

COLORADO NORTHWESTERN COMMUNITY COLLEGE
MOFFAT COUNTY AFFILIATED JUNIOR COLLEGE DISTRICT
BOARD OF CONTROL REGULAR MEETING – October 25th, 2021
Webex Phone/Video conference or Cedar Mountain Conference Room (255)
2801 W 9th St Craig CO 81625

Board Attendees: Terry Carwile (on WebEx), Kirstie McPherson, Jennifer Womack, Lois Wymore

College: Lisa Jones –President, Keely Ellis – Chief of Staff, (on WebEx) Keith Peterson – Vice President of Instruction (on WebEx), James Caldwell – Vice President of Administration, David Hardman – Vice President of Student Services, Angie Miller – Human Resources Director, Kelly Scott – Executive Director of Institutional Effectiveness

Audience: Judy Lewis (on WebEx), Jane Hume, Jessica Wollman

1.0 Call to Order

1.1 Kirstie McPherson called the meeting to order at 6:02pm

2.0 Pledge of Allegiance/Moment of Silence/Roll Call

3.0 Public Input

3.1 Jane Hume apologizing for not being present when Lois was recognized for her dedication to the college. She is a member of all things, she takes care of outreach – even in Oak Creek. She is thoughtful, dedicated, is a “pacemaker” and we all need to keep up. She has been inspirational and instrumental to the efforts at CNCC.

3.2 Lois Wymore handed everyone a farewell letter. She wanted to provide a farewell speech as this is her last full meeting on the MCAJCD Board. She has been on the board since 1983, she has written over 500 articles about CNCC. She stated it has been an honor and privilege. However, over the last five years this has changed. New administration has fails to unite the past and the future. She would like to challenge this board as well as the administration at CNCC to fix this and get back to where we were before.

4.0 Approve/Change Agenda for the meeting

4.1 Terry Carwile made a motion to approve the agenda as presented, seconded by Lois Wymore. Motion carried.

5.0 New Business

5.1 Approval of minutes from the regular session meeting on September 29, 2021

5.1.1 Lois Wymore made a motion to approve the minutes, seconded by Jennifer Womack Motion carried.

5.2 Approval of FY2019-2020 audit

5.2.1 Judy Lewis stated that there was only one thing in the audit that was concerning for ColoCPA which was the lack of multiple

people working on the financials. This was due to COVID-19 and the office having to close and only allow 50% of personnel in the office. This wasn't alarming to Judy as this person was only depositing checks.

5.2.2 Jennifer Womack made a motion to approve the FY2019-2020 Audit, seconded by Terry Carwile. Motion carried.

5.3 Approval of Board Appointment process

5.3.1 We did not have anyone pick up a packet or fill out the paperwork to run for election. This means that we must go through the appointment process.

5.3.2 A notice of vacancy was provided to the board for review. Please note the dates

5.3.2.1 Letter of interest due to Keely by Friday, November 19th

5.3.2.2 Attend the regular board meeting on Monday, November 29th at 6 p.m.

5.3.3 Post the notice of vacancy as early as October 26th in the Craig Daily Press and CNCC's Facebook page.

5.3.4 Lois Wymore made a motion to approve the notice of vacancy process, seconded by Jennifer Womack. Motion carried.

5.4 BBB Grant Update

5.4.1 Kirstie McPherson provided information about the Build Back Better Grant. Came out of COVID funds and had a coal reliance bucket to support transition coal communities.

5.4.2 State of Colorado has three applications being submitted.

5.4.3 The grant focuses on innovation and infrastructure.

5.4.4 This grant application was led by region 10 in partnership of AGNC.

5.4.4.1 The total grant amount was over \$55 million.

5.4.5 CNCC is looking at an innovation center. The ask for CNCC is over \$8 million.

5.4.5.1 Focus on entrepreneurial efforts, innovation, and manufacturing.

5.4.5.2 These efforts would connect with the partnership that CNCC has already established with University of Wyoming.

5.4.5.3 We have identified our match through the usage of the Bell Tower Building, the Business position that we have already identified, and administrative costs.

5.4.6 Terry Carwile expressed his concerned on the money and stressed that there has been some sort of waiver process for these "magic funds".

