Aims Community College  
Board Meeting Minutes  
May 4, 2011  
Beaty Hall Theater, Room 102

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

II. Additions/Deletions to the Agenda
Dr. Liddell requested the addition of an executive session so that the Board could discuss personnel issues and receive legal counsel.

ON MOTION OF WALT RICHTER THE BOARD UNANIMOUSLY APPROVED THE AGENDA AS AMENDED.

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

IV. Consent Agenda
a. Minutes of the April 6, 2011 District Board Meeting
b. Employees: Administration, Faculty and Exempt Staff
   o LeeAnn Sappington, Director Institutional Effectiveness and Assessment, administrator, replacement
   o Micah Chartier, Programmer Analyst, Information Resources Management, exempt staff, replacement

ON MOTION OF MIKE FREEMAN 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 Trustee and told Trustees that the statements reflect three-quarters of the fiscal year. The Board had no questions.

b. Division I Update – Jeff Reynolds
   Dean Jeff Reynolds presented a summary of the Division I report, highlighting the following items:
   o Thanks go to Patti Campbell, Sharon Lynch, Cathy Lee, Brenda Rask and Jean Otte for their work on the report.
   o The Division sponsored several activities for students, including the Aims Review. This publication is a literary and art journal edited by students and will be printed in the fall. The project was sponsored by Professor Evan Oakley.
- The Art Department has sponsored seven events in the Beaty Hall Gallery this year and will do so again next year. The shows consisted of both student and community art exhibits.
- The “Morning Mayhem” student radio program runs three days per week on Tuesday, Wednesday and Thursday. It is broadcast in Beaty Hall and can be heard online via streaming audio. The program is under the sponsorship of Kevin Mussman and is making excellent use of the radio facilities.
- Once again, Aims has been participating in Taxhelp Colorado in partnership with Piton Foundation. Aims accounting students benefit by gaining and getting a chance to give back to the community. Between the Greeley and Fort Lupton sites, students helped taxpayers claim over $2 million in tax refunds.
- Division One accounts for approximately one-third of the enrollment at Aims, but staffing of full-time faculty is short of the target ratio of 50% full-time to 50% part-time. It has been several years since the board discussed this guideline.
- Division One administers online programming at the College. Online enrollment and offerings continue to grow. The Associate of Arts degree is the basis of most online programs, but the College is also developing online certificate programs.
- The Career Academy is continuing strongly, which is good considering the economic situation for most school districts. The Academy offers dual credit programs for high school students. Aims is entering into agreements with school districts for the fall Career Academy programs. All current partners will be renewed as of July 1, but the number of slots may vary based on each district’s needs for the year. The College will work with each district’s superintendent and principals to supply any needs, such as welding. The Career Academy is focused on programs with high facilities costs that local school districts would have difficulty funding.

A Trustee asked about staffing levels in Division One. Dean Reynolds responded that the number of full-time employees has decreased in all divisions due to economic conditions. The target ratio for full to part-time faculty is 50/50. The greatest gaps for this ratio are in liberal arts departments, particularly in English and humanities. A humanities instructor was added this year, so there is some progress.

c. President’s Executive Summary
Dr. Liddell shared a brief summary of the following issues:
- Aims received its official notice of reaffirmation of accreditation from Higher Learning Commission yesterday. The next time we will stand for reaffirmation is in 2017-18.
- Aims Director of Online Learning Jean Otte was named Instructional Designer of the Year by the E-Learning Consortium of Colorado. Dr. Liddell offered her congratulations to Ms. Otte.
- Community College Day was a huge success with over 1200 registrations and many more drop-ins. The cost per participant was about seven dollars, but some costs for the event were underwritten by sponsors.
Faculty member Patricia Rand will serve as the new ACEA representative to the Board. Dave Schaubert will continue for another year as ACEA President.

Recent Federal regulations had an impact on student financial aid. After budget negotiations, the amount students can receive for a regular Pell Grant didn’t change, but students will not be allowed a second Pell in one year, so they cannot get the grant for summer classes.

