Aims District Board Meeting

I. Call to Order
The meeting was called to order at 2:39 P.M.

II. Additions/Deletions to the Agenda
a. The addition of an Executive Session to discuss personnel issues and receive legal advice as allowed by C.R.S. 24-6-402 (4) (b) and (f).

b. The addition of an Action Item to change the December Board meeting from Dec. 4 to Dec. 11

ON MOTION OF CAROL RUCKEL THE BOARD UNANIMOUSLY APPROVED THE AGENDA AS AMENDED.

III. Citizen Participation
There was no citizen participation.

IV. Consent Agenda
a. Minutes of the August 14, 2013 District Board Meeting

ON MOTION OF CAROL RUCKEL THE BOARD UNANIMOUSLY APPROVED THE CONSENT AGENDA AS PRESENTED.

V. President’s Report – Dr. Liddell
a. Dr. Liddell introduced the two candidates for District C. Mr. Ray Peterson from Nunn and Mr. Louis Beard from Windsor were both in the audience and acknowledged.

b. Financial Update – Dan Erbert
   • Mr. Erbert presented the monthly finance report. On the Budget to Actual page, he noted that the college received $346,923 from gambling, which is about $8,000 less than we received last year. He noted this because the receipt of it is out of sync with our budget cycle, in that it is received in August and booked back to the previous year.
   • A Trustee asked how oil and gas revenues are likely to affect the general property taxes we receive. Currently we are budgeted for $42.3 million. Mr. Erbert said he is scheduled to meet with the assessor soon and he will report the results of that meeting to the Board. Mr. Erbert added that the auditors are on campus working to prepare in their report.

c. Student Services Report – Patricia Matijevic
   Dr. Matijevic presented highlights from her division:
   • Financial Aid awards decreased by $2 million this year, but the amount is still significant at $24.6 million. We continue to receive a significant amount of financial aid applications.
• Academic Works is a new software that will automate many of the manual tasks related to financial aid scholarships. It will also be beneficial for finding aid for the ASSET students who are not eligible to complete the FAFSA due to their undocumented status.
• We have seen a steady increase in advising, serving 12,500 students annually over the past three years. Our counseling services have expanded and we now offer them in Loveland and Fort Lupton. In one year we’ve had more than 400 appointments.
• Student Life continues to be very active in engaging and retaining students. Aims has 750 students involved with 24 student clubs, providing a great way for students to get engaged and involved, which has proven to increase retention and goal attainment for students.
• The AAA program has seen a 42% increase in enrollment. More than 1,000 students enrolled due to new requirements for students with developmental needs to take this course. We have been tracking student success related to AAA courses since 2007 and the data show the students who take it have better success rates.
• The Aims TRIO program is in the fourth year of five-year grant. We will be requesting renewal for both STEM and TRIO classic.
• We continue to expand our Emerging Scholars program, with the goal of adding 150 new students to the program. We are also expanding STEM and AAA skills and concepts into the Career and Technical Education programs. Also, we are working on a virtual orientation project that will be accessible to everybody, whether they are on campus or online students.
• A Trustee noted that the number of students who have been academically suspended has increased from 66 to 101 in the past year. Dr. Matijevic explained that anytime a student’s GPA drops below 2.0, they are flagged for intervention with a first-time probation. If their GPA remains below 2.0 then they are suspended for an academic year; however, they can appeal it and may be allowed back in with some additional stipulations. The process is designed to be flexible, supportive and to help students graduate.
• A Trustee asked what type of counseling we are providing to students who may have been affected by the flood. Dr. Matijevic explained that we had a Student Resources Fair right after the flooding that included internal and external resources that students can access to get help. This was followed by a drop-in counseling session open to anyone who was affected by the flood. Typically our advisors may be the first to identify that a student needs help, so they will refer them to our counselor.
• We also had a great number of students who were helped by the Aims Foundation’s book replacement fund for those who lost their textbooks in the flood.
• A Trustee complimented Dr. Matijevic on the format and content of the report and asked if some Student Services projects may fit into ACAC goals. Dr. Matijevic explained that two of them already are AQIP projects and some may evolve into broader-scope projects.
• A Trustee asked about providing institutional support for ASSET students. Dr. Matijevic said they can’t be served by TRIO, because they are not eligible for federal funds. In this first year for the ASSET program, best practices are still emerging and the student population is still limited, but we expect that to grow. The board has already designated institutional funds for these students, so more information will be provided as it is gathered.
• A Trustee commented on the quality and content of the report, particularly the metrics in place that will make the outcomes and results of the goals easy to measure.
• A Trustee asked about the collaboration between our STEM program and our high school STEM programs. Dr. Matijevic noted that our TRIO program director Sarah Wyscaver serves on the advisory group at Northridge.
• A Trustee asked for more information about the Catalyst program. Dr. Matijevic explained that it is an extension of our First Year Experience program. Programs such as iFocus, New Student Orientation and AAA have shown to help retain students but the focus so far has been on the first year. This expansion is now expanding that engagement focus beyond the first year. Shannon McCasland’s idea is to continue that focus into the second year through this Catalyst program to improve graduation, completion and goal meeting. The results will be tracked with the possibility of expanding the program if it is successful.
• Dr. Matijevic thanked the Board for its support of the programs we are offering in Student Services. Dr. Liddell thanked Dr. Matijevic for providing these succinct goals to the Board.

