

**GOVERNANCE COUNCIL
MEETING OF MAY 25, 2004
AGENDA
9:00 am – 12:00 pm
HARCO Room**

1. Call to Order
2. Minutes of April 27, 2004 Meeting pg 1
- Policy Revision
3. Policy 3.14 Standards for Awarding of Continuing Education Units handout
- Regulations on Second Reading (ILOT)
4. Procurement, Bid Solicitation, Vendor Rights and Responsibility pg 6
5. Purchasing Card Administration pg 9
6. Ordering and Receiving pg 12
7. Vendor Prompt Invoice Payment pg 16
8. Annual Leave Usage pg 17
- Regulations on Second Reading (LOT)
9. Practitioner Faculty Evaluation pg 20
10. Laboratory Facility Evaluation and Approval pg 26
11. Workforce Education Program Type Definitions
and Participant Classification pg 27
- Regulations on First Reading Tabled from Last Meeting
12. Sick and Emergency Leave Usage pg 30
13. Workforce Education Services Contracting Process pg 33
14. Workforce Education Product and Service Pricing pg 34
15. Non-Credit Fee Collection and Refunds pg 36
16. Workforce Education Part-Time Facilitator Selection Process pg 38
17. Workforce Education Part-Time Facilitator Pay Rate Determination
Process pg 39
18. Eligibility for Internet Access..... pg 41
- Other Business
19. Discussion of Proposed Revisions to the Mission, Vision Values and
Goals Statements and Strategic Indicators pg 42

Draft Minutes
Eastern West Virginia Community & Technical College
Governance Council
April 27, 2004
9:00 am

A meeting of the Governance Council of Eastern West Virginia Community and Technical College was held on April 27, 2004, at 9:00 am at the HARCO Complex in Moorefield, West Virginia. Members present were: Dr. Linda Dunn, Bob MacPhail, Valerie Sasso, Celesta Miller, Eddie Swain, Michele Wetherald, Sharon Bungard, And Angela Piccirilli. Also present was Ellyn Alt.

1. Call to Order

Dr. Dunn conducted the meeting. She welcomed the members of the Council and the Staff.

2. Minutes of the March 23, 2004 meeting approved

Upon a motion by Bob MacPhail, with a second by Celesta Miller, the Council approved the minutes of the March 23, 2004 meeting as presented in the agenda.

3. Policy 3.14 – Standards for Awarding of Continuing Education Units Approved

Upon the recommendation of the Learner Outcomes Team, the Council approved the policy on the Standards for Awarding of Continuing Education Units on its second reading for inclusion in the May Board of Governors meeting agenda. Prior to inclusion, the “scope” section will be completed.

4. Part Time Hiring Procedures Regulation Approved

Upon the recommendation of the Institutional Learning Outcomes Team, the Council approved on its second reading the regulation on Part Time Hiring Procedures with non-substantive corrections to format. This regulation will be in effect upon signature of the President.

5. Continuing Education, Contracted Training and Community Education Hiring and Payment for Services Regulation Approved

Upon the recommendation of the Institutional Learning Outcomes Team, the Council approved on its second reading the regulation on Continuing Education, Contracted Training and Community Education Hiring and Payment for Services. This regulation will be in effect upon signature of the President

6. Address Change for Services Regulation Approved

Upon the recommendation of the Institutional Learning Outcomes Team, the Council approved on its second reading the regulation on Address Change for Services as amended. The title will be changed to “Employee Address Change”, and appropriate edits will be made to reflect a generic employee. This regulation will be in effect upon signature of the President

7. Inventory of College Assets Regulation Approved

Upon the recommendation of the Institutional Learning Outcomes Team, the Council approved on its second reading the regulation on Inventory of College Assets as amended. The associated forms will be appended to the final version of this regulation prior to signature. This regulation will be in effect upon signature of the President

