Aims Community College Board Minutes  
Wednesday, July 28, 2010

Aims District Board Meeting

I. **Call to Order**

The meeting was called to order at 2:37 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. **Pledge of Allegiance**

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

Dr. Liddell asked the Board to add to the agenda an executive session to discuss real estate and receive legal advice.

**ON MOTION OF LARRY WOOD, THE BOARD VOTED UNANIMOUSLY TO APPROVE THE AGENDA AS AMENDED.**

IV. **Citizen Participation**

There was no request for citizen participation.

V. **President’s Report – Dr. Liddell**

a. **Financial Update – Dan Erbert**

   Mr. Erbert told the Board that the financial report in the packet reflects the general fund at year’s end. The final numbers may change slightly due to the audit process. The Board had no questions.

b. **Division IV Report - Steven Kahla**

   Dr. Kahla told the Board that Division IV is made up of Career and Technical Education programs that had been in other divisions and offers both degrees and certificates. The programs include:

   o Construction Management and Manufacturing Technologies with John Mangin as Program Chair. This department includes one degree and seven certificates in construction technology and Multi-industry System Technology (MIST). The MIST certificates were designed to train workers for jobs and several manufacturers will guarantee an interview to any graduates of these programs. There will be two new certificates and a new degree in Manufacturing Technology in fall semester. The MIST degree is designed to articulate with other state engineering programs and Franklin University.

   o Engineering technology and Computer Assisted Drafting (CAD) with one degree and seven certificates. The newest certificate is Geographic Information Systems (GIS) certificate is being taught by Brian Hendricks, who recently retired from the city.

   o The Criminal Justice department is chaired by Sue Beecher. Her advisory committee has representatives from the police department, sheriff’s office
and the courts. Two degrees, an AA and an AAS, plus the police officer academy are available.

- There are six certificates and one degree in Emergency Medical Service (EMS) and one degree/five certificates in Medical Assisting including Phlebotomy and Gerontology.
- The Fire Science Department offers four degrees and twelve certificates in many locations.
- The division teaches classes in many locations including the Hansen Building, Allied Health Science, the Public Safety Building and many off-campus sites.

Enrollment in the division is fairly stable. There is a high proportion of part-time instructors, especially in the public safety areas. The majority of these are practicing professionals, which lends credence to the programs. New faculty will be hired for the green sustainable energy program, most likely in time for fall.

c. President’s Executive Summary
Dr. Liddell reviewed the following topics for the Board:

- Final summer enrollment was up almost 16%.
- Aims received a letters of thanks from the US Census and the American Cancer Society for assistance in their recent events. Dr. Liddell thanked Jared Fiel for his work on both projects.
- The recently created registration taskforce was formed following the AQIP Quality Team visit to make improvements to registration and financial aid processes. Financial aid applications are up 144%, so the taskforce will work on short and long term recommendations in this area.
- The auditors are here. One trustee has visited with the audit team, representing both the Board and audit committee. The team will be on campus in July for the single audit and then return in September for the full audit.
- The Higher Education Strategic Planning Taskforce is kicking into high gear. After a retreat on August 3 they will release a draft on the state of higher education in Colorado. The Taskforce works with four feeder subcommittees. Dean Donna Souther serves on the accessibility subcommittee.
- District 6 school, Scott Elementary, recently lost their playground equipment in a fire. With the Monfort Early Childhood Education Center closed, the playground equipment at the center is not being used. Dr. Liddell asked the Board to give direction to research options for sharing the equipment. A Trustee commented that since the equipment was purchased with district revenue, the opportunity should it be open to all school districts. Dr. Liddell said she would contact the school districts.

VI. Consent Agenda
- Minutes of the June 23, 2010 District Board Meeting
- Employees: Administration, Faculty and Exempt Staff
  - Ty Melton, Controller, Financial Services, administrator, replacement
ON MOTION OF MIKE GEILE THE BOARD UNANIMOUSLY APPROVED THE CONSENT AGENDA AS PRESENTED.

