

*Minutes*  
**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**Governance Council**  
February 24, 2004

A meeting of the Governance Council of Eastern West Virginia Community and Technical College was held on February 24, 2004, at 10:00 a.m. at the HARCO Complex in Moorefield, West Virginia. Members present were: Sharon Bungard, Tammy Carr, Dr. Linda S. Dunn, Bob MacPhail, Celesta Miller, Angela Piccirilli, Tim Riggelman, Valerie Sasso, Eddie Swain, Mr. Tom Tucker, and Michele Wetherald. Also present were: Ellyn Alt and Melissa Davey.

**1. Call to Order**

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

**2. Minutes of the February 17, 2004, Meeting Approved**

Upon a motion by Celesta Miller, with a second by Tim Riggelman, the Committee approved the minutes of the February 17, 2004, meeting as presented in the agenda.

**3. Policy 2.1-Prime Policy Accepted**

President Dunn led the discussion on the Prime Policy. The primary change in the policy was to replace all reference to the "President's Cabinet" with the term "Governance Council." Upon a motion by Celesta Miller, with a second by Bob Macpahil, the Council accepted the revisions to the Prime Policy as presented in the agenda and authorized to post for comments to the internal shared file.

**4. Policy 7.2 – Assessment, Payment and Refund of Fees Approved**

Michele Wetherald led the discussion on the recommended revision to the policy on Assessment, Payment and Refund of Fees. Upon a motion by Bob MacPhail, with a second by Angela Piccfirilli, the Council approved the revisions as presented in the agenda and waived the first reading with the following additional revisions:

Section 3.8 – add a sentence for more clarification regarding a separate refund

Section 4.3 – delete "non-traditional" and "extension"

Section 6.3 – Add section including "Brokered Courses" refund schedule

This policy will go directly to the Board of Governors.

**5. Policy 3.2 – Awarding of Undergraduate Fee Waivers Approved**

Upon a motion by Bob MacPhail, with a second by Tim Riggelman, the Council approved the policy on Awarding of Undergraduate Fee Waivers and authorized to post for comments to the internal shared file with the following revisions:

1.3 – Delete Filing Date

2.4 – Add language to include component parts not waived.

The Council will recommend to the Board of Governors to not increase from 5 to 10% in Section 2.2.

**6. Brokered Course Selection and Approval Process Regulation Approved**

Upon the motion by Tim Riggleman, with a second by Valerie Sasso, the Council approved the regulation on Brokered Course Selection to be posted for an internal 30-day comment period.

**7. Strategic Planning Governance Issues Discussed**

President Dunn updated the Council on the Strategic Planning Governance Issues. A formal presentation will be presented to the Board of Governors to remove the Dean of Career & Technical Education and add two academic program directors under Academics.

As there was no additional business to come before the Council, the meeting adjourned at 12:05 PM.