REGULAR MEETING MINUTES
November 11, 2010

Trustees Present:
James Roth, President
Shannon Honaker, Vice President
Clark Stith, Secretary
Lynne Chadey, Treasurer
Dick Boettcher
George Eckman
John Freeman

Also Present:
Dr. Karla Leach, College President
Marty Kelsey, VP for Administrative Services
Ken Fitschen, VP for Student Learning
Jackie Freeze, VP for Student Success Srvcs.
Sandy Caldwell, Assoc. VP for Student Learning
Laurie Watkins, Assoc. VP for Student Success Services
Carla Budd, Assoc. VP for Administrative Srvcs.

Trustees Absent:
None

Karen Ninger
Debbie Clawson
Dustin Conover
Brandi Moore
Chris Plant
Kandy Frink

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 7:15 p.m., Thursday, November 11, 2010, in Board Room 3060, Rock Springs Campus, President James Roth presiding.

B. Approval of Agenda
1. Vice President Honaker made a motion to accept the Regular agenda as presented. Motion approved by vote.
2. Trustee Freeman made a motion to accept the Consent agenda as presented. Motion approved by vote.

II. REPORTS
A. Association of Student Government
Mr. Luke Nielson, ASG President, gave a brief report on the activities of the group. Mr. Nielson reported that many events have been sponsored by ASG this semester. Mr. Nielson said that ASG hosted a pool party that had over 130 people attend, a Halloween dance that saw 200 participants and required a donation to the food drive, and a blood drive that resulted in 90 units of blood donated. Mr. Nielson said that ASG also helped with a Haunted House at Aspen Mountain Hall that was free and open to the public. Mr. Nielson said that more than 1000 people attended the Haunted House and a separate children’s event had more than 600 children participate. Mr. Nielson reported that ASG had also hosted two professional performers, a mentalist and a comedian. Mr. Nielson went on to say that there are 14 clubs chartered through ASG. Mr. Nielson concluded by saying that ASG recently started a Facebook page and already has 140 friends. The Board thanked Mr. Nielson for his report.
B. **Paraprofessional Association**
Ms. Debra Clawson, Paraprofessional Association Chair, gave a brief report on the activities of the group. Ms. Clawson reported that the first bake sale fundraiser for the Fall semester raised $219 for the Para Pantry, which provides food to students who stay on campus during the holidays. Ms. Clawson also said that the group had held a Halloween decorating contest for offices on campus. Ms. Clawson went on to say that the annual United Way fundraising campaign is underway. Ms. Clawson concluded by reporting that the annual Thanksgiving Pie Sale fundraiser is currently being conducted to raise funds for the Tree of Sharing. The Board thanked Ms. Clawson for her report.

C. **WWCC Senate**
Mr. Perry Ninger, Instructor of Business, gave a brief report on behalf of the WWCC Senate. Mr. Ninger reported that two seminars on Horizontal advancement had been offered and that concern has been voiced over the lack of Horizontal advancement awards for the 2010-11 fiscal year. Mr. Ninger reported that the group hopes to improve clarity in the policies and procedures related to Horizontal advancement. Mr. Ninger stated that the WWCC Winter Party will be held on January 21, 2011 at the Santa Fe Trails restaurant and will have live entertainment. Mr. Ninger reported that the Senate is also focusing on providing additional professional development opportunities for employees. Associate Vice President Caldwell stated that a committee was formed to develop on-going professional development opportunities as the assessment feedback indicates. Mr. Ninger stated that the professional development sessions would be voluntary, with no requirement to attend. The Board thanked Mr. Ninger for his report.

