



MCC President's Staff Meeting Minutes

June 12, 2023, Spruce 310/WebEx

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); 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) **Budget update:** Curt Freed noted that the FY 23 budget surplus will be closer to \$1.8M rather than the \$2.4M previously predicted. Curt will present the FY 24 budget to the State Board on June 14.
- 2) **Wray Center Updates:** Curt Freed shared that CCCS legal and finance staff helped MCC submit an offer to purchase a property in Wray for a new Wray Center location. Tracy Schneider learned that a bid by another party was accepted the day before MCC's bid was made. MCC will rent a new temporary space until a long-term space becomes available.
- 3) **Instructional Office Coverage:** Jennifer Ocanas' last day at MCC was June 9. Debbie Fowler may work a few hours a day remotely until the Instructional Coordinator position is filled.
- 4) **HR Director Resignation:** Julie Beydler has accepted a position that will allow her to spend more time with her children. She will work at MCC through the end of July. The HR Director position will be posted soon.
- 5) **President's Staff Updates:**
 - a) **Julie Beydler:**
 - i) Current Searches in various stages:
 - (1) VPI
 - (2) VPSS
 - (3) Nursing Faculty
 - (4) STEM Coaches
 - (5) CTE Advisor
 - (6) Custodian
 - (7) Grounds position
 - (8) Instructional Coordinator
 - (9) Student Support Specialist (Title V)All posted positions now reflect the 23-24 salary ranges.
 - ii) Upcoming Postings:
 - (1) Development Office Coordinator
 - (2) Director of Human Resources
 - iii) Leah Thomas will transfer from ABM to Business faculty on August 1. She has obtained the 18 credits necessary to teach accounting. The Business faculty team will now include Leah Thomas and Mitch Garrett. Julie noted that Leah's position is not new, as it was a position left vacant after Mark Sutton left.
 - iv) A demo of NeoEd performance evaluation software is scheduled for June 21. Julie has invited several staff and faculty to participate in the demo.

- v) The HR Department is working on year-end reports.
- vi) Julie gave a reminder for employees to review their July payroll check to ensure benefits are correct.
- vii) The HR Department is starting to work on salary notifications and faculty contracts.
- viii) MCC facilities will be closed Monday, June 19 for Juneteenth. The college will also be closed July 3-4. Julie noted that July 3 is a "Governor's holiday." If any employees need to work July 3, supervisors should communicate this to HR so alternate time off and access to the building can be arranged. No flex time can be used during holiday weeks.

b) Susan Clough:

- i) Susan is paying MCC Foundation bills, including those from MCC.
- ii) There have been frequent visitors to 300 Main. The Fort Morgan Chamber has created a schedule of volunteers to staff the Chamber office. Aleah Crandall is also helping cover Chamber duties during the interim process before a full-time Chamber director is hired.
- iii) There will be a Third Thursday Artwalk June 15. Other upcoming CACE events are the Soul Rhythm African Drumming Workshop/Exhibition June 17 and the Western Art Show over the July 4 weekend.
- iv) The MCC Foundation support position will be posted soon.
- v) Susan will work with the MCC Marketing Department to update the MCC Foundation brochure.
- vi) Susan is working with Jessica Edington on MCC Foundation webpage updates.
- vii) The donor wall in Aspen Hall will be updated. They are exploring ways to expand the display to accommodate listing more donors.
- viii) The COSI scholarship match is due mid-July. Susan noted that the amount of future COSI matches needs to be evaluated.
- ix) The Gala raffle report is due in early July.

c) Curt Freed: Teri Erikson is working on a new Title V grant focusing on career services and ESL support.

d) Jane Fries:

- i) Jane coordinated food for the ACCESS Retreat June 7.
- ii) Jane has been working on details for upcoming CACE events, including the African Drumming Workshop and Exhibition with Soul Rhythm June 17. Randolph Torres, a local HGTV mural artist will do a live painting at the event.
- iii) Ariella has trained Jane so she can serve as a back-up for sending App Armor emergency notifications.

e) Becky Geltz:

- i) Becky is continuing her work to understand MCC data in Banner. She is currently focusing on data relating to awarded certificates and degrees.
- ii) Landon Pirius is heading up a System-wide program review process.
- iii) CCCS plans to make D2L data available so that the information can be used to create COGNOS reports.
- iv) CCCS has provided several years of System college data to the National Student Clearinghouse for them to create post-secondary data dashboards.
- v) Institutional Research staff at System colleges continue to face challenges accessing financial aid information.
- vi) Becky is continuing efforts to clean up incorrect data in Banner. She noted that hiring a Ellucian/Banner consultant to review MCC processes would be helpful. President's Staff suggested that Becky explore having MCC hire one, since the System has indicated they will not do so.

f) **Ariella Gonzales-Vondy:**

- i) Morgan County Signs will be replacing the electronic sign along Barlow Road soon. The improved software will allow for easier access to update the sign content.
- ii) Morgan County Signs is also working on a vinyl wrap to update the appearance of the MCC ambulance.
- iii) The Professional Development Committee held a planning retreat May 23. Beth Carpenter and Ariella will be co-chairs. Jessica Trusty will step into the treasurer position and Janell Sutter will remain in the secretary role. Fall's PD Day is scheduled to be held at the Fort Morgan Fieldhouse. The committee is working on confirming a motivational speaker. Other plans for the day include continuing work on community agreements and holding activities based on "The Amazing Race" concept. Spring PD Day would be held on campus. The committee plans to have Jen Parker from CCCS serve as the main speaker. Topics under consideration include stress management and emotional intelligence. Afternoon activities may include a scavenger hunt to help people become more familiar with departments across campus. The committee will meet in July to conduct additional planning for the fall PD Day.

g) **Tracy Schneider:**

- i) The Wray Center office will be relocated to a new temporary location on June 13. Related PR will be sent.
- ii) The College Store will be open limited hours June 13 while Cheryle Ruland and Maggie Hughley participate in food service training. The store will be closed June 28-30 for inventory (mail services will still be functioning).
- iii) The schematic design phase for the Center for Skilled Trades and Technology building is almost complete.
- iv) The irrigation project is making good progress. New sprinkler lines are in and are tied to the well and pumphouse. The next phase will be to pour cement for sidewalks and install landscaping.
- v) The veterans reflecting garden project is progressing. The project was partially funded through a donation from the local VFW.
- vi) The Administrative Services Department is working on year-end responsibilities.
- vii) Tracy will set up meetings with the College Store and Instruction to make sure MCC is ready to provide resources needed for Colorado Online courses.
- viii) Tracy is finalizing and loading the FY 24 budget and wrapping up FY 23 budget work.

h) **Scott Scholes:**

- i) In preparation for his departure from MCC, Scott is transitioning responsibilities and documenting processes.
- ii) The Return to Earn and Finish What You Started programs have been revived with the addition of Snow Staples.
- iii) Some data relating to high school students has been corrected in the IPEDS fall enrollment. Scott noted that the overall enrollment numbers were correct; the issue was with categories within the data.
- iv) Work is being done on the end of year FTE report.
- v) There will be a Colorado Online VP Council meeting June 16, but since neither Kathy nor Scott are available, other staff will represent MCC.

- 6) **Meeting Adjournment/Next Meeting:** The meeting adjourned at 11:50 a.m. The next President's Staff meeting is scheduled for June 26, 2023.

Minutes by Jane Fries, Assistant to the President