Board of Trustees

REGULAR MEETING MINUTES
November 8, 2012

Trustees Present:
Shannon Honaker, President
Jim Roth, Vice President
Lynne Chadey, Secretary
Bob Reese, Treasurer
George Eckman

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 Planning & Improvement

Trustees Absent:
Carla Budd, Assoc. VP for Administrative Services
Doug Bunn
Kasey Straube
Kay Leum
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 8:02 p.m., Thursday, November 8, 2012, in Board Room 3060, Rock Springs Campus, President Shannon Honaker presiding.

B. Approval of Agenda
1. Secretary Chadey made a motion to accept both the consent and regular agendas as presented. The motion was seconded by Vice President Roth and was approved by vote.

II. REPORTS
A. Associated Student Government
Mr. Harvey Anderson, ASG President, gave a brief report on the activities of the group. Mr. Anderson reported that recent activities included a Halloween Dance, a pool party, a mock presidential debate and other election related activities. Mr. Anderson said that planned events for November include a fundraiser for United Way which will be a dinner and theatre performance of ‘Bells are Ringing’. The Board thanked Mr. Anderson for his report.

B. Paraprofessional Association
Ms. Kasey Straube, Paraprofessional Association President, gave a brief report on the activities of the group. Ms. Straube reported that two fundraisers were held during October, one for the Susan B. Komen foundation and one for the Tree of Sharing. Ms. Straube said that the paraprofessionals are working with the hospital to possibly offer hot meals to residence hall students during the holiday break when Sodexho is closed.
Ms. Straube said that employee appreciation “Thank you” boxes are placed at various locations around the campus and encouraged everyone to use them to thank employees for their efforts or actions. President Honaker asked Ms. Straube to keep the Board informed on the Para Pantry, stating that the Board would be happy to help however they can. The Board thanked Ms. Straube for her report.

C. WWCC Senate
Ms. Kathy Luzmoor, Assistant Professor of Nursing, gave a brief report on behalf of the WWCC Senate. Ms. Luzmoor reported that the Senate is finalizing its work on Policy 4220B, with the main concerns being the ranking process and how to advance rank without horizontal advancement. Ms. Luzmoor reported that various forums had been held, including a session with Vice President Flaim on his management style, one with John Freeman concerning dual and concurrent enrollment, and one with Vice President Freeze and Associate Vice President Caldwell regarding Higher Learning Commission changes. Ms. Luzmoor also reported that the Great Teachers seminars will continue, with the next one scheduled for November 16. Ms. Luzmoor said that the Winter Party is being planned and is scheduled for February 9. Vice President Roth complimented the Senate on their level of activity. President Honaker asked if the Senate were presenting tangible solutions to the concerns about policy 4220B. Ms. Luzmoor said that the Senate is trying to identify solutions and it is a work in progress.

D. Registration and Records
Ms. Kay Leum, Registrar, gave the annual report for the Registration and Records office. Ms. Leum reported that catalogs are no longer being printed in bulk and are available online. Ms. Leum said that this allows for real time corrections or changes and pushes back the deadline for curriculum changes to be made. Ms. Leum reported that an upgrade to the room scheduling software will improve the web viewer capabilities. Ms. Leum also reported that the Registration and Records office is in its first year of the five year program review cycle. Ms. Leum went on to report enrollment numbers, stating that there has been a decrease in part-time students and out-of-state students, while enrollment numbers for Sweetwater County and other Wyoming residents has seen an increase. Trustee Eckman asked if more marketing were needed to recruit out-of-state and international students and if the reasons and demographics of the decreasing population can be pinpointed. Ms. Leum said that while additional marketing never hurts, the job market can be considered to be the main reason behind the enrollment decrease, with the male student population declining. Trustee Eckman asked if hard copies of the catalog were still available for those that want them. Ms. Leum said that hard copies of the catalog are available upon request. President Honaker suggested that hard copies of the catalog still be made available to visitors. Ms. Leum said that copies would made available and said that the online catalog has capabilities beyond the printed copy and encouraged all Board members to explore the online version. Vice President Roth asked if the Registration and Records office could conduct a special Board workshop to educate the Board members on the policies that impact their office. The Board thanked Ms. Leum for her report.

