Aims Community College
Board Meeting Minutes
April 6, 2011
Beaty Hall Theater, Room 102

Before the meeting began, representatives from United Way of Weld County made a presentation to Aims Community College. CEO Janine Truswell told the Board that the students at Aims had organized a student chapter of United Way, which is a new concept in the region. The student group has been very active, completing five community service projects at different non-profit agencies. She expressed her pride and gratitude for partnering with Aims. She then presented the annual award for non-profit participation in the United Way campaign to Aims, as well as a thank you gift to Aims staff member Ann Grotness, for her efforts as a loaned executive and other staff members for the work on the annual campaign.

Aims District Board Meeting
I. Call to Order
The meeting was called to order at 2:50 PM by Board President Sandy Neb. Other Board members present included Mike Geile, Walt Richter and Larry Wood. College President Dr. Marsi Liddell was also in attendance. Trustee Mike Freeman was excused from attendance.

II. Additions/Deletions to the Agenda
There were no request for changes to the agenda.

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

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

IV. Consent Agenda
a. Minutes of the March 2, 2011 District Board Meeting
b. Change to Fees for Criminal Justice Program
c. Employees: Administration, Faculty and Exempt Staff
   o Patrick Hendrix, Building Maintenance Supervisor, Facilities and Operations, exempt staff, replacement position
   o Michael Hogan, Assistant Director of Facilities and Operations, exempt staff, replacement position
   o Nicholas “Nick” Hoyle, Programmer Analyst, Information Resource Management, exempt staff, replacement position

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

V. President’s Report – Dr. Liddell
a. Financial Update – Dan Erbert
   Dan Erbert, Aims Budget Director, presented the monthly financial update to the Trustees. A Trustee asked that revenues designated for community colleges from
gambling money be included in the financial report. Mr. Erbert explained that the money is typically received in June. Since this report is year to date, the financial report will not show this revenue until late in the fiscal year. The Board had no further questions.

b. Information Resources Management Update – Bill Waggoner

Bill Waggoner, Director of the Information Resources Management, summarized his report for the Board, saying the report is fairly technical.

- In the last six months, the department has been streamlining College processes, including web time-entry and paperless time sheets. These new processes have been piloted with part-time employees.
- A group of employees is also piloting the use of Google Calendar.
- In an effort to provide a paperless course evaluation for students, the department will introduce an online evaluation for 96 courses in Spring semester. Providing the survey online will ease the burden of processing thousands of paper forms.
- The Information Resources Department is also overseeing the transition from fax machines to fax on computers. After the College is set up with fax to email software, fax machines on campus will be removed.
- IRM has purchased a new program called Degree Works, which will allow students to check their own degree progress. The software also allows advisors to run “what-if” scenarios very easily, to explore student options for graduation. The program won’t take the place of advisors, but will be a very useful tool which is available to students at any time of day.
- The department is hosting the Banner Users - Mountain States conference in late September. Nearly 200 functional and technical Banner users will attend.

c. President’s Executive Summary

Dr. Liddell shared a brief summary of the following issues:

- Senate Bill 52 will change how the State will fund higher education including the community college system. Aims and Colorado Mountain College have also been included. Beginning in 2016, when the total allocation for higher education is $760 million or more, 25% of State funding will be based on performance measures. Aims was exempted for other items included in the bill, such as approval for tuition increase, capital construction or bonding.
- The Long Bill is still in process. Early next week, the Senate will consider it for the third reading and it will be introduced in the House. April 28 is the deadline for approval in both chambers, then it will go to the Governor for signature.
- Aims received an email from the Higher Learning Commission indicating that reviewers have recommended reaffirmation to the Institutional Action Council, which will then act on official reaffirmation. The action should be finalized on April 18.
- Census data for school districts is now available. In response to requests from the Board, the data will be sent under separate cover. It may be helpful to have a work session on modification of Trustee districts before the next Board meeting.
Community College Day on April 15 is being very well received in the community. 160 instructors and 120 helper volunteers have signed up to work the event. To date there are close to 700 registrations.

The President’s Office received a letter from the American Association for Women in Community Colleges (AAWCC) confirming that Aims student Hannah Larson has received the regional scholarship.

Included in the Board packet is a letter from a welding student detailing how welding instructors Paul Hasty and Jeff Klein helped him succeed through great difficulty. This is more evidence of how Aims impacts students lives.

At last count, accounting students participating in Tax Help Colorado have helped local taxpayer file for $1,936,000 in tax refunds.

