

**Aims Community College**  
**Board of Trustees Meeting Minutes**  
**November 5, 2014**  
**Beaty Hall 102**

**Aims District Board Meeting**

**I. Call to Order**

The meeting was called to order at 2:42 PM by Board President Walt Richter. Other board members present included Mike Geile, Ray Peterson, Carol Ruckel and Larry Wood. College President Dr. Marsi Liddell was also in attendance.

**II. Additions/Deletions to the Agenda**

There were no additions or deletion to the agenda.

**ON MOTION OF CAROL RUCKEL THE BOARD UNANIMOUSLY APPROVED  
THE AGENDA AS PRESENTED.**

**III. Citizen Participation**

There was no request for citizen participation.

**IV. Consent Agenda**

a. Minutes of the October 1, 2014 District Board Meeting

Board President Walt Richter informed the Board that the minutes from October would be reviewed at the December Board meeting.

**V. President's Report – Dr. Liddell**

a. Financial Update

Budget Director Dan Erbert referred the Board to the financial report presented in the board packet. Saying that everything in the report is in order, he asked for questions.

In response to a Trustee's question, Mr. Erbert discussed the significant change in Helicopter program fees compared to the same period last year. In fall semester 2013, the Helicopter program was under review and had to hold student registrations. This year's fee total is significantly higher than last year, but is in line with the number from fall 2011 and 2012. He reminded the Board that these fees are collected by the College and the College is billed for the same amount by Front Range Helicopters. Accounting rules require us to record the receipt and disbursement of these fees in this manner.

Another Trustee asked about Aims' share of the gaming tax. Mr. Erbert answered that we receive an average \$350-360,000 each year in September. This represents the gaming tax revenue for the prior fiscal year and is included in the State Appropriation line of the financial report.

b. President's Executive Summary

1. Dr. Liddell presented a special recognition to faculty member Megan Friesen and the Tau Gamma Chapter of the Sigma Kappa Delta English Honor Society for Two-Year Colleges. The Aims Chapter (Tau Gamma) received the society's outstanding designation as an "Ivy Chapter." Ms. Friesen joined Dr. Liddell at

the podium and introduced Chapter President Irene Agandar.

2. Dr. Liddell then introduced the audit team from BKD, Marcie Arden and Chris Telli and mentioned that the Aims Audit Committee and several members of the Board of Trustees received a full report at a meeting just prior to the board meeting.

Ms. Arden told the Board that her team had completed the audit for the 2014 Fiscal Year and granted an unqualified or clean opinion on the College's financial statements, which is the best report that can be awarded.

She then highlighted a few points:

- The College's net position increased by \$15 million last year.
- Aims is in a very strong financial position.
- They also reviewed federally-funded programs and Colorado state student financial assistance. There were no findings for either area.
- One finding in the accounting for Capital Assets was continued from the last audit, with significant improvements made since last year.

Ms. Arden and Dr. Liddell both thanked Financial Services and Financial Aid staff for their help in the audit.

Dr. Richter asked to have copies of the final report made available to the public and was informed that they will be posted on the Aims website.

3. AQIP Report (verbal report)

Karoline Woodruff, Accreditation Officer, reviewed the AQIP model for maintaining accreditation. She told the Board that a team of 11 from Aims had traveled to St. Charles, Illinois to attend a Strategy Forum, one of the elements of the AQIP model. During the forum, the team was charged with developing the next major improvement initiative, or "Action Project," for the college. They designed a project that will focus on the assessment of institutional-level student learning outcomes. The college has already begun work that will contribute to the project by designating the five student learning outcomes that all students should demonstrate when they complete their program and by developing rubrics for assessing two of those outcomes. During the project, the Assessment Department will finalize rubrics for the other three outcomes and begin piloting the assessments in a series of key classes.

4. Student Services Division Goal Report 2014-15

Dean for Student Services Patricia Matijevic presented the division goal report to the Board of Trustees, breaking the current projects/programs in her division down by Complete, Ongoing or New status:

- Completed projects:
  - Online Student Orientation: Participation in orientation sessions has increased due to the availability of online sessions.
  - Starfish Early Alert Software: This product helps faculty identify students who might be at risk of failure or withdrawal. It is more user friendly for faculty than the previous product and usage has increased by 78%. Another benefit is that faculty can also give positive feedback to students. Students have reported that they like getting feedback on their progress. Training and marketing for the program will continue.

