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 7:20 p.m., Monday, April 20, 2009, in Board Room 3060, President John Freeman presiding.

   B. Approval of Agenda
      1. Secretary Eckman made a motion to accept both the consent and regular agendas as presented. Motion approved by vote.

II. REPORTS
   A. Association of Student Government
      Ms. Sharmaine Mudelige, ASG President, gave a brief report on behalf of the group. Ms. Mudelige reported that more than 300 people were in attendance for the recent hypnotist performance. Ms. Mudelige said that other recent events have been: The blood drive which collected 46 units of blood; International Night, which had the biggest crowd of the last three years; Face Painting during Free Day; and the Mustang statue naming contest which had 196 entries. Ms. Mudelige also said that the annual ASG Awards event would be held on May 1st and invited all the Board members to attend. Ms. Mudelige said that ASG elections had been held and introduced the new ASG President, Ms. Jessica Calo. Ms. Calo said that she was excited to continue the progress that ASG has made under Ms. Mudelige’s leadership. The Board thanked Ms. Mudelige and Ms. Calo for their report.
B. WWCC Senate
Ms. Kathy Luzmoor, Instructor of Nursing, gave a brief report on behalf of the WWCC Senate. Ms. Luzmoor reported that the Senate is currently holding their annual elections and that the voting is open until April 24. Ms. Luzmoor said that an online voting process was established this year which appears to be very popular as more than 70 votes had already been recorded. Ms. Luzmoor said that the Senate had awarded the super-enhanced Development funds. Ms. Luzmoor also said that the Senate had hosted one informational workshop on Horizontal Advancement and another workshop on Early Retirement would be held soon. Ms. Luzmoor thanked Vice President Kelsey for his assistance in those workshops. The Board thanked Ms. Luzmoor for her report.

C. Paraprofessional Association
Ms. Anne Shipman, Paraprofessional Association President, gave a brief report on behalf of the group. Ms. Shipman said that a Valentine’s Day bake sale fundraiser raised $365 and that the Paraprofessionals were discussing donating part of the proceeds to a local charity. Ms. Shipman said that the remainder of the proceeds would be used in some kind of retention effort, although the exact method has not been determined. Ms. Shipman thanked the Board and the Administration for the opportunity to participate in the development of the Strategic Plan. The Board thanked Ms. Shipman for her report.

D. Marlene Ethier – Health Sciences
Ms. Marlene Ethier, Director of Nursing, gave the annual report for the Health Sciences division. Ms. Ethier said that WWCC’s Nursing program has a 100% pass rate for the State Nursing exam and also a 100% employment rate for graduates of the program. Ms. Ethier also said that both employer and graduate satisfaction is high. Ms. Ethier reported that both the State Board of Nursing and the National Board have recommended the maximum period of continued accreditation which is eight years. Ms. Ethier said that both boards found WWCC’s strengths to be the curriculum and the variety of funding sources. Ms. Ethier said that she would like to see the Nursing program expanded in Rock Springs to accommodate eight more students. Ms. Ethier concluded her report by stating that the programs in Evanston and Kemmerer will need to be reviewed as there are not enough students in that region to support both programs. The Board thanked Ms. Ethier for her report.

E. Bud Chew – Math/Science/Engineering
Dr. Bud Chew, Math/Science & Engineering Division Chair, gave the annual report for the Division. Dr. Chew started his report by complimenting Ms. Ethier on the caliber of students in the Nursing program, saying that Anatomy & Physiology I and II are his favorite courses to teach because of the nursing students. Dr. Chew reported that the division gained a new chemistry professor in the last year, Mr. Thomas Murosky. Dr. Chew said that a new course was offered over the past year, BIOL 1002: Discovering Science. Dr. Chew said that it is an
interdisciplinary course that was taught by several different instructors. Dr. Chew said that there were an abundance of volunteers to teach the various pieces of the course. Dr. Chew also said that BIOL 1009: Critical Science Skills will be taught starting in Fall, 2009. Dr. Chew said that this course will attempt to increase retention in the science courses by giving students the basic skills needed to succeed in any science course. Dr. Chew said that no model exists for this course and it was developed by division faculty based on the areas in which students seem to have problems in science courses. Trustee Chadey asked if the curriculum would be chemistry or biology based. Dr. Chew responded that the curriculum would not be based on one scientific discipline but rather on the skills needed to succeed in either biology or chemistry. Treasurer Roth asked if the course would be open to all students. Dr. Chew said that it would be open to all students although he did not expect to see a great number of non-science majors in the course. Dr. Chew went on to say that a successful non-science majors course already exists.

Dr. Chew continued his report by stating that the Wyoming EPSCoR group recently announced its grant recipients for the summer research awards and that four out of the seven available grants are being awarded to WWCC instructors. Dr. Chew said that Mr. Craig Thompson received one of those grants for a collaborative study with the University of Zurich. Dr. Chew said that WWCC students will travel to the Swiss Alps to obtain and analyze ice core samples this summer, and students from the University of Zurich will travel to Wyoming to obtain and analyze ice core samples in the Windriver Mountains next summer.

Dr. Chew reported that mathematics professor Dragan Skropanic had received a graduate certificate in statistics. Dr. Chew said that Mr. Skropanic is WWCC’s resident expert on statistics. Dr. Chew also said that WWCC had hosted the American Math Contest for the 2nd year in a row, which gives the college a chance for national publicity. Dr. Chew said that the math department would like to see the development of a math laboratory which would be a combination of a computer lab, a study lab and a tutor area for math students. Dr. Chew said that it would be beneficial to revise remedial math course curriculum to require time in such a laboratory.

Trustee Chadey asked what type of a grant Dr. Chew had been awarded. Dr. Chew said that his research project deals with iron deficiencies and the time points in the development of an enlarged heart as the deficiency progresses. Secretary Eckman said that he would like to have an update on the project with the University of Zurich once it is complete. The Board thanked Dr. Chew for his report.

**BREAK FOR PUBLIC HEARING**

President Freeman recessed the regular Board meeting at 7:44 p.m. to enter into the Public Hearing for the Transfer of Funds.
I. CALL TO ORDER
The Public Hearing for the Transfer of Funds was called to order at 7:44 p.m., Monday, April 20, 2009, in Board Room 3060, Rock Springs Campus, President Freeman presiding.