ASACC President Robert Small has been named to the Phi Theta Kappa All State Academic Team. Dr. Liddell and the Board offered congratulations to Mr. Small.

Aims has recently received results of an economic impact study, showing that the College is responsible for almost $1 billion regional return on investment.

The Facilities and Operations Department received notice that the College Center remodel has received a LEED certification. Michael Millsapps will present the plaque to the Board when it arrives.

Trustees expressed some concerns that evening students were not receiving sufficient student services. The College will be surveying these students to determine their needs.

VI. Information Items
a. Board Calendar
   Dr. Liddell reminded the Board about upcoming events including Community College Day and the President’s Reception.

b. Non-exempt Employee Hires:
   o William Conaway, Trades Specialist, Facilities and Operations, non-exempt staff, replacement position

c. Leaving the Employ of the College
   o Robert Vasquez, Trades Specialist, Facilities and Operations

VII. Action Items
a. Medical and Dental Insurance Benefits for FY 2011-12
   Chief Administrative Office Mike Kelly represented Aims on the state benefits committee. After negotiations, the premium increase was reduced from 14% to 8.42%, which is equivalent to $140 per month more per employee. By increasing employee co-pay and other cost saving measures this number was reduced even farther to 6%. The state Trust Fund, which for several years has bought-down each employee’s premium by $10 per month, chose to take on additional risk by passing only 95.7% of the premium on to employees and institutions. If expenses exceed the 95.7%, the Trust Fund will cover the additional costs. Because the Trust is taking on this liability risk, they chose not to buy down each employee’s premium this year. Mr. Kelly added that last year the Board increased the portion of the premium covered by the College to offset an additional 2.5% PERA expense shifted from the College to the employees. The state has extended the PERA shift, so Mr. Kelly requested that the board maintain same rates as last year.
b. Tuition for Academic Year 2011-12

Mike Kelly thanked the Board and President for their guidance during the recent economic downturn. Because of their conservative use of funds, the College is in very good financial position and the students will benefit from the hard work. Many schools in Colorado are predicting large increases in tuition for next year. Funding for higher education is being cut in Colorado. Aims has been taking cost saving measures for several years, knowing that funding cuts were coming. Since the College is in a good stable position, Mr. Kelly proposed a 6% in-district tuition increase, along with increases of 9% for out-of-district and 5% for out-of-state.

Trustees discussed last year’s spike in tax revenue due to oil and gas, allowing the College to reserve additional funds. Combined with the efforts to keep costs low, it allows the College to provide a significantly smaller increase than any other institution in the state and decided on an increase of 3% for in-district students, which is less than $2 per credit hour.

They also discussed the possibility of a tuition guarantee for students who complete in a specified period. Additional details will be announced in May.

ON MOTION OF MIKE GEILE THE BOARD VOTED UNANIMOUSLY TO APPROVE THE RECOMMENDED TUITION FOR THE 2011-12 ACADEMIC YEAR OF 3% IN-DISTRICT, 9% OUT-OF-DISTRICT AND 5% OUT-OF-STATE.

c. Revision of Policy 0-600 Board Officer Responsibilities, Second Reading

House Counsel Sandra Owens presented the revisions to Policy 0-600. She reminded the Trustees that the revisions have been made to align with state statutes on board officer responsibilities. She also told the Board that additional changes had been made to ensure consistency in capitalization at the request of a Trustee.

ON MOTION OF LARRY WOOD THE BOARD VOTED UNANIMOUSLY TO APPROVE REVISION OF POLICY 0-600 ON SECOND READING.

d. Revision of Policy 2-400 Class Cancellation, Second Reading

Ms. Owens reviewed the reasons for revision of Policy 2-400 saying that they allow more flexibility in the cancellation of classes and reflect current college practice.

ON MOTION OF WALT RICHTER THE BOARD VOTED UNANIMOUSLY TO APPROVE REVISION OF POLICY 2-400 ON SECOND READING.

e. Revision of Policy 2-500 Academic Degrees and Certificates, Second Reading

Sandra Owens told the Board that the revisions to Policy 2-500 correct the list of approved degrees and certificates with current terminology
ON MOTION OF MIKE GEILE THE BOARD VOTED UNANIMOUSLY TO APPROVE REVISION OF POLICY 2-500 ON SECOND READING.

f. Revision of Policy 3-850 Copyright, Second Reading
House Counsel reminded the Board that Policy 3-850 had been revised to include more appropriate language, to thoroughly communicate the college’s position on adherence to copyright law and to codify federal regulations that pertain to copyright at the institution.

