

Aims Community College Board Meeting
Board Meeting Minutes
October 7, 2009

Aims District Board Meeting

I. Call to Order

The meeting was called to order at 2:44 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

There were no additions or deletions to the agenda.

**ON MOTION OF MIKE GEILE, THE BOARD UNANIMOUSLY VOTED TO
ACCEPT THE AGENDA AS PRESENTED.**

III. Citizen Participation

There was no request for citizen participation. Board President Beth Bashor introduced the candidates for two open Board positions who will run unopposed in the November election.

IV. President's Report – Dr. Liddell

a. Financial Report – Dan Erbert

Dr. Liddell introduced Dan Erbert, Aim Budget Director, who produced the financial report for the Board and was present to answer questions. Referring to the financial statement, he told the Board that the budget is on track. Spending is less than at the same point last year, while revenues are comparable to last year. The Board had no further questions. Chief Financial Officer Mike Kelly told the Board that the auditors will be at November meeting to present the financial statements.

b. Division 2 (Allied Health and Sciences) Report – Donna Souther

Jennifer Malinski, Program Coordinator for the Allied Health department, attended to present a summary of the report and to answer questions for the Board. She covered the following items:

- o Division 2 embraces data driven decision making and continuous improvement as emphasized by the AQIP system.
- o At the beginning of the third academic year in the Allied Health Building, the division is finally growing into the building. The nursing simulation facilities are being used to levels that hadn't been anticipated, including substituting for clinical time.
- o By fall of 2011, the division will transition to an admission process and will eliminate the waiting list, as they are very difficult to administer, due to legal and ethical requirements. The admission process will be based on GPA, previous work experience and other factors and will ensure students are qualified and committed to the program.

- College preparatory math and reading enrollment numbers are increasing steadily. To ensure that the students are receiving the assistance they need, these classes employ guided studying and learning communities.
- Dr. Liddell noted that a large part of this division is college prep, with upward of 100 sections of developmental level courses. Ms. Malinski also noted that the College has hired new faculty to support this area, due to the increasing need.
- Supplemental instruction is offered for challenging classes such as Anatomy and Physiology. Supplemental instruction is more mentorship than tutoring and is led by students who were successful in an earlier section of the class.

A Trustee commented on the report, noting that the nursing graduates consistently test above state average. The Board thanked Ms. Malinski for a report well done and thanked division faculty and staff for their efforts.

c. Student Services Division Report – Pat Matijevic

Dean Matijevic presented an executive summary of her written report to the board, including the following points:

- The division has conducted three institutional surveys (SENSE, CCSSE, CCFSSSE) with over 1000 students surveyed. In the surveys, students were asked about preparation, experience and engagement at the College. Because Aims has engaged in these national surveys, we can benchmark our results with other institutions across country. The division is now working on how to put this data to use to make students more successful at Aims.
- The Student Services Division recently took on the Academic Resource Center, which is now part of the Student Success Center, and includes Disability Access.
- Recruitment and advising have made visits to over 40 high schools and are finding new ways to reach out to the community, even down to grade school.
- Admission and Records is focusing on streamlining services. With 40% of students registering online, many required forms have been placed online and orientations are now available in podcast format.
- The number of students under academic probation, while significant, is a decrease from last year. The division is proactive and alerts students when they are at risk of academic suspension.
- Financial Aid provides the money students need for tuition and fees. There has been a 26% increase in monetary awards, both due to economy and increase in enrollment. There are also outreach activities in financial aid to help high school students and counselors complete paperwork on time.
- The Student Life department communicates with students through The Aims Angle, the Toilet Paper and Aims Weekly. The Student Program counsel offered 170 different programs last year and the department oversaw the selection of a new venue for graduation, which allowed over 2600 attendees.

