


**TO:** College Community  
**FROM:** Donald Generals   
**DATE:** December 5, 2014  
**SUBJECT:** IWC Minutes

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This is to inform you that I have taken the following actions on recommendations made to me by the Institution-Wide Committee spring and fall 2014:

- Approved the revisions to Policy and Procedures #2, P&P 12 – Policy on Transfer Credit. The proposed changes are to clarify the references to summer terms and to remove sentences which do not deal with overloads. “Regular” should be changed to “Fall and Spring. “It is proposed that “summer” be clarified to say either “early or late summer;”
- Approved the revisions to Policy and Procedures No. 151, as amended, to include the use of nicotine-delivery systems; and
- Approved the revisions to Policies and Procedures No. 204, as amended, to strengthen internal controls and establishes timelines for Petty Cash Usage.

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