

**RANGELY JUNIOR COLLEGE DISTRICT
BOARD OF TRUSTEES**

Johnson Banquet Room

Wednesday, November 20, 2019

12:00pm

PRESENT:

Board of Trustees: Ann Brady, Bart Nielson, Sam Tolley and Jennifer Barker.

Others Present: Linda Gordon Budget Officer; Davin Boystun Community Member, Tim Weber Community Member, Marlo Coats Colorado CPA; James Caldwell VP of Business and Administration; John Anderson VP of Student Services; Sue Samaniego Foundation Director; Colleen Kenney Staff Accountant; Leigh Sokol, Exec. Assist to VP of Student Service; Reuben Talbot Director of Marketing, Lindsey Blake Facilities Director, Keely Ellis, Exec. Assist to President;

1.0 Call Meeting to Order:

Regular Session was called to order by Sam Tolley at 12:04 p.m.

2.0 Approval of Minutes

A motion was made by Ann Brady and seconded by Bart Nielson that the RJCD Board of Trustees approved the October 14, 2019, Board meeting minutes. Motion carried.

3.0 Changes to Agenda

No Changes

4.0 Public Input

No public input

5.0 New Business

5.1 Presentation of 6/2019 Audit by ColoCPA

- 5.1.1 Marlo Coats is the owner of ColoCPA and performed the audit for 18/19 Fiscal year.
- 5.1.2 Marlo Coats presented to audit and provided the board with an unmodified opinion.
- 5.1.3 Financial Statements were discussed and a brief overview.
- 5.1.4 Statement of Net position which includes assets
 - 5.1.4.1 Only long term item is the loan to the college for the Rector Building
- 5.1.5 Program Revenues which they received a grant this year
- 5.1.6 Breakdown of the two funds; general fund and capital maintenance fund
 - 5.1.6.1 Includes a breakdown of the overall fund balances
- 5.1.7 Notes to financial statements

- 5.1.7.1 Describes how the District is formed, elected officials, property taxes, etc.
- 5.1.7.2 Cash and investments
- 5.1.7.3 Tabor reserve
- 5.1.7.4 Long Term receivables which is the note to the college which is coming up in 2020
- 5.1.7.5 Committed Fund Balance
 - 5.1.7.5.1 Restrictions that the voters had put on the funds collected.
- 5.1.7.6 Subsequent Events
- 5.1.8 Budget
 - 5.1.8.1 General Fund and then Capital Maintenance Fund
 - 5.1.8.1.1 Revenue higher than expenditures
- 5.1.9 Two letters received by the board each year
 - 5.1.9.1 Minor changes on an interest account
 - 5.1.9.2 Notice of conflict due to one person handling all the accounting and bills being paid
 - 5.1.9.2.1 James made a comment that since the board votes on all expenses each meeting it provides a level of protection with this issue
 - 5.1.9.3 Some of the minutes looks like they were not approved and the dates of the approvals don't match up
 - 5.1.9.4 Adjustments through journal entries
- 5.1.10 Bart Neilson made a motion to accept the presentation of the 2019 audit by ColoCPA seconded by Jennifer Barker. Motion carried.

5.2 Swear in of Elected Board Members

- 5.2.1 Bart Neilson and Ann Brady were sworn in by Linda Gordon

5.3 Election of Officers

- 5.3.1 Ann Brady made a motion for Sam Tolley to be Chairman/President, Jennifer Barker to be the Vice-Chairman and Bart Neilson to be the Secretary, seconded by Bart Neilson. Motion carried

5.4 Appointment of person to fill vacant seat on Board of Trustee

- 5.4.1 There are two letters of interest for the vacant position on the board.
- 5.4.2 Davin Boystun is present and provided his letter.
 - 5.4.2.1 He introduced himself. Works for the School District at the Middle School and High School.
 - 5.4.2.2 Had recent conversations with Bart Neilson regarding the vacant seat. He would like to see more interaction between the college and community. He would like to be involved. And see more high school students attending the college.
- 5.4.3 Tim Weber in present at the meeting

- 5.4.3.1 Been in community 15 years. Served on several boards in the community including the Foundation Board for 12 years.
- 5.4.3.2 He cares about the college and the community.
- 5.4.4 The Board will be reviewing and discussing the two interested candidates and make a decision at the next board meeting in December on the 17th.

