

**AGENDA**  
**West Virginia State University**  
**BOARD OF GOVERNORS**  
**Erickson Alumni Center, Grand Hall**  
**April 25, 2013**

- |   |        |   |
|---|--------|---|
| 1. Call to Order and Roll Call—Chairman Larry Rowe, presiding |        | 2 |
| 2. Verification of Appropriate Notification of Public Meeting |        | 2 |
| 3. Review and Approve Meeting Agenda                          | Action | 1 |
| 4. Review and Approve Minutes of March 7, 2013 meeting        | Action | 3 |
| 5. Announcements from the Chairman                            |        |   |
| 6. Reports from Board Committees                              |        |   |
| a. Institutional Advancement                                  |        |   |
| b. Academic Policies  |        |   |
| c. Recruitment and Retention                                  |        |   |
| d. Audit  |        |   |
| e. Finance  |        |   |

*Break for Executive Session to discuss matters pertaining to personnel and real estate*

- |   |             |    |
|---|-------------|----|
| 7. Report from the University President             |             |    |
| a. University Reports Forwarded by Board Committees |             |    |
| i. Five-year Comprehensive Program Reviews          | Action      | 11 |
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| 8. Other Matters                                    |             |    |
| a. Personnel Evaluations                            | Action      |    |

9. Next Meeting Date - June 13, 2013

10. Adjournment

West Virginia Secretary of State — Online Data Services

<b>West Virginia State University Board of Governors</b>
Date/Time: 4/25/2013 -- 2:00 PM
Location:  West Virginia State University Erickson Alumni Center Grand Hall
Purpose: To conduct the regular business of the Board.
Notes:  This is a compliant meeting.
Meeting was approved : 4/16/2013 10:12:41 AM

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Tuesday, April 16, 2013 — 10:17 AM

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**West Virginia State University  
Board of Governors Meeting Minutes  
Erickson Alumni Center  
March 7, 2013**

- I. **Call to Order:** A regular meeting of the WVSU Board of Governors (BOG) was called to order at 2:00 p.m. by Chairman Larry Rowe.

**Present:** Dr. Tom Guetzloff, Mr. Paul Konstanty, Mr. William Lipscomb, Mr. Larry Salyers, Dr. Ann Brothers Smith, Mr. Tom Susman, Mr. Gary Swingle, Dr. John Thralls, Mr. Scotty White, Mr. L. Vincent Williams. Excused was Mrs. Millie Booker.

- II. **Verification of Appropriate Notification of Public Meeting: Notification was verified.** The Chairman noted that there was a quorum.

- III. **Approval of the Agenda:**

*Mr. White moved to approve the agenda as presented; Mr. Williams seconded the motion—carried.*

- IV. **Approval of Minutes of January 24, 2013:**

*Mr. White moved to approve the minutes as written; Mr. Williams seconded the motion.*

Mr. Williams suggested an amendment to the January 24, 2013, minutes stating that he was present by conference call; and Mr. Swingle was excused. Mr. Rowe asked Mr. White if he would accept the amendments to his motion—Mr. White agreed. *The motion to approve the minutes as amended was carried.*

- V. **Announcements from the Chairman:**

- Mr. Rowe reported that WVSU has a new Controller, Mike Fredericks, CPA and alumnus; and the new Analyst, Sabrina Mitchell. They will be formally introduced to the BOG at a future meeting.
- The budget cuts that the Governor of the State of West Virginia proposed will go into effect; WVSU will be able to accommodate that budget reduction.

- VI. **Reports of the Board of Governors Committees:**

Institutional Advancement

Mr. Rowe chaired the committee and presented the report.

- The Black and Gold Gala will be held at the Charleston Marriott on April 6. The invitations have been sent. A number of corporate sponsors are participating in the Gala. Unlike previous years, all participants will contribute to attend the Gala, and the WVSU Foundation Board is encouraging all its members to contribute to

the Foundation. Mr. Rowe encouraged the BOG to participate in the University's endeavors, although, it is not a requirement.

- Updating the addresses database is a priority. Consultants will be utilized to verify its accuracy. Data includes 700 more contacts listed; 1,700 emails, of which 768 are new emails; 2,400 additional individuals who have contributed or who are alumni; 450 contribution prospects; 1,600 responses to the *Harris Book of Alumni*; 900 new residential addresses; and 860 email addresses have been updated.

