

# CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATION SERVICES

## Board Minutes

The Carbon County Board of Cooperative Higher Education Services (BOCHES) held its regular monthly meeting May 26, 2022, at 4:00 p.m. in Rawlins, Wyoming.

### Roll Call

Board members present: Rick Greene, Pam Thayer, Matt Feldmann, and Mike Mann.

Others present: Jennifer Moore, Karen Webster, Shelly Collier, Janet Garcia, Mark Flahery, and via ZOOM: Ryanne Mikesell and Christy Stocks.

### Agenda

Mike Mann made the motion to accept the agenda. The motion was seconded by Pam Thayer and passed.

### Public Comments, Presentations & Reports

Mark Flaherty and Jennifer Moore presented a slide show and report on the BLM fence installation. A great partnership with the BLM and Sinclair Refinery. Welding students were able to experience a job from the beginning by welding and assembling 400ft of fencing and the end by helping to install them close to the protected wetlands near Baggs. The BLM Wildlife Biologist also presented to the welding students the need for the fencing in the wetlands.

### Consent Agenda

Pam Thayer made the motion to approve the minutes for April 28, 2022, meeting, Treasurer's Report, and Accounts Payable for May 2022. The motion was seconded by Mike Mann and passed.

### Action Items

- A. Rick Greene made the motion to approve the proposed CCHEC Staffing Plan for fiscal year 2022-2023. The motion was seconded by Mike Mann and passed.
- B. Mike Mann made the motion to approve the proposed CCHEC Salary Schedule for fiscal year 2022-2023. The motion was seconded by Pam Thayer and passed.

### Discussion Items

- A. Preliminary Budget: Jennifer informed the board that CCHEC is using the same assessed valuation figures from 2021-2022 budget to plan for the 2022-2023 budget. We have been informed that there will be an increase in the amount we will receive this year, but those figures are not ready yet, so we will carry on with last year's figures. Tuition income is estimated at a 26% decrease in the amount of \$40,000.00. This is due to not restricting our contribution for 2022-2023 to \$55,000.00. Earned income is expected to increase in the amount of \$54,400.00 due to grant applications to CTE/WDE. Personnel expenses are anticipated to increase by 2%, in the amount of \$26,274.00. Due to the restructuring of the Student Services position (not hiring to replace the position), and a step raise for all full-time staff, a 15% increase in health insurance including health benefits for a full-time position that was not funded last year among a few other things listed in the summary report. Program expenses are estimated to increase by 7% in the amount of \$40,780.00 This is due to the anticipation of applying for WDE/CTE grants, the expectation of higher utilities, supplies and material expenses. Building and maintenance expenses are estimated to increase by 37% in the amount of \$10,950.00. This is due to more accurate planning of the installation of Perkins equipment and increased costs of building supplies.

### Directors Report

Jennifer said the school year has wrapped up well. It is exciting to see so many projects in motion and the culmination of some of those.

Three local adults graduated from Western with their nursing degree and two graduated with their Associates in Business.

College credits earned this semester: RHS had 70 students, some dual, some concurrent, some both. 303 credits earned this semester. 588 total this year. No RCHS students this semester. The RHS class of 2022 graduated with a total of 446 credit hours. One RCHS student graduated with 3 credits. LSRV had 10 students this semester. 39 credits were earned this semester, 68 total this year. LSRV Class of 2022 graduated with 17 college credits.

Industry certifications earned this semester: 12 students earned their OSHA – 10 (Manufacturing) certification, 4 students earned their OSHA – 10 (Construction) certification, 2 students earned the Brakes and Electronics ASE certification, 6 students earned their CPR certification. Barb has indicated that they all intend to pursue their CNA licenses. That is a total of 23 students earning certifications this semester. 56 total for the year.

Perkins is reimbursing CCHEC for all the above-mentioned certifications. Additionally, this year CCHEC was able to purchase approximately \$45,000 in equipment and supplies for Welding, Woods, and Automotive through Perkins funding. Perkins also paid for two of our instructors to attend conferences.

CCHEC will be switching to summer hours starting May 30th and ending August 12th. In Rawlins, summer hours are 7:00 a.m. – 5:00 p.m. Monday – Thursday. LSRV has already started summer hours and theirs are Monday – Thursday 7:30 a.m. – 5:30 p.m.

RCHS is using one of our large classrooms for summer school for the month of June since their place is under renovation.

To wrap up, Jennifer mention that the Open House/Meet and Greet is scheduled for Wednesday, August 10, from 4:00 – 6:00 p.m.

### **Staff Reports**

Shelly welcomed Christy back! Everyone joined in welcoming Christy back!

Shelly reported that we have received 78% of our Carbon County adjusted tax income for 2021-2022 and 110% for Sweetwater County. Minus mineral deferred taxes.

Spring dual enrollment expenses for RHS were \$37,665.46 split 60% CCHEC, 40% CCSD#1. For LSRVHS \$7,634.51 split 49% CCHEC, 51% CCSD#1. RHS Vocational- \$11,737.40 100% CCHEC.

The counties should have figures prior to the June board meeting for estimated tax income. We should also have the amounts for our June tax payments to figure cash carry-over.

Janet let the board know that she is wrapping up summer programming. She just added a second Safe Sitter class for summer the first one filled up quickly. We partnered with the Visitors Council, Wyoming Arts Council and DDA Mainstreet for Summer Fest and are sponsoring the Capture the Wind contest. The deadline to submit pictures is June 15<sup>th</sup> and we have some great prizes to give away. We have another paint class in June, then we will take a short break from that and start again in the fall. For marketing we celebrated the students with all their certifications and achievements. Janet said she is also working on the Strategic Plan and preparing for the rebranding reveal and open house. We are excited to meet with Bark Firm next month about rebranding.

Ryanne reported that they administered placement tests for seven students, and they were all able to get into the classes they needed. The LSRV campus received a \$500 grant, and they will be using that the revamp and restore the garden in anticipation of the kids' gardening classes that will start in June. Classes will cover topics such as, parts of a plant, and why worms are important. Camp Peak has 93 students signed up so far, there will be a blood drive and Hunter's Safety class coming up soon.

### **Board Comments**

Pam commented that it has been an amazing year and a big thank you too all.

Rick also commented that it has been a great and successful year.

Mike said there has been more excitement surrounding the Higher Ed and the continuation of progress has been really refreshing.

Matt asked everyone to make sure they enjoy the summer and spend time with family. Matt also wanted to mention again how pleased he was with the welding project that was presented at this meeting.

**Next Board Meeting Date**

The next meeting is scheduled for Thursday, June 23, 2022. This meeting will be at 4:00 p.m.

**Adjournment**

Mike Mann made the motion to adjourn. The motion was seconded by Rick Greene and passed.

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Matt Feldmann, Chairperson

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Rick Greene, Clerk

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Karen Webster, Executive Assistant