

## Minutes

Faculty Assembly Executive Committee

Friday, August 19, 2022, 3:00 pm

Science Hall Conference Room

**Attendance: Chris Gilmer, Phil Douthitt, Jay Badenhoop, Richard Peterson, Cassandra Pritts, Caitlin Hudgins, Mary Beth Moore, Donna Ballard, Tom Sydow, Bobby Cheves and Ganesh Ghimire**

1. Call to Order, by Assembly Chair Jay Badenhoop, 3:01 pm
2. For Approval Minutes of April 8, 2022 (*Annex I*): approved as distributed
3. Report from Campus President Chris Gilmer: The written report from President Gilmer is attached below titled 'Report from President Gilmer'.  
*The President emphasized transparency and communication during his explanation of the report. His time more now is focused towards listening and consultation with everyone including the press, media, and the community on and off campus. He also invited everyone to talk to him, ask him to come to the meetings. He praised the effort of new enrollment and said that the full-time freshmen increase is impressive; we are going to work on increasing the enrollment.*  
*In a question asked by Jay about what initiatives are being taken in the state level to increase enrollment, President Gilmer replied that he is visiting with state agencies to work on different programs. He is also meeting with the Assistant Provost to work with online programs and to identify other programs to enhance the skill sets. He emphasized broad partnership among the stakeholders. Phil reiterated that WV invest grants could be used to qualify students and enroll them. We need to find other apprenticeships.*  
*President Gilmer said ideas are welcome which are targeted towards the goals of the PSC and needed for the community.*
4. Report from Dean of Academic Affairs Phil Douthitt:  
The Dean provided a report including these points:
  - Assistance with onboarding new faculty, providing access to instructor/advisor systems, offices, laptops, etc.
  - Assistance provided for hiring of Title III positions and arranging offices, system access, etc.
  - Worked with chairs and faculty on class cancelations and other schedule changes, with notifications to students and faculty.
  - Working with Enrollment Services staff on ACCESS (Early Start) courses and registrations.
  - Distributed adjunct contracts.
  - Developing faculty office hour directory and collecting and maintaining syllabi.
  - Receiving and processing forms for faculty overload.
  - Reviewing various academic requests such as academic forgiveness, suspension appeals, and dual campus enrollment which is now an online process.
  - Have open positions and waiting to review applications for 10-month administrative assistant and full-time professional advisor.
  - Working with surgical tech instructor/coordinator on buildout/stocking of instructional and office space in Catamount Place. Starting the semester with a full cohort of 20 students.
  - Working on faculty evaluation calendar to provide to president for the P/T memo.
  - Certified summer graduates.
  - Working with students on schedule changes, major and advisor changes, and requests for overloads.
  - Working with probation students in the Academic Momentum Program (formerly ARP).
  - Exploring various new program ideas – radiology technologist, dental hygiene, engineering technology, journalism/communications. Some preliminary work has been done and we will work for Chairs and faculty moving forward.
  - Participated in Faculty Development sessions for new faculty and for all faculty. Would appreciate

getting additional feedback forms returned. Have only received a couple so far.

*The Dean informed about the changes occurred in the Dean's office. He informed about the meeting held about the Academic Momentum Program, the new name given to the former Academic Recovery Program. There were presentations and information shared with students about how they can be successful. He also reminded about exploration of new programs and new hires. In response to the question from Caitlin, Phil assured that the writing center could be included along with success center in future meetings about retention and student success.*

5. Report from Faculty Assembly Chair Jay Badenhoop  
Jay mentioned about meeting with the new administration, thanking Dr. Gilmer for being transparent in sharing information to address faculty requests including rationale for increased faculty parking costs. He expressed a feeling about everyone having a positive vibe around campus about this year. Phil commended Vicki for accepting the position of Associate Dean and completing a tremendous amount of work in a short time.
6. Division Reports
  - a. Applied Science:  
Bobby said that AS division met briefly and hired mentors to the newcomers. We are in the process of hiring new CIS position.
  - b. Liberal Arts: No Report.
  - c. STEM:  
Jay reported that STEM Division had a meeting where four candidates were nominated, and faculty were provided opportunity to confidentially comment upon all candidates. He commended Erin for being proactive in her role as Chair.
7. Faculty Representative Reports
  - a. WVU Senate (Donna Ballard, MaryBeth Moore, Heidi Samuels)  
No Report.
  - b. WVU Senate Executive Committee (Caitlin Hudgins)  
No Report.
  - c. ACF Report (Tom Sydow)  
Tom informed about the upcoming meeting in October when ACF will have more to report.
8. Proposed Faculty Assembly Agenda (*see below*): Approved as distributed.
9. New Business (if any): None
10. Announcements: None
11. Adjournment: Mary moved to adjourn the meeting.

