

**Aims Community College
Continuing Education Authority (CEA)
Summary of Board Meeting Minutes
Wednesday, April 05, 2006
College Center, Room 728, 4:00 pm**

UPDATE ON CEA ISSUES

Roseann Guyette, Interim Dean of Continuing Education, reported on the following:

- The Flight simulator logged 310 hours in March. Continuing Education is in the contract review stage with a possible new user for the simulator.
- The CDOT program CDL and Backhoe classes are full with a lengthy waiting list of applicants.
- College for Kids begins June 5. Flyers are going out on Mother's Day, May 14th.
- The High School Diploma Program will be graduating 173 District 6 Students on May 16th. This is a graduation rate of 87% an increase of 17% over last year.
- The Corporate Education Center's new carpet and paint project is complete. Kodak is once again providing the funding for photographic prints on the "Kodak Wall." CED hopes to have the prints up by the president's reception.
- Driver's Education instructors are receiving training on the new driving simulator. Students will soon be able to use the simulator as part of their training.
- The screening committee will be conducting video conferencing interviews of 11 candidates for the Dean of Continuing Education position on April 18 and 19.

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ADDITIONS/DELETIONS TO THE AGENDA

Board member Bernie Kinnick requested that item VIIb, Extension of Wheeler Management Contract, be moved to executive session.

The following items were added to the agenda:

President's Report – Eliot Hoyt (Design Workshop) to present on Market Share Study

Information Items – Leaving the Employ of the College – Debra Dirksen, Instructor, Faculty Teaching and Learning Center

PRESIDENT'S REPORT – DR. LIDDELL

- a. Financial Update – Susan Dale
The Board asked no questions about the April Financial Update
- b. Board Annual Goals – Develop Long-range Site and Facilities Plans
Dr. Liddell addressed this item later in her report in conjunction with the Market Share Study by Eliot Hoyt.
- c. Dr. Liddell reviewed the following in the President's Executive Summary
 - o Valuing People Statement
Dr. Liddell read the following statement aloud, noting that efforts to draft the statement reflected both a Board of Trustees goal and an AQIP action project.
“Aims Community College fosters a learning-centered atmosphere of trust and mutual respect for all stakeholders wherein:
 - Diversity is celebrated,
 - An open exchange of viewpoints is promoted,
 - Personal and professional achievements are encouraged and recognized.”
 - o What is a Learning College (from FTLC newsletter)
Dr. Liddell encouraged the Board to read the article by Debra Dirksen from the FTLC Newsletter. She stated that the article includes an excellent definition of a “Learning Centered College”.
 - o Dr. Howard Major and Dr. Gary Bardsley presented at the Innovations 2006 Conference sponsored by the League for Innovation in Atlanta on March 19-22. The title of their presentation was “Achieving a Digital Renaissance at a Community College.”
 - o Dr. Liddell invited the Board of Trustees to attend the President's Reception on Thursday, April 27 at the Corporate Education Center. The reception will begin at 4:00 PM, with the award's ceremony following at 4:30.
 - o Dr. Liddell reminded the Trustees that graduation would take place on May 6th. The ceremony for students receiving certificates will take place at 9:00 AM. The Degree Ceremony will be at 11:00 AM.
 - o Scholarship report from Aims Foundation
This year, the Foundaion has received 223 applications, for an increase of 193% over the last two years. The Foundation continues to add new scholarship opportunities for students.
 - o Dr. Liddell offered commendations to Aims staff for winning the following awards at the NCMPR (National Council for Marketing and Public Relations)conference:
 - Bronze Medal for Student Handbook – Patty Miller
 - Gold Medal for College Annual Report - Amy Kegg, Mark Lewis & Robert Waltman
 - o Dr. Liddell then introduced Eliot Hoyt from Design Workshop who presented a summary of the recent “New Campus Location Analysis” completed by his company.
 - Mr. Hoyt outlined the key issues examined in the study and discussed the methodology used. The company selected target areas as potential locations and defined criteria to rank them.
 - The demographics used included lifestyle and life stage. Median household index and spending potential for education were highest in the Fort Collins area, then in Longmont and Windsor.

