

**Aims Community College Board Meeting  
Board Meeting Minutes  
November 4, 2009**

**Aims District Board Meeting**

**I. Call to Order**

The meeting was called to order at 2:34 PM by Board Secretary Sandy Neb. Other Board members present included Mike Geile and Walt Richter. College President Dr. Marsi Liddell was also in attendance.

**II. Ratification of Results of the 2009 Aims Junior College District Board Election and Swearing in of New Trustees**

Designated Election Official Karoline Woodruff reported to the Board on the preliminary results of the election held on November 3, 2009. Two candidates appeared on the ballot for the two open positions on the Aims Junior College District Board of Trustees: Mike Freeman, District C and Larry D. Wood, District D. Due to the fact that both candidates for Trustee ran unopposed, Ms. Woodruff requested that the Board ratify the election results for the Trustee races in District C and D so that she could declare the candidates elected. She added that she would bring the results of the Ballot Question election to the December Board meeting after receiving the Official Abstract of Votes from the Clerks of the District's constituent counties.

**ON MOTION OF MIKE GEILE, THE BOARD UNANIMOUSLY VOTED TO RATIFY THE RESULTS OF THE AIMS JUNIOR COLLEGE DISTRICT ELECTION FOR BOARD OF TRUSTEES HELD NOVEMBER 3, 2009.**

Ms. Woodruff swore in Mike Freeman as Trustee for Director District C and Larry Wood as Trustee for Director District D. The new trustees were seated.

**III. Election of Board Officers-**

The Board then addressed the election of Board officers for the coming 2 years. Open for election were seats for Board President, Secretary and Treasurer.

- Dr. Richter nominated Sandy Neb as Board President. His nomination was seconded by Trustee Mike Geile. Mr. Geile then moved that nominations be closed, which was seconded by Dr. Richter.

**THE BOARD UNANIMOUSLY VOTED TO ELECT SANDY NEB AS PRESIDENT FOR A TWO YEAR TERM (Ms. Neb abstained)**

- Trustee Mike Geile nominated Dr. Walt Richter as Board Secretary. The nomination was seconded by Larry Wood.

**THE BOARD UNANIMOUSLY VOTED TO ELECT WALT RICHTER AS BOARD SECRETARY FOR A TWO YEAR TERM (Dr. Richter abstained)**

- Dr. Richter nominated Mike Geile as Board Treasurer. The nomination was seconded by Larry Wood.

**THE BOARD UNANIMOUSLY VOTED TO ELECT MIKE GEILE AS BOARD TREASURER FOR A TWO YEAR TERM (Mr. Geile abstained)**

Upon completion of the election of Board officers, the Board adjourned from the District meeting at 2:41 PM to address the Continue Education Authority Meeting.

Board President Sandy Neb reconvened the Aims Junior College District Board Meeting at 2:48 PM.

**IV. Additions/Deletions to the Agenda**

There were no additions or deletions to the agenda.

**ON MOTION OF LARRY WOOD, THE BOARD UNANIMOUSLY VOTED TO ACCEPT THE AGENDA AS PRESENTED.**

**V. Citizen Participation**

There was no request for citizen participation.

**VI. President's Report – Dr. Liddell**

a. External Auditor's Report – BKD, LLC

Joann Bennett, Senior Manager on the audit engagement team from BKD, introduced herself to the Board and began her presentation by stating that the College audit resulted in a clean, unqualified opinion; the best result possible. As the Audit Committee has already reviewed the report, she reviewed the audit in a brief summary focusing on the highlights of the financial statements.

- o The Aims Foundation Statements are included in the report separately from the College's statements.
- o Total assets were \$97.3 million which is an \$8.8 million increase from last year, with liabilities fairly stable. As a result, the College's net assets increased by 13% over last year.
- o The Statement of Revenues, Expenses and Changes of Net Assets segregates revenues between operating and non-operating. State allocations are required to be reported as non-operating revenues. Because of this, the operating revenues show a \$26.7 million loss, but when you add in non-operating revenues, including state appropriation and property tax, the College shows the \$7.8 Million gain.
- o Behind the basic financial statements are the footnotes which include additional details on the various line items in the financials.
- o BKD also conducted a single audit on the College's Federal programs. For the year, the College received about \$13.7 million of federal expenditures, of which \$10.5 million is student financial assistance money and \$1.9 million is ARRA monies passed through the state. The audit had no findings to report under these audits.

