

Aims Community College Board Meeting
Board Meeting Minutes
March 4, 2009
Fort Lupton Campus, Room 204

I. Call to Order

The meeting was called to order at 2:42 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

ON MOTION OF WALT RICHTER, THE BOARD UNANIMOUSLY VOTED TO ACCEPT THE AGENDA AS PRESENTED.

III. Citizen Participation

Carrie Bedell, owner of a home on the north border of the Aims Greeley Campus, requested to address the Board. She told the board that she represents 100% of home owners who adjoin Aims in that area. She added that Aims is planning to remove 116 trees and that the neighbors had met with Aims to discuss impact of the project on their properties. The neighbors also worked with Xcel and offered options including maintaining of Aims land and purchase of Aims land. The college has offered to construct a fence to replace the trees, however because of the grade of the land, a six foot fence wouldn't block the lights from cars along College Drive or the view into the back yards. Ms. Bashor thanked Ms. Bedell for her input.

IV. President's Report – Dr. Liddell

a. Financial Update – Mike Kelly

Mike Kelly was present to answer questions. He pointed out that when the district property tax revenue is received in January, it causes a large spike in Net Revenues for the college. Net Revenues will decrease over the rest of the fiscal year as expenditures continue to be recorded.

b. Foundation Update – Julie Buderus

Ms. Buderus summarized her written report, pointing out a recent gift from Snap-on Tools. She also noted that the Capital Campaign is nearing an end and will be completed in 2010.

c. Administrative Services Department Report – Carol Hoglund

Ms. Hoglund thanked the Board for the opportunity to highlight her department, stating that it is the glue that holds the college together. She summarized information in each of her departments:

- Financial Services:

- The Budgeting Office oversees development and monitoring of the budget, along with completion of reports required by governmental agencies. Budget Director Dan Erbert has worked with Academic Deans

to review all course fees. Through this 6 month process, they confirmed that all fees are in compliance with college procedure.

- The Bookstore not only sells books, but also ensures that textbooks for each class are available in the library and tutoring labs for student use. Bookstore staff is also increasing their search for used books to help students with their budgets. The number of used books sold has increased from 5 – 28%. The bookstore employs five 5 full time staff, nine seasonal staff and several work-study students.
- The Grants and Contracts Office is composed of one full-time staff person, whose tasks include identifying potential grants, working with grant investigators and writers and monitoring compliance for all grant funding agencies. Grants received by the college are itemized in the report, but Ms Hoglund pointed out the Energy Management and Safety grant, Emerging Scholars grant, as well as grants to support expansion of the Fort Lupton career academy and the Loveland GED program. Aims will also apply for a new Title 3 grant in the near future. A new committee that works with this office is the Grants Planning Taskforce, to help search for and identify grants in their specific area.
- The Controller's Office includes one full-time administrator who is responsible to facilitate the annual audit. Monitoring and development of internal controls are also a major component of the controller's duties.
- Accounts Receivable and Cashiering is made up of three cashiers and one accounts receivable staff person. This department handles all money that comes through the college, including tuition and grants, and is also responsible for producing student financial aid checks and 1090T forms.
- The Accounts Payable Department handles all outgoing funds, including travel and other reimbursements and all requisitions. They also produce sales tax reports and IRS 1099 forms. The department is made up of three full-time staff members.
- The Payroll department processes \$1.6 million in payroll each month, as well as W2 forms. A Trustee pointed out that about 45% of the college's total budget is in payroll and emphasized the fiscal contribution to the college makes to the community through payroll.
- Purchasing oversees the acquisition of supplies and equipment, much of which is through the competitive bidding process. They also handle the surplussing of outdated equipment. For computers, the college works with a company that refurbishes old computers for use by charitable organizations. Mail room and receiving staff are also part of this department.
- Facilities and Operation is not only involved in new construction and remodeling projects, but also includes a full team that works to maintain roofing, electrical, plumbing and HVAC on the current facilities.
- Safety & Environmental Services has one full-time employee, as well as a safety committee made up of staff from across the college. The college has also contracted with the Weld County Sheriff's office for two campus resource officers, supplemented with Wackenhut officers. Jeff Smith has completed an audit for environmental concerns and is working with

Facilities and Operations, as well as the Science Department to deal with hazardous wastes.