- All campuses showed greatest concentration of students directly around campus, with a lesser concentration in outlying areas. Any potential campus should be centered in high growth areas, such as along the I-25 corridor.
- The company also noted that the growth in Hispanic population was much greater than the growth of general population in all study areas.
- They examined the potential for a campus located in Windsor, Berthoud/Johnstown or south Weld. These three areas were then scored on six criteria: In region of growth, In Loveland campus draw area, On major transportation route, Within tax district, Not too near existing campus, In area of high Hispanic population growth. Design Workshops didn't weight the criteria scores, but left this to the Board of Trustees and College personnel.
- Conclusions:
 1. Any possible new campus should be located in a region of strong growth.
 2. The I-25 corridor offers both easy transportation and developed master-planned communities that may benefit a campus
 3. Campus should be located within taxation district

Dr. Liddell emphasized that there had been no decisions to close campuses, the study was commissioned to examine the hypothetical question, "Where should we move if we were to relocate a campus." She also reminded the Board that several communities have expressed interest in having an Aims presence in their area. She then asked for and received direction from the Board to continue the process of examining options and benefits of a possible new campus location.

CONSENT AGENDA

Consent agenda approved as listed in agenda.

INFORMATION ITEMS

a. Board Calendar

b. Hires:

- Christina Taylor, Staff Assistant, Monfort Early Childhood Center, non-exempt, replacement
- Angie Summers, Staff Associate, Physical Plant & Services, non-exempt, replacement

c. Leaving the Employ of the College:

- Manuel Contreras, Accounting Technician, Senior, Financial Services
- Debra Dirksen, Instructor, Faculty Teaching and Learning Center

d. Storm Water Management Progress Report – Don Plant

ACTION ITEMS

a. Aims Honorary Fellows – Presentation of Names of Nominees

Members of the Board of Trustees completed their ballots to select the 2006 Aims Fellows recipients and the votes were tabulated prior to this portion of the meeting. The recipients of the 2006 Aims Fellowship Award are:

Dr. Somphol and Songsri (Pia and Toot) Dounglomchunt
 Former Aims Employees, International Program
 George Hall

Former Foundation Board Member, Benefactor and Community Leader
Dr. Jonrak Krainam

Promoter of Aims through International Students Programs, Thailand
Linda Perez

Educational Partner and Director of Employment Services of Weld
County

Pat Thomas

Former Chair of Aims Foundation Board

Robert Tointon

Education Champion and Philanthropist, Community Leader

b. Extension of Wheeler Management Contract

Discussion of this agenda item was moved to executive session. (see agenda item II, above)

c. Permission to Buy and Sell Water Rights

Dr. Liddell introduced the topic by stating that there was a possible opportunity to sell or acquire water rights. Chief Business Officer, Carol Hoglund said that she received a recommendation to sell off CBT (Colorado Big Thompson) water shares for less expensive shares. CBT shares can be traded up & down the I-25 corridor, so they have more value outside of our direct area. Then we could acquire more Lake Loveland, Greeley-Loveland or Seven Lakes water rights. There are no shares currently for sale, but with the construction in Loveland the Greeley-Loveland should come open. Another trustee expressed surprise that Aims would sell water rights and asked for more time to discuss the issue and why it would be beneficial to Aims. The Board asked for information from Don Plant and his staff. Board Secretary Sandy Neb requested a Board work session before the May meeting to discuss this issue.

d. Employee Benefit Recommendations

Chief Business Officer Carol Hoglund reminded the board about the information they received in the budget work session, including the 3-tier and 2-tier plans. A trustee clarified that the proposal includes subsidy to the current employee + 1 group for one year if state decides on the two tier plan. In this situation, Aims would pay 81% for the employee only group, 79% for those employees moving from employee + 1 to family plan and 72% for family. If the state group chooses to stay with the 3 tier structure, the percent paid by Aims would be 81% for the employee only group, 75% for employee + 1 and 72% for family. A faculty representative thanked the Board for easing the impact on employees if the group chooses a two-tier structure.

