Aims Community College Board Meeting
Board Meeting Minutes
August 2, 2017
Windsor Campus, PSI Building, 2:30 p.m.

Aims District Board Meeting
I. Call to Order
   a. The meeting was called to order at 2:34 p.m. by Board Chair Carol Ruckel. Other Board members present included Trustee Lyle Achziger, Trustee Mark Hout, Trustee Ray Peterson, and Trustee Larry Wood. College CEO/President Dr. Leah L. Bornstein and Board Liaison Carrie Schaefer-Randolph also attended.

II. Pledge of Allegiance

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

ON MOTION OF LYLE ACHZIGER, THE BOARD UNANIMOUSLY APPROVED THE AGENDA AS PRESENTED.

IV. Public Comment
   a. All parties interested in specific agenda topics or District operations may address the Board at this time. No action will be taken by the Board resulting from individuals addressing the Board during Public Comment, except upon favorable majority vote of the Board.
      o There was no public comment.

V. Consent Agenda
   a. Minutes of the May 3, 2017 District Board Meeting
   b. Minutes of the June 7 & 8, 2017 District Board Retreat
   c. Minutes of the July 17, 2017 District Special Board Meeting

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

VI. Board Representative Reports
   a. Aims Faculty Association (AFA Board Representative, Kendra Griffin and Sonya PauKune)
      o Representatives were not in attendance – no report.
   b. Aims Staff Association (ASA Board Representative, Matt Wallace)
      o Matt Wallace shared staff accomplishments, honors, and upcoming events.
   c. Associated Students of Aims Community College (ASACC Board Representative, Cody Gamet)
      o Cody Gamet shared student accomplishments, honors, and upcoming events.
VII. CEO/President’s Report – Dr. Bornstein

a. Academic Affairs - Dr. Deb Kish, Vice President for Academic Affairs
   o Enrollment update:
     ■ Summer enrollment is down about 7.3%; national trend is down 2%.
       1. Analysis:
         i. Decline in course offerings because classes are not filling.
         ii. This year welding and construction course offerings
             declined due to construction of the new ATTC building.
         iii. Drop for non-payment policy.
         iv. These will be addressed during strategic planning.
     ■ Fall enrollment is currently up 2.7%.
       1. Early reporting shows increases in Windsor and Online.
       2. Concurrent enrollment is trending up.
   o HLC site visit:
     ■ Reaffirmation visit will be October 16-18.
     ■ Mock visit feedback report was distributed.
     ■ Filing for federal compliance will be on August 15.
   o Libby Klingsmith, Dean of Community Partnerships & Workforce Development, is working with Weld County on apprenticeships.

b. Administrative Services – Chuck Jensen, Vice President for Administrative Services
   o Introduced Brad Yoder, the new Chief Technology Officer.
   o Budget review:
     ■ Ending FY 2017 on a positive note; rolling forward estimated $14.7 million. This means Aims has been operating efficiently.
     ■ State and local income is steady and expenditures are within budget.
     ■ Trustee Peterson requested more meaningful column headings on the budget report.
     ■ Vice President Jensen will modify report to meet needs of the Board.
       1. Balance sheet will be presented in the auditor’s report.
   o Highlights from Administrative Services
     ■ ATTC (Applied Technology & Trades Center) is on schedule.
       1. Ribbon cutting is August 16.
     ■ Completed RFP for new auditor - Clifton Larson Allen will begin next fiscal year.
     ■ Water Valley Land has contacted Vice President Jensen concerning land around Windsor Campus.

c. Community & College Relations Report - Dr. Geri Anderson, Vice President for Community & College Relations
   o Dr. Anderson reviewed recent 50TH Anniversary events and shared a video of The Aims Reunion. She also announced various upcoming community events.
   o Senator Michael Bennet will tour the ATTC building on Monday, August 7.
   o Aims will host High Plains Chautauqua August 1-5, 2017.
   o National Aardvark Day is August 27. Aims will have various social media contests.
   o The Northern Colorado public colleges and universities impact study will be presented to NCLA (Northern Colorado Legislative Alliance) on August 29.
o Recruiting and Outreach has developed a system to track data on applications and completions.

o Time Capsule Brainstorm – Dr. Anderson asked for ideas from the Board on items to be included in the time capsule:
  - Board recommended opening the time capsule at the Aims 75th Anniversary.
  - Suggestions included:
    1. Aardvark
    2. Balance sheet (on paper; not electronic)
    3. Photos of campuses (including aerial photos)
    4. Other suggestions are to be forwarded to President Bornstein.

d. Student Affairs Report - Dr. Sarah Wyscaver, Assistant Vice President for Student Affairs

  o Dr. Wyscaver reviewed the SCORE calendar:
    - Reviewed Fall-In dates for all campuses.
    - The greeting project will be held the first two days of classes.

  o College Center remodel has been completed:
    - Includes space for Impact and Emerging Scholars programs.
    - Improves student navigation to all services on one floor.

  o Walk-in advising was added to better serve students.

  o Dr. Wyscaver shared Student Services engagement with CAS (Council for the Advancement of Standards in Higher Education), a national consortium that promotes professional standards for the development, assessment, and improvement of quality student learning, programs, and services.

e. Comments from the CEO/President

  o CEO/President’s Report:
    - Dr. Bornstein thanked Cabinet for their President’s coverage during her absence.
    - Dr. Bornstein shared employee recognitions and awards.
    - Reviewed upcoming President’s travel.
    - Employees’ Report – The Board received the list of new employees and employees leaving the College.
      1. New employees in attendance were introduced.

