Aims Community College Board Meeting  
Minutes from September 7, 2011  
Beaty Hall Theater 2:30 PM

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

II. Additions/Deletions to the Agenda
There were none.

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

III. Citizen Participation
No citizen participation occurred.

IV. Consent Agenda
a. Minutes of the Aug.3, 2011 District Board Meeting
b. Minutes of the Aug. 31, 2011 Special District Board Meeting
c. New Faculty
   o Jennifer Bailey, Instructor, CIS, Exempt faculty, replacement position
   o Jennifer Newman, Instructor, History, Exempt faculty, replacement position
   o Norman “Lee” McMains, Instructor, SITE, Exempt faculty, new position
   o Jennifer Sears, Instructor, Nursing, Exempt faculty, replacement position
   o Lynne Fox-Parrish, Instructor, Biology, Exempt faculty, 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
   Mr. Erbert presented the monthly report and clarified that the change in summer lab fees was due to a miscoding that was rectified in October and now shows in the Helicopter program. It amounts to approximately $301,000. Mr. Erbert further clarified that revenue increases in the Helicopter program are attributable to the increase in enrollment in that program.

b. Administrative Services Update – Michael Kelly
   o Mr. Kelly presented information on the effect of the recent reorganization on his department.
      1. After the Controller position was eliminated, Linda Archibeque took on accounting manager duties and the remaining controller duties have been absorbed by Mr. Kelly, Michelle Brown, Mr. Erbert and Mrs. Archibeque.
2. Overseeing the Cashier’s office is Jennifer Gilsdorf. In her department, the e-cashier program has seen a 47 percent increase in tuition collections. Also, the cash register system now allows for check scanning which has increased efficiency and reliability. The e-billing system is more environmentally responsible and students report being more satisfied with this system. Additionally, students can now get their 1098-T forms online, thereby streamlining that system.

3. Accounts Payable generated approximately 17,500 checks and 11,500 invoices. The department is continuing to progress with the document-imaging project, which allows a quicker retreat of documents and more flexible, electronic sharing of those documents.

4. General fund accountant Michelle Brown is taking on more assignments with the auditors.

5. Payroll has also launched a new online timesheet entry for part-time employees. Approximately 60 employees are using it currently and the department continues to increase that access until all part-time employees are using it.

6. Payroll is at $1.6 million

7. Last year we had 25 administrators; this year we have 22. Full time faculty is down to 93 from 94. Our full-time staff is now down to 160 from 180 last year. This shows our streamlining efforts to save money.

8. Purchasing includes Doreen Boyd and Alyson Terry. Mr. Kelly explained that among other things, they handle P-Card usage management and are very strict in ensuring that the rules are followed meticulously. Another project in Purchasing has been the college-wide conversion from ink jet printers located on individuals desks to centralized printers. This is a huge savings on ink cartridges and allows for easier scanning and double-siding of paper.


10. The Office of Budget Director is headed up by Dan Erbert, who works on budget and program cost analysis and budget process.

11. At the Book Store, overseen by Katrina Crosby, the department has improved the book buyback program, which helps reduce the cost of books for students. Also, the Book Store has increased its textbook gifts to the Library, which helps students who may be subject to a gap in timing from start of the semester to receiving their Financial Aid award check. The book store also launched a book rental program, where students pay a reduced price for the book and then can return it as a used book.

12. In Grants, the college was just notified that it received an English Language Acquisition grant that will be administered through the Career Ladder program on the Fort Lupton campus.

13. At the Fort Lupton campus, Brenda Rask is the new dean as well as continuing her roll overseeing the Career and Technical Education division. Enrollment is down there, but Mr. Kelly reported that he believes that will increase.

14. At the Loveland campus, Heather Lelchook is now the dean. She is working with the school district there to expand programs. Additionally,
Loveland’s new Economic Development Director for the Arts is housed at the Loveland campus. Mr. Kelly said Ms. Lelchook is working with her to increase the college’s participation and development of the vibrant arts scene in the city.

a. Mr. Kelly pointed out that both of these campuses are minimally staffed with extremely hard working employees.

o Dr. Liddell mentioned that drop for non-payment and purge for nonpayment team works extensively to make sure that students who should not be dropped for a variety of reasons were not dropped. They work overtime and very hard at odd hours to ensure the best service to our students.