D. **Dustin Conover – Residence Halls and Student Life**
Mr. Dustin Conover, Director of Residence Halls and Student Life, gave the annual report for the department. Mr. Conover referred the Board members to the materials provided in their packets, including the current Residence Hall handbook, and a residence hall occupancy report. Mr. Conover stated that Aspen Mountain Hall is at 61% capacity. Mr. Conover said that Director Kelsie Keller lives in the residence hall. Mr. Conover reported that the current population of students who live in the residence halls is at an all time high for WWCC with 461 students. Mr. Conover also said that WWCC also has the largest residence hall staff in its history with 21 employees including Resident Assistants. Mr. Conover stated that the ASG Leadership class is going well, and that ASG is doing well with excellent student leadership. Mr. Conover reported that the new procedure of fining alcohol and drug policy violators has been implemented and seems to be having the desired effect. The Board thanked Mr. Conover for his report.

E. **Brandi Moore – Academic Leave Report**
Ms. Brandi Moore, Assistant Professor of Office Information Systems, gave a report on her recent Academic Leave. Ms. Moore thanked the Board for the opportunity. Ms. Moore reported that she was awarded a Master’s of Business Administration and feels that the degree will be beneficial in her duties as an instructor as well as the Chair of the Business department. The Board thanked Ms. Moore for her report.

III. **EXECUTIVE SESSION**
Trustee Freeman made a motion to recess the regular meeting to enter into Executive Session for Legal purposes. Vice President Honaker requested that the Executive Session be postponed until after the majority of business had been concluded. The motion was defeated by unanimous vote and the regular meeting continued.
IV. MINUTES
A. Approval
1. Secretary Stith made a motion to accept the minutes of the October 14, 2010 meeting as presented. Motion approved by vote.

V. FINANCIAL REPORTS/TRANSACTIONS
A. Clearing Accounts and Electronic Funds Transfers
Treasurer Chadey moved to ratify the Clearing Accounts as designated in the amount of $2,971,482.42 and the Electronic Transfers as designated in the amount of $414,236.93 for a grand total ratification of $3,385,719.35. Motion approved by vote.

<table>
<thead>
<tr>
<th>Clearing Accounts</th>
<th>Warrant Nos.</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Vouchers</td>
<td>234546 through 235312</td>
<td>$1,937,990.28</td>
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<tr>
<td>Payroll</td>
<td>150942 through 151570</td>
<td>$438,903.67</td>
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<td>Advices</td>
<td>020073 through 020257</td>
<td>$594,588.47</td>
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<td>Total – All Clearing Account Warrants</td>
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<td>$2,971,482.42</td>
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**Electronic Funds Transfers**

**Payroll Tax Payments to I.R.S.**

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
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<tbody>
<tr>
<td>US Bank</td>
<td>EFTPS-CHICAGO USATAXPYMT</td>
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**Credit Card Payments to US Bank Corporate Payment System**

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<tr>
<th>From</th>
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<tbody>
<tr>
<td>US Bank</td>
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**Bank to Bank Transfers**

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<thead>
<tr>
<th>From</th>
<th>To</th>
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<tbody>
<tr>
<td>1st Bank N. Side Branch</td>
<td>Cashed out CD, Const. Res</td>
<td>-$1,276,332.79</td>
</tr>
<tr>
<td>1st Bank N. Side Branch</td>
<td>Cashed out CD, Land Sales</td>
<td>-$2,228,517.58</td>
</tr>
<tr>
<td>1st Bank N. Side Branch</td>
<td>Cashed out CD, Land Sales</td>
<td>-$811,582.35</td>
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</table>

**Investment Transfers**

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Const. Res, Purchased CD</td>
<td>1st Bank N. Side Branch</td>
<td>$1,276,332.79</td>
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<tr>
<td>Land Sales, Purchased CD</td>
<td>1st Bank N. Side Branch</td>
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<tr>
<td>Land Sales, Purchased CD</td>
<td>1st Bank N. Side Branch</td>
<td>$2,200,000.00</td>
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Total Electronic Funds Transfers $414,236.93

GRAND TOTAL FOR BOARD RATIFICATION $3,385,719.35

(Copies of Warrant Registers are filed in the Addendum and become a part of the official Board Minutes.)

