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 7:15 p.m., Thursday, December 9, 2010, in Board Room
3060, Rock Springs Campus, President James Roth presiding.

B. Approval of Agenda
1. Trustee Eckman made a motion to move Consent Agenda Item #7 to New
Business, New Business items #3 and #4 to the Consent Agenda, and to
approve both the regular and consent agendas as revised. Motion approved by
vote.

II. REORGANIZATION/ELECTION
A. Oath of Office – New & Re-elected Members
President Roth administered the oath of office to re-elected Trustees Dick Boettcher and
George Eckman, and newly elected Trustee Chris Plant. The new and re-elected
Trustees then took their places with the Board.

B. Election of Board Officers
Trustee Boettcher made a motion to nominate James Roth as Board President,
Shannon Honaker as Vice President, George Eckman as Secretary and Lynne Chadey
as Treasurer. Hearing no further nominations, President Roth asked for a vote on the
motion. The motion was approved by vote.
C. Setting Board Calendar for 2011
Dr. Leach recommended that the regular Board meetings be held on the second Thursday of each month, with an exception for the state mandated budget meeting to be held on the third Wednesday of July. Trustee Eckman made a motion to hold the regular Board meetings on the second Thursday of each month, with an exception for the state mandated budget meeting to be held on the third Wednesday of July. The motion was approved by vote.

D. Selection of Official Newspaper
Dr. Leach recommended that the Rock Springs Rocket Miner be selected as the official newspaper as it has the highest circulation in the area and is the closest to a daily newspaper as is available. Trustee Eckman made a motion to select the Rocket Miner as the official newspaper. The motion was approved by vote.

E. Board Assignments
President Roth announced the following Board Assignments: Carbon County BOCES, George Eckman; Pinedale BOCES, James Roth; Big Piney BOCES, John Freeman; Sweetwater BOCES, Dick Boettcher and Shannon Honaker; Bridger Valley BOCES, George Eckman; Kemmerer BOCES, Chris Plant; Evanston BOCES, Lynne Chadey, John Freeman and Chris Plant; WACCT Voting Delegates, James Roth and Shannon Honaker; WWC Foundation, Dick Boettcher and Shannon Honaker; Audit Committee, Lynne Chadey, Shannon Honaker, James Roth, Karla Leach and a community member yet to be chosen; Policy Committee, Shannon Honaker, James Roth and John Freeman; Board Training, George Eckman, Dick Boettcher and Chris Plant. Secretary Eckman made a motion to accept the assignments. Motion approved by vote.

III. REPORTS
A. Association of Student Government
Mr. Luke Nielson, ASG President, gave a brief report on the activities of the group. Mr. Nielson reported that ASG held a Thanksgiving dinner for students who remained on campus during the holiday and served approximately 60 people. Mr. Nielson also said that ASG had helped the United Way to sell DVD’s they had received as a donation. Mr. Nielson said that the DVD sale proceeds were more than $2,740, and will be donated to the Dolly Parton Imagination Library. Mr. Nielson also said that ASG had participated in the Parade of Lights. Mr. Nielson said that Bunning Transfer had donated the use of a trailer for the parade and students decorated it. Mr. Nielson reported that ASG will be revising their logo and had a contest to choose a new one. Mr. Nielson said that the new logo will be revealed in January. The Board thanked Mr. Nielson for his report.

B. Paraprofessional Association
Ms. Lori Paulson, Paraprofessional Association Vice Chair, gave a brief report on the activities of the group. Ms. Paulson reported that the annual Pie Sale raised $557 which was used to purchase gifts for seven needy children through the ‘Tree of Sharing’. Ms. Paulson said that the group is also participating in the annual United Way campaign. Ms. Paulson went on to say that the second annual ‘Para Pantry’ food drive is underway, and that the food collected will be given to students who stay on campus over the Christmas break when food service is unavailable. The Board thanked Ms. Paulson for her report.
C. **WWCC Senate**