Dr. Liddell noted that this is the third year that the College has had BKD conduct the audit. She noted that this is a stellar report and thanked the audit team as well as the Aims personnel who contributed. Mike Kelly introduced his staff including Carrie Schaefer-Randolph, Carol Fiol, Jennifer Gilsdorf, Linda

Archibeque, Adriana Felix, Darla Underhill Heather Mathers, Kunaputt Manoch, Michelle Brown and Dan Erbert. Dr. Liddell also thanked Teri Dorchuck and her staff for their efforts.

b. Financial Report – Dan Erbert

Budget Director Dan Erbert pointed out the entry in the financial report that indicates the amount budgeted for state appropriations. He said that the College has known that state appropriations would be cut, but as they will be back-filled by ARRA money, they must be accounted for differently. In the Budget to Actual Expenditures analysis, you will see that full-time employee salaries will not show the full amount that has been paid, because some of it was covered by ARRA money. Details are included in the footnotes and will be for the rest of the year.

c. AQIP Report – Jeff Reynolds

Dr. Liddell told the Board that Dean Reynolds has been the AQIP liaison since the AQIP process was adopted for accreditation at Aims. Dean Reynolds noted that the AQIP systems portfolio was due one year ago this week. Since then, the College has been preparing for the Quality Checkup that will take place from November 14-16. He referred the Board to the 10 page AQIP summary included in their packet and said that he would review five items in his report.

- o The Strategy Forum is a part of the ongoing AQIP process and is required every 4 years. A team of 8 traveled to Lisle, Illinois to participate in the strategy forum from October 14-16. They were engaged in three days of activities to define the upcoming cycle of initiatives. The team addressed two main issues. First, to identify which of the nine AQIP categories will serve as the basis for the next action project. The College identified “Measuring Effectiveness” as the focus category and will be developing the project in the next few weeks. The second topic was how to create a culture of quality improvement. This issue is central to an AQIP institution, as they must embrace continuous improvement and a culture of quality. We can better align institutional goals, if everyone is working together in context of AQIP.

Dr. Richter, a strategy forum team member, commented that accreditation is important to college and that the AQIP process makes sense for the College by continuously enhancing its ability to fulfill its mission. He thanked Dr. Liddell for introducing the college to AQIP. He noted that of 1000 schools in North Central that applied to become an AQIP school, only 200 schools were accepted into this process. He also thanked the rest of the AQIP Strategy Forum team: Dr. Liddell, Jeff Reynolds, Pat Matijevec, Ellen Swieter, Shelly Ray Parsons, Bonnie Steele and Margaret Dempsey.

- o The AQIP Check-up visit will take place next week. The visit comes about one year before reaffirmation of accreditation. Patty Fairchild and Gary Van Kempen, from the Higher Learning Commission will be on campus from Wednesday to Friday and will complete a rigorous

schedule of meetings. The College has prepared extensively for the visit. The focus is on quality improvement and it should be a positive experience. The evaluators will share their thoughts about what we are doing well and how we can do things better. At the conclusion, they will meet with Dr. Liddell and prepare a formal report which will be considered in the reaffirmation process.

- Action projects are at the core of AQIP. The College is working on 3 Action Projects at all times. Each Action Project is focused on one of the nine AQIP categories and improvement in that area. The projects are finite in duration and have measurable outcomes. We have already been involved in several projects. The “Valuing People” project produced Ripples in Recognition, which has very successful at Aims; the project for “Understanding Stakeholders’ Needs” focused on surveys to determine where the College was meeting student needs and where there was room for improvement. The project for “Assessing Student Learning” was recently completed and focused on three general education competencies: writing, critical thinking and math. Current projects include the Emerging Scholars program, which focuses on at risk students and has grown from 95 to over 400 students, producing greater retention and better grade point average. The next project will be a follow up to the first “Assessment of Learning” project. The focus will be using the data to improve programs, thus closing the loop. This should be a three-year project.
- Conversation day is another important part of the AQIP process. The College has already held two in the past. The first was held in October 2004, when the whole college gathered to discuss AQIP and accreditation. Eighteen months later, we held the second Conversation Day to keep everyone informed on our progress. The next day is scheduled on February 5, 2010. The intention is to give another update and introduce new employees to the AQIP process. Outside facilitator Keith Corneal, will start with a presentation on AQIP basics and then break attendees into groups for brainstorming ideas for improvement. We hope to get good suggestions for quick fixes and potential action projects. Board President Sandy Neb encouraged trustees to attend if possible.
- Reaffirmation of accreditation is a formal process through the Higher Learning Commission. Following submission of the AQIP check-up report, most of the required paperwork will have been completed. Dean Reynolds will contact the HLC to confirm. The College can look forward to reaffirmation of accreditation in the summer of 2010. This affirmation will be good for 7 years, during which time, the AQIP process will continue.

