

Minutes
Eastern WV Community & Technical College
GOVERNANCE COUNCIL MEETING
HARCO Conference Room
9:00 AM

A meeting of the Governance Council of Eastern West Virginia Community and Technical College was held on July 28, 2005, in the HARCO Complex in Moorefield, West Virginia. Members present were: Dr. Alfred Hoffmann, Sharon Bungard, Tammy Carr, Robert Eagle, John Kelly, Bob MacPhail, Celesta Miller, Angela Piccirilli, and Tim Rigglesman. Absent was Eddie Swain. Also present was Rebecca Lewis, who recorded the minutes for the meeting.

1. Call to Order

Dr. Hoffmann called the meeting to order at 9:15 AM.

2. Minutes of the Meeting of May 24, 2005, Approved

Upon a motion by Bob MacPhail with a second by Robert Eagle, the minutes of the May 24, 2005 meeting were approved as presented in the Agenda.

3. Regulation on Request for Use of College Facilities Approved

Upon a motion by Tim Rigglesman with a second by Bob MacPhail, the Regulation on Request for Use of College Facilities was approved as presented in the agenda for posting for 14 day 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. Items for Compliance with State's September 30, 2005 Deadline Discussed

Sharon Bungard outlined the status of several policies and reinforced that the State requires that they be processed and filed with Dennis Taylor's office by September 30, 2005.

- *Public Notice of Meetings*: Approved by the Board at the June 15 Board of Governors Meeting.
- *Public School Service Plan*: To be referred to the LOT Team for comment and wording incorporated in the General Education Policy.
- *Faculty Personnel Policy*: To be referred to the LOT Team for comment and wording incorporated in the Workload Policy
- *Professional Productivity*: To be referred to the LOT Team for comment.
- *Administrators with Faculty Rank*: To be referred to the LOT Team for comment and wording incorporated in the Workload Policy.
- *Employment Innovations*: To be referred to the ILOT Team for comment and research of best practices to develop policy.
- *Catastrophic Leave*: To be referred to the LOT and ILOT Teams for comment and formalizing Eastern's current practice and defining the College stance on the acceptance of other institutional leave donations.

5. Additional Business Items Discussed

Sharon Bungard outlined additional policies and regulations to be processed through the LOT and ILOT Teams as follows:

- *Access to Personnel Files:* To be referred to the ILOT Team for discussion and development.
- *Reduced Tuition and Fee Program for State Residents who are at Least 65 Years of Age:* To be referred to the ILOT Team to review the existing transitioned policy and process for approval as an Eastern policy.
- *Sufficient Leave Balances:* The Council agreed that this information is available via the payroll office if any tracking or monitoring is necessary. The development of a policy was not regarded as necessary at this time.

6. Information Items Discussed

Celesta Miller and Bob MacPhail presented the status of the Industrial Maintenance Curriculum. Eastern and the South Branch Career & Technical Center (South Branch) are presently offering a seamless curriculum. The relationship between the two programs was discussed, and a cooperative effort is being negotiated with the South Branch. Recognition of South Branch credit at Eastern was the main focus. Bob MacPhail discussed the possibility of offering a certificate program that would meet the general education requirements for Eastern's two-year degree for the students interested in that area of expertise. An update will be reported at the next meeting.

Sharon Bungard reported that the Paraprofessional Technical Studies Program has been adopted at the statewide level. Eastern will review the program and revise it as necessary to best serve area needs. The teacher aide program may have the ability to be designed fitting both degree and certificate seeking students.

7. Next Meeting

The next meeting was set for August 25, 2005, at 9 AM, in the HARCO Room.

8. Adjournment

With no further business to come before the Council, the meeting was adjourned at 10:15 AM by Dr. Alfred R. Hoffmann.

Alfred R. Hoffmann, Ph.D.
President