E. Systems Portfolio Appraisal
Dr. Sandy Caldwell, Associate Vice President for Planning and Improvement, gave a brief report on the Systems Portfolio Appraisal. Associate Vice President Caldwell reported that the appraisal is a peer review conducted through the Higher Learning
Commission. Associate Vice President Caldwell referred the Board members to both the full report and the summary provided in their online packets. Associate Vice President Caldwell reported that the Systems Portfolio is one step in the Academic Quality Improvement Program which WWCC participates in. Associate Vice President Caldwell said that at least one Board member will be required to attend the strategy forum at the end of February as a condition of WWCC’s participation in the program. Associate Vice President Caldwell also said that a site visit is scheduled for October, 2013. Associate Vice President Caldwell reported that only one strategic issue was defined, which is uncommon. Associate Vice President Caldwell said that the strategic issue identified was one that WWCC Administration fully expected. Associate Vice President Caldwell also said that feedback was received on WWCC’s ‘super strengths’ and ‘outstanding opportunities’. Associate Vice President Caldwell said that the report is available to everyone on campus, adding that she had already met with the resident assistant’s and planned to meet with ASG soon. Vice President Roth suggested scheduling a retreat to review the entire appraisal. Dr. Leach suggested that the retreat be scheduled after the incoming Board members are sworn in at the December meeting.

III. MINUTES
A. Approval
1. Vice President Roth made a motion to accept both the minutes of the October 2, 2012 regular meeting and the October 25, 2012 special meeting as presented. The motion was seconded by Trustee Eckman and was approved by vote.

IV. FINANCIAL REPORTS/TRANSACTIONS
A. Clearing Accounts and Electronic Funds Transfers
Treasurer Reese moved to ratify the Clearing Accounts as designated in the amount of $3,936,006.30 and the Electronic Transfers as designated in the amount of $567,519.96 for a grand total ratification of $4,503,526.26. The motion was seconded by Trustee Eckman and approved by vote.

<table>
<thead>
<tr>
<th>Clearing Accounts</th>
<th>Warrant Nos.</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Vouchers</td>
<td>255262 through 256297</td>
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<tr>
<td>Payroll</td>
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<td>Advices</td>
<td>024739 through 024938</td>
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<td>Total – All Clearing Account Warrants</td>
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Electronic Funds Transfers

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<thead>
<tr>
<th>Payroll Tax Payments to I.R.S.</th>
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<tr>
<td>From</td>
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<tr>
<td>US Bank</td>
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<td>A/C# 147497000116</td>
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<table>
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<tr>
<th>Credit Card Payments to US Bank Corporate Payment System</th>
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<td>From</td>
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<table>
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<tr>
<th>Bank to Bank Transfers</th>
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<td>0.00</td>
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Investment Transfers

Total Electronic Funds Transfers $567,519.96

GRAND TOTAL FOR BOARD RATIFICATION $4,503,526.26

(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. 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, 2013, the health insurance premiums for all state employees are decreasing. 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, 2013, the monthly premium for single health insurance coverage for early retirees will be $854.95. (The premium payment is effective with the December, 2012 payroll.) The current premium is $882.98. The premium decreased by about 3.2%. The policy provides that the College will pay 85% of the premium, or $726.71.

   Recommendation:
   
   To decrease the monthly contribution for single health insurance premiums for early retirees by $23.82, from $750.53 to $726.71.

2. Increase in the FY 2013 Federal Fund Budget

   The College has a grant from the BLM for the Weatherman Draw project in Montana. Dr. Dudley Gardner supervises this grant. The BLM has given the College another task order associated with this grant in the amount of $12,000 to do some additional work on the Weatherman Draw project. The Federal Fund budget needs to be increased by $12,000 to reflect these additional funds the College will be receiving.

