

COLORADO NORTHWESTERN COMMUNITY COLLEGE  
MOFFAT COUNTY AFFILIATED JUNIOR COLLEGE DISTRICT  
BOARD OF CONTROL MEETING – September 16<sup>th</sup>, 2019  
CNCC Academic Services Building Room 255, 2801 W. 9<sup>th</sup> St. Craig, CO 81625

Board Attendees: Mike Anson, Andrew Daniels, Terry Carwile, Zackary Allen, Lois Wymore and  
College: Ron Granger – President, Jessica Wollman – Financial Aid, James Caldwell – Vice  
President of Business & Administration, John Anderson – Vice President of  
Student Services/Craig Campus, Keith Peterson – Vice President of Instruction, ,  
Sasha Nelson – Director of Community Education, Brad Wollman – Craig  
Facilities , Jessica Wollman- Financial Aid, Annette Burrow – Director of ABE,  
Sasha Nelson- Director of Community Education, Kathy Powell Case – CTE Dean,  
Angie Miller – Director of Human Resources, Leigh Sokol – Executive Assistant to  
the VP of Student Services/Craig Campus, Keely Ellis – Executive Assistant to the  
President

Audience: Brian Mackenzie, Judy Lewis, Steve Mazzuca, Jane Hume  
6:00 P.M. Regular Session

1.0 Call to Order/Pledge of Allegiance/Moment of Silence/Roll Call

2.0 Approve/Change Agenda for the meeting

2.1 Andrew Daniels made a motion to strike item 4.5- Updated on the Community Education Scholarship and item 6.3- Vote on changes to the Community Education Scholarship as well as item 6.2- Review Draft of Financial Statements and Independent Auditor's report. He stated that the board only received the updated policies for the Community Education scholarships earlier that afternoon and had not had sufficient time to review them. For item 6.2 he said we received a letter from auditors citing that the district's internal control systems lacked certain controls with respect to separation of duties however those were undefined. He said he did not want to approve the financials without those controls being defined and wanted to seek further clarification. Terry Carwile seconded the motion. Zack Allen asked if there originally was an action to be taken related to item 6.2. Even though the item appears under action items on the agenda it seemed to him that there may not need to be any action take, but there may still need to be an opportunity for discussion on the item. Andrew Daniels stated that because there was no one present in the meeting to answer the question there was nothing to discuss. Zack Allen also felt that even though the board may not be prepared to vote on items 4.5 and 6.3, he did feel there still could be opportunity for discussion on the items. Andrew Daniels retracted the original motion and made a new motion to strike items 6.2 and 6.3 from the agenda but leave item 4.5 for discussion. Terry Carwile seconded. Motion carried unanimously.

3.0 Audience Comments

3.1 Jane Hume asked what the feeling is about the meeting that was held last month on August 29 with state and community leaders and the results that the board is hoping to see from the meeting. Mike Anson said he plans to follow up with Chancellor Garcia in the coming weeks after the meeting. Zack Allen noted there is more conversation about this later in the agenda.

Brian MacKenzie said he felt that community leaders were not impressed with the

meeting. He said felt the meeting seemed intended appease the people and they left with no action plan. He said Chancellor Garcia pointed that things are getting better in Craig, for example the Craig campus now has a vice president in place. Brian MacKenzie also felt the community did not get a fair say in the hiring process for the Craig campus vice president position. He said in the past the community leaders were invited to meet vice president candidates and he did not feel the community was included in the most recent hiring process. Brian MacKenzie said he has a petition that has been circulating that he would like added to the agenda. He stated that he wanted to see action taken immediately for this community. He has a committee that is looking at financials and has a Colorado Open Records Act (CORA) request in. He stated that 67% of budget comes from personnel and his committee wants to look closer at that. The committee also filed a CORA request for budgets and expenditures. He said they want to know if this campus would be sustainable working by itself or in partnership with Colorado Mesa University or Colorado Mountain College (CMC).

Mike Anson said he would like to add it to the agenda however he needs things ahead of time to get on the agenda and be posted ahead of time in order for the board to take action on it. Brian MacKenzie mentioned that City Council might get to see it first.

#### 4.0 Old Business

##### 4.1 Update on housing

Lois Wymore had no update.

##### 4.2 CNCC and CCCS Update

Mike Anson has not heard anything from Joe Garcia and he plans to follow up with him in the coming week.

