

## **COLORADO NORTHWESTERN COMMUNITY COLLEGE**

Moffat County Affiliated Junior College District

Budget Meeting Minutes – April 24, 2023

### 1.0 Meeting Called to Order

Present: Kirstie McPherson, Jennifer Holloway, Christina Oxley, Terry Carwile, Denise Kleinschnitz (by phone)

CNCC Staff: Dr. Lisa Jones, James Caldwell, Kelly Scott (virtual), David Hardman (virtual), Keith Peterson (virtual)

Also Present: Eli Pace (virtual)

### 2.0 Public Input

Dr. Jones stated that she had contacted Ryan Hess with the City of Craig who had informed her that the City of Craig is not anticipating any measurable amount of loss of tax dollars until 2028. She said that the CNCC Nursing Program is highly important to students, and that a 2-3 year phase in of the tuition buydown decision would seem to be more fair. She stated that most students are not finished at CNCC within the two-year time frame. It usually takes them three years. As to housing issues for the CNCC Craig Campus, there is no way that CNCC can fund this by themselves as we do not have these resources alone for housing. We are looking for housing alternatives that do not simply fall on CNCC. We would appreciate support in that. For CNCC to do that alone, it is just cost prohibitive. She feels like this is the wrong time to do the 50% tuition buydown given the fact that we are losing jobs and people need education. She thanked the Board for their time. Kirstie asked for any other public input, but there was none.

### 3.0 Approve/Change Agenda for the meeting – There were no changes to the Agenda at this time. Kirstie stated the need to approve the Agenda. Christina Oxley moved to approve the Agenda as written. Jennifer Holloway seconded the motion. Vote: Unanimous

### 4.0 Discussion Items

#### 4.1 Legal Discussion with Allison Ulmer – Kirstie explained that Ms. Ulmer is the new Attorney that the Board is looking to hire, and that when Allison is able to join the meeting this will be a way for her to meet everyone, and to give everyone an opportunity to introduce themselves to her. Allison joined the meeting and explained herself and her law firm. Allison asked who her primary contact would be, which will be Kirstie. She said she would work with Kirstie to see what items they want to cover at their next meeting. Kirstie outlined how the meetings would work and contacts that would be sent to Allison.

#### 4.2 Budget Discussion

Kirstie stated that James Caldwell had sent an email on the 20<sup>th</sup> of some of the different pieces, and that board members could see the budget as included with the agenda for the meeting. Discussion continued about the different items on the budget and how the Board should proceed with the funds they have available at this time.

Discussion opened regarding the Nursing Program expense. James Caldwell stated that he had requested additional funding as this is an identified concern. He wanted to bring this up to the Board as a suggestion as currently in the Nursing Program our expenditures exceed our revenues significantly. To put it in perspective for the Board, for every FTE student we have in revenue \$8,888.00. For each of those students in terms of expenditures, we have spent \$19,584.00. That means for each full-time student in that program we are \$10,000.00 upside down. When it comes to supporting the salaries and the additional staff we need to add to stay in compliance, we are dealing with a situation where that program is draining more college funds. Following further discussion, the Board agreed to keep the funding for the Nursing Program at the amount they had previously decided on. The remaining amount of approximately \$125,000 will be going into the contingency fund. Christina then said she would move to approve the budget with those changes. Kirstie stated they were not ready for a motion unless they were good with Paleo. Terry pointed out that since they were not ready for a motion at this time, that they needed to halt or withdraw the motion made by Christina. Christina stated that she would withdraw the motion.

Marketing is down with a revised marketing strategy that should be forthcoming. Dr. Jones wanted to point out certain things that CNCC would not be able to do such as sponsoring events as requested by the community. It will not be feasible with a \$30,000.00 marketing budget. Kirstie stated that events requesting sponsorship could be presented to the Board as they come up. Dr. Jones stated that if the Board is comfortable with that, then when things come up we will just present it to the Board at that time. She will ask that Jesse LaRose and Cindy Eilken, as they are the contacts on the CNCC Craig Campus, to be able to present these items to the Board. Terry Carwile stated that he believed that addressing these issues on a case-by-case basis would be fine.

