REGULAR MEETING MINUTES
September 8, 2011

Trustees Present: James Roth, President
George Eckman, Secretary
Lynne Chadey, Treasurer
Dick Boettcher
Chris Plant
Bob Reese

Also Present: Dr. Karla Leach, College President
Marty Kelsey, VP for Administrative Services
Jackie Freeze, VP for Student Success Services
Elaine Tutterrow, Interim VP for Student Learning
Sandy Caldwell, Assoc. VP for Student Learning
Laurie Watkins, Assoc. VP for Student Success Services

Trustees Absent: Carla Budd, Assoc. VP for Administrative Srvcs.
Shannon Honaker, Vice President

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 7:46 p.m., Thursday, September 8, 2011, in Board Room 3060, Rock Springs Campus, President James Roth presiding.

   B. Approval of Agenda
      1. Trustee Boettcher made a motion to accept both the Consent and Regular Agendas as presented. Motion approved by vote.

II. REPORTS
   A. High Desert Interpretive/Visitors Center
      Dr. David Kathka gave the Board an update on the HDIVC. Dr. Kathka gave a brief history of the project, stating that they hope to become a portal for the National Scenic Byways route. Dr. Kathka said that the Center has been approved as a 501(c)(3) organization. Dr. Kathka also said that there had been some delays in developing the Memorandum of Understanding but that the document was now ready for Board consideration. Trustee Eckman asked for clarification on the terms of the lease, stating that no reversionary clause exists in the MOU. Dr. Kathka said that the MOU is a
philosophical document and the lease terms, including a possible reversionary clause, will be addressed in the lease documents. Trustee Plant asked how the Center would create a connection to WWCC students. Dr. Kathka stated that the Center intends to entice WWCC students to expand their horizons and perhaps offer internships. Trustee Plant asked if the Center would acquire collections similar to those on the WWCC Campus, such as the dinosaur skeletons. Dr. Kathka said that the Center won’t take the place of any established attraction in the area, but rather would direct interested parties to various area attractions. Dr. Kathka said that he anticipates the exhibits displayed at the Center will be more industry related due to restricted public access to coal mines, trona mines, oil field industries and others. President Roth thanked Dr. Kathka for the update, saying that if the Center can attract traffic from the interstate, it could have an economic impact all along the I-80 corridor.

President Roth took a moment to welcome Ms. Saundra Meyer from the Wyoming Community College Commission. President Roth said that it was a pleasure to have Commissioner Meyer in attendance.

B. Master Gardeners
Mr. Andy Seiller thanked the Board for the opportunity to speak, and introduced several members of the Master Gardeners local group. Mr. Seiller stated that recent program graduate Donna Mundschenk brought the condition of the ‘Wesswick Memorial Garden’, also known as Courtyard #2, to the attention of the group. Mr. Seiller requested and received permission during the summer to remove the weeds and debris from the courtyard, and prune the trees. Mr. Seiller said that the group believes there is an opportunity for a collaborative effort between students, the public and WWCC to restore the beauty of the courtyard. President Roth thanked Mr. Seiller and the Master Gardeners group, saying that community partnerships are very important and he is delighted to have citizens interested in these kinds of projects. Trustee Plant asked if the organization was a national one. Mr. Seiller said that it is a national group, funded through a grant similar to 4H groups. Mr. Seiller said that the formal name of the organization is the Sweetwater County Master Gardeners. Ms. Cora Botello, program instructor, thanked the Board for its generous provisions of classroom space and hands on opportunities for the program.

C. Associated Student Government
Mr. Casey Terrell, ASG President, gave a brief report on the activities of the group. Mr. Terrell thanked the Board for the opportunity to speak. Mr. Terrell stated that the ASG had already sponsored or helped with several events such as Bongo Ball, a Whitewater Rafting trip, a blood drive and a performer who juggles chainsaws. Mr. Terrell stated that ASG elections would be held next week, with 17 spots available. Mr. Terrell said that the ASG will be hosting the Student Leadership Conference during the beginning of October. Mr. Terrell said that goals for the ASG include increased visibility in the community, increasing interest in ASG and increasing volunteerism. Trustee Plant suggested that the ASG members have some kind of clothing that would identify them as members. The Board thanked Mr. Terrell for his report.

