Aims District Board Meeting

March 3, 2010

I. Call to Order
The meeting was called to order at 2:40 PM by Board President Sandy Neb. Other Board members present included Mike Freeman, Mike Geile, Walt Richter and Larry Wood. College President Dr. Marsi Liddell was also in attendance.

II. Additions/Deletions to the Agenda
No additions or deletions were requested.

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

III. Citizen Participation
There was no request for citizen comment.

IV. President’s Report – Dr. Liddell
a. Financial Update – Dan Erbert
   Mr. Erbert directed the Board to the second page of the report and the new method of notating ARRA funds. He said that in the past American Recovery and Reinvestment Act (ARRA) funds have been noted as an offset to full-time wages and benefits. They have now been moved towards the top of the sheet and are indented as revenue, titled “ARRA Funds.” A Trustee asked why tuition revenue is only 83% of budget, when fees are 133% of budget. Mr. Erbert explained that the College has not fully collected spring semester tuition and has received much more fee revenues than expected, mainly from the helicopter program. Another Trustee noted that under expenses for contracted services the “Other” is the largest. Chief Financial Officer Mike Kelly offered to break out this category for the next Board meeting.

b. Division III Report – Dan Doherty
   Dean Doherty addressed the Board with a summary of his printed report, pointing out that Division III departments and programs are listed on the first page of the report. He explained that in many areas, the report functions as an annual report, comparing 2007-08 and 2008-09, but some of the report reflects the first nine months of this year as well. Division III has the most students and employees at the College.
   - Historically, the division accounted for 50% of enrollment, but after two departments moved to Division 4, it now accounts for around 40%.
   - The Air Traffic Control program has seen substantial growth since it began in August 2008. The first eight students to complete the program will graduate in May.
   - Enrollment in the auto program is up significantly in collision and up slightly in service. There is a great deal of excitement about the new Auto and Technology Center in Windsor.
   - The reports on criminal justice and fire science reflect the 2008-09 year, but they have now been transferred to Division IV.
o Enrollment in Early Childhood Education is up 50% due to new requirements for certification for daycare owners and managers. This will hold true for next year, but then should drop as requirements are met. Weld County chose to opt out of HeadStart last fall, so the funding is disappearing. Grant funded employees are operating on a month to month basis and the HeadStart program eventually close. Enrollment in ECE could drop as HeadStart employees stop taking classes.

o Enrollment in math and natural sciences is up 10-11 %, which is equivalent to 30-40 FTE.

o Welding was down slightly in enrollment last year, but is back up this year.

o The Board has considered the Monfort Early Child Education Center (MECEC) in last few years, comparing cost to operate and revenue. Last year, the Board decided to maintain the program for community benefit. In the last two years, costs recovered in the program have increased from 72 to 84%, but probably won’t improve much from here. There is an overlap between ECE and MECEC, but there is little that can be done to merge the programs. ECE students need to take specific ECE & EDU courses and MECEC has to maintain specific child to teacher ratio. Students who graduate from ECE and enter the workplace, receive very low wages, but there are no thoughts of changing the ECE program as the program is doing well.

c. Nominations for Aims Fellows Awards
Dr. Liddell reminded the Board about the origins of the Aims Fellows award and summarized the criteria for selection. She asked that trustees and others nominate individuals who have served Aims or higher education and noted that the nomination deadline is March 30.

d. President’s Executive Summary
Dr. Liddell noted that most of the materials included in the packet were reading materials, many of which involved budget or higher education. She highlighted the following:

- A letter from the National League for Nursing Accrediting, regarding Aims’ application for candidacy for accreditation. Dr. Liddell thanked both Associate Dean Nina Kirk and Dean Donna Souther for making it happen.
- A nice thank you letter from Nickie Medina and Rex Parr for being granted sabbatical leave.
- Two Aims students will earn bachelor’s degree through the Aims - Franklin University alliance. They will receive their diplomas at the Aims graduation ceremony in May.
- Recruiters Barb Gilliam & Margaret Dempsey attended Young Women’s Conference at UNC on February 22 to answer questions about Aims. The event went very well.
- New Trustee Mike Freeman has agreed to serve as liaison to the Aims Foundation Board.

