I. Call to Order
The meeting was called to order at 2:39 PM by Chair Richter. Other Board members present included Mike Geile, Carol Ruckel and Mike Freeman. Larry Wood was excused from attending the meeting. College President Dr. Marsi Liddell was also in attendance.

II. Additions/Deletions to the Agenda
It was noted that Mr. Cross’s name was listed twice on the new hires list. This will be amended.

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

III. Citizen Participation
There was no citizen participation.

IV. Consent Agenda
- Minutes of the Oct. 3, 2012 District Board Meeting
  - On Page 3 the Second Motion should be to Approve Board Meeting Dates for 2013.

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

V. President’s Report – Dr. Liddell
   a. Pam Shaddock, the regional director for Sen. Mark Udall, presented the college with a certificate in celebration of the college’s 45 years of providing excellence in education, and in honor of its responsiveness to students, affordability and the vision of the board, administration, faculty and staff. This Certificate of Special Recognition was presented to Aims Community College in honor of 45 years of promoting learning and innovation, building relationships and serving the community.
   
   b. External Auditors Report and BKD Proposal—Joanne Bennett with BDK presented the auditors findings.
      - The 2012 financial statements don’t include the Foundation;‘s figures because they are shown as separate statements.
      - FTE increased 1.28% increase in FY 2012
      - Assets are at $136 million compared to $125 million last year, which is a 9.5 % increase
      - Overall liabilities decreased about 14%, mostly from paying off debt
      - Overall net assets were up about 16%
Operating revenue was $20.5 million and operating expenses were at $50 million, but revenue was at $46 million, which shows the overall $15 million increase.

1. A Trustee stated that the results of an audit are indicative of everyone in the organization taking generally accepted practices to a higher level. We’ve seen a decrease in cost per student and we’ve gotten expenses in line with revenue. This is extremely important and it wasn’t done by the Board of Trustees, but all of the employees. The Trustee thanked the employees and commended the professionalism of BKD.

2. Mike Kelly asked the employees from Financial Services to stand and be recognized. Ms. Bennett also thanked the Aims employees for their cooperation and work in assisting with the audit. Dr. Liddell echoed the commendations.

b. Financial Update – Dan Erbert
   o There were no questions for Mr. Erbert.

c. Student Services Department Report – Patricia Matijevic
   Dr. Matijevic covered highlights from her report.
   o The department is working on a developing a comprehensive approach to student conduct issues. A student consultation committee meets regularly to identify issues and/or students of concern. The group established a new database to provide a more efficient online reporting mechanism and maintain a comprehensive repository for that information. A website has also been developed to inform students about conduct expectations, safety practices and services.
   o The Records department reported 1,849 degrees or certificates awarded, which is a 3% increase over 2010-2011.
   o Aims had 25 international students from 9 countries this year.
   o Financial Aid staff reported a 16% increase in the total number students receiving aid, with more than $27 million administrated.
   o ASACC hosted more than 140 programs across campuses over the year. Aims has 29 clubs with 750 student participants, which is a 50% increase in student club involvement over the past five years. This figure is encouraging because students who are involved on campus are retained at a higher percentage.
   o New student orientations saw 500 students, a 28% increase from the previous year.
   o Advanced Academic Achievement or AAA classes served 650 students. These are 1 to 3 credit courses designed to help students in study skills, test taking and time management in order to help them be successful in college. AAA classes have a huge impact on retention.
   o The Student Success Center made 13,000 contacts with students, which is a 275% increase over the past five years.
   o The Testing and Assessment center administrated more than 9,000 Accuplacer tests and 7,000 academic tests.
   o The Emerging Scholars program assists 225 students every year. The institutionally funded intensive advising program sees student retention rates at 70-80 percent, where the average retention rate is about 50%.
The TRIO program supports 160 students and the TRIO STEM program serves 120 students. Both programs continue to meet their objectives of retaining at least 70% of their students and helping students stay in good academic standing.

