Aims Community College Board Meeting
Minutes
February 7, 2018
Greeley Campus, Facilities and Operations 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 Ray Peterson. Other Board members present were Trustee Lyle Achziger, Trustee Mark Hout, Trustee Gene O’Hara, and Trustee Carol Ruckel. 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. Additions:
   (i) Executive session for real estate matters.

b. Deletions:
   (i) Excellence at Aims will be postponed.

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

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. At the discretion of the Board Chair, the time limit for individual speakers will be three (3) minutes per item; and, the time limit for each item will not exceed ten (10) minutes. Speakers cannot yield their time to other speakers.
   (i) There was no public comment.

V. Consent Agenda
a. Minutes of the December 13, 2017 District Board Meeting
b. Minutes of the January 24, 2018 Board Retreat
c. Policy 13 Trustee Vacancies
d. Policy 23 & Procedure 23-01 Naming of College Property
e. Policy 40 Board Meetings
f. Procedure 40-01 Board Meeting Order of Agenda
   (i) Mark Hout pulled Procedure 40-01 from the consent agenda for discussion and action.
g. Procedure 40-02 Executive Session
h. Policy 41 Quorum and Attendance
i. Policy 42 Parliamentary Procedure
   (i) Carol Ruckel pulled Policy 42 from the consent agenda for discussion and action.
j. Policy 43 Minutes
k. Policy 44 Recordings
l. Policy 61 Communication with College Employees
m. Policy 62 Media
n. Policy 70 Delegation of Authority to the College CEO/President

ON MOTION OF CAROL RUCKEL, THE BOARD UNANIMOUSLY APPROVED THE CONSENT AGENDA AS AMENDED.

VI. Board Representative Reports
   a. Aims Faculty Association (AFA Board Representative, Sonya PauKune)
      o Sonya PauKune shared faculty accomplishments, honors and upcoming events.
   b. Aims Staff Association (ASA Board Representative, Nan Printz)
      o On behalf of Nan Printz, Eileen McGaughey 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 Spring 2018 Enrollment:
         ▪ Dr. Kish reported that enrollment is up by 12%.
         1. The national trend is down by 2%.
         2. Concurrent enrollment represents 6% of the increase.
         3. Charts were provided with specific campus and demographic details.
      o Workforce Report:
         ▪ Dr. Kish shared statistics on State training grants, customized training, and continuing education programs.
         ▪ The number of companies involved and people trained are increasing.
         ▪ Discussion ensued on the revenue received vs. break-even point.
         ▪ Apprenticeships:
            1. Expansion grant for apprenticeships is through the Department of Labor.
            2. Aims will partner with local workforce boards and industries on training.
            3. Aims will also partner with Career Wise on high school apprenticeships.
      o Grants Report:
         ▪ Active grants total $7M.
         ▪ Serving 3,000 students.
         ▪ Perkins is the primary grant, which provides equipment and faculty training for CTE programs.
      o Higher Learning Commission (HLC) report is expected in March.
   b. Administrative Services – Chuck Jensen, Vice President for Administrative Services
      o Budget update:
As of December 31, 2017, the budget status is sound.

1. Revenue: 2-3% increase.
   i. FTE increase.
   ii. Strong local mill levy.
2. Expenses: no over expenditures.
   - The facilities space utilization report is in progress.
   - College is beginning work on next fiscal year’s budget.

c. College & Community Relations Report - Dr. Geri Anderson, Vice President for College & Community Relations
   - Dr. Anderson reviewed the role and mission of community colleges per C.R.S. Title 23.
     - Aims is a Local College District. Our role and mission are defined in Title 23-71; only responsibility is post-secondary education.
     - Aims is different from the Colorado Community College System which is defined under Title 23-60.
     - We can partner with K12 through Title 22 to offer dual credit and concurrent enrollment in a post-secondary setting.
   - Legislative Update:
     - Dr. Anderson provided updates to State bills and Federal legislation.
   - Student Recruiting
     - Dr. Anderson acknowledged the recruiting team for their efforts in this year’s increase in new and transfer students.
     - The Recruiting Team is partnering with several entities on promoting college education.

d. Student Engagement, Inclusion, and Success (SEIS) Report - Dr. Sarah Wyscaver, Vice President for SEIS
   - Dr. Wyscaver reviewed the SCORE Calendar and shared accomplishments from each department within SEIS.
   - She shared upcoming changes to the Bright Futures program.
   - The Food Bank will launch on March 19.
     - Donations will be accepted at the Student Leadership and Development Office.

e. CEO/President’s Report:
   - College Values – Dr. Sarah Wyscaver, Vice President for SEIS
     - Dr. Wyscaver reviewed the process for developing the proposed new College values.
     - She introduced and thanked the committee members.
     - Dr. Wyscaver then shared and defined each value.
   - Dr. Bornstein reviewed her meetings of note.
     - Cabinet is in the next steps of vetting 178 tactics in the Strategic Plan.
     - Supervisors introduced new employees.
     - The Ripples in Recognition nominees were congratulated.

VIII. Information Items
   a. Correspondence:
     - There was no correspondence.
b. Board Calendar:
   o Chair Peterson reviewed upcoming events.
   o January Retreat Follow-Up:
     ■ Trustees shared insights on information, team building, and training received at the retreat.
   o Possible topics for the joint meeting with the Foundation Board on May 2, 2018:
     ■ The Board meeting will include a work session with the Aims Foundation. Suggested topics from Board members include:
       1. Changes in Bright Futures and the possible implications for the Foundation. What resources the Foundation may be able to provide to students.
       2. The relationship between the Foundation Board and the College Board.
       3. Consideration of each Board’s rules and regulations; how each can help the community.
       4. How the Foundation can dovetail in the College’s strategic plan, objectives, and tactics.
       5. Other topics from the Board may be forwarded to Chair Peterson.
   o Distinguished Fellow Nominations Deadline, February 28, 2018 & Selection of BOT representative to Distinguished Fellow Committee:
     ■ Lyle Achziger volunteered to serve as Chair of the Distinguished Fellow Committee.