f. Excellence at Aims!!!

  o “Young Women Xplore Academy for Fire and EMS Careers” – Randy Souther, Program Director I, EMS/Fire Science/Phlebotomy
    - Mr. Souther shared highlights of this three-day program to increase diversity in the fire science and EMS fields.
      1. Ten young women from the surrounding area high schools participated.
    2. The program was a collaboration with the Fire Science and EMS Advisory Committees, area fire departments, and industry.
    3. Participants in the program shared that they are more likely to attend Aims after participating in this program.

  o “Recruiting Excellence at Aims” – Jody Margheim, Director II, Recruiting
    - Ms. Margheim highlighted the various recruitment programs:
1. Starting conversations with sixth-graders to establish a mindset of attending College.
2. Collaborated with the District 6 GEAR UP program to take sixth-grade students on tours of the Aims campus.
3. Registration Days for GEAR UP students.
4. Post card mailings to parents.

VIII. Information Items
a. Election Update – Carrie Schaefer-Randolph
   o A call for candidates has been published in area newspapers and is on the Board of Trustees website.
   o Candidate packets are available in the President’s office and are due by September 1 at 3:00 p.m.

b. Diligent Software Use Discussion – Trustee Mark Hout
   o Trustee Hout lead the Board in a discussion of further ways to use Diligent Software. Ideas included:
     ▪ Legislative Updates
     ▪ Calendars
     ▪ Glossary of acronyms

c. Correspondence
   o Dr. Bornstein shared a letter received from Vestas to continue their relationship with Aims under the Colorado First and Existing Industry Mobile Learning Labs grant.

d. Board Calendar
   o Chair Ruckel reviewed upcoming events on the Board Calendar.
   o The Fort Lupton Campus will host the Fort Lupton Chamber of Commerce on August 9.

IX. Action Items
a. Modify College Mission Statement – Chair Carol Ruckel
   o Modified to include the word “diverse”. Mission Statement: To provide knowledge and skills to advance quality of life, economic vitality and overall success of the “diverse” communities we serve.

ON MOTION OF LYLE ACHZIGER, THE BOARD VOTED UNANIMOUSLY TO APPROVE THE MISSION STATEMENT AS MODIFIED.

b. 2017-2018 Board of Trustees Priorities & CEO/President’s Goals – Chair Carol Ruckel
   o The Board’s Priorities and CEO/President’s Goals were developed by the Board at their June 2017 retreat.

ON MOTION OF RAY PETERSON, THE BOARD VOTED UNANIMOUSLY TO APPROVE THE 2017-2018 BOARD OF TRUSTEES PRIORITIES & CEO/PRESIDENT’S GOALS AS PRESENTED.

c. 2018-2023 Strategy Statements – Dr. Leah L. Bornstein
   o Dr. Bornstein summarized the process of developing the statements.

ON MOTION OF MARK HOUT, THE BOARD VOTED UNANIMOUSLY TO APPROVE THE 2018-2023 STRATEGY STATEMENTS AS PRESENTED.

d. Policy 46 and Procedure 46-01 Public Comment Revision – Dr. Leah L. Bornstein
Public comment policy and procedures were revised with input from Legal Counsel Stow Witwer and the Board of Trustees.

Trustee Peterson noted a correction to Section C.c.i in Procedure 46-01. The statement should read – Item is not within the power of the Board to address.

ON MOTION OF LARRY WOOD, THE BOARD VOTED UNANIMOUSLY TO APROVE POLICY 46 AND PROCEDURE 46-01 PUBLIC COMMENT WITH NOTED CORRECTION.

e. Emeritus Status, John Lenz – Dr. Deb Kish

ON MOTION OF MARK HOUT, THE BOARD VOTED UNANIMOUSLY TO GRANT EMERITUS STATUS TO JOHN LENZ.

X. Comments from Board Members:

**Mark Hout** – Thanked employees for presentations. Great to hear about successes. He is excited to have the ATTC building opening on August 16. Shared kudos for Mike Robinson.

**Larry Wood** – Has served on Board for eight years. Happy to see the change in atmosphere from when he started during the economic recession. Enjoys seeing smiles and thanked everyone for a great job.

**Ray Peterson** – Shared his appreciation of our people and our beautiful campuses.

**Lyle Achziger** – Thanked Windsor campus for hosting the meeting. Has a great appreciation for the facility. Thanked staff for being fiscally responsible. Thanked Dr. Bornstein’s team for stepping up while she was on leave.

**Carol Ruckel** – Shared kudos for the College for Kids program. It is a great way to introduce kids and families to the Aims’ campuses.

**Assessment of Board Meeting/Plus Delta**

a. What worked? What didn’t work?
   a. Did we focus on oversight? Strategy? Challenges?
   b. Did we receive the information we needed to have an effective conversation?
   c. Did everyone have an opportunity to speak?

XI. Adjourn

THE BOARD VOTED UNANIMOUSLY TO ADJOURN INTO EXECUTIVE SESSION AT 4:46 P.M.

ON THE MOTION OF LYLE ACHZIGER, THE BOARD ADJOURNRNDED THE EXECUTIVE SESSION AND RECONVENED TO REGULAR SESSION AT 5:06 P.M. NO FURTHER ACTION WAS TAKEN. ON THE MOTION OF RAY PETERSON, THE BOARD MEETING WAS ADJOURNTED AT 5:07 P.M.