   Recommendation:
   
   To increase the FY 2013 Federal Fund budget by $12,000 as described above.

3. Increase federal fund budget, Dad’s Making A Difference Grant

   WWCC has been awarded a Dad’s Making a Difference Grant in the amount of $216,668. The funding period for this grant is from Oct. 15, 2012 to August 15, 2013. This grant funds salary and benefits for the grant manager and limited part-time salary for clerical support. It funds tuition and fees, books, childcare,
tools/training materials, marketing and recruiting for the Dad’s Making A Difference Program.

Recommendation
To increase the College’s federal funds in the amount of $216,668 and grant the authority to spend these funds for the purposes specified in the Dad’s Making A Difference Grant.

4. Increase federal fund budget, INBRE Grant
The College has been awarded an INBRE grant from the University of Wyoming in the amount of $40,000. The INBRE grant is used to strengthen research skills at the freshman-sophomore level. Since June 2002, funding through the INBRE grant has allowed Western Wyoming Community College to purchase computers, microscopes, and other equipment dedicated to help students complete research projects under the supervision of Dr. Bud Chew, and other faculty. The grant also provides funds for students to visit research labs at the University of Wyoming and other regional universities. A number of students will be offered summer internships at UW to work in research labs. The funding period for this grant is from May 1, 2012 to April 30, 2013.

Recommendation
To increase the College’s federal funds in the amount of $40,000 and grant the authority to spend these funds for the purposes specified in the INBRE Grant.

5. Wyoming Higher Education Statewide GEAR UP Grant Approval
The GEAR UP Grant was renewed in September 2011 as a seven year state-wide grant that is re-approved annually based upon successful progress of the program and use of the grant dollars. We have been granted continued approval from the State GEAR UP Grant Manager and the Federal Program Officer. This is the second year in the new seven-year grant cycle of this program. This program serves students from 7th grade through the freshman year of college. The grant has changed to serve 395 students in our program across the five-county service area. We have outstanding employees throughout our service area and are pleased with the support and interest we have received from the school districts. GEAR UP Coordinator Nicole Castillon has become familiar with the program and works well with our staff and other Wyoming GEAR UP sites. We are looking forward to another year of activity and involvement for students and their parents. For FY13, WWCC still has the largest program in the State and will continue to serve our five-county service area. The allocated budget for WWCC for this year is $490,590.

Recommendation
That the Board accept funds for the WWCC GEAR UP Program of $490,590 and grant authority to spend the monies for purposes as specified in the grant and increase the federal fund by $490,590.

6. Letter from Board of Trustees to WWCC Nursing Faculty
In September 2012, the Board of Trustees approved and sent a letter to all current nursing students. This is a parallel letter intended for the WWCC nursing faculty.
Recommendation
To approve the letter and to authorize the administration to disseminate the letter to the WWCC nursing faculty.

Trustee Eckman made a motion to accept the recommendations from Administration on the consent agenda. The motion was seconded by Secretary Chadey and was approved by vote.

C. New Business
1. Revision of Board Policy and Procedure Series 7400 “Board Meetings”, Second Reading
At the regular Board meeting held October 2, 2012, Board President Shannon Honaker brought forth suggested revisions for Board Policy and Procedure Series 7400, “Board Meetings”. President Honaker explained that the revisions were needed to conform the policies to comply with recent amendments to the Wyoming Public Meetings Act. Revisions are suggested for Procedures 7410A, 7410B, 7410D and 7410I. The proposed revisions were approved on the first reading and are being presented for the second reading.

Recommendation
To approve the proposed revisions to Procedure Series 7400 as described above.