**Suggested  
Agenda  
Faculty Assembly  
Friday, August 29, 2022, 3:00 pm  
Science Hall 220**

1. Call to Order
2. For Approval Minutes of the April 22, 2022, Faculty Assembly Meeting (*Annex 1*)
3. Report from Campus President Chris Gilmer
4. Report from Dean of Academic Affairs Phil Douthitt
5. Report from Faculty Assembly Chair Jay Badenhoop
6. Faculty Representative Reports
  - a. WVU Senate (Donna Ballard, MaryBeth Moore, Heidi Samuels)
  - b. WVU Senate Executive Committee (Caitlyn Hudgins)
  - c. ACF Report (Tom Sydow)
7. Presentation from Nick Gardner, Library Director – How to Book Library Spaces
8. New Business (if any)
9. Announcements
10. Adjournment

## **Interim Campus President's Report to the Faculty Executive Committee**

**Presented by Chris Gilmer, Ph.D., August 19, 2022**

I am delighted to report to the leadership of the Faculty Assembly on my first seven weeks as the Interim Campus President of WVU Potomac State College. I remember well my grandmother admonishing me as a young man: "People don't care what you know until they know that you care." It is my greatest hope that I have demonstrated a heartfelt and authentic degree of care for the college and the people who call it home—students, faculty, staff, and friends. I promised to listen intently for the first weeks, even months, before I undertook most major decisions and, when I do undertake those major decisions, to do so in collaboration with key stakeholders. I believe I am living up to that promise.

I reorganized the Campus President's Leadership Team to more than double its size during the previous administration in order to add more diverse voices. Academic Dean Phil Douthitt is the faculty's voice on this team. I am also adding additional representatives to the Campus President's Cabinet in an attempt to illustrate my commitment to shared governance. Distributed leadership is always the model I prefer and attempt to create, defined by me as spreading leadership authority over many people instead of confining it to a small group of people. I believe in the inherent leadership potential of every person and that it is one of my jobs to help develop it. My life experience has also taught me that we achieve better outcomes and create a culture of transparency, collegial support, and increased bonding to the workplace and its mission by creating only the amount of hierarchy that is essential. Thus, you will see me continue to foster this distributed leadership model, bringing more and more people, including students, faculty, and staff, into a circle which will hopefully become a network of empowered stakeholders, each one taking ownership of his, her, or their areas of responsibility and working together toward the common good and our ultimate goal of student success. This is the behavior I hope you will agree I have modeled so far and which I will continue to model.

The internal community has spoken to me about the need for enhanced communication, transparency, and inclusion on the part of the administration. I would submit the process through which I selected the new STEM division chair as one example of my commitment to soliciting and, at all times possible, acting on stakeholder feedback in an inclusive manner.

I am happy to report that our first day fall 2022 enrollment stood at 1,165 students, an increase fall to fall of 41 students, the highest percentage increase within the WVU system. We were up 28 full-time freshmen. Females accounted for 58 percent and males accounted for 42 percent, following national trends of a decline in college male enrollment. The vast majority of our students, 926 to be precise, came from West Virginia with 153 students from out-of-state and 85 here on metro tuition, meaning they come from contiguous or nearby out-of-state counties. I consider level enrollment to be a success this year because it is a COVID-rebuilding year. Longer term, I am working with our enrollment management team to develop strategies to stabilize enrollment at a higher level to create additional funds for many needed purposes. We will lose some of the students reported herein to what is commonly called "melt," but if we all work together to retain them, hopefully we will end the

semester at or above where we ended the fall 2021 semester. Again, while we want and need more students, considering the higher education climate nationwide and the pandemic, this is a commendable result.

