

# **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 October 26, 2023, at 4:00 p.m. in Rawlins, Wyoming.

### **Roll Call**

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

Absent: Neil Kourbelas

Others present: Jennifer Moore, Shelly Collier, Karen Webster, Janet Garcia, Cory Hudson, Julie Packard, Greg Garner, Gerald Snodgrass, and Jayden Martinez

Via Zoom: Ryanne Mikesell and Roberta Corson.

### **Agenda**

Mike Mann made the motion to approve the agenda. The motion was seconded by Rick Greene and passed.

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

Jayden Martinez and Maddox Thompson demonstrated their skills as they designed the trophy for the Cake Wars. They had 3 weeks from start to finish to come up with the concept and create a finished trophy. Their teachers stepped back and let them take the lead with this project. They did a great job. Janet presented a slide show with some highlights of the project.

### **Executive Session**

- A. Pam Thayer made a motion that the CCBOCHES moves into executive session at 4:13P.M., for the purpose of discussing matters that are considered confidential by law, and legal matters. The motion was seconded by Mike Mann and passed.
- B. Pam Thayer made a motion that the CCBOCHES moves back into open session at 4:26 P.M. The motion was seconded by Mike Mann and passed.
- C. Mike Mann made a motion to approve the minutes from the executive session. The motion was seconded by Rick Greene and passed.

### **Consent Agenda**

Pam Thayer made the motion to approve the minutes for the September 28, 2023 meeting, Treasurer's Report, and Accounts Payable for October 2023. The motion was seconded by Rick Greene and passed.

### **Discussion**

- A. 2022-2023 CCHEC Year in Review: Jennifer told the board that creating this Year in Review was a big part of our strategic plan and it took a little longer than she had planned to complete it, but in the future it will be quicker. Everyone at CCHEC had a part in its creation and they all did a fantastic job. It will be an invaluable tool moving forward as we look at what we have accomplished, and how to grow and improve in each area and CCHEC as a whole. Jennifer invited staff to share their thoughts on the process.

Shelly said that the Year in Review will be a tool for goal setting, evaluations, budgeting, and programming. Shelly is proud of CCHEC and the work that we do in the community and high schools. It is amazing to see the Year in Review and reflect on all the work that has and is being done to reach our goals in the Strategic Plan. CCHEC is truly filling the educational gaps and enriching the community. Shelly commended Jennier and the entire staff for such a great year, well done.

Janet said that over the past year, the mission of our community engagement has been to enhance the relationships between CCHEC and our local community through engaging programs and collaborations. She believes that we are moving forward with this goal. It has been an honor to be part of such a great organization where we can create a positive impact on our community.

Cory appreciated being part of the process and likes to see where we were and where we are going. It also helps create a sense of accountability. It will be a really helpful tool in setting goals.

Ryanne said it was a good process, it helped here during her first year running things and helping to focus on what they should be doing and being able to see everything they accomplished in the last year.

Pam said the report is excellent and substantiates the growth and future projects, and grants. Looking through the classes and numbers is amazing. She knows what it takes to put something like this together. Congratulations to everyone, she is very proud to be part of it and it really shows the quality of the program. Thank you very much.

Mike said that we need to tell our story or someone else will make it up for us. This is a chapter in our story. It is a living document. This is going to change and move. Its following up on the strategic plan. And it is irrefutable, it's all here and its factual, not made-up data, it's great.

Matt said as a board member they are removed from the day-to-day happenings and it's nice to have something like this to reference. It's an awesome document.

### **Action Items**

None

### **Directors Report**

Jennifer reported that October has been a very exciting and busy month for CCHEC. Mark took 5 welders to LCCC Steel Days welding competition. Ryder Lucero won a \$500 scholarship and was awarded 5<sup>th</sup> place. Earlier in the month the welders prepared the R for lighting at homecoming. Mass Grading donated \$400 to our Auto program for changing the oil in a few of their vehicles. Auto students also participated in the homecoming parade with a Beach Barbie theme. Gerald and the woods students were heavily involved in lasering items for the Carbon County Economic Development fundraiser earlier this month. CCHEC printed posters for the event that CCEDC paid for, but then they also donated \$700 to the woods program. Gerald attended the fundraiser as a representative of CCHEC. Gerald and his students were also featured

in The Rawlins Times for their work in the community. Barb and her students did some job shadowing at various clinics in town. This week they visited the mortuary, the coroner's office, and the senior center. Additionally, all her high school students completed their CPR certifications.