II. PRESENTATION
Vice President Kelsey explained that state law prohibits the College from over-expending a program area in the Unrestricted Operating Fund. It is sometimes necessary to transfer monies between program areas in the Unrestricted Operating Fund to avoid an over-expenditure situation in one or more program areas. Notice of intent to transfer monies was duly advertised as required by law. Vice President Kelsey gave an explanation of the requested transfers. Vice President Kelsey said that this transfer is necessitated due to the expenditure of a portion of the FY2009 reserve account for various purposes. Vice President Kelsey said that in the original FY2009 budget, this reserve account was placed in a single cost center and now budget monies need to be transferred from this cost center to the appropriate cost centers from where the expenditures were actually made.

III. PUBLIC COMMENTS/QUESTIONS
President Freeman called for comments or questions from the public. None were forthcoming.

IV. BOARD COMMENTS/QUESTIONS
President Freeman called for comments or questions from the Board. Treasurer Roth asked for clarification on the sequence of budget transfers. Vice President Kelsey explained the sequence.

V. ADJOURNMENT
President Freeman adjourned the Public Hearing for the Transfer of Funds at 7:50 p.m.

RESUMED REGULAR MEETING
President Freeman reconvened the regular meeting of the Board of Trustees at 7:50 p.m.

III. MINUTES
A. Approval
   1. Trustee Chadey made a motion to accept the minutes of the March 12, 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 $2,565,256.43 and the Electronic Transfers as designated in the amount of $320,246.07 for a grand total ratification of $2,885,502.50. Motion approved by vote.

<table>
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<th>Clearing Accounts Vouchers</th>
<th>Warrant Nos.</th>
<th>Amount</th>
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<tbody>
<tr>
<td>218083 through 218971</td>
<td></td>
<td>$1,621,439.30</td>
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</table>
Payroll 141913 through 142507 $419,408.10
Advices 016695 through 016860  $524,409.03
Total – All Clearing Account Warrants $2,565,256.43

Electronic Funds Transfers

Payroll Tax Payments to I.R.S.

<table>
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<th>From</th>
<th>To</th>
<th>Amount</th>
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</thead>
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<td>US Bank EFTPS-CHICAGO USATAXPYMT</td>
<td>A/C# 147497000116</td>
<td>$320,246.07</td>
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Bank to Bank Transfers

Investment Transfers

Total Electronic Funds Transfers $320,246.07

GRAND TOTAL FOR BOARD RATIFICATION $2,885,502.50

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

V. RECOMMENDED ACTION

A. Old Business

1. Revision of Board Procedure 3210 A Quotations and Bids

At the September and October 2008 Board Workshops, the Board spent a considerable amount of time discussing proposed changes to two related Board Procedures...Board Procedure 3310 A, Contracts and Agreements and Board Procedure 3210 A, Quotations and Bids. The Administration recommended to the Board that these two Board Procedures be revised. The last time these Board Procedures were revised was in December 2001. The Administration shared with the Board the practices at the other Wyoming community colleges regarding these matters. At the March meeting of the Board of Trustees, the Board discussed the proposed revisions and some specific language was proposed to modify suggested language submitted by Trustee Eckman which appears below. Following these Board workshops, the Administration submitted the proposed revisions to the College’s Policies and Procedures Committee. The Committee unanimously approved the proposed revisions. The proposed revisions are as follows:

Dollar Value of Quotations and Bids

The upper limit for obtaining comparative quotes is raised from $7,499 to $14,999.

The upper limit for bidding without seeking prior approval from the Board of Trustees is raised from $14,999 to $49,999. However, all such bidding in this category of expenditures will now require advertising. Moreover, a clause was inserted authorizing the Administration to seek
Board approval prior to bidding in this expenditure category if felt necessary or appropriate.

Budget and Expenditure Notification
As discussed in the Board workshops, to enhance communication between the Board and the Administration regarding items purchased at the College, the Administration will provide the Board with a listing of those items in the budget plan estimated to cost $15,000 or more which will likely be purchased, either through the bidding process or through sole source procurement and submit it to the Board of Trustees. Prior to the end of each fiscal year, the Administration will provide the Board with a report indicating the status of the planned purchases.

Suggested Language Addition Discussed at the March Board Meeting
At the March meeting of the Board, a suggestion was made to add the following language in the “Emergency Purchases” section. This language is a modification of the proposal submitted by Trustee Eckman.

“For expenditures of funds between $30,000 and $49,999, the College President shall inform the Board of Trustees at their next regular meeting.”

RECOMMENDATION:
To amend Board Procedure 3210 A, Quotations and Bids, as depicted on the revised Board Procedure included in the addendum.

Vice President Kelsey gave an explanation of the revisions. Trustee Chadey made a motion to approve the revisions as presented. A lengthy discussion ensued regarding the revisions, purchasing in general, and communication between Administration and the Board. Vice President Boettcher made a motion to strike the suggested language addition. After continued discussion, this motion failed by vote. President Freeman then called for a vote on the original motion to accept the revisions as presented. Motion was approved by vote with Secretary Eckman voting against.

2. Revision of Board Procedure 3310 A Contracts and Agreements
At the September and October 2008 Board Workshops, the Board spent a considerable amount of time discussing proposed changes to two related Board Procedures...Board Procedure 3310 A, Contracts and Agreements and Board Procedure 3210 A, Quotations and Bids. The Administration recommended to the Board that these two Board Procedures be revised. The last time these Board Procedures were revised was in December 2001. The Administration shared with the Board the practices at the other Wyoming community colleges regarding these matters. At the March meeting of the Board
of Trustees, the Board discussed the proposed revisions and some specific language was proposed to modify suggested language submitted by Trustee Eckman which is illustrated below. Following these Board workshops, the Administration submitted the proposed revisions to the College’s Policies and Procedures Committee. The Committee unanimously approved the proposed revisions. The proposed revisions are as follows:

Dollar Value of Contracts and Agreements
Under the existing procedure, if a contract or agreement has a dollar value of $15,000 or more, the Board of Trustees must approve it. This change raises this threshold amount to $50,000.

