

WEST VIRGINIA STATE UNIVERSITY

CAPITAL PROJECTS

Attachment 3

**West Virginia State University
Capital Projects FY2012**

West Virginia State University currently receives funds for capital purposes from multiple sources. The sources are tuition and registration fees that student pay as part of their tuition and fees. These sources will generate during Fiscal Year 2011-12 approximately \$1,230,000. Debt service for the University's portion of the "system debt" managed by West Virginia Higher Policy Commission (HEPC) will be \$111,805.00 FY2012.

Summary of Capital Funds

FY2012 Projected Revenue	\$1,230,000
Debt Service "System Debt"	\$ 111,805
Funds Available for Capital Projects	<u>\$1,118,195</u>

Attached is a list of projects that have been determined to be needed pending funding (Attachment A).

The University also received \$15,000,000 for Fleming Hall and \$1,800,000 for Wallace Hall. In addition, as part of a \$3,000,000 state appropriation to the HEPC for FY2012, WVSU may receive \$250,000 for a fire code compliance project at the Capital Center for a sprinkler system.

The University is currently completing a number of 50/50 projects which are partially funded from the proceeds of various bonds issued by HEPC (Attachment B).

**WVSU
PROJECTS 2011-2012**

June 10, 2011

PROJECT	AMOUNT	FUND
TOP PRIORITY PROJECTS WITHIN PROJECTED REVENUE		
FIRE PROTECTION UPGRADES		
*HAMBLIN HALL COMPUTER CENTER	\$ 40,000	2012 Campus Improve budget
*Library	\$ 40,000	2012 Campus Improve budget
TOTAL FIRE PROTECTION UPGRADES	\$ 80,000	
 NEW PARKING LOTS- These lots are to replace both the temporary and permanent loss of the use of the Fleming Hall Parking Lots during the construction at Fleming Hall. They will not be required this year if we can obtain permission from the Department of Administration to use the existing parking spaces at the REHAB Center. This need would be delayed for a few years.		
*Cole West Lot Expansion	\$ 200,000	2012 Campus Improve budget
*Tennis Court Lot Expansion	175,000	2012 Campus Improve budget
TOTAL NEW PARKING LOTS	\$ 375,000	
 ENERGY CONSERVATION AND RELIABILITY		
*Cole Complex from Central Plant to Local	\$150,000	2012 Campus Improve Budget
TOTAL ENERGY CONSERVATION	\$150,000	

Attachment A




URGENT PROJECTS

These projects are urgently needed as funding becomes available.


ROOF RELACEMENTS

Hill Hall	\$ 125,000
Fleming Hall	250,000
McNeill Physical Facilities	150,000
Davis Fine Arts	325,000
Sullivan Hall	175,000
Cafeteria	225,000

PARKING LOT PAVING



West Lot C	\$ 120,000
Cole West Lot E	90,000
Sullivan Hall Lot L	50,000
Student Union Lot M	60,000
Sullivan Hall	50,000
Red Roads	50,000
Visitors Lot	25,000
Student Union Lot	50,000
Ferrell-Wallace Drive	20,000
Fleming Hall Lot	85,000
McNeill Lot	45,000
Jones Hall Lot	35,000
Hamblin Hall Lot	40,000
TOTAL PAVING	\$720,000



SULLIVAN HALL LOBBY

Upgrade Sullivan East and West Doors	\$ 20,000
TOTAL ENTRANCE UPGRADES	\$ 20,000

PRESURE WASH AND SEAL

Hamblin Hall	\$ 40,000
Fleming Hall	200,000
Sullivan Hall	100,000
TOTAL PRESSURE WASH AND SEAL	\$ 240,000

ADA PROJECTS


Ferrell Hall East ramp to ADA	\$ 75,000
Hamblin Hall Front ramp	100,000
TOTAL ADA PROJECTS	\$ 175,000

CAMPUS WATER HEADER AND FIRE HYDRANTS \$ 500,000

SIDEWALK UPGRADES \$ 200,000

**UNDERGROUND ELECTRIC UPGRADE FROM
4KV TO 12 KV**

Davis to Prillerman	\$ 75,000
Physical Facilities to Davis	40,000



Davis to Jones	15,000
Manhole to Physical Facilities	35,000
Physical Facilities to Presidents home	25,000
Campus entry pole to Physical Facilities	250,000
Sub-Total Underground 12kv electric	\$440,000

