



## MCC President's Staff Meeting

### Minutes

### Via WebEx

March 25, 2024, WebEx

**President's Staff Present:** Dr. Curt Freed (President); Dr. Deborah Coates (VP of Instruction); Dr. Gary Dukes (Vice President of Student Services); Jane Fries (Assistant to the President); Ariella Gonzales-Vondy (Director of Communications, Marketing, & Recruitment); Tracy Schneider (VP of Administration & Finance)

**President's Staff Absent:** Susan Clough (Director of Development); Becky Geltz (Director of Institutional Effectiveness & Planning)

**Guest:** Nancy Ruhl

The meeting commenced at 10:32 a.m.

#### 1) **NEOED:**

a) **Recruit Module:** Curt Freed noted that MCC currently uses Applicant Pro as its recruitment software. A couple of MCC staff have used NEOED's recruitment platform for CCCS searches and have expressed to Curt that they like the product. Curt would like to have a demonstration of NEOED's recruitment platform and explore whether it would be beneficial to transition to it. Questions include whether the data in Applicant Pro can be preserved, what job advertising is included in NEOED's price, and whether MCC is already paying for the use of NEOED's recruitment product through the System. Curt is also interested in how NEOED's products integrate from the recruitment stage, to onboarding, to performance evaluations.

b) **Perform:** Jane Fries asked for President's Staff's input on two items relating to setting up the year-long APT appraisal process in NEOED Perform.

i) **Job Duties:** Jane noted that at the previous President's Staff meeting, it was decided to eliminate having APT employees enter "two job duties" and instead add a competency that would encompass how well they meet the full scope of their job duties as listed in their official job descriptions. Jane asked President's Staff to review the following wording: *"To what extent does the employee demonstrate the necessary skills, knowledge, and competency to successfully perform the duties and responsibilities listed in the position's job description?"* President's Staff approved the competency wording.

ii) **Goal Categories:** Jane noted that in the paper version of the faculty appraisal, faculty were asked to indicate which of the five MCC Strategic Plan objectives their goals applied to. These include Student Access, Student Success, Teaching Excellence, Community Leadership and Partnership, and Operational Effectiveness. She noted that this option can be included in Perform through the "Goal Categories" feature. However, any goal categories listed would appear in the evaluations for all employee groups (faculty, APT staff, and classified staff). The current goal categories in Perform are "Organizational, Departmental, and Individual." President's Staff decided to list the strategic plan objectives as goal categories for all employees to select from when entering their goals.

2) **Date for Employee End of Year Picnic/Awards:** Monday, May 6, from 11:30 a.m. – 1:00 p.m. was selected for the event. Ariella Gonzales-Vondy will work with Nancy Ruhl to communicate that date to employees.

3) **Telecommute Agreement:** President's Staff reviewed the August 2021 draft of MCC's Telecommute Agreement. Several needed updates to the agreement were identified. Curt Freed will work on updating the agreement for President's Staff's review.

4) **MCC Strategic Plan:** Curt Freed shared that he requested to receive a copy of the community and employee feedback obtained during the CCCS Strategic Plan Listening Tour event at MCC. Curt noted that MCC's Strategic Plan is also due

to be updated. He plans to extend the current MCC Strategic Plan through 2024 and work with staff to determine the best approach to revise the plan for 2025 and beyond. Curt noted that the System's Strategic Plan categories (which they call "pillars") appear to be changing for their 2025-2030 update. He shared that MCC's current Strategic Plan's major objectives will likely remain as they currently are, but the strategies would be updated.

5) **Other:**

- a) Curt Freed is working with CCCS Human Resources to secure an interim HR Director who is knowledgeable about Human Resources practices in the System. This would provide support for the MCC Human Resources Department while a search is conducted for a new HR Director. Curt shared that CCCS is exploring creating a shared HR position across the System that can help with leave management (e.g., FMLA, FAMILI). Curt noted that MCC would support that effort.
- b) Curt Freed noted that the Outside Employment Request process needs to be followed consistently.
- c) Staff is still working on details relating to state Opportunity NOW grant funding for the BAS in Education program. The grant requires that the funding flow through a fiscal agent that meets specific criteria. Curt clarified that Opportunity NOW funding is different than Opportunity NEXT funding, which is related to scholarships for high school seniors.