o A Trustee commended the college’s outstanding ability to manage cash.

o Dr. Liddell clarified that the new Trio STEM grant program, overseen by Dr. Therese Lask, is at capacity with 120 students enrolled. Mr. Kelly added that the Department of Higher Education is planning a 3 percent decrease in funding across the board for all grants and that the college is planning for it by carrying over from this year.

o A Trustee asked about the status of the First Step program with UNC. Dr. Liddell explained that, conceptually it’s a wonderful program, but the program suffered from logistical details. The program allowed Aims to enroll UNC students who were accepted to UNC on a conditional basis. These students lived in the UNC dorms but came to Aims for class. Issues including a gap in services because Aims was responsible for their Financial Aid, but many of these students were noncompliant with Financial Aid requirements and the burden fell on Aims. Also, they were not completers, which amounted to negative impacts on both institutions. The program is now on hold until these details are resolved. These issues also include classroom management and increasing the focus of the program’s mission. The Trustee asked if this is something that might benefit from the model of the new developmental education math course Aims is offering on the UNC campus. Dr. Liddell agreed that it could. Math Chair Marsha Driskill offered that the new math course came about because UNC does not get state funding for developmental courses, so students must pay more for the classes. An interest in expanding the model to additional subjects would need to be expressed by the departments at UNC.

c. President’s Executive Summary

o Trustees received a copy of the Student Handbook

o A copy of the Post Secondary Opportunity newsletter, “Give them Pell” was provided. Its goal is to convince federal legislators that Pell grants are necessary and should not be cut.

o A copy of “Rock Talk” newsletter from the Colorado Department of Natural Resources was also contained in the Board packet.

o A letter announcing the merger of DataTel and Sungard was included in the Board packet.

o Additionally, Dr. Liddell announced that a special board meeting resulted in the cancellation of the Board Election due to uncontested seats. By canceling the election, the college saved an estimated $125,000 to $150,000. The vote by the Board to cancel the election was unanimous. Continuing Board members Mike Geile and Walt Richter, along with new Board member Carol Ruckel, have received a certificate of election and each will be sworn in at the November Board meeting.
o On the oil well progress, in the next few weeks there will be 18 feet of hay bales and the rig will soon thereafter begin drilling for oil and gas.

o Dr. Liddell informed the Board that the ACCT Annual Trustee Legislative Summit will be held in Washington D.C. on February 14-16.

o The college was invited to participate in the Colorado Community College Summit. In October 2010, the White House had a summit where they developed goals for community colleges, including increasing the graduation rate at community colleges by 50 percent. Subsequently, leaders in Colorado have planned a summit for October 24-25 at the Denver Aquarium.

o December 2 has been designated by the Lieutenant Governor Joe Garcia for all the CEOs and a Board member to go to Denver to work on a the Strategic Plan for the State of Colorado. Dr. Liddell said it would be appropriate for the newly elected chair to attend with her. That will be decided at the November Board meeting when the Board elects the new chair.

o Aims received an English Language Acquisition grant for Fort Lupton, which will provide $283,000 for the first year and approximately $1.5 million over the five year term of the grant.

o Our most recent report on minorities shows 26% students reporting themselves as Hispanic, which brings Aims just over the 25 percent mark that allows the college to apply for funding available to Hispanic Serving Institutions. Dr. Liddell commented that this will open new avenues for funding for Aims and will keep Grant Director Carol Fiol even busier.

o Chautauqua Executive Director Jane Adams reported to the college that 6,970 people attended the event hosted here at Aims. Dr. Liddell thanked Mrs. Adams.

o Director of Institutional Effectiveness and Assessment LeeAnn Sappington recently presented to Dr. Liddell a model for enrollment projections that should be a very effective tool for enrollment projections and strategic planning.

o Colorado Department of Transportation recently requested permission to enter the college’s property along I-25 in Berthoud to conduct a survey on the reconstruction and improvement of I-25 from SH 66 to SH 56.

o Senior Managers were recently presented information from AFLAC regarding benefits for part-time employees at no cost to the college. Dr. Liddell requested a work study session with the Board on this topic.

o Discussing enrollment following the start of the semester, Dr. Liddell emphasized the difference between reporting Aims’ enrollment figures on the first day and reporting figures from UNC or CSU. Where the universities’ enrollments are static at that point in time, Aims’ enrollment tends to increase throughout the semester. Overall enrollment continues to increase. Greeley is up 4 percent. Loveland is static. Online classes are up about 5 percent. Enrollment in Fort Lupton is down and the college is working to target that campus for increased enrollment. Dr. Liddell emphasized that the college needs to manage enrollment and could not withstand large, immediate increases, and is therefore focused on maintaining a moderate pace of growth.

   d. A Trustee asked if there was a deadline associated with the Aflac proposal. Dr. Liddell said it would be beneficial to make a determination on the proposal before the end of the year so part-time employees who may be interested in the program can plan for the year.

