



MCC President's Staff Meeting Minutes

February 13, 2023, via Web Ex

President's Staff Present: Dr. Curt Freed (President); Julie Beydler (Director of Human Resources); Susan Clough (Interim Director of Development); Jane Fries (Assistant to the President); Kathy Frisbie (VP of Instruction); Becky Geltz (Director of Institutional Effectiveness & Planning); Ariella Gonzales-Vondy (Director of Communications, Marketing, & Recruitment); Tracy Schneider (VP of Administration & Finance); Scott Scholes (VP of Student Services)

Absent: None

The meeting commenced at 10:33 a.m.

- 1) **College Store Update:** Tracy Schneider reported that College Store apparel sales were up in January – likely due to scrub purchases and new MCC apparel. She noted that staff is continuing to learn the best timing for ordering food supplies, particularly in relation to the gaps between semesters.
- 2) **Bennett Center:** Curt reviewed some of the options that have been explored in Strasburg and Bennett for a new west I-70 center location. Curt noted that a trip is planned with staff from the Town of Bennett to visit the Burlington Center on March 29. The purpose of the trip is to give Bennett town officials insight into the type of facility partnership the college has with the City of Burlington.
- 3) **Wray Center:** MCC is seeking a new space for a Wray Center. Ameritowne will not be renewing the college's lease at the end of June and will be leasing the space to another entity.
- 4) **Commencement:** Ariella Gonzales-Vondy shared that communication has been sent to students regarding graduation application deadlines. Cheryle Ruland (College Store Manager) is working with a vendor on regalia. Ariella noted that there will be special stoles and cords available for some of the clubs and other categories of students. The color of first-gen cords needs to be determined. Ariella provided an overview of the yoke being designed for bachelor's degree graduates. A coffee truck has been scheduled to be at commencement. Ariella is waiting to hear back from the owner of a BBQ truck. A DJ is booked. Tracy Schneider noted that a budget needs to be determined for next year's commencement and stated that it would be valuable to have a point person for questions relating to commencement. Tracy needs to know which additional staff should be invited to walk in commencement. Pinning ceremonies will be held May 5. Ariella will meet with Kathy Frisbie and Sylvia Rocha (Basic Skills Specialist) regarding whether there will be a ceremony for GED graduates. The remaining smaller diploma covers could potentially be used for the GED certificates.
- 5) **Other:** Curt Freed shared that the City of Fort Morgan has been awarded a grant that was written to fund around 34 e-bikes for income-eligible individuals. Scott Scholes and Sally Shawcroft will be the points of contact on eligibility for students. MCC will need to explore storage options for the potential increase in bikes on campus as a result of this program.
- 6) **President's Staff Updates:**
 - a) **Julie Beydler:**
 - i) A second round of interviews is occurring February 13 with a candidate for the Director of Physical Therapist Assistant Program.
 - ii) Accounting Technician candidate interviews were held the week of February 6 and they will meet virtually with Curt Freed February 13.

- iii) A second-round interview will be held for the part-time Learning Resource Specialist on February 28.
 - iv) Other posted positions include:
 - (1) Nursing Faculty
 - (2) Manufacturing Pathways Advisor
 - (3) Success Coach for CTE Immersion Program
 - (4) STEM Coach
 - (5) Student Support Specialist
 - v) A new director position will be posted relating to Return to Earn and Finish What You Started.
 - vi) Julie will be sending the Title V Director job description to Scott Scholes for review.
 - vii) Kim Berning (Nursing Faculty) has submitted her resignation and will leave at the end of her contract.
 - viii) Scott Scholes is working on preparations to post a matriculation specialist position.
 - ix) Several MCC staff participated in a virtual career fair and talked to over fifty potential candidates.
 - x) CCCS compliance training will be rolled out February 15. All training will be accessible through the MCC employee portal. Topics include Title IX, security awareness, and DEI/microaggressions (a total of 67 minutes per CCCS guidance).
 - xi) Federal Public Health Emergency Leave (PHEL) for COVID will cease June 8.
 - xii) Classified Open Enrollment for benefits will occur April 11 - May 1. This will be a passive process, so employees are not required to re-enroll unless they are making changes to their benefits or participating in a Flex spending plan.
 - xiii) APT and Faculty Open Enrollment will run April 24 – May 15. This will be an active enrollment process, where everyone must re-enroll to continue their benefits.
 - xiv) Supplemental benefits have been made available to part-time employees for several months. Benefit-eligible full-time employees will also be eligible to enroll in some supplemental benefits (accident, critical illness, and hospital indemnity). These benefits are 100% employee-paid and offered through MetLife.
 - xv) Several House and Senate bills under consideration could have a significant impact on Human Resources processes if passed.
 - xvi) Julie is working on HR data for the Integrated Postsecondary Education Data System (IPEDS) report. The deadline is April 5.
 - xvii) Julie noted that a request has been made to the System to find a way to include overload pay in total compensation notices.
 - xviii) System HR Directors have been discussing compensation for Colorado Online@ instructors, and how this pay may misalign with existing compensation structures at the colleges.
 - xiv) Professional Development Day is scheduled for March 3 at the MCC Fort Morgan campus. Dr. Angie Paccione, Executive Director of the Colorado Department of Higher Education will speak in the morning session. There will be breakout sessions in the morning, as well. Work-life balance activities will be offered in the afternoon. The Fort Morgan Fieldhouse was unavailable for PD Day this time.
- b) **Susan Clough:**
- i) Over fifty memorial gifts in honor of Bill Hinkhouse have been received by the MCC Foundation.
 - ii) The COSI grant application is due February 16. The MCC Foundation is requesting \$107k. Susan shared that next year's COSI program will be changing significantly.
 - iii) Planning for the Gala is coming together well. The program has gone to the printers. Scott Scholes will give greetings at the event if Curt Freed is not available.
- c) **Curt Freed:** Curt shared that he will likely work half days the week of February 13 as he continues to recover from surgery.

