



## **MCC President's Staff Meeting Minutes**

June 26, 2023, via WebEx

**President's Staff Present:** Dr. Curt Freed (President); Julie Beydler (Director of Human Resources); 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:** Susan Clough (Interim Director of Development)

The meeting commenced at 10:32 a.m.

- 1) **Amazon Career Choice Partnership:** Curt Freed noted that the next step in participating in the Amazon Career Choice program is to provide Amazon with three MCC contacts. President's Staff recommended that Ariella Gonzales-Vondy serve as the primary contact, Sandy Johnson as the finance contact, and Becky Geltz as the contact for providing data on student outcomes. The Amazon Career Choice program provides its employees with free educational opportunities through its education partners. MCC's involvement in the program would likely impact the Bennett region the most, as some Amazon employees live in that region.
- 2) **NeoEd:** Julie Beydler shared that NeoEd presented a demo June 21 on its performance management product, "Perform." A group of MCC employees that included representation from faculty, APT, and classified staff (in both supervisory and non-supervisory roles) participated in the software demonstration, which illustrated the "user side" of the product. Julie noted that the group gave all positive feedback on the product. The platform allows for customization and flexibility to meet the needs of the college. Julie noted that employees and supervisors would be able to access the tool year-round. Curt Freed shared that the APT staff form will be simplified by reducing the number of questions. The classified staff form may be simplified, as well. However, the format of the faculty evaluation form will stay the same since it was recently revised. MCC already uses NeoEd's "Onboard" platform for new employee orientation. Other modules can be added later, such as a learning management system that would integrate with the Perform platform. President's Staff approved moving forward to contract with NeoEd for the Perform platform. Julie will pursue an initial two-year contract. She will communicate details regarding the timing of implementing an online evaluation format.
- 3) **Website Staff Directory:** Ariella Gonzales-Vondy shared that the staff directory page on the MCC website continues to be problematic. The amount of information listed is contributing to its slow loading. Ariella recommended continuing to list employee's names, titles, phone numbers, email addresses, and other languages spoken (if applicable), but removing credentials. She noted that faculty credentials can be listed on the program webpages. They can also be listed as part of email signatures, along with pronouns, WebEx links, etc.
- 4) **Enrollment Report:** Becky Geltz reviewed the enrollment report format with President's Staff.
  - a) Becky noted that in the "Term Comparison" section, the FTE is accurate, but the total headcount may have some duplications because of the way courses are counted (e.g., a student could be counted in the concurrent enrollment category, but also in the CTE category). Curt Freed suggested changing the labels on the report to indicate where headcount data may be duplicated, but have the total headcount listed be labeled and listed as an unduplicated number. Scott Scholes suggested listing both the total duplicated and unduplicated headcount for comparison's sake.
  - b) The Academic Year Comparison section will remain unchanged.

- c) The Imputed FTE section includes data that is entered manually and is difficult to update on a weekly basis. Curt Freed noted that updating this data on a semester basis is fine.
- d) The Race/Ethnicity section will be changed from a pie chart to a table that will show year-to-year comparison data.
- e) The Enrollment by Instruction Method section will be simplified to consolidate some of the categories. Becky will reference the definitions of the instructional methods as she works on this.
- f) The Enrollment by Location section will remain as is. The data is based on the zip codes of students' permanent address, not on Center locations.
- g) The Enrollment by Week line chart will remain in the same format.

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

a) **Julie Beydler:**

- i) HR is working on year-end duties (e.g., benefits, payroll, etc.)
- ii) Deborah Coates has been selected as the new Vice President of Instruction and will start July 24. She and her family are looking for housing.
- iii) Interviews will be held for the Vice President of Student Services June 27 and 28. Four candidates will be interviewed, and forums open to staff and faculty will be available on campus and virtually. Deb Fowler may help cover the Welcome Center and give tours to candidates.
- iv) The MCC careers web page has been revised so that "standing positions" are listed last.
- v) Current Searches in various stages
  - (1) CTE Advisor
  - (2) Nursing Faculty (general and clinical)
  - (3) Part-time Nursing Clinical Instructor
  - (4) STEM Coach (two) – An interview for one of the positions is scheduled for June 26.
  - (5) Custodian – An interview was held.
  - (6) Eloisa Bustos has been hired for the full-time Grounds position and will start in her new role July 1.
  - (7) Regional Center Coordinator at Bennett – priority application date June 26
  - (8) Instructional Coordinator - priority application date June 26
  - (9) Director of Human Resources - priority application date June 26
  - (10) Title V Student Support Specialist
  - (11) Development Office Coordinator - priority application date July 10
  - (12) Deb Fowler and potentially a student worker will help in the Instructional Office.

