

Minutes
Eastern West Virginia Community & Technical College
Governance Council
April 26, 2005

A meeting of the Governance Council of Eastern West Virginia Community and Technical College was held on March 22, 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, and Eddie Swain. Absent were: Tim Riggelman, Robert Eagle, and Kathy Paul-Mauzy. Also present was Ellyn Alt, who recorded the minutes.

1. Call to Order

Dr. Dunn called the meeting to order at 9:10 AM. She welcomed the members of the Council and Staff.

2. Minutes of the March 22, 2005 Meeting Approved

Upon a motion from Bob MacPhail with a second from Tammy Carr, the minutes of the March 22, 2005, meeting were approved as presented in the Agenda.

3. Safety and Loss Control Prevention Policy Approved

Upon a recommendation of the Institutional Learning Outcomes Team, the Council approved the Safety and Loss Control Prevention Policy as presented in the agenda on its first reading for posting for internal comment. If no substantive comments are received, then the Council voted to extend its final approval and the policy will be included in the June 15, 2005 Board of Governors agenda.

4. Safety Program Regulation Approved

Upon a recommendation of the Institutional Learning Outcomes Team, the Council approved the Safety Program Regulation, as amended, on its first reading for posting for internal comment. If no substantive comments are received, the Council extends its final approval and the regulation becomes effective upon the signature of the President.

5. External Employment and Entrepreneurship Reporting Policy Approved

Upon a motion from Eddie Swain with a second from Bob MacPhail, the policy, External Employment and Entrepreneurship Reporting was approved as amended on its first reading, for posting for internal comment. If no substantive comments are received during the comment period, then the Council voted to extend its final approval and the policy will be included in the June 15 Board of Governors agenda. Amendments to the policy as distributed in the agenda were: On Page 2, Section 4.1, "External Employment is construed as hourly or contract employment, **whether paid or unpaid**, other than..." On Page 2, Section 5.1, first line, "To insure compliance, full-time **and part time** regular employees..." On Page 2, Section 5.2, Full-time and part time regular employees are required to complete and return an External Employment and Entrepreneurship Reporting Form **issued by the Executive Dean in the month of July.**" On the External Employment & Entrepreneurship Reporting form, line added at the bottom of the form "Board Policy BP# requires employees to report changes in status during the year. Changes should be reported using another form." Also, line added immediately following the employee's name: "I am engaged in external employment or entrepreneurship." with a choice of yes or no. If yes, employee is instructed to complete the form, if no, employee signs and dates the form.

6. Special Topics Course Regulation Approved

Upon a recommendation by the Learner Outcomes Team, the Council approved the regulation, Special Topics Course, on its first reading for posting for internal comment. If no substantive comments are received, the Council extends its final approval and the regulation becomes effective upon the signature of the President.

7. Next Meeting Date Set

The next meeting of the Governance Council will be held on May 24, 2005.

8. Adjournment

With no other business to come before the Council, the meeting was adjourned at 11:00 AM.

Dr. Linda S. Dunn, President