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 7:19 p.m., Thursday, May 14, 2015 in Board Room
      3060, Rock Springs Campus, President George Eckman presiding.

   B. Approval of Agenda
      1. Trustee Roth made a motion to delete Item B on the Consent Agenda and to
         approve both the consent and regular agendas as revised. The motion was
         seconded by Treasurer Baxter and was approved by vote.

II. REPORTS
   A. Paraprofessional Alliance
      Ms. Gabol reported that elections were held for the upcoming year for Paraprofessional
      Alliance officers and various committee members. Ms. Gabol said that the Career
      Development Committee processed 61 funding requests for a total of $18,019. Ms. Gabol
      said that most of the funding covered course fees, with some funding covering
      conferences and seminars. Ms. Gabol reported that the annual “End of the Year
      Potluck” would be held at noon on May 20. The Board thanked Ms. Gabol for her
      report.

   B. WWCC Senate
      Ms. Nish Goicolea reported that as part of the Senate’s work on the Great Colleges to
      Work For survey results analysis, specific colleges that consistently see high scores
      will be visited to gain insights in improving our own results. Ms. Goicolea reported that
      16 employees applied for the enhanced career development funds. Ms. Goicolea also
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reported that new Senate officers have been elected. Trustee Roth asked for a status update on the Great Colleges to Work For survey results. Ms. Goicoechea said that the results for the recently completed survey will be available in August. The Board thanked Ms. Goicoechea and Ms. Reynolds for their report.

C. **ACE IT Center Annual Report**
Ms. Molly Murray, ACE IT Center Director, gave the annual report for the center. Ms. Murray reported that there have been some process changes in the department, including that all part-time students are now automatically assigned an advisor. Ms. Murray also reported that an ‘informed advising hold’ was placed on all students’ accounts to ensure that advisors were consulted and approved of the student’s planned courses. Ms. Murray said that software that would help students map out their entire 4 semesters at WWCC is being researched. Ms. Murray also said that students who are placed on academic alert or probation will follow different procedures than in the past. Ms. Murray went on to say that some testing will move back to the Learning Center to create a centralized testing center. Ms. Murray also said that evening advising appointments have been implemented to help students who cannot meet with their advisor during work hours. The Board thanked Ms. Murray for her report.

D. **Technology & Industry / Office Information Systems Annual Report**
Mr. Paul Johnson gave the annual report for the division. Mr. Johnson reported that enrollment numbers in all courses and programs in the division continue to be excellent. Mr. Johnson also reported that the division will be losing two instructors, Mr. Bill Bonini and Mr. Tracey Hind. Mr. Johnson said that Mr. Hind will be leaving his position here to work for Porsche. Vice President Chadey said that she congratulates Mr. Hind on his achievement and that it is truly a feather in WWCC’s cap to have one of our own ‘stolen’ by such a renowned company. Other trustees echoed the sentiment. The Board thanked Mr. Johnson for his report.

E. **Western Celebrations**
Dr. Leach invited Mr. Craig Thompson to talk about the Dynamics course and the wind racer team. Mr. Thompson said that the Dynamics course includes a design component and introduced the members of the wind racer design team. Mr. Thompson then presented a video of the development and competition of the wind racer, stating that WWCC’s team are the new state champions. The Board thoroughly enjoyed the video and thanked Mr. Thompson and his students.

III. **MINUTES**

A. **Approval**
1. Vice President Chadey made a motion to accept the minutes of the April 14, 2015 meeting as presented. The motion was seconded by Trustee Boettcher and was approved by vote.

IV. **FINANCIAL REPORTS/TRANSACTIONS**

A. **Clearing Accounts and Electronic Funds Transfers**
Treasurer Baxter moved to ratify the Clearing Accounts as designated in the amount of $3,094,296.70 and the Electronic Transfers as designated in the amount of $562,345.77 for a grand total ratification of $3,656,642.47. The motion was seconded by Vice President Chadey and was approved by vote.
Clearing Accounts

<table>
<thead>
<tr>
<th>Warrant Nos.</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Vouchers</td>
<td>277438 through 277930</td>
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<tr>
<td>ACH PAYMENTS*</td>
<td>E0000067 through E0000121</td>
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<tr>
<td>Payroll</td>
<td>177189 through 177728</td>
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<tr>
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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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<th>From</th>
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<th>Amount</th>
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<tbody>
<tr>
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Credit Card Payments to US Bank Corporate Payment System

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<th>Amount</th>
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<tbody>
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<td>US Bank</td>
<td>EFT US Bank CC Payments</td>
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Bank to Bank Transfers

