Aims District Board Meeting

Wednesday, September 1, 2010

I. Call to Order
The meeting was called to order at 2:41 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 stated that on request of the Board, there should be an additional action item, designated “j” to address a possible board resolution on coming ballot measures.

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 there is little financial activity in the month of July, which was reflected in the financial report. The board had no questions.

b. Foundation Update – Julie Buderus
Ms. Buderus stated that Aims is viewed as a strong asset in the community, which leads to scholarship and capital support. She announced that the Aims Foundation has completed its five-year capital campaign, slightly over the original campaign goal. She added that considering the economy, this speaks to the good reputation of Aims in the community. Ms. Buderus thanked the Foundation board members for their monetary support of the campaign. The College Promise scholarship program is moving forward. The first phase lasted for two years and the program is now moving into the second phase. This program has been very important to District 6 students. Ms. Buderus also announced the first endowed professorship at Aims, which will provide a faculty member in the green or renewable energy area. The endowment will allow the college to hire an individual with excellent credentials and will also lend prestige to the position.

c. Administrative Services Update – Mike Kelly
The core mission of the administrative services division is to provide support services to the college. The division operates to some extent at all campuses. Mr. Kelly shared highlights of his report:

  ○ IT has recently installed software called AppWorx, which allows customized macros to automate specific accounting functions. This year, the
College also switched from SDA to Argos for data reporting applications. This product also creates professional looking invoices for students.

- Financial Services is now using Positive Pay with First National Bank. This process allows the College to submit a file of all accounts payable checks to the bank, which then confirms the amount when the check is submitted for payment.
- Accounts receivable is using a remote capture system in which they scan checks to the bank rather than sending the physical checks. The system saves money and speeds deposits, since the vital information goes directly to the bank.
- The new E-cashier system replaces the old Aims program for student tuition and fee payments. Through this program, students can approve regular payments to be taken from their accounts automatically.
- Student invoices will now be sent electronically after their first bill. This will save the College almost $10,000 in postage and printing costs.
- The purchasing department will expand availability of p-cards, which will allow the College to earn more rebates on the cards.
- The College will move to centralized printers instead of individual, ink jet style printers. This “business hub” model will save about $100,000 on ink and paper.
- The budget office completes a cost analysis for all programs and will now begin to analyze each course. This can be a very time consuming job, but the analysis is very useful in determining costs and outcomes.
- The Aims Bookstore has donated approximately $25,000 worth of textbooks to the library. These books are held in the library for students use.
- The Fort Lupton campus is continuing their work with several federal programs including the BUENO HEP high school equivalency program. They also contribute to the CDOT training program and offer the High School Diploma Program. Heather Lelchook is working to develop more cooperative programs with the local schools.
- 15-20% of Loveland students are from local industry. Beginning this year, the campus will offer classes through the Osher Life-Long Learning Institute, in cooperation with CSU. The classes are adult or continuing education courses and are offered at low cost. The City of Loveland is forming a city-funded economic development program focused on art. The Aims Loveland Campus will be involved in this initiative.
- Courses in both Loveland and Fort Lupton will conform to the required minimum student number of 10. This number is necessary to cover costs of running the course.
- Carol Fiol is the College grants specialist. She has been at Aims for almost one year. She works with grant applications, reports and compliance, as well as restricted funds.
- Mr. Kelly praised his staff in all departments, saying that they worked hard to contribute to the College.
d. President’s Executive Summary

Dr. Liddell reviewed the following topics for the Board:

