Aims District Board Meeting
I. Call to Order
   a. The meeting was called to order at 1:30 p.m. by Board Chair Ray Peterson. Other Board members present were Trustee Lyle Achziger, Trustee Mark Hout, Trustee Gene O’Hara, Trustee Carol Ruckel, and in-coming Trustee Heidi Windell. College CEO/President Dr. Leah L. Bornstein and Board Liaison Carrie Schaefer-Randolph also attended.

II. Pledge of Allegiance

III. Approval of Agenda
   a. Chair Peterson requested that Action Item VIIIa. Mill Levy Certification for Fiscal Year 2020 be moved to Action Item XId.

ON MOTION OF GENE O’HARA, THE BOARD VOTED UNANIMOUSLY TO APPROVE THE AGENDA AS REVISED.

IV. Public Comment
   a. The Board of Trustees encourages the general public to provide comments directly related to the business and operations of the College and to give input on items before the Board. Each speaker is required to complete a Public Comment Registration form. No action will be taken by the Board resulting from individuals addressing the Board during the Public Comment period. The time limit for individual speakers will be three (3) minutes per item. 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 6, 2019 District Board Meeting

ON MOTION OF LYLE ACHZIGER, THE BOARD VOTED UNANIMOUSLY TO APPROVE THE CONSENT AGENDA AS PRESENTED.
VI. Representatives to the Board
   a. Student Government Association, Chris Warren
      o Mr. Warren shared student accomplishments, honors, and upcoming events.
   b. Aims Faculty Association, Brooke Elzey
      o Ms. Elzey shared faculty accomplishments, honors, and upcoming events.
   c. Aims Staff Association, Jenn Seedorf
      o Ms. Seedorf shared staff accomplishments, honors, and upcoming events.

VII. CEO/President’s Report – Dr. Leah L. Bornstein
   a. Excellence at Aims – Shannon McCasland, Dean of Students, introduced student Abi Rodriguez. Ms. Rodriguez is in the concurrent enrollment program and will be earning her A.S. and high school diploma in May. She will be attending the Colorado School of Mines in the fall majoring in Civil Engineering.
      o Ms. Rodriguez shared her career at Aims started at the age of six when her mother attended Aims. At the age of 12, she came to a class with her mother and the instructor interacted with her as if she were a college student. This made a huge impact in her life. Four years later she took a class from that same instructor. She spoke highly of her advisor, Janet Chase, who was also her mother’s advisor. Ms. Rodriguez is proud to be a part of the growing community of Aims and shared she will carry that with her in the future.
   b. Executive Vice President/Academic Affairs – Dr. Russ Rothamer
      o Dr. Rothamer reviewed the Course/Lab Fees for 2020-2021.
      o Dr. Rothamer noted highlights from the EVP/AA update including:
         ▪ Performing Arts Faculty shared their expertise with the community through a faculty musical recital which was free and well attended by the public.
      o Strategic Plan Update:
         ▪ Benchmarks and Measurements – Institutional research team will be creating a dash board so the impact of the Strategic Plan tactics can be measured.
         ▪ Dr. Rothamer highlighted progress made on the following tactics:
            1. Line 4 – Expand Career & Technical Education.
            2. Line 6 – Expand alternative course and service schedule.
            3. Line 8 – Increase degree attainment by adult learners.
            5. Line 45 – Determine standard operating procedures for evaluation and training of concurrent enrollment faculty.
            6. Line 55 – Increase non-credit offerings to complement existing for-credit programs.
   c. Administrative Services – Chuck Jensen, Vice President for Administrative Services
      o Budget Update:
         ▪ Revenue – tuition is up 6%.
         ▪ Expenses – student financial aid expenditure has increased due to increased utilization through the automated award system.
      o Strategic Plan and Division Updates:
Planning for the Welcome Center and Student Commons is progressing quickly.

Fort Lupton CDL lot will be completed in late January.

Planning for the Windsor projects will begin after the Welcome Center construction has begun.

