



CARBON COUNTY
HIGHER EDUCATION CENTER
2022-2023 Year in Review

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A Note from the Director

The fiscal year 2022-2023 found CCHEC very successful in both Rawlins and LSRV. A total of 5 positions were hired. CCHEC is now fully staffed. There has been a significant improvement in the culture, communication, and collaboration in both buildings, as well as between the Rawlins and LSRV Campus.

The core team from the strategic planning process continues to meet monthly progress through our 2022-2024 strategic plan goals. The four CCHEC Strategic Priorities are 1. Cultivating Student Success, 2. Engage, Grow, and Adapt, 3. Focus on Operational Excellence, and 4. Utilize Data to Guide Decisions and Provide Relevant Programming. Creating a Year in Review meets a very large goal identified in the strategic plan. The time taken to create this document has been extensive, but well worth the insight it has given. Student numbers are now collected in a more accurate manner and staff members across all areas can now better evaluate their areas and programs moving forward and consider how each area is achieving the CCHEC vision of empowering our students and community through education, opportunity, and collaboration and how each area fits into our strategic priorities. As the director, it has given me a more solid foundation to share what CCHEC is really doing in our communities.

Additional progress on our strategic plan in the 2022-2023 Fiscal Year:

- Increased Community Partnership in both locations.
- Comprehensive Advising for all students. Cory has undergone training with Western and we continue to meet with CCSD#1 regarding advising. Ryanne has also undergone training with Western.
- CCHEC collaborated with the CCSD#1 CTE Coordinator to create pathways for high school students.
- Recognize student achievement – Meeting our goal of doing this at least monthly if not more and in LSRV they are posting more photos following their courses.
- Being Present in the community – There are increased numbers of events held at both locations.
 - Fall open House, Festival of Trees, various community/agency meetings and trainings. LSRV participated in the Fall Festival and Christmas parade.
- Regularly connecting with Western and CCSD#1
 - Monthly meeting with Western & collaborated for a Meet and Greet with Western at local coffee shop.
 - Monthly meetings with Superintendent Hamel, Weekly meetings with RHS Admin, Fall meeting with LSRV Admin.
- Promote employee wellbeing and a positive work culture.
 - Recognizing CCHEC employee years of service yearly in August BBQ with board.
 - Social Media Posts and reports to the board regarding employee accomplishments.
 - Promoting opportunity for teambuilding at least twice per year – Rawlins – pumpkin carving contest with staff and students, Christmas scavenger hunt, breakfast bar, hot cocoa bar, leading up to Christmas. Also joined RHS for teambuilding at the start of the school year. LSRV did a pumpkin painting contest.
- Create formal evaluation instruments for administrative and instructional staff.
 - Instruments have been created with staff involvement and input, both were based off CCSD#1 with changes that reflect CCHEC's focus and goals. This process included offering any staff member to join a committee and sent out various updates for feedback from the entire staff before the instruments were finalized.
- Creating awareness regarding CCHEC funding model and budget process.
 - Yearly staff trainings/meetings are held on budget preparations.
- Leverage partner resources to develop relevant training content.

- We utilized RPD & County Emergency Manager for safety training for staff. At the start of the year, we did a hands-on active shooter training with staff and a building specific training. LSRV joined for the two-hour presentation. In March, they did a drug impairment for educators training for Rawlins and LSRV.
- Provide an improved user experience for community education enrollment.
 - Rawlins and LSRV staff completed five two-hour training sessions with our current community education enrollment provider.
- Seek Community Feedback
 - A portal has been created on the CCHEC website for electronic feedback.
 - Both Rawlins and LSRV have a comment card box.

Goals Moving into 2023-2024

- Continue our work regarding safety for students and staff.
 - I serve on the CCSD#1 safety committee. Internally, Greg and Karen work with me on safety for CCHEC, as well as Ryanne pertaining to LSRV, to discuss and continue to address safety recommendations. Security cameras have been installed at CCHEC in Rawlins, thanks to CCSD#1. Staff has undergone safety training this year. Other steps that we are working on include smaller signs on the windows of the building that would direct law enforcement to which space is which and covering inside windows with privacy film.
- Creating a salary schedule for admin and teachers that reflects education incentives.
- Continue to address CCHEC funding and work towards stabilization. Work on this has included building cash carry-over, reserves, and dual-enrollment reserves.
- Ensuring that all CTE courses have their own syllabus, not just Western's, as there are students that take the classes for college credit and some that do not. Work has started on this.
- Collaborate with CCSD#1 to formalize agreements on which college classes will count for which core classes. Work has already started on this.
- Ensuring that all curriculum is aligned to Western Wyoming Community College and/or industry standards and certifications, and/or Wyoming Department of Education standards and/or local industry workforce needs.
- Collaborate with CCSD#1 to formalize procedures for our CTE classes in terms of standards, student grading, enrollment, student supervision, discipline, competencies and time requirements. (This language is in our MOU.)
- Collaborate with Western to ensure that our CTE instructors are receiving communication and feedback from their counterparts at Western.
- Implement our Advisory Committee for the trades.
- Continue to provide the Year in Review.
- Update CCHEC policies and procedures.
- Work with LSRV on improving their facility.
- Create a plan to replace CCHEC's three vehicles.