Amendments to Contracts & Agreements Originally Approved by the Administration
Under the proposed new procedure, if an amendment to a contract or agreement results in the dollar value of the contract or agreement equaling or exceeding $50,000, then these amendments shall become effective upon approval by the Board, except that the Administration may approve construction change orders $5,000 or under if approval is needed prior to the next Board meeting. (Same concept as in the existing procedure, however, the threshold amounts have been increased.)

Amendments to Contracts & Agreements Originally Approved by the Board of Trustees
Under the proposed new procedure, the Administration is given the authority to approve amendments to contracts and agreements originally approved by the Board of Trustees if the amendment (or construction change order) does not exceed $9,999.

Any amendment (or construction change order) $10,000 or more must be approved by the Board prior to becoming effective.

Board Notification
As discussed in the Board workshop, the Administration will place in the Board packet for each Board meeting, a listing of amendments or change orders approved by the Administration associated with any agreement or contract originally approved by the Board of Trustees.

Suggested Language Addition Discussed at the March Board Meeting
At the March meeting of the Board, a suggestion was made to add the following language as the fifth paragraph in the introductory section. This language is a modification of the proposal submitted by Trustee Eckman.
“For contracts and agreements with a dollar value between $30,000 and $49,999, the College President shall inform the Board of Trustees of such contracts and agreements at the next regular meeting.

**RECOMMENDATION:**
To amend Board Procedure 3310 A, Contracts and Agreements, as depicted on the revised Board Procedure included in the addendum.

Vice President Kelsey gave an explanation of the revisions. Vice President Boettcher made a motion to accept the revisions as presented. Motion was approved by vote with Secretary Eckman voting against.

**B. Consent Agenda**

1. **Authorization to Purchase Upgrade to Alignment Equipment as Sole Source**
The Automotive Technology department is requesting authority to purchase an upgrade to the current Hunter wheel alignment system. Hunter Engineering is the leading manufacturer of automotive wheel alignment equipment. Because it is so common in the industry, we want our students learning how to use this alignment system. The cost of these upgrades total $19,104.20 including shipping. This equipment is to be purchased through the McGee Company which is the nearest distributor (Salt Lake City). The pricing, however, comes directly from Hunter Engineering because they determine the educational discount; pricing, therefore, would be the same from any distributor and McGee is the closest and will charge $884 for freight. This request was Automotive Technology’s highest priority and was rated as critical. The funds for this purchase will come from funds originally allocated for the vacant T & I position (G. Dalton’s) because we were not able to fill that position this year. We plan to fill this vacancy in 2009-10 with an instrumentation faculty member. The purchase will upgrade the following components of this alignment system:

   The old central processing unit of the alignment computer that was running windows 98 will be completely replaced.

   The current wheel angle sensors will be retained because they are still used in many shops, but a system of cameras permanently mounted on a stand at the front of the alignment rack, used in conjunction with reflectors that mount to the vehicles wheels, will be added. This is a significant technological upgrade.
This system enables the use of other components that make alignment faster and more accurate such as ride height sensors.

New adapters are also part of this purchase that allow attaching sensors and reflectors to the new "oversized" rims and tires that are common on new vehicles.

The Administration recommends approval of this purchase.

Recommendation
To authorize the administration to purchase upgrades to the Hunter Alignment System from McGee Company of Salt Lake City for $19,104.20 as a sole source purchase.

2. Sale of Obsolete Equipment, Clark Forklift
Board policy states that the Board must approve the sale of any College equipment valued at more than $2000. Because of the age and condition of this forklift, both the administration and the faculty in T & I believed that the forklift would not get a bid of more than $2,000. The College, therefore, proceeded with the standard bid process. Bidders were able to see the forklift before submitting a bid. We received 7 bids. Six of these bids were below $2000, ranging from $510 to $1010. One, however, bid $2208. Therefore, per policy, the administration is asking permission to sell the 30 year old Clark Equipment forklift, and approve the bid of Oscar Stapleton for $2208. The administration apologizes to the Board for this situation. It was unforeseen. After 30 years, this forklift is difficult to maintain or operate. With the purchase of 2 new forklifts in the past year, this forklift is no longer needed. This machine is a Model C500Y45, with LPG fuel. The capacity is 4,500 lbs. The rotate assembly is damaged beyond repair. It is capped so it is not leaking. The forklift does run, tilt and lift although it does need a new battery.

Recommendation
To approve the sale of the Clark forklift as obsolete equipment to the highest bidder, Oscar Stapleton, for $2208

3. Bid Quotations, Various Landscaping Projects
At the February meeting of the Board of Trustees, the Board authorized the Administration to seek competitive bids for landscaping improvements for Wind River Hall, the Atrium area on the Rock Springs campus and at the Green River Center. Bids were opened on April 2nd. Bid results follow:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>GRC Project</th>
<th>Atrium Project</th>
<th>WRH Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpine Gardens</td>
<td>Ft. Collins, CO $119,995</td>
<td>$97,355</td>
<td>No Bid</td>
</tr>
</tbody>
</table>
Roth Landscaping  
Draper, Utah  
$104,949  
$78,809  
$66,137

MD Nursery  
Driggs, Idaho  
$134,971  
$99,747  
$59,895

Urban Farmer  
Thornton, CO  
$74,680.37  
$70,689.63  
$46,589.61

The bids were substantially below both landscape architects’ estimates. The Administration has extensively checked references on Urban Farmer. They are a very solid, reputable landscape construction contractor with lots of years of experience. It is recommended that their bid be accepted. Urban Farmer has reduced their bid by $1,000 if they are awarded all three projects. Funds are budgeted and available to pay for all of these projects. It is anticipated that work will commence immediately following graduation.

Recommendation  
To accept the low bid submitted by Urban Farmer, Inc., Thornton, Colorado, in the total amount of $190,959.61, per bid specifications, for landscaping of Wind River Hall, the Atrium Area and the Green River Center.

