

COLORADO NORTHWESTERN COMMUNITY COLLEGE  
MOFFAT COUNTY AFFILIATED JUNIOR COLLEGE DISTRICT

**MEETING MINUTES**

REGULAR MEETING – March 24, 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 11:34 am

1.1 **Pledge of Allegiance/Moment of Silence** led by Board Member Terry Carwile

1.2 **Roll Call** by Executive Assistant Marlena O'leary

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

CNCC Staff: CNCC President Lisa Jones (remote), Vice President of Business & Administration James Caldwell, 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(remote), Executive Director of Institutional Effectiveness Kelly Scott, Executive Assistant Marlena O'Leary

Guests: Dean of Arts & Sciences/CNCC Craig Campus Manager Jesse LaRose, City Council Liaison Jesse Jackson

**2.0 Public Input**

2.1 None

**3.0 Approve/Change Agenda** for the meeting

3.1 Board Member Terry Carwile motioned to approve meeting agenda; Christina Oxley seconded. Motion passed.

**4.0 New Business:**

4.1 **Approval of Minutes of the February 28, 2022**, motion by Christina Oxley; seconded by Jennifer Holloway. Motion passed.

4.1.1 Minutes from the Strategic Planning Session March 9, 2022, included for informational purposes only. President McPherson will finish her notes to include into one final document to adopt.

4.2 **Approval of Financial Report for January 2022**, as submitted motion made by Terry Carwile; seconded by Jennifer Holloway. Motion passed.

4.2.1 President McPherson stated Judy Lewis is working on getting signature cards for Board members for all accounts.

**5.0 Old Business**

5.1 Strategic Planning Completion

5.1.1 Board member Jennifer Holloway suggested another session of strategic planning. Christina Oxley agreed that there was not a

completion of items, but an outline developed in the first session. Terry Carwile agreed that there was much to discuss, and we are pressed for time today. President McPherson stated she will coordinate another meeting with Board member calendars for strategic planning.

5.1.1.1 Meeting scheduled following Boys & Girls Club State Leaders Meeting Tuesday, March 29th from 1:30-4 pm. Cabinet will come in at 3 pm. Virtual attendance is acceptable.

5.1.1.2 CNCC President Lisa Jones stated she wanted to make sure that all information the MCAJCD Board requires to make decisions is provided. She mentioned that Board member Denton Taylor had requested graduation data. She suggested prior strategic plans, program review, and HLC data collection. Board President McPherson asked for any information be provided that Lisa feels would be helpful for the MCAJCD to review.

5.1.1.2.1 Board member Christina Oxley requested enrollment numbers based on programs.

5.1.1.2.2 Kelly Scott stated she can get the numbers for recent years for Craig campus.

5.1.1.2.3 CNCC Lisa Jones asked for the numbers to go back to 2012

5.2 CNCC President Lisa Jones discussed compliance-related items such as posting of the agenda and the required annual training which is recommended for all Boards. Lisa stated she has not done this training herself nor has her team members. She will send a follow-up email. She is suggesting it be done through the State level or higher.

5.2.1 Board President McPherson stated that this training should wait until the strategic planning and budget has been completed.

5.2.2 Board member Christina Oxley requested training cover legal fiscal responsibilities and open meeting and records requirements. She would also like training overview on how the campus operates, leadership teams, cabinet, and college boards.

5.3 VP of Administration James Caldwell reviewed the first piece of strategic planning is how much the expected tax revenues are. We have taken that expectation down by \$5,000.

