

# **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 April 27, 2023, at 4:00 p.m. in Baggs, Wyoming.

### **Roll Call**

Board members present: Pam Thayer, Matt Feldmann, Mike Mann, and via ZOOM: Rick Greene.  
Absent: Neil Korbela

Others present: Jennifer Moore, Shelly Collier, Karen Webster, Ryanne Mikesell, Roberta Corson, Kody Feldmann, Amy Feldmann and via ZOOM: Cory Hudson and Janet Garcia.

### **Agenda**

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

### **Executive Session**

None

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

Kody Feldmann, LSRV Schools 2023 Graduate and Dual Enrollment Student. Ryanne presented Kody with his graduation cords from Western Wyoming Community College. Kody completed 27 credits, 17 of which will transfer towards his computer engineering degree. Congratulations Kody!

### **Consent Agenda**

Mike Mann made the motion to approve the minutes for the March 16, 2023 meeting, Treasurer's Report, and Accounts Payable for April 2023. Matt Feldmann abstained from the vote. The motion was seconded by Pam Thayer and passed.

### **Action Items**

- A. Mike Mann made the motion to approve the proposed Holiday Calendar for 2023-2024. The motion was seconded by Rick Greene and passed.
- B. Mike Mann made the motion to approve the 2023-2024 Staffing Plan. The motion was seconded by Pam Thayer and passed.
- C. Mike Mann made the motion to approve the 2023-2024 Salary Schedule, which includes educational incentives for full-time staff, a \$5000 increase in base pay for full-time staff, and a \$2 increase in base pay for part-time hourly staff. The motion was seconded by Pam Thayer and passed.

### **Discussion**

- A. Sign Painting Classes: Jennifer talked about our policy for non-credit classes and how they must pay for themselves. It's always a benefit when we make some profit from these classes. Board Treasurer, Pam Thayer, at a previous meeting asked for cost information on our sign painting classes. Shelly Collier and Jennifer Moore gathered and complied information on this specific set of classes and reported that Rawlins expenses so far total \$10,924.19 and we have received in tuition \$15,938.50. For Baggs expenses so far total \$5,353.80 and we have received in tuition \$8,502.00. For both locations this class is run by staff members, we do not have to pay for an instructor. These classes fit into our vision perfectly by increasing enrollment numbers and by bringing in new students from all different areas of our community that we do not see in our regular offering of classes.

- B. 2023-2024 Budget: Carbon County numbers are estimated using this year's figures. For Sweetwater County, we are still using numbers from last year. The figures look good, we are estimating a significant increase in cash carry over and eventually reserves at the end of this year and at the end of next fiscal year. On the expense side you will see personnel increases in part due to the restructuring of the salary schedules and a 15% increase in health insurance. As a best practice, CCHEC will budget for insurance for all employees who qualify, instead of only for those who are currently on our insurance. A preliminary budget will be presented at the May board meeting. The board would like to have a workshop to familiarize themselves with our health insurance options and be part of the planning process for what is being offered to staff for next year.

### **Directors Report**

Jennifer reported that the winner for the car re-raffle after it was donated back to CCHEC was Krista Clark from Green River. Mark took four welding students to Percy Hadley Welding Competition at Western earlier this month. None of the students placed, but it was a great experience visiting the college and participating in the contest. Welding and woods students finished building the items for the Wyoming State Penitentiary dog training program.

CCHEC was a host location for the Carbon County Historical Society meeting earlier this month. Their guest speaker was former Governor Dave Freudenthal, who discussed his new book and signed books for those who attended.

MHCC reached out regarding a fundraiser. They are planning a Calcutta the night before their fundraiser golf tournament this summer. They asked if CCHEC would consider making a special item for donation. The funds from this donation will go to the Tyeler Harris Memorial Scholarship that MHCC created for EMT's. Tyeler was into hunting and fishing, so Greg and Gerald worked with students to create a beautiful, framed metal cutout that will be donated. Additionally, as they usually do, HF Sinclair reached out about donation items for their summer picnic. We are working on creating a framed metal cutout similar to the one for the hospital, and our woods students are also building a bench.

