

# Minutes

## BOARD OF TRUSTEES



Student Access & Success



Teaching & Learning



Community & Economic Development



Organizational Effectiveness

**March 18, 2020**  
**9:00 am – 12:15 pm**

**Location: via teleconference**

### Introductory Items

1. Call to Order & Roll Call  
Board President Theobald called the meeting to order at 9:00 am and roll was taken:

**Charles Cunniffe**  
**Bob Hartzell**  
**Bob Kuusinen**  
**Chris Romer**  
**Peg Portscheller**  
**Patty Theobald**  
**Marianne Virgili**

All Trustees were present.

2. Pledge of Allegiance  
**The Pledge of Allegiance was recited.**
3. Approve Agenda

**ACTION: Trustee Portscheller Moved to Approve the Agenda as written; Trustee Cunniffe Seconded the Motion and it carried unanimously.**

4. Approve Minutes

**ACTION: Trustee Kuusinen Moved to Approve the January 30 and February 26, 2020 Minutes as written; Trustee Romer Seconded the Motion and it carried unanimously.**

5. Public Comment  
There was no public comment.

### Consent Agenda

6. Set Board Meeting Dates for FY2020-21
7. Approve Sabbatical Requests for Fall
8. Board Charge to the Auditors
9. Revisions to Tuition Discount Language
10. Residence Hall Wing Remodel Contracts

**ACTION: Trustee Virgili Moved to Approve the Consent Agenda; Trustee Portscheller Seconded the Motion and it carried unanimously.**

## Action Items

11. Breckenridge Campus Utility Easement  
General Counsel Richard Gonzales presented the 2<sup>nd</sup> reading of the Breckenridge Campus Utility Easement.

**ACTION: Trustee Romer Moved to Approve the 2<sup>nd</sup> reading of the Breckenridge Campus Utility Easement; Trustee Kuusinen Seconded the Motion, a roll call vote was taken, and it carried unanimously**

**Trustee Cunniffe- Aye**  
**Trustee Hartzell - Aye**  
**Trustee Kuusinen - Aye**  
**Trustee Portscheller – Aye**  
**Trustee Romer – Aye**  
**Trustee Virgili – Aye**  
**Trustee Theobald - Aye**

12. ESL Rates  
VP of Fiscal Affairs, Mary Boyd presented the recommended ESL rates which are in alignment with tuition increases voted on by the Trustees in January.

**ACTION: Trustee Portscheller Moved to Approve the Recommended ESL Rates; Trustee Romer Seconded the Motion a roll call vote was taken and it carried unanimously.**

**Trustee Cunniffe- Aye**  
**Trustee Hartzell - Aye**  
**Trustee Kuusinen - Aye**  
**Trustee Portscheller – Aye**  
**Trustee Romer – Aye**  
**Trustee Virgili – Aye**  
**Trustee Theobald - Aye**

## Information Items

13. Annual Debt Management Report  
Mary Boyd presented the Annual Debt Management Report to the trustees. The prior fiscal year was a favorable year; ratios continue to track in a favorable light. The college will continue to watch the economy as it is quite unsettled at this time.
14. Govt. Relations/Legislative Session Update  
The legislative session is now closed due to COVID-19. It is possible only 2 bills that are required constitutionally will be passed. (The budget and funding of K-12 schools)

Our Early College bill HB1240 –was introduced and the fiscal note reduced. It passed through the committee 9-4. The 4 nays support the concept are concerned about the fiscal note.

Role and mission – Dual Mission Institution: we do not intend to pursue that due to other important issues right now.

Economic Forecast: the forecast came out before the latest executive orders (closure of ski areas and restaurants, hotels etc.). The State estimates a near term slow down and protracted recession. Since December revenues are down \$179 million which for the year would be \$400 million under the first estimated budget. The initial estimate for 2021 is \$750 million below initial projections which goes into negative territory. The State is asking colleges how a zero-growth budget would impact operations. Higher Education is where the budget gets balanced because it has no legal protections, although there may be backfill from federal stimulus funding.

The College is in a as good of a position as we can be, as we have prepared for a recession that we saw coming. We are still in a good position for next year. Trustees gave credit to the audit committee that has paid attention to the budget the last few years and to president Hauser and her staff that we are in the position we are in.

15. Update regarding COVID-19

College CEOs and the Roaring Fork CEO Forum are meeting regularly to discuss operational impacts. Internally, operational leaders are making sure there is a safe environment for employees and students. President Hauser gave kudos to faculty for adapting classes to online or a hybrid mode. We are maintaining residence halls and food service as long as we can. The college will cancel in-person commencement ceremonies. We are working to find creative ways to celebrate or have alternate dates along the road.