- Aims recently learned that the College has received two Trio grants totaling $1.7 million. One of the grants is focused on Science, Technology, Engineering and Mathematics (STEM) programs and required a very competitive application process.
- Included in the Board packet is Aims’ response to the State Higher Education Strategic Planning (HESP) taskforce goals draft. Aims will host the HESP Taskforce northern Colorado forum on October 13 at 4:00 PM.
- Dr. Bonnie Steele, Aims Data Specialist, has been honored with selection as a peer reviewer for the Higher Learning Commission.
- Aims Greeley Campus and Student Life hosted the annual Fall-in Celebration today. Thanks to Student Life staff and all employees who volunteered for the event.
- The audit committee met with auditors to discuss the audit process. The first draft of the audit will be presented to the Board at the November meeting.
- A summary report from the Community College Survey of Student Engagement (CCSSE) was presented to the Board today. The aggregate report should be available in November.
- Andria Brabo and the Registration Taskforce came up with great ideas to help students get through the process in the new center. Using these ideas certainly helped smooth the registration process in the last few weeks.
- Enrollment for Fall Semester is relatively flat. This may be partially due to a loss of students because of a change in the FirstSteps program with UNC or because the smaller classes didn’t make. This enrollment level was anticipated. Enrollment in the online was up 3%.
- GI Jobs has recognized Aims as a military friendly school. Last year we had approximately 200 vets enrolled at Aims. This number will probably increase this year.
- The College has just received a report on the first distribution of gaming tax revenues from Amendment 50. For the first year of the program, total new money to community colleges in the state will equal $6,185,712. Of that amount, Aims will receive $348,255.
- The Facilities and Operations Department has developed a report on the energy savings realized from the 4-day work week this summer. Utility savings were significant. A continued hard close on weekends for the rest of the year will also make a significant difference.

A Trustee asked if the money from gaming will be put in the “rainy day funds.” Dr. Liddell told the Board that the money will be used wisely, adding that there are some non-construction capital projects that should be pursued when money becomes available. Mike Kelly stated that the amount will be accounted for through the revised budget process in March.
VI. Consent Agenda

- Minutes of the July 28, 2010 District Board Meeting
- Employees: Administration, Faculty and Exempt Staff
  - Larry Baker, Auto Service Technology Instructor, Division III, faculty, replacement
  - Heather Brown, Nurse Aide Instructor, Division II, faculty, replacement
  - Janet Chase, Allied Health Advisor, Student Success Center, exempt staff, replacement
  - David Farrell, Communication Media Instructor, Division I, faculty, new position
  - Jennifer Frahm, Instructional Designer, Div. I – Online Learning, exempt staff, replacement
  - Mindy Geraets, Nursing Instructor, Division II, faculty, replacement
  - Zachary Kreider, Auto Collision Repair Instructor, Division III, faculty, replacement
  - Margaret Richards, Biology Instructor, Division III, faculty, new position
  - Dan Sisson, Auto Service Technology Instructor, Division III, faculty, replacement
  - Kara Tripician, Senior Advisor, Student Success Center, exempt staff, replacement

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

VII. Information Items

a. Board Calendar
b. Retiring or Leaving the Employ of the College
  - Jerry Millsap, Guest Relations Representative, Faculties and Operations
  - Rebecca Ward-Smith, Professor, Early Childhood Education, Division III
  - Marlin “Butch” Webeck, Professor, Automotive Tech, Division III

VIII. Action Items

a. Designation of Hearing Officers
   Dr. Liddell stated that all three current hearing officers had agreed to continue in that capacity for another year. The list of hearing officers had also been approved by ACEA president Dave Schaubert.
   A Trustee asked if the Hearing Officers receive any payment and why they are not chosen from Weld County. House Counsel Sandra Owens answered that the officers receive no compensation and are chosen from outside of Weld County to reduce the chance of conflict of interest.

ON MOTION OF MIKE GEILE THE BOARD UNANIMOUSLY APPROVED THE REAPPOINTMENT OF HEARING OFFICERS FOR 2010 - 11

b. Revision to Policy 3-730 Solicitation on Campus – Second Reading
   Sandra Owens reviewed information regarding Board questions on email solicitation and noted that this policy refers to solicitation of any kind. She told the Board that email solicitation is also covered by policy 3-905: Computing and Communications
Resources. She also mentioned that the Information Technology department uses many sophisticated methods to block spam and other unwanted solicitation. The Board had no further questions.

**ON MOTION OF LARRY WOOD, THE BOARD UNANIMOUSLY APPROVED THE REVISION OF POLICY 3-730: SOLICITATION ON CAMPUS ON SECOND READING.**

C. Revision to Policy 3-950 Identity Theft Prevention – Second Reading
Ms. Owens said that this policy was revised to assure students and employees that their private info will not be sold or distributed, per Board request.

