

**Aims Community College Board Minutes**  
**August 1, 2007**  
Loveland Campus, Room 109 – 9:00 AM

**I. Call to Order**

The meeting was called to order at 9:14 AM by Board President Ken Nickerson. Other Board members present included Beth Bashor, Richard Bond, Bernie Kinnick and Sandy Neb. College President Dr. Marsi Liddell was also present at the meeting.

**II. Additions/Deletions to the Agenda**

The following changes were made to the Board of Trustees Agenda:

- o Incorrect version of June 20 meeting minutes was included in Board packet. Remove minutes of from consent agenda, corrected copy will be approved at September meeting.
- o Remove Action Item VIIg Resolution for meeting with Colorado Mountain College Board. There has been difficulty scheduling meeting.
- o The Board has been handed a corrected copy of Policy 4-101.
- o There will be no need to adjourn to executive session.

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

**III. Citizen Participation**

There was no request for citizen participation.

**IV. President's Report – Dr. Liddell**

Dr. Liddell thanked the staff of Loveland campus for hosting the Board meeting. She emphasized that even with the purchase of land for a new campus along I-25, Aims intends to stay in Loveland and will utilize the campus in the future.

- a. Foundation Update – Julie Buderus  
Julie Buderus was not in attendance, but Dr. Liddell informed the Board that the capital campaign is currently at \$2.2 million and still growing.
- b. Technology Update – Gary Bardsley  
Several Board members complimented Dr. Bardsley on the thorough report. A Trustee asked if the security plan includes all campuses, as well as the airport & Continuing Education. Dr. Bardsley replied that the intent of the legislature regarding Continuing Education is unclear, but Aims will handle all areas equally.
- c. Construction Update – Don Plant  
The President commented that the Construction Project is ongoing and fluid, adding that the project is still within the budget including contingency. Don Plant reviewed the current status of the project, noting that it requires an aggressive schedule to get the building done on time. He continued by saying that if we get Temporary Certificate of Occupancy on August 17, move in will begin on August 20. Dr. Liddell told the Board that she will be reporting on progress in weekly “In the Loop” broadcasts. She also mentioned that the relocation team has worked out various scenarios for the move and no one will move unless there is proof that the

required quality has been met. A Trustee asked if the State of Colorado will issue the Certificate of Occupancy. Dr. Liddell answered that the CO will come from the state, but the local fire department will be involved as well.

d. AQIP Update – Jeff Reynolds

Dean Reynolds reminded the Board that they had requested an update on the progress toward Academic Quality Improvement Program (AQIP) accreditation. He presented an overview of the AQIP action projects as well as information on the progress on the online AA degree and the AQIP Systems Portfolio which will be submitted for accreditation.

1. Action Project #1 -Valuing People: This project addresses Board Goal #2. The Ripples of Recognition program grew out of this Action Project. Even though the Action Project is completed, the Ripples program will continue on campus. The program been very popular in past year, with 387 separate Ripples awarded.
2. Action Project #2 - Understanding Stakeholders Needs: To date, this project has taken the form of major surveys focused on understanding student needs and working to ensure success. The Designworks and Clarus studies helped us to the determine the location of the new campus. The project has been ongoing for 2 years, will be completed by the end of the third year.
3. Action Project #3 - Helping students learn: This project also has a 3-year timeline for completion and focuses on assessing and improving student learning. The project has focused on state mandated general education competencies in Writing, Math, and Critical; with one competency examined each year.
4. New AQIP project - STAR/Emerging Scholars: This initiative is intended to address those students who have developmental education needs in 2 or more areas. Emerging scholars is currently a voluntary project that will give students an academic and monetary benefit. There are currently 40 who have signed up but it is expected that many more will join before fall semester begins.
5. AA Online Degree: Dean Reynolds informed the Board of Trustees that Jean Otte has taken the lead in the application for approval of a complete on-line AA degree program. The application will be reviewed formally by the Higher Learning Commission later this month, after recommendation for approval by the review panel. Aims will continue to work internally to get all processes in place.
6. AQIP Systems Portfolio: This involves a three-year review of progress at Aims. The final report will be due in about 14 months, in Fall 2008. Typically it is an 80 to 100 page document, which is submitted to prove our progress. Dr. Liddell added that the significance of the systems portfolio is that it will drive our accreditation.

