

Aims Community College
Board Meeting Minutes
November 5, 2008
College Center Room 727-728

I. Call to Order

The meeting was called to order at 2:38 PM by Board President Beth Bashor. Other Board members present included Richard Bond, Mike Geile, Sandy Neb and Walt Richter. College President Dr. Marsi Liddell was also in attendance.

II. Additions/Deletions to the Agenda

Dr. Liddell requested the addition of action item VIIb, Faculty Initial Salary Placement for Developmental Education Instructors.

ON MOTION OF MIKE GEILE THE BOARD UNANIMOUSLY APPROVED THE AGENDA AS AMENDED.

III. Citizen Participation

There was no request for citizen participation.

IV. President's Report – Dr. Liddell

a. External Auditor's Report

Dr. Liddell introduced Dennis Yockey, JoAnne Bennett and Brittainy Brinkley of BKD, LLC. Mr. Yockey noted that the audit team met with the audit committee and the full board to discuss three draft documents presented today: the financial statement, single audit report, which is required due to federal monies received by the college and the communications letter and report on internal controls. He summarized the preliminary audit report:

- BKD is issuing an unqualified or clean opinion on the financial statements.
- The net assets of the district increased from \$79 million last year to \$88.5 million this year.
- Liabilities stayed fairly flat, resulting in an equity increase from \$49 to \$59 million.
- There has been a great deal of construction in the last fiscal year, so monies were spent down for those projects. The cost was capitalized into the statement of net assets.
- Operating revenues, which are made up of tuition, fees, grants and income from auxiliary programs, stayed fairly flat.
- Operating expenses increased only slightly.
- The district receives property taxes and state appropriations. These non-operating revenues increased by about 2 million over last year, leading to an increase in net income.
- In foot notes there will be an expanded discussion of the capital asset changes for the year and the debt servicing for the COPs that were issued for the capital construction.

- The single audit report is required because the district receives about \$10 million in federal funds for student financial assistance. BKD performed specific procedures to determine that the district is in compliance with rules and regulations relating to federal monies. There were no problems with compliance or internal control structures relating to federal funds.
- The required communications letter includes the auditor's responsibilities and the district's responsibilities for preparation of financial statement. Also required are disclosures of any disagreements between the audit team and college administration regarding audit issues, as well as material weaknesses or deficiencies in control structures. This was also a clean report.
- In prior years there had been problems in the audit, but the district has been very responsive and has taken appropriate corrective action. The college has a very strong staff in the accounting area and in the administration of federal monies. Mr. Yockey complimented the district for their work.

Trustee Mike Geile stated that, as member of the audit committee, he wanted to emphasize that the audit was clean and reflects well on the abilities of our controller and those in charge of finances at the college. He then requested that the board accept the report at this time.

ON MOTION OF MIKE GEILE, THE BOARD UNANIMOUSLY VOTED TO ACCEPT THE AUDIT REPORT AS PRESENTED BY BKD PERSONNEL.

Board President Beth Bashor thanked the financial staff for their work. Mr. Yockey echoed her comments, adding that an audit can't be completed without the cooperation of the staff at the college. Dr. Liddell specifically thanked Carol Hogle, Mike Kelly, Dan Erbert and Teri Dorchuck for their efforts.

b. Financial Update – Mike Kelly

Mike Kelly was present to answer questions about the Financial Report. A Trustee asked why there is \$25 million cash on the net revenue analysis and balance sheet. Mr. Kelly explained that this reflected cash invested in different entities. These funds are dispersed for specific functions they become necessary.

c. President's Executive Summary

- The Board of Trustees Goals are included in the packet. These goals have been distributed throughout the college for use in budgeting and planning for the next academic year.
- The North Colorado Economic Development Corporation (NCEDC) presented the 2008 Economic Development Award for Regional Collaboration to Aims, UNC, CSU and Front Range Community College for their joint venture to regionalize higher education.
- Included in the Board packet are copies of two AQIP action project reviews for the Emerging Scholars Program and the Berthoud Campus Site Development Plan.
- Also included is the report on the Quality of Work Life survey. This survey is conducted about once a year. Through it, the college monitors employee opinions on the institution and their work situations.

- As a requirement of the Federal Work-Study Program, the college meets community service needs by offering both on and off-campus employment to students. Financial Aid Director Teri Dorchuck provided a list of off-campus employers who have taken advantage of this opportunity this year.
- House Counsel Sandra Owens received a grant to attend a conference on faculty tenure.
- Jessica Randol recently became the 23rd graduate from the Aims-Franklin University partnership. She received a Bachelor of Science degree in Business Administration and Human Resources Management.
- The annual employee health fair was held in early October and included low-cost health screenings and flu shots. Survey results were included in the packet.
- The Aims Community College Nurse Aid Training Program has been recommended for continued approval with the State Board of Nursing.
- The Monfort Early Childhood Education Center (MECEC) achieved accreditation by the National Association for the Education of Young Children and is one of the first programs in the country to earn accreditation under the new NAEYC system.
- Dr. Liddell will meet with St. Vrain School District, which is in our service district but not in our taxing district. She has spoken to leaders in both education and government in Frederick, Mead and the Tri-City area about the possibility of some partnerships.
- Once again Aims will observe special summer hours. The 4-day workweek will begin May 11 and continue through August 10. This will allow for two 5-day weeks before fall semester, thus making registration and payment easier for students. Due to construction on Greeley campus, both in the college center and along the campus spine, the entire Greeley campus will be closed on Fridays.
- Dr. Liddell asked the Board to look at the calendar included in the packet. The college is closed for winter break from December 22 – 26 and will be open the next week on Monday, Tuesday and Wednesday. As currently scheduled, the college would be closed Thursday, January 1 and reopened on Friday, January 2. She asked Trustees to consider designating January 2 as an additional holiday for staff.