Mr. Bruce Anderson, Assistant Professor of Political Science and Sociology, gave a brief report on behalf of the WWCC Senate. Mr. Anderson reported that several informational sessions were held during the Fall semester. Mr. Anderson said that for the Spring semester, the Senate would like to present innovative teaching and educational forums. Mr. Anderson said an example of the forum topics would be informal training on the use of library resources. Mr. Anderson said the series would likely be held during the lunch hour. Mr. Anderson reported that the Senate had completed its nominations for professional staff and faculty awards from the WACCT. Mr. Anderson stated that the professional staff nomination was Jami Anderson, and the faculty nomination was a dual nomination for Sarah Pauley and Chuck Newberg. Mr. Anderson also said that the Winter Party would be held on January 21 at the Santa Fe Trails restaurant. Mr. Anderson thanked the Board for the recent off schedule salary payment. The Board thanked Mr. Anderson for his report.

D. **Dudley Gardner – Social Science/Fine Arts**

Dr. Leach stated that Dr. Gardner would be unable to present his report due to his participation in the annual *Nutcracker* presentation. Dr. Leach said that the report would be rescheduled for the January Board meeting.

E. **Allyson Cross – Marketing/PR**

Ms. Allyson Cross, Coordinator of Marketing and Public Information, gave the annual report for the department to the Board. Ms. Cross reported that goals for her department include regular review of the marketing plan. Ms. Cross said that this is developed by each department with Ms. Cross coordinating the effort. Ms. Cross also said that the employee newsletter establishes a connection between the employees, and that participating in events such as The Sweetwater County Fair, Parade of Lights, Free Day and others connects the college to the community. Ms. Cross said that highlights over the last year include the athletic posters, with athletes delivering the posters to boosters in the community; good coverage of WWCC events and articles in the local media, an increase in the amount of information provided through MustangCruiser and Free Day. Ms. Cross said that this year’s Free Day event hosted more than 700 participants. Trustee Boettcher commented that he has received very positive comments on how WWCC is reaching out to the community. Secretary Eckman echoed the comment, adding that WWCC has established a good rapport with the Rocket Miner. The Board thanked Ms. Cross for her report.

IV. **MINUTES**

A. **Approval**

1. Secretary Eckman made a motion to accept the minutes of the November 11, 2010 meeting as presented. Motion approved by vote.

V. **FINANCIAL REPORTS/TRANSACTIONS**

A. **Clearing Accounts and Electronic Funds Transfers**

Acting Treasurer Honaker moved to ratify the Clearing Accounts as designated in the amount of $2,716,223.25 and the Electronic Transfers as designated in the amount of $444,824.67 for a grand total ratification of $3,161,047.92. Motion approved by vote.

<table>
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<tr>
<th>Clearing Accounts</th>
<th>Warrant Nos.</th>
<th>Amount</th>
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<tr>
<td>Vouchers</td>
<td>235313 through 235824</td>
<td>$1,598,291.88</td>
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</table>
Payroll 
151571 through 152231 $363,741.99
Advises 020258 through 020633 $754,189.38
Total – All Clearing Account Warrants $2,716,223.25

Electronic Funds Transfers

Payroll Tax Payments to I.R.S.

From To Amount
US Bank EFTPS-CHICAGO USATAXPYMT $293,287.43
A/C# 147497000116

Credit Card Payments to US Bank Corporate Payment System

From To Amount
US Bank EFT US Bank CC Payments $151,537.24
A/C# 147497000116

Bank to Bank Transfers
0.00

Investment Transfers
0.00

Total Electronic Funds Transfers $444,824.67

GRAND TOTAL FOR BOARD RATIFICATION $3,161,047.92

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

B. Audit Report
Acting Treasurer Honaker gave a brief explanation of the audit results, stating that the audit was thorough and positive. Trustee Boettcher made a motion to accept the audit report. The motion was approved by vote.

VI. RECOMMENDED ACTION
A. Old Business
1. Second Reading, Proposed Board Policy and Procedure 7310 H
At the November meeting of the Board of Trustees, the Board considered on first reading the proposed new Board Policy and Procedure 7310 H, Board Audit Committee. At the November meeting, the Board voted to amend the original language a bit. The Board was provided with two versions of the proposed Procedure; one that highlights the changes between the original version and the new version and one that shows the proposed new Procedure without the changes.

Recommendation
To approve Board Policy and Procedure 7310 H, Board Audit Committee, as proposed.

