

**Aims Community College Board Meeting**  
**Minutes for February 5, 2014**  
Beaty Hall Theater, 2:30 PM

**Aims District Board Meeting**

**I. Call to Order**

The meeting was called to order at 2:48 P.M.

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

Dr. Liddell requested to add Action Item VIIC to purchase lots 1 & 2 of approximately 10.77 acres at the Southgate Business Subdivision in Windsor, Colo.

**ON MOTION OF LARRY THE BOARD UNANIMOUSLY APPROVED THE AGENDA AS AMENDED.**

**III. Citizen Participation**

There was no citizen participation.

**IV. Consent Agenda**

- a. Minutes of the December 11, 2014 District Board Meeting

**ON MOTION OF MIKE GEILE THE BOARD UNANIMOUSLY APPROVED THE CONSENT AGENDA AS PRESENTED.**

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

- a. Financial Update – Dan Erbert
  - o Mr. Erbert noted that a section has been added to the Budget to Actual part of the report, noting that it most closely reflects the information the college reports to IPEDs.
  - o A Trustee asked why fees and other charges still remain 74% outstanding. Mr. Erbert explained that it is related to the study that the VA was conducting on the helicopter program, which was recently completed.
  
- b. Administrative Services Report – Robert Cox
  - o Mr. Cox reviewed highlights of the report for the year.
  - o Aims has 41 restricted funds accounts, which are primarily from grants. The Aims Foundation has about 130 accounts, which are mainly endowment accounts.
  - o The Cashier's office focused on processing IRS 1098-Ts in January.
  - o Aims processes about \$16.4 million in financial aid refunds onto students' Campus Cards. An additional \$592,000 has been issued to students in paper refund checks. The college is considering replacing student IDs with the Campus Card.
  - o The Cashier's office oversees e-billing for students' payment plans.
  - o Accounts Payable processed 11,153 invoices and 6,170 checks in 2013.

- The debit card creates a large volume of activity to that account. Last year, 5,666 entries were processed through the general fund.
- Payroll is busy working with HR on issues related to compliance with the Affordable Care Act, as well as their regular payroll duties.
- Purchasing oversees competitive bidding, the procurement process, the copier machines, surplus property and fixed assets. This department also includes central receiving and mail services.
- Office of the Budget is run by Dan Erbert and includes issuing state reports related to the budget, oversight of the Bookstore and Reprographics.
- The Bookstore served 27,000 customers and had \$1.8 million in sales last year.
- Reprographics includes copy and printing services.
- Facilities and Operations includes construction and maintenance, utilities, and about \$16.5 million in capital projects.
- Mr. Cox thanked his entire Administrative Services team for their excellent work.
- A Trustee asked about a stated goal in the Bookstore's report related to outsourcing. Mr. Cox stated that while the college is looking into the possibility of outsourcing the Bookstore, the employees of the Bookstore have stated that their preference would be to remain Aims employees.
- A Trustee thanked Mr. Millsapps and his team for keeping the campus safe and beautiful.
- A Trustee asked if Heartland Payment Solutions, which oversees the Aims Campus Card pre-paid credit card, is responsible for the money and data on those cards. The information Aims provides to the service regarding the card holder is extremely limited and highly encrypted. They are Discover cards, and as such protected by the FDIC.

c. Sabbatical Report – DeLynn Anderson

- Dr. Liddell introduced DeLynn Anderson, who presented results from her sabbatical taken in fall 2013.
- Ms. Anderson thanked the Board and Dr. Liddell for the opportunity to take the sabbatical. She has been teaching at Aims since 2001. Her sabbatical goal was to develop an Excel textbook that would help to train students in all of the skills they need to meet employers' needs. She was inspired to do so after she found a dearth of excellent Excel textbooks on the market.
- Aims students taking Excel this semester are using the book on a beta basis. Professor Anderson is asking students to provide their input on the assignments, and she is updating the material as she goes along with this beta version. She plans to complete the edits and secure publishing of the text this summer.
- Ms. Anderson reviewed the chapters of the books for the board. She noted that it is quite ambitious to teach in one semester, but she hopes that students will keep the book and use it as a reference throughout their college and real-world careers.

d. President's Executive Summary

- Dr. Liddell gave kudos to the leaders of the Writers' Community project, who received an award from the Two Year College English Association. They are

Holly Hartwick, Rebecca Sailor and Kendra Griffin. Kim Joiner received the Live United award from the United Way of Weld County and will be recognized at their Celebration of Excellence on March 13. United Way of Weld County also thanked the college for our involvement in Weld Project Connect, as well as the successful employee fundraising campaign. Jan Stapleton attended a luncheon sponsored by the Colorado Community College System recognizing Faculty of the Year recipients. Jan was selected for the honor by her colleagues in the ACEA.

