

COLORADO NORTHWESTERN COMMUNITY COLLEGE
MOFFAT COUNTY AFFILIATED JUNIOR COLLEGE DISTRICT
BOARD OF CONTROL MEETING
Regular Meeting February 20, 2017

Board Attendees: Mike Anson, Zach Allen, Terry Carwile, and Lois Wymore
Jennifer Riley was absent with notice

College: Ron Granger, Janell Oberlander, Denise Mosher, Jennifer Holloway, and
Donna Theimer

Audience: Sasha Nelson (Craig Daily Press), Neil Folks, Jane Hume, Derik Durant,
Dave DeRose, and Dave Fleming

1.0 Call to Order/Pledge of Allegiance/Moment of Silence/Roll Call

The Meeting was called to order at 6:00 p.m. The Pledge of Allegiance was said, a moment of silence was observed and roll call was taken.

2.0 Executive Session – pursuant to §24-6-402(4)(a), C.R.S.), the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest – moved to **Action Item 5.2.**

3.0 Approve/Change Agenda for the meeting

Mr. Carwile made a motion to move agenda item 2.0, Executive Session to be Action Item 5.2. Ms. Wymore seconded. Motion carried unanimously.

4.0 Audience Comments

Ms. Nelson asked if there was any comments regarding the Salt Flat Abatement. Mr. Anson, Board President, indicated that there would not be any comments. It was indicated that Mr. Rust or Mr. Granger would address this issue when the appropriate information is available.

5.0 Action Items

5.1 Approval of Minutes, Regular Meeting January 16, 2017 & Treasurer's Report(s)

5.1.1 Ms. Wymore made a motion to approve the Minutes from the regular meeting of January 16, 2017. The motion was seconded by Mr. Carwile. Motion carried unanimously.

5.1.2 The financial information was presented and reviewed. There was some discussion about revenues being down as well as some coaching salaries and funds available. Mr. Granger indicated that Mr. Rust would prepare a formal report and present at the next meeting. Mr. Carwile made a motion to approve the January 2017 financials. The motion was seconded by Mr. Allen. Motion carried unanimously.

5.2 Pursuant to §24-6-402(4)(a), C.R.S.), the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest.

5.2.1 Mr. Carwile made a motion to adjourn to executive session. The motion was seconded by Ms. Wymore. Motion carried unanimously.

5.2.2 Ms. Wymore made a motion to come out of executive session with a second from Mr. Carwile. Motion carried unanimously.

6.0 Dean of Instruction, Donna Theimer

1. Ms. Theimer indicated that an adult literacy grant was submitted at the end of January. This application is looking to continue the previous 3 year grant that included funding for GED testing, reading practice, and ESL. If successful, the grant would be \$120,000/year for three years.
2. In celebration of Black History month, the campuses will be showing the documentary: “Black and Blue: The Story of Gerald Ford, Willis Ward and the 1934 Michigan-Georgia Tech Football Game” tonight @ 7:00 pm in room 185. Mr. Brian Kruger, director and uncle to Ms. Jessica Kruger (Faculty-Rangely) will be on hand at the campus showing.
3. The first Faculty Speaker Series has been postponed until March.

6.0 Vice President’s Report, Janell Oberlander

1. Ms. Oberlander indicated that Mr. Emmitt Hayes, Jr., father to Men’s Basketball Coach Adrian, will be presenting “The Amazing African American History” on both campuses. The feature will be @ noon in the Craig Library on February 27th.
2. There are approximately one hundred sixty five 8th grade students expected for the Taste of College scheduled for Friday, February 24th. This is an opportunity to build those relationships and pipelines.
3. The Honors Banquet is scheduled for April 7th at the Fair Ground’s Pavilion at 6:00 pm. Award winners such as Who’s Who and Outstanding Students will be announced.
4. Discovery Days will be the morning of March 10th in Craig and Rangely in the afternoon.
5. The schedule for the summer camps are very close to being confirmed. Be on the lookout for the information. Ms. Moore has been very successful in using social media to get the word out. There has been a 55% increase in enrollment in the program.
6. March 9th is the Career Fair on campus. This event is being co-sponsored by Job Service.
7. Ms. Moore has been trained in the Boot Straps program as part of the Rural Jump Start.
8. The Broadband committee is to meet with Commissioners/City Council to talk about moving forward. Outages are very detrimental with no redundancy in this area. Academics are hurt by not having broadband. Mr. Granger will be attending the next meeting.
9. The budget process has started so Mr. Rust is very busy. ORG owners were to provide Strengths (Internal), Weaknesses (Internal), Opportunities (External), and Threats (External) – SWOT Analysis along with their budgets.
10. Staff members are headed to the enrollment summit at the System.