Facilities is completing the condition inventory of all campuses. This will be presented to the Board at the February, 2020 work session.

The plan to update signage on all campuses has begun with the Fort Lupton Campus.

- IT Strategic Plan Update – Brad Yoder, Chief Information Officer/Chief Technology Officer
  - Mr. Yoder provided Information Technologies progress on the following tactics:
    1. Line 47 – Improve the efficiency and effectiveness of IT infrastructure.
    2. Line 52 – Improve IT environment to protect sensitive data and to ensure compliance with regulatory agencies.
    3. Line 48 – Improve the efficiency and effectiveness of the IT operations.

- Community & College Relations Report – Timothy Ullmann, Vice President for Community & College Relations
  - Mr. Ullmann introduced Zachary McFarlane, Executive Director of CCR.
    - Mr. McFarlane explained the process for developing a communication plan and provided specifics of the plan for the Welcome Center and Student Commons.
  - Mr. Ullman provided progress on the following Strategic Plan tactics:
    1. Line 12 – Expand partnerships with community/school district agencies/programs that serve underrepresented populations.
    2. Line 15 – Develop academic programming that targets enrollment, retention, and completion for our Latinx community.
    3. Implementing technology for a website redesign.
    4. Marketing non-credit offerings.
    5. Enhancing satellite campuses.
    6. Line 60 – Strengthening relationships within service area.

- Human Resources – Dee Shultz, Executive Director of Human Resources
  - Ms. Shultz referred the Board to her report given at the November meeting when she provided the HR Strategic Plan Update.

- Student Engagement, Inclusion, and Success Report - Dr. Sarah Wyscaver, Vice President for Student Engagement, Inclusion, and Success (SEIS)
  - Dr. Wyscaver shared division highlights including an increase in student care cases during December and preparations for spring semester.
  - Dr. Wyscaver provided progress on the following Strategic Plan tactics:
    1. Line 10 – Research, develop and implement 12+12+6 initiative.
    2. Line 11 – Design and implement guided pathway programs and services.
3. Line 14 – Examine opportunities to positively impact campus climate to ensure inclusivity, learning, and growth spaces.
4. Line 19 – Research, develop, and implement “Funding Your Future”.
5. Line 20 – Develop comprehensive wellness programming for students.
6. Aims2UNC program (Objective 3): staff has been hired, MOU has been signed, and a student kick-off event has been held.
   i. A total of 172 applications were received. Of those students, 89% have registered for spring semester.

   g. Comments from the President
      o CEO/President’s Report
         ▪ Strategic Plan Update:
            1. Line 34 - Complete review of policies and procedures is on-going.
         ▪ Dr. Bornstein reviewed her meetings of note.
            1. Cabinet participated in a Habitat for Humanity build. This supports the College read of the book entitled, *Evicted*.
            2. Dr. Bornstein is a member of the Executive Committee for AFIT (Alliance for Innovation and Transformation).
               i. Cabinet members read the book entitled, *Exponential Technologies*. Dr. Bornstein is creating an institutional “think tank” with stakeholders to think of initiatives for the next strategic plan.
      o Employee Report
         ▪ Supervisors’ introduced new employees.

   VIII. Action Items
   a. Emeritus Status for Ann Grotness – Dr. Leah L. Bornstein, CEO/President
      : Dr. Bornstein and Carrie Schaefer-Randolph shared contributions from Ms. Grotness to the College and the community during her tenure at Aims.

ON THE MOTION OF CAROL RUCKEL, THE BOARD UNANIMOUSLY GRANTED EMERITUS STATUS TO ANN GROTNESS.

b. Sabbatical Request, Cathy Beighey – Dr. Russ Rothamer, Executive Vice President/Academic Affairs

ON THE MOTION OF GENE O’HARA, THE BOARD UNANIMOUSLY APPROVED THE SABBATICAL REQUEST OF CATHY BEIGHEY.

c. Sabbatical Request, Megan Friesen – Dr. Russ Rothamer, Executive Vice President/Academic Affairs

ON THE MOTION OF LYLE ACHZIGER, THE BOARD UNANIMOUSLY APPROVED THE SABBATICAL REQUEST OF MEGAN FRIESEN.
IX. Recognition of Outgoing Board Member – Chair Ray Peterson
   a. Trustee Carol Ruckel, District A
      o Chair Peterson shared memorable moments and contributions during Trustee Ruckel’s eight years on the Board of Trustees. He presented her with a plaque in appreciation of her service.