4. Bid Quotations, Mansard Roof Replacement for Rushmore Gymnasium
At the December meeting of the Board of Trustees, the Board authorized the Administration to seek competitive bids for the replacement of the mansard roof on Rushmore Gymnasium. The Board was informed that the architect’s estimate of construction cost was $105,000. Bids were opened on March 31st. Bids were received as follows: Sehnert Systems, Inc., Riverton, Wyoming, in the amount of $280,000; TCD, Inc., Steamboat Springs, CO, in the amount of $210,000; Conwest, Inc., Draper, Utah, in the amount of $147,801; Thomas D. Robison Roofing, Inc., Blackfoot, Idaho, in the amount of $215,612; Maddox Roofing, Inc., Great Falls, MT, in the amount of $226,800 and; Warburton’s, Inc., Pleasant Grove, Utah, in the amount of $137,833. The Administration recommends that the low bid from Warburton’s, Inc. be accepted. They have done excellent roofing work for WWCC in the past. Work is expected to commence shortly after graduation and be completed in July. Major Maintenance funds are budgeted and available to complete this project.

Recommendation  
To accept the low bid submitted by Warburton’s, Inc., Pleasant Grove, Utah, in the amount of $137,833, per bid specifications, for the replacement of the mansard roof on Rushmore Gymnasium.
5. **Bid Quotations, Parking Lot Lighting Renovation Project**
   At the March meeting of the Board of Trustees, the Board authorized the Administration to seek competitive bids for the renovation of parking lot lighting on the Rock Springs campus. The Board was informed that the estimated cost for the project was $90,000. Bids were opened on April 2nd. Bids were received as follows: Electrical Connections, Inc., Rock Springs, Wyoming, in the amount of $78,648 and Castle Rock Electric, Green River, Wyoming, in the amount of $91,820. The Administration recommends that the low bid be accepted.

   **Recommendation**
   That the low bid submitted by Electrical Connections, Inc., Rock Springs, Wyoming, in the amount of $78,648 be accepted, per bid specifications, for the Parking Lot Lighting Renovation Project.

6. **Bid Quotations, Asphalt Patching and Crack Sealing**
   At the March meeting of the Board of Trustees, the Board authorized the Administration to seek competitive bids for asphalt patching and crack sealing on the Rock Springs campus and at the Green River Center. The Board was informed that the estimated cost for the work was $30,000. Bids were opened on April 7th. Bids were received as follows: Bid Red Asphalt, Orem, Utah, in the amount of $41,636.25 and Knudsen Asphalt, Reliance, Wyoming, in the amount of $35,893.50.

   **Recommendation**
   That the low bid submitted by Knudsen Asphalt, Reliance, Wyoming, in the amount of $35,893.50 be accepted, per bid specifications, for crack sealing and patching asphalt surfaces for the College.

7. **Bid Quotations, Shower Renovations, Rocky Mt. Hall I**
   At the February meeting of the Board of Trustees, the Board authorized the Administration to solicit competitive bids for the renovation of the showers in Rocky Mountain Hall I. The Board was informed that the estimated cost for this project was $70,000. Bids were opened on March 31st. Bids were received from: K.R. Goble Construction, Inc., Mapleton, Utah, in the amount of $77,900 and Andy Pleasant Construction, Inc., Green River, Wyoming, in the amount of $82,500.

   **Recommendation**
   To accept the low bid submitted by K.R. Goble Construction, Inc., Mapleton, Utah in the amount of $77,900, per bid specifications, to renovate the showers in Rocky Mountain Hall I.
8. **Bid Quotations, Roof Replacements**

At the February meeting of the Board of Trustees, the Board authorized the Administration to seek competitive bids for the replacement of two roofs, the Unit Q Roof and the Unit M Roof. The Board was informed that the estimated cost for this work was $90,000. Bids were opened on March 25th. Bids were received from: Thomas Robison Roofing, Inc., Blackfoot, Idaho, in the amount of $150,157; Warburtons, Inc., Pleasant Grove, Utah, in the amount of $117,200; Summit Roofing & Waterproofing, Eagle Mountain, Utah, in the amount of $108,500 and; Clark’s Quality Roofing, Murray, Utah, in the amount of $84,060. Clark’s Quality Roofing is an excellent company and has replaced several roofs on the WWCC campus. They do very good work.

**Recommendation**

To accept the low bid submitted by Clark’s Quality Roofing, Murray, Utah in the amount of $84,060, per bid specifications, to replace the Unit Q and the Unit M roofs.

9. **Authorization to Solicit Competitive Bids for Exterior Cameras, Phase I**

The Administration has been working extensively for a long time now to determine how best to begin an initiative to install security cameras on the WWCC Rock Springs campus. Several vendors have been contacted and a field trip to the University of Colorado at Boulder was made. The Administration is very confident that the cameras and the entire camera system being proposed will be very good for the College now and into the future. The Board was briefed on this topic at the March 2009 Board Workshop by Paul Ross, the College’s Building Operating Systems Specialist. The Administration is proposing that twelve (12) cameras and associated hardware and software be purchased and installed as Phase I of a multi-phase project. This Phase I installation will involve the west parking lot, two student parking lots adjacent to the residence halls, and the east parking lot near the circle drive. The proposed camera configuration is wireless. The cameras will use batteries to support them during the day. Each battery will be able to support the cameras for 18 hours before being re-charged during the night. The system being proposed can easily be expanded to include more cameras as determined by the College. The estimated cost for the Phase I work is $180,000. Funds are budgeted and available for this purchase. Bid results and a recommendation will be presented to the Board at the June meeting.

**Recommendation**

To authorize the Administration to solicit competitive bids for the purchase and installation the Phase I camera project as described above.
10. **FY 2009 Third Quarter Financial Report**

Included in the Board packet and the addendum is the third quarter financial report for all the funds of the College. This report is given to the Board of Trustees to provide a periodic update of the financial status of the College. In the Unrestricted (Current) Operating Fund, the College has expended 66.0% of the budget through March 31, 2009. This percentage compares to 63.9% expended through March 31, 2007 and 69.2% expended through March 31, 2005, both first years of the two previous bienniums. Regarding revenues in the Unrestricted (Current) Operating Fund, the College has received 80.8% of the budgeted revenue through the third quarter. This percentage compares to 76.8% received through March 31, 2007 and 83.0% received through March 31, 2005, both first years of the two previous bienniums. Cash flow has been positive in the Unrestricted (Current) Operating Fund. Through the third quarter, revenues have exceeded expenditures by $3,308,323. In some of the funds, there is a negative cash flow, but this is not unusual. Before the end of the fiscal year, these situations will be remedied. The Administration does not have any significant concerns at this time regarding the financial condition of the College. Interest earnings will be less than budgeted, but this will be more than made up by excess tuition revenues. The College is sound financially.