Andrew Daniels apologized that he was not able to attend the August 29<sup>th</sup> meeting as he was out of town for personal reasons. He said since the meeting he had heard some assertions made that needed to be clarified. One assertion he heard was that the Moffat County resident tuition buy down was taking money away from the program funding, the fact is that this board to his knowledge has never denied this college programmatic support including the last year when the board offered the buy down along with programmatic support that was not spent. The budget this year also offers programmatic support along with the buy down. The second assertion was that the buy down was not helpful. Andrew Daniels felt that even if the buy down only provided 9 full time enrollments (FTE) which is 10% FTE added that year and he felt that it was worth it.

Ron Granger said that Joe Garcia has reached out to Peter Brixius and Jarrod Ogden. He met with Joe Garcia last week to discuss what the next steps will be for both CNCC and CCCS, they were hoping to have something out before the meeting however because they were still working on getting some data and other details they were not able to get anything out in time for this board meeting. He expects in the next week to two weeks they will have something go out to all board members as well as everyone that attended the August 29<sup>th</sup> meet. Andrew Daniels asked if the Craig CNCC campus has filed the request to get the 4 year nursing program in place. Ron Granger explained that they have not yet because it would interfere with their Higher Learning Commission (HLC) accreditation process, he said they know

the request will be denied due to where they are in the accreditation process with HLC. Ron Granger said if they were to file now and get turned down it would be 4 years before they could file again. Andrew Daniels pointed out that CMC now has a 4 year nursing program in place.

Zack Allen said that after the August 29<sup>th</sup> meeting he had a conversation with gentleman from Colorado Mountain College and asked him if CMC would be interested in taking the Craig campus, the man from CMC did not say yes or no, but after the conversation with him Zack Allen said it sounded like much of the control this board has would likely go away if the Craig campus were to join CMC. Zack Allen said it sounded like this board would likely have to dissolve, not that funding would go away, but that instead Moffat County would then have a representative that becomes a part of the CMC board. Zack Allen thought it would be beneficial to reach out to CMC to further understand what that would entail to move in that direction. Zack Allen felt that if everyone has had different conversations with people related to CMC it would be better to meet with them all in one place and clarify everything.

#### 4.3 Update on Upcoming Election

Leigh Sokol said that she has cancelled the election as she only received and as was able to verify signatures on three petitions, which is was not enough to hold an election. The three candidates that turned in petitions on time with verified signature will run unopposed and take their seats on the board in November. She said there is a resolution on the agenda to finalize the cancelation of this board's participation in the election. She said she has already made first contact with the Moffat County Clerk and Recorder to cancel the election by deadline and will provide the formal resolution once it is approved and signed to the county clerk to formally cancel the election. After the resolution is approved she said she will send out letters to the three candidates to inform them of their seats and invite them to the November board meeting where they will they will be sworn in and there will be a legal notice published to announce the cancelation and the new board members. Lois Wymore pointed out that there was an error on the resolution, one of the lines at the end had the Rangely board listed rather than the Moffat county board. Lois Wymore also commented that she was glad the election was canceled because elections can be costly, however she was also sad because this is an elected position and she feels that the community needs to get involved with this board. She feels it is important to encourage people to get involved.

#### 4.4 Update on Donation in Honor of Peggy Rector

Terry Carwile had no update.

#### 4.5 Update to changes of Community Education Scholarships

Sasha presented that she is working to figure out how we best serve the community. She wants to shift the age based determination to a need based determination for financial support for community education students. She said she has attempted to put together a board policy. She said she did learn that she must change the verbiage from financial aid to finical assistance because financial aid is connected to federal funding that could create problems. She spoke with human service agencies such as United Way and the director of the Director Human Services in Moffat County and found that many others use the federal poverty