- **Include in this years budget**



**WEST VIRGINIA STATE UNIVERSITY
BOARD OF GOVERNORS**

FINANCIAL ANALYSIS

Comparison of YTD Expenditures
Fiscal Years 2010 and 2011
Student Affairs

Student Affairs

	FY/10 YTD	FY/11 YTD	Difference	Percent Change
EXPENSES				
Personnel	\$ 1,190,840.94	\$ 1,100,609.17	\$ (90,231.77)	-7.58%
Benefits	\$ 299,758.53	\$ 291,322.83	\$ (8,435.70)	-2.81%
Total Personnel & Benefits	\$ 1,490,599.47	\$ 1,391,932.00	\$ (98,667.47)	-6.62%
Expenses	\$ 783,338.41	\$ 720,532.80	\$ (62,805.61)	-8.02%
Transfers Out	\$ -	\$ -	\$ -	#DIV/0!
Transfers In				
Total Expenses	\$ 2,273,937.88	\$ 2,112,464.80	\$ (161,473.08)	-7.10%
Chargeback	\$ -	\$ -	\$ -	
Total Expenses - Chargeback	\$ 2,273,937.88	\$ 2,112,464.80	\$ (161,473.08)	-7.10%

Comparison of Fiscal Year 2011 Budget
Budget to Year to Date Expenditures
Student Affairs

Student Affairs

	FY/11 Budget	FY/11 YTD	Difference	% Expended
EXPENSES				
Personnel	\$ 1,285,845.00	\$ 1,100,609.17	\$ 185,235.83	85.59%
Benefits	\$ 362,189.00	\$ 291,322.83	\$ 70,866.17	80.43%
Total Personnel & Benefits	\$ 1,648,034.00	\$ 1,391,932.00	\$ 256,102.00	84.46%
Expenses	\$ 801,617.00	\$ 720,532.80	\$ 81,084.20	89.88%
Transfers Out		\$ -	\$ -	
Transfers In				
Total Expenses	\$ 2,449,651.00	\$ 2,112,464.80	\$ 337,186.20	86.24%
Chargeback	\$ -	\$ -	\$ -	#DIV/0!
Total Expenses - Chargeback	\$ 2,449,651.00	\$ 2,112,464.80	\$ 337,186.20	86.24%

**WEST VIRGINIA STATE UNIVERSITY
BOARD OF GOVERNORS**

**FINANCIAL ANALYSIS
Presidents Office**

Comparison of YTD Expenditures
Fiscal Years 2010 and 2011
President's Office

	FY/10 YTD	FY/11 YTD	Difference	Percent Change
EXPENSES				
Personnel	\$ 424,172.30	\$ 440,627.64	\$ 16,455.34	3.88%
Benefits	\$ 98,584.41	\$ 104,946.21	\$ 6,361.80	6.45%
Total Personnel & Benefits	\$ 522,756.71	\$ 545,573.85	\$ 22,817.14	4.36%
Expenses	\$ 189,906.17	\$ 294,612.03	\$ 104,705.86	55.14%
Transfers Out	\$ -	\$ -	\$ -	#DIV/0!
Transfers In				
Total Expenses	\$ 712,662.88	\$ 840,185.88	\$ 127,523.00	17.89%
Chargeback	\$ -	\$ -	\$ -	
Total Expenses - Chargeback	\$ 712,662.88	\$ 840,185.88	\$ 127,523.00	17.89%

Comparison of Fiscal Year 2011 Budget
Budget to Year to Date Expenditures
President's Office

Presidents Office

	FY/11 Budget	FY/11 YTD	Difference	% Expended
EXPENSES				
Personnel	\$ 463,727.00	\$ 440,627.64	\$ 23,099.36	95.02%
Benefits	\$ 124,453.00	\$ 104,946.21	\$ 19,506.79	84.33%
Total Personnel & Benefits	\$ 588,180.00	\$ 545,573.85	\$ 42,606.15	92.76%
Expenses	\$ 423,989.00	\$ 294,612.03	\$ 129,376.97	69.49%
Transfers Out		\$ -	\$ -	
Transfers In				
Total Expenses	\$ 1,012,169.00	\$ 840,185.88	\$ 171,983.12	83.01%
Chargeback	\$ -	\$ -	\$ -	#DIV/0!
Total Expenses - Chargeback	\$ 1,012,169.00	\$ 840,185.88	\$ 171,983.12	83.01%

