

COLORADO NORTHWESTERN COMMUNITY COLLEGE
MOFFAT COUNTY AFFILIATED JUNIOR COLLEGE DISTRICT
BOARD OF CONTROL REGULAR MEETING – August 16th, 2021
Webex Phone/Video conference or Cedar Mountain Conference Room (255)
2801 W 9th St Craig CO 81625

Board Attendees: Terry Carwile, Kirstie McPherson, Derrick Webb, Lois Wymore (on WebEx)

College: Lisa Jones –President, Keely Ellis – Chief of Staff, Keith Peterson – Vice President of Instruction, James Caldwell – Vice President of Administration, David Hardman – Vice President of Student Services, Sasha Nelson – Executive Director of Workforce Education and Economic Development, Angie Miller – Human Resources Director, Kelly Scott – Interim VP of Student Services,

Audience: Heath Arnold, Steve Mazzuca

- 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 July 19th, 2021
 - 4.1 Terry Carwile made a motion to approve the minutes from the regular session meeting on July 19th, 2021. Derrick Webb seconded. Motion carried.
- 5.0 Approval of financials through June 30, 2021
 - 5.1 \$101,000 were not used for Nursing in FY21 and those funds will be retained by the board.
 - 5.2 An additional \$36,000 spent on tuition reimbursement. But additional funds were not spent
 - 5.3 The \$101,000 will now ultimately be used for the Business program hire.
 - 5.4 Terry Carwile made a motion to approve the financials through June 30th, 2021, as amended, seconded by Derrick Webb. Motion carried.
- 6.0 New Business
 - 6.1.1 Resolution 2021-03 – Board Meeting Date, Time
 - 6.1.1.1 The third Monday is a difficult day for board members to attend due to other board meetings and work travel expectations.
 - 6.1.1.2 The board is recommending moving the meeting to the fourth Monday of the month at 6pm.
 - 6.1.1.3 Derrick Ward made a motion to approve Resolution 2021-03, seconded by Terry Carwile. Motion carried.
 - 6.1.2 Resolution 2021-04 - Agenda Posting Place

6.1.2.1 Derrick Ward made a motion to approve Resolution 2021-04, seconded by Terry Carwile. Motion carried.

7.0 Old Business

7.1 Update on Designated Election Official from Heath Arnold

7.1.1 There has been no interest to date.

7.1.2 Documents need to be submitted to the County by August 27th.

7.1.3 Work with CNCC Marketing Director to do a social media blast to gain interest.

8.0 President's Report, Lisa Jones

8.1 With the increase in the COVID variants and any mandates that might come down from CDC or the Governor's office. We have listened to our community, employees, and boards, to determine the COVID protocols that will be in place for this academic year.

8.1.1 We are aligning our actions with K-12 system. We are offering COVID vaccine clinics on both campuses (August 21st and 22nd). We are working with Andy Daniels and Kyle Wren regarding the pulse on COVID in our communities.

8.1.2 Our high touch program such as Cosmo, Nursing, Athletics will have more stringent requirements and restrictions.

8.2 Jesse LaRose has been serving as our Campus Administrator for Craig – he will be serving in this role through the end of September.

8.2.1 We will be posting the Campus Manager position in the next few weeks. This will be posted internally and hoping to have that position hired by October 1st.

8.3 Faculty and Staff are returning this week and we have several in-service meetings. We had a listening session today with employees and Cabinet members that was centered around our Strategic Plan. On Tuesday we are holding our all-employee meeting on the Rangely Campus where we will be talking about our focus for the upcoming academic year. On Wednesday we will be conducting our listening session in Rangely.

9.0 Vice President of Student Services – David Hardman

9.1 David introduced himself – originally from Houston, TX. He comes to CNCC from Trinidad State Community College. He spoke on behalf of his education history and his career experience in Student Services.

10.0 Interim Admin of Craig Campus – Jesse LaRose

10.1 Jesse LaRose was not present.

11.0 Vice President Instruction Report, Keith Peterson

11.1 GED/ESL program – there are 14 grant funded GED and ESL programs in the state. These grants are measured based on the success of the students. CNCC is ranked #2 in the state. This is impressive considering, three years ago this program was struggling and almost non-existent. Annette Burrow has worked hard to build this program.

11.2 Business Development Position – is officially posted. We made some changes to the original proposal. The intent is to get this person hired and working on developing our business program.

- 11.3 Academic Leadership Layer was restructured – the Dean’s had a retreat last week to get to know each other better and establish some strategic priorities this year.
 - 11.3.1 Strengthen advisory boards
 - 11.3.2 Establish a workforce ecosystem.
 - 11.3.3 Treat every student and their education import – including non-credit track students.
- 11.4 OER (Open Education Resources) Grant – received for three years. 75% of all students experience at least one class with no textbook cost. 12.4% higher pass and completion rate for students who take OER course.
 - 11.4.1 Over 75% students who go through an OER course rate the course as a more enjoyable course.
- 11.5 Cybersecurity – we have exceeded expectations with 10+ students enrolled in each course.
- 12.0 Vice President Business & Administration, James Caldwell
 - 12.1 Executive Assistant to Business Office/Grant Manager hired and has been meeting with our departments that have grants to make sure we are compliant.
 - 12.2 HLC Financial Indicators – received approval for a brief response regarding our financial situation.
 - 12.3 COVID Safety Plans – System schools are asking to beg, borrow and steal our plans
 - 12.4 Controller – still collecting applications.
- 13.0 Foundation Report, Sue Samaniego
 - 13.1 Sue Samaniego was not present.
- 14.0 Kelly Scott – Director of Institutional Effectiveness
 - 14.1 FTE is up 10%, headcount 6.8%
 - 14.2 FTE is up 22% from two years ago
 - 14.3 Craig FTE is up 6% headcount down 6%
- 15.0 City Council Liaison Update
 - 15.1 Housing assessment study – this is an issue for Craig as well as the rest of the nation. Struggling for short- and long-term rentals.
 - 15.2 Downtown sidewalk project
 - 15.3 Headed into budget season
 - 15.4 Election – 5 seats open – mayor and 4 city council positions
- 16.0 Adjourn 7:01pm
 - 16.1 Derrick Ward made a motion to adjourn seconded by Terry Carwile. Motion carried.

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