

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 August 23, 2016 at 5:00 p.m. in Rawlins, Wyoming.

Roll Call

Board members present: Gilbert Archuleta, Mike Mann, and George Eckman, by phone: Matt Feldmann and Trent Arnell.

Board members absent:

Others present: Karen Webster, Shelly Collier, and by phone Christy Stocks.

Agenda:

Mike Mann made the motion to accept the agenda with the following amendments: Action Items A- N will have the addition of 1st reading at the beginning of the each motion, Action Item #O to adjust substitute teacher salaries and Item #P to approve the Director's employment contract. The motion was seconded by George Eckman and passed.

Public Comments

None

Consent Agenda

Mike Mann made the motion to approve the minutes for July 20, 2016 and July 26, 2016 meetings, Treasurer's Report and Accounts Payable for August 2016. The motion was seconded by George Eckman and passed.

Action Items

- A. To approve the proposed CCDS#1/BOCHES Operating Agreement as presented. Tabled till next meeting in September.
- B. 1st Reading: Mike Mann made the motion to adopt the updated policy: Section I-1-C Nondiscrimination as presented, which will supersede and replace the current policy. The motion was seconded by George Eckman and passed.
- C. 1st Reading: Mike Mann made the motion to adopt the updated policy: Section IV-4-B Employment and Recruitment as presented, which will supersede and replace the current policy. The motion was seconded by Matt Feldmann and passed.
- D. 1st Reading: Mike Mann made the motion to adopt the updated policy: Section IV-4-C Wages and Salaries as presented, which will supersede and replace the current policy. The Motion was seconded by George Eckman and passed.
- E. 1st Reading: Mike Mann made the motion to adopt the updated policy: Section IV-4-E Layoffs as presented, which will supersede and replace the current policy. The motion as seconded by George Eckman and passed.
- F. 1st Reading: Trent Arnell made the motion to adopt the updated policy: Section IV-4-I Sick Leave Donation Policy as presented, which will supersede and replace the current policy. The motion was seconded by Mike Mann and passed.

- G. 1st Reading: Mike Mann made the motion to adopt the updated policy: Section IV-4-I Staff Vacations, Personal Leave & Sick Leave as presented, which will supersede and replace the current policy. The motion was seconded by George Eckman and passed.
- H. 1st Reading: Mike Mann made the motion to adopt the updated policy: Section IV-4-I-a Family and Medical Leave as presented, which will supersede and replace the current policy. The motion was seconded by George Eckman and passed.
- I. 1st Reading: Mike Mann made the motion to remove from Policies and Procedures book: Section IV-4-EE Horizontal Movement. The motion was seconded by George Eckman and passed.
- J. 1st Reading: Mike Mann made the motion to adopt the updated policy: Section V-5-Q Purchasing Regulations as presented, which will supersede and replace the current policy. The motion was seconded by George Eckman and passed.
- K. 1st Reading: Mike Mann made the motion to adopt the updated policy: Section VI-6-B College Credit Classes as presented, which will supersede and replace the current policy. The motion was seconded by Trent Arnell and passed.
- L. 1st Reading: Mike Mann made the motion to adopt the updated policy: Section VI-6-E High School Equivalency Program as presented, which will supersede and replace the current policy. The motion was seconded by Trent Arnell and passed.
- M. 1st Reading: Mike Mann made the motion to adopt the updated policy: Section VI-6-F ESL and SSL Programs as presented, which will supersede and replace the current policy. The motion was seconded by George Eckman and passed.
- N. 1st Reading: Matt Feldmann made the motion to adopt the updated policy: Section VI-6-H GED Tuition Reimbursement as presented, which will supersede and replace the current policy. The motion was seconded by Trent Arnell and passed.
- O. Mike Mann made the motion to accept the proposed substitute teacher salary schedule for 2016-2017. The motion was seconded by George Eckman and passed.
- P. Trent Arnell made the motion to approve the Directors Contract for Dave Throgmorton for 2016-2017. The motion was seconded by Mike Mann and passed.

Executive Session

- A. Mike Mann made a motion that the CCBOCHES moves into executive session at 5:22 P.M., for the purpose of considering personnel matters considered confidential by law, and legal matters. The motion was seconded by George Eckman and passed.
- B. Mike Mann made a motion that the CCBOCHES moves back into open session at 5:28 P.M. The motion was seconded by George Eckman and passed.
- C. Mike Mann made a motion to approve minutes from the executive session. The motion was seconded by Trent Arnell and passed.

Discussion Items

- A. Frequency of BOCHES board meetings or other desired changes: The board expressed that they would like to change the noon telephone conference times to be later in the afternoon. The board likes the current set-up of the board meetings with the day of week as Tuesday and the time of 5:00 p.m. After some discussion, the board would like to see a proposal with more phone meetings on months where business is slower. Mike suggested that he would like to have a written director's report on a regular basis to keep the board abreast of what is going on at Higher Ed if we change to more phone meetings.

B. Possible avenues of capital expense fund raising: Tabled

Directors Report

None

Staff Reports

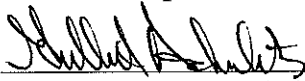
Christy reported that her 2 new staff members are working out well and that classes are just about ready to begin for the high school students.

Board Comments

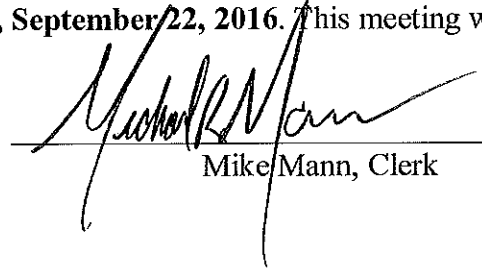
None

Next Board Meeting Date

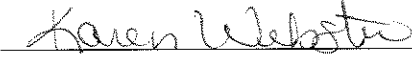
The next board meeting is scheduled for **Thursday, September 22, 2016**. This meeting will be held at **4:00 p.m. in Baggs**.



Gilbert Archuleta, Chairperson



Mike Mann, Clerk



Karen Webster, Executive Assistant