- Emerging Scholars Program: This program was expanded from 250 to 400 students. This program has been very effective for the cohort of students needing remedial coursework, with retention rates 10-20% above the regular population.
- Academic Works Scholarship Software: This program encourages students to complete scholarship applications and allows the selection committee to review the apps online. Students find it easy to use and understand the process.
- Ongoing projects:
  - TRiO CORE: The objectives for the program were that 80% of the cohort would maintain good academic standings, 70% of students would be retained, and 30% would graduate or transfer within three years. The first two objectives have been reached and measures for the third will be reported for the first time in 2015-16.
  - Career Planning Action Project: Career planning is an area of concern for many students. The project will help student chose their career path and understand what is required in their field. The team will also include True Colors personality tests and how personality relates to career choice.
  - Contextualized AAA Course Content: AAA courses will be customized to align with a CTE discipline. They started with allied health and business programs and are using materials specific to the programs. This is improving student engagement, as well as GPA and completion rates.
  - Catalyst: This is a 2<sup>nd</sup> semester or 2<sup>nd</sup> year program. Of the students in the Spring 2014 pilot, 97% returned in Fall 2014. The program focuses on leadership development and workforce readiness. This program was recognized by CDHE and celebrated when Lt. Governor Joe Garcia visited campus.
  - Schools App Social Media software: This communication tool was designed to increase student engagement. The next phase will try to connect with prospective students as well.
  - College Student Inventory (CSI): A Noel Levitz student survey tool that assesses student needs and strengths. It allows advisors to have a useful first session with students with preliminary information to point students to the services they need.
  - \$mart Cents Financial Literacy Program: This is a part of the default management efforts but also help students know how to budget. The program includes financial wellness workshops and individual financial coaching through Green Path Debt Solutions
- New projects
  - Dr. Matijevic asked Registrar Stuart Thomas to demonstrate one of the new projects, a virtual campus tour. He explained that through the online orientation sessions, the college got feedback asking for a virtual tour. Mr. Thomas presented an abbreviated tour with a virtual tour guide. He said they looked a several vendors and YouVisit offers many details that really made a difference, such as 360° views and the ability to add as many videos as desired. Early metrics show that students are spending 10.5 minutes on the tour, which is very long for any internet viewing. It is already Google searchable, even before the official

launch. Two students have already inquired about enrollment after taking the tour.

- Dr. Matijevic then shared the following highlights:
  - Financial Aid: There has been an increase in headcount, but a drop in the number of students qualified for financial aid, partially due to a drop in the number of credit hours each student is attempting. The Financial Aid Department still processed over 5000 applications.
  - First Year Experience: Is adding 32 online iFocus student workshops. Student attendance has increase significantly, since the new format always fits in their schedule.
  - Student Life has seen more participants at commencement. The open venue allows all family members to attend.
  - The Student Success Center has seen an increase in many areas, especially in career and personal counselling where they have seen a 74% increase.
  - The TRIO program is closing out the fifth year of the grant and will rewrite their application for renewal. In all areas they either met or exceeded their objectives, sometimes by as much as 20%.
- In response to trustee questions, Dr. Matijevic discussed the following:
  - The 317 students that are also veterans make up 4% of our student body. While not large, this is a still a significant group. Aims services for veterans include a chapter of Salute, the Veterans' National Honor Society and a veterans' club. Aims also works with veterans' services in Wyoming.
  - Additional resources are being planned into next year's budget to cover some of the new programs and the expansion of existing programs to other campuses; such as Catalyst, which will be starting up in Loveland and Ft. Lupton.
  - The constituent management software will help with targeting for marketing efforts, including parents.
  - The projects are continued or discontinued based on data, student input, and budgetary needs.
  - While we get a number of contacts from international students, many are looking for schools with residence halls. We have an international advisor that follows up with each contact. Typically the out-of-state tuition isn't an impediment, since they have to be well funded to come to the states for college.

The Trustees thanked Dr. Matijevic for her work with students and her report. Dr. Matijevic commented that the Student Services staff are responsible for the great work. Dr. Liddell asked all Student Services staff to stand for recognition.

5. Dr. Liddell finished the Presidents Report by summarizing information on the following items:
  - Dean Umbaugh is still working with District 6 to develop the Early College High School. Intensive student support services will be imperative for this program and all the deans have been working to ensure this program is successful. The Early College High School will bring different faculty issues including different work hours, pay structure, and student discipline issues. They are still talking about admission criteria, student expectations, and

campus administration. The good news is that Aims is getting close to consensus with District 6.

