Aims Community College Board Meeting
Board Meeting Minutes
December 9, 2015
Greeley Campus, Beaty Theater, 2:30 p.m.

Aims District Board Meeting

- **Call to Order**
  a. The meeting was called to order at 2:30 p.m. by Interim Board Chair Larry Wood. Other Board members present included Lyle Achziger, Mark Hout, Ray Peterson, and Carol Ruckel. College President Dr. Leah L. Bornstein was also in attendance.

- **Pledge of Allegiance**

- **Additions/Deletions to the Agenda**
  a. There were no additions or deletions to the agenda.

- **Citizen Participation**
  a. All parties interested in any District business involving non-agenda items may address the Board at this time. No action will be taken by the Board resulting from individuals addressing the Board during the Citizens Participation, except upon favorable majority vote of the Board.
  b. There was no Citizen’s Participation

- **Consent Agenda**
  a. Minutes of the November 4, 2015, District Board Meeting
  b. Minutes of the November 11, 2015, Special Board Meeting
  Trustee Peterson requested that the minutes of the November 11, 2015 meeting reflect more clearly that Trustee Peterson was not present at the meeting.

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

- **Election of Board of Trustees Officers**
  a. Ray Peterson nominated Carol Ruckel to serve as Board Chair for a two-year term.
  ON MOTION OF LYLE ACHZIGER, THE BOARD APPROVED TO CEASE NOMINATIONS. AS THE SINGLE NOMINEE, CAROL RUCKEL ASSUMED THE POSITION OF BOARD CHAIR.

  b. Lyle Achziger nominated Larry Wood for the position of Secretary of the Board for a two-year term.
  ON MOTION OF LYLE ACHZIGER, THE BOARD VOTED TO CEASE NOMINATIONS. AS THE SINGLE NOMINEE, LARRY WOOD WAS APPOINTED BY A CLAIM TO THE POSITION OF SECRETARY OF THE BOARD.

  c. Larry Wood nominated Ray Peterson as treasurer of the Board for a two year term.
  ON MOTION OF LARRY WOOD, THE BOARD VOTED TO CEASE NOMINATIONS. THE BOARD VOTED TO FOR RAY PETERSON TO ASSUME THE POSITION OF TREASURER.

- **President’s Report – Dr. Leah L. Bornstein**
a. Legislative Update- Geri Anderson, Special Assistant to the President-External Affairs
In February, Dr. Bornstein, Trustee Ruckel, and Dr. Anderson will be attending the
ACCT Legislative Summit in Washington D.C. As institutional risk sharing becomes a
topic of discussion, it is important to remember that the institution has very little control
over the student’s repayment patterns. The College does not feel that it is right to hold an
institution responsible for the ultimate repayment of a student’s deficit. Aims will remain
silent on the topic of free community college tuition; however, the institution would
ultimately support the initiative. Senator Gardner has informed the College that the
House of Representatives has directed the FAA to reinstate the CTI priority for entrance
into the Oklahoma City program.

b. Administrative Services- Bob Cox, Chief Business Officer
Bob Cox introduce Karen Heinemann as the interim CIO from Campus Works.
The Early College science lab construction project is estimated to start this month and be
completed fall 2016. The Public Safety Institute building in Windsor will be open for the
spring semester.
Purchasing is working with Dr. Anderson on the Business process review.
The finance report appears to be right on target for this point in the year. The salaries and
benefits are not yet at 50% because faculty do not start working until the start of the term.
The aviation accounts are being changed so that is appears as an enterprise fund.
Customized training is up due to the increased number of trainings that Extended Studies
has provided to the community.

c. Academic Affairs-Donna Norwood, Provost
The Windsor Campus hosted a topping off ceremony for the fire tower.
The Early College High School in Greeley has 10 out of district students enrolled.
Windsor Charter Academy has 19 out of district students enrolled. ECHS at District 6
has selected a student council and the Bengal Tigers as a mascot. Spring enrollment is
ongoing.
  o Lab Fees
    Provost Norwood reviewed the changes in lab fees for the 2016-2017 academic
year.

d. Student Affairs Division Report- Dr. Patricia Matijevic, Dean, Student Services
The testing center is proctoring students tests through finals week. Recruitment
advisors have continued their high school visits and will host a college fair on
December 18 at Roosevelt High School. The Recruitment Office also hosted a
bilingual college fair at University Middle School at the end of November.
Student Leadership and development hosted an induction ceremony for the
National Society of Leadership and Success, 28 new members met the
requirements and were inducted on Friday, December 4.

e. AQiP Accreditation Update- Karoline Woodruff, AQiP/HLC Compliance Officer
Aims holds regional accreditation through the Higher Learning Commission
(HLC). The accreditation process is intended to assure education quality and
continuous improvement. Holding this accreditation enables the College to
facilitate transfer of credits and financial aid to students. All HLC institutions are
required to choose one of three path ways. Aims chose AQiP (Academic Quality
Improvement) as the path way for Aims. There are eight year cycles in which four
activities are completed. The College need to have a minimum of three action
project in process for continuous improvement at any given time during the
process. About two years from now Aims will host a team from HLC for our comprehensive quality review.

