

RANGELY JUNIOR COLLEGE DISTRICT

BOARD OF TRUSTEES

Regular Session

Johnson Banquet Room

Monday, December 11, 2017

12 noon

PRESENT

Board of Trustees: Sam Tolley, Jennifer Barker, Bart Neilsen, Mark Patterson and Peggy Rector (on phone)

Board Members Absent:

President's Cabinet Members: Ron Granger, Michelle Landa and Janell Oberlander (on phone)

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

1.0 Call Meeting to Order:

Regular Session was called to order by Sam Tolley at 12:15 p.m.

1.1 Changes to the Agenda:

A motion was made by Peggy Rector and seconded by Jennifer Barker that no changes are made to the agenda. Motion passed.

2.0 Consideration of Previous Minutes

2.1 Approval of the Monday, November 13, 2017, RJCD Regular Board Meeting Minutes.

A motion was made by Jennifer Barker and seconded by Peggy Rector that the RJCD Board of Trustees approve the November 13, 2017 Board meeting minutes as written. Motion carried.

3.0 Action/Discussion Items

3.1 Old Business

a. Sam Tolley introduced new board member Bart Neilsen to the audience. Bart explained that he lives in Rangely and is married to Sara Hume and they have 3 boys. He has lived his whole life in Rangely and has owned Rangely Conoco Tire & Auto for 22 years on Main St.

b. Sam Tolley introduced new board member Mark Patterson to the audience. Mark explained he has lived in Rangely since 1984 when he started his tenure as the CNCC Dental Hygiene Director. He retired in 2014 and has since decided he would like to continue to contribute to the college by serving on the Board of Trustees. He is married to Barbara Patterson and they have 3 boys and 9 grandchildren.

3.2 New Business

a. Oath of Office—Mark Patterson

b. Oath of Office—Bart Neilsen both read their oaths of office out loud to become RJCD Board of Trustees members and signed their Oath documents to be notarized later by Becky Dubbert with copies given to Linda Gordon.

c. Conflict of Interest Statements by all Board members

Sam Tolley stated that he also served on the Rangely School District School Board.

Bart Neilsen stated that he has worked on College vehicles and that he has employed CNCC students at Conoco

Jennifer Barker stated that she was currently serving on the Area Rangely Chamber of Commerce.

Peggy Rector stated that she has no conflicts of interest.

Mark Patterson stated that he had no conflicts of interest.

4.0 **CNCC College Report**—Ron Granger gave the following update.

- Ron Granger and Cabinet went to Boston to a conference with Noel Levitz to learn more about enrollment and strategic planning. Noel Levitz staff will be on both campuses in March to discuss enrollment and strategic planning.
- Winding classes down for Christmas. Cabinet had a discussion about the CNCC Strategic Plan and Enrollment planning decisions. Need to get the big group together to get the information. Granger said it was finals week in Rangely and Craig and the plan is to get as many students registered as possible to come back in the spring.
- Granger explained that the conference was not just for community colleges, it included large colleges too from all over the country and the one thing about it is the networking and the contacts you make that are important. If you want more information go to <https://www.ruffalonl.com/> to look at all their research.
- Paid for by the CCCS million dollar grant approved for rural colleges earlier this year. No budgets were involved.
- Michelle Landa reported that the last final was on Wednesday and then students and faculty get three weeks of Break. She said they were looking forward to winter/fall registration and getting students registered sooner.
- Landa reported that 100% of the NPS Academy graduates passed their fire arms training—she expressed her appreciation to John Sims, NPS Range Master for his successful work with NPS students.
- There is a Holiday pot luck luncheon scheduled for Friday the 15th at 11:30 in the Sodexo dining hall.
- Finishing up the fall 2017 semester and we're not sure about spring enrollment but for fall we were up 1%. Making sure the schedule is set for students to be effectively enrolled with a two year schedule. Academic programs are just now done planning for spring and summer for 2018.
- Next piece is retention and the problem with financial holds. Get away from the holds. The foundation could have a loaning fund where a student can come and take out loans. Start with \$1,000. Fill out applications for the funds.
- Need to have a pipeline from headcount to FTE. Headcount has gone up but need to see why they don't take more classes. Encourage students to take more and possibly get certificates or diplomas. There is a security piece involved since many don't want to quit jobs to go to school.
- Marketing was a big part of the planning process. Need to reach outside the box to figure out the connection to get people here. Short term loans need to be possible. Need to check if the financial holds are because their financial aid has not come through yet.

5.0 **Payment of RJCD Bills**

Linda Gordon was able to get to the Bank of the San Juans to cash in the CD that was due to expire. It was decided that RJCD keep the money in Rangely for a while. Gordon didn't think the bank could match the amount but the RJCD needs to match the interest rate of 0.2 percent-6 percent plus increase on interest. Gordon stated that Board members needed to fill out Resolution # 2017-07 New signature on all Bank Accounts at Bank of the San Juans and Colotrust. A motion was made by Peggy Rector and seconded by Jennifer Barker that the Board of Trustees approve the signatures and approve Resolution #2017-07 to change board members on all accounts at Bank of the San Juans, Colotrust and sign the Authorized Signatory Amendment form. Motion carried.

Linda Gordon presented the following checks for payment one to CNCC \$81,946.89 for October 2017 operating, one to CNCC \$30,421.99 for October 2017 Capital/Maintenance, one to Linda Gordon \$1,600 for November 2017 contract labor, \$79,21 to Linda Gordon for Board meeting November lunches, and an extra check to pay \$1,175 for liability insurance to cover the Board. A motion was made by Peggy Rector and seconded by Jennifer Barker that the Board of Trustees members approve the checks presented by Linda Gordon. Motion carried.

6.0 **Other**

Peggy Rector asked where CNCC was situated with the Town of Rangely regarding aviation. Ron Granger reported that he had started discussions with two different companies regarding a possible addition to the

Aviation Maintenance program at the Airport. He said the companies still needed to send in a business plan to be considered.

7.0 Adjournment

A motion was made by Peggy Rector and seconded by Jennifer Barker that the Board adjourn the meeting at 12:41 p.m. Motion carried.