

**RANGELY JUNIOR COLLEGE DISTRICT
BOARD OF TRUSTEES**

Regular Session
Johnson Banquet Room
Monday, April 10, 2017
12 noon

PRESENT

Board of Trustees: Teri Wilczek, Peggy Rector, and Ann Brady

Board Members Absent: Sam Tolley, Ken Parsons

President's Cabinet Members: Ron Granger, Holly Boomer, and Scott Rust

Others Present: Jeff Grubbs, Dean of Instruction—Rangely; Colleen Kenney, Accounting Coordinator; Michael Melneck, Grant Writer; Linda Gordon, RJCD Budget Officer; and Becky Dubbert, Recorder

1.0 Call Meeting to Order:

Regular Session was called to order by Ann Brady at 12:20 p.m.

1.1 Changes to the Agenda

2.0 Consideration of Previous Minutes

2.1 Approval of the Monday, February 13, 2017 RJCD Regular Board Meeting Minutes.

A motion was made by Ann Brady and seconded by Peggy Rector that the RJCD Board of Trustees approve the February 13, 2017 Board meeting minutes. Motion carried.

3.0 Action/Discussion Items

3.1 Old Business

a. Ron Granger began the meeting by explaining how CNCC is working on the current budget and that between last year's reduction of \$700,000 and from the start of this year until now they have cut an additional \$900,000. He explained that they did not want to cut any programs and wanted to give them the chance to build and bring more students in if they were not at the needed FTE level yet. Granger also mentioned that they needed to figure out how to get the FY2017-2018 budget to work. If CNCC is to keep their state-mandated amount of funds in their college reserves, he has to ask the district boards for help this year.

3.2 New Business

a. Present Proposed 2017/2018 Budget

Last month, Ron Granger explained that CNCC needed to pull salaries away from the Board and put salaries into the general fund and get to a better system. He said research on how CNCC can utilize the funds from the Board and do it the proper way is necessary. Granger said that the CNCC budget had become too complicated and so the plan is to simplify the budget so everyone understands it. Scott Rust said he was hoping to present the budget in a more palatable way, adding that he wanted to come back to the Board with a budget for next year that complies with the original intent that the mil levies were passed with.

Granger further explained that with the research done on this budget, it was determined that there were too many Org. numbers being used for various programs. By reducing and consolidating these org numbers, the individual budgets were cleaned up and savings became evident in the total CNCC budget.

Rust went on to explain that over the years, CNCC had been double-counting revenue when it comes to in-district tuition assistance. CNCC had been putting it in college budget sheets where it

showed up in the student shared tuition and the Board's total number for tuition assistance. He said he would clean up this portion of the budget and get it out to the Board.

Ann Brady said she did not agree with the proposed Budget—Version 1 that included all athletic scholarships. She believed that the focus for the Board should be on program support and tuition assistance for local district residents. Brady went on to say that the presentation of the budget information on the budget needed to be posted in the newspaper today—and that the CNCC 2017-18 budget would be approved at the May 10, 2017 regular RJCD Board meeting. Rust plans to bring some adjustments to the May meeting. This could include some salary payments not earlier addressed—but the salaries would only be related to academic programs.

Rust pointed out the spreadsheet with the three different proposed versions of the budget and asked the Board to consider which version they agreed to follow. By taking the mil levies criteria into consideration, he now realized that the athletic scholarships don't fit the description. Rust directed the Board to the colored spread sheet and to the FY18 Rev Projection for all available funds utilized for General Fund type Expenditures. He pointed out the local loss coverage by RJCD and the \$540,000.00 funded by RJCD reserves. They were asking the district boards to cover half of the local loss that is occurring this year. Rust said CNCC was hoping to get up to a \$150,000 surplus this year and does not think this need to ask for help will happen to the RJCD again next year.

Rust focused the conversation on the Maintenance Fund org and Expenditures and said that Roger Ficken would be directed to be sure to utilize the correct org number as he did building maintenance repairs on CNCC state buildings or auxiliary. Rust said that the plan for now was to go with proposed option 2 which would include the Energy Audit Bond Payment of \$324,629.18 and the \$88,298.82 line item for Bldg. Maintenance Repairs & Salaries.

Linda Gordon did a quick calculation on the RJCD reserves of \$1,046,864.56 and reported that after paying out the requested \$540,000.00 to the college, it would still leave \$506,864.00 in the RJCD reserves. This would definitely cover the Tabor issues as well.

Linda Gordon stated that if the college needed to move line items even if the Board had already approved the budget—she reminded everyone they could not overspend the budget since there was still 3 months in the summer. Any changes to line items need to be presented to the RJCD Board and reflected in the Board minutes. Gordon reminded all that as long as the total budget isn't overspent come June 30th they should be okay. She emphasized that CNCC/Board would always need to ask before you act. Gordon also explained that any money she received from January – June does not get spent. This way she keeps the CNCC budget year (July-June) separate from the RJCD annual budget year (January-December).

4.0 CNCC President's Report

- Ron Granger had the Rangely Dean of Instruction Jeffrey Grubbs distribute the new CNCC Strategic Goals 2017-2022 to the Board. Grubbs explained that the Leadership Council was asking for feedback from all about the 5 new strategic goals. This process is needed to come up with the future CNCC Vision/Mission statement and a new strategic plan by the fall.
 - FOCUS ON THE STUDENT: Strategically orient recruitment and retention, instruction, and student life to listen and support student's needs and expectations
 - INVEST IN CULTURE: Invest in a culture of growth, service, engagement, and collegiality.
 - COMMUNICATION: Develop a fluid framework to promote transparent communication to all internal and external stakeholders.
 - PARTNERSHIPS: Purposefully develop and nurture partnership with alumni, communities, businesses, industry and institutions for mutual benefit.

- SUSTAINABILITY: Develop long-term sustainability (e.g. employee, student, financial, program, and infrastructure).
- Granger reported that due to several state “best practices,” CNCC will have an Academic restructuring that will eliminate program chairs and implement division chairs instead.
- As for the CCITF grant, the McLaughlin stairs outside the building which had an original bid of \$54,000 were actually completed with Cortez concrete for \$5,250.00.
- The System Foundation has secured a \$1.5M grant from Delta Dental of which some \$500K will flow to CNCC. Our term sheet will follow from the System Foundation office.

5.0 Payment of RJCD Bills

Linda Gordon presented the following checks for payment—one to CNCC \$153,688.86 for February 2017 operating, one to CNCC \$53,010.44 for February 2017 Capital/Maintenance, one to Cortez Concrete for the CCITF grant on the McLaughlin stairs for \$5,250 and one to Linda Gordon \$1,600.00 March 2017 contract. Gordon added one more check for printer cartridges for \$279.00. A motion was made by Ann Brady and seconded by Peggy Rector that the RJCD Board of Trustees approves payment of checks as written—with one additional check added to RJCD Board on 4-10-17 by Linda Gordon for \$279.00. Motion carried.

6.0 Other

7.0 Adjournment

A motion was made by Teri Wilczek to adjourn the meeting at 1:18 p.m. Motion carried.