



**CARBON COUNTY**  
**HIGHER EDUCATION CENTER**  
*2023-2024 Year in Review*

# Table of Contents

Note from the Director ..... 3

Student Services ..... 5

Welding..... 8

Automotive ..... 10

Woodworking and Construction..... 12

Health Sciences..... 14

Community Engagement..... 16

Information Technology..... 20

Facilities ..... 21

LSRV Education Center..... 23

2023-2024 Financial Snapshot..... 27

## A Note from the Director

The fiscal year 2023-2024 found CCHEC very successful in both Rawlins and LSRV. Two positions were hired this year – Student Services Assistant and the Part-Time Community Engagement Assistant. There continues to be work done to improve and maintain culture, communication, and collaboration in both buildings, as well as between the Rawlins and LSRV Campus. Additionally, we continue to be frugal in spending while still offering much needed courses and opportunity to our students and community and while supporting staff in their growth. It is exciting to see CCHEC as visible in the community as we are in both Rawlins and LSRV. The number and scope of student and community projects continue to grow, and we continue to expand on ways to support and celebrate all students in as many aspects as possible.

The core strategic planning team continues to meet monthly to continue to work 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.

Ongoing progress on our strategic plan in the 2023-2024 Fiscal Year includes:

- Increased community partnership in both locations.
- Comprehensive advising for all students.
- Recognizing student achievement.
- Being present in the community.
- Promote employee wellbeing and a positive work culture.
- Creating awareness regarding CCHEC funding model and budget process.
- Leverage partner resources to develop relevant training content.
- Provide an improved user experience for community education enrollment.
- Seek community feedback.

Additional progress from the strategic plan:

- Regularly connecting with Western and CCSD#1.
  - In addition to monthly meetings with Western, it was a pleasure to serve on the interview committee for hiring the new college president.
- Formal evaluation instruments for administrative and instructional staff were created last year. This year was the first year that every employee was evaluated using the new instruments.
- Continue our work regarding safety for students and staff. Privacy film was added to nearly all classroom and shop windows in the building in Rawlins.
- Every employee in Rawlins who work with youth took the Youth Mental Health First Aid training. LSRV became more involved with Project Prevention and has worked to increase mental health and suicide awareness trainings to their community. All Rawlins staff were recertified in CPR/First Aid.
- Created a salary schedule for staff that reflects educational degree incentives.
- Ensured 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.
- Worked with the RHS CTE team on curriculum standards, as well as scope and sequence for CTE courses that do not offer college credit.
- Worked with LSRV on improving their facility. This year they were able to paint their main classroom areas, replace the front windows, and update the floor at the entrance of the building.

### Goals Moving into 2024-2025

- Ongoing progress for all CCHEC strategic plan goals and initiatives.
- Continue our work regarding safety for students and staff.
- Continue to address CCHEC funding and work towards stabilization. Work on this has included building cash carry-over, reserves, and dual-enrollment reserves.

- 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. Work has started on this.
- 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.
- Update CCHEC policies and procedures.
- Continue to work with LSRV on improving their facility.
- Purchase a new CCHEC vehicle.

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*

*Candie Zumbrennen, Student Services Assistant, Test Center Assistant/Proctor*

## 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: Candie Zumbrennen
- New ELL instructor, Dave Johnson 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.
- 2023/2024 Adult WWCC graduates # & programs: 6 adults graduated in programs including AA. Psychology, Supervision & Leadership Certificate, AA. Social Work, Computer Science Endorsement Certificate, and ADN. Nursing. Recognized these students at the May board meeting.
- Recognized dual student, Veena Oad, who graduated high school with 30 college credits.
- Recognized HSEC earner Walter McClellan at the June board meeting.
- Celebrated our dual students at the end of the school year.
- Hired instructor, Orrin Adams to teach HiSET/GED Math class and tutor students in college math classes.
- Our center can now proctor NALA (paralegal) exams.

## Professional Development

- Cory and Candie attended WWCC in-service in October to receive training on assisting students with WWCC classes.
- Cory and Candie earned/renewed their CPR certification.
- Cory and Candie attended Youth Mental Health First Aid Training.
- Candie completed the Safe Sitter Course and taught 2 classes in Rawlins.
- Cory completed a WWCC college course, Presentation Graphics.
- Cory attended NACEP (National Alliance of Concurrent Enrollment Partnerships) Conference in St. Louis, MO.
- Candie completed a WWCC college course, Intro to Online Learning.
- Candie and Cory read, studied, and discussed, “The First Days of School”, a book on classroom management.

