



## MCC President's Staff Meeting

### Minutes

### Via WebEx

December 11, 2023, WebEx

**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); ShiLyn Provencio (Director of Human Resources); Tracy Schneider (VP of Administration & Finance)

**Absent:** Kathy Frisbie (Director of Special Projects/Interim Dean of Workforce Development)

The meeting commenced at 10:33 a.m.

- 1) **Language Line:** Curt Freed shared that it would be helpful for MCC to have access to "language line" services to assist with translation. Jane Fries will conduct initial research on the topic.
- 2) **NeoEd Perform Update:** Jane Fries shared that the NeoEd Perform platform cannot be customized to add tailor-made instructions for MCC employees, so she created a document that explains the process. President's Staff who have not yet entered their job duties and goals will try using the instructions and then provide feedback to Jane. Curt Freed noted that another step needs to be added to the online process that alerts employees to provide updates on their goal progress prior to when the supervisor enters appraisal ratings.
- 3) **Leadership Book Read/Discussion:** MCC leadership will read "The Six Types of Working Genius" by Patrick Lencioni and meet to discuss the book in January.
- 4) **Spring Professional Development Day:** Ariella Gonzales-Vondy noted that Spring Professional Development (PD) Day April 12, 2024, will be held at the Fort Morgan Fieldhouse. She shared that she received an inquiry about whether Instructors could be invited to participate in Professional Development Day, and whether a Zoom option could be provided. Ariella noted that holding the event at the Fieldhouse allows for larger attendance than Founders Room does. Curt Freed stated that \$5000 was budgeted this year to provide professional development for Instructors, so these funds could be used to pay Instructors an hourly rate and mileage for participation in PD Day. However, providing a Zoom option would not be possible due to the venue's technology limitations. President's Staff indicated support for inviting Instructors and part-time staff to participate in Professional Development Day. Discussion followed about communicating clear attendance expectations to full-time staff.
- 5) **Concurrent Enrollment:** MCC leadership conducted a SWOT analysis (strengths, weaknesses, opportunities, and threats) about concurrent enrollment. The team will meet again in January to prioritize the SWOT analysis items and identify resources. Curt Freed noted that concurrent enrollment comprises half of the college's enrollment, so it is critical that MCC "gets it right." He noted that losing school districts to other concurrent enrollment providers can have a large and sudden impact on MCC's enrollment. Becky Geltz and Sandy Johnson will work on information to provide for an upcoming discussion with Fort Morgan High School leadership and counselors. Ariella Gonzales-Vondy shared that Joe Bowman will be participating in January and February radio spots to promote concurrent enrollment and a CTE event. They are also discussing ways to increase outreach to parents of high school students.
- 6) **Enrollment Fraud:** Curt Freed reported that 25-30 FTE for Spring Semester are suspected to be fraudulent, so legitimate enrollment is likely significantly less than what FTE reports are currently showing. Gary Dukes shared that letters have been sent notifying the suspicious registrants that additional information is required, or they will be dropped. Gary reviewed some of the red flags that make an enrollment suspicious. He noted that Kenne Bauer is doing a great job flagging potential fraudulent enrollments. The main motivation behind fraudulent enrollment is to

receive financial aid. Curt noted that Presidents received information in November about safeguards the System created in Banner to help prevent fraud. Curt will provide Gary with a copy of the presentation by Michael Schulman on the topic. Becky Geltz wondered whether MCC could charge an application fee to help dissuade fraudulent enrollments, and then reimburse the legitimate students later. Currently no System colleges charge application fees.