Vice President Honaker made a motion to approve the Policy and Procedure as proposed. The motion was approved by vote.
B. Consent Agenda

1. Bid Quotations, Mansard Roof Replacements

One of the federally-funded [ARRA] projects involves the replacement of the remaining old mansard roofs in various locations on the Rock Springs campus. Recently the College replaced the mansard roof on Rushmore Gymnasium. The Board of Trustees authorized the Administration to solicit bids during the September meeting of the Board. Bids were opened on November 22, 2010. Below are the bid results.

Kendrick Brothers Roofing, Inc.
Ogden, Utah
$193,600

Conwest, Inc.
Draper, Utah
$186,373

Contract West Roofing, Inc.
Salt Lake City, Utah
$181,100

Warburton’s, Inc.
Pleasant Grove, Utah
$142,270 (See Note)

Note: Warburton’s bid is disqualified for not providing required Federal forms with their bid.

Work on this project is scheduled to commence immediately after the end of classes in May, 2011 and will be completed by the first of August.

Recommendation
To accept the bid submitted by Contract West Roofing, Inc., Salt Lake City, Utah, in the amount of $181,100, per bid specifications, subject to the approval by the State of Wyoming Construction Office.

2. Bid Quotations, Window Replacement Project

One of the federally-funded [ARRA] projects involves the replacement of older windows on the Rock Springs campus. Over the past several years, most of the older windows have been replaced for energy savings reasons. After this phase of the work is completed, the only remaining older windows are located in Rushmore Gymnasium. The ARRA guidelines would not let us replace the Rushmore Gymnasium windows so this project will be done in the summer of 2012. The Board of Trustees authorized the Administration to solicit bids for this project at the September meeting of the Board. Bids were opened on November 23, 2010. Bids were received from A. Pleasant Construction Company, Green River, Wyoming, in the amount of $152,900 for the Base Bid and $26,000 for the Alt. #1 Bid; K.R. Goble Construction Company, Mapleton, Utah, in the amount of $122,000 for the Base Bid and $17,500 for the Alt. #1 Bid. The base bid is for the window replacement portion only to be funded with the ARRA money. The alternate bid is for sheet rocking walls in several faculty offices, which will be paid for with other College money. Work on this project is scheduled to commence immediately after the end of classes in May, 2011 and will be completed by the first of August.
Recommendation
To accept the bid submitted by the K.R. Goble Construction Company, Mapleton, Utah, in the base amount of $122,000 and in the alternate # 1 amount of $17,500, subject to the approval by the State of Wyoming Construction Office.

3. Bid Quotations, Laboratory Renovations
One of the federally-funded [ARRA] projects involves the renovation of three old laboratories into traditional classrooms. This project involves the renovation of Rooms 1306, 1439, and 1445. The Board of Trustees authorized the Administration to solicit bids for this project at the September meeting of the Board. Bids were opened on November 22, 2010. Below are the bid results:

Shephard Construction Company
Rawlins, Wyoming $215,280

A. Pleasant Construction Company
Green River, Wyoming $197,140

K.R. Goble Construction Company
Mapleton, Utah $164,400

Work on this project is scheduled to commence immediately after the end of classes in May, 2011 and will be completed by the first of August.

Recommendation
To accept the low bid submitted by the K.R. Goble Construction Company, Mapleton, Utah, in the amount of $164,400, per bid specifications, subject to the approval by the State of Wyoming Construction Office.

4. Donation of Five Fume Hoods to Sweetwater County School District No. Two
Room 1439 is an old Chemistry Laboratory which will be gutted out soon and remodeled into a conventional classroom. This is one of the College’s federally-funded ARRA projects. There are five fume hoods in this room that the College does not need. Sweetwater County School District No. Two has indicated an interest in obtaining them. College legal counsel advises that the College can donate surplus items to another governmental entity at no cost to the governmental entity.

Recommendation
To donate five fume hoods currently located in Room 1439 on the Rock Springs campus to Sweetwater County School District No. Two.