**WWCC Dual, Concurrent, and Adult Students  
(July 2023 – June 2024)**

	Sum '23	Fall '23	Spring '24	Sum '24
Dual Students only	5	46	61	7
Concurrent Students only	0	21	17	0
Dual/Concurrent Students	0	12	1	0
LSRVHS Students	3	12	10	0
<b>Total Students</b>	<b>8</b>	<b>91</b>	<b>89</b>	<b>7</b>
Dual Courses	5	67	97	7
Concurrent Courses	0	35	20	0
LSRVHS Courses	3	16	13	0
<b>Total Courses</b>	<b>8</b>	<b>102</b>	<b>130</b>	<b>7</b>
Dual Credits Attempted	16	204	292	21
Concurrent Credits Attempted	0	77	48	0
LSRVHS Credits Attempted	9	47	39	0
<b>Total Credits Attempted</b>	<b>25</b>	<b>328</b>	<b>379</b>	<b>21</b>
Dual Credits Earned	13	198	286	TBD
Concurrent Credits Earned	0	77	44	0
LSRVHS Credits Earned	6	44	21	0
<b>Total Credits Earned</b>	<b>19</b>	<b>319</b>	<b>351</b>	<b>TBD</b>
Adult Students	15	44	49	14
Adult Courses	21	99	97	16
Adult Credits Earned	63	281	257	(54) TBD
Dual Graduates	0	0	0	0
Adult Graduates	0		4	2

**WWCC Local Student Programs  
(July 2023 – June 2024)**

Programs	July '23- June '24
<b>BAS, BUSINESS, ORG. MGT</b>	4
<b>AS.HEALTH SCIENCE</b>	14
<b>AA.PSYCHOLOGY</b>	6
<b>AAS.BUSINESS MANAGEMENT</b>	6
<b>AA.CRIMINAL JUSTICE</b>	4
<b>AA.ELEMENTARY &amp; EARLY CHILDHOOD EDUCATION</b>	3
<b>NONDEGREE SEEKING</b>	14
<b>ACCOUNTING CERTIFICATE</b>	3
<b>SUPERVISION &amp; LEADERSHIP CERTIFICATE</b>	3
<b>AA.ART FOUNDATION</b>	1
<b>AA.SOCIAL WORK</b>	1
<b>AS. NATURAL SCIENCES</b>	0
<b>WEB SITE DEVELOPMENT CERTIFICATE</b>	0
<b>FITNESS LEADERSHIP</b>	1
<b>AA.SOCIAL SCIENCE</b>	1
<b>COMPUTER SCIENCE ENDORSEMENT CERTIFICATE</b>	1
<b>AAS.BUSINESS INFORMATION SYSTEMS</b>	2

**HiSET/GED  
(July 2023 – June 2024)**

	July '23- June '24
HiSET/GED tutoring	10
HiSET/GED tutoring - jail	6
HiSET testers (non-jail)	17
HiSET testers (jail)	8
HiSET testers (non-jail) HSEC certificate earned	6
HiSET testers (jail) HSEC certificate earned	2
GED testers (no HSEC earned)	2
GED testers (HSEC certificate earned)	0

**ELL, Citizenship, SSL Numbers  
(July 2023 – June 2024)**

	July '23- June '24
ELL students (approximate)	20
SSL students	0
Citizenship students	0
General tutoring (non HiSET/GED) (approximate)	0

**Test Proctoring Numbers  
(July 2023 – June 2024)**

	July '23- June '24
Pearsonvue	98
PRAXIS	15
WWCC	75
College Placement Exams	56
Other colleges	83
ACT	21
SAT	6
WorkKeys	24
Comprehensive Predictor (ATI)	2
TEAS (ATI)	0
HiSET	124
HiSET PreTests	30
CNA	97
<b>Total Tests Proctored/Hosted</b>	<b>631</b>

# Welding

*Mark Flaherty, Welding Instructor*

*Greg Garner, CNC Plasma Cutting for 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-10 continues to be offered as part of the Welding III courses.
- This year saw an increase in students signing up for Welding college credit.
- 27 students earned their OSHA-10 Certification this year. Certifications are paid for by the WDE and CCHEC.

