

RANGELY JUNIOR COLLEGE DISTRICT

BOARD OF TRUSTEES

Regular Session

Johnson Banquet Room

Monday, November 13, 2017

12 noon

PRESENT

Board of Trustees: Teri Wilczek, Sam Tolley, Ken Parsons, Ann Brady and Peggy Rector

Board Members Absent:

President's Cabinet Members: Ron Granger, Michelle Landa and Janell Oberlander

Others Present: Jennifer Barker, new RJCD Board member; Bart Neilsen, Rangely Conoco Tire & Auto; Colleen Kenney, Accounting Coordinator; Sue Samaniego, Foundation Director; Linda Gordon, RJCD Budget Officer, and Becky Dubbert, Recorder

1.0 Call Meeting to Order:

Regular Session was called to order by Teri Wilczek at 12:15 p.m.

1.1 Changes to the Agenda:

Teri Wilczek asked that Certify Mil Levy be added as d. to 3.2 New Business.

2.0 Consideration of Previous Minutes

2.1 Approval of the Monday, October 9, 2017, RJCD Regular Board Meeting Minutes.

A motion was made by Sam Tolley and seconded by Peggy Rector that the RJCD Board of Trustees approve the October 9, 2017 Board meeting minutes as written. Ann Brady abstained. Motion carried.

Teri Wilczek moved on to New Business a. Oath of Office.

3.0 Action/Discussion Items

3.1 Old Business

3.2 New Business

a. Oath of Office—

Sam Tolley and Jennifer Barker read the Oath of Office out loud to become an RJCD Board of Trustees member and signed the oath document. Becky Dubbert was to notarize their signatures and send copies of the notarized documents to Linda Gordon.

b. Election of Officers—

A motion was made by Peggy Rector and seconded by Jennifer Barker that Sam Tolley serves as the Chairman of the Board. Motion carried.

A motion was made by Sam Tolley and seconded by Jennifer Barker that Peggy Rector serves as the Vice Chair of the Board. Motion carried.

A motion was made by Peggy Rector and seconded by Sam Tolley that Jennifer Barker serves as the Secretary to the Board. Motion carried.

Sam Tolley and Linda Gordon thanked all the outgoing board members for their years of service and they look forward to moving forward with the new RJCD Board of Trustees.

c. CCITF Grant—

Linda Gordon reported that after review the County Commissioners has approved \$11,000 to assist in CNCC's pavement marking project. Gordon stated that the bills for the project must be paid by the Board of Trustees as soon as the job is completed. The funds will be available in January 2018 and expire December 31, 2018 if not used. Gordon explained that if there are further maintenance needs by June, CNCC will need to move on to next year's budget.

d. Certify mil levy—

Linda Gordon reported that it will be 1.6 mils for Capital Maintenance and 5 mils for the General Fund, but there is no reason to think it will change so she was hoping that the Board could approve a resolution to set the mil levy that gives Gordon permission to approve it once it is official. A motion was made by Jennifer Barker and seconded by Peggy Rector that the Board of Trustees members approve Resolution 2017-06 to certify the mil levy for the year and give Gordon permission to approve the official levy when it is announced. Motion carried.

4.0 CNCC College Report—Ron Granger gave the following update.

- The final HLC report had several recommendations
- But no interim reporting is needed—Kelly Scott, Director of Institutional Effectiveness, will work on the HLC recommendations.
- Granger introduced the new CNCC Foundation Director, Sue Samaniego and showed his appreciation on having her aboard the CNCC staff.
- The weekly enrollment report appeared to be even with last year at this time. Concurrent enrollment was way up but campus enrollments had gone down.
- The CNCC Strategic Plan has been approved by Cabinet and they were now working with the Leadership Council and their focus on the Key Performance Indicators (KPI) on the 5 categories of the Strategic Plan. The Leadership Council will provide the report to Board members in December or January.
- CNCC was still working on the enrollment services position and interviews were taking place. Once the position is filled, then Kelly Scott can turn all of her attention to her Institutional Effectiveness position.
- Michelle Landa reviewed Jason Krueger’s announcement that “the CNCC National Intercollegiate Flying Team (NIFA) has been competing at the US Air Force Academy with other colleges and universities in the region from Colorado, Utah, and Montana. I am pleased to announce we finished 2nd in the region behind the US Air Force Academy and have received an invite to the national competition in May hosted by the University of Indiana.”
- Landa continued with her request to please support your CNCC flight team by purchasing some flight team gear! The CNCC flight team is headed to nationals in May 2018 and need to raise money for the competition and practice. (They’ll need approximately \$30,000) The attachment includes order information if you’re interested. Fundraisers have started so stay tuned.
- Sam Tolley asked if Board members could get copies of games schedules. Granger agreed to get those out later today.
- Janell Oberlander reported that Kelly Scott could transition totally to her position as soon as the Registrar position is filled.
- Oberlander stated that students can begin registering for spring classes today.
- Oberlander explained that the new advising program, Navigate was about to be up and running.
- Oberlander reported that the President’s executive team was traveling to a conference in Boston on December 4-5. Ron Granger, Janell Oberlander, Michelle Landa and Scott Rust would all be heading to Boston.

5.0 Payment of RJCD Bills

Linda Gordon presented the following checks for payment one to CNCC \$86,743.48 for September 2017 operating, one to CNCC \$30,740.38 for September 2017 Capital/Maintenance, one to Linda Gordon \$1,600 for October 2017 contract labor, \$198.52 to Linda Gordon for Board meeting October lunches, plant and candles for Teri Wilczek from Board, and reimburse for office supplies. Gordon handed in another check for \$3,700 to Colorado CPA to pay for the audit. A motion was made by Peggy Rector and seconded by Jennifer Barker that the Board of Trustees members approve the checks presented by Linda Gordon as written. Motion carried.

5.0 Other

Linda Gordon announced that the RJCD Board had a CD that needed to be cashed in to go toward funding for RJCD reserves. A motion was made by Sam Tolley and seconded by Jennifer Barker that the Board of Trustees members agree to cash in the CD that was about to mature on 11/24/17. Motion carried.

Ann Brady stated that new Board members needed to declare any problems they think would be considered a conflict now at the beginning of their term. Even if the answer is no, it is how the public perceives a possible conflict. Brady said she would provide "Conflict of Interest" forms to RJCD members.

Sam Tolley mentions the Christmas CD that was created at THE TANK last year as a fundraiser for the college, the school district, and The Tank. He still had CDs for sale if anyone was interested in contributing.

A brief discussion was held regarding Melvin de la Cruz with NPS and his questions about the Steidle Scholarship and what the process was. Ann Brady explained that the scholarship was set up to be given at the NPS graduation ceremony after NPS students had the entire term to meet the specific criteria for the scholarship. The criteria needed to be presented to the incoming NPS class of students to allow time to meet scholarship goals. It was set up to be one \$1,000 scholarship per class. NPS would be done with classes on November 30th and graduation was scheduled for Friday, December 1, 2017.

7.0 Adjournment

A motion was made by Jennifer Barker to adjourn the meeting at 12:58 p.m. Motion carried.