D. Paraprofessional Association
Ms. Lori Paulson, Paraprofessional Association President, gave a brief report on the activities of the association. Ms. Paulson said that recent activities include participation in United Way’s Helping Hands Day, sponsoring the all employee picnic and revising
the association’s bylaws. Ms. Paulson said that a new recognition program had been established, with “Thank You” boxes located in various places on campus. Ms. Paulson said that the recognition will not be limited to paraprofessionals. Ms. Paulson also said that an online form titled the “Para Voice” is now available for paraprofessional staff to voice ideas, concerns, questions, etc. Ms. Paulson said that the form can be submitted anonymously and is intended to enhance communications without creating pressure. Ms. Paulson reported that the paraprofessional association has also created a liaison with the WWCC Senate to improve communication. Ms. Paulson said that the possibility of establishing a scholarship fund is being discussed. The Board thanked Ms. Paulson for her report.

E. Children’s Center
Ms. Amy Williamson, Children’s Center Director, gave the annual Board report for the center. Ms. Williamson said that the center is serving its highest number of children in the past 20 years, with 306 children enrolled. Ms. Williamson said that WWCC’s Children’s Center offers daycare, preschool and practicum activities for educational programs. Ms. Williamson said that WWCC’s program is unique in that other programs around the state are used as laboratory preschool’s used primarily for Early Childhood Education students and are typically not affordable for students. Ms. Williamson reported that all teaching positions in the center had been reclassified as professional positions, and relayed the thanks and gratitude expressed by those teachers. Ms. Williamson went on to say that Spanish is being incorporated into all aspects of the program, including providing a translator when needed. Trustee Plant praised the program, saying that he is appreciative of the work they do and also commending President Roth on being part of the Board that originally initiated the development of the program. The Board thanked Ms. Williamson for her report.

F. Developmental Studies
Ms. Jami Anderson, Learning Center Director, gave the annual Board report for the center. Ms. Anderson thanked Ms. Williamson for the addition of the translator, stating that many students in the ESL program use the children’s center. Ms. Anderson reported that there were 120 GED graduates this year, with typically 25% continuing their education directly following. Ms. Anderson said that the rate of those graduates who continue their education increases to approximately 30% at two years after their GED graduation. Ms. Anderson said that 11% of all Sweetwater County residents have no high school diploma. Ms. Anderson reported that the GED testing process has been changed and now enjoys a 90% completion rate. Ms. Anderson also said that the Learning Center is working hard to eliminate the barriers of cost for potential students by pursuing grants and funding from various sources. Ms. Anderson went on to say that the GED intensive seminar has not been as successful as she hoped, with only 30 participants in the most recent seminar. Ms. Anderson said that ESL courses in Green River have been expanded through partnerships with the Catholic and Baptist churches and Expedition Academy. Ms. Anderson also said that most students completing the 14 credit hour ESL certificate are not international students. Ms. Anderson reported that the Option III program continues, with an average improvement in competency of 2 to 3 grade levels. Ms. Anderson went on to say that the Dad’s Grant program has been successful and recruitment of high school aged fathers is a possibility. President Roth commented that recruiting high school aged fathers could also have an impact on the enrollment for the College Studies Institute courses. Dr.
Leach said that Mr. John Freeman, WWCC’s new High School Transitions Coordinator, would be working for Ms. Anderson. The Board thanked Ms. Anderson for her report.

III. MINUTES
A. Approval
1. Secretary Eckman made a motion to approve the minutes of the August 11, 2011 meeting as presented. Motion approved by vote.