7.0 President’s Report, Ron Granger

1. Mr. Granger spoke to this year’s budget being cleaned up. This year’s budget process has started but it with changes, should be simpler and should take less time
2. It was reported that as of February 1st, Mr. Rust was made the VP of Administration instead of interim. There will be a search for a Controller.
3. There will be 7 staff members from CNCC going to the Enrollment Summit being held Friday.

4. The enrollment for spring FTE looks to be down .9% or 2.4% for the year.
5. Mr. Granger reported that he sent an email to CNCC-Entire indicating a first \$1,400 administration, dollar to dollar match as a Foundation fund raiser.
6. An evaluation on Mr. Granger has been sent out by the System. He is looking for input/feedback.

8.0 Foundation Liaison Report, Terry Carwile

1. Mr. Carwile indicated that Ms. Ann Brady, Foundation, and Janell planned to have lunch.
2. The flyers for the March 25th Foundation Dinner being held in Rangely are out. Sale item donations and ticket sales have been going well.
3. Mr. Carwile voiced his approval of the employee fund-raiser as it looks good to the community if employees are investing in the campus.
4. Some of the local committee members have met with Ms. Kirstie McPherson to talk about a possible fund raising even in Routt County. A tentative date of June 24th has been discussed with either a block party type of event that would be held at the old granary. The event would run from 4 pm – 9 pm.
5. There are 4 vacancies on the Foundation but it was indicated that there has been at least one letter of interest submitted but there has been no contact on the part of the Foundation. There was a request made to send out information about the open positions.

9.0 City Council Liaison Report, Derek Duran

1. Mr. Duran indicated that the first weeks of the new City Manager, Mr. Mike Foreman, have been very busy. His areas of focus will be broadband, economic development, customer service, parks and recreation programs.
2. There will be a community/campaign meeting about the sales and use taxes on March 2nd and one March 13th. The meetings will be held at the Center of Craig starting at 6:30 pm.
3. It will be a new looking City Council in April with a new mayor and council members.
4. The City of Craig and Moffat County have worked to combine services in order to save money.

10. Other Business

10.1 Student Housing

10.1.1 Mr. Dave Fleming recapped what information the Housing Committee has formulated given what was gathered from various meetings and reiterated that housing for the CNCC Craig campus rose to the highest priority during the DEP sponsored strategic planning meetings. He then requested feedback and a direction from the BOC members as to what should happen going forward. Information has been gathered and plans have been formulated for various options and phases. Mr. Fleming was asked what plan would the Housing Committee recommend and it was indicated at that time they would seek funding for the entire project, which includes 100 bed housing, food service, great/community room, and another 100 bed housing unit as a phase two.

It was felt that CNCC Craig has already proven that the business model works with the apartment housing. Mr. Granger did explain that the Board did not have the final say as to moving forward with funding strategies but that there is a multi-step process including needed approvals from the CCC System and the Colorado Department of Higher Education (CDHE).

Given this information, Ms. Wymore made a motion to direct the Committee to move forward with the funding strategies process. The motion was seconded by Mr. Carwile. Motion carried unanimously.

11.0 Adjourn

With no further business, Mr. Carwile made a motion to adjourn the meeting. Ms. Wymore seconded. Motion carried unanimously. The meeting adjourned at 7:07 p.m.

