

COLORADO NORTHWESTERN COMMUNITY COLLEGE
MOFFAT COUNTY AFFILIATED JUNIOR COLLEGE DISTRICT
REGULAR MEETING – August 28, 2023 – 4:30 PM
Webex Phone/Video conference or Cedar Mountain Conference Room (255)
2801 W 9th St Craig CO 81625

MINUTES

Attendance:

Present – Board: Kirstie McPherson, Terry Carwile, Denise Kleinschnitz, Christina Oxley
College: Lisa Jones, Jesse LaRose, Keith Peterson, James Caldwell, Brett Caskey
Excused-Jennifer Holloway

The meeting was called to order by President McPherson at 4:37pm

- 1.0 Call to Order/Pledge of Allegiance/Moment of Silence/Roll Call
- 2.0 Public Input- None
- 3.0 Approve/Change Agenda for the meeting.
Terry Carwile motioned to approve the agenda and Christina Oxley seconded. Unanimous approval. Motioned carried.
- 4.0 New Business
 - 4.1 Approval of Minutes from the Regular Meeting June 26, 2023
Christina Oxley motioned to approve the minutes as written. Denise Kleinschnitz seconded. Unanimous approval. Motion carried.
 - 4.2 Approve Financials (May/June 2023) and financial update.
Kirstie asked James C. whether Judy Lewis’ questions since early August had been addressed. She resent these questions to James in the meeting. James responded that he had made calls regarding these questions and was awaiting a response. He thanked President McPherson for resending the questions and indicated his plan for immediate attention to resolve the matter.
 - 4.3 Elections
Board President Kirstie McPherson indicated her plan to work with Sarah Colding, Election Coordinator to complete paperwork by the deadline. James Caldwell was identified to work with Kirstie to complete required items as Board members are unable to complete certain approvals and duties. Jesse LaRose, Craig Campus Dean and Carol Sharpe have been identified to sign and collect packets, respectively. Packets are due by September 6, 2023.
 - 4.4 Banking
Kirstie reminded Board members to sign the new banking card if they have not yet done so.
 - 4.5 CMC Update
President McPherson reported that the feasibility study should be going to the CMC Board this or next week and that a closed session would occur where presentations regarding the findings would be delivered. Board member Oxley questioned whether MCAJCD Board would be a part of this presentation. Kirstie responded that the CMC Board would hear the findings first, with MCAJCD being appraised of findings soon after. She stated that there were constructive and interesting findings discovered by the researchers regarding how the county works. These findings may be of value going forward.
 - 4.6 Allied Health Supplemental Funding Request- Keith Peterson

CNCC Vice President of Instruction, Keith Peterson submitted a proposal, with a request for \$32,230.50 to increase the salaries of the Radiologic Tech Program Coordinator/lead faculty member and the Nursing Coordinator (proposed new Associate Dean for Allied Health).

Keith indicated that after months long in searching and a recent offer with a decline, the College needs to increase the salary for the Radiologic Tech program coordinator and lead faculty member. CNCC's Nursing Program Coordinator recently accepted a position at MRH as she found the demands to teach and serve as an administrator more than what she wishes to take on. This is a personal decision as some program coordinators enjoy both as a balance. CNCC seeks to maximize the opportunity by attracting another high quality professional while also pursuing the opportunity to start a BSN program. An individual with these nursing credentials will call for a salary of no less than \$100,000. In fact, CCCS colleges have moved to this salary range a few years ago with the knowledge that these positions can command an average of \$131,000. Keith stated that for equity and balance across the Instruction division, he would retitle this individual as Associate Dean of Allied Health. Board member Oxley questioned adding more to the plate of this person when the prior Nursing coordinator found teaching and administration of one program too taxing. Keith and Jesse (Craig Campus Dean) expressed the legitimacy of this concern and responded with their plans. The goal is to remove teaching and add oversight of the Behavioral Health and Radiologic Tech program for better balance toward administration. Teaching while leading is in fact very taxing. The position will report to the CNCC-Craig Campus Dean. Kirstie McPherson asked whether the College conducts salary studies on a consistent basis. James, Lisa and Keith responded stating that HR reviews salary standards across the state and among industries who hire individuals with the same credentials. College comparisons are based on institutions of the same size and complexity. President McPherson then indicated that the Board paid for a study to be conducted in review of Allied Health program needs. She stated that, in doing so, it would be wise to see the outcome of the study through. Board member Carwile motioned to approve the funding request at the level requested (\$32,230.00) and not to exceed \$32,250.00 (in case there are small, unforeseen issues such as market volatility). Christina Oxley seconded the motion. Unanimous approval. Motion carried.

