



# ACCREDITATION EVIDENCE

**Title:** Board of Trustees Special Meeting –VIII. Recommended Action; C. New Business 2. Ratification of COVID-19 Decisions Page 6.

**Evidence Type:**

**Date:** 9 April 2020

**WAN:** 22-0162

**Classification:** Minutes

**PII:** Yes

**Redacted:** No





# Board of Trustees

## REGULAR MEETING MINUTES

April 9, 2020

### Trustees Present:

Regina Clark, President  
Dr. Greg Erramouspe, Vice President  
Dr. Veronica Donaldson, Secretary  
Kenneth Lorimer, Treasurer  
Carl Demshar  
George Eckman  
Shannon Honaker

### Also Present:

Dr. Kim Dale, College President  
Dr. Philip Parnell, VP for Student Services  
Burt Reynolds, VP for Administrative Services  
Dr. Cliff Wittstruck, Interim VP for Student Learning  
Joy Adams, Assoc. VP of Human Resources  
Dr. Dustin Conover, Dean of Students  
Derek Robinson                      John Wemhoner  
Linda Day                              Christine Maddy  
Janice Grover-Roosa              Geoff Phillips  
Kandy Frink

### Trustees Absent:

None

NOTE: Meeting was held via Zoom video conference.

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## **REGULAR BOARD OF TRUSTEES MEETING**

### I. AGENDA

#### A. Call to Order

The regular meeting of the Western Wyoming Community College District Board of Trustees was called to order at 8:02 p.m., Thursday, April 9, 2020, via Zoom video conferencing, President Regina Clark presiding.

#### B. Approval of Agenda

1. Trustee Eckman made a motion to approve both the consent and regular agendas as presented. The motion was seconded by Treasurer Lorimer and was approved by vote.

### II. REPORTS

#### A. Student Government Association

Mr. John Wemhoner, SGA President, gave a brief update on behalf of the SGA. Mr. Wemhoner said that he sat in on the end of the workshop session and would like to convey his appreciation to Mr. Derek Robinson for all he and his team are doing for students during the crisis. Mr. Wemhoner said SGA continues to reach out to students to let them know that they are ready to help students in whatever way they can. Mr. Wemhoner said this is a stressful time for students, with many dealing with job losses and other crisis impacts, saying that he himself lost his job due to C-19. Mr. Wemhoner reported that SGA is meeting via Zoom on Monday's and Wednesday's, and the officers are meeting each Tuesday. Mr. Wemhoner said the group is discussing the logistics to hold officer elections which will likely be online. Mr. Wemhoner also said some clubs are still active with online meetings and events. President Clark encouraged Mr. Wemhoner to reach out if SGA needs additional

resources to help students. Trustee Honaker said the Foundation was allowed to place an informational insert in local utility bills during the last donation campaign, saying that might be an option for SGA to mail out information. The Board thanked Mr. Wemhoner for his report.

B. Senate

Dr. Christine Maddy presented a report on behalf of the Senate. Dr. Maddy commended Dr. Dale for her decisive actions in the crisis. Dr. Maddy said it was challenging for faculty to convert their face-to-face courses to online formats. Dr. Maddy also said that the annual survey for salaries and benefits was not sent out this year, but data from the last two years was very similar so Senate is confident that the data would have been much the same for this year. Dr. Maddy said two Agenda Item Request Forms (AIRF's) were received. Dr. Maddy said the first was regarding the faculty evaluation tool, specifically that the tool did not differentiate between instructors who have experience with online instruction and those that do not. Dr. Maddy said online instruction is much different than face-to-face. Dr. Maddy went on to say that an evaluation tool specifically for online instruction was developed. Dr. Maddy said the second AIRF concerned the degree evaluation process, saying that Mr. Moore agreed to review the process to identify possible improvements.