- 8. Procurement, Bid Solicitation, Vendor Rights, and Responsibility Regulation Approved**
Upon the recommendation of the Institutional Learning Outcomes Team, the Council approved on its first reading the regulation on Procurement, Bid Solicitation, Vendor Rights, and Responsibility as amended to be posted for an internal comment period.
- 9. Purchasing Card Administration Regulation Approved**
Upon the recommendation of the Institutional Learning Outcomes Team, the Council approved on its first reading the regulation Purchasing Card Administration as amended to be posted for an internal comment period.
- 10. Ordering and Receiving Regulation Approved**
Upon the recommendation of the Institutional Learning Outcomes Team, the Council approved on its first reading the regulation on Ordering and Receiving with the appropriate forms appended to be posted for an internal comment period.
- 11. Vendor Prompt Invoice Payment Regulation Approved**
Upon the recommendation of the Institutional Learning Outcomes Team, the Council approved on its first reading the regulation on Vendor Prompt Invoice Payment to be posted for an internal comment period.
- 12. Practitioner Faculty Evaluation Regulation Approved**
Upon the recommendation of the Learner Outcomes Team, the Council approved on its first reading the regulation on Practitioner Faculty Evaluation as amended to be posted for an internal comment period.
- 13. Laboratory Facility Evaluation and Approval Regulation Approved**
Upon the recommendation of the Learner Outcomes Team, the Council approved on its first reading the regulation on Laboratory Facility Evaluation and Approval as amended to be posted for an internal comment period.
- 14. Workforce Education Program Type Definitions and Participant Classification Regulation Approved**
Upon the recommendation of the Learner Outcomes Team, the Council approved on its first reading the regulation on Workforce Education Program Type Definitions and Participant Classification as amended to be posted for an internal comment period.
- 15. Agenda Items 15 – 20 Tabled for May 25, 2004 Meeting**
Citing time limitations the Council agreed that agenda Items 15-20 would be tabled for the May 25, 2004 meeting. The items included:
 - a. Workforce Education Services Contracting Process Regulation
 - b. Workforce Education Product and Service Pricing Regulation
 - c. Non-Credit Fee Collection and Refunds Regulation
 - d. Workforce Education Part-Time Facilitator Selection Process Regulation
 - e. Workforce Education Part-Time Facilitator Pay Rate Determination Process Regulation
 - f. Eligibility for Internet Access

16. Annual Leave Usage Regulation Approved

Upon the recommendation of the Institutional Learning Outcomes Team, the Council approved on its first reading the regulation on Annual Leave Usage as amended to be posted for an internal comment period.

17. Sick and Emergency Leave Usage

Due to time restrictions of this meeting, the Sick and Emergency Leave Usage Regulation, as presented in the agenda, was tabled for the May 25, 2004 meeting.

With no other business to come before the Council, the meeting was adjourned at 12:15 pm.

Eastern West Virginia Community and Technical College
Governance Council
Meeting of May 25, 2004

ITEM: Policy 3.14 Standards for Awarding of Continuing Education Units (Revision)

RECOMMENDED BY: Learner Outcomes Team

RECOMMENDED RESOLUTION: Resolved, That the Governance Council approve the revision to the policy on Standards for Awarding of Continuing Education Units for internal posting, and inclusion in the June Board of Governors meeting agenda.

STAFF MEMBER: Eddie Swain

BACKGROUND: This policy was brought to the Governance Council in April for inclusion in the May Board of Governors Agenda. The Board of Governors requested a substantive addition to the policy.

Eastern West Virginia Community and Technical College
Governance Council
Meeting of May 25, 2004

ITEM: Regulations, *Second Reading*

RECOMMENDED BY: Institutional Learning Outcomes Team

RECOMMENDED RESOLUTION: Resolved, That the Governance Council approve the attached draft regulations on their second reading and inclusion in the June Board of Governors agenda.

STAFF MEMBER: Michele Wetherald

BACKGROUND: Regulations Attached:

- 4. Procurement, Bid Solicitation, Vendor Rights, and Responsibilities**
- 5. Purchasing Card Administration**
- 6. Ordering and Receiving**
- 7. Vendor Prompt Invoice Payment**
- 8. Annual Leave Usage**

Eastern West Virginia Community and Technical College
Governance Council
Meeting of May 25, 2004

ITEM: Regulations, *Second Reading*

RECOMMENDED BY: Learner Outcomes Team

RECOMMENDED RESOLUTION: Resolved, That the Governance Council approve regulations on the second reading for inclusion in the June Board of Governors agenda.