Overall, it has been a wonderful year at CCHEC. I am proud of the work that our staff members do day in and day out, the work that our students have accomplished, and our contribution to the community.

Jennifer Moore,
CCHEC Executive Director

Student Services

Cory Hudson, Student Services Specialist, Test Center Administrator

Melissa Slack, Student Services Assistant

Student Services Mission

The mission of Student Services is to provide quality educational opportunities to high school and adult learners. Through the assistance of the Student Services department, students are equipped to achieve their educational, career, and personal goals.

The Goals of Student Services

- Offer quality educational opportunities to help students reach their goals through classes, tutoring, and/or online educational programs.
- Collaborate with various local schools, businesses, and agencies to provide education or testing services.
- Offer language learning classes for adults seeking to learn new skills or improve their existing skills.
- Organize and offer Citizenship classes for adults interested in becoming citizens.
- Coordinate test proctoring services for students under various testing platforms and add testing platforms as needed.
- Seek out, hire, and train instructors and tutors.
- Celebrate student success!

Highlights

- Student Services Assistant hired: Melissa Slack
- Staff attended WWCC in-service in October to receive training on assisting students with WWCC classes.
- Previous ELL instructor, Seth Dishman took over after the departure of previous instructor and classes are going well.
- Carbon County Jail HiSET/GED instructor, Sandy Mink, continues to build our program at the jail. Student numbers have been growing!
- A 2023 high school equivalency earner was able to participate in the graduation ceremony at Victory High school. She was excited to celebrate and share her success with her family. Thank you to the board for your help in making this happen for her!
- 2022/2023 Adult WWCC graduates # & programs: 6 adults graduated in programs including AA. MULTIDISCIPLINARY STUDIES, ADN. NURSING, AA. ELEMENTARY & EARLY CHILDHOOD EDUCATION, DIGITAL DESIGN TECHNOLOGIES CERTIFICATE, WEBSITE DEVELOPMENT CERTIFICATE, AAS. BUSINESS MANAGEMENT
- 2022/2023 Dual High School student graduates # and programs: 1 student graduated with a WEBSITE DEVELOPMENT CERTIFICATE

Professional Development

- Cory and Melissa attended Student Advising Training at Western in Rock Springs.
- Cory and Melissa completed PearsonVue and HiSET Test Administration Training and Certification.
- Cory and Melissa completed PRAXIS Test Administration Training and Certification.
- Cory completed ACT and SAT Test Administration and Certification.

I am proud to be a part of Carbon County Higher Education Center and the positive impact it makes in our community. I'm excited to see how CCHCC will continue to grow and extend our reach!

**WWCC Dual, Concurrent, and Adult Students
(July 2022 – June 2023)**

	SU22	FA22	SP23	SU23
Dual Students only	3	56	75	5
Concurrent Students only	0	17	11	0
Dual/Concurrent Students	0	12	0	0
LSRVHS Students	0	10	6	0
Total Students	3	95	92	5
Dual Courses	3	105	110	5
Concurrent Courses	0	30	11	0
LSRVHS Courses	0	10	7	0
Total Courses	3	145	128	5
Dual Credits Attempted	11	322	350	16
Concurrent Credits Attempted	0	56	35	0
LSRVHS Credits Attempted	0	31	21	0
Total Credits Attempted	11	409	406	16
Dual Credits Earned	11	283	310	13
Concurrent Credits Earned	0	54	29	0
LSRVHS Credits Earned	0	28	18	0
Total Credits Earned	11	365	357	13
Adult Students	19	45	45	15
Adult Courses	34	118	115	21
Adult Credits Earned	61	293	294	TBD
Dual Graduates	0	N/A	1	0
Adult Graduates	0	N/A	6	1

**WWCC Local Student Programs
(July 2022 – June 2023)**

PROGRAMS	
AS.HEALTH SCIENCE	28
AA.PSYCHOLOGY	10
AAS.BUSINESS MANAGEMENT	8
AA.CRIMINAL JUSTICE	7
AA.ELEMENTARY & EARLY CHILDHOOD EDUCATION	6
NONDEGREE SEEKING	5
ACCOUNTING CERTIFICATE	3
SUPERVISION & LEADERSHIP CERTIFICATE	3
AA.ART FOUNDATION	2
AA.SOCIAL WORK	2
AS. NATURAL SCIENCES	2
WEB SITE DEVELOPMENT CERTIFICATE	2
FITNESS LEADERSHIP	1
AA.SOCIAL SCIENCE	1
COMPUTER SCIENCE ENDORSEMENT CERTIFICATE	1
AAS.BUSINESS INFORMATION SYSTEMS	1

