

COLORADO NORTHWESTERN COMMUNITY COLLEGE
MOFFAT COUNTY AFFILIATED JUNIOR COLLEGE DISTRICT

MEETING MINUTES

REGULAR MEETING – May 19, 2022

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

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

CNCC Staff: CNCC President Lisa Jones, Vice President of Business & Administration James Caldwell, Vice President of Student Services David Hardman, Executive Director of Advancement Sue Samaniego (via Webex), Executive Director of Institutional Effectiveness Kelly Scott, Dean of Arts and Sciences/CNCC Craig Campus Manager Jesse LaRose

Guests: Judy Lewis, City Council Representative Tom Kleinschnitz

1.0 Call to Order/Pledge of Allegiance/Moment of Silence/Roll Call

1.1 Kirstie McPherson called the meeting to order at 11:34am.

1.2 Pledge of Allegiance/Moment of Silence/Roll Call

1.2.1 Terry Carwile led the pledge of allegiance.

1.2.2 All board members were present.

2.0 Public Input - None

3.0 Approve/Change Agenda for the meeting

3.1 Terry moved to approve the agenda as presented and Chris Oxley seconded. Motion carried.

4 New Business

4.0 Approval of Minutes from the Regular Meeting April 21, 2022

4.0.1 Terry moved to approve the minutes and Jennifer Holloway seconded. Motion carried.

4.1 Approve Financials for March/April 2022

4.1.1 Jennifer moved to approve the financials.

4.1.2 Terry asked about the nature of the extra accounting expense. Judy Lewis explained that the auditor's fees went up last year.

4.1.3 Terry asked James Caldwell if the marketing portion of the P and L budget vs actual only 60% of the dollars allocated had been spent. Terry asked if James anticipated 100% of the dollars being spent by year end.

4.1.3.1 James is planning for these funds to be spent by year end. James has sat down and reviewed these numbers with marketing and while not spend by April the funds are encumbered as it has been planned to spend more on the back half of the year to aid in recruiting efforts for fall enrollment.

4.1.4 Terry seconded the motion to approve the financials. The motion carried.

4.2 MCAJCD Board liaison to the Advisory Council

- 4.2.1 There was discussion about who should take Terry's place on the CNCC Advisory Council. Dr. Jones will look into if only one member is needed for the Advisory Council and if an alternate might be assigned in case the primary member cannot make the meeting. Dr. Jones shared that the two projects the Advisory Board is working on in the next year are strengthening the business and cybersecurity program and enhancing student soft spaces on both campuses.
- 4.2.2 Chris moved for Jennifer to serve on the CNCC Advisory Board as the MCAJCD representative. Terry seconded. Motion carried.
- 4.3 MCAJCD new appointment to CURA
 - 4.3.1 Kirstie resigned from Craig Urban Renewal Authority (CURA) due to concerns about there being a conflict of interest.
 - 4.3.2 Chris moved that Denton Taylor serve as the MCAJCD representative to CURA. Jennifer seconded. Motion carried.
- 4.4 Staffing notice – Dr. Lisa Jones
 - 4.4.1 Dr. Jones notified Kirstie that Marlina O'Leary is no longer with the college since Marlina provided support to MCAJCD. The Executive Assistant to the President position is open and if the board is aware of anyone interested, please email Dr. Jones.
 - 4.4.2 Recruitment position in Craig is also open and needs filled, so if the board knows of anyone interested, please send CNCC's way.
- 4.5 Presentation by Aubrey Wilkey with Allied Health
 - 4.5.1 Dr. Jones explained this work was paid for by MCAJCD with the resources that weren't spent for business initiative. This was to meet Memorial Regional Health's request to investigate allied health educational needs.
 - 4.5.2 Aubrey Wilkey shared about her work in Allied Health Consultation and Research. 28 allied health programs were investigated she has narrowed the list of most relevant potential needs down to five programs:
 - 4.5.2.1 Paramedic to RN Bridge
 - 4.5.2.1.1 124 job openings in our community and increasing at 19%
 - 4.5.2.2 Behavioral Health Technician
 - 4.5.2.2.1 28 job openings and increasing at 37%
 - 4.5.2.3 Health Information Management
 - 4.5.2.3.1 20 job openings and increasing at 9%
 - 4.5.2.4 Radiology Technician
 - 4.5.2.4.1 18 job openings and increasing at 28%
 - 4.5.2.5 Respiratory Therapist
 - 4.5.2.5.1 18 job openings and increasing at 35%

- 4.5.3 Aubrey invited the MCAJCD board to a regional healthcare summit hosted by CNCC tomorrow from 11:00-2:00 to connect healthcare partners and discuss the five programs identified as needs. 35 people have RSVP'd.
- 4.5.4 Chris asked what the geographic area Aubrey's work encompassed, and Aubrey shared it was from Steamboat to Rifle to Rangely.
- 4.5.5 There was discussion about programs that didn't make the list and why. The need for partnerships with area hospitals for use of expensive equipment at night when not busy was also discussed.
- 4.5.6 Terry asked about how this work addressed one of the desired outcomes of this work was to increase mental health resources.
- 4.5.7 Dr. Jones shared that CNCC is going to make a collaborative dent in this...we can't do it alone. Memorial Regional Hospital has done some intensive training of CNCC staff on crisis, referral, triage. She wants to have something this summer. Dr. Jones brought up suicide and other concerning mental health trends in Moffat County.
- 4.5.8 Chris brought up the need for supplemental childcare for students. Maybe look at tying with ECE?
- 4.5.9 Chris asked which campuses these programs would be put on
 - 4.5.9.1 Dr. Jones clarified these are all specific to Moffat as MRH is the one who approached CNCC with this request and that MCAJCD funded this project.
- 4.5.10 The board thanked Aubrey for her work and are excited to hear outcome of tomorrow's meeting.

5 Old Business

5.1 Strategic planning follow-up

- 5.1.1 Kirstie reached out to Craig Mayor Ryan Hess and Tony Bohrer to share plant and try to collaborate with other boards.
- 5.1.2 Chris wanted to clarify if Clarus (consultant group) is doing programmatic recommendations. Invite to the community listening session was very focused on branding.
 - 5.1.2.1 Dr. Jones confirmed that Clarus is focusing on how to we message who we are, but they are also investigating where we should be expanding signature programs and where are we missing the mark. They will be doing 4 virtual listening sessions for Craig and she'll have those dates soon.

6 College Reports

6.1 CNCC President's Report, Lisa Jones

- 6.1.1 Terry thanked Dr. Jones for sharing academic success of students in her report.

6.2 Vice President of Administration, James Caldwell

6.3 Vice President Instruction Report, Keith Peterson

6.4 Vice President of Student Services, David Hardman

6.5 Executive Director of Institutional Effectiveness, Kelly Scott

6.6 Executive Director of Advancement, Sue Samaniego

6.7 Executive Director of Human Resources, Angie Miller

6.8 The board had no questions on the reports that were in the board packet.

7 City Council Liaison Update

7.1 Tom Kleinschnitz represented the Craig City Council for today's meeting at Jesse Jackson's request.

8.0 Public Input - None

The regular meeting ended at 12:09 and the board members convened to executive session.

8.1 §24-6-402(4)(b), C.R.S., Conferences with an attorney for the public entity for the purposes of receiving legal advice on specific legal questions.

9.0 Adjourn

9.1 Next meeting Thursday, June 16, 2022 @ 11:30 a.m.