d. President’s Executive Summary
• Scott Epstein came to talk to Aims about our Portfolio Review from the Higher Learning Commission. Unfortunately he was here on Friday, September 13, the day we had to close the campus at noon due to flood-related issues. Fortunately, he has agreed to come back to campus to visit us again. We will be having ongoing meetings with the champions of each AQIP category as we move forward, rather than building ad hoc committees when report deadlines are pending.
• Dr. Liddell commended the college for its generous, gracious and overwhelming spirit of togetherness and help during the flood and recovery. The Foundation opened an emergency fund for students who lost textbooks in the flood and more than $20,000 was given to replace those textbooks. Also an emergency fund for employees was established through the Foundation. Several employees lost everything and a large number of employees pitched in with their time and their money to help our colleagues. Aims also opened the gym for people who weren’t able to shower at home. We continue to support our community, colleagues and students.
• Dr. Liddell reported that our lobbyist, Tonette Salazar, is taking a position with a national educational organization and will no longer be able to serve the college. She is recommending candidates to replace her legislative services. Dr. Liddell mentioned that it will be important to continue to have representation in the legislature because there will be several key issues regarding community colleges, one of them being whether or not community colleges should be able to offer a bachelor’s degrees. Dr. Liddell believes at some level this legislation will go through and the college would be remiss if we didn’t include Aims in that discussion as a possibility at some point.
• The Veteran’s Administration is reviewing our aviation programs because so many of our students, particularly in the helicopter program are veterans. The fixed-wing audit ended in August and those students are now back on track. The Helicopter review will take place in early November. If the VA review finds that we meet their standards, we can continue enrolling veterans into those programs; however, the law stipulates that a program can’t be populated by more than 85% of veterans and still be eligible for GI Bill dollars from the VA.
• We are holding in-depth discussions with District 6 administration and Board members to determine how we can smooth student transitions from high school to
college. We are discussing a bridge program that will start this summer as well as expanding our Career Academy offerings into Oil & Gas, Agriculture and Welding. Dean Norwood is taking lead on this. We will start with District 6 and then expand it to other school districts.