## ***Community & Student Projects:***

- Greg worked individually with Welding I students to introduce them to the CNC plasma cutter by cutting out a steamboat that they then grinded and painted.
- Welding and Woods students worked together with Greg to create the first ever Wyoming Cake Wars trophy.
- Students built 40- 20ft. fence panels for the BLM Highwater Reservoir Project.
- Arranged and prepared the “R” for the Burning of the “R” at RHS’ Homecoming game.
- Greg worked with students to design and cut out a 4x8 sign for the Rawlins Shooting Complex.
- Greg helped students cut out a set of metal trees, which were grinded, painted, and auctioned at Festival of Trees.
- Worked with the City of Rawlins to repair and refurbish a 100-year-old cemetery fence.
- Greg worked with a Welding student to cut out a 4x8 logo sign for a local business. The student also grinded, painted, and delivered the sign.
- Greg worked with a student to cut out pieces for a fire pit. She grinded the pieces, welded them together to build and then paint the fire pit.
- Greg worked with Cullen Meeks, Mayor of Sinclair, on the CNC to cut out several signs for the Town of Sinclair.
- Welding students built several cattle gates for a local resident who provided supplies and made a donation to CCHEC in return.
- Students built a pull-up bar for the Mr. Outlaw contest.
- Welding students created a metal cutout, which was donated for raffle baskets for the 2024 Care Fair.



***Student Trips or Competitions:***

- Took 5 students to the LCCC Steel Day Welding Competition in the Fall. One student earned 5<sup>th</sup> place.
- BLM Fence Installation in the Spring for the Highwater Reservoir Project. Welding students built 40 panel fences during the Spring semester for this project.
- Took 6 students to the Best in West Western Welding Competition in Rock Springs in the Spring. One student earned 7<sup>th</sup> place in the competition.
- Joined the RHS CTE Coordinator to take 5 welding students to Genesis Alkali for a tour.

***Industry Speakers/Presenters:***

- The Wyoming Highway Patrol presented to all CTE students about Winter Driving Safety and Preparedness.
- The Wyoming Contractor’s Coalition presented to all CTE students in the Spring of 2024.

***Job Shadowing Opportunities:***

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

**Instructor Professional Development:**

- Attended FabTech in Chicago for Fall of 2023.
- Attended the Inspire Ingenuity Conference in the Summer of 2023.
- Attended the WACTE Conference in June of 2024.
- Spent a day of PD with the welding instructor at Western.
- CPR Certification Renewal.
- Youth Mental Health First Aid training.

**Grants:**

- WDE PD Grant for attendance to FabTech. Due to the timing of the conference, these funds will instead be used for the WACTE conference in June.
- HF Sinclair Refining Company (applied for by CCHEC on behalf of BLM fencing project) -\$4,027.00.
- Perking Equipment and Supplies: Consumable metal, supplies, textbooks, welding rods, and gloves, helmets, and jackets in the amount of \$10,641.67.

**RHS & VHS High School Welding Students**

	Fall '23	College Credit	Spring '24	College Credit
Welding I	30	12	16	8
Welding II	9	2	26	7
Welding III	15	3	14	2
Welding IV	5	0	12	1
Welding Fab	13	N/A	5	N/A
Career Explor.	1	N/A	2	N/A
<b>Total Students</b>	<b>73</b>	<b>17</b>	<b>75</b>	<b>18</b>

**Additional Course Offerings:**

- A spring Beginner & Intermediate evening welding course was offered but cancelled due to low enrollment.
- Greg offered two “date night” plasma cutting evening classes in the Spring. These were very popular classes.

# 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**

- 6 students earned a total of 16 ASE Certifications this year. Certifications are paid for by the WDE and CCHEC.

### ***Community & Student Projects:***

- Auto students participated in the Homecoming parade.
- Students designed and created an entry for the 2023 Festival of Trees. Students designed, painted, and decorated a tire tree, which was auctioned.
- JT also volunteered to dress as the Grinch for the Festival of Trees.
- Participated in the first Carbon County Jeep Day.
- Students won “People’s Choice” at the Jeep Day for the Barbie Jeep that they revamped.
- Worked on numerous community vehicles, an estimated \$30,000 worth of work.

