
<b>Cumulative Debt Service</b>	<b>3,851,451</b>	<b>3,852,882</b>	<b>4,383,047</b>	<b>4,380,830</b>	<b>4,381,106</b>	<b>4,382,571</b>	<b>3,631,756</b>	<b>3,629,538</b>
Transfers to Reserves	1,038,977	369,950	760,312	974,923	192,288	1,328,497	2,120,328	2,137,503
<b>Net Revenue - after Debt Payment and Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other Revenue Escalator	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02
Labor Escalator	1.00	1.02	1.02	1.00	1.02	1.02	1.00	1.02
Operating Escalator	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02
Rent Revenue Inflation Rate ( <i>calculated on Tab F</i> )	1.03	1.03	1.03	1.03	1.03	1.03	1.01	1.01

TOTAL NET/GROSS REVENUE	(A)	8,457,698	7,864,533	8,861,053	9,126,263	8,422,544	9,640,507	9,737,571	9,835,619
Maximum Debt Service (as per Bond Indentures)	(B)	3,854,937	3,853,887	4,385,949	4,383,399	4,382,912	4,384,237	3,631,756	3,629,538
<b>Debt Covenant Ratio (A) divided by (B)</b>		2.19	2.04	2.02	2.08	1.92	2.20	2.68	2.71
<i>required = 1.00</i>									

	<u>FY27 Projection</u>	<u>FY28 Projection</u>	<u>FY29 Projection</u>	<u>FY30 Projection</u>	<u>FY31 Projection</u>	<u>FY32 Projection</u>	<u>FY33 Projection</u>	<u>FY34 Projection</u>
<b>Beginning Cash Balance - Reserves</b>	<b>8,038,416</b>	<b>8,783,893</b>	<b>8,860,343</b>	<b>9,327,155</b>	<b>10,008,578</b>	<b>9,907,366</b>	<b>10,942,363</b>	<b>12,569,191</b>
Interest Income	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500
Transfers In - Reserves	1,038,977	369,950	760,312	974,923	192,288	1,328,497	2,120,328	2,137,503
Less - Projects	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)	(500,000)	(500,000)
Adjustment for Projects (Unspent and Carryover)								
<b>Ending Cash Balance - Reserves</b>	<b>8,783,893</b>	<b>8,860,343</b>	<b>9,327,155</b>	<b>10,008,578</b>	<b>9,907,366</b>	<b>10,942,363</b>	<b>12,569,191</b>	<b>14,213,194</b>

Housing Operating Fund



Fairmont State University  
Housing Financial Analysis  
30 Year Budget Projection

University Action

2034-35 2035-36 2036-37 2037-38 2038-39 2039-40 2040-41 2041-42

FY35 Projection FY36 Projection FY37 Projection FY38 Projection FY39 Projection FY40 Projection FY41 Projection FY42 Projection

Rent Revenue - Including Triples and Vacancy CY	10,169,829	10,271,527	10,374,242	10,477,985	10,582,765	10,688,592	10,795,478	10,903,433
Other Revenue	69,927	71,325	72,752	74,207	75,691	77,205	78,749	80,324
Vacancy Loss Projection	(305,095)	(308,146)	(311,227)	(314,340)	(317,483)	(320,658)	(323,864)	(327,103)
<b>Total Revenue</b>	<b>9,934,661</b>	<b>10,034,707</b>	<b>10,135,767</b>	<b>10,237,852</b>	<b>10,340,973</b>	<b>10,445,139</b>	<b>10,550,363</b>	<b>10,656,654</b>
Labor Expense	1,179,451	1,206,578	1,234,330	1,262,719	1,291,762	1,321,472	1,351,866	1,382,959
<b>Total Labor</b>	<b>1,179,451</b>	<b>1,206,578</b>	<b>1,234,330</b>	<b>1,262,719</b>	<b>1,291,762</b>	<b>1,321,472</b>	<b>1,351,866</b>	<b>1,382,959</b>
Operating Expenses	2,973,958	3,033,437	3,094,106	3,155,988	3,219,107	3,283,490	3,349,159	3,416,143
Capital Lease - Alarm System								
<b>Total Operating Expenses</b>	<b>2,973,958</b>	<b>3,033,437</b>	<b>3,094,106</b>	<b>3,155,988</b>	<b>3,219,107</b>	<b>3,283,490</b>	<b>3,349,159</b>	<b>3,416,143</b>
Net Total Revenue	5,781,252	5,794,692	5,807,332	5,819,145	5,830,104	5,840,178	5,849,338	5,857,553
Current Debt Service Payment								
Additional Debt Service 2015	1,728,619	1,726,750	1,726,938	1,725,438	1,727,250	1,727,188	1,725,250	1,726,438
Additional Debt Service 2024 (Morrow)	740,000	736,000	736,500	736,250	740,250	738,250	740,500	736,750
Additional Debt Service 2027 (Pence)	531,750	528,000	529,000	529,500	529,500	529,000	528,000	526,500
Additional Debt Service 2031 (Prichard)	634,250	635,750	631,750	632,500	632,750	632,500	636,750	633,250
<b>Cumulative Debt Service</b>	<b>3,634,619</b>	<b>3,626,500</b>	<b>3,624,188</b>	<b>3,623,688</b>	<b>3,629,750</b>	<b>3,626,938</b>	<b>3,630,500</b>	<b>3,622,938</b>
Transfers to Reserves	2,146,634	2,168,192	2,183,144	2,195,458	2,200,354	2,213,240	2,218,838	2,234,615
<b>Net Revenue - after Debt Payment and Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other Revenue Escalator	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02
Labor Escalator	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02
Operating Escalator	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02
Rent Revenue Inflation Rate (calculated on Tab F)	1.01	1.01	1.01	1.01	1.01	1.01	1.01	1.01

TOTAL NET/GROSS REVENUE	(A)	9,934,661	10,034,707	10,135,767	10,237,852	10,340,973	10,445,139	10,550,363	10,656,654
Maximum Debt Service (as per Bond Indentures)	(B)	3,634,619	3,626,500	3,624,188	3,623,688	3,629,750	3,626,938	3,630,500	3,622,938
<b>Debt Covenant Ratio (A) divided by (B)</b>		2.73	2.77	2.80	2.83	2.85	2.88	2.91	2.94
<i>required = 1.00</i>									

	<u>FY35 Projection</u>	<u>FY36 Projection</u>	<u>FY37 Projection</u>	<u>FY38 Projection</u>	<u>FY39 Projection</u>	<u>FY40 Projection</u>	<u>FY41 Projection</u>	<u>FY42 Projection</u>
<b>Beginning Cash Balance - Reserves</b>	<b>14,213,194</b>	<b>15,866,328</b>	<b>17,541,020</b>	<b>19,230,664</b>	<b>20,932,622</b>	<b>22,639,476</b>	<b>24,359,216</b>	<b>26,084,554</b>
Interest Income	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500
Transfers In - Reserves	2,146,634	2,168,192	2,183,144	2,195,458	2,200,354	2,213,240	2,218,838	2,234,615
Less - Projects	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)
Adjustment for Projects (Unspent and Carryover)								
<b>Ending Cash Balance - Reserves</b>	<b>15,866,328</b>	<b>17,541,020</b>	<b>19,230,664</b>	<b>20,932,622</b>	<b>22,639,476</b>	<b>24,359,216</b>	<b>26,084,554</b>	<b>27,825,669</b>

Housing Operating Fund

Fairmont State University  
Housing Financial Analysis  
30 Year Budget Projection

University Action      2042-43      2043-44      2044-45

FY43 Projection      FY44 Projection      FY45 Projection

Rent Revenue - Including Triples and Vacancy CY	11,012,467	11,122,592	11,233,818
Other Revenue	81,931	83,569	85,241
Vacancy Loss Projection	(330,374)	(333,678)	(337,015)
<b>Total Revenue</b>	<b>10,764,024</b>	<b>10,872,483</b>	<b>10,982,044</b>
Labor Expense	1,414,767	1,447,307	1,480,595
<b>Total Labor</b>	<b>1,414,767</b>	<b>1,447,307</b>	<b>1,480,595</b>
Operating Expenses	3,484,465	3,554,155	3,625,238
Capital Lease - Alarm System			
<b>Total Operating Expenses</b>	<b>3,484,465</b>	<b>3,554,155</b>	<b>3,625,238</b>
Net Total Revenue	5,864,791	5,871,022	5,876,211
Current Debt Service Payment			
Additional Debt Service 2015	1,725,563	1,727,625	1,727,438
Additional Debt Service 2024 (Morrow)	737,250	736,750	740,250
Additional Debt Service 2027 (Pence)	529,500	526,750	528,500
Additional Debt Service 2031 (Prichard)	633,250	635,750	632,500
<b>Cumulative Debt Service</b>	<b>3,625,563</b>	<b>3,626,875</b>	<b>3,628,688</b>
Transfers to Reserves	2,239,229	2,244,147	2,247,524
<b>Net Revenue - after Debt Payment and Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other Revenue Escalator	1.02	1.02	1.02
Labor Escalator	1.02	1.02	1.02
Operating Escalator	1.02	1.02	1.02
Rent Revenue Inflation Rate ( <i>calcuated on Tab F</i> )	1.01	1.01	1.01

TOTAL NET/GROSS REVENUE	(A)	10,764,024	10,872,483	10,982,044
Maximum Debt Service (as per Bond Indentures)	(B)	3,625,563	3,626,875	3,628,688
<b>Debt Covenant Ratio (A) divided by (B)</b>		2.97	3.00	3.03
<i>required = 1.00</i>				

	<u>FY43 Projection</u>	<u>FY44 Projection</u>	<u>FY45 Projection</u>
<b>Beginning Cash Balance - Reserves</b>	<b>27,825,669</b>	<b>29,571,398</b>	<b>31,322,045</b>
Interest Income	6,500	6,500	6,500
Transfers In - Reserves	2,239,229	2,244,147	2,247,524
Less - Projects	(500,000)	(500,000)	(500,000)
Adjustment for Projects (Unspent and Carryover)			
<b>Ending Cash Balance - Reserves</b>	<b>29,571,398</b>	<b>31,322,045</b>	<b>33,076,069</b>

Housing Operating Fund

## ***CAPITAL PROJECTS - FY 2016***

[illegible]

## 1 Housing Miscellaneous Projects

Various small projects throughout Housing for FY 2016

## 2 College Apartments A&E Fee

Estimated A&E Fee for FY 2016

### 3 College Apartments - FF&E - Furniture & Equipment

## Furnishings for the new College Apartments

# BOND PRICING

## Fairmont State University Board of Governors Revenue Bonds, Series 2015 A

Bond Component	Maturity Date	CUSIP	Amount	Rate	Yield	Price	Yield to Maturity	Call Date	Call Price	Premium (-Discount)
Serial Bond:										
	06/01/2017	305349BS0	580,000	3.000%	0.970%	104.308				24,986.40
	06/01/2018	305349BT8	600,000	3.000%	1.240%	105.419				32,514.00
	06/01/2019	305349BU5	620,000	1.750%	1.510%	100.961				5,958.20
	06/01/2020	305349BV3	630,000	5.000%	1.710%	116.150				101,745.00
	06/01/2021	305349BW1	660,000	5.000%	1.960%	117.529				115,691.40
	06/01/2022	305349BX9	695,000	5.000%	2.170%	118.646				129,589.70
	06/01/2023	305349BY7	730,000	5.000%	2.340%	119.630				143,299.00
	06/01/2024	305349BZ4	765,000	5.000%	2.460%	120.694				158,309.10
	06/01/2025	305349CA8	805,000	5.000%	2.600%	121.286				171,352.30
	06/01/2026	305349CF7	840,000	5.000%	2.750%	119.805	C 2.907%	06/01/2025	100.000	166,362.00
	06/01/2027	305349CG5	885,000	3.000%	3.100%	98.991				(8,929.65)
	06/01/2028	305349CB6	910,000	3.125%	3.230%	98.879				(10,201.10)
	06/01/2029	305349CH3	940,000	3.250%	3.350%	98.877				(10,556.20)
	06/01/2030	305349CC4	970,000	3.375%	3.470%	98.884				(10,825.20)
			10,630,000							1,009,294.95
2032 Term Bond:										
	06/01/2031	305349CJ9	1,005,000	3.500%	3.620%	98.473				(15,346.35)
	06/01/2032	305349CJ9	1,040,000	3.500%	3.620%	98.473				(15,880.80)
			2,045,000							(31,227.15)
2035 Term Bond:										
	06/01/2033	305349CD2	1,075,000	3.625%	3.780%	97.824				(23,392.00)
	06/01/2034	305349CD2	1,115,000	3.625%	3.780%	97.824				(24,262.40)
	06/01/2035	305349CD2	1,155,000	3.625%	3.780%	97.824				(25,132.80)
			3,345,000							(72,787.20)
2045 Term Bond:										
	06/01/2036	305349CE0	1,195,000	3.750%	3.960%	96.318				(43,999.90)
	06/01/2037	305349CE0	1,240,000	3.750%	3.960%	96.318				(45,656.80)
	06/01/2038	305349CE0	1,285,000	3.750%	3.960%	96.318				(47,313.70)
	06/01/2039	305349CE0	1,335,000	3.750%	3.960%	96.318				(49,154.70)
	06/01/2040	305349CE0	1,385,000	3.750%	3.960%	96.318				(50,995.70)
	06/01/2041	305349CE0	1,435,000	3.750%	3.960%	96.318				(52,836.70)
	06/01/2042	305349CE0	1,490,000	3.750%	3.960%	96.318				(54,861.80)
	06/01/2043	305349CE0	1,545,000	3.750%	3.960%	96.318				(56,886.90)
	06/01/2044	305349CE0	1,605,000	3.750%	3.960%	96.318				(59,096.10)
	06/01/2045	305349CE0	1,665,000	3.750%	3.960%	96.318				(61,305.30)
			14,180,000							(522,107.60)
			30,200,000							383,173.00

Dated Date	04/07/2015	
Delivery Date	04/07/2015	
First Coupon	12/01/2015	
Par Amount	30,200,000.00	
Premium	383,173.00	
Production	30,583,173.00	101.268785%
Underwriter's Discount	(149,761.80)	(0.495900%)
Purchase Price	30,433,411.20	100.772885%
Accrued Interest		
Net Proceeds	30,433,411.20	

Notes:  
FINAL  
Based on market conditions as of March 24, 2015.  
'A2' rated by Moody's.

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## SOURCES AND USES OF FUNDS

### Fairmont State University Board of Governors Revenue Bonds, Series 2015 A

Dated Date            04/07/2015  
Delivery Date        04/07/2015

#### Sources:

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Bond Proceeds:	
Par Amount	30,200,000.00
Net Premium	383,173.00
	<hr/>
	30,583,173.00

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#### Uses:

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Project Fund Deposits:	
Project Fund	29,000,000.00
Other Fund Deposits:	
Capitalized Interest Fund	1,317,159.69
Cost of Issuance:	
Bond Counsel	35,000.00
Underwriter's Counsel	35,000.00
Rating Agency	37,000.00
Trustee / Paying Agent	5,500.00
Official Statement Printing	3,000.00
CUSIP Assignment	500.00
Miscellaneous	251.51
	<hr/>
	116,251.51
Underwriter's Discount:	
Average Takedown / Expenses	149,761.80
	<hr/>
	30,583,173.00

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#### Notes:

FINAL

Based on market conditions as of March 24, 2015.

'A2' rated by Moody's.

# BOND DEBT SERVICE

## Fairmont State University Board of Governors Revenue Bonds, Series 2015 A

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
04/07/2015					
12/01/2015			744,481.56	744,481.56	
06/01/2016			572,678.13	572,678.13	1,317,159.69
12/01/2016			572,678.13	572,678.13	
06/01/2017	580,000	3.000%	572,678.13	1,152,678.13	1,725,356.26
12/01/2017			563,978.13	563,978.13	
06/01/2018	600,000	3.000%	563,978.13	1,163,978.13	1,727,956.26
12/01/2018			554,978.13	554,978.13	
06/01/2019	620,000	1.750%	554,978.13	1,174,978.13	1,729,956.26
12/01/2019			549,553.13	549,553.13	
06/01/2020	630,000	5.000%	549,553.13	1,179,553.13	1,729,106.26
12/01/2020			533,803.13	533,803.13	
06/01/2021	660,000	5.000%	533,803.13	1,193,803.13	1,727,606.26
12/01/2021			517,303.13	517,303.13	
06/01/2022	695,000	5.000%	517,303.13	1,212,303.13	1,729,606.26
12/01/2022			499,928.13	499,928.13	
06/01/2023	730,000	5.000%	499,928.13	1,229,928.13	1,729,856.26
12/01/2023			481,678.13	481,678.13	
06/01/2024	765,000	5.000%	481,678.13	1,246,678.13	1,728,356.26
12/01/2024			462,553.13	462,553.13	
06/01/2025	805,000	5.000%	462,553.13	1,267,553.13	1,730,106.26
12/01/2025			442,428.13	442,428.13	
06/01/2026	840,000	5.000%	442,428.13	1,282,428.13	1,724,856.26
12/01/2026			421,428.13	421,428.13	
06/01/2027	885,000	3.000%	421,428.13	1,306,428.13	1,727,856.26
12/01/2027			408,153.13	408,153.13	
06/01/2028	910,000	3.125%	408,153.13	1,318,153.13	1,726,306.26
12/01/2028			393,934.38	393,934.38	
06/01/2029	940,000	3.250%	393,934.38	1,333,934.38	1,727,868.76
12/01/2029			378,659.38	378,659.38	
06/01/2030	970,000	3.375%	378,659.38	1,348,659.38	1,727,318.76
12/01/2030			362,290.63	362,290.63	
06/01/2031	1,005,000	3.500%	362,290.63	1,367,290.63	1,729,581.26
12/01/2031			344,703.13	344,703.13	
06/01/2032	1,040,000	3.500%	344,703.13	1,384,703.13	1,729,406.26
12/01/2032			326,503.13	326,503.13	
06/01/2033	1,075,000	3.625%	326,503.13	1,401,503.13	1,728,006.26
12/01/2033			307,018.75	307,018.75	
06/01/2034	1,115,000	3.625%	307,018.75	1,422,018.75	1,729,037.50
12/01/2034			286,809.38	286,809.38	
06/01/2035	1,155,000	3.625%	286,809.38	1,441,809.38	1,728,618.76
12/01/2035			265,875.00	265,875.00	
06/01/2036	1,195,000	3.750%	265,875.00	1,460,875.00	1,726,750.00
12/01/2036			243,468.75	243,468.75	
06/01/2037	1,240,000	3.750%	243,468.75	1,483,468.75	1,726,937.50
12/01/2037			220,218.75	220,218.75	
06/01/2038	1,285,000	3.750%	220,218.75	1,505,218.75	1,725,437.50
12/01/2038			196,125.00	196,125.00	
06/01/2039	1,335,000	3.750%	196,125.00	1,531,125.00	1,727,250.00
12/01/2039			171,093.75	171,093.75	
06/01/2040	1,385,000	3.750%	171,093.75	1,556,093.75	1,727,187.50
12/01/2040			145,125.00	145,125.00	
06/01/2041	1,435,000	3.750%	145,125.00	1,580,125.00	1,725,250.00
12/01/2041			118,218.75	118,218.75	
06/01/2042	1,490,000	3.750%	118,218.75	1,608,218.75	1,726,437.50
12/01/2042			90,281.25	90,281.25	
06/01/2043	1,545,000	3.750%	90,281.25	1,635,281.25	1,725,562.50
12/01/2043			61,312.50	61,312.50	
06/01/2044	1,605,000	3.750%	61,312.50	1,666,312.50	1,727,625.00
12/01/2044			31,218.75	31,218.75	
06/01/2045	1,665,000	3.750%	31,218.75	1,696,218.75	1,727,437.50
	30,200,000		21,219,797.37	51,419,797.37	51,419,797.37

Notes:

FINAL

Based on market conditions as of March 24, 2015.

'A2' rated by Moody's.

NET DEBT SERVICE

Fairmont State University Board of Governors  
Revenue Bonds, Series 2015 A

Date	Principal	Coupon	Interest	Total Debt Service	Capitalized Interest Fund	Net Debt Service	Annual Net D/S
12/01/2015			744,481.56	744,481.56	(744,481.56)		
06/01/2016			572,678.13	572,678.13	(572,678.13)		
12/01/2016			572,678.13	572,678.13		572,678.13	
06/01/2017	580,000	3.000%	572,678.13	1,152,678.13		1,152,678.13	1,725,356.26
12/01/2017			563,978.13	563,978.13		563,978.13	
06/01/2018	600,000	3.000%	563,978.13	1,163,978.13		1,163,978.13	1,727,956.26
12/01/2018			554,978.13	554,978.13		554,978.13	
06/01/2019	620,000	1.750%	554,978.13	1,174,978.13		1,174,978.13	1,729,956.26
12/01/2019			549,553.13	549,553.13		549,553.13	
06/01/2020	630,000	5.000%	549,553.13	1,179,553.13		1,179,553.13	1,729,106.26
12/01/2020			533,803.13	533,803.13		533,803.13	
06/01/2021	660,000	5.000%	533,803.13	1,193,803.13		1,193,803.13	1,727,606.26
12/01/2021			517,303.13	517,303.13		517,303.13	
06/01/2022	695,000	5.000%	517,303.13	1,212,303.13		1,212,303.13	1,729,606.26
12/01/2022			499,928.13	499,928.13		499,928.13	
06/01/2023	730,000	5.000%	499,928.13	1,229,928.13		1,229,928.13	1,729,856.26
12/01/2023			481,678.13	481,678.13		481,678.13	
06/01/2024	765,000	5.000%	481,678.13	1,246,678.13		1,246,678.13	1,728,356.26
12/01/2024			462,553.13	462,553.13		462,553.13	
06/01/2025	805,000	5.000%	462,553.13	1,267,553.13		1,267,553.13	1,730,106.26
12/01/2025			442,428.13	442,428.13		442,428.13	
06/01/2026	840,000	5.000%	442,428.13	1,282,428.13		1,282,428.13	1,724,856.26
12/01/2026			421,428.13	421,428.13		421,428.13	
06/01/2027	885,000	3.000%	421,428.13	1,306,428.13		1,306,428.13	1,727,856.26
12/01/2027			408,153.13	408,153.13		408,153.13	
06/01/2028	910,000	3.125%	408,153.13	1,318,153.13		1,318,153.13	1,726,306.26
12/01/2028			393,934.38	393,934.38		393,934.38	
06/01/2029	940,000	3.250%	393,934.38	1,333,934.38		1,333,934.38	1,727,868.76
12/01/2029			378,659.38	378,659.38		378,659.38	
06/01/2030	970,000	3.375%	378,659.38	1,348,659.38		1,348,659.38	1,727,318.76
12/01/2030			362,290.63	362,290.63		362,290.63	
06/01/2031	1,005,000	3.500%	362,290.63	1,367,290.63		1,367,290.63	1,729,581.26
12/01/2031			344,703.13	344,703.13		344,703.13	
06/01/2032	1,040,000	3.500%	344,703.13	1,384,703.13		1,384,703.13	1,729,406.26
12/01/2032			326,503.13	326,503.13		326,503.13	
06/01/2033	1,075,000	3.625%	326,503.13	1,401,503.13		1,401,503.13	1,728,006.26
12/01/2033			307,018.75	307,018.75		307,018.75	
06/01/2034	1,115,000	3.625%	307,018.75	1,422,018.75		1,422,018.75	1,729,037.50
12/01/2034			286,809.38	286,809.38		286,809.38	
06/01/2035	1,155,000	3.625%	286,809.38	1,441,809.38		1,441,809.38	1,728,618.76
12/01/2035			265,875.00	265,875.00		265,875.00	
06/01/2036	1,195,000	3.750%	265,875.00	1,460,875.00		1,460,875.00	1,726,750.00
12/01/2036			243,468.75	243,468.75		243,468.75	
06/01/2037	1,240,000	3.750%	243,468.75	1,483,468.75		1,483,468.75	1,726,937.50
12/01/2037			220,218.75	220,218.75		220,218.75	
06/01/2038	1,285,000	3.750%	220,218.75	1,505,218.75		1,505,218.75	1,725,437.50
12/01/2038			196,125.00	196,125.00		196,125.00	
06/01/2039	1,335,000	3.750%	196,125.00	1,531,125.00		1,531,125.00	1,727,250.00
12/01/2039			171,093.75	171,093.75		171,093.75	
06/01/2040	1,385,000	3.750%	171,093.75	1,556,093.75		1,556,093.75	1,727,187.50
12/01/2040			145,125.00	145,125.00		145,125.00	
06/01/2041	1,435,000	3.750%	145,125.00	1,580,125.00		1,580,125.00	1,725,250.00
12/01/2041			118,218.75	118,218.75		118,218.75	
06/01/2042	1,490,000	3.750%	118,218.75	1,608,218.75		1,608,218.75	1,726,437.50
12/01/2042			90,281.25	90,281.25		90,281.25	
06/01/2043	1,545,000	3.750%	90,281.25	1,635,281.25		1,635,281.25	1,725,562.50
12/01/2043			61,312.50	61,312.50		61,312.50	
06/01/2044	1,605,000	3.750%	61,312.50	1,666,312.50		1,666,312.50	1,727,625.00
12/01/2044			31,218.75	31,218.75		31,218.75	
06/01/2045	1,665,000	3.750%	31,218.75	1,696,218.75		1,696,218.75	1,727,437.50
	30,200,000		21,219,797.37	51,419,797.37	(1,317,159.69)	50,102,637.68	50,102,637.68

Notes:

FINAL

Based on market conditions as of March 24, 2015.

'A2' rated by Moody's.

CAPITALIZED INTEREST FUND

Fairmont State University Board of Governors  
Revenue Bonds, Series 2015 A

Date	Deposit	Interest	Principal	Scheduled Draws	Balance
04/07/2015	1,317,159.69				1,317,159.69
12/01/2015			744,481.56	744,481.56	572,678.13
06/01/2016			572,678.13	572,678.13	
	1,317,159.69	0	1,317,159.69	1,317,159.69	

Notes:

FINAL

Based on market conditions as of March 24, 2015.

'A2' rated by Moody's.



## BOND SUMMARY STATISTICS

### Fairmont State University Board of Governors Revenue Bonds, Series 2015 A

Dated Date	04/07/2015
Delivery Date	04/07/2015
Last Maturity	06/01/2045
Arbitrage Yield	3.660677%
True Interest Cost (TIC)	3.701122%
Net Interest Cost (NIC)	3.711744%
All-In TIC	3.731202%
Average Coupon	3.753026%
Average Life (years)	18.722
Weighted Average Maturity (years)	18.243
Duration of Issue (years)	12.970
Par Amount	30,200,000.00
Bond Proceeds	30,583,173.00
Total Interest	21,219,797.37
Net Interest	20,986,386.17
Total Debt Service	51,419,797.37
Maximum Annual Debt Service	1,730,106.26
Average Annual Debt Service	1,705,465.92
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	4.959000
Total Underwriter's Discount	4.959000
Bid Price	100.772885

Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Serial Bond	10,630,000.00	109.495	3.934%	9.331	8,763.95
2032 Term Bond	2,045,000.00	98.473	3.500%	16.659	2,576.70
2035 Term Bond	3,345,000.00	97.824	3.625%	19.174	4,649.55
2045 Term Bond	14,180,000.00	96.318	3.750%	25.953	24,106.00
	30,200,000.00			18.722	40,096.20

	TIC	All-In TIC	Arbitrage Yield
Par Value	30,200,000.00	30,200,000.00	30,200,000.00
+ Accrued Interest			
+ Premium (Discount)	383,173.00	383,173.00	383,173.00
- Underwriter's Discount	(149,761.80)	(149,761.80)	
- Cost of Issuance Expense		(116,251.51)	
- Other Amounts			
Target Value	30,433,411.20	30,317,159.69	30,583,173.00
Target Date	04/07/2015	04/07/2015	04/07/2015
Yield	3.701122%	3.731202%	3.660677%

Notes:  
FINAL  
Based on market conditions as of March 24, 2015.  
'A2' rated by Moody's.

FORM 8038 STATISTICS

Fairmont State University Board of Governors  
Revenue Bonds, Series 2015 A

Dated Date 04/07/2015  
Delivery Date 04/07/2015

Bond Component	Date	Principal	Coupon	Price	Issue Price	Redemption at Maturity
Serial Bond:						
	06/01/2017	580,000.00	3.000%	104.308	604,986.40	580,000.00
	06/01/2018	600,000.00	3.000%	105.419	632,514.00	600,000.00
	06/01/2019	620,000.00	1.750%	100.961	625,958.20	620,000.00
	06/01/2020	630,000.00	5.000%	116.150	731,745.00	630,000.00
	06/01/2021	660,000.00	5.000%	117.529	775,691.40	660,000.00
	06/01/2022	695,000.00	5.000%	118.646	824,589.70	695,000.00
	06/01/2023	730,000.00	5.000%	119.630	873,299.00	730,000.00
	06/01/2024	765,000.00	5.000%	120.694	923,309.10	765,000.00
	06/01/2025	805,000.00	5.000%	121.286	976,352.30	805,000.00
	06/01/2026	840,000.00	5.000%	119.805	1,006,362.00	840,000.00
	06/01/2027	885,000.00	3.000%	98.991	876,070.35	885,000.00
	06/01/2028	910,000.00	3.125%	98.879	899,798.90	910,000.00
	06/01/2029	940,000.00	3.250%	98.877	929,443.80	940,000.00
	06/01/2030	970,000.00	3.375%	98.884	959,174.80	970,000.00
2032 Term Bond:						
	06/01/2031	1,005,000.00	3.500%	98.473	989,653.65	1,005,000.00
	06/01/2032	1,040,000.00	3.500%	98.473	1,024,119.20	1,040,000.00
2035 Term Bond:						
	06/01/2033	1,075,000.00	3.625%	97.824	1,051,608.00	1,075,000.00
	06/01/2034	1,115,000.00	3.625%	97.824	1,090,737.60	1,115,000.00
	06/01/2035	1,155,000.00	3.625%	97.824	1,129,867.20	1,155,000.00
2045 Term Bond:						
	06/01/2036	1,195,000.00	3.750%	96.318	1,151,000.10	1,195,000.00
	06/01/2037	1,240,000.00	3.750%	96.318	1,194,343.20	1,240,000.00
	06/01/2038	1,285,000.00	3.750%	96.318	1,237,686.30	1,285,000.00
	06/01/2039	1,335,000.00	3.750%	96.318	1,285,845.30	1,335,000.00
	06/01/2040	1,385,000.00	3.750%	96.318	1,334,004.30	1,385,000.00
	06/01/2041	1,435,000.00	3.750%	96.318	1,382,163.30	1,435,000.00
	06/01/2042	1,490,000.00	3.750%	96.318	1,435,138.20	1,490,000.00
	06/01/2043	1,545,000.00	3.750%	96.318	1,488,113.10	1,545,000.00
	06/01/2044	1,605,000.00	3.750%	96.318	1,545,903.90	1,605,000.00
	06/01/2045	1,665,000.00	3.750%	96.318	1,603,694.70	1,665,000.00
		30,200,000.00			30,583,173.00	30,200,000.00

	Maturity Date	Interest Rate	Issue Price	Stated Redemption at Maturity	Weighted Average Maturity	Yield
Final Maturity	06/01/2045	3.750%	1,603,694.70	1,665,000.00		
Entire Issue			30,583,173.00	30,200,000.00	18.2432	3.6607%

Proceeds used for accrued interest	0.00
Proceeds used for bond issuance costs (including underwriters' discount)	266,013.31
Proceeds used for credit enhancement	0.00
Proceeds allocated to reasonably required reserve or replacement fund	0.00

Notes:  
FINAL  
Based on market conditions as of March 24, 2015.  
'A2' rated by Moody's.

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## DISCLAIMER

### Fairmont State University Board of Governors Revenue Bonds, Series 2015 A

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#### Notes:

FINAL

Based on market conditions as of March 24, 2015.

'A2' rated by Moody's.

**Fairmont State University  
Board of Governors  
May 14, 2015**

**Item:** Facilities (Parking & Safety) 20-year Master Plan Approval and 2016 Budget Approval (Auxiliary Enterprise)

**Committee:** Committee of the Whole

**Recommended Resolution:** Approval of the 2016 fiscal year budget plan for the Facilities (Parking and Safety) and Approval of the 20-year Master Plan.

**Staff Member:** Rick Porto

**Background:** The 2014 and 2015 fiscal year budgets were adjusted downward due to a loss of Student Fee Revenue due to enrollment declines occurring at both institutions (FSU and Pierpont).

The 2016 budget submission proposes:

- A 5% fee increase for this Auxiliary.
- Continuation of the Mercer Scale Step Movement and Increment salary adjustments required by the legislature.
- Operating budgets were adjusted to reduce operating costs by \$9,372.

All adjustments proposed for this budget will still allow for a transfer to reserve for future capital repair and replacement of \$32,466.

The request seeks your approval for the following:

1. The 2016 Operating Budget Plan.
2. The 2016 Capital Projects of \$105,000 as listed on the attached project list.
3. Approve the Facilities (Parking & Safety) 20-year Master Plan.

Note: This Master Plan currently requires a five percent (5%) fee increase every other year until 2032 in order to support the future projects and operating costs supported by the facilities fee collected from FSU and Pierpont students. This plan also projects declines in enrollments for both institutions through FY 2018 and enrollments flat after that. Enrollment increases for both institutions could prevent future fee increases.

## MEMORANDUM

**Date:** April 14, 2015

**Sub:** FY 2016 Facilities Budget Plan – Safety & Security

Based on information and projections available at this time, the proposed FY 2016 Budget Plan for Safety & Security requests funding for all accounts at a reduced level as compared to FY2015 as noted below. This reflects a third year of continued reductions due to a loss of Student Fee Revenue as a result of enrollment declines at both FSU and Pierpont. The FY2016 budget does represent a 5% increase in this Auxiliary fee which has been approved by the Boards of both institutions.

**Expenses by Account:** The following are requests reflecting decreases and budget reduction strategies from the prior fiscal year allocations:

- Cost Reduction for Hiring/Training New Officers
  - We currently have three officers actively seeking employment in county and municipal agencies. Historically, we have hired pre-service police officers at the \$28,824 base salary for campus police officers. A pre-service officer is a person who, while hired as a police officer, cannot fully perform those duties until certified as a WV law enforcement officer following completion of the 16 week basic officer course offered at the WV State Police Academy. Rather than hiring pre-service officers at the full police officer salary, we will begin hiring new, untrained officers as “police officer candidates” in a lower pay classification (\$19,560). They will be compensated at that pay grade until graduation from the Academy. At that time, their salaries will be increased to the police officer classification. This action will result in a savings of approximately \$3,000 per officer during training as well as a savings of around \$400 per officer per pay period during the times they work prior to attending the Academy.
- Reductions to Operating Budget by Account – Total Reductions \$9,372
  - 3406XX Subscriptions – eliminated (\$300)
  - H122XX Contractual Service – Reduced by \$2,729
  - H142XX Supplies Educational – Reduced by \$323
  - H156XX Misc. Expense – Reduced by \$710
  - H157XX Training & Development – Reduced by \$495
  - H161XX Supplies Computer – Reduced by \$1,240
  - H167XX Misc. Equipment – Reduced by \$4,200
  - H246XX Vehicles Asset – eliminated (\$9,000)
  - H258XX Farm & Const. Equip. Repairs – Reduced by \$372
  - H259XX Office Repairs & Alterations – Reduced by \$1,500

FY 2016 Facilities Fee Budget Prep Document					
Account Code	Account Type	Account Name	FY 2015 Budget as of 03/23/15	Change value	FY 2016 Budget Value
H504XX	R	HE Other Coll/Fees/Lic & Incm	0.00		0
R009XX	R	Auxiliary Fees	128,000.00		128,000
R011XX	R	Auxiliary Space Rental	0.00		0
R022XX	R	Auxiliary Support Service Revenue	937,855.89	(5,456)	932,400
R035XX	R	Fines	40,304.00		40,304
		Total Revenue	1,106,159.89	(5,456)	1,100,704
5000XX	L	Reserve for Personal Services	(27,458.00)	27,458	0
H108XX	L	Social Security Matching	33,065.00	222	33,287
H109XX	L	Public Employees Insurance	58,876.00	(9,804)	49,072
H111XX	L	Workers Compensation	1,130.00	7	1,137
H113XX	L	Pension and Retirement	24,094.00	174	24,268
H285XX	L	Non-Classified Staff	126,864.00		126,864
H287XX	L	Classified Staff	301,057.00	2,660	303,717
H290XX	L	Student Labor	20,557.00		20,557
H291XX	L	Stipends	4,320.00		4,320
		Total Labor	542,505.00	20,717	563,222
3406XX	E	Subscriptions	300.00	(300)	0
H116XX	E	Office Expenses	2,300.00	300	2,600
H117XX	E	Printing and Binding	1,000.00	1,024	2,024
H118XX	E	Rent Exp (Real Prop) Buildings	50.00	750	800
H120XX	E	Telecommunications	400.00		400
H122XX	E	Contractual Services	8,825.68	(2,729)	6,097
H123XX	E	Professional Services	0.00	955	955
H127XX	E	Travel - Employee	1,459.00		1,459
H129XX	E	Computer Services Internal	3,536.00		3,536
H132XX	E	Vehicle Rental	200.00		200
H133XX	E	Rental - Machine and Miscellaneous	1,302.00	43	1,345
H134XX	E	Assoc Dues & Prof Members	300.00		300
H135XX	E	Insurance -Fire/Auto/Bond & Other	14,547.23		14,547
H138XX	E	Supplies - Household	6,000.00	1,240	7,240
H139XX	E	Advertising and Promotional	50.00		50
H140XX	E	Vehicle Operating Expense	2,800.00		2,800
H142XX	E	Supplies - Educational	500.00	(323)	177
H147XX	E	Cellular Charges	1,000.00	667	1,667
H148XX	E	Hospitality	0.00	323	323
H150XX	E	Energy Expense Motor Vehicle/Aircra	6,000.00		6,000
H156XX	E	Miscellaneous Expense	4,339.98	(710)	3,630
H157XX	E	Training and Development - In State	7,500.00	(495)	7,005
H158XX	E	Training and Dev - Out of State	0.00	495	495
H159XX	E	Postal	1,000.00		1,000
H161XX	E	Supplies - Computer	2,000.00	(1,240)	760
H167XX	E	Miscellaneous Equip Pur (<\$5,000)	12,468.00	(4,200)	8,268
H178XX	E	Bank costs	1,000.00		1,000
H208XX	E	Medical Service Payments	900.00		900
H246XX	E	Vehicles - Asset	9,000.00	(9,000)	0
H251XX	E	Office Repairs	100.00		100
H255XX	E	Routine Maintenance of Buildings	300.00	1,500	1,800
H256XX	E	Vehicle Repairs	0.00	1,500	1,500
H258XX	E	Farm and Construction Equip Repairs	500.00	(372)	128
H259XX	E	Other Repairs and Alterations	1,800.00	(1,500)	300
H270XX	E	Computer Software - Asset	0.00	2,700	2,700
		Total Operating Expenses	91,477.89	(9,372)	82,106
9100XX	T	Mandatory Tran Out-Prin and Intr	400,910.09		400,910
9220XX	T	Non-Mandatory Trans Out-Other	22,000.00		22,000
9223XX	T	Non-Mand. Trans Out-Reserves	49,266.91	(16,801)	32,466
		Total Transfers	472,177.00	(16,801)	455,376
Fund 9120XX-Facilities Fee Summary			FY 2015 Budget as of 03/23/15	Change value	FY 2016 Budget Value
		Revenue	1,106,159.89	(5,456)	1,100,704
		Labor	542,505.00	20,717	563,222
		Operating Expense	91,477.89	(9,372)	82,106
		Transfers	472,177.00	(16,801)	455,376
			0.00	0	0

## **Facilities Fund (Parking and Security) 20 Year Budget Plan Update (Inclusive of FY16 Budget Proposal)**

Assumptions for Facilities Fund 20 Year Budget Projection – FY16 Update (Bolded items reflect FY16 budget changes)

- **Fairmont Student fees are projected to decline in FY16 due to projected enrollment decline.** The proforma has been adjusted to project declines in enrollment through 2018 and remain flat in the out years.
- **Pierpont Student fees are projected to decline in FY16 due to enrollment decline.** The proforma has been adjusted to project declines in enrollment through 2018 and remain flat in the out years.
- **Labor has been adjusted by \$20,717 for FY16, which is attributed to Mercer step raise projections and removing a negative reserve for personnel services established in 2015 to allow the Director to make planned changes to hire new police officers.** Labor has a projected increase of 2.3% for two out of every three years, beginning in 2017.
- Operating Expenses are projected to increase 2% each year. **FY16 shows a decrease of \$9,372 primarily because vehicle replacements will not occur in 2016.**
- Debt Service payments have been updated according to the debt schedules. **FY16 shows no change.**
- **With requested updates, the transfer to reserves value is projected to be \$32,466.**
- Project cost estimates are listed based on projections of the parking garage maintenance that will need to occur. (See attached)
- Both Fairmont State and Pierpont students pay fees (same rates) and all increases to these fees. An increase of 5% in student fees is reflected in this projection to occur every other year until 2032 when the 2012 bonds are paid off.