IV. FINANCIAL REPORTS/TRANSACTIONS
A. Clearing Accounts and Electronic Funds Transfers
Treasurer Chadey moved to ratify the Clearing Accounts as designated in the amount of $3,487,545.09 and the Electronic Transfers as designated in the amount of $422,086.62 for a grand total ratification of $3,909,631.71. Motion approved by vote.

<table>
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<tr>
<th>Clearing Accounts</th>
<th>Warrant Nos.</th>
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<tbody>
<tr>
<td>Vouchers</td>
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<td>Payroll</td>
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<td>Advices</td>
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<td>Total – All Clearing Account Warrants</td>
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Electronic Funds Transfers

Payroll Tax Payments to I.R.S.

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Credit Card Payments to US Bank Corporate Payment System

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Bank to Bank Transfers

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<tbody>
<tr>
<td>1st Bank, N. Side Branch</td>
<td>Cashed out Major Maint. CD</td>
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Investment Transfers

Total Electronic Funds Transfers $422,086.62

GRAND TOTAL FOR BOARD RATIFICATION $3,909,631.71

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

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

1. FY12 Dad’s Making a Difference Grant (second year budget)
   In fiscal year 2011, WWCC was awarded a two-year Dad’s Making a Difference Grant. This grant was approved by the WWCC Board. This request is to accept the second year funding in the amount of $172,200. The funding period for this grant is from Oct. 1, 2011 to Sept. 30, 2012. This grant funds salary and benefits for the grant manager and limited part-time salary for clerical. It funds tuition and fees, books, childcare, tools/training materials, marketing and recruiting for the Dad’s Program.

   Recommendation
   To accept Dad’s Making a Difference, second year funding in the amount of $172,200, and grant the authority to spend the monies for the purposes specified in the grant proposal and increase the College’s federal funds by that amount.

2. Financial Interest Disclosures
   The 1997 Legislature passed legislation, now codified as Wyoming Statute 6-5-118, which deals with conflict of interest associated with investments made by College officials. Included in the addendum are letters from the College President, Vice President for Administrative Services, Director of Finance & Controller, and the Board Treasurer which disclose the financial interest(s) the incumbents in these positions have with the financial institutions with which the College does or may do business. This disclosure must be made annually to the Board of Trustees.

   Recommendation
   To acknowledge receipt of the letters as referenced above.

3. Extension of Real Estate Brokerage Agreement, Brokerage Southwest
   In March, 2011, the Board of Trustees extended Brokerage Southwest’s real estate brokerage agreement to market the lots in the College View Commercial Park until September 23, 2011. The commission is 4%. The Administration recommends that the Agreement be extended for six months until March 23, 2012. Mr. Jim Anselmi informs the Administration that demand for commercial property is still very slow. What little demand there is seems to be focused on leased property, rather than on purchased property. Developers are largely hesitant to make large investments in commercial land until they feel more comfortable with the economy in southwest Wyoming.

   Recommendation
   To extend the real estate brokerage agreement between WWCC and Brokerage Southwest until March 23, 2012.

4. Increasing the FY 2011-12 Federal Fund Budget
   Each year the Federal Fund budget needs to be increased to spend monies carried over from the previous fiscal year. The following Federal Fund accounts have carryover monies from the FY 2010-11 year which need to be carried over into the FY 2011-12 year.
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<td>ABE GED</td>
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<td>Dads Making a Difference</td>
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<td>Gear Up</td>
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<tr>
<td>Perkins</td>
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<tr>
<td>College Studies Institute</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$503,000</strong></td>
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**Recommendation**

To increase the FY 2011-12 Federal Fund by $503,000 as described above.

Trustee Boettcher made a motion to approve the recommendations from Administration on the Consent Agenda items. Motion approved by vote.