### ***Student Trips or Competitions:***

- Fall field trip to WyoTech with RHS CTE Coordinator and several students.
- Spring field trip with several students and the RHS CTE Coordinator to Western Wyoming Community College to learn about the Powerline Program.

### ***Industry Speakers/Presenters:***

- The Wyoming Highway Patrol presented to all CTE students about Winter Driving Safety and Preparedness.
- The Wyoming Contractor’s Coalition presented to all CTE students in the Spring of 2024.

### ***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.
- CPR Certification Renewal.
- Youth Mental Health First Aid Training.

**Grants/Donated Equipment:**

- WDE PD Grant for attendance to Vision Conference in Kansas. Due to the timing of the conference, these funds were not used.
- Perkins Equipment and Supplies: \$19,532.49 for Single Phase MIG Welder, supplies, jackets, helmets, and a new diagnostic scanner and 1-year subscription for the software.
- Rawlins Automotive donated a parts washer and flywheel to the auto shop this year.

**RHS & VHS High School Auto Students**

	Fall '23	College Credit	Spring '24	College Credit
Auto Basics	32	N/A	29	N/A
Electrical/Electronic Systems	N/A	N/A	12	N/A
Engine Repair (block class)	3	N/A	14	N/A
DriveTrain and Transmissions	15	N/A	15	N/A
Brakes & Steering/Suspension	N/A	N/A	16	N/A
Engine Performance	13	N/A	N/A	N/A
Career Explor.	7	N/A	4	N/A
Total Students	70	N/A	74	N/A

**Additional Course Offerings:** None at this time.

# Woodworking and Construction

**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 continues to be offered as part of the Woods III and Construction II courses.
- 8 students earned their OSHA-10 Construction Certification this year. Certifications are paid for by the WDE and CCHEC.
- Woods/Construction students participated in a survey to help us get ideas to improve and grow the Construction program for the 2024-2025 school year.

## ***Community & Student Projects:***

- Woods students designed and made the plaques for the 2023 Rawlins Invite Cross Country Meet.
- Woods students created hundreds of unique etched wood table settings for the Carbon County Economic Development Corporation fundraiser event. Carbon County Economic Development made a donation to the Woods program for this work.
- Welding and Woodworking students designed and created the trophy for the first ever Wyoming Cake Wars Competition.
- Woodworking students designed and created an entry for the 2023 Festival of Trees. It was a painted set of wooden trees, which was auctioned.
- Woodworking students designed and built a little free pantry that will be placed at the Carbon County Visitor's Council.
- Woodworking students created cutting boards that were donated for raffle baskets for the 2024 Care Fair.
- Woods students built, and laser engraved two sets of cornhole boards for RHS.
- Woods students created plaques for the 2024 Jeep Day and lasered a corn hole board for the event as well.
- Woods students also helped with various community projects, including refurbishing a dresser and nightstand.
- As is the case every year, there are too many individual student projects to list, from clocks, to birdhouses, to cutting boards, tables, benches, shelves, and carefully crafted art pieces.

***Student Trips or Competitions***

- Gerald along with the RHS CTE Coordinator, supervised students during a trip to Oftedal’s Heavy Civil Career Day. Students were able to connect with industry partners, as well as learn and use heavy equipment.

***Industry Speakers/Presenters:***

- The Wyoming Highway Patrol presented to all CTE students about Winter Driving Safety and preparedness.
- The Wyoming Contractor’s Coalition presented to all CTE students in the Spring of 2024.

***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:**

- CPR Certification Renewal.
- Participated in PD with CCSD#1 throughout the school year.
- Youth Mental Health First Aid Training.

**Grants:**

- Perkins Equipment and Supplies: \$3,986.21
- HF Sinclair donated a Saw Stop to the Woodshop this year.

**RHS & VHS High School Woods & Construction Students**

	Fall '23	College Credit	Spring '24	College Credit
Basic Woods	40	N/A	27	N/A
Woods II	7	N/A	16	N/A
Woods III	8	N/A	13	N/A
Adv. Woods	1	N/A	6	N/A
Construction I	5	4	7	1
Construction II	1	0	3	1
Career Explor.	1	N/A	0	N/A
<b>Total Students</b>	63	4	72	2

**Additional Course Offerings:**

Taught a stove top cover 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**

- Barb James was nominated for the Excellence in Leadership-Lighting the Way award this year.
- All high school students earned their CPR certification.
- Barb taught a CPR class for the CCHEC Rawlins staff.
- MHCC and our phlebotomy students and instructor collaborated very well this year so that students could earn all their hours and “stick” requirements.