**ON MOTION OF WALT RICHTER, THE BOARD UNANIMOUSLY APPROVED THE REVISION OF POLICY 3-950: IDENTITY THEFT PREVENTION ON SECOND READING.**

D. Revision to Policy 4-440 Volunteers and Internships – Second Reading
This policy clarifies the relationship of interns and volunteers to college and provides that employees will not be replaced by interns or volunteers.

**ON MOTION OF MIKE FREEMAN, THE BOARD UNANIMOUSLY APPROVED THE REVISION OF POLICY 4-440: INTERNS AND VOLUNTEERS, ON SECOND READING.**

e. New Policy 3-500 Document Retention – Second Reading
This policy establishes the standards for compliance with document retention guidelines and federal and state laws. It will be supported by a much more detailed procedure.

**ON MOTION OF MIKE GEILE, THE BOARD UNANIMOUSLY APPROVED NEW POLICY 3-500: DOCUMENT RETENTION ON SECOND READING.**

f. New Policy 3-875 Peer to Peer File Sharing – Second Reading
Ms. Owens reminded the Board that this policy is required for compliance with the Higher Education Opportunity Act (HEOA). The policy formalizes current practices at the College.

**ON MOTION OF LARRY WOOD, THE BOARD UNANIMOUSLY APPROVED NEW POLICY 3-875: PEER TO PEER FILE SHARING ON SECOND READING.**

g. Revision to Policy 0-500 Trustee Vacancies – First Reading
The policy was revised to clarify the requirement to document excused Trustee absences in Board minutes.
ON MOTION OF WALT RICHTER, THE BOARD UNANIMOUSLY APPROVED THE REVISIONS TO POLICY 0-500: TRUSTEE VACANCIES ON FIRST READING.

h. Revision to Policy 0-900 Board By-Laws – First Reading
The revisions to this policy are intended to bring it into compliance with Colorado Revised Statute as to the number of required meetings, the approval of new or revised policies and prohibition of board action during executive session. Ms. Owens explained that state statutes require only four meetings per year, but the Board can hold more meetings if they prefer. A Trustee pointed out the revision which states that “no action shall be taken by the Board in executive session” and asked about the action to adjourn from executive session. Ms. Owens promised to research the question. On Board request, she will also include in the Board Secretary’s duties that they shall preside in absence of the Board President.

ON MOTION OF MIKE FREEMAN, THE BOARD UNANIMOUSLY APPROVED THE REVISIONS TO POLICY 0-900: BOARD BY-LAWS AS AMENDED ON FIRST READING.

i. New Policy – 0-650 Conflict of Interest for Trustees – First Reading
House Counsel assured the Board that this new policy is not intended to remedy any current concerns but to comply with Higher Learning Commission requirements. A Trustee suggested that Board Members should communicate any possible conflicts more frequently than “once a year.” Ms. Owens said she would research alternative wording.

ON MOTION OF LARRY WOOD, THE BOARD UNANIMOUSLY APPROVED NEW POLICY 0-650: CONFLICT OF INTEREST FOR TRUSTEES ON FIRST READING.

j. Board of Trustees Resolution Concerning November Ballot Items
After discussing the November Ballot issues and reviewing a resolution draft in a work session prior to start of the Board of Trustees meeting, the Board added an action item to address the resolution. The Trustees asked several questions about the draft resolution, the changes were made to the draft and Dr. Richter read the full resolution into the records, as follows:

A RESOLUTION OF THE BOARD OF TRUSTEES OF
THE AIMS JUNIOR COLLEGE DISTRICT
TO OPPOSE PROPOSITION 101 AND AMENDMENTS 60 AND 61

WHEREAS, state voters will have the opportunity at the November 2 statewide general election to protect the fiscal health of local government and institutions of higher education by defeating Proposition 101, Amendment 60, and Amendment 61; and

