

**GOVERNANCE COUNCIL
MEETING OF FEBRUARY 22, 2005
AGENDA
9:00 am – 12:00 pm
HARCO Room**

1. Call to Order
2. Minutes of the Meeting of January 25, 2005..... pg. 2

Policies on Second Reading
3. Academic Program Review (LOT)..... pg. 5
4. Gifts Received (ILOT) pg. 10
5. Disposal of Surplus or Obsolete Materials, Supplies and Equipment (ILOT)..... pg. 14

Regulations on First Reading
6. Schedule Development and Production (LOT) pg. 17
7. Curriculum Design and Recommendation (LOT) pg. 23
8. Purchase or Acquisition, Materials, Supplies, Equipment,
Services and Printing (ILOT) pg. 36
9. Inventory of College Assets (ILOT)..... pg. 45
10. Notification During an Inclement Weather or Emergency Situation pg. 50
11. Next Meeting

The next meeting of the Governance Council will be held on March 22, 2005.

Eastern West Virginia Community and Technical College
Governance Council
Meeting of February 22, 2005

ITEM: Academic Program Review Policy (*2nd Reading*)

RECOMMENDED BY: Learner Outcomes Team

RECOMMENDED RESOLUTION: Resolved, That the Governance Council approve the draft policy, *Academic Program Review*, on its second reading for inclusion in the April 20, 2005 Board of Governors agenda.

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.

Eastern West Virginia Community and Technical College
Governance Council
Meeting of February 22, 2005

ITEM: Gifts Received Policy (*2nd Reading*)

RECOMMENDED BY: Institutional Learning Outcomes Team

RECOMMENDED RESOLUTION: Resolved, That the Governance Council approve the draft policy, *Gifts Received*, on its second reading for inclusion in the April 20, 2005 Board of Governors agenda.

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
Governance Council
Meeting of February 22, 2005

ITEM: Disposal of Surplus or Obsolete Materials, Supplies and Equipment Policy (*2st Reading*)

RECOMMENDED BY: Institutional Learning Outcomes Team

RECOMMENDED RESOLUTION: Resolved, That the Governance Council approve the draft policy, *Disposal of Surplus or Obsolete Materials, Supplies and Equipment Policy*, on its second reading for inclusion in the April 20, 2005 Board of Governors agenda.

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
Governance Council
Meeting of February 22, 2005

ITEM: Schedule Development and Production Regulation
(1st Reading)

RECOMMENDED BY: Learner Outcomes Team

RECOMMENDED RESOLUTION: Resolved, That the Governance Council approve the draft regulation, *Schedule Development and Production*, on its first reading for posting for internal comment. If no substantive comments are received, the Council extends its final approval.

STAFF MEMBER: Celesta Miller/Sharon Bungard

BACKGROUND: This regulation establishes the process for consistent and timely development and production of the academic schedule.

Eastern West Virginia Community and Technical College
Governance Council
Meeting of February 22, 2005

ITEM: Curriculum Design and Recommendation Regulation (*1st Reading*)

RECOMMENDED BY: Learner Outcomes Team

RECOMMENDED RESOLUTION: Resolved, That the Governance Council approve the draft regulation, *Curriculum Design and Recommendation*, on the first reading for posting for internal comment. If no substantive comments are received, the Council extends its final approval.

STAFF MEMBER: Celesta Miller/Sharon Bungard

BACKGROUND: This regulation provides a process for the consistent administration of curriculum design and recommendations.

Eastern West Virginia Community and Technical College
Governance Council
Meeting of February 22, 2005

ITEM: Purchase or Acquisition of Materials, Supplies,
Equipment, Services and Printing (*1st Reading*)

RECOMMENDED BY: Institutional Learning Outcomes Team

RECOMMENDED RESOLUTION: Resolved, That the Governance Council approve the draft regulation, *Purchase or Acquisition of Materials, Supplies, Equipment Services and Printing*, on the first reading for posting for internal comment. If no substantive comments are received, the Council extends its final approval.

STAFF MEMBER: John Kelly

BACKGROUND: This is a replacement regulation that provides for consistent administration in the purchasing and acquisition of materials, supplies, equipment services and printing.

The regulation AR-7.6 Procurement, Bid Solicitation, Vendor Rights and Responsibilities is recommended for abolishment. A copy of AR-7.6 has been included for your review.

Eastern West Virginia Community and Technical College
Governance Council
Meeting of February 22, 2005

ITEM: Inventory of College Assets (*1st Reading*)

RECOMMENDED BY: Institutional Learning Outcomes Team

RECOMMENDED RESOLUTION: Resolved, That the Governance Council approve the draft regulation, *Inventory of College Assets*, on the first reading for posting for internal comment. If no substantive comments are received, the Council extends its final approval.

STAFF MEMBER: John Kelly

BACKGROUND: This regulation is a revision of an existing regulation. It is an update based on changes in State rules.

Eastern West Virginia Community and Technical College
Governance Council
Meeting of February 22, 2005

ITEM: Notification During an Inclement Weather or Emergency Situation (*1st Reading*)

RECOMMENDED RESOLUTION: Resolved, That the Governance Council approve the draft regulation, *Notification During an Inclement Weather or Emergency Situation*, on the first reading for posting for internal comment. If no substantive comments are received, the Council extends its final approval.

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.