Aims District Board Meeting

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

II. Pledge of Allegiance

III. Approval of Agenda
   a. Mark Hout moved to table agenda action items VII a., b., c., and d., Board’s policies and procedures, until after further discussion. Date to be determined.
   b. Gene O’Hara seconded the motion.
      o Discussion ensued.
   c. Gene O’Hara amended his second to include that an attorney be present during the future discussion.
      o Recorded Roll Call Vote:
         ■ Trustee Hout – yes
         ■ Trustee O’Hara – yes
         ■ Trustee Peterson – no
         ■ Trustee Windell – no
         ■ Chair Achziger – no

   MOTION AND AMENDMENT TO TABLE ACTION ITEMS VII a., b., c., and d. FAILED BY A VOTE OF TWO YESES AND THREE NOS.

   d. Ray Peterson moved to approve agenda as presented. Heidi Windell seconded the motion.
      o Recorded Roll Call Vote:
         ■ Trustee Hout – no
         ■ Trustee O’Hara – no
         ■ Trustee Peterson – yes
         ■ Trustee Windell – yes
         ■ Chair Achziger – yes

   MOTION TO APPROVE THE AGENDA AS PRESENTED PASSED WITH A VOTE OF THREE YESES AND TWO NOS.
IV. Consent Agenda
   a. Minutes of the January 29, 2020 District Board Retreat
   b. Minutes of the February 5, 2020 District Board Meeting
      o Ray Peterson moved to approve the consent agenda. Heidi Windell seconded the motion.
         ▪ Discussion ensued.
      o Ray Peterson and Heidi Windell withdrew their motion and second to approve the consent agenda.
      o Chair Achziger called for a split motion to approve each consent agenda item.
         ▪ Ray Peterson moved to approve the minutes of the January 29, 2020 District Board Retreat. Heidi Windell seconded.
         ▪ Discussion ensued.
      o Recorded Roll Call Vote:
         ▪ Trustee Hout – abstain
         ▪ Trustee O’Hara – no
         ▪ Trustee Peterson – yes
         ▪ Trustee Windell – yes
         ▪ Chair Achziger – yes

MOTION TO APPROVE THE MINUTES OF THE JANUARY 29, 2020 DISTRICT BOARD RETREAT PASSED BY A VOTE OF THREE YESES AND ONE NO.

   o Ray Peterson moved to approve the minutes of the February 5, 2020 District Board Meeting. Mark Hout seconded.
   o Recorded Roll Call Vote:
      ▪ Trustee Hout – yes
      ▪ Trustee O’Hara – yes
      ▪ Trustee Peterson – yes
      ▪ Trustee Windell – yes
      ▪ Chair Achziger – yes

MOTION TO APPROVE THE MINUTES OF THE FEBRUARY 5, 2020 DISTRICT BOARD MEETING PASSED UNANIMOUSLY.

V. 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 Mr. Perry Bell, President of the Southeast Weld Chamber of Commerce, shared information concerning the Young Professionals Organization. The mission is to attract, develop, and retain emerging young professionals in southeast Weld County through engagement with local companies, education, and the community. Mr. Bell shared that Aims will be a key part of the organization and expressed appreciation for the contributions of Aims to the community.
VI. Presentations from Guests and Representatives to the Board
   a. Excellence at Aims!! – Shannon McCasland, Dean of Students
      o Student Rosaelena Cardenas
         - Ms. McCasland introduced Ms. Cardenas. Ms. Cardenas participates in
           the Trio Program, is the Vice President of the League of United Latin
           American Citizens (LULAC) and is on the Campus Activities
           Programming Board. Ms. Cardenas shared that she was raised in Fort
           Lupton. She was supported throughout the Fort Lupton K-12 system to
           continue onto higher education at Aims Community College. She
           participates in the Bueno Camp program. Ms. Cardenas strives to be a
           role model for her nephew and niece and shares how proud she is to be
           part of Aims Community College. She plans to graduate with an
           Associate of Arts degree in 2021 with a career goal of becoming a dental
           hygienist.
   b. Student Government Association, Chris Warren
      o Mr. Warren shared student accomplishments, honors, and upcoming events.
         - Mr. Warren updated the Board on the usage of student bus passes from
           Fall 2019. There were 129 passes purchased at the one dollar student
           price resulting in 3,900 rides for that semester.
         - Dr. Bornstein shared that Chris Warren will be the M.C. at
           Commencement on May 8.
   c. Aims Faculty Association, Brooke Elzey
      o Ms. Elzey shared faculty accomplishments, honors, and upcoming
        events.
   d. Aims Staff Association, Jenn Seedorf
      o Ms. Seedorf shared staff accomplishments, honors, and upcoming
        events.

