Aims District Board Meeting
Minutes for November 6, 2013
Beaty Hall Theater, 2:30 PM

I. Call to Order
The meeting was called to order at 2:43 P.M.

II. Additions/Deletions to the Agenda
a. There is a request for Emeritus status for Deb Martinez, which will become VIIb under Action Items.

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 October 2, 2013 District Board Meeting

ON MOTION OF LARRY WOOD THE BOARD UNANIMOUSLY APPROVED THE CONSENT AGENDA AS PRESENTED.

V. President’s Report – Dr. Liddell
a. Election Official – Possible Swearing In of Newly Elected Trustees – Amy Kegg
   o Dr. Liddell introduced Designated Election Official Amy Kegg, who conducted the oath of office for re-elected Trustee District D Larry Wood and newly elected Trustee District C Ray Peterson.

b. Tribute to Trustee Mike Freeman – Marsi Liddell & Walt Richter
   o Dr. Liddell asked Chair Richter to join her at the podium along with Chair Richter and outgoing Trustee Mike Freeman. Mr. Freeman won the election for Weld County Commissioner and therefore, did not run for a second term as an Aims Trustee. Dr. Liddell and each Board member thanked him for his service. Mr. Freeman thanked his fellow Trustees, Dr. Liddell and all Aims employees and welcomed Dr. Peterson, who took his new seat on the Board.

c. Financial Update – Dan Erbert
   o Mr. Erbert said he is meeting with the county Assessor tomorrow and will provide an update next meeting or earlier if any Trustee requests. Trustee Geile asked for an update before the next meeting.

d. President’s Executive Summary
   o Dr. Liddell received and shared a letter of thanks from the Greeley Chamber of Commerce’s Education Summit and another meeting will be scheduled soon.
   o Dr. Liddell discussed a new program we are calling “WorkSource,” which is a developing partnership with Chamber members to expand intern/externship opportunities for our students. It is in its infancy, but a website is being
developed, and the program will include a survey for the employers to help us determine our students’ preparedness and improve on any weak areas that are identified. Dr. Liddell said the idea for the program was well-received by the Chamber members and the next step is to present it to the Upstate Economic Development Leadership Council on November 14.

- Dr. Liddell traveled to the State Capital for a meeting with Community College CEOs and senators Nancy Todd and James Wilson, who are the sponsors of Senate Bill 165, which is determining whether community colleges can offer bachelor’s degrees or not. Last year a similar bill failed to pass. The language has been modified significantly this year to ensure that there is no duplication of existing university programs. Aims is listed as part of the legislation, with the possibility of offering a bachelor’s of applied science sometime in the future if the bill passes.

- Dr. Liddell and Foundation Executive Director Julie Buderus met with Weld County Commissioners seeking funding for a new project that would provide high school students who come to Aims with a tablet personal computer. The commissioners declined the request, but said they are interested in working with us on workforce readiness. Dr. Liddell asked the Board to consider funding that project. Students who go on to become completers would get to keep the device.

- Community College Week named Aims one of the Top Associate Degree Producers. Next month we should also receive the Military Friendly school designation.

- Visitors from Kasetsart University gave us a plaque thanking us for our hospitality.

- This year’s United Way campaign raised $18,503 – a nearly 70% increase from the prior year and increased participation nearly 200%. Dr. Liddell congratulated the college and Amy Kegg, who is the chair of the Aims United Way Fundraising Committee.

- In December, Dr. Liddell will visit the Capital to address the Joint Budget Committee. The Lieutenant Governor has stated that he believes he has secured about $100 million more for the higher education budget. Mr. Cox will provide more information along with the audit at next month’s meeting.

- Also the Board received several enrollment subcommittee reports. At one point this semester we were predicting enrollment decreases of up to 14%, which, fortunately did not occur. The good news is that our enrollment isn’t down that much. Our FTE is actually up a fraction, and headcount is down about 3.5% compared to last year. However, trending back to 2002-03, we are about where we were then. A larger, more comprehensive enrollment report will be presented to the Board in a future work session.

