

Aims Community College
Summary of Board Meeting Minutes
Wednesday, June 28, 2006
Aims Corporate Education Center, Room 129C - 4:00 pm

Aims District Board Meeting

ADDITIONS/DELETIONS TO THE AGENDA

President's report – Guest David Bell, will address the Board of Trustees about certificates of participation to fund the new Allied Health Building.

Action item – Extension of terms for officers of the Board and Postponement of election until the August meeting

Leaving college – Don Abbott, Associate Dean of Loveland Campus and Alicia Key, Technical Analyst, IT Department

PRESIDENT'S REPORT – DR. LIDDELL

a. Presentation on Certificates of Participation

Dr. Liddell introduced David Bell of Hanifen Imhoff and reminded the Board that the financing for new Allied Health and Science Building will be primarily focused on Certificates of Participation. His company has processed drafts of pertinent documents that have been distributed to Moody's and Standard and Poors, the two national rating agencies, for comment. This is necessary because Aims doesn't currently have a bond rating. July 17th is the deadline for bids from General Contractor for the construction of the new facility. Once the total cost for the project is known, Hanifen Imhoff can devise their plan for marketing the securities. At their August 2nd meeting, the Board will need to approve financing and enter into the lease agreement. Securities would be marketed in the days right after the August meeting and would close by around the 17th of August. This would be well timed since construction is set to begin August 31. The bonds will be exempt from federal tax and for Colorado residents; they will also be state tax exempt.

b. Financial Update – Susan Dale

Susan Dale presented the financial update. There were no questions:

c. Foundation Update – Susan Kirkpatrick

Dr. Liddell reviewed the written Foundation Update that was included in the Board packets in Susan Kirkpatrick's absence.

- The Foundation is thrilled about the seven-figure Monfort Foundation Challenge Grant. Susan is working very hard to make sure we raise the money to meet the challenge.
- Aims hosted the Women's Health Forum on June 9th. It was a very successful event and was attended by about 200 people.
- There will be changes in staffing in the Foundation Office. Andy Segal will be leaving Aims to take another position at the end of June and Peg Mullany is retiring at the same time.

d. Letter from U.S. Department of Education – Pat Matijevic, Lynne Suppes

Dr. Liddell discussed a letter to Aims from Department of Education. The letter was initiated by an audit report concerning the timely reporting of student status. Pat Matijevic and the Financial Aid staff, along with staff from Financial Services have

developed interventions to make sure that from this point on, the reporting is timely and accurate. Included in these interventions is a new procedure, requiring all faculty members to take attendance.

e. Update on Oil Wells

Dr. Liddell announced that Aims has a signed contract with Noble Oil and Aims is no longer in the business of leasing oil wells. Under the terms of the agreement, Noble will plug and abandon the wells, beginning with well #2 on July 5. This agreement allows us to move forward with the groundbreaking on the new building.

f. Pre-qualified Contractors for New Allied Health Sciences Building

Aims published a Request for Qualifications (RFQ) with the intention to pre-qualify General Contractors for the upcoming construction projects. Five contractors were qualified and remain in the process. Final bids from the pre-qualified contractors are due on July 17. Bid opening is scheduled for that afternoon. The contract award will be completed shortly thereafter.

g. Contact with City Planning Office

Dr. Liddell reminded the Board of Trustees that there had been some concern on part of city about permitting for the new building and its design. Several Aims representatives went to meet with the city. They submitted all design plans to city for consultation review. City responded with a letter returned with several concerns, most of which were minor. A meeting with the Greeley Planning Commission is scheduled for July 11. Dr. Liddell stated that we are trying to do everything in our power to make sure we are good neighbors to the city.

h. External Auditor

Dr. Liddell reported that the external auditor will be on campus July 19 for the engagement meeting. They will begin the actual work for the audit on July 24. Auditor Grant Thornton recently sold their division that handled audits for government entities and nonprofit organizations to BKD, LLP.

i. Letter from Wheeler Management

Wheeler Management has sent another letter, once again requesting that they be retained as broker for the sale of the cornfield land. Dr. Liddell asked the board to consider what Aims should do about a broker to represent our interests.

j. President's Executive Summary

- The engagement meeting with the external auditors from BKD, LLC has been scheduled for 2:30 PM on July 19. Following this meeting at 4:00 PM will be a reception for Steven Kahla, new Dean of Continuing Education.. The purpose of this reception is to give the Board of Trustees the opportunity to meet Dean Kahla as he starts settling in to his new position.

