Aims District Board Meeting

I. Call to Order
The meeting was called to order at 2:38 P.M.

II. Additions/Deletions to the Agenda
   a. Add to Action Items Transitional Retirement requests for Laura Willoughby and Rex Par
      as items e and f.
   b. Move Action Idem d.1. to Consent Agenda 0-900 – Board Bylaws because it is an
      administrative language change; the Board already approved the item in a previous
      meeting.

   ON MOTION OF RAY PETERSON THE BOARD UNANIMOUSLY APPROVED THE
   AGENDA AS AMENDED.

III. Citizen Participation
There was no citizen participation.

IV. Consent Agenda
   a. Minutes of the November 6, 2013 District Board Meeting

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

   A Trustee asked for clarification from the minutes regarding a discussion to prove tablets to
   students at Aims, with the agreement to set aside a significant amount of money to do that. Dr.
   Liddell said that the County Commissioners asked Aims to work with Linda Perez and Weld
   County Workforce Development along with the Aims Foundation. The Board will be asked to
   consider using part of the General Fund.

   The Board acted on the Board Bylaws separately from the general Consent Items to approve the
   administrative language change to policy 0-900.

   ON MOTION OF MIKE GEILE THE BOARD UNANIMOUSLY APPROVED THE
   ADMINISTRATIVE LANGUAGE CHANGE TO POLICY 0-900 – BOARD BYLAWS.

V. President’s Report – Dr. Liddell
   a. External Auditor’s Report – Bob Cox
      o Marci Ardan from BKD, auditors for the college, presented. Ms. Ardan stated
         that the audit on the June 30, 2013 Financial Statements have been completed.
         The auditors found an unqualified or clean opinion on those statements.
She commented that the school has been able to pay off all debt which is amazing. This helped to increase the college’s net position to $132 million.

Operational revenues increased by 5.4%, primarily due to additional grants the school received.

Property taxes were up $6 million due to the additional revenue received from the oil and gas reserve.

Overall the school is in a very healthy financial position. But the auditors did have one finding related to reporting fixed assets. Ms. Ardan said the finance department has already begun making those improvements.

A Trustee emphasized that this is a very good audit report.

CBO Bob Cox thanked the auditors for their patience as the college and department recovers from the sudden death of Bob’s predecessor Mike Kelly. He then asked the members of the finance department who were in the audience to please stand and be recognized.

A Trustee said the audit seemed seamless from his perspective and thanked Mr. Cox and his team for all their hard work that went into it.

b. Financial Update – Dan Erbert

A Trustee asked about the technology fee. Mr. Cox said it has been suspended.

A Trustee noted that Mr. Erbert and Mr. Cox call each board member before each meeting to ensure that any questions they may have regarding the financial report have been answered before the meeting takes place.

c. Approval of Lab Fees 2014-2015 –Donna Norwood

Board does not take action on this item but the Chief Academic Officer prepares a comprehensive list of all the fees for the coming year for the Board to review.

d. President’s Executive Summary

Dr. Liddell commended financial services for their extraordinary work under difficult situations.

A final audit report has been received from the Veterans’ Administration where they recommended that the fixed wing and helicopter programs be authorized again. She commended Mr. Cox and Jennifer Gilsdorf for designing a model the VA will use throughout the region for how they track courses and finances. She also commended Financial Aid Director Nancy Gray.

A Trustee asked what the VA’s conditions are for using GI Bill money for students. Dr. Liddell explained that they require that only 85% of participants in a program can be paid by the GI Bill. At one point the aviation programs surpassed that threshold, but the VA has allowed us a little bit of flexibility and they hold us harmless for the past.

General Services is being remodeled. Roche Contractors is managing the renovation. Dr. Liddell said the plans are spectacular.

A Sherriff’s SWAT truck backed into the Platte building on the Fort Lupton campus. There is some structural damage. Sherriff Cook contacted Dr. Liddell to apologize and assure her that the damage will be covered by county procedures.
○ The State system is monitoring the Aims Nursing program, which is a randomly generated procedure. The college is very proud of the program and anticipates good results.

