

WVU Parkersburg  
STAFF COUNCIL  
Chair: Rodney Parker

Minutes

2:30 p.m., October 16, 2019  
Community Room

**Present:** Brandon Amos, Al Collins, Pat Harris, Kim McFee, Pat Mollohan, Rodney Parker, Rebecca Rhodes, JB Skidmore, Brad Wilson and Kathy Wince

**Absent:** Dennis Carnes, Cody Irick and Doc Moore,

**Special Guests:** President Chris Gilmer and Vice President Alice Harris

1. President Chris Gilmer announces the National Institutes for Historically-Underserved Students will take place on campus November 8 and 9.

- a. The National Institutes raised money from private sources and received some financial support from the generosity of the WVU at Parkersburg Foundation, Ntiva and other community foundations.
  - i. The funding will be used to welcome Broadway legend Lillias White to the Smoot Theatre on November 8 for a 7 p.m. concert, as well as November 9 for a Master Class in music and life.
  - ii. Because of sufficient funding, the concert and lecture are free and open to the public.
  - iii. The NAACP president will also be joining the National Institutes conversation on November 8, which may draw local, state and national media.

Note: The NAACP president was unable to attend the National Institutes gathering.

2. President Chris Gilmer discusses the WVU Parkersburg Board of Governors' October 9 meeting in regards to the rebranding of various campus departments and updates on enrollment.

- a. The Business Office, Professional Advising Center and the Center for Student Services will be rebranded with the acronym C.A.R.E. and will include cross training in offices to help staff better serve our students and their journey.
  - i. These offices sharing the same name are to help WVU Parkersburg become a better working family.
- b. Vice President Alice Harris met with each department's supervisors for input and feedback to better address the needs of students and staff as well as better communicate the responsibilities of the college.

- c. Vice President Steven Smith will not be hiring a personal assistant. Instead, the money that would be used for salary will instead be put into recruiting efforts.
- d. WVU Parkersburg's unduplicated headcount is up 118% and FTE is up 104%.
- e. Early College enrollment has doubled, but our efforts must now be in retaining these students as full-time. The goal is to retain 1/5 of the Early College population.

3. Vice President Alice Harris speaks on the Staff Council Emergency Funds.

- a. The WVU at Parkersburg Foundation is only allowed to take charitable (tax-deductible) donations. If Staff Council is to make a donation and then ask the Foundation to write a check out to the Council, it removes the charitable clause.
- b. Staff Council must document the transfer of funds carefully and report to Vice President Torie Jackson the process for Emergency Funds.
  - i. The Foundation must write a check to the individual in need. Wesbanco may get a check for Emergency Funds back in one day.
- c. The Foundation will be hiring an accountant position to help with bookkeeping and the transfer of funds as well.

4. Minutes from the September 18, 2019 meeting are approved.

5. Reports from the Board of Governors, Advisory Council of Classified Employees and Treasurer are given.

- a. JB Skidmore will send out the Board of Governors report to the Staff Council.
- b. ACCE is asking all staff members to submit violations of state codes on WVU Parkersburg campus to be presented at the next ACCE meeting. An email detailing more information and instructions will be sent to all staff via the Communications Department.
- c. Brad Wilson sent Treasurer Pat Mollohan the discretionary fund balance which was shared with the Council.
  - i. Pat and Rodney (Staff Council Chair) must put their names on the Staff Council bank fund.

6. In other business, Pat M. has 20 individuals signed up and interested in the American Sampler Craft Show.

7. Staff Council voted on Employee of the Month.

- a. Employee of the Month for November is Sami Daggett

8. Kim McFee motions for the meeting to be adjourned. Pat Mollohan seconds the motion.

9. Next meeting: Wednesday, November 20, 2019 in the Community Room.