- A Trustee commented that this excellent report exemplifies that Aims is doing everything we can to help students through their academic endeavors.
- A Trustee asked why the number of students on continued probation had increased. Dr. Matijevic said that some of it has to do with our increased enrollment figures. Also continued probation allows a student to stay enrolled as long as their term GPA is up to par. This can continue until their cumulative GPA is at or above 2.0. This allows Aims to continue to track these students and work with them and help them achieve good academic standing.
- A Trustee asked about our recruitment efforts and requested that we expand our recruiting efforts in south county, particularly in Fort Lupton. The Trustee also asked for more outreach to south county regarding available scholarships.
- A Trustee asked about recruiting activities for parents, since they have such a strong influence on where their traditional-age college students go to college. Dr. Matijevic said that Aims data shows that some of best methods are face-to-face meetings such as those that occur in out Get Started programs, which are open to everyone. Parents are always invited to any recruiting or other types of events at Aims.
- A Trustee asked about the retention rates for students in special programs such as Emerging Scholars, TRIO and STEM. Dr. Matijevic responded that we do keep track of the comparable cohorts and students of similar demographics. Comparatively, those special programs do maintain very impressive retention rates. Student Services would like to make them available to more students, but expansion would cost more money for more staff to provide that one-on-one connection with the student, tracking them through every semester and making sure they don’t fall through the cracks. All our data shows increased retention because of these programs.

d. AQIP Systems Portfolio – Karoline Woodruff
- We are regionally accredited through the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools. We follow the Academic Quality Improvement Program (AQIP) process to maintain our accreditation. We are required to have at least three action projects going on simultaneously. Every four years we have to complete a Systems Portfolio, which is a self-study document and as a report to our stakeholders and the HLC.
- The Systems Appraisal is submitted to HLC and reviewed by appraisers who monitor our fulfillment of criteria for accreditation.
- The HLC will provide our Systems Appraisal in February 2013.
- The appraisal will help us to prepare for the AQIP Strategy Forum which will guide our next improvement initiatives.
- Karoline thanked the group of people who served as leads for the nine different categories: Sue Burrows, Dan Erbert, Richard Hanks, Amy Kegg, Heather Lelchook, Dr. Liddell, Deb Martinez, Shannon McCasland, Jennifer Naimark, Lee Ann Sappington and Rob Umbaugh.
Dr. Liddell thanked Karoline for her role in coordinating this very important project.

e. President’s Executive Summary

The Colorado Commission of Higher Education (CCHE) is requiring all public colleges in the state to enter into a performance agreement. Two commissioners, James Polsfut and Richard Kaufman, who along with CDHE Assistant Deputy Director Ian MacGillivray, worked with Aims to come up with our performance indicators. They are:

- Credential Completion – the focus for community colleges is no longer just access, but also success
  a. 1.3: “Maintain excellence” by maintaining graduation rates at or among the top 25% of peer institutions.
     i. Aims is near the top in this category, so this will be an issue of maintenance.
  b. Institutionally Developed Goal: Annually increase the completion rate of students in all degrees or certificates including those certificates that are less than 30 credit hours.
     i. Initially the state was hesitant to include certificates that require less than 30 credits, but they acquiesced. In 2010-2011, Aims awarded 918 degrees and certificates as compared to our peer median which is at 132.

- Student Momentum and Success:
  a. Annually increase the proportion of students who accumulate at least 24 credit hours.
  b. Institutionally Developed Goal: To annually increase the proportion of students who complete the final developmental course in English or math AND complete college-level English or math.

- Closing Progress and Attainment Gap:
  a. Annually reduce disparities in graduation rates between resident underserved and resident non-underserved students. Underserved is defined as first-generation, low income, minority.
  b. Annually reduce disparities in the successful completion rates of entry-level gtPathways courses and entry-level English and mathematics courses between resident underserved students and resident non-underserved students.

- Financial Stewardship
  a. Moderate resident undergraduate tuition increases when state general fund revenues increase above inflation.
  b. Increase expenditures for instruction (per FTE) at a rate that is equivalent to or greater than tuition increases for resident undergraduate students.

Dr. Liddell said she was confident that the state is pleased with our choices for our performance indicators and that the college is poised to perform very well in achieving these. This provides schools with the opportunity to receive performance funding if the college meets or exceeds these indicators, but it will not happen until 2017 or until the
amount of state funding for higher education is restored to $760 million.

