Board of Trustees

REGULAR MEETING MINUTES
July 18, 2012

Trustees Present:
Shannon Honaker, President
James Roth, Vice President
Bob Reese, Treasurer
Dick Boettcher
George Eckman
Chris Plant

Also Present:
Dr. Karla Leach, College President
Marty Kelsey, VP for Administrative Services
Jackie Freeze, VP for Student Success Services
Lou Flaim, 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 Services
Alicia Giles
Tammy Giles
Ronald Giles
Ryan James
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., Wednesday, July 18, 2012, in Board Room 3060, President Shannon Honaker presiding.

B. Approval of Agenda
1. Trustee Boettcher made a motion to accept both the regular and consent agendas as presented. The motion was seconded by Trustee Plant and approved by vote.

II. MINUTES
A. Approval
1. Trustee Eckman made a motion to approve the minutes of the June 13, 2012 meeting as presented. The motion was seconded by Trustee Plant and approved by vote.
2. Trustee Eckman made a motion to approve the minutes of the May 10, 2012 meeting as revised. The motion was seconded by Vice President Roth and was approved by vote.

III. FINANCIAL REPORTS/TRANSACTIONS
A. Clearing Accounts and Electronic Funds Transfers
Treasurer Reese moved to ratify the Clearing Accounts as designated in the amount of $2,758,599.28 and the Electronic Transfers as designated in the amount of $319,296.56 for a grand total ratification of $3,077,895.84. The motion was seconded by Trustee Boettcher and approved by vote.
Clearing Accounts

<table>
<thead>
<tr>
<th>Warrant Nos.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vouchers</td>
<td>$1,972,972.37</td>
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<tr>
<td>Payroll</td>
<td>$368,468.20</td>
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<tr>
<td>Advices</td>
<td>$417,158.71</td>
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<tr>
<td>Total – All Clearing Account Warrants</td>
<td>$2,758,599.28</td>
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</table>

Electronic Funds Transfers

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

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Bank</td>
<td>EFTPS-CHICAGO USATAXPYMT</td>
<td>$251,245.83</td>
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</tbody>
</table>

**Credit Card Payments to US Bank Corporate Payment System**

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>US Bank</td>
<td>EFT US Bank CC Payments</td>
<td>$68,050.73</td>
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</tbody>
</table>

**Bank to Bank Transfers**

0.00

**Investment Transfers**

0.00

Total Electronic Funds Transfers $319,296.56

GRAND TOTAL FOR BOARD RATIFICATION $3,077,895.84

(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. Authorization to Purchase Hardware, ERP System Upgrade

In preparation for the Statewide Longitudinal Data System (SLDS) and accompanying Data Consistency Efforts between the State of Wyoming and all of the Community Colleges, WWCC needs to upgrade its Enterprise Resource Planning hardware infrastructure. The current hardware is more than 5 years old and does not support the new database architecture. An upgrade to this system will provide the necessary infrastructure support as well as proper measures for data consistency, redundancy, and disaster recovery. The State of Wyoming provides reimbursement for this project up to $112,393.97. The College received seven responses to the request for proposal submitted for this project; Always Power, CounterTrade Products, GovConnection, ISC, Lewan, Red Sky solutions and CDW-G. ISC was the only company to provide a full listing of parts and prices that satisfy the requirements of the college in its request for proposal. All of the colleges participated in the RFP process to solicit bids as a consortium, further reducing the overall cost to the state. The College has received a price quote of $143,160.04 from ISC for the Ellucian hardware upgrade equipment. $112,393.97 will be reimbursed by the State of
Wyoming. The remaining $30,766.07 is for accompanying storage space and professional installation services that can be paid from the normal IT operating fund for professional contracted services and operating equipment.

Recommendation
To approve the purchase of Ellucian hardware upgrade equipment from ISC, Englewood, Colorado in the amount of $143,160.04 and seek reimbursement from the State of Wyoming for $112,393.97.