C. Hay Library Annual Report

Ms. Janice Grover-Roosa, Hay Library Director, gave the annual report for the library. Ms. Grover-Roosa reported that research questions through Canvas, and research questions received from other sources have increased. Ms. Grover-Roosa said the details are included in the written report provided. Ms. Grover-Roosa said Western is the only Wyoming community college to embed information literacy content in its First Year Success courses. Ms. Grover-Roosa recognized long-term library assistant Fern Stringham who will be retiring this year, saying that she will be missed. Ms. Grover-Roosa went over the protective measures Hay Library is employing to ensure the safety of students and staff utilizing library materials. The Board thanked Ms. Grover-Roosa for her report.

D. Western Celebrations

Dr. Dale said that student athlete Manel Ayol was named as a NJCAA 2nd Team All American in men's basketball. Dr. Dale congratulated Mr. Ayol on his achievement.

Dr. Dale said that Dr. Bert Slafter recently passed away. Dr. Dale said Dr. Slafter was the President of Western from 1972 to 1984. Dr. Dale said Ms. Frink is looking for contact information to send our condolences.

E. Paraprofessional Alliance

No verbal report was given. Board members were provided with a written report.

III. PUBLIC COMMENT

A. Visiting Delegations

None

B. Questions/Media/Public

None

IV. ADMINISTRATIVE INFORMATION AND UPDATES

A. Title Change, Coordinator of Student Life

In July 2019, the Board approved an employment contract for Alex Nelson for the position of Coordinator of Student Life for the fiscal year ending June 30, 2020. In an effort to more accurately reflect the work that Ms. Nelson is doing for the College a title change from Coordinator of Student Life to Coordinator of Student Life and Housing is appropriate. Ms. Nelson has assumed some additional duties following the departure of the previous Coordinator of Housing and will receive compensation for the additional duties through a stipend while this structure is under review. This is a change in title only, and no additional contract salary will be granted. Title changes are an administrative function at Western and are under the purview of the President. Dr. Dale is in agreement that this standardized title is appropriate. As with other substantive changes, the President keeps the Board of Trustees informed via a For Information Only item in the regular Board packet.

Recommendation:

None. For Information Only.

Vice President Parnell gave a brief explanation of the title change.

B. Notification of Intent to Apply for Perkins V Funding

Western Wyoming Community College was informed on March 31, 2020 that our Carl D. Perkins Career and Technical Education Grant for 2020-2021 will be \$184,307. Dr. Kimberly Dale and Dr. Clifford Wittstruck signed and submitted the required Perkins V Letter of Intent for the Perkins Grant application by the April 3, deadline. This is an annual grant renewal request that provides federal funding to support career and technical education activities and programs at Western. This grant is administered by the Office of Student Learning.

Recommendation:

None. For Information Only.

Interim Vice President Wittstruck gave a brief explanation of the grant application, saying that the Board will be asked to accept the grand funding when it is awarded.

C. President and Staff Updates

Dr. Dale reported that the HLC visit for approval of the BAS program has been delayed until the fall. Dr. Dale said we don't know if the visit will be in person or held virtually and we haven't been given an exact timeframe for the visit. Dr. Dale said work continues on establishing the infrastructure for the program.

Associate Vice President Adams gave an update on the compensation study.

Associate Vice President Adams said the study was kicked off in January, saying that employee forums were held and the committee met regularly before the crisis forced a campus closure. Associate Vice President Adams said that Western selected 28 comparator institutions for the custom survey including our local K-12 school districts. Associate Vice President Adams said Gallagher strongly suggested that we wait to distribute the custom survey due to the crisis, saying that the survey might be released sometime in mid-June. Associate Vice President Adams also said specific employees will undergo decision band methodology training next week so that we can place new

professional employees in the appropriate band. Associate Vice President Adams said there will not be any additional cost in the project, but the timeline for completion will be extended due to the C-19 crisis. Associate Vice President Adams went on to say that a phased approach may need to be developed for any salary increases resulting from the study in light of the continued budget cuts. Trustee Eckman said faculty had expressed concern about Administration conducting the survey during summer months because so many faculty are off contract. Trustee Eckman asked that Administration work with the Senate to ensure that faculty are given ample opportunity to complete the survey. Associate Vice President Adams said the delay on the survey was discussed during the recent employee town hall meeting.