f. Comments from the President
Dr. Bornstein recognized the IT team for everything that the department has done in the last month during the transition. They have gone above and beyond the call of duty.
Dr. Bornstein also acknowledged Katelyn McFee for facilitating the United Way campaign this year. The fundraising totaled over $12,000.
A committee has been formulated to discuss what request for proposal might be so that the College can release that information.
The listening tours are wrapping up and should be finished by the end of January.
Dr. Bornstein thanked the Board for everything that they have done and everything that they will do in the coming year.

o Information Items
a. Board Calendar
   o December 15, College Wide Potluck 4:00 p.m., College Closed 3:30 p.m.
   o December 21-25, Winter Break Holiday, College Closed
   o January 1, 2016, New Year’s Day, College Closed
   o January 6, Board of Trustees meeting, 2:30 p.m., Held via conference call
   o January 13, PSI Ribbon Cutting 10 AM Windsor Campus
   o January 18, Martin Luther King, Jr. Holiday, College Closed
   o January 19, Spring Semester Classes Begin
   o January 29, President’s Inauguration, 2:00 p.m., Physical Education & Recreation Center
   o February 3, Board of Trustees meeting, 2:30 p.m., Beaty Hall Theater 102
   o February 5, Conversation Day, 8:00 a.m., Cornerstone
   o March 2, Board of Trustees meeting, 2:30 p.m., Fort Lupton Campus
   o March 14-18, Spring Break
   o April 6, Board of Trustees meeting, 2:30 p.m., Beaty Hall Theater 102
   o May 4, Board of Trustees meeting, 2:30 p.m., Windsor Campus
   o May 13, Graduation, 5 p.m. details TBD
   o May 16, Begin Four Day Work Week, College Closed on Fridays
   o May 30, Memorial Day Holiday, College Closed
   o October 16-18, 2017 HLC Site Visit for Comprehensive Quality Review
b. New Hires
   o Julia Forbes, EMS Coordinator, Non-exempt, Replacement Positions, Emergency Medical Services
   o Erin Poszywak, Senior Advisor, Exempt, New Position, Student Success Center/Windsor Campus
   o Courtney Alvarado-Xospa, Career Academy Bridge Coordinator, Non-exempt, Replacement Position, Concurrent High School Enrollment
   o Karen Heinemann, Interim CIO, Contractor with Campus Works Inc., Replacement Position, Information Technology
c. Leaving Employ of the College
   o Alice Courtney, Instructional Designer, TAACCCT Oil & Gas
   o Vaughn Hanson, Program Director, Aviation
o James Schaffer, IT Specialist, IT
o William Waggoner, Chief Information Technology Officer, IT

d. Miscellaneous Information
   o Policy 4-701 Faculty Load Guidelines- Referred to consultation for review during 2015-2016

o Action Items
   a. Tentative Mill Levy Certifications – Bob Cox, Chief Business Officer
      Each year, the Board of Trustees is required to certify the mill levy for support of the Aims Community College District. Counties included in our taxing district have submitted the assessed valuations for 2016. Certification values are required to be approved by December 15. The recommended action of the Board is to certify the presented mill levy valuation. The major oil and gas companies are continuing to drill and build new wells meaning that the revenue is not expected to drop as drastically as previously projected over the next year.

ON MOTION OF LARRY WOOD, THE BOARD UNANIMOUSLY APPROVED THE MILL LEVY AS PRESENTED.

   b. Policy and Procedure
      o Policy 4-1525 Tuition Waiver and Reimbursement (Second Reading)
         This policy has been revised to clarify eligibility to receive the waiver or reimbursement.

ON MOTION OF RAY PETERSON, THE BOARD UNANIMOUSLY APPROVED POLICY 4-1525 AS PRESENTED ON SECOND READING.

o Comments from Board Reps
   a. Aims Faculty Association (AFA Board Rep, Ellen Sweiter)
      The Faculty President is currently out on medical leave. Faculty are in the middle of administering final exams for the semester. Ms. Sweiter highlighted a few of the faculty accomplishments included in the Board packet.
   b. Aims Staff Association (ASA Board Reps, Rebecca Espinoza)
      There will be a silent auction at the holiday pot luck on December 15 from 4-7 p.m. The Staff Association is developing the qualification for an annual staff appreciation award, The Aardvark Award. The qualifications will be completed by December 29 and the award will be given to one staff member each year.
   c. Associated Students of Aims Community College (ASACC President, Tammy Ortiz)
      The student government office hours have concluded for this semester. All students will have an opportunity to purchase a bus pass for $1 for the Spring semester.

o Comments from Board Members
   ▪ Mark Hout- Trustee Hout extended his gratitude for the warm welcome to the College.
   ▪ Larry Wood- Trustee Wood expressed his excitement for the opening of the new PSI Building.
- **Lyle Achziger**- Trustee Achziger communicated his excitement to be on the Board and his anticipation of the new PSI building.

- **Ray Peterson**- Trustee Peterson welcomed the new trustees to the Board and wished everyone Happy Holidays

- **Carol Ruckel**- Trustee Ruckel also welcomed the new trustees to the Board. The Aims Community College golf team won the yellow ball tournament which is a part of Trapper Days in Fort Lupton. Trustee Ruckel is now on the board of the Fort Lupton Urban Renewal Authority. Trustee Ruckel will be attending the ACCT Legislative Summit in February with Dr. Bornstein and Dr. Anderson.

- **Adjourn**

**BOARD CHAIR CAROL RUCKEL ADJOURNED THE MEETING AT 4:11PM.**