V. Consent Agenda
a. Minutes of the January 6, 2010 District Board Meeting
b. Amendment to November Board Minutes – Student Services Report
c. Employees: Administration, Faculty and Exempt Staff
   - Christine Nibbelink, Nursing Instructor, Division II, Faculty, Replacement
   - John Michael Stone, Trades Instructor, Continuing Education, Exempt Staff, Replacement, Position funded through training contract
   - Robert Umbaugh, Associate Dean, Learning & Organizational Development, Administrator, Replacement

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

Mr. Geile mentioned that an article announcing Rob Umbaugh’s appointment appeared in the paper before it had been approved by the Board.

VI. Information Items
   a. Board Calendar
      Dr. Liddell reminded the Board about the Aims Graduation Ceremony on Friday, May 7 at 7:00 PM, noting that it will take place at Island Grove and is a wonderful event.
   b. Proposed Budget Workshop
      The Budget Workshop will actually take place at 11:45 AM on Wednesday, April 7, immediately before the April Board meeting.
   c. Medical/Dental Insurance Benefits Proposal – First Draft
      Mike Kelly told the Board that the final insurance benefits proposal will be presented at the April meeting as part of the budget work session.
   d. Retiring or Leaving the Employ of the College
      - Jeff Batt, Reprographics Technician, Reprographics
      - Marcia Jorgensen, Program Coordinator III, EEO/Legal Affairs
      - Wendy Berger-Rogers, EMS Program Coordinator, Division IV
      - Ron Randolph, Capitol Planning and Construction Coordinator, Facilities and Operation
   e. Retiring and Requesting Transitional Period
      - June Schock, Professor, Vocal Music, Division IV

VII. Action Items
   a. Policy 1-290 Drugs and Alcohol, Revision, 2nd Reading
      House Council Sandra Owens presented the policy for second reading. She reminded the Board that on first reading, they had requested changes to the draft. These changes are shown in green on the second draft. The original intention of the policy revision was to broaden the policy and ensure that the College’s policies and procedures align with the policies of clinical affiliates. The policy includes both prescription and allowed legal substances and illicit substances.

ON MOTION OF WALT RICHTER, THE BOARD UNANIMOUSLY APPROVED THE REVISION OF POLICY 1-290: DRUGS AND ALCOHOL ON SECOND READING.
b. Policy Review – Administrative Edits to a Group of Ten Policies, 1st Reading
Ms. Owens noted that this group of policies required non-substantive changes and are being presented as a group. She thanked employees that have worked on revising the policies and reviewed the changes briefly.
A Trustee asked about the use of the word “represent” staff interests rather than the original phrase “promote staff interests” in Policy 1-302 and asked if this could lead to a requirement to include staff in consultation type discussions. Ms. Owens said that she would research the question and bring an answer back to the Board at the next meeting.

ON MOTION OF MIKE GEILE, THE BOARD UNANIMOUSLY APPROVED THE ADMINISTRATIVE REVISION OF A GROUP OF TEN POLICIES FIRST READING, SUBJECT TO REQUESTED RESEARCH ON POLICY 1-302.

c. Approval of Tuition Increase for Academic Year 2010-11
Dr. Liddell stated that the Board usually sets tuition as part of the budgetary process in April or May. This practice has caused difficulties for students who had registered and paid prior to the budget meeting. She therefore requested to set tuition earlier so that the correct tuition can be included in the Fall Semester schedule that will be released soon. She added that while the Aims Board has the right to raise tuition to any level, the College has typically followed the State guidelines. This year the requested increase is 9%, as per the Governor’s recommendation. Chief Financial Officer Mike Kelly discussed the board handouts and noted that there were some changes to categories in differential tuition. Differential tuition is used for courses that are high cost, either due to a requirement for low student-instructor ratio or expensive equipment and materials. For instance, nursing classes are very high cost due to requirements for small class size and clinical experience. In this plan, nursing would move from low to high differential, surgical technology from low to medium differential and radiologic technology from med to high differential tuition. Mr. Kelly noted that even with the change in differential tuition, Aims will be under the cost for the UNC or Front Range programs. Mr. Kelly told the Board that the technology fee needs to be increased to $10 per credit to fully cover the cost of equipment. He added that the College will implement transcript and application fees, to recoup the costs of processing of student requests, which can be time consuming. Dr. Liddell reminded the Board that Aims has the 2nd lowest tuition in the state for out-of-district students and in-district tuition is the lowest in state. Aims also offers three times more institutional financial aid than its national peers. She also mentioned the College Promise Program, which offers a free ride for the first year to District 6 student.
Trustees made the following comments on the tuition increase:
   o The increase in tuition will bring in approximately $700,000 in revenue, but this just takes care of part of the shortfall that we are expecting from decreased state allocation. It is also important to maintain the integrity of the institution.
With the quality of education we provide versus the cost, this is the best education value anywhere. We will continue to work to contain costs.