2. Approval of Sole Source Purchase of Business Analytics (iStrategy) from Blackboard
The Wyoming Legislature approved the purchase of hardware, new operating systems, and reporting tools for the community colleges. The Wyoming Community College Commission received the funds and is overseeing the project. Because Western already had the Business Objects reporting system, the contract provided for Western to receive Business Analytics, the next level of reporting software which helps to facilitate a data warehouse and longitudinal reporting. It is a 3rd party product provided by Blackboard. The Commission determined that since this was a product for only one institution and provided by a 3rd party contract that Western would be the contracting entity and the Commission would reimburse the college for the cost of the implementation. The Commission has provided written information indicating their responsibility for reimbursement and has also promised coverage to the vendor.

Recommendation
Authorize the administration to pay for a sole source contact with Blackboard for Business Analytics (iStrategy) in the amount of $81,000. The payment will be reimbursed by the Wyoming Community College Commission.

Vice President Roth made a motion to approve the Administrative recommendations on the consent agenda. The motion was seconded by Trustee Eckman and approved by vote.

C. New Business: NOTE: Items are recorded in the order they were considered, regardless of their placement on the original agenda.
1. Employment Contract 2012-2013, Instructor of Industrial Maintenance
The Human Resources Office conducted a national search in March and April to fill the position of Instructor of Industrial Maintenance. The Human Resources Office received 6 completed applications for this position. The Professional Standards Board conducted 1 telephone interview and 2 on-campus interviews. The Professional Standards Board unanimously recommends that Casey Hardin be offered this position. Mr. Hardin holds a Bachelor of Science Degree in Industrial and Engineering Technology from Morehead State University, Morehead, Kentucky. Mr. Hardin is currently employed as the Coordinator/Instructor of Industrial Maintenance at Kentucky Community and Technical College System in Morehead, Kentucky. He has held this position for six years. Mr. Hardin’s contract details would be as follows: Annual Salary, $50,417.00 for a 9 month contract; Fund, Unrestricted Operating Fund; Rank, Instructor; Column Placement, Column II.
Recommendation
To offer an employment contract to Casey Hardin of Morehead, Kentucky for the position of Instructor of Industrial Maintenance for the period August 16, 2012 through May 17, 2013.

Vice President Flaim gave an explanation of the proposed employment contract. Vice President Roth made a motion to offer an employment contract to Mr. Casey Hardin as described above. The motion was seconded by Trustee Boettcher and approved by vote.

2. Approval of Architectural Agreement Between WWCC and Plan One Architects, Proposed Workforce Training Building
With the approval of the $1,000,000 grant for the Workforce Training building by the State Land and Investments Board, the College is ready to move forward with this project. The Administration is recommending that Plan One Architects be retained to provide architectural services for the design, document preparation, and construction supervision of the building. The Construction Management Division of the Department of Administration and Information has reviewed the proposed Agreement and has given the College its approval. The proposed fee for these professional services is $109,200, which represents about 8.4% of estimated construction cost. Reimbursable expenses (such as document printing, postage, etc.) are in addition to the proposed fee. The architectural work will commence very shortly after the Agreement is approved by the Board. Given favorable weather conditions and early access to consulting engineers, it is possible that construction could commence late this fall. However, construction may not commence until early Spring, 2013. This decision will be made later on in the process once more information is known.

Recommendation:
To retain the services of Plan One Architects, Rock Springs, Wyoming, to render professional architectural services to Western Wyoming Community College in connection with the proposed Workforce Training building.

Vice President Kelsey gave an explanation of the proposed architectural agreement. Trustee Plant asked for clarification on the involvement of the state in the bidding process for the project. Vice President Kelsey said that although the state has some control over the project, the project bidding will be done by WWCC. Vice President Roth asked if the architectural services had been bid out. Vice President Kelsey explained that although professional service contracts do not require competitive bids, Plan One Architects have been involved in the project from the beginning and are the most familiar with the project. Trustee Plant made a motion to retain the services of Plan One Architects as described above. The motion was seconded by Trustee Eckman and approved by vote with Vice President Roth voting ‘Nay’.