**Fairmont State University**  
**FACILITIES 5% Increase - Financial Analysis**  
**Basic Operating Pro Forma-Consolidated**  
**As of March 31, 2015 (WIP)**

	<b>FACILITIES FEE</b>	<b>2012 Actual</b>	<b>2013 Actual (YTD)</b>	<b>2014 Actual (YTD)</b>	<b>2015 Budget</b>	<b>2015 Actual (YTD)</b>	<b>2016 Budget</b>
<b>Revenue:</b>	Facilities/Parking Fees - Fairmont (370004/9121XX)	780,084.00	751,483.00	714,768.00	678,974.39	612,592.00	673,518.39
	Fairmont Fee Increase						0.00
	Facilities/Parking Fees - Pierpont (370002/3421XX)	383,401.00	357,159.00	306,316.00	258,881.50	242,902.00	258,881.50
	Pierpont Fee Increase						0.00
	Facilities Parking Fees - Other (employee, fines & other)	166,118.91	164,009.99	199,778.17	168,304.00	117,624.95	168,304.00
	<b>Total Facilities Revenue</b>	<b>1,329,603.91</b>	<b>1,272,651.99</b>	<b>1,220,862.17</b>	<b>1,106,159.89</b>	<b>973,118.95</b>	<b>1,100,703.89</b>
<b>Operating:</b>	Facilities/Parking Labor	610,951.44	649,167.10	611,206.98	542,505.00	407,370.82	563,222.00
	<b>Total Facilities Labor</b>	<b>610,951.44</b>	<b>649,167.10</b>	<b>611,206.98</b>	<b>542,505.00</b>	<b>407,370.82</b>	<b>563,222.00</b>
	Facilities/Parking Operating	88,008.81	82,475.32	105,539.36	91,477.89	54,761.89	82,105.89
	<b>Total Facilities Operating</b>	<b>88,008.81</b>	<b>82,475.32</b>	<b>105,539.36</b>	<b>91,477.89</b>	<b>54,761.89</b>	<b>82,105.89</b>
<b>Transfers:</b>	Facilities/Parking Transfer for Card Center Support	22,000.00	22,000.00	22,000.00	22,000.00	0.00	22,000.00
	<b>Total Facilities Transfers</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>0.00</b>	<b>22,000.00</b>
	Net Total Revenue	608,643.66	519,009.57	482,115.83	450,177.00	510,986.24	433,376.00
	Debt Service Payment	484,359.68	398,421.36	400,510.22	400,910.09	200,320.96	400,910.09
	Transfer to Reserves	119,279.00	120,000.00	15,000.00	49,266.91	0.00	32,465.91
	Net Revenue, after Debt Payment & Transfer to Reserves	5,004.98	588.21	66,605.61	0.00	310,665.28	0.00
	<b>TOTAL NET/GROSS REVENUE (1) (A)</b>	<b>1,329,603.91</b>	<b>1,272,651.99</b>	<b>1,220,862.17</b>	<b>1,106,159.89</b>	<b>973,118.95</b>	<b>1,100,703.89</b>
	<b>Maximum Debt Service (as per Bond Indentures) (B)</b>	<b>400,910.09</b>	<b>400,910.09</b>	<b>400,910.09</b>	<b>400,910.09</b>	<b>400,910.09</b>	<b>400,910.09</b>
	<b>Debt Covenant Ratio (A) divided by (B)</b>	<b>3.32</b>	<b>3.17</b>	<b>3.05</b>	<b>2.76</b>	<b>2.43</b>	<b>2.75</b>
	<i>required = 1.00</i>						
		<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>
	2 year Facilities Fee - Full Time	110.00	110.00	110.00	110.00	110.00	115.50
	2 year Facilities Fee - per credit hour	10.00	10.00	10.00	10.00	10.00	10.50
	4 year Facilities Fee - Full Time	110.00	110.00	110.00	110.00	110.00	115.50
	4 year Facilities Fee - per credit hour	10.00	10.00	10.00	10.00	10.00	10.50
	<b>FUND 370190/9129XX</b>	<b>2012 Actual</b>	<b>2013 Actual (YTD)</b>	<b>2014 Actual (YTD)</b>	<b>2015 Budget</b>	<b>2015 Actual (YTD)</b>	<b>2016 Budget</b>
	<b>Beginning Cash Balance - Auxiliary Reserves</b>	<b>868,803.29</b>	<b>939,269.27</b>	<b>1,011,238.52</b>	<b>1,005,043.72</b>	<b>1,005,043.72</b>	<b>996,610.63</b>
	Interest	1,186.98	1,969.25	1,835.19	1,300.00	711.85	1,300.00
	Transfers In - Reserves	119,279.00	120,000.00	15,000.00	49,266.91	-	32,465.91
	Less - Projects	-	(50,000.00)	(23,029.99)	(59,055.00)	-	(105,000.00)
	Less - Cash transferred for project budgets	(50,000.00)	-	-	55.00	(59,000.00)	
	<b>Ending Cash Balance - Reserve Funds</b>	<b>939,269.27</b>	<b>1,011,238.52</b>	<b>1,005,043.72</b>	<b>996,610.63</b>	<b>946,755.57</b>	<b>925,376.54</b>



**Fairmont State University**  
**FACILITIES 5% Increase - Financial Analysis**  
**Basic Operating Pro Forma-Consolidated**  
**As of March 31, 2015 (WIP)**

	<b>FACILITIES FEE</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<i>Revenue:</i>	Facilities/Parking Fees - Fairmont (370004/9121XX)	649,364.39	625,210.39	656,470.91	656,470.91	689,294.45	689,294.45	723,759.18
	Fairmont Fee Increase	0.00	31,260.52	0.00	32,823.55	0.00	34,464.72	0.00
	Facilities/Parking Fees - Pierpont (370002/3421XX)	233,178.50	207,475.50	217,849.28	217,849.28	228,741.74	228,741.74	240,178.83
	Pierpont Fee Increase	0.00	10,373.78	0.00	10,892.46	0.00	11,437.09	0.00
	Facilities Parking Fees - Other ( <i>employee, fines &amp; other</i> )	168,304.00	168,304.00	168,304.00	168,304.00	168,304.00	168,304.00	168,304.00
	<b>Total Facilities Revenue</b>	<b>1,050,846.89</b>	<b>1,042,624.18</b>	<b>1,042,624.18</b>	<b>1,086,340.19</b>	<b>1,086,340.19</b>	<b>1,132,242.00</b>	<b>1,132,242.00</b>
<i>Operating:</i>	Facilities/Parking Labor	563,222.00	576,176.11	589,428.16	589,428.16	602,985.00	616,853.66	616,853.66
	<b>Total Facilities Labor</b>	<b>563,222.00</b>	<b>576,176.11</b>	<b>589,428.16</b>	<b>589,428.16</b>	<b>602,985.00</b>	<b>616,853.66</b>	<b>616,853.66</b>
	Facilities/Parking Operating	83,748.01	85,422.97	87,131.43	88,874.06	90,651.54	92,464.57	94,313.86
	<b>Total Facilities Operating</b>	<b>83,748.01</b>	<b>85,422.97</b>	<b>87,131.43</b>	<b>88,874.06</b>	<b>90,651.54</b>	<b>92,464.57</b>	<b>94,313.86</b>
<i>Transfers:</i>	Facilities/Parking Transfer for Card Center Support	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00
	<b>Total Facilities Transfers</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>22,000.00</b>
	Net Total Revenue	381,876.88	359,025.11	344,064.60	386,037.98	370,703.65	400,923.78	399,074.49
	Debt Service Payment	400,748.02	400,153.76	400,585.95	400,639.97	399,802.61	400,666.98	399,856.63
	Transfer to Reserves	(18,871.14)	(41,128.65)	(56,521.35)	(14,601.99)	(29,098.96)	256.80	(782.14)
	Net Revenue, after Debt Payment & Transfer to Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>TOTAL NET/GROSS REVENUE (1)</b>	<b>1,050,846.89</b>	<b>1,042,624.18</b>	<b>1,042,624.18</b>	<b>1,086,340.19</b>	<b>1,086,340.19</b>	<b>1,132,242.00</b>	<b>1,132,242.00</b>
	<b>Maximum Debt Service (as per Bond Indentures)</b>	<b>400,910.09</b>	<b>400,910.09</b>	<b>400,910.09</b>	<b>400,910.09</b>	<b>400,910.09</b>	<b>400,910.09</b>	<b>400,910.09</b>
	<b>Debt Covenant Ratio (A) divided by (B)</b>	<b>2.62</b>	<b>2.60</b>	<b>2.60</b>	<b>2.71</b>	<b>2.71</b>	<b>2.82</b>	<b>2.82</b>
	<i>required = 1.00</i>							
		<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
	2 year Facilities Fee - Full Time	115.50	121.28	121.28	127.34	127.34	133.71	133.71
	2 year Facilities Fee - per credit hour	10.50	11.03	11.03	11.58	11.58	12.16	12.16
	4 year Facilities Fee - Full Time	115.50	121.28	121.28	127.34	127.34	133.71	133.71
	4 year Facilities Fee - per credit hour	10.50	11.03	11.03	11.58	11.58	12.16	12.16
	<b>FUND 370190/9129XX</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
	<b>Beginning Cash Balance - Auxiliary Reserves</b>	<b>925,376.54</b>	<b>854,760.40</b>	<b>760,295.40</b>	<b>648,798.61</b>	<b>577,532.92</b>	<b>490,031.35</b>	<b>430,094.45</b>
	Interest	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00
	Transfers In - Reserves	(18,871.14)	(41,128.65)	(56,521.35)	(14,601.99)	(29,098.96)	256.80	(782.14)
	Less - Projects	(53,045.00)	(54,636.35)	(56,275.44)	(57,963.70)	(59,702.61)	(61,493.69)	(63,338.50)
	Less - Cash transferred for project budgets							
	<b>Ending Cash Balance - Reserve Funds</b>	<b>854,760.40</b>	<b>760,295.40</b>	<b>648,798.61</b>	<b>577,532.92</b>	<b>490,031.35</b>	<b>430,094.45</b>	<b>367,273.80</b>

**Fairmont State University**  
**FACILITIES 5% Increase - Financial Analysis**  
**Basic Operating Pro Forma-Consolidated**  
**As of March 31, 2015 (WIP)**

	<b>FACILITIES FEE</b>	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>2026 Budget</b>	<b>2027 Budget</b>	<b>2028 Budget</b>	<b>2029 Budget</b>	<b>2030 Budget</b>
<i>Revenue:</i>	Facilities/Parking Fees - Fairmont (370004/9121XX)	723,759.18	759,947.14	759,947.14	797,944.49	797,944.49	837,841.72	837,841.72
	Fairmont Fee Increase	36,187.96	0.00	37,997.36	0.00	39,897.22	0.00	41,892.09
	Facilities/Parking Fees - Pierpont (370002/3421XX)	240,178.83	252,187.77	252,187.77	264,797.16	264,797.16	278,037.01	278,037.01
	Pierpont Fee Increase	12,008.94	0.00	12,609.39	0.00	13,239.86	0.00	13,901.85
	Facilities Parking Fees - Other <i>(employee, fines &amp; other)</i>	168,304.00	168,304.00	168,304.00	168,304.00	168,304.00	168,304.00	168,304.00
	<b>Total Facilities Revenue</b>	<b>1,180,438.90</b>	<b>1,180,438.90</b>	<b>1,231,045.65</b>	<b>1,231,045.65</b>	<b>1,284,182.73</b>	<b>1,284,182.73</b>	<b>1,339,976.67</b>
<i>Operating:</i>	Facilities/Parking Labor	631,041.29	645,555.24	645,555.24	660,403.01	675,592.28	675,592.28	691,130.91
	<b>Total Facilities Labor</b>	<b>631,041.29</b>	<b>645,555.24</b>	<b>645,555.24</b>	<b>660,403.01</b>	<b>675,592.28</b>	<b>675,592.28</b>	<b>691,130.91</b>
	Facilities/Parking Operating	96,200.14	98,124.14	100,086.62	102,088.35	104,130.12	106,212.72	108,336.98
	<b>Total Facilities Operating</b>	<b>96,200.14</b>	<b>98,124.14</b>	<b>100,086.62</b>	<b>102,088.35</b>	<b>104,130.12</b>	<b>106,212.72</b>	<b>108,336.98</b>
<i>Transfers:</i>	Facilities/Parking Transfer for Card Center Support	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00
	<b>Total Facilities Transfers</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>22,000.00</b>
	Net Total Revenue	431,197.47	414,759.52	463,403.78	446,554.28	482,460.33	480,377.72	518,508.78
	Debt Service Payment	399,789.10	400,693.99	399,670.25	399,594.62	400,259.78	399,766.81	400,246.27
	Transfer to Reserves	31,408.37	14,065.53	63,733.53	46,959.66	82,200.55	80,610.91	118,262.51
	Net Revenue, after Debt Payment & Transfer to Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>TOTAL NET/GROSS REVENUE (1) (A)</b>	<b>1,180,438.90</b>	<b>1,180,438.90</b>	<b>1,231,045.65</b>	<b>1,231,045.65</b>	<b>1,284,182.73</b>	<b>1,284,182.73</b>	<b>1,339,976.67</b>
	<b>Maximum Debt Service (as per Bond Indentures) (B)</b>	<b>400,910.09</b>	<b>400,910.09</b>	<b>400,910.09</b>	<b>400,910.09</b>	<b>400,910.09</b>	<b>400,910.09</b>	<b>400,910.09</b>
	<b>Debt Covenant Ratio (A) divided by (B)</b>	<b>2.94</b>	<b>2.94</b>	<b>3.07</b>	<b>3.07</b>	<b>3.20</b>	<b>3.20</b>	<b>3.34</b>
	<i>required = 1.00</i>							
		<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
	2 year Facilities Fee - Full Time	140.39	140.39	147.41	147.41	154.78	154.78	162.52
	2 year Facilities Fee - per credit hour	12.76	12.76	13.40	13.40	14.07	14.07	14.77
	4 year Facilities Fee - Full Time	140.39	140.39	147.41	147.41	154.78	154.78	162.52
	4 year Facilities Fee - per credit hour	12.76	12.76	13.40	13.40	14.07	14.07	14.77
	<b>FUND 370190/9129XX</b>	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>2026 Budget</b>	<b>2027 Budget</b>	<b>2028 Budget</b>	<b>2029 Budget</b>	<b>2030 Budget</b>
	<b>Beginning Cash Balance - Auxiliary Reserves</b>	<b>367,273.80</b>	<b>334,743.52</b>	<b>282,913.23</b>	<b>278,735.07</b>	<b>255,706.69</b>	<b>265,780.55</b>	<b>272,061.98</b>
	Interest	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00
	Transfers In - Reserves	31,408.37	14,065.53	63,733.53	46,959.66	82,200.55	80,610.91	118,262.51
	Less - Projects	(65,238.66)	(67,195.82)	(69,211.69)	(71,288.04)	(73,426.69)	(75,629.49)	(77,898.37)
	Less - Cash transferred for project budgets							
	<b>Ending Cash Balance - Reserve Funds</b>	<b>334,743.52</b>	<b>282,913.23</b>	<b>278,735.07</b>	<b>255,706.69</b>	<b>265,780.55</b>	<b>272,061.98</b>	<b>313,726.12</b>

**Fairmont State University**  
**FACILITIES 5% Increase - Financial Analysis**  
**Basic Operating Pro Forma-Consolidated**  
**As of March 31, 2015 (WIP)**

	<b>FACILITIES FEE</b>	<b>2031 Budget</b>	<b>2032 Budget</b>	<b>2033 Budget</b>	<b>2034 Budget</b>	<b>2035 Budget</b>	<b>2036 Budget</b>
<i>Revenue:</i>	Facilities/Parking Fees - Fairmont (370004/9121XX)	879,733.80	879,733.80	923,720.49	923,720.49	945,752.52	921,598.52
	Fairmont Fee Increase	0.00	43,986.69	0.00	46,186.02	0.00	46,079.93
	Facilities/Parking Fees - Pierpont (370002/3421XX)	291,938.86	291,938.86	306,535.81	306,535.81	296,159.60	270,456.60
	Pierpont Fee Increase	0.00	14,596.94	0.00	15,326.79	0.00	13,522.83
	Facilities Parking Fees - Other ( <i>employee, fines &amp; other</i> )	168,304.00	168,304.00	168,304.00	168,304.00	168,304.00	168,304.00
	<b>Total Facilities Revenue</b>	<b>1,339,976.67</b>	<b>1,398,560.30</b>	<b>1,398,560.30</b>	<b>1,460,073.12</b>	<b>1,410,216.12</b>	<b>1,419,961.87</b>
<i>Operating:</i>	Facilities/Parking Labor	707,026.92	707,026.92	723,288.54	739,924.17	753,271.82	767,074.81
	<b>Total Facilities Labor</b>	<b>707,026.92</b>	<b>707,026.92</b>	<b>723,288.54</b>	<b>739,924.17</b>	<b>753,271.82</b>	<b>767,074.81</b>
	Facilities/Parking Operating	110,503.72	112,713.79	114,968.07	117,267.43	119,612.78	122,005.03
	<b>Total Facilities Operating</b>	<b>110,503.72</b>	<b>112,713.79</b>	<b>114,968.07</b>	<b>117,267.43</b>	<b>119,612.78</b>	<b>122,005.03</b>
<i>Transfers:</i>	Facilities/Parking Transfer for Card Center Support	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00
	<b>Total Facilities Transfers</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>22,000.00</b>
	Net Total Revenue	500,446.03	556,819.59	538,303.70	580,881.52	515,331.51	508,882.03
	Debt Service Payment	400,516.39	399,908.63	0.00	0.00	229,960.90	216,723.45
	Transfer to Reserves	99,929.64	156,910.96	538,303.70	580,881.52	285,370.62	292,158.58
	Net Revenue, after Debt Payment & Transfer to Reserves	0.00	0.00	0.00	0.00	0.00	0.00
	<b>TOTAL NET/GROSS REVENUE (1) (A)</b>	<b>1,339,976.67</b>	<b>1,398,560.30</b>	<b>1,398,560.30</b>	<b>1,460,073.12</b>	<b>1,410,216.12</b>	<b>1,419,961.87</b>
	<b>Maximum Debt Service (as per Bond Indentures) (B)</b>	<b>400,910.09</b>	<b>400,910.09</b>	<b>400,910.09</b>	<b>400,910.09</b>	<b>400,910.09</b>	<b>400,910.09</b>
	<b>Debt Covenant Ratio (A) divided by (B)</b>	<b>3.34</b>	<b>3.49</b>	<b>3.49</b>	<b>3.64</b>	<b>3.52</b>	<b>3.54</b>
	<i>required = 1.00</i>						
		<b>2031</b>	<b>2032</b>	<b>2033</b>	<b>2034</b>	<b>2035</b>	<b>2036</b>
	2 year Facilities Fee - Full Time	162.52	170.65	170.65	179.18	179.18	188.14
	2 year Facilities Fee - per credit hour	14.77	15.51	15.51	16.29	16.29	17.10
	4 year Facilities Fee - Full Time	162.52	170.65	170.65	179.18	179.18	188.14
	4 year Facilities Fee - per credit hour	14.77	15.51	15.51	16.29	16.29	17.10
	<b>FUND 370190/9129XX</b>	<b>2031 Budget</b>	<b>2032 Budget</b>	<b>2033 Budget</b>	<b>2034 Budget</b>	<b>2035 Budget</b>	<b>2036 Budget</b>
	<b>Beginning Cash Balance - Auxiliary Reserves</b>	<b>313,726.12</b>	<b>334,720.44</b>	<b>410,289.02</b>	<b>864,771.07</b>	<b>1,359,277.28</b>	<b>1,555,642.34</b>
	Interest	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00
	Transfers In - Reserves	99,929.64	156,910.96	538,303.70	580,881.52	285,370.62	292,158.58
	Less - Projects	(80,235.32)	(82,642.38)	(85,121.65)	(87,675.30)	(90,305.56)	(93,014.73)
	Less - Cash transferred for project budgets						
	<b>Ending Cash Balance - Reserve Funds</b>	<b>334,720.44</b>	<b>410,289.02</b>	<b>864,771.07</b>	<b>1,359,277.28</b>	<b>1,555,642.34</b>	<b>1,756,086.18</b>

## ***CAPITAL PROJECTS - FY 2016***

Building	Project	Notes	Estimated Budget
1 Parking Garage	Maintenance		\$ 50,000
2 Parking Garage	Lighting Upgrade		\$ 55,000
			<b>\$ 105,000</b>

### **1 Parking Garage - Maintenance**

The Parking Garage requires continuous caulking of floors in garage and upkeep including: pressure washing and painting.

### **2 Parking Garage - Lighting Upgrade**

Upgrade Lighting to increase lighting levels

Fairmont State University  
FACILITIES-INFRASTRUCTURE Financial Analysis  
Capital Projects and Cash Balances  
As of March 31, 2015

			Inflation Rate	3%								
			<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Actual (YTD)</u>	<u>2014 Actual (YTD)</u>	<u>2015 Budget</u>	<u>2015 Actual (YTD)</u>	<u>2016 Budget</u>	<u>2017 Budget</u>	<u>2018 Budget</u>	<u>2019 Budget</u>
	<b>Fund Type</b>	<b>Facilities Projects:</b>										
9151XX	91	Campus Police Vehicle			-	-	9,000.00	9,000.00				
9189XX	91	370115 Parking Garage Maintenance FY 13				49,929.80		-				
9180XX	91	370122 Parking Garage Maintenance		-	99,945.00	-	50,055.00	-				
		Parking Garage Maintenance		-	-	-	-	-	50,000.00	53,045.00	54,636.35	56,275.44
		Parking Garage Lighting							55,000.00			
		<b>Total for Facilities Projects</b>		<b>-</b>	<b>99,945.00</b>	<b>49,929.80</b>	<b>59,055.00</b>	<b>9,000.00</b>	<b>105,000.00</b>	<b>53,045.00</b>	<b>54,636.35</b>	<b>56,275.44</b>
		<b>Auxiliary Reserve and Plant Reserve Balances:</b>			<u>6/30/2013 Fund Balance</u>	<u>6/30/2014 Fund Balance</u>		<u>Current Fund Balance</u>				
9129XX	38	370190 Facilities Fee Auxiliary Reserve			\$1,011,297.46	\$1,005,043.72		\$946,755.57				
		<b>Revenue Fund Current Balance:</b>										
9120XX	31	370000 Facilities Fee			\$31,827.86	\$98,333.42		\$407,033.70				
9151XX	91	Campus Police Vehicle						\$	-			
9189XX	91	370115 Parking Garage Maintenance FY 13						\$	-			
9180XX	91	370122 Parking Garage Maintenance						\$	50,055.00			

Fairmont State University  
FACILITIES-INFRASTRUCTURE Financial Analysis  
Capital Projects and Cash Balances  
As of March 31, 2015

			<u>2020 Budget</u>	<u>2021 Budget</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>2024 Budget</u>	<u>2025 Budget</u>	<u>2026 Budget</u>	<u>2027 Budget</u>	<u>2028 Budget</u>	<u>2029 Budget</u>	<u>2030 Budget</u>	<u>2031 Budget</u>
<b>Fund Type Facilities Projects:</b>														
9151XX	91	Campus Police Vehicle												
9189XX	91	370115 Parking Garage Maintenance FY 13												
9180XX	91	370122 Parking Garage Maintenance												
		Parking Garage Maintenance	57,963.70	59,702.61	61,493.69	63,338.50	65,238.66	67,195.82	69,211.69	71,288.04	73,426.69	75,629.49	77,898.37	80,235.32
		Parking Garage Lighting												
		<b>Total for Facilities Projects</b>	<u>57,963.70</u>	<u>59,702.61</u>	<u>61,493.69</u>	<u>63,338.50</u>	<u>65,238.66</u>	<u>67,195.82</u>	<u>69,211.69</u>	<u>71,288.04</u>	<u>73,426.69</u>	<u>75,629.49</u>	<u>77,898.37</u>	<u>80,235.32</u>
<b>Auxiliary Reserve and Plant Reserve Balances:</b>														
9129XX	38	370190 Facilities Fee Auxiliary Reserve												
<b>Revenue Fund Current Balance:</b>														
9120XX	31	370000 Facilities Fee												
9151XX	91	Campus Police Vehicle												
9189XX	91	370115 Parking Garage Maintenance FY 13												
9180XX	91	370122 Parking Garage Maintenance												

Fairmont State University  
FACILITIES-INFRASTRUCTURE Financial Analysis  
Capital Projects and Cash Balances  
As of March 31, 2015

			<u>2032 Budget</u>	<u>2033 Budget</u>	<u>2034 Budget</u>	<u>2035 Budget</u>	<u>2036 Budget</u>
	<b>Fund Type</b>	<b>Facilities Projects:</b>					
9151XX	91	Campus Police Vehicle					
9189XX	91	370115 Parking Garage Maintenance FY 13					
9180XX	91	370122 Parking Garage Maintenance					
		Parking Garage Maintenance	82,642.38	85,121.65	87,675.30	90,305.56	93,014.73
		Parking Garage Lighting					
		<b>Total for Facilities Projects</b>	<u><b>82,642.38</b></u>	<u><b>85,121.65</b></u>	<u><b>87,675.30</b></u>	<u><b>90,305.56</b></u>	<u><b>93,014.73</b></u>
		<b>Auxiliary Reserve and Plant Reserve Balances:</b>					
9129XX	38	370190 Facilities Fee Auxiliary Reserve					
		<b>Revenue Fund Current Balance:</b>					
9120XX	31	370000 Facilities Fee					
9151XX	91	Campus Police Vehicle					
9189XX	91	370115 Parking Garage Maintenance FY 13					
9180XX	91	370122 Parking Garage Maintenance					

**Fairmont State University  
Board of Governors  
May 14, 2015**

**Item:** Athletic Department 2016 Budget and the 20-year Athletic Master Plan update.

**Committee:** Committee of the Whole

**Recommended Resolution:** Approval of the Athletics 2016 fiscal year budget plan and approval of the 20-year master plan update.

**Staff Member:** Tim McNeely

**Background:** The 2016 FY budget plan includes a balanced budget.

The 20-year plan update details the FY 2016 budget changes from FY 2015 which are shown on the attached narrative page in **BOLD** print.

The 20-year plan update provides information about the assumptions made to predict the future years' operating revenues and expenses.

See attached 20-year updated financial proforma.

The Athletics master plan was first approved by the Governing Board June 20, 2013.

This request seeks your approval for the following:

1. The 2016 operating budget plan
2. The Athletics 20-year master plan update.



## Athletics 20 Year Budget Plan Update (Inclusive of FY16 Budget Proposal)

### Assumptions for Athletics 20 Year Budget Projection – FY 16 Update (Bolded items reflect FY16 changes)

- Athletic Fee Revenue – 2-year remains at \$0 for FY16. Athletics will no longer receive student fees from Pierpont Community & Technical College students.
- Athletic Fee Revenue – 4-year will be left unchanged for FY16. This estimated student fee revenue is determined by enrollment.
- **Other Athletic Revenue has been decreased by \$12,097 for FY16.** This estimated decrease reflects conservative estimates for ticket sales next year.
- **Athletic Sponsorships and Fundraising has been decreased by \$29,748 for FY16.** This estimated decrease is due a conservative estimate in camp revenues and men's basketball hospitality.
- **Athletic Labor has been increased by \$65,000 for FY16.** This estimated increase in accordance with the athletic master plan for additional staff. Although budgeted, we may only use a portion of these fund in FY16.
- Athletic Scholarships – student fees remains unchanged at \$155,400 for FY16.
- Transfer from Foundation – FSAA – scholarships is budgeted at \$0 for FY16. This line item of the pro-forma was initially listed as a transfer to be recorded as a reduction to expense.
- **Athletic Operating has been decreased by \$70,471 for FY16.** This estimated decrease is to allow for the conservative decline of revenue projections in the “Other Athletic Revenue” and “Athletic Sponsorship and Fundraising” categories. Additionally, \$25,000 was removed to account for the budgeted scoreboard repayment. The unused portion of these funds will be transferred to reserves at the fiscal year end.
- **Annual Lease Payment – Turf has been decreased by \$50,236 for FY16.** The final payment for the turf will occur on 5/15/15. Plans and timing for replacement of the turf have not yet been determined and are not reflected in the pro-forma.

- **Transfers to Fairmont E&G has been increased by \$25,000 for FY16.** Although this is not included in the current fiscal year budget, a \$25,000 repayment of the football scoreboard will occur and also will be budgeted for FY16.
- **Transfer to Reserve has been decreased by \$9,100 for FY16.** This estimated decrease is due to the allocation of budget to address immediate needs. The unused portion of “Athletic Operating” funds will be transferred to reserves at the fiscal year end.
- **Interest is projected at \$1,000 for FY16.** This \$500 decrease is included as a more accurate projection for the proforma.
- Athletic Special Equity Fee will be left unchanged for FY16. This estimated student fee revenue is determined by enrollment.
- Special Equity Athletic Labor remains unchanged for FY16.
- **Special Equity Athletic Scholarships – student fees has increased by \$76,000 for FY16.** This estimated increase is in accordance with the master plan to be used for women’s sports scholarships, including women’s soccer.
- Special Equity Athletic Operating remains unchanged for FY16.
- **Special Equity Transfer to Reserve has decreased by \$78,036.** This estimated decrease is due to the difference of special equity fee revenue minus the allocation of budget to cover women’s sports in accordance with the master plan.

**Note:** In FY 2019, a special equity fee increase is projected for the addition of Women’s Lacrosse.

ICAC/Fairmont State University  
Athletics Financial Analysis  
20 Year Budget Projection - as of March 31, 2015

ICAC/Fairmont State University  
Athletics Financial Analysis  
20 Year Budget Projection

	as of 6-30-2014		as of 03-31-15									
<b>Regular Athletic Fee and Other Revenues</b>	<b>2014-Actual</b>	<b>2015 - Budget</b>	<b>2015-Actual</b>	<b>2016</b>	<b>Add 2016</b>	<b>2017</b>	<b>Add 2017</b>	<b>2018</b>	<b>Add 2018</b>	<b>2019</b>	<b>Add 2019</b>	<b>2020</b>
Athletic Fee Revenue - 2-year	52,858	0	0	0		0		0		0		0
Athletic Fee Revenue - 4-year (9101XX or 9100XX)	1,223,845	1,476,573	1,323,185	1,476,573	0	1,550,402		1,596,914		1,660,790		1,727,222
Athletic Special Equity Fee												
Advertising Revenue - see note 1	-	0		0		0		0		0		0
Other Athletic Revenue (9100XX)	183,819	174,918	175,457	162,822		166,078		169,400		172,788		176,244
Athletic Sponsorships and Fundraising (9104XX, 9111XX, 9112XX)	45,335	94,404	69,383	64,656		65,949		67,268		68,613		69,986
<b>Total Athletic Fee and Other Revenue</b>	<b>1,505,857</b>	<b>1,745,895</b>	<b>1,568,025</b>	<b>1,704,051</b>		<b>1,782,429</b>	<b>0</b>	<b>1,833,582</b>	<b>0</b>	<b>1,902,192</b>	<b>0</b>	<b>1,973,451</b>
Athletic Labor (9100XX, 9104XX)	566,678	675,438	446,248	740,438	65,000	740,438	0	757,468	0	774,890		774,890
Athletic Scholarships - student fees (9103XX or 9100XX)	2,000	155,400	0	155,400		167,108	0	180,050	0	183,651	0	187,324
Transfer from Foundation - FSAA - scholarships	-	0	0	0	0	0	0	0	0	0	0	0
Athletic Operating (9100XX, 9102XX, 9104XX, 9111XX, 9112XX)	748,597	853,684	721,636	783,213		798,877	0	814,855	0	831,152		847,775
<b>Total Athletic Fee Expenses</b>	<b>1,317,275</b>	<b>1,684,522</b>	<b>1,167,884</b>	<b>1,679,051</b>		<b>1,706,423</b>		<b>1,752,373</b>		<b>1,789,693</b>		<b>1,809,989</b>
<b>Net Total Revenue</b>	<b>188,582</b>	<b>61,373</b>	<b>400,141</b>	<b>25,000</b>		<b>76,006</b>		<b>81,209</b>		<b>112,499</b>		<b>163,462</b>
Annual Lease Payment - <i>Turf</i>	50,236	50,236	25,118	0		0		0		50,236		50,236
Transfers To Fairmont E&G	25,000	0	0	25,000		0		0		0		0
Transfers To Reserves	50,000	9,100	0	0	0	76,006	0	81,209	0	62,263	0	113,226
<b>Net Revenue - after Transfers to Reserves</b>	<b>63,345</b>	<b>2,037</b>	<b>375,023</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>

	as of 6-30-2014		as of 03-31-15									
<b>Reserves - Regular Athletic Fee (9109XX)</b>	<b>2014-Actual</b>	<b>2015 - Budget</b>	<b>2014-Actual</b>	<b>2016</b>	<b>Add 2016</b>	<b>2017</b>	<b>Add 2017</b>	<b>2018</b>	<b>Add 2018</b>	<b>2019</b>	<b>Add 2019</b>	<b>2020</b>
<b>Beginning Cash Balance</b>	<b>122,727</b>	<b>168,711</b>	<b>168,711</b>	<b>179,311</b>		<b>180,311</b>		<b>257,316</b>		<b>339,525</b>		<b>402,788</b>
Interest	623	1,500	309	1,000		1,000		1,000		1,000		1,500
Transfers In - Reserves	50,000	9,100	0	0		76,006		81,209		62,263		113,226
Less - Projects	(4,639)											
Less - Transfers to Cover Project Fund Budgets	-											
<b>Ending Cash Balance - Reserves</b>	<b>168,710.54</b>	<b>179,311</b>	<b>169,020</b>	<b>180,311</b>		<b>257,316</b>		<b>339,525</b>		<b>402,788</b>		<b>517,514</b>

	as of 6-30-2014	as of 03-31-15
<b>Current Cash Balances</b>	<b>2014-Actual</b>	<b>2014-Actual</b>
9100XX - 342500 Athletics	\$ 97,572	\$ 502,751
9108XX - 342600 Athletics Sponsorships & Fundraising	\$ -	\$ -
9111XX - 342700 Football Sponsorships	\$ 6,440	\$ 5,909
9112XX - 342800 Men's Basketball Sponsorships	\$ -	\$ 24,030
9104XX - 342000 Athletic Camps	\$ 3,599	\$ (546)
9102XX - 340300 Athletic Cash Advance	\$ (6,084)	\$ 7,316
	<b>\$ 101,525</b>	<b>\$ 539,460</b>

	as of 6-30-2014		as of 03-31-15									
<b>Special Equity Fee</b>	<b>2014-Actual</b>	<b>2015 - Budget</b>	<b>2015-Actual</b>	<b>2016</b>	<b>Add 2016</b>	<b>2017</b>	<b>Add 2017</b>	<b>2018</b>	<b>Add 2018</b>	<b>2019</b>	<b>Add 2019</b>	<b>2020</b>
Athletic-Special Equity Fee (9106XX)	591,719	872,593	753,544	872,593		872,593		872,593		1,159,088	286,495	1,159,088
<b>Total Special Equity Revenue</b>	<b>591,719</b>	<b>872,593</b>	<b>753,544</b>	<b>872,593</b>	<b>0</b>	<b>872,593</b>	<b>0</b>	<b>872,593</b>	<b>0</b>	<b>1,159,088</b>	<b>286,495</b>	<b>1,159,088</b>
Athletic Labor (9106XX)	163,720	261,887	156,151	261,887		296,887	35,000	343,715	40,000	351,621		351,621
Athletic Scholarships - student fees (9106XX-H172XX)	0	76,000	36,286	152,000	160,000	205,040	50,000	295,141	86,000	421,044	120,000	429,464
Transfer from Foundation - FSAA - scholarships	0	0	0	0	0	0	0	0	0	0	0	(54,600)
Athletic Operating (9106XX less H172XX)	204,355	329,860	223,693	329,860		369,457	33,000	403,846	27,000	411,923		420,162
<b>Total Special Equity Expenses</b>	<b>368,075</b>	<b>667,747</b>	<b>416,130</b>	<b>743,747</b>		<b>871,384</b>		<b>1,042,703</b>		<b>1,184,588</b>		<b>1,146,647</b>
<b>Net Total Revenue</b>	<b>223,644</b>	<b>204,846</b>	<b>337,414</b>	<b>128,846</b>		<b>1,209</b>		<b>(170,110)</b>		<b>(25,500)</b>		<b>12,441</b>
Transfers to Athletic Fee Reserves - Special Equity Fee	200,686	206,882	0	128,846		1,209		(170,110)		(25,500)		12,441
<b>Net Revenue - after Transfers to Reserves</b>	<b>22,957</b>	<b>(2,037)</b>	<b>337,414</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>

	as of 6-30-2014		as of 03-31-15									
<b>Reserves - Athletics Special Equity Fee (9110XX)</b>	<b>2014-Actual</b>	<b>2015 - Budget</b>	<b>2015-Actual</b>	<b>2016</b>	<b>Add 2016</b>	<b>2017</b>	<b>Add 2017</b>	<b>2018</b>	<b>Add 2018</b>	<b>2019</b>	<b>Add 2019</b>	<b>2020</b>
<b>Beginning Cash Balance</b>	<b>-</b>	<b>200,686</b>	<b>200,686</b>	<b>405,532</b>		<b>534,378</b>		<b>535,587</b>		<b>365,477</b>		<b>339,977</b>
Interest	-											
Transfers In - Reserves	200,686.44	204,846		128,846	0	1,209	0	(170,110)	0	(25,500)	0	12,441
Less - Projects	-											
<b>Ending Cash Balance - Reserves</b>	<b>200,686.44</b>	<b>405,532</b>	<b>200,686</b>	<b>534,378</b>		<b>535,587</b>		<b>365,477</b>		<b>339,977</b>		<b>352,418</b>

	as of 6-30-2014	as of 03-31-15
<b>Current Cash Balances</b>	<b>2014-Actual</b>	<b>2014-Actual</b>
9106XX - 343000 -Athletics - Special Equity Fee	\$ 43,592	\$ 389,969

	as of 6-30-2014		as of 03-31-15									
<b>Total E&amp;G and Other Expenditures</b>	<b>2014-Actual</b>	<b>2015 -Budget</b>	<b>2015-Actual</b>	<b>2016</b>	<b>Add 2016</b>	<b>2017</b>	<b>Add 2017</b>	<b>2018</b>	<b>Add 2018</b>	<b>2019</b>	<b>Add 2019</b>	<b>2020</b>
E&G - Labor (6001XX, 9000XX)	902,201.00	936,705	680,881	958,249		958,249		980,289		1,002,836		1,002,836
E&G Operating - Facilities (9000XX-3402XX)	305,182.13	397,954	274,498	405,913		414,031		422,312		430,758		439,373

ICAC/Fairmont State University hletics Financial Analysis 20 Year Budget Projection - as of March 31, 2015						ICAC/Fairmont State University Athletics Financial Analysis 20 Year Budget Projection					
E&G Operating -Scholarships (F452)	130,000.00	130,000	130,000	130,000	132,600	135,252	137,957	140,716			
E&G Operating -Scholarships & Expenses (one-time)	113,104.00	-	-	-	-	-	-	-			
Participant Enhancement Scholarships - Athletics (A301)	5,000.00	8,500	6,000	8,500	8,500	8,500	8,500	8,500			
Auxiliary Operating -Scholarships (supported by Housing)(F691)	80,250.00	80,250	80,250	80,250	80,250	80,250	80,250	80,250			
E&G Operating -Waivers - (W402)	754,515.00	816,989	817,827	857,757	874,912	892,410	910,259	928,464			
FUS Athletic Football Scholarships -(W448)	20,000.00	21,656	21,656	22,737	23,192	23,656	24,129	24,611			
<b>Total E&amp;G and Other Expenditures</b>	<b>2,310,252</b>	<b>2,392,054</b>	<b>2,011,112</b>	<b>2,463,406</b>	<b>2,491,734</b>	<b>2,542,668</b>	<b>2,594,688</b>	<b>2,624,750</b>			

