Aims Community College  
Board Meeting Minutes  
Wednesday, November 3, 2010  

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. Pledge of Allegiance  

III. Additions/Deletions to the Agenda  

ON MOTION OF WALT RICHTER THE BOARD VOTED UNANIMOUSLY TO APPROVE THE AGENDA AS PRESENTED.  

IV. Citizen Participation  
There was no request for citizen participation.  

V. Consent Agenda  

a. Minutes of the October 6, 2010 District Board Meeting  
b. Employees: Administration, Faculty and Exempt Staff  
   ▪ Christine Skold, Accounts Payable Supervisor, Financial Services, exempt staff, replacement  
   ▪ Aren Jensen, Programmer Analyst, Information Resources Management, exempt staff, replacement  

ON MOTION OF LARRY WOOD THE BOARD UNANIMOUSLY APPROVED THE CONSENT AGENDA AS PRESENTED.  

VI. President’s Report – Dr. Liddell  
a. Financial Update – Dan Erbert  
   Budget Director Dan Erbert stated that the report represented the financials for about one quarter of the year. The Board had no questions.  
   Chief Administrative Officer Mike Kelly asked permission to change the formatting of the expense report. The new version of the report would include a two-year comparison of expenses. The Board agreed to the change for reports beginning in January. Mr. Kelly reported that the audit committee completed the annual review with the auditors. The audit report is an unqualified report, which is very positive. The audit team will present the final report to the Board in December.  

b. Information Resource Management – Bill Waggoner  
   Executive Programmer Analyst Andria Brabo presented a summary of the IRM report to the Board. She highlighted the following items:  
   o Employees will begin receiving faxes on their computers on the FAX over IP system, which will allow the College to phase out fax machines. 
o IT just finished a major Banner upgrade. Ms. Brabo thanked all employees who helped with testing the upgrades.

o The help desk has been reorganized and Ms. Brabo will now supervise the center. Yolanda Rivera will begin doing “walk-abouts” to improve customer service across the campus.

In response to a question, Ms. Brabo said that the initiatives implemented through the “All Hands on Deck” project of the Registration Task Force led to a significant reduction in the number of student complaints. Dr. Liddell mentioned that Dean for Student Services Pat Matijevic recently began oversight of Enrollment Management and the Registration Taskforce.

The Board discussed data indicating that students who register for classes early do better in those classes. This is also related to the “Four As” (Admission, Advising, Assessed and Awarded.) Without completing all four activities, a student has less chance of success. Dr. Liddell noted that surveys have shown that our students procrastinate more than students at other community colleges. The College is working on how to get students better prepared for classes, including possibly making AAA classes a requirement for more students.

Dr. Liddell asked whether Trustees are included in the RAVE notices. The RAVE system allows for broadcast notices via voicemail, text messages or email. Ms. Brabo indicated that Trustees could be included if preferred. The Board will receive an email regarding this issue.

c. Student Services Division Report - Pat Matijevic

Dean for Student Services Pat Matijevic shared a summary of her report, focusing on the following areas:

o Major accomplishments included moving Student Services to the College Center and establishing adjacencies to improve flow. The division is now well settled and offering better service to students

o Student services participated in many nationally benchmarked surveys, including SENSE(Survey of Entering Student Engagement) and CCSSE(Community College Survey of Student Engagement). Nearly 2000 surveys were received from students. Participation in these surveys was recommended by the Higher Learning commission to allow the College to collect data that can be compared with other like institutions.

o Recruitment advisors continue to offer robust service and are going out into the community to improve awareness and access. They participated in over 120 events last year, including college nights and information sessions where they share the importance of completing the “four As.” This direct contact improves enrollment immediately after high school graduation. Aims has a 23% market share of graduating District 6 students.

o The impact of the growing enrollment on Student Service offices is ongoing. Admissions and Records processed almost 10,000 applications last year and saw an 81% increase in transfer credit evaluations. Almost 1800 degrees and certificates were awarded last year, partially due to notices sent to students to confirm their progress toward graduation and remind them of deadlines.

o 50% of all students are registering online only.
○ The most dramatic increase in work for Student Services has been in Financial Aid. In the last year, there has been a 144% increase in Financial Aid applications. Many of our students are unemployed or underemployed and therefore qualify for aid. There has been about a 50% increase in the number of students who receive aid and the department administers almost $23.6 million in total aid.