C. **New Business**

1. **Employment Contract 2011-2012, Director of Physical Resources**
   
   The Human Resources Office conducted a national search in May and June to fill the position of Director of Physical Resources. The Human Resources Office received 11 completed applications for this position. The Professional Standards Board conducted 3 telephone interviews and 3 on-campus interviews. The Professional Standards Board recommends that Paul Ross be hired for the position. Mr. Ross holds an Associate of Science Degree in Facilities Maintenance Technology and a second Associate of Science Degree in HVAC and Refrigeration Technology from Pikes Peak Community College in Colorado Springs, Colorado. Mr. Ross also holds a Bachelor of Science Degree in Technical Management from DeVry University in Colorado Springs, Colorado and a Master of Science Degree in Project Management from Colorado Technical University in Colorado Springs, Colorado. Mr. Ross is currently employed at Western Wyoming Community College as the Building Operating Systems Specialist. He has held this position since January, 2006. Mr. Ross’ contract details would be as follows: Annual Salary, $86,496.00 for a 12 Month Contract; Fund, Unrestricted Operating Fund; Rank, N/A; and Column Placement, Column II.

   **Recommendation**


   Vice President Kelsey gave an explanation of the proposed employment contract. Trustee Plant made a motion to offer an employment contract to Mr. Paul Ross as described above. Motion approved by vote.

2. **Employment Contract 2011-2012, Admissions Counselor**
   
   The Human Resources Office conducted a national search in June and July to fill the position of Admissions Counselor. The Human Resources Office received 48 completed applications for this position. The Professional Standards Board conducted 3 on-campus interviews. The Professional Standards Board recommends Ms. Sarah Clark be hired for this position. Ms.
Clark holds a Bachelor of Science Degree in Communications from Montana State University. She is currently an Admissions Representative at Northwest Community College in Powell, Wyoming. She has held this position for three years. Ms. Clark’s contract details would be as follows: Annual Salary, $57,983.00 for a 12 Month Contract; Fund, Unrestricted Operating Fund; Rank, N/A; and Column Placement, Column I.

Recommendation
To offer an employment contract to Ms. Sarah Clark of Powell, Wyoming for the position of Admissions Counselor for the period September 19, 2011 through June 30, 2012.

Vice President Freeze gave an explanation of the proposed employment contract. Treasurer Chadey made a motion to offer an employment contract to Ms. Sarah Clark as described above. Motion approved by vote.

3. Approval of Memorandum of Understanding Between WWCC and the High Desert Interpretive Visitor Center Association, Inc.
The Board is aware that for the past several years the College has been working with the High Desert Interpretive Visitor Center Association in connection with the planning and ultimate construction of the Center on WWCC property to be leased to the HDIVC. This MOU is necessary for the HDIVC to further pursue funding options and is broadly written so as to ensure flexibility prior to the time the Ground Lease and Operating Agreement are executed. These documents, which will provide much more specificity regarding the duties of the parties, will be officially approved by the Board of Trustees later on subsequent to detailed discussions between the College and the HDIVC. The College attorney has reviewed and approved this MOU. David Kathka will be at the Board meeting to give a short presentation and to answer any questions the Board may have regarding this matter.

Recommendation
To approve the Memorandum of Understanding between Western Wyoming Community College and the High Desert Interpretive Visitor Center Association, Inc.

Dr. Leach gave an explanation of the proposed Memorandum of Understanding. Trustee Boettcher stated that this endeavor keeps the ‘community’ in ‘community college’ and is a great step towards completion of the project. Trustee Boettcher made a motion to approve the Memorandum of Understanding between WWCC and HDIVCA as described above. Motion approved by vote.