- Sabbatical Award Parameters: A taskforce has added rigor and strong academic quality requirements to the sabbatical leave flowchart. Once faculty is eligible for sabbatical they may send proposals to their dean. From there the request goes to the panel, then the President, and finally to the Board for its approval.
- Everyone is invited on Friday, Nov. 9 at noon for a groundbreaking event for the new building on the Fort Lupton campus.
- Dr. Liddell congratulated Trustee Freeman who was elected County Commissioner in Tuesday’s election.
- She also congratulated Trustee Geile, who received a Masonic Lifetime Achievement Award for Community Impact.
- Also, Art in Action is having its winter sale of art and ceramics from our students. It will be open tomorrow through Nov. 29. It is a nice way to support our students, and their work makes excellent presents.

VI. Information Items

a. Board Calendar

- November 7, Board of Trustees meeting, Beaty Hall Theater, 2:30 p.m.
- November 11, Graduation Application Deadline for Spring 2013
- November 12, Open Registration for Spring Semester begins
- November 21-23, Thanksgiving Holiday, College Closed
- December 3, Foundation and College Reception, details TBA
- December 4-7, Final Examinations
- December 12, Board of Trustees meeting, Beaty Hall Theater, 2:30 p.m.
- January Board Meeting Canceled

b. Administration and Staff Hires

- Aldona Tukallo, Drafter/Planner Specialist, Full-Time-Non-Exempt- Staff, Replacement, Facilities & Operations
- Kevin Cross, Trades Specialist, Full-Time-Non-Exempt- Staff, Replacement, Facilities & Operations
- Chris Karl, Advisor, Senior, Full-Time-Exempt- Staff, Replacement, Student Services
- Holly Allen, Staff Associate, Full-Time-Non-Exempt- Staff, Replacement, Student Services

c. Leaving Employ of the College

- Patrick Hendrix, Supervisor, Building Maintenance, Facilities & Operations
- Connie Nagel, Student Support Specialist, Fort Lupton

VII. Action Items

a. Approval of Performance Contract with CCHE

- Ms. Owens discussed the status of the draft performance contract and addendum, which are currently under review by the Attorney General’s Office. Because Aims is organized until Title 23 Article 71 rather than what is cited in the standard contract all of those changes need to be approved. Additionally Ms. Owens stated that the college wants to ensure that the JBC is not tempted to supplant our tax funding with other
funding and that the issue is clarified in the contract. She said that the contract will be returned hopefully in late November, early December.

ON MOTION OF MIKE FREEMAN THE BOARD APPROVED UNANIMOUSLY TO APPROVE THE PROPOSED INDICATORS FOR THE PERFORMANCE CONTRACT WITH CCHE.

b. Policies and Procedures

1. 1-105 Code of Ethics, first reading, with feedback included
   - The Policy has been revised to include confidentiality in Aims’ code of ethics as an ethical standard that Aims’ employees and trustees abide by. In between review of this policy by Senior Management and this Board meeting, “as appropriate” was added to clarify that there may be times when the institution, upon receipt of certain information, cannot maintain its confidentiality. For example, Aims personnel have an affirmative duty to report knowledge of students who are actively contemplating suicide, in spite of the fact that student records are protected by FERPA. According to Aims’ processes, this will be posted for 30 days for comment, so any comments should be sent to Ms. Owens.
   - A Trustee asked if the last two words in item 9, “as appropriate” are specific enough or need to be clarified in procedures. Ms. Owens said that there is not a procedure tied to this policy, but that policies should be vague enough to be applied to various situations that might arise. Ms. Owens recommended a committee be formed to review the need for a procedure to be established and tied to 1-105 Code of Ethics on first reading.

ON MOTION OF CAROL RUCKEL THE BOARD APPROVED UNANIMOUSLY TO APPROVE POLICY 1-105 ON FIRST READING.

2. 2-200 Grading System, first reading
   - The Policy has been revised to clarify that grades, once reported, are a matter of permanent record.

ON MOTION OF MIKE FREEMAN THE BOARD APPROVED UNANIMOUSLY TO APPROVE POLICY 2-200 ON FIRST READING.

