Aims Community College Board Meeting  
Minutes for March 5, 2014  
Platte Building, 2:30 PM

Aims District Board Meeting  
I. Call to Order  
The meeting was called to order at 2:44 P.M. Dr. Richter thanked Fort Lupton Dean Brenda Rask for hosting the meeting today. Dean Rask thanked the Board for coming to the campus. Mr. Wood mentioned that his company, First National Bank, held a corporate meeting at the Fort Lupton campus that included a tour of the facilities. Mr. Wood said it was an excellent experience.

II. Additions/Deletions to the Agenda  
• Dr. Liddell asked if all Board members received the updated verbiage on the action item related to the real estate proposal. They did.

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

III. Citizen Participation  
There was no citizen participation.

IV. Consent Agenda  
a. Minutes of the February 5, 2014 District Board Meeting  

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

V. President’s Report – Dr. Liddell  
a. Financial Update – Dan Erbert  
   o Mr. Erbert apologized for needing to replace the financial statements that were originally sent in the Board packet. Ms. Kegg emailed Board the correct month’s report. There were no questions for Mr. Erbert.

b. Sabbatical Report – Ralph Tarnasky  
   o Dr. Tarnasky thanked the Board for approving his sabbatical.  
   o Most of his sabbatical was spent in Barcelona.  
   o Part of his sabbatical was to establish a Memorandum Of Understanding with the Camino Barcelona School to arrange for their students and Aims students to earn credits through the study abroad program.  
   o Dr. Tarnasky stayed with a host family during the first part of his sabbatical while he attended intensive classes at the Camino Barcelona Language School.  
   o He also traveled extensively throughout the region when his wife joined him for a week.  
   o In addition to his travel, he also worked with his publisher to secure an online component to his textbook, presented at conference on cultural topics, such as
nonverbal communication, submitted a publication to the State teacher’s Journal, and a book chapter published in a text.

- He and his wife hosted an exchange student from Guatemala.
- He also visited a school in Mazatlán, Mexico, where Aims already maintains an MOU for a study abroad program.
- He also visited friends in southern Florida to investigate the Cuban culture there.
- He did some consulting work with the City of Evans, developing programs and communications for their Spanish-speaking employees.

c. President’s Executive Summary

- Dr. Liddell noted that Aims is a sponsor for the Colorado Eagles hockey team. She shared a recent advertisement placed with the Greeley Chamber of Commerce’s business directory. We also sponsored the Greeley Chamber of Commerce’s Evening of Champions event.
- Deb Johansen received an award from the Rocky Mountain Performance Excellence for serving as an examiner.
- The AACCT whitepaper on federal legislative priorities mostly related to Pell grants and financial aid.
- Nominations for the Aims Honorary Fellows award will be taken until March 24. Trustees will select the 2014 Fellows at their April meeting, and those chosen will be honored at the May meeting.
- Community College Day is on April 11 from 1 to 8:30 p.m. Aims is offering nearly 200 free sampler classes for the community. Those interested can register online or call the dedicated phone number.
- Dr. Liddell said that, in the state legislature, the Speaker of the House threw an obstacle in front of higher education, requesting to change the formula for allocation of funding as proscribed in Sen. Bill 1, which is the budget bill. He proposed changing the 11% allocation to be based on COF and fee-for-service charges. This caused many higher education leaders to persuade the Speaker that this is not the right time to attempt to implement this change, especially because budgets are already set for the year. He was persuaded to hold off on this concept.
- Sen. Bill 4 was passed into law. This allows all Community Colleges in the state to offer bachelor’s of applied science. An Aims taskforce is investigating how this may work at Aims.