○ Dr. Liddell reminded the Trustees that the ACCT National Legislative Summit is Feb. 10-13 in Washington D.C. Amy Kegg will help make arrangements to visit with legislators while the group is there.

○ Dr. Liddell said the Board and Dr. Liddell will be meeting with District 6 Superintendent Lang to discuss forthcoming projects. She and Dr. Geri Anderson will also meet with Sen. Keith King to discuss early college.

VI. Information Items

a. Board Calendar
   ○ 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, location TBD
   ○ 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., Fort Lupton Campus
   ○ 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
   ○ Geri Anderson, Special Assistant to the President- External Affairs, Full-Time-Exempt-Administrator, New Position, President’s Office
   ○ Matthew Uribe, IT Support Specialist, Full-Time-Non- Exempt-Staff, Replacement, Technical Support Services/IRM
   ○ Alfredo Haro, Advisor, Full-Time-Non- Exempt-Staff, Replacement, TRIO
   ○ Stephen Oglesby, Network & Communications Services Architect, Full-Time-Exempt-Staff, New Position, IRM
   ○ Anita Overgaard, Staff Executive, Full-Time-Non-Exempt-Staff, Replacement, IRM
   ○ Aspen Bolson, Assistive Technology Specialist, Full-Time-Non-Exempt-Staff, Replacement, Disability Access Services
   ○ Melissa Corriveau, Accounting Technician, Full-Time-Non-Exempt-Staff, Replacement

   c. Leaving Employ of the College
      There were none.
VII. **Action Items**

a. **Certification of Election Results**
   - Ms. Kegg read the results of the election.
     - District C: Candidate Ray Peterson received 21,492 while his opponent Candidate Louis Beard received 12,637 votes total
     - District D: Candidate Larry Wood ran unopposed and received 36,263 votes total.

   **ON MOTION OF RAY PETERSON THE BOARD UNANIMOUSLY VOTED TO RATIFY THE RESULTS OF THE AIMS JUNIOR COLLEGE DISTRICT COORDINTED ELECTION HELD ON NOVEMBER 5, 2013.**

b. **Certification of Mill Levy**
   - Mr. Cox directed the board to a report of the 2013-14 assessed valuation for the six counties with property in our taxing district: Adams, Broomfield, Larimer, Logan, Morgan and Weld.
   - The base mill levy is 6.299 with the refund abatement at 0.003, for a total mill levy rate of 6.302. The estimated amount anticipated from the mill levy is $37,864,868.

   **ON MOTION OF CAROL RUCKEL THE BOARD UNANIMOUSLY APPROVED THE MILL LEVY.**

c. **Sabbatical Request for English Professor Rebecca Sailor**
   - Professor Sailor teaches English. Dr. Liddell summarized Ms. Sailor’s project request that includes developing multimodal, multimedia literacy in composition and teaching with technology as well as assessment development. She also plans to take graduate level courses at UNC. Her request is for Spring 2015.

   **ON MOTION OF CAROL RUCKEL AND SECONDED BY RAY PETERSON THE BOARD UNANIMOUSLY APPROVED THE SABBATICAL REQUEST FOR REBECCA SAILOR.**

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

   **ON MOTION OF CAROL RUCKEL THE BOARD UNANIMOUSLY APPROVED CHANGES TO POLICY 0-1100 ON SECOND READING.**

   - (ii) **Policy 3-600: Children on Campus, second 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).
ON MOTION OF MIKE GEILE THE BOARD UNANIMOUSLY APPROVED CHANGES TO POLICY 3-600 ON SECOND READING.

A Trustee asked for the rationale behind the policy change. Ms. Owens said that it came as a recommendation from the Sheriff’s department. It applies to minors on campuses who are not Aims students.

(iii) Policy 3-705 – Risk Management, first reading
- The Policy has been revised to better define the term “assets.”

ON MOTION OF RAY PETERSON THE BOARD UNANIMOUSLY APPROVED CHANGES TO POLICY 3-705 ON FIRST READING.

