

COLORADO NORTHWESTERN COMMUNITY COLLEGE

Moffat County Affiliated Junior College District

Meeting Minutes: March 20, 2023

1.0 Meeting Called to Order at 4:49 pm

Present: Kirstie McPherson, Jennifer Holloway, Christina Oxley, Terry Carwile, Denise Kleinschnitz

CNCC Staff: Dr. Lisa Jones, James Caldwell, David Hardman (Virtual), Keith Peterson (Virtual), Sue Samaniego (Virtual), Angie Miller (Virtual)

Also Present: Judy Lewis from Lewis Accounting & Tax Services, and Jesse Jackson on behalf of the Craig, Colorado City Council

2.0 Public Input – No members of the public were present for this meeting.

3.0 Approve/Change Agenda for the Meeting

The Agenda had been amended to add the FY 24 Proposed Budget

Motion was made by Christina Oxley to approve the Agenda as amended. Jennifer Holloway seconded the motion. Vote: Unanimous

4.0 New Business

4.1 Approval of Minutes from Regular Meeting of January 16, 2023

Motion was made by Terry Carwile to approve the Minutes. Christina Oxley seconded the motion. Vote: Unanimous

Kirstie stated that the Board noticed that they have not been posting signed Minutes to the website as required by their Bylaws. The Board will be working to correct this oversight.

4.2 Approve Financials for December, 2022 and January, 2023

Motion was made by Christina Oxley to approve the financial reports as presented. Denise Kleinschnitz seconded the motion. Vote: Unanimous

4.3 FY 23 Budget Update and Reallocation Request

Dr. Jones brought it to the Board's attention that CNCC is in the process of launching the 2023-2028 CNCC Strategic Plan. Sustainability and retention of students are some of the main points that need to be addressed.

James Caldwell presented the budget updates along with the reallocation requests. There is a total amount of \$203,006.18 available for reallocation at this time. The first five requests are as follows:

- Paleontology Summer Dig Equipment - \$15,000.00
- Craig Location Replace Classroom AV Equipment - \$103,562.00

- Automotive Upgrades: Air Conditioning Systems Trainer, Mobile PC for codes, auto data, Auto Tracking Program - \$37,000.00
- Cyber Director/Instructor – Headhunter - \$10,000.00
- Craig Campus Life Advisor - \$14,000.00

With regard to the Cyber Director/Instructor Headhunter request, Keith informed the Board that CNCC is currently spending the grant as required, and have submitted a request for two additional years of refunding. The Headhunter request for funds is strictly to pay a company to help CNCC locate a qualified applicant to fill the position.

Motion was made by Terry Carwile to approve the funding reallocation for each of these five items. Denise Kleinschnitz seconded the motion. Vote: Unanimous

The last two reallocation requests are as follows:

- Student Recruitment: Gecko-Chatbot - \$10,000.00
- Online Orientation: Advantage Design - \$12,500.00

The Board tabled discussion for the last two requests at this time until there can be further discussion concerning same. Kirstie stated that the Board feels like they need to start withholding money to be used for housing and/or direct support of signature programs. The \$22,500.00 will be held in the Capital Investment Bucket for the immediate future. Motion was made by Christina Oxley to hold the \$22,500.00 as discussed. Denise Kleinschnitz seconded the motion. Vote: Unanimous

4.4 **FY 24 Proposed Budget**

James Caldwell presented the proposed FY 24 MCAJCD Board Budget. He pointed out that tax allocations are down 2.3%. Kirstie stated that in the Board’s Strategic Planning Meeting which was held in January, that the Board had decided to change the tuition buy down from 100% to 50%. Christina Oxley questioned whether MCAJCD will be changing to the \$95 per credit hour like CMC with this budget. After discussion, it was decided that current students who continue next year will continue to receive the 100% buy down rate for one year. Any new students will receive a 50% buy down effective with Fall 2023. This decision will go into effect for the 2023/2024 academic year.

After discussing the budget as submitted to the Board, it was decided that no decisions would be made at this time. Kirstie stated that she will be sending out notice to Board members to plan another strategic planning session. James Caldwell said that the budget has to be submitted by May 7th.

Motion was made by Jennifer Holloway to table the discussion on the FY 24 budget. Terry Carwile seconded the motion. Vote: Unanimous

4.5 **Coordinated Election – Election Documents**

The official form has been received from the Office of County Clerk & Recorder for Moffat County, Colorado concerning the November 7, 2023 Coordinated Election.

Terry Carwile's term as a board member will time out this year and he will not be able to return as he will have served for 8 years. Kirstie McPherson's term will also expire this year, but she is eligible to run for another term. It was decided the Kirstie will accept responsibility for filling out the Election Form and returning it to the County Clerk's Office.

Motion was made to approve Kirstie as being in charge of handling this documentation on behalf of the Board. Denise Kleinschnitz seconded the motion. Vote: Unanimous

4.6 **Strategic Planning Session Follow Up**

The Board previously held a strategic planning session in January, but have not finalized their thoughts and/or decisions in writing for sharing with CNCC and the public. They will be continuing to work on this process, and Kirstie will send out notice to board members to plan a follow up planning session.

5.0 **Old Business**

5.1 **Board Insurance**

Kirstie stated that she has received quotes from some insurance companies that she needs to present to the Board for a final decision. She said that the current insurance does not cover their personal liability as board members. It was decided that there will be discussion at the next meeting, and a final decision will be made at that time.

5.2 **Legal Representation**

The Board discussed the need to have an attorney. They decided that they need an attorney who is based in Colorado. Kirstie stated that she has spoken to someone in Denver, and they will be submitting a quote on their fees.

5.3 **CMC Update**

Kirstie stated that approximately \$55,000.00 had been raised for the CMC feasibility study and that it will be moving forward.

6.0 **College Reports**

6.1 CNCC President's Report – Lisa Jones

6.2 Vice President of Administration – James Caldwell

6.3 Vice President of 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

Each of these reports were submitted to the Board for their review. There were no comments or questions at this time.

7.0 **City Council Liaison Update**

Jesse Jackson was present from the Craig City Council. He stated that there are several projects that are moving forward within the community at this time. Everyone's priority will be to continue to build the community with the upcoming closing of the mines which will greatly affect the tax base for this region.

8.0 **Public Input**

There were no community members present at the meeting, and therefore no input.

9.0 **Adjourn**

Motion was made by Terry Carwile to adjourn the meeting. Jennifer Holloway seconded the motion. Vote: Unanimous

9.1 Next meeting to be held on Monday, April 17, 2023 at 4:30 pm.