

COLORADO NORTHWESTERN COMMUNITY COLLEGE  
MOFFAT COUNTY AFFILIATED JUNIOR COLLEGE DISTRICT

**MEETING MINUTES**

REGULAR MEETING – June 16, 2022

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

Board Attendees: President Kirstie McPherson, Treasurer Jennifer Holloway, Terry Carwile

CNCC Staff: CNCC President Lisa Jones, Vice President of Business & Administration James Caldwell (via WebEx), Vice President of Instruction Keith Peterson, Executive Director of Advancement Sue Samaniego, Executive Director of Institutional Effectiveness Kelly Scott, Executive Director of Human Resources Angie Miller, Associate Dean of CTE Liz Johnson

Guests: Judy Lewis

- 1.0 Call to Order/Pledge of Allegiance/Moment of Silence/Roll Call
  - 1.1 Kirstie McPherson called the meeting to order at 11:32 am.
  - 1.2 Pledge of Allegiance/Moment of Silence/Roll Call
    - 1.2.1 Terry Carwile led the pledge of allegiance.
    - 1.2.2 Attendance as above
- 2.0 Public Input - None
- 3.0 Approve/Change Agenda for the meeting
  - 3.1 Terry moved to approve the agenda as presented and Jennifer Holloway seconded. Motion carried.
- 4 New Business
  - 4.1 Approval of Minutes from the Regular Meeting May 19, 2022
    - 4.1.1 Terry moved to approve the minutes and Jennifer Holloway seconded. Motion carried.
  - 4.2 Approve Financials for June 2022
    - 4.2.1 Jennifer will talk to Justin at LPL to look at other investment options. Making \$11/month, CDs made \$175/month.
    - 4.2.2 Jennifer moved to approve the financials.
    - 4.2.3 Terry seconded the motion to approve the financials. The motion carried.
  - 4.3 Allied Health Consulting Extension- Keith Peterson
    - 4.3.1 There was discussion requesting support to extend the project. Written update given out. Fall semester Aubrey would begin implementation of the plan. Visits to sister schools that have those programs so we can mimic best practices. Peterson requested stipend not to exceed \$10,000 to extend

from July through end of Fall semester with the expectation that the project would be complete at that time. Would use breakage from Business position.

- 4.3.2 Terry stated that he felt that we should continue to pursue this. Some of these programs are incredibly important moving forward. Terry moved to approve the extension of the Allied Health Consultant stipend out of the Business position breakage. Seconded by Jennifer. Motion passed.

## 5 Old Business

- 5.1 None.

## 6 College Reports

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

- 6.1.1 President Jones reviewed Commencement.
- 6.1.2 Holloway approved by the State Board to serve on the Advisory Council.
- 6.1.3 Discussion with Shannon Scott for an Innovation Center will relate to business role.
- 6.1.4 Clarus is showing front line supervisory jobs have huge gaps. We need to offer the programs needed through the appropriate modality.
- 6.1.5 Executive Assistant to the President interviews in process. Interviewing today.
- 6.1.6 Email to Peter Brixius and Bonnie Peterson related to initiative meetings coming from multiple groups all at the same time. We want to be sure that we are at the right ones but can't attend them all.
- 6.1.7 Terry was impressed with Commencement report and that our students are coming away from graduation already placed in jobs. Peterson says we are looking for official data on placements across the board. NPS 100% placement this time. DH all passed boards and believes all are placed. Aviation/Aviation Maintenance very close to 100% rate. Nursing, automotive 85-100% placement typically.
- 6.1.8 Jennifer asked about maintaining the Bell Tower and redirect funds for creating a soccer field. Curious about the Rangely facilities master plan whether it is in process. Caldwell responded. It is in an RFQ process, posted next week. We will then select an organization to do it. 6-month process prior to report. Next year, Craig facilities master plan will be pursued. Holloway also asked about the cost of that plan and whether it will be a similar amount. Will likely be less due to less square footage and newer buildings.

### 6.2 Vice President of Administration, James Caldwell

- 6.2.1 COVID cases uptick. Both counties are in the red zone.
- 6.2.2 Budget FY23: should have release 6/21
- 6.2.3 FY22 year-end process through the end of August.

6.2.4 Carwile was interested in seeing the IT upgrades happening on the Craig campus. These will be done first because the wiring is up to date and can handle it.

6.3 Vice President Instruction Report, Keith Peterson

6.3.1 Cyber program: losing Dr. Alexander. Have a contingency plan in place. Attorney General's Office is looking at our proposal for continuation for the next 3 years.

6.3.2 CNA program active. Partnering with Pioneers Hospital.

6.3.3 Carwile said good job on the MOU with the NW Arts Council.

6.4 Vice President of Student Services, David Hardman

6.5 Executive Director of Institutional Effectiveness, Kelly Scott

6.5.1 Drew attention to the first paragraph of her report cautioning that our FTE is likely going to end up flat, not up as it appears currently.

6.5.2 Shared delivery with Northeastern in ECE will help increase our numbers.

6.6 Executive Director of Advancement, Sue Samaniego

6.6.1 Carwile said good job on the endowment building.

6.7 Executive Director of Human Resources, Angie Miller

6.7.1 No shows and drop outs are frequent on nearly all job postings.

6.7.2 Interviewing for recruiter next week. Exec. Dir to the president interviews today.

6.7.3 Soccer and Volleyball coaches hired.

6.7.4 Jessica Counts CEPA coordinator for Concurrent Enrollment hired.

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

7 City Council Liaison Update

7.1 No one present to report.

8.0 Public Input - None

9.0 Adjourn motion at 12:23 by Holloway, seconded by Carwile.

9.1 Next meeting Thursday, July 21, 2022 @ 11:30 a.m.