



MCC President's Staff Meeting Minutes

October 9, 2023, via Web Ex

President's Staff Present: Dr. Curt Freed (President); Susan Clough (Director of Development); Dr. Deborah Coates (VP of Instruction); Dr. Gary Dukes (Vice President of Student Services); Becky Geltz (Director of Institutional Effectiveness & Planning); Ariella Gonzales-Vondy (Director of Communications, Marketing, & Recruitment); Tracy Schneider (VP of Administration & Finance)

Absent: Jane Fries (Assistant to the President); Kathy Frisbie (Director of Special Projects/Interim Dean of Workforce Development)

MCC Staff Guests: Michael Bidwell (Coordinator of Limon Center); Joe Bowman (Director of Concurrent Enrollment); Mindy Centa (Coordinator of Wray Center); Dr. Christiane Olivo (Dean of General Education & Health Sciences); Robbin Schincke (Regional Director of Community Outreach – Bennett & Limon)

MCC Staff Invited/Unable to attend: Holly Haman-Marcum (Regional Director of Community Outreach – Burlington & Wray); Alison Stone (Coordinator of Burlington Center)

CCCS Guests: Angie Gramse (CCCS General Counsel); Greg Busch (CCCS Director of Emergency Management)

The meeting commenced at 10:35 a.m.

- 1) **Amazon Career Choice:** MCC is now an approved "Amazon Career Choice" provider. Ariella Gonzales-Vondy noted that this is a tuition assistance program for Amazon employees. This primarily affects students in the Bennett region, where some Amazon employees reside. Becky Geltz will provide reporting data to Amazon. Sandy Johnson will provide accounting support. Ariella noted that MCC must follow Amazon's guidelines for marketing the program. The funding can be used for either GED/ELL Education or regular college courses. No MCC students are enrolled in the program yet. Ariella will be working with Robbin Schincke to strategize about marketing. Curt Freed noted that MCC will continue to recruit for a Coordinator for the Bennett area, even though there is no MCC physical presence in that location yet.
- 2) **Serving Concurrent Enrollment and Adult Students:** Curt Freed noted that he would like there to be two planning sessions, one on MCC's approach to serving concurrent enrollment students and the other relating to serving adult students. Curt will have Jane Fries look for 2-hour blocks of time that staff could meet to discuss these topics. Curt shared that CCCS recently published reports on serving these two populations. He noted that the adult student report did not carve out concurrent enrollment students who are 18. Becky Geltz stated that she could work with the reports to try to analyze the data differently. Joe Bowman noted that more school counselors are advising students about concurrent enrollment and how they can pursue associate degrees, but often parents aren't aware of the opportunity. Curt noted that MCC also needs to focus on getting students to continue with MCC after high school to finish degrees. Deb Coates suggested providing parents and counselors with pamphlets that describe the certificates and degrees students can achieve through concurrent enrollment. Becky Geltz noted that when concurrent enrollment students come to MCC their high school GPAs transfer, but this isn't the case if they transfer to another college.
- 3) **Thanksgiving Potluck:** Curt Freed noted that MCC traditionally holds a Thanksgiving potluck for employees. Jane Fries coordinated last year's potluck. The other holiday-related employee meal prior to the winter break is a soup lunch provided by MLT. Details will be communicated in the coming weeks.
- 4) **Fraud Enrollments:** MCC recently experienced several suspected fraudulent enrollments. Gary Dukes noted that staff saw an unusual spike in admissions applications, which first triggered some suspicion. When these applications were approved for admission and registrations followed, it was discovered that many of the addresses looked fraudulent.

Staff scrutinized these applications further and determined that over twenty were likely not legitimate students. Gary noted that the motivation behind fraudulent registrations is to get loan money without any intention of ever taking classes. The suspected fraudulent students have been unenrolled pending further verification that their information is legitimate. The FTE report has been adjusted accordingly and is currently at 390.6 for Fall Semester. Gary expressed his appreciation for Kenne Bauer and other Student Services staff who caught the issue.

5) **Guns on Colorado College Campuses:** Angie Gramse and Greg Busch from CCCS joined the meeting to discuss the topic of guns on Colorado College campuses. Angie noted that prior to 2012, all higher education institutions in Colorado prohibited concealed carry guns on campuses except for rare exceptions (like campus law enforcement or specific instructional programs, etc.) In 2012, Colorado higher education institutions had to update their policies and procedures due to a lawsuit. The related SBCCOE and CCCS policies are BP 19-10 and SP 19-10. The System policy reads: "The only CCCS employees that are authorized to carry firearms are:

- a) Persons conducting and participating in an approved program of instruction in College curriculum which requires access to such equipment as an integral part of the instructional program;
- b) Certified Peace Officers;
- c) Persons granted permission at the discretion of the Chancellor or College President for specific purposes; and,
- d) Persons carrying a firearm as authorized by law.