Break for Public Hearing
Trustee Eckman made a motion to recess the regular meeting in order to enter into a Public Hearing for the Transfer of FY12 Funds. The motion was seconded by Treasurer Reese and approved by vote.
Public Hearing – Transfer of FY12 Funds

I. Call to Order
The public hearing for the Transfer of FY12 Funds was called to order at 7:30 p.m., Wednesday, July 18, 2012, in Board Room 3060, President Shannon Honaker presiding.

II. Presentation
Vice President Kelsey gave a brief presentation on the proposed transfer of funds, stating that it is common to transfer funds from one area to another at the end of a biennium. Vice President Kelsey stated that the public hearing was duly advertised and that an action item would be brought forth for Board consideration later in the meeting.

III. Public Questions/Comments
President Honaker called for any questions or comments from the public. Ms. Alicia Giles asked what date the public hearing had been advertised and in which newspaper. Vice President Kelsey stated that the public hearing was advertised in the Rocket Miner and appeared in the July 11, 2012 newspaper.

IV. Board Questions/Comments
President Honaker called for any questions or comments from the Board. Trustee Plant asked for clarification on the “Public Service” area. Vice President Kelsey stated that Public Service encompasses all community service and education programs, such as non-credit courses. Vice President Roth asked why the Scholarship account had funding left at the end of the biennium. Vice President Freeze said that the account should always have funds remaining at the end of any year because it is budgeted high every year to ensure available funding. Vice President Roth then asked for clarification on the proposed transfer of $204,000 from Instruction. Vice President Kelsey explained that the remaining funds were mainly due to unfilled faculty positions although the funding remaining likely represented dozens of individual budget line items. Treasurer Reese asked if the remaining funds could be used for employee stipends. Vice President Kelsey explained that we are already at our limit on carryover monies as allowed by the state.

V. Adjournment
President Honaker adjourned the public hearing.

Break for Public Hearing
Trustee Eckman made a motion to enter into a public hearing for the BOCES Mill Levy. The motion was seconded by Trustee Boettcher and approved by vote.

Public Hearing – BOCES Mill Levy

I. Call to Order
The public hearing for the BOCES Mill Levy was called to order at 7:45 p.m., Wednesday, July 18, 2012, in Board Room 3060, President Shannon Honaker presiding.

II. Presentation
Dr. Leach gave a brief presentation on the history and purpose of the BOCES mill levy, stating that the levy is utilized to pay for the Sweetwater County Graduate Scholarship, dual enrollment tuition for Sweetwater County high school students, the GED completion scholarship, transition to college seminar for GED students, 30% of the Peer Tutor Center
budget, and a percentage of the salary and benefits for the high school transitions coordinator for the time spent working on behalf of Sweetwater County students. For FY13, we will add a small amount of money for orientation, campus visits, and other programming to support this population.

III. Public Questions/Comments
President Honaker called for any questions or comments from the public. None were forthcoming.

IV. Board Questions/Comments
President Honaker called for any questions or comments from the Board. None were forthcoming.

V. Adjournment
President Honaker adjourned the public hearing.

Reconvene Regular Meeting
Vice President Roth made a motion to reconvene the regular meeting. The motion was seconded by Trustee Eckman and approved by vote. The regular meeting was reconvened at 7:48 p.m.

C. New Business (Continued)
3. Authorization to Purchase & Install Two Electrical Transformers
On the afternoon of June 25th, a contractor performing drilling services for the College on the Rock Springs campus hit an electrical line which caused a significant amount of damage to various campus facilities, including two large electrical transformers. The Administration has been working closely with the College’s insurance agency and legal counsel to seek financial remedies for the expenses that will necessarily have to be incurred. The College has also been working closely with an electrical contractor, Electrical Connections, Inc., to seek a proposal to replace two electrical transformers which need to be replaced. The Administration is anticipating receiving a proposal on Monday, July 16th from Electrical Connections, Inc. to replace and install these two large transformers. It is important that these transformers be purchased and installed as soon as possible as they are critical to the College’s operations. Electrical Connections Inc. has set up a temporary electrical “work around” that has enabled key areas of the College to keep functioning; however, it would not be wise to depend on this situation to work for an indefinite period of time. The Administration has asked Electrical Connections to seek comparative pricing for the equipment from two or three suppliers to help ensure that a fair price is paid for same. Additional information will be provided the Board at the meeting.

