

*Minutes*  
**Eastern WV Community & Technical College**  
**GOVERNANCE COUNCIL MEETING**  
HARCO Conference Room  
April 26, 2006 @ 9:00 AM

A meeting of the Governance Council of Eastern West Virginia Community and Technical College was held on Wednesday, April 26, 2006 in the HARCO Complex in Moorefield, West Virginia. Members present were: Dr. Alfred Hoffmann, Sharon Bungard, Monica See and Jennifer Fitzwater. Absent from the meeting were: Tammy Carr, Robert Eagle, and Tim Riggleman. Also present was Ellyn Alt who recorded the minutes for the meeting.

**1. Call to Order**

Dr. Hoffmann called the meeting to order at 9:07 AM.

**2. Minutes of the Meeting of January 24, 2006 Approved**

The minutes of the January 24, 2006 meeting were approved by acclamation as revised. The revision was made to the first paragraph, first sentence to read, "A meeting of the Governance Council of Eastern West Virginia Community and Technical College was held on Tuesday, January 24, 2006, in the HARCO Complex in Moorefield, West Virginia" correcting the date of the meeting from Monday, December 12, 2005 that was presented.

**3. Travel Management Policy Revision Approved**

The revision to the Travel Management policy was approved by acclamation as presented in the agenda for internal comment. If no substantive comments are received, the Council extends its final approval and the policy will be included in the May, 2006 Board of Governors agenda.

**4. Update on Policies Received**

The Governance Council received an oral report from Ellyn Alt regarding the status of the State mandated policies that are required. A report of rules current on July 1, is due to the Chancellor's office by October 1 of each year.

**5. Compliance with the Revised Series 4 Discussed**

The Governance Council reviewed the sample rule and appendix presented in the agenda and agreed to proceed with the process as discussed at the January 24, 2006 meeting. Any Board Policies (BP-XXX) would be processed as rules and forwarded for Board of Governors approval. Any Administrative Regulations (AR-XXX) that are related as procedures to Board Policies will be appended and called an Appendix -- Implementation.

**6. Curriculum Proposal – American Sign Language Skill Set Received**

The Governance Council received an oral report from Sharon Bungard regarding the American Sign Language Skill Set.

**7. Student Government Association Constitution Received**

The Governance Council received information regarding the Student Government Association Constitution. They were also informed that there will be By Laws for this organization forthcoming.

**8. Next Meeting**

The next meeting was set for Wednesday, May 31, 2006, at 9 AM, in the HARCO Room.

**9. Adjournment**

With no further business to come before the Council, the meeting was adjourned at 9:50 AM by Dr. Alfred R. Hoffmann.

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Alfred R. Hoffmann, Ph.D.  
President