

COLORADO NORTHWESTERN COMMUNITY COLLEGE  
MOFFAT COUNTY AFFILIATED JUNIOR COLLEGE DISTRICT  
BOARD OF CONTROL MEETING  
Regular Meeting- June 18, 2018

Board Attendees: Mike Anson, Zach Allen, Terry Carwile, Andy Daniels, and Lois Wymore

College: Ron Granger-CNCC President, Janell Oberlander-VP SS & Craig Campus, Denise Mosher, Brian MacKenzie-Director of Marketing, Joe Eades-Men's Soccer Coach, Donna Secules-Assist Director of HR, Sue Samaniego-Director of Foundation & Alumni Relations, Karen Stillion-Adjunct, Julie Alkema-Faculty, Rebecca Powell-Admissions Rep/Recruiter, Kathy Powell-Case-Faculty, Desiree Moore, and Kevin Hurtado-Women's Soccer Coach, Julie Hoff-Director of Concurrent Enrollment

Audience: Sasha Nelson (Craig Daily Press), Jane Hume, Ashleigh Seely, Judy Lewis (Lewis Accounting), and Ron McDonald, Kevin Unknown last name,

**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:

Pursuant to §24-6-402(4)(b), C.R.S.), conferences with an attorney for the public entity for the purposes of receiving legal advice on specific legal questions.

2.1 Mr. Carwile made a motion to adjourn to 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 then amended to include pursuant to §24-6-402(4)(b), C.R.S.), conferences with an attorney for the public entity for the purposes of receiving legal advice on specific legal questions. Ms. Wymore seconded the motion. Motion carried unanimously.

2.2 Ms. Wymore made a motion to come out of executive session with a second from Mr. Carwile. Motion carried unanimously. No action was taken.

**3.0 Approve/Change Agenda for the meeting**

Mr. Daniels requested the following changes to the agenda: Remove 6.3, Property Sale. Ms. Wymore seconded the motion. Motion carried unanimously.

**4.0 Audience Comments**

Coach Eades expressed his thank you to the Board for all the support they have given the Men's and Women's Soccer teams.

**5.0 Budget Discussions**

Mr. Anson asked Ms. Lewis about the amounts in reserves. It was indicated that there is \$660,000 in CD's that generally would not be touched.

Mr. Granger provided documents listing proposed funding requests for program funding for EMS, Massage Therapy, and Automotive programs, Craig campus marketing, new programs, and housing. The funding request total comes to \$357,395.

Mr. Granger was asked what the repercussions would be should the Board not fund the proposed request. Mr. Granger expressed that the repercussions were unclear, but personnel cuts could be an option. If programs were closed, there might need to be a teach-out option, so students can finish. Some personnel could be affected. Specific positions where people are leaving, such as the VP Craig campus and the Executive Assistant position would need to be replaced and would not be affected. There would be less staff, possibly impacting students.

## **6.0 Action Items**

### **6.1 Approval of Minutes, Regular Meeting, May 21, 2018, and Special Meeting, May 29, 2018; April 30, 2018 and May 31, 2018 Treasurer's Report(s)**

6.1.1 Mr. Daniels made a motion to approve the May 21, 2018, and Special Meeting, May 29, 2018, minutes; and April 30, 2018, and May 31, 2018, Treasurer's Reports as presented. Ms. Wymore seconded the motion. Motion carried unanimously.

### **6.2 Trapper Building**

6.2.1 Mr. Daniels made a motion to decline the proposed offer by the current Lessee and noted that the Board would pursue other options. The motion was seconded by Mr. Carwile. Motion carried unanimously.

### **6.3 Property Sale – Strike**

### **6.4 Adjustment to FY18 Budget**

Mr. Carwile indicated that he would be inclined to re-visit opening discussions related to the 100% tuition buy-down to include timing and expectations. Because the Board approved the FY18-19 budget at the previous month's meeting, Mr. Carwile requested and was granted approval to re-open budget discussions.

Mr. Granger was asked about collected FTE monies and how they were distributed. He indicated that any FTE and COF monies collected from Craig students are spent at the campus and are not a part of the general funds.

Mr. Anson asked about the validity and the community need of the Medical Assistant program. Instead of funding the MA program, should the monies go towards PT and or OT programs? Should allied health be expanded?

There were questions about scholarships and COSI grant monies available and how much is available and how they are distributed. It was indicated that Merrie Byers, Director of Financial Aid, would have the requested information. Mr. Carwile stated he would like

enough information to know what the return on investment was, and so the Board can get a feel for where to utilize and invest funding for students and programs.

Mr. Carwile so moved that the budget discussions be re-opened. Mr. Daniels seconded the motion. Motion carried unanimously.

Mr. Daniels made a motion to move \$21,195 from line 237844 to the Contingency fund, 237848, bringing the total in that fund to \$35,473.50. Mr. Carwile seconded the motion.

After further discussions, the previous motion to move funds to the Contingency fund was retracted by Mr. Daniels and Mr. Carwile. Mr. Daniels motioned to apply the \$21,195 monies in fund 237844 and the \$14,275.50 in fund 237848 towards the requested total amount of \$357,395. The motion was seconded by Mr. Allen. Roll call was taken. Mr. Allen, Mr. Daniels, Ms. Wymore, and Mr. Anson voted NO. Mr. Carwile voted YES. The motion does not carry.