Once again, Aims will partner with the Greeley Chamber, School District 6 and the City of Greeley to present the Candidate’s Academy, which will provide information for those interested in running for office this fall.

The Windsor Auto Center was featured in training videos produced by Gates Rubber. Also, two automotive faculty members, Zack Kreider and Larry Baker, have received a student association award.

Twelve Colorado colleges (including Aims) participating in Tax Help Colorado helped 6500 low-income Coloradans file for $12.4 million in refunds. This is a 50% increase in families served. Diane DiGiacomo, told Dr. Liddell that Aims, one of the first colleges to participate in the program, saved $2.3 million for local taxpayers.

The legislative session is ending soon. The Long Bill was approved as of Monday. Aims is still included in SB 52, which requires performance funding. Now the State must develop metrics for performance. Currently the Lt. Governor is not inclined to consider an incoming student that completes all developmental courses as a completer. Including this designation in the metrics will be important for community colleges. It may be necessary for the Board to voice their support to encourage a change.

VI. Information Items
   a. Board Calendar
      Ms. Neb reminded Trustees about graduation on Sunday, May 8 and about the June Board of Trustees meeting on June 22.
   b. Non-exempt Employee Hires:
      o Ronna Brinkman, Student Services Specialist, Financial Aid, non-exempt staff, replacement

VII. Action Items
   a. Approval of Projected Budget (Revised) for FY 2010-2011 – Dan Erbert
      Budget Director Dan Erbert reminded the Board that the annual budget is projected using the best information possible. Since the budget changes throughout the year, it is necessary to produce a revised budget in May. This revised budget is used by the auditors. Mr. Erbert explained that the primary focus of this revision is the general fund. He pointed out that fees are significantly higher due to the helicopter program, but these fees pass through to the provider. He also noted that the increase in enrollment was not as great as originally expected.
ON MOTION OF LARRY WOOD THE BOARD VOTED UNANIMOUSLY TO APPROVE THE REVISED PROJECTED BUDGET FOR FISCAL YEAR 2010-11.

b. Approval of FY 2011-2012 Operating Budget, First Reading – Mike Kelly
Chief Administrative Officer Mike Kelly told the Board that education funding has been shielded from cutbacks by ARRA funds. Now the College needs to deal with funding without ARRA backfill. Higher Education dollars are particularly vulnerable to shortfalls at the state level, since they are not mandated. The College has been preparing for the decrease in State allocations for three years. Mr. Kelly summarized the steps taken by the College to reduce expenses in preparation for significantly reduced revenues.

Mr. Kelly reviewed the changes to the proposed budget since the April work session. There were very few changes in overall dollars, but some changes in capital expenditures. Since the College is financially sound and no money has been expended in the last few years, the Board has approved additional capital outlays. Original budget for capital was $1.17 million. Increases to this area include:

- The Academic Capital Committee requested an additional $100,000 for student equipment.
- $300,000 will be earmarked for electronic data warehousing software, which will allow the College to better use data.
- The IT budget was increased by $250,000 to improve efficiencies following a reduction in staff.
- An increase to the deferred maintenance budget will allow the College to catch up on delayed maintenance projects.
- The Board of Trustees agreed today to move forward on two capital projects, the spine walkway or promenade through Greeley Campus, plus a road extension which will offer more direct access from 20th Street to parking lot near Westview Hall and would ease traffic around the coming oil wells. The total budgeted cost of the two projects is $2.5 million.

Mr. Kelly then reviewed the process used to develop the College budget on an annual basis. He also discussed the change in the ratio of funding sources for the coming year:

- State appropriations will drop about 26%. Statewide, allocations for higher education last year totaled $706 million last year and $519 million this year.
- The County Assessor is estimating that district property tax revenue will increase about 4%, which will bring in $780,000 more this year.
- Tuition revenue will increase modestly, with an increase of only $1.96 per credit hour for in-district students.
- Student fees amount to only 4.3% of total budget.

