

Aims Community College Board Minutes
February 6, 2008
Greeley Campus, College Center Room 727-728

Aims District Board Meeting

I. Call to Order

The meeting was called to order at 2:35 PM by Board President Beth Bashor. Other Board members present included Richard Bond, Mike Geile, Sandy Neb and Walt Richter. College President Dr. Marsi Liddell was also present at the meeting.

II. Additions/Deletions to the Agenda

There were no additions to the agenda

**ON MOTION OF SANDY NEB THE BOARD UNANIMOUSLY APPROVED
THE AGENDA AS PRESENTED.**

III. Citizen Participation

There was no request for citizen participation.

IV. President's Report – Dr. Liddell

a. Single Audit Report – Dennis Yockey; BKD, LLC

President Liddell introduced Dennis Yockey from BKD, LLC, accounting firm that is responsible for the annual audit at Aims. Mr. Yockey reminded the Board that he had presented the annual audit in November. The single audit is a specialized procedure required by the government and involves testing how federal monies are administered. Mr. Yockey informed the Board that there were no significant findings in this audit. He noted that there has been considerable progress in the administration of federal awards. Trustee Richard Bond asked about incidents of non-compliance mentioned on page six of the report. Mr. Yockey said that the two incidents were 1) a required report that didn't sync in time with the accounting for the report, that was subsequently corrected and 2) a small amount charged to a grant that was not eligible for grant funding, this was reimbursed to the federal government. These incidents were still required to be reported even though they had been corrected. Trustee Walt Richter asked about the control deficiencies mentioned in the management report letter from BKD. Mr. Yockey told the Board that there are three levels of deficiencies and that "control deficiencies" are the least serious, requiring only fine tuning in the process. The deficiency mentioned was a miscalculation of the treasury fees owed to Weld County. Aims staff determined that there was a miscalculation and corrected the error.

Dr. Liddell commented that this is the best single audit report the college has had in years and expressed commendations for Pat Matijevic and Teri Dorchuck for the work they have done to correct problems from last year's single audit. Mike Kelly added his thanks to members of the financial services department for their efforts toward the project.

- b. Financial Update – Mike Kelly
Mike Kelly was present to answer questions for the Board, but the Board had no questions.
- c. Construction Update – Don Plant
Don Plant reported to the Board that Beaty Hall is still on target for completion by April 3 2008. The construction oversight committee is building an occupancy schedule. The plan is to make sure that the entire building is complete before anything or anyone is moved into the building. They will probably schedule several weeks lag time to guarantee that there is no overlap. In the Allied Health Science Building, the final change order process is in progress. This will eventually lead to final payments. Before Aims can process final payment, the college must advertise for 30 days. Mr. Plant referred the board to the change orders that were included in the packet and explained why some costs had been assigned to deferred maintenance. Mr. Plant informed the board that a 5% contingency amount had been included in the original budget and the total cost of change orders is well within that budget.
- d. Sabbatical Report – June Schock
Dr. Liddell referred to the sabbatical report in the board packet. Music instructor June Schock took sabbatical leave during fall semester and presented her report as required. She was unable to attend the Board meeting, as she is currently in class. A board member complimented Ms. Schock on her report and noted that the sabbatical was very effective. Dr. Liddell commented that the college has had a faculty member on sabbatical each semester since the fall of 2003 and they have been very positive for the faculty and the college.
- e. Update on Nuclear Medicine Program – Donna Souther
Dr. Liddell asked Dean Donna Souther to make brief report on the nuclear medicine program. Dean Souther referred the board to the executive summary included in their packet. This summary recommends closure of nuclear medicine program due to low enrollment. She offered to answer any questions for the Board. Mr. Geile commented that he understands the necessity of closing the program at this point, but asked if the college is flexible enough to re-open the program if there is a need in the future. Dean Souther explained that the Colorado Community College System (CCCS) will close the program for low enrolment, but the program will remain on the books. This would allow Aims to reexamine the program at a future date.
- f. Update on Air Traffic Control Program – Dan Doherty
Dean Doherty pointed out two documents in the board packets; a brief synopsis and the program concept form, adding that there is a huge potential demand for Air Traffic Controllers. Many controllers will retire soon due to the mandatory retirement age of 56. Locally and regionally there is an especially strong demand in Denver and Longmont, plus some new towers that might come on line in Greeley and Fort Collins. The starting wage is approx \$50,000. The new aviation building has room for the program and the curriculum is written and approved. The program would begin in fall 2008. There will be significant