The Human Resources Office conducted a national search in May through August, 2011 to fill the position of Director of Financial Aid. Due to an insufficient, qualified, applicant pool in the first round, the position was advertised twice. The Human Resources Office received 15 completed applications for this position. The Professional Standards Board conducted 1 telephone interview and 1 on-campus interview. The Professional Standards
Board recommends that Javier Flores be hired for the position. Mr. Flores holds a Bachelor of Arts degree and Master of Arts Degree both in Economics from Fordham University, in Bronx, New York. Mr. Flores was employed at Central Texas College-Europe in Baumholder, Germany as an Educational Counselor. Prior to this, Mr. Flores was employed at the American InterContinental University in Houston, Texas, serving in various capacities in the Financial Aid office including the position of Director. He has 9 years of financial aid experience. Mr. Flores’ contract details would be as follows: Annual Salary, $70,230.00 for a 12 Month Contract; Fund, Unrestricted Operating Fund; Rank, N/A; and Column Placement, Column II

Recommendation
To offer an employment contract to Mr. Javier Flores, of Dallas, Texas for the position of Director of Financial Aid for the period September 26, 2011 through June 30, 2012.

Vice President Freeze gave an explanation of the proposed employment contract. Treasurer Chadey made a motion to offer an employment contract to Mr. Javier Flores as described above. Motion approved by vote.

5. Approval of Resolution Granting an Easement to the City of Green River

A few days ago, the City of Green River contacted the Administration indicating that they need to have the College grant an easement in connection with work on a water line near the Green River Center. Part of the South Side Water Expansion Project involves connecting the new 16” water line along Upland Way to the existing line feeding the Upland Water Tank. PP & L plans from 1983 show the connection of the existing line as direct with no extra fittings. When the connection was dug up, it was found to have several welded/flanged fabricated fittings to make the connection. This requires the relocation of the new water connection across WWCC property. Approval of the easement will allow the completion of the connection of the lines as intended in the original plan, but at a different location. Included in the addendum is a drawing of the proposed easement. The Board will note that the easement would be located at the intersection of Upland Way and College Way. A copy of the proposed Resolution and Easement document is also included in the addendum. Legal counsel has prepared and approved the Resolution and Easement document. A representative from the City of Green River Engineering Department will be at the meeting to answer any questions the Board may have regarding this topic.

Recommendation
To approve the following Resolution:

A RESOLUTION AUTHORIZING WESTERN WYOMING COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, TO GRANT AN EASEMENT TO THE CITY OF GREEN RIVER, WYOMING, A WYOMING MUNICIPAL CORPORATION

Vice President Kelsey gave an explanation of the proposed resolution and easement and introduced Mr. George Michael from the City of Green River Engineering Department. President Roth asked Mr. Michael if the easement
would cause issues with ingress and egress from the Green River Center. Mr. Michael said that the easement would not interfere with ingress or egress. Mr. Michael went on to say that the work is necessary due to problems discovered during the water line upgrade. Mr. Michael stated that the easement is non-exclusive and would not hinder any future use. President Roth asked why the city was requesting such a large easement. Mr. Michael said that because they are not sure of the angle that will be required to remove and replace the problem piping, they are asking for a bigger easement than will likely be needed. Trustee Reese asked what benefit the college would see by granting the easement. Mr. Michael stated that continued water supply to the Green River Center would be the obvious benefit. Trustee Boettcher asked if use of the property in the easement would be restricted. Mr. Michael said no. Trustee Boettcher asked who would be responsible for repairs if WWCC had landscaping done on the property which later had to be removed by the City of Green River for maintenance on the water line. Mr. Michael said that the City of Green River would be responsible to return the property to its condition prior to such maintenance. Trustee Boettcher asked if that condition was included in the agreement. Mr. Michael said that the condition is not included but is common practice. President Roth asked what impact a delayed decision would have on the project. Mr. Michael stated that because the problem was not discovered until recently, it will significantly impact the completion timeline of the project, which in turn impacts all those who are effected by the project.

Secretary Eckman made a motion to approve the resolution and easement, stating that his experience with these situations makes him aware of the need for expediting the agreement in order to complete the project before winter. The motion was approved by vote with Secretary Eckman, Treasurer Chadey and Trustee Plant voting 'yea', President Roth and Trustee Boettcher voting 'nay' and Trustee Reese remaining silent.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
Wyoming Community College Commissioner Saundra Meyer stated that she was happy to be here and was very impressed with WWCC’s campus. Commissioner Meyer also said that she is available for discussions, questions, etc. President Roth introduced each of the Board members and then thanked Commissioner Meyer for attending.

