Aims District Board Meeting

I. Call to Order

The meeting was called to order at 2:41 p.m. by Board President Sandy Neb. Other Board members present included Mike Geile, Mike Freeman, Larry Wood and Walt Richter. College President Marsi Liddell was also in attendance.

II. Additions/Deletions to the Agenda

Dr. Liddell requested the addition of:

c. An action item to pay off a loan with Wells Fargo on the Continuing Education and Flight Simulator buildings.

d. The resolution to declare October 10, 2011 as Chairwoman Sandra L. Neb Day in recognition of her eight years of service and leadership on the Aims Junior College District Board of Trustees.

e. An Executive Session to discuss real estate issues as allowed by CRS 24-6-402 (4)(a) and (f).

ON MOTION OF MIKE FREEMAN THE BOARD UNANIMOUSLY APPROVED THE AGENDA AS AMENDED.

III. Citizen Participation

No citizen participation occurred.

At this time the Board agreed to return to the CEA meeting. Upon adjournment of the CEA meeting, the Board returned to the regular Board Meeting.

IV. Consent Agenda

a. Minutes of the September 7, 2011, District Board Meeting

ON MOTION OF LARRY WOOD 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 finance report. There were no questions.

b. Division II Update – Donna Souther

o Ms. Souther presented information on the projects in her Division.

1. The Associate Degree Nursing, or RN program, received initial accreditation for the next five years. After that, the reaccreditation process reoccurs every eight years.

2. FTE in the Aims Allied Health and Sciences program is generally static because the very competitive programs are closed cohorts and they are full. At times the enrollment figures in these programs will fluctuate because a member of the cohort may drop out of the middle of the
program and they cannot be replaced in the middle of the semester with a new student.

3. The college received a grant for the Radiological Technology program to add digital capabilities to existing analog operating programs.

4. Developmental Education faculty members Phyllis Gosch (reading) and Jeannine Lewis (math) are participating in a statewide developmental education task force that is focusing on moving developmental students through those courses more quickly.

5. The Keifer Library is focusing on improving the technological opportunities offered to our students. Kindle and Nook readers, as well as laptops, are now available for students to check out. The Library has also increased its eBrary offerings.

- Due to increased demand in our tutoring services area, the college has re-evaluated the structure and is moving away from one-on-one tutoring and more toward group and peer-to-peer formats.
- Trustee Mike Geile commended Ms. Souther for the work of her division, particularly with the developments in developmental education and the restructuring of the entrance process in high-demand Allied Health programs, which have moved from a waitlist to a competitively based application process.
- Trustee Richter inquired further about the difficulties developmental education students can face when they need to bring their skills up to college-level before they can even take a college-level class. Ms. Souther explained that motivated developmental education students often out-perform their peers once they are able to prove their proficiency in math, reading and English. An emphasis is placed on assessing students’ proficiency before they take classes to ensure that they have the basic skills that will help them succeed in college.

c. President’s Executive Summary

- All College Action Committee Report – Margaret Dempsey
  
  Dr. Liddell summarized a report from ACAC, which oversees the projects Aims is incorporating as part of our AQIP accreditation process.
  
  1. A “Data Cookbook” is being developed to help everyone understand how data drives decisions at the college.
  
  2. The college is focusing on implementing technology to automate many time-consuming processes, including the DegreeWorks program.
  
  3. Action Projects:
     
     a. Completing the Assessment Loop: Dr. Parsons is overseeing this project that received kudos from the Higher Learning Commission for redirecting the project when it became apparent that redirection was needed.
     
     b. Aligning Part-time with Full-time Employees: Including part-time employees in the years-of-service recognition at the most recent President’s Reception is one example of the improvements this project is rendering.
     
     c. Measuring Effectiveness: The college bases decisions on data, and the “Data Cookbook” project is an example of this.
     
     d. Writers Community: This is a pilot Action Project proposed by Aims English professors to integrate writing skills across all
curricula. It includes seminars and peer-review workshops for both students and faculty.

- AQIP Accreditation Report – Karoline Woodruff
  Dr. Liddell summarized a report from Academic Quality Improvement Program or AQIP, a Commission of the Higher Learning Commission of the North Central Association of Colleges and Schools.
  1. In 2005, Aims was approved to join the AQIP accreditation program, which is based on continuous improvement following nine categories.
  2. In April, the college was reaccredited by AQIP, and a Systems Portfolio is due to AQIP in November 2012. This is part of the ongoing process of re-accreditation that is reaffirmed every seven years.
- Dr. Matt Gianesschi, deputy executive director of the Colorado Department of Higher Education, recently visited Aims to discuss Post-Secondary Workforce Readiness and the Endorsed Diploma proposal, and how the state’s budget situation affects funding for higher education.