V. BOARD INFORMATION AND UPDATES

A. Trustee Questions/Topics

President Clark said the Wyoming Community College Commission meeting on April 16, and the Wyoming Association of Community Colleges Trustees meeting on April 15 will be held via video conference. President Clark said Trustees should receive an email with attendance instructions.

B. BOCES Reports

President Clark said BOCES meetings are being conducted via Zoom video conferencing and asked if any Trustee had information to share from their respective meetings.

Secretary Donaldson said the Sweetwater County BOCES will meet next week, saying that they've asked for some guidance on their summer programs. Secretary Donaldson said they normally start registrations for summer programs on May 1st and they are asking if registration needs to be delayed, or if the summer programs should be cancelled. Dr. Dale said she will contact Dr. Craft to discuss their summer programs.

Trustee Eckman said the Carbon County BOCES have been meeting via Zoom. Trustee Eckman said the BOCES Board plans to meet with State Representative Clark Stith regarding a bill he wrote on intellectual property. Trustee Eckman said the bill was pulled from the last legislative session but it might be reintroduced.

C. Topics for Future Workshop Agendas

Outreach/Listening Session Report  
Policies and Procedures  
Shared Governance  
Diversity, Equity and Inclusion  
Dual/Concurrent Enrollment  
Erin Taylor, Taylor Strategies and Consulting  
Academic Leave Reports  
Accreditation

Dr. Dale said Academic Leave Reports will be done at the May workshop and the report on the Outreach listening sessions will be provided during the regular meeting in May.

D. Calendar of Future Events

April 9 6:00 p.m.	Regular Board of Trustees Workshop Zoom Video Meeting
April 9 7:15 p.m.	Regular Board of Trustees Meeting Zoom Video Meeting
April 10	WWCC Holiday – Good Friday
April 15 Time TBA	WACCT Meeting Zoom Video Meeting
April 16 Time TBA	WCCC Meeting Zoom Video Meeting
May 14 6:00 p.m.	Regular Board of Trustees Workshop Zoom Video Meeting
May 14 7:15 p.m.	Regular Board of Trustees Meeting Zoom Video Meeting
May 25	WWCC Holiday – Memorial Day
June 4	WCCC Meeting – Rock Springs
June 11 6:00 p.m.	Regular Board of Trustees Workshop Board Conference Room 3071
June 11 7:15 p.m.	Regular Board of Trustees Meeting Board Room 3060
June 27 10:00 a.m.	Nurse's Pinning Theatre
June 27 1:00 p.m.	Commencement Rushmore Gymnasium
June 27 4:00 p.m.	HiSet Graduation (GED) Theatre

VI. MINUTES

A. Approval

1. Treasurer Lorimer made a motion to approve the minutes of the March 12, 2020 regular meeting as presented. The motion was seconded by Secretary Donaldson and was approved by vote.

VII. FINANCIAL REPORTS/TRANSACTIONS

A. Clearing Accounts and Electronic Funds Transfers

President Clark said there would not be an approval on the clearing accounts and electronic funds transfers tonight. President Clark said the approval will occur at the next meeting, whether that is a special meeting or the regular meeting in May.

VIII. RECOMMENDED ACTION

A. Old Business

1. None

B. Consent Agenda

1. None

C. New Business

1. Approval of Resolution, Community College Month

Board members were provided with a resolution declaring April as Western Wyoming Community College Month. According to Noah Brown, ACCT President and CEO, Community College Month is our opportunity to demonstrate the vital importance of our college, and to make an undeniable case for why Western deserves greater public support. Now more than ever, community colleges matter. We know that within our 29,000 square mile Wyoming service area, our communities appreciate having this resource for their families, businesses and community members. This is an opportunity for us to recognize the important role that Western provides for post-secondary education, business and economic development. This resolution serves as a launch for a college marketing campaign to celebrate Western Wyoming Community College.

