

# **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 July 27, 2023, at 4:00 p.m. in Rawlins, Wyoming.

### **Roll Call**

Board members present via ZOOM: Neil Kourbelas, Mike Mann and Matt Feldmann.

Others present: Jennifer Moore, Karen Webster, Cory Hudson, Candie Zumbrennen and via Zoom: Ryanne Mikesell and Roberta Corson.

### **Agenda**

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

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

None

### **Executive Session**

None

### **Consent Agenda**

Niel Kourbelas made the motion to approve the minutes for the June 22, 2023 meeting, Treasurer's Report, and Accounts Payable for July 2023. The motion was seconded by Mike Mann and passed.

### **Discussion**

- A. Public Officer Training: Jennifer let the board know that W.S. §9-1-510 was recently amended. The amendment sets forth training requirements for all "public officers." Public officers include the actual person that handles the finances for a public entity, as well as the "governing body." Typically, the training must be completed within one year of taking office. However, there is a transition provision that provides that persons holding office on July 1, 2023, have until July 1, 2024, to complete the training. Shelly and Jennifer will both complete the training, and the entire board will need to as well, as the governing body.

Currently, the Department of Audit has one training scheduled – it is in Cheyenne or via Zoom on August 23rd from 9 a.m.- 5 p.m. Jennifer will send the link to the board for those that can complete the training that day. Additionally, Jennifer is working with the UW Extension office and the County Attorney on additional trainings that can be offered locally.

- B. Zoom Training: Karen addressed the Zoom connection issues that some board members are having and offered some help. Board members can bring their devices 20 or 30 minutes before the start of a board meeting, and we can make sure those devices can connect with zoom and onboard. Board members can also stop by anytime with their devices to make sure they can connect. Board members can also make an appointment with Greg Garner and he can come to their home or office to make sure they can connect from those locations with their devices. Karen also made a business card size "cheat" sheet that board members can carry in their wallet that has zoom information on it.

## **Action Items**

- A. Mike Mann made the motion to approve the 1<sup>st</sup> reading to adopt the updated policy: Section I-1-C, Nondiscrimination as presented, which will supersede and replace the current policy. The motion was seconded by Neil Kourbelas and passed.
- B. Neil Kourbelas made the motion to approve the 1<sup>st</sup> reading to adopt the updated policy: Section I-1-D Locations as presented, which will supersede and replace the current policy. The motion was seconded by Mike Mann and passed.
- C. Neil Kourbelas made a motion to approve the 1<sup>st</sup> reading to adopt the updated policy: Section I-1-E Smoking as presented, which will supersede and replace the current policy. The motion was seconded by Mike Mann and passed.
- D. Mike Mann made the motion to approve the 1<sup>st</sup> reading to adopt the updated policy; Section II-2-H Board-Director Relationship as presented, which will supersede and replace the current policy. The motion was seconded by Neil Kourbelas and passed.
- E. Neil Kourbelas made the motion to approve the 1<sup>st</sup> reading to adopt the updated policy: Section IV-4-EE Nonprofit Tuition Reimbursement as presented which will supersede and replace the current policy. The motion was seconded by Mike Mann and passed.
- F. Mike Mann made the motion to approve the 1<sup>st</sup> reading to adopt policy: Section IV-4-JJ Senior Citizen Tuition Waiver as presented. The motion was seconded by Neil Kourbelas and passed.

## **Directors Report**

Jennifer welcomed Candie Zumbrennen, our new Student Services Assistant. We are excited to have her join the team.

This summer has been productive at CCHEC, allowing us time to get caught up and plan for Fall. We have been preparing for our booth at the Carbon County Fair, which is next week. We have extra painted signs to sell at our booth, a fun photo prop station, popcorn, and corn hole boards for everyone to enjoy.

As a reminder, our next meeting date has changed to Tuesday, August 22<sup>nd</sup> at 4:00 p.m. We will have our Board/Staff BBQ immediately afterwards, as well as sign painting. All signs have been ordered and should be in soon. At the start of our next meeting, we will have a CCHEC Years of Service presentation.

## **Staff Reports**

Jennifer reported on behalf of Janet: We finished our second Safe Sitter class this month, we also had a toddler paint class, and a kids paint class. We had 4 drivers finish up Drivers Education this week. LSRV staff will be joining us at our fair booth on Thursday. We will have a Self-Defense and Conceal & Carry class with the sheriff on August 19<sup>th</sup>.

Cory welcomed Candie, she is doing a fabulous job. Currently, we have 4 high school students and 16 adult students taking summer classes. Preparations for fall are underway, there will be a mandatory dual student/parent meeting on August 8<sup>th</sup> at 6:00 p.m. Prior to this we are offering a "Jumpstart" time for dual and adult students to assist them in getting ready for fall Western classes.

We currently have 6 students from the jail studying with our tutor to prepare for the their High School Equivalency Exams.

We have completed all the paperwork and have been approved as a testing center for the new C.N.A. testing vendor. There are still some things we are waiting on, but the process is almost complete.

Ryanne let the board know that they had 86 kids for swimming class and 4 for Safe Sitter. They had 9 people for Assist Training for suicide prevention. Abby Perry with the UW Extension office is offering a barn quilt class to help students prepare for entries at the fair. LSRV is preparing for an AARP driving course and fall painting classes.

Matt asked Ryanne how swim lesson planning for next year is going. Ryanne said there is an issue with the buses for swimming and camp peak. Ryanne said she would talk to Nord Kirking to see if they can use some of those funds to help cover bus expenses. Ryanne said that she will also be meeting the Rawlins High School pool staff to talk about logistics of having swim classes in Rawlins next year for LSRV students.

### **Board Comments**

Mike wants CCHC to think about doing a combined float with CCSD#1 for the Homecoming parade. Jennifer said we could do that.

Neil said “hats off” to Carbon County Higher Ed for giving back to the community with our Western tuition waivers.

Matt welcomed Candie to the team. Matt said that he would like Bill do a review of our polices and the other board members agreed. Jennifer has reached out to Bill to do that, but he was busy this week and she will catch up with him next week.

### **Next Board Meeting Date**

The next meeting is scheduled for Tuesday, August 22, 2023 at 4:00 p.m. with BBQ and sign painting to follow.

### **Adjournment**

Neil Kourbelas 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