I. AGENDA
   A. Call to Order
      The regular meeting of the Board of Trustees of the Western Wyoming Community College District was called to order at 7:20 p.m., Thursday, February 12, 2009, in Board Room 3060, Rock Springs Campus, President John Freeman presiding.

   B. Approval of Agenda
      I. Secretary Eckman made a motion to move Consent Agenda item #9 to New Business. Motion approved by vote. Treasurer Roth made a motion to accept the agenda as revised. Motion approved by vote.

II. REPORTS
   A. Association of Student Government
      Ms. Sharmaine Mudelige, ASG President, gave a brief report to the Board. Ms. Mudelige reported that the ASG had lost eight senators and is in the process of recruiting new members to fill those open positions. Ms. Mudelige said that the ASG had raised $106 during a fundraiser in December that would be donated to United Way. Ms. Mudelige reported that a Valentine dinner and dance would be held on February 13. Ms. Mudelige also said that performer Chad Taylor would perform on campus on February 25 and the performance would be free and open to the public.

   B. WWCC Senate
      Mr. Rob Carey, Instructor of Biology, gave a brief report on behalf of the Senate. Mr. Carey said that the Winter Party was well attended with 82 people enjoying the festivities. Mr. Carey said that the Senate will be focusing on salary and benefits
issues and that the annual salary and benefits survey would be sent out in the near future.

C. Paraprofessional Association
Ms. Anne Shipman, Paraprofessional Association Chair, gave a brief report to the Board. Ms. Shipman reported that although the association normally concentrates on fund raising for various charities, future focus will incorporate how the group can assist in student retention. Ms. Shipman also reported that a Valentine Bake Sale fundraiser would take place on February 13 and that the annual salary and benefits survey would be sent out soon. Ms. Shipman concluded her report by saying that the Paraprofessionals are looking for items for the WWCC 50th Anniversary display.

D. Jean Larsen/Mike Hart – Information Technology
Ms. Jean Larsen, Administrative Systems Manager, and Mr. Mike Hart, Network Manager, gave the annual Information Technology report to the Board. Ms. Larsen reported that in the last year the new website was designed and implemented, and changes were implemented to the online registration process to require acceptance of the financial commitment and terms of Financial Aid before completing the registration. Ms. Larsen said that goals for the coming year are to complete the implementation of Active Admissions, to complete the testing of Web-dashboard reporting functions and to continue rewriting custom programs as needed.

Mr. Hart reported that various improvements were implemented over the past year. Mr. Hart said that the installation and implementation of the VoIP system, which replaced the previous phone system, is complete and included the implementation of a fiber optic phone line to Green River. Mr. Hart also said that the Microsoft Vista conversion is almost 75% complete and is going well. Mr. Hart went on to say that wireless internet connections are available in all the residence halls now. Mr. Hart reported that 20 computers were placed in various classrooms which allow the instructors to use a roaming profile to connect to their own files on the network. Mr. Hart concluded his report by saying that the goal for the current year would be to install a second internet connection. Mr. Hart said that this second connection would relieve the overload and also provide for a backup if the main connection failed.

Trustee Chadey asked for clarification on the internet connection overload. Mr. Hart replied that at certain peak hours, connections become slow, responses are delayed and connections are sometimes dropped. Trustee Honaker asked for clarification on the Active Admissions program. Ms. Larsen replied that the program remembers an individual’s previous actions to personalize their web experience, much like other sites make recommendations based on previous keystrokes. Trustee Honaker commented that although the website is nice, the calendar of upcoming events should also include Community Education and Technical training information. The Board thanked Ms. Larsen and Mr. Hart for their report.
III. MINUTES
   A. Approval
      1. Trustee Chadey made a motion to accept the minutes of the January 6, 2009 meeting as presented. Motion approved by vote.

IV. FINANCIAL REPORTS/TRANSACTIONS
   A. Clearing Accounts and Electronic Funds Transfers
      Treasurer Roth moved to ratify the Clearing Accounts as designated in the amount of $3,528,975.53 and the Electronic Transfers as designated in the amount of $221,247.08 for a grand total ratification of $2,065,827.73. Motion approved by vote.

      Clearing Accounts
      Warrant Nos.           Amount
      Vouchers    215378 through 217278   $2,711,468.72
      Payroll     141002 through 141425   $295,012.53
      Advices    016369 through 016530   $522,494.28
      Total – All Clearing Account Warrants   $3,528,975.53

      Electronic Funds Transfers

    Payroll Tax Payments to I.R.S.

      From                      To                Amount
      US Bank EFTPS-CHICAGO USATAXPYMT   $309,391.73
      A/C# 147497000116

    Bank to Bank Transfers
    Commerce Bank               Plant Improvement Acct.($1,243,000.00)
    CD Matured

    Investment Transfers
    One Mill Fund               1st Bank N. Side Branch   $2,000,000.00
    Purchase CD
    Major Maint. Acct           1st Bank N. Side Branch   $1,250,000.00
    Purchase CD
    Plant Improve. Acct         1st Bank N. Side Branch   $1,260,000.00
    Purchase CD

    Total Electronic Funds Transfers   $3,576,391.73

    GRAND TOTAL FOR BOARD RATIFICATION   $7,105,367.26

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

      Treasurer Roth asked Acting President Kelsey to explain the Certificate of Deposit purchases. Acting President Kelsey explained that in the current economic climate, the college earns a better return on CD’s than from an interest bearing checking account. A short discussion ensued on the procedure for purchasing CD’s.
V. RECOMMENDED ACTION

A. Old Business
None

B. Consent Agenda

1. Revision of Board Procedure 3710F, Surplus Property Disposal
   This Board procedure has not been changed since it was adopted in July 1989 and needs to be updated. Basically, two changes are being recommended. First, it is recommended that a provision be added regarding the sale of real estate to provide for the usage of real estate brokerage firms. Second, it is recommended that the threshold fair market value for equipment, materials and supplies be raised from $300 to $2,000 to trigger a requirement that the Board of Trustees grant approval to dispose of an item in this category. The College’s Policies and Procedures Committee unanimously approved these changes at its December meeting. Enclosed the Board will find this Board Procedure with the changes highlighted.