5.0 Old Business

6.0 College Reports

6.1 CNCC President's Report, Lisa Jones

Lisa updated the Board on the start of classes, the Colorado Space Business Roundtable(CSBR) Tour and the visit from Attorney General Phil Weiser all occurring during the week of August 21, 2023. She indicated that members who attended via Lockheed Martin indicated interest in helping the college receive funding to aid in infrastructure, fleet and student scholarships. She also stated their interest in bridging Cybersecurity and Aviation elements. Keith and Jesse presented on day two of the CBSR tour, sharing updates and outcomes of CNCC aviation and cyber programs. Both chimed in offering perspectives on practical opportunities and next steps as a result of this presentation (resurrecting the NW Colorado Air and Space Coalition and expanded CTE offering in high schools). Jesse shared that because of the Attorney General's visit, CNCC may receive additional funding to

add to cyber program technology as many current systems are outdated. The AG toured the facility, listened to updates, and heard from students. Lisa sent to Board members an emailed/ written update of overall outcomes of the AG;s visit.

6.2 Vice President of Administration, James Caldwell

James updated the Board on the visit of members of the State Capital Development Committee on August 9 and 10, 2023. In Rangely, the team reviewed the aging facilities for possible funding of siding, window, and insulation. In Craig, they were interested in hearing the College's thoughts on funding for non-traditional housing for recruitment and institutional sustainability as well as in the sloping cement, which is becoming a safety issue, between the Administration and CTE buildings.

VP Caldwell also indicated that the College has been approved to spend and is underway with aligned projects in the amount of 5.5 million dollars across both campuses. Board member Oxley asked the College to present to the Board, prior to the start of the 2024-25 Budgeting cycle, a budget report to include assumptions, Program review, staffing and enrollment projections, and a project status. This request was acknowledged and agreed to.

6.3 Vice President Instruction Report, Keith Peterson

Board member Oxley asked about the College's work or involvement in the Opportunity Now grant. Keith indicated that we are working with Xcel Energy in pursuing funding during the second round of Opportunity Now funding. This round presents greater dollars than those offered in round one.

6.4 Vice President of Student Services- Introduction-Brett Caskey

Lisa introduced Mr. Brett Caskey as CNCC's new Vice President for Student Services. He was offered the opportunity to provide an update. He indicated that he had no report at this time.

Jesse LaRose indicated that the new Student Services hires-Heidi Reiman (Advising) and Sarah Bacon (Campus Life) are doing incredible work and that this should be a point of pride for VP Caskey. President McPherson indicated that if she sees these individuals, she will be able to express her thanks for a job well done.

6.5 Executive Director of Institutional Effectiveness, Kelly Scott

6.6 Executive Director of Advancement, Announcement of Keely Ellis as new Exec Dir.

Lisa announced that former CNCC employee Keely Ellis will be returning to the college in the role of Executive Director of Advancement/Foundation Director. Her start date is October 2, 2023 as she needs to clean up projects in her current role with OEDIT.

6.7 Executive Director of Human Resources, Angie Miller

7.0 City Council Liaison Update

8.0 Public Input

9.0 Adjourn-Christina Oxley motioned to adjourn the meeting. Terry Carwile seconded the motion. The vote in favor was unanimous. Motion carried. Meeting adjourned at 5:38pm

9.1 Next meeting September 18, 2023

