

RANGELY JUNIOR COLLEGE DISTRICT

BOARD OF TRUSTEES

Regular Session

Johnson Banquet Room

Monday, October 9, 2017

12 noon

PRESENT

Board of Trustees: Teri Wilczek, Sam Tolley, Ken Parsons and Peggy Rector

Board Members Absent: Ann Brady

President’s Cabinet Members: Ron Granger, Michelle Landa and Janell Oberlander on the phone

Others Present: Colleen Kenney, Accounting Coordinator; Linda Gordon, RJCD Budget Officer, Marlo Coats, Colorado CPA and Becky Dubbert, Recorder

1.0 Call Meeting to Order:

Regular Session was called to order by Teri Wilczek at 12:12 p.m.

Teri Wilczek introduced Marlo Coats from the Colorado CPA firm who began the meeting with the Foundation June 30, 2017 Audit Presentation. The Independent Auditor’s Report with Financial Statements – 2017 document was delivered to members in their Board packets. Coats distributed copies of the Independent Auditor’s Report to staff members.

Coats began her report by saying that since she had worked with this Board before, the letter in the front of the book showed that nothing has changed over the year—it was a clean, unmodified opinion. She moved on with a review of the Management Discussion and analysis and comparative information on page 9. Here she pointed out the Statement of Net Position which covered the Capital Maintenance and General Fund. Page 10 contains the Statement of Activities. Page 11 contains the Balance Sheet for Governmental Funds which includes total liabilities and fund balances. The statement of revenues, expenditures and changes in fund balance and all governmental fund types can be found on page 13. The notes to the financial statements begin on page 17. **Note 1** Summary of Significant Accounting Policies begins on page 17 through 19. **Note 2** Cash and Investments information on page 19 through 20. **Note 3** Contingencies begins on page 20 (Tabor reserve is covered). **Note 4** restricted net position, **Note 5** Risk Management, **Note 6** Long-Term Receivable, (receivables coming due in May **Note 7** Committed Fund Balance, and **Note 8** Subsequent Events wraps up the Notes. And page 25-26 contains the Budgetary Comparison Schedule for the year ended June 30, 2017. Ron Granger asked Marlo Coats for comparative copies of last year’s Independent Auditor’s Report for his records.

A motion was made by Peggy Rector and seconded by Sam Tolley that the Board of Trustees members approve the 2017 Colorado CPA Independent Auditor’s report. Motion carried.

1.1 Changes to the Agenda: None were made.

2.0 Consideration of Previous Minutes

2.1 Approval of the Monday, September 11, 2017, RJCD Regular Board Meeting Minutes.

A motion was made by Sam Tolley and seconded by Peggy Rector that the RJCD Board of Trustees approve the September 11, 2017 Board meeting minutes. Motion carried.

3.0 Action/Discussion Items

3.1 Old Business

3.2 New Business

4.0 CNCC College Report—Ron Granger

Ron Granger began by stating that CNCC began the fall semester with enrollment down similar to what it was last year. He added that they had increased FTE by the second semester.

- Granger stated the new softball coach was expected to bring in 10-11 students this winter.
- Granger mentioned that CNCC had budgeted for a 5% decrease to cover the decrease in FTE.
- Granger introduced new VPI Michelle Landa from Wyoming. She is the Vice President of instruction on both the Rangely and Craig campuses. Landa said she was happy to be here and that she needed to meet everyone.
- Granger reported that CNCC had hired a new Safety and Security Coordinator, Giana Granville who would be introduced at the next Board meeting.
- Janell Oberlander reported that several administrators had participated in the Noel Levitz conference in July where they focused on strategic goals.
- Oberlander explained that it appeared the Metro schools had shown an increase in students, while all rural schools showed a decrease in students.
- Oberlander said that mid-terms were happening in five weeks. She also related that Mine safety classes could raise the FTE by 2-5 FTE.

5.0 Payment of RJCD Bills

Linda Gordon presented the following checks for payment one to CNCC \$45,071.05 for July 2017 operating, one to CNCC \$29,596.51 for July 2017 Capital/Maintenance, one to Linda Gordon \$1,600 for August 2017 contract labor, \$65.36 to Linda Gordon for Board meeting August lunches. A motion was made by Teri Wilczek and seconded by Peggy Rector that the Board of Trustees members approve the checks as presented by Linda Gordon as written. Motion carried.

Gordon reported that she had attached a spreadsheet showing the Assessed Values and the projected tax revenue starting in 2018 which will be for year 7/2018 to 6/2019. CNCC received from the County Assessor the projected assessed value and we will get the final assessed value in December 2017. It is about another 10% decrease—General fund is going from \$1,325,461 to \$1,187,677 and Capital/Maintenance Fund is going from \$424,148 to \$380,057.

6.0 Other

CNCC web site presentation was given by Brian MacKenzie, CNCC Marketing Director. The power point presentation was titled “Reimagining the CNCC Website.” MacKenzie reviewed the following website information on how to make the website more interactive. He worked with the video filming crew, “Zero Sun” to get great footage of the Craig and Rangely Campuses. He mentioned that their interview with Ron Granger produced great “sound bites” that may be included on the CCCS Website which would give CNCC great notoriety, and hopefully attract more students.

MacKenzie explained the need for a responsive /mobile friendly website, because currently 45% of new users to the CNCC website are browsing from a smartphone. This keeps our website in reach at all times and enhances the user experience. Students and parents want academic program details—so the new webpage will be integrating a course catalog flipbook (not just a pdf). Programs and degrees will be on the main navigation page. Students and parents want to request Information, so Cabinet just approved FormStack as the official forms program for CNCC. FormStack is ADA compliant, mobile friendly and stats are showing an increase of form usage on mobile devices (Smartphones). Current forms are being recreated now and will be ready when website goes online.

Students and parents want videos and pictures of our campuses. The plan is to integrate video onto the homepage and create a photo gallery on the website. This creates an emotional connection to the school, instantly brands our campus, and helps students visualize themselves here. Webpage will provide links to all social media platforms—allows for the creation of a social media “mash-up” page which will keep things current on the website. The webpage provides 7 Major social media channels reaching nearly 5000 users,

Facebook
Instagram
Snapchat
Linked-in
Twitter
Flicker
YouTube

In the last year, we have increased our reach over 5x the previous year, reaching over 250,000 unique users with over 500,000 post impressions. This led to the creation of a blog, tied to the homepage – ‘Spartan Spotlight’. Blogs also provide relatable stories and give insight into the school’s culture, and allows prospects to connect with real faces and voices.

7.0 Adjournment

A motion was made by Teri Wilczek to adjourn the meeting at 1:20 p.m. Motion carried.