INTRODUCTION

This publication contains all of the official policies and procedures of the College and is designed to accommodate modifications, additions, and deletions without totally disrupting its usefulness. The use of the masculine pronouns—he, his, and him—in this manual should be understood to be also representing the feminine gender. Whenever the masculine is used, it is for the sake of simplicity and clarity, intending to avoid cumbersome appearing language, and is in no way meant to exclude or offend the feminine.

This Manual is meant to be used in electronic format and will reside on the College’s website available for ready reference to all members of the College community. The advantage of this format is that it is “term” searchable.

Every policy adopted and promulgated by the Aims Local District College Board of Trustees will be in compliance with Article X, Section 20, of the Colorado State Constitution [passed by the voters of the State in November 1992 as "Amendment 1"].

The statutory guidelines, authority, and limitations under which its governing committee establishes policy for the governance of Aims Community College, are set forth in the Colorado Revised Statute annotated (1973), Title 23, Article 71.

DEFINITION OF TERMS

Colorado Commission on Higher Education (CCHE)
The Colorado Commission on Higher Education (CCHE) is a coordinating board for all of higher education in Colorado. Its members are appointed by the Governor. All new academic or training programs of the College that lead to an Associate Degree are reviewed by the CCHE.

Colorado Revised Statutes (C.R.S.)
The Colorado Revised Statutes (C.R.S.) Annotated of 1973 comprise the state laws under which the College operates. The C.R.S. are not the only applicable laws, as there are a number of federal laws that also apply to the College, but the College complies with the C.R.S. in all applicable areas. http://www.lexisnexis.com/hottopics/Colorado/

Full-Time Equivalent (FTE)
Full-time equivalent (FTE) is used in the context of students enrolled during a specific period such as a term or academic year. State funds are allocated to the College for each FTE student enrolled during the year. FTE is defined as thirty (30) semester hours of course credits that may be achieved by one student or by multiple students pursuing part-time enrollment. It is simply a measurement of the load carried by the College in standardized terms.
Local College District
A large measure of the financial support for Aims Community College comes from the taxpayers of the district in the form of property taxes. All but two community colleges within Colorado are part of the Community Colleges of Colorado System, and, thus, are funded by the State. The State colleges sacrifice local control for such support, and for them the State Board performs the role that the Board of Trustees does for Aims.

Aims Local College District is the organization’s official legal name. Aims Local College District does business as (“dba”) Aims Community College.

Policy
Policy is a governance level statement of position, principle, direction, and/or desired outcome. It should both reflect and support the College’s mission, vision, purpose, and values. Policy length could be as short as two sentences and should not be longer than two brief paragraphs. Policy statements do not include implementation details or steps for completion.

Procedure
Procedure outlines the method of implementation for the policy that it supports. Procedure length could be as short as a couple of brief paragraphs and should not be longer than two pages. Procedures should be limited to overarching compliance instructions applicable for use by the entire College community.

State Board for Community Colleges and Occupational Education (SBCCOE)
The State Board for Community Colleges and Occupational Education (SBCCOE) is more commonly referred to as the State Board. It is a body appointed by the Governor, but this Board performs a dual role as both a coordinating board and a governing body. The State Board is the governing body for all State community colleges (Colorado Community Colleges System), but for local district community colleges such as Aims Community College it serves as a coordinating body. It does, however, exercise direct authority in one area—the State Board approves our new certificate and degree programs. The State Board is the agency that also authorizes the assignment of State dollars to Aims in accordance with a legislatively created funding formula that uses FTE as its base for calculations.