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Total Electronic Funds Transfers

<table>
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<tr>
<th>Amount</th>
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<tr>
<td>$562,345.77</td>
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GRAND TOTAL FOR BOARD RATIFICATION

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<td>$3,656,642.47</td>
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</table>

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

B. Presentation of Preliminary Budget

Vice President Flom presented the preliminary budget, stating that an in-depth discussion had been held during the workshop. Vice President Flom explained that an increase in income is reflected in the preliminary budget but no carryover funds are included. Vice President Flom said that those funds will be on the final budget. Vice President Flom went over the expenditures by category and year to year comparisons. Vice President Flom stated that no action is needed at this time.

V. RECOMMENDED ACTION

A. Old Business

None

B. Consent Agenda

1. Authorization to Solicit Bids, Unit H Roof Replacement

   Each year the College replaces roofs. This is typically done on a rotating basis; however, roof performance issues are also taken into consideration. The Administration has determined that it is time to replace the roof over the Unit H area. The Unit H roof is a Genflex roof and the 10 year warranty expired in 2006. This roof has significant leaking issues and needs to be replaced. The State of Wyoming Construction Management Division must now approve all
roof replacements using Major Maintenance funds. Construction Management has granted approval for replacement. The College has moved to standardize the roofs with a Sarnafil roofing system that carries a 20 year warranty. The estimated cost to do this work is $71,000. Major Maintenance funds are budgeted and available to pay for this work. It is anticipated that the Board will be given bid results with a recommendation at the June meeting of the Board.

Recommendation:  
To authorize the Administration to solicit bids for the replacement of the Unit H roof as described above.

2. Removed at Meeting - Increase in the Miscellaneous Restricted Fund Budget

3. Approval of Sole Source Purchase, Laboratory and Classroom Computers  
All computers located in laboratories and classrooms are replaced on a five year basis. This rotation helps the College to stay current with rapidly advancing technologies and also serves to assure machine serviceability. Replacements are typically purchased during the summer months. ByteSpeed computers are the standard models used in labs and classrooms. This year, 99 computers are scheduled for replacement. A sole source purchase cost will be $79,166. The Administration recommends approval of this purchase.

Recommendation:  
To authorize the Administration to purchase 99 computers from ByteSpeed for $79,166 as a sole source purchase.

4. Approval of Sole Source Purchase, Executive Office Furniture for Student Success Services  
The College needs to purchase private/executive office furniture this year for the Student Success Services Center. By taking advantage of the TCPN (The Cooperative Purchasing Network) contracts, Tammy Register, Administrative Services Officer, has been able to secure a cooperative discount for this furniture. The cost of this purchase will not exceed $75,000, which includes delivery and installation. There are some small details that still need to be worked out on the quote, but those costs will be minor and should not exceed the $75,000 threshold. This purchase of Teknion furniture, purchased through Source Office is a “sole source” purchase due to the usage of the TCPN contract for this purchase. The lead agency for the contract has already competitively bid this out and public sector entities such as Western are eligible to participate in the benefits of the cooperative’s efforts.

Recommendation:  
To purchase executive Teknion office furniture as described from Source Office, Laramie, WY in the amount not to exceed $75,000.

Trustee Roth made a motion to accept the recommendations from Administration on the Consent Agenda. The motion was seconded by Trustee Boettcher and was approved by vote.
C. **New Business**

1. **Bid Quotations, Student Engagement Office Complex**
   
   At the March meeting of the Board of Trustees, the Board authorized the Administration to solicit bids for the construction of the Student Engagement Office Complex. The most recent engineer’s cost estimate for this work is $135,000. Bids were opened on April 23, 2015. Bid results follow:

   - Alta Construction, Inc.
     Lyman, WY
     $129,918.00
   - Great Basin Industrial, LLC
     Rock Springs, WY
     $131,513.40
   - Shepard Construction, Inc.
     Rawlins, WY
     $140,000.00
     Mapleton, UT
     $140,000.00

   Recommendation:
   To accept the bid from Alta Construction, Inc. in the amount of $129,918, per bid specifications, to perform construction of the Student Engagement Office Complex.

   Vice President Flom gave an explanation of the bid quotations. Trustee Roth made a motion to accept the bid from Alta Construction as described. Vice President Chadey seconded the motion which was approved by vote.