ON MOTION OF WALT RICHTER, THE BOARD UNANIMOUSLY VOTED TO APPROVE CLOSURE OF COLLEGE ON JANUARY 2.

- There are 100 new students who have enrolled in the joint program for Early Childhood Education between Aims Community College and the University of Northern Colorado.
- Teri Dorchuck is coordinating College Goal Sunday to assist potential students and their parents in filling out FAFSA forms. This event will take place Sunday, February 8 and Teri is looking for volunteers. Trustee Richard Bond stated that he plans to volunteer and encouraged other trustees to do the same.

- The Governor has enacted a hiring freeze on most state jobs. In an effort to comply with the spirit of the governor's action, the college has prepared the following statement:

As of July 2008, the College instituted a plan for strategic position control action, which includes a timeline for requesting position reallocations to create a new position. In addition, all requests to refill position vacancies, whether they be full-time or part-time positions and long-term (beyond 6 months) or short-term (less than 6 months) status, are individually deliberated by Senior Management and the President. We consider each position action on a case-by-base basis and address the merits of the action requested with the needs of the institution. As such, the College is deliberative in its hiring opportunities and is in alignment with the State's freeze guidelines, effective October 3, 2008.

- Dr. Liddell recently attended American Council on Education (ACE) meetings in Washington, DC. She reported that before congress adjourned, they passed an extension to the Higher Education Opportunity Act, including 70 new programs and new reporting requirements. Part of the act is a new GI bill, focused on any military personnel serving post 9-11. Any soldier or veteran who has served 3 years will qualify for 36 months of tuition at any state institution and their dependents will also qualify. There are an estimated 1.6 million people who will be eligible. However, there is no fiscal note attached, so there will be no federal funding. The college will have to examine how it will fulfill this new bill, which will be effective August 1, 2009.
- Dr. Liddell showed the Board a thank you note from Rick and Barb Jenkins, who recently sponsored an open house to unveil a sculpture in honor of their daughter and a letter from Beth Davis, widow of Mike Davis, former president of Pueblo Community College. After Dr. Davis was killed in a plane crash, Aims Community College honored him by planting a tree in his name. Mrs. Davis recently visited the tree and sent a thank you, along with a donation to the college.
- A Citizen's Blue Ribbon Panel will be convened by District 6 to examine district needs and a possibility of seeking a mil levy override. Dr. Liddell, Carol Hoglund and several Trustees have been asked to serve on the committee. A Trustee commented that participation on the panel by Aims representatives shouldn't imply approval of a mil levy override by the school district.
- Dr. Liddell displayed a ceremonial shovel presented to the college by Bryan Construction at groundbreaking today.
- Amendment 50 received sufficient votes in the recent election to pass. This amendment will allow gaming towns to vote to modify gaming regulations, with the majority of state tax revenue resulting from the changes designated for community colleges. This money must be used for student scholarships or operating costs, not salary.

V. Consent Agenda

- a. Minutes of the October 1, 2008 District Board Meeting

- b. Notes from the October 10, 2008 Board Retreat
- c. Minutes of the October 16, 2008 Special Board Meeting

ON MOTION OF MIKE GEILE, THE BOARD UNANIMOUSLY APPROVED THE CONSENT AGENDA AS PRESENTED.

VI. Information Items

- a. Board Calendar
Dr. Liddell reminded the Board about December board meetings, noting that there will be regular meeting on Dec 3, but will also need a special meeting on December 12 to certify mil levies before December 15. She asked if the Board wanted to retain this schedule or combine both meetings on December 12. The Board preferred to retain both meetings, but conduct the December 12 meeting by phone.
- b. Non-exempt Employee Hires:
 - Brian Pegg, Program Coordinator I, Fire Science, non-exempt staff, replacement

VII. Action Items

- a. Tentative Dates for 2009 Board Meetings
The Board of Trustees was presented with a calendar of tentative Board meeting dates.

ON MOTION OF MIKE GEILE, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE TENTATIVE DATES FOR 2009 BOARD OF TRUSTEES MEETINGS.