Dr. Smith asked if there is a deadline for the *Harris* publication information to be submitted. Mrs. Belinda Fuller responded that it is the end of April.

- WVSU will have a presence at the West Virginia State Fair and at spring commencement. There will be an alumni night at the local race track. By the end of the Gala, the endowment funds status should be higher than last year.

Dr. Smith stated that some Alumni Chapters are saying that they do not see their scholarships listed, nor the National Association Scholarship listed on the WVSU webpage. Ms. Schumann responded that there is a special section for scholarships for the Alumni Association and Chapters.

- An email alumni survey is being conducted to connect to alumni and have them provide correct name, etc., 117 alumni have participated in the survey, which is accessible through the website.

#### Academic Policies

Dr. Thralls reported that the committee's primary focus today was the program reviews. The committee reviewed extensive information on the Economics, History, and Political Science programs. The complete process includes the campus program independent review committee, after which it is forwarded to the Provost, who performs a review and confers with the President. Out of this process comes a recommendation to the BOG; then, it is sent to the HEPC. There was a recommendation of program continuation with some required follow-up.

- The committee continues to receive reports from the Provost on the math program. There are still some concerns regarding enrollment and graduates in that department.

- Dr. Simon reported on the Higher Education Compact Update for this year. In November, the BOG approved updates for the fourth Compact. Dr. Simon informed the BOG that the HEPC approved the Compact without condition.

Chairman Rowe commented that, in prior years, the Compact Updates submitted required revision, so the fact that this one was accepted without condition shows great progress.

Dr. Guetzloff commented that the lack of an assessment coordinator is starting to show in the program reviews. Chairman Rowe stated that Dr. Simon has addressed that issue and is working on hiring an individual with the right qualifications.

#### Recruitment and Retention

- Mr. Lipscomb reported that Ms. JoAnn Ross, director of Financial Aid, provided a presentation recapping the 2012-13 academic year disbursements. The federal aid was a little over \$15 million; state funds were approximately \$2.3 million, slightly less than in 2011-12, which was due to lower enrollment. A new outreach program was implemented to encourage students to submit the FASFA earlier than in the past. The program will continue through April 19 so that students will have the opportunity to receive assistance in completing their forms for financial aid. These workshops will be held in the Student Union; 189 students in January had requested assistance with the financial aid process.
- Updates and changes for 2013-14: Recertification Application to participate in federal programs is due March 31.
- Title IV: Students who do not have high school diplomas are no longer eligible for federal funding. Financial aid applicants have to participate in a verification process prior to receiving financial aid awards. The federal sequestration may impact the Work-Study Program, direct loans, and supplemental education opportunity grants.

Ms. Ross is in the process of developing a policy and procedures manual to ensure WVSU is in compliance with federal and state regulations, and to educate students and the University community about policies and programs that can impact eligibility and funding.

## Audit

The committee discussed the Malden property and decided some of the issues may need to be discussed in the Finance committee. Some costs associated with the property were thought to be disproportionately high, however, there did not seem to be any audit violations with regard to the property.

- Other matters: There were questions about the cost of the audit.
- Mr. Williams asked if there needs to be a motion to accept the audit. Chairman Rowe did not think a motion was needed, just acceptance.

## Finance

The committee reviewed the year-to-date finances compared to budget. Mr. Salyers reported that finances are at 58% of expenditures. In total, operations are under budget.

- Update on Bonds financing: The last trust closed March 2, 2013.
- New residence hall facility is still on track for August 2014 opening. There is a new contractor—Ambling.
- Review of the audit and some expenses for off-campus facility and associated costs: The committee had discussions that led to the request of the Finance Committee to prepare a report of all the facilities off-campus, expenses associated with them, potential revenues, cost saving measures and contracts. The report will be provided for the next committee meeting on April 25.
- Tuition waivers could add to increased enrollment. Mr. Jones will review expenses.
- Mr. Salyers mentioned that the Minutes of the HEPC meeting contained kudos for WVSU. The audits for all the universities were reviewed collectively. WVSU received a special mention for being fiscally strong.

Chairman Rowe state that WVSU is one of the few entities that ranks high on the HEPC category—ahead of almost every other school. In terms of financial strength, expenses and revenues, WVSU is at the top—perhaps number three. In 2011, the institution was off the chart, and now it is on the chart with top ranking. However, there is still room for improvement.