Any concerns about possession of an unauthorized firearm should be reported immediately to College or System security/police, College designee, or local police." Angie noted that depending on the local laws regarding open carry, exposing a concealed carry firearm could be a violation. Curt Freed noted that it would be helpful to know what the laws are in MCC counties regarding open carry. Greg Busch shared that in Colorado, 17.5% of the population hold concealed carry permits, almost double the nationwide average of 9%. He stated that it can be assumed that there are college employees and students who bring concealed carry weapons to campus. Although this is occurring, Greg noted that this has not resulted in any significant incidences on campuses throughout the CCCS. Greg shared that many college employees assume that college administrators know which employees are bringing concealed carry guns to campus, but that is not the case, since it is an employee's personal decision, and they are not required to disclose it. He noted that employees are within their rights to protect themselves and others in the event of a campus emergency, but there is no guaranteed legal protection from CCCS if they do.

6) **Other:**

- a) **Navigate Reboot:** Curt Freed noted that MCC is behind the curve in utilizing EAB Navigate compared to other System colleges. He would like to hold a "reboot" conversation with staff to determine how to move forward with utilizing Navigate. A meeting will be organized.

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

a) **Deborah Coates:**

- i) MCC received a \$25K grant from Lumina to support the Weekend College program. Each student who attends Weekend College will receive \$100 to use however they need (e.g., transportation, food, childcare) to reduce barriers to attending. Whatever funding is not used will be funneled towards stocking the MCC food pantry. The plan is to also have the food pantry open on some weekends so that Weekend College students can access it. A postcard mailing will be sent to promote Weekend College.
- ii) MCC representatives will attend a CCCS Summit on Adult Learning and give a presentation in late May.
- iii) Deb will be sending out the academic calendar for review.
- iv) Deb would like to create a document that includes "semester action dates" (e.g., add and drop deadlines, etc.) to be used by MCC advisors, high school counselors, and others.

b) **Susan Clough:**

- i) MCC Foundation:
 - (1) The MCC Foundation held its Donor-Scholar reception October 5. Around 35 people attended.
 - (2) Gala planning is moving forward. The theme is "Silver Soiree—25 years of Gala Excellence." The Foundation website has been updated to include the Gala information. Gala tickets will be sold

separately from raffle tickets this year. Raffle ticket purchasers will not need to be present to win. Tickets can be purchased online. Sponsorship recruitment will begin in November.

(3) The MCC Foundation Board will meet October 16 at 3:30 p.m. at the MCC campus.

(4) The staff at 300 Main will participate in the Fort Morgan Trick or Treat Trail on October 28 from 12-2.

ii) Human Resources: Susan is managing position announcements, searches, and hiring processes. Chloe Hirschfeld is helping coordinate hiring committees and interviews.

iii) CACE:

(1) Boulder International Film Festival films will be presented at the Brush Sands Theatre, October 12 at 6:30 p.m. Ewan Magie will participate as a film critic.

(2) The Greeley Chorale will perform October 21 at the United Methodist Church at 6 p.m.

(3) An art exhibit by Andrew Busch will be on display at the CACE Gallery of Fine Art until November 9.

(4) The Third Thursday Art Walk is October 19 in downtown Fort Morgan.

c) **Gary Dukes:**

i) Gary noted that Student Services is seeking to fill positions, including the Registrar role being vacated by Mattie Haney and staffing for the new Title V grant.

ii) Gary shared that there was an MCC student taking a Colorado Online course at CCD whose registration was put on hold pending completion of immunization paperwork.

iii) The roles of Success Coaches and Advisors are being clarified.

iv) Work is being done to assess how the Student Services team efforts are making a positive impact on students, and whether there are areas that could be improved.

d) **Curt Freed:**

i) Curt noted that he would like Tracy Schneider to create a document that lists milestones of progress and the future construction schedule for the Dahms-Talton Center for Skilled Trades and Technology.

ii) Curt suggested that there could be opportunities for synergy between marketing for the Weekend College Program and the Finish What You Started program.

e) **Jane Fries:** Absent

f) **Kathy Frisbie:** Absent

g) **Becky Geltz:**

i) The three IPEDs fall surveys have been submitted. The next round of surveys starts December 6. Becky is continuing to work on cleaning up data.

ii) Becky will attend a virtual Rocky Mountain Association for Institutional Research conference.

