Aims District Board Meeting, Ed Beaty Hall Board Room

I. Call to Order
   a. The meeting was called to order at 2:30 p.m. by Board Chair Carol Ruckel. Other Board members present included Lyle Achziger, Mark Hout, and Larry Wood. College President Dr. Leah L. Bornstein was also in attendance. Ray Peterson was absent from the meeting and excused. Trustee Peterson delegated his voting proxy to Board Chair Carol Ruckel.

II. Pledge of Allegiance

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

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

IV. 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.

There was no citizens’ participation

V. Consent Agenda
   a. Minutes of the October 12, 2016 District Board Meeting (The minutes were pulled from the consent agenda)

ON MOTION OF LYLE ACHZIGER, THE BOARD UNANIMOUSLY APPROVED THE OCTOBER 12, 2016 DISTRICT BOARD MEETING MINUTES AS CORRECTED.

VI. Board Representative Reports
   a. Aims Faculty Association (AFA Board Representative, Ellen Swieter)
      o Ellen recognized Lee McMains for working with the Colorado Space Consortium and being recognized for his leadership in that program. Ellen Swieter continued to highlight other faculty achievements.
   b. Aims Staff Association (ASA Board Representative, Amy Stinar)
      o ASA hosted a Take a Breather session on how to use their office phones. They also hosted a volunteer day at the Weld County Food Bank and 11 people bagged over 3,700 pounds of potatoes. ASA is working on donation baskets for the holiday potluck proceeds will fund scholarships for College for Kids.
   c. Associated Students of Aims Community College (ASACC Board Representative, Aida Marrufo)
Monday was the Trick or Treat Track event. November 10 will be a Human to Human event on refugee resettlement. Gabi Ortiz is the Early College High School and Early College Academy Representative. Student spotlight is for Stephen O’Neil who started as a security guard and is now a highly involved student.

VII. President’s Report – Dr. Bornstein
a. Comments from the President
   o Dr. Bornstein highlighted her meetings of note included in the Board packet. The Cabinet has been hosting open conversations around each campus to provide opportunities to communicate directly with the Cabinet. The College is looking to improve challenges that it has with business intelligence and data analytics. President Norton, Provost Wacker, and VPAA Kish and Dr. Bornstein have been meeting about partnerships between Aims and UNC. There is a Northern Colorado Economic Impact study is in the works for all of the Northern Colorado institutions of higher education.
   o Employee Report
b. Academic Affairs- Dr. Deb Kish, Vice President for Academic Affairs
   o The 2016 nursing pass rates is 100%. Dr. Kish went on to report on a variety of the completion rates for the allied health programs. The allied health programs remain relatively flat in enrollment due to limitations of the clinical sites.
   o The accreditation portfolio was Submitted and the multi-site campus visit will be November 9, 2016 and November 10, 2016. The Academic Affairs department is working with online department to put together quality assurance parameters.
   c. Administrative Services- Bob Cox, Vice President for Administrative Services
      o External Auditor Report- BKD- Chris Telly and Marci Arden
         ▪ This year the College had a very successful audit. The financials received an unmodified or clean opinion which is the best that can be received. Overall there was a net $23.1 million increase. There has not yet been an impact of the PERA liability. There were no findings this year and all previous findings have been implemented. There was a significant finding on internal control found with the student financial aid audit. There were no audit adjustments that were proposed and recorded. There were some audit adjustments that were proposed but not recorded because they were not found to be material. The school’s fraud hotline needs to be better advertised.
      o Budget Update
         ▪ The budget for tuition is about $9 million and about $4 million has been collected. $1.7 million for state appropriation.
         ▪ Getting ready to start on the physical realignment process and individual office will be moved. There will be remodeling in Cornerstone, College Center, and Westview. The overall estimate expense will be $1.8 Million dollars. The AET framing will be going up in the next couple of weeks.
         ▪ BPR has been moving forward and the current project is to move to electronic purchasing. There are also being strides made in travel and contract process.
d. Community and College Relations Report- Laura Coale, Executive Director, Communication/PIO
   - There has been an increase in the social media presence. There were a variety of events that recruiting has been attending. The Foundation Board plans to take action on an MOU at their next meeting. The Board is invited to a community open house on November 14 from 8 to 9 am in Cornerstone. The new events planner will be starting on November 16, 2016.
   - 50th Anniversary Final Plan- Laura Coale, Executive Director, Communications & PIO
     - Laura highlighted some of the key 50th anniversary events. January 24th is the date that will be proclaimed as Aims Community College day. The launch party will be January 24th at 5 p.m. followed by a fireworks show. There will be events focused on Loveland as it is their 30th anniversary. March will focus more on the Fort Lupton campus. The month of May will be themed Paint the Town Red. In September the College is planning to hosting a hot air balloon partnership. The big community party will be held in November.