VI. Information Items

a. Board Calendar

- November 6, Board of Trustees Meeting, 2:30 p.m., Beaty Hall Theater
- November 27-29, Thanksgiving Holiday, College closed
- December 11, Board of Trustees Meeting, 2:30 p.m., Beaty Hall Theater
- December 12, 11:30 to 1:30 p.m., Holiday Potluck, Westview
- December 14, 1 to 4 p.m., Dr. Liddell’s Holiday Open House, Liddell-Fleming residence
December 23-27, Holiday, College Closed
January 1, Holiday, College Closed
January 10, Board Retreat
January 13, Spring Semester Classes Begin
January 20, Martin Luther King, Jr. Day, College Closed
February 5, Board of Trustees meeting, 2:30 p.m., Beaty Hall Theater
February 7, Conversation Day
February 10-13, ACCT National Legislative Summit, Washington D.C.
March 5, Board of Trustees meeting, 2:30 p.m., Beaty Hall Theater
March 10-14, Spring Break, No Classes, College Offices Open
April 2, Board of Trustees meeting, 2:30 p.m., Beaty Hall Theater
April 11, Community College Day 2014
May 7, Board of Trustees meeting, 2:30 p.m., Beaty Hall Theater
May 9, Graduation

b. New Hires
Ivan Diaz, Advisor, Full-Time-Exempt-Staff, Replacement, Student Success Center
Dawn Schutt, IT Support Specialist, Full-Time-Non-Exempt-Staff, Replacement, Technical Support Services/IRM
Cindy Cook, Controller, Full-Time-Exempt-Administrator, Replacement, Administrative Services
Hollie Kopp, Advisor, Full-Time-Exempt-Staff, Replacement, Student Success Center
Lucas Vigil, Assistant Instructor, Division IV, Paramedic/MA/Phlebotomy (existing full-time employee moving to part-time)
Stacey Tekansik, Staff Specialist, Full-Time-Non-Exempt-Staff, New Position, Division IV, EMS & Fire Science (Newly benefitted employee)

Leaving Employ of the College
Linda Archibeque, Accounting Manager, Financial Service

VII. Action Items
a. Election of Board Officers
Mike Geile nominated Walt Richter for a second two-year term as Board Chair. As stated in Article IV – Officers of the Board Bylaws, The President of the Board of Trustees shall be limited to one term of two years, unless by unanimous vote of the Board, the incumbent Board President is elected to a second term of two years. Because of the requirement for unanimity, Secretary to the Board Amy Kegg conducted a roll call.

ON MOTION OF MIKE GEILE THE BOARD UNANIMOUSLY ELECTED WALT RICHTER AS BOARD CHAIR FOR THE NEXT TWO YEARS.
b. Dr. Richter asked for nominations for Board Secretary.

**ON MOTION OF LARRY WOOD THE BOARD UNANIMOUSLY ELECTED MIKE GEILE AS BOARD SECRETARY FOR THE NEXT TWO YEARS.**

c. Dr. Richter asked for nominations for Board Treasurer.

**ON MOTION MIKE GEILE THE BOARD UNANIMOUSLY ELECTED CAROL RUCKEL AS BOARD TREASURER FOR THE NEXT TWO YEARS.**

A Trustee pointed out that in the Board Bylaws, Article IV states, “Any or all of the special duties of the Secretary of the Board may be delegated by the Board to a paid staff person at the College who may be appointed by the Board.” However, that accommodation is not expressed for the Treasurer of the Board. The Trustee requested that it be addressed in the near future. Dr. Liddell said that Aims Chief Legal Officer Sandra Owens will follow up with the request.

d. Approval of Transitional Retirement: Nancy Roy, Professor, Speech
   o Nancy Roy has requested and received approval from her Chair, Dean and the President for Transitional Retirement. As stated in Aims Policy 4-504, the Board must give final approval. Her retirement would be effective June 1, 2014 with two 110-day transition periods, from July 1, 2014 through December 12, 2014 and January 6, 2015 through May 15, 2015.

**ON MOTION OF LARRY WOOD THE BOARD UNANIMOUSLY APPROVED TRANSITIONAL RETIREMENT FOR NANCY ROY.**

e. Policies
   (i) Policy 0-1100: Board Appeals in Student Grievance process, first reading
      • The Policy has been revised to clarify the Board of Trustees’ role in student grievances.

