

RANGELY JUNIOR COLLEGE DISTRICT

BOARD OF TRUSTEES

Regular Session

Johnson Banquet Room

Monday, August 13, 2018

12:00pm

PRESENT

Board of Trustees: Sam Tolley, Jennifer Barker, Peggy Rector, Ann Brady and Bart Nielsen.

Others Present: Linda Gordon Budget Officer, Ron Granger President, Sue Samaniego Foundation Director, Jan Krueger Controller, Lindsey Blake Facilities Director, Angie Miller Human Resource Director and Keely Winger Executive Assistant to President

1.0 Call Meeting to Order:

Regular Session was called to order by Sam Tolley at 11:58 a.m.

2.0 Approval of Previous Minutes

Peggy Rector wanted clarification of the Facilities Directors experience that was identified in the meeting minutes. Lindsey Blake explained her experience with the WRBM Recreation & Park District as well as with Colorado Northwestern Community College

Approval of the Monday, July 9, 2018, RJCD Regular Board Meeting Minutes.

A motion was made by Ann Brady and seconded by Jennifer Barker that the RJCD Board of Trustees approved the July 9, 2018, Board meeting minutes. Peggy Rector opposed. Motion carried.

3.0 Changes to the Agenda

3.1 Agenda needs to include the CCITF Grant under year end audit

4.0 Public Input

4.1 No public input

5.0 Old Business

5.1 Ann Brady stated she appreciated the employee update.

5.2 Chevron Energy Audit

5.2.1 Keely has exhausted resources to find out additional information from the bank and has received no additional information from the bank.

5.2.2 Keely wants to know what the board would like to do as their next steps.

5.2.3 Ron really wants to consider refinancing the energy audit and then the bank the loan is currently with would have to provide a payoff amount.

5.2.4 The board wants the college to look into refinancing this and look into our options.

5.2.5 Ron and Keely will start reaching out to additional banks for refinancing options.

5.3 Bart inquired about the sewer project. Lindsey stated it was completed as of last Monday and we are just waiting for the last and final invoice to be paid from the OSA.

6.0 New Business

6.1 A motion was made by Ann Brady and seconded by Bart Nielsen that the RJCD Board of Trustees accept the Year End 6/30/2018 Audit Letter of Intent. Motion carried.

6.2 CCITF Grant Application has been presented by Lindsey Blake. She presented pictures of previous equipment and the requested equipment. This is due by September 7th.

6.2.1 The equipment would be purchased from Western Implement in Grand Junction and it is a 50/50 match

- 6.2.2 Sam feels that if the current equipment is not safe, then we should not be utilizing the equipment.
- 6.2.3 Peggy wanted to know if we had reached out to any other companies or if Western Implement was the only company. Lindsey stated that since we are part of a State entity we do receive discounts through State Purchasing agreements.
- 6.2.4 Sam and Jennifer want to know what the plans are with the old equipment. Sam and Jennifer feel that we should look at auctioning off the previous tractor.
- 6.2.5 Linda is going to look into purchasing the equipment prior to start of 2019.
- 6.2.6 Jennifer wants to know if we have a contingency fund/plan in the interim.
- 6.2.7 Linda also wanted to address that this is a grant to come up every year in August and that during budget planning cycles to help plan for this every year.
 - 6.2.7.1 Lindsey stated that she is working on a Facilities Condition Assessment to address the condition of the facilities and the construction needs.
- 6.2.8 Linda recommends that Lindsey should include the snow blower in the proposal and Lindsey is going to look into the price of a snow blower attachment. This would include the tractor, plow and snow blower.
- 6.3 Ron brought up the Civil Rights Monitor Review and the ADA compliance that we need to accomplish and get up to compliance.
- 6.4 Ron also brought up sidewalks and that the State could come in and assist with the funding of those projects.
- 6.5 A motion was made by Bart Neilsen and seconded by Peggy Rector that the RJCD Board of Trustees approved the CCITF Grant Application to include the tractor, snowplow, snow blower in an amount not to exceed \$30,000. Motion carried.