ON MOTION OF MIKE FREEMAN THE BOARD VOTED UNANIMOUSLY TO APPROVE THE OPERATING BUDGET FOR FISCAL YEAR 2011-12 ON FIRST READING.

c. Approval of Faculty Consultation Agreement - Mike Kelly
Dr. Liddell thanked the consultation committee including Mike Kelly, Jim Crandall, Brenda Rask, Donna Souther, Trish Rand, Dan Erbert, Jan Stapleton and Jeff Klein, commenting that they had done an outstanding job. Mike Kelly summarized the
consultation agreement and announced that faculty have ratified it. He commented that the committee made the process a pleasure and good things were accomplished. Discussions on tuition reimbursement were continued from last year. The committee agreed to a one-year probation on tuition reimbursement for non-Aims courses. The number of work days stayed the same this year, which affects beginning and end days for faculty. There has been no adjustment to salary for three years and everyone has been doing more, so the committee was pleased that it could be offered this year. The Faculty Credentials procedure has taken a great deal of work. Since the procedure was part of the consultation agreement, it was included in the Board action item, but the Board doesn’t need to vote on the procedural changes.

**ON MOTION OF WALT RICHTER THE BOARD VOTED UNANIMOUSLY TO APPROVE THE FACULTY CONSULTATION AGREEMENT.**

d. Flat Rate Tuition Program – Mike Kelly
Mike Kelly reminded the Board that the idea of a tuition guarantee had been introduced at the last meeting. At Board request, he gathered a committee to draft a proposal for a Flat Tuition Rate Rebate. The pilot program would be open to new degree-seeking students and would run through summer semester in 2013. Students who complete their degree in that period would receive a rebate after completion. The funding for this pilot program would come from the financial aid package designated in the budget by the Board.

**ON MOTION OF LARRY WOOD THE BOARD VOTED UNANIMOUSLY TO APPROVE THE NEW FLAT RATE TUITION PROGRAM.**

e. Revision of Policy 2-900 Review of Existing Programs, Second Reading
House Counsel Sandra Owens reminded the Board that the policy had been rewritten to better designate the authority for program review and better reflect current college practice.

**ON MOTION OF MIKE FREEMAN THE BOARD VOTED UNANIMOUSLY TO APPROVE REVISION OF POLICY 2-900 ON SECOND READING.**

f. Revision of Policy 3-110 Hiring of External Auditor, Second Reading
Ms. Owens noted that the revision to Policy 3-110 was necessary to reflect best practices for contracting required college services.

**ON MOTION OF WALT RICHTER THE BOARD VOTED UNANIMOUSLY TO APPROVE REVISION OF POLICY 3-110 HIRING OF EXTERNAL AUDITOR ON SECOND READING.**

g. New Policy 5-1400 Disability Accommodations Policy, Second Reading
This policy was written to enforce the intention of the College to provide equal access to all students and reflect the separate resources for students and employees who need accommodations.
ON MOTION OF MIKE FREEMAN THE BOARD VOTED UNANIMOUSLY TO APPROVE NEW POLICY 5-1400 ON SECOND READING.

h. Administrative Revision of Policy and Procedure Manual: Global Request for Title Change, Second Reading
Ms. Owens reminded the Board that a global change of title for the Chief Administrative Officer would ensure consistency and prevent confusion in the Policy and Procedure 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 SECOND READING.

i. Revision of Policy 3-400 Reporting Requirements, First Reading
Sandra Owens explained that Policy 3-400 was rewritten to clarify the College’s intention of complying with all reporting requirements and to include the new practice of review of all outgoing reports. A Trustee asked if the Policy should indicate that a Procedure will be developed to implement the Policy. Ms. Owens offered to amend the draft to include appropriate verbiage

ON MOTION OF MIKE FREEMAN THE BOARD VOTED UNANIMOUSLY TO APPROVE REVISIONS TO POLICY 3-400 AS AMENDED ON FIRST READING.

j. Rescission of Policy 3-720 Food and Beverage Policy, First Reading
Policy 3-720 is recommended for rescission because it refers to catering services which are no longer available on campus.

