

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 on January 23, 2025, at 4:00 p.m. in Rawlins, Wyoming.

Roll Call

Board members present: Matt Feldmann, Mike Mann, Cheryl Engstrom, Rick Greene, Ozzie Knezovich

Others present: Jennifer Moore, Karen Webster, Shelly Collier, Janet Garcia, Cory Hudson, Krishana Henry, Tavon Lawson, Pam Thomas, and Via Zoom: RYANNE MIKESSELL and ROBERTA CORSON.

Agenda

Rick Greene made the motion to approve the agenda with an amendment to move the executive session to be after board comments but before adjournment. The motion was seconded by Mike Mann and passed.

Public Comments, Presentations & Reports

Cory introduced Tavon Lawson-HiSET Graduate. Cory presented Tavon with his certificate and a voucher for a free 3 credit class at Western Wyoming Community College. Tavon was always early for his appointments and was always prepared for his tests. Tavon had a great attitude and was very motivated all the way through. We wish Tavon all the best and look forward to seeing what he does in the future.

Consent Agenda

- A. Mike Mann made the motion to approve the minutes from December 13, 2024 meeting, Treasurer's Report, and Accounts Payable for January 2025. The motion was seconded by Rick Greene and passed.

Action Items

- A. Mike Mann made the motion to keep the same slate of officers with the exception of adding Cheryl Engstrom as Treasurer. The motion was seconded by Rick Greene and passed. Matt Feldmann as Chairman, Mike Mann as Vice Chairman, Cheryl Engstrom as Treasurer, and Rick Green as Clerk.
- B. Mike Mann made the motion to approve the Bank of Commerce, RNB State Bank, and Wyoming Government Investment Fund be designated as the Board of Cooperative Higher Education Services Depositories of record. The motion was seconded by Rick Greene and passed.
- C. Cheryl Engstrom made the motion to approve that the Rawlins Times, Rock Springs Rocket Miner, and Snake River Press be designated as the Board of Cooperative Higher Education Services newspapers of record for publications of public notices. The motion was seconded by Rick Greene and passed.
- D. Mike Mann made the motion to approve that Megan Goetz of Pence and MacMillian be designated as the Board of Cooperative Higher Education Services attorney of record. The motion was seconded by Rick Greene and passed.

- E. Mike Mann made the motion to approve the creation of a Foundation for the Carbon County Higher Education Center. The motion was seconded by Cheryl Engstrom and passed.

- F. Cheryl Engstrom made the motion to approve the surplus of the 2013 Chevrolet Suburban 4WD 4DR 2500 (VIN 1GNWKMEGXDR265244). The motion was seconded by Rick Greene and passed.

- G. Mike Mann made the motion to authorize the solicitation of bids for a new Chevrolet Tahoe Premier, estimated to cost up to \$78,000, and the trade in of the Chevrolet Suburban 4WD, 4DR 2500. The motion was seconded by Rick Greene and passed.

Discussion

- A. Updating Carbon County Higher Education Center policies: Jennifer asked the board if there were any volunteers to help with the process of updating our policies. Mike Mann volunteered to help.

Directors Report

Jennifer welcomed Ozzie to our board. We are glad that you are here!

It has been a busy start to the Spring semester. Krishana Henry started this month as our new Part-time Community Engagement Assistant. We are excited to have her on board and we have lots of great community education courses coming up. Janet will share more information on those. We had 8 applicants for the evening receptionist position. Interviews took place earlier this week and Tia Lopez will be joining CCHEC starting next week. We are excited to have her on board and I think she will do a great job. The auto instructor position is open with a starting date of Fall 2025.

High school classes are in full swing. We have 43 students working on OSHA-10 and one of them completed it within one week, which is a record. There are several others who are about halfway done as well.

Western classes started last week. This semester, our in-person Western courses are: English 1010, English 1020, Creative Writing, Phlebotomy, and American & Wyoming Government. We will also have a condensed CNA class starting in February if we get enough enrollment.

Leadership Carbon County had their kick-off meeting here this month. Josh Dorrell, from the Wyoming Business Council, was the guest speaker and there were lots of positive comments from the class about the kick-off and excitement for upcoming sessions. CCHEC is one of the organizing agencies for Leadership Carbon County. Next up we have Education Day on Thursday, February 6th, which Jennifer organizes with the assistance of a couple of graduates from last year's class. And then in February, we also have Legislative Day, where the class will get the chance to visit the legislature and hear the governor speak at a luncheon.