### ***Community & Student Projects:***

- CNA students participate in various Community Services. The Fall semester students were especially active in terms of community service. In October, they wore pink to raise breast cancer awareness and spread kindness. They also handed out Dum Dums to their classmates as a sweet reminder to be kind to one another. They volunteered at St. Vincent de Paul, assembling food baskets for Thanksgiving, and donated some items to St. Christopher’s Highway. They also gave out food to patrons at St. Vincent de Paul and learned what that process is like. On Veterans’ Day, they visited and extended heartfelt gratitude to veterans at the nursing home. They took extra blankets that we had here at CCHEC and donated them to St. Christopher’s Highway. They organized a coat drive for our community and then donated the leftover coats to other agencies. This year the coat drive seemed to be especially popular. They also volunteered at St. Vincent DePaul, helping to prepare boxes and move food upstairs to be distributed for the Christmas holiday. Finally, they also volunteered for Carbon County Child Development Center’s health fair screening.
- The Spring class volunteered at the senior center and at ST. Vincent de Paul.

### ***Student Trips or Competitions:***

- CNA students spent time learning about job opportunities and job shadowing at MHCC, the local vet clinics, Meadowlark Clinic, Project Reach Preschool, Dr. Engstrom’s office, Casada Funeral Home, Carbon County Public Health, Rawlins Senior Center, Carbon County Coroner’s Office, and the Nursing Home.

### ***Industry Speakers/Presenters:***

- Sheryl Foland, LCSW, spoke to the high school C.N.A. classes.
- Charles Grant, CRNA, spoke to the high school C.N.A. classes

**Instructor Professional Development:**

- Barb renewed her CPR Instructor certification.

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

	Fall '23	College Credit	Spring '24	College Credit
CNA	9	9	7	7
Total Students	9	9	7	7

**Additional Course Offering:**

CPR classes were provided for the following businesses/organizations: Boys & Girls Club of Carbon County, Fremont Therapy, City Market Pharmacy, Carbon County Public Health, and Carbon County Higher Education Center.

**Western Wyoming Community College Courses:**

Class:	Number of Students
Fall 2023 CNA	8
Spring 2024 CNA	8
Spring 2023/24 Phlebotomy	4

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

Class:	Number of Students
Fall 2023 Certified Nursing Assistant II	2
Spring 2024 Certified Nursing Assistant II	10
Medication Assistant-Certified-Summer 2023	5
CPR - American Heart Association BLS - 5 <i>Classes</i>	34
CPR - American Heart Association Heartsaver - 4 <i>Classes</i>	26
American Heart Association Skills Check Off -	11

# Community Engagement

*Janet Garcia, Community Engagement Coordinator*

*Julie Packard, Community Engagement Assistant*

## 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.

This year we set out to strengthen our relationships with the community, promote our mission, and to create a meaningful impact. By implementing a range of programs and collaborations with local stakeholders and partners, we successfully reached a wide audience and made a positive difference in the lives of community members.

## The Goals of Community Engagement

- Increase community awareness and understanding of our organizations mission.
- Establish additional partnerships with local stakeholders and local community organizations to enhance community outreach.
- Seek out, hire, and train community education instructors.
- 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.
- Increase the number of participants by 20% in community engagement initiatives.
- Promote diversity and inclusion by creating an inclusive environment that celebrates diversity and encourages participation from individuals of all backgrounds.
- Empower community residents to take leadership roles by developing skills to contribute to community’s development.

## Highlights

- Continue to work on the goals from our Strategic plan.
- Hired a Community Engagement Assistant
- Celebrated employee years of service with Board of Trustees.
- Participated in the Showcasing Your Wyoming Business video shoot.
- Participated in Homecoming Parade and Burning of the “R” at football game.
- Etched wood table settings for the 2023 Gun & Roses Annual Meeting.
- 23 trees and 12 wreaths, and 2 gingerbread houses were submitted into the Festival of Trees. This event had great participation in sponsorships from local organizations and from the public.
- The Grinch made a special appearance via fire truck in collaboration with Rawlins Fire Department- had over 300 individuals attend throughout the day.
- Hosted three specialized paint nights for businesses and organizations in town as a team building event.
- (CCHEC staff & board, RHS, RES,)

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

- CPR Renewal Certification



### Community Education Classes:

We offered 50 community education classes/hosted events, 16 of which were in Health Sciences, 12 of which were for teens or kids, and 5 of which were cancelled due to low enrollment.