d. President’s Executive Summary

Dr. Liddell gave summary reports of the following items:

- The College’s outstanding nursing and practical nursing NCLEX pass rates are outlined in a chart included in the Board packet. `

- Also included are a letter about continuing accreditation of the paramedic program, an Inside Higher Ed article titled “Assessment vs. Action,” a joint statement from the Association of Governing Boards and the Council for Higher Education Accreditation on Accreditation and Governing Boards and a thank you note from Andres Guerrero.
- State Budget update – In the last two weeks, revenues from the state have decreased. The governor announced that in order to balance the state budget it was necessary to cut \$145 million from higher education for this year. This is approximately 8.8% of total budget. For this year only, it will be backfilled by ARRA funds, but as this money is finite, next year there will be less ARRA money to balance the budget. In addition, Referendum C money will be gone in 2011 and district property taxes will decrease in the next two year. Dr. Liddell told the Board that due to the uncertainty of available revenue, she will be asking Senior Management to develop two budgets for the coming year, a best case and a worst case scenario.
- A tentative Board Meeting Schedule will be presented to the Board in December. There is still some question as to the best time for Board meetings to begin. Karoline Woodruff will poll the Trustees by email.
- The Franklin University and Aims partnership has produced another graduate. This partnership allows Aims students to continue their studies, both on campus and online and receive their baccalaureate degree.
- “Skating” magazine featured an article on the Aims/Greeley IceHaus program.
- Dr. Liddell also clarified the results of the election regarding the annexation of Berthoud into the Aims Junior College District. Current district residents voted to accept annexation of Berthoud, but, contrary to the Tribune report, the Berthoud vote failed. In order for annexation to occur, both entities would have to pass the measure. The College will work with representatives from the town of Berthoud to determine the best course of action for future elections.

## **VII. Consent Agenda**

- Minutes of the October 7, 2009 District Board Meeting
- Employees: Administration, Faculty and Exempt Staff
  - Joanie LeTellier, Training Coordinator, High School Diploma Program-Denver, New Position

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

## **VIII. Information Items**

- Board Calendar
  - Dr. Liddell pointed out the following items from the Board calendar:
    - The College will be closed for Thanksgiving holiday from November 25 through 27.

- The Board will attend a retreat and orientation on December 2, before their regular meeting.
- Non-exempt Employee Hires:
  - Tammy Peck, Staff Assistant, Information Resource Management, non-exempt staff, replacement
  - Alyson Terry, Staff Associate, Purchasing, non-exempt, replacement
- Retiring or Leaving the Employ of the College
  - Brian Pegg, Program Coordinator I, Fire Science, non-exempt staff, replacement

## **IX. Action Items**

- Administrative Edits of Eight Policies – Sandra Owens  
On request of the Board, Ms. Owens reported that the funds awarded through Policy 5-1106 Tuition Scholarship Based on Academic Merit are calculated based on current in-district tuition and student fees, not including differential tuition or lab fees. The amount totals \$900.00, which is prorated according to number of credits attempted. Students who did not prove financial need received a reduced amount.

**ON MOTION OF LARRY WOOD, THE BOARD VOTED UNANIMOUSLY TO APPROVE ADMINISTRATIVE EDITS TO A GROUP OF EIGHT POLICIES ON FINAL READING**

- Rescission of Policy 3-500: Parking Violations (Second Reading) – Sandra Owens  
Ms. Owens recommended that the Policy be rescinded and should be included in the Policy and Procedure manual as a procedure.

**ON MOTION OF MIKE GEILE, THE BOARD VOTED UNANIMOUSLY TO APPROVE RESCISSION OF POLICY 3-500: PARKING VIOLATIONS ON FINAL READING.**

- Revision of Policy 3-710 Safety and Health (Second Reading) – Sandra Owen  
Ms. Owens indicated that the policy was rewritten to align with current College standards and practices.