- Dr. Liddell noted that we are in the midst of a legislative session and brought a few bills to Board's attention. Senate Bill 1 is the budget bill, and it proposes to add \$100 million to the budget for higher education this year. Dr. Liddell said we are thankful for that. Along with that proposal, Lt. Gov. Garcia asked that colleges keep tuition increases below 6%. Several Aims students wrote and testified during the session in support of Aims Sen. Bill 1, including Jenna Oliver's daughter, Michali, who was offered an internship with Sen. Mike Johnson. This will be set up through Aims' new internship program, Worksource.
- Senate Bill 4 allows community colleges to offer a Bachelor's of Applied Science. It is moving successfully through the legislature.
- House Bill 1154 is causing some aggravation because it has an \$84 million fiscal note attached to it. It asks the Community College System to pay adjunct and full-time faculty the same amount. It sounds equitable, but it diminishes tenure, allows the state to authorize teaching load and seniority. It has passed out of State Affairs, and is now in appropriations, but our lobbyists don't think it has legs because of the huge fiscal impact. Dr. Liddell believes it will be Postponed Indefinitely during this session, but we will likely see the topic of equity come forward in the future.
- The last Aims Strategic Plan was in place for 2010-2013 and was developed during a time of state budget cuts and leaner budget projections. We now have more leeway in financial stability. Aims is now undergoing the next Strategic Plan, starting with a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats). We will continue to develop ideas and plans during this Friday's Conversation Day. In March, during a work session, the college will present the progress on the Strategic Plan to the Board.

## **VI. Information Items**

### **a. Board Calendar**

- February 5, Board of Trustees meeting, 2:30 p.m., Beaty Hall Theater
- Feb 6, Greeley Chamber Awards Banquet, 5:30, Island Grove Events Center
- February 7, Conversation Day, 8 a.m. to noon, Greeley Country Club
- February 10-13, ACCT National Legislative Summit, Washington D.C.
- March 5, Board of Trustees meeting, 2:30 p.m., Fort Lupton Campus
- March 10-14, Spring Break, No Classes, College Offices Open
- April 2, Board of Trustees meeting, 2:30 p.m., Beaty Hall Theater
- April 11, Community College Day 2014, 1 to 8:30 p.m.
- April 17, Government Agencies Breakfast, 7 a.m., Weld County hosting
- April 17, President's Reception, 3 to 5 p.m., Greeley Country Club
- May 7, Board of Trustees meeting, 2:30 p.m., Beaty Hall Theater

- May 9, Graduation, Budweiser Event Center, 7 to 8:30 p.m.
- b. New Hires
  - Lorraine Maloof, Coordinator Instructional Lab Learning, Full-Time-Non-Exempt-Staff, New Position, Division II, Natural Sciences
  - Alma Aquino Aguilar, Advisor TRIO, Full-Time-Exempt-Staff, Replacement, TRIO/STEM
  - Jody Margheim, Director II, Full-Time-Exempt-Staff, Replacement, College Recruitment/Admissions & Records
  - Lani Sorensen, Staff Associate, Full-Time-Non-Exempt-Staff, New Position, Newly Benefited Position, TAACCCT Grant- Oil & Gas Program
- c. Leaving Employ of the College
  - Charles Fisher; Professor, English; Department: Division I
  - Natalie Nelson, Advisor, TRIO/STEM

**VII. Action Items**

- a. Request for Transitional Retirement – Dorene Boyd

**ON MOTION OF CAROL RUCKEL THE BOARD UNANIMOUSLY APPROVED TRANSISTIONAL RETIREMENT FOR DORENE BOYD.**

- b. Policies
  - i. 2-200 Grading System, first reading
    - The changes are essentially language cleanup. If approved, the changes would be implemented in August.
    - A Trustee requested a grammatical correction in section I.
    - In that same section a Trustee asked for clarification between the statements citing a maximum of one semester to complete the requirements, but allows an instructor to increase the maximum. Ms. Owens will take the question to faculty consultation.
    - A Trustee noted that this changes the word “objectives” to “requirements,” in some sections, but not all. The Trustee asked to make the entire document consistent. Ms. Owens agreed and will make the change for second reading.

**ON MOTION OF LARRY WOOD THE BOARD UNANIMOUSLY APPROVED CHANGES TO POLICY 2-200 GRADING SYSTEM ON FIRST READING AS AMENDED.**

- ii. 3-705 Risk Management, second reading
  - This has been revised to better clarify the term “assets” to include property and reputational resources.

**ON MOTION OF CAROL RUCKEL THE BOARD UNANIMOUSLY APPROVED CHANGES TO POLICY 3-705 RISK MANAGEMENT ON SECOND READING.**

- iii. 3-710 Safety and Health, second reading
  - This has been revised to clarify endeavors that will be undertaken to promote communication.