5. Donation of 45 Chair Desks to Sweetwater County School District No. One
Recently the College replaced some old chair desks located in classrooms in the Annex Building on the Rock Springs campus. The old chair desks are no longer needed. Sweetwater County School District No. One has expressed an interest in obtaining the old chair desks for district use. College legal counsel advises that the College can donate surplus items to another governmental entity at no cost to the governmental entity.
Recommendation
To donate 45 chair desks located on the Rock Springs campus to Sweetwater County School District No. One.

6. Authorization for sole source payment to TimeCruiser for Campus Cruiser Portal
WWCC has been utilizing Campus Cruiser produced by TimeCruiser Computing Inc. for the last 10 years. We were one of the company’s earliest clients. The product continues to provide enhancements and service to our students and is now relied upon as a critical “front door” to the institution’s online resources. Single sign-on provides students with the ability to log on and use all services including the library, blackboard, Mustang WebAdvisor and Mustang Folio without further logins and passwords. The survey component allows surveys to be conducted among students and faculty and the evaluation system is utilized for on-line classes. Mustang Cruiser is an important part of the College’s communications system providing a calendar of events and announcements and news items of campus activities. Western’s emergency alert system is also part of Mustang Cruiser allowing for notifications to be sent via phone and e-mail. The services continue to expand and often address our most pressing needs. This contract is renegotiated every three years and FY10 was the first year of the three-year cycle so FY11 is a continuation year. However, there is an enrollment escalation clause that required some increase in the cost, and we added additional memory to meet the storage needs of students and faculty in their e-mail accounts.

Recommendation
That the administration be authorized to enter into the sole source agreement with TimeCruiser and pay the fee of $60,000 for FY11.

7. Moved to New Business Item #6

8. Bid Quotations, Re-Plastering of the Swimming Pool (Moved from New Business Item #3)
Periodically it is necessary to re-plaster the swimming pool. It has been several years since the pool was re-plastered. At the October meeting of the Board of Trustees, the Board authorized the Administration to solicit competitive bids for this work. It is anticipated that the pool will be drained and that the work will be done over the Christmas break. Bids were opened on December 1, 2010. Below are the bid results:

Shaffer Pool Plastering and Repair
Farmington, Utah $46,280*

Intermountain Aquatech, Inc.
Sandy, Utah $62,763

Hydro-Dynamic Services LLC
Brighton, Utah $74,350

*The low bidder, Shaffer Pool Plastering and Repair, is not certified by Multicoat Scratch Kote systems, as required by the bid specifications. Thus, their bid must
be disqualified. In other words, the material supplier will not warranty their product if it is not applied by a certified company.

**Recommendation**
To accept the bid from Intermountain Aquatech, Inc., Sandy, Utah, in the amount of $62,763 to re-plaster the swimming pool, per bid specifications.

7. **Authorization to Solicit Proposals for Master Planning Work (Moved from New Business Item #4)**
The College retained the services of HGA Associates in 2005 to prepare the current master plan for the College. The plan was completed in 2007. The Wyoming Community College Commission’s Facilities Handbook indicates that “Each college shall maintain a college master plan for facilities, updated at least every five years. Master plans will not be submitted to the Commission, but should be available if requested by the Commission for analysis of construction or maintenance requests.” Wyoming Statute 21-18-304 [a xi] states that colleges must “Develop and maintain a comprehensive plan of district buildings addressing district long-term building needs, clearly distinguishing those building needs associated with education space needs attached to the statewide college system strategic plan developed by the community college commission…from other district needs which may be included within the district’s long term plan.” It will be necessary for the College to have an updated comprehensive master plan in place by the Fall of 2012. The Administration desires to send out a Request for Proposals to qualified master planning consultants and to have work underway by not later than mid Spring, 2011. This timeline will be necessary to meet the deadline. It is anticipated that the cost of this work will be in the vicinity of $125,000 or perhaps more, depending at least some on the scope of services. Attached is a draft of the scope of services that was recently developed by the Executive Council. This scope of services will need to be shortened up a bit as it is too long as written.

**Recommendation**
To authorize the Administration to solicit proposals for the development of a master plan for Western Wyoming Community College.