- Dr. Liddell and Dean Umbaugh attended the ground breaking for the Windsor Charter School. Aims has been asked to partner with this school to provide an Early College program and will be part of strategic planning for the school. Both the Windsor and the District 6 Early Colleges are scheduled to open in August 2015, which will require a lot of work on both sides.
- Governor Hickenlooper presented his draft budget which included an additional \$75 million for higher education. This will probably be supported by the legislature. They are trying to get the decision on higher ed funding done early in the budgeting process.
- The design of a new base funding model required by HB1319 is underway. Aims, as a local district college, has decided to request the average of what other colleges receive, in order to avoid COF issues. There is some committee infighting about how the funding formula will be driven and there will be winners and losers. The deadline for presentation of a draft of the model is December 5. This model will impact budgets for the 2015-16 fiscal year.

## **VI. Information Items**

### **a. Board Calendar**

Dr. Liddell told the Board that groundbreaking ceremonies for both the Physical Education Building expansion and the Public Safety Institute Building at the Windsor Campus have been scheduled for November 18.

She added that the Colorado Joint Budget Committee will be meeting on December 12 and Aims will be asked to address the committee. Aims is typically given only a few minutes toward the end of the meeting.

### **b. New Hires**

- Damion Cordova, Chief Strategic Planning & Organization Development, administrator, new, President's Office
- Rebecca Espinoza, Staff Associate, non-exempt, refill, Aviation
- Richard Hanks, Academic Dean, administrator, refill, Division III
- Jay Hinrichs, Director of Physical Education/Recreation, exempt, new, Recreation/Fitness
- Deb Johansen, Academic Dean, administrator, refill, Division II
- David Mondt, Drafter/Planning Specialist, non-exempt, refill, Facilities & Operations
- Dee Shultz, Director, administrator, refill, Human Resources
- Julie Smith, Program Director II, exempt, refill, Student Services TRIO/STEM

### **c. Leaving Employ of the College**

- Valerie Bruce, Student Services Specialist, Sr., Student Services
- Marsha Hastings, Mail Clerk, Purchasing
- Amy Kegg, Administrative Associate, President's Office
- Rhonda McCracken, Programmer Analyst, Information Resources Management

## **VII. Action Items**

### **a. Approval of Proposed Board Meeting Dates**

Dr. Liddell presented the proposed meeting schedule for 2015, noting that most meetings

will be on the first Wednesday of each month. The exception is the June meeting, scheduled on the 24<sup>th</sup> to allow for final reading of the budget just before budget deadline. With the late June meeting, there will be no July meeting. She noted that the March meeting would take place in Fort Lupton, with the August meeting in Loveland. The Board discussed the January meeting and decided to leave it on the schedule in case there are agenda items involving the Early College High School. They agreed that the meeting could be canceled if there was no pressing business. The Board also discussed the November 2015 meeting, noting that it was scheduled the day after the Board election, but left the meeting as scheduled.

**ON MOTION OF RAY PETERSON THE BOARD VOTED UNANIMOUSLY TO APPROVE THE BOARD MEETING DATES AS PRESENTED.**

b. Approval of Transitional Retirement

Dr. Liddell recommended two employees for transitional retirement, saying that they have both been valued employees and leaders in their areas.

- o Larry Bauman, Supervisor, Grounds Maintenance, Facilities/Operations

**ON MOTION OF MIKE GEILE THE BOARD VOTED UNANIMOUSLY TO APPROVE TRANSITIONAL RETIREMENT FOR LARRY BAUMAN.**

- o Holly Hartwick, Professor, English/Speech, Division I

**ON MOTION OF CAROL RUCKEL THE BOARD VOTED UNANIMOUSLY TO APPROVE TRANSITIONAL RETIREMENT FOR HOLLY HARTWICK.**

c. Policies and Procedures

1. Policy 1-301 Aims Faculty Association

House Counsel Sandra Owens reviewed the second reading of Policy 1-301, now titled Aims Faculty Association, stating that revisions had been made to dissociate the group from the Colorado Education Association (CEA) and form the Aims Faculty Association, as requested by faculty members. Board President Walt Richter asked about the requirement for quarterly meetings outlined in the last paragraph. Ms. Owens responded that, several years ago, a global change had been made to the Policy and Procedure Manual replacing “quarter” with “semester.” This instance must have been missed at that time. She agreed to make this change to the final draft of the policy.