ON MOTION OF WALT RICHTER THE BOARD VOTED UNANIMOUSLY TO APPROVE REVISION OF POLICY 3-850 ON SECOND READING.

g. Revision of Policy 2-900 Review of Existing Programs, First Reading
Ms. Owens told the Board that this policy was revised with minimal changes to designate authority for initiation of program review and align with current practices. In response to a Trustee question, Dr. Liddell indicated that the Board could direct College administration to review a program.

ON MOTION OF WALT RICHTER THE BOARD VOTED UNANIMOUSLY TO APPROVE REVISION OF POLICY 2-900 ON FIRST READING.

h. Revision of Policy 3-110 Hiring of External Auditor, First Reading
Anticipating significant questions about the revisions in the policy, Ms. Owens suggested that the Board table the item, so that she could provide legal opinion in executive session.

ON MOTION OF MIKE GEILE, THE BOARD VOTED UNANIMOUSLY TO TABLE THE ITEM UNTIL THEY RECEIVED LEGAL COUNSEL.

i. New Policy 5-1400 Disability Accommodations Policy, First Reading
House Counsel Owens explained that the policy had been drafted to clarify and adapt several policies into one. It specifies different resources for students and employees that might require accommodations to succeed at school or work.
A Trustee asked if the policy guarantees equal access to all programs, when certain programs have physical requirements. Ms. Owens answered that each request for accommodation is assessed on a case-by-case basis to ensure that accommodations offered at Aims are in alignment with those that could be offered in the workforce.

ON MOTION OF MIKE GEILE THE BOARD VOTED UNANIMOUSLY TO APPROVE NEW POLICY 5-1400 ON FIRST READING.
j. Administrative Revision of Policy and Procedure Manual: Global Request for Title Change
Sandra Owens explained the request to edit the entire Policy and Procedure Manual to change the title of Chief Business Officer to the current title of Chief Administrative Officer, which was changed in January 2010 to reflect the operational duties of the position. The global changes will reduce the possibly confusing and ambiguous language in the manual.

ON MOTION OF LARRY WOOD THE BOARD VOTED UNANIMOUSLY TO APPROVE THE GLOBAL REQUEST FOR TITLE CHANGE IN THE POLICY AND PROCEDURE MANUAL ON FIRST READING.

k. Aims Fellows Awards – Board Ballot and Announcement of Awardees
Board President Sandy Neb announced the newest recipients of the Aims Fellows Award:
   - Sally Asmus
   - Dan Dennie
   - Carol Hoglund
Dr. Liddell informed the Board that the new Aims Fellows would be honored before the May Board meeting.

VIII. Comments from Board Members
   • Sandy Neb: Thanks to everyone who works at Aims for the exemplary job they are doing. We have been looking for internal auditor.

IX. Comments from Board Reps
   • Faculty (Marsha Driskill, ACEA Board Reps)
   Professor Driskill reminded the Board that faculty’s job is to teach, but also to advise students. The College has developed a two-year advising schedule, which will be available in the catalog. She encouraged the Board and others to send students to faculty for advising, especially in their area of specialty.

   • Aims Staff Association (Karen Brighton or Amy Kegg, ASA Board Rep)
   The ASA representatives had no comment.

   • ASACC (Robert Small, ASACC President)
   Mr. Small told the Board that ASACC is coming to end of year. The ASACC team recently completed the UNC-based Relay for Life, raising $1500 for the cause. Will finish the year with a big bang and bringing new officers on for next year.

X. Adjourn to Executive Session
   ON MOTION OF MIKE GEILE THE BOARD VOTED UNANIMOUSLY TO AMEND THE AGENDA AND ADJOURN TO EXECUTIVE SESSION AT 3:51 PM.
XI. Return to Regular Session
   At 4:10 PM President Sandy Neb reconvened regular session of the Board meeting and the Board took the following action:

   ON MOTION OF MIKE GEILE THE BOARD VOTED UNANIMOUSLY TO APPROVE REVISION OF POLICY 3-110 HIRING OF EXTERNAL AUDITOR ON FIRST READING.

XII. Adjourn

   ON MOTION OF WALT RICHTER THE BOARD VOTED UNANIMOUSLY TO ADJOURN AT 4:11 pm

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Walt Richter, Board Secretary                        Date