



## MCC President's Staff Meeting

### Minutes

### Via WebEx

January 8, 2024, 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)

**President's Staff Absent:** None

**MCC Staff Guests:** Michael Bidwell (Coordinator of Limon Center); Mindy Centa (Coordinator of Wray Center); Kathy Frisbie (Director of Special Projects/Interim Dean of Workforce Development); Dr. Christiane Olivo (Dean of General Education & Health Sciences); Robbin Schincke (Regional Director of Community Outreach – Bennett & Limon)

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

The meeting commenced at 10:33 a.m.

#### 1) **NeoEd Perform Update:**

- a) Jane Fries shared that MCC is transitioning its performance appraisal process from paper to online. The online platform will be through NeoEd "Perform."
- b) Jane is taking the lead on the implementation due to staff shortages in Human Resources. She noted that an online form for APT employees has been created. An initial trial run is underway with Curt Freed's direct reports (President's Staff) to test the process of having employees enter job duties and goals.
- c) Jane noted that a second phase of APT employees (who did not already start the paper appraisal process) will be asked to pilot Perform. While the full appraisal year is May 1, 2023 – April 30, 2024, Perform will be used for an abbreviated period from January 17, 2024 – April 30, 2024.
- d) The goal is to utilize Perform for a full year evaluation cycle of APT evaluations starting May 1, 2024, Classified employees beginning August 2024, and Faculty beginning September 2024.
- e) Curt Freed noted that Perform includes a journal entry feature for both employees and supervisors to add comments throughout the appraisal process. He shared his enthusiasm for implementing the online platform to streamline the appraisal process.

2) **Translation Services:** Curt Freed referenced research that Jane Fries conducted on three language translation services, "Language Line," "Kings of Translation," and "Jeenie." He shared that MCC is researching this on the recommendation of Shanna Doughty from IAFR who presented a workshop for staff on "Cross Cultural Communication." Curt asked if any participants in the President's Staff meeting were familiar with the companies Jane researched, and none were. Tracy Schneider noted that whether a bid is required would be based on how much the services would cost. Curt asked Deborah Coates and Gary Dukes to check with their Vice President peers in the System to see if any their colleges are utilizing this type of service. The next step is to determine which companies to contact to receive sales demos.

3) **Spring Kickoff:** The Spring Semester Kickoff staff meeting is scheduled for Wednesday, January 10, 2024, in Founders Room. Discussion was held regarding topics to include during the meeting. Members of President's Staff will provide announcements and introduce new staff in their departments. ShiLyn Provencio will provide a list of new hires/employee promotions to mention since mid-August.

- 4) **Hard-to-fill Job Vacancies:** Curt Freed inquired about the ability to offer hiring bonuses to help recruit applicants for positions that have been difficult to fill. ShiLyn Provencio will research the topic with Christina Cecil from the System HR Department. Gary Dukes noted that CSU offers bonuses for those who stay at least a year.
- 5) **"The Six Types of Working Genius" Book Discussion:** President's Staff and several other staff have been reading "The Six Types of Working Genius" and will meet to discuss the book on January 30. Curt Freed noted that there are assessments connected to the book that MCC might use.
- 6) **Other:**
  - a) Curt noted that Jesse Gonzalez has left the Registrar position due to personal circumstances. Gary Dukes will send out an official notification to staff, along with information about how the position will be covered until it is filled again. He will also communicate about Cora Rhode's promotion to Title V Director: MI CASA.
  - b) A meeting will be held January 8 regarding concerns MCC Foundation Board members have about the quality of scholarship applications.
- 7) **President's Staff Updates:**
  - a) **Deborah Coates:**
    - i) Deb shared that Extron equipment, which provides the interface between computers and projectors, has been updated in classrooms. Additional microphones have been installed in Bloedorn Hall and will also be added to Founders Room.
    - ii) The Girls Only STEM event is scheduled for February 1 in Burlington.
    - iii) Deb expressed appreciation to everyone who helped create the Spring Semester schedule. She noted there were numerous challenges that required flexibility and patience.
    - iv) Lynelle Phillips, Vanessa Pursley, and Troy McKie will go through training about how to use new course evaluation software (Watermark/Evaluation Kit).
    - v) MCC received a \$25K grant from the Lumina Foundation to support Weekend College efforts. Part of the money will be used to give students a \$100 stipend if they attend at least 50% of a course. The grant also funds a marketing postcard. Leftover funding will be used to stock the food pantry. Curt Freed noted that he would like to have an "Administrators Day" during Weekend College where college leadership interact with the students.
    - vi) New staff include Tahais Guerrero-Rocha (STEM Outreach Coordinator); Allyson Jones (Librarian); and Sara Watkins (GED faculty). Deb said that she will send out an email announcement. Curt Freed suggested including photos of the new hires in the emails.
  - b) **Susan Clough:**
    - i) The Enterprise Zone projects need renewing.
    - ii) The COSI scholarship match grant application is due by the end of January. Susan is gathering County letters of support.
    - iii) Susan is exploring the application process to include the MCC Foundation in the Colorado Combined Campaign.
    - iv) The MCC Foundation Board will meet January 8. The agenda will include approving Marci Wickham from LPL Financial in Brush to rejoin the board. The new Board president is Donny Edson. Jennifer Thistle will talk about MCC's health programs as part of the meeting's "mission moment."
    - v) Gala planning:
      - (1) The liquor license process is in motion.
      - (2) Tickets have been printed.
      - (3) Silent auction baskets are due back by the end of January.
      - (4) Susan will start working on the Gala program.
    - ii) A new CACE exhibit opens January 11 at the Gallery of Fine Art.