iii) Becky is finishing up Summer Bridge analysis for Gary Dukes.

iv) Becky inquired about the October 27 Education Excellence Conference being offered by CCCS. Christiane Olivo noted that the colleges that were recipients of Teaching Excellence grants will have staff/faculty presenting at the conference.

h) **Ariella Gonzales-Vondy:**

i) Ariella and Jessica Edington are working on moving information from the current website portal to a new portal. The new portal will be accessible to students and staff in late spring of 2024.

ii) Ariella is working with Robbin Schincke to facilitate an MCC recruitment video that will be connected to an Adams County promotional video on their website.

iii) Kathy Witwer and Ariella will be going to Limon, Burlington, and Wray the week of October 16. The purpose of the trip is to introduce Kathy to community stakeholders and promote the "Finish What You Started" and "Return to Earn" initiatives. Curt noted that the Finish What You Started grant funding through COSI is on

probation due to MCC having gaps in staffing prior to Kathy, which made it difficult to move the program forward and recruit students.

- iv) The System Office is working on initiatives to promote the Career Advance Program and highlight apprenticeship programs. Ariella is collecting testimonials from MCC faculty, students, and staff.
- v) The survey results from the Fall Professional Development Day were overall positive. The Professional Development Committee will take the feedback into consideration as they plan future PD Days.
- vi) The graduation application deadline is March 15. Regalia information will be included in the application, which should streamline things for the College Store. Social media and email reminders will go out to students.

i) **Tracy Schneider:**

- i) The Veterans Plaza will be dedicated on November 10 at 10:00 a.m. Curt Freed noted that some regional dignitaries should be invited.
- ii) The Safety and Security upgrade project is moving forward. Staff will be reviewing proposals and selecting a firm to do the work.
- iii) Construction design on the Dahms-Talton Center for Skilled Trades & Technology will be completed by the end of October after which the project will go out for bid.
- iv) The Accounting Department is doing work related to several grants. Tracy noted that MCC's federal grants consider September 30 as their year-end.
- v) Sheila Roth will start October 16 as the College Store Assistant. Tracy noted that some new food items will be coming to the College Store café.
- vi) Interviews to fill a Custodial position will occur October 9.

4) Other Staff Updates:

a) **Michael Bidwell:**

- i) Michael noted that there has been an increase in student traffic at the Limon Center.
- ii) The Limon Center hosted meetings by the Lincoln County Economic Development Committee and the Limon Chamber of Commerce.
- iii) There has been an increase of interest in GED classes as well as GED testing.

b) **Joe Bowman:**

- i) Joe noted that when the spring schedule is completed, concurrent enrollment activity will increase significantly.
- ii) Joe thanked the Center Staff for their great work getting students registered.
- iii) Joe has been visiting high schools and meeting with students to share that there is a path to obtaining an Associate's Degree while concurrently enrolled at MCC.
- iv) Accuplacer testing is taking place.

c) **Mindy Centa:** Mindy reported that she had just been informed that the property MCC is interested in purchasing in Wray has become available again.

d) **Holly Haman-Marcum:** Absent

e) **Christiane Olivo:**

- i) Christiane is making progress on the spring schedule.
 - (1) Most of the Colorado Online courses have been staffed for spring.
 - (2) Work is being done on Colorado Consortium course scheduling.
 - (3) Some classes are being added to the Weekend College line up.
- ii) Christiane is working on Safe Zone training for MCC staff. Around 18 people are confirmed to attend.

President's Staff Minutes 10-09-2023

- iii) Christiane will be attending Academic Management Institute training.
- iv) Christiane worked with Maria Cardenas to create a survey for full-time faculty. The purpose is to gather information about how faculty currently participate in advising. This is related to the work MCC is doing on the Quality Initiative project required by the Higher Learning Commission. Deb Coates noted that Center Directors and Joe Bowman will also receive the survey.
- v) Progress is being made on co-curricular assessment.

f) **Robbin Schincke:**

- i) Robbin shared that in addition to an increase in GED interest at the Limon Center, several adult students are inquiring about college courses each week.
- ii) Robbin has been representing MCC at community events, many of which are on the weekends.
- iii) Robbin has worked with Christiane Olivo to provide input into the Spring schedule.
- iv) Curt Freed noted that conversation continues with the Town of Bennett to explore possible sites for a new Bennett Center location.

g) **Alison Stone:** Absent

5) Meeting Adjournment/Next Meeting: The meeting adjourned at 12:25 p.m. The next President's Staff meeting is scheduled for October 23, 2023

Minutes by Jane Fries, Assistant to the President (minutes derived from WebEx recording)