2. **Bid Quotations, Asphalt Surfaces**

   At the April meeting of the Board of Trustees, the Board authorized the Administration to solicit bids for asphalt patching and crack sealing work. The most recent estimate of this work was $76,500. Bids were opened on May 5, 2015. Bid results follow:

   - R&D Sweeping & Asphalt Maintenance
     Rock Springs, WY
     $62,616.72

   An out-of-state company attended the pre-bid meeting; however, they chose not to return a bid for this project. The low bidder is the same contractor who has done work for the College in the past and Administration is very comfortable with this company’s work.

   Recommendation:
   To accept the bid from R&D Sweeping & Asphalt Maintenance, Rock Springs, Wyoming in the amount of $62,616.72, per bid specifications to perform the asphalt surfaces renovations work for 2015.

   Vice President Flom gave an explanation of the bid quotations. Secretary Spicer made a motion to accept the bid from R&D Sweeping as described. The motion was seconded by Treasurer Baxter and was approved by vote.
3. **Bid Quotations, Women’s Varsity Locker Room**

At the March meeting of the Board of Trustees, the Board authorized the Administration to solicit bids for the renovations of the Women’s Varsity Locker Room and the cost estimate at the time was $93,800.00. Bids were opened on May 12, 2015. Bid results follow:

- **K.R. Goble Construction, Inc.**
  Mapleton, UT  
  $176,000.00

- **Great Basin Industrial, LLC**
  Rock Springs, WY  
  $224,869.00

The low bidder is the same contractor who has done work for the College in the past and Administration is very comfortable with this company’s work.

**Recommendation:**

To accept the bid from K.R. Goble Construction, LLC in the amount of $176,000.00 per bid specifications for renovations of the Women’s Varsity Locker Room.

Vice President Flom gave an explanation of the bid quotations, stating that the bid from K.R. Goble also includes an alternative for wood lockers rather than metal lockers. Vice President Chadey made a motion to accept the bid from K.R. Goble as described. The motion was seconded by Secretary Spicer.

President Eckman asked why the bids were more than double what the cost was estimated to be. Vice President Flom said that the original estimate was developed when the project was to turn the small ante-chamber into a locker room. The project has since grown to include bathroom and shower renovations and an increase in space. The motion was approved by vote.

4. **Consideration of Audit Proposals**

The contract for audit services with Eide Bailly LLP expired with the completion of the FY 2014 audit in December 2014. In March 2015, we released a request for proposals (RFP) for audit services, which were due by April 16, 2015. We received five proposals:

- **Baker Tilly**  
  Minneapolis, MN
- **McGee, Hearne & Paiz, LLP**  
  Cheyenne, WY
- **Eide Bailly, LLP**  
  Salt Lake City, UT
- **BKD, LLP**  
  Denver/Colorado Springs, CO
- **Clifton Larson Allen**  
  Bellevue, WA

To evaluate the proposals that were received, we used the criteria listed in the RFP - experience, credentials, and references. Based on the evaluation criteria, all five companies presented excellent proposals and are qualified. We are recommending offering the contract to McGee, Hearne & Paiz, LLP of Cheyenne, WY. McGee, Hearne & Paiz currently audit four of the other Colleges and the University of Wyoming. They also agreed upon proceeding with the audit of our Financial Aid Office this spring. McGee, Hearne & Paiz also has the lowest fee of $199,500 total for the four years.
Recommendation:
To award the four year contract to McGee, Hearne & Paiz, LLP of Cheyenne, WY.

Treasurer Baxter, as Chair of the Board Audit Committee, gave an explanation of the RFP’s and the recommendation. Secretary Spicer made a motion to award the four year contract to McGee, Hearne and Paiz as described. The motion was seconded by Trustee Boettcher and was approved by vote.

5. Consideration of Brokerage Services Proposals
Our contract with Coldwell Banker Commercial for commercial real estate brokerage services expired December 21, 2014. In February, 2015 we released a request for proposals (RFP) for commercial real estate brokerage services, which were due by March 10, 2015. We received five inquiries on the RFP and three proposals: Century 21 Rocky Mountain, Rock Springs, WY, James Lever; Coldwell Banker Commercial, Salt Lake City, UT, Steve Thain; Southwest Real Estate, LLC, Rock Springs, WY, Brian Marincic. To evaluate the proposals that were received, we used the criteria listed in the RFP:

- Proven ability to market and close commercial real estate property
- Scope and quality of the services
- Proposed Commission rate
- Thorough, relevant, and organized responsiveness to RFP
- Evidence that the Brokerage Firm is currently licensed and registered in the State of Wyoming and maintains Professional Liability Insurance
- Responses from references

Based on the evaluation criteria, Century 21 did not have a complete proposal. Coldwell Banker Commercial had a very detailed and professional proposal, however their performance on the previous contract and in particular their follow up with the College on the offer on Lot 17 has been less than was expected. We are recommending offering the contract to Southwest Real Estate, LLC, Brian Marincic of Rock Springs, WY. Mr. Marincic received his Wyoming Real Estate License in June, 2003 and his CCIM (Certified Commercial Investment Member) in October, 2014. Mr. Marincic is a local broker and has knowledge of the local market and has offered the most competitive commission rate.