- c) **Gary Dukes:**
  - i) Preparations are underway to launch the Community College Survey of Student Engagement (CCSSE) around February 12. Information will be sent to students to encourage their participation.
  - ii) Gary expressed his appreciation for the Student Services staff who worked Saturday, January 6 to assist students with registering.
  - iii) Interviews to fill the Testing Coordinator and Student Life Coordinator positions are scheduled.
  
- d) **Curt Freed:** Curt noted that any Wray Center related information needs to have photos and information related to Rural Ameritowne removed.
  
- e) **Jane Fries:**
  - i) Jane conducted research on three "language line" on-demand interpretation providers.
  - ii) Jane is continuing to work on the NeoEd Perform implementation.
  - iii) The President's Office sent out letters to 268 students who made the President's List (4.00 g.p.a.) for Fall semester.
  - iv) Jane renewed negotiated rate contracts with the Comfort Inn and Best Western Plus.
  
- f) **Becky Geltz:**
  - i) Becky finished a COSI report for Gary Dukes and Janell Sutter.
  - ii) Three IPEDs reports are in progress.
  - iii) Becky attended Title III and Title V meetings and will be working on related data updates.
  - iv) Becky has tweaked the automated schedule that generates balance due reports for high school students.
  - v) Fall student assessment information is still trickling in. Becky noted that there was an increase in response rate.
  - vi) Becky updated the Format 40 report for Tracy Schneider, and it is awaiting review.
  
- g) **ShiLyn Provencio:**
  - i) ShiLyn has sent an email to staff with details about W-2 forms.
  - ii) ShiLyn is working on the Employees of the Year selection process (Classified, APT, Faculty, and Instructor).
  
- h) **Ariella Gonzales-Vondy:**
  - i) The Marketing Department is working on content for MCC's display table at the State Capitol January 22-26. The display focuses on promoting the need for CTE/trades programs. The CCCS Day at the Capitol will be January 24.
  - ii) FAFSA/CAFSA applications opened December 31. Ariella is working with Sally Shawcroft and Kelly Rasmussen on communication to students. The MCC Foundation's scholarship application priority deadline has changed from April to March 15 to align with other deadlines about commencement, regalia, etc.
  - iii) Ariella is collaborating with Cheryle Ruland on commencement processes/procedures and regalia orders. The applications for graduation, regalia, and commencement participation have been combined into one form with the same deadline.
  - iv) Ariella is working with Joe Bowman on creating a postcard targeting the parents of high school students in March. The purpose of the postcard will be to educate parents about concurrent enrollment. Joe is working on gathering student testimonials. Ariella encouraged others to suggest students who might like to provide student testimonials that can be used for marketing.
  
- i) **Tracy Schneider:**
  - i) The December 14, 2023, groundbreaking ceremony for the Dahms-Talton Center for Skilled Trades & Technology went well. The next phase includes fencing off the construction area and bringing a trailer on site. Tracy noted that around 12-15 parking spaces will be lost during construction.

- ii) Staff is continuing to work on a curb/gutter/sidewalk project along Barlow Road.
- iii) The safety and security project is in the design phase. The project will be implemented in late spring and summer.
- iv) New HVAC equipment will be installed in Cottonwood Hall during spring break.
- v) Planning for the new Wray Center property development will start soon.
- vi) A concrete pad needs to be laid in preparation for the Farm Box delivery this spring.
- vii) Some lab spaces will be remodeled/improved.
- viii) There may be remodeling done to create a Career Center.
- ix) Improvements to the air system in the Accounting/HR Departments are being finished.
- x) Tracy is working with Deb Coates on renewing the Beacon Fund grant.
- xi) Budget season is starting.