Recommendation:

To approve the resolution declaring April as Western Wyoming Community College Month as presented.

President Clark gave a brief explanation of the proposed resolution. Dr. Dale added that the marketing department is working on a campaign in recognition of Community College Month. Trustee Eckman made a motion to approve the resolution declaring April as Western Wyoming Community College Month as presented. The motion was seconded by Trustee Demshar and was approved by vote.

2. Ratification of COVID-19 Decisions

On March 15, 2020, Governor Mark Gordon and State Superintendent Jillian Balow recommended the closure of all Wyoming community colleges for instructional purposes through April 3, 2020, as a safeguard against the further spread of COVID-19. On April 3, 2020, Governor Mark Gordon and the Wyoming State Health Officer issued a statewide public health order extending the closure of all public spaces in Wyoming, through April 30, 2020, as a further safeguard against the spread of COVID-19. In conjunction with Board President Clark, the College President began responding to these state directives with these four priorities in the forefront:

1. To ensure the safety and wellbeing of all students, employees and community members, as well as the security of all Campus property;
2. To ensure the completion of the Spring 2020 semester; to ensure student learning outcomes are completed with special consideration for the possible impact to financial aid; to ensure appropriate services are provided to students who must remain in housing;
3. To ensure essential business continuity throughout the crisis; and
4. To ensure support for the local community, our Outreach communities and the state as a whole.

The College President, after consulting with and receiving permission from Board President Clark, made the following decisions in direct response to the pandemic:

1. The decision to close all Western campuses and evacuate all residence hall students with the exception of international students who cannot return home;
2. The decision to revise the Academic Calendar for Spring 2020, including rescheduling Commencement activities;
3. The decision to shift face-to-face courses to an online format with the exception of some specific laboratory courses, nursing clinicals, and technology/industry courses that must have the 'hands-on' component;
4. The decision to refund housing, meal plan and childcare charges to students on a pro-rated basis;
5. The decision to refund childcare charges to employees on a pro-rated basis;
6. The decision to continue paying wages to all current College employees throughout the remainder of the semester; and
7. The decision to continue to pay hourly student employees, including federal work study, based on their past average number of hours worked.

Recommendation:

To ratify the decisions made by the College President in response to the COVID-19 crisis as described. By ratifying the actions described herein, the Board hereby agrees to temporarily waive and/or suspend all Board policies or provisions of Board policies that are in any way affected by the actions set forth herein. The temporary waiver and/or suspension of Board policies or provisions of Board policies is temporary and shall in no way permanently inhibit or diminish the regulatory effect of Board policies and procedures. The Board's approval of the actions taken herein is temporary for the duration identified in the Governor's Order of March 20, 2020, and any subsequent extensions of that order, unless otherwise rescinded or extended by the Board. Notwithstanding anything set forth herein, the Board shall remain the governing body of the Western Wyoming Community College District.

President Clark gave an explanation of the request to ratify decisions made in response to COVID-19. President Clark asked College Legal Counsel, Geoff Phillips, to speak about the recommendation language. Mr. Phillips said he added the legal language in the recommendation to clarify that the ratification is only for any decisions made thus far that may have impacted any Board policies and in no way confers any future authority to supersede any Board policies. Trustee Demshar made a motion to ratify the decisions made by the College President as described. The motion was seconded by Treasurer Lorimer. Treasurer Lorimer said he believes Dr. Dale and her team took appropriate measures in response to COVID-19. The motion was approved by vote.