**Recommendation**

None. For Information Only.

11. **Donation to Sweetwater County School District No. One**

With the recent purchase of the new Print Shop equipment, there is one piece of equipment and some supplies associated with the equipment and with the old offset presses that are no longer needed. The Administration would like to donate to Sweetwater County School District No. 1 an Electrostatic Master Imager purchased in 1996 for $14,615. This equipment is obsolete and no longer needed by the College. There are also various supply items such as cleaners, rollers, bottles, etc. that are no longer needed. The dollar value of the supplies is probably under $2,000. The school district has indicated that they could use the equipment item and the supplies.

**Recommendation**

To donate an Electrostatic Master Imager and some old Print Shop supplies to Sweetwater County School District No. One as described above.

12. **Approval of Long Distance Telephone Service with Qwest Communications Company**

The Administration has had long distance telephone service with PAETEC (formerly McLeod USA) for several years. The current agreement with PAETEC is on a month-to-month basis. Tammy Register, Administrative Service Officer, has
determined that the College can save money on long distance calls by entering into a three-year agreement with Qwest Communications Company. Qwest will be able to provide the College all the cost breakdowns and detailed reporting on the monthly billing currently being provided by PAETEC. It is estimated that this change will save the College about $3,000 per year in long distance charges. The College attorney, Ford Bussart, has reviewed and approved the proposed Agreement between the College and Qwest.

Recommendation
That the College enter into a three-year agreement with Qwest Communications Company for long distance telephone services.

Treasurer Roth made a motion to accept the Administration’s recommendations on the consent agenda. Motion approved by vote.

C. New Business
1. Transfer of Funds, FY 2009 Unrestricted Operating Fund

Budget
State law prohibits the College from “overspending” a program area in the Unrestricted Operating Fund. It is sometimes necessary towards the end of a fiscal year to transfer monies between program areas in the Unrestricted Operating Fund to avoid an over-expenditure situation in one or more program areas. Notice of intent to transfer monies was duly advertised as required by law. During the public hearing portion of the agenda, the Board President asked if anyone in the audience would like to comment on the proposed transfer prior to the Board taking action during the regular meeting. No public comments were made. These transfers are necessitated due to the expenditure of a portion of the FY 2009 reserve account for various purposes. In the original FY 2009 budget, this reserve account was placed in a single cost center. Budget monies need to be transferred from this cost center to the appropriate cost centers from where the expenditures were actually made. The following budget transfers and adjustments are necessary:

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<th>FROM</th>
<th>TRANSFER TO</th>
<th>AMOUNT</th>
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<tbody>
<tr>
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<td>Instructional Support</td>
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<tr>
<td>Instruction</td>
<td>Student Services</td>
<td>$ 59,052</td>
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<tr>
<td>Instruction</td>
<td>Institutional Support</td>
<td>$370,675</td>
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<tr>
<td>Instruction</td>
<td>Plant Operations</td>
<td>$484,455</td>
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BUDGET ADJUSTMENTS

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<th>PROPOSED BUDGET</th>
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<td>$ 9,103,764</td>
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<tr>
<td>Instructional Supp.</td>
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<td>$ 2,116,208</td>
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<tr>
<td>Student Services</td>
<td>$ 1,965,533</td>
<td>$ 2,024,585</td>
</tr>
<tr>
<td>Institutional Supp.</td>
<td>$ 4,215,234</td>
<td>$ 4,585,909</td>
</tr>
</tbody>
</table>
Plant Operations $ 3,037,312  $ 3,521,767
Totals: $21,352,233  $21,352,233

Recommendation
To approve the revised FY 2009 program budgets in the Unrestricted Operating Fund as outlined above and to transfer the budget funds as illustrated.

Vice President Kelsey gave a brief explanation of the transfer. Secretary Eckman made a motion to approve the revised program budgets as illustrated. Motion approved by vote.

2. Salaries and Staffing, FY 2010
In April of each year, the Board of Trustees considers salaries and staffing for the upcoming fiscal year. Again this year, the Administration has worked closely with the Senate and Paraprofessional Salaries and Benefits Committees. Last year, the Wyoming Legislature passed legislation, signed by the governor that provided for a 2.46% salary increase in FY 2008-09 and for 2009-10. The 2009 Wyoming Legislature provided no additional funds for salary increases for the 2009-10 fiscal year. The College President’s recommendations for salaries and staffing are enclosed and are supported by the entire Executive Council.

The College President recommends that the Board of Trustees act to extend FY 2009-10 employment contracts and act on related salary and benefit matters.

The Presidential recommendations follow:

1. Employment Contracts
   That 2009-10 re-employment contracts be extended to the employees listed on Exhibit A which is included in the addendum. Said contracts to be returned to the Human Resources Office in accordance with Board Procedures.

2. Salary Schedules
   That salary schedules for both full time and part time professional and administrative, faculty and paraprofessional employees for the 2009-10 year be approved as listed on Exhibit B, which is included in the addendum. Base salary schedule increases are provided as follows:

   (a) Full Time Faculty 1.64%
   (b) Full Time Professional/Administrative 1.64%
   (c) Full Time Paraprofessional 1.64%
   (d) Part Time Benefited Professional/Admin. 1.64%
   (e) Part Time Benefited Paraprofessional 1.64%
   (f) Part Time Non-Benefited Professional/Admin. 1.64%
   (g) Part Time Non-Benefited Paraprofessional 1.64%
   (h) Lecturers 0%
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(i) Workforce Training and Continuing Ed. Instructors
Base Increase From $13.50/Hour to $25.00/Hour

(j) Non-Credit Community Ed. Instructors
Base Increase From $10.00/Hour to $15.00/Hour

(3) Within-Range Salary Increases
That within-range increases by provided as follows:

Full Time Faculty 0.82%
Full Time Professional/Administrative 0.82%
Full Time Paraprofessional 0.82%
Part Time Professionals and Paraprofessionals 0.82%

(4) Compensation for Part Time Faculty with Lecturer Status
That they receive a 2.46% salary increase up to the range maximum.