costs, including one full time and two to three part time instructors in the first year. In 2nd year, the necessary simulators would cost about \$200,000 and software updates would be the only other expense. The program would lead to an AAS degree and would include 64 credit hours, 19 of which will have differential tuition. All students using the ATC simulators would pay a \$500 access fee. The program can accommodate over 25 students per semester and there would be a new cohort starting fall and spring semesters, plus summer if necessary. Dean Doherty informed the Board that if we enroll 50 students annually, the program would reach return on investment in four years. He also explained that in the first semester the training would mirror flight training, but in subsequent semesters the two programs would diverge. In answer to a board question, Dr. Doherty explained that the program was not approved through the Collegiate Training Initiative (CTI) and the FAA because the Aims aviation program doesn't have enough graduates to meet their standard. However, Aims can reapply with the FAA at a later date. Also, the FAA hires at 4 levels: military, graduates of CTI schools, graduates of other ATC programs and applicants off the street. Graduates of CTI programs will eliminate 4 weeks from training schedule in Oklahoma City. Metropolitan State College has applied for approval of an ATC program and should have approval between fall of 2008 and 2009. Metro has already requested an articulation agreement with Aims. Most schools with ATC programs have over a two-year waiting list. Some colleges have already approached Aims to send their waiting students here when we get approval.

- g. Update on Monfort Early Childhood Education Center – Dan Doherty
Last year a former academic dean began a program review of the Monfort Early Childhood Education Center, to look at possibly closing the program. Dr. Doherty stated that he has continued working on the review since he came to Aims. He referred the Board to a report prepared by Linda Neigherbauer, MECEC Director, as well as an executive summary from Deans Doherty and Souther. MECEC costs a significant amount of money. While it brings in money, it also operates at a loss. The center serves two functions; as a lab setting for early childhood education students and as a childcare resource for Aims students and employees, as well as community members. Neither of the functions could justify the cost by itself, but together, along with the community partnerships and goodwill engendered by the program, they probably justify its continuance. Dean Doherty recommended a three year period, with improvement each year in cost recovery and a final goal of 85%. The Board commended Dr. Doherty on his recommendation, concurring that it would be very difficult to close the program down and asked if Linda Neigherbauer would make the necessary decisions to bring the program costs within goal. Dr. Doherty replied that Ms. Neigherbauer would take the lead, but had already indicated that she would ask for guidance as necessary. The Board briefly discussed the payment practices at the center, including who was eligible for discounts. A Trustee expressed concern that some faculty members get a benefit that others don't. Linda Neigherbauer told the Board that money from the Aims Foundation, along with a campus grant from the federal government is used to reduce costs to students on sliding scale, however in the last year the Foundation had significantly reduced the amount it contributes. A Trustee

suggested that the Foundation might be more willing to give money to reduce student daycare costs if the funds were administered through the financial aid office. He also asked about possible partnerships with other childcare centers. Ms. Neigherbauer explained that most other childcare centers are not interested in having Aims students complete in-service time at their centers, because it doesn't well fit into their schedules.

Dr. Liddell also asked Dean Doherty to briefly outline the current status of the auto program and the possible need for new facilities. Dr. Doherty reported that instructor Butch Webeck has been conducting an informal survey of auto dealers in the region and presented a letter of support from a long list dealer names. He added that the list was not complete, but that additional dealers had recently signed it. Dean Doherty told the Board that his division had used the CCBenefits program for economic modeling and the results indicate that there will be strong growth in this job sector.

h. Nominations for Aims Fellows Awards

Dr. Liddell reviewed the Aims Fellows Award program and told the Board that nominations will be open until March 15.

i. President's Executive Summary

Dr. Liddell briefly reported on several issues including:

