

Minutes

BOARD OF TRUSTEES



 Student Success  Teaching & Learning  Access  Community & Economic Development  Organizational Effectiveness

Tuesday, May 16, 2017

Joint Boards Meeting | 9:00 am – noon
Trustee meeting | 12:30 – 5:00 pm

Location: Breckenridge Campus

Joint Boards Meeting

1. Call to Order/Welcomes

Board President Davis called the meeting to order at 9:00 am. Following introductions, Board President Davis recounted some history of the Foundation and its relationship with the College. Foundation Board Chair Bere Neas thanked all for attending, stated everyone was there for the same reason, and thanked Trustee Theobald for hosting the joint Boards dinner at her home. President Hauser welcomed everyone and thanked the Breckenridge staff for hosting the meeting on the heels of CMC Days.

2. Campus Update

Nicole Fazande, Associate Dean of Academic and Student Affairs on the Summit Campus gave an update on the Summit Campus including information on students interested in housing.

3. Foundation Update

Kristin Heath Colon, Foundation CEO and Vice President of Advancement gave an update on the last year, thanking her team for the work done in the last year. Total dollars raised as of May 1, 2017 is \$3,376,627, which includes \$42,000 in-kind gifts. Kristin gave an overview of past and future 50th anniversary events.

4. Capital Campaign Update/Discussion

Peter Kellogg, Mary Scheaffer, and Bonnie Downing from The Kellogg Organization presented their findings from the campaign feasibility study. The study explored a \$20 - \$50 million campaign in conjunction with the College's 50th anniversary. Some findings were:

- Colorado's philanthropic community shows interest in supporting a comprehensive campaign for CMC's 3 campuses
 - Need – \$50 million long term
 - Goal – \$30 million short term
 - \$18.5 million from the private sector
 - \$11.5 million from alternative non-philanthropic funding sources
- Campaign should be separated into 2 phases
 - Phase 1 – Roaring Fork Valley – 3 years 9/17-9/20
 - Phase 2 – Summit County – Sept. 2020
- Items with highest priority for support
 - Aspen Housing – \$15 million
 - Breckenridge academic center – \$3 million
 - SV Housing, student and programmatic needs – \$500,000

- Needs for the campaign to be successful
 - The development department has no bandwidth operationally to add a campaign of this magnitude and duration coupled with added ongoing annual fund activity
 - Recommends additional staff: 2 gift officers, data and research, and campaign administrator
 - Recommends an operating budget of 5% of goal (\$925,000) for campaign (very competitive nationally)

Dr. Hauser stated that almost a million dollars can seem scary. The College has been creating a culture of philanthropy that wasn't there before and raising the visibility of the College. Ongoing development growth is an investment in capacity building that will be carried on to the annual fund and future campaigns. A campaign like this builds skills in the staff. This grows long term capacity in planned giving. Cultivation can take time and investment. For this campaign to be successful, there needs to be engagement of the boards and campus leaders.

A master plan for the structure of the campaign will be set and other decisions will come at that time.

5. Accept Memorandum of Understanding Agreement with the CMC Foundation

This Memorandum of Understanding is a different mechanism from what has been historically used, laying out in a more concise and readable form the general terms and conditions under which both entities will work.

Richard Gonzales, General Counsel stated that this is a less high maintenance document. He used AGB practices to build this with key components for a fundamental relationship between the Board of Trustees and the Foundation Board of Directors. Budgeting specifics will not be included in the MOU but instead will be part of the college annual budget process, at which time fundraising goals and annual objectives can be defined more specifically.

ACTION: Trustee Theobald moved to accept the Memorandum of Understanding agreement with the CMC Foundation as drafted; Trustee Cunniffe seconded the motion; a roll call vote was taken and the Motion carried 6-1

- Trustee Chlouber – Aye
- Trustee Goudy – Aye
- Trustee Denomy – Nay (uncomfortable with tax dollars funding the foundation)
- Trustee Brenner – Aye
- Trustee Cunniffe – Aye
- Trustee Theobald – Aye
- Trustee Davis – Aye

The Joint Boards Meeting was adjourned at 11:20 am.

Trustee Meeting

Introductory Items

1. Call to Order & Roll Call

Board President Davis called the meeting to order at 12:37; roll was taken:

Ken Brenner

Pat Chlouber

Charles Cunniffe

Glenn Davis

Mary Ellen Denomy

Kathy Goudy

Patty Theobald

All Trustees were present.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approve Agenda

ACTION: Trustee Cunniffe Moved to Approve the Agenda with the addition of a report from the Legislative Committee; Trustee Chlouber Seconded the Motion and it carried unanimously

4. Approve Minutes

ACTION: Trustee Chlouber Moved to Approve the Minutes as written; Trustee Theobald Seconded the Motion. Trustee Goudy requested that additional information previously sent by Richard Gonzales be added to the March 1, 2017 minutes. Trustees Chlouber and Theobald agreed to the amendment and the Motion carried unanimously.