**HiSET/GED
(July 2022 – June 2023)**

HiSET/GED tutoring:	15
HiSET/GED tutoring - jail:	20
HiSET testers (non-jail):	16
HiSET testers (jail):	10
HiSET testers (non-jail) - HSEC certificate earned	10
HiSET testers (jail) - HSEC certificate earned	2
GED testers (no HSEC earned):	0
GED testers: (HSEC certificate earned)	0
ELL students (approximate):	25
SSL students:	0
Citizenship students:	0
General tutoring (non HiSET/GED) (approximate):	5

**Test Proctoring Numbers
(July 2022 – June 2023)**

Pearsonvue:	70
PRAXIS:	30
WWCC:	11
College Placement Exams:	35
Other colleges:	12
ACT:	50
SAT:	12
WorkKeys:	88
Comprehensive Predictor (ATI):	3
TEAS (ATI):	4
HiSET:	26
CNA:	64
Total Tests Proctored:	405

**ELL, Citizenship, SSL Numbers
(July 2022 – June 2023)**

ELL students (approximate):	25
SSL students:	0
Citizenship students:	0
General tutoring (non HiSET/GED) (approximate):	5
General tutoring (non HiSET/GED) (approximate):	5

Welding Trades

Mark Flaherty, Welding Instructor

Greg Garner, CNC Plasma Cutting Student & Community Projects

Welding Program Mission

The mission of the Weld School is to provide quality welding educational opportunities to high school and adult learners to help students become better equipped to achieve their educational, career, and personal goals.

The Goals of the Welding Program

- Instruct students on various processes of welding.
- Instruct students on how to use various welding machines in the weld school safely including the CNC Plasma Cutter, the Iron worker.
- To ensure advanced students are prepared to pass an industry weld test.
- To help students become career and college ready.
- To encourage creativity and entrepreneurial spirit.
- To gain enough interest to run an adult evening class.
- Celebrate student success!

Highlights

- OSHA is now being offered as part of the Welding III courses.
- All Welding I students now have the experience of learning the CNC plasma cutter and by individually working with Greg Garner to cut out a steamboat that they then grind and paint.
- 26 students earned their OSHA-10 Certification this year. Certifications are paid for by the WDE and CCHEC.

Community & Student Projects:

- Auctioned a student-built bench created several years ago in CCHEC auction.
- Built a table as a combined project with woods students. The table was auctioned at the CCHEC auction.
- Students build 40- 20ft. fence panels for the BLM Saratoga Wildlife Guzzler Project. Students participated in two fence installations (one in the fall and one in the spring). Students were also able to visit the Saratoga Fish Hatchery after the installations.
- Arranged and prepared the R for the Burning of the R at RHS' Homecoming game.
- Greg helped students cut out a metal grinch tree, which was grinded, painted, and auctioned at Festival of Trees.
- Helped create various yard exercise equipment for the Wyoming State Prison's new dog training program.
- Boys and Girls Club greenhouse – combined project with Woods/Construction programs
- With Greg, students cut out and grinded 80 tee markers for Rochelle Ranch Golf Course.
- Greg helped students cut out a metal animal landscape for HF Refining Company, framed by woods students.
- Greg also helped students with a donated metal animal landscape cutout (framed by woods students) to raise money for the Tyler Harris Memorial Scholarship Fund

Trips or Competitions

- Took 7 students to Western's Manufacturing Day where they spoke directly to potential employers and toured the Western campus.

- Took 7 students to the LCCC Welding Competition in the fall.
- BLM Fence Installation in the fall and the spring for the Saratoga Wildlife Guzzler Project.
- Took 3 students to the Western Welding Competition.

Industry Speakers/Presenters:

- LCCC Welding Instructors provided a hands-on demo and allowed students to practice welding using the their new welding truck.
- Western Powerline Technician Program
- Wyoming Department of Transportation presented to students about job opportunities.

Job Shadowing Opportunities:

Job Shadow students helped tremendously with community projects and shadowed the instructor.

Instructor Professional Development:

- Applied for & received a grant from the WDE to attend FabTech in Atlanta, Georgia for Fall of 2022.
- Participated in PD with CCSD#1 throughout the school year.
- Online Construction Management Class with the University of Wyoming.
- Participated in the 40 hour Reading Comprehension Class with CCSD#1. The goal of this class was to increase reading in the classroom and thus improve reading comprehension for students.

Grants:

- WDE PD Grant (\$1622.13) for attendance to FabTech
- HF Sinclair Refining Company Grant (applied for by BLM for BLM fencing project)
- Perkins Equipment and Supplies: Consumable metal in the amount of \$2859.32.

RHS & VHS High School Welding Students

	FA22	College Credit	SP23	College Credit
Welding I	30	7	10	0
Welding II	10	0	33	5
Welding III	12	0	7	0
Welding IV	4	1	7	0
Welding Fab	8	N/A	11	N/A
Career Explor.	2	N/A	3	N/A
Total Students	66	8	71	5

Additional Course Offerings:

A spring Beginner & Intermediate evening welding course was offered but cancelled due to low enrollment.