The President recognized that State's Quiz Bowl Team, which included Board member Scotty White, placed third in the pre-national Quiz Bowl Tournament held at Tennessee State University. The team, composed of two Communications majors and two Mathematics majors, earned the opportunity to proceed to the National Tournament in Los Angeles on April 9. The coach and faculty advisor is Mrs. Belinda Fuller. Chairman Rowe stated, "You do us great honor—we are delighted. Thank you and congratulations."

## Break to Executive Session

*The motion to go into executive session was made by Mr. Konstanty; seconded by Mr. Williams. Motion carried. The BOG went into executive session according to code 6984.*

*The motion to come out of executive session was made by Mr. Konstanty; seconded by Dr. Guetzloff. Motion carried.*

Chairman Rowe stated that no votes were taken during executive session.

## **VII. President's Report**

- Enrollment Updates: Applications for new freshmen are up 26.5 percent; there were 1,588 applications from freshmen; last year, there were 1,255—an increase of 333 applications.
- Number of students accepted to the University rose 70.6 percent; 413 students accepted in comparison to 242 last year at this same time.
- Several entities on campus have been involved with the admissions process. Dr. Hemphill commended the faculty and deans who sent letters to admitted students. These efforts have also assisted with the registration process.
- WVSU will hold its first Admitted Student Day on Saturday, April 13. This event is designed to further engage prospective students and their families with the faculty and staff. A part of this effort is being led by new acting director of Admissions, Ms. Amanda Anderson.
- The financial aid packages went out on March 1. The President recognized Ms. JoAnn Ross and her 20+ years of experience in the field of financial aid. Vice President Kitty McCarthy and the enrollment management group were also recognized.
- As of February 26, we have received a total of \$2.1 million in gifts and pledges. This brings the Capital Campaign total to over \$4 million.
- New campaign materials have been developed with the theme of “Realize the Promise, Deliver the Future.” Ms. Pat Schumann distributed the new campaign folders, which contained an information brochure on all the key areas including academic programs, faculty support, endowed chairs and professorships, capital improvement, information technology, and scholarships as a part of the campaign. The folder also contained information on areas of fundraising concentration to reach the \$12.5 million goal. The campaign is still in the “silent phase” and will remain so for the next 14 months.
- President Hemphill related two promising conversations he had regarding significant gift opportunities and scholarships—the naming of the Fleming Hall convocation center; as well as the athletic complex. He is confident that these

conversations will lead to additional commitments to the University that will be included in the summer gift reports.

- The President added that we are also focusing on endowed chairs and endowed professorship opportunities.

Chairman Rowe interjected that a motion from the executive session needed to be addressed before Mr. Williams left. ***Mr. Susman made a motion, arising out of executive session, proposing that the present administration be authorized to explore and negotiate a real-estate transaction that might be beneficial to the University, and report to the BOG before anything is finalized. The motion was seconded by Mr. White, and was carried.***

- President Hemphill encouraged the Board members who will be in town on March 19 to stop by at the State Capitol for the WVSU Day. There will be 43 University displays that will include the academic colleges, athletic programs, individual offices, and admissions, among others.
- There will be an evening reception at the Marriott, as well.

#### **Action Items before the Board**

- Academic Program reviews for a B.A. in Economics, History and Political Science. The President asked the Board to endorse the recommendations of the Academic Policy Committee as follows:
  1. The B.A. in History—President asked the Board to continue the program at the current level of activity without specific action. *Motion to adopt the plan was made by Dr. Thralls; seconded by Dr. Guetzloff—motion carried.*
  2. The B.A. in Political Science—President asked the Board to approve the committee’s recommendation for continuation of the program at the current level of activity with the following specific action:
    - Improved activity and student assessment with a follow-up report due December 1, 2015, showing analysis of data collected, and any program changes made as a result of the implementation of the assessment plan. *Dr. Guetzloff moved to approve the plan; Mr. White seconded—motion carried.*
  3. The B.A. in Economics—The President asked the Board to approve the committee’s recommendation for continuing the program at a reduced level of activity with the following actions:
    - Develop a comprehensive assessment plan and collection of data, and a follow-up report due December 1, 2014. The Provost will be asked during the meeting on December 2013 to provide a departmental update regarding its progress. *Dr. Guetzloff moved to*