Trustee Brenner requested that "No concerns were expressed" be included after exiting an executive session in future minutes (when no concerns have been expressed).

5. Public Comment

There was no public comment.

President's Report and Agenda Overview

President Hauser underscored a few items that were in her written report, including the hiring of new personnel, commencements, and new faculty representatives. Kim Harding is the new Faculty Senate President and Mike Wadyko will be the Adjunct Faculty Representative for FY2017-18.

Trustee Comments

AGB Notes were included in the board packet.

Legislative update:

Matt Gianneschi, Chief Operating Officer, gave a brief update. The legislature has adjourned.

Senate 267 (Healthcare Affordability and Sustainability Fee) passed at the very end of the session. This is a good first step.

The Hospital Provider Fee passed – which takes about \$600 million dollars out of TABOR cap which can be backfilled with growth revenue.

School Finance Act – does not change anything but rates – charter schools were funded at 85% of what public schools were funded per pupil. This bill changes it so they are equally funded.

Colorado had a requirement that teachers had to sign an oath to the constitution and it had to be notarized (from the McCarthy era). A sentence was added stating that either a notarized affirmation or just a signed oath would suffice as a part of the school finance bill.

\$1.8 billion dollars was earmarked for transportation bonding; 25% in rural areas (need is about 10-20 billion)

Senate bill 40 CORA –This bill addresses spreadsheet and other data availability when responding to open records requests. We don't know yet how it will impact our responses to CORA requests.

Consent Agenda

6. Set Board Operating Budget for FY2017-18
7. Receive Fall Sabbatical Reports
8. Accept Quarterly Financials (3rd Qtr.)

ACTION: Trustee Brenner Moved to Approve the Consent Agenda; Trustee Denomy Seconded the Motion and it carried unanimously.

Action Items

9. Board Policy 1.2

This is an extension of a previous conversation about district annexation. It is an adjustment to the existing policy that conforms to existing law. Also added is a procedure. There was a question about what happens if a district not adjacent or in our service area applies to be part of our district. A request will be made to the Colorado Commission of Higher Ed at the appropriate time.

An application is anticipated sometime this year.

ACTION: Trustee Brenner Moved to approve Policy 1.2 and related procedure; Trustee Cunniffe Seconded the Motion carried unanimously.

There will be some policies presented for approval next month including a sick leave cap and a requirement for direct deposit for all payroll and A/P which will be a cost and time savings.

10. Campus Textbook Program Fee

Kathy Kiser Miller Vice President of Academic Affairs and the Steamboat Campus presented the textbook program fee explaining that the campus used the Rafter program until they went bankrupt and used another vendor. The cost went up for the spring semester, but the College did not pass the increase on to students. The campus is asking to increase the student fee so the campus budget doesn't have to pay the difference. Students and parents love this program; they realize how much money they are saving. The request is to increase the fee from \$21/credit to \$24/credit.

The College is still piloting and making sure the infrastructure is in place and operations are figured out before having all campuses use the service. The cost goes down as more students use the service.

ACTION: Trustee Theobald Moved to Approve Recommendations 1-5 (inclusive of the fee schedule); Trustee Goudy Seconded the Motion and it carried unanimously.

At the request of Board Chair Davis, the five items below (which includes the fee schedule are below):

1. Evaluate our college-wide book adoption process for improvement and best practices and continue to incorporate cost saving measures to support student success.
2. Fee rate change to meet operational and contract cost.
3. Students who do not wish to participate in the flat rate program are permitted to opt out of the Pilot program if it does not meet their preference or need at this time.
4. Updated rates to meet operational expense:

Flat Rate Program Fees (CLMP)	Fall 16 / Spring 17	Summer 17 / Fall 17/ Spring 18
0 – 11 Course Credits	\$21.00 per credit	\$24.00 per credit
Full Time flat 12 – 18 credits	\$286.00	\$320.00
Full time 19 or more credits	\$286.00 + \$21.00 per cr	\$320.00 + \$24.00 per cr

11. Residence Hall Remodel

Pete Waller, Director of Facilities and Richard Gonzales spoke to the memo in packet. This is the continuation of a 5 year project. Funding comes from the residence hall auxiliary fund. The contract used is a standard small project contract. Local contractors will be used where available.

ACTION: Trustee Brenner moved to approve the Leadville Residence Hall Remodel contract in an amount not to exceed \$275,760, the Spring Valley Residence Hall Remodel contract in an amount not to exceed \$328,700, and the Steamboat Springs Residence Hall Remodel contract in an amount not to exceed \$350,000, each in substantially the form presented to the Board in order to complete necessary capital maintenance for student residence halls; Trustee Chlouber Seconded the Motion and it carried unanimously.

Information/Discussion

16.1st Budget Hearing (C.R.S. 23-5-123(2)(f))

Mary Boyd, incoming Vice President of Fiscal Affairs presented the proposed budget for the first hearing of the Board of Trustees.