- b. Faculty Initial Salary Placement for Developmental Education Instructors
Dr. Liddell explained that per college policy on faculty consultation, the Board is required to approve the salary placement structure for all instructors at Aims. A new category in the salary structure has been included for developmental education instructors and must be approved by the Board. A Trustee asked if the new category was due to the fact that there are so many students that need additional developmental/remedial help. Dr. Liddell responded that this is a commitment on behalf of the college to served these students and prepare them for success at college. Another Trustee asked if the base salary for this category is the same as other faculty positions. Carol Hoglund answered that the minimum pay is the same for all categories and a developmental education instructor with a bachelor degree would start at base plus two times “y” or $\$35,000 + 2(750)$.

A Trustee asked for additional info on the STAR program. Dr. Liddell asked Paula Yanish to come to the podium to answer questions. Ms. Yanish summarized the Student Achievement and Retention Program (STAR) which provides intensive advising and mentoring for at-risk students, especially those who have needs for remedial help in math, writing and language skills. The outcomes of the program included improvement of student retention, increased number of completers and improved student satisfaction with advising. To date, the program has seen notable successes in these areas, increasing retention for students participating in the

Emerging Scholars group by almost 20 points over that of the control group. On request of the Trustee, Ms. Yanish added that for continued success the program needs a home base for the Emerging Scholars students. This would be a space where the students can come in on a casual basis, use computers and most importantly make additional contacts and connections with the program and their advisor. The college has identified an area in Horizon Hall and will pursue its conversion into the Emerging Scholars Center.

Trustee Walt Richter noted that he recently attended ACCT Fall Congress. While there, he attended several sessions dealing with just this issue. There are many schools that are working to solve these problems with initiatives and partnerships with school districts. He and Dr. Liddell will share the information with the board at a later date.

ON MOTION OF SANDY NEB, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE FACULTY INITIAL SALARY PLACEMENT FOR DEVELOPMENTAL EDUCATION INSTRUCTORS.

VIII. Comments from Board Members

- a. Walt Richter attended a presentation on the Career Academy on October 24. This session was designed to provide information to educators from the school districts in the region on courses that their students could take while in high school and earn college credit, as well as opportunities for career and technical education. Brenda Rask and Sue Burrows were the primary presenters, but Fort Lupton Schools Superintendent Mark Paylor made excellent presentation on the model that Aims and Fort Lupton have adopted. It would be very good for the Board and District Superintendents to hear his talk.
- b. Beth Bashor commented that she had also attended the career academy presentation. She added that the college had celebrated the groundbreaking for the new Automotive Center at Windsor today. She closed by noting that the Board had participated in many discussions on what we can do for students and suggested that this topic is especially appropriate for Board discussion.

IX. Comments from Board Reps

- a. Faculty (Marsha Driskill or Tracy Trenam, ACEA Board Reps)
The faculty representatives had no comments.
- b. Aims Staff Association (Jeff Smith or Bonnie Steele, ASA Reps)
Jeff Smith informed the Board that ASA had worked with student government on the Trunk or Treat event and will soon be reintroducing the ASA Silent Auction.
- c. ASACC (Dan Beal, ASACC President)
Dan Beal reported to the Board on the following items:
 - The Trunk or Treat program was very successful with over 1000 children under 12 attending. ASACC hopes to make the event even bigger next year.
 - The Aims Night at Greeley Funplex drew over 600 attendees.

- On November 11, ASACC will honor veterans with a meal in the College Center.
- There will be a Hugs Campaign next month to coordinate with National Hugs Day.
- Representatives from the MyLife program will be attending the BACHUS Peer Educators Conference to present on the Biggest Winner Program. This group recently completed smoke-out and cancer awareness programs.
- Several new clubs have started at the college including the Gay/Straight Alliance, Music Production Club, Aims Students Raising Children and a Hot Rod club in Fort Lupton. There are currently 20 clubs at the college. The goal of offering clubs is to keep students on campus.
- The Student Government Association will participate in the 2nd annual volunteer program. This year they will be working for A Kid's Place to help them move to their new facility. All volunteers have received an Aims Volunteer t-shirt so that they will be recognized. They also have been monitoring bulletin boards and helping to identify appropriate smoking areas and move smoking receptacles to the proper locations. They are also interested in requesting a sidewalk from 20th street onto campus.
- The SGA has put together a letter to read to CCHE meeting next week to request continued equity in funding. Mr. Beal read the letter to the Board.

X. Adjourn to Executive Session

Board President Beth Bashor asked for a motion for the Board to adjourn to executive session to discuss real estate and personnel issues, as allowed by CRS 24-6-402(4)(a) and (f). She stated that she did not expect any action following executive session.

ON MOTION OF WALT RICHTER, THE BOARD UNANIMOUSLY VOTED TO ADJOURN TO EXECUTIVE SESSION AT 3:56 PM.

XI. Reconvene in Regular Session

Board President Bashor reconvened the Board into General Session at 4:54 PM and the Board took no action.

XII. Adjourn

ON MOTION OF MIKE GEILE, THE BOARD UNANIMOUSLY VOTED TO ADJOURN AT 4:55 PM.

Sandy Neb, Secretary

Date