Our strategic planning committee has started meeting monthly again and continues to work on our strategic plan goals. Some of the goals we are working on include some of the items discussed at this meeting – creating a foundation and updating policies. Additionally, we have safety training planned with the Rawlins Police Department for next week, which is a refresher on standard response protocol and active shooter. Baggs will zoom in for this training. We also have our yearly blood draw scheduled for February 13th. This is required for anyone with our insurance (and their spouses) and optional for staff members that are not.

Staff Reports

Shelly welcomed Cheryl and Ozzie to the board and looks forward to working with both. Shelly reported that we have received 60% of our estimated Carbon County Tax Income for 2024-2025. We have also received 64% of our estimated Sweetwater Tax Income for 2024-2025.

Janet reported that she is excited to have Krishana join our community engagement team, and she feels like they started the year with fireworks. We held our first Carbon County Conversations event in partnership with Prevention Network. The topic was on Financial Wellness with Amy Canaday. This presentation had 1.4k views. Janet went over community engagement classes that will be coming up. Getting Ahead, Valentine's Day Boxes, Valentine's Day Paint Night, Toddler Paint Morning, Chunky Blanket Class, Intro to Grant Writing, Pediatric CPR, Welding, and a Nutrition class. Janet and Krishana are also working on spring and summer classes.

Cory reported that full semester classes for Western started January 13th. We have 114 high school students taking dual and/or concurrent college classes this semester. Concurrent classes include Welding II, Welding III, Welding IV, Construction I, Construction II, C.N.A., Intro to Supervision, Career Development, Practical ACCT II, and Trigonometry. On-site dual classes include English 1010, 1020, Creative Writing, American and Wyoming Government, and Phlebotomy. We still have one person at the jail working towards their HiSET/GED and three other students working through the process. We will host C.N.A. testing in February.

Ryanne reported that they had 19 students attend their Grant Writing Class. Tumbling is still going on. On the 16th they went to the high school and had a zoom call with Western to help students fill out their FAFSA. Discover Carbon County met last week, and they talked about getting a committee together to brand their area. They are planning the rest of the Life and Times through the winter. Public Health will be there to give vaccines next week. In February they will be doing an eBay class, Healthy Choices class, CPR class, and Stop the Bleed class with Megan O'Toole.

Board Comments

Mike welcomed Ozzie and Cheryl to the board. It's an enjoyable board to be on. Mike asked if there is a way to capture the GED/HiSET graduation numbers to add to the district number reporting. Cory said that each school calls for this information during the year and it is captured that way. Mike believes there will be a repeal of the gun free zone and he would like CCHEC to think about how that will look and feel here and he plans to bring it up at the district meeting as well.

Rick also welcomed Ozzie and Cheryl to the board. Rick seconded that this is an easy and enjoyable board to be on.

Cheryl said thanks for being so welcoming and can see that she will enjoy this board tremendously. She plans to get caught up to speed quickly.

Ozzie thanked everyone for the welcome and said that he looks forward to working with everyone. He also said he believes the gun repeal will happen. He said that our policy updates should include these issues in them.

Matt said that it's a new year and he has a couple of new goals for the higher ed. One thing he would like to look into is bringing back the trades training (building houses), maybe start with a survey to the students. He realizes that budget will also be a barrier. Second thing is to look into a new building for LSRV.

Executive Session

- a. Mike Mann made the motion that the CCBOCHES moves into executive session at 4:47 P.M., for the purpose of considering personnel issues that are confidential by law, and legal matters. The motion was seconded by Rick Greene and passed.
- b. Rick Greene made the motion that the CCBOCHES moves back into open session at 5:00 P.M. The motion was seconded by Cheryl Engstrom and passed.
- c. Mike Mann made the motion to approve minutes from the executive session. The motion was seconded by Cheryl Engstrom and passed.

Next Board Meeting Date

The next meeting is scheduled for Thursday, February 27, 2025 at 4:00 p.m.

Adjournment

Cheryl Engstrom made the motion to adjourn. The motion was seconded by Mike Mann and passed.

Matt Feldmann, Chairperson

Rick Greene, Clerk

Karen Webster, Executive Assistant