threshold as a standard for identifying financial need. She included this tool in the written policy. She said most agencies look at 200% above the federal poverty threshold to qualify for aid in our community. Terry Carwile asked if it is 200% at the federal level, how many people do you see locally? Andrew Daniels said it is 33% of people. Terry Carwile asked if the 200% is fitting. Sasha Nelson felt that because experts are using the 200% as their guide and she feels it is a reasonable place to start. Andrew Daniels asked to clarify if the new policy would be age plus poverty based or if it would just be poverty based. Sasha Nelson explained that it is for anyone with financial need without an age designation, and that it would still include seniors that met the financial need criteria. Sasha Nelson provided an example of a family of five with a father that wants to take a basic welding program to expand his skill set to obtain a better job, however that program currently costs somewhere between \$500 and \$1500, this price point may put this class out of reach for that individual. This new policy would help that individual gain access to a program that could help grow the workforce. As the community education program changes and morphs to meet the needs of a changing workforce it needs to be sensitive to the financial barriers that workforce may face and find ways for everyone to gain access to the program. She also pointed out that the community education does not have a financial resource from the state to provide aid so this new policy would provide aid to that group. Terry Carwile asked about the Bridges Out of Poverty program through United Way and when the next class started. Sasha Nelson said it is still a program United Way offers and the latest class has already started and that she is looking at way to help bring back the Boot Straps program. Right now there is not a way to fund those individuals coming from Bridges Out of Poverty in a workforce development program through community education. Andrew Daniels felt that this should be treated as a second "bucket," In other words historically there have been funds to support seniors for noncredit programs and he is concerned that if we open the bucket up to everyone with low income the this "bucket" would rapidly empty and not leave funding for seniors. Sasha Nelson pointed that the funds in the past have only been about half used, and it is something she can track and adjust. Andrew Daniels is still concerned that the parameters are too broad without designating money for seniors with age plus need and a bucket for people with just need. Zack Allen agreed that the federal guides are too low and that the 200% makes sense. Sasha Nelson said she would like to launch the program to help gather some more data to find out if this really can be more effective and make more decision based on more concrete evidence. The plan is to track metrics and see what the effects are and find out if it is worthwhile. Zack Allen felt he liked the policy as is however going forward it might be worthwhile to create two different avenues of funding, one for need based and one for age based. Sasha mentioned she really wanted the board's input. She felt there is a lot of the community that does not have access to community education programs and she wants to find a way to give more people access to community education programs. Lois Wymore asked if Sasha is confident that she can get people to register using this financial assistance. Sasha Nelson said she feels confident she can, she said after all of her conversations with other entities and programs there are people that would benefit from community education classes but are not able to access them as

is because cost is too much of a barrier. Zack Allen asked about the English as a Second Language (ESL) program and how those programs are supported. Sasha Nelson said she was able to put together a list of resources she already found. She explained that the C.R.A.I.G. group has provided a seed grant, this grant will help subsidize the cost of a computer basics course for English language learners. The ESL program on this campus is funded through a grant as well as a GED program through the Adult Basic Education that requires that program to run separately on its own. This grant fully covers the cost for student in both the ESL and GED programs. Sasha explained that from that ELS group she has learned that they are now learning English and the next step for them is to learn how to use a computer. Community education can create a program for those learners at about \$130 per student however that is probably a price point that is not accessible for most ESL learners, epically for students accustomed to receiving their classes for free. With the support from the C.R.A.I.G. group she is able to offer that program to ESL learners for only \$25 per student. This funding is not sustainable, in the future if she offers this program without the support from this grant she would have to offer the class at the full \$130 because that is what it costs to run the program. Her hope is that this new system of scholarships would help bring the cost to students back down. Sasha asked if they would like her to make adjustments in terms of creating different "buckets." James Caldwell suggested that they come back with more information on how utilized the senior funding has been used in the past. Andrew Daniels wants to provide more opportunity and is concerned that it could be too successful and then the funds would run out and end up with a group of seniors no longer being supported. Zack Allen asked that we take the amount from the last three years and set that aside for seniors and use leftovers for the new financial assistance. Sasha Nelson also share a copy of the community education catalog a flyer and a fact sheet. Andrew Daniels complemented Sasha on her work so far with program and how much more visible it has become.

#### 5.0 New Business

Mike Anson said he has the item Brian MacKenzie brought in from the Moffat County tax payers that expressed community's trust with the college administrations has deteriorated due to lack of transparency and a vote no confidence in President Ron Granger. Mike Anson mentioned that the petition only had 29 signatures which was likely not enough. Brian MacKenzie expressed he is frustrated that the board does not seem frustrated and felt he could get significantly more signatures.

#### 6.0 Action Items

##### 6.1 Approval of Minutes from August 19th, 2019 and August 23, 2019 and Treasurer's Report from July and August 2019

Andrew Daniels made a motion to approve minutes from August 19th, 2019 and August 23, 2019 and Treasurer's Report from July and August 2019.

