Aims District Board Meeting

I. Call to Order
The meeting was called to order at 2:42 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
Aims Fellows Awards – Presentation of Recipients
Board President Sandy Neb introduced each recipient with a summary of their nomination letter, while the other Trustees presented each new Fellow with a plaque. The new Aims Fellows selected at the May Board of Trustees meeting were:

- Beth Bashor
- Dr. Richard Bond
- Gerald Shadwick
- Jim Turner

a. Financial Update – Dan Erbert
Mr. Erbert was in attendance and commented that if the revised budget is passed later in the meeting, the Financial Update would change for the next statement. The Board had no questions.

b. Information Technology Update – Bill Waggoner
Andria Brabo was present to answer questions for the Board. She said that the focus of the division has been to streamline processes and reduce threats, as is reflected in the report. In response to a question about cyber threats, Ms. Brabo said that there have been more threats recently due to the economy and social networking also tends to encourage people to share private information. The IT department has increased the use of filtering software. There are currently thousands of student accounts, including many for past students. The IT department is working to eliminate these outdated accounts. Ms. Brabo continued by saying that each system has different backup protocol. While the college doesn’t typically back up email, Banner is a redundant system, with a full backup completed every night and a hot back up every five minutes during the day. She also detailed the drills the IRM division uses to ensure business continuity in an emergency situation.
c. Foundation Report – Julie Buderus
Ms. Buderus presented a brief summary of her report, highlighting new gifts and noting that she is working with three potential donors who may use the Boettcher match for naming opportunities. Ms. Buderus reminded the Board that the Boettcher match is good through June and she is working to promote it. She also told the Board that revenue has exceeded the projection for the year; expenses are on target and assets considerably stronger than same time last year. The capital campaign goal has not been met, but will be soon. She thanked the Board, Dr. Liddell, Mike Kelly and Linda Archibeque for the effective partnership between College and Foundation and honoring the arms length administration that is necessary.

d. Sabbatical Report – Dr. Vicky Bollenbacher
Dr. Bollenbacher gave the Board a short presentation about the activities and benefits of her sabbatical. She thanked the Board for supporting sabbaticals at Aims. She began teaching political science at Aims in 2001. She was also interested in teaching online, which she began in 2002. She was part of the team for the first learning college seminar at Valencia. Dr. Bollenbacher told the Board that she felt that she was able to create a learning environment for her face-to-face classes, but it was more difficult to do so for online classes. Her intention in her sabbatical was to find best practice for online classes and to develop methods to engage student involvement, create a rich environment and encourage critical thinking in the online classroom. She redesigned all the classes that she teaches online toward critical thinking assignments and away from an emphasis on testing. For some courses, she doesn’t test at all, but uses other forms of assessment including writing. She currently teaches four political science courses online and also teaches philosophy and women’s studies.

e. Sabbatical Report – Tony Park
Mr. Park summarized his report to the Board and said that during his sabbatical he visited Italy, then developed a student access website using photos and information he received there. He demonstrated the websites, saying that he is able to provide students more images and material than is normally available in books or websites and additional information that is pertinent to his courses. The websites also includes the course syllabus, web links, suggested readings and other resources for HUM 121, 122 and 123 classes.

f. President’s Executive Summary
Dr. Liddell briefly reviewed the following information items:
   o Mike Kelly presented a certificate of appreciation to Kunaputt Manoch, who has served as a volunteer intern in financial services for several months.
   o Graduation is scheduled for 7:00 PM tonight (May 7, 2010) at Island Grove Event Center. Over 200 will walk in the graduation ceremony tonight, but many more have completed their degrees or certificates.
   o Twenty-eight of the graduates this spring were part of the first CollegePromise cohort.
   o Other end-of-year events included the police academy graduates’ reception, the nursing graduates’ pinning ceremonies and a celebration for emerging scholar graduates.
The Aims College Education Association (ACEA) Officers for the 2010-11 academic year will be:

- President: Dave Schaubert
- Vice President: Ellen Swieter
- Secretary: Karen Robinson
- Treasurer: Gina Jones

Jared Fiel represented Aims on the Complete Count Census Committee. Committee efforts have resulted in an outstanding mail-in response, 74% for both Greeley and Weld – up from 61% in 2000.

A regional Nightingale Award for Excellence in Human Caring was presented by UNC to Adjunct Nursing Faculty Diane Stille.

AAWCC Rocky Mountain Chapter received the Model Program Award for their Leadership Academy under leadership of President’s Office staff member Ann Grotness.

The Monfort Childcare Center was named Early Childhood Education Partner School for 2009-10 by the UNC College of Education and Behavioral Sciences.