   Recommendation
   To approve the revisions to Board Procedure 3710 F, Surplus Property Disposal, as recommended.

2. Revision of Board Procedure 4230E, Voluntary Early Retirement Plan
   The College has had a voluntary early retirement plan in place for a number of years. This Board Procedure was last revised in May 2003. The Administration recommended two material changes to this Board Procedure to the College’s Policies and Procedures Committee. The Policies and Procedures Committee unanimously approved these changes. The changes are as follows:

   Maximum Age to Receive Retirement Incentive
   The current Board Procedure provides that an early retiree may receive early retirement incentive payments until he/she reaches the age of 65 or has received five years of incentive payments, whichever comes first. This revision provides that the maximum age one may receive incentive payments is the early retiree’s “full retirement age” as defined by the U.S. Social Security Administration. Thus, an early retiree may receive early retirement incentive payments for five years or up to the early retiree’s “full retirement age”, whichever comes first. The “full retirement age” has been changed in recent years. Sixty-six is the full retirement age for people born between 1943 and 1954. For people born in 1955 or later, the “full retirement age” incrementally increases until it reaches age 67.
Health Insurance Payments
The current Board Procedure provides that the College’s participation in the payment of health insurance ends concurrently with the end of the incentive payments. This can be age 65 or earlier. This revision provides that health insurance will be provided for five years or until the early retiree is eligible for Medicare, whichever comes first. Early retirees are eligible for Medicare at age 65.

Recommendation
To approve the revisions to Board Procedure 4230 E, Voluntary Early Retirement Plan, as recommended.

3. REMOVED PRIOR TO MEETING

4. REMOVED PRIOR TO MEETING

5. FY 2009 Second Quarter Financial Report
Included in the addendum is the Second Quarter Financial Report for all funds of the College. This report is given to the Board from time to time to help keep the Board apprised of the financial condition of the College. This narrative focuses on the Unrestricted (Current) Operating Fund of the College. In the Unrestricted Operating Fund, the College has expended 42.5% of the budget through December 31, 2008. This percentage compares to 42.0% spent through the second quarter of FY 2007 and 44.7% spent through the second quarter of FY 2005, all first years of a biennium. Regarding revenues in the Unrestricted Operating Fund, the College has received 67.6% of the total budgeted revenues through the second quarter. This percentage compares to 70.9% received through the second quarter of FY 2007 and 71.9% received through the second quarter of FY 2005, all first years of a biennium. Cash flow has been positive in the Unrestricted Operating Fund. Through the second quarter, revenues have exceeded expenditures by $5,626,476. In two of the funds, there is a negative cash flow; however, this is not unusual at this time of the year and because of the circumstances of the funds. The most significant financial concern of the Administration regarding the FY 2008-09 budget involves the huge downturn in interest revenues involving all funds due to Federal interest rate cuts. On the other hand, tuition revenues should exceed projections. The College is very sound financially.

Recommendation
None. For Information Only.

6. Authorization to Purchase BGP Routers for Second Internet Connection
The Wyoming Equality Network (WEN) connection currently provides WWCC with 20 MB of bandwidth to the Internet, shared by the Rock Springs campus, Green River campus, and
Student Housing. With the increase of online courses and the use of Mustang Cruiser as the student portal for access to college services, the need for more bandwidth and a redundant Internet connection is becoming more critical. WWCC is contracting with the Joint Powers Telecommunications Board (JPTB) for a 15 MB bandwidth Internet connection. This second Internet connection will become the primary Internet access for the Student Housing network and will be a backup Internet connection for the campus network when the WEN fails. Moving the Housing network off the WEN connection will free up as much as 8 MB of additional bandwidth for the campus network to utilize on the WEN and will almost double the current bandwidth capacity for the students in the dorms and residence halls. The redundant failover solution will provide uninterrupted service for incoming and outgoing connections to the Internet and to our servers. Two new Cisco BGP routers, equipment upgrades for existing routers, and an ASN certificate need to be purchased to provide the failover solution between the JPTB and WEN Internet connections. The proposed routers have the needed ports and capacity for automatic failover / load balancing and can accommodate future growth in bandwidth needs for several years. The WEN contract with Qwest (WEN provider) allows the college to purchase the Cisco routers at a 48 percent discount, more than 10 percent lower than any vendor can quote.

$41,505.90 Cisco BGP Routers and installation  
$1,226.66 JPTB - Fiber card for POP Router and bandwidth increase fee  
$500.00 ASN Certificate for BGP routing  

$43,232.56 Total Cost

Recommendation
To authorize the Administration to sole source purchase BGP routers, equipment upgrades and ASN certificate through the State contract for $43,232.56.

7. Authorization to Solicit Competitive Bids, Shower Renovations, Rocky Mountain Hall I  
From time to time it is necessary to undertake some major repair and renovation projects on campus. The residence hall facilities are often on the “repair list.” The showers in Rocky Mountain Hall I are in serious need of a complete renovation. There are leakage problems and hardware problems that need to be remedied. This residence hall was constructed in 1985. There has been no major work done on the showers since the facility was constructed. The maintenance staff has been working with a contractor to come up with the best solution to the problems. The estimated cost of this project is $70,000. The work is scheduled to begin when school is out in late May and will take several weeks to complete. Funds are budgeted and
available in the Plant Fund to cover the cost of this work. Bid results and a recommendation will be provided the Board at either the March or the April meeting.

Recommendation
To authorize the Administration to solicit competitive bids for the renovation of the showers in Rocky Mountain Hall I as described above.

8. Authorization to Solicit Competitive Bids, Landscaping, Wind River Hall, Atrium, and Green River Center
At the November 2008 Board Workshop, the Board reviewed the landscaping plans for the Wind River Hall area. At the February 2009 Board Workshop, the Board reviewed the landscaping plans for the Atrium Area and the Green River Center Area. The Administration recommends that all three of these landscaping projects move forward so that bids can be obtained to allow for construction to commence this spring.

