Aims Community College Board Meeting
Minutes from March 7, 2012
Fort Lupton Campus 2:30 PM

I. Call to Order
The meeting was called to order at 2:43 PM by Walt Richter. Other Board members present included Mike Geile, Larry Wood, Carol Ruckel and Mike Freeman. College President Dr. Marsi Liddell was also in attendance.

II. Additions/Deletions to the Agenda
   o The need for an executive session will be determined during the Action Items.

   ON MOTION OF MIKE GEILE THE BOARD UNANIMOUSLY AGREED TO APPROVE
   THE AGENDA AS PRESENTED.

III. Citizen Participation
There was no citizen participation.

IV. Consent Agenda
   b. Change in Board meeting dates to May 16 and June 27.

   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
      o Mr. Erbert noted that under Contracted Services Credit Instruction the dollar
         amount is significantly higher than this time last year. This is due to contracted
         instruction with the Adams Country Sheriff’s Department for Criminal Justice
         program for $102,000.
      o Custodial costs higher this year than last because of recording error last year,
         which will rectify in the coming months.
      o These items have been budgeted for.

   b. Sabbatical Report – Evan Oakley
      o Professor Oakley thanked the Board for the opportunity to take a sabbatical and
         to present his findings.
         1. He reviewed existing literature to discover best practices in composition
            instruction.
         2. First-year composition classes yield a high FTE with most Aims students
            taking the class.
         3. Professor Oakley’s goal was to inform his own thinking and provide
            direction for the English department as a whole.
         4. Focusing his studies on practices connected to a learning-centered college,
            Professor Oakley contacted John Tagg, the author of “The Learning
            Paradigm College.” Tagg said that composition students don’t just learn
content, but they demonstrate their skill through writing, which is a key component to deep learning. Tagg suggested considering the question, “What purpose does the writing fulfill?”

5. Oakley also examined existing literature regarding going beyond competency to achieve expertise and repeatedly found information that cited 10,000 hours of dedicated practice along with a teacher and a protected environment as benchmarks for achieving expertise. Another key component is to read a lot. Oakley has implemented this into coursework.

6. Oakley encourages students to focus their intention inward by eliminating distractions, regulating emotional states and writing everyday, but not more than 5 hours a day thus avoiding binge writing. He also asks students to have audience awareness and coursework is designed to support recursive repetitiveness.

- A trustee asked how Professor Oakley is communicating these findings to other instructors as chair? Professor Oakley said his greatest influence is with adjunct instructors, who make up two-thirds of the college’s composition instructors. The Aims curriculum promotes rhetoric, argument and persuasion. This open discussion is also held regularly with full-time instructors.

c. Division III Report – Dan Doherty – Dr. Doherty presented information on the 2010-11 academic year

- Division III is the largest division in terms of FTE, staff and instructors and has shown growth over the past five years.

- A trustee asked what type of improvements staffing increases would yield. Dr. Doherty commented that, ideally, every 30 FTE should equal one full time instructor, but that is not reflected in our employment where we are. Larger departments at Aims supplement that ratio with part-time instructors, but instructors do much more than teach, particularly chairs. They sit on committee meetings, work on the budget, provide advising to students, etc. Increasing the number of full-time instructors takes pressure off division chairs and allows them to ensure high quality instruction and to control quality.

- Early childhood education has one full-time instructor and one full-time instructor vacancy. The trend is to see a higher FTE in coming years, which will increase the urgency to fill that vacancy, but Dr. Doherty said he is conservative on hiring.

- The Welding program on the Greeley campus is expected to remain stable as it has over the past 10 years. The facility is at capacity at 60 FTE with two full-time and one part-time instructor. Welding instruction related to the upcoming Oil & Gas and Agriculture programs are much more basic skills than the full degree program on the Greeley campus.

- Dr. Liddell mentioned that the divisions will be realigned amongst the deans, and FTE distribution will be more even across the board.

d. President’s Executive Summary

- Nominations for the Aims Fellows are due by March 21. Selections will be made in April and presentation will be in May.

- The April 4 work session will begin with a tour of the Westview building at 11 a.m. followed by the budget work session at 11:30 a.m. and the regular board meeting at 2:30 p.m. in Beaty Hall Theater.
Jon Callihan donated a toolbox that belonged to his late son, Thomas, to the Construction Management program. The value is placed at more than $4,500, and is greatly appreciated by the department, students, staff and faculty. Dr. Liddell thanked Mr. Callihan for his donation and offered sympathies to him regarding his son’s passing.