Dr. Liddell and Dean Steven Kahla presented at the inaugural session of the Leadership Northern Colorado program. The session was scheduled at Windsor Auto Center.

The College recently received the results of the ACT Student Opinion Survey Report. Dr. Bonnie Steele said that the results were very positive with very few low points. Nationwide, over 100,000 students at 112 institutions. About 500 Aims students participated in the survey. The National Community College Benchmark Study chose two questions from the Student Opinion Survey for inclusion in the benchmark project: 73.4% said that they would choose Aims if they were starting college again and 8% answered good to very good when asked about their overall impression of the quality of education at this institution.

V. Consent Agenda
   a. Minutes of the April 7, 2010 District Board Meeting
   b. Employees: Administration, Faculty and Exempt Staff
      o Jeanette McDonough, Radiologic Technology Instructor, Division II

ON MOTION OF WALT RICHTER, THE BOARD UNANIMOUSLY APPROVED THE CONSENT AGENDA AS PRESENTED.

VI. Information Items
   b. Board Calendar
   c. Retiring or Leaving the Employ of the College
      o Chris Alig, Materials Handler, Purchasing
      o Angela Callaway, Lead Child Development Professional, MECEC
      o Tom Risk, Instructional Designer, Online Learning
   d. Retiring and Requesting Transitional Period
      o Doug Clay, Professor, Computer Information Systems, Division I
VII. Action Items

A. Approval of Projected Budget (Revised) for FY 2009-2010 – Dan Erbert  
Budget Director Dan Erbert reminded the Board that the 2009-10 budget was set almost a year ago. Each year in May, the budget for the current year is revised to reflect changes through the year. The Board was given three pages, that were different than those contained in the Board Packet. The first of these pages reflects changes in the general fund, specifically related to state appropriation and ARRA money. The college received federal ARRA funding through the state and then had to reimburse the state the same amount from appropriations. The most significant change was that property tax revenues had been estimated at $23 million, but turned out to be close to $32 million. This $9 million change is reflected under total revenues. Under expenditures and transfers, changes reflect some anticipated spending that will not take place and the extra property tax funds that will go into reserves. There are small changes for other funds – but the most significant is to the general fund. Mike Kelly reminded the Board that money from ARRA had to be moved from general to restricted funds. As with most schools, Aims used the ARRA money for salaries.

ON MOTION OF MIKE GEILE, THE BOARD UNANIMOUSLY APPROVED THE FY 2009-10 REVISED OPERATING BUDGET.

b. Approval of FY 2010-2011 Operating Budget, First Reading – Mike Kelly  
Chief Administrative Officer Mike Kelly told the Board that there had been few changes in the budget since the work session in April. The only changes were minor and had no net effect, but are just shifting funds from one budget area to another. He summarized the steps taken for preparing budget:

- The College has three revenue sources: state allocation, tuition and fees, property tax. It has no control over the state allocation or property tax revenues.
- Total budget $68 million includes a tuition increase of 9% in-state and 5% out-of-state, with additional adjustments to differential tuition.
- At the beginning of the budget process, in January or February, each division receives their budget history, along with the Board goals for the coming year. They must return budget worksheets to financial services in March. All division reports are compiled into a draft budget that is presented at the April Board work session. Necessary changes are made before the May meeting and Financial Services presents work sessions for faculty and staff. First reading takes place in May, the second in June.
- This year, College administration formed the “Think Tank Committee” to examine cost savings measures. Senior Management also discusses the issue every week.
- The materials the Board received show three budget years, 2008-09, the revised 09-10 and the projected 10-11. The College was fortunate to have the oil and gas windfall this year which has been placed in reserves. In 2010-11 the property tax will be down from a normal year and state allocations are also down. This resulted in a $2.5 million shortfall that was removed from the budget through various cost cutting measures.
Senate Bill 003 passed today which will allow tuition flexibility for state higher education institutions. As a junior college, Aims was already able to set its own tuition; this bill grants the same to other institutions. However, if they want to raise tuition more than 9%, they have to get permission from CDHE. Senator Morse projects a $1 billion shortfall next year. With many budget mandates in place, it may be necessary to further reduced higher education allocations to balance the budget. Currently, state allocations are projected to drop another 50% next year.

Mr. Kelly pointed out the reserve fund figures, saying the reserves should allow the college to moderate the tuition increases better than those institutions that are very dependent on state funding.

Capital construction is on hold except for the College Center and Horizon Hall projects that were already contracted and funded.

