

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 October 28, 2005, in the HARCO Complex in Moorefield, West Virginia. Members present were: Dr. Alfred Hoffmann, Tammy Carr, Robert Eagle, John Kelly, Bob MacPhail, Celesta Miller Angela Piccirilli,. Absent were Sharon Bungard 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 9:15 AM.

2. Minutes of the Meeting of August 25, 2005, Approved

Upon a motion by Celesta Miller with a second by Tammy Carr, the minutes of the August 25, 2005 meeting were approved as presented in the agenda.

3. Access Personnel Files Policy Approved

Upon a motion by Angela Piccirilli with a second from Celesta Miller, the policy on Access to Personnel Files was approved as presented in the agenda for posting for internal comment. If no substantive comments are received, the Council extends its final approval for inclusion in the November 16, 2005 Board of Governors agenda.

4. Access to Personnel Files Regulation Approved

Upon a motion by Bob MacPhail with a second from Tammy Carr, the regulation, Access to Personnel Files was approved 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.

5. Purchasing Card Policy Approved

Upon a motion by Bob MacPhail with a second from Celesta Miller, the Purchasing Card Policy was approved as presented in the agenda for posting for internal comment. If no substantive comments are received, the Council extends its approval for inclusion in the November 16, 2005 Board of Governors agenda.

6. Purchasing Card Procedure Manual (Regulation) Approved

Upon a motion by Bob MacPhail with a second from Angela Piccirilli, the Purchasing Card Procedure Manual (Regulation) was approved as presented in the agenda for posting for internal comment. If no substantive comments are received, the Council extends its approval and the regulation becomes effective upon the signature of the President.

7. Next Meeting

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

8. Adjournment

With no further business to come before the Council, the meeting was adjourned at 9:45 AM by Dr. Alfred R. Hoffmann.

Alfred R. Hoffmann, Ph.D.
President