



MCC President's Staff Meeting Minutes

July 24, 2023, via Web Ex

President's Staff Present: Dr. Curt Freed (President); Julie Beydler (Director of Human Resources); Susan Clough (Director of Development); Dr. Deborah Coates (VP of Instruction); Dr. Gary Dukes (Vice President of Student Services - incoming); Jane Fries (Assistant to the President); 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 - outgoing)

Absent: None

Guests: Michael Bidwell (Coordinator of Limon Center); Mindy Centa (Coordinator of Wray Center); Holly Haman-Marcum (Director of Regional & Community Outreach -Burlington/Wray); John Prouty (Dean of Workforce Development); Alison Stone (Coordinator of Burlington Center)

Absent: Joe Bowman (Director of Concurrent Enrollment); Dr. Christiane Olivo (Dean of General Education & Health Sciences); Robbin Schincke (Director of Regional & Community Outreach – Limon/Bennett)

The meeting commenced at 10:33 a.m.

- 1) **Welcome Deborah Coates and Gary Dukes:** Curt Freed welcomed MCC's two new Vice Presidents, Dr. Deborah Coates and Dr. Gary Dukes. Participants in the meeting introduced themselves.
- 2) **Fall Kickoff (Thursday, August 17):** Details for the Fall Kickoff agenda are being planned. It will likely be held from 8:00 a.m. – 1:00 p.m. and include lunch. Curt Freed noted that after last year's event Jessica Edington requested that the staff photo be held at the beginning of the meeting instead of at the end. Staff is encouraged to wear MCC apparel for the photo, or MCC colors (blue and gold). Curt noted that he would like the new Vice Presidents to share their visions for their divisions at the event. Curt will work with staff to strategize the details of the overall event agenda. The location is to be determined.
- 3) **Professional Development Day:** Ariella Gonzales-Vondy shared that the Fall Professional Development Day will be earlier this year (September 26) at the Fort Morgan Fieldhouse. Ariella will send out a calendar invite once faculty return. The morning speaker will be Jen Parker, a professional development/training specialist with CCCS. The topic will relate to creating work-life balance. There will also be a session to follow up on departmental community agreements. During the afternoon there will be a competitive "Amazing Race" activity. Breakfast will be available by 7:45 a.m., with activities starting at 8:15 a.m. The college will technically be open that day but will have minimal coverage.
- 4) **Concurrent Enrollment Clarification:**
 - a) Holly Haman-Marcum asked clarification about scholarships for home school students. Tracy Schneider noted that the scholarships will be structured to mirror the tuition rates being charged school districts for concurrent enrollment students. The school district tuition rates include 100% reimbursement for in-person/synchronous non-CTE classes, 50% reimbursement for CTE classes, and a \$164.20 per credit charge for online (asynchronous) classes. Since the online rate is discounted for concurrent enrollment students to match the base tuition rate for the other modalities, Curt Freed will check to see if it is permissible to provide a scholarship to homeschool students that brings the standard online rate down to the \$164.20 concurrent enrollment rate. There is currently a fund of \$50k to be used for homeschool scholarships or for concurrent students who wish to take courses beyond what the school district will cover.

- b) Holly noted that some school districts are restricting the modality of courses the students can sign up for. She shared that Joe Bowman confirmed with the System that this is permitted. Curt shared that students who face this barrier can still enroll in additional classes via self-pay and apply for scholarships from the \$50k pool of funds. Curt gave a brief history of MCC's history with concurrent enrollment and how past tuition reimbursement rates varied among System colleges. MCC used to reimburse the cost of online courses significantly. With the elimination of service areas, System colleges are now mandated to use a standardized tuition cost for all concurrent enrollment modalities that equals the face-to-face rate. Hence, MCC can no longer discount the online rate. Curt noted that by statute the school districts are not supposed to limit the number of courses due to cost.

- 5) **Academic Management Institute (AMI):** Four MCC staff will be participating in a year-long AMI leadership training opportunity for women: Vanesa Sanchez, Mattie Haney, Christiane Olivo, and Ariella Gonzalez-Vondy. Holly Haman-Marcum and Julie Beydler shared about the positive experiences they had participating in the AMI program.

- 6) **Other:** Curt Freed would like to increase the frequency that the Deans, Center Staff, and Director of Concurrent Enrollment participate in President's Staff meetings. Currently the extended group meets around once per quarter. Curt will discuss it further with MLT.

