Aims Community College Board Meeting
Minutes
August 8, 2018
Loveland Campus, Room 109, 2:30 p.m.

Aims District Board Meeting
I. Call to Order
   a. The meeting was called to order at 2:36 p.m. by Board Chair Ray Peterson. Other Board members present were Trustee Lyle Achziger, Trustee Gene O’Hara, and Trustee Carol Ruckel. Trustee Mark Hout was excused. College CEO/President Dr. Leah L. Bornstein and Board Liaison Carrie Schaefer-Randolph also attended.

II. Pledge of Allegiance

III. Approval of Agenda
   a. Additions to the agenda under VII. CEO/President’s Report:
      o Human Resources, Dee Shultz, Executive Director Human Resources
      o Information Technology, Brad Yoder, Chief Information and Technology Officer

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
      o There was no public comment.

V. Consent Agenda
   a. Minutes of the May 2, 2018 District Board Meeting
   b. Minutes of the June 19 & 20, 2018 District Board Retreat
   c. Minutes of the July 23, 2018 Special District Board Meeting

ON MOTION OF GENE O’HARA, THE BOARD UNANIMOUSLY APPROVED THE CONSENT AGENDA AS PRESENTED.

VI. Board Representative Reports
   a. Aims Faculty Association, Kendra Griffin
      o Kendra Griffin shared faculty accomplishments, honors, and upcoming events.
         ■ New faculty representatives, Brooke Elzey and Francie Rottini, were introduced.
b. Aims Staff Association, Lauren Hartwick
   o Lauren Hartwick shared staff accomplishments, honors, and upcoming events.

c. Student Government Association, Amparo Rivera
   o Amparo Rivera shared student accomplishments, honors, and upcoming events.

VII. CEO/President’s Report – Dr. Bornstein
   a. Excellence at Aims!!!
      o DaeLynn Trimble, Student Story
         ▪ Dean of Students, Shannon McCasland, introduced DaeLynn Trimble, who shared her vision of Operation Painted Hands (OPH) and her experiences as an Aims student.
         1. Trustees and attendees created painted hands that DaeLynn will use as encouraging messages to nursing home residents, children’s hospital patients, and veterans.
         2. Her message of OPH includes encouragement to lift up other human beings. “You are loved, you are worthy, you are capable, you are you, and that is great.”

b. Special Presentation – Eric Himler, Director III, Aviation
   o Eric Himler presented each Trustee with Blue Angel lithographs in recognition of their commitment to the Aims aviation program.

C. 2018-2019 Strategic Goals, Objectives and Tactics Introduction - Dr. Leah L. Bornstein, CEO/President
   o Dr. Bornstein reviewed information on the Strategic Plan and how reports will be presented to the Board throughout the coming year.
      ▪ The Board held a special work session on July 23, 2018 to review the 62 tactics included in the Strategic Plan.
      ▪ There will be a mid-year progress review in December, 2018 or January, 2019.
      ▪ The year-end progress review will be presented in May, 2019.
      ▪ Each Cabinet member followed by providing which tactics their division will focus on this coming year. Each number relates to a tactic in the Strategic Plan.

   d. Academic Affairs - Dr. Deb Kish, Vice President for Academic Affairs
      o Dr. Kish highlighted tactics that Academic Affairs will focus on this year:
         ▪ Tactics: 4, 5, 6, 7, 8, 10, 11, 15, 21, 23, 31, 33, 35, 36, 39, 40, 45, 54, 55, 56, and 59
      o Dr. Kish reported that summer enrollment is up 17% in headcount and 18% in FTE. Fall enrollment including concurrent enrollment is up 13% in headcount and 8% in FTE. Without concurrent enrollment, headcount is up about 4% and about 5% in FTE.
      o Details of the completion/retention report provided to the Colorado Department of Higher Education were shared with goals of increasing completion/retention rates.
o Dr. Kish also shared program information for college readiness and math brush-up courses.

e. Administrative Services – Chuck Jensen, Vice President for Administrative Services
   o Mr. Jensen highlighted tactics that Administrative Services will focus on this year:
      Tactics: 3, 16, 24, and 32
   o Budget Update:
      The *FY 2018-19 Budget Book* has been distributed.
      Budget report ending June 30, 2018:
       1. Revenues are strong including oil and gas royalties.
       2. Expenses are on budget.
   o Mr. Jensen reported that the Greeley Campus entrance project is progressing and should be open by August 14.

