

# 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 June 27, 2017 at 5:00 p.m. in Rawlins, Wyoming.

### Roll Call

Board members present: Gilbert Archuleta, Mike Mann, and by video conference Matt Feldmann.

Others present: Dave Throgmorton, Shelly Collier, Karen Webster, and by video conference Christy Stocks.

### Agenda:

Mike Mann made the motion to accept the agenda. The motion was seconded by Matt Feldmann and passed.

Mike Mann made a motion to amend the agenda to include action item E to approve the MOU with the City of Rawlins to allow a wayfinding sign on the property. The motion was seconded by Matt Feldmann and passed.

### Public Comments

None

### Consent Agenda

Mike Mann made the motion to approve the minutes from May 23, 2017 and May 30, 2017 meetings, Treasurer's Report and Accounts Payable for June 2017. The motion was seconded by Matt Feldmann and passed.

### Action Items

- A. Mike Mann made the motion to approve the proposed CCHEC Staffing Plan for fiscal year 2017-2018. The motion was seconded by Matt Feldmann and passed.
- B. Mike Mann made the motion to approve the contract for Dr. David H. Throgmorton for the 2017-2018 year, at the same rate of pay, as set forth, in the 2016-2017 employment contract and authorizes Chairman, Gilbert Archuleta to sign said employment contract on behalf of CCBOCHES. The motion was seconded by Matt Feldmann and passed.
- C. Mike Mann made the motion to approve the proposed surplus list of equipment and appliances, the motion was seconded by Matt Feldman and amended to remove two (2) kitchen aid mixers which will go to the LSRV campus. The motion passed.
- D. Matt Feldmann made the motion to amend the 2016-2017 budget to reflect unanticipated increase in tax revenue and SkillsUSA fundraising accounted for, respectively, as increased cash carryover and Skills Club expenditures. The motion was seconded by Mike Mann and passed.
- E. Mike Mann made the motion to approve the MOU with the city for the wayfinding sign, as written. The motion was seconded by Matt Feldmann and passed.

### Executive Session

None

### Discussion Items

- A. Preliminary Budget: Dave commended Shelly on all her hard work putting together all the necessary documents and spreadsheets; it has been a difficult budget process with all the cuts and changes. Dave went over the budget documents and said that anticipated cash carryover will only

be about 6% of the budget this next year, typically a 15 to 20% carryover is standard. The cash flow issues that have been discussed will hit in May 2018, but this gives eight (8) months to bring in some income.

Dave discussed the employee cuts: program planner, construction trades instructor, computer lab assistant, and part-time administrative assistant in Baggs.

The board may want to discuss whether or not to put a cap on dual enrolled high school student numbers. The cost for the program has doubled over the last 3 years.

Dave also talked about discontinuing our Nursing MOU with WWCC. The program continues to struggle to get the needed 8 students, and even if they do get the required amount of students it looks like the program will continue to be a distance learning program, without any onsite classroom instruction. It doesn't make sense to continue to pay salary and travel expenses for nursing instructors. Our students are receiving the same services as any other distance students and the other BOCES don't have to pay for instructor fees, or instructor travel expenses.

CCHEC is in the process of building other health science courses that will utilize the medical wing at the CTEC. Mike asked if we would be able to partner with another college that has a nursing program. Dave said that we could if we have permission from WWCC. The board would like Rawlins to keep the nursing program if the issues can be resolved. Dave will meet soon with the new Director of Nursing and will see what can be worked out to fix the nursing program issues.

- B. MOU with the City of Rawlins for signage: The MOU basically says that the city is responsible for maintaining the sign and if CCBOCHES wishes to have it removed the city will do that at any time and restore the ground to the way it was before the sign was installed. In exchange, the city agreed to update the curb and gutter and put in sidewalks in the cul-de-sac where CCHEC built the new homes at the end of Kendrick St. and Delta.
- C. Possible Strategic Planning Session: Now would be a perfect time to discuss how we should move forward, discuss what is, and what is not working, maybe some new sources of revenue. This would include the board and the staff with a possible date of August 18<sup>th</sup>. Gilbert believes this will be a golden opportunity to take a fresh look at the possibilities for higher ed. Dave mentioned that we may want a facilitator to keep the session moving. A call for topics and dates will be sent out.

### **Directors Report**

It's been a tough few months, but we are moving forward. Dave asked if the board would be willing to approve the MOU with the city during this session. Gilbert asked for a motion to amend the agenda.

### **Staff Reports**

None

### **Board Comments**

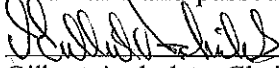
Gilbert asked Dave to give congratulations to the SkillsUSA Club for a job well done at nationals on behalf of the board. Mike thanked the staff at CCHEC, times are tough and thanks for all your hard work. Matt also thanked everyone for their hard work, and looks forward to finding new streams of income and meeting with everyone at the strategic planning meeting.

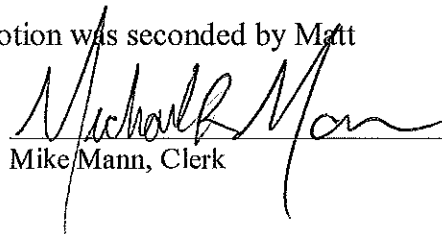
### **Next Board Meeting Date**

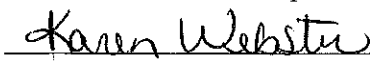
The next board meeting is scheduled for Wed, July 19, 2017 at 4:00 p.m. at 1650 Harshman St.

### **Adjournment**

Mike Mann made the motion to adjourn at 5:54 pm. The motion was seconded by Matt Feldmann and passed.

  
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Gilbert Archuleta, Chairperson

  
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Mike Mann, Clerk

  
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Karen Webster, Executive Assistant