VI. Information Items

a. Board Calendar

- 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, 1 to 8:30 p.m.
- April 17, Government Agencies Breakfast, 7 a.m., Weld County hosting
- April 17, President’s Reception, 3:30 to 5 p.m., Greeley Country Club
- May 7, Board of Trustees meeting, 2:30 p.m., Beaty Hall Theater
- May 9, Graduation, Budweiser Event Center, 7 to 8:30 p.m.
- June 25, Board of Trustees meeting, 2:30 p.m., Beaty Hall Theater
b. New Hires
   o Mary Giggy, Advisor, Financial Aid, Non-Exempt, Replacement, Financial Aid
   o Bruce Byrne, Assistant Director, Exempt, Replacement, Facilities & Operations
   o Jose Escobedo, Grounds/Building Maintenance Tech, Non-Exempt, New Position, Facilities & Operations (Newly Benefited Employee)
   o Les Wilkinson, Instructor, Air Traffic Control, Division III (Going from Full-Time to Part-Time)

   Dr. Liddell and the Board welcomed two new Aims employees who were able to be in attendance: Bruce Byrne and Jose Escobedo.

c. Leaving Employ of the College
   o Tabitha Coates, Data Specialist, I E & A
   o Margery Mathes, Staff Associate, Human Resources

VII. Action Items
   A. Policies
      i. 2-200 Grading System, second reading
         o Ms. Owens stated that explanations for grade symbols A, B, C, I and AU under the Quality of Work Indicated by Symbol section of the policy has been modified for conciseness and simplicity. Revisions made and approved by the Board at the February meeting have been posted for employee comment. The administrative recommendation is to move to approve revisions to Policy 2-200 on second reading for implementation prior to the start of the 2014-2015 Academic Year.

      ON MOTION OF RAY PETERSON THE BOARD UNANIMOUSLY APPROVED CHANGES TO POLICY 2-200 GRADING SYSTEM ON SECOND READING.

      ii. 4-705 Faculty Consultation, second reading
           o 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. Other language changes have been made to ensure clarity. The Board tabled the policy to receive legal advice, so it is before you again today for a second reading.

      ON MOTION OF LARRY WOOD THE BOARD UNANIMOUSLY APPROVED CHANGES TO POLICY 4-705 FACULTY CONSULTATION, SECOND READING

      iii. 4-800 Faculty Due Process, second reading.
           o 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. This was tabled last meeting to take back to the consultation committee, where faculty agreed to remove the section regarding notification at this time until it can be revisited during next year’s consultation.
iv. Language to add to every policy
   o At the request of the Board of Trustees, the following language will be added to or replace similar language in every policy adopted, presently or in the future: “The President shall implement and maintain procedures to carry out the intent of this policy.”

ON MOTION OF CAROL RUCKEL THE BOARD UNANIMOUSLY APPROVED TO ADD THE STATEMENT: “THE PRESIDENT SHALL IMPLEMENT AND MAINTAIN PROCEDURES TO CARRY OUT THE INTENT OF THIS POLICY.” TO EVERY POLICY WHERE IT DOES NOT CURRENTLY EXIST AS POLICIES ARE BROUGHT FORWARD FOR REVIEW.

v. 2014-15 Proposed Tuition Rates
   o Mr. Cox said this would be the fourth year tuition rates would remain the same. He is confident that the State will continue to provide the 11% adjustment to state aid. Additionally, revenue is predicted to remain strong as assessment values remain high. He will meet with the County Assessor next week to confirm local revenue assessments. With those circumstances, we are able to maintain the tuition rates as they stand.
   o A Trustee asked if the Technology and Infrastructure fees would also continue to be waived. Mr. Cox confirmed that both fees would continue to be waived.

ON MOTION OF LARRY WOOD THE BOARD UNANIMOUSLY APPROVED AS PRESENTED THE 2014-15 PROPOSED TUITION RATES WHICH WOULD FREEZE THE TUITION RATES FOR A FOURTH YEAR.

vi. Approval of a Designated Degree: Associate of Arts in Criminal Justice
   o Dr. Liddell noted that Dean Norwood presented to the Board at their work session today information on this Action Item.
   o Dean Norwood explained that Aims entered into a statewide articulation agreement in Criminal Justice on November 20, 2012. Since that time, the Colorado legislature authorized via C.R.S. 23-71-123(3) junior colleges to offer a program with an academic designation after the Board of Trustees and CCHE approval. As such, Academic Affairs and the Criminal Justice department in Division IV believe it is in the best interest of students that Aims offer an Associate of Arts in Criminal Justice as part of its portfolio of offerings and would like to request approval for such degree. Please note that this degree has been approved by the Aims Curriculum Committee and will not replace any other degrees.