VI. Information Items
   a. Board Calendar
   b. Administration and Staff Hires
      o Lorna Finlay, Student Services Specialist, Sr., Non-exempt staff, new position, Financial Aid
      o Theresa O’Connor, Student Services Specialist, Sr., Non-exempt staff, replacement position, Financial Aid
      o Cristobal Garcia, Student Services Specialist, Sr., Non-exempt staff, replacement position, Financial Aid
      o Ashleigh Jacks, HR Specialist – Benefits, Non-exempt staff, replacement position, Human Resources
   c. Administration and Staff Retiring or Leaving the Employ of the College
      o Lyle Adler, Grounds/Bldg. Maintenance Technician, Facilities & Operations
      o James “Jim” Bates, Drafter/Planning Specialist, Facilities & Operations
      o Katrina Crosby, Manager, Bookstore
   d. Faculty Retiring or Leaving the Employ of the College
      o Douglas Benzel, Professor, Spanish, Div. I, World Languages & Ethnic Studies

VII. Action Items
   a. Revision of Policy 1-105: Code of Ethics, First Reading
      o The policy has been revised to more closely align confidentiality with the Code of Ethics.

ON MOTION OF MIKE GEILE THE BOARD VOTED UNANIMOUSLY TO APPROVE THE RESOLUTION.
qualified third Hearing Officer, and, therefore requests the board approve the two current Hearing Officers and a third or more will be identified as soon as possible. Hearing Officers do not receive a retaining fee, but would be paid a fee negotiated by faculty and administration in the unlikely case Hearing Officer services are needed.

**ON MOTION OF MIKE FREEMAN THE BOARD VOTED UNANIMOUSLY TO APPROVE THE RESOLUTION.**

c. It was proposed that loans from Wells Fargo on the Continuing Education building and the Flight Simulator as consolidated be paid off thus, a restructured loan would be developed for CED to pay back the college for dissolution of the existing loan, and, by creating a new loan at a lower rate of the college could save approximately $8,000 per month.

**ON MOTION OF MIKE FREEMAN THE BOARD VOTED UNANIMOUSLY TO APPROVE THE RESOLUTION.**

d. Resolution to acknowledge Chair Neb’s service to the college and declare Oct. 12, 2011 Chairwoman Sandra L. Neb Day.

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE AIMS JUNIOR COLLEGE DISTRICT TO ACKNOWLEDGE THE SERVICE OF BOARD CHAIR SANDRA L. NEB

WHEREAS, Sandra L. Neb has served as a valuable Trustee of Aims Community College for the past eight years, and;
WHEREAS, she has served as a representative for Southern Weld County, particularly serving as an advocate for the Fort Lupton campus, and;
WHEREAS, she has served as the Board Chair for the last two years under adverse financial situations, and;
WHEREAS, she has provided guidance to the President and Administration of the college, and;
WHEREAS, the Board and Employees of the College desire to recognize her service by planting a Tartarian Maple tree on the Fort Lupton Campus in her honor, and;
THEREFORE, we the Board of Trustees of Aims Community College hereby resolve that October 12, 2011 is designated as Chairwoman Sandra L. Neb Day.

INTRODUCED, READ, APPROVED AND ADOPTED THIS 12th DAY OF OCTOBER 2011.
AIMS COMMUNITY COLLEGE BOARD OF TRUSTEES

**ON MOTION OF MIKE GEILE THE BOARD VOTED UNANIMOUSLY TO APPROVE THE RESOLUTION AS PRESENTED.**

**VIII. Comments from Board Members**

a. Board members all thanked Chair Neb for her service and leadership and invited her to continue being involved with the college. Chair Neb expressed her gratitude for the opportunity to serve the College and her appreciation of the Resolution.
b. Trustee Wood mentioned that Dr. Liddell has been selected as Citizen of the Year for Weld Youth and Family Connections and was also recognized as one of 2011’s Outstanding Women for A Women’s Place. Dr. Liddell stated that former Aims employee Dorothy Bates and Foundation Board member Nancy Tekston are also being recognized at the Women’s Gala on Saturday, Oct. 22.

IX. Comments from Board Reps
   a. No comments were brought forward from Faculty Board Representatives.
   b. No comments were brought forward from staff representatives.
   c. ASACC Cristina Ortiz, ASACC President
      o Ms. Ortiz thanked Chair Neb for her eight years of service to the board and lamented that the two did not have a chance to work together more.
      o “Aims All Access” show is airing on Channel 22. It is a new program produced by Communication Media students, faculty and employees.
      o Student Appreciation Day was a great success
      o Ms. Ortiz participated in the “Meet Our Students” panel discussion with local legislators.

X. Adjourn to Executive Session:
   Board President Neb requested a motion to adjourn to executive session to discuss real estate 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 GEILE THE BOARD VOTED UNANIMOUSLY TO ADJOURN INTO EXECUTIVE SESSION AT 3:42 PM.

XI. Reconvene to Regular Session:
   Ms. Neb reconvened the Board into general session at 4:37 PM. The Board took no action.

   ON MOTION OF LARRY WOOD THE BOARD VOTED UNANIMOUSLY TO ADJOURN AT 4:37 PM.