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

a) **Deborah Coates:**

- i) Deb noted that a portion of MCC's Teaching Excellence Grant funding will be used for an equity audit April 17-19, 2024, conducted by Neovate, LLC. Neovate is affiliated with CU Denver and will send a team of three to four researchers to conduct classroom observations, student focus groups, and interviews with faculty and staff. The results of this project will help MCC learn more about where equity gaps might exist and where the college is doing well. All information will be aggregated by Neovate before sharing with the MCC community. Signups for interview slots will be available through Lynelle Phillips and Vanessa Pursley in the Instructional Office.
- ii) The Higher Learning Commission will be conducting a Substantive Change Visit as part of the BAS in Business Administration program approval process. MCC has submitted May 13/14, June 24/25, or July 15/16 as dates for the visit. The HLC will select the dates that work best for them.
- iii) MCC is applying for \$750K in congressionally directed spending to purchase a mobile welding lab.

b) **Susan Clough:** Absent

c) **Gary Dukes:**

- i) Staff is working on distributing the graduate newsletter.
- ii) A refrigerator and additional items for the food pantry will be purchased with grant funding. Staff is exploring offering "meal kits" through the pantry.
- iii) The search for a Registrar is continuing.

d) **Curt Freed:**

- i) Curt noted that he would like to have MCC community listening sessions in Burlington and Bennett.
- ii) Curt inquired whether there are any short-term courses still scheduled for Spring Semester (e.g., Nurse Aide).

e) **Jane Fries:**

- i) Jane gave a reminder that the APT employees currently participating in the partial year online appraisal program through NEOED Perform should enter their goal progress updates by April 1, after which supervisors will enter performance ratings. The appraisal cycle ends April 30. Jane noted that some supervisors may receive notifications to complete ratings on second-level employees under their chain of command. However,

they only need to complete ratings on their direct reports. The year-round APT appraisal process will launch for all full-time APT employees May 1.

- ii) Jane is in the process of setting up demos for on-demand translation services. DC Solutions is scheduled for April 22. Language Line Solutions and Cyracom have been slow to respond to requests to schedule a demo.
- iii) MCC's student Rising Stars and Inclusive Excellence Champion have been selected. Jane is working with Ariella Gonzales-Vondy and Jessica Edington to obtain bios and photos of the students to submit to CCCS.

f) **Becky Geltz:** Absent

g) **Ariella Gonzales-Vondy:**

- i) Ariella provided President's Staff with a preview of the new student/employee portal design being created by the System. She suggested either going live with the new portal prior to July 1 or waiting until October to roll it out. The Marketing Department staff will do beta testing with students, faculty, and staff and ask for additional input on the best time to transition to the new portal.
- ii) Training on how to make documents web accessible will be held April 18 for MCC employees.
- iii) Nominations for the MCC Guiding Principles Award will close March 25.
- iv) Twelve people still need to complete their Strength Finders assessment for Professional Development Day. The guest facilitator for PD Day will compile the Strength Finders data prior to the event.
- v) The Wray "community conversations" meeting has been rescheduled to April 23. The purpose of the meeting is to gain input on what the community feels MCC should offer through the new Wray Center.
- vi) The Commencement Planning Committee will participate in a walk-through with a City representative at Glenn Miller Park the afternoon of April 22. Ariella is in the process of communicating with students who have expressed interest in giving speeches at commencement or in singing the National Anthem.
- vii) Cara Draeger is recruiting at several events, including the FBLA conference in Denver.
- viii) A postcard mailing will be sent that will focus on promoting enrollment and highlighting summer semester's tuition-free classes.

h) **Tracy Schneider:**

- i) The Eighth Avenue (south entrance) to MCC will be closed from April 1 – 10 for work on the water line.
- ii) Work on the RTU (Roof-Top Unit/HVAC) replacements is scheduled to begin May 9-10, when the old units will be disconnected. The setting of the new units will begin May 13. Building spaces underneath where the crane will operate to place the units will be closed during installation.
- iii) MCC budget discussions will continue over the next several weeks. The state hasn't released information on state income for higher education or tuition increases yet.
- iv) MCC has been selected as a control school for the CCCS Financial Audit. This will involve an onsite visit and testing of internal controls.

7) **Meeting Adjournment/Next Meeting:** The meeting adjourned at 12:24 p.m. The next President's Staff meeting is scheduled for April 8, 2024.

Minutes by Jane Fries, Assistant to the President