Automotive Trades

JT Johnston, Automotive Instructor

Automotive Program Mission

The mission of the Automotive Program is to provide quality automotive educational opportunities to high school and adult learners to help students become better equipped to achieve their educational, career, and personal goals.

The Goals of Automotive Program

- Instruct students on automotive technology.
- Instruct students on how to use various automotive tools in a safe manner.
- Help students to become career ready.
- Encourage creativity and entrepreneurial spirit.
- Celebrate student success!

Highlights

- JT Johnston was hired as the full-time automotive instructor in September 2022 after subbing in August/early September 2022.
- 5 students earned ASE Certifications this year. Certifications are paid for by the WDE and CCHEC.

Community & Student Projects

- Ruffled a donated car that was repaired by automotive students.
- Assisted with the Rudolph Christmas community event setup and teardown.
- Spent part of a day volunteering at St. Vincent de Paul prior to Christmas.
- Transported the Boys and Girls Club greenhouse after construction. This was a combined project with the Welding and Woods/Construction Programs.
- Participated in the first Carbon County Jeep Go Topless Day.
- Participated in the first WyoTech signing day at RHS for automotive students.

Student Trips or Competitions:

- Spring field trip to WyoTech
- Spring field trip to the Wyoming Contractor's Association Training Center.

Industry Speakers/Presenters:

- WyoTech
- Western Powerline Technician Program
- Wyoming Department of Transportation presented to students about job opportunities.

Job Shadowing Opportunities:

Assisted the instructor and learned how to teach others their craft.

Instructor Professional Development:

- Participated in PD with CCSD#1 through the school year.

Grants

- Perkins equipment and supplies \$2,935.48 for various smaller auto equipment.

RHS & VHS High School Auto Students

	FA22	College Credit	SP23	College Credit
Auto Basics	30	N/A	29	N/A
Electrical/Electronic Systems	7	N/A	N/A	N/A
Engine Repair (block class)	10	N/A	13	N/A
Drivetrain and Transmissions	9	N/A	15	N/A
Brakes & Steering/Suspension	0	N/A	16	N/A
Engine Performance (not offered in 22-23)	N/A	N/A	N/A	N/A
Career Explor.	0	N/A	3	N/A
Total Students	56	N/A	76	N/A

Additional Course Offerings:

Began teaching the driving portion of the summer Driver Education Course. (The classroom portion is provided online.)

Woodworking and Construction Trades

Gerald Snodgrass, Woodworking Instructor

Woodworking & Construction Program Mission

The mission of the Woodworking and Construction Programs are to provide quality woodworking and construction educational opportunities to high school and adult learners to help students become better equipped to achieve their educational, career, and personal goals.

The Goals of the Woodworking & Construction Programs

- Instruct students on the processes of woodworking and construction.
- Instruct students on ways to utilize newer machines in the shop, such as the wood lathe and laser engraver.
- Instruct students on how to use various saws and equipment in a safe manner.
- Help students to become career and college ready.
- Encourage creativity and entrepreneurial spirit.
- Continue to offer successful adult evening courses.
- Celebrate student success!

Highlights

- OSHA-10 Construction is now being offered as part of the Woods III and Construction II courses.
- 10 students earned their OSHA-10 Construction Certification this year. Certifications are paid for by the WDE and CCHEC.
- Added two laser engravers to the shop, as well as a wood lathe.

Community & Student Projects:

- Auctioned a table, desk, a dog kennel, and a shed built by current and former Woods & Construction students.
- Laser engraved cutting boards for DDA/Mainstreet's fundraiser.
- Assisted with the Rudolph Christmas community event setup and teardown.
- Helped create various yard exercise equipment for the Wyoming State Prison's new dog training program.
- Boys and Girls Club greenhouse – combined project with Welding Program.
- Framed metal animal cutout for HF Refining Company.
- Framed the donated metal animal cutout to raise money for the Tyeler Harris Memorial Scholarship Fund
- Created trophies for the first Carbon County Jeep Go Topless Day with assistance from Community Engagement Coordinator
- Created trophies for two local top state wrestlers and for the Rawlins basketball tournament.
- Created a sign for the Carbon County Museum to display their hours.
- Used CNC Wood Router to engrave several signs for bird watching trail for BLM.

Student Trips or Competitions

None this year.

Industry Speakers/Presenters:

- Western Powerline Technician Program

- Wyoming Department of Transportation presented to students about job opportunities.

Job Shadowing Opportunities:

Job shadow students are only accepted into the periods where Basic Woods is offered. Their assistance is invaluable to the instructor, as they learn how to teach others their craft.

Instructor Professional Development:

- Applied for and received a grant from the WDE to attend Florida Wood Turning Symposium.
- Participated in PD with CCSD#1 throughout the school year.

Grants:

- WDE PD Grant (\$1504.97) for attendance to the Florida Wood Turning Symposium.
- Perkins Equipment and Supplies: (\$11,963.78) Purchased a Heavy Duty Wood Lathe and various supplies for it, as well as a Radial Arm Saw.

