

Aims Community College
Board Meeting Minutes
May 7, 2008
College Center, Room 727-28

Aims District Board Meeting

I. Call to Order

The meeting was called to order at 1:49 PM by Board President Beth Bashor. Other Board members present included Richard Bond, Mike Geile, Sandy Neb and Walt Richter. On motion of Sandy Neb the Board adjourned immediately into executive session to discuss personnel issues, specifically the President's evaluation. The executive session was recorded as required by state statute. The Board adjourned from executive session at 2:29 PM on the motion of Sandy Neb and after entertaining the report from the Continuing Education Authority, reconvened into general session at 2:39 PM at which time, College President Dr. Marsi Liddell joined the meeting.

II. Additions/Deletions to the Agenda

Dr. Liddell informed the Board that she would introduce new faculty representatives from Aims College Education Association (ACEA) immediately after the Fellows presentation. She also requested a change in the order of action items to consider the revised 2007-08 budget before the proposed 2008-09 budget.

III. Citizen Participation

There was no request for citizen participation.

IV. President's Report – Dr. Liddell

a. Aims Fellows Awards Presentation

Following the charge to the Fellows, read by Dr Liddell, Board President Beth Bashor summarized the history of the Aims Fellows award. Then Board members presented each new Aims Fellow with a plaque commemorating their award. Honored at the meeting were;

- o Mr. Scott Ehrlich, Philanthropist and Leader in the development of the College Promise Scholarship
- o Senator Dave Owen, Former State Senator and Aims supporter
- o Dr. Bernard Kinnick, Former Aims Trustee
- o Mr. Ken Nickerson, Former President of the Board of Trustees

b. Financial Update – Mike Kelly

Controller Mike Kelly was present to answer questions for the Board. A Trustee asked about the budget line on the balance sheet titled "Investment in Plant." Mr. Kelly told the Board that this number represents the total assets of the college. The Board had no other questions.

c. Construction Update – Don Plant

Construction Project Manager Don Plan reported to the Board that the college had received the temporary certificate of occupancy for Beaty Hall on April 24, thus the project met the target date of May 1. He added that the trailers are gone and the building is cleaned up. The next step is the close out procedures, to finalize project

and complete punch list items. Mr. Plant told the Board that installation of audio visual equipment will begin the week of May 12, and then furniture will be set up. Move in will begin by the middle of June. The Allied Health and Science Building project is the on final step toward close out. If Alliance meets all their contract documents, Aims will make final payment in early June.

A Trustee asked if the project was over budget because of change orders and whether that would cause problems for the financing mechanism. Chief Business Officer Carol Hogle informed the Board that the Allied Health and Sciences, which is financed by Certificates of Participation, is not over budget. The Beaty project is slightly over budget, but is funded by reserve funds, so there is no issue with financing. Mr. Plant stated that the total project cost is less than \$120 per square foot including architect's fees. The Board expressed their appreciation for his efforts and compliments for the outcome of the renovation. Mr. Plant told the Board that it had been a pleasure to be involved in the process.

d. Burns Marketing Report

Edward Smithwick of Burns Marketing was present to answer Board questions. Dr. Liddell reminded the Board that Aims contracted with Burns to complete a market study for the new west campus. She pointed out the exhaustive report that the Board received in their packet and asked Mr. Smithwick to give highlights of the report. He informed the Board that the study focused on attitude and opinion about the college from residents, students, high school counselors and community business leaders. As a brief summary, those people who know Aims, rate it very high on faculty, facilities, transfer of credit, cost and variety of classes. However, Aims needs a higher level of awareness. Front Range Community College has a higher awareness in the region. High School students that know about Aims actually rate Aims higher, but there is still a preference for FRCC across the region. The closer a person lives to Greeley, the more likely they will attend Aims. The new campus will make Aims more central, will improve opinion and get more frequent exposure.

Mr. Smithwick told the Board that business leaders indicated the workforce is in need of soft skill training. He added that school counselors said that they need resources and help on their campus. Providing this assistance would be a way to reach students with information about Aims. This is one of the opportunities Aims has to increase exposure and help more people get to know Aims.

A Trustee asked about the parameters of the study area, specifically that 40% of the interviews were conducted in Tri-city area, Loveland and Fort Collins and whether this will skew the data. Another asked why no surveys were conducted in Fort Lupton. Mr. Smithwick replied that Burns Marketing was to survey in those areas most affected by the new campus and that there are certain parts of the region that don't know as much about Aims as those closer to current facilities.