b) **Susan Clough:** Absent – no update

c) **Curt Freed:**

- i) Curt will be in the office July 5 and then plans to leave to attend a Mountain States Association of Community Colleges Conference in Jackson Hole, Wyoming July 6-8.
- ii) Julie Beydler will send out information to staff on June 27 about the new VPI.
- iii) Curt would like to have discussion at a later date about possibly having the Center Staff, Deans, and Director of Concurrent Enrollment join President's Staff meetings more frequently than quarterly.

d) **Jane Fries:**

- i) Jane has been working with NISOD to solidify an agreement for MCC to host a regional workshop, "Empowering Educators: Strategies for Creating Inclusive Environments and Student Success Across Diverse Populations" on November 17, 2023.
- ii) Jane prepared cover letters to go with the FY 24 salary notification information from HR.
- iii) Jane wrote the biographical summaries for the four VPSS candidates.

- iv) Jane worked with Debbie Fowler on arrangements for her to work remotely.

e) **Becky Geltz:**

- i) Becky is expanding her COGNOS skills. She has created two data sets, one for student enrollment and one for course enrollment. Her next step is to develop a data set for degrees awarded.
- ii) Becky worked with Scott Scholes on generating imputed FTE information. A spreadsheet has been created for Tutoring Center staff to use in helping determine imputed FTE.
- iii) Becky and Mattie Haney will be meeting with Nancy Hoffman from the CCCS IT Department to learn more about the student module in Banner.
- iv) Becky is almost done reading *The Six Types of Working Genius*. She is also reading *The Power of Latino Leadership*.
- v) Becky is continuing to understand how data is pulled into reports. She has experienced some good breakthroughs.

f) **Ariella Gonzales-Vondy:**

- i) A new digital sign will be installed June 27 along Barlow Road.
- ii) One of the MCC training ambulances will get a new vinyl wrap exterior.
- iii) The marketing department is working on promoting a workshop at MCC focusing on Industrial Controls and Telematics.

g) **Tracy Schneider:**

- i) Some HVAC repairs are in progress, including downstairs Aspen Hall.
- ii) The irrigation project is progressing well and is in the landscaping phase.
- iii) Cement has been poured for the veterans' reflecting garden project and sidewalks. More cement work is coming.
- iv) The schematic design for the Center for Skilled Trades and Technology building is almost completed. The scope and budget must be aligned, as the initial design is above budget. Cannon Design has proposed a revised construction schedule. Curt Freed noted that he would like to meet the original groundbreaking goal due to an MOU with a project donor.
- v) The Grounds position has been filled and an interview was held for the Custodial position.
- vi) The Accounting and Purchasing Departments are working on year-end duties.
- vii) The College Store will be closed June 28-30 for inventory.

h) **Scott Scholes:**

- i) There were around seventy applicants for the grant-funded e-bikes. Recipients have been selected and communication will be going out to them.
- ii) Student disability services responsibilities are transferring to Janell Sutter.
- iii) Scott spent time with Becky Geltz calculating imputed FTE and prepping for an enrollment report.
- iv) Scott has been organizing Clery information. He noted that all but three law enforcement agencies have responded to information requests. He will be sending a second round of letters to those who haven't responded.
- v) MCC's Fair and Accurate Credit Transactions Act (FACTA) report has been submitted.
- vi) Student Services staff has been working on grant report summaries.

- 6) **Meeting Adjournment/Next Meeting:** The meeting adjourned at 12:32 p.m. The next President's Staff meeting is scheduled for July 10, 2023.

Minutes by Jane Fries, Assistant to the President