Aims Community College  
Board Meeting Minutes  
Wednesday, October 6, 2010

Aims District Board Meeting

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, Walt Richter and Larry Wood. Trustee Mike Geile was excused from attendance. College President Dr. Marsi Liddell was also in attendance.

II. Pledge of Allegiance

III. Additions/Deletions to the Agenda  
Dr. Liddell requested that Action Item VIIId: Approval of UNIFI Agreement be tabled at this time.

ON MOTION OF MIKE FREEMAN, 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  
Mike Kelly, Chief Administrative Officer referred the Board to the financial report and said that the amount listed in Gifts, Grants & Contracts was part of the grant from Snap-on Tools. He also noted that a draft of the audit report will be presented to the Board at the November meeting. The Trustees had no questions.

b. Division II Report - Donna Souther  
Dean Souther delivered a summary of her report, focusing on the following areas:

   o The division is very diverse with both academic and academic support responsibilities.
   o Enrollments in Allied Health are steady, due to the closed cohort enrollment structure of the programs.
   o Pass rates on licensing tests are very important to all the health programs, our pass rates are at or above state and national averages. Statistics are based on the number of students that sit for the test.
   o There are a large number of students who enroll in the developmental math, English and reading programs at the 030, 060, 090 levels. This number has increased in the last year with additional college enrollment. There are currently over 1000 students enrolled in developmental math courses.
   o Two new Health Information Technology (HIT) certificates have been introduced this semester, one to train clinical practitioners who are currently employed in the medical field and the other will train students in HIT basics.
This program is funded through an ARRA grant. Pueblo Community College is the lead on this grant. Aims is functioning as a sub-contractor for northern Colorado.

- An important issue in Allied Health this year is the national accreditation through the National League for Nursing. The accreditation visit will take place February 2-4, 2011. The department must be accredited to continue operations. Ms. Souther thanked Associate Dean Nina Kirk for her work on this accreditation.

- The Learning and Organizational Development department consists of the library, academic resource center and tutoring, as well as Center for Professional Development, supplemental instruction & the Faculty Teaching and Learning Center. This department is doing very well. Usage is up and they are developing a better system for tracking use. The department is also looking at alternative methods to support students. The Emerging Scholars and TRIO programs also support many of our students and take the burden off of general funds used for student support.

In response to a Trustee question, Dean Souther explained that nursing students at UNC are still required to take the Certified Nurse Aid program and many come to Aims. This is a good example of program partnerships between the institutions. The pass rates of the health programs speak to the quality of the programs, in curriculum, faculty and facilities. The Board thanked Dean Souther for her work.

c. AQIP Accreditation Update – Laura Lewis
   As Ms. Lewis was unable to attend today’s meeting, Dr. Liddell summarized the report. Aims began the AQIP process about seven years ago. The College is coming to the end of the first cycle and is awaiting formal reaffirmation of accreditation later this year. Updates on all action projects were submitted in September and response from the Higher Learning Commission has been positive. Dr. Liddell summarized the three current action projects and noted that when the Student Achievement & Retention (STAR) program is completed, another new project is ready to take its place. This action project will focus on aligning procedures and practices for part-time employees with those of full-time employees. This issue arose at Conversation Day when it became apparent that we weren’t doing as well with part-time employees as we were with full-time.