ON MOTION OF RAY PETERSON THE BOARD UNANIMOUSLY APPROVED THE DESIGNATED DEGREE ASSOCIATE OF ARTS DEGREE IN CRIMINAL JUSTICE.
vii. Approval of purchase price for property in Windsor
   o Dr. Liddell said that the Board has previously authorized the administration to negotiate the purchase of Real Estate, Lots 1 and 2 South Gate Business Park, 4th Filing, Town of Windsor, County of Weld, State of Colorado, containing a combined total of 469,299 square feet. Approval of this action item will authorize this purchase for two dollars and eighty-five cents ($2.85 USD) per square foot, or one million, three-hundred thirty-seven thousand, five-hundred forty-nine dollars and zero cents ($1,337,549.00 USD). The administrative recommendation is to move to approve the purchase of this parcel at this purchase price subject to finalization through a signed contract by the Board Chair and Secretary, or their designee appointed in writing, and execution of any other instruments or documents appropriate for closing of the transaction.

ON MOTION OF CAROL RUCKEL THE BOARD UNANIMOUSLY APPROVED LOTS 1 AND 2 SOUTH GATE BUSINESS PARK, 4TH FILING, TOWN OF WINDSOR, COUNTY OF WELD, STATE OF COLORADO, CONTAINING A COMBINED TOTAL OF 469,299 SQUARE FEET. APPROVAL OF THIS ACTION ITEM WILL AUTHORIZE THIS PURCHASE FOR TWO DOLLARS AND EIGHTY-FIVE CENTS ($2.85 USD) PER SQUARE FOOT, OR ONE MILLION, THREE-HUNDRED THIRTY-SEVEN THOUSAND, FIVE-HUNDRED FORTY-NINE DOLLARS AND ZERO CENTS ($1,337,549.00 USD).

   • A Trustee commented that it is wonderful that the college is in the financial position to be able to expand services in our community.
   • Dr. Liddell explained that there are still some contractual items that need to be settled before the contract will be brought to the Board for signature.

viii. Outsourcing of the Aims Bookstore
   o Dr. Liddell said that the Board has been apprised of the administration’s actions to solicit RFPs (requests for proposals) from firms that operate college bookstores. A committee of 12 College employees and students scrutinized RFPs and attended presentations given by the respondents. After careful consideration, and with significant input from the committee, a decision has been reached that the Aims Bookstore should be outsourced to Barnes & Noble College Booksellers, LLC. The administrative recommendation is to move to approve Barnes & Noble College Booksellers, LLC as the new contractor for the Aims Community College Bookstore, pending satisfactory contract negotiations.

   • Mr. Cox said that this is somewhat of a significant change for the college, and the entire process is a challenging one. One of the main reasons this is being discussed is the pending cost to upgrade the point-of-sale system. An Advisory group was formed that included Mr. Cox and Mr. Erbert, two students, a Bookstore employee, faculty members and other Aims employees representing different aspects of the college population. An RFP was sent out, with three responding companies: Barnes and Noble, Follett and BBA Solutions. After extensive analysis, the committee eliminated BBA and focused on the other two.

   • The decision was to move to focus on Barnes & Noble. Barnes and Noble said they came out on top for several reasons, their insurance, their agreement to
offer equal compensation to existing Aims Bookstore employees, their extensive IT systems and user interface, and their financials.

- Mr. Cox discussed the Bookstore’s current financials, noting $1.8 million in revenue, with a profit at about $79,000. Aims also charges rent to the Bookstore. Salaries and benefits were also assessed. In addition to overhead chargebacks at $22,438, which is approximately 8%, which is significantly less than most chargebacks. These costs would be absorbed by Barnes and Noble, in addition to costs related to upgrading, training and maintenance of the internal operations.

- Mr. Cox explained some reasoning for going toward Barnes & Noble, noting that BBA did not offer to absorb existing employees, and Follett lacked the level of sophistication in the IT component compared to Barnes and Noble.