- With the College Center closed for remodeling, it was necessary to revamp the new student orientation program. Shannon McCasland coordinated the effort to offer over 60 different orientation sessions.
- AAA101 (College Success) courses were piloted last year. This year, there were 109 sections of the 1-credit class. A 3-credit AAA109 class was also developed for students who want to take the pace slower or need more time. There were over 25 sections this fall.
- There has been a 40% increase in student contact in the Student Success Center, which focuses on giving students effective academic advising.
- Retention is a major focus. Emerging scholars assisted 260 students last year and 360 enrolled in the program this year. Retention in this program averages 20% higher than in the general student population.
- The TRIO grant serves 160 students with excellent results. There is only one more year of the program grant, but Therese Lask has written an extension application.
- There have been significant increases in Assessment, Career and Online Advisor Services.

Dr. Liddell commented that in the Survey of Entering Student Engagement, the highest marks were for entering student advising and the close student-faculty relationship.

d. Faculty Consultation Agreement – Marsha Driskill

Dr. Liddell reminded the Board of the budget issues of Spring 2009 and the impact on the Faculty Consultation agreement. Due to the highly volatile state budget allocation, final work on the Faculty Consultation Agreement was significantly delayed and faculty weren't able to vote before they left for the summer. Faculty representative Marsha Driskill addressed the Board and informed them that the Aims College Education Association has now been able to review the agreement and have approved it. Dr. Liddell thanked faculty for working in good faith.

e. Holiday Schedule 2010

Dr. Liddell told the Board that she had received a suggestion regarding rescheduling the winter holiday in 2010. The President's Office polled employees who overwhelmingly preferred observing the winter holiday the week after Christmas. Dr. Liddell said that in 2010, the college will be closed for winter break on December 24 and the entire next week.

f. President's Executive Summary

Dr. Liddell gave summary reports of the following items:

- Dr. Bond was recently appointed to the Governor's Committee on Concurrent Enrollment. According to recent legislation, in 2012 it will be become mandatory for school districts to offer concurrent enrollment

opportunities for students, which will be beneficial for both students and Aims.

- The auditors will present the preliminary financial statement in November. Currently Richard Bond & Mike Geile are the Board representatives on the audit committee, but it will be necessary to replace Dr. Bond in November.
- The College is monitoring the H1N1 pandemic. Aims is allowed to ask any employee who has or is suspected to have H1N1 to stay away from work until they have been free of fever for 24 hours without medication. The College can't tell students to go home, but faculty can encourage them to do so. To date 17 employees & 26 students have reported being sick with H1N1 or a flu-like illness. The H1N1 vaccine will be available on campus in about two weeks. Tomorrow's Greeley campus health fair will offer seasonal flu shots.
- Included in the Board packet is a thank you letter from John and Jane Adams, detailing the exceptional education and assistance their son received in his time at Aims.
- The Association of Community College Trustees (ACCT) Fall Congress is currently taking place, but no Trustees attended this year due to travel budget restrictions. As part of the Congress, ACCT will recognize Trustees who have passed away in the last year. Former Aims Trustee Dale Majors will be included this year.
- While new construction is on hold due to budget constraints, those projects that were already under contract are continuing. The College Center is on track and work on the new parking lot is beginning. The Windsor Automotive and Technology Center is set to open in January.
- The book Three Cups of Tea was chosen for the community and college read this year. Dean Steven Kahla told the Board that the Learning and Organizational Development department wanted to enable more students to participate so they wrote a grant to fund book purchase. Many student groups will participate including international students. Many honors classes and learning communities are also assigning the book.
- Next week a team from Aims will travel to Lisle, Illinois to attend the Academic Quality Improvement Program (AQIP) Strategy Forum. This forum is a requirement of participation in AQIP, which will lead to renewal of accreditation.

V. Consent Agenda

- a. Minutes of the September 2, 2009 District Board Meeting
- b. Employees: Administration, Faculty and Exempt Staff
 - Michelle Brown, Accounts Payable Supervisor, Financial Services, exempt staff, replacement
 - Carol Fiol, Grant Specialist, Financial Services, exempt staff, replacement
 - Dale Netherton, Trades Instructor, Continuing Education, exempt staff, new position, third-party funded
 - Norbert Shea, Trades Instructor, Continuing Education, exempt staff, new position, third-party funded

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

VI. Information Items

a. Board Calendar

Dr. Liddell pointed out the following items from the Board calendar:

- Election Day is November 3 and new Trustees will be seated on November 4.
- The Board will attend a retreat and orientation on December 2, before their regular meeting.
- There will be a special meeting before December 15 for certifying mil levy

b. Retiring or Leaving the College

- Debbie Major, Interim Associate Dean, Learning and Organizational Development

VII. Action Items

a. Reappointment of Hearing Officers

Dr. Liddell reminded the Board that the College's hearing officers would be called on in the case of a faculty due process dispute and are renewed annually. She added that the list had been reviewed and approved by the ACEA President, Jeanine Lewis. The hearing officers up for reappointment are Kent Jackson, Ph.D.; Judith Jones, Ph.D and Kent Sutherland, J.D.

ON MOTION OF MIKE GEILE THE BOARD VOTED UNANIMOUSLY TO APPROVE REAPPOINTMENT OF HEARING OFFICERS FOR THE NEXT YEAR.

b. Administrative Edits of Eight Policies – Sandra Owens

Sandra Owens told the Board that pursuant to efforts to revise the P&P manual, they would see increased numbers of policies for approval. This group of policies includes changes that are non-material and non-substantive and are thus brought as a group. The changes are intended to clarify ambiguities or to bring inline with current practice. Referring to 5-1106, a Trustee asked what criteria are used to determine amount of financial aid award. Ms. Owens promised to research and bring the answer to the Board for the 2nd reading.

ON MOTION OF RICHARD BOND THE BOARD VOTED UNANIMOUSLY TO APPROVE ADMINISTRATIVE EDITS TO A GROUP OF EIGHT POLICIES ON FIRST READING

c. Rescission of Policy 3-500: Parking Violations (First Reading) – Sandra Owens

Ms. Owens explained that as this subject is at an administrative or procedural level, the policy should be rescinded, but will be included as a procedure. A Trustee questioned the placement under the campus safety policy and asked if there should be a policy for motor vehicles on campus

that would allow this procedure to be attached to. Ms. Owens said that through the course of manual revision there will be many changes similar to this. She would be happy to propose a motor vehicle policy, but doesn't think it is necessary. She offered to review best practices at other colleges for similar procedures.

ON MOTION OF SANDY NEB THE BOARD VOTED UNANIMOUSLY TO APPROVE POLICY 3-500: PARKING VIOLATIONS ON FIRST READING.

- d. Revision of Policy 3-710 Safety and Health (First Reading) – Sandra Owen
Ms. Owens explained that changes were intended to clarify allocation of responsibility between college and employees.

ON MOTION OF SANDY NEB THE BOARD VOTED UNANIMOUSLY TO APPROVE POLICY 3-710: SAFETY AND HEALTH ON FIRST READING.

- e. Revision of Policy 5-200 Associated Students of Aims Community College (First Reading)
Ms. Owens stated that the policy was edited to clarify and define membership in ASACC and the purpose of the organization. She thanked the Associated Students for proposing the rewrite.

ON MOTION OF SANDY NEB THE BOARD VOTED UNANIMOUSLY TO APPROVE POLICY 5-200: ASSOCIATED STUDENTS ON FIRST READING.

- f. Revision of Policy 5-1104 In-State Tuition Rate for Military Personnel (First Reading)
Ms. Owens thanked Student Services and the Registrar's office for their help in policy revision. A Trustee suggested that the College should grant in-district tuition, instead of in-state. The Board asked that the policy should be revised to include in-district tuition for both honorably discharged veterans and their dependents. Ms. Owens told the Board that the practice is already in effect, but the policy is necessary to bring college into compliance with CRS.

ON MOTION OF WALT RICHTER THE BOARD VOTED UNANIMOUSLY TO APPROVE POLICY 5-1104: IN-STATE TUITION RATE FOR MILITARY PERSONNEL WITH ADDITIONAL WORDING THAT WOULD ALLOW DISTRICT RESIDENTS TO ENJOY IN-DISTRICT TUITION ON FIRST READING.

- g. Request for Emeritus Status – Andres Guerrero
The Board had no questions about the request for emeritus status for Andres Guerrero.