Ceramics student Joe Molina is a featured artist at the Lincoln Center in New York City.

Criminal Justice Instructor Sue Beecher was named Teacher of the Week by K99/Tri102.5. Police Academy students nominated her.

Graduation will be at Island Grove on May 11 at 7 p.m. this year, but the City of Greeley is not able to ensure that Aims can rent that facility without the possibility of being bumped from the schedule. Therefore, the 2012-13 graduation will likely be held at a venue outside of Weld County.

Aims will be engaged in conversations/negotiation with the Colorado Commission on Higher Education on performance contracts. The goals are to increase attainment in number of degrees and certificates awarded; improve student success with a key component in remedial coursework and college readiness; diversify enrollment and reduce attainment gaps, which is related to bringing minority enrollment to reflect the minority population of the community; and to restore balance in post-secondary revenue and improve productivity.

1. Dr. Liddell said a meeting on March 13 will take place with administrators to set benchmarks for each institution. Then in the fall, the CCHE commissioners, Lt. Governor and Deputy Executive Director for the Colorado Department of Higher Education Matt Gianneschi will meet the Board of Trustees to discuss and the performance contract, which is anticipated to be in place by December 2012.

2. A discussion ensued regarding customizing each contract with each institution and ensuring the contract takes into consideration the Aims student demographic. Dr. Liddell said that each performance contract will be customized to each institution, particularly the non-traditional students that community colleges serve.

United Way’s Celebration of Excellence will be held on March 15. Aims has received the Major Firms award.

A special board meeting may be proposed following legal counsel’s due diligence on the proposal for an Oil & Gas Museum project.

VI. Information Items
   a. Board Calendar
   b. Administration and Staff Hires
      o Michael Gulliksen, Assistant Director, Student Success Center, exempt staff, replacement
      o James Allen, Building Maintenance Technician; Non-Exempt, Staff; Replacement; Facilities & Operations
      o Doreen Jacks, Staff Associate; Non-Exempt, Staff; Replacement; Facilities & Operations
      o Martha ‘Marty’ Lafontaine; Ground Maintenance Technician, Senior; Non-Exempt, Staff; Replacement; Facilities & Operations
   c. Administration and Staff Leaving the Employ of the College
      o Michele Reynolds, Director II, Continuing Education
VII. Action Items
   a. AA, AAS, AGS review and approval, Donna Souther
      o Dean Souther said this report is required by CCHE at a minimum of every seven years. It is important because it is used to guide the college’s educational planning, management and accountability for appropriate allocation and use of resources. It addresses the role and mission of the college, program continuance, structure, the addition of programs and how to analyze the data to make the best decisions.
      o Dean Souther noted that 38 percent of new Aims students indicated that they plan to transfer to a four-year institution.
      o A question was raised about the fiber optic ring around the Greeley campus and whether other campuses have that technology as well.
      o It was noted that full-time faculty are the primary developers of curriculum with some input from part-time faculty.
      o The student satisfaction survey showed that students are very satisfied with their educational experience at Aims. The next student satisfaction survey will be administered soon.

ON MOTION OF LARRY WOOD, THE BOARD UNANIMOUSLY AGREED TO ACCEPT THE REPORT AS PRESENTED.

b. Potential Action Item: Oil & Gas Museum
   To accommodate visiting presenters Dr. Liddell moved item VIIb to the beginning of the meeting. Minutes are reflected here.
      o Dr. Liddell read an excerpt of a letter from the Weld County Board of Commissioners that extended an open invitation to meet with the commissioners regarding the oil and gas industry in Weld County
      o Commissioner Barbara Kirkmeyer and Fort Lupton Mayor Tommy Holton addressed the board, proposing a partnership with Aims Fort Lupton and the county to bring an Oil and Gas museum and training facility to the Aims Fort Lupton campus.
         ▪ Weld County has more oil and gas wells than any other county in the nation with about 17,000 active wells
         ▪ The industry brings in $50 million in property taxes to Weld County government alone.
         ▪ Fort Lupton is the heart of the Wattenberg field.
         ▪ Oil and gas provides 4,000 jobs just in Weld County and it is growing. Every rig brings 100 jobs. These are all reasons why the county wants to partner with Aims on training.
      o A group has been meeting for the last 9 months, and they have developed a conceptual plan. Mayor Holton suggested that Aims look at this proposal as a growth opportunity for the college. They propose:
         ▪ Aims provides 15-20 acres with trails, landscaping, ties to horticultural class, garden club, etc.
         ▪ A museum facility at 25,000 to 30,000 square feet (similar to the size of the geology museum at the School of Mines)
         ▪ Industry partners are excited to teach people of Colorado the importance of oil and gas industry to our state.
         ▪ This is a flexible, conceptual plan.
Mayor Holton emphasized that the industry needs to teach the public how the industry works, particularly students and children.

