Aims District Board Meeting

I. Call to Order
   a. The meeting was called to order at 1:36 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 Executive Vice President Dr. Russ Rothamer and Board Liaison Carrie Schaefer-Randolph also attended. College CEO/President Dr. Leah L. Bornstein was absent.

II. Pledge of Allegiance

III. Approval of Agenda
   a. There were no additions/deletions to the agenda.

ON MOTION OF CAROL RUCKEL, 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. 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 November 7, 2018 District Board Meeting

ON MOTION OF MARK HOUT, THE BOARD APPROVED THE CONSENT AGENDA AS PRESENTED. LYLE ACHZiger ABSTAINED.

VI. Representatives to the Board
   a. Aims Faculty Association, Francie Rottini
      o Ms. Rottini shared faculty accomplishments, honors, and upcoming events.
   b. Aims Staff Association, Amy Stinar
      o Ms. Stinar shared staff accomplishments, honors, and upcoming events.
VII. CEO/President’s Report – Dr. Russ Rothamer, Executive Vice President
   a. Excellence at Aims!!!
      o Shannon McCasland, Dean of Students, introduced student Brittnay Martinez. Ms. Martinez was named the 2018 Adult Learner of the Year by the Colorado Adult Education Professional Association.
         ▪ Ms. Martinez shared her challenges and persistence in obtaining her GED. She credits, in part, the strong foundation and encouragement she received through the Aims GED program. Ms. Martinez has just completed her third semester at Aims and expressed her belief that nothing is out of reach through adult education.
   b. Executive Vice President – Dr. Russ Rothamer
      o Dr. Rothamer shared the Higher Learning Commission (HLC) monitoring report will be submitted prior to December 31. He thanked the numerous college groups who reviewed and submitted feedback as we work on continuous improvement for students.
   c. Academic Affairs - Dr. Russ Rothamer, Interim Vice President for Academic Affairs
      o Lab/Course Fees 2019-2020 – Dr. Rothamer explained that lab/course fees are used for consumables in classrooms. They are set to maintain accessibility and affordability for students. Dr. Rothamer shared that the majority of fees decreased for 2019-2020 and highlighted several programs having unique fees.
   d. Administrative Services – Chuck Jensen, Vice President for Administrative Services
      o Budget Update
         ▪ Revenues are stronger than anticipated:
            1. Tuition is higher than budgeted by 3 - 4.5%.
            2. Mill levy came in higher than budgeted.
            3. Gas and oil royalties have also exceeded budget.
         ▪ Expenses are within budget.
      o External Auditor Report:
         ▪ Mr. Jensen recognized the hard work of personnel in Administrative Services, Financial Services, Purchasing, and Student Financial Aid. He then introduced Tim Rawal from CliftonLarsonAllen, LLP. Mr. Rawal gave a brief overview of the College’s fiscal year 2018 external audit noting the audit resulted in no findings or deficiencies.
      o Enterprise Resource Planning (ERP) Software Assessment
         ▪ Mr. Jensen explained that “Banner” has been the administrative software for 20 years. Since it is up for contract renewal, it is a good time to assess its usability and sustainability. A consultant will be hired for the assessment with completion planned for March, 2019. Mr. Jensen will continue to update the Board on the status of the assessment.
      o Facility Updates
         ▪ Facilities and Operations received nine proposals for architectural services for the new Welcome/College Center. It is planned to have the architect begin mid-February, 2019.
         ▪ Projects starting in January, 2019, will be the ATTC third floor build-out, the Fort Lupton welding build-out, and the NOCO hangar build-out.
The foundation has been laid for the addition of the new IT Data Center in Cornerstone Building.

e. Community & College Relations Report – Timothy Ullmann, Vice President for Community & College Relations
   - Mr. Ullmann shared that he and Tonette Salazar will continue to keep the Board updated on legislative information.
   - Mr. Ullmann congratulated the Marketing Team on a great job with images on the new Aims marquees. He shared several favorable comments received from the community and the positive impact the marquees are having.
   - On Colorado Gives Day, the Foundation received a total $5,470 with $5,000 received from Blue Ocean in Loveland in appreciation of the Aims Workforce Development program.
   - Mr. Ullmann encouraged the Board and public to attend a College 101 session, visit the Aims Facebook page and website to learn more about the College.
   - Trustee Hout requested that Aims purchase a table at the Evans Chamber of Commerce Banquet held in March.

f. Student Engagement, Inclusion, and Success Report - Dr. Sarah Wyscaver, Vice President for Student Engagement, Inclusion, and Success (SEIS)
   - CampusWorks Assessment: Student Enrollment, Records, and Testing (SERT)
     - Dr. Wyscaver reviewed the methodology and several outcomes:
       1. Strengths include committed staff and faculty, and a strong mission and strategic plan.
       2. Recommendations include the determination if the Enterprise Resource Planning (ERP) software is meeting the needs of stakeholders, and the need for revisions to policies and procedures.
   - Career and Transfer Services Update
     - Dr. Wyscaver provided a brief overview of these services which strive to help students explore their own strengths. These services include events, presentations, and workshops which help students determine their next destination whether it be work-life or educational transfer opportunities.
   - Dr. Wyscaver shared the Aims Greeley Campus Testing Center has received top certification offered by the National College Testing Association.
   - Student Emergency Fund (SEF) provided $28,000 to students in an emergency state during Fall semester. Assistance with transportation was the greatest need. The Coordinated Assistance and Resource Education (CARE) program continues to support students through referrals to counseling, SEF, and Arty’s Pantry.

g. Comments from the President
   - President’s Report
     - Dr. Rothamer reviewed the CEO/President’s meetings of note for the month of November on behalf of Dr. Bornstein.
   - Employee Report
     - Supervisors introduced new employees.
VIII. Information Items – Chair Ray Peterson
   a. Board Calendar
      o Chair Peterson reviewed the upcoming Board Calendar.
   b. Tentative January Retreat Agenda Review
      o The tentative retreat agenda for January 30th was reviewed and discussed.

IX. Action Items
   a. Mill Levy Certification for Fiscal Year 2019, Chuck Jensen, Vice President for Administrative Services
      o Mr. Jensen reviewed the valuations for each of the six counties from which Aims receives property taxes. The mill levy remains at 6.299.
      ON THE MOTION OF LYLE ACHZIGER, THE BOARD UNANIMOUSLY APPROVED THE MILL LEVY CERTIFICATION FOR FISCAL YEAR 2019 AS PRESENTED.
   b. Proposed Board Meeting/Retreat Dates for 2019, Carrie Schaefer-Randolph, Board Liaison
      ON THE MOTION OF GENE O’HARA, THE BOARD UNANIMOUSLY APPROVED THE BOARD MEETING/RETREAT DATES FOR 2019 AS PRESENTED.
   c. Archive Forensic Criminology Certificate, Dr. Russ Rothamer, Interim Vice President for Academic Affairs
      o Dr. Rothamer explained that the Criminal Justice Advisory Board recommended archiving the certificate stating that there are no specific jobs this prepares students for.
      ON THE MOTION OF CAROL RUCKEL, THE BOARD UNANIMOUSLY APPROVED ARCHIVING THE FORENSIC CRIMINOLOGY CERTIFICATE.

X. Comments from the Board Members
   a. Trustees each shared their respective comments of the meeting.

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 3:25 p.m.