



MCC President's Staff Meeting Minutes

May 22, 2023, Spruce 310

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); Kathy Frisbie (VP of Instruction); Ariella Gonzales-Vondy (Director of Communications, Marketing, & Recruitment); Scott Scholes (VP of Student Services)
Absent: Becky Geltz (Director of Institutional Effectiveness & Planning); Tracy Schneider (VP of Administration & Finance)

The meeting commenced at 10:33 a.m. Curt Freed noted that this would be Kathy Frisbie's last President's Staff meeting before her retirement May 31.

- 1) **Enrollment Management:** Curt Freed suggested reviving an enrollment management group that includes representatives from instruction, student services, and other departments. Scott Scholes suggested that the group work on both strategic and operational planning. The previous enrollment management group stopped meeting when the pandemic started.
- 2) **ACCESS Retreat:** Curt noted that an ACCESS retreat is scheduled for June 7. He will reach out to ACCESS Team members to ask for help planning the retreat.
- 3) **VP of Instruction Search:** Julie Beydler noted that the faculty/staff forum information has been sent to employees. Forum participants can attend in person in Founders or via WebEx. There are five candidates.
- 4) **VP of Student Services Search:** Curt Freed shared that there is a strong pool of VPSS candidates. The Search Committee is being finalized. Julie Beydler noted that faculty who are off contract will be paid to participate in the forums or committees for both Vice President searches.
- 5) **APT Evaluation Process:** The APT evaluation process will be made simpler and moved to an online platform. Julie Beydler shared that the platform under consideration is the "Perform" feature offered by NeoEd. Julie noted that MCC has just implemented NeoEd's online onboarding system for new employees. She shared that if the Perform feature is adopted by MCC, the college could later add a Learning Management System that could tie professional development to the Perform feature. The next step is to have NeoEd present a demo for review by staff. Julie asked President's Staff to provide her with names of employees (both supervisors and non-supervisors) to participate in the demo. She noted that faculty evaluations would also be moved online, but their evaluation form would not be changing. Julie noted that Front Range Community College uses NeoEd, and the Community College of Aurora is going to begin using it.
- 6) **CTE Advisor:** Curt Freed noted that it has been challenging to attract applicants for the Advisor for Career Technical Education position. Several ideas for targeted advertising were discussed by President's Staff, including creating digital ads for social media and sending a postcard to MCC graduates. Part of the discussion centered around ways to emphasize minimum qualifications (i.e., an Associate's Degree). The advertising will reflect the pay range increase that will take effect July 1.
- 7) **New Electronic Sign:** MCC will be upgrading the electronic sign along Barlow Road. Ariella Gonzales-Vondy noted that she is awaiting an invoice from the company to move the process along.