- The Grounds Director is working with our landscape architect on the plans for the new campus promenade and the grounds crew will be involved in work this summer.
- Outlying Campuses:
 - The Fort Lupton Campus is about 32 miles south of Greeley, and serves an area with a population of 7400 and 770 students in the high school. There is one full-time faculty at the campus, the rest can teach at any location depending on each semester's assignment. Other employees at the campus include a full-time administrator, four full-time staff, four part-time staff and two tutors who handle all student service needs for the campus. Enrollment has been increasing over last three years, with 277 students this semester, 41% of whom are Hispanic. Retention rates are also increasing and are above national average. The Fort Lupton Campus also enjoys many successful partnerships including that with the Fort Lupton School District.
 - The Loveland Campus includes two buildings; a 14,000 square foot building owned by the college and the 6800 square foot annex that the college leases. Loveland Campus students are more likely to transfer to 4-year institutions, than those at Fort Lupton. There are currently 400 students enrolled at the Loveland Campus, which represents a 14% increase after several years of flat enrollment. The campus enjoys a 78% retention rate. Faculty and staff at the campus include one full-time faculty member, one administrator, five full-time and six part-time staff. Challenges for the campus include maintaining enrollment momentum and developing the future use of building. The High School Diploma Program will be moving to the annex, which should offer a good transition to college for these students.
 - When the Greeley Downtown Center opened, it occupied half of the second floor in the Kress Building. As enrollment has grown, the center needed to expand into the other half of the floor. The Downtown Center focuses on GED, FirstSteps and general education classes, as well as a management certificate. The staff provides assessment, advising and tutoring. The center works in partnership with UNC (FirstSteps), Weld County Probation, Parole and Day Reporting Center and Weld County Workforce. As the center develops as a bridge campus, the challenge will be space needs.

A Trustee asked about possible expansion for the training grant from CDOT, "Building Highways, Building Careers," noting that this training will be more important as stimulus funding comes into the state budget. Dean Steven Kahla informed the Board that the grant was picked up for 5 years, with annual renewal. The Continuing Education Division will help CDOT implement a process to expand

training in the state.

Dr. Liddell introduced the campus deans/directors: Karen Sell, Fort Lupton; Tim Rees, Loveland and Heather Lelchook, Downtown Center, as well as Brenda Rask, Associate Dean for Career and Technical Education.

d. President's Executive Summary

Dr. Liddell briefly reviewed the following items:

- Nominations for Aims Fellows Award are due March 16. Anyone can submit a nomination, which should be turned in to the President's office.
- Three students received Bachelor's degrees from Franklin University through the Community College Alliance. It is always very positive for students to be able to earn their bachelor's degree through this program. Aims receives stipend from Franklin University for each student.
- Christine Gaudinski was named the 2008-09 Teacher of the Year for the Colorado Association for Career and Technical Education (Colorado ACTE). Ms. Gaudinski has recently assumed responsibility as the chair of the science department.
- Aims faculty member Jeanine Lewis was selected to present at the National Institute for Staff and Organizational Development (NISOD) Conference.
- Fort Lupton Nurse Aid Training Program received full approval from State Board of Nursing. Dr. Liddell offered congratulations to Donna Souther and Karen Sell.
- Trustee Walt Richter has agreed to speak at the Phi Theta Kappa induction ceremony. He is the first trustee to do so in the history of the organization.
- Carol Hogle has requested suspension of her PERA retirement, effective July 1, 2009, as she plan to stay at the college for an additional two years.
- The Association of Community College Trustees has requested that one of our Trustees serve on the Western Regional Awards Committee. It would be a two year commitment as the Colorado representative. The position would require reading and judging nominations for awards in 5 categories during summer.
- Dirt is being moved on the Windsor site. This phase should be finished by March 9. The facility is still on schedule to open in December 2009
- Dr. Liddell recently signed a Memo of Understanding to participate in Joint Venture Northern Colorado along with UNC, CSU and Front Range Community College. UNC will function as the fiscal agent for the partnership. The group has released an RFP to create asset map for energy curriculum.
- Several items are currently passing through the legislature. HB1079, which would allow the Town of Berthoud to join the Aims tax district, has passed in the house with a vote of 64 to 0. It has also passed on first reading in the Senate and will have its second reading soon. HB 1272 is the legislative enactment of Amendment 50 from last November's election. After some

opposition by the Colorado Historic Preservation Society and additional legislative hearings, the bill will be sent to the house floor as originally revised. SB170 would allow students whose parents are not documented to receive in-state tuition. This bill contains a number of provisions, including making satisfactory progress in academic studies and holding a satisfactory GPA, residency in the country for a minimum of three years, ability to matriculate to higher education within 12 months of graduation. The student would also be required to agree to apply for citizenship. At this point, it appears that this bill will pass through the senate. The bill now has house sponsorship. SB 45, known as the transferability bill would require state four-year institutions to keep current on transfer requirements for students coming from two-year institutions. The four-year institutions are concerned about costs of compliance, but community colleges support bill as being in the best interest of students.

- Dr. Liddell thanked Ms. Bedell for sharing her concerns about the trees with the Board. A meeting with neighbors has been scheduled for tomorrow to continue to work toward a compromise. David Laurence gave summary of the power outages and the college's activities to contain them. He also outlined costs of over \$50,000 for IT and support equipment that has been damaged by the outages, adding that there is often several hours of work to recover after an outage.

V. Consent Agenda

- a. Minutes of the February 4, 2009 Board Meeting

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

VI. Information Items

- a. Board Calendar

Dr. Liddell pointed out an error in the Board Calendar, noting that the May meeting had been changed to May 8, immediately before the Graduation Ceremony. The college will provide the Board with dinner between the two events. The college is encouraging faculty to participate in graduation.