VI. RECOMMENDED ACTION
A. Old Business
None
B. Consent Agenda

1. Increasing the FY 2010-2011 Federal Fund Budget
   From time to time, it becomes necessary to increase College budgets, typically due to increased revenues or the need to budget carryover funds. At this time, it is necessary to increase the FY 2010-2011 Federal Fund budget due to increased revenues from new grant-funded programs.

   **Budget increases:**
   - Dads Making a Difference program (Year 1 only) $171,167
   - We the People – Wyoming Humanities Council $1,500
   - **Total** $172,667

   **Recommendation**
   To increase the FY 2010-2011 Federal Fund budget by $172,667, from $8,472,407 to $8,645,074.

2. Authorization to Sell Old Clark Forklift & Old Dump Truck
   In FY 2009-10, the College purchased a new Hyster forklift to be used in the Maintenance Department. The old forklift, a Clark model acquired in 1982, is now surplus and needs to be sold. Also in FY 2009-10, the College purchased a new dump truck to be used in the Maintenance Department. The old dump truck, a 1990 GMC Sierra 1 ton, is now surplus and needs to be sold. Board Procedure 3710 F provides that items having a fair market value of $2,000 or more can be sold, upon approval of the Board of Trustees. The old forklift and the old dump truck are ready to be sold to the highest responsible bidder.

   **Recommendation**
   To authorize the Administration to sell a Clark forklift, Model # 500YS60, and a GMC Sierra 1 ton dump truck, per established administrative procedures.

3. Increase in Health Insurance Contribution for Early Retirees
   The College's Voluntary Early Retirement policy provides that the College will pay for single health insurance premiums for early retirees to the same extent as paid to full time employees. Effective January 1, 2011, the health insurance premiums for all state employees are increasing. At the current time, the State of Wyoming pays 85% of the premium and the employee is required to pay 15%. However, for early retirees, unlike employees, the state does not reimburse the colleges; the colleges have to pay for this coverage if they choose to have an early retirement program with this benefit. Effective January 1, 2011, the monthly premium for single health insurance coverage for early retirees will be $869.17. (The premium payment is effective with the December, 2010 payroll.) The current premium is $735.98. The premium increased by about 18.1%. The policy provides that the College will pay 85% of current premium, or $738.79.

   **Recommendation**
   To increase the monthly contribution for single health insurance premiums for early retirees to $738.79, effective with the December 31, 2010 payroll.

4. Employment Contract Revision
   Dr. Nicole Grove was employed by the College on June 10, 2010 as an Assistant Professor of Chemistry. Her initial salary placement was determined based on information provided in her application material (resume and
application). Based on this information, it was determined that Dr. Grove did not have a full two years of related work experience which would provide an additional increase in pay. After discussing pay with other new faculty, Dr. Grove met with Human Resources to discuss her placement. Dr. Grove was advised that if she could provide verification of additional work experience, her initial placement would be reviewed and an adjustment would be made if necessary. Dr. Grove provided verification of her work experience which established a little over 2 years of related experience. Based on the College Procedures for Initial Placement, this work experience is enough to provide an additional salary increase, e.g. 5 percent of the Column I base salary for faculty.

**Recommendation**
To approve a new employment contract increasing Dr. Grove’s annual salary from $47,908.00 to $49,904.00 effective August 12, 2010.

Trustee Freeman made a motion to accept the Administration’s recommendations on the Consent Agenda. Motion approved by vote.

C. **New Business**
1. **Bid Quotations, New Science Laboratory**
The new science laboratory is a federally-funded [ARRA] project. Several months ago, the Board of Trustees authorized the Administration to seek competitive bids on this project. The architect, Plan One, has estimated the construction cost to be $1,187,000. Bids were opened on Thursday, November 5th. Bids were received as follows:

