

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 June 22, 2023, at 4:00 p.m. in Rawlins, Wyoming.

Roll Call

Board members present: Pam Thayer, Matt Feldmann, Mike Mann, and via ZOOM: Neil Korbelas and Rick Greene

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

Agenda

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

Public Comments, Presentations & Reports

None

Executive Session

None

Consent Agenda

Pam Thayer made the motion to approve the minutes for the May 30, 2023 meeting, Treasurer's Report, and Accounts Payable for June 2023. The motion was seconded by Mike Mann and passed.

Discussion

- A. Possible senior citizen tuition waiver and existing Non-profit tuition waiver: The Non-profit tuition waiver is already a part of our policy. It was last used in 2015-2016. This is a reimbursement policy that requires participants to get a C or better as a final grade to be reimbursed. This policy should be visited annually as part of the budget. It wasn't funded during the lean years. Jennifer thinks it is time to bring this program back starting with the 2023-2024 fiscal year. Jennifer is recommending that we start with \$3,000 for the year. Pam would like to update the policy to add other governmental agencies along with non-profits. Matt asked if the class has to apply to the business they are working in. Jennifer said that it does. Neil said that he likes the idea of being able to visit this annually. Jennifer went over Western's policy for the senior citizen waiver and recommended that we add a policy for this to our policy book and start this program with a cap of \$3,000 also. Both of these items have been added to the proposed budget.

Action Items

- A. Mike Mann made the motion to approve the employment contract for Jennifer Moore for the 2023-2025 term and authorized Chairman Matt Feldmann to sign said employment contract on behalf of CCBOCHES. The motion was seconded by Pam Thayer and passed.
- B. Pam Thayer made the motion to approve the 2023-2024 proposed budget. The motion was seconded by Mike Mann and passed.

Directors Report

Jennifer reported that the school year ended well here at CCHEC, and we were able to spend time with students doing fun activities the last couple of days. While we have some classes and events during the summer, this time is usually spent working more on internal processes. There has been work on the budget, planning for next year, inventory, organization, maintenance, and painting at CCHEC. Jennifer has also been working with the district on updating security that allows us to let people in the front door and we are also having a strobe light system installed in each of the shops to draw student and teacher attention for announcements or if a safety concern arises. The district also brought a consultant around this week for a physical security assessment.

Jennifer added that we may not have to break up vocational tax payments into monthly installments from CCSD#1 if things continue the way they are. Jennifer said that she would visit with Margaret about this also. Jennifer asked if it would be a future goal to have CCHEC pay for all dual classes. Mike and the rest of the board said that they would like to keep things as they are. Mike also thinks the district should still push to have current teachers obtain the education needed to teach college courses.

Lastly, Melissa Slack gave her notice and will be leaving us next week. She will be greatly missed. The Student Services Assistant position is now posted. If you know of anyone who is interested and is great at working with students, please send them this way.

Staff Reports

Shelly reported that Carbon County's assessed valuation is up 20% and Sweetwater is up 39%. It is refreshing to get back to a healthy budget where all items are budgeted for, and we can start putting funds back into reserve accounts and take care of our staff.

Janet let the board know that Barb James finished her summer Medication Assistant class, it had 5 students. Melissa finished her first Safesitter class and the kids had fun. There is another Safesitter class scheduled in Baggs and one more in Rawlins. Mike asked if parents have a way to find these babysitters after they complete the class. Janet said that they are listed on the Safesitter website. Janet is partnering with 4H at the extension office to help them have more entries for the exhibits at the fair using our painting classes.

Ryanne reported that next year the middle school students will help plan and run camp peak with supervision and Ryanne plans to expand and offer camp to middle school aged students. This year for camp peak they had 20 students in the age range of 3-5-year-olds, 17 for the overnight which ranged from 3rd-5th grade and 30 students in the kindergarten -2nd grade. Lastly, Ryanne mentioned that they had 21 people for the blood drive, a nice turnout.

Board Comments

Mike asked about the board painting class. Jennifer said that a possible date is Tuesday, August 22nd for the staff/board BBQ and painting. The board agreed to move the next board meeting date to Tuesday, August 22, 2023.

Neil said balancing the budget and paying bills is important but what we do really changes lives and is an investment in our community.

Pam is happy that we can support our staff with increases, they are much deserved and she really appreciated Neil's comment about community investment and how CCHEC is changing student lives.

Rick said keep up the great work, makes it easy for us. Rick gave a special thanks to Karen for her help whenever it is needed.

Matt appreciates Jennifer and her weekly reports and thanks for all the hard work from everyone.

Next Board Meeting Date

The next meeting is scheduled for Wednesday, July 12, 2023 and Thursday, July 27, 2023. This meeting will be at 4:00 p.m.

Adjournment

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

Matt Feldmann, Chairperson

Rick Greene, Clerk

Karen Webster, Executive Assistant