(5) Compensation for Part Time Faculty without Lecturer Status
That they receive a 2.46% salary increase.

(6) Compensation for Workforce Training, Continuing Education and Non-Credit Community Education Instructors
The base salary schedules for these instructors has not been changed since the 1992-93 year. College Administrators have had the authority over the years to grant within-range increases based on certain criteria and this will not change. It is, however, necessary to increase both the base and maximum levels of these salary schedules.

(7) Compensation for the College President
Compensation to be set by the Board of Trustees.

(8) Compensation for the Vice Presidents & Associate VPs
That they receive a 2.46% salary increase.

(9) Institutional Stipend
That the Institutional Stipend of $250 per month remain unchanged from the 2008-09 year.

(10) Student Employees
That the pay rates for student employees remain unchanged from the 2008-09 year.

(11) Health, Dental, and Life Insurance
That the following monthly contribution amounts be approved with the proviso that if the state contribution amount increases later in the fiscal year, that these amounts be increased correspondingly to reflect the change:
(12) Other Fringe Benefits
That all other fringe benefits in effect for the 2008-09 year remain in effect for the 2009-10 year.

(13) Legal Counsel Retainer
That the legal counsel retainer for the 2009-10 year remain the same as in the 2008-09 year, i.e. $1,500 per month.

NOTE: Current salary schedules are included in the addendum, marked as Exhibit C.

Recommendation
To approve the President’s recommendations listed above regarding staffing, salaries, and benefits for the 2009-10 fiscal year.

Dr. Leach gave an explanation of the salaries and benefits recommendations. Secretary Eckman asked for clarification on how the proposed increase effects red-lined employees. Vice President Kelsey explained that red-lined employees receive the salary schedule increase but not the within range increase. A short discussion ensued regarding continued funding from the legislature to continue the increase. Dr. Leach explained that the Governor has declared this salary increase to be safe from any future budget cuts. Trustee Chadey made a motion to approve the President’s recommendations on salaries and staffing for the 2009-10 fiscal year. Motion approved by vote.

3. Increasing the FY 2008-09 Unrestricted Operating Fund Budget
Due to increased revenues in the FY 2008-09 Unrestricted Operating Fund Budget, it is necessary to increase the budget prior to year-end. Below are listed the revenue line items that need to be increased or decreased and the expenditure line items to be increased.

<table>
<thead>
<tr>
<th>AREA</th>
<th>Approved FY 2009</th>
<th>Proposed FY 2009</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Tuition</td>
<td>$ 3,063,760</td>
<td>$ 3,403,428</td>
<td>$ 339,668</td>
</tr>
<tr>
<td>Gen. Course Fees</td>
<td>$ 266,100</td>
<td>$ 310,000</td>
<td>$ 43,900</td>
</tr>
<tr>
<td>Workforce Trn. Fees</td>
<td>$ 468,354</td>
<td>$ 576,674</td>
<td>$ 108,320</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>$ 6,591,203</td>
<td>$ 6,593,290</td>
<td>$ 2,087</td>
</tr>
<tr>
<td>Mill Levy</td>
<td>$ 9,462,629</td>
<td>$ 9,479,152</td>
<td>$ 16,523</td>
</tr>
<tr>
<td>Motor Vehicle</td>
<td>$ 610,000</td>
<td>$ 661,757</td>
<td>$ 51,757</td>
</tr>
<tr>
<td>Other Local</td>
<td>$ 25,967</td>
<td>$ 54,948</td>
<td>$ 28,981</td>
</tr>
<tr>
<td>Investment Income</td>
<td>$ 100,000</td>
<td>$ 45,000</td>
<td>$ (55,000)</td>
</tr>
</tbody>
</table>
Misc. Deposits $ 39,000 $ 55,000 $ 16,000
Totals: $20,627,013 $21,179,249 $ 552,236

Expenditures
Workforce Training $ 468,354 $ 576,674 $ 108,320
Plant Maintenance $ 327,890 $ 771,806 $ 443,916
Totals: $ 796,244 $ 1,348,480 $ 552,236

Recommendation
To amend the FY 2008-09 Unrestricted Operating Fund budget by $552,236, from $22,446,986 to $22,999,222.

Vice President Kelsey gave an explanation of the budget increase. Treasurer Roth asked if the increase would be used to purchase certificates of deposit. Vice President Kelsey said that while that is possible, no decision to invest the funds has been made due to the extremely low interest rates. Vice President Boettcher made a motion to amend the FY2008-09 Unrestricted Operating Fund budget as described above. Motion approved by vote.

4. Temporary Employment Contract, GRC Interim Director

Steve Adkins, the Director of Instructional Support for the Green River Campus, resigned his position in January, 2009. The Administration is recommending that an interim Director be appointed. The Administration has recruited one individual to fill this position on a temporary basis. The Professional Standards Board reviewed the credentials of Elaine Tutterrow. The Professional Standards Board unanimously recommends that Ms. Elaine Tutterrow be offered an employment contract for this position. Ms. Tutterrow holds a Bachelor of Arts degree in Elementary Education from Stetson University in DeLand, Florida. Ms. Tutterrow also holds a Master of Education degree in Administration and Supervision from University of South Florida, Tampa, Florida. Ms. Tutterrow was employed at Caldwell County Schools in LeNoir, North Carolina as a school administrator for twenty years. Prior to that, she was employed at several school districts in Florida as a classroom teacher for eighteen years. Ms. Tutterrow's contract details would be as follows: Annual Salary, $65,340.00 for 12 months (Temporary Contract); Fund: Unrestricted Operating Fund; Rank, N/A; Column Placement, Column II.

Recommendation
To offer an employment contract to Ms. Elaine Tutterrow of Green River, Wyoming for the position of Interim Director of Instructional Support-Green River Center for a temporary period not to exceed 12 months commencing May 18, 2009.