RHS & VHS High School Woods & Construction Students

	FA22	College Credit	SP23	College Credit
Basic Woods	30	N/A	31	N/A
Woods II	5	N/A	14	N/A
Woods III	11	N/A	7	N/A
Adv. Woods	5	N/A	5	N/A
Construction I	7	2	1	1
Construction II	2	0	4	2
Career Explor.	2	N/A	2	N/A
Total Students	62	2	64	3

Additional Course Offerings:

Taught a cutting board class in the fall and an evening ladder shelf class in the spring.

Health Sciences

Barb James, M.S., B.S.N., R.N., Health Sciences Instructor
Melissa Donough, Phlebotomy Adjunct Instructor

Health Sciences Program Mission

The mission of the Health Sciences program is to provide quality educational opportunities in the field of health sciences to high school and adult learners to help students become better equipped to achieve their educational goals, career, and personal goals.

The Goals of Health Sciences Programs

- Instruct students on various aspects of health sciences.
- Encourage students to become interested in the field of health sciences.
- Help high school students to become career and college ready.
- Encourage creativity and entrepreneurial spirit.
- Continue to offer successful adult evening and workforce development courses.
- Celebrate student success!

Highlights

- Six High school CNA students earned their state licensure this year. All 22 high school students earned their CPR certification.
- Phlebotomy students participated in the 2022 Care Fair in partnership with Memorial Hospital of Carbon County.
- Barb James was nominated for 2023 WNA Excellence in Nursing Award.

Community & Student Projects:

- Barb and students volunteered with St. Vincent DePaul during the holidays.
- Barb and students volunteered with the Rudolph event at the Fairgrounds.

Student Trips or Competitions:

- C.N.A. students spend time learning about job opportunities and job shadowing at MHCC, the local vet clinics, Senior Center, Meadowlark Clinic, Project Reach Preschool, Carbon County Coroner's Office, and Carbon County Child Development.

Industry Speakers/Presenters:

- Joe Skinner, CRNA at MHCC, spoke to the high school C.N.A. classes.
- Chuck Grant, CRNA, spoke to the high school C.N.A. classes.
- Sheryl Foland, LCSW, spoke to the high school C.N.A. classes.
- Amy Reiman, RN, Administrator at Rawlins Rehab Nursing Home, spoke to the high school C.N.A. Classes.

Instructor Professional Development:

- Renewal of R.N. for Barb James.
- Barb James Certified as a SANE Forensic Nurse.

RHS & VHS High School C.N.A. Courses (taught during the school day)

	FA22	College Credit	SP23	College Credit
CNA	12	12	10	10
Total Students	12	12	10	10

Additional Course Offering:

CPR classes were provided for the following business/organizations: Boys & Girls Club of Carbon County, Rawlins National Bank, Corizon, Rawlins Police Department, Dr. Stoddard's Office, and Dr. Engstrom's Office.

Western Wyoming Community College Courses:

Class:	Number of Students
Summer CNA	7
Spring 2023 CNA	12
Spring 2023 Phlebotomy	15

Non-Credit Health Science Courses (all taught by Barbra James, M.S., B.S.N., R.N.)

Class:	Number of Students
Medication Assistant- Certified	1
Fall 2022 Certified Nursing Assistant II	0 - <i>Cancelled</i>
Spring 2022 Certified Nursing Assistant II	3
Medication Assistant-Certified	5
CPR - American Heart Association BLS - 7 <i>Classes</i>	41
CPR - American Heart Association Heartsaver - 4 <i>Classes</i>	16
American Heart Association Skills Check Off - 5 <i>Classes</i>	6

Community Engagement

Janet Garcia, Community Engagement Coordinator

Community Engagement Mission

The mission of Community Engagement is to foster mutually beneficial relationships between CCHEC and the local community through various programs, initiatives, and collaborations and to highlight our core purpose, vision, and focus.

Community Engagement Goals

- Increase Awareness: on local programs, offerings, projects, partnerships, and benefits within the local community.
- Engage the community: foster engagement by organizing events, workshops, open houses, collaborative projects, and participating in local fairs.
- Build Relationships: establish strong relationships with local organizations, stakeholders, and community leaders to enhance CCHEC's presence and reputation.
- Promote education opportunities for all ages.
- Provide support to underserved populations with the "Getting Ahead" program.
- Provide community workshops on topics like financial literacy, grant writing, and career development.
- Expand the utilization of social media tools to include trending platforms like TikTok at least 1x per month.
- Promote diversity and inclusion by creating an inclusive environment that celebrates diversity and encourages participation from individuals of all backgrounds.

Highlights

- We celebrated the completion of and started work on the goals from our 3–5-year Strategic Plan.
- Rebranding of CCHEC in July 2022
- Hosted our Rebranding open house in the Fall 2022
- Celebrated staff years of service with the Board of Trustees
- Fall sign class sold 83 signs and brought in 65 individuals into our building.
- The Christmas Sign order sold 133 signs and was our biggest sign event to date.
- Festival of Trees had 20 trees and 4 wreaths that were submitted into the event. The Festival of Trees had great participation in sponsorships from local organizations and from the public.
- The Grinch made a special appearance via helicopter in collaboration with MHCC and Classic Air Medical. We had over 100 individuals attend throughout the day.
- Hosted four specialized paint nights for businesses and organizations in town as a team building event.
- Hosted our very first toddler time paint morning with 16 little artists.