VII. Action Items

Chair Achziger noted the following key points concerning discussion of action items:
- Action items are meant to be discussed at the Board’s open meetings which is standard
  practice.
- Discussions outside of open Board meetings by members creates serial meetings and is
  inappropriate.

a. BOT Policy 12 Board Officer Elections and Responsibilities Revision – Chair Lyle
   Achziger
   o Lengthy discussion ensued on the revision in paragraph #1 concerning access to
     legal counsel by the Board President and the College CEO/President.
   o Mark Hout moved to table the revision to Policy 12 until the next meeting for the
     purpose of “wordsmithing”. Heidi Windell seconded the motion.
   o Recorded Roll Call Vote:
     - Trustee Hout – yes
- Trustee O’Hara – yes
- Trustee Peterson – yes
- Trustee Windell – yes
- Chair Achziger – yes

**MOTION TO TABLE POLICY 12 BOARD OFFICER ELECTIONS AND RESPONSIBILITIES REVISIONS UNTIL NEXT MEETING PASSED UNANIMOUSLY.**

b. BOT Procedure 16-01 Code of Ethics Revision – Chair Lyle Achziger
   - Chair Achziger reviewed the revisions as noted in the Board packet.
   - Ray Peterson moved to approve Procedure 16-01 Code of Ethics Revision as presented. Heidi Windell seconded the motion.
   - Recorded Roll Call Vote:
     - Trustee Hout – yes
     - Trustee O’Hara – yes
     - Trustee Peterson – yes
     - Trustee Windell – yes
     - Chair Achziger – yes

**MOTION TO APPROVE PROCEDURE 16-01 CODE OF ETHICS REVISION AS PRESENTED PASSED UNANIMOUSLY.**

c. BOT Procedure 40-01 Board Meeting Order of Agenda Revision – Chair Lyle Achziger
   - Chair Achziger reviewed edits in paragraphs D. and E.
   - Discussion ensued.
   - Ray Peterson moved to approve Procedure 40-01 Board Meeting Order of Agenda Revision upon adding the words, “but not limited to”, to the first sentence of Paragraph E. Mark Hout seconded the motion.
   - Recorded Roll Call Vote:
     - Trustee Hout – yes
     - Trustee O’Hara – departed meeting via conference call
     - Trustee Peterson – yes
     - Trustee Windell – yes
     - Chair Achziger – yes

Note to minutes: Quorum still in attendance after departure of Chair O’Hara.

**MOTION TO APPROVE PROCEDURE 40-01 BOARD MEETING ORDER OF AGENDA REVISION PASSED UNANIMOUSLY WITH THE FOLLOWING EDIT TO FIRST SENTENCE OF PARAGRAPH E. “THE AGENDA FOR REGULAR MEETINGS OF THE BOARD MAY INCLUDE, BUT NOT LIMITED TO, THE FOLLOWING: PLEDGE OF ALLEGIANCE, CONSENT AGENDA, PRESENTATIONS FROM GUESTS AND REPRESENTATIVES TO THE BOARD, INFORMATION ITEMS, COLLEGE CEO/PRESIDENT’S REPORT, COMMENTS FROM TRUSTEES AND ASSESSMENT OF THE BOARD MEETING (PLUS/DELTA).”**

d. BOT Policy 70 Delegation of Authority to the College CEO/President Revision – Chair Lyle Achziger
   - Chair Achziger reviewed edit of addition of Item 2.
   - Discussion ensued.
o Mark Hout moved to approve Policy 70 Delegation of Authority to the College CEO/President Revision as presented. Ray Peterson seconded the motion.

o Recorded Roll Call Vote:
  ▪ Trustee Hout – yes
  ▪ Trustee Peterson – yes
  ▪ Trustee Windell – yes
  ▪ Chair Achziger – yes

MOTION TO APPROVE POLICY 70 DELEGATION OF AUTHORITY TO THE COLLEGE CEO/PRESIDENT REVISION AS PRESENTED PASSED UNANIMOUSLY.

e. Policy (3-110) Hiring of an External Auditor Revision - Chuck Jensen, Vice President for Administrative Services
  o Mr. Jensen explained the requested revisions to the policy.

ON THE MOTION OF RAY PETERSON, THE BOARD UNANIMOUSLY APPROVED POLICY (3-110) HIRING OF AN EXTERNAL AUDITOR REVISION AS PRESENTED.

f. Policy 5-101 International Student Admission Repeal – Dr. Sarah Wyscaver, Vice President for Student Engagement, Inclusion, and Success
  o Dr. Wyscaver explained the reasons for the requested repeal.

