

Minutes
Eastern West Virginia Community & Technical College
Governance Council
January 25, 2005

A meeting of the Governance Council of Eastern West Virginia Community and Technical College was held on January 25, 2005 at the HARCO Complex in Moorefield, West Virginia. Members present were: Dr. Linda Dunn, Sharon Bungard, Tammy Carr, John Kelly, Bob MacPhail, Celesta Miller, Angela Piccirilli, Tim Riggelman, and Eddie Swain. Absent from the meeting were: Robert Eagle, and Kathy Paul-Mauzy. Also present were Ellyn Alt and Becca Lewis, who recorded the minutes.

1. Call to Order

Dr. Dunn called the meeting to order at 9:05 a.m. She welcomed the members of the Council and Staff to the first meeting of the new year.

2. Minutes of the November 30, 2004 Meeting Approved

Upon a motion from Bob MacPhail with a second from Tim Riggelman, the minutes of the November 30, 2004, meeting were approved as presented in the Agenda.

3. Instructional Workload Policy Approved

Upon a motion by Bob MacPhail with a second from Angela Piccirilli, the Instructional Workload Policy was approved on its first reading for posting for internal comment as presented in the Agenda. The motion was revised based upon a recommendation from Celesta Miller, that in order to maintain compliance with a State timeline, the second reading be waived and the policy be included in the February 16, 2005 Board of Governors meeting agenda and transmission to the Chancellor. The motion passed.

4. Academic Program Review Policy Approved

Upon a motion from Bob MacPhail with a second by Angela Piccirilli, the Academic Program Review Policy was approved on its first reading with the change of "HEPC" to "WVCCTCE" throughout the document and to be posted for internal comment.

5. Gifts Received Policy Approved

Upon a motion from Celesta Miller with a second by Eddie Swain, the Gifts Received Policy was approved on its first reading as presented in the agenda to be posted for a 14 day internal comment period.

6. Disposal of Obsolete Materials, Supplies and Equipment Policy

Upon a motion from Bob MacPhail with a second from Celesta Miller, the Disposal of Obsolete Materials, Supplies and Equipment Policy was approved on its first reading as presented in the agenda to be posted for a 14 day internal comment period.

7. Regulation AR-2.1 Process for Approving Administrative Regulations Revision Approved

Upon a motion by Tammy Carr with a second from Bob MacPhail, the revision to Regulation AR-2.1 Process for Approving Administrative Regulations was approved as amended in items 3, 4 and 5 to read as follows:

3. *Proposed regulations forwarded to the appropriate governance team, Learner Outcomes Team (LOT) or Institutional Learning Outcomes Team (ILOT), for review, comment, and recommendation to the President. The proposed personnel regulations may also be forwarded to the Classified Staff Council.*
4. *President places proposed regulation on Governance Council Agenda.*
5. *Proposed regulation is posted for internal comment period (14 days). An e-mail notification is sent to all College staff publicizing the posting date and comment period. Executive Assistant to the President reviews, collects and reports responses to the President following the end of comment period.*

The revised regulation is to be posted for a 14 day internal comment period. If no substantive comments are received, the Council extends its final approval, and the regulation will become effective upon the signature of the President on February 14, 2005.

8. Course Substitution Waiver Regulation Approved

Upon a motion by Bob MacPhail with a second from Angela Piccirilli, the Course Substitution Waiver Regulation was approved as amended. The title, “*Dean for Academic Support Services*” was changed to “*Dean for Academic Services*.” If no substantive comments are received, the Council extends its final approval, and the regulation will become effective upon the signature of the President.

9. Allowance for Doubtful Accounts Regulation Approved

Upon a motion by Bob MacPhail with a second by Celesta Miller, the Doubtful Accounts Regulation was approved as presented in the agenda to be posted for a 14 day internal comment period. If no substantive comments are received, the Council extends its final approval, and the regulation will become effective upon the signature of the President.

10. Capitalization Regulation Approved

Upon a motion by Bob MacPhail with a second from Angela Piccirilli, the Capitalization regulation was approved as presented in the agenda to be posted for a 14 day internal comment period. If no substantive comments are received, the Council extends its final approval, and the regulation will become effective upon the signature of the President.

11. Salary Plan Policy Approved

Upon a motion by Celesta Miller with a second from Bob MacPhail, the Salary Plan Policy was approved as presented in the agenda to be included in the February 16, 2005 Board of Governors agenda and transmission to the Chancellor.

12. Assessment of Student Academic Achievement Plan Approved

Upon a motion from Bob MacPhail with a second from Celesta Miller, the Assessment of Student Academic Achievement Plan was approved as presented with the addition of the Executive Summary and Timeline to be included in the February 16, 2005 Board of Governors agenda.

13. Inclement Weather Regulation Received

The Council received a draft of the Inclement Weather Regulation. Following discussion, the Council agreed to re-title the regulation “Notification During and Inclement Weather or Emergency Situation”, to post it for the 14 day internal comment period and review the draft at the February Governance Council meeting.

14. Adjournment

With no other business to come before the Council, the meeting was adjourned at 11:48 a.m.

Dr. Linda S. Dunn, President