

# **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 April 28, 2022, at 4:00 p.m. in Rawlins, Wyoming.

### **Roll Call**

Board members present: Rick Green and Pam Thayer, and via ZOOM: Matt Feldmann, Mike Mann and George Eckman.

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

### **Agenda**

Pam Thayer made the motion to accept the agenda. The motion was seconded by Rick Greene and passed.

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

None

### **Consent Agenda**

Mike Mann made the motion to approve the minutes for March 24, 2022 meeting, Treasurer's Report, and Accounts Payable for April 2022. Matt Feldmann abstained from the consent agenda. The motion was seconded by Rick Greene and passed.

### **Action Items**

- A. Mike Mann made the motion to approve the employment contract for Jennifer Moore for the Executive Director position for the 2022-2023 term. The motion was seconded by Pam Thayer and passed.
- B. Rick Greene made the motion to approve the proposed 2022-2024 Strategic Plan for the Carbon County Higher Education Center. The motion was seconded by Mike Mann and passed.
- C. Mike Mann made the motion to approve the proposed 2022-2023 Holiday Calendar. The motion was seconded by Pam Thayer and passed.

### **Discussion Items**

None

### **Directors Report**

Jennifer thanked the board for the invitation to the BBQ. The staff had a good trip over and at the BBQ. Jennifer talked about the external strategic plan document and explained that it will include highlights of the plan, will be easy to print and it will have a lot of pictures. This document is vibrant and beautiful. This will be the document that is shared with our partners, students, and the public in print and on the website. Jennifer also announced that will be rebranding our logo with the BARK Firm out of Casper. This is the firm that did the rebrand for the Bank of Commerce and Victory High School. After that process is complete, we will print and publish the new strategic plan.

After some discussion it was determined that the board would like to have an open house/meet and greet to introduce Jennifer Moore as the new Executive Director and to showcase the strategic plan and the rebrand of our logo. This will happen in August before school starts.

Shelly and Jennifer have been working on the 2022-2023 budget, using the same estimated tax income from the 2021-2022 year. We have been told that there will be an increase in income this next year, but until we know the amount, we are going to continue to estimate with this year's figures. We will not be adding any additional expenses with the additional income, it will go to cash carry-over and hopefully reserves by the end of 2022-2023. We will present a preliminary budget at the May meeting.

The end of the semester is close to wrapping up. Students are busy finishing many projects. Today three of our welding students participated in Ag Day at the CC Fairgrounds. They presented to over 100 fourth graders about various welding processes, their welding projects, and gave demonstrations. Later today we have two welders going to Western for their annual welding competition, which takes place tomorrow. We are wishing them the best of luck. Tomorrow a small group of us are going to Counselor Day at Western. Ryanne is attending. Krystal Johnston, the Counselor at RHS is joining us. Counselor Day provides a chance for high school counselors to physically see the campus and hear from the department chairs. Hear updates about what is happening at Western, and more information about dual enroll which is the high school program at Western. Jennifer also mentioned that Western is starting a new marketing message for students that is called College Now and it is encouraging high school students to take college classes now. Western sent over a bunch of t-shirts and other nice giveaways to help promote this push. They sent over t-shirts for staff to help promote College Now and it is our plan to pick a day where everyone wears their new T-Shirt.

### **Staff Reports**

Shelly let the board know that in March CCHEC received \$72,050.45 in tax income from 2018-2019. There was an error that occurred which prevented property taxes from being interfaced from the cash receipting software to the accounting software during 2018-2019.

General-\$28,820.61 has been added to WGIF General Potential Reserves on the Cash Sheet ending 3/31/22 for a total of \$114,571.61. These funds come directly to us. Vocational- \$43,229.84 will be added to WGIF Vocational Potential Reserves on the Cash Sheet ending 4/30/2022 for a total of \$174,700.84. These funds come to us through the district. That's why they are being moved in April instead of March. It is the hope to move these funds to actual Cash Reserves by the end of the 2022-2023 fiscal year.

Lasty, Shelly updated the board on Senate File 60. Carbon County Treasurer, Lindsey West informed us that we will see our first monthly tax payment for ad valorem taxes on mineral production in May 2022 instead of June. We will receive 2 monthly payments this fiscal year, then monthly after that.

Janet reported that she is preparing summer community ed offering like gardening classes with instructor Abby Perry from the UW Cooperative extension, and a girl's leadership summer camp. Janet is also preparing to dive into the strategic plan this summer.

Ryanne reported that the kid's first aid class was a hit, they had 11 students attend and parents would like to see if offered again. The Women's Self Defense class went well and more classes like that have been requested by students. Ryanne would like to be able to offer self defense to middle school and high school students during gym class, she is working on that. Ryanne is also coordinating with Abby Perry to offer soil improvement classes. Swimming classes and Camp Peak will be happening soon and there are plans for a community garden.

### **Board Comments**

Mike said that is has been an amazing year, with one month to go. Mike asked that we all keep an eye on each other and keep a pulse on the students.

Pam thanked the Higher Ed for stepping up and hosting Leadership Carbon County on such short notice and also thanked Jennifer and Karen for giving a tour to a City of Rawlins applicant, she really appreciated it. Pam asked if we have information on the lineman program. Jennifer said that all the teachers here and Ryanne have given that information out to students. Jennifer also mentioned that Carlton from WWCC had a booth at the RHS Career Fair and he talked about the new lineman program with students.

Rick thanked all the staff at Higher Ed and said that we make life easier for the board.

George said congratulations on hiring a great Director and having an exceptional strategic plan in place.

Matt said it is an exciting time for CCHEC. Matt thanked the administrative staff for attending the BBQ in Baggs. He didn't get time to visit but really appreciated that we went. He would like to do more of those.

### **Next Board Meeting Date**

The next meeting is scheduled for Thursday, May 26, 2022. This meeting will be at 4:00 p.m.

**Adjournment**

Rick Green made the motion to adjourn. The motion was seconded by Pam Thayer and passed.

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Matt Feldmann, Chairperson

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Rick Greene, Clerk

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Karen Webster, Executive Assistant