Wind River Hall
The estimated construction cost for this project is $100,000. Funds are budgeted and available in the Capital Construction account in the Plant Fund to pay for this work. BKV Architects did the landscape design work.

Atrium
The estimated construction cost for this project is $167,000. Funds are budgeted and available in the One Mill Fund to pay for this work. David Ohde and Associates did the landscape design work.

Green River Center
The estimated construction cost for this project is $192,000. Funds are budgeted and available in the One Mill Fund and in the Major Maintenance Account to pay for this work. David Ohde and Associates did the landscape design work.

Recommendation
To authorize the Administration to solicit competitive bids for landscape construction work associated with Wind River Hall, the Atrium, and the Green River Center as described above.

9. MOVED TO NEW BUSINESS ITEM #9

10. Authorization to Solicit Bids, Exterior Painting, Rock Springs Campus
Each year the College contracts for some exterior painting. Funds for these projects are budgeted and available in the College’s Major Maintenance Account in the Plant Fund. For the summer of 2009, the Administration is recommending that the following areas be re-painted: Handrails near the
Soccer Field; Art Courtyard; West Entrance; and the Main Entrance. The estimated cost for this work is $37,000. Bid results and a recommendation will be given the Board at the March or April meeting.

**Recommendation**
To authorize the Administration to solicit competitive bids for exterior painting as described above.

11. **Authorization to Solicit Bids, Unit M and Unit Q Roof Replacements**
Each year the College replaces roofs on a rotating/as needed basis. Usually one or two roofs are replaced each summer. This year, the Administration has identified two roofs that need to be replaced. One roof is the Unit M roof. Unit M is the building that houses, among other functions, Mitchell’s Cafeteria. The other roof is the Unit Q roof. Unit Q is the building that houses, among other functions, Sweetwater BOCES and several general classrooms. The estimated cost to replace these two roofs is $90,000. Funds are budgeted and available in the College’s Major Maintenance account to pay for this work. It is anticipated that bid results and a recommendation will be presented to the Board at the March or April meeting.

**Recommendation**
To authorize the Administration to solicit competitive bids for re-roofing the Unit M roof and the Unit Q roof as described above.

12. **Authorization to Solicit Bids, Replacement Overhead and Man Doors, Technology & Industry Wing**
There are eight roll-up style overhead doors in the Technology & Industry Wing of the College which need to be replaced. The company that manufactured the doors (Atlas) is out of business and parts are now virtually impossible to find. These are the original overhead doors and are now about 22 years old and are giving the Maintenance Department a lot of trouble. Moreover, these doors are not insulated resulting in a lot of heat loss in the T & I Wing. Additionally, there are two sets of man doors which should be replaced in this area as well. The Maintenance Staff is recommending that the roll-up doors be replaced with commercial grade conventional-style insulated overhead doors. The staff also recommends that the two sets of man doors be replaced. The estimated cost for this work is $75,000. Funds are budgeted and available in the College’s Major Maintenance account in the Plant Fund. It is anticipated that bid results and a recommendation will be presented to the Board at the April meeting.
Recommendation
To authorize the Administration to solicit competitive bids for replacement of overhead and man doors in the Technology & Industry Wing of the College as described above.

13. Authorization to Solicit Bids, Fire Alarm System Upgrade, Green River Center
The fire alarm system at the Green River Center needs to be upgraded. Some modifications are needed to ensure that the alarms are audible in all sections of the building at an adequate level. When upgrades or modifications are made, the law requires that the entire system be brought up to current code. The estimated cost of the work is $47,000. Funds are budgeted and available in the Emergency Repair/Preventative Maintenance account in the Plant Fund to pay for this work. It is anticipated that bid results and a recommendation will be presented to the Board at the April meeting.

Recommendation
To authorize the Administration to solicit competitive bids to upgrade the fire alarm system at the Green River Center.

14. Authorization to Purchase Replacement Print Shop Equipment
As discussed at the Board Workshop on January 29th, the Administration is recommending that two new replacement production Xerox printers be purchased and that several pieces of equipment be traded in. The two new pieces of equipment to be purchased are:

• Xerox X700X Color Press with Folder, Light Production Booklet Maker, and Oversized High-Capacity Feeder. Cost: $87,195
• Xerox P4127CP Black Production Printer with Folder, Booklet Finisher, and Oversized High-Capacity Feeder. Cost: $65,055

The existing Print Shop equipment items to be traded in on the purchase are:

• Savin 2575 Copier (1.5 Million Copies on it)
• A.M. Multigraphics 3850 Press (Old; No Parts; Service Ending)
• A.M. Multigraphics 4620 Press (Old; No Parts; Service Ending)

References have been checked and a site visit to Utah State University has been made to see the Xerox presses in action. The equipment is a “sole source” purchase because the equipment has already been competitively bid through the Educational and Institutional Cooperative from whom we have a contract. Service will be provided by a Xerox
technician in Green River trained on this equipment. Trained backup technicians are located in Evanston and Lander.

**Recommendation**
To purchase from the Xerox Corporation, Pasadena, California, a Xerox X700X Color Press with accessories as described above in the amount of $87,195 and to purchase a Xerox P4127CP Black Production Printer with accessories as described above in the amount of $65,055, and to trade in a Savin 2575 Copier, an A.M. Multigraphics 3850 Press and an A.M. Multigraphics 4620 Press.

15. **Bid Quotations, Air Conditioning Unit, I.T. Server Room**
At the November 2008 meeting of the Board of Trustees, the Board authorized the Administration to solicit competitive bids for replacement of the air conditioning system in the Information Technology Server Room. The Board was informed that the estimated cost for this project was $38,000. Bids were opened on February 2, 2009. Bid results were as follows: Harlan’s Plumbing & Heating, Green River, Wyoming, in the amount of $28,700; Carrier Corporation, Salt Lake City, Utah, in the amount of $29,180; Rocky Mountain Climate Control, Rock Springs, Wyoming, in the amount of $29,655; and CTS, Rock Springs, Wyoming, in the amount of $37,966. The Administration recommends that the low bid be accepted. Harlan’s Plumbing and Heating is a good contractor and has done a lot of work for the College.