Total community members served was 451.

### Personal Enrichment

Summer 2023	Number of students
Driver Education Driving Time	8
Safe Sitter	11
Toddler Time: The Pout Pout Fish Toddler	4
Kids: Painting	15

Fall 2023	Number of students
Getting Ahead – 12 weekly sessions	6
Sunshine: Paint Night	57
Toddler Time: The Grumpy Monkey	5
Get Your Stuff Together	0-Cancelled
“Boo Bells” Beginner Crochet	7
Self Defense + Conceal Carry	16
Festive Pumpkins Crochet Class	9
Women’s Self Defense	12
Make and Take: Chunky Blanket	10

Spring 2024	Number of students
Beginning to Intermediate Welding	0-Cancelled
Make and Take: Wood Stove Cover	4
Getting Ahead-12 weekly sessions	0-Cancelled
Toddler Time: Dragons Love Tacos	3
Valentines: Paint Night	25
Rustic Signs: Paint Night	42
Spring: Paint Night	40
Make and Take Date Night: Plasma Cutting-2 Classes	10
Dog: Paint Night	33
Mushroom: Paint Night	30
Get Your Stuff Together	9
Mother’s Day Painting	6
Pet CPR & First Aid with Dr. McFarland	15
Self Defense with Alex Bakken	5
Green Thumb101: Beginners Guide	0-Cancelled

Summer 2024	Number of students
June Driver’s Ed	4
June Safe Sitter	7
Budget Friendly Meal Planning	0-Cancelled
Healthy Relationships: with Public Health	0-Cancelled
Healthy Summer Snacks	0-Cancelled

\*Blue indicates teen/kid classes

## Non-Credit Health Science

Class:	Number of Students
Summer 2023 Medication Assistant- Certified	5
Fall 2023 Certified Nursing Assistant II	2
Spring 2024 Certified Nursing Assistant II	10
CPR - American Heart Association BLS – 5 <i>Classes</i>	34
CPR - American Heart Association Heartsaver - 4 <i>Classes</i>	26
American Heart Association Skills Check Off -	11
American Heart Association Basic Life Support (September)	<i>0-Cancelled</i>

CPR classes were provided for the following businesses/organizations: Boys & Girls Club of Carbon County, Carbon County Public Health, Fremont Therapy, and Rawlins City Market.

## 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.
- Hosted Freshman Orientation at CCHEC.
- Attended the C.C.C.D.P. Health Fair Screening.
- Three staff members on public boards.
- Participated in Homecoming (Parade and Homecoming Game).
- Carbon County Fair – Booth & Cornhole Boards
- Student and Staff participation on making 2023 Cake Wars Trophy.
- Pumpkin Decorating Contest.
- Downtown Trunk or Treat
- Attended the RHS Career Fair.
- Festival of Trees and Grinch Day at CCHEC.
- Numerous community projects and partnerships through our trades courses throughout the year including with Carbon County Public Health, 2023 Wyoming Cake Wars, Carbon County Economic Development Corporation, MHCC, Carbon County Sheriff's Department, Carbon County Police Department, Carbon County Museum, Casada Funeral Home & Crematory, Wyoming Highway Patrol, Rawlins Rehabilitation and Wellness Center, Fremont Therapy, Rawlins Fire Department, Rawlins Senior Center, Rawlins Recreation Center, Rawlins Shooting Complex, City of Rawlins, Town of Sinclair, HF Sinclair, Bureau of Land Management, Amy Bach-Attorney at Law (Wyoming Law, PC), Edward Jones, Rawlins Jeep Club, Boys & Girls Club 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 2023-2024.
- Website sessions were up by 12%.
- 94% of our website visitors are new visitors to our website.

- Our top referrals to our website come from Facebook, followed by Google searches for CCHEC and then from the Department of Education.

### **Social Media Highlights**

These insights provide an overview of our social media performance on Facebook and Instagram for 2023-2024. Key highlights include increased engagement, steady follower growth, and some successful marketing campaigns.