**ON MOTION OF MIKE GEILE, THE BOARD VOTED UNANIMOUSLY TO APPROVE POLICY 3-710: SAFETY AND HEALTH ON FINAL READING.**

- Revision of Policy 5-200 Associated Students of Aims Community College (Second Reading)  
Ms. Owens reminded the Board that this policy had been revised to better define the membership and purpose of ASACC.

**ON MOTION OF WALT RICHTER, THE BOARD VOTED UNANIMOUSLY TO APPROVE POLICY 5-200: ASSOCIATED STUDENTS ON FINAL READING.**

- Revision of Policy 5-1104 In-State Tuition Rate for Military Personnel (Second Reading)

Ms. Owens stated that on first reading of this policy, there has been questions about in-state versus in-district tuition. She researched the issue and informed the Board that the Colorado tuition law is based on one year domicile in the state. Under special circumstances, this policy removes that requirement. For Aims students, upon qualifying for in-state status, they would be charged tuition based on their residence address at the beginning of term. Thus military personnel would receive in-district tuition if they resided in the district and in-state tuition if they resided out of district. The trustees agreed that this was the intention of the board

**ON MOTION OF WALT RICHTER, THE BOARD VOTED UNANIMOUSLY TO APPROVE POLICY 5-1104: IN-STATE TUITION RATE FOR MILITARY PERSONNEL ON FINAL READING.**

- Nomination for Emeritus Status for Beth Bashor and Richard Bond – Walt Richter

Board Treasurer Walt Richter addressed the Board, nominating Beth Bashor and Richard Bond for Board Emeritus status. He noted that they had both served eight years on the Board and have been involved in many activities, one of the most important of which was the search for and hiring of a new president. Board goals during their tenure focused on growing enrollment and increasing student access. They were also involved with the development of the College's strategic plan at an oversight and policy level Dr. Liddell told the Board that she concurred with the nomination.

**ON MOTION OF WALT RICHTER, THE BOARD VOTED UNANIMOUSLY TO APPROVE THE BOARD EMERTUS STATUS FOR BETH BASHOR AND RICHARD BOND.**

**X. Comments from Board Members**

- **Mike Freeman said that it is an honor to be here and looks forward to working with the board and Dr. Liddell.**
- **Larry Wood is also honored to be part of the Board.**
- **Walt Richter welcomed the new trustees, noting that their background will be very valuable to the board now and in the future.**
- **Mike Geile also welcomed the new trustees to the Board**
- **Sandy Neb said she was glad to have the new Trustees on board. She added that the College will go through some tough times, but we will get through it.**

## **XI. Comments from Board Reps**

- Aims College Education Association (Marsha Driskill or Tracey Trenam, ACEA Board Reps)  
ACEA Board Reps had no comment.
- Aims Staff Association (Karen Brighton or Jeff Smith, ASA Board Reps)  
Karen Brighton announced that the staff association is working on their big money maker, the silent auction. There are locations to drop off donations, which will be taken through the 20<sup>th</sup>. Bidding will start on November 30<sup>th</sup>. All details will be available on the auction website. ASA is in the midst of electing new officers to their board, including president elect, secretary and board representative. They are also putting together a proposal for a new part-time employee orientation.
- Associated Students of Aims Community College (Mike Price, ASACC President)  
Mike Price told the Board that the Student Government Association (SGA), in an effort to include the other campuses, held meetings in Loveland and Fort Lupton and will meet at the Downtown Center on November 19. This month's community project is helping at Lighthouse Mission. SPC will be recognizing the following events - November 10, Native American Awareness Day; November 11, Veteran's Day Human to Human series with veterans from WWII to the Gulf War; November 12, Aims Family Night at Jumpin at Centerra. The My Life Council will offer the following seminars: November 11 and 12, Stick it to Stress Week and November 19, the Great American Smoke-out Day. Interested parties can contact Student Life for more information.

## **XII. 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 WALT RICHTER, THE BOARD ADJOURNED TO EXECUTIVE SESSION AT 4:00 PM.**

## **XIII. Reconvene in Regular Session**

Sandy Neb reconvened the Board into regular session at 4:42 PM and stated that

## **XIV. Adjourn**

**ON MOTION OF MIKE GEILE, THE BOARD UNANIMOUSLY VOTED TO ADJOURN AT 4:42 PM.**

---

Walt Richter, Secretary

---

Date