I commit to providing a more thorough summary of activities and goals at end of my first 90 days. Roughly halfway to that benchmark, most of my energy has been spent on building and rebuilding relationships, trust, focus, and engagement, both on campus and as the campus relates to the Keyser community, other communities we serve, and to the WVU system. To that end, I have met one-on-one with many people at my invitation or request and also with a number of groups to gain the broadest perspective possible on what the administration is doing well and what we can do better, as well as to learn the hopes and dreams for WVU PSC of our colleagues, students, and the communities we serve. Below is a non-exhaustive list of some of the people and groups with whom I have been meeting to gain perspective, history, and to begin forming future goals. My biggest take-away is that many people have loved this institution for a long time. Many people love it still, and that love will sustain it and help it to flourish in the years ahead.

### **Recent Introductory Meetings with the WVU PSC Community**

Campus President's Leadership Team

Sheri Chisholm, Faculty Development and Honors Coordinator

Abby Shillingburg, Title III Director

Mandi Larkin, Athletic Director

Phil Douthitt, Academic Dean

Vicki Huffman, Associate Academic Dean

Enrollment Services Staff

Faculty Assembly Leadership

Beth Little, Dean of Enrollment Management

Lucas Taylor, Dean of Students

Ashley Morgan, HR Partner

Scott McVicker, Executive Director of Financial Services

Taylor Hill, Marketing Strategist

Rene Trezise, Director of Communication

Shannon Meek, Diversity Coordinator

Donna Helton, Events Manager

Rick Jackson, University Policy Captain

Micah Pears, Director of Facilities

Sodexo Dining Services Leadership

Staff Council Leadership

Corey Armstrong, Director of Farm Operations  
Lucas Lemonds, Student Government President  
Pam Wilkinson, Alumni President, and Alumni Board  
Heidi Samuels, Chair, Applied Sciences  
Cassi Pritts, Chair, Liberal Arts  
Student Resident Assistants  
Melissa Dayton, Title III  
Nick Gardner, Library Director  
Donna Ballard, Faculty Member  
Facilities and Maintenance Staff  
Farm Staff  
Kara Hotchkiss, Student Engagement

#### **Recent Introductory Meetings with Community Leaders**

Dr. Henry Louis Gates, Jr., Distinguished Alumnus  
Randy Crane, President, Mineral County Chamber of Commerce  
Troy Ravenscroft, Superintendent, Mineral County Public Schools  
Mayor, City Council, and Chief of Police of Keyser, WV  
Delegate Gary Howell, West Virginia Legislature  
Liz Beavers, Newspaper Editor  
Pete Checkovich, President, Blue Ridge Community and Technical College  
Tom Striplin, President, Eastern West Virginia Community and Technical College  
Michele Martz, CEO, and the Leadership Team of UPMC Western Maryland Hospital  
Jay Root, Mineral County Health Department  
T.J. Coleman, local author and community leader  
Duke Ebert, Trustee, Haines Estate  
Michele Walker, United Way  
Allegheny County Chamber of Commerce  
Cumberland, MD, Radio Stations and Newspaper  
Fred Kesner, Jazz Ensemble  
Charles Whitehill, Highland Arts

*Later in August:*

Potomac Valley Hospital leadership (upcoming)

Kevin Clarke, Mineral County Development Authority (upcoming)

Ashley Rotruck, Mineral County Travel and Tourism Convention and Visitors Board (upcoming)

Chancellor Sarah Armstrong Tucker (upcoming)

### **Guests Recently Visiting Our Campus from WVU Morgantown**

Maryanne Reed, Provost

Paul Kreider, Vice Provost

Julie Thalman, Assistant Provost

Mark Gavin, Associate Provost

Brice Knotts, Interim Chief Information Officer

Lou Slimack, Associate Provost

Tracey Beckley, Assistant Provost

Chuck Kerzak, Associate Vice President, WVU Foundation

Jascenna Haislet, Director, Osher Lifelong Learning Institute

### **Off-Campus Meetings with WVU Morgantown**

Gordon Gee, President

B.J. Davisson, Executive Vice President and Chief Development Officer, WVU Foundation

Rob Alsop, Vice President for Strategic Initiatives

Jorge Atilas, Dean, WVU Extension

Sharon Martin, Vice President for University Relations and Enrollment Management

Carolyn Long, Campus President, WVU Tech, Beckley