He continued by telling the Board about two focus groups to be conducted with community members age 30 to 35 with some college degree. The participants were, asked about Aims, what academic programs are desired at the new campus and any value added components. Since the campus will be central to a large portion of the community, what else could the campus be used for? Mr. Smithwick indicated that a final report will follow on the results of the focus groups.

e. President's Executive Summary

Dr. Liddell reported briefly on the following items:

- Dr. Liddell told the Board that there will be two new ACEA Board Representatives for the coming year. Faculty member Marsha Driskill introduced Tracey Trenam and Steve Mills (alternate), indicating that she will also continue in the position. Dr. Liddell indicated that Doug Clay will continue for another year as ACEA President.
- A brochure for the Multi-Industry Systems Technologist (MIST) program was included in the Board packet. This program is a joint venture between Weld County Workforce and Aims Community College.
- The Federal Aviation Administration will be on campus next week to see if they can give us approval for the Air Traffic Controller program. Dean Doherty reminded the Board that Aims can create program without FAA approval but it would be beneficial to be listed as an FAA approved program and approval would also give students a leg up on the next part of training in Oklahoma City.
- Copies of several letters were included in the packet: a thank you letter from Frontier Academy for donations to their senior banquet, thanks from the Army for Aims' support of Damion Cordova as he serves his tour of duty and a letter from Sergeant Graham Giesen complimenting the Continuing Education Division on the Distance Learning Program and their support of students.
- House Counsel Sandra Owens will attend a ceremony at the State Supreme Court for completion of pro bono work for the year.
- Dr. Liddell told the Board that she included notes from the most recent President's Staff meeting. They will be a good summary of projects in each division at Aims.
- She reminded the Board that while Aims received an equitable allocation from the Joint Budget Committee this year, the Colorado Department of Higher Education will create a formula to disperse allocations to higher education institutions. They would like to use a National Center for Higher Education Management Systems (NCHEMS) study as the basis for the formula. The same study produced the initial gap between the local district colleges and the system colleges in this year's budget, so using NCHEMS data would be less than advantageous for Aims and Colorado Mountain College. Both institutions have requested to opt out of the NCHEMS model, so we will fall back on the long bill funding.
- As is required, Dr. Liddell sent a letter to CDHE Director David Skaggs, informing him of the recent land purchase at Iron Mountain. A copy of the letter is in the packet.
- She discussed the recently released student satisfaction survey results. The results of two items were particularly outstanding. Respondents strongly endorsed the college by recommending the college to friends at 94.6% and indicating that they would re-enroll at Aims if necessary - 93.1%. There were some complaints reported including parking, cafeteria food and bookstore costs. There were many comments about scheduling, including class times or whether a class was offered online or not. This is something that will need to be taken into account. The report concludes, "While it is important to pay attention to problems, one should not lose sight of the high level of satisfaction in 18 service areas and the high number of students that

viewed Aims as their first or second choice (88.8%)” The survey will be available online in the next few days and the Board will get a copy in the next packet.

- Dr. Liddell told the Board that she recently met with several community business and education leaders to discuss opportunities for regional programs and regional cooperative efforts including workforce and economic development. All parties agreed to work on a regional approach for providing economic development by either forming a new taskforce or working with another existing group. More information will follow.
- Hansen Scholarships are awarded through an endowment fund managed by the Aims Foundation, The fund will cover up to 19 scholarships each year. This year, a committee of Dr. Liddell, Trustee Walt Richter and TRIO Grant Director Therese Lask, reviewed scholarship applications and awarded 14.
- Senior Management is currently developing a systems approach to staffing models. The result will be an evidence based model for staffing decisions in each administrative area.
- Earlier in the week, the Board received via email a capital project matrix. Summer is a good time to get some projects done with fewer classes, students and faculty. There are six projects that should commence this summer. The projects include:
 - Phase 1 Storm Water Master Plan
 - Landscape Phase 1 Design for Pedestrian Spine
 - Phase 1 Utility Master Plan – Emergency Generators
 - Architect agreement for Iron Mountain site
 - CM/GC Pre-construction services – Iron Mountain
 - Water Rights for Berthoud site

All of the projects are included in the capital projects master plan that the Board received earlier, except the Water Rights which will be in the general fund - current operating expenses. A Trustee asked about the estimate in the matrix for Landscape Phase 1 design and was told that the estimate was for the design only. Actual costs for installation of landscaping will be higher. David Laurence pointed out that on the Phase 1 Storm Water Master Plan, the actual bid came in significantly lower than the estimate had been, for a savings to the college.