**ON MOTION OF MIKE GEILE THE BOARD UNANIMOUSLY APPROVED CHANGES TO POLICY 3-710 SAFETY AND HEALTH ON SECOND READING.**

- iv. 3-715 Violence and Weapons on Campus, second reading
  - o This is revised to clarify the titles and offices of where reports should go.

**ON MOTION OF CAROL RUCKEL THE BOARD UNANIMOUSLY APPROVED CHANGES TO POLICY 3-715 VIOLENCE AND WEAPONS ON CAMPUS ON SECOND READING.**

- v. 4-705 Faculty Consultation, second reading
  - o The recommendation is to table both 4-705 and 4-800 to receive legal advice. After first reading, Ms. Owens met with the consultation team and she is prepared to share that information with the Board and provide legal advice in executive session. She reminded the board that the last review of these policies was in 1978.

**ON MOTION OF CAROL RUCKEL THE BOARD TABLED POLICIES 4-705 FACULTY CONSULTATION AND FACULTY DUE PROCESS 4-800.**

- vi. 4-800 Faculty Due Process, second reading

**SEE MOTION ABOVE.**

- vii. Memo to add specific language to every policy
  - o Based on prior policy review, the Board asked Ms. Owens to put forward a blanket statement that shall be added to every policy that does not already contain it. The verbiage is, “The president shall implement and maintain procedures to carry out the intent of this policy.”

**ON MOTION OF CAROL RUCKEL THE BOARD UNANIMOUSLY APPROVED ADOPTING THE STATEMENT, “THE PRESIDENT SHALL IMPLEMENT AND MAINTAIN PROCEDURES TO CARRY OUT THE INTENT OF THIS POLICY,” TO BE ADDED TO EACH POLICY IF IT ISN’T ALREADY INCLUDED.**

- c. To purchase lots 1 & 2 of approximately 10.77 acres at the Southgate Business Subdivision in Windsor, Colo.
  - o Dr. Liddell stated that the Board requested a three to five year strategic plan for programmatic services. In due diligence and investigation the college determined that there is land available just south of the Windsor Automotive and Technology Center, which could possibly serve as a location for future expansion and development of the Career and Technical Education programs, specifically Fire Science, EMS, Criminal Justice and Welding.
  - o The purchase price is still being negotiated but the motion is to authorize administration to move forward with negotiations of a land purchase.

**ON MOTION OF LARRY WOOD THE BOARD UNANIMOUSLY AGREED TO AUTHORIZE THE ADMINISTRATION TO NEGOTIATE A LAND PURCHASE OF**

**APPROXIMATELY 10.77 ACRES BEING LOTS 1 & 2 IN THE SOUTHGATE BUSINESS SUBDIVISION IN WINDSOR, COLORADO.**

**VIII. Comments from Board Members**

- Trustee Ruckel commented that Aims received the Business of the Year Award from the Fort Lupton Development Corporation at the Chamber of Commerce banquet. She thanked Dean Brenda Rask for her leadership at the campus. The Aims Foundation recently toured the Fort Lupton campus. The Foundation recently received two, \$10,000 gifts from Haliburton and Nick Francis to be dedicated to the new Oil and Gas program.

**IX. Comments from Board Reps**

- a. Faculty (Sonya PauKune ACEA Board Rep)
  - Professor PauKune mentioned the t-shirt fundraiser sponsored by the ACEA. The t-shirts say “It’s on the syllabus,” and raised money to buy textbooks for low-income students. She also mentioned that Graphic Technology Professor Colleen Martin was the guest curator for the latest exhibition in the Beaty Hall Art Gallery. It features students’ work from the Welding for Artists class. She also thanked the Board for the new gas kiln her department was able to purchase.
- b. Aims Staff Association (Michelle Brown or Corey Archuleta, ASA Board Reps)
  - No representatives were present.
- c. ASACC (Collin Felix, ASACC President)
  - Mr. Felix told the Board that New Student Orientation had 500 students across all campuses. He mentioned that it is a great opportunity for new students to get acquainted with the campuses and feel prepared to go back to school.
  - A Schools App launch party was held, with demonstrations of the new Facebook app that connects Aims students. It is proving to be very popular with students.
  - Mr. Felix thanked the Board members who were able to serve as judges for the student club Chili Throwdown.
  - The Student Involvement Fair was held today and drew many students to find out about all the opportunities for students to get involved on campus.

**X. Executive Session**

As allowed by CRS 24-6-402 (4) (b) the Board is expected to adjourn to executive session to receive legal counsel.

**ON MOTION OF CAROL RUCKEL THE BOARD ADJOURNED TO EXECUTIVE SESSION AT 4:06 P.M.**

**XI. Adjourn**

**ON MOTION OF MIKE GEILE, THE BOARD ADJOURNED EXECUTIVE SESSION AT 5:06 P.M. AND HAVING NO ADDITIONAL BUSINESS, ADJOURNED REGULAR SESSION AT 5:07 P.M.**

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**Mike Geile, Secretary**

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**Date**