

COLORADO NORTHWESTERN COMMUNITY COLLEGE
MOFFAT COUNTY AFFILIATED JUNIOR COLLEGE DISTRICT
REGULAR MEETING – September 18, 2023 – 4:30 PM
Webex Phone/Video conference or Cedar Mountain Conference Room (255)
2801 W 9th St Craig CO 81625

MEETING MINUTES

Attendance

- Present – **Board:** Terry Carwile, Jennifer Holloway, Denise Kleinschnitz, Kirstie McPherson, Christina Oxley; **Board Budget Support:** Judy Lewis
- College Cabinet:** James Caldwell, Lisa Jones (in person); Brett Caskey, Angela Miller, Keith Peterson (virtual)
- College Guests/employees:** Sarah Bacon, Nicholas Cocozzella, Amanda Ott, Heidi Reiman, Garrett Scolfield, Jessica Wollman
- Excused- Jesse Jackson, Craig City Council Representative
- Jesse LaRose-CNCC Craig Campus Dean

The meeting was called to order at 4:30pm by President Kirstie McPherson

- 1.0 Call to Order/Pledge of Allegiance/Moment of Silence/Roll Call
- 2.0 **Public Input-** The above College guests/employees introduced themselves to the Board. Each were new employees, returning employees or in new roles:
Sarah Bacon (New Campus Life Coordinator); Nicholas Cocozzella (Returning Director of Concurrent Enrollment); Amanda Ott (Promoted-Associate Dean of the Craig Campus); Heidi Reiman (New, Academic Advisor and Retention Specialist); Garrett Scolfield (New, Science faculty member); Jessica Wollman (Promoted Assistant Director of Financial Aid)
- 3.0 **Approve/Change Agenda:** Terry Carwile motioned to approve the agenda as presented. Christina Oxley seconded the motion. The Board voted unanimously in favor. Motion carried.
- 4.0 New Business
 - 4.1 **Approval of Minutes from the Regular Meeting August 28, 2023**
Terry Carwile motioned to approve the minutes as amended (added motion to adjourn). Christina Oxley seconded the motion. Board members voted unanimously in favor. Motion carried.
 - 4.2 **Approve Financials (July/August 2023) and financial update.**
 - 4.2.1 **Audit Update - James Caldwell**
Kirstie and Christina asked whether the questions posed by Judy Lewis in August were answered. James responded and Judy confirmed that they had been answered. In short, the concern was an editorial/clerical error. A ledger entry of \$63,000- for an English faculty member was included twice rather than once, in two separate columns. James responded in writing to Marlo Coates, CPA of this discrepancy and its correction in writing on 9/13/23. Ms. Coates accepted this explanation with no further

issue. Judy Lewis and James Caldwell shared that, beyond this issue, there was nothing out of the ordinary identified and comments were similar to those made in the past regarding the audit. Christina Oxley motioned to approve the FY22 audit as presented. Jennifer Holloway seconded the motion. Board members voted unanimously in favor. Motion carried.

4.3 Election update and next steps

Kirstie informed the Board that she has learned a great deal about how many things have changed in the election process, effecting how we operate this year (timelines, processes, etc). She and James stated further that since no applications were presented by the deadline, the election is cancelled and instead, an appointment process would ensue. James read the timeline (attached). Christina Oxley asked about marketing alternatives and what is customary and expected. James and Kirstie indicated that the two available vacancies would be placed in the newspaper and via social media. James volunteered to manage the process of ensuring marketing occurs and that applications are accepted. Kirstie stated that there would be notification of vacancies in November (2023) with review of application and interviews held by the Board in January(2024). Lisa Jones stated that the CNCC Campus Assistant would supply the Board with all materials to appoint, swear in and orient the new Board Members

4.4 Investment review

Kirstie McPherson indicated that Justin Kawchak, LPL will present to the Board at its next meeting on this topic. It is anticipated that this item will consume much of the meeting time. Denise Kleinshnitz motioned to request the investment review to take place. Terry Carwile seconded this motion. All members voted in favor. Motion carried unanimously.