	2014-Actual	2015	2015-Actual	2016	Add 2016	2017	Add 2017	2018	Add 2018	2019	Add 2019	2020
2-year Fee Revenue		n/a		1.00		1.00		1.00		1.00		1.00
4-year Fee Revenue		1.2540		1.00		1.05		1.03		1.04		1.04
Special Equity Revenue Escalator		1.4948		1.00		1.00		1.00		1.33		1.00
Labor Escalator		1.023		1.023		1		1.023		1.023		1
Other Revenue & Sponsorships -Operating Expense - Scholarship Escalator		1.02		1.02		1.02		1.02		1.02		1.02

	as of 4-30-14 2014-Actual	2015	as of 03-31-15 2015-Actual	2016	Add 2016	2017	Add 2017	2018	Add 2018	2019	Add 2019	2020
<b>Beginning Balance (Foundation Report)</b>	<b>226,184</b>	<b>226,184</b>	<b>185,859</b>	<b>226,184</b>		<b>226,184</b>		<b>226,184</b>		<b>226,184</b>		<b>226,184</b>
FSAA - Unrestricted Gifts and Income (Athletic Fundraising)	143,307	180,000	106,559	180,000	-	180,000	-	180,000	-	230,000	50,000	234,600
<b>Total Foundation Revenue</b>	<b>143,307</b>	<b>180,000</b>	<b>106,559</b>	<b>180,000</b>		<b>180,000</b>		<b>180,000</b>		<b>230,000</b>	<b>50,000</b>	<b>234,600</b>
FSAA - Scholarships	150,000	150,000	149,199	150,000		150,000		150,000		150,000		150,000
Transfer to University - scholarships		-	-	-	-	-	-	-	-	50,000		54,600
FSAA - Other Expenses	33,632	30,000	11,273	30,000		30,000		30,000		30,000		30,000
<b>Total Foundation Operating</b>	<b>183,632</b>	<b>180,000</b>	<b>160,472</b>	<b>180,000</b>	<b>0</b>	<b>180,000</b>	<b>0</b>	<b>180,000</b>	<b>0</b>	<b>230,000</b>	<b>0</b>	<b>234,600</b>
<b>Net Revenue for Foundation</b>	<b>(40,325)</b>	<b>0</b>	<b>(53,913)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>0</b>
<b>Ending Balance</b>	<b>185,859</b>	<b>226,184</b>	<b>131,946</b>	<b>226,184</b>		<b>226,184</b>		<b>226,184</b>		<b>226,184</b>		<b>226,184</b>

	as of 6-30-2014 2014-Actual	2015	as of 03-31-15 2014-Actual	2016	Add 2016	2017	Add 2017	2018	Add 2018	2019	Add 2019	2020
Foundation - Gift - support for Capital Projects	0	0	0	0		0		0		0		0
E&G Athletic Capital Projects -see note 2	406,610	0	0	0		0		0		0		0
<b>Total Capital Project Support - E&amp;G and Foundation</b>	<b>406,610</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	as of 6-30-2014 2014-Actual	2015	as of 03-31-15 2014-Actual	2016	Add 2016	2017	Add 2017	2018	Add 2018	2019	Add 2019	2020
2-year Athletics Fee - cap (annual fee)	40	-	-	-		-		-		-		-
2-year Athletics Fee - per credit hour	2	-	-	-		-		-		-		-
4-year Athletics Fee - cap (annual fee)	378	474	474	474		498		513		534		555
4-year Athletics Fee - per credit hour	16	20	20	20		21		21		22		23
4-year Special Equity Fee* (annual fee)	194	290	290	290	-	290		290		385		385
Additional Equity Fee		-	-	-		-		-		-		-
<b>TOTAL ANNUAL FEE- 4 year</b>	<b>572</b>	<b>764</b>	<b>764</b>	<b>764</b>		<b>788</b>		<b>803</b>		<b>919</b>		<b>940</b>
<i>*Special Equity Fee can only be assessed for full-time and is non-refundable after the drop/add period.</i>												

	as of 6-30-2014 2014-Actual	2015	as of 03-31-15 2014-Actual	2016	Add 2016	2017	Add 2017	2018	Add 2018	2019	Add 2019	2020
<b>Income Breakdown</b>												
Percentage of Student Fees	40.69%	45.26%	46.22%	45.00%		45.49%		45.49%		47.91%		48.17%
Percentage E & G	50.32%	46.08%	44.76%	47.19%		46.78%		46.84%		44.08%		43.81%
Percentage Athletics- other revenue	4.00%	3.37%	3.90%	3.12%		3.12%		3.12%		2.94%		2.94%
Percentage Athletics - fundraising - excluding capital	4.99%	5.29%	5.12%	4.69%		4.62%		4.55%		5.07%		5.08%
	100.00%	100.00%	100.00%	100.00%		100.00%		100.00%		100.00%		100.00%

Footnotes:

9100xx

<u>Regular Athletic Fee and Other Revenues</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
Athletic Fee Revenue - 2-year	0	0	0	0	0	0	0	0	0	0	0
Athletic Fee Revenue - 4-year (9101XX or 9100XX)	1,796,311	1,868,163	1,905,526	1,943,637	1,982,510	2,022,160	2,062,603	2,103,855	2,145,932	2,188,851	2,232,628
Athletic Special Equity Fee											
Advertising Revenue - see note 1	0	0	0	0	0	0	0	0	0	0	0
Other Athletic Revenue (9100XX)	179,769	183,364	187,031	190,772	194,587	198,479	202,449	206,498	210,628	214,840	219,137
Athletic Sponsorships and Fundraising (9104XX, 9111XX, 9112XX)	71,385	72,813	74,269	75,755	77,270	78,815	80,392	81,999	83,639	85,313	87,020
<b>Total Athletic Fee and Other Revenue</b>	<b>2,047,465</b>	<b>2,124,340</b>	<b>2,166,827</b>	<b>2,210,164</b>	<b>2,254,367</b>	<b>2,299,454</b>	<b>2,345,443</b>	<b>2,392,352</b>	<b>2,440,199</b>	<b>2,489,004</b>	<b>2,538,784</b>
Athletic Labor (9100XX, 9104XX)	792,712	810,945	810,945	829,596	848,677	848,677	868,197	888,165	888,165	908,593	929,491
Athletic Scholarships - student fees (9103XX or 9100XX)	191,071	194,892	198,790	202,766	206,821	210,957	215,177	219,480	223,870	228,347	232,914
Transfer from Foundation - FSAA - scholarships	0	0	0	0	0	0	0	0	0	0	0
Athletic Operating (9100XX, 9102XX, 9104XX, 9111XX, 9112XX)	864,730	882,025	899,666	917,659	936,012	954,732	973,827	993,303	1,013,170	1,033,433	1,054,102
<b>Total Athletic Fee Expenses</b>	<b>1,848,513</b>	<b>1,887,862</b>	<b>1,909,400</b>	<b>1,950,021</b>	<b>1,991,510</b>	<b>2,014,367</b>	<b>2,057,200</b>	<b>2,100,949</b>	<b>2,125,205</b>	<b>2,170,373</b>	<b>2,216,506</b>
<b>Net Total Revenue</b>	<b>198,951</b>	<b>236,479</b>	<b>257,427</b>	<b>260,143</b>	<b>262,857</b>	<b>285,087</b>	<b>288,243</b>	<b>291,403</b>	<b>314,995</b>	<b>318,631</b>	<b>322,278</b>
Annual Lease Payment - <i>Turf</i>	50,236	50,236	50,236	50,236	50,236	50,236	50,236	50,236	50,236	50,236	50,236
Transfers To Fairmont E&G	0	0	0	0	0	0	0	0	0	0	0
Transfers To Reserves	148,715	186,243	207,191	209,907	212,621	234,851	238,007	241,167	264,759	268,395	272,042
<b>Net Revenue - after Transfers to Reserves</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Reserves - Regular Athletic Fee (9109XX)</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>
<b>Beginning Cash Balance</b>	<b>517,514</b>	<b>667,730</b>	<b>855,472</b>	<b>1,064,163</b>	<b>1,275,570</b>	<b>1,489,691</b>	<b>1,726,042</b>	<b>1,965,549</b>	<b>2,208,217</b>	<b>2,474,476</b>	<b>2,744,371</b>
Interest	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Transfers In - Reserves	148,715	186,243	207,191	209,907	212,621	234,851	238,007	241,167	264,759	268,395	272,042
Less - Projects											
Less - Transfers to Cover Project Fund Budgets											
<b>Ending Cash Balance - Reserves</b>	<b>667,730</b>	<b>855,472</b>	<b>1,064,163</b>	<b>1,275,570</b>	<b>1,489,691</b>	<b>1,726,042</b>	<b>1,965,549</b>	<b>2,208,217</b>	<b>2,474,476</b>	<b>2,744,371</b>	<b>3,017,913</b>

**Current Cash Balances**  
9100XX - 342500 Athletics  
9108XX - 342600 Athletics Sponsorships & Fundraising  
9111XX - 342700 Football Sponsorships  
9112XX - 342800 Men's Basketball Sponsorships  
9104XX - 342000 Athletic Camps  
9102XX - 340300 Athletic Cash Advance

<u>Special Equity Fee</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
Athletic-Special Equity Fee (9106XX)	1,159,088	1,159,088	1,159,088	1,159,088	1,205,451	1,253,669	1,303,816	1,355,969	1,410,208	1,466,616	1,525,281
<b>Total Special Equity Revenue</b>	<b>1,159,088</b>	<b>1,159,088</b>	<b>1,159,088</b>	<b>1,159,088</b>	<b>1,205,451</b>	<b>1,253,669</b>	<b>1,303,816</b>	<b>1,355,969</b>	<b>1,410,208</b>	<b>1,466,616</b>	<b>1,525,281</b>
Athletic Labor (9106XX)	359,708	367,981	367,981	376,445	385,103	385,103	393,961	403,022	403,022	412,291	421,774
Athletic Scholarships - student fees (9106XX-H172XX)	438,054	446,815	455,751	464,866	474,163	483,647	493,320	503,186	513,250	523,515	533,985
Transfer from Foundation - FSAA - scholarships	(59,292)	(64,078)	(68,959)	(73,939)	(79,017)	(84,198)	(89,482)	(94,871)	(100,369)	(105,976)	(111,696)
Athletic Operating (9106XX less H172XX)	428,565	437,136	445,879	454,797	463,893	473,170	482,634	492,286	502,132	512,175	522,418
<b>Total Special Equity Expenses</b>	<b>1,167,035</b>	<b>1,187,855</b>	<b>1,200,652</b>	<b>1,222,169</b>	<b>1,244,142</b>	<b>1,257,723</b>	<b>1,280,432</b>	<b>1,303,623</b>	<b>1,318,035</b>	<b>1,342,005</b>	<b>1,366,482</b>
<b>Net Total Revenue</b>	<b>(7,947)</b>	<b>(28,767)</b>	<b>(41,564)</b>	<b>(63,081)</b>	<b>(38,690)</b>	<b>(4,053)</b>	<b>23,384</b>	<b>52,346</b>	<b>92,173</b>	<b>124,611</b>	<b>158,799</b>
Transfers to Athletic Fee Reserves - Special Equity Fee	(7,947)	(28,767)	(41,564)	(63,081)	(38,690)	(4,053)	23,384	52,346	92,173	124,611	158,799
<b>Net Revenue - after Transfers to Reserves</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Reserves - Athletics Special Equity Fee (9110XX)</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>
<b>Beginning Cash Balance</b>	<b>352,418</b>	<b>344,471</b>	<b>315,704</b>	<b>274,140</b>	<b>211,059</b>	<b>172,368</b>	<b>168,315</b>	<b>191,699</b>	<b>244,045</b>	<b>336,218</b>	<b>460,829</b>
Interest											
Transfers In - Reserves	(7,947)	(28,767)	(41,564)	(63,081)	(38,690)	(4,053)	23,384	52,346	92,173	124,611	158,799
Less - Projects											
<b>Ending Cash Balance - Reserves</b>	<b>344,471</b>	<b>315,704</b>	<b>274,140</b>	<b>211,059</b>	<b>172,368</b>	<b>168,315</b>	<b>191,699</b>	<b>244,045</b>	<b>336,218</b>	<b>460,829</b>	<b>619,628</b>

3,637,541

**Current Cash Balances**  
9106XX - 343000 -Athletics - Special Equity Fee

<u>Total E&amp;G and Other Expenditures</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
E&G - Labor (6001XX, 9000XX)	1,025,901	1,049,497	1,049,497	1,073,635	1,098,329	1,098,329	1,123,590	1,149,433	1,149,433	1,175,870	1,202,915
E&G Operating - Facilities (9000XX-3402XX)	448,160	457,124	466,266	475,591	485,103	494,805	504,701	514,795	525,091	535,593	546,305

ICAC/F hle 20 Year Budget I	Fairmont State University Athletics Financial Analysis 20 Year Budget Projection										
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E&G Operating -Scholarships (F452)	143,531	146,401	149,329	152,316	155,362	158,469	161,639	164,871	168,169	171,532	174,963
E&G Operating -Scholarships & Expenses (one-time)	-	-	-	-	-	-	-	-	-	-	-
Participant Enhancement Scholarships - Athletics (A301)	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500
Auxiliary Operating -Scholarships (supported by Housing)(F691)	80,250	80,250	80,250	80,250	80,250	80,250	80,250	80,250	80,250	80,250	80,250
E&G Operating -Waivers - (W402)	947,033	965,974	985,293	1,004,999	1,025,099	1,045,601	1,066,513	1,087,843	1,109,600	1,131,792	1,154,428
FUS Athletic Football Scholarships -(W448)	25,103	25,606	26,118	26,640	27,173	27,716	28,271	28,836	29,413	30,001	30,601
<b>Total E&amp;G and Other Expenditures</b>	<b>2,678,478</b>	<b>2,733,351</b>	<b>2,765,253</b>	<b>2,821,931</b>	<b>2,879,816</b>	<b>2,913,670</b>	<b>2,973,464</b>	<b>3,034,529</b>	<b>3,070,456</b>	<b>3,133,538</b>	<b>3,197,962</b>

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
2-year Fee Revenue	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
4-year Fee Revenue	1.04	1.04	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02
Special Equity Revenue Escalator	1.00	1.00	1.00	1.00	1.04	1.04	1.04	1.04	1.04	1.04	1.04
Labor Escalator	1.023	1.023	1	1.023	1.023	1	1.023	1.023	1	1.023	1.023
Other Revenue & Sponsorships -Operating Expense - Scholarship Escalator	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
<b>Beginning Balance (Foundation Report)</b>	<b>226,184</b>	<b>226,184</b>	<b>226,184</b>	<b>226,184</b>	<b>226,184</b>	<b>226,184</b>	<b>226,184</b>	<b>226,184</b>	<b>226,184</b>	<b>226,184</b>	<b>226,184</b>
FSAA - Unrestricted Gifts and Income (Athletic Fundraising)	239,292	244,078	248,959	253,939	259,017	264,198	269,482	274,871	280,369	285,976	291,696
<b>Total Foundation Revenue</b>	<b>239,292</b>	<b>244,078</b>	<b>248,959</b>	<b>253,939</b>	<b>259,017</b>	<b>264,198</b>	<b>269,482</b>	<b>274,871</b>	<b>280,369</b>	<b>285,976</b>	<b>291,696</b>
FSAA - Scholarships	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Transfer to University - scholarships	59,292	64,078	68,959	73,939	79,017	84,198	89,482	94,871	100,369	105,976	111,696
FSAA - Other Expenses	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
<b>Total Foundation Operating</b>	<b>239,292</b>	<b>244,078</b>	<b>248,959</b>	<b>253,939</b>	<b>259,017</b>	<b>264,198</b>	<b>269,482</b>	<b>274,871</b>	<b>280,369</b>	<b>285,976</b>	<b>291,696</b>
<b>Net Revenue for Foundation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Ending Balance</b>	<b>226,184</b>	<b>226,184</b>	<b>226,184</b>	<b>226,184</b>	<b>226,184</b>	<b>226,184</b>	<b>226,184</b>	<b>226,184</b>	<b>226,184</b>	<b>226,184</b>	<b>226,184</b>

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
Foundation - Gift - support for Capital Projects	0	0	0	0	0	0	0	0	0	0	0
E&G Athletic Capital Projects -see note 2	0	0	0	0	0	0	0	0	0	0	0
<b>Total Capital Project Support - E&amp;G and Foundation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
2-year Athletics Fee - cap (annual fee)	-	-	-	-	-	-	-	-	-	-	-
2-year Athletics Fee - per credit hour	-	-	-	-	-	-	-	-	-	-	-
4-year Athletics Fee - cap (annual fee)	577	600	612	624	636	649	662	675	689	703	717
4-year Athletics Fee - per credit hour	24	25	26	26	27	27	28	28	29	29	30
4-year Special Equity Fee* (annual fee)	-	385	-	385	-	400	-	416	-	433	-
Additional Equity Fee											
<b>TOTAL ANNUAL FEE- 4 year</b>	<b>577</b>	<b>985</b>	<b>612</b>	<b>1,009</b>	<b>636</b>	<b>1,049</b>	<b>662</b>	<b>1,091</b>	<b>689</b>	<b>1,136</b>	<b>717</b>
<i>*Special Equity Fee can only be assessed for full-time and is r</i>											

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
<b>Income Breakdown</b>											
Percentage of Student Fees	48.26%	48.35%	48.34%	48.14%	48.31%	48.67%	48.84%	49.02%	49.38%	49.56%	49.75%
Percentage E & G	43.74%	43.66%	43.62%	43.78%	43.64%	43.29%	43.14%	43.00%	42.64%	42.49%	42.34%
Percentage Athletics- other revenue	2.94%	2.93%	2.95%	2.96%	2.95%	2.95%	2.94%	2.93%	2.92%	2.91%	2.90%
Percentage Athletics - fundraising - excluding capital	5.07%	5.06%	5.10%	5.12%	5.10%	5.10%	5.08%	5.06%	5.05%	5.03%	5.01%
	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Footnotes:

**Fairmont State University  
Board of Governors  
May 14, 2015**

**Item:** Infrastructure 20-year Master Plan

**Committee:** Committee of the Whole

**Recommended Resolution:** Approval of the Infrastructure 20-year Master Plan

**Staff Member:** Rick Porto

**Background:** The University and Pierpont Governing Boards approved the use of infrastructure reserves at their February meetings. This approval demonstrated both board's commitment to continuing to support the infrastructure needs of the co-owned campuses. This joint commitment is guided by the 2012A & B bonds which are paid off in 2032. This commitment can go beyond 2032 if both institutions boards desire.

Note: The future success of this current year and future year projects and financial plans for same require the commitment of both Boards.

Continued support for this plan annually each year through at least 2032 is needed.

Note: The Infrastructure fund supports both debt service and on-going Infrastructure Repair and Replacement from student fees from both institutions student enrollments. The recent declines of enrollments will require future fee increases in the infrastructure fee. Note: Future enrollment increases for both institutions will reduce the need for future fee increases.

Please find attached the approved 2015 and 2016 plan for the infrastructure fee and the recommended 20-year Master Plan.

**Fairmont State University  
Board of Governors  
Meeting of February 19, 2015**

**ITEM:** FY 2015 & 16 Capital Projects

**COMMITTEE:** Finance Committee

**RECOMMENDED RESOLUTION:** *Resolved*, that the Fairmont State University Board of Governors approves the \$3,890,000 in FY 2015 & 16 Capital Project budgets consisting of \$3,200,000 from Education and General Capital Funds and \$690,000 from Infrastructure Funds.

**STAFF MEMBER:** Rick Porto

**BACKGROUND:** A couple of years have passed since new capital projects recommendations have come to the Boards for approval. There are a number of projects that need to be addressed. These projects are listed and prioritized on the attached document. Unfortunately, funding for all of these projects is not available, so highlighted in green are those projects that are recommended to occur with the funding available at this time. Please note: The projects highlighted on the E&G Capital list total \$3,200,000. These projects are targeted to begin in the summer of 2016 because of the necessary planning and bid process needing to occur. As well, these building repairs will need to be done over the summer months and the buildings will need to be unoccupied during construction. We anticipate that all of the funding required for the Education and Jaynes Hall buildings will be available by the start of these projects in the summer of 2016 (currently there is \$2,054,103 available). If the E&G Capital projects totaling \$3,200,000 are approved we will be moving forward with hiring the A&E firm to plan these HVAC replacements for the summer of 2016.

Infrastructure projects highlighted in green on the attached list total \$690,000. There is \$693,800 in



Infrastructure funds available to begin these projects once approved.

Our projection for FY 2015 for E&G Capital Fee Revenue in excess of debt service payments is approximately \$1,404,007. In FY 2013 this value was \$1,912,375.

Our projection for FY 2015 for Infrastructure Fee Revenue in excess of debt service payments is approximately \$436,750. In FY 2013 this value was \$617,820.

Enrollment declines over the past two years have made it difficult to address the short and long term maintenance needs for the co-owned facilities supported by the E&G Capital and Infrastructure fees. Besides the attached short term list the facilities team is pulling together a 20-year project schedule showing the repair and replacement needs of our current E&G facilities and the infrastructure projects that will need to be dealt with. This information will be shared in the next couple of months.

Additionally the Higher Education Policy Commission has hired a consulting firm (Sightlines) to review and report on the facilities across all HEPC institutions. Our facilities staff has been working with Sightlines for the past four months and their report is being finalized for presentation to the Boards of Governors for the co-owned campus prior to final submission to the Higher Education Policy Commission.

# CAPITAL PROJECT PLAN

## FY 2015

### INFRASTRUCTURE PRIORITY LIST

<i>Priority</i>	<i>Building</i>	<i>Project</i>	<i>Notes</i>	<i>Amount</i>
1	Campus Wide	Landscaping	Already funded FY 15	\$ 100,000.00
2	Campus Wide	Small Projects	Already funded FY 15	\$ 22,000.00
3	Campus Wide	Camera Security System		\$ 350,000.00
4	Infrastructure	Walks Around Hardway		\$ 150,000.00
5	Signage	Entrance Signage Update		\$ 40,000.00
6	Infrastructure	Paving		\$ 150,000.00
7	Infrastructure	Road to Tennis Court	Funds remaining in Current Paving Budget to fund this.	\$ 40,000.00
8	Campus Wide	Veterans Memorial Wall	Not currently funded	\$ 20,000.00
9	Campus Wide	Emergency Phones		\$ 100,000.00
				<b>\$ 972,000.00</b>
<b>Total of Priority # 3, 4, 5, &amp; 6</b>				<b>\$ 690,000.00</b>

## 2015 Capital Projects Descriptions

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### Infrastructure Projects

#### 1 Landscaping

Provide miscellaneous landscaping and required equipment for campus. Trying to get away from annuals and utilize perennials.

#### 2 Small Projects

See #1 E&G Projects

#### 3 Campus-wide Camera Security System

This would be an ongoing project. Prepare an RFP to select a campus wide camera security system to be incrementally expanded on over a period of time to provide monitoring of our Student Housing, Falcon Center, Feaster Center, Parking Garage, Academic, and Administrative buildings on all campuses. The funds allocated in this fiscal year will be used to purchase the base system and put in place a number of cameras in locations that will allow security to record activity in key locations. Since we are starting this project from ground zero, the growth of the number of cameras across the campus will take several years to accomplish. Before any investment of these funds, a comprehensive report will come before both boards for final approval.

#### 4 Infrastructure: Walks Around Hardway

The concrete sidewalks around Hardway Hall are deteriorating and need replaced. They require constant maintenance and are a safety hazard.

#### 5 Signage: Entrance Signage Update

The entrance signs at both Locust avenue entrances need to be updated so that both institutions are clearly identified at the main entrances to the shared campus.

#### 6 Infrastructure - Paving Projects

Following the routine maintenance schedule, we need to continue with resurfacing of asphalt lots that are deteriorating. And address drainage issues with the slope of the asphalt.

#### 7 Infrastructure - Road to Tennis Courts

In 2012 Phase I of the rehabilitation and paving of the tennis court access road was completed. Phase II includes continuing the drainage ditch, road widening, and paving of the remaining road and small parking lot.

#### 8 Veterans Memorial Wall

#### 9 Emergency Phone Upgrades

Upgrade Emergency Phone Systems, as needed, throughout campus to develop a more secure and safe campus.

**Fairmont State University**  
**INFRASTRUCTURE - Financial Analysis**  
**Basic Operating Pro Forma-Consolidated**  
**As of March 31, 2015**

INFRASTRUCTURE		2012 Actual	2013 Actual (YTD)	2014 Actual (YTD)	2015 Budget	2015 Actual (YTD)	2016 Budget	2017 Budget
Revenue:	Infrastructure Fee - Fairmont (449400/9201XX)	738,533.00	704,681.28	670,487.16	635,488.11	523,059.00	612,033.11	588,578.11
	Infrastructure Fee - Pierpont (449500/3501XX)	433,152.00	415,547.00	367,699.05	305,692.00	282,545.00	275,178.00	244,664.00
	<b>Total Revenue</b>	<b>1,171,685.00</b>	<b>1,120,228.28</b>	<b>1,038,186.21</b>	<b>941,180.11</b>	<b>805,604.00</b>	<b>887,211.11</b>	<b>833,242.11</b>
Operating:	Infrastructure Plant Fund	8,546.99	7,495.01	6,690.73	7,496.00	920.43	7,496.00	7,645.92
	<b>Total Operating</b>	<b>8,546.99</b>	<b>7,495.01</b>	<b>6,690.73</b>	<b>7,496.00</b>	<b>920.43</b>	<b>7,496.00</b>	<b>7,645.92</b>
1	Net Total Revenue	1,163,138.01	1,112,733.27	1,031,495.48	933,684.11	804,683.57	879,715.11	825,596.19
	Debt Service Payment	593,080.12	494,912.38	496,274.67	496,744.23	248,231.86	496,744.23	496,543.42
	Transfer to (from) Plant Reserves	570,057.89	617,820.89	316,526.81	436,939.88	218,694.00	382,970.88	329,052.77
	Net Revenue, after Debt Payment & Transfers to Plant	0.00	0.00	218,694.00	0.00	337,757.71	0.00	0.00
	TOTAL NET/GROSS REVENUE (1) (A)	1,171,685.00	1,120,228.28	1,038,186.21	941,180.11	805,604.00	887,211.11	833,242.11
	Maximum Debt Service (as per Bond Indentures) (B)	496,744.23	496,744.23	496,744.23	496,744.23	496,744.23	496,744.23	496,744.23
	<b>Debt Covenant Ratio (A) divided by (B)</b>	2.36	2.26	2.09	1.89	1.62	1.79	1.68
	<i>required = 1.00</i>							
		2012	2013	2014	2015	2014	2016	2017
	2 year Infrastructure Fee - cap	85.00	85.00	85.00	85.00	85.00	85.00	85.00
	2 year Infrastructure Fee - per credit hour	8.00	8.00	8.00	8.00	8.00	8.00	8.00
	4 year Infrastructure Fee - cap	85.00	85.00	85.00	85.00	85.00	85.00	85.00
	4 year Infrastructure Fee - per credit hour	8.00	8.00	8.00	8.00	8.00	8.00	8.00
449000/9229XX-Infrastructure Reserve (9236XX \$200,000)		2012 Actual	2013 Actual (YTD)	2014 Actual (YTD)	2015 Budget	2015 Actual (YTD)	2016 Budget	2017 Budget
<b>Beginning Cash Balance - Plant Funds</b>		<b>905,142.76</b>	<b>923,415.89</b>	<b>818,939.26</b>	<b>1,019,105.36</b>	<b>1,019,105.36</b>	<b>1,725,845.10</b>	<b>1,532,915.36</b>
Add - Interest		1,746.52	1,865.94	1,687.75	1,500.00	986.84	1,500.00	1,500.00
Transfers In - Plant Reserves		570,057.89	617,820.89	316,526.81	436,939.88	218,694.00	382,970.88	329,052.77
Less - Projects		(1,057,960.11)	(1,528,964.01)	(310,787.90)	(122,000.00)	(352,302.40)	(662,000.00)	(348,000.00)
Adjust for Cash transferred for project budgets		504,428.83	804,800.55	192,739.44	390,299.86	159,997.46	84,599.38	-
<b>Ending Cash Balance - Plant Funds</b>		<b>923,415.89</b>	<b>818,939.26</b>	<b>1,019,105.36</b>	<b>1,725,845.10</b>	<b>1,046,481.26</b>	<b>1,532,915.36</b>	<b>1,515,468.13</b>

**Fairmont State University**  
**INFRASTRUCTURE - Financial Analysis**  
**Basic Operating Pro Forma-Consolidated**  
**As of March 31, 2015**

INFRASTRUCTURE		2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Revenue:	Infrastructure Fee - Fairmont (449400/9201XX)	565,123.11	565,123.11	565,123.11	565,123.11	565,123.11	565,123.11	565,123.11	565,123.11
	Infrastructure Fee - Pierpont (449500/3501XX)	214,150.00	214,150.00	214,150.00	214,150.00	214,150.00	214,150.00	214,150.00	214,150.00
	<b>Total Revenue</b>	<b>779,273.11</b>	<b>779,273.11</b>	<b>779,273.11</b>	<b>779,273.11</b>	<b>779,273.11</b>	<b>779,273.11</b>	<b>779,273.11</b>	<b>779,273.11</b>
Operating:	Infrastructure Plant Fund	7,798.84	7,954.82	8,113.91	8,276.19	8,441.71	8,610.55	8,782.76	8,958.41
	<b>Total Operating</b>	<b>7,798.84</b>	<b>7,954.82</b>	<b>8,113.91</b>	<b>8,276.19</b>	<b>8,441.71</b>	<b>8,610.55</b>	<b>8,782.76</b>	<b>8,958.41</b>
1	Net Total Revenue	771,474.27	771,318.29	771,159.20	770,996.92	770,831.40	770,662.56	770,490.35	770,314.70
	Debt Service Payment	495,807.11	496,342.61	496,409.55	495,372.02	496,443.02	495,438.96	495,355.28	496,476.48
	Transfer to (from) Plant Reserves	275,667.16	274,975.68	274,749.65	275,624.90	274,388.38	275,223.60	275,135.07	273,838.22
	Net Revenue, after Debt Payment & Transfers to Plant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL NET/GROSS REVENUE (1) (A)	779,273.11	779,273.11	779,273.11	779,273.11	779,273.11	779,273.11	779,273.11	779,273.11
	Maximum Debt Service (as per Bond Indentures) (B)	496,744.23	496,744.23	496,744.23	496,744.23	496,744.23	496,744.23	496,744.23	496,744.23
	<b>Debt Covenant Ratio (A) divided by (B)</b>	1.57	1.57	1.57	1.57	1.57	1.57	1.57	1.57
	<i>required = 1.00</i>								
		2018	2019	2020	2021	2022	2023	2024	2025
	2 year Infrastructure Fee - cap	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00
	2 year Infrastructure Fee - per credit hour	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00
	4 year Infrastructure Fee - cap	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00
	4 year Infrastructure Fee - per credit hour	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00
449000/9229XX-Infrastructure Reserve (9236XX \$200,000)		<b>2018 Budget</b>	<b>2019 Budget</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
	<b>Beginning Cash Balance - Plant Funds</b>	<b>1,515,468.13</b>	<b>1,351,635.29</b>	<b>1,296,749.77</b>	<b>1,117,570.05</b>	<b>1,048,038.15</b>	<b>860,926.52</b>	<b>536,626.78</b>	<b>552,077.19</b>
	Add - Interest	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
	Transfers In - Plant Reserves	275,667.16	274,975.68	274,749.65	275,624.90	274,388.38	275,223.60	275,135.07	273,838.22
	Less - Projects	(441,000.00)	(331,361.21)	(455,429.37)	(346,656.80)	(463,000.00)	(601,023.35)	(261,184.66)	(318,000.00)
	Adjust for Cash transferred for project budgets	-	-	-	-	-	-	-	-
	<b>Ending Cash Balance - Plant Funds</b>	<b>1,351,635.29</b>	<b>1,296,749.77</b>	<b>1,117,570.05</b>	<b>1,048,038.15</b>	<b>860,926.52</b>	<b>536,626.78</b>	<b>552,077.19</b>	<b>509,415.41</b>

**Fairmont State University**  
**INFRASTRUCTURE - Financial Analysis**  
**Basic Operating Pro Forma-Consolidated**  
**As of March 31, 2015**

INFRASTRUCTURE		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	2031 Budget	2032 Budget
Revenue:	Infrastructure Fee - Fairmont (449400/9201XX)	565,123.11	565,123.11	565,123.11	565,123.11	565,123.11	565,123.11	565,123.11
	Infrastructure Fee - Pierpont (449500/3501XX)	214,150.00	214,150.00	214,150.00	214,150.00	214,150.00	214,150.00	214,150.00
	<b>Total Revenue</b>	<b>779,273.11</b>	<b>779,273.11</b>	<b>779,273.11</b>	<b>779,273.11</b>	<b>779,273.11</b>	<b>779,273.11</b>	<b>779,273.11</b>
Operating:	Infrastructure Plant Fund	9,137.58	9,320.33	9,506.74	9,696.88	9,890.81	10,088.63	10,290.40
	<b>Total Operating</b>	<b>9,137.58</b>	<b>9,320.33</b>	<b>9,506.74</b>	<b>9,696.88</b>	<b>9,890.81</b>	<b>10,088.63</b>	<b>10,290.40</b>
1	Net Total Revenue	770,135.53	769,952.78	769,766.37	769,576.23	769,382.30	769,184.48	768,982.71
	Debt Service Payment	495,208.02	495,114.31	495,938.48	495,327.67	495,921.74	496,256.43	495,503.38
	Transfer to (from) Plant Reserves	274,927.51	274,838.47	273,827.89	274,248.56	273,460.56	272,928.05	273,479.33
	Net Revenue, after Debt Payment & Transfers to Plant	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL NET/GROSS REVENUE (1) (A)	779,273.11	779,273.11	779,273.11	779,273.11	779,273.11	779,273.11	779,273.11
	Maximum Debt Service (as per Bond Indentures) (B)	496,744.23	496,744.23	496,744.23	496,744.23	496,744.23	496,744.23	496,744.23
	<b>Debt Covenant Ratio (A) divided by (B)</b>	1.57	1.57	1.57	1.57	1.57	1.57	1.57
	<i>required = 1.00</i>							
		2026	2027	2028	2029	2030	2031	2032
	2 year Infrastructure Fee - cap	85.00	85.00	85.00	85.00	85.00	85.00	85.00
	2 year Infrastructure Fee - per credit hour	8.00	8.00	8.00	8.00	8.00	8.00	8.00
	4 year Infrastructure Fee - cap	85.00	85.00	85.00	85.00	85.00	85.00	85.00
	4 year Infrastructure Fee - per credit hour	8.00	8.00	8.00	8.00	8.00	8.00	8.00
		2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	2031 Budget	2032 Budget
	449000/9229XX-Infrastructure Reserve (9236XX \$200,000)							
	<b>Beginning Cash Balance - Plant Funds</b>	<b>509,415.41</b>	<b>569,842.92</b>	<b>630,181.38</b>	<b>592,509.27</b>	<b>427,257.84</b>	<b>449,218.40</b>	<b>377,646.45</b>
	Add - Interest	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
	Transfers In - Plant Reserves	274,927.51	274,838.47	273,827.89	274,248.56	273,460.56	272,928.05	273,479.33
	Less - Projects	(216,000.00)	(216,000.00)	(313,000.00)	(441,000.00)	(253,000.00)	(346,000.00)	(321,000.00)
	Adjust for Cash transferred for project budgets	-	-	-	-	-	-	-
	<b>Ending Cash Balance - Plant Funds</b>	<b>569,842.92</b>	<b>630,181.38</b>	<b>592,509.27</b>	<b>427,257.84</b>	<b>449,218.40</b>	<b>377,646.45</b>	<b>331,625.77</b>

**Fairmont State University**  
**INFRASTRUCTURE - Financial Analysis**  
**Basic Operating Pro Forma-Consolidated**  
**As of March 31, 2015**

INFRASTRUCTURE		<u>2033 Budget</u>	<u>2034 Budget</u>
Revenue:	Infrastructure Fee - Fairmont (449400/9201XX)	565,123.11	565,123.11
	Infrastructure Fee - Pierpont (449500/3501XX)	214,150.00	214,150.00
	<b>Total Revenue</b>	<b>779,273.11</b>	<b>779,273.11</b>
Operating:	Infrastructure Plant Fund	10,496.21	10,706.13
	<b>Total Operating</b>	<b>10,496.21</b>	<b>10,706.13</b>
1	Net Total Revenue	768,776.90	768,566.98
	Debt Service Payment	0.00	0.00
	Transfer to (from) Plant Reserves	768,776.90	768,566.98
	Net Revenue, after Debt Payment & Transfers to Plant	0.00	0.00
	TOTAL NET/GROSS REVENUE (1) (A)	779,273.11	779,273.11
	Maximum Debt Service (as per Bond Indentures) (B)	496,744.23	496,744.23
	<b>Debt Covenant Ratio (A) divided by (B)</b>	1.57	1.57
	<i>required = 1.00</i>		
		<u>2033</u>	<u>2034</u>
	2 year Infrastructure Fee - cap	85.00	85.00
	2 year Infrastructure Fee - per credit hour	8.00	8.00
	4 year Infrastructure Fee - cap	85.00	85.00
	4 year Infrastructure Fee - per credit hour	8.00	8.00
	449000/9229XX-Infrastructure Reserve (9236XX \$200,000)	<u>2033 Budget</u>	<u>2034 Budget</u>
	<b>Beginning Cash Balance - Plant Funds</b>	<b>331,625.77</b>	<b>777,902.67</b>
	Add - Interest	1,500.00	1,500.00
	Transfers In - Plant Reserves	768,776.90	768,566.98
	Less - Projects	(324,000.00)	(324,000.00)
	Adjust for Cash transferred for project budgets	-	-
	<b>Ending Cash Balance - Plant Funds</b>	<b>777,902.67</b>	<b>1,223,969.65</b>

	Square Footage	Cost of Paving	Cost of Sealing	2012	2013	2014	2015	2016	2017	2018	2019
<b>Parking Lots</b>											
	Parking Lots										
2	Aerospace Center - Lot 2	29959.00	\$ 49,931.67	\$ 10,785.24	\$ 47,740.50						
3	Aerospace Center - Lot 3	15316.00	\$ 25,526.67	\$ 5,513.76	\$ 23,870.25						
1	Aerospace Center - Main Lot	4950.00	\$ 8,250.00	\$ 1,782.00	\$ 7,956.75						
35	Bryant Parking	28666.78	\$ 47,777.97	\$ 10,320.04							
52	Caperton (2 Overflow Park Lots)	29222.00	\$ 48,703.33	\$ 10,519.92						\$ 65,000.00	
51	Caperton Center Parking Lot	28237.00	\$ 47,061.67	\$ 10,165.32						\$ 65,000.00	
3	College Apartments Parking	51701.1	\$ 86,168.50	\$ 18,612.40							
33	East Campus to Bryant	17461.62	\$ 29,102.70	\$ 6,286.18			\$ 60,000.00				
6	Feaster Center - Back Lot	14349.27	\$ 23,915.45	\$ 5,165.74					\$ 42,000.00		
4	Folklife Parking	10399.69	\$ 17,332.82	\$ 3,743.89							
5	Folklife Parking (Small Lot)	2989.86	\$ 4,983.10	\$ 1,076.35							
7	Football Field Parking Lot	40471.36	\$ 67,452.27	\$ 14,569.69							
2	Hardway Hall Parking Lot	16282.04	\$ 27,136.73	\$ 5,861.53							
10	Hunt Haught Hall - Lot	22395.57	\$ 37,325.95	\$ 8,062.41							\$ 55,000.00
23	Hunt Haught Hall - Lower Lot	28468.03	\$ 47,446.72	\$ 10,248.49							
	Locust Avenue						\$ 69,330.00				
53	Merchant Street	17562.00	\$ 29,270.00	\$ 6,322.32			\$ 6,309.40				
14	Parking Lot (Above Library & West Campus Dr)	19253.49	\$ 32,089.15	\$ 6,931.26			\$ 86,426.00				
19&20	Parking Lot - Education to Falcon	16005.86	\$ 26,676.43	\$ 5,762.11						\$ 55,000.00	
15	Pence Hall Lot	63217.67	\$ 105,362.78	\$ 22,758.36	\$ 131,688.00		\$ 70,906.88				
29	Physical Plant	52959.98	\$ 88,266.63	\$ 19,065.59				\$ 95,000.00			
15A	Pool Parking Lot	11485.31	\$ 19,142.18	\$ 4,134.71			\$ 24,599.38				
8&9	Practice Field Parking Lots	78508.61	\$ 130,847.68	\$ 28,263.10							
22	President House Parking	7935.94	\$ 13,226.57	\$ 2,856.94							
30	Tennis Count Parking Lot	7236.1	\$ 12,060.17	\$ 2,605.00							
	Lot Striping / Sealing (Miscellaneous)		\$ 22,000.00	\$ 10,899.72	\$ 36,621.28		\$ -		\$ 45,000.00	\$ 30,000.00	\$ 40,000.00
	<b>Subtotal Parking Areas</b>			\$ 90,467.22	\$ 168,309.28	\$ -	\$ 317,571.66	\$ 95,000.00	\$ 87,000.00	\$ 215,000.00	\$ 95,000.00
<b>Roadways</b>											
	Roadways										
34	Bryant Street	70700.48	\$ 153,184.37								
24	Falcon Center Access Road	11679.89	\$ 25,306.43								\$ 34,633.59
13	Hardway Entrance	32393.97	\$ 70,186.94								
28	Physical Plant Road	21974	\$ 47,610.33					\$ 55,000.00			
21	Road to President's House	8001.94	\$ 17,337.54							\$ 23,727.62	
1	Squibb Wilson Boulevard	102632.83	\$ 222,371.13								
16	West Campus Drive	14876.21	\$ 24,793.68								
4	Tennis Court Access Road			\$ 9,162.20	\$ 125,604.00						
	Hunt Haught Access Road								\$ 35,000.00		
	Spead Humps					\$ 21,400.00					
	Parking Garage Elevator Install										
	Merchant St Retaining Wall					\$ 363,466.84					
	Locust Ave Infrastructure					\$ 40,000.00					
	Campus Lighting Upgrades					\$ 181,607.20					
	IT Emergency Back-Up			\$ 181,053.00							
	Signage							\$ 40,000.00			
	Camera Security System		\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00	\$ 75,000.00	\$ 75,000.00	\$ 25,000.00
	Main Loop Striping		\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 6,000.00
	Landscaping			\$ 81,565.06	\$ 91,425.03	\$ 66,911.29	\$ 140,635.90	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
	Small Projects			\$ 13,635.06	\$ 25,874.46	\$ 9,094.80	\$ 34,905.20	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00
	Infrastructure & Utility Mtce & Upgrades	\$ 25,000.00				\$ -		\$ 150,000.00	\$ 25,000.00	\$ 25,000.00	25000
	<b>Subtotal Roadways</b>			\$ 285,415.32	\$ 242,903.49	\$ 682,480.13	\$ 175,541.10	\$ 567,000.00	\$ 261,000.00	\$ 226,000.00	\$ 236,361.21
	<b>Total Parking Lots &amp; Roadways</b>			\$ 375,882.54	\$ 411,212.77	\$ 682,480.13	\$ 493,112.76	\$ 662,000.00	\$ 348,000.00	\$ 441,000.00	\$ 331,361.21