**ON MOTION OF RAY PETERSON THE BOARD VOTED UNANIMOUSLY TO APPROVE POLICY 1-301: AIMS FACULTY ASSOCIATION AS AMENDED ON SECOND READING.**

2. Policy 3-725 Tobacco Free

Ms. Owens introduced the proposed changes to Policy 3-725: Tobacco-Free. She said that the amendment will change smoke-free to tobacco-free, to clarify the distinction between this policy and the drug-free campus policy. The amendments also add e-cigarettes to the policy. She said that the idea of a tobacco-free college had been discussed but was deferred for student opinion.

The students will bring their input in early spring.

**RAY PETERSON MADE A MOTION TO APPROVE POLICY 3-725: TOBACCO FREE ON FIRST READING. THE MOTION RECEIVED A SECOND.**

The Board then discussed e-cigarettes and how they fit into the policy. Since e-cigarettes are not actually tobacco products, they asked to have the word “other” stricken from the policy. They also discussed whether this policy would include the use of chewing tobacco. Stating that Aims doesn’t have the resources to enforce a chewing tobacco ban, Ms. Owens asked the Board to table the item and said that she will bring the policy back at the December meeting. The Board asked her to also bring advice on the chewing tobacco issue. A trustee asked if some of the details could be handled through procedures. Ms. Owens said that there is a lengthy procedure that attaches to this policy defining smoke-free zones.

**ON MOTION OF CAROL RUCKEL THE BOARD VOTED UNANIMOUSLY TO TABLE THE ITEM UNTIL THE DECEMBER BOARD MEETING.**

**VIII. Comments from Board Members**

- Mike Geile – Attended the Audit Committee meeting today. As a department moves from one leader to another, there are often changes in process that need to be made. Aims operates under GASB rules, that detail how we should account for specific items and can be very complicated. The audit reflected that we are making appropriate corrections to ensure compliance and shows that the college is being managed in a fiscally responsible manner. He thanked the auditors and the staff from finance, accounting, and related departments that worked with the them.
- Ray Peterson- Was sorry he wasn’t able to attend the chili cook-off.
- Walt Richter – Thanked Aims personnel for their participation in the Weld County Connect event, which took place on October 18 and served 1085 clients. Aims was represented by Bob Small, who was there to help veterans understand their benefits; as well as Aims recruiters Margaret Dempsey and Dr. Mario Gonzalez, who also had a booth. In addition, Jay Hinrichs, Physical Education Program Director, was part of the planning team for project.
- Carol Ruckel – The Fort Lupton campus hosted a wonderful 30<sup>th</sup> anniversary celebration. Two of the people responsible for founding the campus were able to attend. She attended the CCHE sponsored meeting on HB1319 and sat with student government representatives. She was impressed with the thoughtful comments from the students and staff, as well. She believes the CCHE consultants were also impressed.

**IX. Comments from Board Reps**

- a. Faculty (Mark Brothe and Rebecca Sailor, AFA Board Reps)  
Faculty representatives had no comments.
- b. Aims Staff Association (Ettie Arnold and Anna Sanchez, ASA Board Reps)  
Anna Sanchez introduced herself as a new board rep for the Aims Staff Association. She told the Board that ASA has received five donations of baskets for the silent auction at the Holiday Potluck. Additional donations will

be appreciated. She added that the employee survey has been distributed and results should be available soon.

c. ASACC (Tag Chalk, ASACC President)

Mr. Chalk thanked the participants in the chili cook-off, which was a United Way event. He offered kudos to Dawn LeClair, ASACC Vice President of Student Development, for the more than 30 clubs and organizations that are enrolled this semester. He told the Board that the last day of office hours for fall semester will be on December 1, with an end-of-semester celebration on December 8 at Santeramo's Pizza. Spring semester office hours will begin on January 5 with a training session for ASACC Board members. The ASACC Board will also be serving during Red Carpet Days at the beginning of the semester.

**X. Executive Session**

Dr. Richter announced that, as allowed by CRS 24-6-402(4)(b) and (f), the Board would adjourn to Executive Session to discuss personnel issues and receive legal counsel.

Invited to the session were Dr. Marsi Liddell, Stow Witwer, and Karoline Woodruff.

**ON MOTION OF MIKE GEILE THE BOARD VOTED UNANIMOUSLY TO  
ADJOURN TO EXECUTIVE SESSION AT 4:19 PM.**

**XI. Adjourn**

**At 5:12 PM, the Board returned from Executive Session and, having no further business, they adjourned on motion of Carol Ruckel.**

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**Mike Geile, Secretary**

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**Date**