Board of Trustees Retreat - “Building a New Effective Team”
January 29, 2020
Greeley Country Club, Greeley, Colorado

Facilitated by:
Dr. Pamila J. Fisher, ACCT Consultant
Stow Witwer, Legal Counsel; Witwer, Oldenburg, Barry & Groom LLP

MINUTES

I. Call to Order
   a. The Board of Trustees Retreat was called to order at 9:05 a.m. by Board Chair Lyle
      Achziger. Other Board members present were Trustee Mark Hout, Trustee Gene O’Hara,
      Trustee Ray Peterson, and Trustee Heidi Windell. College CEO/President Dr. Leah L.
      Bornstein and Board Liaison Carrie Schaefer-Randolph also attended. Guest facilitators
      were Dr. Pamila J. Fisher from the Association of Community College Trustees (ACCT) and
      Stow Witwer of Witwer, Oldenburg, Barry & Groom LLP.

II. Who We Are and Why We Are Here
   a. The College’s mission was reviewed. Each Trustee shared why they wanted to become a
      member of the Aims’ Board of Trustees.

III. Sources of Guidance
   a. Dr. Fisher and Mr. Witwer explained both broad and specific sources of guidance for
      Trustees including Colorado Statutes, accreditation standards, general best practices and
      Aims’ policies.

IV. Quick Review of Effective Trusteeship
   a. Discussion ensued on how the Board supports and advocates for the College. Dr. Fisher
      provided written resources on “trusteeship” from ACCT.

V. Lunch
   a. The Board adjourned for lunch at 11:55 a.m. and reconvened at 1:00 p.m.

VI. Protocols and Pitfalls: Key Issues
   a. Legal Requirements
      1. Mr. Witwer reviewed C.R.S. 24-6-402 Colorado Open Meetings Law.
      2. Definitions of “meeting” and “quorum” were clarified.
      3. Proper use of email communication was discussed.
   b. Aims’ Code of Ethics
      1. Trustees reviewed the current Code of Ethics Policy 16 and the Code of Ethics Procedure
         16-01.
      2. Revisions to Procedure 16-01 were suggested and will be voted on at an upcoming Board
         meeting.
      3. Each Trustee signed a copy of the Code of Ethics Policy 16. Signed copies will be
         uploaded to Diligent.
c. Consequences of Error
   1. Stow Witwer discussed consequences of errors.

d. Board Policies and Procedures
   1. Discussion ensured on the following Board policies: Policy 12 Board Officer Elections and Responsibilities and Policy 70 Delegation of Authority to the College CEO/President. Suggested revisions will be voted on at an upcoming Board meeting.

VII. Monitoring Board Effectiveness
   a. Dr. Fisher facilitated the discussion on ways the Board monitors their effectiveness including formal and informal evaluations facilitated by ACCT, progress reports on Board priorities, and assessment at the end of each Board meeting.
   b. Reports presented to the Board by employees (including strategic plan updates) are also part of the monitoring process for Trustees.

VIII. Concluding Thoughts
   a. Chair Achziger suggested changes in the order of the regular meeting agenda. Discussion ensured. The March 11 meeting agenda will follow the changes for a trial run and Procedure 40-01 Board Meeting Order of Agenda will be brought to action.
   b. Trustees shared their respective insight on the value of these educational retreats.

CHAIR LYLE AchZiger ADJOURNED THE BOARD OF TRUSTEES RETREAT AT 4:35 P.M.