**WEST VIRGINIA STATE UNIVERSITY
BOARD OF GOVERNORS**

FINANCIAL ANALYSIS

Comparison of YTD Expenditures
Fiscal Years 2010 and 2011
Administratives Services

Administratives Services

	FY/10 YTD	FY/11 YTD	Difference	Percent Change
EXPENSES				
Personnel	\$ 812,021.99	\$ 889,417.63	\$ 77,395.64	9.53%
Benefits	\$ 218,931.91	\$ 264,522.76	\$ 45,590.85	20.82%
Total Personnel & Benefits	\$ 1,030,953.90	\$ 1,153,940.39	\$ 122,986.49	11.93%
Expenses	\$ 372,312.12	\$ 358,670.35	\$ (13,641.77)	-3.66%
Transfers Out	\$ -	\$ -	\$ -	#DIV/0!
Transfers In				
Total Expenses	\$ 1,403,266.02	\$ 1,512,610.74	\$ 109,344.72	7.79%
Chargeback	\$ -	\$ -	\$ -	
Total Expenses - Chargeback	\$ 1,403,266.02	\$ 1,512,610.74	\$ 109,344.72	7.79%

Comparison of Fiscal Year 2011 Budget
Budget to Year to Date Expenditures
Administrative Affairs

Administratives Services

	FY/11 Budget	FY/11 YTD	Difference	% Expended
EXPENSES				
Personnel	\$ 820,198.00	\$ 889,417.63	\$ (69,219.63)	108.44%
Benefits	\$ 207,655.00	\$ 264,522.76	\$ (56,867.76)	127.39%
Total Personnel & Benefits	\$ 1,027,853.00	\$ 1,153,940.39	\$ (126,087.39)	112.27%
Expenses	\$ 470,725.00	\$ 358,670.35	\$ 112,054.65	76.20%
Transfers Out		\$ -	\$ -	
Transfers In				
Total Expenses	\$ 1,498,578.00	\$ 1,512,610.74	\$ (14,032.74)	100.94%
Chargeback	\$ -	\$ -	\$ -	#DIV/0!
Total Expenses - Chargeback	\$ 1,498,578.00	\$ 1,512,610.74	\$ (14,032.74)	100.94%

**WEST VIRGINIA STATE UNIVERSITY
BOARD OF GOVERNORS**

FINANCIAL ANALYSIS

Comparison of YTD Expenditures
Fiscal Years 2010 and 2011
Physical Facilities

Administrative Services - Physical Facilities

	FY/10 YTD	FY/11 YTD	Difference	Percent Change
EXPENSES				
Personnel	\$ 1,780,273.86	\$ 2,254,238.96	\$ 473,965.10	26.62%
Benefits	\$ -	\$ -	\$ -	#DIV/0!
Total Personnel & Benefits	\$ 1,780,273.86	\$ 2,254,238.96	\$ 473,965.10	26.62%
Expenses	\$ 1,255,292.34	\$ 1,547,013.66	\$ 291,721.32	23.24%
Transfers Out	\$ -	\$ -	\$ -	#DIV/0!
Transfers In				
Total Expenses	\$ 3,035,566.20	\$ 3,801,252.62	\$ 765,686.42	25.22%
Chargeback	\$ -	\$ -	\$ -	
Total Expenses - Chargeback	\$ 3,035,566.20	\$ 3,801,252.62	\$ 765,686.42	25.22%

Comparison of Fiscal Year 2011
Budget to Year to Date Expenditures
Physical Facilities

Administrative Services - Physical Facilities

	FY/11 Budget	FY/11 YTD	Difference	% Expended
EXPENSES				
Personnel	\$ 2,528,000.00	\$ 2,254,238.96	\$ 273,761.04	89.17%
Benefits	\$ -	\$ -	\$ -	#DIV/0!
Total Personnel & Benefits	\$ 2,528,000.00	\$ 2,254,238.96	\$ 273,761.04	89.17%
Expenses	\$ 583,038.00	\$ 1,547,013.66	\$ (963,975.66)	265.34%
Transfers Out		\$ -	\$ -	
Transfers In				
Total Expenses	\$ 3,111,038.00	\$ 3,801,252.62	\$ (690,214.62)	122.19%
Chargeback	\$ -	\$ -	\$ -	#DIV/0!
Total Expenses - Chargeback	\$ 3,111,038.00	\$ 3,801,252.62	\$ (690,214.62)	122.19%