Recommendation:
To be made at the meeting.

Vice President Kelsey explained that Board action would not be required at this time. Vice President Kelsey said that the insurance company will send an independent engineer to inspect the damage which must be completed before the college will be allowed to make any equipment repairs or replacements. A short discussion ensued regarding liability on the part of the contractor and electrical line identification prior to digging.
4. **Early release from Employment Contract: Perry Ninger**

Perry Ninger has tendered his resignation effective August 22, 2012. Mr. Ninger has worked at the College for three years as an Instructor of Business. He has resigned to accept other employment with Colorado Mountain College and is asking for an early release from his contract for the 2012/13 employment year beginning August 22, 2012 and ending May 17, 2013. Policy 4230B, Resignations. The administration supports Mr. Ninger’s request. The College greatly appreciates the work Mr. Ninger has done in the course of his employment and wishes him the very best of luck in his future endeavors.

**Recommendation**

To approve Mr. Ninger’s request for release from his 2012/2013 employment contract.

Vice President Flaim gave an explanation of the request. Trustee Eckman made a motion to approve the request for early contract release. The motion was seconded by Vice President Roth and was approved by vote with Trustee Plant voting ‘Nay’.

5. **Employment Contract 2012-2013, Instructor of Dance**

The Human Resources Office conducted a national search in April and May to fill the position of Instructor of Dance. The Human Resources Office received 24 completed applications for this position. The Professional Standards Board conducted 5 telephone interviews and 3 on-campus interviews. The Professional Standards Board unanimously recommends that Julia Mayo be offered this position. Ms. Mayo holds a Bachelor of Fine Arts in Dance from Julliard School, New York City, New York and a Master of Fine Arts Degree in Dance Performance and Choreography from New York University: Tisch School for the Arts, New York City, New York. Ms. Mayo was employed as a company dancer with Cherlyn Lavagnino Dance in New York City. Prior to this, she was employed with the Atlanta Ballet as a Dance Instructor. Ms. Mayo’s contract details would be as follows: Annual Salary, $45,908.00 for a 9 month contract; Fund, Unrestricted Operating Fund; Rank, Instructor; Column Placement, Column I.

**Recommendation**

To offer an employment contract to Julia Mayo of Brooklyn, New York for the position of Instructor of Dance for the period August 16, 2012 through May 17, 2013.

Vice President Flaim gave an explanation of the proposed employment contract. Trustee Eckman made a motion to offer an employment contract to Ms. Julia Mayo as described above. The motion was seconded by Trustee Plant. A short discussion ensued regarding terminal degrees and initial placement for new college instructors. The motion was approved by vote.

**Break for Public Hearing**

Trustee Eckman made a motion to recess the regular meeting to enter into a public hearing for the FY2012-13 Budget Adoption. The motion was seconded by Vice President Roth and approved by vote.
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Public Hearing – FY 2012-13 Budget Adoption

I. Call to Order
The public hearing for the FY2012-13 Budget Adoption was called to order at 8:08 p.m., Wednesday, July 18, 2012, in Board Room 3060, President Shannon Honaker presiding.

II. Presentation
Vice President Kelsey gave a brief overview of the budget, highlighting various revenue and expenditure accounts. Vice President Kelsey stated that the budget was nearly identical to the draft brought before the Board earlier this year.

III. Public Questions/Comments
President Honaker called for any questions or comments from the public. None were forthcoming.

IV. Board Questions/Comments
President Honaker called for any questions or comments from the Board. Trustee Eckman asked if an employee stipend had been included in the budget. Vice President Kelsey said that while funds have been budgeted, the decision to provide the stipend will be made by the Board at a later date. President Honaker clarified that the state had mandated that no college employees be given raises. Trustee Plant asked for clarification on one specific budget item labeled as “Research”. Vice President Kelsey explained that the line item is required by the Wyoming Community College Commission. Trustee Plant suggested that the budgeted amount be increased. President Honaker asked if Major Maintenance monies could be used for residence halls. Vice President Kelsey stated that Major Maintenance monies cannot be used on the two newest residence halls and the square footage for those buildings is not included in the funding formula. Vice President Kelsey said that the community colleges have asked the WCCC to request an opinion from the State Attorney General on the use of major maintenance monies for residence halls.