- 7) **Campus Closure December 20 at Noon:** Tracy Schneider noted that the Fort Morgan campus will close at noon on December 20 for the rest of the day due to electrical utilities work. Staff should leave campus by 12:00 p.m. Ariella Gonzales-Vondy will work on related PR. The main phone line will be answered remotely during the closure.
- 8) **Other:**
  - a) Curt Freed noted that he plans to begin participating in the Fort Morgan Rotary Club again. He extended an invitation to other leadership to participate, if interested.
  - b) Curt would like to have a list compiled of the "extra" FTE generators happening Spring Semester (e.g., Nurse Aide courses in regional areas). He also would like to know whether free course grant funding, like Career Forward Colorado and Career Advance Colorado could be leveraged better.
  - c) Spring Kickoff will be held Wednesday, January 10, 2024, from 8:30 – 11:30 a.m. Details will follow.
  - d) MLT will host a soup lunch for employees on December 13 in Founders Room from 11:30 a.m. – 1:00 p.m.
- 9) **President's Staff Updates:**
  - a) **Deborah Coates:**
    - i) MCC has partnered with NJC to hire a state grant-funded Workforce Resilience Coordinator, Vanessa Soliz. This person will be at MCC typically once per week.
    - ii) MCC also partnered with NJC on a Teaching Excellence Grant (funds from CCCS reserves) to provide DEI training. MCC's share is \$100K. Deb noted that she is researching a certification program through Cornell University.
  - b) **Susan Clough:**
    - i) The MCC Foundation will be receiving a \$1M endowment from the Gene Doty Trust to support health programs. A second installment of a few more hundred thousand dollars is expected later.
    - ii) Another endowment is in the works and will be trades related.
    - iii) Susan is working on a COSI grant application that is due in January. Letters of support from County Commissioners still need to be obtained. COSI will schedule a site visit in late January relating to the scholarship and CPP programs.
    - iv) The MCC Foundation Board will meet December 11. The Board is working on selecting a new President to replace John Harris, whose term expired and who is leaving the Foundation Board.
    - v) Gala
      - (1) Sponsorships are coming in.
      - (2) Raffle tickets have been approved.
      - (3) The Liquor License approval process is underway.
  - c) **Gary Dukes:**
    - i) Gary is working with Deb Coates to better define advising roles at MCC. They are investigating the possibility of certifying the advising program and advisors.
    - ii) MCC will be conducting a Community College Survey on Student Engagement Spring Semester.
  - d) **Curt Freed:** No further updates.

e) **Jane Fries:**

- i) There are currently nine MCC pledges totaling \$1510.00 for the Colorado Combined Campaign, 69% of the goal of \$2200. Jane sent out a reminder to staff that December 11 is the deadline to give to the campaign in order to be entered into the \$50 gift card drawing. Pledges can be made through December 29.
- ii) The PTK Advisors met to select MCC's nominees to the PTK All-USA Team. Four students completed their applications, all from the Transfer Pathway. Raul Hernandez Robles and Anai Macias Castellanos were selected, and Jane submitted their nominations to PTK. There were no Workforce Pathway applicants or nominees this year. Raul and Anai will automatically be named to the All-CO Academic Team and be honored at a CCCS event April 10.
- iii) The nomination process for the CCCS Rising Star and Inclusive Excellence Champion student awards will begin in January. Jane serves as the campus coordinator for the process and will be providing more information to staff soon.
- iv) The training by Shanna Doughty from the International Association for Refugees on "Cross-cultural Communication" was held December 5 and was well attended in person and via WebEx. Jane sent out a link to the WebEx recording to all staff.
- v) Bring Your Dog to Work Day is Wednesday, December 13.

f) **Kathy Frisbie:** Absent

g) **Becky Geltz:**

- i) Becky is working on compiling information for a meeting with Fort Morgan High School.
- ii) Becky is working on adult learner data for an upcoming meeting. These data sets will carve out 18-year-olds that are concurrent enrollment students from a report generated by CCCS on adult learners.

h) **ShiLyn Provencio:**

- i) The Mechatronics Faculty search committee will meet December 11.
- ii) ShiLyn is working on getting the Student Life Coordinator and Testing Center Coordinator search committees set up.

i) **Ariella Gonzales-Vondy:**

- i) Staff is working on co-branding Colorado Online and MCC by April 1. CCCS will launch a campaign to promote Colorado Online to faculty and staff and will include branding resources. Deb Coates suggesting providing information on Colorado Online in the MCC catalog.
- ii) Ariella will send out a form to nominate employees for the Guiding Principles Award. The award is traditionally presented during spring Professional Development Day.

j) **Tracy Schneider:**

- i) Groundbreaking for the Dahms-Talton Center for Skilled Trades and Technology will be held December 14 at 10:00 a.m.
- ii) A closing on the Wray property is scheduled for December 19. Signage will be added stating that the building is the "Future Home of the MCC Wray Center."
- iii) The Fort Morgan campus will be closed for the holidays from Saturday, December 23 through January 1.

**5) Meeting Adjournment/Next Meeting:** The meeting adjourned at 11:55 a.m. The next President's Staff meeting is scheduled for January 8, 2024.

Minutes by Jane Fries, Assistant to the President