

**RANGELY JUNIOR COLLEGE DISTRICT
BOARD OF TRUSTEES**

Weiss Conference Room

Tuesday, May 19, 2020

12:00pm

PRESENT:

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

Others Present: Linda Gordon Budget Officer; Ron Granger President; James Caldwell Vice President of Business; Keely Ellis Exec. Assist to President; Lindsey Blake Facilities Director, Leigh Sokol Exec. Assist to VP of Student Services, John Anderson VP of Student Service.

1.0 Call Meeting to Order:

Regular meeting was called to order by Sam Tolley at 12:02 p.m. via WebEx Phone Call

2.0 Roll Call

See those present above.

3.0 Approval of Minutes

A motion was made by Ann Brady and seconded by Davin Boydston that the RJCD Board of Trustees approve the May 19, 2020, board meeting minutes as corrected. Motion carried.

4.0 Changes to Agenda

Add item 6.1 FY21 Budget Reductions and Deficit Calculation under new business.

5.0 Public Input

No public input

6.0 New Business

6.1 FY21 Budget Reductions and Deficit Calculations

- 6.1.1 James presented a request to the board for adjustments to reserves to fill a gap of \$445,571.
- 6.1.2 The document provides several assumptions such as a FTE decrease by roughly 20%. We are assuming based on COVID-19 that we will see this decrease in that amount of students for FY21.
- 6.1.3 There will be no salary increases in FY21 for staff or faculty. There are some upsides to this that allows us to have no reduction in force for the college. We won't have to put anyone on a long term layoffs.
- 6.1.4 Also presented are the cuts that we have gone through prior to presenting this to the board. We have made \$778,531 from our budget prior to bringing this to you. We still find ourselves with a \$445,571 ask to the board to assist with this

deficit. This request is based on the total deficit \$778,487 multiplied by the amount of FTE or headcount that we see on the Rangely Campus.

- 6.1.5 Ron wanted to explain the cuts in the salary/fringe cuts and these are positions that have left and we have decided to not refill.
- 6.1.6 It is really hard to predict where we are going to be with regards to fall enrollment. But the estimate is around 20% as of now.
- 6.1.7 Sam inquired if the \$445,571 is the worst case scenario and if some of that could come back to the board would it.
- 6.1.8 Bart inquired about the benefits cost increase and wondering if we have contacted the benefit providers to negotiate those increases. These increases are determined at the state (system) level and not something that the college as an individual can negotiate.
- 6.1.9 Jennifer inquired what the actual reserves are for the board.
 - 6.1.9.1 Linda provided information regarding the budget from June 16th. The cash on hand is \$2,455,478.52. Linda wanted everyone to understand that this money include everything from July 1, 2020 through June 30, 2021. \$1.3 million is what has been collected this year in taxes. \$1.466 million is what is anticipated to be spent out of the \$2.4 million.
 - 6.1.9.1.1 This does not include the capital fund in these numbers.
 - 6.1.9.2 President Granger reported \$2.2 million in the general mill and \$1 million in the maintenance fund. James Caldwell said he got these numbers off the 6/31/19 audit.
- 6.1.10 Budget requests will have to be more line itemed based on the different expenses what will be incurred so we can show how much would be coming out of the general mill fund and what will come out of the maintenance mill fund.
- 6.1.11 The boards concerns are that they board is going to be down on revenues next year and so it is concerning because they might have to dip into reserves for next year.
- 6.1.12 Property tax schedules won't be released until November 2020 instead of August 2020.
- 6.1.13 Jennifer would like to see a breakdown of where the \$445,571 would be allocated towards.
- 6.1.14 They state has pulled back all funding for capital improvement projects and left very little in controlled maintenance funding. We over the years never received this funding.
- 6.1.15 They system is putting out \$750,000 to all the different college and we got wind that we were only going to be getting \$6,000. We are fighting this to get every dollar we can from the system office to assist in our deficits.
- 6.1.16 CNCC received the smallest amount than any other college in the state. So much so that we were under \$500,000 and so the feds had to send more money to bring us up to \$500,000. Half of that money had to be sent back to our students the other half was used to refund housing, and the expenses that we incurred due to COVID-19.

- 6.1.17 They would also like to see these number based on what is really in reserves right now. Along with the \$445,571 split up between the two funds and then provide a more detailed breakdown.
- 6.1.18 The board would like to see this breakdown and presented at the July meeting and have the information over to the board within a week or so from the June meeting.
- 6.1.19 Linda addressed the Board that she would like to have the conversation with James with regards to the budget adjustments and how they line up between the RJCD and college and then have a good conversation with Linda so the board is equipped with the right information to make a decision.
- 6.1.20 James and Ron are presenting the budget to the State Board on Thursday with the \$778,000 deficit.

7.0 Old Business

No old business.

8.0 CNCC Reports

8.1 Ron Granger presented 4 things to the board

- 8.1.1 We are working on enrollment for the fall really hard. Right now we are up by 15% for fall, but we have made over 2000 phone calls to students who had been here and hadn't enrolled yet as well as students that showed interest but hadn't taken the next step. We are not sure where these numbers are going to be come fall but we are hoping these numbers remain where they are at for fall.
 - 8.1.1.1 Sam offered to have any board members that are available to assist with making phone calls or anything like that they might be able to do.
- 8.1.2 We have also changed our marketing strategy and gone more towards the digital side of marketing. We have also changed our website and YouTube pages.
 - 8.1.2.1 We have changed our message to sell the college and the communities.
 - 8.1.2.2 Bart mentioned that our online presence has changed drastically.
- 8.1.3 We should get around \$55,000 that we could get from the System for marketing purposes.
- 8.1.4 We have all intentions of being back in full swing, face to face, come fall.
 - 8.1.4.1 For 23 general education courses we will have a blended delivery of the course. This allows students to take the class in person while it is also being streamed online, so students who aren't comfortable with be in person can be taken from the comfort of their home.
 - 8.1.4.2 We are hoping to expand these offering come spring.
 - 8.1.4.3 We are looking at this an opportunity to do better. And continue seeing this grow over time
- 8.1.5 We have about 50% of our staff returning to campus at this time. We do plan on being back in fall with all employees on campus.

8.1.6 The new Governors order states that 25% of capacity can be in a room. We are also working with County to be included in the next variance that is submitted to have our numbers in each room modified.

8.2 Lindsey Blake

8.2.1 The gravel has been delivered and the county should be sending Linda an invoice.

9.0 Other

9.1 Next Meeting – July 21st at Noon in the Weiss Conference Room with a WebEx option.

10.0 Payment of Bills

10.1 A motion was made by Ann Brady to pay the bills as presented, seconded by Jennifer Barker. Motion carried.

11.0 Adjournment

11.1 Meeting was adjourned at 1:27 p.m.