

Aims Community College Board Meeting
September 8, 2006
Minutes Summary

Aims District Board Election

I. Election of New Board President – Action Item

ON MOTION OF BETH BASHOR, THE BOARD VOTED BY ROLL CALL TO CONTINUE THE TERM OF THE BOARD PRESIDENT (Sandy Neb participated via phone for this agenda item only)

Roll Call Votes:

Beth Bashor - yes

Sandy Neb – yes

Dr. Richard Bond – yes

Ken Nickerson - yes

Dr. Bernie Kinnick - yes

Aims District Board Meeting

I. Call to Order

The meeting was called to order at 10:05 AM by Board President Ken Nickerson. Other Board members present included: Beth Bashor, Richard Bond and Bernie Kinnick. College President Dr. Marsi Liddell was also present at the meeting. (Sandy Neb, excused)

ON MOTION OF BETH BASHOR, THE BOARD UNANIMOUSLY VOTED TO ADJOURN TO EXECUTIVE SESSION AT 10:08 AM TO RECEIVE ADVICE FROM LEGAL COUNSEL REGARDING REALIGNMENT OF BOARD OF TRUSTEES DISTRICTS. (SANDY NEB, EXCUSED) THOSE INVITED TO ATTEND INCLUDED BOARD MEMBERS, DR. LIDDELL, COLLEGE ATTORNEY JACKIE JOHNSON AND KAROLINE WOODRUFF.

Ken Nickerson reconvened the Board in Regular Session at 10:35 am.

II. Additions/Deletions to the Agenda

There were no additions or deletions

III. Citizen Participation

There was no request for citizen participation.

IV. President's Report – Dr. Liddell

a. Financial Update – Susan Dale

Board President Ken Nickerson asked about the amount earmarked for contracted legal services. Chief Business Officer Carol Hoglund it was for work on the Certificates of Participation for the new building and also for plugging and abandoning the oil wells.

b. Foundation Update (Grants Development) – Susan Kirkpatrick/Bill Moseley

Dr. Kirkpatrick introduced Bill Moseley, Grant Coordinator, who reviewed the Grants Development Plan. Mr. Moseley explained that the plan is dynamic; Aims

may or may not apply for all the grants listed. He also mentioned that there may be other grants available that are not on list. He is currently working on a new United Way Grant application along with several other Aims staff members.

Board President Ken Nickerson recognized Susan Kirkpatrick and Kristi Helzer for their work coordinating the groundbreaking ceremony on August 31.

- c. Enrollment Update – Pat Matijevic
The Board of Trustees had no questions for Dr. Matijevic.
- d. Sabbatical Report – Chuck Fisher
Aims Faculty member Chuck Fisher introduced himself and thanked the Board for the opportunity to pursue some projects he couldn't attempt while he was teaching, including the development of an English Professional Library. His sabbatical research involved participation from 20 Aims English faculty who provided him with copies of 171 graded papers with over 3000 comments. Mr. Fisher will present his research to his colleagues at their first department meeting. He hopes that his research will help faculty grade better and give better feedback to their students. Board president Ken Nickerson thanked Mr. Fisher for his work.
- e. Ripples of Recognition Program – Jennifer Naimark
The Board of Trustees had no questions for Ms. Naimark.
- f. Resumes for Alliance Construction Solutions Personnel
A Board member expressed thanks for the copies of resumes of Alliance Construction personnel.
- g. President's Executive Summary
 - Dr. Liddell reviewed a letter written to Pat Matijevik, praising Shannon McCasland for her efforts in student customer service, as well as a letter praising Aims faculty member Leba Sarkis and a note thanking the Board for the nice raise they had approved for this fiscal year.
 - Dr. Liddell also told the Board about an article published by Aims Faculty member Dr. Catherine Beighey on rap music and its political impact.
 - "Measuring Up 2006: The State Report Card on Higher Education" indicates that Colorado is doing well except in the area of affordability, in which it receives an "F" grade.
 - The Board also received an update from Phelps Development outlining Phase 2 of the land development plan for the "cornfields" The focus will be on getting the subdivision platted and approved by the city.
 - Dr. Liddell reported that she had been asked by the American Association of Community Colleges to testify at a congressional field hearing conducted by Representatives Marilyn Musgrave and Buck McKeon, which focused on student loans and the Dream Act.
 - Dr. Liddell reminded the Board that the Healing Fields, sponsored by The Exchange Club, is currently on campus and encouraged everyone to visit.
 - Alliance Construction Solutions has not yet begun digging but they will shortly. Dr. Liddell said that in order to facilitate the renovation and

completion of the new building next summer, she may request a 4 day (40 hours) work week next summer.

- There had been some discussion as to whether the Board will be required to approve every change order during the construction project. Dr. Liddell proposed that Chief Construction Manager, Don Plant, will give a monthly report on the running aggregate of the change orders. Any single change order in excess of \$200,000 would need to be approved by the Board of Trustees.
- Dr. Liddell reported that in the enrollment report, headcount was up 5.78% and FTE is up 3.26%. She offered thanks from herself and the Board to everyone who worked so hard to make this happen.