V. Adjournment
President Honaker adjourned the public hearing.

Reconvene Regular Meeting
Trustee Eckman made a motion to reconvene the regular meeting. The motion was seconded by Trustee Boettcher and approved by vote. The regular meeting was reconvened at 8:20 p.m.

C. New Business (Continued)
6. Transfer of FY 2011-12 Budget Funds
At the end of a biennium, it is often necessary to transfer budget funds from one or more program areas to one or more program areas in the Unrestricted Operating Fund. This is to ensure that a program area is not over-expended. A public hearing was held earlier this evening on this topic. The following FY 2011-12 Unrestricted Operating Fund budget transfers between program areas need to be made:

<table>
<thead>
<tr>
<th>Area</th>
<th>Current Budget</th>
<th>Proposed Budget</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>$11,064,963</td>
<td>$10,860,963</td>
<td>($ 204,000)</td>
</tr>
<tr>
<td>Public Service</td>
<td>$ 79,589</td>
<td>$ 64,589</td>
<td>($ 15,000)</td>
</tr>
</tbody>
</table>
Academic Support $ 2,235,451 $ 2,064,451 ($ 171,000)
Student Services $ 2,442,208 $ 2,481,208 $ 39,000
Institutional Support $ 5,909,848 $ 5,576,848 ($ 333,000)
Plant Operations $ 3,420,663 $ 3,179,663 ($ 241,000)
Scholarships $ 1,089,434 $ 998,434 ($ 91,000)
Transfers $ 727,217 $ 1,743,217 $1,016,000
Total: $26,969,373 $26,969,373 $0

Recommendation:
To transfer FY 2011-12 Unrestricted Operating Fund budget monies as depicted above.

Vice President Kelsey gave an explanation of the proposed transfers. Trustee Eckman made a motion to transfer FY 2011-12 Unrestricted Operating Fund budget monies as described above. The motion was seconded by Trustee Boettcher and approved by vote.

7. Approval of College-Levied BOCES Millage
Western first decided to levy the optional one-half mill that is allowed by the Cooperative Educational Services statute, WS 21-20-110 (h) for FY08. The amount levied was .4 of one mill for one year. The intention was that the amount would not be levied again until all revenue was expended. The Sweetwater BOCES Board agreed to administer the funds on March 17, 2007 and the levy was approved by the WWCC Board of Trustees in April 2007. This levy covered the cost of the program for three years. In 2010-11 the plan was adjusted to assess a much smaller millage on an annual basis to cover each year’s costs for these programs. WWCC’s levied .000225 of a mill to cover the cost of these programs in FY11-12. The levy is utilized to pay for the Sweetwater County Graduate Scholarship, dual enrollment tuition for Sweetwater County high school students, the GED completion scholarship, transition to college seminar for GED students, 30% of the Peer Tutor Center budget, and a percentage of the salary and benefits for the high school transitions coordinator for the time spent working on behalf of Sweetwater County students. For FY13, we will add a small amount of money for orientation, campus visits, and other programming to support this population. The mill levy recommended is the same as that which was levied in FY12 and should generate $641,970. This amount is more than enough to cover the estimated enrollment and special programming initiatives.

Recommendation
To approve the levy of .000225 of a mill for FY2012-13 to fund the specifically defined items outlined in the budget which were provided during the public hearing earlier in this Board meeting.

Dr. Leach gave an explanation of the BOCES mill levy. Vice President Roth made a motion to approve the levy of .000225 of a mill as described above. The motion was seconded by Trustee Plant and approved by vote.
8. Adoption of Fiscal Year 2012-13 Budget

The Board of Trustees is required to adopt a Fiscal Year 2012-13 Annual Budget. A public hearing was held earlier this evening to gather public comments regarding this budget. The budget is ready for Board consideration/ adoption. The Vice President for Administrative Services gave a brief presentation during the earlier public hearing.

