

**GOVERNANCE COUNCIL
MEETING OF JANUARY 25, 2005
AGENDA
9:00 am – 12:00 pm
HARCO Room**

1. Call to Order
2. Minutes of the Meeting of November 30, 2004..... pg. 2
- Policies on First Reading**
3. Instructional Workload pg. 4
4. Academic Program Review pg. 7
5. Gifts Received pg. 11
6. Disposal of Surplus or Obsolete Materials, Supplies and Equipment pg. 15
- Regulations on First Reading**
7. Regulation AR-2.1 Process for Approving Administrative Regulations (*revision*).pg. 18
8. Course Substitution/Waiver pg. 21
9. Allowance for Doubtful Accounts..... pg. 25
10. Capitalization..... pg. 28
- Other Policies and Regulations**
11. Salary Plan pg. 38
12. Assessment of Student Academic Achievement Plan..... pg. 41
13. Inclement Weather Regulation pg. 92

Eastern West Virginia Community and Technical College
Governance Council
Meeting of January 25, 2005

ITEM: Instructional Workload Policy (*1st Reading*)

RECOMMENDED BY: Learner Outcomes Team

RECOMMENDED RESOLUTION: Resolved, That the Governance Council approve the draft policy, *Instructional Workload*, on the first reading for posting for internal comment.

STAFF MEMBER: Sharon Bungard/Celesta Miller

BACKGROUND: The West Virginia Council for Community and Technical College Education Series 45, Community and Technical College Faculty Instructional Load, requires each institution to develop a specific policy demonstrating compliance with the State Rule.

This is the first draft of the Eastern slated for submission to the Board of Governors on April 20, 2005.

Eastern West Virginia Community and Technical College
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ITEM: Academic Program Review Policy (*1st Reading*)

RECOMMENDED BY: Learner Outcomes Team

RECOMMENDED RESOLUTION: Resolved, That the Governance Council approve the draft policy, *Academic Program Review*, on the first reading for posting for internal comment.

STAFF MEMBER: Sharon Bungard/Celesta Miller

BACKGROUND: The West Virginia Council for community and Technical College Education, Series 10, Program Review, requires each institution to develop a specific policy demonstrating compliance with the State Rule.

This is the first draft of the Eastern policy slated for submission to the Board of Governors on April 20, 2005.

Eastern West Virginia Community and Technical College
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ITEM: Gifts Received Policy (*1st Reading*)

RECOMMENDED BY: Institutional Learning Outcomes Team

RECOMMENDED RESOLUTION: Resolved, That the Governance Council approve the draft policy, *Gifts Received*, on the first reading for posting for internal comment.

STAFF MEMBER: John Kelly

BACKGROUND: This policy is necessary to establish or formalize requirements for recording and accounting of gifts to the College. Further, is clarifies the role and purpose of the Foundation as a separate but affiliated organization.

The policy defines the type of gifts the College may receive and outlines the accounting of these gifts on financial statements.

Eastern West Virginia Community and Technical College
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ITEM: Disposal of Surplus or Obsolete Materials, Supplies and Equipment Policy (*1st Reading*)

RECOMMENDED RESOLUTION: Resolved, That the Governance Council approve the draft policy, *Disposal of Surplus or Obsolete Materials, Supplies and Equipment*, on the first reading for posting for internal comment.

STAFF MEMBER: John Kelly

BACKGROUND: The West Virginia Council for Community and Technical College Education has advised the College that state statutes require the institution to adopt a policy on surplus property.

In compliance with State Code 18B-5-7 and Council Series 30, the College is presenting this new policy.

Eastern West Virginia Community and Technical College
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ITEM: Process for Approving Administrative Regulations
(*Revision*)

RECOMMENDED RESOLUTION: Resolved, That the Governance Council approve the revision to the regulation, *AR-2.1 Process for Approving Administrative Regulations*, on the first reading for posting for internal comment.

STAFF MEMBER: John Kelly

BACKGROUND: This revision to the Process for Approving Regulations clarifies the process in several ways.