Dr. Liddell asked the Board for their authorization to proceed on each of the projects and incur costs up to the estimated amount in the matrix, without calling for separate approval for each project. She indicated that there would be frequent updates to the President of the Board. A Trustee suggested that the Board approve the plan along with funding at up to +5% on projected costs. Any higher amount would need to come back to the Board. Chief Business Officer Carol Hogle discussed the process, including the bid process and indicated that the project list would be updated bi-annually for Board approval.

A Trustee requested a more thorough review of the capital projects master plan at some point. Ms. Hogle suggested a work session in the future to discuss the master plan along with the storm water and utilities master plans and Aims position as to water rights.

A Trustee asked specifically about the purchase of water rights for the Berthoud site. Ms. Hogle answered that Aims has previously received bids for water, but she hopes to obtain a better price. Often when the word

goes out that Aims wants to buy water, the opportunity comes very quickly and the seller will want an answer right away. Aims wants to be in an advantageous position. She also indicated that the amount of water to be purchased is a conservative estimate, but should be enough for the first building. Aims should probably be watching and buy more as they become available to allow for expansion on the campus. She indicated that Aims currently has some excess rights that can be used at Berthoud if no other rights become available in the near future. Aims will comply with Berthoud's requirement for water at the new site.

The Trustees agreed that they were comfortable with proceeding with these projects.

- Facilities Director David Laurence spoke to method of selection for a contractor for Iron Mountain. The bid was initiated through a request for qualifications (RFQ). Nineteen firms responded to the request, eight of which were interviewed. Out of the interview process, two firms were selected for reference checks. The review committee recommends Bryan Construction as our general contractor for the project. Dr. Liddell indicated that Bryan Construction's background, including scope of project, experience on comparable projects and local presence led to their selection. Mr. Laurence told the Board that the Construction Manager/General Contractor (CM/GC) process consists of two parts, the preconstruction services agreement will be for construction management and when the company produces a guaranteed maximum price, Aims will have a contract with Bryan as general contractors.

A Trustee commented that the college had done a good analysis on the candidate. Carol Hoglund stated the committee was impressed with the company and believes that they will do the best job for us. Dr. Liddell asked for direction from the Board to negotiate with Bryan Construction. The Board approved the request. Dr. Liddell offered commendations to Purchasing Director Donna Monat for coordinating the selection process.

V. Consent Agenda

- a. Minutes of the March 26, 2008 Special Board Meeting and Tour of Southgate Property
- b. Minutes of the April 2, 2008 District Board Meeting
- c. Employees: Administration, Faculty and Exempt Staff
 - Sheila Feller, Instructor Radiologic Technology, AHS, faculty, replacement
 - Daniel Lupa-Chazan, Internal Auditor, Office of the President, part-time staff, President's Staff

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

Dr. Liddell introduced Daniel Lupa-Chazan, new Internal Auditor to the Board of Trustees. Board President Beth Bashor asked Mr Lupa-Chazan for a brief background. He told the Board that he is a citizen of Mexico, but grew up in New Jersey. He received bachelors and masters degrees at DU and became a CPA. Since then he has worked in business, but is now pursuing a medical career thus he is a part-time employee and a full-time student.

VI. Information Items

- a. Board Calendar
Dr. Liddell reminded the Board about the schedule for spring commencement.
- b. New Hires
 - Elizabeth Banks, Staff Assistant, Bookstore, Loveland Campus, non-exempt staff, replacement
- c. Leaving the Employ of the College
 - Catherine Stacey, Lead Child Development Professional, MECEC

VII. Action Items

- a. Approval of Projected Budget (Revised) for FY 2007-2008 – Mike Kelly
Mike Kelly pointed out highlights of the changes.

General Fund:

Revenues: Tuition for general fund has been reduced to reflect actual revenue, general property tax has been increased by \$220,000, due to ownership tax and interest income increased about \$100,000.

Expenditures: Part-time wages have increased \$120,000 due to part-time employees replacing full-time staff; operating costs increased \$325,000 due to increased security; student financial aid increased \$58,000 with more money going to students. There were few changes in auxiliary funds and any changes in restricted funds revenues are reflected in the expenditures.