**Recommendation**
To accept the bid for a replacement air conditioning unit for the I.T. Server Room from Harlan’s Plumbing & Heating, Rock Springs, Wyoming, in the amount of $28,700 per bid specifications.

16. **Renewal of Food Services Contract**
Currently the College offers three meal plans in Mitchell’s: 5, 10, and 18 meals per week. The five meal plan is only good Monday through Friday. We are now being charged by Sodexho as follows:

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Sodexho Charge</th>
<th>Flex Dollars per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Meals per Week Plan</td>
<td>$4.21 per Contract Day</td>
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<tr>
<td>10 Meals per Week Plan</td>
<td>$7.36 per Contract Day</td>
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<tr>
<td>18 Meals per Week Plan</td>
<td>$8.34 per Contract Day</td>
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The College also offers meal plan options involving “flex” dollars which enable students to use a portion of their contract money on a cash basis in either the T-Rex Grill or in Mitchell’s Cafeteria. These meal plans are as follows:

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Sodexho Charge</th>
<th>Flex Dollars per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Meal Plan</td>
<td>$8.34/Contract Day</td>
<td>$100/Semester</td>
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<tr>
<td>10 Meal Plan</td>
<td>$8.76/Contract Day</td>
<td>$150/Semester</td>
</tr>
<tr>
<td>12 Meal Plan</td>
<td>$8.34/Contract Day</td>
<td>$ 55/Semester</td>
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</table>
The College has negotiated the 2009-10 prices with Sodexho and agreement has been reached. The 2009-10 prices recommended are as follows and represent a 3.75 % cost increase:

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Sodexho Charge</th>
<th>Flex Dollars per Semester</th>
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</thead>
<tbody>
<tr>
<td>5 Meals per Week Plan</td>
<td>$4.37 per Contract Day</td>
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<tr>
<td>10 Meals per Week Plan</td>
<td>$7.64 per Contract Day</td>
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<tr>
<td>18 Meals per Week Plan</td>
<td>$8.65 per Contract Day</td>
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**Recommendation**

To approve the 2009-10 contract meal plans charged to the College by Sodexho as stated above.

Secretary Eckman made a motion to approve the Administration’s recommendations on the Consent Agenda. Motion approved by vote.

**C. New Business**

1. **Approval of Cooperative Agreement & Approval of Resolution to Grant Exclusive Waterline Easement**

   In July, 2008, the Board of Trustees agreed to participate in the cost of the relocation of the main water line which feeds the Rock Springs campus. The Board agreed to pay 52% of the actual construction cost up to a maximum of $70,000. The project is known as the Gateway Tank Transmission Replacement Project. A Cooperative Agreement between WWCC, the City of Rock Springs, and the Green River-Rock Springs-Sweetwater County Joint Powers Water Board has been prepared for execution. The College’s obligation under the Agreement is to render payment as described above. The City’s obligations involve engineering, construction and construction inspection, and maintaining, at its sole expense, all features constructed under the Agreement. The JPWB’s obligation is to accept the system upon completion. The attorneys for the three entities have all reviewed the Agreement. The College Attorney has prepared a Resolution for Board adoption associated with the granting of an Exclusive Waterline Easement in favor of the City of Rock Springs-City of Green River-Sweetwater County Joint Powers Water Board. The actual easement document has also been prepared by the College attorney. The Administration is recommending that both the Cooperative Agreement and the Resolution to grant the waterline easement be approved by the Board of Trustees.

**Recommendation**

To approve the Cooperative Agreement between the City of Rock Springs, the City of Green River, and the Sweetwater County Joint Powers Water Board associated with the Gateway
Tank Transmission Replacement Project as described above; and to approve the following Resolution:

A RESOLUTION AUTHORIZING WESTERN WYOMING COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, TO ENTER INTO AN EXCLUSIVE PERPETUAL EASEMENT FOR AN UNDERGROUND WATER LINE AND APPURTENANCES WITH CITY OF ROCK SPRINGS-CITY OF GREEN RIVER-SWEETWATER COUNTY JOINT POWERS WATER BOARD.

Acting President Kelsey gave an explanation of the agreement and the resolution. Treasurer Roth asked if the current easement would need to be vacated before the new easement is approved. Acting President Kelsey said that the current easement will be vacated once the new waterline is built and operational. Treasurer Roth made a motion to approve the cooperative agreement and resolution as described above. Motion approved by vote.

2. Tuition and Required Fees FY10
The Wyoming Community College Commission staff completed their tuition study this year and made a decision to increase the base tuition by 4.61% for FY10. The tuition study annually compares the Wyoming community college tuition to the WICHE states and calculates the income to average tuition ratio. This increase is $3 per credit hour for in-state students up to the 12 credit full-time level. This was unanimously endorsed by the Commission in December. The WWCC administration has also reviewed and revised required student fees to address ongoing needs in technology, service and staffing. The following schedule provides a comparison between FY09 actual and FY10 recommended tuition and required fees. This reflects an average 4% increase for full-time in-state students and a 3.7% increase for part-time students for FY10. We are recommending an $3 increase in required fees for full-time and no increase for Part-time. We face continuing increases in technology costs in order to meet the expectations of students and the community. Several accounts also need an increase to cover raises in salaries that are part of the budget.
## Tuition & Fees Comparison
### FY09 to FY10