- **Mitigating Risk**

The internal emergency response team has been working virtually on plans and meeting every other day. Last Saturday there was more evidence the college needed to move more aggressively on campus operations. Spring Break was extended one week after which classes will be online for 3 weeks. We closed the college for 24 hours in order to put together guidance to supervisors in handling the work environment. Campuses are closed to public traffic. Student Affairs remains available, and some students need to come to campus to use computers, etc. We are waiting on more guidance to decide what we do after April 12. The college is lending lap tops to some employees that wouldn't normally have one so they can work remotely.

- **Operations**

Vice President of Academic Affairs Kathryn Regjo stated that courses are in the Canvas shell (a learning platform). Faculty is working on other ways to do physical classes, etc., troubleshooting as we go. Incompletes are also available so some students will have until Fall 2020 to finish; they won't be dropped. The college continues to watch the landscape to decide whether to stay online and how to do outdoor programming, simulations for EMT and Nursing. We may open to those as they are part of a necessary future workforce.

Dr. Hauser thanked the leadership team for being nimble and communicative during this trying constantly changing time.

CMC will try to mitigate loss of learning in K-12 if and when we might have the bandwidth.

- Budget considerations – we have already built in a contingency this year for a recession.

### **Supplemental/Information (written reports)**

16. Human Resources Updates
17. Facilities Update
18. Academic Affairs Update
19. Student Affairs Update
20. Faculty/Adjunct Affairs Update
21. Foundation Update

### **Executive Session**

#### **ACTION: Trustee Portscheller Moved to enter into executive session**

- **For discussion of a personnel matter, under C.R.S. Section 24-6-402(4)(f), except that an 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  
and*

- **To consider the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest under C.R.S. Section 24-6-402(4)(a). Also, for Conferences with CMC attorney for the purposes of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b). Mere presence or participation of an attorney at an executive session of the local public body is not sufficient to satisfy the requirements of this subsection (4).**

*To discuss potential real property transactions and related legal considerations*

**Trustee Cunniffe Seconded the Motion, a Roll Call vote was taken, and it carried unanimously.**

**Trustee Cunniffe- Aye**

**Trustee Hartzell - Aye**

**Trustee Kuusinen - Aye**

**Trustee Portscheller – Aye**  
**Trustee Romer – Aye**  
**Trustee Virgili – Aye**  
**Trustee Theobald - Aye**

After exiting executive session, Board President Theobald recited the following:

The time is now 12:13 and the executive session has been concluded. No formal action was taken in executive session. The participants in executive session were: myself, Patty Theobald as the presiding officer, Patty Theobald Bob Hartzell, Marianne Virgili, Peg Portscheller, Chris Romer, Charles Cunniffe, Bob Kuusinen, Richard Gonzales, Matt Gianneschi, Carrie Besnette Hauser, Mary Boyd, Sean Nesbitt, Steve Skadron, and Debbie Novak.

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.

Trustee Cunniffe recused himself before the final item in executive session.

No concerns were stated.

**New Business – Decisions to be made on this as things change... 1-1 tour?**

May 19-20 Meeting | Steamboat Springs Campus

**Tuesday, May 19, 2020**

2:00 – 5:00 pm | Work Session (as needed)

6:00 pm | Joint Boards Dinner (location TBD)

**May 20, 2020**

8:00 – 9:00 am | Local Campus Meet/Greet

9:00 – noon | Joint Boards Meeting

noon – 4:00 pm | Trustee Meeting

- Set the BOT Budget for the next fiscal year
- Accept Quarterly Financials (3<sup>rd</sup> Quarter)
- 1<sup>st</sup> Budget hearing
- Faculty Promotions
- Executive Session – President's Annual Evaluation

**Important Dates**

- **April** (TBD) | Board call to review applications and select Salida & Poncha Springs advisory liaison
- ~~**April 5-7, 2020** | Association of Governing Boards National Conference, Washington DC (cancelled)~~
- **April, 2020** | Trustee 1-1 meetings to review budget (plan for virtual option)
- **May 19, 2020** | Work Session (as needed) Steamboat Springs Campus | Joint Boards Dinner (location TBD)
- **May 20, 2020** | Joint Boards Meeting | Trustee Meeting | Steamboat Springs Campus
- **June 10-12, 2020** | Washington D.C., Capitol Conference
- **June 24, 2020** | Work Session (as needed) | Trustee Meeting | Aspen Campus

The meeting was adjourned at 12:15 pm.

**Respectfully Submitted,**



**Charles Cunniffe**  
**Board of Trustees Secretary**



**Debbie Novak**  
**Recording Secretary**