Vice President Fitschen gave an explanation of the employment contract. Vice President Fitschen said that several options are being reviewed as a possible focus for the GRC and that the temporary contract allows the
Administration time to research those possible options. Vice President Boettcher made a motion to offer a temporary employment contract to Ms. Elaine Tutterrow for the position of Interim Director of Instructional Support – Green River Center as described above. Motion approved by vote.

5. Employment Contract, Head Men’s Basketball Coach/Math Instructor
The Professional Standards Board met on Wednesday, April 8, 2009 to review the credentials of Trace Bevell. Trace Bevell is presently employed in a part-time benefited capacity as the Men’s Head Basketball Coach and as a part time math instructor. His position, Men’s Head Basketball Coach and Instructor, will become a full time position effective July 1, 2009. The Professional Standards Board unanimously recommends that Mr. Trace Bevell be offered an employment contract for this position. Mr. Bevell holds an Associate of Arts degree from Blue Mountain Community College in Pendleton, Oregon; a Bachelor of Science degree in Secondary Education from Western Oregon University in Monmouth, Oregon and a Master of Science degree in Athletic Administration/Exercise Physiology from South Dakota State University in Brookings, South Dakota. Mr. Bevell’s contract details would be as follows: Annual Salary, $55,342.00 for a 10 month contract; Fund, Unrestricted Operating Fund/One Mill Fund; Rank, N/A; and Column Placement, Column II.

Recommendation
To offer an employment contract to Mr. Trace Bevell of Rock Springs, Wyoming for the position of Head Men’s Basketball Coach/Instructor for the period July 1, 2009 through June 30, 2010.

Vice President Freeze gave an explanation of the employment contract. Secretary Eckman made a motion to offer an employment contract to Mr. Trace Bevell as described above. Motion approved by vote with Treasurer Roth voting against.

6. Employment Contract, Head Women’s Volleyball Coach/Athletic Student Engagement Coordinator
The Professional Standards Board met on Wednesday, April 8, 2009 to review the credentials of Rick Reynolds. Rick Reynolds is presently employed in a part-time benefited capacity as the Head Women’s Volleyball Coach. His position, Women’s Head Volleyball Coach/Athletic Student Engagement Coordinator, will become a full time position effective July 1, 2009. The Professional Standards Board unanimously recommends that Mr. Rick Reynolds be offered an employment contract for this position. Mr. Reynolds holds a Bachelor of Science Degree in Church Vocations from Martin Methodist College. Mr. Reynolds was the Assistant Softball/Volleyball Coach at Colorado Northwestern
Community College for one year; Head Softball/Volleyball Coach at Colorado Northwestern Community College for one year; Assistant Volleyball Coach at University of North Carolina Wilmington for 3 years and is currently employed at Western Wyoming Community College as the Women’s Head Volleyball Coach. He has been the WWCC Head Volleyball Coach for one year. Mr. Reynolds’ contract details would be as follows: Annual Salary, $49,242.00 for a 10 month contract; Fund, Unrestricted Operating Fund/One Mill Fund; Rank, N/A; and Column Placement, Column II.

Recommendation
To offer an employment contract to Mr. Rick Reynolds of Rock Springs, Wyoming for the position of Head Women’s Volleyball Coach/Athletic Student Engagement Coordinator for the period July 1, 2009 through June 30, 2010.

Vice President Freeze gave an explanation of the employment contract. Vice President Boettcher made a motion to offer an employment contract to Mr. Rick Reynolds as described above.

Treasurer Roth expressed concern about increasing programs during the current economic uncertainties. Dr. Leach said that WWCC has 124 student athletes and that this position would help retention of those student athletes. Dr. Leach went on to say that many student athletes are participating in sports that are one semester in duration, and at the end of the particular sport season, WWCC has seen significant loses of those students. Dr. Leach said that it is much cheaper to retain an FTE than to create a new one. Vice President Freeze said that Administration believes the budget increase will be well worth it. A discussion ensued regarding the benefits of having full time coaches versus part time coaches, athletics as an avenue for connecting to the community and promoting community involvement, and academic performance of student athletes.

President Freeman called for a vote on the motion. The motion was approved by vote with Treasurer Roth voting against.

7. Bid Quotations, Replacement Big Bus
At the March meeting of the Board of Trustees, the Board authorized the Administration to seek competitive bids for a replacement big bus. Bids were opened on April 14th. Bid results follow:

<table>
<thead>
<tr>
<th>Company</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stallion Bus Industries, LLC</td>
<td>$265,000</td>
</tr>
<tr>
<td>Melville, NY</td>
<td>Less: Trade-in $ 2,500</td>
</tr>
<tr>
<td></td>
<td>Net Bid: $262,500</td>
</tr>
</tbody>
</table>
The bus bid by the low bidder, Stallion Bus Industries, LLC, does not meet specifications in three areas:

(1) Stainless Steel Undercarriage was specified; their bus does not meet this specification.
(2) The seats do not meet specifications. To come much closer to meeting the specifications, up-graded seats would have to be purchased at the cost of $8,580.
(3) Roof Top auxiliary heating was specified; their bus does not meet this specification.

There are other less critical issues with the Stallion bus that give the College concern, but are not detailed in the write up. When the added cost of the up-graded seats is considered, the bid amount submitted by Stallion is higher than the bus bid by ABC Companies by $21.00 at $271,080. A College representative personally inspected both the bus bid by the ABC Companies and the bus bid by Stallion Bus Industries. This individual strongly recommends that the bus bid by ABC Companies be accepted.

Recommendation
That the College accept the bid submitted by ABC Bus Companies for a 2009 3035RE Coach bus, per bid specifications, with the trade-in of a 1982 Prevost passenger bus, for the net amount of $271,059.

Vice President Kelsey gave an explanation of the bids. Secretary Eckman asked what make the bus would be. Vice President Kelsey said that buses don’t normally carry a specific make but rather comprise parts from different manufacturers. Vice President Kelsey said that Provost is a bus manufacturer, but those buses are very expensive. A short discussion ensued regarding possibly donating the old bus to a local qualified group. Secretary Eckman made a motion to accept the bid submitted by ABC Bus Companies with the provision that the old bus be donated locally, if a qualified group showed interest. The motion was approved by vote with Treasurer Roth voting against.