I am honored to be part of such a great organization where we can create a positive impact on the community, empower individuals to reach their full potential, and contribute to individuals' educational goals.

Staff Professional Development

- Janet earned her Certified Program Planning Certification.

Community Education Classes:

We offered 43 community education classes/hosted events, 20 of which were in Health Sciences, 3 of which were for teens or kids, and 5 of which were cancelled due to low enrollment.

Total community members served was 759.

Personal Enrichment

Summer 2022	Number of students
Driver Education Driving Time	3
Carbon County Primary Election Forum	40
City of Rawlins Primary Election Forum	40
Back to School Paint Night	17

Fall 2022	Number of students
Fall/Halloween Paint Night	83
Getting Ahead – <i>12 weekly sessions</i>	8
Make and Take: Rustic Bookshelf	0 - <i>cancelled</i>
Christmas/Winter Paint Night	133
Holiday Cookie Decorating Class	0 - <i>cancelled</i>
Girls Self-Defense	29
Make and Take: Charcuterie Board	5
Festival of Trees	150

Spring 2023	Number of students
Winter Paint Night	30
Getting Ahead	2
Home Sweet Home Paint Night	25
Spring Paint Night	36
Art of Quilling: Learning the Basics	0 - <i>cancelled</i>
Grant Writing 101	15
Toddler: Caterpillar Paint Morning	15
Make and Take: Ladder Shelf	4
Western Paint Night	47

Summer 2023	Number of students
Rattlesnake Avoidance: Informational Workshop	0 - <i>Cancelled</i>
Safe Sitter	5

*Blue indicates teen/kid classes

Non-Credit Health Science

Class:	Number of Students
Medication Assistant- Certified	1
Fall 2022 Certified Nursing Assistant II	0 - <i>Cancelled</i>
Spring 2022 Certified Nursing Assistant II	3
Medication Assistant-Certified	5
CPR - American Heart Association BLS - <i>7 Classes</i>	41
CPR - American Heart Association Heartsaver - <i>4 Classes</i>	16
American Heart Association Skills Check Off - <i>5 Classes</i>	6

CPR classes were provided for the following businesses/organizations: Boys & Girls Club of Carbon County, Rawlins National Bank, Corizon, Rawlins Police Department, Dr. Stoddard's Office, and Dr. Engstrom's Office.

Community Events/Community Interaction

- Participation in the local Community Resource Center.

- Participation/representation in Carbon County Project Prevention.
- Participation on steering committee for Leadership Carbon County.
- Participation on steering committee for Care Fair.
- Representation at the Care Fair.
- Monthly partnership (Facebook Live) with Memorial Hospital of Carbon County.
- Attended MHCC Open House.
- Two Rawlins staff members serving on public boards.
- Provided two election forums in 2022.
- College Now – Jumpstart Rawlins event for Dual Enroll Students
- Carbon County Fair – Booth & Cornhole Boards (flowers?)
- Fall Rebranding Open House at CCHEC in Rawlins and LSRV
- Pumpkin Decorating Contest
- Downtown Trunk or Treat
- Student and Staff Participation in the Rudolph Red-Nosed Christmas Community Event
- Partnership with Carbon County Boys and Girls Club for the Festival of Trees, which was a weeklong event.
- Numerous community projects and partnerships through our trades courses throughout the year including with Sinclair Oil, Bureau of Land Management, Rawlins Rehabilitation and Wellness Center, MHCC, Boys and Girls Club of Carbon County, Rochelle Ranch Golf Course, Carbon County Museum, Rawlins Mainstreet, DDA, and many more.

Website Highlights

The annual Website Report for CCHEC provides a comprehensive overview of the performance, growth, and impact of our organization’s online presence. Over the past year, our marketing efforts have been guided by our strategic goals aimed at increasing brand visibility.

- Our website experienced steady growth in 2022-2023.
- Website sessions were up by 12%.
- 98% of our website visitors are new visitors to our website.
- Our top referrals to our website come from Facebook, followed by Lumens (community education software/site), and then from the Department of Education.

Social Media Highlights

Key highlights include increased engagement, steady follower growth, and some successful marketing campaigns.