- As President of COMBASE, Dr. Liddell attended the group’s annual conference in Charleston along with Deb Johansen. The conference focused on best practices. Deb Johansen’s presentation on performance-based funding was selected to represent COMBASE at the AACC convention in Washington D.C.
- Dr. Richter and Dr. Liddell attended an Education Forum sponsored by Lt. Gov. Garcia for CEOs and Board Chairs. The commissioners are looking into best practices as to how much or how little authority they should have over education in the state.
- An Education Summit hosted by the Greeley Chamber of Commerce focused on engaging businesses with education from preschool to graduate school. The group shared best practices from around the country. Dr. Liddell said it was interesting to see that here in Northern Colorado, we are already doing or attempting many of those best practices.
- Dr. Liddell attended a CEO forum in Denver with about 850 business CEOs, most of them from private business. The speaker provided an economist’s point of view, predicting a drop in enrollment in 2015-2017 due to improvement in the economy, as community college’s enrollments tend to be counter-cyclical; but he predicted a downturn in 2018 that could drive enrollment increases.
- Enrollment figures show our headcount is up slightly. Our FTE is still down about 3.5%, but that is good compared to many other colleges and university in the state and the country.
  - A Trustee mentioned that a recent editorial by the Greeley Tribune commented that although enrollment figures are down, their editorial board is still impressed with the work Aims is doing for students and the economy.
- Aims received notification that the TAACCCT grant has been re-awarded to Colorado and Aims will receive about $2.3million to expand technology.
  - A Trustee asked about the Advanced Manufacturing portion of the grant. Dr. Doherty said that Aims is focusing on Computer Aided Drafting including 3D printing. Dr. Doherty and several Aims employees will be touring facilities at Gateway Community College in Milwaukee in the near future.

VI. Information Items

a. Board Calendar
  - October 2, Education Summit, Union Colony Civic Center, 7:30 a.m. to 3 p.m.
  - October 2, Board of Trustees Meeting, 2:30 p.m., Beaty Hall Theater
  - October 9, The Greeley Chamber of Commerce, the League of Women Voters and the Greeley Tribune Candidate Forum, Election 2013: Popcorn, Ice Cream & Information, Oct. 9, 5:30 to 7:30 p.m., Greeley Rec Center, 651 10th Ave.
  - October 17, Government Agencies Meeting, Aims Community College, 7 a.m.
  - October 18, Aims Family Night at the FunPlex, 6 to 9 p.m.
  - October 25, Human2Human Diversity Series Presents: The Borderlands: Acknowledging & Understanding Third Space Realities, Beaty Hall Theater, noon to 1:30 p.m.
  - November 4, Begin Returning Student Registration for Spring Semester
  - November 5, Election Day
b. New Hires

- Lisa Hansen, Instructor, Nursing, Full-Time-Exempt-Faculty, Replacement, Nursing, Division II
- Jason Downing, 1900 Simulator Director of Operations, Full-Time-Exempt-Staff, New Position, Continuing Education (existing employee, newly benefitted)
- Mary Love, Staff Specialist, Full-Time-Non-Exempt-Staff, New Position, Learning and Organizational Development (existing employee, newly benefitted)
- Tabitha Coates, Data Specialist, Full-Time-Exempt-Staff, Replacement, Institutional Effectiveness and Assessment
- Blake Walter, Programmer Analyst, Full-Time-Exempt-Staff, Replacement, Institutional Resource Management
- Ettie Arnold, Staff Executive, Full-Time-Non-Exempt-Staff, Replacement, Division III (existing employee, new position with the college)
- Andrew Moore, Programmer Analyst, Full-Time-Exempt-Staff, Replacement, Administrative Services, Institutional Resource Management (existing employee, new position with the college)
- Natalia Delgado, Student Services Specialist, Full-Time-Non-Exempt-Staff, New Position, Division I, Fort Lupton
- Phong Tram, Concurrent Enrollment Bridge Coordinator, Full-Time-Exempt-Staff, New Position, Division IV, Academic Pathways (existing employee, new position with the college)
- Mary Beshears, Instructor, Nurse Aide, Full-Time-Exempt-Faculty, Division II, Nursing
- Greyson Brown, Instructor, CIS, Full-Time-Exempt-Faculty, Replacement, Division I, CIS
- Laurel Lalicker, Instructor, Nursing, Full-Time-Exempt-Faculty, Replacement, Division II, Nursing
- Kyle Cadarette, Instructor, Automotive, Full-Time-Exempt-Faculty, Replacement, Division III, Automotive
- Deborah Pearson, Instructor, Mathematics, Full-Time-Exempt-Faculty, Replacement, Division IV, Mathematics