8. Bid Quotations, Upgrading Theater Lighting System
At the March meeting, the Board authorized the administration to seek bids to upgrade the theater lighting and sound systems that are 22 years old. The administration received 4 bids on April 17. All were below the original estimate of $100,000. This bid does not include electrical and some standard installation of the
equipment. These two items will be covered under separate quotes with the electrician (approx $10,000) and the design consultant (approx $4800). One vendor could not supply all that was needed for this project. The bids were received as follows: Norcostco Inc., Denver, CO, in the amount of $90,532.00; BMI Supply, Queensbury, NY, in the amount of $91,105.70; Barbizon Light of the Rockies, Inc., Denver, CO, in the amount of $92,397.00 and; Oasis Stage Werks, Salt Lake City, UT, in the amount of $92,885.00 (Note: this bid did not include two (2) monitors). These upgrades would be funded with major maintenance funds.

Recommendation
To accept the bid from Norcostco, Inc. of Denver, CO, for $90,532 to upgrade the Theater’s lighting system.

Vice President Fitschen gave an explanation of the lighting bid, saying that the bid for the sound system upgrade would be separate. Vice President Boettcher made a motion to accept the bid from Norcostco, Inc. for theatre lighting upgrades as described above. Motion approved by vote.

Bid Quotations for Upgrading Theater Sound System
At the March meeting, the Board authorized the administration to seek bids to upgrade the theater lighting and sound systems that are 22 years old. The administration received 3 bids on April 14. All were below the original estimate of $90,000. Bids were received from: Full Compass Systems, Middleton, WI, in the amount of $64,945.38; Pro Sound Service, Braintree, MA, in the amount of $74,200.60 and; Pickin’ Palace, Rock Springs, WY, in the amount of $78,652.00. These upgrades would be funded with major maintenance funds.

Recommendation
To accept the bid from Full Compass Systems for $64,945.38 to upgrade the Theater’s sound system.

Vice President Fitschen gave an explanation of the sound system upgrade bid. Secretary Eckman made a motion to accept the bid from Full Compass Systems as described above. Motion approved by vote.

9. Extension of WACCT Executive Director Appointment
In the Fall, 2008, the seven college presidents and the board of the Wyoming Association of Community College Trustees (WACCT), recommended that an executive director be retained for the association to serve as an legislative coordinator during the legislative session. This individual would be tasked with maintaining a constant presence during the session, coordinate the activities and contact with the seven presidents and the trustees at the seven colleges. Robert Cox was hired to serve in this capacity as Interim Executive Director during the 2009
Legislative session. Mr. Cox attended committee meetings, House and Senate sessions, and coordinated the activities of the college presidents throughout the session. One of the challenges in previous years was the loss of consistent information as the presidents rotated their assigned weeks in and out of Cheyenne. Mr. Cox’s presence greatly reduced this loss of information. Additionally, Mr. Cox kept constant communication with all trustees at the seven colleges via email. Each college or college foundation allocated $10,000 for Mr. Cox’s services and expenses through this initial session. Western Wyoming College Foundation provided funding on behalf of Western Wyoming Community College. The Wyoming Association of Community College Trustees has decided to request the continuance of Mr. Cox in this capacity for 2010. In addition to the legislative session, the executive director will also attend Wyoming Community College Commission meetings, Statewide Strategic Planning Advisory Council meetings, and Community College Taskforce meetings. The WACCT is requesting $14,000 from each college or college foundation to fund this position.

Recommendation
The administration recommends that the WWCC Board of Trustees endorse the appointment of Mr. Robert Cox as WACCT Executive Director, and support requesting the $14,000 in funds from the Western Wyoming College Foundation.

Dr. Leach gave an explanation of the WACCT request, saying that the Foundation had declined the request for funding due to a possible shortage in funds because of the current economic situation. A lengthy discussion ensued regarding the position and whether WWCC could furnish the requested funding.

Vice President Boettcher made a motion to pay the WACCT $14,000 in annual dues for the 2009-10 fiscal year. Motion approved by vote with Treasurer Roth voting against.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
   None

B. Questions/Media/Public
   None

C. President/Staff
   Dr. Leach reported that WWCC had served over 250 people for breakfast and 600 for lunch during the recent Free Day celebration. Dr. Leach said that she hopes the Trustees will participate in the upcoming WWCC events.
D. Trustee Questions/Topics
Vice President Boettcher reported that the Strategic Planning Advisory Council will hold a meeting on May 19, 2009 and that he will be unable to attend that meeting. Vice President Boettcher asked that the Trustees consider sending a representative in his place.

President Freeman stated that the June Board meeting date may need to be changed due to a conflict with the ACCT Conference in Washington, D.C.

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. Dr. Leach said no.

VII. FUTURE BUSINESS
A. The Wyoming Community College Commission will hold a meeting on April 22, 2009 in Gillette, Wyoming.
B. The WWCC Employee Recognition Ceremony has been scheduled for Thursday, April 23, 2009, at 2:00 p.m., in the Theatre.
C. A Board Budget Workshop has been scheduled for Thursday, April 23, 2009 at 6:00 p.m., in Board Conference Room 3071, Rock Springs Campus.
D. The Athletic Awards Banquet will be held on Friday, April 24, 2009, at 6:00 p.m., at Santa Fe Trails Restaurant.
E. The ASG Award Banquet will be held on Friday, May 1, 2009 at 6:00 p.m., in the Atrium.
F. A reception for WWCC 2009 Retirees will be held on Thursday, May 14, 2009, at 3:00 p.m., in the Atrium.
G. The next regular Board of Trustees workshop will be held on Thursday, May 14, 2009, at 6:00 p.m., in Board Conference Room 3071, Rock Springs Campus.
H. The next regular Board of Trustees meeting will be held on Thursday, May 14, 2009, at 7:15 p.m., in Board Room 3060, Rock Springs Campus.
I. WWCC Commencement will take place on Friday, May 15, 2009 at 7:00 p.m., in Rushmore Gymnasium.
J. The ACCT’s Governance Leadership Institute will be held on June 12-14, 2009 in Washington, D.C.
K. 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 9:45 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