- 7) **President's Staff Updates:**
 - a) **Julie Beydler:**
 - i) Vacancy updates:
 - (1) CTE Advisor: An interview will be scheduled.
 - (2) College Store Assistant: The position has been posted.
 - (3) Regional Coordinator (Bennett): The Search Committee is kicking off.
 - (4) Director of Human Resources: An offer has been made.
 - (5) Instructional Coordinator: An interview is scheduled.
 - (6) Nursing Faculty: There are still several vacancies but there are some applicants. Julie thanked Jessica Edington for creating some great marketing materials to attract candidates.
 - (7) STEM Coach: MCC is in the hiring process to fill one opening. There is one additional STEM Coach vacancy.
 - viii) Student Support Specialist: An interview is being scheduled.
 - ii) Julie's last day on campus is July 28, but she will continue to help past this date as needed to help train the new HR Director.
 - iii) Jane Fries will help with the implementation of the new NEOED performance appraisal software.
 - iv) Julie encouraged staff to review their paycheck stubs for accuracy with pay changes, benefits, etc.
 - v) Human Resources is wrapping up year-end details.
 - vi) Julie asked for patience with the Human Resources Department during the Director transition.

 - b) **Deborah Coates:** Deb noted that she arrived in Colorado for fifteen hours prior to the President's Staff meeting. She is looking forward to serving at MCC.

 - c) **Susan Clough:**
 - i) The MCC Foundation has received an \$843,750 gift from an anonymous donor. The funds will be used for CTE scholarships and equipment. A plan will be presented to the Foundation Board to use some of the funds over a two-year period and endowing the remaining amount. A second smaller disbursement is expected later.
 - ii) Susan is working with the Williams Family Foundation on their endowment. They have agreed to fund a second Rad Tech faculty position. The plan will be presented to the Foundation Board for approval.
 - iii) An analysis of the MCC Foundation records has been completed by WealthEngine. Susan will be getting training through Blackbaud to help understand the data. She noted that the information may be helpful for future campaigns.
 - iv) Blackbaud software fees are increasing significantly. Susan will meet with Financial Aid staff to discuss whether to renew the scholarship awarding software (the renewal is due in September). The next Blackbaud

renewal will be for the Foundation's database software, which is due in December. Blackbaud is also the MCC Foundation's credit card processor.

- v) The MCC Foundation Board did not meet in June and will hold its next meeting August 14 on campus. Suzanna Spears will present a "Mission Moment" about CACE at the meeting.
 - vi) The COSI reporting portal is down, so the June 30 data has not been reported as of July 24.
 - vii) Susan will be meeting with Ariella Gonzales-Vondy to discuss updating the Foundation's brochures and other marketing materials.
 - viii) Susan is waiting on a quote from Morgan County Signs on updating the donor board.
 - ix) Susan is planning an afternoon donor-scholar reception for early October.
 - x) Gala planning will be starting in August. It will be held the last Friday in February and will be the 25th Gala. Last year's Gala raised almost \$177k.
 - xi) CACE events:
 - (1) The Western Art Show was held in early July.
 - (2) A new exhibit will open in mid-August at the CACE Gallery.
 - (3) Weather has been a challenge for the Third Thursday Art Walks.
 - (4) HGTV visitors are still coming to 300 Main Street. The Fort Morgan Area Chamber is still without an Executive Director, but volunteers have been filling in.
- d) **Gary Dukes:** No additional report.
- e) **Curt Freed:** Curt noted that he is awaiting additional information on possible financial support from The City of Fort Morgan for the Center for Skilled Trades & Technology (CSTT) building project.
- f) **Jane Fries:**
- i) Jane sent concurrent enrollment contract amendments to 35 school district partners via Adobe Sign.
 - ii) Jane worked on onboarding details for Gary Dukes and Deborah Coates.
 - iii) Jane is working with Megan Meininger to coordinate a farewell reception for Scott Scholes and Julie Beydler on July 26 in Poplar at 2 p.m.
 - iv) Jane is working on details relating to hosting a NISOD regional workshop at MCC on November 17, 2023. The amount of MCC funding to pay for registrations still needs to be determined.
 - v) Jane has been overseeing the schedule and workload for the student hourly worker in the Instructional Office.
- g) **Becky Geltz:**
- i) Becky is continuing to learn about the student module in Banner.
 - ii) Becky is furthering her knowledge about COGNOS reports. Becky can utilize existing reports created by CCCS and is also developing reports specific to MCC.
 - iii) Becky is working with Joe Bowman on concurrent enrollment reporting.
 - iv) The annual reporting cycle for the federal IPEDS report will kick off in August.
 - v) Becky is continuing to analyze fall enrollment.
 - vi) Becky is building data sets to assist with external and internal reporting.
 - vii) The National Student Clearing House and the Colorado Department of Higher Education were hacked and MCC had to stop submitting information for a while. MCC is behind on SURDS reporting because of the CDHE hack.
- h) **Ariella Gonzales-Vondy:**
- i) Recruitment and marketing are focusing on fall registration.
 - ii) Cara Draeger has represented MCC at numerous events. MCC has been the premier advertiser at the Fort Morgan Thursday Night Live events.
 - iii) Staff is monitoring the registration status of students who were sent welcome packets.
 - iv) MCC is already receiving inquiries about the new Care Advance Colorado grant funding from the state. CCCS is overseeing the distribution of the funding to System colleges. The purpose of the funding is to provide no-

cost training for in-demand jobs and is similar to the Care Forward Colorado program. The qualifying programs MCC offers may include construction, nursing, ECE, and education. MCC is still waiting on an MOU that will identify the amount of funding MCC will get. College staff needs to strategize how the funding will be used and whether certain programs will be prioritized.