Last Month members of the Southwest Wyoming Manufacturing Partnership visited for a tour and to learn about CCHEC. It was a good meeting, and we had many positive comments. They are hoping to feature CCHEC in an upcoming newsletter.

The board would like Jennifer to send them a weekly update on what is happening at CCHEC. Jennifer said she will do that.

### **Staff Reports**

Shelly let the board know that we have received 89% of our estimated tax income for this year. Carbon County tax income is projected to be \$400,000 over 22-23 estimates. We have received 99% of our estimated Sweetwater tax income for this year. Sweetwater tax income is projected to be \$40,000 over 22-23 estimates.

Jennifer discussed preliminary figures for the 2023-2024 requested budget. There will be changes to tax income and cash carry-over as we move forward and have more concrete figures. Shelly thanked the board for their support in restructuring the salary schedules. Adding education incentives and reviewing salary schedules is a goal on our 3<sup>rd</sup> strategic priority: Focus on Operational Excellence.

Due to weather issues this winter we had to reschedule our blood draws three times but finally finished them this month. The blood draw is part of the wellness program through WSBAIT, the insurance trust we belong to. If we have 85% participation in the blood draw we receive a 4%

savings in rates, which is very beneficial, especially with a 15% increase in rates this year. We should not see a big increase next year because rates are based on claims from the two previous fiscal years.

Janet reported that we are co-sponsoring the 1<sup>st</sup> Annual Care Fair this weekend. There will be over 50 different vendors from across the region to provide information on topics like: Physical and mental health, Finance, Insurance and Benefits, Addiction, and more. CCHEC Phlebotomy students will be on site to help with blood draws. This is a great learning experience for our students.

We finished our C.N.A II class, it was a success. Three students traveled from Greybull Wyoming to attend.

We hosted a team building paint class event for RHS and it was a lot of fun. We have a toddler time paint class and western themed paint class coming up in May. Janet has created a partnership with Kelly Morell at the Rawlins Senior Center to plan some engaging painting activities and social media classes for the center. Janet prepared a paint class flyer for the board, since they expressed interest in a team building event. Jennifer handed out the flyer to the board members. The board can pick a date for their event but keep in mind there is a 5-week turn-around to receive the wood signs.

Some classes coming up include: Make and Take Ladder Shelf, taught by Gerald Snodgrass, and Grant Writing 101, taught by Stacey Crimmins. Janet is in the preliminary stages of creating some nutrition and diabetes classes with Public Health. Melissa Slack will be teaching our Safe Sitter class and JT Johnston will be teaching the driving portion of Drivers Ed for CCHEC.

Cory let the board know that college grades are due May 9<sup>th</sup>, Western registration for summer and fall semester is open. Cory has met with Ms. Johnston at RHS to assist students with advising and registration. Cory has also been advising adult students and they continue to utilize our facility for tutoring, test proctoring and checking out technology.

Two students completed their HSEC through CCHEC and would like to take Western classes. Sandy Mink continues to tutor at the jail and is meeting with two students there. Four testers took ten tests this month. HSEC sponsorship funds are running low and we are planning to send out letters /emails requesting donations for that fund.

Ryanne reported that she met with Mark at the LSRV school to help register and advise students for college classes. We have 15 students that would like to take classes in the fall, two taking summer classes and nine kids that need to test.

Some upcoming classes include: GYST on May 3<sup>rd</sup>, Mother's Day Brunch on May 12<sup>th</sup>, Kids Painting class on May 12<sup>th</sup>, Macrame class on May 13<sup>th</sup>, Painting class on the 15<sup>th</sup>. LSRV partnered with Crowheart to do the Field Day BBQ May 11<sup>th</sup>.

The LSRV Campus will be getting a security system installed with two outside cameras and one inside camera.

### **Board Comments**

Mike said another year has almost passed, thanks for all you do for the kids.

Pam said she is looking forward to the week at a glance from Jennifer.

Rick said keep up the great work, be careful when coming home. It's snowing.

Matt said thanks again to everyone and he really enjoys the unique dynamic that is the Carbon County Higher Education and is happy to see our influence has spread to places like Saratoga and Craig.

**Next Board Meeting Date**

The next meeting is scheduled for Thursday, May 25, 2023. This meeting will be 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