CCHEC Facebook:

- Total page likes 2,122.
- Followers 2,403
- Facebook Reach 42,286
- Post Engagement 2.4K
- Conversation Rater 100%
- Facebook Lives 14
- Facebook Live Views 7,668

CCHEC Instagram

- Total Followers 31
- Instagram Reach 917

CCHEC TikTok

- Videos Produced 4
- Views 1,693

Radio Ads

- Registration Ads: 8 WWCC/4 CCHEC
- Special Sponsorship Ads: 8 (Celebrating Agriculture, Education, Back to School, Safety, Etc.)
- CCHEC Events: 4 (Open House, Student Built Projects, Festival of Trees, Grinch and Classic Air)
- Collab Events: 1 (Care Fair)
- Carbon County Fair Ad
- Getting Ahead (Project Prevention)

Newspaper

- Job Openings: 7 (Rawlins & LSRV)
- Fall Open House
- Student Built Projects Auction
- Vocational Community Education class Ads: 4
- Graduation Ads: 2
- Carbon County Fair Ads: 1

Information Technology

Greg Garner, IT Specialist

IT Mission

The mission of IT is to support students and staff to ensure a learning experience that provides students with a competitive advantage and ensures the adequacy of the CCHEC infrastructure in both Rawlins and Baggs.

IT Goals:

- Implement a system for tracking CCHEC equipment, technology, and facilities to determine the adequacy of CCHEC infrastructure.
- Replace and set-up WIFI devices at LSRV to keep wireless infrastructure up to date.
- Install two new Dream Machine Pro's for Baggs and Rawlins.
- Update security firewall system.
- Complete Substitute teacher certification.
- Add a new CNC laser metal cutter to increase precision cutting for student work and community projects.

Highlights

- Added an additional zoom system in Rawlins so that we have a system in each of our three larger classrooms.
- Implemented new computers for the Testing Center.
- Installed security camera system in LSRV.
- Worked with the district on getting HVAC system, including regular monitoring of system.
- Set up two new services with Microsoft Server 2022.
- Replaced Cat 5 wiring in Rawlins and LSRV server racks.
- Assisted with numerous projects in welding and woods, including working with all Welding I students to learn the CNC plasma cutter, and assisted woods students with projects on the CNC router, and various community projects.

Facilities

Karen Webster, Executive Assistant

Facilities Mission

Promote a positive, productive, and safe environment for all. Cultivate a culture of safety, communication, transparency, and trust for CCHEC.

Goals

- Continue to evaluate and improve safety for students and staff by researching best practices, utilizing outside agencies, and providing ongoing training for staff along with scheduled student drills.
- Keep building up to date on all maintenance needs by working closely with maintenance crew and custodial crew.
- Make sure the building remains relevant in the community by providing a clean, safe environment that has current technology needed for meetings and events held in our facility.
- Make sure classrooms and shops remain relevant by evaluating furniture and equipment needs.
- Keep the visual appeal of the building with fresh paint and other updates as needed.

Highlights

- Added CCHEC building maps to all rooms, along with emergency procedures.
- Security system installed in shops, hallways, and strategic locations outside.
- Provided safety training for staff in partnership with Rawlins Police Department, Rawlins Fire, and Emergency Management.
- Applied privacy film to classroom windows, next the entrance doors.
- Added window/glass breakers to classrooms that do not have a second exit. (Rooms on the North side of the building)
- Added a TV and video conference system to a second classroom. Added a third TV for presentations in a room that did not previously have a built-in system.
- Painted all walls that had outdated color scheme with new brand colors.
- Turf has improved with regular watering and landscaping has been upgraded around the building with new larger rock borders in some areas.

CCHEC Event Numbers (2022-2023)

Entities used our building for 103 meetings. The total community members served is 1,262.

Entities using building	Number of times
Rawlins Victory High School	4
C.C. Project Prevention	9
WYAA Rawlins	1
DUI Victim Impact Panel	7
C.C.S.D. #1	3
Girls Scouts	24
Memorial Hospital of Carbon County	7
State of Wyoming	5
Enroll Wyoming	1
H.F. Sinclair	2
Pet Partners	9
C. C. Economic Development	2

C. C. Historical Society	3
University of Wyoming- Extension	4
Ward 2 Town Hall	8
Leadership Carbon County	1
Volunteers of America	2
Wyoming Game and Fish	3
Virtual Academy	3
Connections Academy	3
City of Rawlins	1
Carbon County Museum	1

LSRV Education Center

Ryanne Mikesell, LSRV Education Center Coordinator

Roberta Corson, Community Engagement Coordinator

Natalie Danford, Administrative Assistant

LSRV Education Center Mission

The LSRV Education Center serves the Little Snake River Valley community through the provision of high-quality programs and meaningful education in an effort to not only enrich the lives of community members but to also strengthen the relationships between us and other entities.

Highlights

- We are now fully staffed.
- Participated in two community events (Fall Carnival & Christmas Parade) that we were not involved with prior.
- Over the last year we have ordered 181 signs for our painting classes and served 117 people.
- Mother's Day brunch we served 24 of our senior ladies.
- It was our first year attending the Carbon County Fair.

Goals

- Continue to grow our presence within the community.
- Strengthen our relationships with other entities.
- Revamp our Camp PEAK program.
- Offer more classes on mental health.
- Offer more classes for all ages. (lacking opportunities for middle school-aged students)

Marketing

- Interact with the community on and off social media.
- Post pictures after classes on social media.
- Create better content when advertising for classes.
- Hang posters in public areas as much as possible.