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

C. **New Business**
1. **Approval of SpeakENG Pre-Hire Economic Development Grant between Western Wyoming Community College and State of Wyoming, Department of Workforce Services**
Western Wyoming Community College (WWCC) was awarded a Pre-Hire Economic Development Grant contract through the Wyoming Department of Workforce Services (DWS) to provide a SpeakENG program at WWCC. The purpose of the program is to provide specific language-based training to enable applicants to qualify for employment with Eleutian Technology, LLC at the newly established Western Wyoming Business Accelerator at the WWCC Green River Center. The program provides the training necessary for up to 75 retired or currently certified K-12 teachers and/or retired or current college faculty (adjunct
or full-time) in the Green River area and beyond to teach English online to Asia, Dubai and South American students via Eleutian Technology’s SpeakENG video software program. This project will provide trainees with a certificate of training completion and a secondary or primary income opportunity with Eleutian Technology, LLC. The completers will also be eligible for 2 credits of Professional Teaching Standards Board continuing education. The term of the contract is October 15, 2010 through March 5, 2011. The contract has been approved by the DWS in the amount of $316,962.00. The services of a business manager have been secured by Eleutian Technology, LLC located on the WWCC-GRC with coordination assigned to the WWCC Workforce and Community Education Department. The primary WWCC liaison is the Coordinator for Business Development. The primary goal of this training program is to successfully prepare trainees for immediate employment with Eleutian Technology, LLC. Planned activities for the program include a full-day of initial software training, content training, and subsequent hands-on training. This project will impact the newly trained SpeakENG teachers by providing them with a secondary or primary income, providing ESL support, and enhancing their instructional strategies for use in their day-to-day classrooms; it will also make a huge impact on South Korean, Japanese, Chinese, Dubai and South American students who wish to learn English, particularly for those who wish to come to the U.S. for college. This is the 6th round of this particular project within the state. This is the first of these grants with WWCC and includes refinement of previous rounds of training curriculum funded by DWS through an enhanced ESL curriculum. When successful, this entire project will be used as a model to provide additional training and job opportunities for teachers across Wyoming and additional ESL learning opportunities for students across Asia, South America and at Western Wyoming Community College in Green River. The average cost per participant is $4,226.16.

Recommendation
To accept the contract between Western Wyoming Community College and State of Wyoming, Department of Workforce Services to administer the SpeakENG Pre-Hire Economic Development Grant.

Associate Vice President Caldwell gave an explanation of the contract. A short discussion ensued regarding the effective date and other wording in the contract. Trustee Boettcher made a motion to approve the contract. Motion approved by vote.

2. Retirement Announcement, Ken Fitschen – Vice President of Student Learning
Mr. Ken Fitschen, Vice President of Student Learning, has been employed at WWCC since August of 1976. He was initially hired as an English instructor and assumed the duties of Chief Learning Officer in 1992. The position’s current title is Vice President of Student Learning. Vice President Fitschen has announced his intent to retire at the end of the contract year, June 30, 2011. Vice President Fitschen has been an integral part of WWCC’s success for many years and will be sorely missed.

Recommendation
None. For information only.
Dr. Leach explained that while no Board action was needed, she wanted them to be aware of Mr. Fitschen’s retirement announcement. Several trustees expressed their gratitude for Mr. Fitschen’s service to the college.

3. **Moved to Consent Agenda Item #8**

4. **Moved to Consent Agenda Item #9**

5. **Employment Contract 2010-2011, Workforce Training Coordinator**
The Human Resources Office conducted a national search in September and October to fill the position of Workforce Training Coordinator. The Human Resources Office received 33 completed applications for this position. The Professional Standards Board conducted 5 telephone interviews and 3 formal interviews. The Professional Standards Board unanimously recommends that Rod Thomas be hired for this position. Mr. Thomas holds an Associate of Science Degree from Laramie County Community College in Cheyenne, Wyoming; a Bachelor of Science Degree in Trade and Industrial Education from the University of Wyoming and a Master of Arts Degree in Career and Technical Education from the University of South Florida. Mr. Thomas was previously employed by Manatee Technical Institute as the Assistant Director. He held this position for four years. Prior to that, he was employed at Broward County School District as the Curriculum Facilitator and Construction Teacher. He held this position for eleven years. Mr. Thomas’ contract details would be as follows: Annual Salary, $66,411.00 for a 12 month contract; Fund, Current; Rank, N/A; Column Placement, Column II.