If we raise out-of-state tuition too much we will erect a barrier to attendance. It is a benefit to both the college and community for students from other states or other countries to attend Aims. So it would be good if the College contains this tuition in the future.

**ON MOTION OF MIKE GEILE, THE BOARD UNANIMOUSLY APPROVED THE PROPOSED INCREASE IN TUITION FOR ACADEMIC YEAR 2010-11 AT A RATE OF 9% FOR IN-DISTRICT AND OUT-OF-DISTRICT AND 5% FOR OUT-OF-STATE.**

d. Recommendation for Emeritus Status for Debra Knudson

Dr. Liddell told the Board that Debra Knudson has been a radiologic technology instructor for many years. She added that this is one of Aims’ premier programs and Ms. Knudson has helped to put it on the map. Both Dean Souther and Dr. Liddell expressed their support for the nomination.

**ON MOTION OF WALT RICHTER, THE BOARD UNANIMOUSLY GRANTED EMERITUS STATUS TO DEBRA KNUDSON.**

e. **VIII. Comments from Board Members**

- Mike Geile deferred his comments and asked Heather Lelchook, Associate Dean of the Fort Lupton Campus, to make a few comments on what is happening there. Ms. Lelchook told the Board that the campus is doing well, with headcount at 410 and a 24% FTE increase. About half of enrollment is concurrent enrollment through the Career Academy, Career and Technical Education and academic classes in high schools. The academic deans and faculty are very helpful in providing the classes these students need. CDOT classes, coordinated by Continuing Education, are taking place on campus. People come to campus on a daily basis, to inquire about returning to school or getting their GED. Advisor Mary Tucker is very busy advising students.

- Walt Richter commented that since we read in the paper about the impending budget crisis, it is important that employees and the public understand that the administration and Board are working very hard to maintain programs for our students. We will do as much as we can with the coming shortfall.

- Mike Freeman stated that the Board met with the Fort Lupton City Council to discuss their concerns about Aims’ commitment to Fort Lupton. The Board told them that the College is 100% committed to make sure the Fort Lupton campus remains viable.
o Sandy Neb thanked Ms. Lelchook and the staff of the Fort Lupton campus for hosting the Board meeting today. She also noted that the Board will begin their meetings with the pledge starting in April.

IX. Comments from Board Reps
   a. Faculty (Marsha Driskill or Tracey Trenam, ACEA Board Reps)
      Dr. Trenam, Chair of Behavioral & Social Sciences, commented that some of her faculty have been teaching in high schools and are delighted to do so. She added that it is important that the community knows what Aims is able to do. Dr. Liddell noted that Fort Lupton superintendent Mark Paylor is a huge supporter of Aims and is wonderful to work with.
   b. Aims Staff Association (Karen Brighton, ASA Board Rep)
      The Aims Staff Association representative had no comments
   c. ASACC (Mike Price, ASACC President)
      There were no comments from ASACC.

X. Adjourn to Executive Session
   The Board may adjourn to Executive Session to discuss personnel issues and receive legal advice as allowed by CRS 24-6-402(4)(b) and (f).

   ON MOTION OF MIKE FREEMAN, THE BOARD UNANIMOUSLY VOTED TO ADJOURN TO EXECUTIVE SESSION AT 3:44 PM.

XI. Reconvene in Regular Session
   Board President Sandy Neb reconvened the Board into open session at 5:23 PM

XII. Adjourn

   ON MOTION OF MIKE GEILE, THE BOARD UNANIMOUSLY VOTED TO ADJOURN AT 5:23 PM.