3. Salaries and Benefits Recommendations, FY 2021

In April of each year, the Board of Trustees considers salaries and staffing for the upcoming fiscal year. The Administration welcomes input from the surveys conducted by the Senate and the Paraprofessional Alliance to determine their priorities related to salaries and benefits. At the March Board workshop the Paraprofessional Alliance presented the results of their salary and benefits survey to assist in developing recommendations (Policies and Procedures 4210C and 4310A). During our budget discussions in the midst of state and local appropriation reductions and known increased expenses related to health insurance and benefits, the President's Cabinet had to make some difficult but necessary decisions to maintain our current academic programs, introduce new programs, and ensure Western is positioned to fulfill its mission during our State's economic downturn. Administration was challenged with balancing our top three guiding principles: "Learning is Our Purpose," "Students are Our Focus," and "Employees are Our Most Important Resource." Administration anticipates bringing to the May 2020 meeting a separate recommendation on the July 1, 2020 phase of the employee's retirement contribution increase for the Board's consideration. Administration recognizes that our employees play a significant and critical role in the success of our students and of our College and are pleased to maintain our current benefits structure which is a top priority for our employees.

Recommendation:

That the Board of Trustees act to extend FY 2020-2021 employment contracts and approve related salary and benefit matters.

Dr. Dale gave a brief explanation of the salaries and benefits recommendations and the supporting documents that were provided. Trustee Demshar made a motion to extend employment contracts and approve salary and benefit matters for FY20-21 as described. The motion was seconded by Treasurer Lorimer and was approved by vote.

4. Approval of Bid Quotations, Main Parking Lot Reconstruction

At the February meeting of the Board of Trustees, the Board authorized the Administration to solicit bids for the Main Parking Lot Reconstruction with the Residence Halls Parking Lot Reconstruction as an alternate in hopes of realizing some savings by doing both lots together. During the design and survey work by Western Engineers, it was determined that the soil base of the main lot has a lot of water in it and that a construction fabric will provide reinforcement to the asphalt. The engineering estimate for both the Main and Residence Hall parking lots is \$1.15 million. Major maintenance funds have been budgeted for this project. Bids were opened on Tuesday, March 31, 2020. Bid results follow:

Kilgore Companies dba Lewis & Lewis, Inc. Rock Springs, WY	\$1,018,859.00
CPCO LLC dba Consolidated Paving & Concrete Ogden, UT	\$1,096,983.99

No other bids were received.

Unit pricing was provided as a supplement to the bid form for a basis for any adjustments to the work. The bids came in under the Engineer's estimate which is a great savings to the College. The Engineering costs for this project will increase by \$17,750 for additional design and construction oversight for the addition of the Residence Hall parking lot that will include the ADA student lot and the circle drive at the residence halls. Western Engineer's original contract amount is \$55,750 and it will increase to \$73,500.

Recommendation:

To accept the bid from Kilgore Companies dba Lewis & Lewis, Inc. in the amount of \$1,018,859 to perform reconstruction services on the Main and Residence Halls Parking Lots and to increase the contract to Western Engineers to \$73,500 for additional services.

Vice President Reynolds gave a brief explanation of the bid quotations. Treasurer Lorimer made a motion to accept the bid from Kilgore Companies and to increase the contract to Western Engineers as described. The motion was seconded by Trustee Demshar and was approved by vote with Secretary Donaldson abstaining.

5. Approval of Amendment, Food Services Contract

Administration has negotiated new financial terms of the Food Services Agreement to address changes reasonably required by the overall impact of the COVID-19 pandemic. The College currently pays Sodexo for Dining Services rendered on a weekly basis based on the number of student meal plans that are active in Mitchell's Dining Hall. In light of the fact that there are only eight students staying on campus for the remainder of the semester, Sodexo will provide required services for these students on a cost of operations basis only instead of billing any minimum requirements per the original Agreement. The cost of operations accounting will be a tremendous savings to the College during this time of crisis. Under this Amendment, the College will also benefit from any Catering Services that may be booked until July 31, 2020. Those events will be billed at cost to the College as well.