e. Human Resources Annual Report- Dee Shultz, Executive Director, Human Resources
   - Dee Shultz provided an update on the Human Resources department. The department has completed a global position description review. They have successfully made the College compliant with Fair Labor Standard Act. HR also worked with leadership to realign the structure of the College. The annual health fair is provided for all benefited employees. Turnover rates have remained fairly flat for the past five years. Human Resources is currently working on an onboarding process for all employees.

f. Student Affairs- Dr. Patricia Matijevic, Vice President for Student Affairs
   - Annual Report
     - Dr. Matijevic highlighted the score calendar which was included in the Board packet.
     - Each of the Student Affairs departments have clusters of services that they provide for students. There are many high schools that require students to complete an application to Aims which may inflate the application rates. Financial aid manages all of the applications and distributions for state or federal monies. For the fall semester 398 students who were awarded Bright Futures scholarships. Students are being advised away from student loans until they get to the university levels. There are many different student involvement events that come out of the Student Leadership and Development department. The first year experience course has been offered since 2006 and is required for any students that test into a developmental education course. Trio grant programs are two federally funded grants the CORE program covers the over flow of students that cannot be serviced through the TRIO grants.

g. Excellence at Aims!!!
   - Learning Commons and Continuous Improvement Process- Dr. Stacey Guney, Assistant Vice President for Academic Affairs
     - There are 73 full and part time employees across all campuses that assist students in key areas. For continuous improvement the department will be focusing on data and student outcomes. The Library services and
technology success is measure by examining what is being put into the process including materials and technology devices that are available. There are tutoring and supplemental instruction courses available to assist students with their courses. The department is working to make sure they are providing to students what they need.

VIII. Information Items
   a. Preparation for January Board of Trustees Retreat - Carol Ruckel, Board Chair
   b. Correspondence
      o Carol Ruckel reviewed correspondence that had been received by the College.
   c. Board Calendar
      o November 12 the UNC football game is honoring Aims Foundation Day. Half of the ticket cost is sent to the Aims foundation.

IX. Action Items
   a. Policy Sunset: Policy 1-900 and Policy 4-501 Program for Retention (Second Reading) - Dee Shultz, Executive Director, Human Resources
      The College has embarked on a business process review. A significant part of this process involves restructuring of the College’s policy and procedure manual. As a preliminary step in this process, the team has identified two policies that are obsolete. Since these policies have no effect on the College now or going forward, the Administration recommends repealing the policies. They are as follows:

   Policy 1-900 Continuing Education Authority: As you know the Continuing Education Authority was dissolved by this Board in 2015. Since the Authority no longer exists, this policy and any related procedures have no effect and can be repealed.

   Policy 4-501 Program for Retention and Recognition: This program was officially ended in 2005 at which time all eligible employees were offered a selection. Any employee who was eligible for the program in 2005 made their selection in a signed writing, which is on file with the College, appropriate pay outs were made, and the program was not ever funded again. We have received a legal opinion on the possible effect of the policy based on a review of all existing employees of the College, as well as, the agreements that were signed in 2005 and have confirmed that no other employee could be eligible for this program, even if the Board decided to fund the program again. We do not have a record of why this policy was not repealed in 2005 when the program was sunset.

   ON MOTION OF MARK HOUT, THE BOARD APPROVED REPEAL OF POLICY 1-900 AND POLICY 4-501 ON SECOND READING.

X. Comments from Board Members
   a. Mark Hout appreciated the simplified reports. Trustee Hout participated in the Communication Feedback: Know Thyself professional development through the College.
   b. Larry Wood enjoyed that individuals are recognizing some of the areas for improvement that the Board has also recognized.
   c. Carol Ruckel went to the college fair at the Budweiser event center and enjoyed the opportunity to learn about the recruitment process.
XI. Assessment of Board Meeting/Plus Delta
   a. What worked? What didn’t work?
   b. Did we focus on oversight? Strategy? Challenges?
   c. Did we receive the information we needed to have an effective conversation?
   d. Did everyone have an opportunity to speak?

XII. Executive Session
   a. As allowed by C.R.S. 24-6-402 (4)(f) The Board will adjourn into executive session to discuss personnel matters.

BOARD CHAIR CAROL RUCKEL ADJOURNED THE BOARD INTO EXECUTIVE SESSION.

BOARD CHAIR CAROL RUCKEL ADJOURNED EXECUTIVE SESSION AND RECONVENED REGULAR SESSION.

XIII. Adjourn

BOARD CHAIR CAROL RUCKEL ADJOURNED THE BOARD MEETING.

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Larry Wood, Secretary      Date