- v) Several radio ads are promoting registration.
- vi) Revisions to the Student Handbook are underway.
- vii) Ariella is working on Professional Development Day planning.
- viii) The marketing department is working on resolving some Title IX webpage issues.

i) **Tracy Schneider:**

- i) Tracy noted that FY 23 ended with 808.22 FTE (35 over the planned budget). The budget for summer semester is 67 FTE, with current FTE at 64.5. Tracy noted that some of the surplus funds from FY 23 were used to purchase items submitted in FY 24 budget requests.
- ii) The Fort Morgan campus has been experiencing HVAC issues. Repairs have been made to the HVAC in Founders Room and the HR/Accounting offices. Work will be done in Spruce Hall next. Tracy noted that the college has been approved to use \$125k in excess funding from the sprinkler/irrigation upgrade to help cover some of the HVAC repairs.
- iii) Office spaces are being reviewed for future hires.
- iv) Accounting staff is continuing work on year-end duties.
- v) Chloe Hirschfeld is working on FY 24 purchase orders and equipment purchases.
- vi) Academic support and IT staff have been working on installing grant-funded technology at the Fort Morgan campus and at the Centers.
- vii) Work continues on a lease for a new Bennett Center location. Tracy hopes to have the lease in place by the end of September, but it may be January before the space can be occupied.
- viii) The College Store may have limited hours due to staffing.
- ix) Information will be sent to staff about the FY 24 budget. Training sessions will be offered after faculty are back.

j) **Scott Scholes:**

- i) Scott is working through final transition details and is documenting the status of several projects (e.g., Clery, grants).
- ii) Accessibility services is transitioning to Janell Sutter.
- iii) Two kick-off sessions were held for the E-bike recipients.
- iv) Scott is working with Becky on FTE information.
- v) Work is being done on the BetterMynd contract for next year.

8) **Guest Updates:**

a) **Michael Bidwell:**

- i) The Limon Center is preparing for the flurry of activity prior to Fall semester.
- ii) Michael is looking forward to having the Bennett Coordinator position filled.

b) **Joe Bowman:** Absent

- c) **Mindy Centa:** Mindy's audio was not working, and she was unable to provide an update. Curt Freed noted that MCC made an offer to purchase an old gas station property to remodel and use as a Wray Center, but another entity submitted an offer a day earlier and their offer was accepted.

d) **Holly Haman-Marcum:**

- i) The academic support and IT staff came to the Burlington Center to upgrade technology.

- ii) Staff has been reaching out to the nine schools served in the region to finalize student schedules and help with new student orientation. Stratton High School has made orientation mandatory for students and parents.
 - iii) MCC is the institution of higher education partner for the Rural Jump Start program, which comes through the Office of Economic Development and International Trade. CAD farms in Vona is a new business that will be participating in the program. MCC faculty and staff will explore how the college can help support them.
 - iv) MCC staff will meet with Idalia High School staff virtually to brainstorm CTE options.
 - v) Staff is reaching out to the Wray School District regarding their interest in mechatronics education.
 - vi) The Wray Center has settled in its temporary space in Wray. A long-term facility is still being sought.
 - vii) An instructor is being hired to teach psychology at Otis High School.
 - viii) MCC is providing a scholarship and swag to promote the college at Wray Daze.
- e) **Christiane Olivo:** Absent
- f) **John Prouty:**
- i) An innovations grant was approved to help fund mechatronics training. Staff is working with school districts to determine facilitators. They are also working on obtaining equipment.
 - ii) Staff is working on obtaining an alternative training site for Nurse Aide classes in Wray. Classes in Burlington are continuing.
 - iii) EMS courses will be offered again this fall.
 - iv) A phlebotomy instructor has been finalized. There is a long list of people interested in the program.
 - v) Staff is working on finalizing details for new Instructors in Strasburg and Otis.
- g) **Robbin Schincke:** Absent
- h) **Alison Stone:** Burlington Center staff is gearing up for fall semester and is working on registrations.
- 9) **Meeting Adjournment/Next Meeting:** The meeting adjourned at 12:23 p.m. The next President's Staff meeting date is scheduled for August 14, 2023

Minutes by Jane Fries, Assistant to the President