The significant change in unexpended plant funds is due to the capital construction projects and purchase of the land. The Continuing Education budget shows a decrease in fees due to the reduction in High School Diploma Program and Flight Simulator training hours. Expense categories have also been reduced to try to make up for lost revenues. Loan payments for CED facilities are reflected in the operating budget.

The Board had no questions for Mr. Kelly.

ON MOTION OF MIKE GEILE, THE BOARD UNANIMOUSLY APPROVED THE REVISED BUDGET FOR FY 2007-08

- b. Approval of FY 2008-2009 Operating Budget, First Reading
Carol Hogleund thanked those involved in putting the budget together, especially Carrie Schaefer-Randolph and Mike Kelly. Ms. Hogleund told the Board that there were few changes from the draft presented in the budget workshop. One addition, on pages 9-10, is a graphic representation of budget linked to Board of Trustees goals. The information presented is based on conservative estimates and maintaining adequate reserves.
 - The recommendation includes a tuition increase of 5.5% or \$3 per credit hour in-district, \$4 out of district and \$18 out of state.
 - Differential tuition would also increase \$5 per credit for in-district, \$8 for out-of-district and \$26 for out-of-state students.
 - There will also be an additional fee of \$25 per class for online courses which will take effect spring semester.
 - Expenditure increase includes \$1.3 million increase for salaries and benefits which make up about 67% of total budget request.
 - Auxiliary funds are expected to increase about \$340,000 and restricted funds will decrease \$449,000 due to grants ending.

- Plant fund expenditure will decrease 6.8 million with end of construction projects.
- CED should increase slightly by about \$44,000.
- Total budget is \$71,410,171 which is a 3.3% increase from this year. This includes a 2% operating reserve and \$7 million to the capital construction reserve.

**ON MOTION OF MIKE GEILE THE BOARD UNANIMOUSLY
VOTED TO APPROVE THE PROPOSED BUDGET
FOR FY 2008-09, ON FIRST READING.**

c. Faculty Consultation Agreement 2007-2008

Carol Hoglund thanked Randy Boan, co-chair, Paul Hasty, Maxine Christiansen, Nicki Medina, Donna Souther, Brenda Rask, and Mike Kelly. Ms. Hoglund gave summary of the agreement:

- The recommended compensation for faculty includes a 4.8% salary increase and an increase to initial placement base of \$1000, which is about 2.9% increase to base.
- Online course adjustment- Most faculty are required to teach 30 credits in an academic year. Those who teach online put in a great deal of time in prep and availability. Faculty will now receive 1.5 credits for each credit they teach online.
- Faculty have requested that the educational benefits available at UNC be extended to other institutions, either online or face to face. The only difference will be that at institutions other than UNC, faculty will have to pay tuition up front and receive later reimbursement. The cost to the institution may increase because more faculty may be interested in taking advantage of the benefit. Dr. Liddell pointed out that this enforces the Board goal of valuing people.

ACEA representative Alysyan Broda told the Board that the consultation agreement proposal was presented to faculty and they overwhelmingly voted in support of it.

A Trustee asked if the 4.8% salary increase is based on market studies. Dr. Liddell reminded the Board that at one time all Aims faculty, staff and administration were very underpaid. The college set a goal to pay people at 75-80% of market. This increase is a combination of cost of living increases and continuing to move salaries toward market.

**ON MOTION OF RICHARD BOND THE BOARD UNANIMOUSLY
VOTED TO APPROVE CHANGES TO THE FACULTY CONSULTATION
AGREEMENT.**

d. Approval of Master Site Architect Proposal

Carol Hoglund informed the Board that the process to select the Master Site Architect was the same as in past RFQs. The request was for architects who can complete a site master plan. This plan is intended to determine where it is best build on the Berthoud site. The top qualifier was JBA Inc (Joe Bilotta) who worked with Aims on the Greeley Campus Master Plan as well as plans for the Allied Health and Sciences Building and remodel of Beaty Hall. For this project the fees will be \$217,935. College administration is recommending approval. A

Trustee asked if Mr. Bilotta can successfully complete his plan if programs for the new campus have not been selected. Dr. Liddell replied that part of the contractual process is to include the academic needs of the campus. Academic programming decisions will be made, in part, through the Burns market study. There is currently a steering committee determining the programs will be placed at this site. The college is gathering all the pieces needed to make these strategic decisions. There are also parts of the site plan that won't include the building, such as working with the city of Berthoud and their specific requirements. A Trustee pointed out that there was a series of incorrect dates in the schedule of page 9 of the proposal. Dr. Liddell indicated that it should read 2008 instead of 2007.