Dr. Dale was at CCHEC yesterday for her listening session. We had a meeting with CCSD#1 and then a meeting with the public. There was only one member of the public that attended the listening session, but it went very well.

There has been a lot of professional development going on this month. Cory, Candie, Ryanne, and Roberta attended Outreach In-Service over at Western. JT attended a PLC conference in Cheyenne with some of the CTE teachers at RHS. Cory was out most of this week at the National Alliance of Concurrent Enrollment Partnerships conference in St. Louis, Missouri.

Ryanne and Jennifer submitted a grant to the Rec Board for equipment to possibly start a barre class in Baggs. Ryane will speak in front of the Rec Board next month to discuss the project. Ryanne has also applied to participate in the 2024 Class for Leadership Carbon County.

The Prevention Coalition is in need of a new fiscal agent starting July of 2024. There have been a couple of meetings to discuss this. CCHEC was the fiscal agent several years ago and has been brought up as a potential fiscal agent. Jennifer will keep the board in the loop as discussions progress.

Attendance at community education classes in Rawlins has been phenomenal. We have had to cancel one class this month, but otherwise all classes have run and have been very successful.

We are working on preparing for the Festival of Trees, which is a huge event here in Rawlins. We do this in partnership with Boys and Girls Club of Carbon County. Trees can be viewed and bid on during the first week in December and the auction concludes on Saturday, December 9<sup>th</sup>, with a fun day filled with photos with the Grinch, kids' activities, and food trucks here at CCHEC.

### **Staff Reports**

Shelly reported that we have received 7% of estimated taxed from Carbon County compared to 18% last year. We have received 18% from Sweetwater County compared to 41% last year.

Janet reported that October has been a great month. Barb taught CNA II earlier this month, we had 3 students attend the class. We hosted two paint classes, one that was open to the public and one that was a private for RHS teachers. The Historical Cemetery tours had a great turnout. The Museum did a great job with their research, and at putting together a script. Janet looks forward to doing more collaborations with them. We had a great turnout for the Self Defense and Conceal Carry class and Janet is working on future collaborations with Alex Bakken, more details to come. CCHEC will participate in the Downtown Trick or Treat on Halloween. Upcoming classes include Women's Self Defense on November 9<sup>th</sup> with SRO Amber Yardley, this is open to Middle School and High School students. A Beginner Festive Pumpkin Crochet class also on November 9<sup>th</sup> with Hannah Randolph and a Stove Top Cover class with Gerald Snodgrass on November 16<sup>th</sup>. Two Christmas paint nights are sold out and scheduled for November 30<sup>th</sup> and

December 6<sup>th</sup>. Festival of Trees will take place November 27<sup>th</sup> through December 1<sup>st</sup>. The silent auction and visit from the Grinch will be December 9<sup>th</sup> from 10am-1pm.

Cory reported that we are just past midterm. Most students are doing well. Spring registration begins November 8<sup>th</sup>. Cory is advising high school students and adults for the upcoming spring semester. We still have four students at the jail that are working towards their high school equivalency. Cory went to Ms. Eggleston's College Writing class at RHS to deliver the English placement exam to her students. We hosted CNA testing on October 19<sup>th</sup> during the day. Ten individuals were tested. Congratulations to Candie, she took her annual Pearsonvue administration certification exam and passed. Cory also passed her exam. Candie and Cory attended Western Inservice on October 2<sup>nd</sup>. Cory also attended the National Alliance of Concurrent Enrollment Partnerships conference in St. Louis earlier this week.

Ryanne reported that they have their canvas pumpkin painting class at the Cowboy coming up and a Quilting class. They participated in the Fall Festival and made \$125 which covered costs. They have their pumpkin party coming up and the party for moms on Saturday. They also have their cricut class coming up and she let the board know that they cancelled the investing class due to low enrollment.

### **Board Comments**

Mike asked that everyone keep the folks in Maine in our thoughts.

Rick hopes everyone has a good holiday.

Pam said thanks to everyone for all your hard work. She also said that she will not be able to attend the November meeting.

Matt has surgery on November 20<sup>th</sup> but said he thinks he will be able to call in. He also mentioned that he sees the signs that are painted at higher ed hanging on doors in the community.

### **Next Board Meeting Date**

The next meeting is scheduled for Monday, November 20, 2023 at 4:00 p.m.

### **Adjournment**

Mike Mann made the motion to adjourn. The motion was seconded by Rick Greene and passed.

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Matt Feldmann, Chairperson

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Rick Greene, Clerk

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Karen Webster, Executive Assistant