	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Parking Lots</b>											
2 Aerospace Center - Lot 2											
3 Aerospace Center - Lot 3											
1 Aerospace Center - Main Lot											
35 Bryant Parking	\$ 67,000.00										
52 Caperton (2 Overflow Park Lots)											
51 Caperton Center Parking Lot											
3 College Apartments Parking											
33 East Campus to Bryant											
6 Feaster Center - Back Lot											
4 Folklife Parking		\$ 25,656.80									
5 Folklife Parking (Small Lot)											
7 Football Field Parking Lot						\$ 105,000.00					
2 Hardway Hall Parking Lot					\$ 45,184.66						
10 Hunt Haught Hall - Lot											
23 Hunt Haught Hall - Lower Lot	\$ 67,531.47										
Locust Avenue											
53 Merchant Street											
14 Parking Lot (Above Library & West Campus Dr)											
19&20 Parking Lot - Education to Falcon											
15 Pence Hall Lot										\$ 225,000.00	
29 Physical Plant											
15A Pool Parking Lot											\$ 40,000.00
8&9 Practice Field Parking Lots											
22 President House Parking				\$ 34,000.00							
30 Tennis Count Parking Lot											
Lot Striping / Sealing (Miscellaneous)	\$ 45,000.00	\$ 35,000.00	\$ 45,000.00	\$ 35,000.00	\$ 40,000.00	\$ 35,000.00	\$ 40,000.00	\$ 40,000.00	\$ 35,000.00	\$ 40,000.00	\$ 35,000.00
Subtotal Parking Areas	\$ 179,531.47	\$ 60,656.80	\$ 45,000.00	\$ 69,000.00	\$ 85,184.66	\$ 140,000.00	\$ 40,000.00	\$ 40,000.00	\$ 35,000.00	\$ 265,000.00	\$ 75,000.00
<b>Roadways</b>											
34 Bryant Street			\$ 240,000.00								
24 Falcon Center Access Road											
13 Hardway Entrance	\$ 99,897.89										
28 Physical Plant Road								\$ 68,000.00			
21 Road to President's House											
1 Squibb Wilson Boulevard				\$ 356,023.35							
16 West Campus Drive		\$ 85,000.00									
4 Tennis Court Access Road											
Hunt Haught Access Road											
Spead Humps		\$ 25,000.00						\$ 32,000.00			
Parking Garage Elevator Install											
Merchant St Retaining Wall											
Locust Ave Infrastructure											
Campus Lighting Upgrades											
IT Emergency Back-Up											
Signage											
Camera Security System	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Main Loop Striping	\$ 4,000.00	\$ 4,000.00	\$ 6,000.00	\$ 4,000.00	\$ 4,000.00	\$ 6,000.00	\$ 4,000.00	\$ 4,000.00	\$ 6,000.00	\$ 4,000.00	\$ 6,000.00
Landscaping	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Small Projects	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00
Infrastructure & Utility Mtce & Upgrades	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Subtotal Roadways	\$ 275,897.89	\$ 286,000.00	\$ 418,000.00	\$ 532,023.35	\$ 176,000.00	\$ 178,000.00	\$ 176,000.00	\$ 176,000.00	\$ 278,000.00	\$ 176,000.00	\$ 178,000.00
Total Parking Lots & Roadways	\$ 455,429.37	\$ 346,656.80	\$ 463,000.00	\$ 601,023.35	\$ 261,184.66	\$ 318,000.00	\$ 216,000.00	\$ 216,000.00	\$ 313,000.00	\$ 441,000.00	\$ 253,000.00

	2031	2032	2033	2034
<b>Parking Lots</b>				
2 Aerospace Center - Lot 2		\$ 65,000.00		
3 Aerospace Center - Lot 3		\$ 32,000.00		
1 Aerospace Center - Main Lot		\$ 13,000.00		
35 Bryant Parking				
52 Caperton (2 Overflow Park Lots)				
51 Caperton Center Parking Lot				
3 College Apartments Parking				
33 East Campus to Bryant				
6 Feaster Center - Back Lot				
4 Folklife Parking				
5 Folklife Parking (Small Lot)				
7 Football Field Parking Lot				
2 Hardway Hall Parking Lot				
10 Hunt Haught Hall - Lot				
23 Hunt Haught Hall - Lower Lot				
Locust Avenue				
53 Merchant Street			\$ 29,000.00	\$ 29,000.00
14 Parking Lot (Above Library & West Campus Dr)	\$ 135,000.00			
19&20 Parking Lot - Education to Falcon				
15 Pence Hall Lot				
29 Physical Plant				
15A Pool Parking Lot				
8&9 Practice Field Parking Lots				
22 President House Parking				
30 Tennis Count Parking Lot				
Lot Striping / Sealing (Miscellaneous)	\$ 35,000.00	\$ 35,000.00	\$ 40,000.00	\$ 40,000.00
Subtotal Parking Areas	\$ 170,000.00	\$ 145,000.00	\$ 69,000.00	\$ 69,000.00
<b>Roadways</b>				
34 Bryant Street				
24 Falcon Center Access Road			\$ 45,000.00	\$ 45,000.00
13 Hardway Entrance				
28 Physical Plant Road				
21 Road to President's House			\$ 32,000.00	\$ 32,000.00
1 Squibb Wilson Boulevard				
16 West Campus Drive				
4 Tennis Court Access Road				
Hunt Haught Access Road				
Spead Humps				
Parking Garage Elevator Install				
Merchant St Retaining Wall				
Locust Ave Infrastructure				
Campus Lighting Upgrades				
IT Emergency Back-Up				
Signage				
Camera Security System	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Main Loop Striping	\$ 4,000.00	\$ 4,000.00	\$ 6,000.00	\$ 6,000.00
Landscaping	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Small Projects	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00
Infrastructure & Utility Mtce & Upgrades	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Subtotal Roadways	\$ 176,000.00	\$ 176,000.00	\$ 255,000.00	\$ 255,000.00
Total Parking Lots & Roadways	\$ 346,000.00	\$ 321,000.00	\$ 324,000.00	\$ 324,000.00

**Fairmont State University  
Board of Governors  
April 16, 2015**

**Item:** 2015-2016 Tuition and Fee, Room and Board Fee Approval.

**Committee:** Committee of the Whole

**Recommended Resolution:** Approval of a \$157.00 increase (per semester) for resident undergraduate tuition and fees, additional college specific fees to cover the cost of higher cost programs, approximately a 6.4% increase for resident life beds and apartment rents, approximately three percent (3%) increase for meal plans, and to increase certain special fees listed in background below.

**Staff Member:** Rick Porto

**Background:** **Education and General Fees:**

In review during the 2015 and 2016 budget process, the President's Council, and the President, are recommending the following tuition and fee increases:

- \$157.00 per semester for undergraduate resident students.
- \$332.00 per semester for undergraduate non-resident students.
- \$170.00 per semester for graduate resident students.
- \$357.00 per semester for graduate non-resident students.

In addition to the across the board fee increase described above for the general undergraduate and graduate resident and non-resident students, the University administration is recommending approval for college specific fees for the School of Liberal Arts – Criminal Justice Program, College of Science and Technology and the Undergraduate Architecture program. These college specific fees, similar to those assessed at WVU and West Liberty in our region and Marshall University in southern West Virginia, are needed to support the high costs of these programs.

The college specific fees being recommended to the board are:

Undergraduate Criminal Justice Program	\$150 per semester
Undergraduate College of Science & Technology	\$200 per semester
Undergraduate Architecture Program	\$200 per semester

Please find attached to fee planning schedule the justifications for each school specific fee request.

### **Room Rates:**

Due to a need to renovate and improve on our existing and older housing facilities, we are recommending approximately a 6.4% increase be approved to continue the approved twenty (20) year Housing Master Plan. This fee increase along with other actions is required to build housing fund reserves in support of future bonding for housing capital projects.

The apartment rents will include an average per bed electric utility charge and students will no longer be assessed additionally for monthly electric costs. The average rent increase for the apartments is 11.4% due to this change in administering utility costs.

### **Meal Plans:**

Due to increase costs in food and to follow the approved Falcon Center Master Plan goals, we are requesting approximately a three percent (3%) increase in meal plan rates.

### **Special Fees:**

Increases to special fees and new special fees are:

- The Baccalaureate Enhancement Fee (per credit hour) will increase by:
  - \$12.00 for undergraduate resident students
  - \$26.00 for undergraduate non-resident students
- Graduate Enhancement Fee (per credit hour) will increase by:
  - \$1.00 for undergraduate resident students
  - \$2.00 for undergraduate non-resident students
- New Supplemental Math Course Fee of \$75.00 per course is requested to provide for teaching of all University students who need math skills developed to achieve success in their degree curriculum.
- New SCIE Course Fee of \$75.00 per course for funding to purchase consumable lab supplies, update lab equipment, hire adjunct instructors, and pay for the disposal of wastes from lab. The SCIE courses fulfill a general studies science requirement for all students who enroll in courses at FSU. These service courses are costly to offer.
- Tobacco Free Fine (2<sup>nd</sup> offense) of \$50.00.
- Tobacco Free Fine (3<sup>rd</sup> offense) of \$100.00.

- On-line/Hybrid Course Fee of \$25.00 per credit hour for on-line classes which are also taught on one of the FSU campuses. Students who take a class that is on-line but also requires the student to also attend in-person one of the FSU campuses for campus based instruction will be assessed only half of the normal on-line course fee.

Please see attached Fee Planning Schedules we are required to submit to the Higher Education Policy Commission following this approval.

Approval by the Board of Governors of a tuition and fee increase of five (5%) percent only requires us to provide the board approved fees to the Higher Education Policy Commission on the attached fee planning schedules.

Please find attached our projection of our 2016 tuition and fees (inclusive of college specific fees) meal plans, and rents compared to the other University and Four-Year Institutions if they increase their fees by 5%, (meal plans 2% and rents 3%, respectively) over their current values.



### *Criminal Justice Programs*

Fairmont State University  
1201 Locust Avenue  
Fairmont, WV 26554

## **CRIMINAL JUSTICE PROGRAM FEE REQUEST**

**March, 2015**

### **Introduction**

After mindful review of the growing needs of both the Bachelor of Science in Criminal Justice Program (BS in CJ) and Master of Science in Criminal Justice Program (MS in CJ) the program faculty, department chair, graduate program director, and dean have determined that the implementation of a program fee is the most feasible option to continue the development and success of this vital component of Fairmont State University's academic programming.

### **Program Information, Marks of Excellence, and Program Goals**

The Criminal Justice Programs are located within Fairmont State University's College of Liberal Arts (CoLA), Department of Social Sciences. Criminal Justice is the largest of the programs in CoLA, and one of the largest majors on campus, with well over 300 undergraduate majors and 35 graduate majors. The program faculty each serve an average of 140 classroom students per semester with an additional advising load of over 60 students. Faculty come from a variety of fields of expertise including theory and research, corrections, law enforcement and investigations, policy, and criminal law. Faculty are actively engaged in research, and present their work at one or both of the two major national conferences and one state conference each year. Additionally, the faculty work diligently with students to help them be successful. One of the goals for both programs is to receive specialized certification from the Academy of Criminal Justice Sciences (ACJS), the highest standard a criminal justice program can attain. In addition to continued program development and improvements to support student learning and success (for which this program fee will be used), additional faculty will also be necessary for the program to receive certification in the not-too-distant future.

Fairmont State University's Bachelor of Science in Criminal Justice Program is approximately 35 years old and has come to be known by many as the best criminal justice program in the state. The program is recognized and respected on both a regional and national level. The Master of Science Program began in collaboration with Marshall University, and in 2005 was approved by the Higher Learning Commission to operate as a stand-alone program. Honor students from the program travel to state and national conferences, present their research and

participate in various competitions at the ACJS/Alpha Phi Sigma (National Criminal Justice Honor Society) Conference each year, having won many awards. In recent history, four of our students have been elected to the position of National Vice-President of Alpha Phi Sigma for the following 2-year terms: 2009-2011, 2011-13, 2013-2015, 2015-2017. Our new vice president will be attending meetings at the National Alpha Phi Sigma Headquarters in Ft. Lauderdale, FL, where she will assist with planning the next two national conferences to be held in Denver (2016) and Kansas City (2017). Our students have brought home a variety of other awards (eight total just this year), including 1<sup>st</sup> Place on the Criminal Justice Knowledge Exam during the last two years (\$500 scholarships). Our students won the national crime scene competition during 2012, 2013 and 2014, and were asked by the National Alpha Phi Sigma Headquarters to develop and run this year's crime scene competition in Orlando, which they did during the first week of March. Our master's students participate and win awards as well. Many have formally presented their research over the years, and several have won paper awards. This year, one of our student won the Alpha Phi Sigma Director's Award-Graduate Level (\$1,500 scholarship), and two of our graduate students presented their theses on a professional panel at the ACJS portion of the conference. It is important to note that the great majority of colleges participating in these competitions are much larger than Fairmont State. In fact, we were most likely the smallest institution there. It is important to also note that we have amassed quite a number of graduates who are not only successfully employed in criminal justice positions, but are leaders in their organizations and agencies. At least four of our master's degree graduates have moved forward to receive their PhDs.

A major goal of the Criminal Justice Programs is to become nationally certified through ACJS. To this end we brought in two external reviewers who made several recommendations for the program. The first recommendation was to separate the curriculum from Pierpont Community and Technical College, which we have done, and secondly to restructure the curriculum to ACJS Standards. The new curriculum proposal has just this semester been formally approved. In addition to requiring foundational courses in theory, systems and research, we have added or improved courses in Fingerprinting, Crime Scene Investigations, Firearms, Victimology, Mock Trial, and Spanish for Criminal Justice.

Additionally, because almost every institution of higher education in West Virginia offers a criminal justice or criminology degree, it is of utmost importance to continue to set ourselves apart. The purchase of a state-of-the-art firearms simulator is our most recent acquisition. To date, no one else in the state owns one, and the simulator will allow us to educate and train our students in the proper use of firearms, better prepare them for shoot/don't shoot situations, and help teach them communication skills necessary to prevent circumstances from

escalating into lethal force situations. Additionally, the simulator can be used by faculty for research and by sworn municipal and county law-enforcement personnel for in-service training.

The ultimate goal of the Criminal Justice Programs is to establish a Criminal Justice Education, Research and Training Institute at Fairmont State University. We will, of course, begin with the basics by way of purchasing supplies, technology and equipment, and add necessary components to the initiative each year. The Institute will eventually require a director who will help develop and oversee the Firearms Simulation Lab; the Crime Scene Investigations Lab; the Mock Trial Courtroom; advanced/specialized course offerings; in-service training for sworn law enforcement personnel (required for all police officers in the State of West Virginia); and summer clinics for high school/junior high students. The primary objective of the Institute is to offer the best possible educational experience to our students. Additional benefits are numerous and include recruitment and retention of quality students and faculty alike, even greater student participation in research, simulation experiences and conferences, new faculty development opportunities, and much more involvement of our programs with the outside criminal justice community and community as a whole.

### **Proposed Fee**

We are requesting the implementation of a program fee of \$150.00 per student, per semester for both the BS in CJ and the MS in CJ. This fee is less than or equal to other FSU program fees, and would generate close to \$100,000.00 in revenue per year for the programs (assuming maintenance of current enrollments). See **Table 1** below:

**Table 1**

<b>Program</b>	<b>Fee</b>	<b># of Majors</b>	<b># of Semesters</b>	<b>Revenue</b>
B.S. in Crim. Justice	\$150.00	300	2	\$90,000.00
M.S. in Crim. Justice	\$150.00	35	2	\$10,500.00
<b>Revenue per Year</b>				<b>\$100,500.00</b>

### **Comparison Tuition and Fees**

Below is a table with cursory information on tuition and fees from a select group of programs in the state, or known competitors for prospective students. Fairmont State University's tuition and fees are currently lower than nearly every other higher education institution in the State of West Virginia. Marshall University and West Virginia State University offer programs most similar to our criminal justice programs at both the bachelor's and master's level and cost significantly more. See **Table 2** on next page for tuition/fees per semester:



**Table 2**

<b>Institution</b>	<b>In-State Tuition</b>	<b>Out-of-State Tuition</b>	<b>Program Fees</b>	<b>Technology Fees</b>	<b>Other Fees</b>
<b>FSU</b>	\$3,153(Undergraduate) \$3202 (Graduate)	\$6653(Undergrad) \$6847 (Graduate)		\$50 (e-learning fee)	
<b>WVU</b>	\$3480	\$10212	\$276(State) \$59 (Out-of-State)		\$624(University Fees)
<b>Marshall</b>	\$3263(Undergraduate) \$3363(Graduate)	\$5753(Undergrad) \$7961 (Graduate)			\$237-online course fee per credit hour
<b>Glenville State</b>	\$3348	\$7560 \$5460 (Metro Rate)		\$140 (online course fee)	
<b>West Liberty</b>	\$3206	\$6770		\$125 (e-learning per class) \$75 (parking fee)	\$100(orientation fee) \$150 (Hilltopper Fee) \$250 (for those who take more than 18 hours)
<b>WV State</b>	\$3115(Undergraduate) \$3366(Grad)	\$7279(Undergraduate) \$7947 (Grad)			
<b>WVU Parkersburg</b>	\$1464 (100-200 lvl) \$2016 (300-400 lvl)	\$5208 \$5319	\$218		
<b>WV Wesleyan</b>	\$13807	N/A		\$97 (Wireless Technology fee)	\$200 (Orientation fee)
<b>University of Phoenix (Online Only)</b>	\$5071 \$8415 (Grad)	N/A	N/A	\$368 \$462(Grad)	
<b>University of Cincinnati</b>	\$5500(Undergraduate) \$7234 (Graduate)	\$13167 \$13105	\$300		

## **Projected Costs and Utilization of Fees**

Each year it becomes more costly to maintain quality programs. We understand and appreciate our current student demographic and strive to keep costs down. At the same time, our students expect and deserve the best education possible. The proposed program fee will keep the overall cost of the programs in line with that of our competitors and thus not be an undue burden on the students.

The costs associated with running quality programs are varied and numerous. They run the gamut from the purchase and updating of hardware and software (and associating licensing fees), to the provision of classroom learning materials, lab supplies and furniture, to student and faculty research and travel, to professional development of faculty, to advertising, recruitment and retention initiatives, and so on. Some items are single, one-time purchases while others are continuing yearly costs. It is expected to take several years to accumulate items necessary for labs, and purchases will be prioritized by department faculty. Costs include undergraduate and graduate programs combined. See **Table 3** below for projected costs for utilization of fees.

**Table 3**

<b>Budget Items</b>	<b>Estimated Cost</b>
Firearms Simulator – future purchase of recoils, software upgrades, and maintenance	\$8,000.00
Crime Scene Lab – purchase of furniture, microscopes, software, fingerprint kits, analysis tools for ballistics, blood spatter, fibers, etc. Technology, storage and refrigeration	\$12,000.00
Mock Courtroom furniture, technology, supplies	\$10,000.00
Advertising, Recruitment, Retention	\$5,000.00
Software – SPSS, Qualtrics, ARCGIS, NViVo, HLM, (used mostly by graduate program)	\$10,000.00
Training and Certifications for Faculty (Quality Matters, Certificate in Online Teaching, Continuing Education)	\$5,000.00
Travel – for Faculty and Students to present and compete at state and national conferences	\$25,000.00
Salary for part-time director of CJ Institute	\$15,000.00
In-service training, clinics, specialized course offerings, speakers. Note: Some revenue will be expected through training and clinics.	\$5,000.00
Student Scholarships	\$5,500.00
<b><u>Total Cost Estimate</u></b>	<b><u>\$100,500.00</u></b>



## SCIENCE AND TECHNOLOGY

### SciTech Proposal for Four New Fees

The College of Science and Technology is proposing new fees to be assessed to undergraduates with a declared major in SciTech programs, an additional fee specific to undergraduate Architecture majors, and course fees to all FSU students enrolled in general studies SCIE courses or Supplemental Math courses. These proposed fees will fortify our current operating expense budget and provide funding for some new initiatives. It should be noted that in exchange for these 4 new fees, SciTech is relinquishing the \$6.00 per credit hour fee formerly associated with all courses. Revenue from this \$6 fee totaled about \$116,000 in FY 2015.

#### Four Proposed Fees:

1. The proposed College of SciTech fee of \$200 per undergraduate student per term will generate approximately \$320,000 from the current 800 students each year. This fee is comparable to the fees approved last year for Nursing (\$250/term) and Business (\$150/term).
2. The Undergraduate Architecture Program Fee of \$200 per student per term will generate about \$32,000 from the 80 students each year. Total fees paid by each undergraduate in this program will be \$400 (\$200 College Fee + \$200 Arch Fee) per semester and will match the program fees approved last year for Master of Architecture students.
3. We are proposing a \$75 SCIE Course Fee. SCIE courses fulfill general studies requirements and are potentially taken by all students in other Schools/Colleges at FSU. With an average of 400 students taking these courses each semester, this fee will generate \$60,000 each year. This fee replaces the \$6/credit hour fee, which previously provided \$24 for each 4 hour course, or about \$19,200/year. The net increase in revenue to SciTech will be about \$40,800.
4. To meet the demand of 20 new courses for 500 students every semester, we are proposing a \$75 fee for each supplemental math course. This fee, which replaces the \$6/credit hour fee (= \$18 per 3 hour course), will provide revenue of approximately \$75,000 to SciTech each year, compared to \$6,852 in fees generated from the \$6/credit hour charged to supplemental math courses in FY 2015 with half as many students.

Comparison of tuition and fees with other institutions:

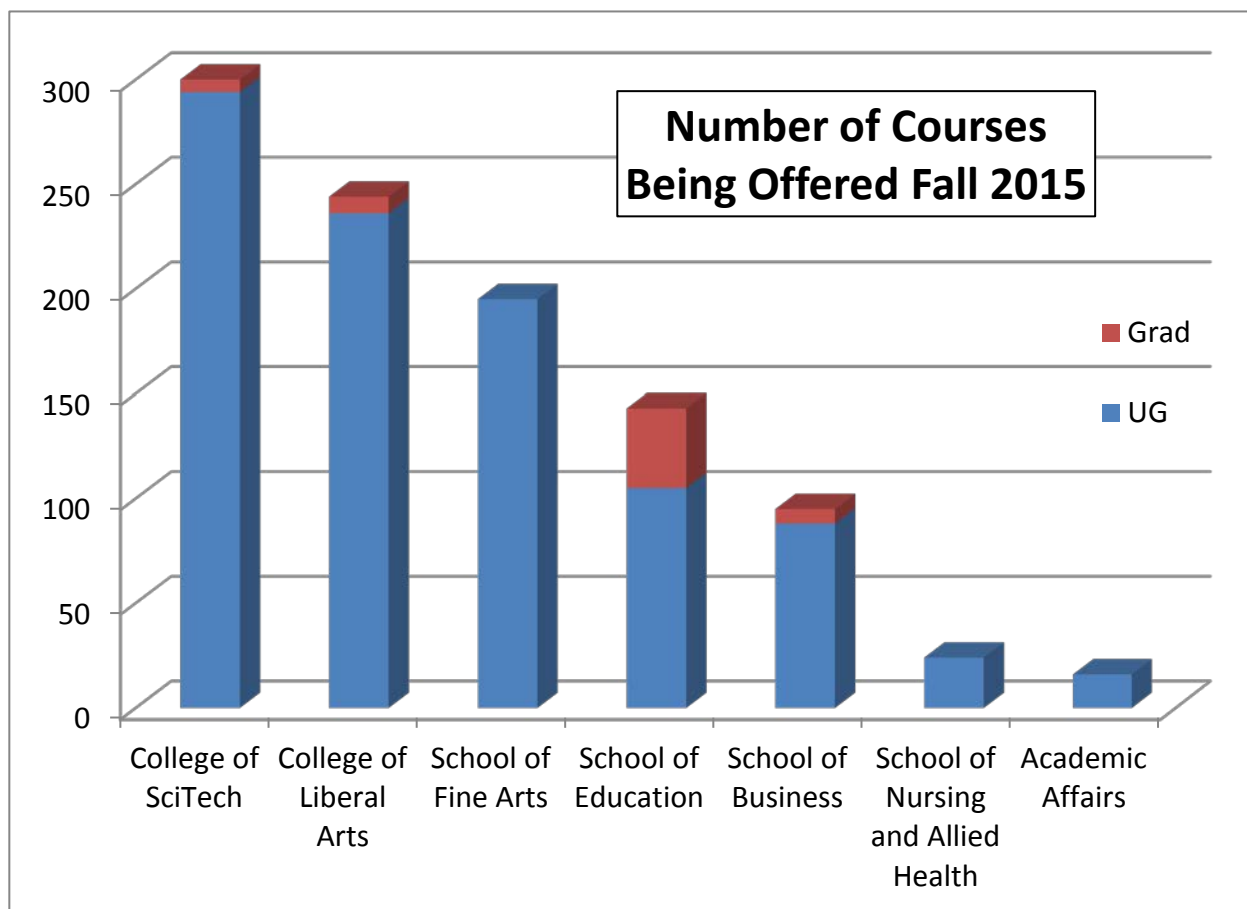
In the chart below, please note the current costs per year for attending 5 different institutions in West Virginia, both state and private. This chart represents only in-state tuition rates. Relevant fees, if any, are noted. Comparisons between institutions are realistic for a junior or senior enrolled in one of the STEM fields. At Bluefield State, the scenario illustrates a biology major taking 3 science courses each semester and results in a program fee charge of \$840/year. It should be noted, that even with the proposed \$200/semester College Fee, the cost of education for one year at Fairmont State University in one of the SciTech degree programs remains below each of the reference institutions.

Institutional Comparison of Tuition and Fees		Costs/year
<b>Alderson Broaddus University</b>		
Tuition		\$ 22,530
Fees		\$ 210
Total		\$ 22,740
<b>Bluefield State</b>		
Tuition		\$ 5,832
\$25/credit hr lab fee in engineering. \$35/credit hr program fees in Bio, Chem, Phys, PHSC, NASC, and ENSC.		\$ 840
\$42 Technology fee for all students		\$ 84
Total		\$ 6,756
<b>FSU</b>		
Tuition		\$ 6,306
SciTech Proposed Fee = \$200/semester		\$ 400
Total		\$ 6,706
<b>WVSU</b>		
Tuition		\$ 6,229
Science Course Fee = \$49		\$ 294
Math/CS Course Fee = \$30		\$ 30
Internship Fee = \$105		\$ 105
Online Fee = \$136		\$ 136
Total		\$ 6,794
<b>WVU</b>		
University Tuition		\$ 5,712
University Fees		\$ 1,248
Tuition @ Eberly College of Arts and Sciences = \$552. Tuition @ Statler College of Engineering and Mineral Resources = \$1152		\$ 1,152
Total		\$ 8,112

Brief justifications for the new fees:

1. **College Fee:** To provide some financial stability for SciTech programs, to move forward with some new initiatives, and to remain leaders in our disciplines, we are proposing the modest college fee of \$200/semester. With shrinking state appropriations, we are choosing to be proactive and strengthen our programs now with the help of these student fees. Enrollments in our STEM fields at FSU have remained relatively steady over the last 3 years, even as other colleges/schools face shrinking enrollments. If we strengthen our programs and have appropriate marketing and recruiting efforts, we anticipate our SciTech enrollment numbers will continue to grow.

SciTech is already a leader on campus by being the College/School with the largest number of declared majors (average of 842 over the last 3 years) and the largest number of course offerings (see graph below). The large number of courses is due, in part, to the service courses (SCIE and Math) that are taken by students across all colleges/schools.



Offering quality courses and programs in the STEM fields is expensive; it requires professional engineers and Ph.D. scientists, it requires modern equipment, and it requires space. Accredited programs help draw in quality students and assure they will have jobs

or other opportunities waiting for them when they graduate. The accrediting bodies have strict requirements that dictate the amount of space needed for programs, the number of faculty required, the number of courses that can be taught by each instructor, the advising load for each advisor, and continuing education. These requirements also have costs associated with them.

The expectations on the College of Science and Technology are great. We need this additional funding to remain current and meet the needs of our students, faculty, and staff.

2. **Undergraduate Architecture Fee:** The Architecture Programs are in a period of transition as the Master of Architecture program offered its first classes in the Fall 2014 semester. Our brief experience with the M.Arch accreditation process has illustrated very clearly the need for more space, equipment, library resources, and faculty. All of these require additional funds. The current expense budget for FY 2015 in Architecture was only \$8,000. With the combination of both College (\$200) and Architecture Program (\$200) fee dollars, we are planning for a more robust budget of \$48,000 each year, prorated for changes in enrollment over time. We understand we are asking a lot of our architecture students, but these students also have a very bright future with a healthy income potential.

The undergraduate and graduate programs are intricately linked. We hope some of our best students will choose to continue their studies and enroll in our M.Arch program. Last year, a \$400 program fee was approved for our graduate studies in Architecture. Unfortunately, because of low enrollment in the first year, only \$932 was added to our revenue stream. Because of the tight connection between our two programs, it seems reasonable that having the same total fee across both programs would allow the revenue to accumulate more quickly to a level at which expenditures could be made and have immediate impact.

3. **SCIE (Science) Course Fee:** Individual programs in SciTech have traditionally borne the costs of these general studies service courses, from the instructor costs to laboratory equipment and supplies. This new fee will help to offset the high costs associated with adjunct pay, the purchase of consumables, equipment purchase and maintenance, and waste disposal.

This fee will primarily be paid by students outside of SciTech as they enroll in their one required science class. It is likely that 75% of students on campus will pay this fee once when they take their required SCIE science class. The other 25% (including all Bio, Chem and several more SciTech majors) are not required to take any SCIE courses, but

will take other courses in their major that satisfy the general studies science requirement. Any student on campus, however, can choose to take these SCIE courses as a free elective, as they wish.

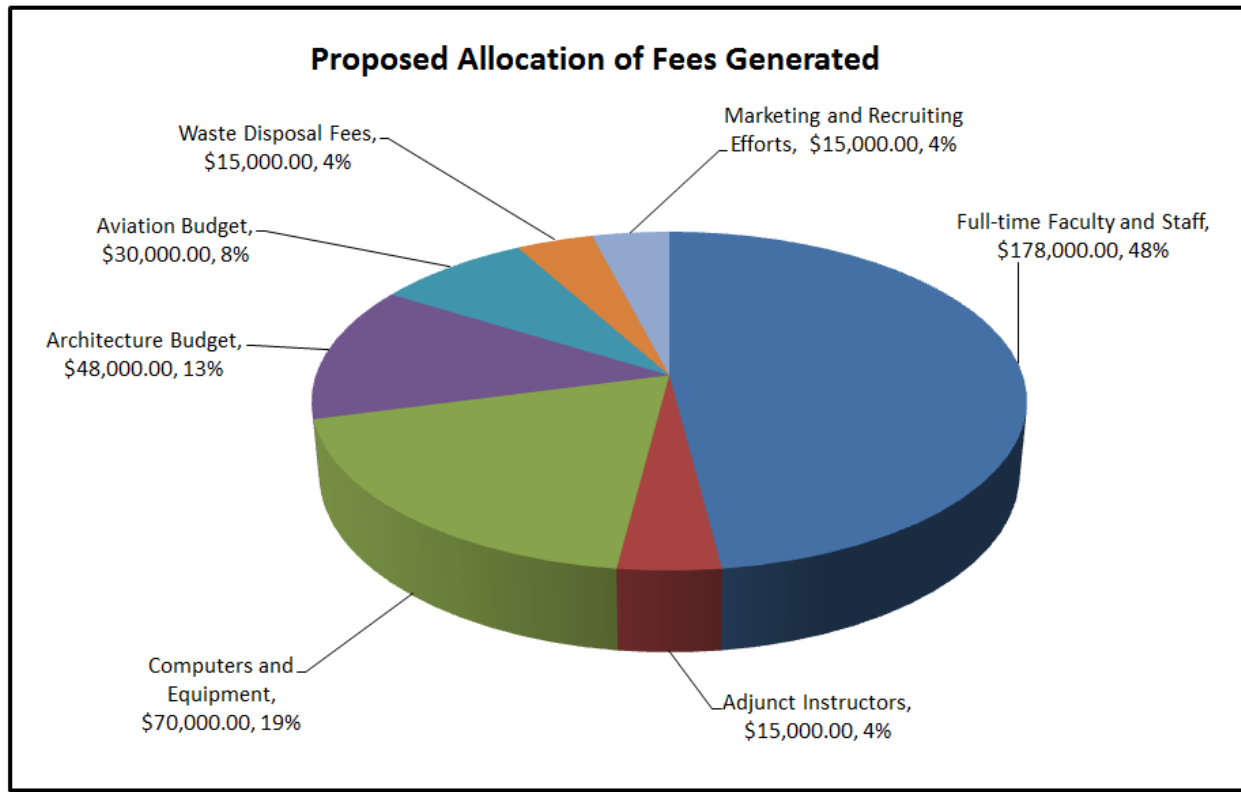
4. **Supplemental Math Courses Fee:** With the continued separation of FSU and Pierpont, teaching responsibilities are shifting as well. In the past, students with deficiencies in Math were directed to take Math courses from Pierpont. The responsibility started shifting to FSU to provide these Supplemental (Developmental) Math courses beginning in Fall 2014. By Fall 2015, we expect an additional 500 students per year to need special courses to help them achieve success in the Math course required for their specific program (1101 Applied Tech Math, 1107 Fundamental Concepts, or 1112 College Algebra).

This fee will also largely be paid by students outside of SciTech. Students who need a Supplemental Math course will likely only enroll once and will only pay this fee once during their 4 years at FSU, even though they may take several math courses. For example, a Biology Major is required to take Calculus. If they walk on to campus as a Freshman ready to enroll in Calc, then they will never have to pay this fee. On the other hand, if they don't meet the minimum requirements to enroll in College Algebra, then they will take a supplemental math course, College Algebra Stretch and pay the fee. Once that course is completed, they can take Trig followed by Calc – and neither of these courses have an extra fee.

Proposed Allocation of Fees Generated: (Graph provided on next page.)

- Full-time Faculty and Staff = approximately \$178,000.
  - Electronics Engineering Technology (EET) Faculty. For FY 2016, we currently have only one faculty in this program, which causes us to be out of compliance with our ABET Accreditation. We have an agreement with FSU President Rose to fund the EET position for 3 years with our own fees. If the program is successful and increases in numbers (enrollment and graduation), then the University will provide permanent funding for this faculty line. SciTech will then be free to reallocate these funds to the next area of greatest need.
  - Supplemental Math Instructor. With the demand set at about 20 new courses per semester, additional faculty will be needed. We currently have one full-time Coordinator of Supplemental Math and several adjuncts. Because we have 3 separate entry points into the required math courses (1101, 1107, and 1112, as mentioned earlier), having an additional full-time faculty member to help organize the adjuncts and resources associated with each course will be invaluable.

- College Coordinator. In the past decade, the number of dedicated office staff in SciTech has plummeted from 6 to 2. Our current staff members are burdened with too many tasks and not enough time. We also have additional demands with the new M.Arch program and our needs to focus on increasing recruiting and improving retention. The College Coordinator will assist the Dean with advising, organize recruitment efforts throughout the year, coordinate other members of the office staff, and lead our marketing campaign.



- Salary for Adjunct Instructors = approximately \$15,000.
  - Depending on the degrees earned and the teaching experience of our adjuncts, we need to offer a minimum salary of between \$1600 and \$2400 for a 3-hour class. With such low wages however, it is difficult to attract and retain qualified instructors. At \$2500 for a 3-hr class, we could afford to pay for 6 new sections of Supplemental Math.
- Computers and Equipment = approximately \$70,000.
  - The College of SciTech needs to stay current and relevant in the fields of science and technology. Current technology is expensive. In recent years, our equipment budgets have been removed. They need to be reinstated.
  - We have 4 main computer labs in SciTech: 113 ET (Engineering Tech Courses), 204 ET (Computer Science), 432 ET (Graphics), and 304 HHH (Math, GIS, and



Architecture). All of these labs need to be set on a schedule for replacement and upgrades. If the University adopted a policy to require all students to provide their own laptops, then we could eliminate at least one of these labs.

- Additional computers are located throughout both buildings (Engineering Technology Building & Hunt-Haught Hall). These computers interface with specialized equipment and require very specific software.
  - More grant writing and subsequent external funding could be realized if we had a pool of funds available to provide matching funds. Matching funds will allow us to maximize the value of our current resources and could lead to additional external funding opportunities.
  - SCIE courses will be improved with equipment from this budget.
- Architecture Budget = approximately \$48,000, prorated for enrollment.
    - Funding of our Architecture programs has been minimal, at best. Establishing a budget of \$48K should allow the program to improve and grow, and should increase the chances for attaining Initial Candidacy Status with NAAB, the national accrediting board.
    - These funds will be used to pay higher adjunct wages, purchase supplies, equip new spaces as we find a permanent home for the programs, purchase consumables, fund faculty and student travel.
    - Because the first few cohorts of M.Arch Graduates won't be eligible for NAAB certification, the students will have a more difficult task to obtain licensure. Providing scholarships to these students will be a powerful attractant and will help offset the difficulties faced by these individuals.
  - Aviation Budget = approximately \$30,000.
    - The 4-year programs in Aviation have been overseen by Pierpont for the past decade. In July of 2014, Pierpont fired all of our flight instructors and effectively gave these programs back to FSU.
    - Since about July 20, 2014, we have been strategizing for the most effective way to run the 4-yr Aviation Programs. Two new faculty members and a staff person who reports to the SciTech Dean will be hired for Fall 2105 and will be paid using the chargeback funds. These are funds that have been paid to Pierpont in the past, but will become part of the SciTech budget moving forward.
    - FSU Aviation students are accustomed to paying a \$35 fee per credit hour "Technology Fee" to Pierpont C&TC. For a single 3-hr course this equals \$105. Most students take at least 2 aviation courses per semester, sometimes more. Of all the students in SciTech, the Aviation students should have the easiest time adjusting to the new College Fee, because it should actually be cheaper than the Technology Fee they paid previously to Pierpont.

- FY 2016 will be the first year that Aviation will have a budget within the College of SciTech. We anticipate paying for adjuncts, travel, limited amounts of consumables, equipment, and other related expenses with this new budget.
- The total budget may be adjusted in future years, depending on the needs of this program. We are somewhat fearful that the 4-yr programs have been neglected. We won't know the true cost of modernizing and improving the Aviation Programs until we have our own faculty and staff running the program.
- Waste Disposal Fees = approximately \$15,000.
  - Many of our service courses produce wastes that must be disposed of properly. This winter, a new Hazardous Waste Storage Building was installed near Hunt-Haught Hall. The first materials were removed from the building in January at a cost of approximately \$4700. We anticipate at least three shipments/removals per year. The SCIE Course Fee will help to fund this new, but necessary cost to SciTech.
- Marketing and Recruiting = approximately \$15,000.
  - For our programs to be successful, we need students. To teach these students, we need faculty. The future of our programs depends on our ability to attract and retain both quality faculty and students.
  - Recruiting efforts are difficult to organize without the assistance from faculty. Providing small stipends for faculty and purchasing relevant supplies/equipment for demonstrations will make it easier to get the faculty engaged.
  - Our new College Coordinator (described briefly above) will help lead our efforts to market our programs and recruit quality students.
  - “STEM” is a hot topic right now and the demand for graduates will be strong for the foreseeable future. Spending resources appropriately now will help to secure our position as an Institution of Excellence in all the STEM fields.

# SciTech Fee Proposal

Proposed Fees beginning Fall 2015	Fee	# students each semester	\$ Collected per year	
College Fee per semester	\$ 200.00	800	\$	320,000.00
Architecture Program Fee per semester	\$ 200.00	80	\$	32,000.00
SCIE Course Fee	\$ 75.00	400	\$	60,000.00
Supplemental Math Fee per course	\$ 75.00	500	\$	75,000.00
			\$	<b>487,000.00</b> Total Fee Income
Loss of Revenue from \$6/credit hour fee			\$ Collected per year	
All courses in SciTech			\$	<b>116,000.00</b> Total Fee Loss for FY 2016+
			\$	<b>371,000.00</b> Net Increase
Proposed Expenditures				
	Salary	Benefits	Total per year	
FEAP College Coordinator	\$ 40,000.00	\$ 15,388.00	\$	55,388.00
Electronics Eng Tech Professor	\$ 60,000.00	\$ 18,168.00	\$	78,168.00
Supplemental Math Instructor	\$ 30,000.00	\$ 13,998.00	\$	43,998.00
Adjunct Instructors for 5 courses	\$ 15,000.00	-	\$	15,000.00
Update 113, 204, 432 ET and 304 HHH computer labs, 4 yr rotation.			\$	20,000.00
Equipment			\$	50,000.00
Architecture Budget			\$	48,000.00
Aviation Budget			\$	30,000.00
Waste Disposal Fee			\$	15,000.00
STEM Marketing/Promotional Materials			\$	5,000.00
Recruiting Efforts			\$	10,000.00
			\$	<b>370,554.00</b> Total Expenditures
			\$	<b>446.00</b> Balance

## FSU's Part 141 Versus HOVA's Part 141 Fee Structures

In July 2014, Pierpont stopped administrating the flight program and 4-yr degree programs for us. While they had published schedules for the charges for instructor time and hourly rates for the different aircraft, we don't think there were published fees for completing each license or certificate.