○ There are currently 210 veterans enrolled at Aims. The College administers about $3 million of benefits for veterans.

○ There have been many changes to financial aid processing due to changes in regulations from the US Department of Education. Last year saw a 50% increase in the number of files selected for verification. These verifications slow the application and award process down. These changes will not decrease, as new and revised regulations are received regularly.

○ There was a 42% increase in applications for College Promise scholarships. This is another way that we can get money for college into student hands.

○ Student Life coordinates student co-curricular activities. There are now 22 student clubs and club membership almost doubled to 600 students. Club involvement improves retention by increasing student engagement.

○ The Student Life office is offering new health and wellness programs. They are working with Weld County Sheriff’s Office, Northrange Behavioral Health and Weld County Partners in Prevention to help prevent under-age drinking. They are also presenting at the BACCHUS conference on alcohol abuse awareness. Other programs offered include information on mental health, healthy eating and self-injury.

○ Student programming council has enlarged their focus. This year, many programs are focused on education, family, etc. Costs for these programs are covered by student fees.

○ AAA courses originate out of Student Life. These courses have proven to be an effective way to provide a positive, first-year experience. The courses are open to all, but are required for those with 2 or more remedial needs. The courses continue to produce excellent results with students typically exceeding expectations by about 15%. Dr. Matijevic thanked Shannon McCasland for her efforts in this program.

○ The Testing Center has also been very busy with about 5000 tests administered, most of which were Accuplacer tests. The center also offers a wide variety of other tests. By combining Academic Testing and the Testing Center, Student Services has enhanced economy and test security.

○ Emerging Scholars, based in the Student Success Center, is a retention program that serves about 250 students each year with special advising and scholarship money. Paula Yanish received a grant from the Texas Guarantee Agency which allowed the program to increase by 100 and offer peer mentorship. Ms. Yanish and Marti Demerest were recently asked to present information about Emerging Scholars at a national conference.

○ A TRIO grant funded Student Support Services for 5 years from 2005-10. All requirements for the first grant were successfully completed and the College was awarded a new grant beginning September 1. The program serves 160 students all of whom are low income, first-generation or have a
documented disability. The program improves retention of these students by at least 20% over other entering students. Aims was also granted STEM TRIO grant to focus on students in Science, Technology, Engineering and Math. The grant will also run for 5 years. The two grants bring in about one half million dollars each year.

The Board discussed several issues with Dr. Matijevic including the number of remedial students entering the College, student complaints about the registration process, food services, stipends for student directors and VA benefits.

Dr. Matijevic also told the Board that student retention rates for the TRIO program fluctuate somewhat due to the different population of students each year. The program requires at least 70% retention which has been met each year and is very high for this population of students.

def. President’s Executive Summary

Dr. Liddell reviewed the following topics for the Board:

- The Audit Committee met by telephone with personnel from BKD, LLC. Aims received an unqualified opinion, which is the best possible. Dennis Yockey will present the final audit report to the Board in December.
- The Aims Student Government recently adopted two and a half miles of 20th Street in Greeley. They will recruit volunteers to keep the street free of litter.
- Based on a recommendation from a new faculty member, the College has decided to offer a free day for the community. Since April is Community College Month, April 22, 2011 was chosen as the date to offer free classes on all campuses. The steering committee is now recruiting any employees who would like to teach or help in other ways.
- The Higher Education Strategic Planning (HESP) Taskforce will officially publish their recommendations on November 4th. The draft of the report included three key assertions: Higher Education is an asset to the State, the State system is dramatically off-track and falling behind in meeting State needs and Colorado needs to increase funding and seek improved completion rates. Dean Donna Souther served on a HESP subcommittee. Several others monitored committee meetings by phone. The HESP recommendations stated that for Colorado to be competitive, State funding would need to be brought to $1.5 billion. This would bring the State into the top third of all states for higher ed funding. This year, funding is predicted at $550,000,000 and could go to 0$ in the near future. This is a serious scenario for the state. The taskforce discussed dedicated funding. It is unclear how much weight this recommendation will hold when new Governor Hickenlooper takes office.
- The election brought good news to the College when Amendments 60 and 61 and Proposition 101 were defeated. These three initiatives would have been detrimental to the College mission.
- Distributed to the Board today is a letter from Aims staff member Debbie Barba. Ms. Barba graciously thanked the Board for allowing her the
opportunity to advance her education with the benefit of employee tuition scholarships.
  o As an update on the Monfort Early Childhood Education Center (MECEC), an RFP was issued to encourage another entity to use the building, but there was no serious interest in the building. Subsequently, the College got a call from School District 6 who wants to use the space for their district-wide, pre-kindergarten program. The lease was signed effective November 1.
  o This year’s United Way campaign raised over $7100.
  o The Board received copies of College Lobbyist Tonette Salazar’s letter, looking ahead to next legislative session. The College doesn’t plan to ask for any sponsored bills this year.

