

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 September 22, 2016 at 4:00 p.m. in Baggs, Wyoming.

Roll Call

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

Board members absent: Mike Mann

Others present: Christy Stocks, Ryanne Mikesell, and Lillie Criswell. By phone: Dave Throgmorton, Shelly Collier, and Karen Webster.

Agenda

Matt Feldmann made the motion to accept the agenda. The motion was seconded by Trent Arnell and passed.

Public Comments

None

Consent Agenda

Trent Arnell made the motion to approve the minutes for August 23, 2016, Treasurer's Report and Accounts Payable for September 2016. The motion was seconded by Matt Feldmann and passed.

Action Items

- A. Matt Feldmann made the motion to approve the proposed CCDS#1/BOCHES Operating Agreement as presented. The motion was seconded by Trent Arnell and passed.
- B. Matt Feldman made the motion to approve the 2nd reading of Section I-1-C Nondiscrimination as presented, which will supersede and replace the current policy. The motion was seconded by Trent Arnell and passed.
- C. Trent Arnell made the motion to approve the 2nd reading of 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. Trent Arnell made the motion to approve the 2nd reading of Section IV-4-C Wages and Salaries as presented, which will supersede and replace the current policy. The Motion was seconded by Matt Feldmann and passed.
- E. Matt Feldmann made the motion to approve the 2nd reading of Section IV-4-E Layoffs as presented, which will supersede and replace the current policy. The motion as seconded by Trent Arnell and passed.
- F. Trent Arnell made the motion to approve the 2nd reading of Section IV-4-I Sick Leave Donation Policy as presented, which will supersede and replace the current policy. The motion was seconded by Matt Feldmann and passed.

- G. Matt Feldmann made the motion to approve the 2nd reading of 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 Trent Arnell and passed.
- H. Trent Arnell made the motion to approve the 2nd reading of Section IV-4-I-a Family and Medical Leave as presented, which will supersede and replace the current policy. The motion was seconded by Matt Feldmann and passed.
- I. Trent Arnell made the motion to approve the 2nd reading of Section IV-4-EE Horizontal Movement. The motion was seconded by Matt Feldmann and passed.
- J. Trent Arnell made the motion to approve the 2nd reading of Section V-5-Q Purchasing Regulations as presented, which will supersede and replace the current policy. The motion was seconded by Matt Feldmann and passed.
- K. Trent Arnell made the motion to approve the 2nd reading of Section VI-6-B College Credit Classes as presented, which will supersede and replace the current policy. The motion was seconded by Matt Feldmann and passed.
- L. Matt Feldmann made the motion to approve the 2nd reading of 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. Matt Feldmann made the motion to approve the 2nd reading of Section VI-6-F ESL and SSL Programs as presented, which will supersede and replace the current policy. The motion was seconded by Trent Arnell and passed.
- N. Trent Arnell made the motion to approve the 2nd reading of Section VI-6-H GED Tuition Reimbursement as presented, which will supersede and replace the current policy. The motion was seconded by Matt Feldmann and passed.

Executive Session

None

Discussion Items

- A. Proposed Board Meeting Schedule: Many meetings don't require many action items or issues that need to be discussed, but every meeting has payables that need to be approved. Approval of payables can be done easily with a call-in meeting. With that in mind, a new calendar was introduced with more phone meetings added. The board liked the new calendar proposal and it will be voted upon in January.

Directors Report

Dave thanked Karen for getting the policy book project done. Dave has also been on the road this last month working with several committees and legislative task forces to get BOCHES removed from Special District legislation. Having BOCHES included as a Special District means that we have another reporting responsibility to Carbon County Commissioners which doesn't make sense in our situation. Dave will keep the board updated on the progress of this issue. Dave has also been working with Power Company of Wyoming to insure that they don't increase the tax on wind energy. Dave is speaking to the Revenue Committee in support of not increasing the tax along with several other members of Carbon County.

Staff Reports

Christy reported that they are figuring out the part-time work and its challenging but working out.

Board Comments

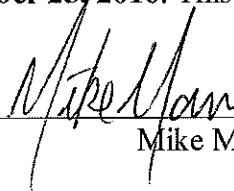
Matt Feldmann toured the new building at 1650 Harshman and said it was beautiful. Matt also asked if it was necessary to keep the lease on the Murray St. (Main Campus) building since we have the new building and we are trying to keep budget costs down. Dave replied that it is necessary to keep both buildings. Unfortunately, we have already outgrown the new building and we keep growing. Both buildings are being used fully. We are already experiencing space shortages. Shelly also mentioned that the Adult Learning Center is on Murray St. along with all of the Administration offices. Gilbert said that the original plan was to add on to the CTEC building in phases and eventually have everyone on the same piece of land as part of the Western Wyoming Community College at Rawlins idea.

Next Board Meeting Date

The next board meeting is scheduled for **Tuesday, October 25, 2016**. This meeting will be held at **5:00 p.m. in Rawlins**.



Gilbert Archuleta, Chairperson



Mike Mann, Clerk



Karen Webster, Executive Assistant