f. College & Community Relations Report – Mary Gabriel, Executive Director, Windsor Campus
   o Ms. Gabriel highlighted tactics that College & Community Relations will focus on this year:
      Tactics: 12, 50, 53, 56, and 60
   o Aims Faculty and Staff Family Fun Day and Gig on the Green will be on August 25 beginning at 3:00 p.m. on the Greeley Campus.
   o The RFP for lobbying services has been awarded to Salazar and Associates.
   o Executive Director of Communications and PIO Laura Coale has resigned. Ms. Gabriel expressed gratitude for Ms. Coale’s service to the College.
   o Trustee Ruckel commended the Foundation on reaching 136% of their giving goal.
   o Kelly Jackson, Executive Director of the Foundation, shared that the Foundation has received a $100,000 gift for early childhood scholarships in memory of former faculty member, Maurine Summers.

g. Human Resources Report – Dee Shultz, Executive Director
   o Ms. Shultz highlighted tactics that Human Resources will focus on this year:
      Tactics: 30, 34, 35, 38, 39, 41, 46, and 51

h. Information Technology – Brad Yoder, Chief Information and Technology Officer
   o Mr. Yoder shared the following have been completed:
      Tactic 47, activities 3 and 5
      Tactic 48, activities 1, 3, and 4
      Tactic 52, activities 4 and 6
   o IT will focus on all their tactics with a completion date of 2019 or earlier.

i. Student Engagement, Inclusion, and Success Report - Dr. Sarah Wyscaver, Vice President for Student Engagement, Inclusion, and Success (SEIS)
   o Dr. Wyscaver highlighted tactics that Student Engagement, Inclusion, and Success will focus on this year:
      Tactics: 1, 7, 9, 10, 11, 13, 14, 15, 19, 34, 35, 37
   o Dr. Wyscaver shared highlights:
- **SEIS realignment**
  1. All academic advising is now under one department.
  2. A Transition Center has been created.
  3. The Dean of Students department expanded to include Title IX, disability, and counseling services.
  4. Names changes:
     i. Student Leadership & Development (SLD) changed to Student Activities, Inclusion, and Leadership (SAIL).
     ii. Admissions & Records Office changed to Student Enrollment, Records, and Testing (SERT).
- 900 students have received walk-in advising for Fall semester.
- Fall-In events are changing to include food trucks rather than serving hamburgers and hot dogs.

j. **Comments from the President**
   o President’s Report:
     - Dr. Bornstein shared meetings of note.
     - Cabinet attended the Alliance for Innovation and Transformation (AFIT) Summer Institute and shared highlights from that experience.
       1. Dr. Bornstein has been elected as AFIT President Elect for two years, stepping up to President and then Past President.
   o Employee Report:
     - Dr. Bornstein introduced Dr. Russ Rothamer, the new Executive Vice President.
       1. Dr. Rothamer shared his background and appreciation for being at Aims.
     - Supervisor’s introduced new employees.

**VIII. Information Items**

a. **Correspondence**
   o Chair Peterson shared correspondence received from:
     - Association of Community College Trustees (ACCT), Lynn Perrich on College for Kids, the Holocaust Memorial Observance Committee, and the Piton Foundation.

b. **Board Calendar**
   o Chair Peterson reviewed upcoming events.

c. **2018-2019 BOT Agenda Calendar**
   o Dr. Bornstein explained the updated version of the Board’s yearly agenda calendar.

d. **Presentation at ACCT Leadership Congress – Trustee Carol Ruckel**
   o Trustee Ruckel shared that a workshop proposal entitled “It’s All About the Base” was submitted to ACCT for the Leadership Congress in October. The workshop will explain the process the Board used to develop the College’s mission, vision, and purpose. The proposal has been accepted and will be presented on October 27 at 9:00 a.m.
     - Dr. Bornstein, Trustee Achziger and Carrie Schaefer will assist in
IX. Action Items

a. 2018-2019 Board of Trustees’ Priorities & CEO/President’s Goals – Chair Ray Peterson
   o Chair Peterson explained the process for developing the priorities and goals.
   **ON THE MOTION OF LYLE ACHZIGER, THE BOARD VOTED UNANIMOUSLY TO APPROVE THE 2018-2019 BOARD OF TRUSTEES’ PRIORITIES & CEO/President’S GOALS AS PRESENTED.**

b. CEO/President’s Contract – Chair Ray Peterson
   o Chair Peterson explained the evaluation and contract process for the CEO/President.
   **ON THE MOTION OF CAROL RUCKEL, THE BOARD VOTED UNANIMOUSLY TO APPROVE THE CEO/President’S CONTRACT AS PRESENTED.**