CONSENT AGENDA

a. Minutes of the May 3, 2006 District Board Meeting

b. Minutes of May 16, 2006 Special Meeting of the Aims Board of Trustees

c. Minutes of May 31, 2006 Special Meeting of the Aims Board of Trustees

d. Employees:

- o Gregory Appling, Director, Institutional Research and Effectiveness,

- Mario Gonzalez, Admissions Advisor/Diversity Recruiter
- Michael Joy, Instructor, Aviation, faculty, replacement
- Steven Kahla, Dean, Continuing Education Division
- Lori Ketelhut, Student Services Specialist, Executive
- Cynda Larson, Instructor, Medical Preparation, Fort Lupton Campus
- Susanne Leibold, Librarian, Instruction – Public Services
- Patricia Rand, Instructor, Emergency Medical Services, faculty
- Bonnie Steele, Data Specialist, Information Resources Mgmt

ON MOTION OF RICHARD BOND THE BOARD UNANIMOUSLY APPROVED THE CONSENT AGENDA AS PRESENTED. (Ken Nickerson and Sandy Neb, absent)

INFORMATION ITEMS

- a. Board Calendar**
- b. Continued Personnel Appointments for FY 2006-2007**
- c. Hires:**
 - Heather Mather, Accounting Technician, Accounts Payable
- b. Leaving the Employ of the College:**
 - Kendra Havens, Instructor, EMS
 - Howard Major, Dean, CANS Division
 - Elizabeth Miller, Staff Assistant, Continuing Education
 - Tracie Nobles, Instructor, Accounting
 - Andy Segal, Staff Executive, Aims Foundation
 - Tobi Vegter, Executive Assistant, Office of Dean of Student Services
 - Don Abbott, Associate Dean, Loveland Campus
 - Alicia Key, Technical Analyst II, Information Resources Management
- d. Retirement:**
 - John Cordova, Manager, Campus Bookstore
 - Janet Koeltzow, Staff Specialist, TPSALS
 - Naomi McEndaffer, Accounting Technician, Financial Services
 - Peg Mullaney, Staff Associate, Aims Foundation
- e. Request for Transitional Retirement**
 - John Cordova, Manager, Campus Bookstore
 - Janet Koeltzow, Staff Specialist, TPSALS

ACTION ITEMS

- a. Approval of FY 2006-2007 Operating Budget – Final Approval**

Dr. Liddell reminded the Board of Trustees that approval of the budget for the next fiscal year is a statutory requirement. Chief Business Officer, Carol Hoglund presented the budget, stating that it is the same as the Board of Trustees saw in May except for pages 5, 6, 7 and 8 which include an introductory statement and information as to how this budget is linked to the strategic plan. She then referred to page 9 where the requested budget for each goal is broken down as follows:

 - Goal 1 (Growth in Enrollment and Retention) 48%
 - Goal 2 (Ensure all People Affiliated with Aims Feel Valued) 28%
 - Goal 3 (Develop Data Driven Long Range) 24%.

Ms. Hoglund continued on page 17 with the general fund budget. Trustee Dr. Richard Bond requested a better breakout of operating expenses, as this is the only area of the budget over which the Board has much control. Carol Hoglund agreed to expand the monthly reporting, stating that it will require a change in the way we

do the budget. Ms. Hoglund asked the Board to turn to pages 35-36 for the All Funds presentation. The Board will need to give its approval for last column which includes all the funds (General, Auxiliary, Restricted, Student Loan, Unexpended Plant Fund {including new building funds}, and Continuing Ed Authority) This shows a total revenue budget of \$77,380,944. Total expenditures are expected to be \$73,000,725. We expect an increase to the capitol construction reserve of approximately \$5 million.

ON MOTION OF RICHARD BOND THE BOARD UNANIMOUSLY VOTED TO APPROVE THE FISCAL YEAR 2006-07 OPERATING BUDGET ON SECOND READING.