6.0 Old Business

7.0 College Reports

7.1 President's Report, Lisa Jones

7.1.1 Tri-state Mine

- 7.1.1.1 Met with Tri state (10-21-2021) officials and spoke with them about how many persons will be entering the Workforce due to closure of the Mine. Asked them how we can help in a way that would be the most beneficial.
- 7.1.1.2 CNCC is going to comprise a way where we can have a conversation about how CNCC can serve these groups. Get to know them, and their wants and needs. The goal is to do skills mapping with the hopes we can translate that in a career path. Wants to develop training and development opportunities that fit this need. This is our priority.
- 7.1.2 Adult Learners Summit
 - 7.1.2.1 Focused on all adult learners in the area. This is a priority from the Chancellor, so we focused on our strongest areas for adult learners – in Craig. Tri state employees would benefit from this. Informs them on free tuition, programs, plans of study, etc.
- 7.1.3 CTE Credentialing - NPS
 - 7.1.3.1 Working with Moffat and Rio Blanco County Sheriff's departments and the need for POST certifications.
- 7.2 Interim Admin of Craig Campus, Jesse LaRose – not present
- 7.3 Vice President Instruction Report, Keith Peterson
 - 7.3.1 BBB Grant Innovation Center – Lead position not hired yet, still searching. We continue to pursue opportunities to grow and expand. In Craig – Allied Health Programs. Was working with MRH on this. Terry C. asked about our consultant search, and Lisa Jones informed him it should be up very soon. We need a final report by end of academic year. Terry suggested we contact the new head at MRH.
- 7.4 Vice President Business & Administration, James Caldwell
 - 7.4.1 Business Office is busy with Capital projects. Several RFPs are coming down the pipe
 - 7.4.2 Currently searching for Director of Facilities
 - 7.4.3 Current searching for a Grants Manager
 - 7.4.4 Hired a new Custodian I in Rangely
 - 7.4.5 Hired a new Controller – Jennifer Barker who started on October 11
 - 7.4.6 Cyber dollars – wants to add this to the agenda for next meeting to show board where the money went. Also informed group we are approved for financial aid for this plan of study.
 - 7.4.7 Kirstie McPherson – stressed to the Board that MRH has one more payment to make to MCAJCD.
- 7.5 Vice President of Student Services, David Hardman
 - 7.5.1 Recruiting hard, day-night fair circuit going into middle of November.
 - 7.5.2 Is revising view book as we are out, and they need it.

- 7.5.3 Admissions – will be hiring a PT admissions coordinator
- 7.6 Executive Director of Institutional Effectiveness, Kelly Scott
 - 7.6.1 HLC Confirmation Visit – we received a result from them, and they approved it, but we have consistence in curriculum, student learning assessment and faculty evaluation to follow-up on. HLC will be reviewing out process on this at their visit in October 2022.
 - 7.6.2 Enrollment update
 - 7.6.2.1 Spring enrollment is open and at this time we have 59 students enrolled.
 - 7.6.2.2 Fall Enrollment update
 - 7.6.2.2.1 College overall FTE is up 6.8%, headcount is up 13.9% from last year. From 2 years ago, FTE is up 6% and headcount is up 12%
 - 7.6.2.2.2 Craig Campus FTE is down 11% and headcount 13%. From 2 years ago, FTE is down 19% and headcount is down 17%
 - 7.6.3 HLC Project – Non-Academic Program Review
 - 7.6.3.1 Right now, we are reviewing; Athletics, Facilities, Financial Aid, Gateway Center/library, Marketing, and Presidents Office.
 - 7.6.3.2 Terry Carwile asked about Concurrent Enrollment numbers and the difference between CNCC Craig and Craig High School. – Kelly explained that this is determined based on where they class is taught.
 - 7.6.3.3 Terry Carwile also brought up North Fork Highs School and that it has become our second highest Concurrent Enrollment school. – Kelly brought up that this was due to Paonia and Hotchkiss becoming one school. We previously didn't have enrollment numbers from Paonia. These efforts are all tied back to the work Nick Cocozzella is doing.
- 7.7 Executive Director of Foundation & Advancement, Sue Samaniego – not present
- 7.8 Executive Director of Human Resources, Angie Miller
 - 7.8.1 Angie provided an update on our open positions and the status of each of them.
 - 7.8.1.1 Asst. Softball Coach – Still open, no new applicants.
 - 7.8.1.2 Aviation Maintenance. Instructor – Still open, no new applicants.
 - 7.8.1.3 Aviation Maintenance Manager – Still open, no new applicants.
 - 7.8.1.4 AVT Coordinator/Asst. Airport Manager – Still open, no new applicants.
 - 7.8.1.5 Business Development Program Lead – Was relisted, no new applicants. Still open.

- 7.8.1.6 COSI Student Success Coach – Recently offered, position accepted. New employee begins 11-15-2021.
- 7.8.1.7 Craig Campus Manager – Interviews happened, working out logistics and almost ready to offer.
- 7.8.1.8 DH Program Coordinator – Was relisted, no new applicants. Still open.
- 7.8.1.9 Director of Facilities – Position closed and under review. Committee formed, and we hope to have interviews the week of 11-8-2021.
- 7.8.1.10 Director of the AVT Program - Position closed and under review. Committee formed, and we hope to have interviews the week of 11-1-2021.
- 7.8.1.11 HR Assistant (PT) - Position closed and under review. Committee formed, and we hope to have interviews the week of 11-1-2021.
- 7.8.1.12 Instructor of Cosmo - Recently offered, position accepted. New employee is PT hourly and will go on next bi-weekly payroll.
- 7.8.1.13 Instructor of Nursing – We have a viable candidate, and I will invite the committee this week to begin the interview process.
- 7.8.1.14 Senior Flight Instructor - Was relisted, no new applicants. Still open.
- 7.8.1.15 Student Services Rep. (PT) - We have a viable candidate, and I will invite the committee this week to begin the interview process.

8.0 City Council Liaison Update

8.1 Steve Mazzuca was not present at the meeting.

9.0 Adjourn at 7:20pm

9.1 Lois made a motion to adjourn the meeting, seconded by Jennifer Womack.
Motion carried.


Board Secretary- Jennifer Womack