On the following pages, please find rates that compare the costs for flight training using the FSU Robert C Byrd National Aerospace Education Center (RCB NAEC) Part 141 FAA Certificate versus the Part 141 certificate operated by Heart of Virginia Aviation (HOVA).

We are currently just days away from having a 10-yr contract with HOVA for providing our flight training services. We can't switch to HOVA's Part 141 certificate immediately without causing our students to lose 50% of their training hours. As students complete a license, however, they could switch to HOVA's 141 before beginning the next license or certificate. Incoming freshmen could start immediately with HOVA's 141.

Please note that HOVA's fees are cheaper than FSU's fees, primarily because of the fewer numbers of hours required.

Veterans who want flight training are in a slightly different situation. The Veterans Administration requires flight providers to exist in a state and offer training to civilians for 2 years before that provider is eligible to receive VA reimbursement for flight training. We will petition the VA and the HEPC to allow HOVA to continue serving our VA students under HOVA's 141 immediately without waiting the full 2 years. We currently have the blessing of both the VA and HEPC to have HOVA train our veteran students under FSU's 141.

We hope the FSU BOG will approve both sets of fees. This will allow us some flexibility in our negotiations with HOVA and provide the best possible opportunities for our students.

**HOVA - Private Pilot Course**

Item	Aircraft type	Hours	Rate	Total
Solo time	P2004 Bravo	5.0	135	675
Solo time				-
Dual time	P2004 Bravo	30.0	135	4,050
Dual time				-
Flight test		1.5	135	203
Simulator time				-
Flight instruction		30.0	50	1,500
Pre and post flight briefings		15.0	50	750
Study materials				350
Ground school		20.0	20	400
<b>Total Flight/Sim hours</b>		<b>36.5</b>		
<b>Total Course Cost</b>				<b>\$ 7,928</b>

**Fairmont State - Private Pilot Course**

Item	Aircraft type	Hours	Rate	Total
Solo time	P2004 Bravo/LSA	9.5	135	1,283
Solo time	Cherokee PA-28-140		150	-
Dual time	P2004 Bravo/LSA	28.5	135	3,848
Dual time				-
Flight test		1.5	135	203
Simulator time		4.0		-
Flight/Sim instruction		32.5	50	1,625
Pre and post flight briefings		16.0	50	800
Study materials				350
Collective Ground school		20.0	20	400
Written test fee				150
External Examiner fee				450
<b>Total Flight/Sim hours</b>		<b>43.5</b>		
<b>Total Course Cost</b>				<b>\$ 9,108</b>

<b>Savings from Hova TCO</b>	<b>\$ 1,180</b>
<b>Percentage savings</b>	<b>13.0%</b>

**Hova TCO - Instrument rating**

Item	Aircraft type	Hours	Rate	Total
Dual time	Tecnam P2004	17.5	135	2,363
Dual time	PA-28-140	10.0	150	1,500
Simulator time		7.5	75	563
Flight test		1.5	150	225
Flight instruction		35.0	50	1,750
Pre and post flight briefings		15.0	50	750
Study materials				350
Collective Ground School		25.0	20	500
Written test fee				150
External Examiner fee				450
<b>Total Flight/Sim hours</b>		<b>36.5</b>		
<b>Total Course Cost</b>				<b>\$ 8,600</b>

**Fairmont State TCO - Instrument Rating**

Item	Aircraft type	Hours	Rate	Total
Dual time	Tecnam P2004/LSA	32.5	135	4,388
Dual time	Cherokee PA-28-140	10.0	150	1,500
Simulator time		3.0	75	225
Flight test	Cherokee PA-28-140	1.5	150	225
Flight instruction		45.5	55	2,503
Pre and post flight briefings		23.0	55	1,265
Study materials				350
Collective Ground School		25.0	20	500
Written test fee				150
External Examiner fee				450
<b>Total Flight/Sim hours</b>		<b>47.0</b>		
<b>Total Course Cost</b>				<b>\$ 11,555</b>

<b>Savings from Hova TCO</b>	<b>\$ 2,955</b>
<b>Percentage savings</b>	<b>25.6%</b>

**Hova TCO - Commercial Multi Engine**

Item	Aircraft type	Hours	Rate	Total
Solo time	P2004 Bravo	55.0	135	7,425
Supervised Solo time	P2006T	10.0	300	3,000
Dual time	P2004 Bravo	14.0	135	1,890
Dual time	BE24	10.0	185	1,850
Dual time	P2006T	25.0	300	7,500
Flight test Multi	P2006T	1.5	300	450
Flight test Single		1.5	185	278
Simulator time		6.0	75	450
Flight instruction SEL/Sim		30.0	50	1,500
Flight Instruction MEL		35.0	60	2,100
Pre and post flight briefings		20.0	50	1,000
Study materials				400
Ground school		25.0	20	500
Written test fee				150
External Examiner fees (Two)				1,000
<b>Total Flight/Sim hours</b>		<b>123.0</b>		
<b>Total Course Cost</b>				<b>\$ 29,493</b>

**Fairmont State TCO - Commercial Multi Engine (Pending)**

Item	Aircraft type	Hours	Rate	Total
Solo time	P2004 Bravo	28.0	135	3,780
Dual time	P2004 Bravo	10.5	135	1,418
Dual time	Beech Sierra (Complex)	11.5	185	2,128
Dual time	P2006T - Twin	47.5	300	14,250
Flight Test Single	Beech Sierra (Complex)	1.5	185	278
Flight test Multi	P2006T	1.5	300	450
Simulator time - Twin		24.0	75	1,800
Flight instruction SEL/Sim		46.0	50	2,300
Flight Instruction MEL		47.5	60	2,850
Pre and post flight briefings		47.0	50	2,350
Study materials				400
Collective Ground school		25.0	20	500
Written test fee				150
External Examiner fees (Two)				1,000
<b>Total Flight/Sim hours</b>		<b>124.5</b>		
<b>Total Course Cost</b>				<b>\$ 33,653</b>

<b>Savings from Hova TCO</b>	<b>\$ 4,160</b>
<b>Percentage savings</b>	<b>12.4%</b>

Tuition and Fee  
Comparison to other WV  
State Baccalaureate  
Colleges and Universities  
This comparison assumes  
that all other institutions  
will be increasing their  
tuition and fees by 5%



West Virginia Higher Education Policy Commission  
Regular Tuition and Fees - Academic Year 2015-2016  
Assumes a 5% increase for all other institutions

**Undergraduate Annual Resident Rates (without college fees)**

<u>Institution</u>	<u>E&amp;G Tuition Fees</u>	<u>E&amp;G Capital Fees</u>	<u>Auxiliary Fees</u>	<u>Special Equity Fees</u>	<u>College Fees</u>	<u>Tuition and Fees 15-16</u>	<u>Tuition and Fees 14-15</u>	<u>Percent increase from 14-15</u>
West Liberty University - Nursing & Dental Hygiene	\$6,526	\$600	\$620	\$150		\$7,896	\$7,520	5.00%
West Liberty University Bachelor of Arts in Organizational Leadership and Admin	\$6,781	\$600	\$96	\$144		\$7,621	\$7,258	5.00%
West Liberty University - College of Science (excludes Nursing & Dental Hygiene)	\$5,798	\$600	\$620	\$150		\$7,168	\$6,827	5.00%
West Virginia University*	\$5,218	\$676	\$1,224	\$0		\$7,118	\$6,779	5.00%
West Liberty University - Business, Graphic Design, and Broadcast Journalism	\$5,736	\$600	\$620	\$150		\$7,106	\$6,768	5.00%
Glenville State College	\$5,286	\$744	\$456	\$552		\$7,038	\$6,703	5.00%
Shepherd University	\$4,995	\$584	\$1,172	\$146		\$6,897	\$6,569	5.00%
West Liberty University	\$5,494	\$600	\$620	\$150		\$6,864	\$6,537	5.00%
Marshall University	\$5,347	\$828	\$678	\$0		\$6,853	\$6,527	5.00%
<b>Fairmont State University</b>	<b>\$4,590</b>	<b>\$588</b>	<b>\$1,152</b>	<b>\$290</b>		<b>\$6,620</b>	<b>\$6,306</b>	<b>4.98%</b>
Concord University	\$5,417	\$674	\$526	\$0		\$6,617	\$6,302	5.00%
West Virginia State University	\$5,629	\$350	\$441	\$120		\$6,540	\$6,229	5.00%
WVU Institute of Technology	\$5,361	\$604	\$438	\$0		\$6,403	\$6,098	5.00%
Bluefield State College	\$5,400	\$450	\$252	\$32		\$6,134	\$5,842	5.00%
West Liberty University - RN to BSN (Resident, Non-Resident, & Metro)	\$5,140	\$600	\$96	\$144		\$5,980	\$5,695	5.00%
WVU - Potomac (Bachelor's Degree)	\$3,997	\$300	\$254	\$0		\$4,551	\$4,334	5.00%
WVU - Parkersburg (Bachelor's Degree)	\$2,900	\$100	\$0	\$0		\$3,000	\$2,857	5.00%
<b>AVERAGE</b>						<b>\$6,495</b>	<b>\$6,185</b>	

**Undergraduate Annual Resident Rates (with college fees)**

WVU - Engineering & Mineral Resources	\$5,273	\$676	\$1,224	\$0	\$1,108	\$8,281	\$7,887	5.00%
WVU - Business	\$5,267	\$676	\$1,224	\$0	\$982	\$8,149	\$7,761	5.00%
WVU - Nursing	\$5,251	\$676	\$1,224	\$0	\$662	\$7,813	\$7,441	5.00%
WVU - Eberly	\$5,238	\$676	\$1,224	\$0	\$404	\$7,542	\$7,183	5.00%
<b>Fairmont State University - Architecture Program</b>	<b>\$4,590</b>	<b>\$588</b>	<b>\$1,152</b>	<b>\$290</b>	<b>\$800</b>	<b>\$7,420</b>	<b>\$6,306</b>	<b>17.67%</b>
Marshall - Business	\$5,373	\$828	\$678	\$0	\$515	\$7,394	\$7,042	5.00%
Marshall - Nursing	\$5,363	\$828	\$678	\$0	\$315	\$7,184	\$6,842	5.00%
<b>Fairmont State University - School of Nursing</b>	<b>\$4,590</b>	<b>\$588</b>	<b>\$1,152</b>	<b>\$290</b>	<b>\$500</b>	<b>\$7,120</b>	<b>\$6,806</b>	<b>4.61%</b>
Marshall - Science & Technology	\$5,358	\$828	\$678	\$0	\$210	\$7,074	\$6,737	5.00%
<b>Fairmont State University - College of Science &amp; Technology</b>	<b>\$4,590</b>	<b>\$588</b>	<b>\$1,152</b>	<b>\$290</b>	<b>\$400</b>	<b>\$7,020</b>	<b>\$6,306</b>	<b>11.32%</b>
<b>Fairmont State University - Criminal Justice Program</b>	<b>\$4,590</b>	<b>\$588</b>	<b>\$1,152</b>	<b>\$290</b>	<b>\$300</b>	<b>\$6,920</b>	<b>\$6,306</b>	<b>9.74%</b>
<b>Fairmont State University - School of Business</b>	<b>\$4,590</b>	<b>\$588</b>	<b>\$1,152</b>	<b>\$290</b>	<b>\$300</b>	<b>\$6,920</b>	<b>\$6,606</b>	<b>4.75%</b>
<b>AVERAGE</b>						<b>\$7,403</b>	<b>\$6,935</b>	

West Virginia Higher Education Policy Commission  
Regular Tuition and Fees - Academic Year 2015-2016  
Assumes a 5% increase for all other institutions

**Undergraduate Annual Non-Resident Rates (without college fees)**

<u>Institution</u>	<u>E&amp;G Tuition Fees</u>	<u>E&amp;G Capital Fees</u>	<u>Auxiliary Fees</u>	<u>Special Equity Fees</u>	<u>College Fees</u>	<u>Tuition and Fees 15-16</u>	<u>Tuition and Fees 14-15</u>	<u>Percent increase from 14-15</u>
West Virginia University*	\$18,157	\$2,310	\$1,178	\$0		\$21,645	\$20,614	5.00%
Shepherd University	\$14,612	\$1,534	\$1,172	\$146		\$17,464	\$16,632	5.00%
WVU Institute of Technology	\$13,688	\$1,988	\$438	\$0		\$16,114	\$15,347	5.00%
Marshall University	\$13,390	\$1,858	\$678	\$0		\$15,926	\$15,168	5.00%
Glenville State College	\$12,468	\$2,064	\$480	\$864		\$15,876	\$15,120	5.00%
West Liberty University - Nursing & Dental Hygiene	\$14,896	\$200	\$620	\$150		\$15,866	\$15,110	5.00%
West Virginia State University	\$13,425	\$1,300	\$440	\$120		\$15,285	\$14,557	5.00%
West Liberty University - College of Science (excludes Nursing & Dental Hygiene)	\$14,234	\$200	\$620	\$150		\$15,204	\$14,480	5.00%
West Liberty University - Business, Graphic Design, and Broadcast Journalism	\$13,778	\$600	\$620	\$150		\$15,148	\$14,427	5.00%
West Liberty University	\$13,558	\$600	\$620	\$150		\$14,928	\$14,217	5.00%
Concord University	\$12,303	\$1,870	\$526	\$0		\$14,699	\$13,999	5.00%
Fairmont State University	\$10,538	\$1,990	\$1,152	\$290		\$13,970	\$13,306	4.99%
Bluefield State College	\$9,644	\$1,688	\$252	\$32		\$11,616	\$11,063	5.00%
WVU - Potomac (Bachelor's Degree)	\$9,540	\$1,600	\$254	\$0		\$11,394	\$10,851	5.00%
West Liberty University - Bachelor of Arts in Organizational Leadership & Admin.	\$6,651	\$200	\$620	\$150		\$7,621	\$7,258	5.00%
West Liberty University - RN to BSN	\$5,010	\$200	\$620	\$150		\$5,980	\$5,695	5.00%
<b>AVERAGE</b>						\$14,296	\$13,615	

**Undergraduate Annual Non-Resident Rates (with college fees)**

WVU - Engineering & Mineral Resources	\$18,242	\$2,310	\$1,178	\$0	\$1,714	\$23,444	\$22,328	5.00%
WVU - Business	\$18,226	\$2,310	\$1,178	\$0	\$1,386	\$23,100	\$22,000	5.00%
WVU - Nursing	\$18,212	\$2,310	\$1,178	\$0	\$1,111	\$22,811	\$21,725	5.00%
WVU - Eberly	\$18,187	\$2,310	\$1,178	\$0	\$604	\$22,279	\$21,218	5.00%
Marshall - Nursing	\$13,438	\$1,858	\$678	\$0	\$945	\$16,919	\$16,113	5.00%
Marshall - Business	\$13,435	\$1,858	\$678	\$0	\$884	\$16,855	\$16,052	5.00%
Marshall - Science & Technology	\$13,411	\$1,858	\$678	\$0	\$420	\$16,367	\$15,588	5.00%
Fairmont State University - Architecture Program	\$10,538	\$1,990	\$1,152	\$290	\$800	\$14,770	\$13,306	11.00%
Fairmont State University - School of Nursing	\$10,538	\$1,990	\$1,152	\$290	\$500	\$14,470	\$13,806	4.81%
Fairmont State University - College of Science & Technology	\$10,538	\$1,990	\$1,152	\$290	\$400	\$14,370	\$13,306	8.00%
Fairmont State University - Criminal Justice Program	\$10,538	\$1,990	\$1,152	\$290	\$300	\$14,270	\$13,306	7.24%
Fairmont State University - School of Business	\$10,538	\$1,990	\$1,152	\$290	\$300	\$14,270	\$13,606	4.88%
<b>AVERAGE</b>						\$19,002	\$16,863	

West Virginia Higher Education Policy Commission  
Regular Tuition and Fees - Academic Year 2015-2016  
Assumes a 5% increase for all other institutions

**Graduate Annual Resident Rates (without college fees)**

Institution	E&G Tuition Fees	E&G Capital Fees	Auxiliary Fees	Special Equity Fees	College Fees	Tuition and Fees 15-16	Tuition and Fees 14-15	Percent increase from 14-15
WVU - Law (1)	\$15,141	\$1,970	\$1,140	\$290		\$19,468	\$18,541	5.0%
WVU - Pharmacy D. - Traditional	\$14,423	\$1,970	\$1,140	\$290		\$18,714	\$17,823	5.0%
WVU - Public Health Masters	\$7,940	\$1,970	\$1,140	\$290		\$11,907	\$11,340	5.0%
WVU - Occupational Therapy	\$7,864	\$1,970	\$1,140	\$290		\$11,827	\$11,264	5.0%
WVU - Clinical Translation Science	\$7,657	\$1,970	\$1,140	\$290		\$11,610	\$11,057	5.0%
WVU - Pharmacy	\$7,318	\$1,970	\$1,140	\$290		\$11,254	\$10,718	5.0%
WVU - Pathology Assistant	\$7,165	\$1,970	\$1,140	\$290		\$11,093	\$10,565	5.0%
WVU - Nursing	\$5,956	\$1,970	\$1,140	\$290		\$9,824	\$9,356	5.0%
WVU - Medicine	\$5,899	\$1,970	\$1,140	\$290		\$9,764	\$9,299	5.0%
West Virginia University*	\$4,179	\$1,970	\$1,140	\$290		\$7,958	\$7,579	5.0%
Shepherd University	\$6,436	\$368	\$72	\$0		\$7,581	\$7,220	5.0%
Marshall University	\$5,054	\$808	\$678	\$0		\$7,210	\$6,867	5.0%
West Virginia State University	\$5,808	\$262	\$330	\$0		\$7,188	\$6,846	5.0%
Fairmont State University	\$5,110	\$588	\$1,152	\$290		\$7,148	\$6,808	4.99%
Concord University	\$5,074	\$674	\$704	\$0		\$7,114	\$6,775	5.0%
West Liberty University	\$5,684	\$600	\$90	\$0		\$7,028	\$6,693	5.0%
<b>AVERAGE</b>						\$10,418	\$9,922	

\*West Virginia University rates do not include additional college tuition fees for each college. See attached charts that show this information.

**Graduate Annual Resident Rates (with college fees)**

Fairmont State University - Masters of Architecture	\$5,110	\$588	\$1,152	\$290	\$800	\$7,948	\$7,608	4.47%
<b>AVERAGE</b>						\$7,948	\$7,608	

West Virginia Higher Education Policy Commission  
Regular Tuition and Fees - Academic Year 2015-2016  
Assumes a 5% increase for all other institutions

**Graduate Annual Non-Resident Rates (without college fees)**

Institution	E&G Tuition Fees	E&G Capital Fees	Auxiliary Fees	Special Equity Fees	College Fees	Tuition and Fees 15-16	Tuition and Fees 14-15	Percent increase from 14-15
WVU - Pharmacy D. - Traditional	\$34,759	\$1,970	\$1,140	\$290		\$40,067	\$38,159	5.0%
WVU - Law (1)	\$32,000	\$1,970	\$1,140	\$290		\$37,170	\$35,400	5.0%
WVU - Public Health Doctorate	\$26,802	\$1,970	\$1,140	\$290		\$31,712	\$30,202	5.0%
WVU - Occupational Therapy	\$26,594	\$1,970	\$1,140	\$290		\$31,494	\$29,994	5.0%
WVU - Clinical Translation Science	\$26,235	\$1,970	\$1,140	\$290		\$31,117	\$29,635	5.0%
WVU - Pharmacy	\$26,103	\$1,970	\$1,140	\$290		\$30,978	\$29,503	5.0%
WVU - Pathology Assistant	\$25,895	\$1,970	\$1,140	\$290		\$30,760	\$29,295	5.0%
WVU - Medicine	\$23,173	\$1,970	\$1,140	\$290		\$27,902	\$26,573	5.0%
WVU - Nursing	\$19,582	\$1,970	\$1,140	\$290		\$24,131	\$22,982	5.0%
West Virginia University*	\$17,900	\$1,970	\$1,140	\$290		\$22,365	\$21,300	5.0%
Marshall University	\$13,246	\$1,998	\$678	\$0		\$17,554	\$16,718	5.0%
West Virginia State University	\$13,822	\$976	\$330	\$120		\$16,811	\$16,010	5.0%
Fairmont State University	\$11,864	\$1,990	\$1,152	\$290		\$15,296	\$14,582	4.90%
Concord University	\$8,662	\$1,968	\$704	\$0		\$12,496	\$11,901	5.0%
Shepherd University	\$8,614	\$1,070	\$72	\$0		\$10,756	\$10,244	5.0%
West Liberty University	\$8,860	\$600	\$90	\$0		\$10,529	\$10,028	5.0%
<b>AVERAGE</b>						\$24,446	\$23,283	

\*West Virginia University rates do not include additional college tuition fees for each college. See attached charts that show this information.

**Graduate Annual Non-Resident Rates (with college fees)**

Fairmont State University - Masters of Architecture	\$11,864	\$1,990	\$1,152	\$290	\$800	\$16,096	\$15,382	4.64%
<b>AVERAGE</b>						\$16,096	\$15,382	

Meal Plan comparison  
to other WV State  
Baccalaureate colleges  
and universities

This comparison  
assumes that all other  
institutions will be  
increasing their meal  
plans by 2%

West Virginia Higher Education Policy Commission  
 PROPOSED Meal Plan Prices - Per Semester 2015-2016  
 Assumes a 2% increase to meal plans for all other institutions

**Twenty Meal Plan Rate**

<u>INSTITUTION</u>	<u>Meal Plan Semester Price</u>	<u>Bonus dollars</u>	<u>2% Increase</u>
WEST VIRGINIA UNIVERSITY	\$2,313	\$50	\$2,359

**Nineteen Meal Plan Rate**

<u>INSTITUTION</u>	<u>Meal Plan Semester Price</u>	<u>Bonus dollars</u>	<u>2% Increase</u>
SHEPHERD UNIVERSITY (Deluxe 30)	\$2,230	\$200	\$2,275
WEST VIRGINIA STATE UNIVERSITY (plus 4 late night meals)	\$2,066	\$150	\$2,107
SHEPHERD UNIVERSITY	\$2,000		\$2,040
POTOMAC STATE COLLEGE	\$1,948	\$50	\$1,987
CONCORD UNIVERSITY	\$1,918	\$20	\$1,956
WEST LIBERTY UNIVERSITY	\$1,915	\$100	\$1,953
FAIRMONT STATE UNIVERSITY (7-day)	\$1,887	\$75	\$1,944 *
WEST VIRGINIA STATE UNIVERSITY	\$1,888	\$175	\$1,926
WVU INSTITUTE OF TECHNOLOGY	\$1,855		\$1,892

**Fifteen Meal Plan Rate**

<u>INSTITUTION</u>	<u>Meal Plan Semester Price</u>	<u>Bonus dollars</u>	<u>2% Increase</u>
WEST VIRGINIA UNIVERSITY	\$2,034	\$50	\$2,075
MARSHALL UNIVERSITY	\$1,918	\$200	\$1,956
GLENVILLE STATE COLLEGE	\$1,870	\$150	\$1,907
POTOMAC STATE COLLEGE	\$1,834	\$50	\$1,871
FAIRMONT STATE UNIVERSITY (7-day)	\$1,813	\$150	\$1,867 *
WEST VIRGINIA STATE UNIVERSITY	\$1,828	\$175	\$1,865
MARSHALL UNIVERSITY	\$1,818	\$100	\$1,854
FAIRMONT STATE UNIVERSITY (5-day)	\$1,722	\$65	\$1,774 *
WVU INSTITUTE OF TECHNOLOGY	\$1,726		\$1,761
MARSHALL UNIVERSITY	\$1,718		\$1,752

**Fourteen Meal Plan Rate**

<u>INSTITUTION</u>	<u>Meal Plan Semester Price</u>	<u>Bonus dollars</u>	<u>2% Increase</u>
WEST VIRGINIA UNIVERSITY (Gold Plan - 220 meals/week)	\$2,392	\$300	\$2,440
WEST LIBERTY UNIVERSITY	\$1,915	\$200	\$1,953

**Twelve Meal Plan Rate**

<u>INSTITUTION</u>	<u>Meal Plan Semester Price</u>	<u>Bonus dollars</u>	<u>2% Increase</u>
CONCORD STATE UNIVERSITY	\$1,918	\$175	\$1,956
FAIRMONT STATE UNIVERSITY (5-day)	\$1,748	\$225	\$1,800 *

\* Fairmont State's average increase is 3%

West Virginia Higher Education Policy Commission  
 PROPOSED Meal Plan Prices - Per Semester 2015-2016  
 Assumes a 2% increase to meal plans for all other institutions

**Ten Meal Plan Rate**

<u>INSTITUTION</u>	<u>Meal Plan Semester Price</u>	<u>Bonus dollars</u>	<u>2% Increase</u>
WEST LIBERTY UNIVERSITY	\$1,915	\$300	\$1,953
WEST VIRGINIA UNIVERSITY (Blue Plan - 160 meals/week)	\$1,885	\$300	\$1,923
GLENVILLE STATE UNIVERSITY	\$1,870	\$250	\$1,907
WVU INSTITUTE OF TECHNOLOGY	\$1,593		\$1,625
POTOMAC STATE COLLEGE	\$1,590	\$50	\$1,622
MARSHALL UNIVERSITY	\$1,388		\$1,416

**Seven Meal Plan Rate**

<u>INSTITUTION</u>	<u>Meal Plan Semester Price</u>	<u>Bonus dollars</u>	<u>2% Increase</u>
CONCORD STATE UNIVERSITY	\$1,918	\$260	\$1,956
GLENVILLE STATE UNIVERSITY	\$1,870	\$350	\$1,907

**Other Meal Plan Rate**

<u>INSTITUTION</u>	<u>Meal Plan Semester Price</u>	<u>Bonus dollars</u>	<u>2% Increase</u>
MARSHALL UNIVERSITY (Ultimate Access International Students)	\$2,277		\$2,323
MARSHALL UNIVERSITY (Unlimited)	\$2,019	\$250	\$2,059
MARSHALL UNIVERSITY (Unlimited)	\$1,919	\$150	\$1,957
MARSHALL UNIVERSITY (Unlimited)	\$1,819	\$50	\$1,855

Housing Rent Rates (per  
semester) comparison to  
other WV State  
Baccalaureate colleges  
and universities

This comparison assumes  
that all other institutions  
will be increasing their  
Housing rents by 3%



**Comparison of Suite-Style Rates for WV  
Institutions- FY 2015  
(Totals are based on per student per semester)**

Assumes a 3% increase to room rates for all other institutions

<b>Single</b>		
<b>Entity</b>	<b>Rate</b>	<b>3% increase</b>
Shepherd University - Burkhart, Moler, Yost, Miller, Martin, Lurry, and Boteler	4,425	4,558
Marshall University - Marshall Commons	3,976	4,095
Marshall University - Twin Towers	3,542	3,648
Marshall University - Buskirk	3,613	3,721
Marshall University - Holderby Hall	3,153	3,248
West Virginia University - Honors	3,315	3,414
West Virginia Institute of Technology - Maclin (Suite)	3,245	3,342
West Virginia University - Stalnaker	3,267	3,365
West Virginia University - Lincoln	3,267	3,365
West Virginia Institute of Technology - Ratliff (Suite)	3,137	3,231
West Virginia University - Fieldcrest	3,159	3,254
West Virginia University - Residence Halls (Suites)	3,047	3,138
Potomac State College of WVU - University Place	2,949	3,037
Concord University - North and South Towers	2,855	2,941
Fairmont State University - Bryant Place	2,714	2,888 *
West Liberty University - Residence Halls (Suite and Traditional)	2,695	2,776
Potomac State College of WVU - Catamount Place	2,348	2,418

<b>Double</b>		
<b>Entity</b>	<b>Rate</b>	<b>3% increase</b>
West Virginia University - Honors	3,176	3,271
West Virginia University - Lincoln	3,071	3,163
West Virginia Institute of Technology - Maclin (Suite)	3,028	3,119
Glenville State University - (Scott Wing)	3,150	3,245
Marshall University - Marshall Commons	2,979	3,068
Marshall University - First Year South (Capstone) - (Double Only)	2,954	3,043
Marshall University - First Year North (Capstone) - (Double Only)	2,868	2,954
Shepherd University - Burkhart, Moler, Yost, Miller, Martin, Lurry, and Boeteler	2,950	3,039
West Virginia University - Stalnaker	2,776	2,859
West Virginia University - Fieldcrest	3,553	3,660
West Virginia University - Residence Halls (Suites)	2,586	2,664
Marshall University - Twin Towers	2,542	2,618
Marshall University - Buskirk	2,593	2,671
Fairmont State University - Bryant Place	2,291	2,439 *
West Liberty University - Residence Halls (Suite and Traditional)	2,360	2,431
West Virginia Institute of Technology - Ratliff (Suite)	2,163	2,228
Concord University - North and South Towers	2,290	2,359
Potomac State College of WVU - University Place	2,167	2,232
Glenville State University - Pickens (Double Suites Only)	2,100	2,163
Potomac State College of WVU - Catamount Place	2,424	2,497

<b>Triple</b>		
<b>Entity</b>	<b>Rate</b>	<b>3% increase</b>
West Virginia University - Residence Hall (Suites)	2,561	2,638
West Virginia University - Fieldcrest	2,685	2,766
Fairmont State University - Bryant Place	2,234	2,371
Concord University - North & South Towers	2,124	2,188
Concord University - (Suites)	2,209	2,275

<b>Quads</b>		
<b>Entity</b>	<b>Rate</b>	<b>3% increase</b>
West Virginia University - Residence Hall (Suites)	2,635	2,714

\*Average rent increase is 6.40%

**Comparison of Traditional Residence Hall Room  
Rates for WV Institutions - FY 15  
(Totals are based on per student per semester)**

Assumes a 3% increase to room rates for all other institutions

Single		
Entity	Rate	3% increase
Shepherd University - Gardiner, Kenamond, Shaw, Turner, Thacher	3,668	3,778
West Virginia State - single occ. In double room	3,553	3,660
Marshall University - Buskirk	3,542	3,648
Marshall University - Twin Towers West	3,542	3,648
West Virginia Institute of Technology - Maclin (Traditional)	3,353	3,454
West Liberty University - Residence Halls (Suite and Traditional)	2,745	2,827
Marshall University - Holderby (Single Only)	3,251	3,349
Glenville State University - Goodwin	3,275	3,373
West Virginia University - Residence Halls (Traditional)	3,108	3,201
West Virginia Institute of Technology - Ratliff (Traditional)	3,137	3,231
West Virginia State - Sullivan East 8th Floor (no double)	2,937	3,025
West Virginia State - Dawson Hall	2,979	3,068
West Virginia State University - Sullivan West	2,804	2,888
West Virginia State University - Sullivan East	2,804	2,888
Potomac State College of WVU	2,348	2,418
Concord University - Laura A. Sarvay, Damaris O. Wilson, and W.S. Wooddell	2,637	2,716

Double		
Entity	Rate	3% increase
West Virginia Institute of Technology - Maclin (Traditional)	3,028	3,119
Marshall University - Buskirk	2,542	2,618
Marshall University - Twin Towers East (Double Only)	2,542	2,618
Marshall University - Twin Towers West	2,542	2,618
Glenville State University - Goodwin	2,660	2,740
West Virginia University - Residence Halls (Traditional)	2,478	2,552
Shepherd University - Gardiner, Kenamond, Shaw, Turner, Thacher	2,445	2,518
West Virginia Institute of Technology - Ratliff (Traditional)	2,921	3,009
Fairmont State University - Morrow	2,013	2,145 *
Fairmont State University - Pence	2,013	2,145 *
Fairmont State University - Prichard	2,013	2,145 *
Concord University - Laura A. Sarvay, Damaris O. Wilson, and W.S. Woddell	1,991	2,051
West Virginia State University - Dawson	2,079	2,141
West Virginia State University - Sullivan East	1,935	1,993
West Virginia State University - Sullivan West	1,935	1,993
West Liberty University - Residence Halls (Suite and Traditional)	1,850	1,906
Potomac State College of WVU	1,767	1,820

Triple		
Entity	Rate	3% increase
West Virginia University - Residence Halls (Traditional)	2,351	2,422
Concord University - Residence Halls	1,991	2,051
Potomac State College - Residence Halls	1,519	1,565

**Note: Fairmont State University does not have Traditional - Triple Rooms**

Quad		
Entity	Rate	3% increase
West Virginia University - Residence Halls (Traditional)	2,213	2,279

**Note: Fairmont State University does not have Traditional - Quad Rooms**

\*Average rent increase is 6.56%

## Comparison of Apartment Rates for WV Institutions FY 2015

(Totals are based on per student per semester)

Assumes a 3% increase to room rates for all other institutions

Single		
Entity	Rate	3% increase
West Virginia University - Vandalia	6,522	6,718
West Virginia University - College Park	5,214	5,370
West Virginia State University	4,770	4,913
Falcon Crest Apartments	4,750	4,893
Fairmont State University - College Park	3,529	3,896
Shepherd University - Dunlop and Printz Apartments	3,630	3,739

\*

Double		
Entity	Rate	3% increase
West Virginia State University	4620	4,759
West Virginia University - College Park	4,134	4,258
West Virginia University - Vandalia	3,900	4,017
Falcon Crest Apartments	3,750	3,863
Glennville State University - Pioneer Village	3,110	3,203
Fairmont State University - College Park (Furnished)	2,897	3,226
Fairmont State University - College Park (Unfurnished)	2,546	2,854
West Liberty University - University Place (Apartments)	2,890	2,977
Shepherd University - Dunlop and Printz Apartments	2,420	2,493
West Liberty University Common Apartments	2,360	2,431

\*

Triple		
Entity	Rate	3% increase
West Virginia University - College Park	3,954	4,073
Fairmont State University - College Park	2,698	3,015

Quads		
Entity	Rate	3% increase
West Virginia University - College Park	3,594	3,702

Notes:

All rates now include utility costs of \$24 per student or \$144 per semester

Average rent increase per bed without utility increase = 6.4%

\*= students pay electric

**West Virginia Higher Education Policy Commission**  
**GLENVILLE STATE COLLEGE**  
**Operating Budget**  
**(Dollars in Thousands)**  
**FY 2016**

	<b>FY 2015 YTD Actual</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>Percent Change</b>
<b>OPERATING REVENUES</b>				
Tuition and Fees	\$7,748	\$8,138	\$8,861	9%
Grants and Contracts	4,079	4,743	4,743	0%
Auxiliary Enterprises	6,060	6,652	7,304	10%
Service Agreement Revenues	0	0	0	
Other Operating Revenues	1,504	2,205	1,023	-54%
<b>TOTAL OPERATING REVENUES</b>	<b><u>19,391</u></b>	<b><u>21,738</u></b>	<b><u>21,931</u></b>	<b>1%</b>
<b>OPERATING EXPENSES</b>				
Salaries and Wages	8,878	10,635	10,364	-3%
Benefits	2,365	2,987	2,921	-2%
Utilities	898	1,115	1,115	0%
Supplies and Other Services	3,770	4,479	4,457	0%
Scholarships and Fellowships	9,204	9,288	9,338	1%
Other Operating Expenses	100	100	100	0%
Cost of Services provided to other institutions			0	
Depreciation Expense	2,520	2,703	2,520	-7%
<b>TOTAL OPERATING EXPENSES</b>	<b><u>27,735</u></b>	<b><u>31,307</u></b>	<b><u>30,815</u></b>	<b>-2%</b>
<b>NONOPERATING REVENUES AND EXPENSES</b>				
State Appropriations	6,318	6,318	6,034	-4%
Federal Pell Grants	2,853	3,592	3,025	-16%
Gifts	2,671	1,400	1,500	7%
Interest on capital asset related debt	(1,393)	(1,574)	(1,525)	-3%
Assessments by the Commission for Systems Debt	(11)	(11)	(11)	3%
Other Nonoperating revenues	(25)	(25)	(25)	0%
<b>TOTAL NONOPERATING REVENUES AND EXPENSES</b>	<b><u>10,413</u></b>	<b><u>9,700</u></b>	<b><u>8,998</u></b>	<b>-7%</b>
<b>Income Before Other Revenues, Expenses, Gains or Losses</b>	<b><u>2,069</u></b>	<b><u>131</u></b>	<b><u>114</u></b>	
<b>Capital Revenues</b>	<b>0</b>	<b>88</b>	<b>0</b>	<b>-100%</b>
<b>Increase Decrease in Net Assets</b>	<b><u>\$2,069</u></b>	<b><u>\$219</u></b>	<b><u>\$114</u></b>	
<b>Impact of OPEB on income before other Revenues, Expenses, Gains or Losses</b>	<b><u>75</u></b>	<b><u>100</u></b>	<b><u>100</u></b>	<b>0%</b>
<b>Income before other Revenues, Expenses, Gains or Losses without OPEB</b>	<b><u>\$2,144</u></b>	<b><u>\$231</u></b>	<b><u>\$214</u></b>	<b>-8%</b>
<b>Beginning Net Assets excluding OPEB</b>	<b>42,213</b>	<b>41,947</b>	<b>44,357</b>	<b>6%</b>
<b>Ending Net Assets excluding OPEB</b>	<b>44,357</b>	<b>42,178</b>	<b>44,571</b>	<b>6%</b>
<b>NONEXPENDABLE ASSETS</b>				
<b>Beginning Nonexpendable Assets</b>	<b>\$40,961</b>	<b>\$52,350</b>	<b>\$39,775</b>	<b>-24%</b>
<b>Ending Nonexpendable Assets</b>	<b>\$39,775</b>	<b>\$52,551</b>	<b>\$39,596</b>	<b>-25%</b>

**West Virginia Higher Education Policy Commission**  
**Capital Budget**  
**GLENVILLE STATE COLLEGE**

Description	Budget FY 2015	Budget FY 2016	Percent Change
<b>Projects with Established Timelines and Funding</b>			
<b>Funding Sources:</b>			
Cash Balances	\$ 150,000	\$ 50,000	-67%
EAST Bond Proceeds	-	-	
HEPC Bond Proceeds	87,500	-	
Institutional Bond Proceeds	-	-	
Other Financing	-	-	
Gifts	1,400,000	-	-100%
Federal Grants			
Grants		-	
State Support			
Current Revenue/Savings	1,104,146	1,163,887	5%
Rent/Rent Savings			
<b>Total Funding Sources</b>	<b>2,741,646</b>	<b>1,213,887</b>	<b>-56%</b>
<b>Uses by Project Category:</b>			
Reliability	-	-	
Safety/Code	-	-	
Economic Operations	-	-	
Program Improvement	-	-	
New Construction	1,400,000	-	-100%
Miscellaneous Capital Repairs and Alterations	188,802	189,587	0%
Equipment	50,000	-	-100%
<b>Total Uses</b>	<b>1,638,802</b>	<b>189,587</b>	<b>-88%</b>
<b>Debt Financing</b>			
New Bond Debt	-	-	
Bond Principal Payment	(1,169,227)	(451,000)	-61%
Lease Liability			
Lease Principal Payment	(96,132)	(8,200)	-91%
<b>Total Debt Financing Costs</b>	<b>(1,265,359)</b>	<b>(459,200)</b>	<b>-64%</b>
<b>Balances</b>			
<b>Beginning Investment in Plant</b>	<b>90,070,183</b>	<b>83,819,724</b>	<b>-7%</b>
<b>Beginning Long Term Plant Debt</b>	<b>37,720,440</b>	<b>39,906,531</b>	<b>6%</b>
<b>Beginning Net Investment In Plant</b>	<b>52,349,743</b>	<b>40,960,606</b>	<b>-22%</b>
<b>Total Additions to Plant Facilities</b>	<b>1,638,802</b>	<b>189,587</b>	<b>-88%</b>
<b>Depreciation</b>	<b>2,703,000</b>	<b>2,013,731</b>	<b>-26%</b>
<b>Net Change in Long Term Debt</b>	<b>(1,265,359)</b>	<b>(459,200)</b>	<b>-64%</b>
<b>Ending Net Investment in Plant</b>	<b>52,550,904</b>	<b>39,595,662</b>	<b>-25%</b>

**West Virginia Higher Education Policy Commission**  
**Shepherd University**  
**Operating Budget**  
**(Dollars in Thousands)**  
**FY 2016**