Cost savings measures include a hard close on weekends, the Go-Print system for student printing and central printing hubs for faculty and staff which will save $10s of thousands in inkjet cartridges, instructional sites in leased buildings will be closed, all capital master plan maintenance funds have been placed hold, public/private partnerships are being explored.

The Certificate of Participation (COP) reserves couldn’t be used to pay interest on the COPs, but only pay-down the principal. The net effect is budget neutral.

Last year the Board increased institutional aid at the same time tuition was increased to ease the burden of the tuition on students who most need financial assistance. Mr. Kelly reminded the Board that another pressure on institutional aid may come from a new federal bill that requires returning active military to be readmitted for one year at old tuition rate. The College is mandated to pay for this. Teri Dorchuck requested an additional $100,000 for the 2010-11 academic year.

ON MOTION OF MIKE GEILE, THE BOARD UNANIMOUSLY APPROVED AN INCREASE OF $100,000 TO INSTITUTIONAL FINANCIAL AID FOR THE 2010-11 ACADEMIC YEAR.

Disability access is expensive and we are mandated to pay for it. This year, we are out of money. For next year, Mr. Kelly indicated that he would leave extra funds in reserves for this purpose.

A Trustee commented that it is difficult to plan when you are going into this type of environment, but this plan takes into account the extensive SWOT analysis by Senior Management and staff of the College. The reserve of $11 million will help the College get through the down years. Another commented that the Board wanted the College to position itself to weather the next three years.

Dr. Liddell told the Board that the Higher Education Strategic Task force is making plans to restructure state funding, knowing that most of the institutions in the state would be in financial exigency, if they lost half of their funding. Another Trustee added that the College’s enrollment has gone up considerably. If the other higher education institutions have to raise tuition significantly because of state budget issues, we may see many more students, especially in-district, come to Aims.

Dr. Liddell agreed that we don’t really know what will happen in the next few years. She also stated that College information, including budget, is
always open to the public, but this is especially true when the budget is being developed.

**ON MOTION OF LARRY WOOD, THE BOARD UNANIMOUSLY APPROVED THE FY 2010-11 OPERATING BUDGET ON FIRST READING.**

c. Approval of Faculty Consultation Agreement - Mike Kelly
Marsha Driskill, representing the Aims College Education Association (ACEA), told the Board that ACEA members had voted on the consultation agreement and had overwhelmingly approved it. She thanked the Board and the consultation committee. She also thanked Dr. Liddell for convening the Think Tank, made up of faculty, administrators and staff, to participate in the decision making process.
Mike Kelly outlined the issues addressed in consultation this year.

- The tuition reimbursement will remain in effect for this year, with no guarantee for the future. The only change to the tuition reimbursement procedure is that employees will pay up front for UNC classes and be reimbursed. This is the same practice as for all other institutions.
- Benefits compensation was discussed. At the end of last year, sick leave hours were reduced from 10.67 to 8 hours per month. This should have been considered in consultation, but wasn’t. Faculty have been very understanding about the needs of the college and proposed to leave the benefit at 8 hours per month through 2012, at which point the issue would come back to consultation if the college wanted to maintain the lower accrual rate.
- The consultation team also determined specific work days when faculty are required to be on campus in order to fulfill their contract.

A trustee commented that even though the increase in health benefits payment was popular with employees, it wasn’t well received by community.

**ON MOTION OF WALT RICHTER, THE BOARD UNANIMOUSLY APPROVED THE FY 2010-11 FACULTY CONSULTATION AGREEMENT.**

d. Revision to Policy 3-715: Violence and Weapons on Campus – Single Reading
House Counsel Sandra Owens informed the Board that the revision to this policy was necessary to reflect current case law and Board direction from the March work session.
A Trustee commented that in light of the recent court decision he was concerned about the wording of the second paragraph, “Weapons, including deadly weapons as defined by C.R.S. § 18-1-901, are not permitted on Aims property.” He asked if this sentence was in violation of state law. Ms. Owens stated that in order to answer that question, she would have to render legal advice, which should take place in executive session. She recommended that the Board should change this item to first reading, hear the legal advice and then set the final reading for June.

