

COLORADO NORTHWESTERN COMMUNITY COLLEGE  
MOFFAT COUNTY AFFILIATED JUNIOR COLLEGE DISTRICT  
BOARD OF CONTROL REGULAR MEETING – July 19<sup>th</sup>, 2021  
Webex Phone/Video conference or Cedar Mountain Conference Room (255)  
2801 W 9<sup>th</sup> St Craig CO 81625

Board Attendees: Terry Carwile, Kirstie McPherson, Jennifer Womack, Derrick Webb, Lois Wymore

College: Lisa Jones –President, Keely Ellis – Executive Assistant to the President, Keith Peterson – Vice President of Instruction, James Caldwell – Vice President of Administration, Leigh Sokol – Executive Assistant to the VP of Student Services/Craig Campus, Sasha Nelson – Executive Director of Workforce Education and Economic Development, Sue Samaniego – Foundation Director, Angie Miller – Human Resources Director, Jesse LaRose – Interim VP of the Craig Campus and Arts and Science Dean, Kelly Scott – Interim VP of Student Services,

Audience: Heath Arnold, Judy Lewis

1.0 Call to Order: 6 pm

2.0 Opportunity for Public to Address the Board of Control

2.1 There was no public comment.

3.0 Approve/Change Agenda for the meeting

3.1 Terry Carwile made a motion to approve the agenda. Derrick Webb seconded. Motion carried.

4.0 Approval of minutes from the regular session meeting on June 21<sup>st</sup>, 2021

4.1 Lois Wymore made a motion to approve the minutes from the regular session meeting on June 21<sup>st</sup>, 2021. Jennifer Womack seconded. Motion carried.

5.0 New Business

5.1.1 2021 Coordinated Election.

5.1.1.1 Election Notification for the Coordinated Election to the County Clerk & Recorder's Office

5.1.1.1.1 Leigh Sokol explained the process for the board to be included in the next coordinated election. The election form is due to the County Clerk and Recorder's Office by July 23<sup>rd</sup>. She also noted that she will not be able to serve as Designated Election Official for this election.

5.1.1.1.2 The board further discussed who could serve as that election official and what that election process looks like.

5.1.1.2 Resolution 2021-01 – To Appoint Election Official

5.1.1.2.1 Terry Carwile made a motion to approve Resolution 2021-01 to Appoint Election

Official, naming Heath Arnold the Designated Election Official for the 2021 MCAJCDB election. Lois Wymore seconded. Motion carried.

5.1.1.3 Resolution 2021-02 – Election Resolution for the 2021 Regular District Election

5.1.1.3.1 Lois Wymore made a motion to approve Resolution 2021-02 – Election Resolution for the 2021 Regular District Election. Derrick Webb seconded. Motion carried.

6.0 Old Business

6.1 Urban Renewal Authority-Kirstie McPherson

6.1.1 Kirstie McPherson presented that there was a CURA hearing with the city last week. They have not made any new progress yet.

6.2 Update on Vice President Hiring Process

6.2.1 Angie Miller and Lisa Jones provided an update on the hiring process for the vacant Vice President of Student Services position. They have made an offer on the position and that person is anticipated to begin on August 16<sup>th</sup>.

6.3 Update on Board Investment for Business Program – Keith Peterson

6.3.1 Keith Peterson provided an update on the Business Program and the intent with funds that the MCAJCDB had allocated for a Business Program faculty member. A job description has been started but has not yet been finalized. They will be moving the process forward in the coming weeks.

6.4 Innovation Center – Kirstie McPherson, Lisa Jones, Keith Peterson

6.4.1 Kirstie McPherson presented more information about an innovation center, there is a USDA RISE Grant opportunity available that they are looking at that is due the first week of August that could aid in the creation of an Innovation Center. The funds the Board has already allocated to the business program could be used as matching funds for this grant. The larger goal will be to investigate what I might look like to develop an innovation center in the area with or without the grant.

7.0 President's Report, Ron Granger/ Lisa Jones

7.1 Lisa Jones provided an update on her experience as she transitioned into the community and the College since she started last week. She also introduced her Executive Cabinet and their plans going forward with a unified vision around the strategic plan and mission. She also noted how the Board can reach Executive Cabinet members.