4.5 CMC Update and Discussion - See attached feasibility report and letter

4.5.1 Request for RFI on polling information

4.5.2 Set budget for next steps for marketing and polling

4.5.3 Next steps and discussion

Kirstie indicated that she added the above to the agenda as a way of keeping CNCC updated. She further stated that this may not be the way. She asked if there was a better one. Lisa Jones responded that including CMC updates as a formal part of the agenda which is designed to discuss CNCC and MCAJCD Board business may not be the best way. Instead perhaps these discussions should occur during CMC Steering Committee meetings or in executive session. James Caldwell mentioned that there could be an “update” section in the agenda. Lisa Jones appreciated the intent to communicate updates on matters, which she has asked for, offering that these updates might come in the form of emails, meetings or phone calls separate from the Board meeting. This way she could inform Cabinet and the rest of the College. Lisa then stated that the letter and feasibility report were sent to the College community earlier in the day and that Kirstie, Board President was identified as the contact should employees have further questions. She asked whether that holds true. Kirstie indicated that yes, she would serve as first point of contact and redirect if necessary.

5.0 Old Business

6.0 College Reports

6.1 **CNCC President's Report, Lisa Jones-** Lisa indicated that, at the State Board meetings last week, planning with the Chancellor's Cabinet, the State Board and System Presidents took place in preparation for the next phase in the System Strategic Plan build. Board members and the Chancellor will go out to visit each of the 13 Colleges, asking questions crafted from last week's meeting. Lisa indicated that she would keep the Board updated on when they intend to visit CNCC. Christina Oxley asked about Lisa's report pertaining to the Fall enrollment decline. Lisa asked Brett Caskey to provide an update. He indicated that, due to intentional or unintentional actions, new student enrollment was impacted. Lisa identified unusual declines among Arts and Sciences and Adult learners. A meeting was called for Wednesday September 20, 2023 to develop a response plan for Spring 24 and preliminary action plan for Fall 2024. Chistina was concerned that the decline was a starting trend rather than a "one off".

6.2 Vice President of Administration, James Caldwell

6.3 **Vice President Instruction Report, Keith Peterson-** Keith updated the Board on the University of Wyoming Rare Earth Elements Meeting November 2-3, 2023. Jesse LaRose and Amanda Ott are taking the lead on planning this event. Christina Oxley asked about the Opportunity Now grant and where we were with that. He indicated that we are moving forward with the resubmission with Xcel and CAEL. Lisa Jones is gathering letters of support.

6.4 **Vice President of Student Services, Brett Caskey-** Brett referred Board members to his report. He also informed Board members that he will be on the road with Craig based recruiter, Brett Belnap for the next month, recruiting.

6.5 Executive Director of Institutional Effectiveness

6.6 Executive Director of Advancement

6.7 **Executive Director of Human Resources, Angie Miller-** Angie responded to the statement by Board Oxley that it looks as though most of our positions are filled. Angie stated that great headway has been made. Open positions include IT due to the recent resignation of Paul Everitt, The Director of Student Well -Being (Lisa Jones indicated that Open Hearts Advocates are willing to subcontract with us part time), and Workforce.

7.0 City Council Liaison Update

8.0 Public Input

9.0 Adjourn- Christina Oxley motioned to adjourn the meeting. Jennifer Holloway seconded the motion. All members voted in favor. Motioned carried.

9.1 Next meeting October 16, 2023



10-16-23

MOFFAT COUNTY AFFILIATED JUNIOR COLLEGE BOARD

Declaration of Vacancies

RESOLUTION 2023- 10

Whereas Moffat County Affiliated Junior College Board District (herein "District") cancelled the November 6, 2023 election due to a lack of candidates; and

Whereas the following sitting board members are required to step down:

- McPherson, Kirstie: Term expired with re-election required; and
- Carwile, Terry: Term Limited and cannot seek re-election; and

Whereas it is necessary for the Board of Control to declare two (2) board vacancies due to the above circumstances; and

Whereas that the District By Laws require: "the Board to adopt a resolution declaring a vacancy in said office/offices" to proceed with processes and notification to fill said vacancy by appointment within a 60-day period; and

Now therefore be it resolved by the Moffat County Affiliated Junior College District:

Section 1. Notice of Vacancy/Vacancies be posted in local newspaper, CNCC College Website and CNCC College social media.

Section 2. That interested, qualified residents of Moffat County interested in service with MCAJCD Board shall submit a letter of interest with qualifications to:

Moffat County Affiliated Junior College District
c/o Colorado Northwestern Community College
2801 W. 9th Street
Craig, CO 81635
Or Via Email to: Jesse LaRose at jesse.larose@cncc.edu

Section 3. The officers of the District are authorized and directed to take all action necessary or appropriate to effectuate the provisions of this resolution

ADOPTED AND APPROVED this October 16, 2023.



Board President

Moffat County Affiliated Junior College District

ATTEST:


Secretary
Moffat County Affiliated Junior College District