Lois Wymore Seconded. Lois asked about an item for related equine on the Treasure's Report and wanted more information as to what that was for. James Caldwell said he did not have that information with him but he would find out. Lois Wymore asked what is happening with the roughly \$130,000 for they had budgeted for the paleo program beyond hiring an instructor. Keith Peterson said her will have more on that in his update. Motion carried.

~~6.2 Review Draft of financial Statements and Independent Auditor's Report~~

~~6.3 Vote on Changes to Community Education Scholarships~~

6.4 Resolution 2019-05 Cancellation of the Moffat County Affiliated Junior College District Board Election

Zack Allen made a motion to approve Resolution 2019-05 Cancellation of the Moffat County Affiliated Junior College District Board Election. Lois Wymore seconded provided they updated the last paragraph to read Moffat County Affiliated Junior College district Board rather than Rangely. Motion Carries. Andrew Daniels and Terry Carwile abstained.

7.0 President's Report, Ron Granger

Ron Granger presented that soccer just got back from a long road trip and even though their trip did not go as well as they had hoped, the soccer teams represent CNCC well. He mentioned we are down in enrollment 27 FTE total. About half of that is concurrent enrollment which we hope to see improve a bit as some concurrent registrations have come in late. Craig campus is only slightly down, .5 FTE. Zack Allen asked for more information on how Concurrent enrollment FTE looked related to Craig. Ron Granger explained that concurrent enrollment is a separate thing and enrollment numbers are down across all of the schools CNCC works with. He is hopeful that those numbers will improve as some later enrollments roll in.

Ron Granger also said there are several things to celebrate here, paleo is getting wonderful recognition across the state. We are working more on paleo and there will still be more to come in that department. He said he has also talked to a lot of people are feeling very positive about where things are going on this campus and in Rangely. He had a great conversation with Kyle Kazemi, the new women's soccer coach, and he says no matter what happens on the field win, lose or draw the girls are excited about what they are doing.

8.0 Vice President of Student Service/Craig Campus, John Anderson

John Anderson presented that they had their first conference soccer games this week and he said after talking with both coaches and several players they found they have learned a lot, and they are hopeful to improve going forward. The men's team did get their first win in a tournament this year. The next home game will be September 21 against Utah State University-Eastern at 11 a.m. and 1 p.m. at Loudy Simpson Park.

He said they also hosted a college fair on the Craig campus on September 11. There were 38 four year colleges in attendance. There were high school students that attended from Moffat County High School, Rangely High School, Goal Academy and the Yes Alternative school as well as some home school students. He said they hope to put on the same event next year and help it to grow and provide good opportunities to our communities and students.

John Anderson also presented that the Student Services department is starting to get events moving with Campus Life. There is a rating trip coming up on September 21. They are also planning some Halloween events for both students and the community.

9.0 Vice President Instruction Report, Keith Peterson

Keith Peterson presented that the majority of the money Lois Wymore had asked about previously was going to salary and benefits for the new science faculty, the rest of the funds will be used to make the paleo hallway space where Blue and the Walter mural are more of a community friendly display space. They have started the process to purchase display cases for Walter specimens as well as casts of some of Walter's larger bones that cannot be

displayed.

Keith Peterson also said he was excited to say that the college is partnering with the Craig Chamber of Commerce by not only increasing the college's level of memberships but also by working with them on an educational MOU to deliver instruction on soft skills training to a number of different groups.

Keith Peterson also wanted to mention some updates related to equine studies. He said Dean Davis has been working with the Moffat County Fair Grounds and the BLM to incorporate work on the Wild Horse Reclamation into the CNCC Equine studies program. Keith Peterson also mentioned that he has been working with his deans to find ways to be more responsive to community needs. He said they need to have more STEM and business related classes offered at night and he has made a directive to his deans to make that happen or spring. He is not sure exactly what that will look like but he will keep everyone updated.

Terry Carwile asked if the outdoor recreation programs will become a more consistent offering. Keith Peterson said much of the outdoor recreation activities are run through the campus life to engage students as well as offer for-credit opportunities. John Anderson said this first trip coming up is to gauge interest on the Craig campus and see how many students might be interested in this type of program. The for-credit programs are located on the Rangely campus however the school is able to provide transportation for Craig students to participate in such activities and programs.