Recommendation:
To award the one year contract to Southwest Real Estate, LLC, Brian Marincic, of Rock Springs, WY as described.

Trustee Boettcher gave an explanation of the brokerage service RFP’s on behalf of the Board Real Estate Committee. Trustee Boettcher made a motion to award the one year Brokerage Services contract to Southwest Real Estate, LLC as described. The motion was seconded by Vice President Chadey and was approved by vote.

6. Employment Contract, Gear Up Coordinator
The Human Resources Office conducted a national search commencing in February 2015, to fill the position of GEAR UP Coordinator. The Human
Resources Office received twenty-six completed applications for this position. The Professional Standards Board conducted one telephone interview and three on campus interviews. The Professional Standards Board recommends that Ms. Amanda DeBernardi be offered the position. Ms. DeBernardi holds a Bachelor’s degree from the University of Wyoming, Laramie, Wyoming. Ms. DeBernardi is currently employed at United Way of Southwest Wyoming as a Community Impact Specialist. She has held this position for two years. Prior to this, she was employed at Sweetwater County School District #1 Head Start Program as a Family Advocate for five years. Ms. DeBernardi’s proposed contract details would be as follows: Annual Salary: $64,762.00 for a 12 month contract; Fund: Unrestricted Operating Fund; Rank, N/A; Column Placement; Column II.

Recommendation:
To offer an employment contract to Ms. Amanda DeBernardi for the position of GEAR UP Coordinator for the period June 1, 2015 through June 30, 2015.

Vice President Freeze gave an explanation of the proposed employment contract. Secretary Spicer made a motion to offer an employment contract to Ms. Amanda DeBernardi as described. The motion was seconded by Trustee Boettcher and was approved by vote.

7. Employment Contract, Evanston Campus Coordinator
The Human Resources Office conducted a national search commencing in January, 2015 to fill the position of Coordinator of Western Wyoming Community College Evanston Campus. The Human Resources Office received twenty-one completed applications for this position. The Professional Standards Board conducted six telephone interviews and two on campus interviews. The Professional Standards Board recommends that Ms. Heidi Currutt be offered the position. Ms. Currutt holds a Bachelor’s degree in Criminal Justice from the University of Wyoming, Laramie, Wyoming and a Master’s degree in Adult Post-Secondary Education also from the University of Wyoming. Ms. Currutt is currently employed as the Executive Director of the Oyster Ridge BOCES in Kemmerer, Wyoming. She has held this position for seven years. She has been employed with the Oyster Ridge BOCES for ten years. Ms. Currutt’s proposed contract details would be as follows: Annual Salary, $69,548.00 for a 12 month contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column II.

Recommendation:
To offer an employment contract to Ms. Heidi Currutt for the position of Coordinator of Western Wyoming Community College Evanston Campus for the period July 1, 2015 through June 30, 2016.

Vice President Farley gave an explanation of the proposed employment contract. Treasurer Baxter made a motion to offer an employment contract to Ms. Heidi Currutt as described. The motion was seconded by Vice President Chadey and was approved by vote.
8. **Employment Contract, Database Administrator**

The Human Resources Office conducted a national search commencing in February 2015, to fill the position of Database Administrator. The Human Resources Office received five completed applications for this position. The Professional Standards Board conducted five telephone interviews and one on campus interview. The Professional Standards Board recommends that Ms. Angela Bethea be offered the position. Ms. Bethea holds a Bachelor’s degree in business administration from Drexel University, Philadelphia, Pennsylvania and a Master’s degree in Accounting from Rutgers University in Camden, New Jersey. Ms. Bethea is currently employed as the Director of Finance and Technology for the State of New Jersey. She has held this position for four years. Ms. Bethea has over 14 years of database experience. Ms. Bethea’s proposed contract details would be as follows: Annual Salary, $67,357.00 for a 12 month contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column II.

**Recommendation:**
To offer an employment contract to Ms. Angela Bethea for the position of Database Administrator for the period May 18, 2015 through June 30, 2015.