e. Internal Auditor Selection – Carol Hogle

Carol Hogle reported that the college had received a letter from Anderson Whitney declining to reapply as internal auditor. Ms. Hogle said that she had sent out an RFP for a new auditor. The Board discussed the practicality of hiring an external firm to function as the internal auditor and agreed that the board needs to have contact and relationship with both the internal and external auditors. With Board concurrence, Board President Ken Nickerson requested that the college look into hiring a full time auditor, as well as current salary schedules to see if they will support a good

candidate.

f. President's Executive Summary

Dr. Liddell reviewed the following items:

1. Included in the Board packet is the final draft of Board Goals along with the strategies the college will use to fulfill the goals.
2. Staffing analysis report of position changes due to the early retirement buyout, including how job duties have been reallocated.
3. Letter of commendation for Aims nursing student at McKee Medical Center.
4. Letter from Franklin University on the tuition compensation from 2006/07 partnership.
5. An article from the Community College Times on senate reauthorization of Pell Grants.
6. There is some difficulty in coordinating schedules for a joint meeting with the Board of Colorado Mountain College, but both colleges will continue to look for a mutually convenient time.
7. DownUnder, LLC land sale. Dr. Liddell reported that Ken Nickerson and Beth Bashor had both signed the contract for sale. The next step is the purchase agreement, which should be ready in next two months.
8. Dr. Liddell suggested that the Board hold a work session once a quarter in conjunction with a meeting, adding that it would be especially helpful for new members.
9. Aims Foundation directors are reviewing the new Memorandum of Understanding between the foundation and the college. Richard Bond and Bernie Kinnick volunteered to review the MOU.
10. Dr. Liddell reported that the college had received a letter yesterday denying the application for Air Traffic Controller program. The denial was due to number of graduates from our aviation program. There are plans in place to add other programs, including airport management, to the Aviation Department which would increase the number of graduates from our programs. It might be possible to begin a state approved (not FAA approved) program now and continue to work for full approval.
11. The Academic Deans in cooperation with the Faculty Association have developed a plan to help remedy the difficulty in hiring for specific instructor positions due to labor market conditions. This fall the college will use this plan in a pilot program. Under the plan, adjunct faculty could be hired at 2/3 load. They would have a contract for the year, but no benefits and no tenure.
12. Included in the Board packet is the College Board report on race and districting at the K-12 level.

Mr. Nickerson pointed out the memo from Kathy Hamblin on the Monfort Early Childhood Education Center that was also included in the packet. He asked that when the Board makes decisions on the program in the future, they take a close look at the impact to the community. Dr. Liddell reminded the Board that administration are not necessarily looking to close the program, but to do a better job of cost recovery..

**V. Consent Agenda**

- a. ~~Minutes of the June 20, 2006 District Board Meeting~~
- b. Administrator, Faculty and Exempt Employee Hires:

- **Rebecca Sailor Dawson, English Composition Instructor, English Dept., CANS, faculty, replacement**
- **Christine Gaudinski, Natural Science Instructor, Science Dept., TPSALS, faculty, replacement**
- **Gene Kind, Supervisor of Building Maintenance, Physical Plant Services, exempt staff, replacement**
- **Mary Stenger, Senior Advisor, Loveland Campus, Student Services, exempt staff, replacement**

**ON MOTION OF RICHARD BOND THE BOARD UNANIMOUSLY APPROVED THE CONSENT AGENDA AS AMENDED.**

## **VI. Information Items**

- a. Board Calendar
- b. Non-exempt Employee Hires:
  - Lois L. Carlisle, Staff Executive, TPSALS, non-exempt, replacement
  - Nicole Cordova, Staff Assistant, Bookstore, non-exempt, replacement
  - Margery Mathes, Human Resources, non-exempt, replacement
  - Barbara Porter, Student Services Specialist Senior, Admissions and Records, non-exempt, replacement
  - Rachel Veretto, Student Services Specialist, Student Services, non-exempt, replacement
- c. Retiring or Leaving the Employ of the College:
  - Linda Aldrich, Assistant Professor of English and Humanities
  - Steve Alkire, Program Coordinator, Educational Services
  - Valerie Kerbel, Staff Specialist, Radiologic Technology
  - Veronica Nicholson, Staff Associate, Physical Plant Services

