

**RANGELY JUNIOR COLLEGE DISTRICT
BOARD OF TRUSTEES**

Weiss Conference Room

Tuesday, July 20, 2021

12:00pm

PRESENT:

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

Others Present: Linda Gordon Budget Officer; Ron Granger Outgoing President; Lisa Jones President; Keely Ellis Exec. Assist to President; Kelly Scott Interim VP of Student Service/Director of Institutional Effectiveness; James Caldwell VP of Business and Administration; Lindsey Blake Director of Facilities, Colleen Kenney Interim Controller/Accountant; Sue Samaniego Director of Foundation

1.0 Call Meeting to Order:

Regular meeting was called to order by Sam Tolley at 12:08 p.m.

2.0 Roll Call

See those present above.

3.0 Pledge of Allegiance

4.0 Changes to Agenda

David Boydston made a motion to approve the agenda as presented, seconded by Jennifer Barker. Motion carried.

5.0 Approval of Minutes

Sam Tolley had a few additions to the minutes which included:

Add that the college owes the RJCD board money for the Rector remodel.

Add the public input from Sam's grandson Brandon – thanking Ron for his service to the community and college.

A motion was made Ann Brady and seconded by Davin Boydston that the RJCD Board of Trustees approve the June 15, 2021, board meeting minutes. Motion carried.

6.0 New Business

6.1 November 2, 2021 Election

6.1.1 Resolution 2021-05 Appoint Designated Election Official

6.1.1.1 Ann Brady made a motion to approve Resolution 2021-05 to appoint Linda Gordon as the Election Official, seconded by Jennifer Barker. Motion carried.

- 6.1.2 Resolution 2021-06 Resolution for Regular District Election
 - 6.1.2.1 There are three director seats open for four-year terms.
 - 6.1.2.2 Sam Tolley is term limited
 - 6.1.2.3 Jennifer Barker and Davin Bodystun are up for election
 - 6.1.2.4 Bart Nielsen made a motion to approve Resolution 2021-06 seconded by Davin Bodystun. Motion carried.
- 6.1.3 Sign Letter of Agreement with Rio Blanco County for Election
 - 6.1.3.1 Sam Tolley and Bart Nielsen signed the letter agreeing to “piggyback” on the County election.
- 6.2 ColoTrust Edge Investing Program
 - 6.2.1 Resolution 2021-07 Resolution to invest in ColoTrust Edge Program
 - 6.2.1.1 The Edge program allows for more investing opportunities. NO penalties if there was a need to withdrawal any amount of cash.
 - 6.2.1.1.1 Minor fall back is that withdrawals take a week
 - 6.2.1.1.2 Sam would like for the board to take the next month to think about this.
 - 6.2.1.1.3 Linda will put numbers together pertaining to how much the board should invest and look at the risk as well as return.
 - 6.2.1.1.4 The board will send any questions to Linda in the next week and then Linda will speak with the investor at ColoTrust to answer those questions prior to the next meeting.
 - 6.2.1.2 This item was tabled until next week.
- 6.3 Bart Nielsen made a motion to approve the remaining funds from the Ross paint project to paint Holland East and Holland West, seconded by Davin Bodystun. Motion carried.

7.0 Old Business

- 7.1 Sam inquired about the check from the college for the Rector Building remodel.

8.0 Public Input

9.0 CNCC Reports

- 9.1 Lisa Jones
 - 9.1.1 Lisa introduced herself and provided the background of her family and career.
 - 9.1.1.1 Comes from a family of 6 six kids – father in auto industry and business owner
 - 9.1.1.2 Three biological kids and one bonus kids – all went through community college.
 - 9.1.2 Preparing for the new school year.
 - 9.1.2.1 We have comprised President’s Cabinet which includes the VP’s, Foundation Director, HR Director, IR Director, and Exec Assist to President.
 - 9.1.2.2 We have also comprised an Extended Cabinet which includes additional personnel from the college and each department.
 - 9.1.2.3 We are working on Convocation scheduled and the six strategic priorities.

- 9.1.2.3.1 The board will hear those strategies following Convocation.
- 9.1.2.4 We will be pushing the concept of one college, one staff, one faculty and one student body.
- 9.1.3 We are also working on identifying COVID protocols for fall semester
 - 9.1.3.1 Sam asked if CNCC plans on implementing a similar protocol like major Universities in the nation – requiring students to be vaccinated.
 - 9.1.3.1.1 James added that we will not be requiring our students to be vaccinated but we will be offering vaccine clinics on both campuses.
 - 9.1.3.1.2 We will be testing athletes upon arrival as well as a few additional programs.
 - 9.1.3.1.3 We are looking at testing a few programs weekly to ensure our students and their clients are safe. These programs would be Dental Hygiene and Cosmetology.
 - 9.1.3.1.4 Lisa added that it was confirmed this morning in a President’s Touch Base meeting that the System will not require students to be vaccinated to attend.
- 9.1.4 We have offered and the individual accepted for a Vice President of Student Services who is scheduled to start August 16th.