	FY 2015 YTD Actual a/o 03.31.15	FY 2015 Budget	FY 2016 Budget	Percent Change
<b>OPERATING REVENUES</b>				
Tuition and Fees	\$18,409	\$20,196	\$19,681	-3%
Grants and Contracts	4,421	5,346	5,211	-3%
Auxiliary Enterprises	17,696	19,342	19,194	-1%
Service Agreement Revenues	0	0	0	
Other Operating Revenues	535	855	778	-9%
<b>TOTAL OPERATING REVENUES</b>	<b><u>41,061</u></b>	<b><u>45,739</u></b>	<b><u>44,864</u></b>	<b>-2%</b>
<b>OPERATING EXPENSES</b>				
Salaries and Wages	19,658	27,330	27,261	0%
Benefits	4,894	6,468	6,615	2%
Utilities	2,243	2,996	3,085	3%
Supplies and Other Services	10,453	13,564	12,885	-5%
Scholarships and Fellowships	2,868	3,146	3,065	-3%
Other Operating Expenses	220	303	293	-3%
Cost of Services provided to other institutions	4	0	0	
Depreciation Expense	5,358	6,746	6,791	1%
<b>TOTAL OPERATING EXPENSES</b>	<b><u>45,698</u></b>	<b><u>60,553</u></b>	<b><u>59,995</u></b>	<b>-1%</b>
<b>NONOPERATING REVENUES AND EXPENSES</b>				
State Appropriations	7,456	9,941	9,831	-1%
Federal Pell Grants	5,593	5,650	5,650	0%
Gifts	1,089	860	947	10%
Interest on capital asset related debt	(1,506)	(1,998)	(1,941)	-3%
Assessments by the Commission for Systems Debt	(38)	(70)	(38)	-46%
Other Nonoperating revenues	0	0	0	
<b>TOTAL NONOPERATING REVENUES AND EXPENSES</b>	<b><u>12,594</u></b>	<b><u>14,383</u></b>	<b><u>14,449</u></b>	<b>0%</b>
<b>Income Before Other Revenues, Expenses, Gains or Losses</b>	<b><u>7,957</u></b>	<b><u>(431)</u></b>	<b><u>(682)</u></b>	
<b>Capital Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
<b>Increase Decrease in Net Assets</b>	<b><u>\$7,957</u></b>	<b><u>(\$431)</u></b>	<b><u>(\$682)</u></b>	
<b>Impact of OPEB on income before other Revenues, Expenses, Gains or Losses</b>	<b><u>(478)</u></b>	<b><u>(284)</u></b>	<b><u>(801)</u></b>	<b>182%</b>
<b>Income before other Revenues, Expenses, Gains or Losses without OPEB</b>	<b><u>\$7,479</u></b>	<b><u>(\$715)</u></b>	<b><u>(\$1,483)</u></b>	<b>107%</b>
<b>Beginning Net Assets excluding OPEB</b>	<b>101,749</b>	<b>109,228</b>	<b>108,513</b>	<b>-1%</b>
<b>Ending Net Assets excluding OPEB</b>	<b>109,228</b>	<b>108,513</b>	<b>107,030</b>	<b>-1%</b>
<b>NONEXPENDABLE ASSETS</b>				
<b>Beginning Nonexpendable Assets</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>0%</b>
<b>Ending Nonexpendable Assets</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>0%</b>

**West Virginia Higher Education Policy Commission  
Capital Budget  
Shepherd University**

Description	Budget FY 2015	Budget FY 2016	Percent Change
<b>Projects with Established Timelines and Funding</b>			
<b>Funding Sources:</b>			
Cash Balances	\$ 250,000	\$ 100,000	-60%
EAST Bond Proceeds	-	-	
HEPC Bond Proceeds	-	-	
Institutional Bond Proceeds	-	-	
Other Financing	-	-	
Gifts	-	-	
Federal Grants	-	-	
Grants	-	-	
State Support	-	-	
Current Revenue/Savings	3,206,075	2,927,010	-9%
Rent/Rent Savings			
<b>Total Funding Sources</b>	<b>3,456,075</b>	<b>3,027,010</b>	<b>-12%</b>
<b>Uses by Project Category:</b>			
Reliability	-		
Safety/Code	140,000	605,000	332%
Economic Operations	-		
Program Improvement	200,000	335,000	68%
New Construction	-		
Miscellaneous Capital Repairs and Alterations	1,700,000	1,875,000	10%
Equipment	-		
<b>Total Uses</b>	<b>2,040,000</b>	<b>2,815,000</b>	<b>38%</b>
<b>Debt Financing</b>			
New Bond Debt	-	-	
Bond Principal Payment	(1,335,000)	(1,390,000)	4%
Lease Liability	-		
Lease Principal Payment	(194,755)	(140,114)	-28%
<b>Total Debt Financing Costs</b>	<b>(1,529,755)</b>	<b>(1,530,114)</b>	<b>0%</b>
<b>Balances</b>			
Beginning Investment in Plant	134,409,913	129,703,913	-4%
Beginning Long Term Plant Debt	44,891,653	43,361,898	-3%
Beginning Net Investment In Plant	89,518,260	86,342,015	-4%
Total Additions to Plant Facilities	2,040,000	2,815,000	38%
Depreciation	6,746,000	7,391,000	10%
Net Change in Long Term Debt	(1,529,755)	(1,530,114)	0%
Ending Net Investment in Plant	86,342,015	83,296,129	-4%

**West Virginia Higher Education Policy Commission**  
**West Liberty University**  
**Operating Budget**  
**(Dollars in Thousands)**  
**FY 2016**

	<b>FY 2014 Actual</b>	<b>FY 2015 YTD Actual</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>Percent Change</b>
<b>OPERATING REVENUES</b>					
Tuition and Fees	\$14,173	\$15,000	\$15,239	\$14,900	-2%
Grants and Contracts	6,430	4,800	5,224	5,000	-4%
Auxiliary Enterprises	8,703	8,800	9,786	8,200	-16%
Service Agreement Revenues				0	
Other Operating Revenues	295	485	449	463	3%
<b>TOTAL OPERATING REVENUES</b>	<b><u>29,601</u></b>	<b><u>29,085</u></b>	<b><u>30,698</u></b>	<b><u>28,563</u></b>	<b>-7%</b>
<b>OPERATING EXPENSES</b>					
Salaries and Wages	19,031	18,365	18,608	17,550	-6%
Benefits	4,563	4,571	4,676	4,326	-7%
Utilities	2,190	2,261	2,200	2,238	2%
Supplies and Other Services	8,740	8,250	8,500	8,300	-2%
Scholarships and Fellowships	3,002	3,200	3,392	3,300	-3%
Other Operating Expenses	269	200	242	200	-17%
Cost of Services provided to other institutions			0	0	
Depreciation Expense	2,455	2,480	2,472	2,600	5%
<b>TOTAL OPERATING EXPENSES</b>	<b><u>40,250</u></b>	<b><u>39,327</u></b>	<b><u>40,090</u></b>	<b><u>38,514</u></b>	<b>-4%</b>
<b>NONOPERATING REVENUES AND EXPENSES</b>					
State Appropriations	8,396	8,255	8,255	8,197	-1%
Federal Pell Grants	4,373	4,121	4,800	4,100	-15%
Gifts			0	0	
Interest on capital asset related debt	(253)	(250)	(559)	(250)	-55%
Assessments by the Commission for Systems Debt	(135)	(135)	(275)	(135)	-51%
Other Nonoperating revenues	99		138	100	-28%
<b>TOTAL NONOPERATING REVENUES AND EXPENSES</b>	<b><u>12,480</u></b>	<b><u>11,991</u></b>	<b><u>12,359</u></b>	<b><u>12,012</u></b>	<b>-3%</b>
<b>Income Before Other Revenues, Expenses, Gains or Losses</b>	<b><u>1,831</u></b>	<b><u>1,749</u></b>	<b><u>2,966</u></b>	<b><u>2,061</u></b>	
<b>Capital Revenues</b>	<b>3,273</b>	<b>1,406</b>	<b>0</b>	<b>0</b>	
<b>Increase Decrease in Net Assets</b>	<b><u>\$5,104</u></b>	<b><u>\$3,155</u></b>	<b><u>\$2,966</u></b>	<b><u>\$2,061</u></b>	
<b>Impact of OPEB on income before other Revenues, Expenses, Gains or Losses</b>	<b><u>(90)</u></b>	<b><u>(90)</u></b>	<b><u>60</u></b>	<b><u>(90)</u></b>	<b>-250%</b>
<b>Income before other Revenues, Expenses, Gains or Losses without OPEB</b>	<b><u>\$1,741</u></b>	<b><u>\$1,659</u></b>	<b><u>\$3,026</u></b>	<b><u>\$1,971</u></b>	<b>-35%</b>
<b>Beginning Net Assets excluding OPEB</b>	<b>54,095</b>	<b>55,836</b>	<b>55,836</b>	<b>58,862</b>	<b>5%</b>
<b>Ending Net Assets excluding OPEB</b>	<b>55,836</b>	<b>58,901</b>	<b>58,862</b>	<b>60,833</b>	<b>3%</b>
<b>NONEXPENDABLE ASSETS</b>					
<b>Beginning Nonexpendable Assets</b>					<b>#DIV/0!</b>
<b>Ending Nonexpendable Assets</b>					<b>#DIV/0!</b>



**West Virginia Higher Education Policy Commission**  
**Capital Budget**  
Enter Your Institution's name here

Description	Budget FY 2015	Budget FY 2016	Percent Change
<b>Projects with Established Timelines and Funding</b>			
<b>Funding Sources:</b>			
Cash Balances	\$ 500,000	\$ 575,000	15%
EAST Bond Proceeds			
HEPC Bond Proceeds			
Institutional Bond Proceeds			
Other Financing			
Gifts			
Federal Grants			
Grants			
State Support			
Current Revenue/Savings			
Rent/Rent Savings			
<b>Total Funding Sources</b>	<b>500,000</b>	<b>575,000</b>	<b>15%</b>
<b>Uses by Project Category:</b>			
Reliability			
Safety/Code	300,000	525,000	75%
Economic Operations			
Program Improvement			
New Construction			
Miscellaneous Capital Repairs and Alterations	200,000	50,000	-75%
Equipment			
<b>Total Uses</b>	<b>500,000</b>	<b>575,000</b>	<b>15%</b>
<b>Debt Financing</b>			
New Bond Debt			
Bond Principal Payment	(1,175,000)	(1,185,000)	1%
Lease Liability			
Lease Principal Payment			
<b>Total Debt Financing Costs</b>	<b>(1,175,000)</b>	<b>(1,185,000)</b>	<b>1%</b>
<b>Balances</b>			
<b>Beginning Investment in Plant</b>	<b>73,840,072</b>	<b>71,868,072</b>	<b>-3%</b>
<b>Beginning Long Term Plant Debt</b>	<b>20,373,761</b>	<b>19,198,761</b>	<b>-6%</b>
<b>Beginning Net Investment In Plant</b>	<b>53,466,311</b>	<b>52,669,311</b>	<b>-1%</b>
<b>Total Additions to Plant Facilities</b>	<b>500,000</b>	<b>575,000</b>	<b>15%</b>
<b>Depreciation</b>	<b>2,472,000</b>	<b>2,600,000</b>	<b>5%</b>
<b>Net Change in Long Term Debt</b>	<b>(1,175,000)</b>	<b>(1,185,000)</b>	<b>1%</b>
<b>Ending Net Investment in Plant</b>	<b>52,669,311</b>	<b>51,829,311</b>	<b>-2%</b>

**West Virginia Higher Education Policy Commission  
West Virginia School of Osteopathic Medicine  
Operating Budget**

**FY 2016**

	<b>FY 2015 YTD Actual</b>	<b>FY 2015 Budget</b>	<b>FY 2016 Budget</b>	<b>Percent Change</b>
<b>OPERATING REVENUES</b>				
Tuition and Fees	\$31,197,046	\$31,878,505	\$32,602,400	2%
Grants and Contracts	560,937	1,140,374	1,317,638	16%
Auxiliary Enterprises	375,911	551,212	551,212	0%
Service Agreement Revenues	0	0	0	
Other Operating Revenues	1,249,310	473,000	473,000	0%
<b>TOTAL OPERATING REVENUES</b>	<b><u>33,383,205</u></b>	<b><u>34,043,091</u></b>	<b><u>34,944,250</u></b>	<b>3%</b>
<b>OPERATING EXPENSES</b>				
Salaries and Wages	14,791,868	22,315,980	22,657,814	2%
Benefits	3,111,727	5,014,612	5,038,415	0%
Utilities	475,959	968,838	1,075,000	11%
Supplies and Other Services	17,830,601	12,577,675	12,523,487	0%
Scholarships and Fellowships	103,500	0	0	
Other Operating Expenses	246,032	0	0	
Cost of Services provided to other institutions		0	0	
Depreciation Expense	1,835,275	3,106,733	3,165,849	2%
<b>TOTAL OPERATING EXPENSES</b>	<b><u>38,394,963</u></b>	<b><u>43,983,838</u></b>	<b><u>44,460,565</u></b>	<b>1%</b>
<b>NONOPERATING REVENUES AND EXPENSES</b>				
State Appropriations	5,481,382	7,813,679	7,753,046	-1%
Federal Pell Grants	0	0	0	
Gifts	0	0	0	
Interest on capital asset related debt	0	0	0	
Assessments by the Commission for Systems Debt	0	0	0	
Other Nonoperating revenues	53,245	76,641	75,789	-1%
<b>TOTAL NONOPERATING REVENUES AND EXPENSES</b>	<b><u>5,534,627</u></b>	<b><u>7,890,320</u></b>	<b><u>7,828,835</u></b>	<b>-1%</b>
<b>Income Before Other Revenues, Expenses, Gains or Losses</b>	<b><u>522,869</u></b>	<b><u>(2,050,427)</u></b>	<b><u>(1,687,480)</u></b>	
<b>Capital Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Increase Decrease in Net Assets</b>	<b><u>\$522,869</u></b>	<b><u>(\$2,050,427)</u></b>	<b><u>(\$1,687,480)</u></b>	
<b>Impact of OPEB on income before other Revenues, Expenses, Gains or Losses</b>	<b><u>1,984,272</u></b>	<b><u>2,190,955</u></b>	<b><u>2,154,661</u></b>	<b>-2%</b>
<b>Income before other Revenues, Expenses, Gains or Losses without OPEB</b>	<b><u>\$2,507,141</u></b>	<b><u>\$140,528</u></b>	<b><u>\$467,181</u></b>	<b>232%</b>
<b>Beginning Net Assets excluding OPEB</b>	<b>112,999,352</b>	<b>101,535,260</b>	<b>101,675,788</b>	<b>0%</b>
<b>Ending Net Assets excluding OPEB</b>	<b>115,506,493</b>	<b>101,675,788</b>	<b>102,142,969</b>	<b>0%</b>
<b>NONEXPENDABLE ASSETS</b>				
<b>Beginning Nonexpendable Assets</b>	<b>\$46,000</b>	<b>\$46,000</b>	<b>\$0</b>	<b>-100%</b>
<b>Ending Nonexpendable Assets</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

**West Virginia Higher Education Policy Commission**  
**Capital Budget**  
WV School of Osteopathic Medicine

Description	Budget FY 2015	Budget FY 2016	Percent Change
<b>Projects with Established Timelines and Funding</b>			
<b>Funding Sources:</b>			
Cash Balances	\$ 11,900,000	\$ 10,900,000	-8%
EAST Bond Proceeds			
HEPC Bond Proceeds	-		
Institutional Bond Proceeds			
Other Financing			
Gifts			
Federal Grants			
Grants			
State Support			
Current Revenue/Savings			
Rent/Rent Savings			
<b>Total Funding Sources</b>	<b>11,900,000</b>	<b>10,900,000</b>	<b>-8%</b>
<b>Uses by Project Category:</b>			
Reliability			
Safety/Code			
Economic Operations			
Program Improvement			
New Construction	11,000,000	10,000,000	-9%
Miscellaneous Capital Repairs and Alterations	500,000	500,000	0%
Equipment	400,000	400,000	0%
<b>Total Uses</b>	<b>11,900,000</b>	<b>10,900,000</b>	<b>-8%</b>
<b>Debt Financing</b>			
New Bond Debt	-	-	
Bond Principal Payment		-	#DIV/0!
Lease Liability			#DIV/0!
Lease Principal Payment		-	#DIV/0!
<b>Total Debt Financing Costs</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>Balances</b>			
Beginning Investment in Plant	57,047,546	65,840,813	15%
Beginning Long Term Plant Debt	-	-	#DIV/0!
Beginning Net Investment In Plant	57,047,546	65,840,813	15%
Total Additions to Plant Facilities	11,900,000	10,900,000	-8%
Depreciation	3,106,733	3,165,849	2%
Net Change in Long Term Debt	-	-	#DIV/0!
Ending Net Investment in Plant	65,840,813	73,574,964	12%

**West Virginia Higher Education Policy Commission  
Meeting of May 29, 2015**

**ITEM:** Review of Tuition and Fees for 2015-16  
Academic Year

**INSTITUTIONS:** All

**RECOMMENDED RESOLUTION:** Information item

**STAFF MEMBER:** Ed Magee

**BACKGROUND:**

The West Virginia Code requires the Commission to approve any resident tuition and fee increase in excess of five percent. The schedules for institutions requesting 2015-16 academic year tuition and fee increases of five percent or less are attached. West Virginia University, Potomac State College of West Virginia University, West Virginia State University and Marshall University (if applicable) will be addressed at a special meeting of the Commission in June 2015.

As in previous years, the institutions were asked to align prices with internal strategic and state goals regarding affordability, quality of instruction, retention, and financial strength. These goals were reviewed in relation to the institutions' relative market positions that will affect their pricing flexibility. In considering changes to non-resident tuition and fees, capacity utilization and revenue maximization strategies influence a decision to increase prices.

Institutions face a 1.4 percent appropriation reduction in state support for Fiscal Year 2016 as costs continue to increase. The Higher Education Price Index increased 3 percent for 2014, while the overall Consumer Price Index increased .8 percent.

## West Virginia Higher Education Policy Commission

### Summary of Regular Tuition and Fees - 2015-16 Academic Year Resident Undergraduate Students

Institution	Tuition and Fees 2014-15	Tuition and Fees 2015-16	Increase Over 2014-15	Percentage of Increase
Bluefield State College	\$ 5,832	\$ 6,120	\$ 288	4.9%
Concord University	\$ 6,422	\$ 6,744	\$ 322	5.0%
Fairmont State University	\$ 6,306	\$ 6,620	\$ 314	5.0%
Glenville State College <sup>1</sup>	\$ 6,696	\$ 7,032	\$ 336	5.0%
Shepherd University	\$ 6,570	\$ 6,830	\$ 260	4.0%
West Liberty University	\$ 6,412	\$ 6,702	\$ 290	4.5%
WLU (RN to BSN) Res/Metro/Non-Res	\$ 5,930	\$ 6,226	\$ 296	5.0%
WLU BA in Organiz. Leadership and Admin Res/Metro/Non Res	\$ 6,910	\$ 6,910	\$ -	0.0%
WLU Nursing & Dental Hygiene	\$ 7,362	\$ 7,652	\$ 290	3.9%
WLU College of Science (Excludes Nursing & Dental Hygiene)	\$ 6,712	\$ 7,002	\$ 290	4.3%
WLU Business, Graphic Design and Broadcast Journalism	\$ 6,662	\$ 6,952	\$ 290	4.4%
WVU Institute of Technology	\$ 6,048	\$ 6,336	\$ 288	4.8%

1 On April 8, 2015, Glenville State College's Board of Governors approved a Tuition Guarantee Plan that will fix a student's tuition for four years as long as they complete 30 or more credit hours per year toward their major while maintaining at least a 2.0 GPA.

Note: Information for those institutions which are requesting tuition increases above the 5% threshold (Marshall University, West Virginia State University, West Virginia University and WVU - Potomac State College) will be presented at the June 2015 Commission meeting in order to provide additional analysis and budget estimates.

West Virginia Higher Education Policy Commission

Regular Tuition and Fees - 2015-16 Academic Year

Undergraduate Students

Institution	Tuition and Fees 2014-15	Tuition and Fees 2015-16	Increase Over 2014-15	Percentage of Increase	Estimated Revenue Increase	Estimated Number of Students 2015-16
<b>Bluefield State College</b>						
Resident	\$ 5,832	\$ 6,120	\$ 288	4.9%	\$ 203,500	1,156
Metro	\$ 8,448	\$ 8,700	\$ 252	3.0%		
Non-Resident	\$ 11,064	\$ 11,280	\$ 216	2.0%	\$ -	196
<b>Concord University</b>						
Resident	\$ 6,422	\$ 6,744	\$ 322	5.0%	\$ 752,265	1,704
Non-Resident	\$ 14,118	\$ 14,824	\$ 706	5.0%	-	455
<b>Fairmont State University</b>						
Regular Undergraduate						
Resident	\$ 6,306	\$ 6,620	\$ 314	5.0%	\$ 1,224,017	2,984
Non-Resident	\$ 13,306	\$ 13,970	\$ 664	5.0%		408
<b>Glenville State College<sup>1</sup></b>						
Resident	\$ 6,696	\$ 7,032	\$ 336	5.0%	\$ 737,040	946
Metro	\$ 10,920	\$ 11,472	\$ 552	5.1%		
Non-Resident	\$ 15,120	\$ 15,888	\$ 768	5.1%	\$ -	217
<b>Shepherd University</b>						
Resident	\$ 6,570	\$ 6,830	\$ 260	4.0%	\$ 3,342	2,040
Non-Resident	\$ 16,628	\$ 16,628	\$ -	0.0%	\$ -	1,302
<b>West Liberty University</b>						
Resident	\$ 6,412	\$ 6,702	\$ 290	4.5%	\$ 937,845	1,343
Metro	\$ 11,426	\$ 11,906	\$ 480	4.2%		
Non-Resident	\$ 13,540	\$ 14,112	\$ 572	4.2%	\$ -	830
<b>WLU (RN to BSN)</b>						
Resident/Metro/Non-Resident	\$ 5,930	\$ 6,226	\$ 296	5.0%		
<b>WLU Bachelor of Arts in Organizational Leadership and Administration</b>						
Resident/Metro/Non-Resident	\$ 6,910	\$ 6,910	\$ -	0.0%		
<b>WLU Nursing &amp; Dental Hygiene</b>						
Resident	\$ 7,362	\$ 7,652	\$ 290	3.9%		
Metro	\$ 12,376	\$ 12,856	\$ 480	3.9%		
Non-Resident	\$ 14,490	\$ 15,062	\$ 572	3.9%		
<b>WLU College of Science (Excludes Nursing &amp; Dental Hygiene)</b>						
Resident	\$ 6,712	\$ 7,002	\$ 290	4.3%		
Metro	\$ 11,726	\$ 12,206	\$ 480	4.1%		
Non-Resident	\$ 13,840	\$ 14,412	\$ 572	4.1%		
<b>WLU Business, Graphic Design and Broadcast Journalism</b>						
Resident	\$ 6,662	\$ 6,952	\$ 290	4.4%		
Metro	\$ 11,676	\$ 12,156	\$ 480	4.1%		
Non-Resident	\$ 13,790	\$ 14,362	\$ 572	4.1%		
<b>WVU Institute of Technology</b>						
Resident	\$ 6,048	\$ 6,336	\$ 288	4.8%	\$ 422,522	796
Non-Resident	\$ 15,192	\$ 15,936	\$ 744	4.9%		306

<sup>1</sup> On April 8, 2015, Glenville State College's Board of Governors approved a Tuition Guarantee Plan that will fix a student's tuition for four years as long as they complete 30 or more credit hours per year toward their major while maintaining at least a 2.0 GPA.

Note: Information for those institutions which are requesting tuition increases above the 5% threshold (Marshall University, West Virginia State University, West Virginia University and WVU - Potomac State College) will be presented at the June 2015 Commission meeting in order to provide additional analysis and budget estimates.

West Virginia Higher Education Policy Commission  
Regular Tuition and Fees - 2015-16 Academic Year  
Graduate Students

Institution	Tuition and Fees 2014-15	Tuition and Fees 2015-16	Increase Over 2014-15	Percentage of Increase	Estimated Revenue Increase	Estimated Number of Students 2015- 16
<b>Concord University</b>						
Resident	\$ 6,894	\$ 7,240	\$ 346	5.0%	\$ 55,314	138
Non-Resident	\$ 12,020	\$ 12,622	\$ 602	5.0%		13
<b>Fairmont State University</b>						
Regular Graduate						
Resident	\$ 6,808	\$ 7,148	\$ 340	5.0%	\$ 72,292	143
Non-Resident	\$ 14,582	\$ 15,296	\$ 714	4.9%		8
<b>Shepherd University</b>						
Resident	\$ 7,182	\$ 7,470	\$ 288	4.0%	\$ 130,745	98
Non-Resident	\$ 10,242	\$ 10,656	\$ 414	4.0%		39
<b>West Liberty University</b>						
Resident	\$ 6,750	\$ 7,074	\$ 324	4.8%	\$ 37,089	78
Non-Resident	\$ 10,512	\$ 11,124	\$ 612	5.8%		
Physicians Assistant Program*						
Resident	\$ 12,600	\$ 13,230	\$ 630	5.0%	\$ 45,360	36
Non-Resident	\$ 18,900	\$ 19,846	\$ 946	5.0%		
*The above amounts are based on a regular academic term of two semesters. West Liberty University's Physician Assistant Program is accelerated and requires students to enroll for four semesters a year at \$26,460 for resident students and \$39,692 for non-resident students. Fees are approved one year in advance.						
<b>WV School of Osteopathic Medicine</b>						
Resident	\$ 21,450	\$ 21,450	\$ -	0.0%	\$ -	
Non-Resident	\$ 51,200	\$ 51,200	\$ -	0.0%	\$ -	

West Virginia Higher Education Policy Commission  
Academic Year 2015-16  
Special Fees and Charges - Summary of Requested Changes Only

II. Special Fees and Charges	Semester/ Occurrence 2014-15	Semester/ Occurrence 2015-16	Increase (Decrease)	Estimated Revenue 2014-15	Revenue Increase 2015-16	Number of Students 2015-16	Estimated Revenue 2015-16
<b>Bluefield State College:</b>							
On Line Fee (per credit hour)	\$ -	\$ 30	\$ 30	\$ -	\$ -	0	\$ 365,490
Blackboard (per credit hour)	\$ 30	\$ (30)	\$ (60)	\$ 247,990	\$ (247,990)	0	\$ -
Moodle Classes (per credit hour)	\$ 30	\$ (30)	\$ (60)	\$ 117,500	\$ (117,500)	0	\$ -
<b>Concord University:</b>							
Reinstatement Fee	\$ 100	\$ 125	\$ 25	\$ 1,700	\$ 425	17	\$ 2,125
English as a Second Language (ESL) Program	\$ 6,147	\$ 6,430	\$ 283	\$ 72,080	\$ 3,318	12	\$ 75,398
<b>Fairmont State University</b>							
College of Science & Technology	\$ -	\$ 200	\$ 200	\$ -	\$ 320,000	800	\$ 320,000
Architecture Program Fee	\$ -	\$ 200	\$ 200	\$ -	\$ 32,000	80	\$ 32,000
Criminal Justice Program	\$ -	\$ 150	\$ 150	\$ -	\$ 100,500	670	\$ 100,500
Flight School Rates (FSU 141): <sup>1</sup>							
Private Pilot License	\$ -	\$ 9,108	\$ 9,108	\$ -	\$ 218,592	24	\$ 218,592
Instrument Rating License	\$ -	\$ 11,555	\$ 11,555	\$ -	\$ 138,660	12	\$ 138,660
Commercial License	\$ -	\$ 33,653	\$ 33,653	\$ -	\$ 269,224	8	\$ 269,224
Flight School Rates (HOVA 141):							
Private Pilot License	\$ -	\$ 7,928	\$ 7,928	\$ -	\$ 190,272	24	\$ 190,272
Instrument Rating License	\$ -	\$ 8,600	\$ 8,600	\$ -	\$ 103,200	12	\$ 103,200
Commercial License	\$ -	\$ 29,493	\$ 29,493	\$ -	\$ 235,944	8	\$ 235,944
Community College Baccalaureate Enhancement Fee (per credit hour)							
Resident	\$ 66	\$ 78	\$ 12	\$ 104,160	\$ 6,720	70	\$ 110,880
Non-Resident	\$ 103	\$ 113	\$ 10	\$ 17,856	\$ 1,920	8	\$ 19,776
E-Learning Course Fee (per 3 hour course) (FS Students)	\$ 150	\$ 225	\$ 75	\$ 300,300	\$ 150,150	2,002	\$ 450,450
University/Graduate Enhancement Fee (per credit hour)							
Resident	\$ 115	\$ 116	\$ 1	\$ 5,424	\$ 96	2	\$ 5,520
Non-Resident	\$ 255	\$ 257	\$ 2	\$ -	\$ -	0	\$ -
Tobacco Free Fine (2nd offense)	\$ -	\$ 50	\$ 50	\$ -			\$ -



West Virginia Higher Education Policy Commission  
Academic Year 2015-16  
Special Fees and Charges - Summary of Requested Changes Only

II. Special Fees and Charges	Semester/ Occurrence 2014-15	Semester/ Occurrence 2015-16	Increase (Decrease)	Estimated Revenue 2014-15	Revenue Increase 2015-16	Number of Students 2015-16	Estimated Revenue 2015-16
Tobacco Free Fine (3rd offense)	\$ -	\$ 100	\$ 100	\$ -			\$ -
Supplemental Math Course Fee	\$ -	\$ 75	\$ 75	\$ -	\$ 75,000	500	\$ 75,000
SCIE Course Fee	\$ -	\$ 75	\$ 75	\$ -	\$ 60,000	400	\$ 60,000
On-line/Hybrid Course Fee (per 3 hour course)	\$ -	\$ 75	\$ 75	\$ -	\$ 19,500	260	\$ 19,500
<sup>1</sup> Flight school was previously operated by Pierpont. The cost indicated is total cost to obtain license if students training schedule is met.							
Fairmont is in conversation with the Veterans Administration to be able to use their contracted servicer's part 141 program to offer their students significant savings to obtain their license in these three flight programs.							
<b>Glenville State College</b>							
Applied Music Fee (per course)	\$ 80	\$ 160	\$ 80	\$ 10,000	\$ -	25	\$ 10,000
Art - Digital Media (ART 270, 280, 350, 351, 370, 380, 490)	\$ -	\$ 100	\$ 100	\$ -	\$ 5,000	50	\$ 5,000
Credit by Examination (per credit hour)	\$ 35	\$ 40	\$ 5	\$ 700	\$ -	20	\$ 700
Health Course Fee (HLTH 331)	\$ -	\$ 40	\$ 40	\$ -	\$ 400	10	\$ 400
Internet Fee (per semester)	\$ -	\$ 65	\$ 65	\$ -	\$ 78,000	1,100	\$ 78,000
Music Instrument Rental Fee	\$ 40	\$ 50	\$ 10	\$ 1,000	\$ -	25	\$ 1,000
On-Line Course Fee (per credit hour)	\$ -	\$ 50	\$ 50	\$ 175,000	\$ -	1,250	\$ 175,000
On-Line Criminal Justice Program Tuition (per credit hour)	\$ -	\$ 220	\$ 220	\$ -	\$ 92,400	70	\$ 92,400
On-Line Criminal Justice Program Fee (per semester)	\$ -	\$ 150	\$ 150	\$ -	\$ 21,000	70	\$ 21,000
<b>Shepherd University:</b>							
Doctorate Nurse Practitioner Clinical Fee	\$ -	\$ 200	\$ 200	\$ -	\$ -	0	\$ -
Electronic Course fee (per credit hour)	\$ 25	\$ 35	\$ 10	\$ -	\$ 39,000	0	\$ -
Graduation Fee	\$ 35	\$ 50	\$ 15	\$ -	\$ 19,000	0	\$ -
<b>West Liberty University</b>							
Credit Hour Overload Registration Fee (19+ hours)	\$ 250	\$ 300	\$ 50	\$ 95,000	\$ 17,500	350	\$ 105,000
Dental Hygiene Instrument Kit	\$ 1,225	\$ 1,130	\$ (95)	\$ 36,750	\$ (2,850)	30	\$ 33,900
Dental Hygiene Side Kick Instrument Sharpened	\$ 920	\$ 925	\$ 5	\$ 27,600	\$ 150	30	\$ 27,750
Dental Hygiene Ultrasonic Instrument	\$ 70	\$ 150	\$ 80	\$ 2,100	\$ 2,400	30	\$ 4,500

West Virginia Higher Education Policy Commission  
Academic Year 2015-16  
Special Fees and Charges - Summary of Requested Changes Only

II. Special Fees and Charges	Semester/ Occurrence 2014-15	Semester/ Occurrence 2015-16	Increase (Decrease)	Estimated Revenue 2014-15	Revenue Increase 2015-16	Number of Students 2015-16	Estimated Revenue 2015-16
Dental Hygiene X-Ray XCP Instruments	\$ 220	\$ 225	\$ 5	\$ 6,600	\$ 150	30	\$ 6,750
Dental Hygiene Clinic IV **	\$ 70	\$ 150	\$ 80	\$ 2,100	\$ 2,400	30	\$ 4,500
Electronic On-line Course	\$ 125	\$ 150	\$ 25	\$ 287,500	\$ 57,500	2,300	\$ 345,000
HESI Med Surge	\$ 150	\$ -	\$ (150)	\$ 4,500	\$ (4,500)	30	\$ -
HESI Maternity	\$ 100	\$ -	\$ (100)	\$ 3,000	\$ (3,000)	30	\$ -
ATI Pediatrics	\$ -	\$ 370	\$ 370	\$ -	\$ -	0	\$ -
ATI (HESI) Pharmacology	\$ 150	\$ 240	\$ 90	\$ 4,500	\$ 2,700	30	\$ 7,200
ATI Fundamentals	\$ -	\$ 270	\$ 270	\$ -	\$ -	0	\$ -
HESI RN Exit I - III	\$ 100	\$ -	\$ (100)	\$ 3,000	\$ (3,000)	30	\$ -
ATI (HESI) Exit and Live Review	\$ 100	\$ 310	\$ 210	\$ 3,000	\$ 6,300	30	\$ 9,300
Laptop Fee (Non Pell Eligible)	\$ 200	\$ -	\$ (200)	\$ -	\$ -		\$ -
International Study Aboard Fee (HEPC)	\$ -	\$ 250	\$ 250	\$ -	\$ -	12	\$ 3,000
International Student Fee	\$ -	\$ 250	\$ 250	\$ -	\$ 12,500	50	\$ 12,500
<b>West Virginia University Institute of Technology:</b>							
Late Registration Fee	\$ 50	\$ -	\$ (50)	\$ -	\$ -	0	\$ -
Reinstatement Fee	\$ 50	\$ 100	\$ 50	\$ -	\$ -	0	\$ -
Study Abroad Off-Campus Fee (per credit hour)	\$ 50	\$ -	\$ (50)	\$ -	\$ -	0	\$ -
Off-Campus Course Fee (per credit hour)	\$ 51	\$ -	\$ (51)	\$ -	\$ -	0	\$ -
<b>WV School of Osteopathic Medicine:</b>	No Increase Requested						

West Virginia Higher Education Policy Commission  
Academic Year 2015-16 (Per Semester Rate)  
Room and Board Rates

III. Room and Board Charges	Rate Per Semester 2014-15	Requested Rate Per Semester 2015-16	Increase (Decrease)	Percentage of Increase
<b>Concord University:</b>				
Residence Hall excluding North & South Towers				
Single Room	\$ 2,637	\$ 2,769	\$ 132	5.0%
Double Room	\$ 1,991	\$ 2,091	\$ 100	5.0%
Triple/Suite	\$ 1,991	\$ 2,091	\$ 100	5.0%
North & South Towers				
Single Room	\$ 2,855	\$ 2,998	\$ 143	5.0%
Double Room	\$ 2,209	\$ 2,320	\$ 111	5.0%
Triple/Suite	\$ 2,209	\$ 2,320	\$ 111	5.0%
Board	\$ 1,918	\$ 2,014	\$ 96	5.0%
<b>Fairmont State University:</b>				
Bryant Place (singles) (per bed price)	\$ 2,714	\$ 2,888	\$ 174	6.4%
Bryant Place (doubles) (per bed price)	\$ 2,291	\$ 2,439	\$ 148	6.5%
Bryant Place (triples) (per bed price)	\$ 2,234	\$ 2,371	\$ 137	6.1%
Prichard (double) (per bed price)	\$ 2,013	\$ 2,145	\$ 132	6.6%
Morrow (double) (per bed price)	\$ 2,013	\$ 2,145	\$ 132	6.6%
Pence (double) (per bed price)	\$ 2,013	\$ 2,145	\$ 132	6.6%
Note: Damage Deposit Dorms \$200.00				
Board - 15 Meal Plan with 65 points (5-day)	\$ 1,722	\$ 1,774	\$ 52	3.0%
Board - 19 Meal Plan with 75 points (7-day)	\$ 1,887	\$ 1,944	\$ 57	3.0%
Board - new 15 Meal Plan with 150 points (7-day)	\$ 1,813	\$ 1,867	\$ 54	3.0%
Board - new 12 Meal Plan with 225 points (5-day)	\$ 1,748	\$ 1,800	\$ 52	3.0%
<b>Glenville State College:</b>				
Pickens Hall (Scott Suites)				
Double	\$ 2,100	\$ 2,205	\$ 105	5.0%
Goodwin Hall				
Single	\$ 3,275	\$ 3,439	\$ 164	5.0%
Double	\$ 2,660	\$ 2,793	\$ 133	5.0%

West Virginia Higher Education Policy Commission  
Academic Year 2015-16 (Per Semester Rate)  
Room and Board Rates

III. Room and Board Charges	Rate Per Semester 2014-15	Requested Rate Per Semester 2015-16	Increase (Decrease)	Percentage of Increase
Board Plan	\$ 1,960	\$ 2,058	\$ 98	5.0%
Micro-Frig Rental	\$ 25	\$ 26	\$ 1	4.0%
Television Cable Fee	\$ 65	\$ 60	\$ (5)	-7.7%
Apartments:				
Pickens Hall:				
Scott Wing - furnished suite for married couples	\$ 3,150	\$ 3,307	\$ 157	5.0%
Pioneer Village	\$ 3,110	\$ 3,265	\$ 155	5.0%
<b>Shepherd University:</b>				
Gardiner Hall, Kenamond Hall and Turner Hall:				
Double	\$ 2,445	\$ 2,250	\$ (195)	-8.0%
Single	\$ 3,668	\$ 3,375	\$ (293)	-8.0%
Shaw Hall and Thatcher Hall:				
Double	\$ 2,565	\$ 2,750	\$ 185	7.2%
Single	\$ 3,848	\$ 4,125	\$ 277	7.2%
West Woods Complex and Miller Hall:				
Suite/Double	\$ 2,950	\$ 3,095	\$ 145	4.9%
Suite/Single	\$ 4,425	\$ 4,642	\$ 217	4.9%
Board(average)	\$ 2,022	\$ 2,062	\$ 40	2.0%
<b>West Liberty University:</b>				
Residence Hall Capital Fee	\$ 415	\$ 415	\$ -	0.0%
Single-All Others	\$ 2,745	\$ 2,745	\$ -	0.0%
Double-All Others	\$ 1,850	\$ 1,850	\$ -	0.0%
Single-Rogers Hall	\$ 2,695	\$ 2,695	\$ -	0.0%
Double-Rogers Hall	\$ 1,800	\$ 1,800	\$ -	0.0%
University Place	\$ 2,890	\$ 2,890	\$ -	0.0%
Board				
Regular meal plan	\$ 1,915	\$ 1,975	\$ 60	3.1%
5 meal plan	\$ 650	\$ 670	\$ 20	3.1%
50 meal block plan	\$ 350	\$ 350	\$ -	0.0%

West Virginia Higher Education Policy Commission  
Academic Year 2015-16 (Per Semester Rate)  
Room and Board Rates

III. Room and Board Charges	Rate Per Semester 2014-15	Requested Rate Per Semester 2015-16	Increase (Decrease)	Percentage of Increase
Cable & Internet Fee	\$ 145	\$ 165	\$ 20	13.8%
<b>West Virginia University Institute of Technology:</b>				
Residence Hall Rooms				
Maclin Hall	\$ 3,353	\$ 3,521	\$ 168	5.0%
Single room	\$ 2,596	\$ 2,726	\$ 130	5.0%
Double room - Fall & Spring Semesters	\$ 3,137	\$ 3,700	\$ 563	17.9%
Double room as a Single	\$ 3,028	\$ 3,179	\$ 151	5.0%
Private Double Suite Room	\$ 3,245	\$ 3,800	\$ 555	17.1%
Double Suite Room	\$ 1,782	\$ 1,869	\$ 87	4.9%
Double Suite Room as a Single	\$ 2,018	\$ 2,117	\$ 99	4.9%
Ratliff Hall				
Private Double Suite Room as a Single	\$ 3,137	\$ 3,294	\$ 157	5.0%
Double Room as a Single	\$ 2,921	\$ 3,067	\$ 146	5.0%
Double Room	\$ 2,163	\$ 2,271	\$ 108	5.0%
Private Double Suite Room	\$ 2,379	\$ 2,498	\$ 119	5.0%
Triple Room	\$ 1,422	\$ 1,493	\$ 71	5.0%
Triple Room Suite	\$ 1,586	\$ 1,665	\$ 79	5.0%
Summer Daily Rate	\$ 23	\$ 24	\$ 1	4.3%
Board Plans				
10 Meal per week Plan (per semester)	\$ 1,593	\$ 1,673	\$ 80	5.0%
15 Meal per week Plan (per semester)	\$ 1,726	\$ 1,812	\$ 86	5.0%
19 Meal per week Plan (per semester)	\$ 1,855	\$ 1,948	\$ 93	5.0%
25 Meal Plan (per semester)	\$ 197	\$ 207	\$ 10	5.1%
50 Meal Plan (per semester)	\$ 380	\$ 399	\$ 19	5.0%
80 Meal Plan (per semester)	\$ 588	\$ 617	\$ 29	4.9%

# Higher Education Policy Commission

## Student Fee Information Academic Year 2015-2016

### Additional Fee Detail

### Information Only

West Virginia Higher Education Policy Commission  
Academic Year 2015-16  
Special Fees and Charges