X. Swearing in of Newly-Elected Board Members - Carrie Schaefer-Randolph, Designated Election Official
   a. Newly-elected Trustees Heidi Windell (District A); Mark Hout (District B); and Lyle Achziger (District E) were sworn-in for the term of 2019-2023.

XI. Action Items
   a. Election of Officers - Chair Ray Peterson
      o President (Chair)
        ▪ Mark Hout nominated Lyle Achziger for Board Chair. No other nominations were received.

ON THE MOTION OF MARK HOUT, THE BOARD UNANIMOUSLY VOTED LYLE ACHZIGER AS BOARD CHAIR.

New-Elected Chair Achziger assumed office and presided over the remainder of the meeting.

   o Secretary
     ▪ Gene O’Hara nominated Mark Hout for Board Secretary. No other nominations were received.
     ▪ Mark Hout accepted the nomination as Board Secretary.

   o Treasurer
     ▪ Mark Hout nominated Gene O’Hara for Board Treasurer. No other nominations were received.
     ▪ Gene O’Hara accepted the nomination as Board Treasurer.

b. Selection of Foundation Board Liaison – Chair Lyle Achziger
   o Gene O’Hara volunteered to serve as Foundation Board Liaison.
     ▪ There were no other volunteers.
     ▪ Gene O’Hara will continue to serve as the Foundation Board Liaison.

   c. Proposed Board of Trustees Meeting/Retreat Dates and Meeting Time for 2020 - Carrie Schaefer-Randolph, Board Liaison.
      o The Board discussed the start time for the 2020 meetings.

ON THE MOTION OF GENE O’HARA, THE BOARD UNANIMOUSLY VOTED TO START THE 2020 MEETINGS AT 1:30 P.M.

   o Discussion ensued on the proposed dates of the 2020 meetings.
   o A conflict was realized for the February 12 meeting.
ON THE MOTION OF RAY PETERSON, THE BOARD UNANIMOUSLY APPROVED THE PROPOSED BOARD OF TRUSTEES MEETING/RETREAT DATES AS PRESENTED WITH THE EXCEPTION OF THE FEBRUARY MEETING WHICH WILL BE DETERMINED AT A LATER DATE.

d. Mill Levy Certification for Fiscal Year 2020 - Chuck Jensen, Vice President for Administrative Services
   o Mr. Jensen reviewed the mill levy certifications from Weld, Adams, Broomfield, Larimer, Logan, and Morgan counties.


XII. Information Items – Chair Lyle Achziger
   a. Board Calendar of Events
      o Chair Achziger reviewed the Board’s calendar of events.

   b. Foundation Board Liaison Update – Trustee Gene O’Hara
      o Trustee O’Hara gave an update from the Foundation Board:
         ▪ The Foundation Board is considering a major gifts campaign and will complete a feasibility study prior to its introduction to the community.
         ▪ He provided updates to the Foundation Board’s membership.

   c. Conflict of Interest, Board of Trustees Procedure 15-01 – Carrie Schaefer-Randolph, Board Liaison
      o Ms. Schaefer-Randolph reminded the Board to file any possible conflicts of interest with the Colorado Secretary of State.

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

XIV. Assessment of Board Meeting/Plus Delta
   a. What did we learn?
   b. What worked? What didn’t work?
   c. Did we focus on oversight? Strategy? Challenges?
   d. Did we receive the information we needed to have an effective conversation?
   e. Did everyone have an opportunity to speak?

The meeting was adjourned on the motion of Heidi Windell at 4:16 p.m. by Chair Achziger.