



MCC President's Staff Meeting Minutes

August 14, 2023, via Web Ex

President's Staff Present: Dr. Curt Freed (President); Susan Clough (Director of Development); Dr. Deborah Coates (VP of Instruction); Dr. Gary Dukes (Vice President of Student Services); Jane Fries (Assistant to the President); Kathy Frisbie (Director of Special Projects/Interim Dean of Workforce Development); Becky Geltz (Director of Institutional Effectiveness & Planning); Ariella Gonzales-Vondy (Director of Communications, Marketing, & Recruitment); Tracy Schneider (VP of Administration & Finance)

Absent: None

Guests: Dr. Christiane Olivo (Dean of General Education and Health Sciences)

The meeting commenced at 10:35 a.m.

- 1) **Enrollment Update:** As of August 14, 2023, Fall Semester FTE is 338.6. The budget goal is 379 FTE, which leaves a gap of 40.4. President's Staff discussed progress on strategies to enroll more students, which include calling and texting campaigns. About 33% of the students who received texts noted they needed additional help to register. Ariella Gonzales-Vondy noted that inquiries continue to come in on the website. Kathy Frisbie noted that Real Estate and Phlebotomy classes are in the process of being added. Some additional classes are also being confirmed with some high schools. Christiane Olivo noted that she added additional ECE classes, but enrollment has been low thus far.
- 2) **Career Advance Colorado:** Curt Freed is awaiting confirmation from CCCS staff about which MCC programs are eligible for the Career Advance Colorado funding. Enrollment data used by the System to create their funding allocation appears to be inaccurate in some cases. Classification of Instructional Program (CIP) code realignment could be part of the issue. While MCC is waiting for final word from the System, Curt recommended creating a list of programs/certificates that will likely be funded so that things can move forward with students who are interested in enrolling as part of the Career Advance Colorado initiative. Tracy Schneider reported that some Care Forward Colorado funding is still available for certain short-term health programs.
- 3) **Border Student Discount:** Curt Freed shared that Holly Haman-Marcum reached out to him and Deborah Coates to propose possible ways to make courses more affordable for students residing in Kansas and Nebraska. Curt noted that there has been discussion among some of the System presidents about tuition discounts for non-concurrent students from states bordering Colorado. This conversation will continue at the System level and Curt will make sure that MCC's interests are part of the discussion. Curt noted that the legislature would likely be unfavorable about offering tuition discounts to concurrent enrollment students from outside the state.
- 4) **HACU Conference:** Gary Dukes noted that Title V funds are available for professional development. Curt Freed suggested having Gary or Vanesa Sanchez send an email to staff announcing that Title V funds are available to send staff to the Hispanic Association of Colleges and Universities (HACU) conference in Chicago or other relevant conferences, like the one put on by the Alliance of Hispanic Serving Institution Educators (AHSIE). President's Staff recommended creating an application form for staff interested in attending a conference. The application would ask staff to briefly describe how they would benefit from attending the conference, etc. MLT or President's Staff would review the applications and make recommendations. Deb Coates shared that she would like to see some instructional staff attend HACU. Curt Freed noted that it is also helpful to have an administrator attend.
- 5) **Fall Semester Kickoff:** The meeting agenda is still under development. One of the agenda items will be having the Vice Presidents share some of their engagement strategies for the academic year. New employees will be introduced. Curt Freed will send a draft Kickoff agenda to Presidents Staff for review. Jane Fries shared about the progress she is making planning the BBQ, including ordering food/supplies, submitting room set up requests, and recruiting

volunteers. She is trying a new approach this year by recruiting team leaders to oversee volunteers helping with the BBQ setup, implementation, and cleanup.

6) **Other:** Curt Freed noted that a message should be sent out to staff about COVID reporting protocols. Ariella Gonzales-Vondy noted that there is a link at the bottom of the college's main page to file a COVID-19 Exposure Report.

