

**GOVERNANCE COUNCIL  
MEETING OF JUNE 22, 2004  
AGENDA  
9:00 am – 12:00 pm  
HARCO Room**

1. Call to Order
2. Minutes of the Meeting of:
  - May 25, 2004 ..... pg 2
  - June 10, 2004 ..... pg 3
- Regulations on Second Reading (ILOT)**
3. Procurement, Bid Solicitation, Vendor Rights and Responsibility..... pg 6
4. Purchasing Card Administration ..... pg 14
5. Ordering and Receiving ..... pg 23
6. Workforce Education Services Contracting Process ..... pg 29
7. Workforce Education Direct Cost Recovery ..... pg 32
8. Community Education & Continuing Education Fee Collection & Refunds pg 35
9. Workforce Education Non-Credit Instructional Personnel Selection Process pg 38
10. Workforce Education Non-Credit Instructional Personnel Pay Rate ..... pg 40

**Regulation on First Reading (continued)**

11. Sick and Emergency Leave Usage ..... pg 43

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 submission to the President for signature.

STAFF MEMBER: Michele Wetherald

BACKGROUND: Regulations Attached:

- 3. Procurement, Bid Solicitation, Vendor Rights, and Responsibilities**
- 4. Purchasing Card Administration**
- 5. Ordering and Receiving**
- 6. Workforce Education Services Contracting Process**
- 7. Workforce Education Direct Cost Recovery**
- 8. Community Education and Continuing Education Fee Collection and Refunds**
- 9. Workforce Education Non-Credit Instructional Personnel Selection Process**
- 10. Workforce Education Non-Credit Instructional Personnel Pay Rate**

Eastern West Virginia Community and Technical College  
Governance Council  
Meeting of June 22, 2004

ITEM: Sick and Emergency Leave Usage

RECOMMENDED BY: Institutional Learning Outcomes Team

RECOMMENDED RESOLUTION: Resolved, That the Governance Council receive the comments to date on the regulation on Sick and Emergency Leave Usage.

STAFF MEMBER: Michele Wetherald

BACKGROUND: This regulation came before the Governance Council for its first reading at the May 25, 2004 meeting. It has not been posted for the 30-day internal comment period, therefore, there may be additional discussion regarding this regulation to date, but it will not be presented for approval vote.