

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 March 24, 2022, at 3:30 p.m. in Rawlins, Wyoming.

Roll Call

Board members present: Mike Mann, Matt Feldmann, Rick Greene, and via ZOOM: Pam Thayer and George Eckman.

Others present: Jennifer Moore, Karen Webster, Shelly Collier, Janet Garcia, Cory Hudson, and via ZOOM: Joan Evans, Rynne Mikesell, and Christy Stocks.

Agenda

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

Mike Mann made a motion to amend the agenda after the consent agenda and before actions items to add action item B to the agenda. The motion was seconded by Rick Greene and passed.

EXECUTIVE SESSION

Mike Mann made the motion that the CCBOCHES moves into executive session at 3:37 P.M., for the purpose of discussing personnel matters that are considered confidential by law, and legal matters. The motion was seconded by Rick Greene and passed.

Mike Mann made the motion that the CCBOCHES moves back into open session at 4:39 P.M. The motion was seconded by Rick Greene and passed.

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. Adult Learning Center Annual Report (2021): Cory Hudson presented this report which was part of the board packet and is attached to the minutes.

Consent Agenda

Mike Mann made the motion to approve the minutes for February 24, 2022, meeting, Treasurer's Report, and Accounts Payable for March 2022. The motion was seconded by Rick Greene and passed.

Action Items

- A. Mike Mann made the motion to approve the creation of the Industry Lead Advisory Committee as proposed. The motion was seconded by Rick Greene and passed.
- B. Mike Mann made the motion that the Board of Cooperative Higher Education Services ("CCBOCHES") appoints Jennifer Moore as the Executive Director of the Carbon County Higher Education Center starting no later than April 15, 2022, upon the express condition that Jennifer Moore and CCBOCHES are able to mutually agree to written employment contract outlining the terms and conditions, including the starting salary, of said employment. The Board further appoints and authorizes the Board Chairman to negotiate all of the terms of this employment contract, including starting salary and sign the same on behalf of the Board with no further Board action. The motion was seconded by Rick Greene and passed.

Discussion Items

None

Directors Report

Jennifer reported that the strategic planning process is almost finished, it's been hard work but very exciting. Jennifer referenced the draft of the strategic plan that was part of the board packet, this will be our internal document. There will be very nice digital online public version and another shorter public version that will be professionally printed for public distribution. Jennifer gave kudos to everyone involved which was everyone in the room but gave a special thanks to the core team for their efforts. The board will see the finished Strategic Plan for approval at the April board meeting.

Jennifer informed the board that CCHEC received a couple of donations, one from Ryta Sondergard and the other from HR Sinclair Oil Refinery. Ryta donated \$2000.00 in exchange for volunteer work during the Christmas season stocking shelves and helping customers in her shop as well as some heavy lifting projects. Ryta was selling gently used items from previous fundraising events to help local organizations like CCHEC. Some staff worked on the weekends and others during work hours. Half of the donation is being used for a girl's leadership camp this summer and the other half will go into the ALC Hiset/GED scholarship fund. The Refinery donated \$10,000.00, which was used to purchase 3 big screen T.V.s for presentation in the trades classes, it was a nice upgrade from the old projectors. With the remaining funds we purchased 27 high quality digital welding helmets for the welding program. Jennifer sent letters of thanks to both parties and had thank you cards for the board members to sign and those will be sent. Jennifer expressed her appreciation and thanks to both Ryta Sondergard and the Refinery for the donation.

The semester is more than midway through, and we are finishing strong, students are finishing up projects and course planning for next year is happening.

Staff Reports

Shelly reported that the Legislature passed SF0038 which pushes collection and distribution one month out from what was originally specified. CCHEC will receive the first monthly tax payment in June for January 2022's mineral production. There are no updates yet on the estimation of assessed valuation for 2022-2023 at this time.

In the spirit of transparency, Jennifer held a staff budget meeting on March 8th. One of the initiatives from Strategic planning is to do more staff training on the budget process. The budget process and how we received our funding was explained. There was also a discussion on SF0060 and the \$160,000.00 in deferred taxes. As a precautionary step Jennifer put a discretionary hold on spending out our current budgets. Only must have items will be ordered after they are approved by Jennifer. Staff budget requests are due tomorrow. Work on a preliminary budget will begin and be presented in May.

Janet let the board know that we have been getting calls from several organization to set-up private CPR classes for their employees, it's exciting to have these organization reach out to us for their needs. CCHEC had another full painting class last night and it was fun. Some future events and classes include a gardening series with Abby Perry from the UW Extension, a new art exhibit for the hallway, Community Call to Action lecture with Sheriff, Archie Roybal, and Jared Frakes from the Police Department about services available to the community. Janet is busy planning for the summer semester, and you can expect to see another Getting Ahead class, Driver's Education, SafeSitter and the Girl's Leadership Camp. In marketing Janet is promoting fall classes and wrapping up student projects.

Ryanne reported that April will be very busy, something happening every Friday. There will be a kid's sewing class, a Women's Self Defense class, which currently has 22 women enrolled. There will also be 3-5th grade and middle school age first-aid class. Another class offering will be a gardening class for kids. Ryanne is still in the process of setting up the weapons handling class and to finish up her report Ryanne mentioned that planning for Camp Peak is beginning.

Board Comments

Rick Greene congratulated Ms. Moore on getting the Director position.

Mike echoed those sentiments, very fortunate to have the staff that we do.

George is very happy with the offering of the directorship to Jennifer and is very pleased with upcoming adoption of the Strategic Plan. George really enjoys working with such wonderful people.

Matt thanked Jennifer for accepting the position and everyone has the utmost confidence in her.

Next Board Meeting Date

The next meeting is scheduled for Thursday, April 28, 2022. This meeting will be at 4:00 p.m. at the CCHEC Campus in Baggs.

Adjournment

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

Matt Feldmann, Chairperson

Rick Greene, Clerk

Karen Webster, Executive Assistant