*approve the recommendation; Mr. Salyers seconded—motion carried.*

- The President continued: There is significant progress in the areas of alumni engagement and University Advancement. Continuous updates to the alumni database are allowing for more effective communications.
- New events have been added to our traditional Homecoming Calendar in order to appeal to a broader range of graduates.
- Last month, members of the WVSU Foundation met to discuss engagement in the momentum around the Capital Campaign and discuss the success of the April 6 Black and Gold Gala.
- Mr. Jones presented the budget report (page 13 in the Board book). He also reported on the E&G budget. The University is below budget, as of January. We are still controlling expenses so that we will end the year on budget.
- The auxiliary accounts were addressed. Mr. Jones reported that students pay fees for the Student Union, so with fewer students there are fewer funds. This was reflected in December, but in January the funds increased with the start of the spring semester.

Dr. Guetzloff asked if there were any plans to retire Hill Hall. Mr. Jones said “no.” There is a reevaluation of office space every year because the Cole Complex has empty space now. This has allowed many faculty members to move out of Hill Hall, and the plan is to always have faculty close to student activity and the classrooms, and Hill Hall is not scheduled for retirement.

- President Hemphill announced that spring Commencement will be on campus in the Ferrell Hall auditorium again. The ceremonies will be at 10 a.m. and 2 p.m., closed seating, and the event will be broadcast in the Student Union for overflow. Each college will provide a reception for its graduates and their families following the ceremonies.

Chairman Rowe stated that, during the last meeting, the question was raised about the BOG evaluation of the President. The HEPC requires an evaluation at the end of the first year, by June 30. The Executive Committee will convene a meeting to consider standards and performance, and then conduct an evaluation. Dr. Simon stated that this would be an informal review, according to the Chancellor.

Dr. Smith asked for a copy of the contract so that she could know what is to be reviewed.

Chairman Rowe said that an announcement will be made regarding the committee meeting and a synopsis of the contract and items for discussion will be reviewed. The review will occur in Executive Session; the contract is a public document.

Chairman Rowe suggested that the Board take a formal photograph during the April meeting. An email will be sent to all the members as a reminder to wear black and gold.

Dr. Thralls asked if there are any legislative bills of significance that relate to higher education. Dr. Simon said that legislative information will be included in the next BOG Bulletin.

*Dr. Guetzloff made a motion to adjourn; seconded by Mr. White. Motion carried.*

VIII. Adjournment: 4:15 p.m. The next meeting will be on April 25, 2013.

Respectfully Submitted

Tom Susman, Secretary

**Approval of Five-Year Comprehensive Program Reviews**

West Virginia Code §18B-1, B-4 and 18B-2A-4 delineate responsibilities for the review of academic programs. Procedural Rule Series 10, Section 5.5 of the West Virginia Higher Education Policy Commission requires each institutional governing board to ensure that each program offered at the institution under its jurisdiction is reviewed at least once every five years. At its November 8, 2001, meeting the Board of Governors accepted continuation of its current program review process by an institutional committee and that action passed.

Academic Departments utilize the “Instructions” document prepared by the University Program Review committee to address the required elements of viability, adequacy and necessity, and include core elements as required in Section 4.1 of HEPC Procedural Rule Series 10. These comprehensive reviews are submitted to the committee for their review, input and recommendation. The committee’s recommendation is submitted to the Vice President for Academic Affairs, who makes a recommendation to the Board of Governors via its Academic Policies Committee.

Section 6.1 of Procedural Rule Series 10 requires that the Board of Governors’ review of each program result in a recommendation by the institution for action. The institution is obligated to recommend continuation or discontinuation for each program reviewed. A continuation recommendation may include specific requirements, including a follow-up review.

Comprehensive program reviews are submitted for the following programs:

- BS in Business Administration
- BA in Sociology

**Recommendation:** The University requests Board of Governors approval of the recommendation presented with each of the comprehensive program reviews.

**Agenda Item 7.a.ii.**  
**April 25, 2013**

**Information**

**New Residence Hall**

University representatives have met with the Ambling University Development Group team on four occasions to facilitate the work on the new residence hall. The Ambling team conducted three focus groups on Tuesday, April 4, 2013, with more than 60 students participating. Student reactions to conceptual designs and room layouts were favorable.