1. It clarifies that the President has the option to take a proposed regulation to SALT or to send it directly to one of the Governance Teams.
2. It requires e-mail notification of the posting of a draft regulation and comment period.
3. It stipulates posting of draft regulations to the shared file rather than website.

Eastern West Virginia Community and Technical College
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ITEM: Course Substitution/Waiver Regulation (*1st Reading*)

RECOMMENDED BY: Learner Outcomes Team

RECOMMENDED RESOLUTION: Resolved, That the Governance Council approve the draft regulation, *Course Substitution/Waiver*, on the first reading for posting for internal comment.

STAFF MEMBER: Sharon Bungard/Celesta Miller

BACKGROUND: This regulation establishes standards for consistent administration of the process to substitute or waive graduation requirements for individual students.

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ITEM: Allowance for Doubtful Accounts *Regulation (1st Reading)*

RECOMMENDED RESOLUTION: Resolved, That the Governance Council approve the draft regulation, *Allowance for Doubtful Accounts*, on the first reading for posting for internal comment.

STAFF MEMBER: John Kelly

BACKGROUND: Board of Governors Policy BP-7.7, Accounts Receivable Management mandates a regulation on calculating an allowance for doubtful accounts.

The lack of such a regulation was cited in the Fiscal Year 2003 financial audit. The College agreed to develop the required regulation as an institutional improvement.

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ITEM: Capitalization Regulation (*1st Reading*)

RECOMMENDED RESOLUTION: Resolved, That the Governance Council approve the draft regulation, *Capitalization*, on the first reading for posting for internal comment.

STAFF MEMBER: John Kelly

BACKGROUND: Board of Governors Policy BP 7.8, Depreciation, addresses the depreciation of assets that have been capitalized.

This regulation defines assets and sets standards for uniform capitalization of equipment and fixed assets.

Eastern West Virginia Community and Technical College
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ITEM: Salary Plan for Employees (*1st Reading*)

RECOMMENDED RESOLUTION: Resolved, That the Governance Council approve the draft policy, *Salary Plan for Employees*, on the first reading for posting for internal comment.

STAFF MEMBER: Dr. Linda S. Dunn

BACKGROUND: State statutes require that institutions adopt a salary policy for classified employees (18B-9-4(b),5(a)) and faculty (18B-8-3(a)). On September 19, 2001, the Board of Governors approved a salary plan for employees.

During recent reviews of statutorily mandated rules, the West Virginia Council for Community and Technical College Education requested that the plan be formatted as a policy and reviewed through the policy process.

This policy is the first draft of that transition.

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ITEM: Assessment of Student Academic Achievement Plan

RECOMMENDED RESOLUTION: Resolved, That the Governance Council receives and comments on the Assessment of Student Academic Achievement Plan.

STAFF MEMBER: Sharon Bungard/Celesta Miller

BACKGROUND: Board of Governors Policy BP3.15, Assessment of Student Academic Achievement requires the development and implementation of a comprehensive Institutional Academic Assessment Plan. Further, the policy requires the President to review the plan annually and modify it based on results of assessment.

This document is one of the seminal elements of an institutional self study and is a key factor in accreditation by the Higher Learning Commission.

Eastern West Virginia Community and Technical College
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ITEM: Inclement Weather Regulation (*1st Reading*)

RECOMMENDED RESOLUTION: Resolved, That the Governance Council approves the draft regulation, *Inclement Weather*, on the first reading for posting for internal comment.

STAFF MEMBER: Dr. Linda S. Dunn

BACKGROUND: At the November 30, 2004 meeting, the Council discussed the College's current process for notification of employees, students and the public when classes are cancelled or the College is closed due to Inclement Weather. The existing "calling tree" and phone numbers were to be updated and distributed prior to the Winter Break. The Council agreed that a regulation would be drafted as the next step in formalizing the process.

A first draft of the regulation, *Inclement Weather*, will be distributed at the meeting for review.