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<tr>
<th></th>
<th>FY09 Local</th>
<th>FY09 Part-time</th>
<th>FY10 Local</th>
<th>FY10 Part-time</th>
<th>FY09 Outreach</th>
<th>FY09 Full-Time</th>
<th>FY10 Outreach</th>
<th>FY10 Full-Time</th>
<th>FY09 Outreach</th>
<th>FY09 Full-Time</th>
<th>FY10 Outreach</th>
<th>FY10 Full-Time</th>
<th>FY09 Outreach</th>
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<th>FY10 Outreach</th>
<th>FY10 Full-Time</th>
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| **Required Fees**    |          |                |          |                |              |                |              |                |              |                |              |                |              |                |              |                |
| Student Government   | 14.50    | 0.90           | 14.50    | 0.25           | 14.50        | 0.90           | 14.50        | 0.25           |              |                |              |                |              |                |              |                |
| Intramurals          | 2.00     | 0.10           | 0.00     | 0.00           | 2.00         | 0.10           | 0.00         | 0.00           |              |                |              |                |              |                |              |                |
| Student Insurance    | 17.00    | 0.00           | 17.00    | 0.00           | 17.00        | 0.00           | 17.00        | 0.00           |              |                |              |                |              |                |              |                |
| Athletics            | 8.85     | 0.65           | 0.00     | 0.00           | 8.85         | 0.65           | 0.00         | 0.00           |              |                |              |                |              |                |              |                |
| Theatricals          | 2.15     | 0.10           | 0.65     | 0.00           | 2.15         | 0.10           | 0.65         | 0.00           |              |                |              |                |              |                |              |                |
| Same Room            | 7.00     | 0.34           | 0.00     | 0.00           | 5.00         | 0.34           | 0.00         | 0.00           |              |                |              |                |              |                |              |                |
| Orientation          | 2.50     | 0.75           | 1.50     | 0.50           | 2.50         | 0.75           | 1.50         | 0.50           |              |                |              |                |              |                |              |                |
| Swimming Pool        | 7.00     | 0.51           | 0.00     | 0.00           | 7.00         | 0.51           | 0.00         | 0.00           |              |                |              |                |              |                |              |                |
| Advising             | 21.00    | 3.00           | 21.00    | 2.75           | 21.60        | 3.00           | 21.50        | 2.75           |              |                |              |                |              |                |              |                |
| Student Computer Op. | 34.00    | 3.35           | 33.00    | 2.85           | 33.60        | 3.35           | 33.60        | 2.85           |              |                |              |                |              |                |              |                |
| Assessment           | 11.50    | 0.65           | 11.50    | 0.75           | 11.50        | 0.65           | 11.50        | 0.75           |              |                |              |                |              |                |              |                |
| Admin Records        | 2.50     | 0.35           | 5.60     | 1.60           | 2.50         | 0.35           | 5.60         | 1.60           |              |                |              |                |              |                |              |                |
| Outreach Services    | 0.00     | 0.00           | 33.75    | 3.40           | 0.00         | 0.00           | 33.65        | 3.40           |              |                |              |                |              |                |              |                |
| Student Health       | 2.00     | 0.00           | 0.00     | 0.00           | 2.00         | 0.00           | 0.00         | 0.00           |              |                |              |                |              |                |              |                |
| Facility Use         | 15.50    | 1.50           | 5.00     | 0.50           | 15.50        | 1.50           | 5.00         | 0.50           |              |                |              |                |              |                |              |                |
| Technology Support   | 25.50    | 3.30           | 33.00    | 3.30           | 25.00        | 3.30           | 33.00        | 3.30           |              |                |              |                |              |                |              |                |
| Student Newspaper    | 2.00     | 0.30           | 0.00     | 0.00           | 2.00         | 0.30           | 0.00         | 0.00           |              |                |              |                |              |                |              |                |
| Student Recognition  | 2.00     | 0.00           | 0.50     | 0.00           | 2.00         | 0.00           | 0.50         | 0.00           |              |                |              |                |              |                |              |                |
| **TOTAL FEES**       | 178.00   | 16.00          | 178.00   | 16.00          | 181.00       | 16.00          | 181.00       | 16.00          |              |                |              |                |              |                |              |                |

### TOTAL TUITION AND REQUIRED FEES:

<table>
<thead>
<tr>
<th>Residency</th>
<th>FY09 Local Full-time</th>
<th>FY09 Local Part-time</th>
<th>FY09 Outreach Full-Time</th>
<th>FY09 Outreach Part-time</th>
<th>FY10 Local Full-time</th>
<th>FY10 Local Part-time</th>
<th>FY10 Outreach Full-Time</th>
<th>FY10 Outreach Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State</td>
<td>958</td>
<td>81</td>
<td>958</td>
<td>81</td>
<td>997</td>
<td>84</td>
<td>997</td>
<td>84</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>2518</td>
<td>211</td>
<td>2518</td>
<td>211</td>
<td>2629</td>
<td>220</td>
<td>2629</td>
<td>220</td>
</tr>
<tr>
<td>WUE</td>
<td>1354</td>
<td>114</td>
<td>1354</td>
<td>114</td>
<td>1405</td>
<td>118</td>
<td>1405</td>
<td>118</td>
</tr>
</tbody>
</table>

**Overload Fee (in excess of 20 credit hours)**

- **In-State:** 68/hr.
- **Out-of-State:** 202/hr.
- **WUE:** 102/hr.
Recommendation
To approve the Administration’s recommendation for the revised required fee schedule and overload fees for FY2010. The new fees will go into effect for Fall 2009.

Vice President Freeze gave an explanation of the Tuition and Required Fees, including the procedure by which tuition rates are set by the WCCC. A short discussion ensued regarding how required fees are determined. Treasurer Roth asked to have the topic discussed a future Board workshop. Trustee Honaker asked for clarification on the average tuition and required fee increase being 4% for WWCC students. Vice President Freeze explained that because WWCC increased required fees less than the tuition increase, WWCC students will pay an average increase of 4% on tuition and required fees combined. Treasurer Roth made a motion to approve the Administration’s recommendations on required fees. Motion approved by vote.

3. Increase in Graduation Fee
The Graduation fee which is used to cover the cost of purchasing diplomas and other items that are utilized in the graduation ceremony has not been increased since 1988. Students currently pay $10. It is currently not sufficient to cover the cost of the diplomas, particularly if students are getting more than one and there is very little money available for commencement decorations, regalia and other necessary purchases. Many students are also opting to get multiple degrees and/or certificates in one year. Increasing the fee to $15 per degree and/or certificate will better offset actual costs and allow for some money to help with other commencement costs, but would still not present a hardship to students.

Recommendation
To approve the Administration’s recommendation to increase the graduation fee to $15 per degree or certificate. This will go into effect for Summer 2009 graduates.