ON THE MOTION OF RAY PETERSON, THE BOARD UNANIMOUSLY APPROVED THE REPEAL OF POLICY 5-101 INTERNATIONAL STUDENT ADMISSION.

VIII. Information Items – Chair Lyle Achziger

a. Board Calendar of Events
  o Chair Achziger reviewed the Board’s calendar of events.
    ▪ Carrie Schaefer-Randolph noted the addition of the United Way Celebration on March 28. Two tickets are available for the Board. Trustees are to email Ms. Schaefer-Randolph with requests to attend.

b. ACCT Legislative Summit Report
   (Board Priority B.a.)
  o Chair Achziger gave a report of the ACCT Legislative Summit which he and Timothy Ullmann attended in Washington DC.
    ▪ Mr. Ullmann shared that they met with the following legislators or their staff: Senator Michael Bennet, Congressman Ken Buck, Senator Cory Gardner, and Congressman Joe Neguse. They also met with Mr. Scott Stump with the U.S. Department of Education.
    ▪ He provided Trustees with a copy of the ACCT “green sheet” which outlines the organizations educational legislative priorities.

c. Foundation Update, Trustee Gene O’Hara
  o Report was postponed due to the absence of Trustee O’Hara.

d. June Retreat Topics
  o Chair Achziger requested topics for the Board Retreat being held on June 17 & 18, 2020. Trustees are to email Chair Achziger suggested topics by March 18.

IX. CEO/President’s Report – Dr. Leah L. Bornstein
a. The following employees shared updates on the effect of COVID-19 in their respective areas: Dr. Leah Bornstein, John Fults, Chuck Jensen, Dr. Russ Rothamer, Dee Shultz, Timothy Ullmann, Dr. Sarah Wyscaver, and Brad Yoder.
   o The Board will receive updates as changes occur.

b. Executive Vice President/Academic Affairs – Dr. Russ Rothamer
   o Dr. Rothamer presented enrollment highlights including:
     - Enrollment is up 2.86% in headcount and .3% in FTE.
     - Enrollment from high school partnerships is up over 17% in headcount and 13.5% in FTE.

c. Administrative Services – Chuck Jensen, Vice President for Administrative Services
   o Budget Update:
     - Revenue is trending up overall.
     - Expenses are on track.
   o “Workday” Update:
     - Mr. Jensen reported that Human Resources and Finance will be going live in four months.
     - Plans are to start the student module this summer and will be a two-year implementation process.

d. Community & College Relations Report – Timothy Ullmann, Vice President for Community & College Relations
   o Mr. Ullmann introduced Zac McFarlane, Executive Director of Communication.
     - Mr. McFarlane gave an update to the Web Redesign:
       1. The process will move from triage to growth to transformation.
       2. The website is the number one way in which people learn about Aims and currently has 1.6 million visits annually.
       3. The timeline for redesign is 18-24 months.
   o Mr. Ullmann updated the Board on the following:
     - The Aims website will now include a link with Coronavirus information.
     - Governor Polis will not be visiting Aims on March 13 due to the Coronavirus crisis.

e. Student Engagement, Inclusion, and Success Report - Dr. Sarah Wyscaver, Vice President for Student Engagement, Inclusion, and Success (SEIS)
   o Dr. Wyscaver shared highlights including:
     - Spring break begins on March 16.
     - SEIS staff will continue to monitor the Coronavirus and how it may affect student activities.
     - Council for Equity and Inclusion:
       1. Is partnering with Human Resources to enhance student employment.
       2. Is conducting a survey through a contracted vendor to assess the College climate. An update will be provided at the April Board meeting.
   o Aims2UNC/Pathway Advising
• Dr. Wyscaver introduced Aaron Prestwich, Assistant Vice President of SEIS; Rachel Veretto, Transition Center Program Director; and Lesli Bicknell, Academic Advising Program Director.
  1. Each shared improvements in helping student retention: support through the entire Aims2UNC program, assigning students an advisor, proactive specialized advising, tracking students, and numerous other ways to help students navigate the education process.

  f. Comments from the President
     o CEO/President’s Report
       • Dr. Bornstein reviewed her meetings of note.
         1. She explained SB20-143 Funding Higher Education Student Transition Programs which was modeled after Aims2UNC. The bill is still in appropriations.
         2. Dr. Bornstein shared she has been invited to join the Board of the National Association for Community College Entrepreneurship (NACCE).

     o Employee Report
       • Supervisors introduced new employees.

X. Comments from Board Members
   a. Each Trustee shared their respective comments of the meeting.

XI. 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?

XII. Adjourn

The meeting was adjourned 4:32 p.m. by Chair Achziger.