We are going to continue to participate as much as we can in community events and offer many different classes. We are excited for another year and the opportunity to continue to move forward and do great things for The Little Snake River Valley.

This past year we have improved our building by updating our main bathroom and adding a security system. This next year we are planning on requesting window estimates, as we would like to begin replacing them two at a time to make our building more energy efficient.

Staff Professional Development

- Ryanne earned her Certified Program Planner Certification.

Community Education Classes

We offered 40 Community Education classes, 11 of those classes were for kids. Of those 40 classes 8 of the classes were cancelled due to low enrollment.

Total students served was 413.

Personal Enrichment Classes

Summer 2022	Number of Students
Kids First Aid - <i>offered twice</i>	13
Safe Sitter	10
Fire Prevention K-3 rd Grade	0 - <i>Cancelled</i>
Swimming Lessons – <i>10 Days</i>	64
Camp PEAK – <i>3 camps</i>	47

Fall 2022	Number of Students
Ladies Social – <i>Every Wednesday</i>	5 to 13
Food Preservation	6
Teacher/Fall Halloween	10
Google 101	0 – <i>Cancelled</i>
Preschool Activity – <i>1 class a month for the school year</i>	10-11
Kids Panting	6
Alive at 25	6
Life and Times – 6 times	10 to 25 people
Mombies Night Out	8
Financial Aid Night	10
Christmas Sign Painting	15
Painting with Sue	12
Kids Turkey Day Painting	0 – <i>Cancelled</i>
Tumbling – <i>Twice a week/16 week</i>	96
Card Class	0 - <i>Cancelled</i>

Winter 2022/2023	Number of Students
GPS Basics – <i>2 classes</i>	5
Winter Sign Painting	10
Stop the bleed	3
Memoir – <i>5 classes</i>	5
Crochet Group – <i>4 classes</i>	3
Auto Basics	0 - <i>Cancelled</i>
Winter Games – <i>3 Classes</i>	0 - <i>Cancelled</i>
Meal Prep w/VCC	0 – <i>Cancelled</i>
Friday Valentine’s Day Activity	5
Friendly Painters – <i>6 classes</i>	3 to 6

Spring 2023	Number of Students
Quilling	8
Diabetes Nutrition	6
Spring Signs	5
GYST – <i>4 class series</i>	4

Western Signs	8
Neuroplasticity Development of Alcohol use Disorder and the Sober Curious Movement	0 - <i>Cancelled</i>
Grant Writing Via Zoom	3

**Blue classes are kid/teen classes.*

Western/HISET Students	Number of students
Adults	2
Dual Students	11
HISET	1

Classes/Tests/Trainings Hosted: We normally proctor the ACT at least four to six times a year. This last year we offered it, but no one signed up.

Classes/Tests/Trainings Hosted	Number of times
WYTOP Testing	1
Hunters Safety	1 (weeklong class)
Confirmation	Once a week (4 months)
MSHA Training	1

Building usage: We had 11 entities use our building for 72 meetings.

Entities Using Building	Number of times
Candidates' forum	1
Assisted Care Facility	4
Snake River Press	44
Rural Health Care District	12
Wyoming Work force	4
Event Center	3
Hunting Setting Meeting	1
Job Fair	1
Conservancy District	1
Football Team (team dinner)	1

Community Events/Interactions:

One staff member is serving on a public board.

Community Events/Interaction	Number of times
Parade of lights	1
Turnovers at the Center	1
Three Forks Dinner	1
Christmas Pancake Breakfast (for Seniors)	1
Fall Open House	1

Carbon County Fair	1
Fall Festival (VCC)	1
Blood Drive	2
Pumpkin Party (at school)	1
Mother's Day Brunch	1

Social Media Highlights

LSRV Facebook:

- Total page likes 640
- Followers 665
- Facebook Reach 1232
- Post Engagement 2,105
- Rating 4.3

LSRV Instagram

- Total Followers 80

LSRV TikTok

- Videos Produced 9
- Views 261

2022-2023 Financial Snapshot

Revenue	\$	2,181,095
Mill Levy Tax Income Carbon County	\$	1,959,542
Tuition Revenue	\$	113,192
Earned Income	\$	108,361
Expenditures	\$	1,506,600
Administration Personnel & Expenses	\$	575,364
Community Engagement Personnel & Expenses	\$	111,765
Student Services Personnel & Expenses	\$	145,172
Dual Enrollment Tuition & Books RHS & VHS	\$	128,338
Trades & Health Sciences Personnel & Expenses	\$	308,730
Little Snake River Ed Center Personnel & Expenses	\$	227,611
Dual Enrollment Tuition & Books LSRV	\$	9,619
Cash June 30, 2023	\$	591,869
Cash Reserves June 30, 2023	\$	719,300
Fund Reserves June 30 2023	\$	95,000

Department	Expenditures %
Administration	38%
Community Engagement	7%
Student Services	10%
Trades & Health Sciences	20%
Little Snake River Ed Center	15%
Dual Enrollment Tuition & Books RHS, VHS & LSRV	10%