VII. Information Items

b. Board Calendar

c. New Hires: Non-exempt Staff
   o Robert Sanchez, Materials Handler, Purchasing, non-exempt staff, replacement

d. Retiring or Leaving the Employ of the College
   o Rebecca Chandler, Staff Specialist, Downtown Campus
   o Natalia Delgado, Lead Child Development Professional, MECEC
   o Adriana Felix, Senior Accountant, Financial Services
   o Alan Hendrickson, Program Coordinator I, International Program
   o Joanie LeTellier, Training Coordinator, High School Diploma Program
   o Dan Lindner, IT Support Specialist, Information Resources Management
   o Linda Neigherbauer, Director I, Monfort Early Childhood Education Ctr.
   o Dale Netherton, Trades Instructor, Continuing Education
   o Veronica Roth, Sr. Programmer Analyst, Information Resources Mgmt.
   o John Michael Stone, Trades Instructor, Continuing Education

VIII. Action Items

• Revision to Policy 3-905: Computing and Communications Resources Appropriate Use – Final Reading

  Sandra Owens stated that many policies and procedures have already been revised through the process of complete manual review. Efforts will now be directed toward revision of the more complex policies. After the full review is complete all policies and procedures will be reviewed on a regular schedule.

  This is the third reading on this policy. Ms. Owens stated that issues brought forward by the Board at an earlier meeting have been addressed in the Identity Theft Prevention policy (3-950), which will be reviewed in a coming action item. By regulation, the college is required to monitor and report any loss of personal information, as shown in Policy 3-950.

ON MOTION OF MIKE GEILE, THE BOARD UNANIMOUSLY APPROVED THE REVISIONS TO POLICY 3-905: COMPUTING AND COMMUNICATIONS RESOURCES APPROPRIATE USE ON FINAL READING

• Revision to Policy 1-850 Office of Grants and Restricted Funds – Second Reading

  Ms. Owens requested permission to read the next five policies, ready for approval on second reading, into the record. She indicated that the Board would vote on each individually.

ON MOTION OF WALT RICHTER, THE BOARD UNANIMOUSLY APPROVED THE REVISIONS TO POLICY 1-850: OFFICE OF GRANTS AND RESTRICTED FUNDS ON SECOND READING.
• Revision to Policy 2-300: Transfer Credit - Second Reading

ON MOTION OF MIKE FREEMAN, THE BOARD UNANIMOUSLY APPROVED THE REVISIONS TO POLICY 2-300: TRANSFER CREDIT ON SECOND READING.

• New Policy – 4-2050: Conflict of Interest for Financial Aid Professionals – Second Reading

ON MOTION OF MIKE GEILE, THE BOARD UNANIMOUSLY APPROVED NEW POLICY 4-2050: CONFLICT OF INTEREST FOR FINANCIAL AID PROFESSIONALS ON SECOND READING.

• Revision to Policy 5-101: International Students – Second Reading
A Trustee asked about whether this policy would provide a barrier to international distance students. He was assured that the changes would not affect these students.

ON MOTION OF WALT RICHTER, THE BOARD UNANIMOUSLY APPROVED THE REVISIONS TO POLICY 5-101: INTERNATIONAL STUDENTS ON SECOND READING.

• Rescission of Policy 5-1105: Aims/UNC Tuition Grants Exchange – Second Reading

ON MOTION OF MIKE FREEMAN, THE BOARD UNANIMOUSLY APPROVED THE RESCISSION OF POLICY 5-1105: AIMS/UNC TUITION GRANTS EXCHANGE ON SECOND READING.

• Revision to Policy 3-730 Solicitation on Campus – First Reading
Ms. Owens told the Board that this policy was revised to ensure that all requests for on-campus solicitation; whether by student, employee or outside entity; are addressed fairly and equitably. Tracey Trenam mentioned that the policy doesn’t address email solicitation. Ms. Owens stated that she felt the online solicitation was covered in another policy, but offered to research. She then asked the Board if they would prefer to table the item or approve on first reading, pending additional information.

ON MOTION OF MIKE GEILE, THE BOARD UNANIMOUSLY APPROVED THE REVISIONS TO 3-730: SOLICITATION ON CAMPUS ON FIRST READING AND ASKED HOUSE COUNSEL TO RESEARCH THE QUESTION OF ONLINE SOLICITATION.

