

COLORADO NORTHWESTERN COMMUNITY COLLEGE  
MOFFAT COUNTY AFFILIATED JUNIOR COLLEGE DISTRICT

**MEETING MINUTES**

REGULAR MEETING – January 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 6:03 pm

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

1.2 Roll Call by Board President Kirstie McPherson

Board Attendees: President Kirstie McPherson, Terry Carwile, Lois Wymore

Absent: Secretary Jennifer Womack (excused), Treasurer Derrick Webb (unexcused)

CNCC Staff: Director of Marketing Reuben Talbot, CNCC President Lisa Jones, Human Resource Executive Director Angela Miller, Chief of Staff Keely Ellis, Vice President of Administration James Caldwell, Vice President of Instruction Keith Peterson, Vice President of Student Services David Hardman, Director of Foundation Sue Samaniego, Executive Assistant Marlena O’Leary

Guests: Jennifer Holloway, Christina Oxley, Denton Taylor, Judy Lewis of Lewis Accounting

2.0 Public Input - none

3.0 Approve/Change Agenda for the meeting

Board Member Terry Carwile motioned to accept the agenda as presented; Motion seconded by Lois Wymore. Motion passed.

4.0 New Business

4.1 Approval of Minutes from the Regular Meeting November 29, 2021.

Motion presented to approve minutes of the regular meeting of MCAJCD November 29, 2021, made by Terry Carwile; seconded by Lois Wymore. Motion passed.

4.2 Approve Financials for November, December 2021

Financial reports were not available.

4.3 President Kirstie McPherson thanked Lois Wymore for her service and apologized for leaving her gift at home tonight and she will bring it personally to her.

4.4 President Kirstie McPherson conducted the swearing in of new board members.

4.4.1 Jennifer Holloway

4.4.2 Christina Oxley

4.5 Board Election for Officers

4.5.1 President –

Board member Terry Carwile nominated to retain Kirstie McPherson as Board President. Kirstie McPherson accepted nomination. Election unanimous.

4.5.2 Secretary –

Board member Jennifer Holloway nominated Christina Oxley to be Board Secretary. Christina Oxley accepted the nomination. Election unanimous.

#### 4.5.3 Treasurer –

Board member Christina Oxley nominated Jennifer Holloway for Treasurer. Jennifer Holloway accepted nomination. Election unanimous.

#### 4.6 Bank signature cards revision.

4.6.1 Jennifer Womack and Derrick Webb will need to be removed and current officers added.

4.6.2 Lois Wymore commented that she may be the only signor on Colorado Trust account. President Kirstie McPherson indicated she has faxed update signors in that account but has not heard back from them.

4.6.3 President Kirstie McPherson requested that Judy Lewis provide a list of all accounts and signors.

#### 4.7 President Kirstie McPherson requested Board consideration for the removal of Derrick Webb due to three consecutive unexcused absences per Board By-Laws.

4.7.1 President McPherson noted that an email notice has been sent to him. His only response was a request sent to Marlena to be removed from the emailing list.

4.7.2 Motion by Terry Carwile to remove Derrick Webb from the MCAJCD Board of Control due to at least three consecutive absences as outlined in Board By-Laws with notice of removal letter to be sent by certified mail. Motion was seconded by Jennifer Holloway. Motion passed.

4.7.3 Board member Terry Carwile motioned to post open board position for the MCAJCD Board per By-laws for 30-days and interviews held on Monday, February 28<sup>th</sup> regular meeting of MCAJCD. Jennifer Holloway seconded this motion. Motion passed.

#### 4.8 Resolutions

##### 4.8.1 Resolution 2022-01 – Board Meeting Date, Time and Place

4.8.1.1 President McPherson proposed an earlier meeting time be considered for those traveling from Rangely. CNCC President Lisa Jones offered to provide lunch to help with Board members on lunch breaks for this meeting if needed.