Vice President Freeze gave an explanation of the proposed increase. A short discussion ensued regarding possible hardships incurred by students receiving multiple degrees. Following the discussion, Treasurer Roth made a motion to increase the graduation fee to $15 per degree or certificate, with a maximum charge of $45 per student. President Freeman requested a roll call vote. The results of the vote were as follows: Trustee Stith, Yay; Trustee Honaker, Nay; President Freeman, Yay; Secretary Eckman, Yay; Trustee Chadey, Yay; Treasurer Roth, Nay. Motion approved by vote.

4. Change in Course Fees
By Policy 3810 A, the Board must approve all fees. The Administration is proposing the following changes to the
following course fees related to instruction. Course Fees are part of specific credit courses to cover most of the cost of student-used “consumables” i.e. typically supplies, repairs, and replacement. The list of course fee changes is attached. This year the requests are primarily in the sciences because the cost for these consumables along with the shipping and surcharge costs have significantly increased. The attached table includes the existing fee and the year it was approved, the proposed fee, and the rationale. Changes would go into effect for the 2009-10 academic year.

<table>
<thead>
<tr>
<th>Course Name, Number, &amp; Manual Page</th>
<th>Present Fee Fee Date Approval</th>
<th>Proposed Fee</th>
<th>Reason for Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology BIOL 1000, BIOL 1010, BIOL 2010, BIOL 2015, BIOL 2020, BIOL 2410, CF-11</td>
<td>$25 1/13/05</td>
<td>$35</td>
<td>Increase in costs, shipping and surcharges. Covers the costs for materials used in the labs.</td>
</tr>
<tr>
<td>Biology BIOL 1210, Flora; BIOL 1220, Birding CF-11</td>
<td>$20 1/13/05</td>
<td>$30</td>
<td>Purchase and update slides and CDs; pay entrance fees to national parks for field trips.</td>
</tr>
<tr>
<td>Biology BIOL 2080, (Cross listed w/ PSYC 2080) CF-11</td>
<td>$12 12/01</td>
<td>$22</td>
<td>Increase in costs, shipping and fuel charges.</td>
</tr>
<tr>
<td>Biology MOLB 2210, General Micro; MOLB 2220, Pathogenic Micro CF-11</td>
<td>$25 1/13/05</td>
<td>$35</td>
<td>Increase in costs, shipping and surcharges. Covers the costs for materials used in the labs.</td>
</tr>
<tr>
<td>Chemistry All Courses</td>
<td>$25 1/10/07</td>
<td>$35</td>
<td>Increase in costs, shipping and surcharges. Covers the costs for materials used in the labs.</td>
</tr>
</tbody>
</table>
Geology

<table>
<thead>
<tr>
<th>Course</th>
<th>Cost 1</th>
<th>Cost 2</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Lab courses CF-11</td>
<td>$15 12/19/88</td>
<td>$20</td>
<td>Increase in costs. Defray costs of student lab materials such as minerals, maps, duplication of handout materials, aerial photographs, etc., as well as class field trips.</td>
</tr>
</tbody>
</table>

Physical Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Cost 1</th>
<th>Cost 2</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEAC 1320, Big Game Habitat CF-7</td>
<td>$180 1/27/00</td>
<td>$100</td>
<td>Reduction in costs: Help cover cost of horses, equipment necessary for riding and packing horses, all meals, tents, and other related expenses.</td>
</tr>
<tr>
<td>PEAC 1280, Fly Fishing I; PEAC 2280, Fly Fishing II CF-7</td>
<td>0</td>
<td>$25</td>
<td>Covers the cost for the materials used to tie their own flies.</td>
</tr>
</tbody>
</table>

Recommendation
To approve the change in Course Fees for 2009-10 as referenced above.

Vice President Fitschen explained the proposed Course Fee changes. Treasurer Roth asked if students were able to use Financial aid to pay for course fees. Vice President Fitschen responded that students are able to use Financial Aid for any of their expenses. Trustee Honaker asked if students would be required to pay separate fees for each consumable used. Vice President Fitschen replied that the fee for a particular course would cover all consumables used during that course. Trustee Honaker made a motion to approve the change in Course Fees for the 2009-10 as described above. Motion approved by vote.

5. Fee Increase for On-Campus Housing, FY 2010
In January or February of each year, the Board of Trustees considers rental rates for on-campus housing for the upcoming year. Last year, the Board approved an across-the-board 8% rate increase. Part of this rate increase was to eliminate the general housing subsidy and part of this rate increase was to provide money for housing’s $75,000 share of the annual principal and interest payment on the lease revenue bonds issued to help finance the construction of Wind River Hall. Last year, the Board was informed that in
the future, rate increases will likely be much smaller. This year, the Administration is recommending an across-the-board 3% academic year rent increase. This increase is reasonable given rates at other Wyoming community colleges and given the financial condition of the housing operation. The Administration is also recommending a new “Laundry Fee” discussed below.

Recommended FY 2010 Fall & Spring Rates

<table>
<thead>
<tr>
<th>Unit Type</th>
<th>FY 2009</th>
<th>FY 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basement Suite Units (Double)</td>
<td>$ 938</td>
<td>$ 966</td>
</tr>
<tr>
<td>Basement Suite Units (Single)</td>
<td>$1,876</td>
<td>$1,932</td>
</tr>
<tr>
<td>Rocky Mt. Hall I Suite Units (Double)</td>
<td>$954</td>
<td>$983</td>
</tr>
<tr>
<td>Rocky Mt. Hall I Suite Units (Single)</td>
<td>$1,908</td>
<td>$1,966</td>
</tr>
<tr>
<td>Rocky Mt. Hall II Suite Units (Double)</td>
<td>$1,006</td>
<td>$1,036</td>
</tr>
<tr>
<td>Rocky Mt. Hall II Suite Units (Single)</td>
<td>$2,012</td>
<td>$2,072</td>
</tr>
<tr>
<td>Two Bedroom Apartment (Four)</td>
<td>$978</td>
<td>$1,007</td>
</tr>
<tr>
<td>One Bedroom Apartment (Two)</td>
<td>$1,148</td>
<td>$1,182</td>
</tr>
<tr>
<td>One Bedroom Apt. (Single or Family)</td>
<td>$2,230</td>
<td>$2,297</td>
</tr>
<tr>
<td>Wind River Hall Single Rooms</td>
<td>$1,722</td>
<td>$1,774</td>
</tr>
</tbody>
</table>