Approved:

Jennifer Riley, Board of Control Secretary

DRAFT

Client Documents

Bonaker & Associates
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Craig, CO 81626
970-824-4156

To the Board of Control
Moffat County Affiliated Junior College District
2801 W 9th St
Craig, CO 81625

We have compiled the accompanying balance sheet of Moffat County Affiliated Junior College District as of February 28, 2017, and the related statement of income for the period then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

The owners have elected to omit the statement of cash flows and most disclosures required by generally accepted accounting principles. Therefore, these statements are not intended for those who are not informed about such matters.

We are not independent with respect to the Moffat County Affiliated Junior College District.

Bonaker & Associates

March 14, 2017

Financial Reports

Moffat County Affil Junior College Dist
 Balance Sheet
 February 28, 2017
 (See accountant's compilation report)

	<u>Actual</u> <u>2/29/16</u>	<u>Budget</u> <u>2/28/17</u>	<u>Actual</u> <u>2/28/17</u>
ASSETS			
1000 Cash in bank - checking	52,548.34	0.00	22,414.58
1011 LPL Money Market Acct	5,436.47	0.00	8,262.66
1018 CD - LPL	500,000.00	0.00	600,000.00
1040 Cash with County Treasurer	340,720.11	0.00	347,111.18
1052 MCJCD Colotrust Account	23,811.47	0.00	23,984.06
1080 Property taxes receivable	<u>40,602.81</u>	<u>0.00</u>	<u>42,431.97</u>
 Total assets	 <u>963,119.20</u>	 <u>0.00</u>	 <u>1,044,204.45</u>
 LIABILITIES			
FUND BALANCE			
RESERVED			
3010 Reserved for emergencies	46,191.36	0.00	45,582.24
DESIGNATED			
3050 Reserved for campus expansion	0.00	0.00	0.00
3060 Reserved for future projects	<u>23,768.03</u>	<u>0.00</u>	<u>23,856.14</u>
	69,959.39	0.00	69,438.38
UNRESTRICTED/UNDESIGNATED			
3000 Fund balance	1,081,111.96	0.00	1,155,432.88
Increase (decrease)	<u>(187,952.15)</u>	<u>(0.16)</u>	<u>(180,666.81)</u>
Total fund balance	<u>963,119.20</u>	<u>(0.16)</u>	<u>1,044,204.45</u>
 Total liabilities and fund balance	 <u>963,119.20</u>	 <u>(0.16)</u>	 <u>1,044,204.45</u>

Moffat County Affil Junior College Dist
Statement of Revenues and Expenditures
February 28, 2017