**Recommendation**
To offer an employment contract to Mr. Rod Thomas of Ellenton, Florida for the position of Workforce Training Coordinator for the period January 10, 2011 through June 30, 2011.

Vice President Fitschen gave an explanation of the employment contract. Secretary Eckman made a motion to offer an employment contract to Mr. Rod Thomas as described above. Motion approved by vote.

6. **College Attorney, Letter of Engagement (Moved from Consent Agenda Item #7)**
With the passing of the College’s long time legal counsel, Ford T. Bussart, it is necessary for the Board of Trustees to appoint a law firm to serve as legal counsel for the College. It is recommended that the Board appoint the firm of West Law Office, P.C. to serve as legal counsel for the College for the period December 10, 2010 through June 30, 2011. The Board may, at its discretion, renew the agreement for additional one year terms. At the meeting, a representation letter was given the Board setting forth the details of the engagement. A draft of this letter was reviewed by the Board in the November 2010 meeting and outlines the following details: L. Galen West would serve as the principal and lead attorney; however, associate attorneys in the firm may provide legal counsel as well with College approval and under the supervision and approval of Mr. West. If
any work is performed by an associate attorney, Mr. West will approve the work before submittal of any work products to the College. Mr. West may, upon notification and approval by the College, refer specific types of legal work to external counsel.

**Recommendation**

To execute the engagement agreement to retain the firm of West Law Office, P.C. to serve as legal counsel to Western Wyoming Community College for the period December 10, 2010 through June 30, 2011.

Dr. Leach gave an explanation of the contract. Secretary Eckman made a motion to execute the engagement agreement as described above. Motion approved by vote.

**VII. INFORMATION/PROPOSALS**

A. **Visiting Delegations**

   None

B. **Questions/Media/Public**

   None

C. **President/Staff**

   Dr. Leach stated that she had been appointed as the Chair of the Wyoming Community College President’s Council.

D. **Trustee Questions/Topics**

   Vice President Honaker stated that she is pleased with the direction the Board is going.

   President Roth announced that Treasurer Chadey has been appointed to the Communication and Education Committee for the Association of Community College Trustees.

   Secretary Eckman stated that the Board had received a thank you card from John and Theresa Freeman, and a Christmas card from the Student Development Center.

E. **Topics for Future Workshop Agendas**

   1. Facility Tours
   2. BOCES Reports

**VII. CALENDAR OF FUTURE EVENTS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Dec. 14</td>
<td>Board Social</td>
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<td></td>
<td>Leach Residence</td>
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<tr>
<td>Dec. 23-31</td>
<td>Christmas Break – WWCC Offices Closed</td>
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<tr>
<td>Jan. 11</td>
<td>Legislative Session Begins</td>
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<td></td>
<td>Cheyenne</td>
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<td>Jan. 13 6:00 p.m.</td>
<td>Regular Board of Trustees Workshop</td>
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<td>Room 3071</td>
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<td>Jan. 13 7:15 p.m.</td>
<td>Regular Board of Trustees Meeting</td>
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<td>Room 3060</td>
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<td>Jan. 17</td>
<td>WWCC Holiday – Offices Closed</td>
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<tr>
<td>Jan. 21</td>
<td>WWCC Winter Party</td>
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<td>Santa Fe Trails</td>
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<td>Jan. 22</td>
<td>Board Retreat</td>
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<td>Roth Residence</td>
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<td>Feb. 1</td>
<td>Legislative Reception</td>
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<td>TBA, Cheyenne</td>
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<td>Feb. 2</td>
<td>WCCC Meeting</td>
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<td>Regular Board of Trustees Workshop</td>
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<td>Feb. 10</td>
<td>Regular Board of Trustees Meeting</td>
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<td>Room 3060</td>
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<td>Feb. 14-16</td>
<td>ACCT National Legislative Summit</td>
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<td>Washington, D.C.</td>
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<tr>
<td>Feb. 21</td>
<td>WWCC Holiday – Offices Closed</td>
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VIII. ADJOURNMENT

Having no further business to act on, President Roth adjourned the regular meeting at 8:30 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