

**GOVERNANCE COUNCIL  
MEETING OF JANUARY 24, 2006  
AGENDA  
9:00 am  
HARCO Room**

- 1. Call to Order**
- 2. Minutes of the Meeting of December 12, 2005..... pg. 2**
- 3. BP 7.5 Travel Management Policy (REVISION) ..... pg. 4**
- 4. BP 7.2 Assessment, Payment and Refund of Fees (REVISION)..... pg. 29**
- 5. Discussion of Compliance with Series 4  
(REVISED Approved by WVCCTCE January 18, 2006) ..... pg. 39**
- 6. Next Meeting**
- 7. Adjournment**

Eastern West Virginia Community and Technical College  
Governance Council  
Meeting of January 24, 2006

ITEM: BP7.5 Travel Management (*Revision*)

RECOMMENDED BY: Institutional Learning Outcomes Team

RECOMMENDED RESOLUTION: Resolved, That the Governance Council approve the revision of the policy, BP-7.5 Travel Management, for posting for internal comment. If no substantive comments are received, the Council extends its final approval and the policy will be included in the February 8, 2006 Board of Governors agenda.

STAFF MEMBER: John Kelly

BACKGROUND: This Board of Governors Policy was approved and effective October 31, 2002.

A copy of both the approved policy in effect and the proposed revision are included for your comparison. The recommended revision to this policy can be found in section 4.2.6.1 regarding reimbursement of mileage.

Eastern West Virginia Community and Technical College  
Governance Council  
Meeting of January 24, 2006

ITEM: BP 7.2 Assessment, Payment and Refund of Fees  
(*Revision*)

RECOMMENDED BY: Institutional Learning Outcomes Team

RECOMMENDED RESOLUTION: Resolved, That the Governance Council approve the revision of the policy, BP-7.2 Assessment, Payment and Refund of Fees, for posting for internal comment. If no substantive comments are received, the Council extends its final approval and the policy will be included in the February 8, 2006 Board of Governors agenda. .

STAFF MEMBER: John Kelly

BACKGROUND: This Board of Governors Policy was approved and effective April 19, 2004.

Both the original, approved policy in effect and the proposed revision are included for your comparison. The recommended revision to this policy can be found in section 6.2.2 regarding refunds during the summer term and non traditional periods.

Eastern West Virginia Community and Technical College  
Governance Council  
Meeting of January 24, 2006

ITEM: Discussion on Compliance with the Revised Series 4

RECOMMENDED RESOLUTION: Resolved, that the Governance Council agree that all existing Board Policies be re-identified as “Rules” in compliance with the revised Series 4. All existing policies will be posted for internal comment. If no substantive comments are received, the Governance Council extends its final approval, and the proposed revision will be included in the February 8, 2006 Board of Governors agenda. Be it also resolved that the Governance Council agrees to participate in the review of the current Administrative Regulations for compliance with the revised Series 4.

STAFF MEMBER: Ellyn Alt

BACKGROUND: At the January 18, 2006 West Virginia Council for Community & Technical College Education (Council) meeting, the revised Series 4 was approved.

Series 4 is titled, “Rules and Administrative Procedures”, and both the existing document, effective October 31, 2001 and the revised document have been included for your comparison. During revision it was determined that Series 4 should be rewritten in its entirety to provide an easier step-by-step outline of the rule-making process.

Most of what has been outlined is already in practice at Eastern.