	<u>Actual</u> <u>2/29/16</u>	<u>Budget</u> <u>2/28/17</u>	<u>Actual</u> <u>2/28/17</u>
REVENUES			
TAXES			
4000 Property tax - current	368,038.11	1,392,993.00	388,337.41
4010 Property tax - prior year	444.19	0.00	115.77
4020 Property tax - int & pen	1,527.15	0.00	1,599.07
4100 Specific ownership tax	70,295.53	74,095.00	60,297.70
	<u>440,304.98</u>	<u>1,467,088.00</u>	<u>450,349.95</u>
OTHER REVENUE			
4500 Interest - bank accounts	1,388.50	0.00	2,311.07
4600 Sales & leases - County	14,524.17	0.00	15,925.19
4690 Miscellaneous revenue	600.00	85,305.00	865.76
	<u>16,512.67</u>	<u>85,305.00</u>	<u>19,102.02</u>
Total revenues	<u>456,817.65</u>	<u>1,552,393.00</u>	<u>469,451.97</u>
EXPENDITURES			
TUITION ASSISTANCE			
6000 Tuition assistance	215,409.69	450,000.00	203,886.59
6001 Senior citizens	5,040.00	12,000.00	2,295.00
	<u>220,449.69</u>	<u>462,000.00</u>	<u>206,181.59</u>
CNCC PROGRAM SUPPORT			
6127 Professional development	3,281.25	15,000.00	4,874.21
6129 Scholarships	10,000.00	34,900.00	5,000.00
6132 Massage Therapy	4,725.26	0.00	0.00
6137 Nursing support	124,981.46	519,492.00	180,568.89
6143 Facilities	0.00	50,258.00	0.00
6144 Soccer support	0.00	45,850.00	30,756.62
	<u>142,987.97</u>	<u>665,500.00</u>	<u>221,199.72</u>
CAPITAL PROJECTS			
6223 Debt service	194,242.78	358,000.00	197,881.69
	<u>194,242.78</u>	<u>358,000.00</u>	<u>197,881.69</u>
RESERVES			
GENERAL AND ADMINISTRATIVE			
6500 County Treasurer fees	523.82	10,500.00	3,963.77
6510 Accounting fees	3,500.00	9,500.00	6,600.00
6520 Legal fees	168.75	2,000.00	90.50
6530 Board liability insurance	0.00	2,000.00	1,250.00
6540 Insurance - Trapper	0.00	2,400.00	0.00
6541 Insurance - new campus general liabilit	1,250.00	1,250.00	0.00
6545 CNCC Foundation support	2,995.73	36,422.00	12,249.01
6550 Election expense	6,193.80	0.00	0.00
6560.1 Maintenance BT & Trapper	0.00	0.00	120.00
6570 Board operations	157.26	2,000.00	582.50
6700 Contingencies	72,300.00	821.00	0.00
	<u>87,089.36</u>	<u>66,893.00</u>	<u>24,855.78</u>
Total expenditures	<u>644,769.80</u>	<u>1,552,393.00</u>	<u>650,118.78</u>
Revenues over (under) expenditures	<u>(187,952.15)</u>	<u>0.00</u>	<u>(180,666.81)</u>

Moffat County Affil Junior College Dist
Statement of Revenues and Expenditures
February 28, 2017

Reports

**Moffat County Affil Junior College Dist
Transaction Listing**

Date	Reference	T	Account	Description	Amount	Reference Total
02/14/17	1		1000	Cash Disbursements	(41,470.44)	(41,470.44)
02/28/17	2.01	S	1000	Deposit	13,854.93	
02/28/17	2.01	S	1040	Deposit	(13,854.93)	
02/28/17	2.02	S	1000	Interest - Bank of Colorado	0.21	
02/28/17	2.02	S	4500	Interest - Bank of Colorado	(0.21)	
02/28/17	2.05	S	1040	Revenue-County Treasurer	347,111.18	
02/28/17	2.05	S	4000	Revenue-County Treasurer	(340,875.45)	
02/28/17	2.05	S	4010	Revenue-County Treasurer	25.05	
02/28/17	2.05	S	4100	Revenue-County Treasurer	(9,669.28)	
02/28/17	2.05	S	6500	Revenue-County Treasurer	3,408.50	
02/28/17	2.06	S	1011	Interest-LPL Money market acct	154.83	
02/28/17	2.06	S	4500	Interest-LPL Money market acct	(154.83)	
02/28/17	2.09	S	1052	Campus expansion reserve	16.79	
02/28/17	2.09	S	4500	Campus expansion reserve	(16.79)	
02/28/17	11	B	1000	Transfer from LPL	100,000.00	
02/28/17	11	B	1005	Transfer from LPL	(100,000.00)	
02/28/17	12	B	1011	Fees	(5.00)	
02/28/17	12	B	6570	Fees	5.00	
02/14/17	30		1005	Transfer to BOC	100,000.00	
02/14/17	30		1018	Transfer to BOC	(100,000.00)	
02/14/17	1822	V	6137	Colorado NW Community College	41,470.44	<u>41,470.44</u>
					Transaction Balance	<u><u>0.00</u></u>

Total Debits 606,046.93 Total Credits 606,046.93 A/C Hash Total 56999.000
 Number of Transactions 21