II. Special Fees and Charges	Semester/ Occurrence 2014-15	Semester/ Occurrence 2015-16	Increase (Decrease)	Estimated Revenue 2014-15	Revenue Increase 2015-16	Number of Students 2015-16	Estimated Revenue 2015-16
<b>Bluefield State College:</b>							
Engineering Technology & Computer Science Fee (per credit hour)	\$ 25	\$ 25	\$ -	\$ 110,000	\$ -	0	\$ 110,000
Health Science Programmatic Fee:							
(A. S. N.)	\$ 450	\$ 450	\$ -	\$ 54,400	\$ -	0	\$ 54,400
(A. S. R. T. - Summer I & II, Fall, Spring)	\$ 225	\$ 225	\$ -	\$ 25,700	\$ -	0	\$ 25,700
LPN to RN Program Annual Fee (Bluefield & Beckley Campus)	\$ 500	\$ 500	\$ -	\$ 5,000	\$ -	0	\$ 5,000
BS Nursing (per credit hour)	\$ 25	\$ 25	\$ -	\$ 13,400	\$ -	0	\$ 13,400
BS Radiologic Science (per credit hour)	\$ 25	\$ 25	\$ -	\$ 7,500	\$ -	0	\$ 7,500
Business Lab Fee (per credit hour)	\$ 20	\$ 20	\$ -	\$ 10,000	\$ -	0	\$ 10,000
Business Programmatic	\$ 100	\$ 100	\$ -	\$ 50,000	\$ -	0	\$ 50,000
BS Education Programmatic Fee	\$ 100	\$ 100	\$ -	\$ 10,000	\$ -	0	\$ 10,000
On Line Fee (per credit hour)		\$ 30	\$ 30	\$ -	\$ -	0	\$ 365,490
Blackboard (per credit hour)	\$ 30	\$ (30)	\$ (30)	\$ 247,990	\$ (247,990)	0	\$ -
Moodle Classes (per credit hour)	\$ 30	\$ (30)	\$ (30)	\$ 117,500	\$ (117,500)	0	\$ -
Regents' BA Degree Evaluation	\$ 300	\$ 300	\$ -	\$ 600	\$ -	0	\$ 600
Portfolio RBA Fee (per credit hour)	\$ 10	\$ 10	\$ -	\$ 100	\$ -	0	\$ 100
Science Programmatic Fee (per credit hour)	\$ 35	\$ 35	\$ -	\$ 114,800	\$ -	0	\$ 114,800
Technology Fee (Degree Seeking Students)	\$ 42	\$ 42	\$ -	\$ 106,800	\$ -	0	\$ 106,800
Late Registration	\$ 30	\$ 30	\$ -	\$ 20,000	\$ -	0	\$ 20,000
Transcript (After First)	\$ 5	\$ 5	\$ -	\$ 11,200	\$ -	0	\$ 11,200
Graduation	\$ 50	\$ 50	\$ -	\$ 17,500	\$ -	0	\$ 17,500
Diploma Replacement	\$ 10	\$ 10	\$ -	\$ 100	\$ -	0	\$ 100
Parking Processing Fee	\$ 10	\$ 10	\$ -	\$ 2,000	\$ -	0	\$ 2,000
Returned Check Fee	\$ 25	\$ 25	\$ -	\$ 1,500	\$ -	0	\$ 1,500

West Virginia Higher Education Policy Commission  
Academic Year 2015-16  
Special Fees and Charges

II. Special Fees and Charges	Semester/ Occurrence 2014-15	Semester/ Occurrence 2015-16	Increase (Decrease)	Estimated Revenue 2014-15	Revenue Increase 2015-16	Number of Students 2015-16	Estimated Revenue 2015-16
<b>Concord University:</b>							
International Orientation Fee	\$ 130	\$ 130					
Orientation Fee	\$ 85	\$ 85	\$ -	\$ 43,050	\$ -	506	\$ 43,050
Business Major Fee	\$ 50	\$ 50	\$ -	\$ 29,950	\$ -	300	\$ 14,975
Late Registration Fee	\$ 25	\$ 25	\$ -	\$ 19,450	\$ -	778	\$ 19,450
College Court Rent Late Fee	\$ 20	\$ 20	\$ -	\$ -	\$ -	0	\$ -
Rental Property Late Fee	\$ 20	\$ 20	\$ -	\$ -	\$ -	0	\$ -
Transcript Fee	\$ 5	\$ 5	\$ -	\$ 18,470	\$ -	3,694	\$ 18,470
Priority Transcript Fee	\$ 10	\$ 10	\$ -		Included in the Transcript Fee figures		
Graduation Fee	\$ 50	\$ 50	\$ -	\$ 21,900	\$ -	438	\$ 21,900
Regents BA Degree Evaluation	\$ 300	\$ 300	\$ -	\$ -	\$ -	0	\$ -
Regents BA Degree Per Hour Posting Fee	\$ 10	\$ 10	\$ -	\$ 870	\$ -	87	\$ 870
Advanced Standing Exam	\$ 55	\$ 55	\$ -	\$ 110	\$ -	2	\$ 110
Dorm Damage Deposit	\$ 50	\$ 50	\$ -	\$ 13,350	\$ -	267	\$ 13,350
Damage Deposit College Courts	\$ 75	\$ 75	\$ -	\$ -	\$ -	0	\$ -
Security Deposit on Rental Properties *	\$ 225	\$ 225	\$ -	\$ 225	\$ -	1	\$ 225
Diploma Replacement	\$ 25	\$ 25	\$ -		Included in the Graduation Fee figures		
Late Graduation Fee	\$ 20	\$ 20	\$ -	\$ 1,390	\$ -	70	\$ 1,390
Returned Check Fee	\$ 25	\$ 25	\$ -	\$ 350	\$ -	14	\$ 350
Technology Course Fee (per credit hour)	\$ 6	\$ 6	\$ -	\$ 222,550	Cannot reasonably calculate due		\$ 222,550
Lab Fee	\$ 25	\$ 25	\$ -	\$ 172,525	\$ -	0	\$ 172,525
Art Lab/Clay Fee (per credit hour)	\$ 25	\$ 25	\$ -	\$ 3,675	\$ -	0	\$ 3,675
Service Fee - Installment Plan	\$ 50	\$ 50	\$ -	\$ 10,500	\$ -	210	\$ 10,500
Directed Student Teaching (6hrs)	\$ 50	\$ 50	\$ -	\$ 6,250	\$ -	125	\$ 6,250
Athletic Training Special Fee	\$ 100	\$ 100	\$ -	\$ -	\$ -	0	\$ -
Tutorial Fee	\$ 125	\$ 125	\$ -	\$ 28,700	\$ -	230	\$ 28,700
Post Office Box Rental	\$ 8	\$ 8	\$ -	\$ 4,435	\$ -	591	\$ 4,435
Parking Permit Decal	\$ 25	\$ 25	\$ -	\$ 71,825	\$ -	2,873	\$ 71,825
Graduate Application Fee	\$ 25	\$ 25	\$ -	\$ 8,650	\$ -	346	\$ 8,650
Replacement ID	\$ 25	\$ 25	\$ -	\$ 4,900	\$ -	196	\$ 4,900
Reinstatement Fee	\$ 100	\$ 125	\$ 25	\$ 1,700	\$ 425	17	\$ 2,125
English as a Second Language (ESL) Program	\$ 6,147	\$ 6,430	\$ 283	\$ 72,080	\$ 3,318	12	\$ 75,398



West Virginia Higher Education Policy Commission  
Academic Year 2015-16  
Special Fees and Charges

II. Special Fees and Charges	Semester/ Occurrence 2014-15	Semester/ Occurrence 2015-16	Increase (Decrease)	Estimated Revenue 2014-15	Revenue Increase 2015-16	Number of Students 2015-16	Estimated Revenue 2015-16
<b>Fairmont State University</b>							
<i>Program Specific Fees:</i>							
School of Nursing	\$ 250	\$ 250	\$ -	\$ 126,687	\$ -	250	\$ 126,687
School of Business	\$ 150	\$ 150	\$ -	\$ 134,404	\$ -	448	\$ 134,404
Masters of Architecture	\$ 400	\$ 400	\$ -	\$ 800	\$ -	1	\$ 800
College of Science & Technology	\$ -	\$ 200	\$ 200	\$ -	\$ 320,000	800	\$ 320,000
Architecture Program Fee	\$ -	\$ 200	\$ 200	\$ -	\$ 32,000	80	\$ 32,000
Criminal Justice Program	\$ -	\$ 150	\$ 150	\$ -	\$ 100,500	670	\$ 100,500
Flight School Rates (FSU 141): <sup>1</sup>							
Private Pilot License	\$ -	\$ 9,108	\$ 9,108	\$ -	\$ 218,592	24	\$ 218,592
Instrument Rating License	\$ -	\$ 11,555	\$ 11,555	\$ -	\$ 138,660	12	\$ 138,660
Commercial License	\$ -	\$ 33,653	\$ 33,653	\$ -	\$ 269,224	8	\$ 269,224
Flight School Rates (HOVA 141):							
Private Pilot License	\$ -	\$ 7,928	\$ 7,928	\$ -	\$ 190,272	24	\$ 190,272
Instrument Rating License	\$ -	\$ 8,600	\$ 8,600	\$ -	\$ 103,200	12	\$ 103,200
Commercial License	\$ -	\$ 29,493	\$ 29,493	\$ -	\$ 235,944	8	\$ 235,944
<sup>1</sup> Flight school was previously operated by Pierpont. The cost indicated is total cost to obtain license if students training schedule is met.							
Fairmont is in conversation with the Veterans Administration to be able to use their contracted servicer's part 141 program to offer their students significant savings to obtain their license in these three flight programs.							
<i>Special Fees:</i>							
Application Fee - Graduate	\$ 40	\$ 40		\$ 6,750	\$ -	168	\$ 6,750
Application Fee - Undergraduate	\$ 20	\$ 20		\$ 10,280	\$ -	514	\$ 10,280
Credential Fee - Placement	\$ 3	\$ 3		\$ -	\$ -	0	\$ -
Community College Baccalaureate Enhancement Fee (per credit hour)							
Resident	\$ 66	\$ 78	\$ 12	\$ 104,160	\$ 6,720	70	\$ 110,880
Non-Resident	\$ 103	\$ 113	\$ 10	\$ 17,856	\$ 1,920	8	\$ 19,776
Credit for Life Experience Evaluation	\$ 300	\$ 300	\$ -	\$ -	\$ -	0	\$ -
Course Fee (per credit hour) (previously known as Technology Fee)	\$ 6	\$ 6	\$ -	\$ 582,201	\$ -	4,000	\$ 582,201
Diploma Replacement	\$ 50	\$ 50	\$ -	\$ 600	\$ -	12	\$ 600
E-Rate University (per 3 hour course)	\$ 972	\$ 972	\$ -	\$ -	\$ -	0	\$ -
E-Rate Graduate (per 3 hour course)*	\$ 1,476	\$ 1,476	\$ -	\$ -	\$ -	0	\$ -
E-Learning Course Fee (per 3 hour course) (FS Students)	\$ 150	\$ 225	\$ 75	\$ 300,300	\$ 150,150	2,002	\$ 450,450
Exam for Course Credit (per credit hour)	\$ 22	\$ 22	\$ -	\$ 77	\$ -	0	\$ 77

**West Virginia Higher Education Policy Commission  
Academic Year 2015-16  
Special Fees and Charges**

<b>II. Special Fees and Charges</b>	<b>Semester/ Occurrence 2014-15</b>	<b>Semester/ Occurrence 2015-16</b>	<b>Increase (Decrease)</b>	<b>Estimated Revenue 2014-15</b>	<b>Revenue Increase 2015-16</b>	<b>Number of Students 2015-16</b>	<b>Estimated Revenue 2015-16</b>
Excess course withdrawal fee (per course assessed after 8 courses have been dropped)	\$ 50	\$ 50	\$ -	\$ 1,550	\$ -	31	\$ 1,550
Faculty and Staff Parking Fee - Full-time (will be prorated if less than full-time) Annual	\$ 180	\$ 180	\$ -	\$ 97,600	\$ -	543	\$ 97,600
Fine Arts Course Fees (per credit hour):							
- Art - Pottery Materials Fee	\$ 15	\$ 15	\$ -	\$ 5,380	\$ -	119	\$ 5,380
- Art Painting/Drawing Materials Fee	\$ 7	\$ 7	\$ -	\$ 43,200	\$ -	2,059	\$ 43,200
- Debate - Materials Fee	\$ 15	\$ 15	\$ -	\$ 300	\$ -	7	\$ 300
- Music Lessons Fee	\$ 10	\$ 10	\$ -	\$ 4,364	\$ -	145	\$ 4,364
- Theatre Materials Fee	\$ 15	\$ 15	\$ -	\$ 3,000	\$ -	66	\$ 3,000
Foreign Languages Course Fee (per credit hour)	\$ 8	\$ 8	\$ -	\$ 8,288	\$ -	345	\$ 8,288
Graduation (fee for Graduate Students)	\$ 70	\$ 70	\$ -	\$ 3,850	\$ -	55	\$ 3,850
Graduation (fee for Undergraduate Students)	\$ 50	\$ 50	\$ -	\$ 41,530	\$ -	830	\$ 41,530
Graduation Application Late Fee	\$ 50	\$ 50	\$ -	\$ 5,650	\$ -	113	\$ 5,650
ID Card Replacement Fee	\$ 15	\$ 15	\$ -	\$ 12,600	\$ -	840	\$ 12,600
Late Registration	\$ 50	\$ 50	\$ -	\$ -	\$ -	0	\$ -
Late Payment Fee	\$ 50	\$ 50	\$ -	\$ 120,400	\$ -	2,400	\$ 120,400
Occupational Develop/Tech Studies Degree Evaluation	\$ 150	\$ 150	\$ -	\$ -	\$ -	0	\$ -
Off-Campus Instruction (per credit hour up to 12 hours max)	\$ 15	\$ 15	\$ -	\$ 84,527	\$ -	1,878	\$ 84,527
MBA Course Fee (per credit hour)	\$ 25	\$ 25	\$ -	\$ 12,000	\$ -	160	\$ 12,000
New Student Fee	\$ 120	\$ 120	\$ -	\$ 236,160	\$ -	1,968	\$ 236,160
Nursing Lab Fee (per credit hour)	\$ 12	\$ 12	\$ -	\$ 42,247	\$ -	250	\$ 42,247
Nursing Testing Fee (per semester)	\$ 166	\$ 166	\$ -	\$ 59,280	\$ -	178	\$ 59,280
Nursing Uniform Fee (once per program)	\$ 155	\$ 155	\$ -	\$ 21,851	\$ -	141	\$ 21,851
Priority Transcript Fee	\$ 9	\$ 9	\$ -	\$ 5,745	\$ -	638	\$ 5,745
Regents' BA Degree Evaluation	\$ 300	\$ 300	\$ -	\$ -	\$ -	0	\$ -
Reinstatement Fee	\$ 25	\$ 25	\$ -	\$ 3,775	\$ -	151	\$ 3,775
Returned Check Fee	\$ 15	\$ 15	\$ -	\$ 270	\$ -	18	\$ 270
Senior Citizens Audit Fee (per credit hour)	\$ 22	\$ 22	\$ -	\$ -	\$ -	0	\$ -
Teacher Education - Clinical Experiences Fee	\$ 150	\$ 150	\$ -	\$ 22,350	\$ -	149	\$ 22,350
University/Graduate Enhancement Fee (per credit hour)							
Resident	\$ 115	\$ 116	\$ 1	\$ 5,424	\$ 96	2	\$ 5,520
Non-Resident	\$ 255	\$ 257	\$ 2	\$ -	\$ -	0	\$ -
HHP Outdoor Course Fee (per credit hour)	\$ 30	\$ 30	\$ -	\$ 17,600	\$ -	195	\$ 17,600

West Virginia Higher Education Policy Commission  
Academic Year 2015-16  
Special Fees and Charges

II. Special Fees and Charges	Semester/ Occurrence 2014-15	Semester/ Occurrence 2015-16	Increase (Decrease)	Estimated Revenue 2014-15	Revenue Increase 2015-16	Number of Students 2015-16	Estimated Revenue 2015-16
Fine Arts Major Course Fee (per credit hour)	\$ 50	\$ 50	\$ -	\$ -	\$ -	0	\$ -
School of Education Portfolio Fee (one-time)	\$ 130	\$ 130	\$ -	\$ -	\$ -	0	\$ -
Storytelling Course Fee (per credit hour)	\$ 40	\$ 40	\$ -	\$ 1,092	\$ -	27	\$ 1,092
Tobacco Free Fine (2nd offense)	New	\$ 50	\$ 50	\$ -	\$ -	0	\$ -
Tobacco Free Fine (3rd offense)	New	\$ 100	\$ 100	\$ -	\$ -	0	\$ -
Supplemental Math Course Fee	New	\$ 75	\$ 75	\$ -	\$ 75,000	500	\$ 75,000
SCIE Course Fee	New	\$ 75	\$ 75	\$ -	\$ 60,000	400	\$ 60,000
On-line/Hybrid Course Fee (per 3 hour course)	New	\$ 75	\$ 75	\$ -	\$ 19,500	260	\$ 19,500
<b>Glenville State College</b>							
ACT Residual Test - institutional charge	\$ 50	\$ 50	\$ -	\$ 500	\$ -	10	\$ 500
Application Fee	\$ 20	\$ 20	\$ -	\$ 3,500	\$ -	175	\$ 3,500
Application Fee - International	\$ 100	\$ 100	\$ -	\$ 500	\$ -	5	\$ 500
Applied Music Fee (per course)	\$ 80	\$ 160	\$ 80	\$ 10,000	\$ -	25	\$ 10,000
Art - Digital Media (ART 270, 280, 350, 351, 370, 380, 490)	\$ -	\$ 100	\$ 100	\$ -	\$ 5,000	50	\$ 5,000
Art - Kiln Fee	\$ 70	\$ 70	\$ -	\$ 1,200	\$ -	20	\$ 1,200
Art Studio Fee	\$ 50	\$ 50	\$ -	\$ 1,000	\$ -	25	\$ 1,000
Art 330	\$ 30	\$ 30	\$ -	\$ 600	\$ -	20	\$ 600
Baccalaureate Degree in Criminal Justice - Correction Officers (per credit hour)	\$ 175	\$ 175	\$ -	\$ 8,750	\$ -	50	\$ 8,750
Bad Check Fee	\$ 25	\$ 25	\$ -	\$ 250	\$ -	10	\$ 250
Business Program Assessment Fee (BUSN 100)	\$ 35	\$ 35	\$ -	\$ 5,250	\$ -	150	\$ 5,250
Certificate Program	\$ 20	\$ 20	\$ -	\$ 200	\$ -	10	\$ 200
Credit by Examination (per credit hour)	\$ 35	\$ 40	\$ 5	\$ 700	\$ -	20	\$ 700
Computer Science - CSCI 101,201, 286, 304, 305, 335, 352 & 386	\$ 30	\$ 30	\$ -	\$ 7,200	\$ -	240	\$ 7,200
Computer Science - CSCI 202, 360, 381, 405 & 435	\$ 30	\$ 30	\$ -	\$ 4,500	\$ -	150	\$ 4,500
Computer Science - Mkt 203 & 379	\$ 30	\$ 30	\$ -	\$ 1,800	\$ -	60	\$ 1,800
American Humanities / Nonprofit Cert. Entrance Fee	\$ 40	\$ 40	\$ -	\$ 400	\$ -	10	\$ 400
American Humanities / Nonprofit Final Portfolio Assmt Fee	\$ 100	\$ 100	\$ -	\$ 200	\$ -	2	\$ 200
Criminal Justice Fee - CRJU 215, 313, 314, 315, 445	\$ 150	\$ 150	\$ -	\$ 12,000	\$ -	120	\$ 12,000
Criminal Justice Fee - CRJU240	\$ 100	\$ 100	\$ -	\$ 1,500	\$ -	15	\$ 1,500
Criminal Justice Fee - CRJU 335, 435, 493	\$ 30	\$ 30	\$ -	\$ 1,200	\$ -	40	\$ 1,200
Diploma Replacement Fee	\$ 25	\$ 25	\$ -	\$ 50	\$ -	2	\$ 50
Education Fee - EDUC 343, 345	\$ 50	\$ 50	\$ -	\$ 1,000	\$ -	20	\$ 1,000
Educational Foundations Fee (per course)	\$ 100	\$ 100	\$ -	\$ 70,000	\$ -	700	\$ 70,000

**West Virginia Higher Education Policy Commission**  
**Academic Year 2015-16**  
**Special Fees and Charges**

II. Special Fees and Charges	Semester/ Occurrence 2014-15	Semester/ Occurrence 2015-16	Increase (Decrease)	Estimated Revenue 2014-15	Revenue Increase 2015-16	Number of Students 2015-16	Estimated Revenue 2015-16
Facsimile Fee (per page)	\$ 1	\$ 1	\$ -	\$ 100	\$ -	100	\$ 100
Fingerprint Fee (EDUC 203)	\$ 25	\$ 25	\$ -	\$ 3,500	\$ -	140	\$ 3,500
First Year Experience Fee	\$ 100	\$ 100	\$ -	\$ 35,000	\$ -	350	\$ 35,000
Graduation Fee (exclusive of cap and gown)	\$ 40	\$ 40	\$ -	\$ 10,000	\$ -	250	\$ 10,000
Graduation Fee (additional degrees)	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
Graduate Verification Letter	\$ 5	\$ 5	\$ -	\$ 50	\$ -	10	\$ 50
Health Course Fee (HLTH 331)	\$ -	\$ 40	\$ 40	\$ -	\$ 400	10	\$ 400
Internet Fee (per semester)	\$ -	\$ 65	\$ 65	\$ -	\$ 78,000	1,100	\$ 78,000
ITQ Profession Development Course Fee	\$ 25	\$ 25	\$ -	\$ 250	\$ -	10	\$ 250
Land Resources Lab Fee	\$ 40	\$ 40	\$ -	\$ 26,800	\$ -	670	\$ 26,800
Land Resources Individual Research Course	\$ 40	\$ 40	\$ -	\$ 120	\$ -	3	\$ 120
Late Graduation Fee	\$ 100	\$ 100	\$ -	\$ 500	\$ -	5	\$ 500
Mathematics Fee - MATH 230, 256, 327, 356	\$ 50	\$ 50	\$ -	\$ 2,000	\$ -	40	\$ 2,000
Music Instrument Rental Fee	\$ 40	\$ 50	\$ 10	\$ 1,000	\$ -	25	\$ 1,000
Non-resident Food Service Fee	\$ 50	\$ 50	\$ -	\$ 60,000	\$ -	1,200	\$ 60,000
NTE Scores (copy)	\$ 5	\$ 5	\$ -	\$ 50	\$ -	10	\$ 50
Nursing Program Fee (per semester)	\$ 400	\$ 400	\$ -	\$ 8,000	\$ -	10	\$ 8,000
Off-Campus Course Fee (per credit hour)	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
On-Line Course Fee (per credit hour)	\$ -	\$ 50	\$ 50	\$ 175,000	\$ -	1,250	\$ 175,000
On-Line Criminal Justice Program Tuition (per credit hour)	\$ -	\$ 220	\$ 220	\$ -	\$ 92,400	70	\$ 92,400
On-Line Criminal Justice Program Fee (per semester)	\$ -	\$ 150	\$ 150	\$ -	\$ 21,000	70	\$ 21,000
Parking Permit - Commuter	\$ 60	\$ 60	\$ -	\$ 33,600	\$ -	560	\$ 33,600
Parking Permit - Resident	\$ 100	\$ 100	\$ -	\$ 30,000	\$ -	300	\$ 30,000
Parking Permit - Reserved	\$ 200	\$ 200	\$ -	\$ 14,000	\$ -	70	\$ 14,000
Photocopy Charges (per page)	\$ 2	\$ 2	\$ -	\$ 2,000	\$ -	1,000	\$ 2,000
Physical Education Fee (PE 230, 231)	\$ 20	\$ 20	\$ -	\$ 920	\$ -	46	\$ 920
Physical Education Fee (PE 201, 421)	\$ 20	\$ 20	\$ -	\$ 4,900	\$ -	245	\$ 4,900
Physical Education Fee (PE 224)	\$ 20	\$ 20	\$ -	\$ 700	\$ -	35	\$ 700
Physical Educ. Fee (PED 119, 219, 301, 319, 326, 419)	\$ 10	\$ 10	\$ -	\$ 3,500	\$ -	350	\$ 3,500
Physical Educ. Fee (PED 132, 136)	\$ 10	\$ 10	\$ -	\$ 850	\$ -	85	\$ 850
Regent's BA Degree Evaluation	\$ 300	\$ 300	\$ -	\$ 600	\$ -	2	\$ 600
Regent's BA Degree Posting Fee (per credit hour)	\$ 10	\$ 10	\$ -	\$ 250	\$ -	25	\$ 250
Replacement ID Card	\$ 10	\$ 10	\$ -	\$ 1,100	\$ -	110	\$ 1,100
Replacement - Room Key (Pioneer Village)	\$ 75	\$ 75	\$ -	\$ 150	\$ -	2	\$ 150

West Virginia Higher Education Policy Commission  
Academic Year 2015-16  
Special Fees and Charges

II. Special Fees and Charges	Semester/ Occurrence 2014-15	Semester/ Occurrence 2015-16	Increase (Decrease)	Estimated Revenue 2014-15	Revenue Increase 2015-16	Number of Students 2015-16	Estimated Revenue 2015-16
Replacement - Room Key Cylinder	\$ 75	\$ 75	\$ -	\$ 300	\$ -	2	\$ 300
Replacement Room Access Card (Goodwin)	\$ 20	\$ 20	\$ -	\$ 280	\$ -	14	\$ 280
Room Reservation Fee	\$ 100	\$ 100	\$ -	\$ 60,000	\$ -	600	\$ 60,000
Late Registration Fee	\$ 100	\$ 100	\$ -	\$ 2,000	\$ -	20	\$ 2,000
SAFE 333	\$ 100	\$ 100	\$ -	\$ 500	\$ -	5	\$ 500
Science Department Individual Research Courses	\$ 50	\$ 50	\$ -	\$ 500	\$ -	10	\$ 500
Science Laboratory Fee (per course)	\$ 50	\$ 50	\$ -	\$ 40,000	\$ -	800	\$ 40,000
Science Course Fee - SCNC 105, 204, 205, 302, 305, 0405	\$ 70	\$ 70	\$ -	\$ 2,100	\$ -	30	\$ 2,100
Teacher Education Admission Fee	\$ 200	\$ 200	\$ -	\$ 9,000	\$ -	45	\$ 9,000
Teacher Endorsement Evaluation	\$ 25	\$ 25	\$ -	\$ 500	\$ -	20	\$ 500
TOEFL Test - institutional charge	\$ 5	\$ 5	\$ -	\$ 50	\$ -	10	\$ 50
Transcript	\$ 7	\$ 7	\$ -	\$ 3,500	\$ -	500	\$ 3,500
Transcript - National Student Clearinghouse	\$ 5	\$ 5	\$ -	\$ 4,900	\$ -	980	\$ 4,900
Transcript - Express	\$ 35	\$ 35	\$ -	\$ 2,275	\$ -	65	\$ 2,275
Transcript - FAX	\$ 5	\$ 5	\$ -	\$ 200	\$ -	40	\$ 200
<b>Shepherd University:</b>							
Admissions Application Fee (Under-grad)	\$ 45	\$ 45	\$ -	\$ -	\$ -	0	\$ -
Admissions Deposit (non-refundable)	\$ 100	\$ 100	\$ -	\$ -	\$ -	0	\$ -
Applied Music Fee (per credit hour)	\$ 306	\$ 306	\$ -	\$ -	\$ -	0	\$ -
Archaeology Lab Fee	\$ 20	\$ 20	\$ -	\$ -	\$ -	0	\$ -
Art Studio Fee	\$ 45	\$ 45	\$ -	\$ -	\$ -	0	\$ -
Bowling Course Fee	\$ 45	\$ 45	\$ -	\$ -	\$ -	0	\$ -
CIS Lab Fee	\$ 30	\$ 30	\$ -	\$ -	\$ -	0	\$ -
Communication Course Fee	\$ 25	\$ 25	\$ -	\$ -	\$ -	0	\$ -
Doctorate Nurse Practitioner Clinical Fee		\$ 200	\$ 200	\$ -	\$ -	0	\$ -
EDPD (per credit hour)	\$ 49	\$ 49	\$ -	\$ -	\$ -	0	\$ -
Diploma Replacement	\$ 20	\$ 20	\$ -	\$ -	\$ -	0	\$ -
Education Major Fee	\$ 40	\$ 40	\$ -	\$ -	\$ -	0	\$ -
Electronic Course fee (per credit hour)	\$ 25	\$ 35	\$ 10	\$ -	\$ 39,000	0	\$ -
Emergency Transcript	\$ 15	\$ 15	\$ -	\$ -	\$ -	0	\$ -
Family & Consumer Sciences Fee	\$ 40	\$ 40	\$ -	\$ -	\$ -	0	\$ -
FYEX Course fee	\$ 10	\$ 10	\$ -	\$ -	\$ -	0	\$ -
Graduate Admissions Fee (non-refundable)	\$ 40	\$ 40	\$ -	\$ -	\$ -	0	\$ -

West Virginia Higher Education Policy Commission  
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Special Fees and Charges

II. Special Fees and Charges	Semester/ Occurrence 2014-15	Semester/ Occurrence 2015-16	Increase (Decrease)	Estimated Revenue 2014-15	Revenue Increase 2015-16	Number of Students 2015-16	Estimated Revenue 2015-16
Graduation Fee	\$ 35	\$ 50	\$ 15	\$ -	\$ 19,000	0	\$ -
Health, Physical Education, Recreation & Sports Fee	\$ 37	\$ 37	\$ -	\$ -	\$ -	0	\$ -
History Course Fee (304 only)	\$ 75	\$ 75	\$ -	\$ -	\$ -	0	\$ -
I.D. Card Replacement	\$ 25	\$ 25	\$ -	\$ -	\$ -	0	\$ -
Late Payment Fee	\$ 25	\$ 25	\$ -	\$ -	\$ -	0	\$ -
Late Registration Fee (non-refundable)	\$ 25	\$ 25	\$ -	\$ -	\$ -	0	\$ -
MAT Transcript Analysis Fee	\$ 20	\$ 20	\$ -	\$ -	\$ -	0	\$ -
Math Course Fee	\$ 30	\$ 30	\$ -	\$ -	\$ -	0	\$ -
MBA Fee	\$ 35	\$ 35	\$ -	\$ -	\$ -	0	\$ -
Music Lab Fee	\$ 30	\$ 30	\$ -	\$ -	\$ -	0	\$ -
Nursing Program Fee	\$ 400	\$ 400	\$ -	\$ -	\$ -	0	\$ -
Nursing Lab Fee	\$ 75	\$ 75	\$ -	\$ -	\$ -	0	\$ -
Nursing NCLEX Review Fee (senior year only)	\$ 90	\$ 90	\$ -	\$ -	\$ -	0	\$ -
Parking Fee	\$ 70	\$ 70	\$ -	\$ -	\$ -	0	\$ -
Physical Education Major Program Fee	\$ 20	\$ 20	\$ -	\$ -	\$ -	0	\$ -
RBA Posting Fee (per credit hour)	\$ 10	\$ 10	\$ -	\$ -	\$ -	0	\$ -
Recreation Major Program Fee	\$ 40	\$ 40	\$ -	\$ -	\$ -	0	\$ -
Regents' BA Degree Evaluation	\$ 300	\$ 300	\$ -	\$ -	\$ -	0	\$ -
Return Check Handling Fee	\$ 20	\$ 20	\$ -	\$ -	\$ -	0	\$ -
Science Lab Fee	\$ 40	\$ 40	\$ -	\$ -	\$ -	0	\$ -
Special Examination (per credit hour)	\$ 25	\$ 25	\$ -	\$ -	\$ -	0	\$ -
Student Services Fee	\$ 140	\$ 140	\$ -	\$ -	\$ -	0	\$ -
Transcript (after first request)	\$ 5	\$ 5	\$ -	\$ -	\$ -	0	\$ -
<b>West Liberty University</b>							
ADA Accommodation Evaluation	\$ 400	\$ 400	\$ -	\$ -	\$ -	0	\$ -
BA in Organizational Leadership and Admin Materials Fee	\$ 200	\$ 200	\$ -	\$ 5,400	\$ -	27	\$ 5,400
Ceramics Material Fee	\$ 100	\$ 100	\$ -	\$ 3,200	\$ -	32	\$ 3,200
Credit Hour Overload Registration Fee (19+ hours)	\$ 250	\$ 300	\$ 50	\$ 95,000	\$ 17,500	350	\$ 105,000
Dental Hygiene Instrument Kit	\$ 1,225	\$ 1,130	\$ (95)	\$ 36,750	\$ (2,850)	30	\$ 33,900
Dental Hygiene Side Kick Instrument Sharpened	\$ 920	\$ 925	\$ 5	\$ 27,600	\$ 150	30	\$ 27,750
Dental Hygiene Ultrasonic Instrument	\$ 70	\$ 150	\$ 80	\$ 2,100	\$ 2,400	30	\$ 4,500
Dental Hygiene X-Ray XCP Instruments	\$ 220	\$ 225	\$ 5	\$ 6,600	\$ 150	30	\$ 6,750
Dental Hygiene Clinic IV **	\$ 70	\$ 150	\$ 80	\$ 2,100	\$ 2,400	30	\$ 4,500

West Virginia Higher Education Policy Commission  
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Special Fees and Charges

II. Special Fees and Charges	Semester/ Occurrence 2014-15	Semester/ Occurrence 2015-16	Increase (Decrease)	Estimated Revenue 2014-15	Revenue Increase 2015-16	Number of Students 2015-16	Estimated Revenue 2015-16
Diploma Replacement	\$ 25	\$ 25		\$ -	\$ -		\$ -
Electronic On-line Course	\$ 125	\$ 150	\$ 25	\$ 287,500	\$ 57,500	2,300	\$ 345,000
Freshmen Orientation	\$ 100	\$ 100	\$ -	\$ 74,600	\$ -	746	\$ 74,600
Graduation - Graduate	\$ 150	\$ 150	\$ -	\$ 2,700	\$ -	18	\$ 2,700
Graduation - Undergraduate	\$ 125	\$ 125	\$ -	\$ 67,000	\$ -	536	\$ 67,000
HESI Dosage Calculation	\$ -	\$ -		\$ -	\$ -		\$ -
HESI Med Surge	\$ 150	\$ -	\$ (150)	\$ 4,500	\$ (4,500)	30	\$ -
HESI Maternity	\$ 100	\$ -	\$ (100)	\$ 3,000	\$ (3,000)	30	\$ -
HESI Pediatrics	\$ -	\$ -		\$ -	\$ -	30	\$ -
ATI Pediatrics	\$ -	\$ 370	\$ 370	\$ -	\$ -	0	\$ -
ATI (HESI) Pharmacology	\$ 150	\$ 240	\$ 90	\$ 4,500	\$ 2,700	30	\$ 7,200
ATI Fundamentals	\$ -	\$ 270	\$ 270	\$ -	\$ -	0	\$ -
HESI RN Exit I - III	\$ 100	\$ -	\$ (100)	\$ 3,000	\$ (3,000)	30	\$ -
ATI (HESI) Exit and Live Review	\$ 100	\$ 310	\$ 210	\$ 3,000	\$ 6,300	30	\$ 9,300
HESI Sophomore Custom	\$ -	\$ -	\$ -	\$ -	\$ -	30	\$ -
Drug Screening/Critical Thinking Exams	\$ 15	\$ 15	\$ -	\$ 450	\$ -	30	\$ 450
Hilltopper Academy Registration	\$ 50	\$ 50	\$ -	\$ 900	\$ -	18	\$ 900
Forever Hilltopper (1 time fee)	\$ 150	\$ 150	\$ -	\$ 111,900	\$ -	708	\$ 106,200
Laptop Fee (Non Pell Eligible)	\$ 200	\$ -	\$ (200)	\$ -	\$ -		\$ -
Late Graduation	\$ 110	\$ 110	\$ -	\$ -	\$ -		\$ -
Late Registration	\$ 100	\$ 100	\$ -	\$ 68,800	\$ -	580	\$ 58,000
Miller Analog Test	\$ 75	\$ 75	\$ -	\$ 3,525	\$ -	47	\$ 3,525
Natural Science Lab	\$ 75	\$ 75	\$ -	\$ 114,975	\$ -	1,500	\$ 112,500
Outside Laptop Service (Per occurrence)	\$ 75	\$ 75	\$ -	\$ 2,475	\$ -	33	\$ 2,475
PA Application	\$ 25	\$ 25	\$ -	\$ 52,500	\$ -	700	\$ 17,500
Parking (Employee per year)	\$ 50	\$ 50	\$ -	\$ -	\$ -		\$ -
Parking Permit (student per year)	\$ 75	\$ 75	\$ -	\$ -	\$ -		\$ -
Priority Transcripts	\$ 25	\$ 25	\$ -	\$ -	\$ -		\$ -
Private Music Lessons	\$ 120	\$ 120	\$ -	\$ 20,400	\$ -	170	\$ 20,400
Red Cross Certification	\$ 50	\$ 50	\$ -	\$ 4,100	\$ -	82	\$ 4,100
Regents BA Posting Fee (plus \$10 per credit hour)	\$ 300	\$ 300	\$ -	\$ 4,500	\$ -	15	\$ 4,500
Regional Practical/Internship	\$ 100	\$ 100	\$ -	\$ 17,500	\$ -	175	\$ 17,500
Registration Reinstatement	\$ 25	\$ 25	\$ -	\$ -	\$ -		\$ -
Return Check Charge	\$ 25	\$ 25	\$ -	\$ 250	\$ -	10	\$ 250

West Virginia Higher Education Policy Commission  
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Special Fees and Charges

II. Special Fees and Charges	Semester/ Occurrence 2014-15	Semester/ Occurrence 2015-16	Increase (Decrease)	Estimated Revenue 2014-15	Revenue Increase 2015-16	Number of Students 2015-16	Estimated Revenue 2015-16
Scuba Diving	\$ 160	\$ 160	\$ -	\$ 4,480	\$ -	28	\$ 4,480
Security card replacement	\$ 15	\$ 15	\$ -	\$ 5,505	\$ -	350	\$ 5,250
Student Teaching	\$ 175	\$ 175	\$ -	\$ 15,925	\$ -	91	\$ 15,925
Transcripts	\$ 7	\$ 7	\$ -	\$ 17,990	\$ -	2,570	\$ 17,990
Tuition Payment Plan	\$ 30	\$ 30	\$ -	\$ 9,990	\$ -	333	\$ 9,990
Work for Life (plus \$15 per work life credit)	\$ 375	\$ 375	\$ -	\$ 4,125	\$ -	11	\$ 4,125
International Study Abroad Fee (HEPC)	\$ -	\$ 250	\$ 250	\$ -	\$ -	12	\$ 3,000
International Student Fee	\$ -	\$ 250	\$ 250	\$ -	\$ 12,500	50	\$ 12,500
<b>West Virginia University Institute of Technology:</b>							
<i>Major Specific Program Fees - Per Semester:</i>							
Engineering	\$ 900	\$ 900	\$ -	\$ -	\$ -	0	\$ -
Nursing	\$ 1,080	\$ 1,080	\$ -	\$ -	\$ -	0	\$ -
Business and Management	\$ 264	\$ 264	\$ -	\$ -	\$ -	0	\$ -
Math and Natural Sciences	\$ 300	\$ 300	\$ -	\$ -	\$ -	0	\$ -
Regents BA	\$ 264	\$ 264	\$ -	\$ -	\$ -	0	\$ -
<i>Special Fees and Charges:</i>							
Course Fee for age 65 plus under BOG 14.4.1	\$ 50	\$ 50	\$ -	\$ -	\$ -	0	\$ -
Credit by Examination	\$ 90	\$ 90	\$ -	\$ -	\$ -	0	\$ -
International Student Application	\$ 100	\$ 100	\$ -	\$ -	\$ -	0	\$ -
Diploma Replacement	\$ 75	\$ 75	\$ -	\$ -	\$ -	0	\$ -
I. D. Card Replacement	\$ 20	\$ 20	\$ -	\$ -	\$ -	0	\$ -
Interest Installment Payment Program	\$ 0	\$ 0	\$ -	\$ -	\$ -	0	\$ -
Late Registration Fee	\$ 50	\$ -	\$ (50)	\$ -	\$ -	0	\$ -
Late Payment Fee	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
Late Payment Percent of Outstanding Balance	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
Graduation Fee	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
Graduation Fee - Late Application	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
Reinstatement Fee	\$ 50	\$ 100	\$ 50	\$ -	\$ -	0	\$ -
Returned Check Fee	\$ 25	\$ 25	\$ -	\$ -	\$ -	0	\$ -
Transcript Fee	\$ 18	\$ 18	\$ -	\$ -	\$ -	0	\$ -
High School Students (per credit)	\$ 25	\$ 25	\$ -	\$ -	\$ -	0	\$ -
Student Health Insurance (fall and spring)	\$ 724	\$ 724	\$ -	\$ -	\$ -	0	\$ -
Student Health Insurance (summer)	\$ 365	\$ 365	\$ -	\$ -	\$ -	0	\$ -



West Virginia Higher Education Policy Commission  
Academic Year 2015-16  
Special Fees and Charges

II. Special Fees and Charges	Semester/ Occurrence 2014-15	Semester/ Occurrence 2015-16	Increase (Decrease)	Estimated Revenue 2014-15	Revenue Increase 2015-16	Number of Students 2015-16	Estimated Revenue 2015-16
<i>Course Based Fees:</i>							
Cooperative Education Fee	\$ 100	\$ 100	\$ -	\$ -	\$ -	0	\$ -
Practicum Fee (per credit hour)	\$ 19	\$ 19	\$ -	\$ -	\$ -	0	\$ -
Study Abroad Off-Campus Fee (per credit hour)	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
Study Abroad Tax Deductible Costs	Course Dependent						
Study Abroad Non-Tax Deductible Costs	Course Dependent						
Off-Campus Course Fee (per credit hour)	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
Regents' BA Degree Evaluation	\$ 300	\$ 300	\$ -	\$ -	\$ -	0	\$ -
Regents Portfolio Posting Fee (per credit hour)	\$ 10	\$ 10	\$ -	\$ -	\$ -	0	\$ -
Science Lab. w/Course Number < 200	\$ 100	\$ 100	\$ -	\$ -	\$ -	0	\$ -
Psychology 302	\$ 100	\$ 100	\$ -	\$ -	\$ -	0	\$ -
<b>WV School of Osteopathic Medicine:</b>							
Advance Tuition Deposit (Non Resident)	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -	0	\$ -
Advance Tuition Deposit (Resident)	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	0	\$ -
Diploma replacement	\$ 30	\$ 30	\$ -	\$ -	\$ -	0	\$ -
Graduation Fee	\$ 50	\$ 50	\$ -	\$ -	\$ -	0	\$ -
Late Registration Fee / per semester	\$ 30	\$ 30	\$ -	\$ -	\$ -	0	\$ -
Non Resident Application Fee	\$ 80	\$ 80	\$ -	\$ -	\$ -	0	\$ -
Resident Application Fee	\$ 40	\$ 40	\$ -	\$ -	\$ -	0	\$ -

**West Virginia Higher Education Policy Commission  
Meeting of May 29, 2015**

<b>ITEM:</b>	Approval of Fiscal Year 2016 Higher Education Policy Commission Division Operating Budgets and Higher Education Resource Assessment Projects
<b>INSTITUTION:</b>	West Virginia Higher Education Policy Commission
<b>RECOMMENDED RESOLUTION:</b>	Resolved, That the West Virginia Higher Education Policy Commission approves the Fiscal Year 2016 division operating budgets and Higher Education Resource Assessment projects.
<b>STAFF MEMBER:</b>	Ed Magee

**BACKGROUND:**

Division directors met with Chancellor Hill and finance staff to discuss operating budgets and efficiencies for Fiscal Year (FY) 2016. Finance staff prepared the proposed division budgets for FY 2016 totaling approximately \$10.6 million. Personal services, employee benefits, and Other Post-Employment Benefits (OPEB) total \$5.4 million, or 51 percent, of the Commission Office operating budget. Other fixed operating costs such as building rent, telecommunications, and on-going contractual services total \$4.9 million, or 46 percent, leaving 3 percent or \$261,000 for travel. The Academic Affairs budget and Student Affairs budgets changed significantly from the beginning budget for FY 2015 because several programs were moved to Student Affairs from Academic Affairs.