**ON MOTION OF WALT RICHTER, THE BOARD UNANIMOUSLY APPROVED POLICY 3-715: VIOLENCE AND WEAPONS ON CAMPUS ON FIRST READING.**
e. Revision to Policy 3-905: Computing and Communications Resources Appropriate Use – First Reading
Sandra Owens told the Board that this policy was updated to more closely reflect the language used by peer institutions in the State of Colorado and to more clearly outline and define adherence to the Colorado Open Records Act and the Digital Millennium Copyright Act, as well as give notice to all students and employees that there is no guarantee of privacy in use of computing or communication resources at the College. A Trustee asked if the third bullet on disciplinary action should this be combined with 3rd paragraph on the 2nd page. Ms. Owens said that she would confer with information technology staff and thanked them for their help in drafting. The Trustee also asked if the policy should include a guarantee that we won’t sell your information to other agencies or companies. Dr. Liddell reminded the Board that FERPA regulations would prevent this, Ms. Owens agreed, but added that if the Board directs, this type of statement could be included in the policy. A Trustee asked if a disclaimer should be included that the College cannot guarantee safety from external attacks. Ms. Owens said that she would consult with the Information Technology department. The Board agreed to vote on first reading and but to pursue these issues either in this policy or another.

ON MOTION OF LARRY WOOD, THE BOARD UNANIMOUSLY APPROVED REVISIONS TO POLICY 3-905: COMPUTING AND COMMUNICATIONS RESOURCES, APPROPRIATE USE ON FIRST READING.

f. Revision to Policy 4-601: Overtime – First Reading
Mr. Owens told the Board that revisions to Policy 4-601 bring it into compliance with current employment laws that do not allow non-exempt employees to work over 12 hours in a day without overtime compensation.

ON MOTION OF MIKE FREEMAN, THE BOARD UNANIMOUSLY APPROVED THE REVISIONS TO POLICY 4-601: OVERTIME ON FIRST READING.

g. Lobbyist Renewal for 2010-11
Dr. Liddell told the Board that College lobbyist Tonette Salazar works extremely hard to make sure that we are correctly included in legislation. She asked the Board to approve contract renewal for Ms. Salazar.

ON MOTION OF MIKE GEILE THE BOARD UNANIMOUSLY VOTED TO RENEW THE INDEPENDENT CONTRACTOR AGREEMENT WITH AIMS LOBBYIST ANTOINETTE SALAZAR

h. Nomination for Emeritus Status – Doug Clay
Dr. Liddell stated that Doug Clay was retiring after 25 years at Aims. The nomination came with a strong recommendation for emeritus status by his dean, which was fully supported by Dr. Liddell. Trustee Walt Richter said that he worked with Doug, who was one of the first computer science faculty members at the College. He taught during an astonishing time due to the growth of the computer field and influenced thousands of students in his tenure here. He was also the faculty association president for two terms.
ON MOTION OF WALT RICHTER, THE BOARD UNANIMOUSLY APPROVED EMERITUS STATUS FOR DOUG CLAY UPON HIS RETIREMENT FROM AIMS.

VIII. Comments from Board Members
   a. Walt Richter: Last Tuesday we hosted a visit by PhD students from Thailand, all of whom are studying education. Greeley is a popular place to visit due to number of education institutions in the area. Dr. Richter presented a plaque from the Thai delegation to Dr Liddell.
   b. Sandy Neb thanked College administrators, faculty and staff for their hard work.

IX. Comments from Board Reps
   a. Faculty (Marsha Driskill or Tracey Trenam, ACEA Board Reps)
      The faculty representatives had no additional comment.
   b. Aims Staff Association (Karen Brighton, ASA Reps)
      Ms. Brighton invited the Board to the annual ASA breakfast on Thursday, May 13. ASA board members for next year will be announced at the breakfast.
   c. Associated Students of Aims Community College (Mike Price, ASACC President)
      Dr. Liddell told the Board that this is Mike Price’s last meeting. Mr. Price said that it had been an honor to serve this last year and that he will always have fond memories of his time at Aims. He then announced two of the incoming ASACC officers: Debra Miller, Vice President of Public Relations and Robert Small, President and Representative to Board of Trustees. Robert Small told the Board that he believes there will be great things happening at Aims and thanked them for the privilege to serve as ASACC president.

X. Adjourn to Executive Session
   Board President Sandy Neb stated that the Board needed to adjourn to Executive Session to discuss personnel issues and receive advice from legal counsel as allowed by CRS 24-6-402(4)(b)and(f). Invited to attend were Dr. Liddell, Sandra Owens, Karoline Woodruff and the Academic Deans.

ON MOTION OF WALT RICHTER, THE BOARD UNANIMOUSLY VOTED TO ADJOURN TO EXECUTIVE SESSION AT 4:39 PM.

XI. Reconvene in Regular Session
   Board President Sandy Neb reconvened the Board into general session at 6:02 PM

XII. Adjourn

ON MOTION OF LARRY WOOD, THE BOARD VOTED UNANIMOUSLY TO ADJOURN AT 6:02 PM.