

**MEMORANDUM**

**To:** Board of Trustees

**From:** Shea Browning *SAB*  
General Counsel

**Re:** Meeting Minutes

**Date:** May 29, 2019

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As you may have noticed, the minutes posted for the March 1, 2019 meeting of the Board of Trustees of Western Carolina University did not contain the usual amount of detail regarding Board business. Due to the transition from the late Claire Collins to other personnel in the Chancellor's Office, notes and recordings containing details of the March 1, 2019 meeting were lost. Staff recreated the actions of the Board as best as possible. Processes have been put into place to ensure that this does not happen again. If you have any corrections, please notify me prior to the upcoming Board meeting.