## **VII. Action Items**

- a. Policy 1-700 Protection of Human Study Subjects (New) – Second Reading

**ON MOTION OF RICHARD BOND, THE BOARD UNANIMOUSLY VOTED TO APPROVE POLICY 1-700 AS PRESENTED ON THE SECOND READING.**

- b. Policy 1-800 Foundation (New) – First Reading  
Ms. Owens summarized the new policy stating that its purpose is to incorporate the Foundation policies into Aims policies. The board asked that we add language to indicate that the president will establish procedures in coordination with the Board of Directors of the Aims Foundation.

**ON MOTION OF BETH BASHOR, THE BOARD UNANIMOUSLY VOTED TO APPROVE POLICY 1-800 AS AMENDED ON THE FIRST READING.**

- c. Policy 1-850 Grants Office (New) – First Reading  
This is the mechanism by which policies and procedures already in place for the grants office may be incorporated into Aims policies. This policy is intended to codify the relationship between the college and the grants office.

**ON MOTION OF SANDY NEB, THE BOARD UNANIMOUSLY VOTED TO**

**APPROVE POLICY 1-850 AS AMENDED ON THE FIRST READING.**

- d. Policy 1-900 Continuing Education (New) – First Reading  
Ms. Owens stated that the Continuing Education Authority has separate policies and procedures to facilitate its operation. This policy will ensure that their institutional practices reflect those of the college. The Board requested an amendment to the policy be added to read “the president will establish procedures in coordination with the Aims Junior College District Board of Trustees serving as the Aims Continuing Education Authority Board of Directors.”

**ON MOTION OF RICHARD BOND, THE BOARD UNANIMOUSLY VOTED TO APPROVE POLICY 1-900 AS AMENDED ON THE FIRST READING.**

- e. Rescission of Policy 4-100 Affirmative Action – First Reading  
Board President Nickerson introduced the item as a rescission of Policy 4-100 to be replaced by Policy 4-101. There was no Board discussion

**ON MOTION OF RICHARD BOND, THE BOARD UNANIMOUSLY VOTED TO APPROVE RESCISSION POLICY 4-100 AS PRESENTED ON THE FIRST READING.**

- f. Policy 4-101 Anti-Discrimination (New) – First Reading  
Mr. Nickerson reminded the Board that they had been given new copies of this policy at the beginning of the meeting. These copies reflected corrected wording in the document.

**ON MOTION OF BETH BASHOR, THE BOARD UNANIMOUSLY VOTED TO APPROVE POLICY 4-101 AS PRESENTED ON THE FIRST READING.**

- ~~g. Resolution for Special Board Meeting with Colorado Mountain College~~
- h. Request for Emeritus Status – Kathy Hamblin  
Dr. Liddell reminded the board that Kathy Hamblin was a long time employee of Aims. She was in charge of the early childhood education program and oversaw the Monfort Early Childhood Education Center. Dr. Liddell recommended approval of emeritus status for Ms. Hamblin.

**ON MOTION OF BETH BASHOR THE BOARD UNANIMOUSLY VOTED TO APPROVE EMERITUS STATUS FOR KATHY HAMBLIN ON HER RETIREMENT.**

- i. Request for Emeritus Status – Ken Sauer  
College President Liddell recommended approval of emeritus status for Ken Sauer, based on his long association with Aims as supervisor of Media Services.

**ON MOTION OF SANDY NEB THE BOARD UNANIMOUSLY VOTED TO APPROVE EMERITUS STATUS FOR KEN SAUER ON HIS RETIREMENT.**

**ON MOTION OF SANDY NEB, THE BOARD ADJOURNED AT 10:57 AM.**