d. President’s Executive Summary
   Dr. Liddell reviewed the following topics for the Board:
   - League of United Latin American Citizens (LULAC) students received recognition for their efforts to promote completion of the US Census. Dr. Liddell added her appreciation for the students’ contribution.
   - Aims was selected as a winner in several categories at the National Council on Marketing and Public Relations Medallion Award. The student handbook, designed by Patty Miller, was given a gold medal. Silver medals were awarded in the college video program (for Live from Studio A), annual report, college magazine and catalogue categories.
• The Assistant Director of Student Life, Shannon McCasland, was chosen for inclusion in the national report of the Center for Community College Student Engagement (CCCSE). Her report was based on her work with student preparation (AAA) courses here at Aims.
• Two Trustees wrote opinion letters on three ballot issues to local publications. Board President Sandy Neb’s letter was published in the Greeley Tribune and Trustee Mike Geile’s letter ran in the Northern Colorado Business Report.
• Former Aims employee Pia Dounglomchunt received an honorary doctorate from Kasetsart University for his work to bring the community college model to Thailand.
• The LEED certification for the Aims Automotive and Technology Center is official and the plaque has been received. Facilities and Operations Director David Laurence presented the plaque and certificate to the Board and said that they will be installed at the AATC. He praised the efforts of the design and construction teams.
• Aims administrators raised $400 for the United Way campaign with their car wash on September 16.
• Several Aims representatives met with Fort Lupton leadership to discuss how to improve the enrollment at the campus and how the college can better impact the community.
• The high volume of applications in Financial Aid department has caused a backlog. The College has contracted with a company that specializes in processing applications and can help bring the department up to date.
• The White House Community College Summit took place yesterday, with access via live web broadcast. As part of the summit, they announced the new Skills for America’s Future project, which is backed by Gates Foundation money. The nine states that can participate in this initiative are already chosen and Colorado is not included in the list.
• Dr. Liddell told the Board that she had recently met with the President and Vice President of the District Six School Board. They are currently meeting with all educational institutions and major companies to make sure they are communicating well. The discussion focused on how to smooth the transition between K12 and higher education.
• Early in 2010, Governor Ritter commissioned the Higher Education Strategic Planning (HESP) Taskforce. The taskforce is ready to deliver their final recommendations at a series of forums around the state. Aims will host the northern Front Range forum on October 13 from 4:00 to 6:00 PM. Dr. Liddell urged trustees and other interested parties to attend.

VI. Consent Agenda

- Minutes of the September 1, 2010 District Board Meeting
- Employees: Administration, Faculty and Exempt Staff
  - Patrick Gill, Program Coordinator II, Continuing Education, exempt, replacement

ON MOTION OF WALT RICHTER THE BOARD UNANIMOUSLY APPROVED THE CONSENT AGENDA AS PRESENTED.
VII. Information Items
   b. Board Calendar
   b. New Hires: Non-exempt Staff
      o Tae Stamper, Instructional Lab Coordinator, Division II, non-exempt staff, replacement
   b. Retiring or Leaving the Employ of the College
      o Michael Long, Grounds/Building Maintenance Tech, Facilities
      o Marian Scheuerman, IT Support Specialist, IRM
      o Jeffrey Smith, Safety and Environmental Coordinator, Facilities and Operations

VIII. Action Items
   • Revision to Policy 0-500 Trustee Vacancies – Second Reading
      Sandra Owens, House Counsel, presented three policies for second reading. She told the Board that revisions to 0-500 were intended to formalize current practice and clarify the need to document excused Trustee absences in Board minutes.

      ON MOTION OF LARRY WOOD, THE BOARD UNANIMOUSLY APPROVED THE REVISIONS TO POLICY 0-500: TRUSTEE VACANCIES ON SECOND READING.

   • Revision to Policy 0-900 Board By-Laws – Second Reading
      The revisions to this policy are intended to bring the policy into compliance with state statute as to the number of required meetings, approval of new or revised policies and prohibition of board action during executive session. They also clarify current practice as to posting of Board of Trustees agenda and to reflect revised room numbering on the Greeley Campus. Ms. Owens stated that based on board input, further revisions have been made to the policy to clarify prohibition on Board action in executive session, which will allow for opening and adjourning executive sessions. The changes also add to Board Secretary’s duties presiding at Board meetings in President’s absence. A Trustee asked about the order of the agenda, noting that most boards approve minutes early in their meeting. He asked if this could be changed. Ms. Owens stated that since the change isn’t substantive, the board could make this change and still finalize the policy.

      ON MOTION OF LARRY WOOD, THE BOARD UNANIMOUSLY APPROVED THE REVISIONS TO POLICY 0-900: BOARD BY-LAWS AS AMENDED ON SECOND READING AND INCLUDING A CHANGE IN THE ORDER OF AGENDA TO MOVE CONSENT AGENDA AHEAD OF PRESIDENTS REPORT.