WHEREAS, during this current economic downturn Aims Community College has already cut services and budgets dramatically like eliminating Monfort Early
Childcare Education Center and the Downtown Center resulting in loss of jobs for the local economy; and

WHEREAS, these measures individually and collectively significantly reduce or otherwise restrict both state and local revenues in a number of different ways including but not limited to: specific ownership taxes, telecommunication taxes, state income taxes, state-shared revenues to assist municipalities with local street and transit improvements, other state grants and loans to help local government, and property taxes, which will adversely impact most of the funding streams to Aims Community College; and

WHEREAS, these measures individually and collectively impair Aims Community College’s ability to secure funds for most projects such as capital construction or routine operational purchases and further increase costs to Aims Community College as a result of requirements to enter into short term loans contained in these measures; and

WHEREAS, additional services, programs, and jobs at Aims Community College will be limited or eliminated altogether because of the numerous restrictions and revenue reductions proposed by these three measures, examples of this include auxiliary services provided by Aims Community College, sponsorship of community events, and elimination of certain educational programming and personnel related to those eliminated programs; and

WHEREAS, a number of prominent individuals, newspapers, and organizations including the Colorado Municipal League, the Chamber of Commerce, and Colorado Mountain College are voicing opposition to these measures as being extremely detrimental to the State of Colorado, its citizens, institutions of higher education and local communities; and

WHEREAS, provisions of state law do allow the Board of Trustees of Aims Community College to put forth this resolution as a statement of opposition to the measures known as Proposition 101, Amendment 60, and Amendment 61; and

WHEREAS, the Board of Trustees of Aims Community College wishes that this resolution supersede any and all prior policies and practices on this subject matter; and

NOW, THEREFORE, the elected Board of Trustees of Aims Community College opposes Proposition 101, Amendment 60, and Amendment 61 and urges our citizens to vote against all three ballot measures.

INTRODUCED, READ, APPROVED AND ADOPTED THIS 1ST DAY OF SEPTEMBER, 2010.

AIMS COMMUNITY COLLEGE BOARD OF TRUSTEES
ON MOTION OF LARRY WOOD, THE BOARD UNANIMOUSLY APPROVED THE RESOLUTION CONCERNING THREE NOVEMBER BALLOT ITEMS.

IX. Comments from Board Members
The Trustees had no additional comments.

X. Comments from Board Reps
- Faculty (Marsha Driskill or Tracey Trenam, ACEA Board Reps)
  Tracey Trenam spoke on behalf of faculty, summarizing the initiatives of the curriculum committee. The committee has added 5 courses to the Colorado common courses and to the guarantee transfer list. Aims has made a strong showing among fellow community colleges and will be hosting the social sciences “2 to 2 Conference” on September 24. During the conference, Aims will highlight Women’s Study programs including Literature of Women, Anthropology of Women and Economics of Women.
- Aims Staff Association (Karen Brighton or Amy Kegg, ASA Reps)
  Amy Kegg told the Board that Handmade Market, the first ASA event of the year, was a great success. Thanks to the generosity and talent of Aims employees, the ASA raised $1000. She offered thanks to everyone who donated items.
- Associated Students of Aims Community College (Robert Small, ASACC President)
  ASACC President Robert Small reported that the Greeley Campus “Fall-In” event, held that day, was a success with great student participation and over 75 community vendors and student clubs. He told the Board that ASACC will hold a “student involvement fair” which will focus on increasing student participation in clubs. He then detailed the activities surrounding Constitution Day on September 17. Recognition of Constitution Day is a Title IV requirement. Aims faculty member Clint Heiner will be lecturing on the Constitution in a special event in the Beaty Theater.

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 LARRY WOOD, THE BOARD VOTED UNANIMOUSLY TO ADJOURN TO EXECUTIVE SESSION AT 3:49 PM.

XII. RECONVENE INTO GENERAL SESSION
Ms. Neb reconvened the Board into general session at 5:24 PM. The Board took no action.

ON MOTION OF MIKE FREEMAN, THE BOARD VOTED UNANIMOUSLY TO ADJOURN AT 5:24 PM.

________________________   __________________
Walt Richter, Secretary     Date