A few requests were made for the next meeting:

- Bring back a proposal as it relates to capital campaign over the years
- Send out any summary presentation before the meeting.
- Bring capital campaign thoughts and what it would look like with revenue sources
- Move any extra revenues into the contingency fund.
- One page “easy to understand” summary about the Gallagher Amendment impact

Trustee Brenner asked why the \$6 million dollars (estimate for short term projects) is in the capital reserve rather than contingency.

CMC Enrollments change: from its peak in 2011-2015, enrollment numbers have gone down .03% compared to up to -30.5% at other colleges. Matt Gianneschi presented a chart of the state’s enrollment numbers.

Matt Gianneschi talked about a possible ballot question for a Gallagher adjustment providing authority that the Board of Trustees can float up the mill levy if Gallagher goes into effect again, backfilling the loss meaning the rate would change, and taxpayers would pay the same amount rather than losing the revenue from Gallagher. There are other districts considering this too.

Matt thanked staff and campus leaders for cutting expenses.

Supplemental/Information (written reports)

- 17. Human Resources Updates
- 18. Facilities Update
- 19. Academic Affairs Update
 - a. Faculty Promotions
- 20. Student Affairs Update
- 21. Faculty/Adjunct Affairs Update

New Business

June 23, 2017 | Trustee Meeting |Central Services (Morgridge Commons Sneak Peak) – **Note new date and location**

9:00 – noon | Board meeting (times to be modified as needed)

- Final Budget Hearing
 - Resolutions to adopt the budget and appropriate funds
- Resolution to hold an election
- Telecommuting Policy 6.30 and others.
- Ongoing contracts
- Operations tax increase.

noon – 3:00 pm | Work Session (as needed)

Important Dates:

**CMC 50th Anniversary events listed at www.CMCBecauseOfYou.org
ACCT Early Registration Deadline – July 21, 2017**

ACTION: Trustee Theobald Moved to enter into executive session

For discussion of a personnel matter, under C.R.S. Section 24-6-402(4)(f), except that executive session cannot be held for discussion:

- **of an employee, where the employee has requested discussion of the matter in open session;**
- **concerning any member of the Board or the appointment of any person to fill a Board position;**
- **of personnel policies that do not require the discussion of matters personal to particular employees.**

To discuss the President's Evaluation/Goal Setting

Trustee Goudy seconded the Motion and it carried unanimously.

Once out of executive session, Board President Davis stated: the time is now 5:04 pm, and the executive session has been concluded. No formal action was taken in executive session. The participants in executive session were: myself, Glenn Davis as the presiding officer, Pat Chlouber, Kathy Goudy, Ken Brenner, Patty Theobald, Charles Cunniffe, Mary Ellen Denomy, Richard Gonzales and Carrie Hauser.

For the record, if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into the executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, I would ask that you state your concerns for the record.

No concerns were expressed.

Optional Action Item

22. Approve President's 2017-18 goals and compensation

ACTION: Trustee Theobald Moved to extend the term of the President's Contract by one year, with the result that the contract term will continue through 2021; Trustee Cunniffe Seconded the Motion and a roll call vote was taken:

Trustee Chlouber – Aye
Trustee Theobald – Aye
Trustee Cunniffe – Aye
Trustee Brenner - Aye
Trustee Goudy – Aye
Trustee Denomy – Aye
Trustee Davis – Aye

The Motion carried unanimously.

ACTION: Trustee Theobald moved to approve a base salary increase to the President's salary in the amount of \$26,831, inclusive of the 2.5% College-wide cost of living increase, so that her total 2017-2018 annual base salary is \$280,168 effective on July 1, in order to re-calibrate her compensation so that it is at the mean salary for comparable positions at peer institutions in the U.S. and to award a one-time non-base building bonus of \$10,000 payable on or before July 1, 2017.

Trustee Chlouber seconded the motion. Trustee Brenner proposed an amendment to the motion that also authorizes an expenditure on work and equipment not to exceed \$1,500 in order to enhance the President's home technology access to the CMC network. The amendment was accepted by Trustees Theobald and Chlouber.

Note: The college has recalibrated compensation levels for all administrative positions based on national College and University Personnel Administrators (CUPA) data for comparable U.S. institutions. Base salary modifications were made for all CMC employees whose salary was below 90% of the national average for similar positions, as measured by CUPA. All administrative employees are now compensated at or above the target level (90% of the national mean) and all newly hired employees are placed at the same levels, thereby ensuring that the college maintains equitable and nationally competitive compensation levels.

Trustee Brenner - Aye

Trustee Chlouber – Aye

Trustee Theobald – Aye

Trustee Cunniffe – Aye

Trustee Goudy – Abstained, noting a philosophical issue with government compensation.

Trustee Denomy – Nay

Trustee Davis – Aye

The Motion carried 5-1 with one abstention.

The meeting was adjourned at 5:13pm.

Respectfully Submitted,



Pat Chlouber
Board of Trustees Secretary



Debbie Novak
Recording Secretary