#### ***CCHEC Facebook:***

- Total page likes 2,536
- Followers 2.5K (225 up 8.7%)
- Facebook Reach 45K (up 9.6%)
- Post Engagement 2.4K
- Conversation Rater 100%
- Facebook Lives 8
- Facebook Live Views 3,819

#### ***CCHEC Instagram***

- Total Followers 345
- Instagram Reach 525

#### ***CCHEC TikTok***

- Videos Produces 1
- Views 835

#### ***Radio Ads***

- Registration Ads: 6 WWCC/5 CCHEC
- Special Sponsorship Ads: 7 (Celebrating Agriculture, Education, Back to School, Safety, Etc.)
- CCHEC Events: 3 (Freshman Orientation, Festival of Trees, Grinch and Fire Department)
- Collab Events: 1 (Care Fair)
- Carbon County Fair Ad
- Getting Ahead (Project Prevention)

#### ***Newspaper***

- Job Openings: 3
- Graduation Ads: 1
- Stories on Wyoming Cake Wars, Festival of Trees, GYST, and Director for UW College of Business Recognition.

# 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.

## **IT Goals:**

- Implement a system for tracking CCHEC equipment, technology, and facilities to determine the adequacy of CCHEC infrastructure.
- Update testing center computers.
- Implementing a tracking system using Freshservices software, which includes an inventory list for all IT devices.
- Purchase WiFi devices for Baggs and replace their old equipment.

## **Highlights**

- Installed two new Dream Machine Pro's for Baggs and Rawlins.
- Replaced several outdated switches with Ubiquiti switches.
- Worked with district on HVAC system, including regular monitoring of system.
- Assisted with numerous projects in welding and woods, including working with all Welding I students to learn the CNC plasma cutter, and assisting 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

- Moved the break room from the front office to another room centrally located for everyone.
- Turned the old break room into an office for the Community Engagement Assistant so they could work more closely with the Community Engagement Coordinator.
- Purchased a water cooler/dispenser for the breakroom.
- Installed new door intercom/lock system on the main entrance and side entrance of the building.

## Professional Development

- Completed the CCSD#1 Substitute Teacher Training
- Completed the Public Officers Training
- CPR Renewal Certification
- Youth Mental Health First Aid Training

## CCHEC Event Numbers (2023-2024)

Entities used our building for 58 meetings. The total community members served is 828.

Entities using building	Number of times
UW Extension Office	1
C.C. Project Prevention	9
DUI Victim Impact Panel	5
C.C.S.D. #1	6
Carbon County Museum	2
H.F. Sinclair	6
Pet Partners	11
ACT & SAT Testing	4
Big Brothers Big Sister	1
Cake Wars Info Meeting	2
Ward 2 Town Hall	5
Leadership Carbon County	2
Wyoming Dept. of Corrections	1

<b>Entities using building</b>	<b>Number of times</b>
Wyoming 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.

## **Goals**

- Continue to grow our presence within the community.
- Strengthen our relationships with other entities.
- Start using constant contact to inform people of our classes/events.
- Be better at advertising for our classes.

## **Highlights**

- Became a Pearson VUE testing center.
- Swimming lessons were moved to Rawlins, allowing LSRV students to utilize the CCSD#1 facility.
- Revamped Camp Peak. Removed the overnight session and utilized middle and high school aged students to assist with the planning and running of the program.

## **Marketing**

- Post pictures after classes on social media.
- Create better content when advertising for classes.
- Post posters in public areas to advertise classes.
- Participate in community events as much as possible.

## **Staff Professional Development**

- Natalie completed the Safe Sitter Instructor Course.
- Roberta completed her Certified Program Planner certification through LERN.
- Ryanne participated in Leadership Carbon County.
- Ryanne and Roberta both completed Public Officer Training.

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 replacing the front windows and updating the floor at the entrance of the building. This next year we are planning on replacing all the window shades in the building to further update the building.

## **Community Education Classes**

We offered 40 Community Education classes, 10 of those classes were for kids. Of those 40 classes 11 of the classes were cancelled due to low enrollment.

