

Minutes
Eastern West Virginia Community & Technical College
Governance Council
May 24, 2005

A meeting of the Governance Council of Eastern West Virginia Community and Technical College was held on May 24, 2005 at the HARCO Complex in Moorefield, West Virginia. Members present were: Dr. Linda Dunn, Sharon Bungard, Tammy Carr, Robert Eagle, Celesta Miller, Angela Piccirilli, Eddie Swain and Tim Riggleman. Absent were: John Kelly, Bob MacPhail, Kathy Paul-Mauzy. Also present was Ellyn Alt, who recorded the minutes.

1. Call to Order

Dr. Dunn called the meeting to order at 9:07 AM. She welcomed the members of the Council and Staff.

2. Minutes of the April 26, 2005 Meeting Approved

Upon a motion from Celesta Miller with a second from Robert Eagle, the minutes of the April 26, 2005, meeting were approved as presented in the Agenda.

3. Grade Change Regulation Approved

Upon a recommendation of the Learner Outcomes Team, the Council approved the Grade Change Regulation as presented in the agenda 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.

4. Course Syllabus Regulation Approved

Upon a recommendation of the Learner Outcomes Team, the Council approved the Course Syllabus Regulation, as presented in the agenda, 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. Use of Facilities Regulation Discussed

Following discussion, the Council recommended that the Use of Facilities regulation be returned to the Institutional Learning Outcomes Team for revision. This regulation will be entered on the June 28, 2005 Governance Council agenda with the following revisions:

Item #2, second sentence in Procedure: Partners, state agencies, and not for profit entities ~~shall~~ ***may be required*** to pay a ~~cost-recovery~~ fee to the college based on the facility use fee schedule or through negotiated contract. ***All negotiated contracts for facilities use shall be recommended by a senior administrator and approved by the President or his/her designee.***

Item #3, in Procedure: Institutional Learning Outcomes Team to rewrite this item identifying the categories outlined on the fee schedule. The second sentence, "all charges must be reasonable, charged equally to all similar groups and be given notice of the charges in advance by returning the request for facility use form to the requesting group." will as part of this item.

Item #5, in Procedure: Institutional Learning Outcomes Team to include a sentence stating, "An annual report will be prepared for the Board of Governors summarizing the data."

The Facility Use Fee Schedule will be included as a reference document. In the last sentence of the first paragraph, typographical error corrected "similarl6y" to "similarly".

On the Request to Use Facility Form: NOTE: 1) You are responsible for ~~you own~~ **any** equipment and the College will not be liable for any damage to your equipment during your visit;...” Also, in the final section of the form, “Completed by ~~Director of IT~~ **the College**”.

6. Discussion of Next Steps and Transition Plan for FY 2006

Dr. Dunn reviewed the list of upcoming policies and regulations with the Council. Policies that are mandated with a deadline of September 30, 2005 were highlighted. Dr. Dunn to confirm acceptability of the following recommendations to satisfy the requirements:

<i>Public Notice of Meetings:</i>	To be placed on the June 15 Board of Governors meeting agenda
<i>Public School Service Plan:</i>	Wording to be incorporated in the General Education Policy
<i>Faculty Personnel Policy:</i>	Wording to be incorporated in the Workload Policy
<i>Professional Productivity:</i>	Board requirements for productivity are present in the Strategic Plan. Recommend submission of the Strategic Plan to the Council.
<i>Administrators with Faculty Rank:</i>	Wording to be incorporated in the Workload Policy
<i>Employment Innovations:</i>	Research how others are addressing this requirement
<i>Catastrophic Leave:</i>	Formalize the current Eastern practice, and define the College stance on the acceptance of other institutional leave donations.

Dr. Dunn recommended, and the Council agreed, to hold a meeting on June 28, 2005 to continue processing policies and regulations. Slated for that agenda:

- Use of Facilities Regulation (revision returning from the ILOT)
- Access to Personnel Files
- Sufficient Leave Balances
- Reduced Tuition and Fee Program for State Residents Who are at Least 65 Years of Age
- Industrial Maintenance Curriculum

7. Next Meeting Date Set

The next meeting of the Governance Council will be held on June 28, 2005.

8. Adjournment

With no other business to come before the Council, the meeting was adjourned at 10:50 AM.