V. Consent Agenda

- a. Minutes of the August 2, 2006 District Board Meeting
- b. Employees:
 - **David Laurence, Chief Facilities Management Officer, Facility Operations, exempt, replacement**
 - **Heather Lelchook, Director II, Downtown Greeley Center, exempt, new position**
 - **John Mangin, Instructor, Building and Construction Site Management, faculty, replacement**
 - **Lizbeth McFerron, Program Coordinator I, Academic Resource Center, exempt, new position**

Dean Richard Wood reviewed the credentials of new Downtown Director Heather Lelchook, stating that her skills perfectly matched the requirements for the position: Spanish fluency, as well as a good background in business and education.

ON MOTION OF BERNIE KINNICK THE BOARD UNANIMOUSLY APPROVED THE CONSENT AGENDA AS PRESENTED. (Sandy Neb, excused)

VI. Information Items

- a. Board Calendar
 - ACCT Leadership Congress is coming October 11 -13 in Orlando.
 - The November 1 Board meeting will begin at 1:00 PM to accommodate travel arrangements by key personnel.
 - There will be no December meeting unless it becomes necessary between now and then.
 - The ribbon cutting ceremony for the Downtown Greeley Center will be Tuesday, September 12. Please come and meet Heather Lelchook, the new downtown director.
- b. Hires:
 - Patti Campbell, Staff Specialist, CANS Division Office, non-exempt, replacement
 - Jane Cross, Staff Assistant, Continuing Education, non-exempt, replacement
 - Karla Masters, Staff Assistant, Bookstore, non-exempt, replacement
- c. Leaving the Employ of the College:
 - Sandra Dexter, Staff Specialist, Continuing Education

- Kathryn Dunlevy-Wilson, Associate Professor, English
- Holly Knaub, Assistant Professor Radiology, AHS Division
- Edward Lopez, Sr. Student Services Specialist, Student Financial Asst.
- Shannon Matthews, Senior Accountant, Financial Services
- Teresina Nowak, Program Coordinator II, Student Success Center
- Janine Walker, Student Services Specialist, Admissions and Records
- Lynne Suppes, Director, Student Financial Assistance

VII. Action Items

a. Policy 4-1625 – Telecommuting – First Reading

Dr. Liddell told the Board that the HR department helped to write this new policy on telecommuting. This will be used with the utmost discretion by the President and Senior Management, but there are situations when individuals can and should be allowed, on a case by case basis, to work from their home when absolutely necessary. Board President, Ken Nickerson suggested that the program be piloted for 6 months before there is a decision to continue.

Dr. Richard Bond requested that the importance of keeping an employee involved with the college on a personal basis be considered when reviewing a request for telecommuting privileges. It is vital that employees continue to feel a part of the Aims family.

ON MOTION OF RICHARD BOND THE BOARD UNANIMOUSLY VOTED TO APPROVE NEW POLICY 4-1625 ON FIRST READING. (Sandy Neb, excused)

b. Revision of Board By-Laws – First Reading

Dr. Liddell explained that the first change to the By-Laws is in accordance with the Colorado Revised Statutes that now require that board executive sessions are electronically recorded.

The second change revises the language of the By-Laws to reflect that a Board member can attend and vote via phone. In such situations, the vote would be by role call.

ON MOTION OF BETH BASHOR THE BOARD UNANIMOUSLY VOTED TO APPROVE REVISIONS TO THE BOARD BY-LAWS (POLICY 0-900) ON FIRST READING. (Sandy Neb, excused)

VIII. Comments from Board Reps

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

Alysan Broda introduced herself and made the following comments or questions:

- ACEA would like to know the number of employees in each group (Faculty, Staff, Administration)
- Ms. Broda complimented Chuck Fisher on his sabbatical report and asked if there have there been any requests for sabbatical this year. Dr. Liddell replied that according to procedure faculty members must notify their dean by January of the year preceding the requested sabbatical.
- She also asked if the new Telecommuting policy might allow for virtual office hours with faculty teaching so many more online classes. Dr.

Liddell replied that the request would be considered on a case by case basis.

II. Aims Staff Association (Sue Burrows or Carrie Schaefer-Randolf, ASA Reps)
The ASA Board representatives had no comment.

III. ASACC (TJ Dalton, ASACC President)

ASACC Board President TJ Dalton made the following report to the Board:

- The ASACC Board recently participated in a retreat for team building and development of leadership skills.
- ASACC helped with new student orientation for fall semester. They had more than 100 new students attend.
- SGA is arranging for the Student General Assembly. The Board has done a great job of recruiting students and they will be able to hold the assembly in September this year instead of October.
- In recognition of Constitution Day there will be a special edition of the Aims Angle, containing the entire constitution along with a trivia quiz for prizes.
- The Student Program Council coordinated Fall-In. Mr. Dalton expressed his thanks to everyone who helped.

IX. Comments from Board Members

Richard Bond: Said he was pleased to hear the request for employee numbers from ACEA and hoped it would include full and part-time faculty. He would like to see a comparison of the numbers over last 5 years.

Bernie Kinnick: Noted that several weeks ago he had recommended the formation of a committee to examine the realignment of the Board districts since this hadn't been done for several years. The Board of Trustees has chosen not to establish such a committee at this time.

Ken Nickerson: Assured Dr. Kinnick that the Board will take this question up in the future. Mr. Nickerson showed the large number of documents that have been reviewed and signed as part of the process to release the Certificates of Participation.

X. Executive Session

The Board of Trustees adjourned to executive session at the top of the agenda.

XI. Adjourn

ON MOTION OF RICHARD BOND, THE BOARD MEETING WAS ADJOURNED AT 11:18 AM. (Sandy Neb, excused)