- Pleasant Construction Company
  Green River, Wyoming $835,943
- L.M. Olson Construction Company
  Rawlins, Wyoming $876,000
- Acuity Building Corporation
  St. George, Utah $845,052
- Bailey Construction Company
  Logan, Utah $927,546
- Brubaker Construction Company
  Salt Lake City, Utah $792,400
- C/K Construction Company
  West Haven, Utah $805,000
- Delta Construction Company
  Laramie, Wyoming $797,387
- Groathouse Construction Company
  Laramie, Wyoming $747,000
- Heath Construction Company
  Ft. Collins, Colorado $913,600
<table>
<thead>
<tr>
<th>Company</th>
<th>Location</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Hogan &amp; Associates</td>
<td>Centerville, UT</td>
<td>$737,000</td>
</tr>
<tr>
<td>Hughes General Contractors</td>
<td>Salt Lake City, UT</td>
<td>$839,000</td>
</tr>
<tr>
<td>J.L. Hardy Construction</td>
<td>Salt Lake City, UT</td>
<td>$711,750</td>
</tr>
<tr>
<td>K.R. Goble Construction</td>
<td>Mapleton, UT</td>
<td>$796,000</td>
</tr>
<tr>
<td>Onyx Construction Company</td>
<td>West Jordan, UT</td>
<td>$757,000</td>
</tr>
<tr>
<td>Valley Design &amp; Construction</td>
<td>Layton, UT</td>
<td>$751,000</td>
</tr>
<tr>
<td>Wadman Corporation</td>
<td>Ogden, UT</td>
<td>$778,000</td>
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</table>

The bids from three firms were disqualified for failing to properly submit required federal documentation: J.H. Hardy Construction, Onyx Construction, and Valley Design and Construction. The State Construction Office has approved the bid from Hogan and Associates for this project.

**Recommendation**
To accept the bid from Hogan and Associates, Centerville, Utah, in the amount of $737,000, per bid specifications, for the construction of the new science laboratory.

Vice President Kelsey gave an explanation of the bids quotations. Secretary Stith asked why the bids were so much lower than the architect’s estimate. Vice President Kelsey responded that the architect added a percentage to their estimate in anticipation of higher costs due to the ‘buy American’ requirement in the contract. Trustee Boettcher asked if the 5% preference for Wyoming contractors had been considered. Vice President Kelsey explained that with ARRA funding, the 5% in-state preference cannot be used. Trustee Honaker asked if WWCC would be forced to accept the low bid. Vice President Kelsey said that college legal counsel has always cautioned that unless a compelling reason exists to not accept the low bid, then it must be accepted. Vice President Kelsey also said that ARRA funded projects require state approval before a bid can be awarded, and that the state recommends the contractor. Trustee Eckman made a motion to postpone the decision until after the Executive session so that legal counsel can be consulted.

2. **Consideration of New Board Audit Committee Policy & Procedure**
A few months ago the Board appointed Jim Roth, Shannon Honaker and Lynne Chadey to serve on a new Board Audit Committee. The Committee has met twice since being formed. Treasurer Chadey is bringing forth a draft Board Audit Committee Policy and Procedure for Board discussion.
Recommendation
First reading. For discussion only. Second reading scheduled for the December Board meeting.

Treasurer Chadey gave an explanation of the proposed policy and procedure. President Roth suggested a change of wording to clarify the number of committee members, saying that the current wording implies a total of four Board members serving on the committee rather than three. Trustee Eckman made a motion to amend the wording as suggested. Motion approved by vote. Trustee Boettcher suggested that an outside person be on the committee, such as a CPA or other community member. Vice President Honaker asked if the external member would be a paid professional. Vice President Kelsey said that the commitment would not require a great deal of time and would not be compensated. Treasurer Chadey made a motion to accept the following wording: “The membership of the Board Audit Committee shall consist of four members. The Board Chair shall appoint three members, including two Board members and one external member from the community. The Board Treasurer shall serve as Chair of the Board Audit Committee and the College President shall be an ex-officio member.” The motion was approved by vote.