**WEST VIRGINIA STATE UNIVERSITY
BOARD OF GOVERNORS**

FINANCIAL ANALYSIS

Comparison of YTD Expenditures
Fiscal Years 2010 and 2011
Planning and Advancement

Planning and Advancement

	FY/10 YTD	FY/11 YTD	Difference	Percent Change
EXPENSES				
Personnel	\$ 182,027.62	\$ 170,395.07	\$ (11,632.55)	-6.39%
Benefits	\$ 32,189.38	\$ 33,343.70	\$ 1,154.32	3.59%
Total Personnel & Benefits	\$ 214,217.00	\$ 203,738.77	\$ (10,478.23)	-4.89%
Expenses	\$ 18,214.01	\$ 332,108.56	\$ 313,894.55	1723.37%
Transfers Out	\$ -	\$ -	\$ -	#DIV/0!
Transfers In				
Total Expenses	\$ 232,431.01	\$ 535,847.33	\$ 303,416.32	130.54%
Chargeback	\$ -	\$ -	\$ -	
Total Expenses - Chargeback	\$ 232,431.01	\$ 535,847.33	\$ 303,416.32	130.54%

Comparison of Fiscal Year 2011 Budget
Budget to Year to Date Expenditures
Planning and Advancement

Planning and Advancement

	FY/11 Budget	FY/11 YTD	Difference	% Expended
EXPENSES				
Personnel	\$ 184,830.00	\$ 170,395.07	\$ 14,434.93	92.19%
Benefits	\$ 33,389.00	\$ 33,343.70	\$ 45.30	99.86%
Total Personnel & Benefits	\$ 218,219.00	\$ 203,738.77	\$ 14,480.23	93.36%
Expenses	\$ 33,998.00	\$ 332,108.56	\$ (298,110.56)	976.85%
Transfers Out		\$ -	\$ -	
Transfers In				
Total Expenses	\$ 252,217.00	\$ 535,847.33	\$ (283,630.33)	212.45%
Chargeback	\$ -	\$ -	\$ -	#DIV/0!
Total Expenses - Chargeback	\$ 252,217.00	\$ 535,847.33	\$ (283,630.33)	212.45%

**WEST VIRGINIA STATE UNIVERSITY
BOARD OF GOVERNORS**

FINANCIAL ANALYSIS

Comparison of YTD Expenditures
Fiscal Years 2010 and 2011
Finance

Finance

	FY/10 YTD	FY/11 YTD	Difference	Percent Change
EXPENSES				
Personnel	\$ 749,580.41	\$ 726,612.56	\$ (22,967.85)	-3.06%
Benefits	\$ 224,445.79	\$ 211,291.50	\$ (13,154.29)	-5.86%
Total Personnel & Benefits	\$ 974,026.20	\$ 937,904.06	\$ (36,122.14)	-3.71%
Expenses	\$ 157,357.45	\$ 166,417.00	\$ 9,059.55	5.76%
Transfers Out	\$ -	\$ -	\$ -	#DIV/0!
Transfers In				
Total Expenses	\$ 1,131,383.65	\$ 1,104,321.06	\$ (27,062.59)	-2.39%
Chargeback	\$ -	\$ -	\$ -	
Total Expenses - Chargeback	\$ 1,131,383.65	\$ 1,104,321.06	\$ (27,062.59)	-2.39%

Comparison of Fiscal Year 2011 Budget
Budget to Year to Date Expenditures
Finance

Finance

	FY/11 Budget	FY/11 YTD	Difference	% Expended
EXPENSES				
Personnel	\$ 916,273.00	\$ 726,612.56	\$ 189,660.44	79.30%
Benefits	\$ 296,195.00	\$ 211,291.50	\$ 84,903.50	71.34%
Total Personnel & Benefits	\$ 1,212,468.00	\$ 937,904.06	\$ 274,563.94	77.35%
Expenses	\$ 159,733.00	\$ 166,417.14	\$ (6,684.14)	104.18%
Transfers Out		\$ -	\$ -	
Transfers In				
Total Expenses	\$ 1,372,201.00	\$ 1,104,321.20	\$ 267,879.80	80.48%
Chargeback	\$ -	\$ -	\$ -	#DIV/0!
Total Expenses - Chargeback	\$ 1,372,201.00	\$ 1,104,321.20	\$ 267,879.80	80.48%