c. Leaving Employ of the College

- Nick Hoyle, Programmer Analyst, IRM
- Sandra Harmon, Data Specialist, IEA
- Barbara Soleta, Program Coordinator I, Division III, Aviation
- Aren Jensen, Programmer Analyst, IRM
- Michael Hogan, Assistant Director of F&O, Facilities & Operations
VII. **Action Items**

a. **Board Meeting Dates for 2014**
   A Trustee discussed how, traditionally, the Board meets the first Wednesday of every month with the March meeting in Fort Lupton and the August meeting being held in Loveland. A Trustee proposed canceling the January meeting and moving the December meeting back a week to accommodate certification of the mill levy.

**ON MOTION OF MIKE GEILE THE BOARD APPROVED THE MEETING DATES AS AMENDED, CANCELLING THE JANUARY MEETING AND CHANGING THE DECEMBER MEETING TO DECEMBER 10, 2014.**

b. **Approval of Hearing Officers**
   - The Faculty Due Process Policy: 4-800 states that the Hearing Officer list shall be selected by the Board on an annual basis after providing public notice and offering faculty representatives an opportunity to comment on applicants. Persons on the list shall be qualified by education or experience and shall not be employees of the College nor residents of Weld County. The list shall be maintained by the Board secretary and an inadvertent failure to update the list will not disqualify listed persons from serving as Hearing Officer. A brief professional biography shall be included for each name on the list.
   - In accordance with the Faculty Due Process Policy, the names were submitted to Ellen Swieter, president of the Faculty Association, for approval. She has given her approval to continue with the same slate of hearing officers.
   - Formal re-approval of the hearing officers is included as an action item on the agenda for the October 2, 2013 Board meeting.
   - The following is a summary of the current Hearing Officers professional experience:
     
     **Kent L. Jackson, Ph.D.**
     Denver, Colorado
     Served since: May 2002
     - Qualifications include over 35 years of professional experience in administration and management in a variety of settings. Responsibilities have specifically included hiring, supervision, performance reviews and evaluation, mentoring, disciplinary counseling, administration of affirmative action and sexual harassment policies and procedures, employee termination and documentation.

     **Kent E. Sutherland, J.D.**
     Fort Collins, CO
     Served since: March 2009
     - Qualifications: 30 years of legal experience in a broad range of business issues, as well as degrees in Education. Mr. Sutherland’s experience includes work in employee benefit law, personnel issues as manager of a small office, as well as three years as a classroom teacher. He is a member of Poudre Valley Hospital Foundation and the Colorado State University Foundation. B.S. Education, University of Kansas; M. Ed., Colorado State University; Juris Doctor, Harvard Law School.
Richard N. Lyons, II  
Longmont, CO  
Served since: Feb. 2013

- Qualifications include more than thirty years of experience in civil practice with emphasis on the representation of school districts and special districts including general education law, board governance and employment law. Mr. Lyons has significant experience in administrative hearings involving personnel issues and labor arbitration, mediations and hearings. His bachelor’s degree is from the University of Colorado and his JD is from the University of Missouri-Kansas City.

ON MOTION OF CAROL RUCKEL THE BOARD VOTED UNANIMOUSLY TO REAPPROVE DR. KENT JACKSON, KENT SUTHERLAND AND RICHARD LYONS, II AS HEARING OFFICERS FOR 2013-2014.

c. It was proposed to change the Board meeting from December 4, 2013 to December 11, 2013.

ON MOTION OF MIKE GEILE THE BOARD UNANIMOUSLY APPROVED CHANGING THE BOARD MEETING FROM DECEMBER 4, 2013 TO DECEMBER 11, 2013.