9.2 Ron Granger

- 9.2.1 This is his last board meeting as the President of CNCC.
- 9.2.2 Ron thanked the board for everything they have done and all their support over the years.
- 9.2.3 Thank you for the boards support through COVID and making sure that CNCC had the necessary funding to continue providing a quality education for our students.

9.3 Keith Peterson

- 9.3.1 Reanalyzing the programs, we have and how we might be able to add value to the programs we have and look at adding additional programs to the college.
- 9.3.2 We were slated to host a Leadership Program on the Rangely Campus – we will be hosting that event in June 2022. This includes two individuals from each college in the system as well as some Vice Presidents in the system. We will be giving these folks the CNCC Experience.
- 9.3.3 We will also be hosting the Vice Presidents Retreat in July 2022. This includes all Vice Presidents from the System.

9.4 James Caldwell

- 9.4.1 We are closing out FY 2020-2021 in the next few weeks.
- 9.4.2 The Grant Administration/Exec Assist to the Business Office staff member starts tomorrow, July 21st.
- 9.4.3 We are experiencing COVID on the other end. We are seeing an increase in total project costs due to cost of materials as well as delay in delivery of materials

- 9.4.4 We are looking for a new controller and received two new applications yesterday.
- 9.4.5 We are looking for a Senior IT Professional.
- 9.4.6 Next month – he will be providing an RJCD budget overview from FY 2020-2021.
 - 9.4.6.1 We expended more than anticipated for this year and under expended in other areas.
 - 9.4.6.2 James stated that RJCD will under spend due to several projects and allocations not being expended in FY21.
 - 9.4.6.2.1 Chief Flight Instructor was never filled
 - 9.4.6.2.2 Lead Abatement at the shooting range was never completed
 - 9.4.6.2.3 Nichols siding project was pushed from FY21 to FY22

9.5 Lindsey Blake

- 9.5.1 Siding on Nichols is almost complete and will be fully completed in the next two weeks.
- 9.5.2 Ross paint project was allocated \$24,000 for but Lindsey received a bid from a local contractor for \$8500 and she is wondering if she can use that money to paint another auxiliary building on campus.
 - 9.5.2.1 She would like to use the additional \$15,000 to paint Holland East and Holland West.
- 9.5.3 She also inquired with Linda to find out if she has heard anything from the County regarding CCITF funding.

9.6 Kelly Scott

- 9.6.1 Experience CNCC Day was held on July 16. There were 27 students and 50 plus people in attendance. From that event 17 student have enrolled in classes.
- 9.6.2 Current enrollment update.
 - 9.6.2.1 College-wide FTE is up 32% from last year and 29% from two years ago.
 - 9.6.2.2 Headcount is up 20% from last year and up 17% from two year ago.
 - 9.6.2.3 Rangely Campus is currently up 47% in FTE and 19% in headcount.
- 9.6.3 Alumni have been asked to share message with students and those messages will be put on postcards and send out to registered students or those thinking about attending CNCC.

9.7 Sue Samaniego

- 9.7.1 Foundation is working on closing out their books for the year as well.
- 9.7.2 Spartan Search is kicking off again this summer with alumni search.
- 9.7.3 Award Spring software for Foundation scholarships is being implemented with efforts from Sue and Merrie Byers. It allows students to apply for all Foundation scholarships they might qualify for based on the questions they answer. It will be ready starting August 1st.
- 9.7.4 Chevron donation arrived as of TODAY! We received \$18,000.
 - 9.7.4.1 This money will be allocated to health and STEM scholarships.

9.7.4.2 They have also opened some of the funding to efforts in Economic Development in the area.

10.0 Payment of Bills

10.1 There was one addition to the bills

10.1.1 The Club 20 Membership for \$300

10.1.2 Ann Brady made a motion to approve the bills, seconded by Bart Nielsen.
Motion carried

11.0 Other

11.1 Next Meeting – August 18th at Noon in the Weiss Conference Room

12.0 Adjournment

12.1 Meeting was adjourned at 1:36 p.m.