

COLORADO NORTHWESTERN COMMUNITY COLLEGE  
MOFFAT COUNTY AFFILIATED JUNIOR COLLEGE DISTRICT

**MEETING MINUTES**

REGULAR MEETING – February 28, 2022

Webex Phone/Video conference or Cedar Mountain Conference Room (255)  
2801 W 9<sup>th</sup> St Craig CO 81625

1.0 Call to Order by President Kirstie McPherson at 6:03 pm

- 1.1 Pledge of Allegiance/Moment of Silence led by Board Member Terry Carwile
- 1.2 Roll Call by Marlena O’leary and Board President Kirstie McPherson

Board Attendees: President Kirstie McPherson, Treasurer Jennifer Holloway (remote), Secretary Christine Oxley, Terry Carwile

CNCC Staff: CNCC President Lisa Jones, Human Resource Executive Director Angela Miller, Vice President of Instruction Keith Peterson, Vice President of Student Services David Hardman, Executive Director of Advancement Sue Samaniego, Executive Director of Institutional Effectiveness Kelly Scott, Executive Assistant Marlena O’Leary

Guests: Dean of CTE/Agriculture Faculty Meghan Davis (remote), Denton Taylor (remote), Jesse Jackson (remote), Lois Wymore (remote), Judy Lewis of Lewis Accounting, Colorado Representative District 26 Candidate Meghan Lukens and KRAI Radio News Director Shannon Lukens

Absent: Vice President of Administration James Caldwell

2.0 Public Input

- 2.1 Colorado Representative District 26 Candidate Meghan Lukens spoke briefly on her candidacy and background.
- 2.2 KRAI Radio News Director Shannon Lukens introduced herself to the MCAJCD Board.

3.0 Approve/Change Agenda for the meeting

- 3.1 Board Member Terry Carwile motioned to approve meeting agenda with amendment to reflect Treasurer’s Report dated December 2021 submitted; Christina Oxley seconded. Motion passed.

4.0 New Business:

- 4.1 Approval of Minutes of the January 24, 2022, motion by Christina Oxley; seconded by Terri Carwile. Motion passed.
- 4.2 Approval of Financial Report for December 31, 2021, as submitted by Christina Oxley; seconded by Jennifer Holloway. Motion passed.
- 4.3 Review and approval of Board Logo
  - 4.3.1 Christine Oxley suggested color change under grey line of MCAJCD name in red color.
  - 4.3.2 Board requested change be sent to them by email.
  - 4.3.3 Motion to approve Board Logo with changes by Christina Oxley; seconded by Terry Carwile. Motion passed.
- 4.4 Board Position interview – Denton Taylor
  - 4.4.1 President Kirstie McPherson requested any further questions for Denton. Board declined as they felt Denton was adequately interviewed at Board meeting in November 2021.
  - 4.4.2 President McPherson reviewed her question to Attorney regarding Denton’s virtual attendance in which the Attorney has not yet responded.
  - 4.4.3 Motion for appointment of Denton Taylor to MCAJCD Board seat presented by Terry Carwile; Seconded by Jennifer Holloway. Motion passed.

- 4.4.3.1 Denton Taylor will be in attendance for induction Wednesday, March 9, 2022, at the MCAJCD Strategic Planning Meeting at 9 am.
    - 4.4.3.2 Denton Taylor reminded the Board he will be in Craig on May 10<sup>th</sup> as he is home from College.
    - 4.4.3.3 Denton requested a campus map. Executive Director of Human Resources Angie Miller agreed to forward to him.
  - 4.5 MCAJCD Strategic Planning Meeting
    - 4.5.1 Strategic Planning Meeting set for Wednesday, March 9, 2022
      - 4.5.1.1 Time at 9 am for Board Member Denton Taylor induction then following Board to meet until 11 am.
      - 4.5.1.2 At 11 am CNCC Present Lisa Jones, Vice President of Administration James Caldwell, Vice President of Instruction Keith Peterson, Vice President David Hardman agreed to be in attendance
      - 4.5.1.3 Christina Oxley asked when the CNCC Budget will be finalized. CNCC President Lisa Jones stated April will be the Budget approval.
      - 4.5.1.4 Coffee and snack stuff for this meeting was requested President Kirstie McPherson.
      - 4.5.1.5 Motion to set MCAJCD Strategic Meeting for Wednesday, March 9, 2022, beginning at 9 am was made by Board Member Terry Carwile; Christina Oxley seconded. Motion passed.
  - 4.6 2021 Budget Re-appropriations Request
    - 4.6.1 As Vice President of Administration James Caldwell was absent CNCC President Lisa Jones explained options offered in James' spreadsheet for 2021 MCAJCD Budget re-appropriations for unspent resources.
      - 4.6.1.1 Electronic Road Sign
      - 4.6.1.2 Wayfinding signs throughout the College
      - 4.6.1.3 Bookstore space renovation for Paleo museum or student space.
    - 4.6.2 Board agreed to table this request for further review at March 9<sup>th</sup> Strategic Planning Meeting.
  - 4.7 Name Badge for Board Members
    - 4.7.1 Board Member Terry Carwile requested Board Member Name Badges. CNCC President Lisa Jones agreed to provide.
- 5.0 Old Business:
  - 5.1 Bank signature card revisions
    - 5.1.1 Judy Lewis reported she has verified with all accounts that former officer signatories can be removed with the presentation of meeting minutes.
    - 5.1.2 Judy stated she will wait for Denton Taylor to be sworn in and will proceed with account signatory changes.
    - 5.1.3 Board President Kirstie McPherson confirmed with Judy Lewis the Board decision for all Board members to be signatories on all accounts and for collection of two signors on checks.
  - 5.2 Ranching for Profit Workshop Recap – Dean of CTE/Agriculture Faculty Meghan Davis
    - 5.2.1 Meghan Davis thanked the MCAJCD Board for their support for this workshop. There many who had three generations from the same family attending. Some had been following the Presenter Dallas Mount and attending his workshops so they were well aware of the value of the MCAJCD support.
    - 5.2.2 Carrie Olsen and Meghan did reiterate at the introduction of Dallas Mount that the MCAJCD support was tax dollars at work for them.

