

# **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 February 24, 2022, at 4:00 p.m. in Rawlins, Wyoming.

### **Roll Call**

Board members present: Mike Mann, Pam Thayer, and via ZOOM: Matt Feldmann.

Others present: Jennifer Moore, Karen Webster, Shelly Collier, Janet Garcia, Cory Hudson, and via ZOOM: Joan Evans, Ryanne Mikesell, and Christy Stocks.

### **Agenda**

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

### **Public Comments, Presentations & Reports**

- A. CCHEC Strategic Plan Update by Joan Evans: Joan went over the draft with the board addressing questions and comments throughout. A copy of the draft will be added as part of the minutes. The core strategic planning team which consists of: Jennifer Moore, Janet Garcia, Shelly Collier, Ryanne Mikesell, Christy Stocks, and Karen Webster, each commented on the process as a positive experience and expressed that the plan will help CCHEC move forward with a much-needed roadmap for the next three to five years. Special thanks were also given to Jennifer Moore and Joan Evans for their leadership in this valuable endeavor.

### **Consent Agenda**

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

### **Action Items**

None

### **Executive Session**

None

### **Discussion Items**

- A. Creation of an Industry Lead Advisory Committee for the Trades: Jennifer reminded the board that this is a continuation from our December board meeting. The board asked for a more formal proposal, which was included in the board meeting documents. Jennifer started with a little bit of history. CCHEC formerly had an industry led advisory committee several years ago and some of our policies imply that we have always had one. Staff felt that it was beneficial for the individual programs and CCHEC as a whole. The proposal outlines the purpose, benefits, and possible composition of the advisory committee. Pulling directly from our draft Strategic Planning document, CCHEC's strategic initiatives include a focus on continuous improvement and on maintaining relevant programming and relevance to the community so this falls right in line with that. Additionally, in many of the stakeholder interviews and in the visioning session, being a hub in the community was discussed. Ultimately this is not a committee that reports directly to anyone, meaning the director or the board, or a committee that would make recommendations that would take board action. Our policies indicate that the director acts as a liaison between the advisory committee and this board. This is an opportunity for CCHEC and the movers and the shakers from our community to connect, network, share ideas, connect people with jobs, and funnel people to CCHEC to help them learn skills, meet their educational goals, and help to ensure that we are responsive to the needs of industry. Jennifer asked the board if they had any questions or concerns.

Pam asked since the groups are already listed, how would it work if a new industry occurred or if there would need to be a change? Jennifer replied that this proposal is a place to start and aligns with the programs we are currently offering. The list of invitees can be adjusted as needed.

Matt is concerned with large number of people invited that the meeting might be hard to keep on track and be productive. Jennifer replied that she envisions an experienced facilitator running the meetings and having an agenda to follow. Jennifer plans to have a couple of meetings a year and adjusting as needed.

### **Directors Report**

Jennifer updated the board on high school industry certifications for the Fall 2021 semester. Fourteen welding students completed their OSHA Manufacturing Certification, three woods students completed their OSH Construction Certification, two auto students completed their Automotive Excellence (ASE) Engines Certification. Eleven students completed their Healthcare Provider CPR, and two students passed their C.N.A certification. Students are working on projects all the time, but welding finished one of their large projects for the semester. The students welded together a very large bin for the City of Rawlins Recycle Center. Additionally, the woodworking students are busy creating many take home projects, but they are also beginning a few projects that can be auctioned off, like the dog house that is in the hallway.

The 2022 Leadership Carbon County kicked off last month with a dinner and guest speaker. CCHEC also hosted Education Day earlier this month for LCC. Jennifer took the group to tour most of the schools in Rawlins and zoomed with Dr. Copeland, District #2's Superintendent and Dr. Kim Dale from Western. CCHEC has had several staff members go through the program over the years. This year Shelly Collier is participating, so congratulations to her.

Jennifer finished her report by announcing that CCHEC was one of the nominations for Nonprofit of the Year in the Rawlins Chamber Annual Awards. The last time we were nominated was in 2015 or 2016, so it's an honor to be considered this year.

### **Staff Reports**

Shelly reported on the 2021 deferred mineral advalorem payments for a total of \$160,000.00. Taxpayers will pay 8% of the 2021 deferred and all the 2022 deferred taxes in December beginning in 2023 and ending in 2035 (13 years at 0% interest). CCHEC should receive taxes for January 2022 production in May of 2022, four-month lag instead of 18 months. Total estimates for May and June tax payments based on 2021 deferred amounts is \$50,800.00. There are cash carry-over concerns because of the 2021 deferred taxes. These figures include cash, reserves, and potential reserves because we have been using all the funds for budgeting the past several years. Cash and reserve carry-over for June 30, 2021, was \$521,278. Current cash and reserve carry-over estimate is \$372, 201.00. The change to monthly advalorem taxes on mineral production and the deferred taxes are going to change our cash flow moving forward. At this time, we will most likely need to use our potential reserves from June 2021. To conclude, Shelly respectfully asked the board to keep the loss in revenue and the changes in cash flow in mind moving forward and recommended to the board to hire an internal permanent director, to maintain the current staff. The staffing plan and job duties can be restructured as we move forward and have more information.

Janet reported on the success of our most recent classes like cupcake decorating for kids, sign painting classes with winter and valentine themes, and the make and take date night plasma cutting class which was a hit. The C.N.A. II class had full enrollment on its last run, very happy with that. Some upcoming classes include Medication Assistant Certified, make and take raised garden bed, and a project prevention lecture with Ashley Mayfield Davis on the juvenile justice system in Rawlins. Janet also thanked Ryanne for her help and advice on creating our own sign painting classes in Rawlins. Lastly, Janet mentioned that we updated our general video with CGI and it has new footage and added a 30 second health sciences video and adult learning center video.

Christy said that Ryanne will be giving this month's board report and that Ryanne has been doing a wonderful job at the LSRV Campus. Ryanne reported that tumbling is wrapping up, the program will be March 10<sup>th</sup>. They will be participating in Carbon County Grow Along with Abby from UW Extension. Some

other upcoming classes include a kids first aid, kids gardening, kids sewing, women's self-defense, and a weapons handling class.

**Board Comments**

Mike Mann said that he is happy to see the strategic process in book form.

Pam is excited about the plan.

Matt appreciates the positive attitude of everyone involved in the planning.

**Next Board Meeting Date**

The next meeting is scheduled for Thursday, March 24, 2022. This meeting will be at 4:00 pm.

**Adjournment**

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

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Matt Feldmann, Chairperson

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Rick Greene, Clerk

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Karen Webster, Executive Assistant