4.8.1.2 February meeting to be maintained at the 4<sup>th</sup> Monday, February 28<sup>th</sup> at 6 pm.

4.8.1.3 Board member Christine Oxley motion to establish MCAJCD Board of Control meeting for the third Thursday of the month at 11:30 am after March 24<sup>th</sup> because of March 17<sup>th</sup> St Patrick's Day holiday; motion seconded by Terry Carwile. Motion passed.

##### 4.8.2 Resolution 2022-02 – Meeting Notice Posting

4.8.2.1 Motion to maintain the same meeting posting locations by Board member Christina Oxley; seconded by Terry Carwile. Motion passed.

#### 4.9 Cybersecurity Marketing Update – Reuben Talbot

4.9.1 Update and results for MCAJCD funding for Cybersecurity marketing:

4.9.2 Director of Marketing Reuben Talbot reported marketing was done through a combination of traditional marketing, newspaper advertising,

radio advertising, press releases as well as digital displays and digital radio.

- 4.9.3 Marketing was layered in two parts to hit the local area well and the state level.
- 4.9.4 There were 16 inquiries; 13 of those people enrolled in the classes for Fall. There were 19 inquiries for the Spring this year with, at least 5 of those enrolled.
- 4.9.5 Looking ahead for 2023, there are already 10 people who have inquired about this program or express interest in an application.
- 4.9.6 Board Member Christina Oxley asked about the geographic area of inquiries. Reuben responded most are from regional area in and around Craig and a few transitioning from coal.
- 4.9.7 Board Member Terry Carwile inquired about the oldest and youngest? Reuben stated most are nontraditional students over 30. President Lisa Jones offered to get those specifics from Director of Institutional Effectiveness Kelly Scott who is not in attendance today and get that to Terry.
- 4.9.8 President Lisa Jones asked Keith Peterson to update the MCAJCD Board on the industry certifications available with Cybersecurity. Keith reported students with the Cybersecurity program can get an industry recognition certificate that qualifies them for a job in that industry and five of the students have done so within the first semester.
- 4.9.9 Board President Kirstie McPherson thanked Reuben for his work and expressed the MCAJCD Board felt this was a good investment.

## 5.0 Old Business

### 5.1 “Ranching for Profit” January 28<sup>th</sup> Workshop Sponsorship.

- 5.1.1 This sponsorship was brought to the MCAJCD Board meeting by President Jones at the November meeting. The total cost requested was \$3,600. Board President Kirstie McPherson expressed the Board was comfortable with the request at that time.
- 5.1.2 Board member Christina Oxley asked about registration and level of interest? Chief of Staff Keely Ellis stated 60 registered. Chris asked about the opening of the event and welcoming people to let them know tax dollars funded this workshop. Lisa Jones offered to follow up with Meghan Davis and Carrie Olsen on this introduction.
- 5.1.3 Board member Jennifer Holloway motioned to fund \$3,600 to fund this workshop; Terry Carwile seconded. Motion passed.

### 5.2 Board President Kirstie McPherson requested a MCAJCD logo design from Reuben that has MCAJCD under CNCC. Reuben agreed to design something.

### 5.3 Business Development Position funding reallocation for a Consultant Fee for Allied Health Non-Credit Programs Development

- 5.3.1 This issue was brought to the MCAJCD Board meeting by Keith Peterson at the November meeting for re-allocation of money that was intended for Business Development position that has not been filled.
- 5.3.2 Keith requested to re-allocate a portion of the money that has not been spent for a consultant who can advise on compliance issues and assist in developing the allied healthcare programs.
- 5.3.3 This would be a contract labor position for six months. We are asking for \$20,000 for a consultant to do background and compliance work for allied healthcare programs development.
- 5.3.4 Keith explained that the allied healthcare programs would be noncredit industry certificate programs added to the already successful nursing program.
- 5.3.5 Board Member Christina Oxley inquired about the process for filling this position. Keith responded that a contract labor contract would be developed of total hours within a timeframe and expectations of the

- position.
- 5.3.6 James Caldwell stated \$90,000 remains unspent at this time which is the original funding amount.
  - 5.3.7 Board President Kirstie McPherson and Keith discussed recent applicants for the Business Development position and interviews that may be coming for that position.
  - 5.3.8 Keith discussed the expectations for the Business Development position which is to teach as well as to re-imagine and grow our business degree program offerings in a sustainable way and work with us to develop an innovation concept for the college. They cannot be expected to do that in two or three months. Keith discussed with the Board to expect this request for another year.
  - 5.3.9 Motion by Board Member Christina Oxley to reallocate \$20,000 of the Business Development position money to support the hire of the consultant for the allied healthcare noncredit program development. Motion seconded by Terry Carwile. Motion passed.