5.5 Resolution of 2019-07 Certify Mil Levy for 2020

- 5.5.1 Linda Gordon stated that the mil levy is not going to be changing she felt that we should be able to approve the mil at this time and then she would obtain signatures once she receives the certification.
- 5.5.2 Ann Brady made a motion to approve Resolution 2019-07 Certify Mil for 2020 seconded by Jennifer Barker. Motion carried.

6.0 Old Business

6.1 Legislative Changes

- 6.1.1 James provided an updated that the legislation has been sponsored and is now ready to drop in the first week that bills are dropped. There will be an update following that. This could be around the third week of January.

7.0 CNCC Reports

7.1 James Caldwell

- 7.1.1 Since working with the RJCD board he has been working on general policies and procedures in place. Those policies and procedures are now in place
 - 7.1.1.1 All leases now on James' desk are now new leases. All leases prior to now have been cleaned up and in place that needed to be adjusted
 - 7.1.1.2 Some problems have been addressed and fixed and approved
- 7.1.2 Next meeting James will be presenting the board with an update on where the board is at with its spend to date
 - 7.1.2.1 There were some fund changes that needed to be addressed
 - 7.1.2.2 He will provide information regarding where we are at with what is spent and what is left in the budget
 - 7.1.2.3 James addressed the spend for in-district which is at 34% and we should be closer to 50% for the fall
 - 7.1.2.3.1 This is an indicator that we need to review students and make sure that all student who should be receiving it are receiving.
- 7.1.3 We had a recent resignation from our Rodeo Coach. We are working on getting that job reposted and working through some changes at Columbine Park.
 - 7.1.3.1 This includes reviewing the MOU with the County and evaluating those roles and responsibilities of both parties.
- 7.1.4 We have a part time/temporary assistant position that will be assisting in the Aviation Technology program.
- 7.1.5 We just received our HLC report regarding the financial analysis. No further monitoring of HLC is necessary at this time.

7.2 John Anderson

- 7.2.1 Concurrent Enrollment we have had some turnover in that department recently and we have selected and working through the first round of interviews for this position. We have placed an interim into that position to help us get us back to where we should be for fall and already working on numbers for spring.
- 7.2.2 Director of Campus Life has recently turned over as well and interviews have been conducted today and hoping to get candidates on campus sometime in the next few weeks.
- 7.2.3 Students have two weeks left before we close out the semester.
- 7.2.4 Feeding Frenzy's are happening during the week or finals
- 7.2.5 Registration is open for spring 2020

7.3 Lindsey Blake

- 7.3.1 Requested a building inventory report at the last meeting. She has it ready and is going to send it to the board to be discussed next board meeting.
- 7.3.2 James and Lindsey put together a 3 year preventative maintenance plan to help identify needs and where we will need to expend money to extend the life of our assets.
 - 7.3.2.1 This has helped to identify what maintenance has been done in the last 7 to 8 years.

7.4 Sue Samaniego

- 7.4.1 Wrote a check for scholarships for over \$73,000. This is more than what was given out last year
- 7.4.2 March 28th is the Foundation Dinner at 5:30pm
 - 7.4.2.1 Tables are \$300, tickets are \$50 each

8.0 Other

- 8.1 Next Meeting – December 17th at Noon in the Weiss Conference Room

9.0 Payment of Bills

- 9.1 Linda presented one additional to the Special Districts Association Renewal payment.
- 9.2 Linda also mentioned that the college bills will be paid one month behind. So November will be paid in January.
- 9.3 We have not heard back from CCITF but hoping to hear back soon.

10.0 Adjournment Meeting was adjourned at 1:16 p.m.