VI. Information Items

a. Board Calendar
On Tuesday, Oct. 11, Dr. Matt Gianneschi, Deputy Executive Director of the Colorado Department of Higher Education, will be at the Aims Corporate Education Center from 3 to 5 p.m. to discuss the Endorsed Diploma, which will impact how colleges operate. The event is open to the public and representatives from UNC have been invited.

b. Administration and Staff Hires
   - Carlos Barrientos, Assistant Director, Exempt staff, new position, Financial Aid
   - Debbie Barba, Data Specialist, Exempt staff, replacement position, Institutional Effectiveness and Assessment

c. Administration and Staff Retiring or Leaving the Employ of the College
   - Marvalee “Marti” Demarest, Assistant Director, Student Success Center

VII. Action Items
The Board has no Action Items to consider.

VIII. Comments from Board Members
   • Walt Richter, commented that he enjoyed the most recent Aims Magazine that featured the Aims Foundation and its Board Chair Sally Asmus, along with some excellent articles about students and student success.
   • Dr. Richter also mentioned an advertisement the college placed in local newspapers to thank Lieutenant Colonel Damion Cordova, and all service men and women, for their service, and also to welcome Mr. Cordova back to Aims after an extended deployment overseas.
   • Chair Neb commented on Dr. Richter’s activities at the Aims Fall-In, where the students encouraged Dr. Richter to get in the dunk tank. Dr. Richter obliged, providing that $100 was raised for the Aims Foundation. The amount was quickly raised and Dr. Richter was quickly dunked.

IX. Comments from Board Reps
   a. Faculty Rep Marsha Driskill:
      - Ms. Driskill provided an update on the UNC developmental math class. The class made and is going smoothly. Professor Driskill thanked the math department at UNC and both college’s registrars and advising departments.
      - Also, the ACEA is reinstating the Faculty Senate as an organizational tool to solicit and encourage faculty feedback and bring a broader base of representation to the Board.
   b. Aims Staff Association Rep Michelle Brown
      - The ASA awarded five staff members with $100 educational opportunity awards. They were chosen from a pool of eight who applied for the award that benefits staff members who are pursuing higher education.
      - The ASA hosted its second Handmade Market on August 18 in conjunction with Convocation. The event was very successful and Ms. Brown thanked all those who donated or purchased items that day.
   c. ASACC Cristina Ortiz, ASACC President.
Cris Ortiz introduced herself to the Board. She has completed two semesters at Aims and earned her EMT-Basic certificate. She plans to continue at Aims and eventually enter the Paramedic program. Ms. Ortiz provided an update on ASAAC activities including the retreat to Florissant, Fall-In events, 9/11 Remembrance, Adopt-A- Street to clean 20th Street from 59th to 28th avenues, Walk for A Better You, Curl Up With Your Kids, Student Involvement Fair, The International Day of Peace and Constitution Day. The students are also planning a Food Drive to be held in October following this month’s School Supplies Drive. Also, the students will be involved in Weld Project Connect, which takes place on October 14.

X. Adjourn to Executive Session:
Board President Neb requested a motion to adjourn to executive session to discuss real estate and and receive advice of counsel as allowed by CRS 24-6-402 (4)(a) and (f). Invited to join the session were Dr. Liddell, Stow Witwer, Michael Millsapps and Amy Kegg.

ON MOTION OF MIKE FREEMAN THE BOARD VOTED UNANIMOUSLY TO ADJOURN INTO EXECUTIVE SESSION AT 3:35PM.

XI. Reconvene in Regular Session
Ms. Neb reconvened the Board into general session at 4:36 PM. The Board took no action.

ON MOTION OF WALT RICHTER THE BOARD VOTED UNANIMOUSLY TO ADJOURN AT 4:37 PM.