**Total students served was 430.**

Personal Enrichment Classes

<b>Summer 2023</b>	<b>Number of Students</b>
ASIST	9
Safe Sitter	4
UW extension Fair Barn Quilt	3
UW extension Fair Class Card Making	5
Swimming Lessons –9 Days	86
Fall Signs	6
AARP Safe Driver	2
Camp PEAK – 3 camps	57

<b>Fall 2023</b>	<b>Number of Students</b>
Ladies Social – <i>Every Wednesday</i> (all year 48 times)	5 to 13
Cupcake Decorating	0 -Cancelled
Calligraphy	5
Basic Computer class	0 –Cancelled
Preschool Activity – <i>1 class a month for the school year</i>	10-11
Western Listening Session	3
Alive at 25	6
Pumpkin Canvas Painting	15
Witches Night Out	15
Basic Money Management	0 - Cancelled
Master Chef Mommy and Me	0 - Cancelled
Leather Bracelets	10
State of Mind Series (every other week)	0 – Cancelled
Canning 101	0-Cancelled
Investing 101	0 - Cancelled
Tumbling/Winter– <i>Twice a week/ 12 week</i>	88
Quilting class	2

<b>Winter 2023/2024</b>	<b>Number of Students</b>
Bit Coin	0 - Cancelled
Winter Sign Painting	5
Pet First Aid	0 - Cancelled
Barre (2x a week)(24 classes)	12 per class
Boxelder Syrup Class	0 - Cancelled
Kids Yoga	10
Chunky Blanket Class (3 classes)	24
Friendly Painters – 3 classes	2

<b>Spring 2024</b>	<b>Number of Students</b>
Barre (3x a week) (26 classes)	6-8 per class
Suncatcher Class	12



Daddy and Me Hair	6
Conscious Discipline (6 classes once a week by zoom)	2
GYST – 4 class series	3
Avalanche Class	0- Cancelled
Couples Painting Class	6

*\*Blue classes are kid/teen classes.*

Western/HISET Students	Number of students
Adults	1
Dual Students	21
HISET	0

**Classes/Tests/Trainings Hosted:** We normally proctor the ACT at least four to six times a year. This last year we offered it, we had one student sign up then cancel at the last minute.

Classes/Tests/Trainings Hosted	Number of times
WYTOP Testing	
Hunters Safety	1 (weeklong class)
MSHA Training	1

**Building usage:** We had 19 entities use our building for 97 meetings.

Entities Using Building	Number of times
Nature Conservancy	1
Carbon County 4-H Foundation	6
Carbon County Fair Board	1
Snake River Press	44
Rural Health Care District	12
Wyoming Work force	10
Scale Meeting	1
Event Center	6
Hunting Setting Meeting	1
Conservancy District	1
Carbon County Senior Homemaking	1
Game and Fish	2
Enroll Wyoming	1
Irrigators Meeting	1
Project Reach	1
Carbon County School District #1 Rec Board Meeting	1
Table Talk	5
Project Prevention	1
CPR-School	1

<b>Community Events/Interaction</b>	<b>Number of times</b>
Parade of lights (made cookies)	1
Field Day	1
Carbon County Fair	1
Fall Festival (VCC)	1
Blood Drive	2
Helped with Baggs Ball	1
Pumpkin Party (at school)	1
Mother's Day Brunch	1

## Carbon County Higher Education Center 2023-2024 Financial Snapshot

<b>Revenue</b>	<b>\$</b>	<b>1,925,385</b>
Mill Levy Tax Income Carbon County	\$	1,694,504
Tuition Revenue	\$	103,795
Earned Income	\$	127,085
<b>Expenditures</b>	<b>\$</b>	<b>1,709,510</b>
Administration Personnel & Expenses	\$	647,107
Community Engagement Personnel & Expenses	\$	140,594
Student Services Personnel & Expenses	\$	143,877
Dual Enrollment Tuition & Books RHS & VHS	\$	136,291
Trades & Health Sciences Personnel & Expenses	\$	368,677
Little Snake River Ed Center Personnel & Expenses	\$	256,358
Dual Enrollment Tuition & Books LSRV	\$	16,606
Cash June 30, 2024	\$	807,990
Cash Reserves June 30, 2024	\$	719,300
Fund Reserves June 30 2024	\$	95,000

<b>Department</b>	<b>Expenditures %</b>
Administration	38%
Community Engagement	8%
Student Services	8%
Trades & Health Sciences	21%
Little Snake River Ed Center	15%
Dual Enrollment Tuition & Books RHS, VHS & LSRV	10%