3. Employment Contract 2010-2011
The Human Resources Office conducted a national search in September to fill the one and one-half year position of Instructor/Assistant Professor of Composition. The Human Resources Office received 24 completed applications for this position. The Professional Standards Board conducted 4 formal interviews. The Professional Standards Board unanimously recommends that Lora Meredith be hired for this position. Ms. Meredith holds a Bachelor of Arts Degree in English as a Second Language from the University of Northern Colorado in Greeley, Colorado and a Master of Arts Degree in English also from the University of Northern Colorado. Ms. Meredith is currently at Aims Community College in Greeley, Colorado as an Adjunct Composition Instructor. Prior to that, she was employed as a Teaching Assistant at the University of Northern Colorado. Ms. Meredith’s contract details would be as follows: Annual Salary, $44,714.00 for a 9 Month Contract; Fund, Current; Rank, Instructor; and Column Placement, Column I.

Recommendation
To offer an employment contract to Ms. Lora Meredith of Greeley, Colorado for the position Instructor of Composition for the period January 11, 2011 through May 20, 2011.

Vice President Fitschen gave an explanation of the employment contract. Trustee Eckman made a motion to offer an employment contract to Ms. Lora Meredith as described above. Motion approved by vote.

4. Employment Contract 2010-2011
The Professional Standards Board to review the position description and to discuss the promotion of Lu Sweet to the newly created full time position of Athletic Director. The Professional Standards Board interviewed Lu Sweet and unanimously recommend Lu Sweet be appointed to the position of Athletic Director. Dr. Sweet holds a Bachelor of Science Degree in Physical Education from Montana State University in Havre, Montana. She also holds a Master of
Science Degree in Physical Education and a Doctorate Degree in Athletic and Educational Administration both from Montana State University in Bozeman, Montana. She is currently employed at Western Wyoming Community College as the Assistant Athletic Director which is a part time position. Dr. Sweet's contract details would be as follows: Annual Salary, $67,109.00 for an 11 Month Contract; Fund, Current; Rank, N/A; and Column Placement, Column II.

Recommendation
To offer an employment contract to Dr. Lu Sweet of Rock Springs, Wyoming for the position of Athletic Director for the period January 3, 2011 through June 30, 2011.

Vice President Freeze gave an explanation of the employment contract. Trustee Freeman made a motion to offer an employment contract to Dr. Lu Sweet as described above. Motion approved by vote.

5. Purchase of “Sunriser” Statue
For over a year, the “Sunriser” statue, consigned through the City of Green River, has been on the WWCC Green River Center property. The statue is available for sale for $13,500.

Recommendation
To purchase the “Sunriser” statue from artist Bobbie Carlyle for the total price of $13,500.

Trustee Eckman gave an explanation of the proposed purchase, saying that the statue carries a great symbolism of new life, new journeys and new opportunities that are the epitome of what WWCC stands for. President Roth explained that the statue is part of the “Art on the Green” project that places statues in various places around Green River. President Roth said that the statue would need a permanent base if the purchase was approved. Trustee Eckman made a motion to purchase the Sunriser statue from artist Bobbie Carlyle for $13,500. A short discussion ensued regarding the statue, with Associate Vice President Caldwell stating that the Green River Center lobbied to have that particular statue because they also felt that it was uniquely appropriate for the center. The motion was approved by vote.

6. Price Quotation, Network Equipment
The College has been upgrading the existing computer network to a 10GB backbone. The new single mode fiber is currently being installed. In order to complete the project, the College must also upgrade the equipment connected to the fiber. Two companies submitted proposals for this equipment, Cisco and Brocade. Both companies participate in Western States Contract Alliance (WSCA) pricing and, therefore, can be considered sole source. Brocade was chosen as the provider for many reasons. First, we have used Foundry equipment for the past six to seven years and Foundry was purchased by Brocade. Second, the Brocade equipment will integrate easily with our existing system. Third, Brocade quoted a lower price than Cisco and provided $112,000 trade-in for our existing equipment, and a $25,000 rebate. Lastly, the Brocade equipment is a better system for our purpose. The College received a price quote of $605,539.00 from Trusted Network Solutions (TNS) for the
Brocade Equipment. The College has the money budgeted to fund the project in this fiscal year.