- 5.2.3 Meghan Davis reviewed PowerPoint presentation of the event in the Board packets. She stated workshop had 60 attendants. Breakfast was sponsored by 4M Ranch. Moffat County sponsored the location.
- 5.2.4 Board Member Christina Oxley thanked everyone who put the workshop together. She felt it was a good presence for CNCC and MCAJCD in the agriculture community.

## 6.0 College Reports:

6.1 CNCC President Lisa Jones stated the vendor that has been selected to work on brand identity analysis and will need to meet with people in the communities. She asked for Board recommendations regarding who they should meet with in Moffat County.

6.1.1 Board Member Christina Oxley stated the list has already been developed.

6.1.2 Lisa asked if there were any questions regarding her Legislative Report. Board Member Terry Carwile stated he would like to have a cup of coffee and go over these legislative bills.

6.2 Vice President of Administration James Caldwell report was skipped as he was absent.

6.3 Vice President of Instruction Keith Peterson.

6.3.1 Keith reviewed with the Board that the Allied Health position was formulated to establish a budget for this position as well

6.3.2 Board member Terry Carwile asked about the trip Dental Hygiene took to the Horizons Residential Center. Keith stated this was Meghan Davis' idea. The students came to Craig for this and enjoyed the interaction very much. They work in Rangely as the community clinic.

6.4 Vice President of Student Services David Hardman

6.4.1 David requested change on his report for the Junior-Senior Day Event from March 11<sup>th</sup> to March 18<sup>th</sup>.

6.4.2 Board Member Terry Carwile asked about the Snap Chat filter. David replied that it was developed for social media for new students. It was a Spartan helmet with sparks.

6.5 Executive Director of Institutional Effectiveness Kelly Scott reviewed her report.

6.5.1 Kelly stated next month she, Keith Peterson and Jesse LeRose will give a full report on the High School concurrent enrollment and curriculum and their matriculation.

6.6 Executive Director of Advancement Sue Samaniego

6.6.1 Sue reviewed the Foundation Dinner will be held March 26<sup>th</sup>. This event is 2/3 sold and there have been lots of donations.

6.6.2 Sue reported that the Cosmetology students coming to Rangely before the dinner to do 60's style hair and make-up.

6.7 Executive Director of Human Resources Angie Miller stated she had no updates to her report.

6.7.1 Board Member Christina Oxley explained the workforce registrations will auto list from your website positions and Chris asked if new templates will have position salaries. Angie stated she is updating this.

## 7.0 City Council Liaison Update

7.1 Board President Kirstie McPherson reported Steve Mazzuca has relocated. She introduced Jesse Jackson as the new City Council Liaison.

7.2 Jesse Jackson stated he has nothing to report at this time.

## 8.0 Public input - none

9.0 Adjourn - Meeting adjournment motion presented by Board Member Terry Carwile; seconded by Christina Oxley. Motion passed 7:11 p.m.

## 9.1 Next MCAJCD Board Meetings:

9.1.1 Special Board Strategic Planning Meeting – Wednesday, March 9, 2022 – 9 am

9.1.2 Regular Board Meeting – Thursday, March 24, 2022 – 11:30 am