#### 10.0 Vice President Business & Administration, James Caldwell

James Caldwell presented a document he shared in reference to a question that was asked at the last meeting on how he reconciles the Moffat County Board budget. He further explained any money not spent in budgets is returned to the board's reserves. Andrew Daniels asked about the cost associated with Valley Vista Inn. James Caldwell said he spent some time with an engineer looking at some different aspects of that building and took recommendations from them. The recommendation had information on what it would take to make the building accessible for students and what would be required to repair the building. Andrew Daniels and Lois Wymore did not remember seeing documentation related to the engineers report. Ron Granger recalled sending out the document because it was what led to the conclusion that Valley Vista was not a feasible option. Andrew Daniels questioned whether or not the board had authorized funds to be used for an engineering study on the Valley Vista Inn. James Caldwell explained that at the end of each month Scott Rust prepares and sends out a billing request, that request has a list of transactions related to the request and which budgets that transaction is associated with. James Caldwell said that his plan is to provide the board with a quarterly year to date roll out on how CNCC has spent money related to the budget so everyone can engage and make sure spending is on track. Zack Allen asked it asked for clarification on some of the totals on the sheet James Caldwell shared. James Caldwell explained that some of the totals do not match because he only track the money he is responsible for the other numbers are managed by the board directly and Judy Lewis.

James Caldwell also presented that the business office has been very busy, in the last couple months they have issued 400 purchase orders totaling close to \$3.5 million so far this year. He also said that in the last two months he has executed 6 leases at the Bell Tower with two that are pending. There are five other leases among them are leases for housing. He said they also have four MOU's like the MOU with Loudy Simpson for use of the soccer field. He

also mentioned the hot summer has been hard on building compressors. Two compressors at the Rangely campus and two at the Bell Tower that have gone out. Repairs for those will cost between \$25,000 and \$30,000 and those repairs are at least 3 weeks out. He said the next big business office project is the budget data book which will take all of the different budgets and compile them to be sent in and rolled up into the state budgets. The last project the business office is working on under the President's direction is to develop local policies to govern things like student meals/function under the travel policies, institutional error policies, and guidelines for foundation fund raisers. Terry Carwile asked how many open POs CNCC has now. James Caldwell explained that there are far less than there used to be, in an effort to avoid budgets getting over spent early in the year, they have been much stricter on the POs that are approved. Lois Wymore commented that she was pleased to see that they have caught up with billing.

#### 11.0 Foundation Liaison Report, Terry Carwile

Terry Carwile presented that the golf tournament was canceled due to lack of participation and sponsorships, but it the event is still something they will look at again next year. He also said there will be \$100,000 maybe more in scholarships will go out this year. They are still lacking in matching grants for COSI and Pinnacle by about \$30,000. Those funds need to be raised by May. They also have foundation retreat coming up next week on the Rangely campus.

#### 12.0 City Council Liaison Update

Steve Mazzuca presented that they are working on the marijuana ordinance, they had a presentation about monochloramines. They are also still working on a solar array project. They also heard from Ken Bekkedahl about a group of community leaders being formed to help diversify economy and he was looking for a representative from the college. John Anderson volunteered to be that college representative. He also said they approved three positions for the parks and recreation board, and they had a discussion and approval of the Yampa River Fund Collaboration and Administration agreement. They are also looking to have their October meeting be the first one that is streamed to the public and they approved a designated area for a dog park.

#### 13.0 Other Business

Lois Wymore commented that in the past the board has been guided through their budget and she wondered if this is the best approach, she felt that they should take a more active role in the money they are responsible for.

Zack Allen wanted to clarify that at the next meeting they will look at changes Sasha Nelson had proposed for the community education scholarships, they would get clarification the auditor's report, and the potential to reach out to CMC and what a transition with them might look like. Terry Carwile mentioned that because they are bound by state statute it would require a sponsorship for a bill to remove this institution from the state system and a vote of the community. If a bill is introduced there could be a lot of potential for unintended consequences. Andrew Daniels also mentioned that they would also have to get consent from bond holders. Zack Allen felt that because the transition to CMC has been brought up they need to follow up on this option and find out for sure one way or another if it is a viable option and communicate that to people.

#### 14.0 Adjourn 7:21 p.m.

Andrew Daniels made a motion to adjourn. Terry Carwile seconded. Motion carried.



Respectfully submitted by:

A handwritten signature in black ink, appearing to read 'Zachary Allen', with a long horizontal flourish extending to the right.

Zachary Allen, Board Secretary