   • New Policy – 0-650 Conflict of Interest for Trustees – Second Reading
      Ms. Owens told the Board that this new policy is intended to formalize the current practices used to avoid trustee conflict of interest. Such practices have been long standing at the College, but will now be included in an official college policy to ensure compliance with Higher Learning Commission regulations. Upon Board request, the policy has been further revised to require immediate notification of new
relationships or situations which may cause or be perceived as a conflict of interest. The Trustees discussed the policy and requested that paragraph #3 be modified to read, “It shall be the policy of the college not to contract with or enter into a commercial relationship (other than employment of officers of the College) with any Trustee or corporation, partnership, proprietorship or other organization in which such Trustee has an interest as officer, director, partner, employee, owner, or controlling stockholder without prior approval of the Board president.”

ON MOTION OF MIKE FREEMAN, THE BOARD UNANIMOUSLY APPROVED NEW POLICY 0-650: CONFLICT OF INTEREST FOR TRUSTEES AS AMENDED BY ADDITION OF LANGUAGE TO PARAGRAPH #3 ON SECOND READING.

• Approval of UNIFI Agreement

IX. Comments from Board Members

- Mike Freeman commented on the Chamber of Commerce rally on the three ballot initiatives adding that he would be happy to represent Aims.
- Walt Richter told the board that UNC had recently hosted the national president of LULAC, adding that it was interesting to hear her perspective on how national demographics will change in the next decade. Her message included the importance of role models for education, especially for Hispanic students. Dr. Richter observed that the College has a very comprehensive diversity policy, but he would like to see the College redouble its efforts to attract and educate any underrepresented populations.
- Trustee Richter also asked if the College was required to file a plan with the state to indicate our plans for budgeting and tuition increases for next year. Chief Administrative Officer Mike Kelly responded that Aims was not required to comply with Senate Bill 003 because of how we are formed in the state constitution. The Board will still be responsible to set tuition. He added that the College was also exempt from filing the plan for a 50% decrease in funding.
- Sandy Neb noted that the meeting with Fort Lupton leaders was very positive. Aims representatives eased the city’s fears that the College was going to move out of Fort Lupton. She added the College is doing very well in difficult times.

X. Comments from Board Reps

- Faculty (Marsha Driskill or Tracey Trenam, ACEA Board Reps) Tracey Trenam spoke on behalf of the faculty association saying the school year is off to a good start. Recently Aims hosted the 2to2 Social Sciences meeting with representatives from across the state. Several Aims faculty members have been elected as discipline chairs for state committees. This is an indication of the respect given to Aims faculty. As part of an AQIP Action Project, Shelly Parsons is setting up reflective practice groups (RPGs) on instructional strategy, active learning and assessment of learning. These groups will allow faculty to talk to each other on best practices in teaching. This process will be incorporated in our accreditation efforts. Dr. Trenam also noted that she had been asked by Dr. Liddell to arrange for speaker at Aims on Islam and Muslim Affairs. She has scheduled a speaker from Georgetown University to come to the College in February. Students, full and part-time faculty
and the public will be invited to attend.

- Aims Staff Association (Karen Brighton or Amy Kegg, ASA Reps)
  ASA representatives had no comments

- ASACC (Robert Small, ASACC President)
  Mr. Small told the Board that ASACC has recently had a project to encourage students to be informed voters. There has been excellent participation in events so far this semester, with many programs on very diverse topics, many volunteers and good feedback. ASACC has also been sharing information with students on what student fees are used for.

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, Steven Kahla and Karoline Woodruff.

ON MOTION OF MIKE FREEMAN, THE BOARD VOTED UNANIMOUSLY TO ADJOURN TO EXECUTIVE SESSION AT 3:51 PM.

XII. Reconvene in Regular Session
Ms. Neb reconvened the Board into general session at 4:31 PM. The Board took no action.

XIII. Adjourn

ON MOTION OF MIKE FREEMAN THE BOARD VOTED UNANIMOUSLY TO ADJOURN AT 4:31 PM.

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Walt Richter, Secretary     Date