Commissioner Kirkmeyer emphasized that this could be an opportunity to expand partnerships with Aims, school districts and the county, as well as providing a destination location for the general public.

The trail would bring the local community to campus.

The facility could provide ample meeting space that this part of the county currently lacks, as well as a location for school field trips.

There is also industry interest in funding the project.

A proposal to form a 501c3 and share the building an educational rooms, possibly with a long-term lease arrangement, was forwarded by Commissioner Kirkmeyer, who also emphasized the group is very open to a number of options.

Mayor Holton said the project is at the point where they are ready for a commitment so they can continue to move forward.

A trustee asked about the larger scope of the trail system and for more details on the leasing option they are seeking. Commissioner Kirkmeyer responded that the city has applied for a GOCO grant related to the trails and that the proposal to Aims could evolve into a number of different scenarios including an outright give, a long-term lease and a shared facility.

A trustee pointed out that the board is focusing on the questions that surround the legal concerns as far as how the college can utilize land. External counsel is looking into those issues, but does not have solid answers at this time. A proposed action item later in this meeting is scheduled to direct Aims administration to move forward and investigate the feasibility of this project.

Commissioner Kirkmeyer said that the group will continue to work with industry representatives to secure monetary support for the project.

Janet Carter with Weld County Public Works said that she has had informal discussions with the School of Mines curator about collaborating with the proposed oil and gas museum and that there was some level of interest expressed.

As trustee said that the board is in favor of the project, but that due diligence needs to be conducted to determine if and how it the college can move forward with the project.

ON MOTION OF MIKE GEILE THE BOARD UNANIMOUSLY AGREED TO DIRECT THE ADMINISTRATION TO INITIALLY EXPLORE A MUTALLY BENEFICIAL ARRANGEMENT TO INCLUDE THE ESTABLISHMENT OF AN OIL AND GAS MUSEUM IN FORT LUPTON AND THE EXPLORATION SHOULD ALSO INCLUDE RECEIPT OF LEGAL OPINION ABOUT ANY ARRANGEMENT.

c. Tuition Proposal

Enrollment begins in April, so it would be prudent to have board approve tuition in March so that students who enroll early are not then sent a modified tuition bill.

The proposal put forward by Chief Administrative Officer Mike Kelly is to keep tuition flat for in-district and out-of-state and to raise out-of-district tuition by 5 percent. Mr. Kelly said this opportunity to keep tuition affordable is due to an increase in property taxes from oil and gas as well as the Board’s diligence in keeping a reserve and overseeing financial stabilization across the college.
ON MOTION OF LARRY WOOD THE BOARD UNANIMOUSLY APPROVED NO INCREASE IN TUITION ACROSS ALL TUITION CATEGORIES FOR THE NEXT ACADEMIC YEAR.

d. Revision of Policy & Procedures
   o 4-605 Acting and Interim Capacity, second reading
     ■ This policy is revised to reflect current College practices regarding personnel who serve in interim and acting capacities and to allow flexibility for the institution to assign current employees to interim and acting capacity roles.
     ■ The administrative recommendation is to move to approve revisions to Policy 4-605 on second reading.

ON MOTION OF MIKE FREEMAN THE BOARD UNANIMOUSLY AGREED TO APPROVE POLICY 4-605 ACTING AND INTERIM CAPACITY ON SECOND READING

   o 2-1000 Credit Hours, first reading
     ■ This policy is created to ensure that semester hours will be equivalent to commonly accepted practices in conjunction with Aims’ regional accrediting agency and align with the federal definition of a credit hour.
     ■ The administrative recommendation is to move to approve revisions to Policy 2-1000 on first reading.
   o A trustee suggested adding the words “including common course numbering” to the policy.