A Trustee asked for clarification of risk management, asking if it includes facilities. Ms. Owens said that it does include facilities and is intentionally a broad description of assets.

(iv) Policy 3-710 – Safety and Health, first reading
- The Policy has been revised to better define the ways in which the College will put forth an effort to help protect individuals on campus from unsafe conditions.

ON MOTION OF CAROL RUCKEL THE BOARD UNANIMOUSLY APPROVED POLICY 3-710 ON FIRST READING AS AMENDED WITH THE ADDITION OF THE STATEMENT: THE COLLEGE PRESIDENT WILL IMPLEMENT PROCEDURES TO CARRY OUT THE INTENT OF THE POLICY.

- A Trustee asked if there is a defined difference between the words “training” and “education.” Ms. Owens noted that the verbiage is from the Safety committee. She surmised the difference is that of semantics, where training might be found more often in Career and Technical Education programs, for example, first responders.
- A Trustee asked some questions regarding the redlining of the policy documents.
- A Trustee recommended that this item be presented as a goal, rather than a guarantee. Two Trustees disagreed, stating that a policy is more defendable in a case of law.
- Ms. Owens agreed that there is no way to guarantee safe conditions. A Trustee countered that the policy should include a standing statement that the college president will implement procedures to carry out the intent of the policy.
- Ms. Owens agreed and offered to go back to the Policies manual in total and add that statement anywhere it may be missing.

(v) Policy 3-715 – Violence and Weapons on Campus, first reading
- The Policy has been revised to reflect the current position title to where questions or concerns relating to weapons on campus are to be directed. The Policy has also been revised to add verbiage that individuals need not have been arrested to be immediately removed from the property.
o A Trustee asked why the language varies from policy to policy. Ms. Owens noted that the manual has been developed over the history of the college, and the consensus has been to update for consistency as policies are reviewed, rather than attempt to make all the changes at once to the 500-page manual, particularly since it is continuously changing and being refined for any number of reasons.

o Much of this wording is taken from Colorado statute.

o A Trustee requested that the word “a” or “the” in front of Campus Resource Officer. Additionally it should say “arrest by” rather than “arrest from.”

o A Trustee asked about the wording from “any infraction” to “potential infraction.” Trustees stated that “any” is stronger and protects the college better than “potential.”

o In the third paragraph a Trustee commented that the statement, “Infractions may result in disciplinary action,” is not strong enough, and should include the addition of “up to and including dismissal or designation of persona non grata status.”

o Dr. Liddell stated that the college does not typically follow a progressive discipline model, but rather one that is conducted on a cases-by-case basis, and that a procedure would include that verbiage. A Trustee stated that this is how previous policy has been drafted.

o Ms. Owens stated that policies are typically drafted with very broad language. The danger of adding levels of specification, it could unduly limit the college’s ability to take action. A Trustee noted that the President writes procedure, the Board decides policy, and it is the procedures that detail how and what should be done in each case.

o Ms. Owens suggested changing the final sentence to say, “Anyone bringing a weapon on campus or behaving in a threatening way regardless of status is subject to immediate and potential permanent removal from the property.”

o Ms. Owens stated that this is complicated because a policy of an institution of higher education includes employees, students and the public. There are a number of policies and procedures that deal with disciplinary issues. The State also has extensive legislation that deals what kind and how weapons can be carried on campus.

o Ms. Owens gave the example that students who violate the law can be referred to the Sheriff, which can also be a student code violation, which would likely be sent to the Dean for Student Services based on the level of violation.

o Ms. Owens reviewed the changes made so far in this discussion and agreed to make those prior to a second reading.

ON MOTION OF MIKE GEILE THE BOARD UNANIMOUSLY APPROVED CHANGES TO POLICY 3-715 AS AMENDED ON FIRST READING.

(vi) Policy 4-705 – Faculty Consultation, first reading

- The Policy has been revised to remove “and counselor” from section I.B. and change the number of individuals that may be designated in section II.C. There have also been other minor revisions made that do not change the overall substance of the Policy.
o A Trustee asked why the work counselor is being deleted. Ms. Owens stated that they are in a different employment category. At one time they were categorized faculty, but they are now staff.
o A Trustee asked that the phrase “in the event an agreement is unable to be reached,” be replaced with the statement: “in the event an agreement cannot be reached.” Ms. Owens stated that she will take the recommendation to consultation.