President Honaker gave a brief explanation of the changes. Trustee Eckman pointed out a typographical error, stating that under ‘Executive Sessions’, the word offices should be ‘officers’ and under item 5 a comma should be inserted after the word bequest. Trustee Eckman also suggested an amendment to the revisions to add the word ‘suspension’ under item 2, and to add a paragraph under item 8 reflecting the state law on penalties. Vice President Roth made a motion to accept the amendments. Secretary Chadey seconded the motion which was approved by vote. Trustee Eckman made a motion to amend the section ‘Regular Meetings’ to add the word ‘yearly’ before ‘organization’. Trustee Eckman also questioned the revision on the meeting notice for special meetings from 48 hours to 8 hours. A short discussion ensued regarding the change. Secretary Chadey seconded the motion to amend, which was approved by vote. Trustee Eckman made a motion to approve the procedure series revisions as amended. The motion was seconded by Secretary Chadey and was approved by vote.

2. FY 2012-13 Off-Schedule Payment
The Board is aware that no general salary increases were granted to College employees for the 2012-13 fiscal year. Moreover, it appears likely that no general salary increases will be granted to College employees for the 2013-14 fiscal year due to looming state aid cuts which could well be 8% and a projected reduction in assessed valuation resulting in a reduction in 4-mill revenues. The Administration has budgeted monies for an off-schedule payment in FY 2012-13 for all eligible full time and benefited part time employees. This information was shared with the Board at the Board budget workshop in April and when the budget was approved in July. The Administration informed the College Salaries and Benefits Committee in March that a recommendation would be provided to
the Board of Trustees to provide full time employees an off-schedule payment equal to 4% of base salary, or $1,200, whichever is greater and to provide benefited part time employees a $1,200 off-schedule payment. The Administration is recommending that this off-schedule payment be split between the months of December, 2012 and April, 2013. Three-fourths of the payment would be paid in December [3% or $900] and one-fourth of the payment would be paid in April [1% or $300]. The total cost of the two off-schedule payments is estimated to be $578,000. One of the College’s guiding principles is “Employees are our Most Important Resource.” The Administration strongly supports this guiding principle and believes that this off-schedule payment reflects the College’s best attempt to support employees and still address other needs requiring financial resources.

**Recommendation:**
To provide an off-schedule payment on December 7th, 2012 and on April 19, 2013 in the amounts set forth hereinabove to full time and part time benefited employees who commenced College employment not later than September 3rd, 2012.

Dr. Leach gave an explanation of the requested off-schedule payment. Secretary Chadey made a motion to approve the off-schedule payment as described. The motion was seconded by Vice President Roth. Trustee Eckman made a motion to increase the minimum amount to $1,500. The motion was not seconded but was approved by vote. Treasurer Reese made a motion to increase the payment percentage to 6% along with the increase in the minimum payment. Vice President Kelsey said that the additional amount would have to be taken from the college’s reserve accounts and would total approximately $200,000. Secretary Chadey said that she would not support increasing the percentage, stating that 4% is generous and that the percentage was recommended as a result of research into competitive practices. Vice President Roth stated that he would support the increased percentage. Trustee Eckman said that college employees received a raise last year that was not matched by any other community college and that he believes this off-schedule payment will also not be matched by any other community college. Secretary Chadey stated that the Board has a fiduciary responsibility to take a moderate view and increasing the percentage could alienate businesses who are not able to provide increases for their employees. The motion was not seconded and was defeated by vote with President Honaker, Secretary Chadey and Trustee Eckman voting ‘Nay’. The motion to approve the off-schedule payment as amended was approved by vote.

3. **Horizontal Advancement Awards FY 2013**
Board Policy 4220B, last revised in June 2004, provides for horizontal and rank advancement in recognition of exceptional performance in professional accomplishments and contributions in three areas:
- Primary Job Performance
- Contributions to WWCC above Primary Job Requirement
- Contribution apart from WWCC in service to the profession and/or to the community
For professional staff, advancement is defined as salary increase only; for full-time instructional staff, advancement may be defined as both a salary increase and rank promotion. These advancements are not a reward for longevity. This year the Professional Standards Board (PSB) for Rank and Horizontal Advancement reviewed ten (10) applications and is recommending that ten (10) applicants be advanced. The committee recommends that the following individuals be advanced:

<table>
<thead>
<tr>
<th>Name</th>
<th>Program Area</th>
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<tbody>
<tr>
<td>Jami Anderson</td>
<td>Developmental Studies</td>
</tr>
<tr>
<td>Susan Bates</td>
<td>Social Science/Fine Arts</td>
</tr>
<tr>
<td>Cecily Brunelli</td>
<td>Humanities</td>
</tr>
<tr>
<td>Karen Flaim</td>
<td>Student Development Center</td>
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<tr>
<td>Deanne Garner</td>
<td>Nursing</td>
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<tr>
<td>Tracey Hind</td>
<td>Technology &amp; Industry</td>
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<td>Linda Linn</td>
<td>Humanities</td>
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<tr>
<td>Chuck Newberg</td>
<td>Math/Science/Engineering</td>
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<tr>
<td>Ann Rudoff</td>
<td>Humanities</td>
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<tr>
<td>Chris Will</td>
<td>Social Science/Fine Arts</td>
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All ten of these applicants are being recommended by the committee for advancement because policy requires that all applicants awarded a mean score of 90 or more points by the Professional Standards Board be recommended for advancement by the PSB. Ten advancements have been budgeted for FY2013.

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<tr>
<th>Name</th>
<th>Program Area</th>
<th>From Column</th>
<th>To Column</th>
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<tbody>
<tr>
<td>Jami Anderson</td>
<td>Developmental Studies</td>
<td>III</td>
<td>IV</td>
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<tr>
<td>Susan Bates</td>
<td>Social Science/Fine Arts</td>
<td>I</td>
<td>II</td>
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<tr>
<td>Cecily Brunelli</td>
<td>Humanities</td>
<td>II</td>
<td>III</td>
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<td>I</td>
<td>II</td>
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**Recommendation**

To approve the above described horizontal advancements FY 2013, effective retroactive to the first day of their respective 2012-2013 contracts.

Dr. Leach gave an explanation of the Rank and Horizontal advancements. Trustee Eckman made a motion to approve the horizontal advancements as presented. The motion was seconded by Secretary Chadey and was approved by vote with Vice President Roth abstaining.
4. **Board Resolution to Keep Tuition Cap in Place**

Each December, the Wyoming Community College Commission meets to set tuition rates for the following academic year for all seven community colleges. In December 2010 and 2011, the Wyoming Community College Commission considered the concept of raising or removing the tuition cap of 12 credit hours as a means for increasing tuition. The tuition cap provides the opportunity for students to pay tuition for a maximum of 12 credit hours per semester even if they register for greater that 12 credit hours. The Western Wyoming Community College Board of Trustees spoke against the raising of tuition and against raising or removing the cap because both actions impact non-traditional students who are least able to pay for tuition because they do not have the advantage of Hathaway funds, access to Pell Grants, or employers to cover educational costs. Additionally, this tuition structure encourages students to explore academia and increases participation in physical education, music, the arts, and technical skills for today's workplace. Full immersion in the college experience also encourages degree or certificate completion. The Wyoming Association of Community College Trustees does not support the raising or removal of the cap for the reasons stated above.

**Recommendation**

To RESOLVE that the Western Wyoming Community College Board of Trustees opposes raising the 12 credits "tuition cap" for Wyoming Community College students. Currently tuition is paid according to the number of credits taken - up to 12 credits per semester. Students taking more than 12 credits pay the same tuition as students taking 12 credits up to 21 credits after which an additional charge for overload is incurred. We believe that this tuition structure encourages students to explore academia and increases participation in physical education, music, the arts, and technical skills for today's workplace. Full immersion in the college experience also encourages degree or certificate completion.