**WEST VIRGINIA STATE UNIVERSITY
BOARD OF GOVERNORS**

FINANCIAL ANALYSIS

Comparison of YTD Expenditures
Fiscal Years 2010 and 2011
College Wide Activity

College Wide Activity

	FY/10 YTD	FY/11 YTD	Difference	Percent Change
EXPENSES				
Personnel	\$ -	\$ -	\$ -	#DIV/0!
Benefits	\$ 143,073.00	\$ -	\$ (143,073.00)	-100.00%
Total Personnel & Benefits	\$ 143,073.00	\$ -	\$ (143,073.00)	-100.00%
Expenses	\$ 1,661,981.99	\$ 1,231,758.56	\$ (430,223.43)	-25.89%
Transfers Out	\$ 118,465.00	\$ 134,895.00	\$ 16,430.00	13.87%
Transfers In				
Total Expenses	\$ 1,923,519.99	\$ 1,366,653.56	\$ (556,866.43)	-28.95%
Chargeback	\$ (2,700,775.00)	\$ (1,466,666.62)	\$ 1,234,108.38	
Total Expenses - Chargeback	\$ (777,255.01)	\$ (100,013.06)	\$ 677,241.95	-87.13%

Comparison of Fiscal Year 2011 Budget
Budget to Year to Date Expenditures
College Wide Activity

College Wide Activity

	FY/11 Budget	FY/11 YTD	Difference	% Expended
EXPENSES				
Personnel	\$ 170,000.00	\$ -	\$ 170,000.00	0.00%
Benefits	\$ 75,000.00	\$ -	\$ 75,000.00	0.00%
Total Personnel & Benefits	\$ 245,000.00	\$ -	\$ 245,000.00	0.00%
Expenses	\$ 1,662,352.00	\$ 1,231,758.56	\$ 430,593.44	74.10%
Transfers Out	\$ -	\$ 134,895.00	\$ 134,895.00	
Transfers In				
Total Expenses	\$ 1,907,352.00	\$ 1,366,653.56	\$ 540,698.44	71.65%
Chargeback	\$ (1,600,000.00)	\$ (1,466,666.62)	\$ 133,333.38	91.67%
Total Expenses - Chargeback	\$ 307,352.00	\$ (100,013.06)	\$ 407,365.06	-32.54%

**WEST VIRGINIA STATE UNIVERSITY
OUTSTANDING A/R FOR FY11
AS OF 6/10/11**

TUITION IN STATE	392,138.70
TUITION OUT OF STATE	79,053.50
TUITION METRO	9,105.00
TUITION GRAD	112,399.00
TUITION - CANCELED THIRD PARTY CONTRACTS	13,608.00
DUAL CREDIT CLASSES	38,380.00
SPECIAL EQUITY	5,091.61
RECOUPED FINANCIAL AID	98,154.24
TOTAL TUITION	747,930.05
ROOM	96,733.17
PRILLERMAN	13,487.60
ROOM BREAKAGE	2,941.53
TOTAL ROOM	113,162.30
BOARD	111,527.17
BOOKSTORE	6,190.61
PARKING	4,270.68
AUXILIARY	110,773.57
(Course fees and any charge that doesn't fall in previous categories)	
	1,093,854.38

ATTACHMENT 5

**WEST VIRGINIA STATE UNIVERSITY
OUTSTANDING A/R FOR FY11
AS OF 6/10/11**

TUITION	747,930.05
ROOM	113,162.30
BOARD	111,527.17
BOOKS	6,190.61
PARKING	4,270.68
AUXILIARY	110,773.57

TOTAL A/R DUE	1,093,854.38
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FALL 2010	320,836.50
SPRING 2011	382,101.74
SUMMER 2011	390,916.14

TOTALS A/R DUE	1,093,854.38
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West Virginia Code was amended during the last session of the West Virginia Legislature by the passage of Senate Bill 330 which amended West Virginia Code §18B-9-3 as follows.

§18B-9-3. Temporary higher education classified employee annual salary schedule.

