

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 25, 2024, at 4:00 p.m. in Rawlins, Wyoming.

Roll Call

Board members present: Mike Mann, Matt Feldmann, Rick Greene, Pam Thayer, and Via Zoom: Neil Kourbelas.

Others present: Jennifer Moore, Janet Garcia, Cory Hudson, and Karen Webster.
Via Zoom: Roberta Corson.

Agenda

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

Executive Session

- A. Mike Mann made the that the CCBOCHES moves into executive session at 4:04 P.M., for the purpose of considering personnel issues that are confidential by law, and legal matters. The motion was seconded by Pam Thayer and passed.
- B. Mike Mann made the motion that the CCBOCHES moves back into open session at 4:22 P.M. The motion was seconded by Pam Thayer and passed.
- C. Mike Mann made the motion to approve minutes from the executive session. The motion was seconded by Rick Greene and passed.

Public Comments, Presentations & Reports

- A. Update on Nonprofit/Governmental Agency Tuition Reimbursement and Senior Citizen Tuition Waiver: Cory and Jennifer said this is the first semester that the information has been released and we have had a lot of positive comments. We have not had any takers yet for the Senior Citizen Tuition Waver. The Non-profit/Governmental Agency Tuition Reimbursement program has 6 students that have enrolled in a class. They said they are thankful for this opportunity and would not have taken classes otherwise.

Consent Agenda

- A. Mike Mann made the motion to approve the minutes for the December 14, 2023 meeting, Treasurer's Report, and Accounts Payable for January 2024. The motion was seconded by Rick Greene and passed. Pam Thayer abstained from the vote; she was not at the previous meeting.

Action Items

- A. Mike Mann made the motion to keep the Board Organization the same as it is currently: Chair: Matt Feldmann, Vice Chair: Mike Mann, Treasurer: Pam Thayer, and Clerk: Rick Greene. The motion was seconded by Rick Greene and passed.

- B. Pam Thayer made the motion that 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 for 2024. The motion was seconded by Rick Greene and passed.
- C. Mike Mann made the motion 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 for 2024. The motion was seconded by Pam Thayer and passed.
- D. Pam Thayer made the motion that Megan Goetz of Pence and MacMillian be designated as the Board of Cooperative Higher Education Services attorney of record for 2024. The motion was seconded by Rick Greene and passed.
- E. Mike Mann made the motion that Alexandra Wilkinson, CPA, from Porter, Muirhead, Cornia & Howard be designated as the Board of Cooperative Higher Education Services Auditor of record for 2024. The motion was seconded by Rick Greene and passed.
- F. Pam Thayer made the motion to approve the proposed BOCHES Board Meeting Schedule for 2024. The motion was seconded by Mike Mann and passed.

Discussion

None

Directors Report

Jennifer reported that we have had a great start to the new semester. It's great to have new and returning students back in the building, as well as our evening college classes resuming. Our CTE advanced classes are already at work on various projects. The welders have several fence panels already made for the BLM. Our woods students are working on creating a free little pantry that some residents are hoping to put near the Carbon Building.

Jennifer has been busy working on staff evaluations, and continuing to meet with our strategic plan core committee to continue to work towards the numerous goals we hope to accomplish. RYANNE, Cory, Greg, and Jennifer are also starting the process to get the LSRV Ed Center approved to be a Pearson VUE approved testing site.

Leadership Carbon County has started, and we had a great kick off last week here at CCHEC. Dr. Dale was our keynote speaker and she knocked it out of the park. Education Day is taking place on February 8th and CCHEC is the host organization for that. Jennifer worked with three of last year's Leadership graduates to plan a full day of learning about CCSD#1, CCSD#2, and Western. Jennifer was invited to serve on the selection committee for the new president at Western Wyoming Community College. We have met once so far and will continue to meet over the next few months as the process progresses.

Staff Reports

Janet reported that CPR classes are scheduled for the spring semester. We have also had several requests for private group classes with local organizations. We are now offering a Pediatric CPR class that focuses on infants and children. This is a great class for new moms and dads and for local daycare providers.

We have three paint nights scheduled and are looking forward to starting our new year with Valentine Day signs, Toddler signs and Spring signs. The wooden stove top cover class is taking place next week. Gerald will be teaching the class. Greg will be teaching the Date Night- Make and Take Plasma Cutting class in February. Beginning to Intermediate Welding will start February 29th. Tracy Young will be presenting the Wy We Talk Carbon County Conversations lunch and learn series on February 13th. Another lunch and learn series to look forward to is the Get your Stuff Together class. Learn about DNR Advanced Directives with Barb James, Funeral Planning with Casada Funeral Home, and Will and Estate Planning with Edward Jones.

Cory talked about the Nonprofit /Governmental Organization Tuition Reimbursement Program at CCHEC. We have 6 individuals participating. Two students from the CC Sheriff's Office, one student from LSRV EMS, and three students from Wy Dept of Corrections.

Spring semester started on January 16th. We have 64 dual students registered. Concurrent enrollment is in the process for Welding and Construction. We have approximately 46 local adult students enrolled in Western Classes. The adult students have utilized our services for assistance with ordering books, learning the online Canvas system, help with getting supplies for their classes and more.

Sandy Mink continues to tutor at the Jail, she is currently meeting with two students regularly. They are moving along in the process of taking subtests. One student who comes to campus for their HiSET needs recently passed the Social Studies section. Just coming in and getting started was a challenge for her. She persisted in taking and retaking the Social Studies section of the test and passed. Candie and Cory celebrated this with her.

CNA testing will be held January 24th during the day. We are looking for a new ELL instructor, this class meets twice a week. Candie and Cory are both taking a college class this semester. Cory is taking Presentation and Graphics and Candie is taking Intro to Online Learning.

Roberta reported that January has been going well. This month we offered a few new things. The new Barre Class meets on Wednesday and Friday, and it is full, with students on the wait list. Kids Yoga Class, by kids for kids had 13 students. Pet First Aid class- no enrollment in this one. Some of our other classes being offered include Winter Painting class, Chunky Blanket class, Bit Coin class, Life and Times and Tumbling. February classes that are in the works are: Traveling 101. We have a group of students taking a trip to Greece and Italy next summer. Building a retirement income, Painting Fundamentals. Camp Peak planning is starting. We have been meetings with Middle School and High School students to help with planning. Letter to parents about the changes to swimming lessons will be going out soon.

Board Comments

Pam said it sounds like we have an exciting second semester going on. Pam also thanked CCHEC staff and Jennifer for their help with the LCC kick-off event. Dr. Dale gave a great presentation that was very touching. Pam asked if we had room for monthly veteran meetings on behalf of Cheyenne VA. Jennifer said that we probably do, but to contact Karen to get them scheduled.

Mike likes to hear about all the activities that are going on at CCHEC. It seems not a minute goes by where we aren't busy working for the betterment of the community and the kids. It's awesome!

Matt seconded Mike's comments and said that the meetings are always positive and would like to thank everyone for everything we do. Matt also said thanks for the goodie bag he received tonight. He can wear some CCHEC swag when he goes to nationals.

Rick and Neil didn't have any comments this time.

Next Board Meeting Date

The next meeting is scheduled for Tuesday, February 20, 2024 at 4:00 p.m.

Adjournment

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

Matt Feldmann, Chairperson

Rick Greene, Clerk

Karen Webster, Executive Assistant