3. 2-1000 Credit for Prior Learning, first reading
   - The Policy has been written to clarify that certain experiences may be acquired by students through work and life experiences and that Aims may award credit for prior learning in accord with Aims Community College Procedures, Colorado Laws, and accreditation standards governing such award of credit for prior learning. Examples of mechanisms through which institutions are allowed to award credit for prior learning are College-level examination program (CLEP), Advanced Placement courses (AP), and the Defense Activity for Non-Traditional Education Support (DANTES) to name a few.
   - A Trustee asked if there is a testing process to ensure the level of knowledge. Ms. Owens said that, yes, there are state and federal
guidelines tied to mechanisms such as CLEP, AP and DANTES.

- A Trustee asked if veterans are told about the opportunity for Credit for Prior Learning based on their service. Ms. Owens said that, yes, veterans are advised on this topic when they enroll.

**ON MOTION OF CAROL RUCKEL THE BOARD APPROVED UNANIMOUSLY TO ADOPT POLICY 2-1000 ON FIRST READING.**

4. 4-902 Discriminatory Harassment, first reading
   - The Policy has been revised to align with new Title IX requirements surrounding handling of sexual harassment and abuse claims, investigations and reporting of outcomes.

- A Trustee asked about the college’s practices on posting policies. Ms. Owens responded that the college does post policies and procedures on the internet. Title IX also includes provisions to ensure that students and employees understand the law. Additionally, the college is currently conducting mandatory training for all employees in Title IX compliance.

- A Trustee asked if the last paragraph of the policy should actually be put into a procedure that is attached to the policy. The paragraph in question identifies the Aims employees to whom harassment issues should be reported. Ms. Owens said we could attach procedure that includes that information.

- A Trustee asked if it would be stronger if the word “should” in the policy was changed to “shall.” Ms. Owens said that it could be done, and recommended to accept policy 4-902 as amended on first reading.

**ON MOTION OF MIKE GEILE THE BOARD APPROVED UNANIMOUSLY TO ADOPT POLICY 4-902 AS AMENDED ON FIRST READING.**

**VIII. Comments from Board Members**

- Trustee Freeman stated that he will not have to resign his position on the Aims Board of Trustees since he has been elected to County Commissioner.
- Trustee Geile thanked Teri Dorchuck for providing information on his inquiry following an article in the AACC Trustee Quarterly magazine on Pell Runners. Mr. Geile said that he is glad to know that this not an issue at Aims.
- Trustee Ruckel commented on the recent coverage in the Greeley Tribune and the Fort Lupton Press about the new building in Fort Lupton. She also thanked Michael Millsapps and the project architects and engineers for presenting to the planning board and city council and receiving unanimous approval for the project. Ms. Ruckel also stated that she is the Board representative for the All College Action Committee meetings and she enjoys participating in the group that is charged with developing new Action Projects for the college’s AQIP accreditation.
Dr. Richter talked about attending the agriculture camp for high school students at the Fort Lupton campus. He also mentioned that there will be a similar camp on the Oil & Gas program on Friday at 10 a.m.

Dr. Richter also mentioned that he attended the Community Foundation’s Women’s Gala where several Aims students served as escorts. Dr. Liddell mentioned that Walt’s wife, Dr. Judy Richter was one of the people being honored that night.

IX. Comments from Board Reps

- There were no comments from either the ACEA or the ASA representatives.
- ASACC President Joseph Larson apologized for missing the last meeting as his student government meeting ran long that day. He provided an update on recent student activities including a Constitution Day scavenger hunt and a Student Involvement Fair. On National Student Day the proceeds raised at the hot dog lunch went to the Aims United Way campaign. He also commented on the powerful presentation recently by Timothy Masters. Also the Trunk or Treat event brought more than 450 kids to campus. The event was for the children of Aims students and employees. Mr. Larson reported that GSA Vice President of Public Relations Peter Howler is updating the Aims Angle online.

X. Executive Session

ON MOTION OF MIKE FREEMAN THE BOARD ADJOURNED TO EXECUTIVE SESSION AT 3:53 PM AS ALLOWED BY CRS 24-6-402 (4)(F) TO DISCUSS REAL ESTATE ISSUES.

ON MOTION OF MIKE GEILE THE BOARD ADJOURNED EXECUTIVE SESSION AND RECONVENE THE REGULAR MEETING AT 4:34 PM.

XI. Adjourn

THE BOARD TOOK NO ACTION AND ADJOURNED ON MOTION OF MIKE FREEMAN THE REGULAR MEETING AT 4:35 PM.

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Mike Geile, Secretary                                      Date