8) **Guest Staff Updates:**

- a) **Michael Bidwell:** Michael shared that there is an ongoing need in the Limon area for GED courses. He noted his enthusiasm for MCC's addition of a full time GED faculty member to help meet student needs.
- b) **Joe Bowman:** Absent
- c) **Mindy Centa:**
  - i) Mindy shared her excitement over MCC's purchase of a building in Wray (closing occurred December 19, 2023). An MCC press release about the purchase was featured in the Wray Gazette and Fort Morgan Times. The announcement generated a lot of buzz in the Wray community. A community forum is tentatively scheduled for April 11, 2024, to brainstorm how the new Wray Center can best serve the region. Staff may attend the March Wray 20/20 meeting prior to then to promote the community gathering. Leadership from the Fort Morgan campus is also planning a trip to Wray to visit the building and start discussing potential property development.
  - ii) A "Girls Only" event will be held in Burlington on February 1, 2024.
  - iii) Mindy noted that Lynne Collins has worked out an agreement to use Hillcrest and The Towers to offer a Nurse Aide late start class in March. Ten students are on the waiting list. Curt Freed noted that he wants to be kept aware of any "FTE adds," that occur later in the semester, like the Nurse Aide class.
  - iv) Ariella Gonzales-Vondy expressed her appreciation for the Center staff and how they are very helpful in connecting the marketing department with students who are willing to share their MCC success stories.
- d) **Kathy Frisbie:**
  - i) Kathy and others continue to work on resolving Colorado Online issues.
  - ii) Kathy is cleaning up MCC program approval information in the CTE Gateway software system. Curt Freed noted that the issues that require correction are due to some CIP code alignment problems at the CCCS level.
  - iii) Kathy is working with Taylor Schneider (MCC Faculty) and Sarah Heath (CCCS) on moving the BAS in Education program forward. Several external layers of approval are required. MCC applied for a new round of grant funding through Opportunity NOW to help develop the program. Kathy shared that there are some positive indicators that MCC is being considered for funding. The goal is to be able to enroll students in the program during the Fall 2024 semester.
  - iv) MCC is offering a new Mechatronics program this spring in partnership with high schools. MCC used Innovation Grant funding to help launch the program. A portion of the grant funding may be used to conduct a feasibility study to determine how the program can best meet community stakeholders' needs.
  - v) Vanessa Soliz is employed at MCC as part of a shared, grant-funded position with Northeastern Junior College focusing on workforce resilience.

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

f) **Dr. Christiane Olivo:**

- i) Christiane (along with others in the Instructional Office) are spending a significant amount of time resolving Colorado Online issues.
- ii) Christiane is monitoring enrollment for spring semester.
- iii) Monica Carrasco is offering a Spanish for Professionals class for Town of Bennett staff.
- iv) A small group of MCC faculty is studying artificial intelligence (AI) and its implications. These faculty will give a presentation to other MCC faculty by the end of Spring Semester about how to use AI in the classroom. The Association of College and University Educators (ACUE) will be offering an educational series on AI. Christiane will meet with an ACUE representative to find more about the cost for the training.
- v) A meeting will be held to discuss which support services can be made available to Weekend College students while they are on campus for classes.

g) **Robbin Schincke:**

- i) Robbin shared that for the first time, a student from Hugo High School has enrolled in the Nurse Aide program. Three additional students are enrolled from Limon High School. The class will be held at the hospital, and she expects interest in the program to grow over time. Robbin noted that some physicians have reached out to her about teaching for MCC. She also shared that the Byers clinic is already outgrowing its space, and they have a need for Medical Assistants.
- ii) Robbin noted that having access to language line services would be helpful.
- iii) Part-time instructors have reached out with concerns about AI and plagiarism. Robbin noted that Andrew Hays and Christiane Olivo have been helpful in addressing the matter.
- iv) Robbin expressed thanks for all who worked on scheduling for Spring Semester. She also thanked Becky Geltz for providing her with reports.
- v) Robbin is in communication with the Town of Bennett regarding using the Mayor's Office as an MCC meeting space on Thursdays beginning in February 2024. Rachel Summers from the Town of Bennett has inquired about trading the cost of the Spanish course MCC is providing to Town staff for the cost of leasing the space. Tracy Schneider will set up a meeting with Rachel, Robbin, and herself to discuss it further. Robbin noted that Rachel also inquired about the status of MCC utilizing a property owned by the Town for a new Bennett Center. Curt Freed noted that the college is still interested, but other initiatives are currently taking priority. Robbin will follow up with Rachel.
- vi) Robbin noted that two students didn't receive their diplomas. Gary Dukes said to send the request to Kenne Bauer or the MCC Student Services email.
- vii) Robbin shared that the Bennett newspaper included the article about the Wray property purchase.

h) **Alison Stone (Coordinator of Burlington Center):** Absent

**5) Meeting Adjournment/Next Meeting:** The meeting adjourned at 12:31 p.m. The next President's Staff meeting is scheduled for January 22, 2024. [Post-meeting note: the January 22 meeting was cancelled; the next meeting is scheduled for February 12, 2024.]

Minutes by Jane Fries, Assistant to the President