Recommendation:

To approve the meal plan pricing amendment for Spring 2020 on a cost of operations basis.

Vice President Reynolds gave a brief explanation of the food services contract amendment, commending Ms. Tammy Register for negotiating the terms of the amendment. Secretary Donaldson made a motion to approve the meal plan pricing amendment as described. The motion was seconded by Vice President Erramouspe and was approved by vote.

6. Approval of FY2021 Food Services Contract Meal Plan Pricing

Currently, the College offers three different block meal plans in Mitchell's Dining Hall: 75, 175, and 275 block plans (amount of meals per semester) with dining dollars that are used like a debit account in either Mitchell's or TRex Grill. Over

the last year, students on Meal Plan A have requested more dining dollars over meal swipes. Therefore, Administration is proposing a new mix for Meal Plan A at the same cost as a 225 block plan with \$225 dining dollars. The other plans are received well by the students because of the flexibility to use dining dollars at TRex Grill and the ability to use the block meal plan in Mitchell's without any weekly limits.

Current rates are being charged by Sodexo as follows:

Meal Plan A: 275 Block Plan + \$100 Dining Dollars                 \$ 13.33/day  
Proposed: Meal Plan A will become 225 Block Plan + \$225 Dining Dollars for the same cost.

This plan allows the student to eat almost every meal (Mon-Sun) offered throughout the semester.

Meal Plan B: 175 Block Plan + \$125 Dining Dollars                 \$ 12.35/day

This plan allows the student to eat at least two meals per day (Mon-Sat) offered throughout the semester.

Meal Plan C: 75 Block Plan + \$50 Flex Dollars                         \$ 5.94/day

This plan is an economical option for students who may wish to eat at least one meal per day (Mon-Fri) offered throughout the semester without paying the cash price for meals at the door.

The Administration has negotiated the 2020-2021 prices with Sodexo and an agreement has been reached with a 2% increase over last year's prices.

The 2020-2021 meal plans and price recommendations are as follows:

Meal Plan A: \$13.60/day  
Meal Plan B: \$12.60/day  
Meal Plan C: \$ 6.06/day

Recommendation:

To approve the 2020-21 contract block meal plans charged to the College by Sodexo as described.

Vice President Reynolds gave a brief explanation of the 2020-21 contract block meal plans, saying that Sodexo will lose 9 serving days in the 2020-21 academic year. Vice President Erramouspe made a motion to approve the 2020-21 contract block meal plans as described. The motion was seconded by Secretary Donaldson and was approved by vote.

7. Approval of Early Contract Release, Counselor

Ms. Chelsea French, Counselor, tendered her resignation from Western Wyoming Community College, on March 12, 2020, to be effective March 31, 2020. Ms. French joined Western on October 1, 2018, and her last day worked

was March 31, 2020. The Board approved an employment contract on April 12, 2019, for Ms. French for the dates of July 1, 2019 through June 30, 2020.

Recommendation:

To accept Ms. French's resignation of full-time employment.

Vice President Parnell gave a brief explanation of the resignation. Treasurer Lorimer made a motion to accept Ms. French's resignation and allow an early release from her contract. The motion was seconded by Trustee Demshar and was approved by vote.

8. Approval of Required Student Fees, FY2020-21

Administration is recommending one change to required student fees for FY 2021. The College expects to have significant and continued cuts to its budgets for FY21, but Administration also recognizes the current situation in which our students are living. It is Administration's intent to add as small an additional burden to our students as possible. In that regard, Administration recommends the vast majority of our student fees stay at the same level the Board approved for FY20. The one exception to that recommendation is the Student Academic Support fee. For that fee, Administration recommends an increase of five dollars per credit. That would bring the fee from the ten dollars per credit that was approved for FY20 to fifteen dollars per credit for FY21.