ON MOTION OF MIKE GEILE THE BOARD UNANIMOUSLY VOTED TO APPROVE THE JBA PROPOSAL FOR SERVICES WITH MODIFICATION OF DATES TO 2008.

e. Lobbyist renewal

Dr. Liddell attested to the invaluable assistance the college received from lobbyist Tonette Salazar. She continued by saying that having a lobbyist of her caliber has enabled administration to get our message to the right people. She strongly urged the Board's approval of a continued contract for Ms. Salazar.

ON MOTION OF SANDY NEB THE BOARD UNANIMOUSLY VOTED TO RENEW THE INDEPENDENT CONTRACTOR AGREEMENT WITH AIMS LOBBYIST ANTOINETTE SALAZAR.

VIII. Comments from Board Members

- **Sandy Neb: We toured Beaty Hall just before the Board meeting and it will be incredible. We are doing a terrific job with our building projects.**
- **Walt Richter: Recently attended a meeting at District 6. The School Board continued to say they wanted to work with Aims on CTE programs and that 90 seats is just a starting point. I hope that the program will flourish and grow and that students who might otherwise leave school will find a home here.**

IX. Comments from Board Reps

- a. Faculty (Marsha Driskill or Alysian Broda, ACEA Board Reps)
Alysian Broda thanked the board for the opportunity to be the ACEA Representative for the last two years. As she will be retiring soon, this is her last opportunity to speak to the board. Board President Beth Bashor told Ms. Broda how much the Board appreciated her efforts. Dr. Liddell echoed that appreciation, adding that Ms. Broda also did an excellent job as ACEA President a few years ago.
- b. Aims Staff Association (Carrie Schaefer-Randolph or Bonnie Steele, ASA Reps)
Bonnie Steele reminded the Board that the Aims Staff Association hosts breakfast twice a year. The spring breakfast is scheduled for May 14 at 7:00 AM at the Corporate Education Center. The Board is invited to attend.

c. ASACC (Mike Borden, ASACC President)

Mike Borden thanked the Board for the opportunity to work with them and said it had been pleasure to share his reports and an inspiration to see how hard the Board works for students. He added that it is easy to see why Aims is popular – we have the best faculty. The ASACC Board has revised their by-laws and has been working on a statement of conduct for the student government association. Seeing the standard that the Board and faculty hold themselves to, encouraged ASACC to set their own standard. Mr. Borden then read the following statement:

Student body representatives consisting of executive councils members and general assembly members of the Student Government Association are expected to embody ideals that promote an atmosphere for learning and an environment of civility and as such behavior as a student and student leader will embrace civility awareness. Civility of representatives will extend to on-campus and off-campus behavior, at official and unofficial events, in the classroom and out of the classroom, and in all daily actions. Representative's actions are a reflection on SGA/ASACC and Aims Community College and as such are expected to be role models for the students at Aims Community College and model citizens in the surrounding communities.

Mr. Borden then introduced Dan Beal, who has been elected as the incoming president of ASACC. Mr. Beal said that he is very impressed with what the Board of Trustees does for students and is looking forward to working with them.

d. **Adjourn to Executive Session**

The Board adjourned to executive session to discuss real property, personnel and to receive legal advice from counsel, as allowed by CRS 24-6-402(4) (a) (b) and (f). Invited to attend the session were Dr. Liddell, Carol Hoglund, Sandra Owens, and Karoline Woodruff as recorder.

ON MOTION OF SANDY NEB, THE BOARD ADJOURNED TO EXECUTIVE SESSION AT 4:28 PM.

X. Reconvene in Regular Session

The Board reconvened into regular session at 5:20 PM and discussed the outlook for alternative high school programs and School District 6.

They then took the following action regarding the United Properties purchase of the “cornfield” land for development, including the construction of a Sunflower Market.

ON MOTION OF MIKE GEILE THE BOARD UNANIMOUSLY VOTED TO APPROVE THE SECOND AMENDMENT TO THE PURCHASE CONTRACT FOR COLLEGE PARK AND DIRECTED BOARD PRESIDENT BETH BASHOR TO SIGN THE CONTRACTS.

XI. Adjourn

ON MOTION OF SANDY NEB, THE BOARD ADJOURNED AT 5:24 PM.

Sandy Neb, Board Secretary

Date