Recommended FY 2010 Summer Rates

<table>
<thead>
<tr>
<th></th>
<th>FY 2009</th>
<th>FY 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Term Rates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basements &amp; Rocky Mountain Hall (Double)</td>
<td>$15</td>
<td>$20</td>
</tr>
<tr>
<td>Basements &amp; Rocky Mountain Hall (Single)</td>
<td>$20</td>
<td>$25</td>
</tr>
<tr>
<td>Snowy Range, White Mt. &amp; Teton Apartments</td>
<td>N/A</td>
<td>$30</td>
</tr>
<tr>
<td>Wind River Hall Single Rooms</td>
<td>N/A</td>
<td>$40</td>
</tr>
<tr>
<td>Long Term Rates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snowy Range, White Mt., Teton, &amp; Wind River</td>
<td>56% of Previous Spring Semester Rate; Pro-Rated Per Night (No Change in Percentage from FY 2009)</td>
<td></td>
</tr>
<tr>
<td>Linen Charge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Units: $3.50 per Linen Set per Change (No Change from FY 2009)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laundry Fee</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| At the current time, residence hall students deposit quarters into washers and dryers to use the washers and dryers located in the residence halls. The Administration, based upon the recommendation of the laundry services provider, is recommending doing away with the coin-operated feature on the washers and dryers and, as an alternative,
charge each residence hall student a $25.00 per semester laundry fee. Informal surveys conducted by housing staff reveal that this change will likely be well received overall. Under this program, students will be able to use the washers and dryers without depositing any coins. The College, in turn, will pay to the service provider an annual fee of $11,424.

Recommendation
To approve the FY 2010 Housing Rental Fees as set forth above.

Acting President Kelsey gave an explanation of the proposed housing fees. Trustee Stith asked for clarification on the proposed laundry fee. Acting President Kelsey explained that students currently use coin operated laundry facilities located in the residence halls, with WWCC receiving a percentage of the income generated. Acting President Kelsey said that WWCC would incur an annual fee of $11,000 for service and maintenance on the laundry facilities, which would be offset by the assessed laundry fee. Trustee Chadey asked if the residence hall rooms are available for rent to private individuals during the summer months. Acting President Kelsey explained that the rooms in the residence halls are rented to students or approved groups during the summer months but are not available to the general public. Trustee Chadey asked how many rooms are rented during the summer. Acting President Kelsey said that the occupancy percentage varies depending on which residence halls are scheduled for maintenance work that requires them to be closed during the summer months. Secretary Eckman said that he would like to have future discussions on installing air conditioning in the residence halls that do not already have it.

Trustee Honaker made a motion to approve the FY2010 Housing Rental Fees as described above. Motion approved by vote.

6. Fee Increase, Children’s Swimming Lessons FY 2009-10
Periodically the College reviews fees charged by the Aquatics Center. It has been two years since children’s swimming lesson fees have been increased. Due to increased costs, the Administration recommends that children’s swimming lesson fees be increased 5% as follows for FY 2009-10:

Ages 3-5: From $40.00 to $42.00
Ages 6 and Older: From $50.00 to $52.50

Recommendation
To increase children’s swimming lesson fees by 5% for FY 2009-10, from $40.00 to $42.00 for ages 3-5 and from $50.00 to $52.50 for ages 6 and older.
Acting President Kelsey gave an explanation of the proposed increase in fees for swimming lessons. Treasurer Roth asked how many lessons were included in the fee. Acting President Kelsey said that he believes the lessons are 12-13 weeks in duration, and that the proposed fee would still be lower than fees charged by the Recreation Center. Treasurer Roth made a motion to increase the children’s swimming lesson fees as described above. Motion approved by vote.

7. Children’s Center Fee Increases, Student Parents and Employees
To help defray some of the current fund support and to address inflationary costs for operations for the Children’s Center, we are recommending a 4% increase in child care fees paid by student parents and a 4% increase in child care fees paid by employees for FY2010. Administration is recommending the proposed increase of fees paid by student parents for Children’s Center services as follows:
Present Fees:
$20.25 per credit per child (first child)
$12.60 per credit per child (second child)
Proposed Fees:
$21.05 per credit per child (first child)
$13.10 per credit per child (second child)

Administration is recommending the proposed increase of fees paid by employees for Children’s Center Services as follows:
Present Fees:
$ 2.45 per hour per child (up to 3 hours)
$ 9.30 per half day per child (4-5 hours)
$14.95 per full day per child (6-10 hours)
Proposed Fees:
$ 2.55 per hour per child (up to 3 hours)
$ 9.65 per half day per child (4-5 hours)
$15.55 per full day per child (6-10 hours)

Recommendation
That the proposed Children’s Center fee increase for student parents and employees be approved as described for FY2010.

Ms. Kay Marschalk, Children’s Center Director, gave an explanation of the proposed increase. Trustee Chadey asked for clarification on how many hours students were allowed to utilize the services of the Children’s Center. Trustee Honaker asked if the increase was necessary. Ms. Marschalk replied that the Children’s Center is subsidized by WWCC and that increasing costs make it necessary to increase the fees. Trustee Chadey asked if the Children’s Center was full and if they accepted infants. Ms. Marschalk replied that the Children’s Center is running at full capacity and
would have to hire more employees to increase the numbers of children. Ms. Marschalk also said that the cost of caring for infants, in personnel, space, and sanitation preclude the center from being able to accept infants.

Treasurer Roth made a motion to approve the increase in Children's Center fees for student parents and employees as described above. Motion approved by vote.