- 5.3.1 Board member Christina Oxley asked if those numbers were based on projections of plant closings and mine closings?
  - 5.3.1.1 James Caldwell stated no. Those projection numbers are not available yet. The Treasurers letter CNCC received stated a flat projection.
- 5.3.2 VP of Administration James Caldwell continued with the Board operational expenses which will need Judy Lewis participation on. These numbers are based on a non-election year.
  - 5.3.2.1 Board member Christina Oxley questioned the line item for legal fees.
  - 5.3.2.2 Board President McPherson stated this is an ongoing consultant fee.
  - 5.3.2.3 James stated this has been spent at about half that amount in previous years.
- 5.3.3 VP of Administration James Caldwell continued with the tuition buydown budget item which is an average of the last two years though generally we are experiencing a declining enrollment.
- 5.3.4 VP of Administration James Caldwell explained the rest of the budget proposal is based on previous agreements and programs previously supported.
- 5.3.5 Board Secretary Christina Oxley asked about the amount that was considered for the part-time grant writer and marketing assistant.
  - 5.3.5.1 James Caldwell stated those amounts would be about \$40,000 each.
- 5.3.6 Board Treasurer Jennifer Holloway asked about new program development money not containing any money for actual program but only salary and benefits.
  - 5.3.6.1 VP of Instruction, Keith Peterson answered that the program already exists. He will ask for a slight re-allocation to take a little bit of money and put it into Paleo for some specific staffing reasons, but the money will balance out. There will not be more of an ask.
  - 5.3.6.2 Board Secretary Christina Oxley asked if there is a projection on when the Paleo program will be self-supporting.
    - 5.3.6.2.1 CNCC President Lisa Jones stated this is a signature program of CNCC. It is in alignment

with our mission. There are a lot of tenacles potentially.

5.3.6.2.2 VP of Instruction Keith Peterson stated last year the program had low enrollment, but we have done some national advertising campaigns this year. Most of the profitability comes in the summer dig program and not the program study itself.

5.3.6.2.3 VP of Instruction Keith Peterson stated one of the things we are asking for is to codify the paleo role instead of the piecemeal every year. We want to sit down and own this program and redo the science allocation and our intention for that investment.

5.3.7 Board Treasurer Jennifer Holloway asked about the math and English instructors' base salary scale

5.3.7.1 Keith Peterson stated that this figure represents typical base salary scale.

5.3.7.2 Executive Director of Human Resources Angie Miller stated this represents a 9-month contract.

5.3.8 Board Treasurer Jennifer Holloway requested the RJCD Board budget from CNCC President Lisa Jones.

5.3.8.1 CNCC President Lisa Jones stated, absolutely. This is public information.

5.3.9 Board Secretary Christina Oxley asked about the salaries coming out of the local tax revenue versus the overall college budget. How is that determined?

5.3.9.1 CNCC President Lisa Jones stated we would be paying for it if we could afford it. We are trying to get a hold of what is causing this tremendous bleed. We are looking at our programs and trying to invest in the growth of our programs. Our general operating budget just does not have the resources.

5.3.9.2 VP of Administration James Caldwell added with Dean Jesse LaRose that our most failed classes are math and English. In order to retain students and build this campus we need these instructors.

5.3.9.3 James Caldwell added our Guaranteed Admissions Nursing Program starting in the Fall is where we hope to attract more students here to complete two years of general education studies preparing them to get into the nursing program. It will require these instructors.

5.3.9.4 Board Treasurer Jennifer Holloway clarified that this campus does not have a full-time math or English instructor right now.

5.3.9.4.1 CNCC Lisa Jones stated we have part-time and adjuncts that come and go. We need someone who is going to have office hours to help students and provide informal supplemental instructive help. Currently, we are asking full-time faculty members on our campus to be that for all courses.

5.3.9.4.2 Craig Campus Manager Jesse LaRose explained that these instructors would also be able to build courses for online if on staff now.

5.3.9.4.3 Board Treasurer Jennifer Holloway clarified that the math and English positions are not paid for by the Rangely Board.

5.3.9.4.3.1 James Caldwell stated, no the positions they pay for are much higher salaries.

5.3.10 Board Secretary Christina Oxley clarified the tuition assistance was 100% but does not include fees.

5.3.11 Board Treasurer Jennifer Holloway clarified that the workforce development program was not hiring a different person.

5.3.12 Board President McPherson asked about reserves.

5.3.12.1 VP of Administration James Caldwell stated he does not have those figures with him today.

5.3.12.2 There are statutory limits that must be maintained. CNCC is above that.

5.3.12.3 One reason to maintain is the rainy day, which we appear to be ready to roll into and the other is significant projects.