Vice President Roth gave an explanation of the resolution. Trustee Eckman made a motion to approve the resolution, which was seconded by Secretary Chadey. Vice President Freeze stated that the resolution needed to be amended to remove the reference to overload, saying that limit is set by WWCC and not the commission. Trustee Eckman amended his motion to include the revision. President Honaker thanked Vice President Roth for his work on the resolution. The motion was approved by vote as amended.

VI. **INFORMATION/PROPOSALS**

A. **Visiting Delegations**

None

B. **Questions/Media/Public**

None

C. **President/Staff**

Vice President Kelsey stated that the policy on the early retirement policy would need to be revised prior to the offering of the early retirement program for next year.
Vice President Kelsey presented the 1st quarter financial report, stating that it is typical for the first quarter in the first year of a biennium. Vice President Kelsey said that some funds are overspent at this point because the tax payments aren’t remitted to WWCC until later in November. Vice President Kelsey said that the college is in good shape.

Vice President Freeze gave an update on athletics. Vice President Freeze said that the Volleyball team finished 2nd at the regional tournament and the Women’s Soccer team finished 4th at their regional tournament. Vice President Freeze said that Men’s Soccer qualified for the national tournament which would be held in Georgia next week.

Dr. Leach reported that a new compressed natural gas filling station was recently opened on Elk Street, which ties in nicely to WWCC’s new alternative fuels program. Dr. Leach said that Tracey Hind is being asked to speak at numerous functions. Dr. Leach said that WWCC’s alternative fuels program is the only training for technicians and mechanics in the area.

Dr. Leach invited all the Board members to attend the production of “Bells are Ringing” in the theatre.

Dr. Leach asked that a change to the date of the December Board meeting be considered. Dr. Leach suggested December 6 as the proposed date. Secretary Chadey made a motion to move the December Board meeting from December 13 to December 6. Trustee Eckman seconded the motion which was approved by vote.

D. Trustee Questions/Topics
Possible dates for a Board retreat were discussed.

Vice President Roth commented that the written report provided by David Tate, Community Relations Director, is great. Vice President Roth also said that all those re-elected to the WWCC Board speaks to the support of the college and Mr. Tate’s efforts.

President Honaker suggested that Dr. Leach provide the tuition cap resolution to the local media, saying that it is news worthy.

Vice President Roth thanked Vice President Flaim for the spreadsheet on adjunct instructor qualifications.

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

F. Executive Session - Legal/Personnel
Trustee Eckman made a motion to enter into Executive Session for personnel issues. The motion was not seconded but was approved by vote. President Honaker stated that no action would be taken following the Executive Session. The regular meeting was recessed at 9:37 p.m.
VII. CALENDAR OF FUTURE EVENTS

<table>
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<tr>
<th>Date</th>
<th>Time</th>
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<th>Location</th>
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<tbody>
<tr>
<td>Nov. 8</td>
<td>6:00 p.m.</td>
<td>Regular Board of Trustees Workshop</td>
<td>Room 3071</td>
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<tr>
<td>Nov. 8</td>
<td>7:15 p.m.</td>
<td>Regular Board of Trustees Meeting</td>
<td>Room 3060</td>
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<tr>
<td>Nov. 12</td>
<td>6:00 p.m.</td>
<td>Special Board of Trustees Meeting</td>
<td>Room 3071</td>
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<tr>
<td>Nov. 22-23</td>
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<td>WWCC Holiday – Offices Closed</td>
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<td>Dec. 6</td>
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<td>Classes End</td>
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<tr>
<td>Dec. 13</td>
<td></td>
<td>Regular Board of Trustees Workshop</td>
<td>Room 3071</td>
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<tr>
<td>Dec. 13</td>
<td>7:15 p.m.</td>
<td>Regular Board of Trustees Meeting</td>
<td>Room 3060</td>
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<tr>
<td>Dec. 24 - Jan. 2</td>
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<td>WWCC Winter Holiday Campus Closed</td>
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VIII. ADJOURNMENT

President Honaker reconvened the regular meeting at 10:40 p.m. Having no further business to act on, President Honaker adjourned the regular meeting at 10:41 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