



MCC President's Staff Meeting Minutes

August 28, 2023, via Web Ex

President's Staff Present: Dr. Curt Freed (President); Susan Clough (Director of Development); Dr. Deborah Coates (VP of Instruction); L.J. DeWitt (Director of Human Resources); Dr. Gary Dukes (Vice President of Student Services); Jane Fries (Assistant to the President); Tracy Schneider (VP of Administration & Finance)

Absent: 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)

The meeting commenced at 10:32 a.m.

1) **First week of Classes/Enrollment:**

- a) Fire alarms went off the first day of classes (it was not a planned drill). One theory is that a drop in water pressure may have triggered the alarms.
- b) Curt Freed noted that he is pleased to see fall semester enrollment is currently over 400 FTE. Drops for non-payment are planned for August 30.
- c) Deb Coates noted that there were a few challenges, but overall things went smoothly. Deb gave kudos to Troy McKie and Debbie Fowler for their help.
- d) Gary Dukes noted that some concurrent enrollment students from the same high school are in the same course but in different Colorado Online sections. This is due to the Colorado Online computerized "sectionizer" process that assigns students to classes. Curt noted he has expressed concern about this to CCCS in the past and will follow up.

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

a) **Deborah Coates:**

- i) Deb noted that Colorado Online D2L shells didn't open until Thursday of the first week of classes (this was out of MCC's control). She expressed appreciation to Ariella Gonzales-Vondy for her help facilitating communication to students about the issue.
- ii) Weekend College is off to a good start. Deb was onsite to help it kick off.
- iii) MCC is purchasing a container farm through "Farm Box" from the Denver area.
- iv) Staff are reviewing EvaluationKit software to use for course evaluations.

b) **Susan Clough:**

- i) Susan is working on data due to the CCCS Foundation.
- ii) The MCC Foundation and college are moving forward with a new scholarship management software program. The goal is to have the software operational by the time the scholarship application opens.
- iii) Susan is working on annual letters to endowment donors to update them on the status of their endowments and last year's scholarship recipients.
- iv) A reception will be held September 8 at 300 Main from 4-6 p.m. to welcome Deb Coates and Gary Dukes. All staff are invited.
- v) The Fort Morgan Chamber is in the interview process for a new Executive Director.
- vi) The Donor-Scholar Reception will be held October 5. Invitations are at the printers.
- vii) A new scholarship has been established with help from the local Disabled American Veterans group. The annual \$1K scholarship will go to veterans or their family members.

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

- i) L.J. noted that there is a tight timeframe for the next payroll processing. She requested that supervisors approve timesheets as soon as possible.
- ii) Megan Meininger has resigned and will work full time through September 5.
- iii) Plans are underway to conduct an Employee Health Fair this fall.
- iv) HR staff is working on the initial set up for NeoEd "Perform," an online performance management platform. The goal is to roll it out in November.

d) **Gary Dukes:**

- i) Over 100 students participated in the Roadrunner Rush.
- ii) A search is underway for a new Student Life Coordinator.
- iii) A software program, "Handshake" is being explored. The software would provide a platform for students to explore internal and external employment opportunities.
- iv) Staff are still working on student registrations.

e) **Curt Freed:** The Clery Annual Security Report is due in early October. Curt asked Jane Fries to review last year's report to check for needed updates. Jane will also check on the status of a Clery email distribution group, as updates are needed.

f) **Jane Fries:**

- i) Jane expressed thanks for everyone who helped with the Fall Kick-off barbecue. In future years, it would be good to let the student panel go through the food line first.
- ii) Jane shared that five MCC employees have signed up for the NISOD workshop MCC is hosting onsite on November 17. The early registration deadline is October 20. There must be 30 registrations by then to hold the workshop. Christiane Olivo is helping promote the workshop to faculty and instructors. Staff are invited, too.
- iii) Jane is continuing to monitor the status of concurrent enrollment contract amendments that were sent out for school district signatures.
- iv) Jane will be sending out letters to the 55 students who made the President's List summer semester (students who achieved a 4.0 g.p.a.).

g) **Becky Geltz:** Absent

h) **Ariella Gonzales-Vondy:** Absent

i) **Tracy Schneider:**

- i) Tracy is ready to load the FY 24 budget into Banner so that staff can view their budgets.
- ii) Tracy will be working on the budget book that has to be submitted to the state between now and September 8.
- iii) Meetings relating to the design development for the Center for Skilled Trades and Technology building will be held August 29 and 30.
- iv) Tracy is working on utilization plans for Cedar Hall.
- v) Interviews are being held for the College Store Assistant position.
- vi) A search is underway to fill a custodial position.
- vii) Gene Kind is working on the information needed to create a new Structural Trades position.
- viii) Student drops for non-payment have been delayed to August 30. Discussion will continue about thresholds for dropping students for non-payment.
- ix) Digital course material fees for Colorado Online are higher than what students have paid in the past. Discussion was held regarding the financial benefits to students when Open Education Resources (OER) are used.

- 3) **Meeting Adjournment/Next Meeting:** The meeting adjourned at 11:57 a.m. The next President's Staff meeting date is scheduled for September 11, 2023

Minutes by Jane Fries, Assistant to the President