7) **President's Staff Updates:**

a) **Deborah Coates:**

- i) The new Instructional Coordinator, Lynelle Phillips, started August 14.
- ii) Faculty returned August 14.
- iii) A group will be meeting August 18 to decide on a container farm.
- iv) Deb is creating a group to discuss EvaluationKIT, a course evaluation software program.

b) **Susan Clough:**

- i) The MCC Foundation Board will meet August 14 at the Fort Morgan campus.
- ii) A new scholarship has been created through the local Disabled American Veterans (DAV) chapter. Susan will work with Ariella Gonzales-Vondy on a press release.
- iii) The MCC Foundation will be hosting a reception for the new MCC Vice Presidents on September 8, 4-6 p.m. at 300 Main.
- iv) A Donor-Scholar Reception will be held October 5.
- v) Gala planning has kicked off. The event will be held February 23, 2024. Susan is seeking staff volunteers for the event planning committee and to help at the event itself.
- vi) Susan is preparing information requested by the CCCS Foundation for their Strategic Plan reporting.
- vii) CACE
 - (1) A successful Art Walk was held in Brush.
 - (2) A performance by the Colorado Asian Cultural Heritage Center Dragon Dancers was held August 5 in Glenn Miller Park.
 - (3) An art exhibit by Sarah Konrad will open at the CACE Gallery during the Third Thursday Art Walk August 17.
 - (4) The CACE Gallery has been spruced up with new paint.

c) **L.J. DeWitt:** Absent

d) **Gary Dukes:**

- i) Gary met with Deb Coates to discuss collaborative efforts between Instruction and Student Services.
- ii) Student Services Staff are registering students and preparing for new student orientation, Roadrunner Rush, etc.

e) **Curt Freed:**

- i) Curt initiated a discussion about increased student fees for Colorado Online courses and challenges regarding fees for courses being offered through the Rural College Consortium.
- ii) Curt plans to be off beginning the afternoon of August 17 through the following week.

f) **Jane Fries:**

- i) Jane has been coordinating details for the Fall Kickoff BBQ.
- ii) About two-thirds of the Concurrent Enrollment Contract amendments sent out to school districts for signatures have been returned. Jane has set up regular Adobe Sign reminders for those who haven't responded. She noted that Elbert County School District (Kiowa High School) has signed a first-time contract with MCC. Curt Freed noted that Pikes Peak Community College and Arapahoe Community College have previously worked with Elbert County School District for concurrent enrollment.
- iii) Jane is working on updates to the MCC severe weather closure procedures.

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- iv) A Bring Your Dog to Work Day was held August 10. Jane will be working on setting dates for additional Bring Your Dog to Work days during Fall Semester.
- v) Jane will be sending an email to all staff with a schedule of President's Brownbags and Coffees with the President throughout the remainder of the academic year.

g) **Becky Geltz:**

- i) The IPEDS registration process is open. Becky is sending out information to the staff who will provide data for segments of the report.
- ii) Becky has been learning more about Colorado Online.
- iii) Becky attended an Institutional Research Advisory Group (IRAG) meeting at the System Office. COGNOS report development was one of the topics discussed.
- iv) Mark Superka from the System will be sending out a request for three years of data, with a due date of September 15.

h) **Ariella Gonzales-Vondy:**

- i) Ariella will send out a calendar invitation for the September 26 Professional Development Day. The Professional Development Committee is seeking additional committee members.
- ii) Ariella's department is focusing on "getting students through the door."

i) **Tracy Schneider:**

- i) Tracy is working on securing inclusive access resources for Colorado Online courses being taught by MCC instructors.
- ii) The Town of Bennett location being considered for a Bennett Center fell through. Staff will continue to seek another space.
- iii) Staff is also continuing to seek a location for a long-term Wray Center.
- iv) The CSTT building project is in the design development phase. The goal is to break ground December 11, 2023.
- v) MCC technology staff have been upgrading classroom technology as part of the Rural College Consortium IT project. Some of the upgrades won't be in place by the start of classes due to backordered equipment.
- vi) Tracy is working on loading the budget into Banner.
- vii) The College Store is operating short-staffed. A search is in progress to fill the vacancy.
- viii) The veterans project at the MCC campus is progressing. Finishing touches will include a flagpole, plants, and bronze plaques for each branch of military. The goal is to have it completed by Veterans Day.

- 8) **Meeting Adjournment/Next Meeting:** The meeting adjourned at 12:04 p.m. The next President's Staff meeting date is scheduled for August 14, 2023

Minutes by Jane Fries, Assistant to the President