c. Facilities Plan 2018-2023 – Chuck Jensen, Vice President for Administrative Services (Strategy 1, Objective 4, Line 16)
   o Mr. Jensen reviewed the capital projects included in the plan totaling $37M.
   o Discussion ensured.
   o Additional information was requested by the Board.
   **ON THE MOTION OF LYLE ACHZIGER, THE BOARD VOTED UNANIMOUSLY TO TABLE THE ACTION ITEM FOR 30 DAYS.**

d. Change in Start Time of Board of Trustees Meetings – Chair Ray Peterson
   o At their May 2, 2018 meeting, the Board discussed changing the start time of meetings to 1:30 p.m. This item is for formal action.
   **ON THE MOTION OF GENE O’HARA, THE BOARD VOTED UNANIMOUSLY TO CHANGE THE START TIME OF BOARD OF TRUSTEES MEETINGS FROM 2:30 P.M TO 1:30 P.M. BEGINNING WITH THE SEPTEMBER, 2018 MEETING.**

e. Emeritus Status, Dr. Michael Kelsey – Dr. Deb Kish, Vice President for Academic Affairs
   o Dr. Kish and Dean Scott Reichel recommended Dr. Michael Kelsey for Emeritus Status.
   **ON THE MOTION OF CAROL RUCKEL, THE BOARD VOTED UNANIMOUSLY TO GRANT EMERITUS STATUS TO DR. MICHAEL KELSEY.**

f. Emeritus Status, Leba Sarkis – Dr. Deb Kish, Vice President for Academic Affairs
   o Dr. Kish and Dean Scott Reichel recommended Leba Sarkis for Emeritus Status.
   **ON THE MOTION OF LYLE ACHZIGER, THE BOARD VOTED UNANIMOUSLY TO GRANT EMERITUS STATUS TO LEBA SARKIS.**

g. Emeritus Status, Dave Schaubert – Dr. Deb Kish, Vice President for Academic Affairs
   o Dr. Kish and Dean Scott Reichel recommended Dave Schaubert for Emeritus Status.
   **ON THE MOTION OF GENE O’HARA, THE BOARD VOTED UNANIMOUSLY TO GRANT EMERITUS STATUS TO DAVE SCHAUBERT.**
h. New Graphic Design & Rich Media, Basic Web Design Certificate – Dr. Deb Kish, Vice President for Academic Affairs (Strategy 1, Objective 1.1, Line 4)
   o Dr. Kish shared the rationale for offering the certificate.
ON THE MOTION OF CAROL RUCKEL, THE BOARD VOTED UNANIMOUSLY TO APPROVE THE NEW GRAPHIC DESIGN & RICH MEDIA, BASIC WEB DESIGN CERTIFICATE AS PRESENTED.

i. New Academic Certificate-Unmanned Aircraft Systems (UAS) Basic Operator – Dr. Deb Kish, Vice President for Academic Affairs (Strategy 1, Objective 1.1, Line 4)
   □ Dr. Kish shared the rationale for offering the certificate.
ON THE MOTION OF LYLE ACHZIGER, THE BOARD VOTED UNANIMOUSLY TO APPROVE THE NEW ACADEMIC CERTIFICATE-UNMANNED AIRCRAFT SYSTEMS (UAS) BASIC OPERATOR AS PRESENTED.

j. Sunset Instrument Rating Airplane II Academic Certificate – Dr. Deb Kish, Vice President for Academic Affairs (Strategy 3, Objective 3.1, Line 54)
   o Dr. Kish explained the rationale for sunsetting the certificate.
ON THE MOTION OF GENE O’HARA, THE BOARD VOTED UNANIMOUSLY TO SUNSET THE INSTRUMENT RATING AIRPLANE II ACADEMIC CERTIFICATE AS PRESENTED.

X. Comments from the Board Members

Lyle Achziger – expressed that he is honored to be part of a Board that can use resources which allow employees to do their jobs. He enjoys celebrating accomplishments of the College. He shared the story of a 13-year-old who chose Aims over a prep school. Trustee Achziger thanked the aviation staff for the flight.

Mark Hout – absent

Gene O’Hara – expressed that he continues to be impressed and proud of what the College has accomplished for many decades. He wished Laura Coale the best in the future.

Ray Peterson – agrees with other Trustees’ comments. As a member of the Board for several years, he continues to be impressed at the service Aims provides to students. He is very proud of it. Chair Peterson also expressed thanks for the aviation flight.

Carol Ruckel – appreciates the support for faculty development and the recognition of retired faculty members through emeritus status. Trustee Ruckel shared College events she attended, and thanked Laura Coale for transforming College marketing.

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. Adjourn

The meeting was adjourned at 4:45 p.m.

________________________________   _____________________
Lyle Achziger, Secretary     Date