Dr. Liddell noted that this operating budget included a significant decrease in out-of-district tuition, so that Aims could remain competitive with other community colleges in the area. Dr. Liddell added that the in-district tuition will remain the same for the third year in a row. In light of changes that other colleges and universities have had to make, we should be in a good position to attract students.

b. Revision of Policy 4-1600 Leave of Absence – Second Reading

Dr. Liddell reminded the Board about the consolidation of the leave policy. This was an attempt to clean up the Policy and Procedures manual by consolidating all leave related policies into one. This is the second reading of the policy.

ON MOTION OF BERNIE KINNICK, THE BOARD UNANIMOUSLY VOTED TO APPROVE POLICY 4-1600 ON SECOND READING. (Ken Nickerson and Sandy Neb, absent)

c/d. Rescission of Policy 4-1300 – Holidays and 4-1605 – Sabbatical– First Reading

Dr. Liddell explained to the Board that since the Holiday and Sabbatical Leave policies had been included in revised Policy 4-1600 this is the first reading to rescind Policies 4-1300 and 4-1605.

ON MOTION OF RICHARD BOND, THE BOARD UNANIMOUSLY VOTED TO RESCIND POLICY 4-1300 ON FIRST READING. (Ken Nickerson and Sandy Neb, absent)

ON MOTION OF RICHARD BOND, THE BOARD UNANIMOUSLY VOTED TO RESCIND POLICY 4-1605 ON FIRST READING. (Ken Nickerson and Sandy Neb, absent)

e. Request for Emeritus Status – Ann Aron

Dr. Liddell told the Board that Ann Aron has been a full time instructor with college for almost 28 years. She is in Dr. Wood's division and he supports her request, as does Dr. Liddell.

ON MOTION OF RICHARD BOND, THE BOARD UNANIMOUSLY VOTED TO GRANT EMERITUS STATUS TO ANN ARON UPON HER RETIREMENT. (Ken Nickerson and Sandy Neb, absent)

f. Request for Emeritus Status – Maria Velasquez

Dr. Liddell explained that Maria Velasquez had retired 1 ½ years ago, but never

requested emeritus status. She was also in Dr. Wood's division and was a long-time employee in the developmental learning department. Both Dr. Wood and Dr. Liddell support Ms. Velasquez' request.

ON MOTION OF BERNIE KINNICK, THE BOARD UNANIMOUSLY VOTED TO GRANT EMERITUS STATUS TO MARIA VELASQUEZ. (Ken Nickerson and Sandy Neb, absent)

g. Approval of External Auditor

Dr. Liddell asked board to authorize BKD to conduct the external audit for Aims Community College as successors to Grant Thornton.

ON MOTION OF RICHARD BOND, THE BOARD UNANIMOUSLY APPROVED TO EXTEND THE CONTRACT FOR THE EXTERNAL AUDITOR TO BKD, LLC. (Ken Nickerson and Sandy Neb, absent)

h. Annual Review of President's Contract

ON MOTION OF RICHARD BOND, THE BOARD UNANIMOUSLY APPROVED THE AMENDMENTS TO THE PRESIDENT'S CONTRACT AND EXTENSION OF CONTRACT TO JUNE 2008

i. Extension of Board Officer Terms and Postponement of Officer Election

Board Treasurer Beth Bashor reminded the Board that in November 2005, she had requested that Ken Nickerson extend his term as Board President until the end of the fiscal year. Due to the fact that only three Board members could attend today's meeting, she now requested that the Board officer positions be extended for one more month, so that the full board could vote at the August meeting.

ON MOTION OF RICHARD BOND, THE BOARD UNANIMOUSLY VOTED TO EXTEND THE TERM OF KEN NICKERSON AS BOARD CHAIR AND POSTPONE THE ELECTION OF BOARD OFFICERS UNTIL THE AUGUST MEETING (Ken Nickerson and Sandy Neb, absent)

COMMENTS FROM BOARD MEMBERS

Richard Bond – Offered appreciation for the clarity of the Board materials, stating that everyone had done their homework and were on the same page, so the meeting went well.

Beth Bashor – Thank you for your approval of me in running the meeting

COMMENTS FROM BOARD REPS

There were no comments from board representatives.

ADJOURN TO EXECUTIVE SESSION, ROOM 129B

The Board of Trustees did not adjourn to Executive Session.

ADJOURN

ON MOTION OF RICHARD BOND, THE BOARD MEETING WAS ADJOURNED AT 5:03 PM.