- A revised Project Development Process flowchart has been included in the board packet.
- Phase 2 of the Operation Crossroads project will begin in the next few months. This phase will include completing landscaping around Beaty Hall and the completion of the central walkway through Greeley campus.
- Aims student, Megan Hungenberg, has been chosen to be part of the All Colorado Academic Team. She will participate in a Phi Theta Kappa luncheon in Denver in March.
- Karen Robinson, 2008 Faculty of the Year, will be invited to attend a statewide luncheon honoring higher education teachers.
- A record number of students participated in Head Start grant this year. Teri Dorchuck, Director of Student Financial Aid, included information in the board packet.
- The Rocky Mountain Chapter of the American Association for Women in Community Colleges held a very successful winter coat drive and participated in a Women's Build for Habitat for Humanity on January 6.
- Included in the packet is a note from Gina West & Aviation Department thanking the Board for their beautiful new facility.
- Also included is a copy of a letter from Poudre Valley Hospital complimenting Aims on the level of preparedness exhibited by phlebotomy students
- Northern Colorado Area Labor Availability report has been inserted for Board information, as has a report on CTE training from ColoradoSucceeds titled "Engineering the Future"

- Dr. Liddell informed the Board that a significant donation had been made to the Foundation for use in the capital development at the new Berthoud Campus. At this point, the donor prefers to remain anonymous.
- She called the attention of the Board to a memo from Roger Grimm, Assessment Center, explaining an increase in GED Testing Fees.
- Included in the packet are hard copies of two emails regarding MECEC sent to the Board of Trustees address.
- Dr. Liddell reported to the Board that the search for an internal auditor is ongoing. One candidate has expressed that he is not interested in the position.
- She also noted that to date there has been no modification to the recommended 3 % increase in state funding. The college will be starting a grass roots campaign asking supporters to write their legislators to request parity for Aims. In addition, Senate Bill 085 would authorize an additional \$16 million to the rural community colleges in the system, but Aims has not been included. The college is requesting to be included in the bill.

V. Consent Agenda

- a. Minutes from January 9, 2008 District Board Meeting
- b. Administrator, Faculty and Exempt Employee Hires:
 - **Rachel Davis, Program Coordinator II, Career Services, Student Success Center, exempt staff, replacement**
 - **Michael Millsapps, Assistant Director, Facilities and Operations, exempt staff, replacement**
 - **Thomas Risk, Instructional Designer, Faculty Teaching and Learning Center, exempt staff, replacement**

ON MOTION OF RICHARD BOND, THE BOARD UNANIMOUSLY APPROVED THE CONSENT AGENDA AS PRESENTED.

VI. Information Items

- a. Board Calendar
- b. Non-exempt Employee Hires:
 - Jonathan Dent, IT Support Specialist, Information Resources Management, non-exempt, replacement
- c. Retiring or Leaving the Employ of the College:
 - Kyle Busing, Data Specialist, Institutional Research and Effectiveness
 - Carl Ehrlich, Grounds and Buildings Maintenance Technician, Facilities and Operations.
 - Gregorio Maldonado, Assistant Program Coordinator, CEA - Restricted Funds
 - Linsey van Ornum, Student Services Specialist, Financial Aid
 - Shawna Turner, Staff Assistant, Bookstore, Loveland Campus

VII. Action Items

There were no action items for Board consideration.

VIII. Comments from Board Members

- Trustee Richard Bond commented that as the Board looks at closing one program and opening another, he appreciates community colleges and the ease with which they adapt.

IX. Comments from Board Reps

I. Faculty (Marsha Driskill or Alysyan Broda, ACEA Board Reps)

The faculty representatives had no comment.

II. Aims Staff Association (Carrie Schaefer-Randolph or Bonnie Steele, ASA Board Reps)

ASA rep Carrie Schaefer-Randolph reported that ASA had sponsored a food drive and collected 323 pounds of food + \$295 cash.

III. ASACC (Mike Borden, ASACC President)

ASACC President Mike Borden told the Board that the “Biggest Winner” program started this week. This will help students and staff improve their health and life. ASACC is also sponsoring the great American Spit Out to help students break the smokeless tobacco habit. In March, the ASACC board will present to the Board their plan to make the campus smokeless. Mike passed out proposals to the Board for their consideration.

X. Executive Session

The Board will adjourn to Executive Session to discuss real property issues, to receive legal advice from counsel and to discuss personnel matters as allowed by Colorado Revised Statutes – Title 24, Article 6, Section 402-4, Sub-sections a, b, and d.

ON MOTION OF RICHARD BOND, THE BOARD ADJOURNED TO EXECUTIVE SESSION AT 3:52 PM.

XI. Reconvene into Regular Session

The Board reconvened into regular session at 5:37 PM and took no action.

XII. Adjourn

ON MOTION OF RICHARD BOND, THE BOARD ADJOURNED AT 5:37 PM.

Sandy Neb, Board Secretary

Date