

COLORADO NORTHWESTERN COMMUNITY COLLEGE
MOFFAT COUNTY AFFILIATED JUNIOR COLLEGE DISTRICT
REGULAR MEETING – October 16, 2023 – 4:30 PM
Webex Phone/Video conference or Cedar Mountain Conference Room (255)
2801 W 9th St Craig CO 81625

MEETING MINUTES
October 16, 2023

Attendance:

Present **Board:** Terry Carwile, Jennifer Holloway, Denise Kleinschnitz, Kirstie McPherson,
Board Budget Support: Judy Lewis (virtual)

Excused **Board:** Christina Oxley, Jesse Jackson (Craig City Council Representative)

Present **College Cabinet:** In person-James Caldwell, Lisa Jones, Jesse LaRose; Virtual-Keely
Ellis, Angie Miller, Keith Peterson, Kelly Scott

Excused **College Cabinet:** Brett Caskey

The meeting was called to order at 4:30pm by President Kirstie McPherson

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

2.0 Public Input- None

3.0 Approve/Change Agenda – Terry Carwile motioned to approve the agenda as written.
Jennifer Holloway seconded the motion. All voted in favor. Motion carried.

4.0 New Business

4.1 Approval of Minutes from the Regular Meeting September 18, 2023- Denise
Kleinschnitz motioned to approve the September 18, 2023 minutes as presented.
Jennifer Holloway seconded the motion. All Board members voted in favor. Motion
carried.

4.2 Approve Financials-Tabled until November’s meeting when all information is in

4.3 Board Appointment Discussion and Action

4.3.1 Approve Posting

James Caldwell distributed the Board Resolution. The Board changed the
resolution date to October 16, 2023. Further timelines included:

- October 16, 2023- Board Signed Declaration of
Vacancy- Notice of Vacancy to be posted/advertised
- November 22, 2023-Letters of Interest to serve on the
Board due to Jesse LaRose
- November 27, 2023-Board reviews candidates at its
regularly scheduled meeting. Candidates attend this
meeting and Board selects candidates

Denise Kleinschnitz motioned to approve the above steps and timelines. Terry Carwile
seconded the motion. All Board members voted in favor. Motion carried.

4.4 Investment review

4.4.1 Justin Kawachak, LPL Presentation-Overview of Board Investments –

Mr. Kawachak first recommended that the Board only require two
members to sign for changes and other business purposes as is minimally

required instead of all Board members. This would allow for efficiencies in time for all involved, preventing wait periods for all five members to sign. After discussion, the Board agreed to this change with the two signers being the President and the Treasurer.

He also recommended that his role and that of his organization change from a passive, brokerage relationship to an active, growth focused one where they have a fiduciary responsibility to the Board. Presently, the Board is able to research rates and ask to move funds around this new relationship would allow him to shop interest rates and, depending on the situation, move quickly on the Board's behalf.

Kirstie indicated that the Board has not had an in depth discussion regarding the goal for the funds and has used his organization as a way of saving and securing rather than growing funds. Jennifer expressed that she is not in favor of high risk investments that could lose tax payer dollars. Denise indicated that she likes BB Bonds which are (higher quality segment of high yield markets) low risk.

Justin indicated that a 5% CD is a good rate as well. He offered to draft an Investment Policy Statement on behalf of the Board hearing overall its Goal to pursue higher interest yielding with preservation of its Capitol

Terry was in favor of Justin's recommendation. Kirstie, too was in favor of Justin serving more of a fiduciary role. She asked him to send her the draft of the Investment Policy Statement so that she might obtain feedback from the rest of the Board, and review the particulars herself. She and the Board thanked Mr. Kawachak for his presentation and recommendations.

5.0 Old Business-None

6.0 College Reports-Cabinet members submitted written reports included in the packet Kirstie McPherson asked about the Coal to Products event sponsored by the University of Wyoming and the Opportunity Now grant with Xcel. Keith updated the Board on the November 2-3, 2023 event that is being coordinated by Jesse LaRose and Amada Ott at CNCC-Craig. Keith also shared the rationale for Xcel pulling out of the second round Opportunity Now funding competition. They believe, they will be in a better position to pursue funding via the third round of funding and/or through other funding sources.

- 6.1 CNCC President's Report, Lisa Jones
- 6.2 Vice President of Administration, James Caldwell
- 6.3 Vice President Instruction Report, Keith Peterson
- 6.4 Vice President of Student Services- Introduction-Brett Caskey
- 6.5 Craig Campus Dean, Jesse LaRose
- 6.6 Executive Director of Institutional Effectiveness, Kelly Scott
- 6.7 Executive Director of Advancement, Keely Ellis
- 6.8 Executive Director of Human Resources, Angie Miller

7.0 City Council Liaison Update-N/A

8.0 Public Input-none

9.0 Adjourn- President McPherson adjourned the meeting at 5:05pm

9.1 Next meeting November 27, 2023

MOFFAT COUNTY AFFILIATED JUNIOR COLLEGE BOARD

Declaration of Vacancies
RESOLUTION 2023- 10

Whereas Moffat County Affiliated Junior College Board District (herein "District") cancelled the November 6, 2023 election due to a lack of candidates; and

Whereas the following sitting board members are required to step down;

- McPherson, Kirstie: Term expired with re-election required; and
- Carwile, Terry: Term Limited and cannot seek re-election; and

Whereas it is necessary for the Board of Control to declare two (2) board vacancies due to the above circumstances; and

Whereas that the District By Laws require: "the Board to adopt a resolution declaring a vacancy in said office/offices" to proceed with processes and notification to fill said vacancy by appointment within a 60-day period; and

Now therefore be it resolved by the Moffat County Affiliated Junior College District:

Section 1. Notice of Vacancy/Vacancies be posted in local newspaper, CNCC College Website and CNCC College social media.

Section 2. That interested, qualified residents of Moffat County interested in service with MCAJCD Board shall submit a letter of interest with qualifications to:

Moffat County Affiliated Junior College District
c/o Colorado Northwestern Community College
2801 W. 9th Street
Craig, CO 81635
Or Via Email to: Jesse LaRose at jesse.larose@cnc.edu

Section 3. The officers of the District are authorized and directed to take all action necessary or appropriate to effectuate the provisions of this resolution

ADOPTED AND APPROVED this October 16, 2023.



Board President
Moffat County Affiliated Junior College District

ATTEST:


Secretary
Moffat County Affiliated Junior College District