7.0 CNCC College Report

- 7.1 Ron Granger gave the following report
 - 7.1.1 National Park Service started today and we have those students on campus today
 - 7.1.1.1 One student is from the Ukraine, Texan, Illinois, etc.
 - 7.1.1.2 Board would like to receive notifications of their accomplishments ceremonies and completion of the program.
 - 7.1.2 Convocation starts tomorrow. All faculty and staff will be on campus tomorrow. One big thing is the strategic plan and how we are going to implement the plan. We are going to identify different groups and the goals that each group should be leading the charge on. Ron understands that accomplishing all of those goals in one year but in a five year period
 - 7.1.3 We also rewrote our mission, vision and value statements. We have framed the mission statement and every employee will be receiving a copy of that mission statement.
 - 7.1.4 Our enrollment was up 6% total as of last week. We are on a better track than last year and there are only two other schools with increases this year. We don't know why we are seeing this increase.
 - 7.1.5 Our men's soccer team is in Rangely for the last two weeks but will be heading back to Craig later this week and helped to integrate them into the college more.
 - 7.1.6 Our women's soccer team is not going to be taking place this year. We struggled to recruit and the coach left right before the season. We had two players decided they wanted to still come to CNCC and still scholarship them and they are being allowed to practice with the men's team.
 - 7.1.7 The men's soccer coach was going to take on coaching both teams if we did have two full teams.
 - 7.1.8 Our VP search is going well and closes on Thursday, August 16th. The first meetings are going to take place the 21st or 22nd of August. We will conduct phone interviews first and then bring them on campus. 35-40 for VPI and VP S&S and then roughly 15 VP B&A. We are hoping to have them all start around the same time but that would be determined on their schedules
 - 7.1.9 Sam asked if we had any "locals" or within the region. Ron said we have some from Colorado Mesa University as well as from the System.
 - 7.1.10 There is a representative from the System on each committee

- 7.1.11 We are going to be working on our Safety Coordinator position and we have about 15 applications currently. Several have their degrees and have experience within the college system
- 7.1.12 We are losing our Concurrent Enrollment person, Julie Hoff
- 7.1.13 We also lost our Instructional Technologist position, Nicki Ducheneaux but we have around 8 applications currently.
- 7.1.14 We are also losing Jeff Devere and Fred Byers is going to be stepping in to fill that position in the interim.
- 7.1.15 We hosted a CNCC Welcome Social the other night and everyone who attended was really excited to be here and passionate about the college
- 7.1.16 Ann inquired about the Director of Housing and Student Services. Currently, everything is being covered by the two other employees within the department.
- 7.1.17 Sam inquired about Mark still helping with Dental Hygiene. What we did find out was that we did not have to have a full time dentist on staff to help with the program but the Director can handle the training within the program and then we can bring a Dentist on campus a few times a week.
- 7.1.18 Sue presented the 2017 Foundation Annual Report showing where we received our funding and where our funding went throughout the year. This report has gone out to all of our donors. For 2018, our fundraising is going well with a net amount of \$132,000 at this point.
- 7.1.19 Jan stated that we made great progress on the end of year with Brenda Lauer and then she is going to work on the budget.
 - 7.1.19.1 She is going to stay on once we get someone hired and help with the transition of the new VP on board. We have her on contract through December.

8.0 Payment of Bills

Linda stated regarding the college bills that she is working with Brenda to get those sorted out. She is going to hang on to them until they are sorted out for the audit purpose. The two college bills, as well as one for postage, and the Herald Times which a few had not been paid. A motion was made by Bart Neilsen, seconded Ann Brady that the Board of Trustees members approve the checks presented by Linda Gordon. Motion carried

9.0 Adjournment

Meeting adjourned by Sam Tolley at 1:00 p.m.