Recommendation:

To approve the described increase to the Student Academic Support fee.

Vice President Parnell gave a brief explanation of the increase to the Student Academic Support Fee, saying that the increase will provide an additional \$210,000 in revenue. Dr. Dale asked Vice President Reynolds to relay the information he'd received in the last 24 hours regarding additional budget cuts. Vice President Reynolds said he was notified that property values have decreased in the county which represents a cut for Western of approximately \$730,000 for the upcoming fiscal year. Vice President Reynolds said this is a significant blow to the College, saying that Administration had already estimated a budget deficit of \$100,000 for 2020-21. Vice President Reynolds went on to say the additional revenue from this fee increase will bring our deficit down to approximately \$430,000 when this additional cut in property tax revenue is figured in. Vice President Parnell said the cost of the academic support fee for students taking 12 credits last year was \$120 and will increase to \$180 with this increase. Dr. Dale said Administration did not want to increase any required fees but it is essential that we recover at least part of the loss in property tax revenue. Dr. Dale said revenue from the other required fees have restrictions on what those funds can be used for so we cannot use them to help offset the deficit. Trustee Eckman asked for clarification on whether the charge is capped for full-time students or whether they'd still be charged per credit hour. Vice President Parnell said the charge would apply for each credit hour with no cap. Secretary Donaldson made a motion to approve the increase to the Academic Support Fee as described. The motion was seconded by Treasurer Lorimer and was approved by vote.

9. Approval of Course Fees, FY21

In accordance with Policy 3810A, the Western Wyoming Community College Board of Trustees must approve all fees associated with instruction at the College. Course fees are specifically dedicated to the purpose stated and are assessed upon student registration for the course. Changes to several course fees were last made in March 2019. Board members were provided with tables presenting course fee changes requested by faculty in their respective programs. These fees have a direct benefit to student experiences during laboratory, clinical, and field activities. This year change requests are presented for one course in the Phlebotomy program and for courses in the Welding program. Phlebotomy is a new fee, while the Welding fees are increases to existing ones. Our students have been fortunate to enjoy low fees in many of their courses for many years. However, as the College faces continued budgetary constraints, we have had to look at our courses and where we might be paying more for materials and supplies than is reasonable to continue to offer them at current course fee levels.

Recommendation:

To approve the Administration's recommendation for the changes to course fees, as presented.

Interim Vice President Wittstruck gave a brief explanation of the changes to course fees, saying that the use of the revenue from these fees is restricted. Interim Vice President Wittstruck said costs for welding courses continue to increase which results in the College losing as much as \$50,000 every year just on those courses. Interim Vice President Wittstruck also said a new fee for phlebotomy courses is being requested. Interim Vice President Wittstruck commended the faculty in those areas for the work they've done to identify appropriate changes to the course fees. Treasurer Lorimer made a motion to approve the changes to course fees as presented. The motion was seconded by Secretary Donaldson and was approved by vote.

IX. EXECUTIVE SESSION - PERSONNEL/LEGAL

President Clark asked if an Executive Session would be necessary. Dr. Dale said yes, an Executive Session would be required for personnel issues. Dr. Dale said no action would be required following the Executive Session.

Treasurer Lorimer made a motion to recess the regular meeting to enter into Executive Session for personnel issues. The motion was seconded by Trustee Demshar and was approved by vote. The regular meeting was recessed at 9:47 p.m.

RECONVENE REGULAR MEETING

Trustee Eckman made a motion to reconvene the regular meeting. The motion was seconded by Treasurer Lorimer and was approved by vote. The regular meeting was reconvened at 10:01 p.m.

X. ADJOURNMENT

Having no further business to act on, President Clark adjourned the regular meeting at 10:02 p.m.

NOTE: Additional information (tapes and/or addenda) from this meeting is available in the Board Office.

Above recorded by:

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Kandy Frink

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WWCC Board President

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WWCC Board Secretary