James Caldwell continued to go over the budget items on the list. As they went through the list, Terry Carwile asked about the “contingency” reference in the budget. James stated that normally the contingency fund is \$5,000.00 or less. He explained the process that CNCC has to go through with System Office Accounting whereby CNCC proposes a new organization, and this would be one of those, to put funds in and justify why we want to do that. System will either approve or deny at that time. He stated that currently does not exist for the MCAJCD Board. Christina questioned who puts the limits on contingency. James stated that was just a practice, not a limit. Our practice has always been to typically keep that amount under \$5,000.00.

The Board then talked about the Outdoor Rec position. Dr. Jones addressed the ongoing concern about a person who is hired to fill a position being able to cover that for both campuses as they are 90 miles apart. She went on to say that with the Outdoor Rec position, the outdoor experience in Rangely is very different than the one in Craig. Paleo and hunting are more the focus in Craig. Geography and the biomes are all here in the Craig area, not in Rangely. Those can be capitalized on as well as hunting, which is huge here, along with the paleontology. We have invested more money in the dig but are still needing more money in that area. She outlined some of the job duties that would be associated with the Outdoor Rec position, and how it will help brand us so that if students want to be a part of this college, then they will have something to do.

Dr. Jones said that the outdoor experience person would be doing everything as it pertains to taking your CNCC experience and incorporating the outdoors. A student services person is focusing on health among the students. It also means that they would be working with outdoor rec and advisors. The outdoor rec person would be exposing students to outdoor activities within this community. Christina stated that she believes this person would have to be in Moffat County to be able to do this job. Kirstie McPherson said that she would be willing to try something like this as this is part of the strategic plan with everyone, the County, the City, the community, the college, and that the outdoor rec and tourism component is something that everyone wants to do. It would take a very small investment of \$23,000.00 to see how it goes for like a year, and then have a discussion afterwards. Terry Carwile stated that \$23,000.00 would be a pittance, but it would get us off the ground. Then, if the Board is getting a consistent report about what that person is doing, that would be a justification to see if it would be possible to increase that amount with the next budget cycle.

Dr. Jones assured the Board that this would be a full-time split, 50/50, and that each community would be assisting with identifying the needs for that specific area. There is a lot of potential here to partner with each community so that CNCC would not have to do this alone. The need is just to get started. James Caldwell went on to state that the expectation for hiring this person is that they will be based out of the Craig Campus. He stated that a lot of the job description and expectations came out of the advisory council which was headed up by Keith Peterson. Keith stated that one of the main points is to make good as an institution on the things that we sell ourselves as being which is a frontier college that has really unique outdoor experiences if you choose to go here. They think one of the big grabs in Moffat County is certainly paleo, so this person could be working very closely with Liz Johnson in that program. He did not want to lose sight of the fact that this position is geared towards the value of the experience of the students who go to our college regardless of what campus they go to. This person's job is going to be setting up excursions, i.e., rafting, kayaking, hiking, and outdoor adventure things that most of the citizens in our communities do and that we have an obligation to bring into the experience of our college and our students, whether those be local students or students that we bring in from the outside. We need someone with the outdoor credentials to help set up those programs and make that experience unique to each

campus. He believes that everyone would have some input into what it would ultimately look like. The experience on the Rangely campus would look different than the one on the Craig campus, but not lesser than. He thinks it is something that we can really deliver on, and most importantly we develop this concept with the betterment of our students in mind and to provide them with experiences that we currently cannot.

The Board discussed keeping Paleo at the previous \$68,000.00 level and Kirstie suggested this would be to use part of those funds to build on the idea of Paleo outdoor experience, partner with Moffat County tourism, and have those extra dollars exist in there for some of the conversations that have been taking place with the community that we have not had the resources to do. It would provide money specifically to Paleo that the outdoor rec person could tap into.

Kirstie said she is personally on board with this idea and would like to move forward with it while keeping Paleo at \$68,000.00, part of which could be partnered with the outdoor experience. And, if they keep Nursing where it was previously, that leaves approximately \$100,000.00 to put back into the contingency fund. Then if the outdoor experience really takes off the Board would have more money to put into it.