## 6.0 College Reports

- 6.1 CNCC President's Report, Lisa Jones added updates on legislative issues that may have an impact on CNCC funding:
  - 6.1.1 Bill 1330 which is increasing credentials received by citizens and overall student success. Lisa submitted to Bonnie Peterson, who was asked to serve on this Board, her concerns on behalf of the college community that the funding model for concurrent enrollment is such that colleges are losing money although it is a program that they wholeheartedly support.
  - 6.1.2 The other issue included in the letter was that rural colleges are not funded like universities and are falling behind financially.
  - 6.1.3 Also, Lisa included the issue of the State considering funding workforce programs in the colleges and not holding them out as auxiliary services.
  - 6.1.4 Lisa also reviewed a Bill that would have colleges not charge foster-care youth for tuition. This education is usually funded through other agencies, but this Bill would require colleges to provide that tuition cost for free.
  - 6.1.5 Additionally, Lisa reviewed a Bill that would prevent colleges from withholding a student's transcripts as a leverage for payment.
  - 6.1.6 Board Member Terry Carwile requested more information. Lisa agreed to forward information directly to Terry regarding the Bills.
  - 6.1.7 Board Member Christina Oxley asked about concurrent enrollment. Board President Kirstie McPherson asked about a collaborative approach Board to Board on this issue during this discussion. Lisa replied to Kirstie indicating there is a point where it might be helpful for Board to speak to Board (School Board) regarding mapping for the point to finish the degree or certificate. It could be that Board to Board would be the nudge needed for that. It is really about the kids and making those opportunities available.
- 6.2 Vice President Instruction Report, Keith Peterson
  - 6.2.1 Keith indicated we should see our first guaranteed admission path of nursing cohort this Fall and a very similar admissions program for dental hygiene which is a driving force for arts and sciences enrollment.

6.3 Vice President of Student Services, David Hardman

6.3.1 David reported current 9.3% increase overall in FTE numbers.

6.4 Executive Director of Institutional Effectiveness, Kelly Scott

6.4.1 President McPherson indicated that an updated report was given to Board members from Kelly Scott showing up 9.3% and head count is up 12.2% from last year.

6.4.2 Craig is down 11% and head count was down 20%.

6.5 Executive Director of Human Resources, Angie Miller

6.5.1 Board President Kirstie asked if this report reflects only the MCAJCD Board funded positions. Angie replied yes.

6.5.2 Board Member Christina Oxley asked if there were two instructors of nursing. Angie stated that is correct.

6.6 Director of Foundation Sue Samaniego

6.6.1 Sue reported there is a donor for funding for cybersecurity.

6.6.2 Sue also reported on the Foundation Dinner on March 26<sup>th</sup>.

6.6.3 Sue commented on Comedy Show in the planning at the Wine Bar for April 7<sup>th</sup>.

6.7 Vice President of Administration James Caldwell

6.7.1 James reported on last year's MCAJCD Board strategy meeting and follow-up meeting with college leadership for the budget structure. James reported on where the budget is currently and proposed the same procedure again this year. Preliminary timeframe will include meeting in February to begin the budget process.

6.7.2 Board President Kirstie McPherson indicated that she would send an email regarding the February strategy meeting and when this half-day meeting can be accomplished.

7.0 Board President McPherson requested new board member handbooks from Marlena for next Board meeting.

8.0 City Council Liaison Update not available today.

9.0 Adjourn 7:35 pm

9.1 Next Board meeting Monday, February 28, 2022. at 6 p.m