8. Approval of Academic Leave, FY 2010
Board Procedure 4520E provides for Academic Leave for faculty and professional/administrative employees. This procedure restricts the number of leaves to one (1) leave for every 15 faculty employees and one (1) leave for every 15 professional/administrative employees. This year there were three applications for Academic Leave, two were submitted by faculty members and one was submitted by a non-faculty employee. The Leave of Absence Review and Evaluation Committee completed its review of the applications and recommended to the President that the following leaves be granted during academic year 2009-2010:

Ms. Ellen Ventura: Ms. Ventura is requesting a one-half contract year leave at full salary for the purpose of accomplishing two goals: 1) To complete a Sloan-C Online Teaching Certificate and 2) To research using Case Studies as an alternative teaching method. Ms. Ventura has taught online for a number of years and participated in the Distance Education provided on campus, but she desires to have a block of time set aside for more in-depth work on her online course development and teaching skills. The Sloan-C program is a research-based methodology relating to the foundations of learning theory and assessment to compliment and personalize the online classroom. Additionally, Ms. Ventura will research the use of case studies as an alternative teaching methodology. Case study methodology encourages teachers and students to interact with real-world situations to raise the level of critical thinking and create the 'need to know.' Using case studies enhance listening and collaboration skills that are essential for highly effective educators.

Ms. Brandi Moore: Ms. Moore has been accepted into the Executive MBA program at the University of Wyoming. She is requesting one-half contract year at full-salary academic leave for Spring 2010 to allow her to complete the program by the end of Summer 2010. Ms. Moore’s completion of the MBA will give her the academic credentials to teach a greater variety of courses in both the Business Department and the Office Information Systems Department.

Ms. Stacee J. Hanson: Ms. Hanson is requesting academic leave of one-half contract year at full salary to participate in a supervised internship in a high school
setting as required for the Master’s degree in counselor education offered through the University of Wyoming. Additionally, Ms. Hanson will be taking two graduate level courses. Ms. Hanson’s internship will take place in a high school setting where she will be able to gain insight relating to how high school students learn about various colleges and academic programs. She will also gain a better understanding of the role high school counselor’s play in the student’s college decision.

Recommendation
It is recommended that the WWCC Board of Trustees approve Academic Leaves for Ms. Ellen Ventura, Ms. Brandi Moore, and Ms. Stacee Hanson as partially described above and as fully described in the respective requests submitted by the candidates.

Acting President Kelsey gave an explanation of the proposed Academic Leaves. Trustee Chadey asked how an academic leave would impact Ms. Moore’s duties as Division Chair. Vice President Fitschen explained that Mr. Tom Coverdale would fill in for Ms. Moore during her leave.

Trustee Chadey made a motion to approve the Academic Leaves for Ms. Ellen Ventura, Ms. Brandi Moore and Ms. Stacee Hanson as described above. Motion approved by vote.

9. Authorization to Solicit Bids, Parking Lot Lighting Renovation Project, (Moved from Consent Agenda Item #9)
The Administration has determined that twenty two (22) light poles and associated light fixtures need to be replaced on the Rock Springs campus. The areas involved are the west parking lot, the north student parking lot, and the east parking lot near circle drive. Over the past few years the College has experienced several problems with the lights. The light poles and fixtures are the original ones installed when the campus was expanded in the mid-1980s. The College physical plant staff has been working with various firms to determine how best to remedy the problems. Plans and specifications have been developed. The estimated cost for this project is $90,000. Major Maintenance funds are budgeted and available to cover the cost. It is anticipated that bid results and a recommendation will be presented to the Board at the March meeting.

Recommendation
To authorize the Administration to solicit competitive bids for the replacement of 22 light poles and light fixtures on the Rock Springs campus as described above.

Acting President Kelsey gave an explanation of the proposed project. A lengthy discussion ensued regarding using the old light poles instead of purchasing new poles, the
possibility of being able to have new poles wired to accept surveillance cameras, and the overall functioning of a shorter light pole such as the radius of the lighting. The discussion ended with the Board agreeing that more information was needed, including an engineering study of the security and lighting needs.

Secretary Eckman made a motion to table the item until Administration could provide the requested information. Trustee Honaker seconded the motion. The motion was approved by vote.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
   None

B. Questions/Media/Public
   None

C. President/Staff
   Vice President Fitschen said that several Administrators had attended the recent AQIP Strategy Forum. Vice President Fitschen said that the group learned how the process of continuous improvement worked and applied the process to various scenarios. Vice President Fitschen said that one process would be used to solve the problem, then another process would be used to verify the solution. Associate Vice President Watkins added that WWCC has a deadline of April 1st to identify three action projects for the AQIP process. President Freeman said that the AQIP process is more methodically valuable than other models.

   Acting President Kelsey said that the Governor’s office had sent out a memo to all government funded entities to develop plans to cut 5% and 10% from their budgets. Acting President Kelsey said that a new income forecast will be conducted in April for the state.

D. Trustee Questions/Topics
   Treasurer Roth reiterated his desire for a workshop devoted to a discussion of banking fees incurred by WWCC.

   Trustee Chadey expressed her desire to take a tour of the facility as a whole, in addition to the specific tours planned for the Board members. Trustee Honaker also expressed interest in a complete tour of the campus.

   Secretary Eckman said that he enjoyed the Winter Party.

   President Freeman gave a reminder about the WACCT meeting, legislative reception and WCCC meeting to be held on February 19-20 in Cheyenne. President Freeman said that the WACCT Information Coordinator, Mr. Bob Cox, has been doing a good job of keeping the trustees informed.
Trustee Stith asked to have a workshop in the near future dedicated to discussion of legislative issues.

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

F. Executive Session - Legal/Personnel
   President Freeman asked if an Executive Session would be necessary. Acting President Kelsey said no.

VII. FUTURE BUSINESS
   A. The next regular Board of Trustees workshop will be held on Thursday, March 12, 2009, at 6:00 p.m., in Board Conference Room 3071, Rock Springs Campus.

   B. The next regular Board of Trustees meeting will be held on Thursday, March 12, 2009, at 7:15 p.m., in Board Room 3060, Rock Springs Campus.

   C. WWCC’s 50th Anniversary Celebration is scheduled for the week of September 28-October 4, 2009, with the Anniversary Gala scheduled for October 3, 2009 at the Holiday Inn.

VIII. ADJOURNMENT
   Having no further business to act on, President Freeman adjourned the regular meeting at 9:25 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