- 8) **Chancellor's Summit on Adult Education:** Curt Freed inquired who from MCC will be attending the Chancellor's Summit on Adult Education June 1. Kathy Frisbie said she believes three employees are scheduled to attend. She will send the names to Curt.
- 9) **President's Staff Updates:**
- a) **Julie Beydler:**
- i) Searches
 - (i) The VPI and VPSS searches are in progress.
 - (ii) Grounds and Custodian positions are open through May 26. These are both classified positions.
 - (iii) CTE Advisor - posted.
 - (iv) Nursing Faculty - posted.
 - (v) STEM Coaches - posted.
 - (vi) Student Support Specialist - posted.
 - (vii) The Coordinator of the Development Office position will be posted mid-June.
 - ii) Snow Staples started as the Director of Student Re-Entry.
 - iii) Vanesa Sanchez will transition to the new Title V Director June 1.
 - iv) Open enrollment went well. HR will continue work behind-the-scenes transitioning from the old benefits system to the new one. Julie gave a reminder for employees to check their paystubs for the July pay period to make sure all benefit elections are correct.
 - v) Required CCCS compliance training has been completed by almost all the employees who are required to do so.
- b) **Susan Clough:**
- i) Susan is working with the MCC accounting office on the yearly billings for the MCC Foundation.
 - ii) Colorado Opportunity Scholarship Initiative (COSI)
 - (i) COSI billings are in progress.
 - (ii) Information is due to COSI mid-June on two grants.
 - (iii) An MOU for 23-24 COSI scholarship grant has been signed.
 - iii) Susan is working with Suzanna Spears on the CACE sponsorships.
 - iv) The Veterans' Plaza is moving forward. The VFW Post 2551 is contributing funds to the project, and an MOU with them has been signed. The hope is to have the project completed by Veterans Day.
 - v) The donor video (part of the donor wall display in Aspen Hall) has been updated. Susan is working with Morgan County Signs and Jessica Edington to explore ways to expand the capacity of the donor wall display.
 - vi) Susan worked with Kelly Rasmussen and Jessica Edington to update the list of MCC Foundation scholarships listed on the MCC website.
 - vii) The Fort Morgan Area Chamber Board is working on filling its Executive Director position. There is a significant amount of HGTV-related tourism downtown. The Chamber is developing a map of HGTV sites.
 - viii) Susan will be out of the office until after July 4.
 - ix) The Judy Sprague art exhibit is currently available in the CACE Gallery of Fine Art.
- c) **Curt Freed:** No additional report.
- d) **Jane Fries:**
- i) Jane is working on details for the ACCESS Retreat June 7 in Founders Room.

- ii) Jane is working on the reappointment process for Linda Roan to serve another four-year term on the MCC Advisory Council.
 - iii) Jane worked with Tracy to submit a Downtown Right of Way permit application to the City of Fort Morgan for CACE to display its sandwich board sign in front of 300 Main.
 - iv) Jane wrote the VPI candidate bios for employees to review as part of the staff forum process.
- e) **Kathy Frisbie:**
- i) Work continues relating to the Rural College Consortium and the Colorado Online initiatives. Kathy noted that some Colorado Online instructors have been hired but then backed out at the last minute.
 - ii) MCC offered an online version of the Community College Survey of Student Engagement (CCSSE) during spring semester and had a poor response rate. MCC will offer the survey another time but use a paper and pencil format, in hopes of having a better participation rate. The college will also need to determine when to offer a race and ethnicity survey.
 - iii) Kathy participated in a brainstorming meeting to strategize on how to fill vacant nursing faculty positions. She noted that it is critical to the nursing program to fill the positions.
- f) **Becky Geltz:** Absent
- g) **Ariella Gonzales-Vondy:**
- i) Ariella provided an update on the CCCS website portal upgrade project. Jessica and Ariella will be attending training. Ariella noted there are multiple "resource" pages on the website, as well as on the portal. Scott Scholes suggested simplifying external resource information to that which is necessary to meet compliance requirements.
 - ii) MCC will be transitioning to hosting the college's website rather than outsourcing it.
 - iii) The Marketing Department is developing an "all-college" general brochure.
 - iv) Updates to the Student Handbook are underway.
 - v) Ariella is working with Gene Kind on updating the Emergency Response Guide.
 - vi) Cara Draegert is scheduled to recruit at numerous events. She is working on scheduling campus tours for high school students this fall.
 - vii) Ariella encouraged staff to report any website errors/malfunctions by using the marketing request form.
 - viii) The Professional Development Committee will hold a planning retreat May 23 off campus.
- h) **Tracy Schneider:** Absent.
- i) **Scott Scholes:**
- i) Snow Staples started May 22 as the Director of Student Re-Entry.
 - ii) Scott has mailed the first round of letters to law enforcement to obtain required information for the Clery Annual Security Report due this fall. He will send the second round of letters out before he leaves MCC the end of July.
 - iii) A CTE Advisor candidate backed out.
 - iv) Staff is working to resolve Degree Works issues.
- 10) **Meeting Adjournment/Next Meeting:** The meeting adjourned at 12:08 p.m. The next President's Staff meeting is scheduled for June 12, 2023.

Minutes by Jane Fries, Assistant to the President