IX. Action Items
   a. FY 2019 Tuition Rates, Chuck Jensen, Vice President for Administrative Services

ON THE MOTION OF CAROL RUCKEL, THE BOARD UNANIMOUSLY APPROVED TO CONTINUE TUITION AND FEE RATES FOR FISCAL YEAR 2018-19 AT THE FISCAL YEAR 2017-18 RATES.

b. Policy 5 College Values, Dr. Leah L. Bornstein, CEO/President; and Dr. Sarah Wyscaver, Vice President for SEIS

ON THE MOTION OF GENE O’HARA, THE BOARD UNANIMOUSLY APPROVED POLICY 5 COLLEGE VALUES AS PRESENTED.

c. Location of Board Meeting Notices, Carrie Schaefer-Randolph, Board Liaison
   o Discussion ensued on public posting of the Board’s agenda. The agenda is posted on the College’s web page and will be posted at all campuses. For purposes of C.R.S. 24-6-402, one site is to be designated.

ON THE MOTION OF MARK HOUT, THE BOARD UNANIMOUSLY APPROVED THE DESIGNATED LOCATION TO BE AIMS COMMUNITY COLLEGE, PRESIDENT’S OFFICE, ED BEATY HALL, ROOM 103, 5401 WEST 20TH STREET, GREELEY, COLORADO.

d. Policy 60 Communication Among Board Members, Dr. Leah L. Bornstein, CEO/President
ON THE MOTION OF CAROL RUCKEL, THE BOARD UNANIMOUSLY APPROVED POLICY 60 COMMUNICATION AMONG BOARD MEMBERS AS PRESENTED.

e. Archive ESL for Paraprofessionals Certificate, Dr. Deb Kish, Vice President for Academic Affairs

ON THE MOTION OF LYLE ACHZIGER, THE BOARD UNANIMOUSLY APPROVED ARCHIVING THE ESL FOR PARAPROFESSIONALS CERTIFICATE.

f. Add Pre-Paramedic Certificate, Dr. Deb Kish, Vice President for Academic Affairs

ON THE MOTION OF GENE O’HARA, THE BOARD UNANIMOUSLY APPROVED ADDING THE PRE-PARAMEDIC CERTIFICATE.

g. Reaffirmation of Mission Statement – Dr. Ray Peterson, Board Chair
   o Chair Peterson reviewed the background of the reaffirmation and discussion ensued.

ON THE MOTION OF LYLE ACHZIGER, THE BOARD UNANIMOUSLY APPROVED THE REAFFIRMATION OF THE MISSION STATEMENT AS PRESENTED.

h. Procedure 40-01 Board Meeting Order of Agenda. Pulled from consent agenda for action by Mark Hout.
   o Trustee Hout requested clarification on: 1) Requests for the inclusion of an item on a meeting agenda should be made no later than 14 days prior to the meeting.
     ▪ Carrie Schaefer-Randolph explained the time is required for Board Chair review, distribution to the Board, and for public notification.

ON THE MOTION OF CAROL RUCKEL, THE BOARD UNANIMOUSLY APPROVED PROCEDURE 40-01 BOARD MEETING ORDER OF AGENDA AS PRESENTED.

i. Policy 42 Parliamentary Procedure. Pulled from consent agenda for action by Carol Ruckel.
   o Trustee Ruckel recommended adding the words “current edition” after “Robert’s Rules of Order” in the first sentence.

ON THE MOTION OF CAROL RUCKEL, THE BOARD UNANIMOUSLY APPROVED POLICY 42 PARLIAMENTARY PROCEDURE AS AMENDED.

X. Comments from the Board Members
   a. Excellence at Aims!!!
      o “Learning Cubes” – Marguerite “Meg” Spencer, Coordinator, Academic Assessment
        ▪ Postponed.
      o The Board proceeded with comments.
Ray Peterson – shared how wonderful the institution is, and that the taxpayers of the District are “getting their money’s worth”. He represented Aims at the North Colorado Medical Center Gala.

Mark Hout – feels the Board is fortunate to have support from employees. “They have flashlights” (answers to questions) and the Board observes those flashlights.

Lyle Achziger – is proud of the work and the teamwork at Aims. He thanked Michael Millsapps for the tour of the facilities. He feels the Board was provided with the information they need to make decisions.

Gene O’Hara – shared that as a new Trustee, he appreciates the well-planned agendas. The meeting moved effectively because of the preparation.

Carol Ruckel – thanked Dr. Bornstein and Trustee Achziger for attending the Fort Lupton Chamber Banquet. Encouraged all to attend Sonya PauKune’s show at the Tointon Gallery. She also enjoyed the current show at the Aims Gallery.

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?

THE BOARD VOTED UNANIMOUSLY TO ADJOURN INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL AND REAL ESTATE MATTERS AT 5:05 P.M.

XII. Executive Session

THE BOARD VOTED UNANIMOUSLY TO ADJOURN EXECUTIVE SESSION AT 7:00 P.M. AND RECONVENED INTO REGULAR SESSION. NO FURTHER ACTION WAS TAKEN.

THE BOARD VOTED UNANIMOUSLY TO ADJOURN THE BOARD MEETING AT 7:01 P.M.