8.0 Vice President of Craig Campus, Jesse LaRose

8.1 Jesse LaRose presented that he will continue managing the Craig Campus through August as administration continues to reassess positions. They are continuing to prepare facilities and getting campus ready for fall.

- 8.2 The Spartan Soccer program has been recruiting and has had several recruits on campus.
- 8.3 They will be hosting an Experience CNCC Day in Craig on August 6<sup>th</sup> to invite individual to visit campus and see what CNCC is about and encourage students to register.
- 9.0 Vice President Instruction Report, Keith Peterson
  - 9.1 Keith Peterson presented that they recently hosted an Experience CNCC Day on the Rangely Campus that went really well that they look forward to replicating on the Craig campus on August 6<sup>th</sup>.
  - 9.2 He also presented that the Cyber Security Program is seeing enough enrollment to run, and they are optimistic that they could reach their original goal of 10 students enrolled in the program.
  - 9.3 He also presented they hope to look at creating an articulation agreement with CMU to leverage their Cyber Security Program with CNCC's program.
  - 9.4 He noted how well the Cyber Security Advisory board has functioned to help build the Cyber Security Program, and that a CMU faculty member is part of that advisory board.
- 10.0 Vice President Business & Administration, James Caldwell
  - 10.1 James Caldwell presented that they are wrapping up year end in the business office. He hopes to have a final report next month.
  - 10.2 They have a Grants Administrator that starts July 21 that will help manage grant reporting. They are still looking to hire a new Controller and they have so far not been successful in filling that position. They are also looking for a new Senior IT professional. That search has also not been successful so far.
    - 10.2.1 Angie Miller provided more details on the struggles related to recruiting people to business office positions.
- 11.0 Foundation Report, Sue Samaniego
  - 11.1 Sue Samaniego presented that they are finishing out their fiscal year as well. They recently switched their fiscal year to match CNCC's fiscal year.
  - 11.2 They are working on the Spartan Search, an outreach program to connect with CNCC alumni. She is optimistic that they will soon start seeing significant return on investment from their alumni outreach efforts.
    - 11.2.1 The Foundation has roughly 5,000 alumni contacts in their system and at least 2,000 that are updated an accurate.
  - 11.3 The Foundation recently purchased a scholarship application program to simplify the scholarship application process for students. This will hopefully help encourage more students to apply for scholarship opportunities.
  - 11.4 They also have a scholarship program that was an endowed scholarship fund previously intended for technology programs that is going to be offered to students entering the Cyber Security Program.
- 12.0 Kelly Scott – Interim Vice President of Student Services
  - 12.1 Kelly Scott presented in her role as Interim Vice President of Student Services, the recruiters are sending out post cards to residents in Moffat County to promote the Tuition Buy- Down program supported by this board to help drive local enrollment.

12.2 The college overall is up about 32% in FTE over last year, and up 38% from 2 years ago. In Craig specifically, FTE is up 13% and head count is up 4% from last year, from 2 years ago Craig FTE is up 56%.

13.0 City Council Liaison Update

13.1 Steve Mazzucca was not present

14.0 Adjourn 7:05pm

14.1 Terry Carwile made a motion to adjourn. Jennifer Womack seconded.  
Motion carried.

---

Board Secretary- Jennifer Womack

When it's time, join the Webex meeting here.

Need help? Go to <https://help.webex.com>

[Join meeting](#)

More ways to join:

Join from the meeting link

<https://cccs-meetings.webex.com/cccs-meetings/j.php?MTID=mb8bc922ca7434bdd9ca02b987f36ee4a>

Join by meeting number

Meeting number (access code): 120 693 9396

Meeting password: GoSpartans!

Tap to join from a mobile device (attendees only)  
[+1-720-650-7664](tel:+1-720-650-7664), [1206939396##](tel:+1-720-650-7664) United States Toll (Denver)

Join by phone

+1-720-650-7664 United States Toll (Denver)

[Global call-in numbers](#)

Join from a video system or application

Dial [1206939396](tel:1206939396)@[cccs-meetings.webex.com](https://cccs-meetings.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

**Join using Microsoft Lync or Microsoft Skype for Business**

Dial [1206939396](tel:1206939396).[cccs-meetings@lync.webex.com](https://cccs-meetings@lync.webex.com)

If you are a host, [click here](#) to view host information.