B. Questions/Media/Public
None

C. President/Staff
Dr. Leach reported that each Board member was provided with various functional charts, and invited them to contact her with any questions they might have regarding those charts.

Vice President Kelsey reported that the Master Planners have requested a meeting with the Board members, possibly during the week of October 3. President Roth asked Ms. Frink to facilitate the meeting arrangements.
Interim Vice President Tutterrow thanked the Board for their support of the “Sunriser” statue purchase. Interim Vice President Tutterrow said that the purchase ‘put the Green River Center on the map’, referring to the “Art on the Green” map that is distributed by the Green River Arts Council. President Roth said that the Board is proud to participate in the partnership with Green River and thanked Secretary Eckman for his suggestion to purchase the statue.

Vice President Freeze offered each Board member posters of the Soccer teams and invited the Board members to attend upcoming matches.

Vice President Freeze said that a new ‘Freshman Experience Class’ has been developed for athletes. Vice President Freeze said that it is a student engagement course that is team taught by 8 instructors.

Dr. Leach stated that due to the ACCT conference, the October Board meeting would be held on October 20. Dr. Leach also reported that the WACCT would be hosting a training session via videoconference on September 15. Dr. Leach thanked Ms. Teri Lynch for working to arrange access to the videoconference for WWCC Board members.

Dr. Leach stated that the Policies and Procedures subcommittee members would be traveling to other community colleges from September 19 through September 21.

Dr. Leach reported that the Board members laptops had arrived and would be deployed individually later in the fall.

Dr. Leach said that Mr. Corey Brown is retiring from WWCC on September 30 with a celebration occurring on September 27. Dr. Leach said that Mr. Brown will work with the college on a contract basis as needed.

Dr. Leach stated that she hoped to be able to arrange a Board retreat in late October.

D. **Trustee Questions/Topics**

Trustee Plant thanked Associate Vice President Caldwell for her help with assessment information. Trustee Plant also thanked Administration for the tour, stating that the improvements have made the campus first rate and provided jobs.

Treasurer Chadey thanked Administration for the tour. President Roth stated that the community would also benefit from the recent improvements.

Secretary Eckman stated that any accolades on acquiring the “Sunriser” statue should go the Green River Center.

President Roth reminded the Board members of the WACCT sponsored training on September 15, saying that it was very important training and asked all Board members to make every effort to attend.

E. **Topics for Future Workshop Agendas**

1. Facility Tours
2. BOCES Reports
F. Executive Session - Legal/Personnel
President Roth asked if an Executive Session would be necessary. Dr. Leach said no.

VII. CALENDAR OF FUTURE EVENTS

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<th>Date</th>
<th>Event Details</th>
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<tr>
<td>Sept. 15</td>
<td>WACCT Trustee Education: Preparing Students for 2018 and Beyond Independence High School</td>
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<tr>
<td>Oct. 12-15</td>
<td>ACCT Leadership Congress</td>
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<tr>
<td>Oct. 14</td>
<td>WWCC Holiday – Offices Closed</td>
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<tr>
<td>Oct. 20</td>
<td>Regular Board of Trustees Workshop Room 3071</td>
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<td>Oct. 20</td>
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<td>Oct. 27-28</td>
<td>WCCC Meeting Torrington, Wyoming</td>
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<td>Nov. 10</td>
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<tr>
<td>Nov. 10</td>
<td>Regular Board of Trustees Meeting Room 3060</td>
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<tr>
<td>Nov. 24-25</td>
<td>WWCC Holiday – Offices Closed</td>
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VIII. ADJOURNMENT
Having no further business to act on, President Roth adjourned the regular meeting at 9:40 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