



## MCC President's Staff Meeting

### Minutes

### Via WebEx

February 26, 2024, WebEx

**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); Becky Geltz (Director of Institutional Effectiveness & Planning); Ariella Gonzales-Vondy (Director of Communications, Marketing, & Recruitment); ShiLyn Provencio (Director of Human Resources); Tracy Schneider (VP of Administration & Finance)

**President's Staff Absent:** None

The meeting commenced at 10:31 a.m.

- 1) **NEOED Perform Settings:** Jane Fries asked President's Staff about their preferences on two items relating to the online year-long APT appraisal process she is setting up in NEOED Perform. President's Staff expressed a preference for having employees edit their initial planning goals at the request of their supervisors rather than having the supervisors be responsible for entering the edits. In addition, Jane will remove the step asking employees to list a specific number of job duties and replace it with a general competency that relates to the employees meeting all the duties of their job. Individual job descriptions will be uploaded to NEOED so that both employees and supervisors can reference the job duties expectations for the positions.
- 2) **President's Staff Updates:**
  - a) **Deborah Coates:**
    - i) Health Science Technology students will be conducting a disaster simulation day on Friday, March 1 beginning at 8:00 a.m.
    - ii) The Bachelor programs in Business Administration and Education are moving forward. Deb is hopeful that the Higher Learning Commission will be able to conduct the required substantive change site visits this spring.
  - b) **Susan Clough:**
    - i) Susan shared that around 400 people attended the MCC Foundation Gala on February 23. The event went well, and Susan is determining the financial results. Susan expressed thanks to all who contributed to the event's success. She noted that the Foundation purchased two galvanized tubs for the event, and these can be made available for MCC events when the Foundation doesn't need them. Susan will bring some leftover donated "MCC alumni blankets" that she will provide to the College Store to give out to graduates as supplies allow. The Foundation Board will discuss the best approach for next year's Gala.
    - ii) Susan noted that she will be attending a meeting regarding the Opportunity NOW grant.
    - iii) Contracts have been received to extend COSI postsecondary and precollegiate grant programs to 2026.
  - c) **Gary Dukes:** Gary noted that Registrar interviews are scheduled.
  - d) **Curt Freed:**
    - i) Rural college presidents are in discussion about tuition reciprocity with border states.
    - ii) MCC has received a request to place signs for a caucus event. Curt noted that there are specific things the college can and cannot do relating to political events. Curt will send copies of these guidelines to President's Staff.
    - iii) Curt will speak on panel at a solar-related conference in Denver on February 27.

e) **Jane Fries:**

- i) Jane is focusing on getting the year-round Faculty, APT, and Classified appraisals set up in NEOED Perform.
- ii) Jane will submit MCC's Employees of the Year information to CCCS so they can be recognized at the System's Commitment to Excellence Awards luncheon. She expressed thanks to ShiLyn Provencio for overseeing the selection process and to Ariella Gonzales-Vondy and Jessica Edington for helping with the related bios and photos.
- iii) Jane will submit the Employees of the Year names to NISOD to receive Excellence Awards and find out if any of them wish to attend the NISOD conference in May.
- iv) The Student Excellence Awards nomination deadline is March 4. As of February 26, there are five nominees for Rising Star Awards, and one nominee for the Inclusive Excellence Champion Award.

f) **Becky Geltz:**

- i) Becky attended a state Data Advisory Group meeting. SURDS data reporting is still not functional, and the CDHE is working to recover information lost in a data breach. Becky shared concerns about System-generated reports that don't meet State/Federal data reporting guidelines. Curt Freed noted that System college Presidents need to be aware of this issue and be involved in decisions to resolve the matter.
- ii) Becky noted that the proposed Handshake software (to connect students and employers) would require MCC to submit data about students that goes beyond directory information. System legal staff are reviewing the matter.
- iii) Some IPEDS surveys are due in April.
- iv) Becky is working on analysis reports for Title V and Title III grants.
- v) The RE-3 School District is applying for a grant and has requested data from MCC.
- vi) Becky has run a draft of the course schedules for summer and fall.
- vii) Becky is working on imputed FTE calculations (GED/ESL and tutoring hours).

g) **Ariella Gonzales-Vondy:**

- i) A Request for Proposal (RFP) has been created for webmaster/digital ad placement services. The college has been utilizing 25<sup>th</sup> Hour Communications for these services for the past year, but an RFP is required since their cost exceeds a certain threshold. Ariella anticipates interviews for the contracted services to be held in late March.
- ii) Ariella will work on a Public Service Announcement about office hours in a Bennett location once the lease agreement is finalized.

h) **ShiLyn Provencio:**

- i) ShiLyn noted that job postings are down to under ten. Susan Clough shared that some faculty postings will be taken down and will reopen in May.
- ii) Nancy Ruhl is settling in well as the new HR Coordinator.
- iii) Employees of the Year have been selected.
- iv) The HR Department will start planning the spring end-of-year awards picnic. ShiLyn will look into the availability of Poplar Hall for the event.

i) **Tracy Schneider:**

- i) Tracy is reaching out to staff who have been invited to walk in commencement to make sure they get regalia ordered.
- ii) Budget planning is in full swing. Budget requests are due to Vice Presidents.
- iii) A few spring courses were set up incorrectly (e.g., incorrect fees, etc.) Most related to Colorado Online, Colorado Consortium, and late start classes.
- iv) Traffic control cones have been set up along Barlow Road for the curb and gutter project.

**5) Meeting Adjournment/Next Meeting:** The meeting adjourned at 12:21 p.m. The next President's Staff meeting is scheduled for March 25, 2024.

Minutes by Jane Fries, Assistant to the President