Recommendation
To approve the purchase of Brocade equipment from Trusted Network Solutions, Salt Lake City, Utah in the amount of $605,539.00 that is necessary for the completion of this segment of the network upgrade.

Associate Vice President Budd gave an explanation of the requested sole source purchase. Trustee Boettcher made a motion to approve the purchase of Brocade equipment as described above. Motion approved by vote.

7. Approval of Resolution and Statement of Clarification, Reversionary Clause in Land Sale Deed to Sweetwater County
In 1973 Western Wyoming Community College sold a 36.49 acre tract of land to Sweetwater County to be used for hospital purposes. The deed contains a reversionary clause that states that the land must be used for “general hospital purposes.” For several months, the College Administration has been working with various entities including Memorial Hospital, Sweetwater County, and the City of Rock Springs to clean up some property line problems along Skyline Drive and College Drive. During these discussions, the topic of the reversionary clause surfaced and attorneys for WWCC, Memorial Hospital and Sweetwater County have been meeting to resolve the on-going concern. On November 8, 2010, the Board of County Commissioners passed a resolution granting and quit claiming to WWCC a 2.865 acre tract of land north of Skyline Drive. This action effectively cleans up the property line issue along Skyline Drive. It is anticipated that the property line issues along College Drive adjacent to Southwest Counseling Service will be dealt with shortly. This is a more complicated matter and will take a little longer to resolve. Galen West has drafted a “Statement of Clarification” which reflects the outcome of the negotiations between Ford Bussart and attorney George Lemich, representing Memorial Hospital. This “Statement of Clarification” clarifies what is meant by “general hospital purposes.” Mr. West recommends that the Board of Trustees adopt this statement. Mr. West attended the meeting to answer any questions from the Board.

Recommendation
To approve the following Resolution:
A RESOLUTION AUTHORIZING WESTERN WYOMING COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, TO RECORD A STATEMENT OF CLARIFICATION WITH REGARD TO THAT REAL PROPERTY CONVEYED TO THE COUNTY OF SWEETWATER, STATE OF WYOMING, TO BE USED FOR HOSPITAL PURPOSES.

Dr. Leach gave an explanation of the resolution and statement of clarification. Trustee Eckman made a motion to approve the resolution. Vice President Honaker asked if the reversionary clause was being rescinded. Dr. Leach said that the clause is not being rescinded, just clarified for a better understanding of what “general hospital purposes” entails. Mr. West stated that the negotiations were done prior to Mr. Bussart’s untimely death with only the paperwork remaining to be completed. Mr. West also explained why the clarification statement was needed. Trustee Boettcher asked if the hospital would be able
to sell part of the land for a medical office building. Mr. West responded that the hospital would not be able to sell any of the property. The motion was approved by vote.

8. **Business Process Review**

Western Wyoming Community College has received positive audits for several years and has solid business practices in place. In larger organizations, an internal auditor is charged with evaluating business process for effectiveness and efficiency. Due to the size of Western, an internal auditor is not feasible or appropriate. However, institutions often contract with an outside firm to complete a business process review to make this assessment. Western sent out a request for proposal to several public accounting firms in Wyoming and Utah. The deadline for submission was November 8, 2010 and three responses were received: Lenhart Mason Associates, $5,400; McGee, Herne and Piaz, $8,500; and Porter, Muirhead, Cornia & Howard, $15,400. The proposals received were significantly different in content, description, and price. The president, vice president, and director of finance will conduct telephone interviews with each firm and a selection will be made by November 16, and the work is scheduled for completion by May 15, 2011. Following the completion of this task, Western will request a technology analysis from Datatel to identify opportunities for automating business processes as warranted by the earlier business process review. The administration will bring forward a draft policy at the December 2010 board meeting outlining an ongoing procedure for the College to follow in conducting the business process review. It is anticipated that this type of review should take place every six years.

**Recommendation**

No action required. Update only.