Recommendation
To adopt the Fiscal Year 2012-13 Annual Budget as presented; and to approve the Resolution to Provide Income; and to approve the Expenditure Authority Resolution.

Vice President Kelsey gave a brief explanation of the proposed budget, stating that a more in-depth explanation had been given earlier in the evening during the public hearing. Trustee Eckman made a motion to adopt the 2012-13 Fiscal Year Annual Budget as presented; to approve the Resolution to Provide Income; and to approve the Expenditure Authority Resolution. The motion was seconded by Trustee Plant and approved by vote.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
None

B. Questions/Media/Public
None

C. President/Staff
Dr. Leach asked President Honaker to relay information regarding the WWC Foundation. President Honaker said that the Foundation had voted unanimously to donate $100,000 to WWCC to be used towards construction costs for the Workforce Training building, in honor of former Foundation Director Jim Burdick. Director Burdick was instrumental in helping WWCC complete the Wellsite Training Facility. Dr. Leach said that this donation shows that the WWC Foundation is reinvesting the proceeds from industry donations back into the industrial technology programs. Trustee Plant asked that a thank-you letter be sent to the Foundation Directors.

Dr. Leach stated that a Joint Appropriations Committee meeting would be held on July 31 in Cheyenne.

Vice President Freeze reported that she had reviewed the draft of the statewide spring enrollment report and WWCC had the biggest increase at 2%.

Vice President Kelsey reported that the BLM had asked for space for housing a firefighter camp. Vice President Kelsey said that a space had been identified that would accommodate their needs without negatively impacting college property or students.

Vice President Kelsey reported that the construction request for the Wellness Center and Exercise Science facility will be considered by the Wyoming Community College Commission at their meeting on August 2nd.
Dr. Leach reported that CNN Money had ranked WWCC 13th for our success rates, which they determine through student graduation and transfer rates.

D. **Trustee Questions/Topics**
Vice President Roth reported that recent NEPA conference was successful and he received great feedback.

Vice President Roth asked for an update on WWCC’s progress on the information requested by the WCCC. Associate Vice President Budd said that the information was sent to the WCCC ahead of the July 19 deadline. President Honaker said that the Board appreciates the work done on the request.

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

F. **Executive Session - Legal/Personnel**
President Honaker asked if an Executive Session would be necessary. Dr. Leach said no.

VII. **CALENDAR OF FUTURE EVENTS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Aug. 1-2</td>
<td>WACCT, WCCC Meeting</td>
<td>Douglas, Wyoming</td>
</tr>
<tr>
<td>TBD</td>
<td></td>
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<tr>
<td>Aug. 9</td>
<td>Regular Board of Trustees Workshop</td>
<td><strong>Green River Center</strong>, Room 211</td>
</tr>
<tr>
<td>6:00 p.m.</td>
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<tr>
<td>Aug. 9</td>
<td>Regular Board of Trustees Meeting</td>
<td><strong>Green River Center</strong>, Room 207</td>
</tr>
<tr>
<td>7:15 p.m.</td>
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<tr>
<td>Aug. 23</td>
<td>All Faculty &amp; Staff Picnic</td>
<td>WWCC Campus</td>
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<tr>
<td>6:00 p.m.</td>
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<tr>
<td>Aug. 29</td>
<td>Classes Begin</td>
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<td>Sept. 3</td>
<td>WWCC Holiday, Offices Closed</td>
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<tr>
<td>Sept. 13</td>
<td>Regular Board of Trustees Workshop</td>
<td>Room 3071</td>
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<tr>
<td>Sept. 13</td>
<td>Regular Board of Trustees Meeting</td>
<td>Room 3060</td>
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<tr>
<td>7:15 p.m.</td>
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VIII. **ADJOURNMENT**
Having no further business to act on, President Honaker adjourned the regular meeting at 8:47 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