A final survey of the site, utilities and soils was conducted April 15. Reports will be sent directly to Ambling.

Current construction items under review include: 1) consideration of razing Prillerman and Gore halls simultaneously to realize a cost benefit; and 2) discussions regarding the best proportion of materials (e.g. wood, steel or concrete) considering costs and longevity, knowing the University requires a 50-year building life. In addition, to accommodate construction on the new hall, the Kanawha County emergency broadcast tower will be relocated on campus. Locations are under review.

Coming meetings with the contractor will include discussions of Security plans; Information Technology; and facility maintenance and management.

The residence hall project is on schedule and within budget.

**University Advancement**

University Advancement is focusing on initiatives to ensure that we meet our financial goals for this fiscal year including:

- Several major proposals are in process and will be presented to prospective donors this spring.
- Staff will be traveling to meet with alumni individually and in group settings to invite them to become more actively engaged in supporting the University.
- A year-end annual giving appeal will target all alumni and friends who have not yet made a gift during this fiscal year. Direct mail, electronic communication and phone calls will be used to reach as many as possible, particularly those who have given in previous years, but not yet this year.
- Students will be invited to participate in giving through a “WVSU Students Share” campaign. Groups of students, by College, will be recognized with bricks, to be engraved and placed in the new Fleming Hall plaza. Bricks will be based on the number of students who participate, rather than the dollars raised.

**Accreditation Reaffirmation**

Criterion committees are meeting regularly to discuss each of the five criteria identified by the Higher Learning Commission (HLC) for accreditation reaffirmation. Initial drafts responding to the criteria are due to Dr. Ladner, the self-study coordinator, June 1, 2013. Committees are reviewing a self-study report, using the new HLC criteria from the University of Akron, as a benchmark to assist them with initial drafts.

According to the HLC, the University is to use two fundamental questions to guide its self-study: 1) Is the institutional community achieving what it wants to achieve?; and 2) What should the institutional community do to improve its effectiveness in achieving its core aims?

Using the five criteria and the fundamental questions as guidelines, criterion committee members are gathering data and resources through University reports, program reviews and interviews with faculty and key personnel.

Faculty and academic leadership attended two training sessions during January and February on assessment and accreditation lead by Dr. Susan Hatfield, a consultant from the HLC Assessment Academy. In addition, key faculty, and other interested parties, participated in targeted training on the use of LiveText during March and April to create greater efficiencies and standardization of assessment planning and reporting.

**Commencement May 2013**

In an effort to bring Commencement back to campus, several locations were reviewed with students, faculty and staff. The main lawn, directly south of Ferrell Hall, has been chosen as the location that will best meet the needs of graduates and the University for May Commencement. Ferrell Hall auditorium will be the inclement weather alternative.

The main lawn location will allow graduates to request up to nine guest tickets for the ceremony in which they will participate. Of those nine tickets, six will be black and three will be gold. If the ceremony is moved inside, each graduate will be able to host six guests with black tickets inside the Ferrell Hall auditorium. Any guests, in addition to six, will be invited to view the ceremony live, on screen in Wilson Student Union.

Commencement Exercises will be held May 11, 2013 as follows:

- 10 a.m.        College of Professional Studies
  
- 2 p.m.        College of Arts and Humanities  
                  College of Business and Social Sciences  
                  College of Natural Sciences and Mathematics

Board of Governors members will meet to don their regalia and assemble, 30 minutes prior to each ceremony, in 106 Ferrell Hall. Lunch will be provided for Board members between ceremonies in 113 Ferrell Hall.