Further discussions entailed with the suggestion of funding up to the \$357,395 requested for programs, housing, and marketing with the investment funds as well as funding the 100% buy-down. The Board would need quarterly reports, and students would need to exhaust any financial aid options first before receiving the tuition buy-down. It was suggested that there be a workshop to figure out how to implement the buy-down.

A motion was made to utilize investment funds to cover the requested \$357,395, and to over student the 100% tuition buy-down with the stipulation students will apply for any financial aid first, and that the Board receives quarterly reports was put to a roll call vote. Mr. Carwile, Mr. Daniels, Ms. Wymore, and Mr. Anson voted YES. Mr. Allen voted NO. The motion carried.

#### **6.5 Resolution #2018-2 to Adopt Budget 2018-2019**

Mr. Daniels made a motion to approve Resolution #2018-2. The motion was seconded by Mr. Carwile. Mr. Carwile, Mr. Daniels, Ms. Wymore, and Mr. Anson voted YES. Mr. Allen voted NO. The motion carried.

#### **6.6 Resolution #2018-3, Resolution to Appropriate Sums of Money for Budget 2018-2019**

Mr. Daniels made a motion to approve Resolution #2018-3. The motion was seconded by Mr. Carwile. Mr. Carwile, Mr. Daniels, Ms. Wymore, and Mr. Anson voted YES. Mr. Allen voted NO. The motion carried.

#### **7.0 Vice President of Instruction Report**

Mr. Granger indicated he would cover this area in his report.

#### **8.0 Vice President Craig Campus/Student Services Report – Janell Oberlander**

Ms. Oberlander indicated that she would be leaving CNCC as she has accepted a Vice President's position in her hometown of Gillette, WY. Her last day will be August 3<sup>rd</sup>.

She went on to indicate that the MOU with the County for the use of the soccer fields is being finalized. Wonderful job by Coach Kevin. She also mentioned that the MOU for the Athletic Trainer was signed.

There will be an EMS open house that will feature the new ambulance. Community members are welcome to participate. Faculty and staff will be on hand to answer questions and to register those interested.

The System has gone to a different emergency notification system which CNCC is currently training on and testing.

Kirk Lee, Director of Advising and Housing, will move forward with the co-curricular assessment that will include setting goals that align with the strategic plan.

Mr. Carwile asked if Mr. Busch had submitted his finding of the security walk-through yet. Ms. Oberlander indicated that the report has not gotten to CNCC yet.

#### **9.0 President's Report - Ron Granger**

Mr. Granger indicated that CNCC did not currently have a Vice President of Instruction. As of July 1<sup>st</sup>, the three Dean's will take on that role, until an interim has been identified. There will be a contingency in July if this plan doesn't work. The job descriptions for the VP positions will be posted.

The Board expressed their interest in being a part of the review committee.

Mr. Granger felt that the Foundation Retreat he attended with Sue Samaniego, provided very good information.

There will be a System Board meeting in July to discuss the BSN program.

It was asked that since there are some budget concerns, why are the assistant coaching positions being filled. Mr. Granger indicated that these positions were in the budget and would move forward.

#### **10.0 Foundation Liaison Report - Terry Carwile**

Mr. Carwile indicated that on July 2<sup>nd</sup>, there would be an event planning meeting for the fall Foundation fundraiser. Ms. Samaniego spoke about finding an event that could be committed to for a couple of years for a consistent funding stream.

#### **11.0 City Council Liaison**

No report was available.

#### **12.0 Other Business**

##### **12.1 Student Housing Plan**

Mr. Wymore indicated that the housing committee had met with Christopher Karvel who had done a PowerPoint presentation the next step will be a conference call with financial advisors.

The housing committee will start meeting the 3<sup>rd</sup> Tuesday of the month. The committee feels it would be helpful if the Board came up with a long-range plan with money committed. The committee is also looking to set goals for direction.

Ms. Wymore spoke about a housing option where a building is built to design and leased back. This would be the easiest plan over time. This option would include all costs/debt service. Mr. Anson asked about the option to build a pod where the costs to students aren't more than the pricing to the Rangely students.

It was suggested that a workshop is set up.

#### **12.2 CNCC Website**

Mr. MacKenzie reported that he is working the web's submenus and is beta testing. A launch is expected for early July

#### **12.3 Student Orientation BBQ Sponsor**

Mr. Daniels indicated that he would cover the Student BBQ food. The Orientation is set for August 18<sup>th</sup>.

#### **12.4 Focus Group Summary Report**

Mr. Anson indicated that they are trying to schedule a phone conversation with Dr. McCallan where this report can be discussed.

#### **13.0 Adjourn**

With no further business, Mr. Anson made a motion to adjourn the meeting. Mr. Allen seconded. Motion carried unanimously. The meeting adjourned at 8:05 p.m.

Respectfully submitted by:



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Zack Allen, Board of Control Secretary