• Revision to Policy 3-950 Identity Theft Prevention – First Reading
House Counsel Owens told the Board that this policy had been revised to include assurances that the college will not sell student or employee information. The revisions also notify students and employees that while the College uses best practices to prevent unauthorized access of information, the College cannot guarantee safety from cyber attacks. The revisions were made in response to Board discussion on the revision of policy 3-905.

ON MOTION OF WALT RICHTER, THE BOARD UNANIMOUSLY
APPROVED THE REVISIONS TO POLICY 3-950: IDENTITY THEFT PREVENTION ON FIRST READING.

- Revision to Policy 4-440: Volunteers and Internships – First Reading
  This policy clarifies the relationship of interns and volunteers to the college and attempts to ensure that interns and volunteers do not displace regular employees. The policy is in compliance with the Fair Labor Standards Act. A Trustee asked if interns and volunteers go through a background check. Dr. Liddell stated that dependent on the area in which the volunteer would work, they may go through the same background check as an employee.

ON MOTION OF MIKE FREEMAN, THE BOARD UNANIMOUSLY APPROVED THE REVISIONS TO POLICY 4-440: VOLUNTEERS AND INTERNSHIPS ON FIRST READING.

- New Policy 3-500: Document Retention – First Reading
  This new policy establishes required compliance with document retention guidelines, along with Federal and State laws. The policy will be supported by a much more detailed procedure.

ON MOTION OF LARRY WOOD, THE BOARD UNANIMOUSLY APPROVED NEW POLICY 3-500: DOCUMENT RETENTION ON FIRST READING.

- New Policy 3-875: Peer to Peer File Sharing – First Reading
  Sandra Owens told the Board that the new policy was drafted in compliance with the Higher Education Opportunity Act, and will formalize current practice to prevent illegal peer to peer file sharing. A Trustee asked if the intent of the new policy was to deal with plagiarism. Ms. Owens answered that it deals with plagiarism, but also ensures that our system isn’t used to upload files and share them out. She added that if there is something a faculty member wants to include in an online classroom, there are appropriate or inappropriate methods to share the information with students.

ON MOTION OF MIKE GEILE, THE BOARD UNANIMOUSLY APPROVED NEW POLICY 3-875: PEER TO PEER FILE SHARING ON FIRST READING.

IX. Comments from Board Members
- Mike Freeman offered his congratulations to the Aims Foundation and Julie Buderus for reaching the capital campaign goals.
- Walt Richter commented that Dr. Bruce Broderius had recently stepped down as president of the District 6 school board. He suggested, since District 6 & Aims work so closely, it would be appropriate to send a note of thanks for his years of service. Dr. Liddell agreed to send a note on behalf of the Board.

X. Comments from Board Reps
- Faculty (Marsha Driskill or Tracey Trenam, ACEA Board Reps)
  Faculty representatives had no comment.
- **Aims Staff Association (Karen Brighton or Amy Kegg, ASA Reps)**
  Jayne Hays, new ASA president, introduced herself to the board and outlined a list of ASA board members. She commented on the beauty and functionality of the remodeled College Center.

- **ASACC (Robert Small, ASACC President)**
  The annual Fall-In event will take place on September 1. The event offers the opportunity for students to learn about school clubs and organizations, increase school pride and have fun. Several ASACC members will be available to lead tours of the College Center during the Grand Reopening Celebration this afternoon.

**XI. Adjourn to Executive Session**
Board President Neb requested a motion to adjourn to executive session to discuss real estate issues and receive advice of counsel as allowed by CRS 24-6-402 (4) (a) and (b). Invited to join the session were Dr. Liddell, Sandra Owens, Mike Kelly and Karoline Woodruff.

**ON MOTION OF MIKE GEILE THE BOARD VOTED UNANIMOUSLY TO ADJOURN TO EXECUTIVE SESSION AT 3:29 PM.**

**XII. RECONVENE INTO GENERAL SESSION**
Ms. Neb reconvened the Board into general session at 3:49 PM. The Board took no action.

**ON MOTION OF MIKE FREEMAN, THE BOARD VOTED UNANIMOUSLY TO ADJOURN AT 3:49 PM.**

________________________________   __________________
Walt Richter, Secretary     Date