E&G Budget

University - E&G Budget  
FY 2013 Budget / Actual Expenditures 3/31/13

	Salaries & Benefits			%	Supplies & Other Services			%	Total		
	Total Year Budget	Fiscal Y-T-D Actual	Difference		Total Year Budget	Fiscal Y-T-D Actual	Difference		Total Year Budget	Fiscal Y-T-D Actual	Difference
General Revenue	10,954,389	7,339,440	3,614,949	67.00%					10,954,389	7,339,440	3,614,949
Tuition Revenue	10,609,000	9,039,500	1,569,500	85.21%					10,609,000	9,039,500	1,569,500
R&D Corp indirect Funds	513,362	115,766	397,596	22.55%					513,362	115,766	397,596
HEPC Appropriation	750,000	502,500		67.00%					750,000	502,500	247,500
<b>Sub Total of Revenues</b>	<b>22,826,751</b>	<b>16,997,205</b>	<b>5,829,546</b>	<b>74.46%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>74.46%</b>	<b>22,826,751</b>	<b>16,997,205</b>	<b>5,829,546</b>
Academic Affairs	11,060,717	6,861,703	4,199,014	62.04%	216,197	457,318	(241,121)	211.53%	11,276,914	7,319,022	3,957,892
Student Affairs	1,203,171	952,647	250,524	79.18%	157,169	117,565	39,604	74.80%	1,360,340	1,070,213	290,127
President's Area	1,077,522	740,892	336,630	68.76%	790,713	581,165	209,548	73.50%	1,868,235	1,322,057	546,178
University Relations	906,715	727,538	179,177	80.24%	343,583	147,729	195,854	43.00%	1,250,298	875,267	375,031
Phy Fac Net of Transfers	2,188,363	1,545,108	643,255	70.61%	693,175	597,822	95,353	86.24%	2,881,538	2,142,930	738,608
University Advancement	206,505	237,682	(31,177)	115.10%	140,809	55,449	85,360	39.38%	347,314	293,131	54,183
Finance	1,383,466	1,024,568	358,898	74.06%	181,871	176,552	5,319	97.08%	1,565,337	1,201,119	364,218
College Wide	175,942	28,076	147,866	15.96%	1,345,723	930,645	415,078	69.16%	1,521,665	958,721	562,944
<b>Sub Total of Expenses</b>	<b>18,202,401</b>	<b>12,118,214</b>	<b>6,084,187</b>	<b>66.57%</b>	<b>3,869,240</b>	<b>3,064,246</b>	<b>804,994</b>	<b>79.20%</b>	<b>22,071,641</b>	<b>15,182,460</b>	<b>6,889,181</b>
<b>Grand Total</b>	<b>4,624,350</b>	<b>4,878,991</b>	<b>(502,141)</b>		<b>3,869,240</b>	<b>3,064,246</b>	<b>804,994</b>		<b>735,110</b>	<b>1,814,745</b>	

Footnotes:

75% was the target for March activity compared to budgets  
\$150,497 was in revenue clearing account

Finance: Additional audit bill of \$19,255

President's Area: Athletic Scholarships for the spring semester have not been charged of \$305,500; will be charged in April

January 23 Budget Reduction: Academic Affairs- \$60,000; Student Affairs- \$18,000; President's Area- \$20,000; University Advancement- \$19,428; University Relations- \$23,017; Finance- \$20,000 = Total of \$160,445

University Relations: A. Robinson labor budget moved. ( was still budgeted under IT, should be under Finance 45,015, exp already charged correctly)

University Advancement: Temp person (25,941), unemployment (20,554)



Auxiliary Budget

West Virginia State University  
 Auxiliary Account Activity for March 2013  
 Fund 4612

Fund Number	Fund Name	6/30/2012 Fund Balance	3/31/2013 Fund Balance	FY 13 Net Activity
123610	Student Union Operation	\$ (27,000)	(145,067)	\$ (118,067)
123710	Housing	\$ (1,193,170)	(1,357,892)	\$ (164,722)
123810	Dining Food Services	\$ (581,249)	(566,089)	\$ 15,160
123980	Athletics Current	\$ (257,469)	(267,774)	\$ (10,305)
123981	Athletic Enhancement Funds	\$ 170,836	186,014	\$ 15,178
125180	Faculty Housing	\$ 20,094	44,108	\$ 24,014
125620	Parking	\$ (120,718)	(115,301)	\$ 5,417
129110	Bookstore	\$ 2,818,415	2,966,305	\$ 147,890
	<b>Fund 4612 Balance</b>	<b>\$ 829,738</b>	<b>\$ 744,304</b>	<b>\$ (85,434)</b>
	Balance in All Funds Report		744,304	

**Agenda Item 7.a.viii**  
**April 25, 2013**

**Action**

**FY 2014 Budget**

Materials will be provided at the meeting.

**Agenda Item 7.a.ix.**  
**April 25, 2013**

**Action**

**2013-2014 Tuition and Fees**

Materials will be provided at the meeting.