

Minutes
EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
Governance Council
March 23, 2004

A meeting of the Governance Council of Eastern West Virginia Community and Technical College was held on March 23, 2004, at 10:00 a.m. at the HARCO Complex in Moorefield, West Virginia. Members present were: Sharon Bungard, Tammy Carr, Dr. Linda Dunn, Bob MacPhail, Celesta Miller, Angela Piccirilli, Tim Riggelman, , Eddie Swain, Tom Tucker, and Michele Wetherald. Absent was: Valerie Sasso. Also present were: Ellyn Alt and Melissa Davey.

1. Call to Order

Celesta Miller conducted the meeting. She welcomed the members of the Council and Staff.

2. Minutes of the February 24, 2004, Meeting Approved

Upon a motion by Sharon Bungard, with a second by Bob MacPhail, the Council approved the minutes of the February 24, 2004, meeting as presented in the agenda.

3. Discussion on Instructions Concerning Posting of Council Agenda, Policies, and Regulations

The Committee received for review the process for obtaining materials and information relating to the Governance Council.

4. Policy 2.1-Prime Policy Approved

Upon the motion by Bob MacPhail, with a second by Eddie Swain, the Council approved the Prime Policy on its second reading for inclusion in the April Board of Governors meeting agenda. It was noted that once directive is received from HEPC on the inclusion of language regarding the Community College Council, the policy will be updated.

5. Policy 3.2 – Awarding of Undergraduate Fee Waivers Approved

Upon the recommendation of the Learner Outcomes Team, the Council approved the policy on Awarding of Undergraduate Fee Waivers on its second reading for inclusion in the April Board of Governors meeting agenda.

6. Brokered Course Selection and Approval Process Regulation Approved

Upon the recommendation of the Learner Outcomes Team, the Council approved the regulation on Brokered Course Selection and Approval Process for implementation effective upon the President's signature.

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

Upon the recommendation of the Learner Outcomes Team, the policy on Standards for Awarding of Continuing Education Units was approved on its first reading to be posted for an internal comment period.

8. Part-Time Hiring Procedures Regulation Approved

Upon the recommendation of the Institutional Learner Outcomes Team, the Council approved on its first reading the regulation on Part-Time Hiring Procedures as amended. This regulation will be posted for an internal comment period.

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

Upon the recommendation of the Institutional Learner Outcomes Team, the Council approved on its first reading the regulation on Continuing Education, Contracted Training and Community Education Hiring and Payment for Services as amended. This regulation will be posted for an internal comment period.

10. Address Change Procedure Regulation Approved

Upon the recommendation of the Institutional Learner Outcomes Team, the Council approved on its first reading the regulation on Address Change for Services as amended. This regulation will be posted for an internal comment period.

11. Inventory of College Assets Regulation Approved

Upon the recommendation of the Institutional Learner Outcomes Team, the Council approved on its first reading the regulation Inventory of College Assets as amended. This regulation will be posted for an internal comment period.

12. Procurement, Bid Solicitation, Vender Rights, and Responsibilities; Purchasing Card Administration; Ordering and Receiving; Vender Prompt Invoice Payment Regulations Approved

Upon a motion by Angela Piccirilli, with a second by Bob MacPhail, the Council approved the following regulations on an emergency basis to be posted for internal review.

Procurement, Bid Solicitation, Vender Rights, and Responsibilities;
Purchasing Card Administration;
Ordering and Receiving;
Vender Prompt Invoice Payment

13. Changes in Administrative Structure Discussed

President Dunn led the discussion on Changes in Administrative Structure. This change was approved by the Board of Governors on March 17, 2004, and will be implemented on April 1, 2004.

14. Report on Legislative Session

President Dunn gave a report on the Legislative Session.

As there was no additional business to come before the Council, the meeting adjourned at 12:50 PM.