Dr. Leach gave an explanation of the process review.

**VII. INFORMATION/PROPOSALS**

A. **Visiting Delegations**

Mr. Steve Bahmer, Executive Director of the WACCT, thanked the Board for the opportunity to join them. Mr. Bahmer stated that the agenda for the upcoming legislative session was quite full and that there would be ample educational opportunities for any trustees that would like to attend. President Roth thanked Mr. Bahmer for his efforts on behalf of the community colleges.

B. **Questions/Media/Public**

None

C. **President/Staff**

Dr. Leach gave each Board member photos of the athletic recognition banners that hang in the gymnasium, stating that the banners honor academic achievements by WWCC athletes.

Dr. Leach reported that the Women’s Volleyball team had won the regional tournament and would be traveling to White Plains, Missouri for the National Tournament. Dr. Leach said that several players were awarded all-region honors and that Coach Reynolds also received all-region honors. President Roth commended Dr. Sweet on
having the local fire and police departments out in full force with their sirens blaring and lights flashing when the Volleyball team returned from the regional tournament.

Associate Vice President Caldwell gave an update on the Driver's Education course. Associate Vice President Caldwell said that WWCC is working with School Districts 1 and 2 and BOCES to identify any gaps on formal training and whether WWCC can fill those gaps. Associate Vice President Caldwell said that there is interest, although the parties involved would like to wait until Spring to move forward with further discussions. A short discussion ensued regarding the potential cost to students, available grant funding, and obtaining donated vehicles for the program.

Vice President Kelsey reported that the 1st Quarter Financial report had been included in the Board packets. Vice President Kelsey said that the college is in good shape and has adequate cash flow.

D. Trustee Questions/Topics
1. Trustees Goals and Direction
2. Educational Programming Update

E. Topics for Future Workshop Agendas
1. Facility Tours
2. BOCES Reports

F. Executive Session - Legal/Personnel
Trustee Freeman made a motion to suspend the regular meeting to enter into Executive Session for legal purposes. Motion approved by vote. The regular meeting was suspended at 8:52 p.m.

VIII. CALENDAR OF FUTURE EVENTS

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<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Nov. 25-26</td>
<td>Thanksgiving Holiday – WWCC Offices Closed</td>
</tr>
<tr>
<td>Dec. 8</td>
<td>WCCC Meeting Conference Call; Tuition Consideration</td>
</tr>
<tr>
<td>Dec. 9</td>
<td>WWCC Classes End</td>
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<tr>
<td>Dec. 9</td>
<td>6:00 p.m. Regular Board of Trustees Workshop Room 3071</td>
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<tr>
<td>Dec. 9</td>
<td>7:15 p.m. Regular Board of Trustees Meeting Room 3060</td>
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<tr>
<td>Dec. 14</td>
<td>Board Social</td>
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<tr>
<td>Dec. 23-31</td>
<td>Christmas Break – WWCC Offices Closed</td>
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<tr>
<td>Jan. 13</td>
<td>6:00 p.m. Regular Board of Trustees Workshop Room 3071</td>
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<tr>
<td>Jan. 13</td>
<td>7:15 p.m. Regular Board of Trustees Meeting Room 3060</td>
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<tr>
<td>Jan. 21</td>
<td>6:00 p.m. WWCC Winter Party Santa Fe Trails</td>
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<tr>
<td>Jan. 22</td>
<td>Board Retreat Roth Residence</td>
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IX. ADJOURNMENT
President Roth reconvened the regular meeting at 10:18 p.m. Trustee Freeman made a motion to remove the consideration of bid quotations for the Science Laboratory from the
table. Motion approved by vote. Trustee Freeman made a motion to accept the bid from Hogan and Associates as recommended by Administration. Motion approved by vote. Having no further business to act on, President Roth adjourned the regular meeting at 10:20 p.m.

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

Above recorded by:

____________________________
Kandy Frink

______________________________________
WWCC Board President

______________________________________
WWCC Board Secretary