**ON MOTION OF RICHARD BOND, THE BOARD UNANIMOUSLY
VOTED TO APPROVE THE BENEFITS PACKAGE AS PRESENTED.**

(Ken Nickerson, absent)

e. Revision of Policy 4-1600 – First Reading

Dr. Liddell told the board that the Leave Policy Task Force had been established to look at leave policy, correct inequities and remove procedures from the policy.

Susan Weber, Director of Human Resources, pointed out additional amendments to revised Policy 4-1600 and told the Board of Trustees that the Leave Policy Committee thoroughly reviewed the old policy, paying special

attention to issues of concern addressed by the internal and external auditors. They included issues addressed under the Colorado Revised Statutes, such as bereavement leave and leave for voting. The revised Policy 4-1600 also rolls all leave topics into one policy from old policies 4-1300 and 4-1605, as well as removing procedures from the policy.

Ms. Weber stated that the amount of leave for each class of employee had not changed, the new policy attempts to clarify any confusion due to nomenclature, such as the change from the term "Vice President" to "Senior Management." The Board discussed amount of leave given to different categories of employees. Presiding President Sandy Neb asked to include this issue in the work session next month, stating that the amended policy needed clarification before the second reading.

ON MOTION OF BETH BASHOR, THE BOARD UNANIMOUSLY VOTED TO APPROVE AMENDMENT OF POLICY 4-1600 BY RESCISSION OF THE FORMER POLICY PROVISIONS AND ADOPTION OF THE NEW PROVISIONS WITH TRANSFER OF POLICIES 4-1300 AND 4-1605 WITH ADDITIONAL AMENDMENTS ON FIRST READING. (Ken Nickerson, absent)

f. Sick Leave Buyout and Ratification of R&R Buyout

Dr. Liddell told the Board that the former internal auditor first discovered the risk liability brought about by the sick leave policy. This proposal is intended to reduce the liability to the college, while at the same time retaining the rights of individuals and providing for greater equity among employee groups.

Dean Richard Wood stated that this resolution was developed by Aims lawyers to compensate individuals who have worked for the college for more than 15 years and have more than 640 hours. He asked the Board to move on this issue because affected employees will need to decide how they are going to take their buyout. Trustee Richard Bond expressed appreciation for the effort that went into this proposal, stating that it has been needed for some time.

ON MOTION OF RICHARD BOND, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE PROPOSED SICK LEAVE BUYOUT RESOLUTION EFFECTIVE APRIL 5, 2006 AND RATIFY PREVIOUSLY APPROVED R&R BUYOUT AS OF JANUARY 5, 2005. (Ken Nickerson excused)

g. New Policy 4-1150, Status of Employees – First Reading

Dr. Liddell explained to the Board that this policy is intended to clarify the difference between full & part time employees.

ON MOTION OF BETH BASHOR, THE BOARD UNANIMOUSLY VOTED TO APPROVE POLICY 4-1150 ON FIRST READING. (Ken Nickerson, absent)

ADJOURN TO EXECUTIVE SESSION, ROOM 726

ON MOTION OF RICHARD BOND, THE BOARD ADJOURNED TO

EXECUTIVE SESSION AT 5:25 PM TO DISCUSS EXTENTION OF WHEELER MANAGEMENT CONTRACT, REAL ESTATE AND PERSONNEL ISSUES. INVITED TO ATTEND THE MEETING WERE ALL BOARD MEMBERS, DR. LIDDELL, CAROL HOGLUND, KAROLINE WOODRUFF. (Ken Nickerson, absent)

RECONVENE IN REGULAR SESSION

The Board of Trustees reconvened in regular session at 5:47 P.M.

ON MOTION OF BERNIE KINNICK, THE BOARD UNANIMOUSLY VOTED TO TAKE NO ACTION ON THE MATTER OF THE EXTENSION OF THE CONTRACT WITH WHEELER MANAGEMENT. (Ken Nickerson, absent)

ADJOURN

ON MOTION OF BETH BASHOR, THE BOARD MEETING WAS ADJOURNED AT 5:48 AM.