A need for mental health support has been identified for both campuses of CNCC. Dr. Jones informed the Board that CNCC has just been granted \$800,000 in the last few days to be used toward mental health. She said that previously we have offered online mental health for both Rangely and Craig. We know that we want to do more than online. We will be hiring two people for these positions. We are making sure that we are moving forward for the community. James informed the Board that these grant funds were received through a Senate bill, and the actual amount is \$875,000. These funds need to be spent by June 30, 2025. Kirstie requested that anything that the Board could do to help with this to please outline it. That way they could explain this to the community. Keith stated that the biggest thing they could do would be for them to be proponents of the expenditure. It is a large amount of cash so it should be self-sustaining. We will be able to put a mental health counselor on both campuses and then the other half of that money will be used to support the peer support specialist program that our staff have been working on for the last year. As for the Board this is one of the rare occasions when CNCC has the cash to operate the program so it will be great. From the Board's perspective, just to have that advocacy and be able to inform community members when they ask that this is coming, and the school will be putting it into place over the course of the next year. As it relates to mental wellness and support, we are going to be able to fill these positions with certified therapists and also initiate a training program that will be available to the community as well as the school and the peer support specialists to help us help ourselves in the future. Just advocacy and education about it would be the biggest thing at this time. The Board asked by way of clarification with the mental health program, placing mental health counselors on both campuses, and the peer support program, how these funds would be spent. James explained that these salaries would be spent over 2½ years along with the support for those positions. That would be salaries

and benefits. It will take approximately \$250,000.00 to push this program out so that way we can train people and have a system that will perpetuate itself over time. James stated that this had come about because a lot of people had identified the same problems. Since CNCC has heard and identified those issues, James reassured the Board that CNCC has been paying attention to the needs of its students and looking for a way to address these issues and have been advocating for this support over the course of the last two years.

Kirstie suggested circling back to the previous conversation on the outdoor rec position and asked the Board for further input. Christina said that she thinks it is worth a try and the timing is good. She did say that they are weighing it and trying to make sure that this position is effective and as efficient as it could be. No one had any further thoughts or comments to add.

Kirstie then asked if they wanted to make any change at all to the number discussed or keep it as it currently stands. Christina said keep it on the budget as it stands.

Regarding Nursing, Christina stated she believed all of the numbers are good. They want to take it back down to the \$180,000 or whatever it was previously. The rest will go into contingency, which will be approximately \$125,000.00. If that is correct, she wanted to then make a motion to approve that. Kirstie said they needed to make a motion for the entire budget, not just that item. Christina then said she would move to approve the budget with those changes. Kirstie said they were not ready for a motion unless they were good with Paleo. Jennifer suggested placing Paleo at the \$68,000 and whatever is in there we either give it to the discretion of Liz, the curator, to use that additional \$15,000 or do they want it to be for a specific thing. It seems better to leave it open so that they could either get equipment or sponsor a trip, whatever Liz thinks is best for that program. It would be like a contingency fund for her. These are the additional funds that were allocated to Paleo with this year's budget. Terry pointed out that since they were not ready for a motion at this time, that they needed to halt or withdraw the motion made by Christina. Christina stated that she would withdraw the motion.

Concerning Paleo, Jennifer suggested that Paleo come to the Board when they have a request. Everyone agreed with this suggestion, stating that they would agree with that as long as Paleo knows to bring their request or presentation to the Board for approval. Kirstie asked if the Board was able to do that. James said that within that account it could be defined that way, and then they would know to bring all requests to the Board. He stated that within the budget there were other areas where extra money was being redefined as well. He said that when he sends out the revised budget to the Board, that will be included in Paleo.

Kirstie asked if the Board had any other questions regarding remaining items on the budget. Christina inquired as to whether the Board had received a quote for insurance. Kirstie said that no, there was not one at this time. She did say that she believes it will be

over \$2,000 since they are upping the policy limits to better match the budget. This would be insurance coverage of about \$2M. Kirstie stated that Casey Doolin is working on obtaining insurance quotes at this time, so there will need to be further discussion once that is done.

Kirstie stated that it looks like they have reached an agreement so she opened it up to a motion if anyone would like to make one on the budget as revised. Christina moved to reinstate the last motion that she made to approve the FY24 Budget as amended during this meeting with changes to the nursing line item and the contingency line item, and Paleo as discussed. Terry Carwile seconded the motion. It was approved unanimously.

Meeting adjourned.