d) **Jane Fries:**

- i) Jane is helping Scott Scholes follow up with employees who haven't returned their Clery annual crime statistic reports.
- ii) Jane is working with Julie Beydler to help research best practices for performance appraisal systems in preparation for updating the APT performance evaluation process.
- iii) Nominations for student Rising Star and Inclusive Excellence Champion awards must be submitted by March 6. Only one nomination has been submitted thus far.
- iv) Jane is working on arrangements for a Cohort 2 lunch gathering on February 28. The event will occur immediately following the Reg Team meeting.

e) **Kathy Frisbie:**

- i) Kathy attended the Colorado Association for Career and Technical Administrators (CACTA) conference February 7-10. One of the days focused on CIP realignment and the program approval process.
- ii) A candidate for the Director of Physical Therapist Assistant Program is in the interview process. A reaccreditation visit for the program is scheduled for June 9-12, 2024.
- iii) A mid-year report has been submitted for the Adult Education and Literacy Act (AELA) grant that helps fund the GED/ESL programs. It has been a challenge to find enough GED/ESL instructors.
- iv) A required update to the Higher Learning Commission is due the end of March.
- v) Kathy is preparing for the Community College Survey of Student Engagement (CCSSE) survey.
- vi) Kathy is putting finishing touches on the class schedule.

f) **Becky Geltz:**

- i) Becky is finalizing some of the information needed for the Integrated Postsecondary Education Data System (IPEDS) outcomes measures and graduation rate reports.
- ii) Becky has been working with Scott Scholes and Mattie Haney (Registrar) on the Student Unit Record Data System (SURDS) summer enrollment reporting.
- iii) Becky is working on a student list for the Community College Survey of Student Engagement (CCSSE).
- iv) Becky participated in a System's IRAG (Institutional Research Advisory Group) meeting on February 10.
- v) Becky will be working on data for MCC's Higher Learning Commission report.
- vi) Becky is adjusting the automation of the MCC FTE report.

g) **Ariella Gonzales-Vondy:**

- i) An agreement with 25th Hour Communications has been finalized to help with webmaster services.
- ii) Ariella is working with Cara Draeger (College Recruiter & Social Engagement Specialist) and Jessica Edington (Marketing Manager) to update their job descriptions.
- iii) Marketing requests should be routed to a centralized email: marketing@morganc.edu.
- iv) Posters have been hung in the Spruce hallway by Todd Schneider and Lynne Collins' faculty offices.
- v) Bulletin boards have been hung for HOSA, SNA, Nurse Aide/Medical Assistant, and STEM use.
- vi) Ariella is working with Megan Harris from CCCS and Mattie Haney to realign computer coding so that communication can continue with all perspective students through Recruit.
- vii) Almost 300 welcome packets with admissions letters have been sent out.
- viii) Cara is contacting students who have applied but haven't registered.
- ix) Ariella is working with Jennifer Thistle (Director of Nursing) and Kim Senn (Nursing Faculty) to utilize Telligen grant money for BSN recruiting efforts. Billboard advertising in Limon is being considered.

h) **Tracy Schneider:**

- i) Interviews with Accounting Technician II candidates were conducted the week of February 6.
- ii) Tracy conducted several budget training sessions with staff.

- iii) Budget requests should be with supervisors by now for review. The budget and fee requests should be forwarded to the Vice Presidents by February 17.
 - iv) The college will be going out to bid for the sprinkler and irrigation system upgrade and rooftop unit projects. Work on the projects will likely begin after graduation. These projects are funded by Controlled Maintenance funds received from the State of Colorado for maintenance of state facilities.
 - v) The architect selection process for the Center for Skilled Trades and Technology has started. The construction project is pending final approval from the State Joint Budget Committee on February 23, 2023.
 - vi) College Store staff are working on commencement orders.
- i) **Scott Scholes:**
- i) Valentine's Day activities for students were available in the Student Center February 13.
 - ii) Scott is providing support to Becky Geltz and Mattie Haney regarding SURDS and IPEDS reports.
 - iii) Financial Aid awards were done the week of February 6.
 - iv) Sally Shawcroft (Director of Financial Aid) is working on her portion of the IPEDS data.
 - v) The Return-to-Earn position will be posted soon.
 - vi) Steven Norton (Title V Director) has accepted a position in Kansas City, Missouri.
 - vii) Cora Rhode started in her position as Financial Aid Advisor and Success Coach.
 - viii) Mattie Haney conducted FERPA training with a cohort of new staff. Scott provided training on ADA and Clery.
 - ix) MCC received a Solomon request from the U.S. Army. Army recruiters will be on campus February 15.
 - x) Some processes still need to be ironed out regarding Colorado Online@ classes. Learning Management System (D2L) support for these classes will be routed to the System first.
- 7) **Meeting Adjournment/Next Meeting:** The meeting adjourned at 12:23. The next President's Staff meeting date is scheduled for February 27, 2023.

Minutes by Jane Fries, Assistant to the President