- The committee was nearly divided equally on whether to outsource or keep the operations internal. The largest concerns expressed related to the changes to the existing staff.

- Mr. Cox analyzed the results and met individually with each committee member. He discovered that all the participants wanted to keep the Bookstore internally, but understood that the cost associated with bringing operations up to compliance could be prohibitive, when Barnes & Noble essentially brings turnkey operations to speed immediately.

- Mr. Cox recommended moving forward with outsourcing the Bookstore to Barnes and Noble.

- A trustee said that this would bring the Bookstore to the cutting edge at no additional cost.

- A Trustee asked if Mr. Cox was comfortable with the financial health of Barnes & Noble. He noted that the digital textbook business is only 5% of the market currently, and most experts in the industry don’t believe that will change so significantly as to make the textbook industry irrelevant.

- He responded that he and his team have analyzed the company’s financials and he is comfortable with an initial five-year contract, which would need to be reapproved annually.

- A Trustee asked for more details on the transition of exiting employees. Mr. Cox said that compensation would be comparable, only with retirement savings opportunities being in a 401K, rather than PERA.

- A Trustee expressed concern that outsourcing the Bookstore to a corporation on the other side of the country doesn’t speak well to the community and locally governed values currently held by the college. The Trustee also noted that there was not 100% agreement on committee regarding the recommendation. The Trustee also expressed significant concern for the affected employees including the change in from PERA to a 401K, as well as assimilation to a corporate structure, and whether it could lead to Aims losing valuable, skilled long-time employees.

- A Trustee asked what percentage of books our students buy online rather than buying from the Bookstore. We don’t know the answer to that question, but one of the changes with outsourcing would be more varied access of purchasing textbooks.

- Dr. Liddell said that huge numbers of institutions are very successfully using outsourcing stores, including CSU, UNC and several community colleges in
the region, some of which Mr. Cox worked to secure. She stated that she believes the recommendation is the best of the college.

- A Trustee commented that the college is in a strong financial position and these costs could continue to be absorbed, including those related to IT. If we made the changes, they might not be done as quickly, but perhaps more to our satisfaction.
- Dr. Liddell mentioned that the Bookstore has significant financial problems, but not in the last several years.
- A Trustee said that Aims does not want to see book prices rise to the detriment of students because of this change. Mr. Cox responded that they are forced by the market to price their books competitively. Additionally, they have a very robust text rental program, which is something Aims currently lacks and was also not offered by Follett.
- A Trustee asked about a mechanism to terminate the contract. Ms. Owens said that because Aims is a quasi-state organization, there are statutory requirements to have savings and appropriation clauses written into these types of agreements. They can be renegotiated within certain terms, for instance, Aims would need to show cause.
- Mr. Cox said he did work for Laramie Community college when they went through the same process in the early 2000s. He also stated that the Bookstore will still be known as the Aims Bookstore and that employees will still be treated as part of the Aims community. The group also checked satisfaction with other colleges that have outsourced to Barnes & Noble.
- A Trustee asked about the merchandise side of the Bookstore, such as clothing and uniforms. Mr. Cox responded that in many ways it is advantageous to have a corporation making those purchases because of volume.

**DR. RICHTER CALLED FOR A MOTION TO APPROVE BARNES & NOBLE COLLEGE BOOKSELLERS, LLC AS THE NEW CONTRACTOR FOR THE AIMS COMMUNITY COLLEGE BOOKSTORE, PENDING SATISFACTORY CONTRACT NEGOTIATIONS.**

**LARRY WOOD MADE THE MOTION, WHICH WAS SECONDED BY CAROL RUCKEL.**

- A Trustee asked that concerns expressed here today be considered during the pending contract negotiations, specifically the length of the contract obligation.
- Ms. Owens explained that it would be statutorily contraindicated for the institution to enter a contract without a release mechanism. A vote of approval today would allow administration to negotiate the contact.
- A Trustee asked if the Board ultimately must approve the contract. The answer is yes. The Board would confirm the terms and conditions that have been negotiated through the RFP process.
- Ms. Owens stated that contracts of this nature are handled by on the administrative level, while contracts of real estate are statutorily allocated to Board discretion.