Vice President Flom gave an explanation of the proposed employment contract. Secretary Spicer made a motion to offer an employment contract to Ms. Angela Bethea as described. The motion was seconded by Trustee Boettcher and was approved by vote.

9. **Approval of Professor Emeritus Status, Craig Thompson**

Policy 4220D, Professor Emeritus allows the Board of Trustees to grant emeritus status to retired instructional faculty for long-term teaching excellence. The primary criterion is continuous teaching excellence. Other criteria are:

- Separation from full time service
- Instructional faculty member
- 20 years of full time service to Western Wyoming Community College
- Associate Professor or Professor Rank

A committee comprised of faculty, students, professionals, and the vice president for student learning reviews the nominations, and the committee makes recommendations for emeritus status to the President. The Emeritus committee reviewed the nomination for Mr. Craig Thompson and found that he meets the criteria established by Western Wyoming Community College policy. The committee has unanimously recommended Professor Emeritus status to the President for Mr. Thompson. The President reviewed the committee’s recommendations and recommends that the Board of Trustees grant Professor Emeritus status to Mr. Craig Thompson.

**Recommendation:**
To grant Professor Emeritus status to Mr. Craig Thompson in recognition of the many years of teaching excellence he has provided to the students of Western Wyoming Community College.
Dr. Leach gave an explanation of the request. Vice President Chadey made a motion to grant Professor Emeritus status to Mr. Craig Thompson. The motion was seconded by Trustee Boettcher. Each of the Board members expressed sadness at having Mr. Thompson retire, with Secretary Spicer stating that we should not let him leave. Dr. Leach said that a Bristlecone Pine tree will be planted on campus, with a plaque dedicating the tree to Mr. Thompson. The motion was approved by vote.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
   None

B. Questions/Media/Public
   Ms. Deb Sutton from the Rocket Miner asked for clarification on why the College needed a real estate brokerage firm. Dr. Leach gave an explanation of the College View Commercial Park subdivision and stated that she would provide Ms. Sutton with additional information.

C. President/Staff
   Vice President Freeze reported that line up for Commencement would begin at 6:30 p.m.

   Vice President Farley said that the video of the actual wind race is on YouTube and shows how all the other competitors had to push their racer to get it started, while WWCC’s racer had to be held back.

   Vice President Farley reported that the Forensics team received medals during the American Forensic Tournament.

   Vice President Farley reported that 18 music students recently competed in a regional competition, with 4 qualifying for the semi-finals.

   Vice President Farley reported that Ms. Deanne Garner was named the “Wyoming Top Nurse”. Vice President Farley said that Ms. Garner was the only community college instructor to be nominated for the award.

   Vice President Farley reported that WWCC was ranked #50 on the Great Value Schools 50 Best Online Colleges listing, and was ranked #6 from BestColleges.com for the best online programs. Vice President Farley said that we were ranked #23 on that same list last year.

D. Trustee Questions/Topics
   Trustee Roth asked why fire trucks were seen on campus recently. Dr. Leach told the Board that the contractor working on Mustang Central caused the alarm system to activate when they were working on the new HVAC ducting. Dr. Leach said that dust clogged one of the sensors which set off the alarm.

E. Topics for Future Workshop Agendas
   1. Facility Tours
   2. BOCES Reports
F. **Executive Session - Legal/Personnel**

Vice President Chadey made a motion to recess the regular meeting in order to enter into an Executive Session for personnel issues. The motion was seconded by Treasurer Baxter and was approved by vote. President Eckman advised that no action would be taken following the Executive Session. The regular meeting was adjourned at 8:20 p.m.

Trustee Boettcher made a motion to reconvene the regular meeting. The motion was seconded by Trustee Roth and was approved by vote. The regular meeting was reconvened at 8:49 p.m.

VII. **CALENDAR OF FUTURE EVENTS**

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>May 14</td>
<td>Regular Board of Trustees Workshop</td>
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<tr>
<td>May 14</td>
<td>Regular Board of Trustees Meeting</td>
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<td>May 15</td>
<td>Nurse's Pinning</td>
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<td>May 15</td>
<td>WWCC Commencement</td>
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<td>June 11</td>
<td>Regular Board of Trustees Workshop</td>
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<td>June 11</td>
<td>Regular Board of Trustees Meeting</td>
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<td>June 26</td>
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<td>Oct 14 – 17</td>
<td>ACCT Annual Leadership Congress –</td>
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VIII. **ADJOURNMENT**

Having no further business to act on, President Eckman adjourned the regular meeting at 8:50 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