STAFF MEMBER: Eddie Swain

BACKGROUND: Regulations Attached:

9. Practitioner Faculty Evaluation Regulation

10. Laboratory Facility Evaluation and Approval Regulation

11. Workforce Education Program Type Definition and Participant Classification

Eastern West Virginia Community and Technical College
Governance Council
Meeting of May 25, 2004

ITEM: Regulations, *First Reading*

RECOMMENDED BY: Institutional Learning Outcomes Team

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

STAFF MEMBER: Michele Wetherald

BACKGROUND: Regulations Attached:

- 12. Sick and Emergency Leave Usage**
- 13. Workforce Education Services Contracting Process**
- 14. Workforce Education Product and Service Pricing**
- 15. Non-Credit Fee Collection and Refunds**
- 16. Workforce Education Part-Time Facilitator Selection Process**
- 17. Workforce Education Part-Time Facilitator Pay Rate Determination Process**
- 18. Eligibility for Internet Access**

Eastern West Virginia Community and Technical College
Governance Council
Meeting of May 25, 2004

ITEM: Discussion of Proposed Revisions to the Mission, Vision, Values and Goals Statements

RECOMMENDED RESOLUTION: Resolved, That the Governance Council receive and provide comment on the proposed revisions to the Mission, Vision, Values and Goals Statements.

STAFF MEMBER: Dr. Linda S. Dunn

BACKGROUND: The College has reached a major milestone as we begin our self-study for accreditation and as we prepare to launch our AAS degree programs this fall. It is a propitious time revisit our strategic planning process and revise our mission documents and goals for a new five year phase of development. Attached are proposed revisions to the Mission Statement, the Vision Statement and the Statement of Values for your consideration. Likewise, we have presented the same six major goals for the next planning period.

In addition to these foundational documents, a working draft of Indicators for Success are attached for each of the Strategic Goals. Based on an environmental scan, the Board will set performance targets for each of the indicators for fiscal years 2005, 2007, and 2010.

Specific revisions to each of the attached mission documents are outlined on the next page. Attached in separated sections are the proposed revisions to each document followed by the current document approved in 2001.

Mission Statement

This is the statutory mission statement and has been updated in the following areas.

1. In bullet #2, replaced Higher Education Policy Commission with West Virginia Council for Community and Technical College Education.
2. In bullet #4, added Skill Set certification to the list as a part of the career pathway.
3. In bullet #5, revised the order of priority for the curriculum organization to reflect the current emphasis on credit courses and degree programs.
 - a. Made Career and Technical Education our first priority; used Workforce as a modifier to emphasize our commitment to employers and employees. Clarified the explanatory note that both courses and programs lead to the AAS degree and the purpose is employment.
 - b. Added General Education to the curricular organization as a point of emphasis underscoring its importance to the curriculum and aligning it with Developmental Education as its objective.
 - c. Separated Continuing Education from Community Education; aligned it with Workforce Training to emphasize its professional and occupational objective as contrasted to the avocational nature of community education
 - d. Linked Community Education to the goals of lifelong learning and community development.
 - e. Clarified the explanatory note on Baccalaureate Transfer to emphasize that the current AA and AS are general liberal studies programs in preparation for completion of a baccalaureate.

Shared Vision Statement

1. In the introductory paragraph, line 2, deleted “and beyond” to emphasize that the focus of the to “be valued by” is on the people of the District and the State.
2. Established three metaphors or definitions for “21st Century Learning Organization”. In this context, the Vision Statement serves as a short mission statement in contrast to the detailed statutory mission document.
3. Prefaced the description strategies with an introductory statement and labeled them “Vision Strategies”.

Statement of Values

1. Revised each heading to reflect a more specific value or valued oriented statement.
2. Revised the introductory statement to “affirms our dedication to” rather than “affirms the following values...”
3. Revised the second value statement to be consistent with the others by beginning with “We believe that education has...” as contrasted with “We recognize the importance of...”

Goal Statements

No revisions proposed for these broad, strategic initiatives.