- b. Proposed Budget Workshop – Wednesday, April 1, 2009 at 12:00 PM

She also reminded the Board that the annual Budget Workshop would be held immediately before the April Board meeting and will include a working lunch.

- c. Medical/Dental Insurance Benefits Proposal

Dr. Liddell reminded the Board that Aims belongs to the benefits group of the Colorado Community College System. Ms. Hogle reviewed the proposal for medical and dental insurance for Fiscal Year 2009-10. She told the board that this is for information this month but will be an action item next month. This year's actuarial experience has been good. These numbers are preliminary.

There will be several benefit enhancements in the policy this year:

- a. Employees will have to pay only 1 pharmacy co-pay, instead of 2, for 90-day generic prescription.
- b. The number of skilled nursing days in facilities would increase from 60 to 100, covering 99 percent of needs for this group.
- c. The definition of domestic partner coverage is extended to include same-sex partners.

These changes won't affect premiums for employees. For health insurance, the Employee Only Plan will increase \$3 per month, while Family Coverage will increase by \$14. Once again the Benefit Trust will contribute funds to buy down premiums by \$10 per month. Dental will increase 6.21%, which would add \$1 or \$2 to employee premiums. AD&D and Life Insurance premiums will not change, as they are locked in for one more year.

Ms. Hoglund stated that the college benefits committee; made up of two faculty, two administrators and two staff members; have reached consensus for this proposal. This information will be posted on the web for employee review. An email account will be set up for employee comments.

- d. Change to Course Fees for Skating Classes
The Board had no questions about the change to the fees for courses offered at the Greeley IceHaus.
- e. Leaving the Employ of the College
 - a. Robert Conkey, Advisor, Student Services

VII. Action Items

- a. Appointment of Hearing Officer
Dr. Liddell reminded the Board that Hearing Officers are usually appointed in September, but one of current Hearing Officers, Sue Spooner, had resigned from her position. She then referred the Board to the list of qualifications for Kent Sutherland, who has been proposed as a replacement for Ms. Spooner.

ON MOTION OF SANDY NEB THE BOARD OF TRUSTEES UNANIMOUSLY VOTED TO APPOINT KENT SUTHERLAND AS HEARING OFFICER FOR THE COLLEGE.

- b. Appointment of Election Official
President Liddell stated that 2009 is an election year for two seats on the Board of Trustees, thus it is necessary to designate an Election Official for the college. Historically, this job has been assigned to the board liaison. She requested approval of the Designated Election Official for the 2009 election.

ON MOTION OF SANDY NEB THE BOARD OF TRUSTEES UNANIMOUSLY VOTED TO DESIGNATE KAROLINE WOODRUFF AS ELECTION OFFICIAL FOR THE UPCOMING BOARD OF TRUSTEE ELECTION.

VIII. Comments from Board Members

- **Sandy Neb: The time we spent at the ACCT Legislative Summit in Washington, D.C. was very productive. Dr. Liddell and three Trustees met with Representative Betsy Markey and with aides for Senators Bennett and Udall. Everyone was very receptive as we addressed our needs.**
- **Walt Richter: The Trustees in Washington focused on one message, that community colleges can provide certificate and associate degree training for jobs outlined in the stimulus bill. We have enrollment ready programs and will have more as the new energy economy rolls forward.**
- **Mike Geile: Recently received a call from a Weld County company regarding a contract Aims had opened for bids. There are many excellent contractors in the county; perhaps the bidding process should include consideration for in-district companies. Dr. Liddell said she would research the issue.**

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 reported that ASA will once again sponsor Part-Time Staff Appreciation Day in early April, along with Staff Breakfast in early May. Officer elections to fill four open positions will take place soon.
- c. ASACC (Dan Beal, ASACC President)
ASACC President Dan Beal reviewed the following ASACC sponsored events:
 - Dr. Seuss's birthday party for children of Aims students
 - On March 14, student volunteer will stand outside of King Soopers and Wal-Mart to help with a canned food drive for Weld and Larimer Food Banks.
 - MyLife will be sponsoring mock trials during sexual education week.
 - The second "Spotlight" show is currently being edited for broadcast in March.
 - The ASACC Board is also assisting in planning for graduation.

X. Adjourn to Executive Session

Beth Bashor stated that the Board would adjourn to executive session to discuss personnel and to receive legal advice from counsel, as allowed by CRS 24-6-402(4) (b) and (f). She invited Dr. Liddell, Stow Witwer, Donna Souther and Karoline Woodruff to attend the session.

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

XI. Reconvene in Regular Session

Beth Bashor reconvened the Board into regular session at 5:43. The Board took no action.

XII. Adjourn

**ON MOTION OF MIKE GEILE, THE BOARD UNANIMOUSLY VOTED TO
ADJOURN AT 5:44 PM.**

Sandy Neb, Secretary

Date