ON MOTION OF LARRY WOOD THE BOARD UNANIMOUSLY APPROVED CHANGES TO POLICY 4-705 ON FIRST READING.

(vii) Policy 4-800 – Faculty Due Process, first reading
• The Policy has been revised to better clarify timeframes, program areas, seniority, how notifications are given and the dismissal process. A link to a segment of the Academic Freedom Statement has been added.
o A Trustee asked why the wording includes academic quarters. Ms. Owens stated that it is recommended to be retained because many Aims faculty taught here when the college was still on academic quarters. Ms. Owens will check in consultation to see if there is a typo in the words “for” versus “of.”
o A Trustee suggested that the words “non-renewed contract” be changed to “present contract.” Ms. Owens said she will take it to consultation for clarification.
o A Trustee asked why the term “execution” is used rather than “termination.” Ms. Owens stated that technically, execution is a fine term to use in this instance, but that it could be changed to termination if the Board decides so. The intent is to state that notification will be followed by official notice.
o A Trustee asked about the changes in Section III.r. The question revolves around providing rationale for not renewing a probationary contract to faculty. At one point the Trustee remembers that this was explicitly not recommended by legal counsel. Dr. Liddell stated that she holds opinions from external counsel, and she believes that at one point the opinion was to not include rationale. Ms. Owens recommended that the discussion be tabled so that she may provide legal advice to the Board in executive session.

ON AMENDED MOTION OF CAROL RUCKEL THE BOARD UNANIMOUSLY TABLED POLICY 4-800 ON FIRST READING UNTIL BOARD CAN RECEIVE LEGAL ADVICE ON THE MATTER.

e. Transitional Retirement request from Physical Education Program Coordinator Laura Willoughby
   o Ms. Willoughby requested transitional retirement for two, 110 service-day periods during 2014-15.

ON MOTION OF MIKE GEILE THE BOARD UNANIMOUSLY APPROVED THE TRANSITIONAL RETIREMENT REQUEST FOR LAURA WILLOUGHBY.
Dr. Richter noted that Ms. Willoughby has run the Physical Education department very successfully for many years and thanked her for her service to the college.

f. Transitional Retirement request for CIS Professor Rex Parr
   o Mr. Parr requested transitional retirement for two, 110 service-day periods during 2014-15.

ON MOTION OF CAROL RUCKEL THE BOARD UNANIMOUSLY APPROVED THE TRANSITIONAL RETIREMENT REQUEST FOR REX PARR.

VIII. Comments from Board Members
   o Trustee Ruckel likened the accident on the Fort Lupton campus with the SWAT truck to the first dent in a new car.
   o Trustee Wood complimented everyone involved in the successful audit.
   o Dr. Richter noted that Dr. Mario Gonzales represented Aims well at the Weld Project Connect event in October, as well as many other Aims employees and students who volunteered as navigators in this very important event.

IX. Comments from Board Reps
   o Corey Archuleta reported that ASA is highly involved in the holiday potluck, the Winter Feast, which is tomorrow. He thanked Nicole Martinez and Susan Alexander for spearheading the event. ASA is sponsoring the craft room. He thanked Dr. Liddell for closing the branch campuses so those employees can come to the party. Also, ASA is hosting a three-day fundraiser on April 15-17 at the local Chili’s restaurant.
   o Dr. Liddell reminded the group that there will be an ugly sweater contest. Trustee Ruckel said those who don’t have an ugly sweater can wear their Broncos attire. Mr. Archuleta added that there will also be a food drive/fundraiser for the Weld County Food Bank.

X. Adjourn

HAVING NO ADDITIONAL BUSINESS, ON MOTION OF RAY PETERSON, THE BOARD ADJOURNED THE MEETING AT 4:09 P.M.

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Mike Geile, Secretary     Date