ON MOTION OF WALT RICHTER THE BOARD VOTED UNANIMOUSLY TO APPROVE THE RESCISSION OF POLICY 3-720 ON FIRST READING.

k. Board Resolution on Use of Land Designated for Oil and Gas Development
College Counsel Stow Witwer addressed the Board and referred them to a printed copy of the resolution. He explained that according to State statute, the Board must declare that there is no need for the property before it can be sold. If the Board doesn’t pass a separate resolution, it can delay closing. Now that a complete legal description of the parcel is available, the resolution can be addressed.

ON MOTION OF LARRY WOOD THE BOARD VOTED UNANIMOUSLY TO APPROVE THE RESOLUTION AS PRESENTED.

l. Lobbyist Renewal for 2010-11
Dr. Liddell told the Board that Antoinette Salazar has been the Aims lobbyist since 2005. She has agreed to continue her contract at the same rate of $25,000. Dr. Liddell praised Ms. Salazar’s work and encouraged the Board to renew her contract.
ON MOTION OF MIKE FREEMAN THE BOARD VOTED UNANIMOUSLY TO RENEW THE INDEPENDENT CONTRACTOR AGREEMENT WITH COLLEGE LOBBYIST ANTOINETTE SALAZAR.

VIII. Comments from Board Members
   a. Walt Richter: Community College Day was a great. The people who participated have nothing but praise for the College. The school put out terrific marketing and the event was a terrific way to embrace the community. I hope we can do it again in the future.
   b. Sandy Neb: Agreed with Dr. Richter. I attended the classes that took place in Fort Lupton and it was a wonderful event.

IX. Comments from Board Reps
   a. Faculty (Marsha Driskill, ACEA Board Reps)
      Ms. Driskill added her positive comments on Community College Day. She thanked those who participated in the consultation process, commended Jim Crandall for his service and announced that Ellen Swieter will replace him on next year’s committee. She also thanked Dave Schaubert for continuing as ACEA President and announced other ACEA Officers; Karen Robinson as Secretary, Gina Jones as Treasurer and new board representative Patricia “Trish” Rand. She closed by reminding the Board that many full-time instructors stay through summer semester to offer good classes and advise students.
   b. Aims Staff Association (Karen Brighton, ASA Board Rep)
      Karen Brighton told the Board that ASA is in the process of electing new board members. Voting will be done tonight at 5:00 PM. Two new Board Reps will be elected, along with a new President-Elect. Jayne Hayes will continue as ASA President. Ms. Brighton informed the Board of two upcoming events; an ice cream social on May 6 and the Handmade Market fundraiser on convocation day.
   c. ASACC (Robert Small, ASACC President)
      ASACC President Robert Small thanked the Board for their interest in his reports and added that this is his last formal function as ASACC President. They have seen an increase in student involvement and are currently training the incoming Student Government Association (SGA) Board. Mr. Small then introduced or announced the incoming SGA Officers: Cristina Ortiz, President of the Student Government Association, Christina Chambers, Vice President Student Development; Joseph Larson, Vice President Academic Affairs; Anthony DeFeudis, Vice President Campus Life and Tagart Chalk, Vice President Public Relations.

X. Adjourn to Executive Session
   Board President Sandy Neb announced that the Board would adjourn to executive session so that they could discuss real estate and personnel matters and receive advice from legal counsel. She invited Marsi Liddell, Stow Witwer, Sandra Owens, Donna Souther, Mike Kelly, Karoline Woodruff and Amy Kegg to attend the session.

ON MOTION OF WALT RICHTER THE BOARD VOTED UNANIMOUSLY TO
ADJOURN TO EXECUTIVE SESSION 4:02 PM.

XI. Return to Regular Session
   At 4:44 PM President Sandy Neb reconvened regular session of the Board meeting. The Board took no action.

XII. Adjourn

   ON MOTION OF MIKE FREEMAN THE BOARD VOTED UNANIMOUSLY TO ADJOURN AT 4:44 PM.

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Walt Richter, Secretary

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Date