VII. Information Items
  a. Board Calendar
     The December meeting will take place on Wednesday, December 1 at 2:30 PM in the Beaty Hall theater. A special meeting will also be required, later in the month, to certify the mil levies for the Aims Junior College District.
  b. New Hires: Non-exempt Staff
     ▪ Tae Stamper, Instructional Lab Coordinator, Allied Health, non-exempt staff, replacement

VIII. Action Items
  a. Tentative 2011 Board Meeting Schedule
     Dr. Liddell told the Board that the meeting for January would be moved to the end of the month, since the Board must approve the Academic Master Plan before it is submitted to the State. All other meetings are on the first Wednesday of the month except June, which is later in the month to allow for final approval of the annual budget.

ON MOTION OF MIKE GEILE, THE BOARD UNANIMOUSLY APPROVED THE CALENDAR OF MEETINGS FOR 2011 AS PRESENTED.

IX. Comments from Board Members
  • Larry Wood: The reports were very well done. We learned what is happening in Information Technology and Student Services.
  • Mike Geile: Offered congratulations to Debbie Barba on her work. The letter illustrates what Aims has done for its employees.
  • Walt Richter: There was an article in USA Today about college dropouts and how much money the federal government allocates to students who don’t return to college. It is much less expensive to retain a student than recruit a new one. It’s good to see that the College is working to retain students, as it benefits both the student and the College.

Dr. Richter serves on the District 6 Budget Advisory Committee, which met last Monday. The District expects to lose millions of dollars in funding, since 87% of the District 6 budget goes to people, it will be difficult to continue without cutting programs and people. Aims may need to talk to them about the programs that they have to cut. It might be cost effective to send their students
X. Comments from Board Reps
   a. Faculty (Marsha Driskill or Tracey Trenam, ACEA Board Reps)
      Dr. Trenam reported that faculty also play a significant role in clubs. Many clubs are
      founded and coordinated by faculty, including the Honors Club, Evan Oakley;
      English Honor Society, Chuck Fisher; and History and Anthropology Clubs, Clint
      Heiner. Larry Baker sponsors the Auto Club which built a hotrod and competed at
      Bandimere Speedway.
      The psychology department is offering a career planning course and faculty member
      Allan Obert is willing to take the class into the high schools, where he thinks it will
      be of great benefit to students.

   b. Aims Staff Association (Karen Brighton or Amy Kegg, ASA Reps)
      The ASA representatives had no comment.

   c. ASACC (Robert Small, ASACC President)
      Mr. Small told the Board that the number of students participating in clubs is much
      higher than last year. The Aims Spotlight television show premiered a couple weeks
      ago. Through this venue, students can announce news, events and highlight student
      involvement. On Veteran’s Day, November 11, the Fireside Lounge will be open as a
      location for students to have conversations with veterans. Peer Educators Council is
      on their way to the Bacchus Conference. Using what they will learn, they will
      develop workshops on alcohol abuse prevention.

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, Stow Witwer, Sandra Owens, Mike Kelly, Steven Kahla and
    Karoline Woodruff.

    ON MOTION OF MIKE FREEMAN THE BOARD VOTED UNANIMOUSLY TO
    ADJOURN TO EXECUTIVE SESSION AT 4:01 PM.

XII. Reconvene in Regular Session
    Ms. Neb reconvened the Board into general session at 5:04 PM. The Board took no
    action.

XIII. Adjourn

    ON MOTION OF LARRY WOOD THE BOARD VOTED UNANIMOUSLY
    TO ADJOURN AT 5:04 PM.