- (a) There is hereby continued a temporary state annual salary schedule for classified employees consisting of a minimum annual salary for each pay grade in accordance with years of experience. Nothing in this article guarantees payment to a classified employee of the salary indicated on the schedule at the actual years of experience. The minimum salary herein indicated shall be prorated for classified employees working fewer than thirty-seven and one-half hours per week. For the purposes of this article and article nine-a, despite any differences in salaries that may occur, a classified employee is equitably compensated in relation to other classified employees in the same pay grade if the following conditions exist:
 - (1) His or her annual salary is at least the minimum salary that was required for his or her pay grade and years of experience on July 1, 2001, on the salary schedule included in this section; and
 - (2) Progress is being made by the institution in meeting the salary goals set out in this article and article nine-a.
- (b) Nothing in this section requires an appropriation by the Legislature in excess of the legislative funding priorities as set forth in this chapter.
- [c] For purposes of this article, an organization has achieved full funding of the temporary salary schedule established by this section when it provides, in total, one hundred percent of the funds needed to meet the salary funding target as calculated in October, 2010, in a report, required by a prior enactment of this section, and presented to the Legislative Oversight Commission on Education Accountability. Until an organization has achieved full funding as described and has received certification to this effect from the commission or council, as appropriate, the following requirements apply:
 - (1) Classified salary increases distributed within the

organization shall be provided in accordance with the uniform classification and compensation system established by this article and rules of the commission and council and shall be applied toward achieving full funding of the temporary salary schedule; and

- (2) An organization may not provide discretionary salary increases, including merit or performance-based increases, to the president or chief executive officer of an organization or to any group or class of employees within the organization, other than classified employees, unless the organization has achieved full funding of the salary schedule established in this section or is making appropriate progress toward achieving full funding of the salary schedule.
 - (A) This prohibition does not apply to salary increases mandated by law or funded by the Legislature.
 - (B) For the purposes of subdivision (2) of this subsection, “appropriate progress” has the following meanings:
 - (i) For governing boards under the jurisdiction of the commission, appropriate progress means an organization has funded at least twenty-five percent of the amount needed to reach full funding of the salary schedule by July 1, 2012 as calculated pursuant to this subsection; has funded at least fifty percent of the calculated amount by July 1, 2013; has funded one hundred percent of the calculated amount by July 1, July 2015; and
 - (ii) For governing boards under the jurisdiction of the council, appropriate progress means an organization has funded at least twenty-five percent of the amount needed to reach full funding of the salary schedule by July 1, 2013 as calculated pursuant to this subsection; has funded at least fifty percent of the calculated amount by July 1, 2014; has funded at least seventy-five percent of the calculated amount by July 1, 2015 and has funded one hundred percent of the calculated amount by July 1, 2016.

**Fiscal Year 2012
 Estimated Cost of Raises for future years
 Salary Calculations
 WVSU**

Classified Staff - WVSU					25%	25%	25%	25%
Fund	FTE	Base 7/1/2011	Fully Funded Year 6	Difference	FY12 Pool	FY13 Pool	FY14 Pool	FY15 Pool
0373	35.18	1,155,336	1,203,609	48,273				
4611 COF	45.50	1,762,046	1,837,958	75,912				
4611 Phy Fac	74.00	1,869,272	1,910,099	40,827				
4611 specials	6.85	234,304	252,020	17,716				
Other Specials	55.60	1,834,148	1,918,811	84,663				
Totals	217.13	6,855,106	7,122,497	267,391	66,848	66,848	66,848	66,848

Funds available for raise

	6,855,106	Total Base 7/1/11	6,855,106	Total Base 7/1/11
	7,122,497	Fully Funded Base	66,848	Plus Raise
		96% Current % towards Schedule	<u>6,921,954</u>	Grand Total Base July 2011
on the average			7,122,497	Fully Funded Base
			97%	% towards schedule after raise
				on the average

Memorandum

To: Mr. Bryce Casto, Chair
Environmental Safety, Security, & Parking Committee

From: Mr. Robert Parker
Vice President of Finance

Date: June 3, 2011

Re: Employee of the Month Parking Space

The Finance Committee of the WVSU Board of Governors has requested that we consider offering an Employee of the Month parking space. This parking space would be available to an employee who had displayed exemplary service to WVSU during a particular month. It would be appreciated if this request could be placed on the agenda for consideration at the next meeting of ESSPC.

If you have any questions, please let me know.

ATTACHMENT 7