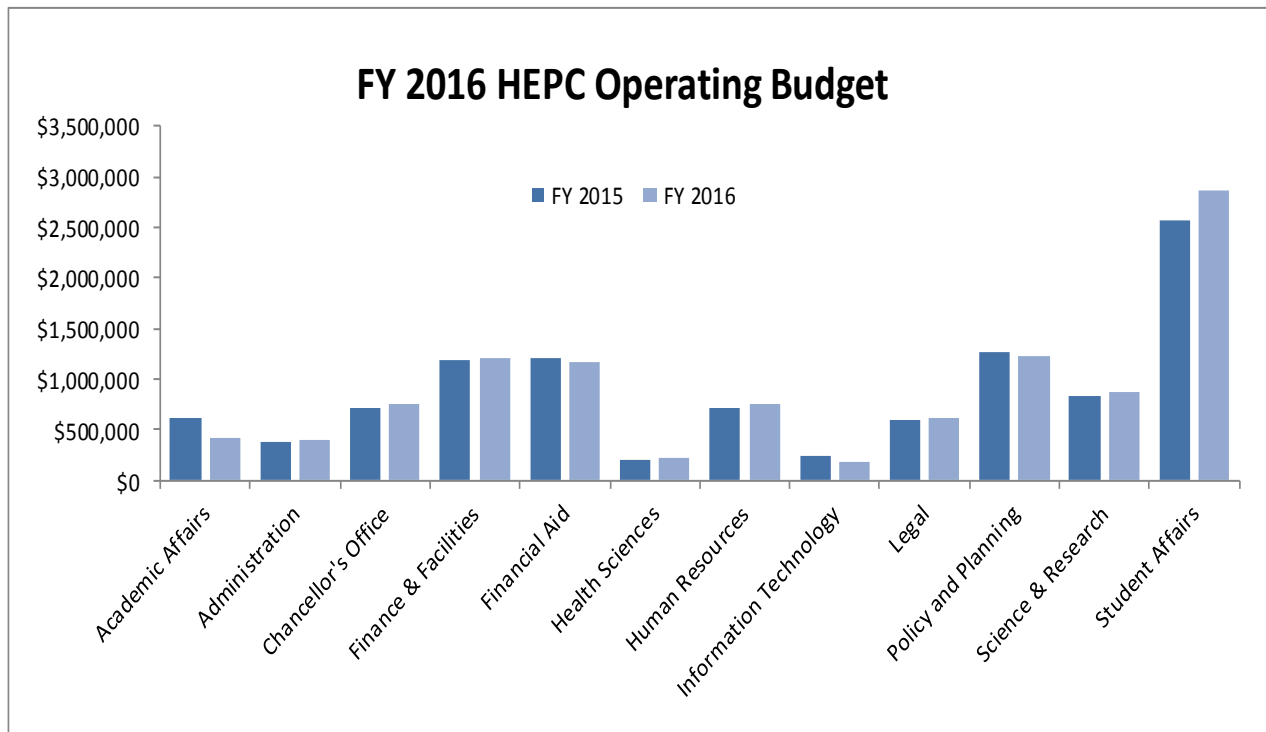
The following charts and tables summarize the proposed division budgets and sources of revenue:

- Table 1 provides detail for divisional budgets;
- Chart 1 shows the budgeted dollar amounts recommended for each division;
- Chart 2 details the various funding sources that contribute to the total Commission Office operating budget;
- Chart 3 provides a detail of expenditures and revenues by revenue source for FY 2016; and,
- Table 2 identifies the proposed Higher Education Resource Assessment (HERA) budget that supports numerous system initiatives for FY 2016.

Table 1

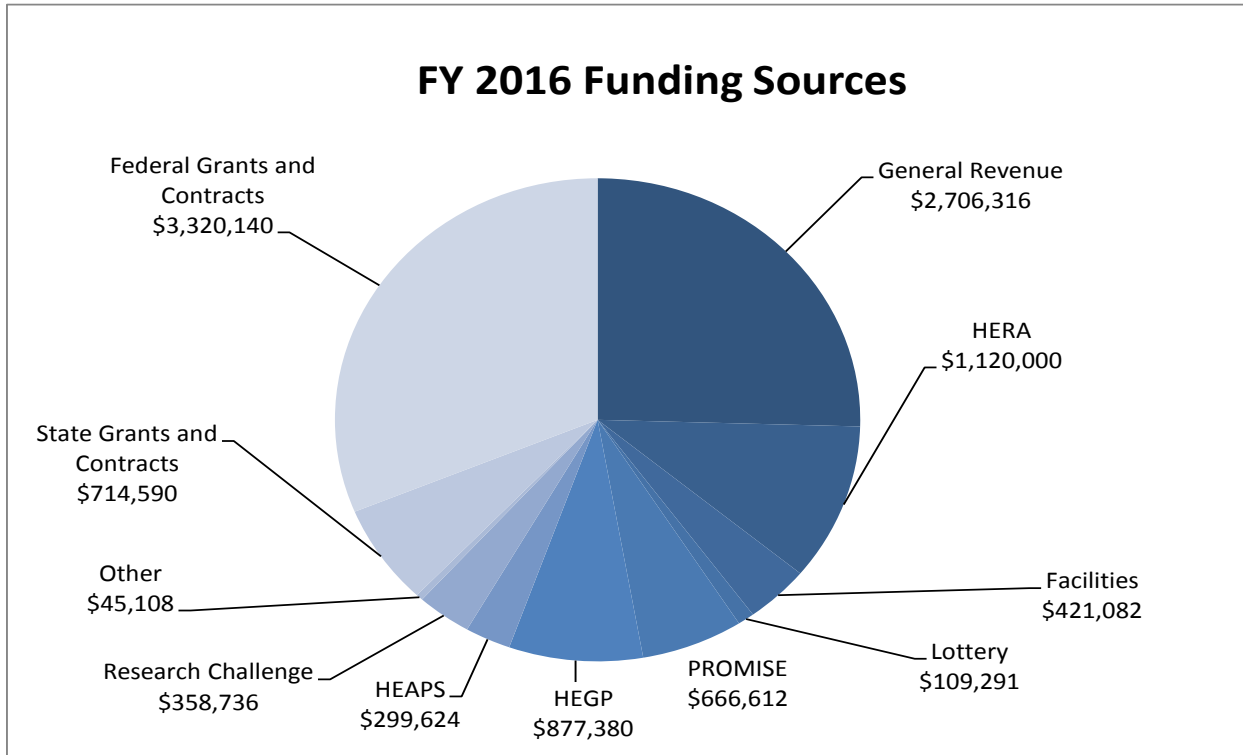
HEPC Proposed FY 2016 Budget		
<b>Revenue</b>		
General Revenue	\$2,706,316	25.4%
HERA	1,120,000	10.5%
Facilities	421,082	4.0%
Lottery	109,291	1.0%
PROMISE	666,612	6.3%
HEGP	877,380	8.2%
HEAPS	299,624	2.8%
Research Challenge	358,736	3.4%
Other	45,108	0.4%
State Grants and Contracts	714,590	6.7%
Federal Grants and Contracts	3,320,140	31.2%
<b>Total</b>	<b>\$10,638,879</b>	
<b>Expenditures by Division</b>		
Academic Affairs	\$414,372	3.9%
Administration	485,241	4.6%
Chancellor's Office	645,140	6.1%
Finance & Facilities	1,208,511	11.4%
Financial Aid	1,165,662	11.0%
Health Sciences	217,069	2.0%
Human Resources	745,418	7.0%
Information Technology	186,043	1.7%
Legal	621,288	5.8%
Policy and Planning	1,219,200	11.5%
Science & Research	869,112	8.2%
Student Affairs	2,861,823	26.9%
<b>Total</b>	<b>\$10,638,879</b>	
<b>Expenditures by Function</b>		
Personal Services	\$4,411,088	41.5%
Benefits	\$1,037,985	9.8%
Current Expense	\$4,473,515	42.0%
Rent	\$455,150	4.3%
Travel	\$261,141	2.5%
<b>Total</b>	<b>\$10,638,879</b>	

Chart 1



	Academic Affairs	Admin. Admin.	Chancellor's Office	Finance & Facilities	Financial Aid	Health Sciences	Human Resources	Information Technology	Legal	Policy and Planning	Science & Research	Student Affairs
FY 2015	\$617,584	\$383,831	\$ 706,445	\$1,187,223	\$ 1,200,973	\$205,830	\$ 713,263	\$ 231,089	\$598,551	\$1,272,984	\$ 827,543	\$2,573,327
FY 2016	\$414,372	\$385,241	\$ 745,140	\$1,208,511	\$ 1,165,662	\$217,069	\$ 745,418	\$ 186,043	\$621,288	\$1,219,200	\$ 869,112	\$2,861,823

**Chart 2**



**Chart 3**

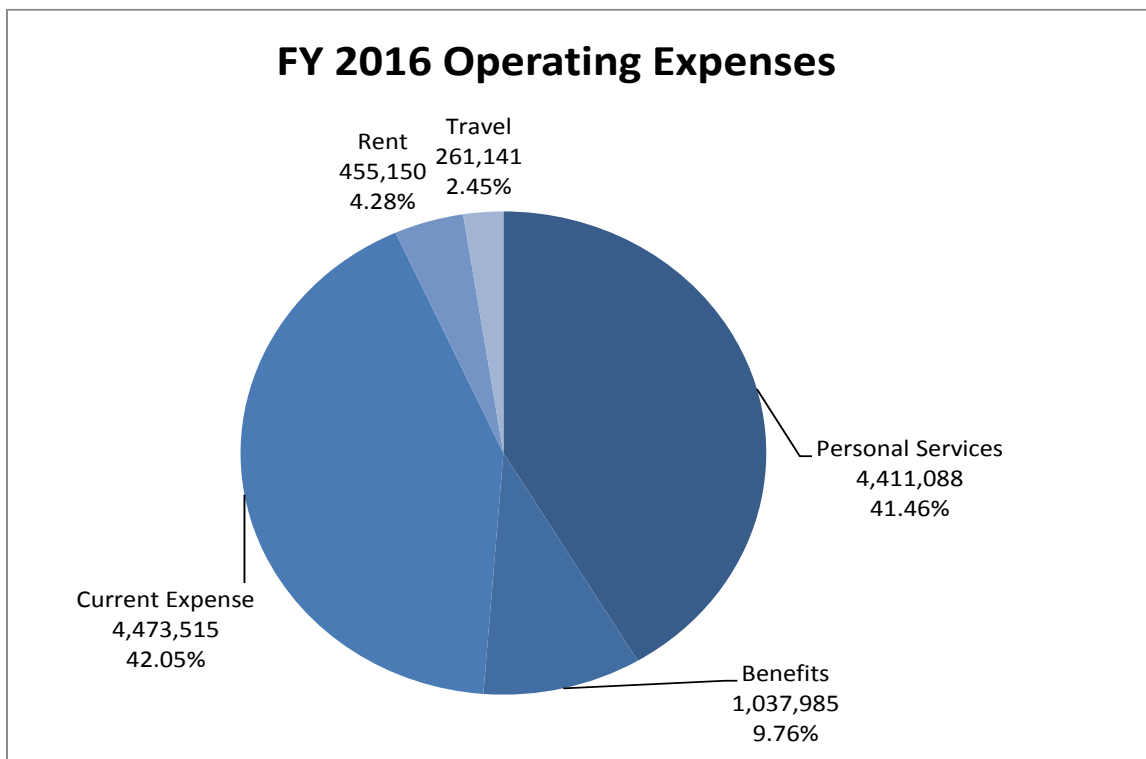


Table 2 HERA PROJECTS FY 2016						
	FY 2015 HEPC Allocation	FY 2016 HEPC Allocation	FY 2015 CTCS Allocation	FY 2016 CTCS Allocation	FY 2015 Total Allocation	FY 2016 Total Allocation
	86.49%	87.00%	13.51%	13.00%	100%	100%
<b>Revenue</b>	\$ 4,725,467	\$ 4,651,759	\$ 769,227	\$ 724,950	\$ 5,494,694	\$ 5,376,709
<b>Estimated Carryover Balance</b>	200,000	200,000	-	-	200,000	200,000
<b>FY 2014 Allocation</b>	4,925,467	4,851,759	769,227	724,950	5,694,694	5,576,709
<b>Expenditures</b>	\$ 4,874,149	\$ 4,851,656	\$ 647,111	\$ 634,509	\$ 5,521,260	\$ 5,486,165
<b>CTCS Chancellor's Office</b>						
Board of Governors Member & Staff Training			15,000	15,000	15,000	15,000
College Completion Agenda			50,000	50,000	50,000	50,000
Grant Development			35,000	35,000	35,000	35,000
Sector Based Workforce Development Initiative			25,000	25,000	25,000	25,000
Statewide CTC Marketing			60,000	60,000	60,000	60,000
Student Loan Default Management			25,000	25,000	25,000	25,000
<b>HEPC Chancellor's Office</b>						
Board of Governors Member & Staff Training	70,000	70,000			70,000	70,000
Chancellor's Initiatives	70,000	70,000			70,000	70,000
Master Plan and Compact Coordination	75,000	50,000			75,000	50,000
<b>Academic Affairs</b>						
Degree Works		34,800		5,200		40,000
Developmental Education		50,000				50,000
Distance Learning Initiatives (WVROCKS)	125,000	30,000			125,000	30,000
Faculty Development Conference	9,000	9,000	1,000	1,000	10,000	10,000
General Education Assessment	64,817	65,250	10,183	9,750	75,000	75,000
Improving Teach Education	50,000	50,000			50,000	50,000
International Education Institutional Projects	135,000	136,000			135,000	136,000
International Education System Support	50,000	99,000			50,000	99,000
Student Completion Initiative	75,000	65,250		9,750	75,000	75,000
Transfer and Articulation Initiative	110,000	95,700		14,300	110,000	110,000
<b>Health Sciences</b>						
Perinatal Partnership	220,611	220,611			220,611	220,611
<b>Human Resources</b>						
Training and Development Subscription		76,000				76,000
<b>Finance and Facilities</b>						
Internal Audits	126,000	175,000			126,000	175,000
Campus Safety Training	50,000	50,000			50,000	50,000
<b>Financial Aid and Outreach Services</b>						
Higher Education Grant Program	1,376,587	1,305,006	223,413	194,994	1,600,000	1,500,000
<b>Policy &amp; Planning</b>						
Data Policy Advisory Council Training	10,000	15,000			10,000	15,000
Economic Research Reports	70,000	70,000			70,000	70,000
Research Studies	70,000	50,000	-	-	70,000	50,000
Incentive Funding for Enrollment Management Project		75,000				75,000
REMI	105,893	32,000			105,893	32,000
<b>Science and Research</b>						
Instrumentation Grant Program	100,000	75,000			100,000	75,000
<b>Student Affairs</b>						
Chancellor's Diversity Initiative - Diversity Council	30,000	-			30,000	-
Chancellor's Scholars - Marshall University	75,000	75,000			75,000	75,000
Chancellor's Scholars - West Virginia University	200,000	200,000			200,000	200,000
College Access Campaign	-	50,000			-	50,000
Diversity for Equity Initiative Grants	88,000	88,000	20,000	20,000	108,000	108,000
Student Leadership Conference	15,124	15,225	2,376	2,275	17,500	17,500
Student Retention/Recruitment Conference	-	14,355	2,346	2,145	2,346	16,500
Student Success Summit	70,000	25,000			70,000	25,000
West Virginia Campus Compact	45,000	45,000			45,000	45,000
WVPASS Student Outreach	50,000	25,000			50,000	25,000
<b>Technology</b>						
WebCT VISTA - Service Contract	240,554	240,554	-	-	240,554	240,554
<b>Central Support Services</b>						
HEPC - Administration	648,167	652,503	104,996	97,497	750,000	750,000
HEPC - Legal	319,763	321,901	51,798	48,099	370,000	370,000
WVNET	129,633	130,501	20,999	19,499	150,000	150,000
<b>Balance</b>	\$ 51,318	\$ 103	\$ 122,116	\$ 90,441	\$ 173,434	\$ 90,544
<b>Discretionary Project Funding</b>	\$ 51,318	\$ 103	\$ 122,116	\$ 90,441	\$ 173,434	\$ 90,544
<b>Total HEPC &amp; CTC Projects</b>	\$ 4,874,149	\$ 4,851,656	\$ 647,111	\$ 634,509	\$ 5,521,260	\$ 5,486,165

## **West Virginia Higher Education Policy Commission HERA Projects**

### **Chancellor's Office**

Board of Governors (BOG) Member and Staff Training. These funds will be used to support training sessions for new Board of Governors members and staff.

Chancellor's Initiatives. These funds will be utilized to fund initiatives of the Chancellor. This includes, but is not limited to the following: special research projects, contracting with experts in various areas, and grants to institutions.

Master Plan and Compact Coordination. These funds will be used to ensure the alignment of campus compacts with the Master Plan and for the planning of institutional programs that will advance the implementation of the Master Plan. Expenditures are made for consultant fees and associated travel costs for reviewing institutions compact submission.

### **Academic Affairs**

Degree Works. These Funds will be used to fund a professional development program designed for faculty and administrators to encourage and facilitate full implementation of Degree Works in West Virginia institutions of higher learning.

Developmental Education. These funds will be used to fund a professional developmental program for faculty and administrators to redesign the math pathway for remedial students and to develop and implement intrusive advising for at-risk students

Distance Learning Initiatives (WVROCKS). These funds will be used to support institutional efforts to provide educational programs through online technology

Faculty Development Conference. These funds will be used to sponsor an event known as the Great Teachers' Seminar. The forum which is held the last week in June at North Bend State Park, focuses on good teaching methods and provides an opportunity for faculty from all the state's public colleges and universities to come together to share insights, practical hints, etc. on what constitutes good teaching.

General Education Assessment. These funds will be used to assist institutions in their work to develop processes for implementing an assessment program for general education:

Improving Teacher Education. These funds will be used to support statewide emphasis on improving teacher preparation programs, supporting partnerships with public schools, preparing teacher prep programs for transition to CAEP standards, collaborate

with K-12 in implementing Smarter Balanced and continued collaboration with the West Virginia Department of Education.

International Education Institutional Projects. These funds will be used to provide startup grants, through a competitive application process, to colleges and universities that choose to implement initiatives to increase an international focus on campus. Possible areas would be curricular revisions (global focus), study abroad efforts, and attracting more international faculty to West Virginia institutions.

International Education System Support. With an increase emphasis on recruitment of international students and internationalization of our curriculum, these funds will be used to assist students with the cost of study abroad and other international opportunities, scholarships for foreign language teacher training, work of the international education consortium and International Education Director, training for institutional personnel on international recruitment and providing services for international students, publicity, and other efforts to achieve a greater degree of internationalization in West Virginia higher education.

Student Completion Initiative. Funding for these initiatives will support the statewide completion agenda through funding to “jump start” summer bridge programs, support prior learning assessment training and support, reverse transfer training and implementation.

Transfer and Articulation Initiative. These funds will be used to support the development of general education articulation work between and among institutions. Grants to develop common 2+2 programs to be used statewide, software and training to support reverse transfer and other transfer related work.

## **Health Sciences**

Perinatal Partnership Program. These funds will be used to fund the Perinatal Partnership Program

## **Finance and Facilities**

Internal Audits. These funds will be used to pay a firm to perform system-wide and also institution specific risk assessments and then draft and implement an internal audit plan.

Campus Safety Training. These funds will be used to promote and support safety training at the institutions.

## **Financial Aid and Outreach Services**

Higher Education Grant Program. These funds will be used to supplement the State’s allocation to the Higher Education Grant Program.



## **Policy and Planning**

Data Policy Advisory Council Training. These funds will support the Data Policy Advisory Council (DPAC) The Division of Policy and Planning is responsible for the collection and warehousing of student and personnel level data from all system institutions. The DPAC consists of the representatives from all institutions who are responsible for the submission of their campus' data. The Division of Policy and Planning conducts trainings for DPAC to add new data elements, make changes to existing data elements, provide guidance on data submission, and problem solve about system data issues. These trainings include both conference calls as well as an annual face to face meeting.

Economic Research Reports. These funds are being requested to pay for a series of economic research reports from the Bureau of Business and Economic Research at West Virginia University.

Research Studies. These funds will be used for studies of postsecondary education issues that aid in evaluating West Virginia higher education.

REMI. These funds will be used to support the Regional Economic Models, Inc. which consists of REMI, a forecasting and policy analysis model and TranSight, a tool used for the evaluation of the total economic effects of transportation improvements. These are supported by the Bureau for Business and Economic Research at West Virginia University (BBER) and the Center for Business and Economic Research at Marshall University (CBER). The funding for REMI currently flows through the Higher Education Policy Commission (HEPC) which has agreements with the Office of the Governor, WV Department of Tax and Revenue, WV Department of Transportation and the WV Department of Commerce to fund REMI/TranSight through a transfer of funds from these agencies.

## **Science and Research**

Instrumentation Grant Program. These funds will be used to support the Division of Science and Research (DSR) Instrumentation Grants Program. The purpose of this program is to encourage undergraduate students in West Virginia to continue careers in science, math, and engineering. Instrumentation Grants seek to accomplish this by allowing the purchase of modern instruments for advanced undergraduate laboratories and by encouraging the submission of proposals to NSF research, instrumentation or STEM education programs.

## **Student Affairs**

Chancellor's Diversity Initiative – Diversity Council. These funds were used in FY 2015 to support the Diversity Council which will provide advice to the Commission regarding the implementation of recommendations of the Chancellor Diversity Initiative. These recommendations are: facilitate and coordinate all Commission efforts regarding diversity; coordinate in-place diversity efforts; serve as a conduit between

campuses/communities and the Commission; and identify, explore and address diversity related issues in the Commission's assigned sector.

Chancellor's Scholars. These funds are allocated to Marshall University and West Virginia University to supplement existing minority faculty diversity efforts. The program provides funding for graduate assistantships, scholarships, and other resources to ensure adequate funding for selective doctoral students; an academic partnership effort that places minority visiting faculty (graduate students) in teaching roles at selected campuses in West Virginia's public higher education system(s); and the annual sponsorship of a colloquium for aspiring minority doctoral candidates.

College Access Campaign. These funds will be used for West Virginia's college access campaign. It is designed to inform students, parents and others about the benefits of higher education and how to prepare for education after high school, both academically and financially. Activities will motivate students to pursue higher education through increased awareness of available financial aid and other services.

Diversity for Equity Initiative Grants. These funds will be used to provide competitive grants to institutions to sponsor programs aimed at achieving social justice, to stage events that demonstrate a commitment to bring about mutual understanding and respect among individuals, to sponsor events to help eliminate all forms of discrimination, and to plan actions that enhance fairness and equity in the distribution of opportunities.

Student Leadership Conference. These funds will be used to support the third annual Student Leadership Conference for student association leaders and newly elected student government leaders from all state public higher education institutions.

Student Retention/Recruitment Conference. These funds will support a conference that will explore best practices in student retention. The conference targets institutional student and academic affairs professionals and had approximately 180 attendees last year.

Statewide Access Conference. These funds will be utilized to fund a statewide access conference to be coordinated by West Virginia GEAR UP staff and include attendees from secondary and postsecondary educational institutions.

West Virginia Campus Compact. These funds will be used to enhance West Virginia's participation with this national network. Campus Compact is a national coalition of college and university presidents having objectives that include: maintaining colleges and universities as vital agents and architects of a diverse democracy; commitment to educating students for responsible citizenship in ways that both deepen their learning and improve the quality of community life.

WVPASS Student Outreach. These funds will be used for outreach with local schools.

WebCT VISTA – Service Contract. These funds will pay for a service contract that ensures support for the online course management software that virtually all institutions use.

**West Virginia Higher Education Policy Commission  
Meeting of May 29, 2015**

**ITEM:** Approval of Presidential Search Procedure for  
Shepherd University

**INSTITUTION:** Shepherd University

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher  
Education Policy Commission approves the  
Presidential Search Procedure adopted by the  
Shepherd University Board of Governors.

**STAFF MEMBER:** Paul Hill

**BACKGROUND:**

Pursuant to Series 5, Legislative Rule, Guidelines for Governing Boards in Employing and Evaluating Presidents, an institutional governing board must adopt a search procedure when it undertakes a search for a new president. The Commission must approve the procedure before the search begins.

Attached is the presidential search procedure as adopted by the Shepherd University Board of Governors on March 31, 2015 and for which it seeks Commission approval.

## **SHEPHERD UNIVERSITY BOARD OF GOVERNORS**

### **SEARCH COMMITTEE PROCEDURE**

1. The Board of Governors hereby establishes a Search Committee for the position of President of the University. The appointments to the Committee shall be made with an effort to reflect the diversity of the campus community and the region, and consist of:

members appointed by the Chair of the Board;

- a. each member of the Executive Committee of the Board of Governors
- b. one additional lay Board member
- c. one former lay member of the Board
- d. a non-classified staff member exclusive of members of the Executive Staff
- e. a member of the Deans Council
- f. two community representatives

members selected by the respective representative governance bodies

(Student Government Association, Faculty Senate, Classified Employees Council);

- a. one undergraduate student
- b. one graduate student
- c. two faculty members
- d. two classified staff members

and the Chancellor of the Higher Education Policy Commission, ex-officio and non-voting. (The Board Chair will coordinate with the Chancellor to formalize the involvement of the Policy Commission in this search process, as required by HEPC Series 5.)

No person shall be appointed to the Search Committee who will not be eligible and available to serve until the conclusion of the work of the Committee. The work of the Committee will begin immediately, recognizing that one or more appointments may not yet have been made.

If a member of the Search Committee becomes a candidate for the presidency, that member shall resign immediately from the Search Committee. The provisions of the State Ethics Act relating to nepotism and other conflicts of interest shall apply at all times to all members of the Search Committee.

2. The Board Vice Chair, Dr. Brand, shall be the Chair of the Search Committee, and shall be entitled to vote. The Vice Chair of the Search Committee shall be named by the Committee Chair. Both the Chair and the Vice Chair of the Search Committee shall be lay members of the Board of Governors.
3. Staff support for the committee shall be provided by the selected Search Firm and by the Office of the University President.
4. The Committee Chair or designee and other committee members, as available, shall visit the campus and solicit the views of faculty, staff, students, administrators, alumni, community leaders, and other individuals who are familiar with the institution regarding the characteristics and qualities that should be

possessed by the next president. Based on this input, a statement of leadership criteria shall be prepared and submitted to the Search Committee for approval.

This statement shall be utilized in soliciting candidates and evaluating applicants.

It shall be provided to all nominees and candidates, the Search Committee, and to individuals and groups associated with the institution.

5. A position announcement shall be prepared and submitted to the Search Committee for approval, and then transmitted by the Search Firm to appropriate individuals and organizations.
6. The Chair of the Committee, or the Search Firm or Committee staff if so designated by the Chair, shall be the only spokespersons for the work of the Committee.
7. Meetings of the Search Committee shall be called by the Chair of the Committee and all members must be notified by Committee staff at least seven days in advance, except that less than seven days notice may be given if an emergency meeting is necessary.
8. The Vice Chair shall exercise all of the responsibilities of the Chair in the Chair's absence. No meeting is official without the presence of either the Chair or Vice Chair.
9. The Search Committee may meet in executive session for the purpose of discussing candidates for the position or for any other purpose authorized by law. Presentations to the Committee in open session or in executive session are restricted to members of the Committee and any individuals specifically invited by the Chair of the Committee to address the Committee.

10. No member may appoint a proxy for purposes of attending meetings or voting.
11. At least a majority of the Committee must be present to constitute a quorum for the purpose of voting.
12. Before the first meeting of the Committee at which candidates shall be considered, the applications will be made available for review. No further duplication of information may occur, without the written authorization of the Committee Chair. Any distributed information about a candidate must be returned to the Committee staff once the candidate has been eliminated from further consideration by the Committee. Eliminated candidates shall be notified with reasonable promptness that they are no longer being considered.
13. Members of the Committee shall not provide information about the names or backgrounds of any candidates to anyone outside the Committee or in any other way undermine the commitment of the Committee to confidentiality. Any member who breaks this commitment of confidentiality shall immediately resign from the Committee. Failure to do so will result in immediate removal by the Committee Chair.
14. All correspondence, telephone contacts, and other direct contacts with the nominees and candidates prior to interviews shall be handled by the Committee Chair or the Search Firm or the Committee staff at the Chair's direction.
15. Expenses associated with travel and other expenses of the Committee members, travel of each candidate and her/his spouse/significant other for preliminary interviews or campus interviews, and all other expenses associated with the search shall be reimbursed through the Office of the President.



16. Following the receipt of written authorizations from the candidates, and under the direction of the Committee Chair, reference checks will be conducted by the Search Firm. No person outside of the Search Firm may undertake reference checks of a candidate except as expressly authorized by the Chair.
17. The Committee shall conduct interviews of semi-finalists. The interviews shall be conducted at a confidential location within as short a period of time as is practical.
18. As soon as possible following the interviews with the semi-finalists, the Committee shall select three to six finalists for campus visits.
19. Up to the point of the campus interviews of the finalists, the Committee's pledge of confidentiality shall be strictly observed. When the finalists accept the invitation to participate in the campus interviews, they shall be informed by the Committee Chair or Committee staff that confidentiality can no longer be assured. However, there shall be no official release or confirmation of the names of the finalists to the news media except at the discretion of the Chair of the Committee. After public confirmation of the finalists, Committee members are still obligated to keep information about the discussions and opinions of all Committee members confidential, permanently.
20. As a part of the campus visits, all members of the Board of Governors shall be invited to participate in the interview with the Search Committee in executive session. Each finalist's campus visit shall also include meetings with students, classified staff, and faculty members, campus administrators, community leaders, alumni, and other individuals invited by the Search Committee. The spouse/ significant other of each finalist will be invited to also visit the campus and

- community at this time. The Committee Chair shall receive comments from representatives of these groups after the campus visits by the finalists.
21. If the Search Committee decides at any point in the process that the pool of applicants does not include a sufficient number of qualified candidates, the Committee may reopen the search.
  22. Based upon the interviews, the reference checks, input from various groups and individuals who met the candidates during the campus visits, and the Committee's assessment of the experience and qualifications of the finalists, the Committee shall choose by majority vote the candidates, in rank order, to be recommended to the Board of Governors for consideration for the presidency. The Board of Governors shall then convene in executive session for the purpose of accepting or rejecting the selection of the candidates, and shall establish the salary and emoluments, and shall authorize the Chair of the Board to extend an oral offer on behalf of the Board to the individual selected. The Board may also authorize the Board Chair to make an oral offer to the other finalists in rank order if the preferred candidate does not accept the offer. Once the oral offer is accepted, the Board Chair shall provide a written offer that has been reviewed by the Board members in executive session and that includes terms and conditions of employment.

Final Adoption April 30, 2015

## TIMELINE FOR PRESIDENTIAL SEARCH

### Shepherd University

DATE	EVENT
April 23-24	Campus Visit to meet with various constituency groups and the search committee; timeline is approved.
May 6	Deadline for committee members to forward to Eric Richtmyer desired characteristics and qualities
May 15	Academic Search to provide draft of profile and advertisement to the Search Committee
May 18	Committee meets to finalize (review, modify and approve) the search profile and advertisement
May 25	Consultants begin “quiet” phase of targeted recruiting.
June to September 14	Recruiting: Academic Search advertises position in approved print and/or online media. Profile and ad sent to relevant sources and individuals. Academic Search will set up a password-protected website containing all application materials accessible only to the Consultant and Search Committee members. Evaluation worksheet will be sent to committee for review, based on qualifications approved to be in the advertisement.
August 17	<b>Committee meets (not mandatory) to review application website, evaluation worksheet, reference and interview questions</b>  Application “preferred” deadline: September 14
August 24	Fall 2015 classes begin
September 18	<b>Consultant and Search Committee meet to select semi-finalists for Neutral Site Interviews.</b> <ul style="list-style-type: none"> <li>Committee approves of 8 to 10 semi-finalists for on-line reference checking and invitation to neutral site interviews.</li> <li>Reference calling begins by either Academic Search or committee members, as determined by the Chair.</li> </ul>
October 11-12  Fall Break: October 15-16	<b>Search Committee conducts Neutral Site Interviews.</b> <ul style="list-style-type: none"> <li>Typically, the time required is two full days, including time for selecting the finalists following the interviews. Academic Search will coordinate with the candidates to create an interview schedule. Consultant attends interviews and provides support.</li> <li>Committee reduces candidate pool to finalists for campus interviews.</li> </ul>
October 26-30 (possibly October 23-24)	On-campus interviews by finalists. <ul style="list-style-type: none"> <li>Consultant does not attend but can help coordinate interview dates with finalists. The University arranges all campus logistics. Consultant may attend board interviews if done separately from campus. Academic Search provides intensive background checks and off-list reference reports.</li> </ul>
November 4-5	BoG meeting to approve new president (with consultant, if desired)
November 6	HEPC special meeting to approve new president,
January 2016	New President assumes position.

**Meetings in bold = Consultant Attends**

**West Virginia Higher Education Policy Commission  
Meeting of May 29, 2015**

**ITEM:** Approval of Presidential Search Procedure for  
West Liberty University

**INSTITUTION:** West Liberty University

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher  
Education Policy Commission approves the  
Presidential Search Procedure adopted by the  
West Liberty University Board of Governors.

**STAFF MEMBER:** Paul Hill

**BACKGROUND:**

Pursuant to Series 5, Legislative Rule, Guidelines for Governing Boards in Employing and Evaluating Presidents, an institutional governing board must adopt a search procedure when it undertakes a search for a new president. The Commission must approve the procedure before the search begins.

Attached is the presidential search procedure as adopted by the West Liberty University Board of Governors on April 15, 2015 and for which it seeks Commission approval.

## PRESIDENT



*West Liberty University*

The Board of Governors of West Liberty University invites nominations and applications for the position of President. The President is the Chief Executive Officer of the University and reports to the 12-member Board of Governors.

Founded in 1837, West Liberty University is an accredited, four-year, state-assisted institution enrolling 2600 students in its colleges of Arts and Communication, Business, Education, Liberal Arts, and Sciences. The University is located on a beautiful campus in the Northern Panhandle of West Virginia, nine miles north of Wheeling, West Virginia, and 53 miles southwest of Pittsburgh, Pennsylvania. The region is noted for a low cost of living, an outstanding public school system, a high quality of life, and many recreational, cultural, and educational opportunities.

The successful candidate will possess the ability to work effectively and collaboratively with the West Liberty University Board of Governors, the West Virginia Higher Education Policy Commission, and WLU students, faculty, staff, alumni, and donors. Additional required qualifications include, but are not limited to:

- an earned doctorate
- substantial university-level teaching experience
- outstanding communication skills
- a minimum of five years of progressively responsible senior-level leadership positions in higher education with a record of excellence, integrity and vision
- proven sound fiscal management experience
- demonstrated ability in external fund raising
- experience in maintaining strong external relationships with community and business leaders, as well as government and public officials.

Applicants should send a current resume, personal letter of interest addressing the above criteria, and the names and contact information for at least five professional references. For serious consideration, applications should be received **no later than June 12, 2015**. Nominations must be received by **June 5, 2015**. Initial interviews of candidates by the search committee will begin in early July 2015. The Board is responsible for final selection of the president, with the selected candidate subject to consent by the West Virginia Higher Education Policy Commission. The appointment is expected to begin January 2016.

West Liberty University (<http://www.westliberty.edu>) is a comprehensive institution under the auspices of the West Virginia Higher Education Policy Commission.

All applications must be made online at: <http://agency.governmentjobs.com/westlibertyedu/default.cfm>.

West Liberty University is an Equal Opportunity Employer and welcomes applications from all interested individuals. Individuals who need assistance with the application process may contact Sue Garrison at 304-336-8029 or [sgarrison@westliberty.edu](mailto:sgarrison@westliberty.edu). (do not apply to this email).

SUCCESSFULLY PASSING A BACKGROUND SCREENING REPORT  
IS REQUIRED FOR FINAL EMPLOYMENT

WEST LIBERTY UNIVERSITY IS A TOBACCO-FREE CAMPUS

## WEST LIBERTY UNIVERSITY PRESIDENTIAL SEARCH PROCESS

- Search Committee established (April 2015)
- Initial Search Committee meeting (April 28, 2015)
- Elect Chair and Vice Chair of Search Committee (April 28, 2015)
- Approve advertisement/position statement incorporating qualities and characteristics sought in the new president, along with the timeline. (April 28, 2015)
- Advertisement will run for at least 30 days on *Chronicle of Higher Education* online edition, on HigherEdJobs.com, and in Wheeling News-Register. (May/June 2015)
- Search Committee reviews applications on NEOGOV applicant tracking system (May/June 2015)
- Deadline to receive nominations (June 5, 2015)
- Deadline to receive applications (June 12, 2015)
- Search Committee meets to narrow the candidate pool to approximately 8 to 10 candidates (full-day meeting). (June 19, 2015)
- Search Committee holds preliminary interviews of candidates via Skype on WLU's campus or at the Highlands Center (two full-day meetings). Based on preliminary interviews, narrow the pool to the top 3 to 5 candidates to invite for on-campus interviews. (July 9-10, 2015)
- Search Committee holds on-campus interviews. Each candidate will spend a day and a half on campus. (Start and end date may change depending on number of candidates selected). (September 7-18, 2015)
  - Breakfast Meeting with Foundation Board/Alumni Board
  - Campus Tour
  - Meet with Classified Staff
  - Meet with Directors/Administrative Department Heads
  - Meet with Students
  - Lunch with President's Cabinet
  - Open Meeting
  - Meet with Deans and Chairs
  - Meet with Faculty
  - Meet with Interim President
- Search Committee, with input from the above-listed constituencies, meets to select finalists. (September 23, 2015)
- Board of Governors interviews finalists for president. Higher Education Policy Commission provided opportunity to interview final candidates. (October 9, 2015)
- Establish salary and terms of compensation for new president (October 9, 2015)
- Possible on-campus announcement of new president (afternoon) (October 9, 2015)
- New president takes office (January 1, 2016)

# West Liberty University

## 2015 PRESIDENTIAL SEARCH COMMITTEE

Board of Governors		
George G. Couch	Patrick D. Kelly, CEO	Sandra M. Chapman
Joseph W. Carey	Richard Carter	Leslie DeFelice
Patrick Ford	Brian E. Joseph	Ann Thomas
Allyson Ashworth/SGA President Elect	Rhonda Tysk/Staff Representative	Jim Haizlett/Faculty Representative
Alumni Representatives		
Jim Frum	Jay Duffy, President	
Foundation Board Representatives		
Rich Lucas, President & CEO	Tom Reinbold	
Additional Classified Staff Representative		
Katie Cooper		
Non-Classified Representative		
Scott Cook		
Additional Member of SGA		
Evan Newman – CSC #151		
Additional Faculty Member		
Linda Cowan	Leann Elkins	
Dean Representative		
Tom Michaud		
Higher Education Policy Commission Chancellor (Ex-Officio)		
Paul Hill		