**ON MOTION OF CAROL RUCKEL THE BOARD APPROVED REVISIONS OF 0-1100 ON FIRST READING.**

(ii) Policy 3-600: Children on Campus, first reading
   • The Policy has been revised to better clarify the types of College approved and supervised activities. The age of children requiring direct supervision has been changed from sixteen (16) to eighteen (18)
   • A Trustee asked how this change affects students who may be younger than 18. Ms. Owens said that the procedure does not necessarily pertain if minors are enrolled in classes, taking concurrent classes or seeking to enroll. This procedure allows the School Resource Officers more effective methods of addressing people who are younger than 18 who do not have a legitimate purpose for being on campus.
• A Trustee asked if Aims offers childcare for students. The answer is no. We do lease a building on campus to District 6, which is used to house childcare services operated by District 6.

ON MOTION OF MIKE GEILE THE BOARD APPROVED REVISIONS TO POLICY 3-600 ON FIRST READING.

f. Emeritus Status for Deb Martinez
   o Chief Information Officer Bill Waggoner requested Emeritus status for retired employee Deb Martinez as allowed by Aims Procedure 4-503A.
   o As a former faculty member, Dr. Richter recalled Ms. Martinez’s outstanding work. Back when computers were pushed around on carts, Ms. Martinez supported the employees and the students in offices and classrooms across the college. From the humblest 2E from yesteryear to the tablets of today, he said, Ms. Martinez has been involved in computer education at Aims.

ON MOTION OF CAROL RUCKEL THE BOARD UNANIMOUSLY APPROVED EMERITUS STATUS.

VIII. Comments from Board Members

• Dr. Peterson said he was very pleased to be a member of this board. He looks forward to working with everybody at one of the finest educational institutions. He thanked his competitor in the election, Louis Beard.
• Trustee Wood welcomed Dr. Peterson. He said he is excited to see the new direction Aims is taking in marketing itself as a destination institution with a strong return on investment. He looks forward to serving the next four years.
• Trustee Geile also welcomed Dr. Peterson to the Board.
• Trustee Ruckel attended the Community Foundation lunch with several other Aims employees. She thanked the marketing department for distributing a printed schedule of classes for the Fort Lupton campus. She related how so many people in Fort Lupton are excited about the new campus, adding that enrollment there is up 28 percent. She also welcomed Dr. Peterson to the Board, noting that they both worked at the Colorado Department of Education at the same time.
• Trustee Richter mentioned that Aims students volunteered to serve as escorts at the Celebrating Women event, which raises money to benefit A Woman’s Place. He congratulated Trustee Wood on being elected to a second term. He also welcomed Dr. Peterson. He said he thinks Dr. Peterson will be a great addition to the college’s mission of educating the citizens of Weld County.

IX. Comments from Board Reps

• Representing ACEA, Sonya PauKune congratulated Deb Martinez on her Emeritus status, thanked Mike Freeman for his years of service to the college and welcomed Dr. Peterson. She mentioned that students made ceramic bowls that will be sold for $15 and be filled with food donated by local companies. The funds will go to United Way, Santa Cops and a school in Zambia.
• Michelle Brown reported that ASA is hosting a second annual silent auction at the holiday party. They are asking Aims employees to donate gift baskets. The ASA is also
hosting the craft room at the Holiday Potluck. The officers approved $250 in King Soopers cards to be given to employees who were affected by the flood. She also mentioned that her board will be volunteering for Community College Day on April 11, 2014.

- Collin Felix told the Board about several events the Associated Students are hosting. He mentioned that the Family FunPlex Night was very successful. He hosted a Meet the Candidate Forum for the election. The students are conducting a Toys for Joy drive which will be donated to children’s hospital. They will be hosting events on Veteran’s Day to provide the opportunity to thank veterans and service members. They will also host a film on World War II. With finals coming up, the students are providing a Powerpack to help students fuel themselves for finals. They will include some healthy snacks a stressball and other fun and useful items.

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) (a) and (b).

ON MOTION OF MIKE GEILE THE BOARD VOTED UNANIMOUSLY TO ADJOURN TO EXECUTIVE SESSION AT 3:49 P.M.

ON MOTION OF CAROL RUCKEL THE BOARD UNANIMOUSLY VOTED TO ADJOURN EXECUTIVE SESSION AT 4:30 P.M.

XI. Adjourn

HAVING NO ADDITIONAL BUSINESS, ON MOTION OF RAY PETERSON THE REGULAR MEETING ADJOURNED AT 4:30 P.M.

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Mike Geile, Secretary     Date