5.3.12.4 We also leverage that amount on bonds, for example.

## **6.0 College Reports**

### **6.1 CNCC President's Report, Lisa Jones**

- 6.1.1 Lisa will be sending updates to her report in an email.
- 6.1.2 Board member Terry Carwile congratulated on beautiful 60<sup>th</sup> anniversary logo design and pins.
- 6.1.3 Lisa stated she will update Board on the conversation she had with Kevin Booth at YV airport, and his maintenance tech needs.
- 6.1.4 Board President McPherson reviewed Students Honors event – Thursday, April 21<sup>st</sup> right after MCAJCD Board meeting – Board Treasurer Jennifer Holloway agreed to give the congratulations to employees and students to be honored.
- 6.1.5 Board President McPherson and Board Secretary Christina Oxley asked about CNCC Ag Program update in regard the Moffat County Ag week activities this week.
  - 6.1.5.1 CNCC Lisa Jones agreed to get an update to them from the program. The program is starting in the Fall 2022.
  - 6.1.5.2 VP of Instructor Keith Peterson stated Carrie Olsen will be teaching most of the agriculture minimums, but the other animal science classes will be available hybrid remote. It will be a 2-year graduate program.
  - 6.1.5.3 Campus Manager Jesse LaRose clarified that farm and ranch management will be live on campus and animal sciences and feeding classes will be hybrid remote.
  - 6.1.5.4 Tammy Olson, who is the rodeo coach, will have a physical presence on this campus.
  - 6.1.5.5 VP of Administration James Caldwell stated the Fairground membership is on his desk and has been negotiated with the State.
  - 6.1.5.6 Board Secretary Christina Oxley asked for a competition schedule when available.

### **6.2 Vice President of Administration, James Caldwell**

- 6.2.1 Board member Terry Carwile asked if we had heard from the JBC. James Caldwell stated just yesterday and they are recommending a 2% raise in tuition. This will go to houses and governor for approval.
- 6.2.2 Dr Jones and James will submit the final budget to the State the second week of June and will testify before the State Board.

### **6.3 Vice President Instruction Report, Keith Peterson**

- 6.3.1 The mapping process with the high school was explained by Campus Manager Dean Jesse LeRose.
- 6.3.2 CNCC President Lisa Jones stated she did not realize when she came here that there is no State standardized model for K12 completion. Moffat county has reached out and been engaged with us.

#### **6.4 Vice President of Student Services, David Hardman**

- 6.4.1 Board Treasurer Jennifer Holloway asked about student life and student activities on this campus. David Hardman stated Jen Rea would be the one to answer that question and give more detail on those activities. David stated that he knows they are working on cleaning and in the Fall that they are going to try to organize some students to bring activities to this campus.
- 6.4.2 Jennifer Holloway asked about campus student government. David stated there have one been one or two students interested in that, but we are working on building that. Covid has deterred some of that.
- 6.4.3 Dean LaRose stated that we lost our sponsor to that when we lost Leigh Sokol. We do not have the leadership for that right now.
- 6.4.4 Jennifer Holloway asked about the student fees that are paid right now and are they separated by campus.
  - 6.4.4.1 CNCC President Lisa Jones stated that we have an overall campus student life, and she will share that report when it is ready.
  - 6.4.4.2 Lisa requested that when students approach you, please direct them to the appropriate leadership and the process for the campus life, Jen Rea and Vice President's office.
- 6.4.5 Board Treasurer Jennifer Holloway asked David about position of admissions counselor. David stated the title has changed but this is still the recruiter position. Jennifer asked if this was the academic advisor as well. David stated no.

#### **6.5 Executive Director of Institutional Effectiveness, Kelly Scott**

- 6.5.1 Kelly stated an average of 41% of Moffat County grads to come here to CNCC after they graduate.

#### **6.6 Executive Director of Advancement, Sue Samaniego**

- 6.6.1 Event planning for April in discussion with Board President McPherson

#### **6.7 Executive Director of Human Resources, Angie Miller**

6.7.1 Angie forwarded a current CNCC organizational chart to all Board members.

6.7.2 Angie updated the Board on English and math positions search. Rangely English position has 20 applicants and Craig English position has 6. Craig math has 5 and has a really good candidate to interview.

### **7.0 City Council Liaison Update**

7.1 Jesse Jackson - would like any important issues from the Board as issues arise.

8.0 **Public Input** - none

9.0 **Motion to Adjourn** 1:13 pm Board member Terry Carwile.

### **9.1 Next meeting Thursday, April 21, 2022 @ 11:30 a.m.**

9.1.1 Board President McPherson stated she will be on vacation for this meeting and Board member Terry Carwile will be chair at this meeting. Kirstie will be returning on Monday.