ON MOTION OF MIKE GEILE THE BOARD UNANIMOUSLY AGREED TO APPROVE THE CREATION OF POLICY 2-1000 CREDIT HOURS ON FIRST READING AS AMENDED.

   o 4-902 Discriminatory Harassment Policy, first reading
     ■ This policy is revised to reflect changes in Title IX.
     ■ The administrative recommendation is to move to approve revisions to Policy 4-902 on first reading.
   o A Trustee asked for clarification on the reference to applicable law. Ms. Owens stated that under certain and very narrow circumstances such as veteran status, employment can be conditioned on status.
   o Additionally, a Trustee noticed that the sentence, “The President shall institute procedures to implement this policy.” Ms. Owens noted that it was inadvertently omitted.

ON MOTION OF CAROL RUCKEL THE BOARD UNANIMOUSLY AGREED TO APPROVE POLICY 4-902 DISCRIMINATORY HARASSMENT ON FIRST READING AS AMENDED.

   o 5-601 Student’s Rights and Responsibilities, first reading
     ■ This policy is revised to reflect changes in Title IX regulations.
     ■ The administrative recommendation is to move to approve revisions as amended to Policy 5-601 on first reading.
   o Sexual orientation and veteran’s status was inadvertently omitted in one paragraph of this proposed policy. It will be added.
Ms. Owens answered a question of cross-referencing policies, which she stated is no longer acceptable under state statute. The actual text of a cross-referenced policy must appear as text in the cross-referencing policy.

A typo was noted where the word “on” should be “of”.

A question arose of penalties for violation of this policy. Ms. Owens noted that penalties are generally a matter of procedure but recommended the modification of this policy to include “may be subject to subsequent disciplinary action up to and including expulsion from the institution.”

Faculty representative Marsha Driskill expressed concern with vagueness in this policy and the associated procedures. Ms. Owens noted that this is an old policy that is required to be updated by federal law, and it is appropriate and expected to have concerns when updating particularly old policies. She noted that faculty concerns regarding procedures can be brought to her and she can move them forward to senior management, which oversees updates to procedures. Dr. Liddell mentioned that she is meeting with ACEA representatives this week and this conversation can also take place there.

ON MOTION OF MIKE FREEMAN THE BOARD UNANIMOUSLY AGREED TO APPROVE POLICY 5-601 AS AMENDED ON FIRST READING.

VIII. Comments from Board Members
   a. Carol Ruckel attended a full day orientation for new trustees at the American Association of Community College Trustees at the Legislative Summit in Washington D.C. She made her reading material available to other interested Trustees.
   b. Mike Freeman commented that he enjoys visiting Fort Lupton and he congratulated Sandy Neb on her emeritus status and thanked her for her work for Aims.
   c. Larry Wood mentioned that he is pleased that Aims is looking into Oil and Gas education in Fort Lupton.
   d. Mike Geile echoed comments from other Board members regarding Trustee Neb and the future of Oil and Gas education
   e. Walt Richter commented that the Legislative Summit in D.C. gave the Board the opportunity to meet with Sen. Udall, Sen. Bennet and Rep. Gardner where they advocated for Pell Grant and Workforce Development. Dr. Richter also mentioned that President Obama recently announced a plan to add $8 billion into the budget for community colleges.

IX. Comments from Board Reps
   a. No comments were made by faculty representatives.
   b. No comments were made by staff representatives.
   c. ASACC President Christina Ortiz reported on recent student activities.
      o The Student Involvement Fair saw 200 students and 28 clubs actively recruiting other students to join.
      o This week is safety week. The father of Emily Keyes who was killed at Platte Valley High School, and the founder of the ILoveYouGuys Foundation will be one of the featured presentations for the week.
      o Next week is Spring Break, but on Thursday, Aims recruiters are bringing high school students on to campus.
   d. Ms. Ortiz also thanked the Board for not raising tuition.
ON MOTION OF CAROL RUCKEL THE BOARD UNANIMOUSLY AGREED TO ADJOURN AT 4:42 PM.

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Mike Geile, Secretary    Date