



MCC President's Staff Meeting Minutes

September 11, 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); 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)

Absent: L.J. DeWitt (Director of Human Resources); Kathy Frisbie (Director of Special Projects/Interim Dean of Workforce Development)

The meeting commenced at 10:33 a.m.

- 1) **CDC Visit to MCC:** The Colorado Legislature Capital Development Committee (CDC) is scheduled to visit MCC on September 15, 2023, from 1-2 p.m. The meeting will be held in Poplar Hall classroom. Curt Freed will send a draft agenda to President's Staff. He noted that he made two presentations to the CDC in the past year, one for the Science Technology building funding proposal, and one to gain approval to spend funds on The Center for Skilled Trades and Technology building.
- 2) **Communication about College Events:** Ariella Gonzales-Vondy shared that she has noticed a need for better communication college-wide about events, particularly those involving students. She proposed creating a committee that would help improve communication in this area. Ariella noted that committee members would not necessarily be responsible for creating/running the events. This committee would help the Marketing Department be more informed about events so that they can help promote activities. Ariella shared that better communication and promotion relating to events will promote increased engagement with activities and student retention. Ariella will send an email to President's Staff asking them to identify people in their departments to serve on the committee.
- 3) **President's Staff Updates:**
 - a) **Deborah Coates:**
 - i) Deb is working on the 2025-2026 Academic Calendar.
 - ii) Deb is exploring state grant opportunities for adult learners.
 - iii) Deb announced that MCC's proposal for using behavioral health grant funds has been accepted. The funding is from the State and is being administered through CCCS to System colleges. The grant will provide MCC with \$875K over three years. The college will use the funds to hire a full-time faculty to develop a wellness coach certificate program.
 - iv) FLAC is being processed so that instructors who started in August don't have to wait until the October payroll to get paid.
 - b) **Susan Clough:**
 - i) Gala planning monthly meetings have started. Additional committee members are welcome. The Gala will be held at the REA on February 23, 2024.
 - ii) Susan is working on annual reports to endowment donors.
 - iii) Susan is working on marketing material updates.
 - iv) Invitations have been sent for the donor-scholar event.
 - v) Recruitment continues for the Foundation Office Coordinator position.
 - c) **L.J. DeWitt:** Absent

d) **Gary Dukes:**

- i) Gary expressed thanks for Becky Geltz's help with assessment work.
- ii) Gary is working on the Clery Annual Security Report.
- iii) The hiring process for a new Student Life Coordinator is underway.
- iv) Gary expressed thanks to Ariella Gonzales-Vondy and her team for their help providing communication required by the Drug Free Schools and Communities Act.

e) **Curt Freed:**

- i) Staff is working to cover HR needs and fill the HR Director and HR Generalist positions.
- ii) Curt will be gone to Red Rocks Community College for CCCS Presidents and State Board meetings September 12-13.

f) **Jane Fries:**

- i) Nine MCC employees have registered for the NISOD "Empowering Educators: Strategies for Creating Inclusive Environments and Student Success across Diverse Populations" hosted by MCC on November 17. Jane noted that there must be 30 slots filled by October 20 or NISOD will cancel the workshop.
- ii) After follow up efforts, all FY24 concurrent enrollment contract amendments have been signed.
- iii) Jane has reached out to NeoEd to set up a meeting to discuss how to move forward with the Perform (online performance management system) implementation in the absence of an HR Department.
- iv) Jane has sent out College Closure Procedures and School District Contact information to staff for updates.
- v) Jane conducted an initial review of last year's Clery Annual Security Report and passed it on to Gary Dukes with notations where additional updates are needed.

g) **Becky Geltz:**

- i) Becky is compiling data for CDHE. All System colleges are preparing data, which will first be sent to CCCS and then on to CDHE.
- ii) The fall window is open for submitting IPEDS data.
- iii) Becky is working on a Format 40 report for Tracy Schneider.
- iv) Becky is working on reports for Gary Dukes relating to Summer Bridge program students and student success.
- v) Becky is making updates to the daily enrollment report.
- vi) Becky is working on data that will be used in preparation for the MCC Foundation donor-scholar event.

h) **Ariella Gonzales-Vondy:**

- i) MCC "Hispanic Serving Institution Week" will kick off September 13.
- ii) Professional Development Day is scheduled for September 26 at the Fort Morgan Fieldhouse beginning at 8:00 a.m.

i) **Tracy Schneider:**

- i) The Accounting Department is done with FY 23 year-end activities.
- ii) The Accounting Department is receiving a variety of audit requests.
- iii) The FY 24 budget is now loaded into Banner for staff to view.
- iv) A search process is underway for a College Store Assistant. Store hours will be limited during staffing shortages.
- v) A search process is also underway to fill a vacant custodial position.

4) Meeting Adjournment/Next Meeting: The meeting adjourned at 11:16 a.m. The next President's Staff meeting is scheduled for September 25, 2023

Minutes by Jane Fries, Assistant to the President