ON MOTION OF SANDY NEB THE BOARD VOTED UNANIMOUSLY TO APPROVE THE REQUEST FOR EMERTUS STATUS FOR ANDRES GUERRERO.

h. **President's Contract**

Board President Beth Bashor stated that the amendment to Dr. Liddells' contract has been approved and provides a four year extension. Her salary will remain the same for the next year. The Board may choose to increase her salary in the future, but is under no obligation to do so. If the Board and Dr. Liddell agree, the contract term could be extended again in the future.

ON MOTION OF WALT RICHTER THE BOARD VOTED UNANIMOUSLY TO EXTEND ML CONTRACT ACCORDING TO PROVISIONS OF AMENDMENT.

Ms. Bashor added that Dr. Liddell had received glowing reviews last spring and that the fact that the contract revision took some time is no reflection on her or her performance.

Dr. Liddell thanked the Board for their work on her contract. She added comments about outgoing Trustees Beth Bashor and Richard Bond, saying that they had given her tremendous support, advice and counsel and that she will miss them.

VIII. Comments from Board Members

- **Beth Bashor expressed her thanks for the opportunity to learn about community colleges and to become an advocate for Aims.**
- **Richard Bond said it had been a great experience to serve on the Board. He has been advocate of Aims for almost 40 years and serving on the Board has increased his support. The institution is good because of the faculty and staff and the serious attention they pay to students, especially to those who are having trouble.**
- **Sandy Neb said that she was happy to be back after absence, but she will miss both the retiring Trustees. She said that she is glad to see the College doing good things in a bad economy.**
- **Mike Geile stated that this institution has become what it is because of the efforts of everyone involved including the Board that has been leading the College's vision through the years. He thanked the retiring Trustees for their leadership.**
- **Walt Richter told Ms. Bashor and Dr. Bond that they had both made a tremendous impact in people's lives. He continued by saying that Upstate Colorado recently held a meeting to discuss their goals for the area, including a great amount of economic stimulus, with 5000 jobs and 1.7 billion added to the Weld economy. Jobs today require more than a high school education. If you want to attract good jobs and wages, a regional workforce has to have skills. Companies want to know if the region has a well-trained workforce. This is the job of K-12, community colleges and universities. Aims definitely supports this initiative.**

IX. Comments from Board Reps

- a. Aims College Education Association (Marsha Driskill or Tracey Trenam, ACEA Board Reps)
Marsha Driskill thanked the outgoing trustees and the entire board for recognizing that our organization is made up of four parts. She added that the Board does a very good job of recognizing the needs of each group separately and bringing them all together.

- b. Aims Staff Association (Karen Brighton or Jeff Smith, ASA Board Reps)
Jeff Smith introduced Bree Winegarner, who will be stepping in as ASA President. ASA will be teaming with Student Life for the Trunk or Treat. The ASA Board is also gearing up for the online auction. He thanked retiring Trustees for their dedication to the College.

- c. Associated Students of Aims Community College (Mike Price, ASACC President)
Mike Price thanked Beth Bashor & Richard Bond and welcomed new trustees on behalf of ASACC. The Student Government Association will meet in Ft. Lupton to include other campuses and increase representation from them. The ASACC sponsored E-cycle day will take place October 22 open to public this year. On October 10, ASACC will hold their monthly volunteer project cleaning up the Poudre Trail. Until October 16 employees and students can share warm clothing by placing them in the drive boxes across campus. Mental health awareness week is going on now and will continue with Depression Awareness week beginning October 12. There are many other events coming. On October 29 ASACC will hold Trunk or Treat. This was a very popular event last year with over 1000 attendees.

X. Adjourn to Executive Session

The Board may adjourn to executive session to receive advice from counsel, as allowed by CRS 24-6-402(4)(b).

ON MOTION OF SANDY NEB, THE BOARD ADJOURNED TO EXECUTIVE SESSION AT 4:24 PM.

XI. Reconvene in Regular Session

Beth Bashor reconvened the Board into regular session at 5:03 PM and stated that

XII. Adjourn

ON MOTION OF MIKE GEILE, THE BOARD UNANIMOUSLY VOTED TO ADJOURN AT 5:03 PM.

Secretary

Date