**TRUSTEE PETERSON MOVED TO TABLE THE ISSUE.**
• Ms. Owens said we need the decision to outsource the Bookstore before the company would provide a contract to be negotiated. She further explained that the process of an RFP is different than seeking bids, because it includes some formality related to binding factors stated within the RFP.

• Dr. Liddell asked Ms. Owens who is ultimately responsible for conducting the negotiations. It would be Mr. Cox, the Chief Business Officer with counsel from Ms. Owens. Dr. Liddell said that she could ensure that they would take the Boards concerns to the negotiation process. Further, it is not advised to attempt to change parameters outlined in the RFP.

THERE WAS NO SECOND TO DR. PETERSON’S MOTION TO TABLE THE ISSUE.

DR. RICHTER CALLED THE QUESTION OF THE ORIGIONAL MOTION.

BY A VOTE OF THREE TO ONE THE BOARD APPROVED THE MOTION TO APPROVE BARNES & NOBLE COLLEGE BOOKSELLERS, LLC AS THE NEW CONTRACTOR FOR THE AIMS COMMUNITY COLLEGE BOOKSTORE, PENDING SATISFACTORY CONTRACT NEGOTIATIONS.

• Mr. Cox thanked the committee that worked with him on bringing forward this recommendation. He acknowledged that it is a difficult proposition and the committee worked very hard in the process.

• Dr. Liddell thanked the Board.

VIII. Comments from Board Members

o Trustee Peterson thanked the students for asking him to be a judge for the chili contest. He also apologized for missing the February meeting, but he was experiencing difficulty with vehicles due to the weather and its impact on his ranch.

o Trustee Ruckel said she was delighted to attend Conversation Day. She also mentioned that she attended the Welding for Artists class exhibition in Beaty Hall. Mr. Erbert had two wonderful pieces in the show. She particularly enjoyed his self-portrait. She also went to the airport for a presentation from Aims Aviation Instructor Martin Boniek’s about his flight from Alaska to Belgium.

o Dr. Richter emphasized that this is the fourth year Aims has been able to freeze tuition rates. This is a very fortunate position, especially since many colleges are forced to raise rates by double digits. With all the news about the student debt approaching a trillion dollars in this country, which is more than credit card debt. For our students to have the opportunity to earn their degree debt free is tremendous. He asked everyone to tell their friends and neighbors what a great value Aims is. He also discussed the decision to purchase two parcels in Windsor to expand EMS, Fire and Criminal Justice there. These are some of the most valued graduates we have in our community.

IX. Comments from Board Reps

a. Faculty (Sonya PauKune ACEA Board Rep)

   o There was no faculty representation

b. Aims Staff Association (Michelle Brown or Corey Archuleta, ASA Board Reps)
o Corey Archuleta said that ASA completed its strategic plan and is now reviewing the bylaws.
o ASA will have a fundraiser at Chili’s restaurant on April 15-17 where a percentage of the proceeds goes to ASA.
o The Spring Gathering has been moved to fall and the group is inviting a panel of Aims leaders to address the group.

c. ASACC (Collin Felix, ASACC President)
o Mr. Felix reported that applications are being accepted through April 11 for the 2014-2015 term. The applications are available through the Student Life office or online. Mr. Felix noted that he would not be involved with ASACC again next year because he is graduating this spring. The audience applauded.
o A General Assembly will be held on March 17, from 3:30 to 4:30 p.m. on the Greeley campus.
o The Veteran’s club hosted the chili cook off, and they are talking about making it an annual event.
o ASACC is helping with the Smart Sense program, which provides advice to students on financial matters, such as Financial Aid and Scholarships. The United Way Student Resource Fair is set for March 19. The Aim for A’s campaign is coming up on the Greeley and Windsor campus. Also Earth Week is coming up April 21 -25, which will include a recycled art project, adopt-a-street, and a myth-busters seminar on fracking and an eCycle project.
o He also thanked the board for deciding to freeze tuition rates for another year.

X. Adjourn

THE MEETING ADJOURNED AT 4:25 PM.

________________________________   __________________
Mike Geile, Secretary     Date