VIII. Comments from Board Members
- Trustee Ruckel commended Ron Fay and the Student Life team for hosting Fall-In events at all four locations. She talked about activities going on at the Fort Lupton campus, including the building and remodel dedications and Convocation being held there recently. She mentioned that the campus is working with the Fort Lupton Recreation Center to develop a fitness trail that includes the campus. They are also working on bringing a “Welcome to Fort Lupton” sign on campus. The rock will be delivered soon. Campus employees hosted a booth at the town’s annual Trapper Days event that was well attended. She also commented that the Community Resources Fair was very informative and impressive to see how many resources are available to the community and our students.
- Mike Freeman announced that this would be his last official Board meeting because he was elected to serve as a County Commissioner. He said he has enjoyed his service to the Aims Board and working with employees. He also commented on the amazing community we live in and how we have all come together to help with flood relief, adding that the Community Foundation has raised more than $700,000 toward the cause.
- Board members thanked Mr. Freeman for his service to Aims.
- Trustee Geile commented on the Education Summit he attended today that featured a superintendent from the Miami-Dade school district who was able to significantly increase graduation rates. Much of the success came from communicating and working with key business and community leaders. Another key point Trustee Geile shared from the meeting was the idea that student success comes from understanding the students as individuals and helping them develop customized pathways to success. He stated that District 6 and Aims are on target with collaborations and communications, but of course,
we can always do better. He emphasized that we need to continue to be proactive in communicating our message and our successes.

- Chair Richter also discussed the Education Summit. He emphasized the importance of Career and Technical Education as it relates to lucrative careers that will be in demand in the future. He also emphasized the importance of having students trained in soft skills such as being reliable, a team player, a problem solver, showing up on time — those things that are so important to succeeding in today’s workforce. He also thanked Mr. Peterson and Mr. Beard for their interest in becoming an Aims Trustee.

IX. Comments from Board Reps

- Professor Sonya PauKune presented to the Board on behalf of the ACEA. She mentioned that the consultation team is in place. She also mentioned that the FTLC director position is now on 100% reassignment time, and she encouraged people to apply for that. She stated that faculty are excited about Community College Day in April, and the ACEA is encouraging faculty to sign up to teach a class. She mentioned several events related to the Art department. Local artist and Aims alumni Joe Molina will have an exhibit opening from 4-6 p.m. The student club Arts Inc. will host a Bowl-a-Thon to raise money for flood victims and to sponsor an arts classroom at a school in Zambia. The event will be Nov. 13 in Beaty Hall. The group is selling 200 bowls for $15 each, and local restaurants will donate food to fill those bowls.

- ASACC President Collin Felix gave the Board an update on all the activities, including the Student Involvement Fair and Constitution Day. Mr. Felix is working on details to host a forum for Trustee candidates. ASACC is accepting submissions for the Aims Cookbook. The next Human 2 Human event will focus on Human Trafficking awareness. Also, the very popular Aims Family FunPlex day will be held on Oct. 25.

- Gene Meier presented for the Aims Staff Association. He reported that the group just completed a strategic plan. They are updating the ASA website. The fundraiser at Chili’s raised about $80. The group is planning additional fundraising activities. They are also planning to volunteer for Community College Day. The Group is reviewing best practices on professional development for staff and also reviewing the ASA bylaws.

X. Executive Session

a. An Executive Session to discuss personnel issues and receive legal advice is anticipated as allowed by C.R.S. 24-6-402 (4) (b) and (f).

ON MOTION OF MIKE FREEMAN THE BOARD VOTED UNANIMOUSLY TO ADJOURN TO EXECUTIVE SESSION AT 3:54 P.M.

MOTION OF MIKE GEILE, THE BOARD MOVED INTO EXECUTIVE SESSION AT 4:01 P.M.

ON MOTION OF MIKE FREEMAN, THE BOARD UNANIMOUSLY VOTED TO ADJOURN EXECUTIVE SESSION AT 4:40 P.M.
XI. Adjourn

HAVING NO ADDITIONAL BUSINESS, ON MOTION OF CAROL RUCKEL, THE REGULAR MEETING ADJOURNED AT 4:42 P.M.

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Mike Geile, Secretary     Date