



## MCC President's Staff Meeting Minutes

November 13, 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 10:34 a.m. Curt Freed welcomed ShiLyn Provencio to her first President's Staff meeting.

- 1) **Achieving the Dream Membership:** Curt Freed shared about the Achieving the Dream (ATD) program [Home - Achieving the Dream](#). He shared that ATD could provide a "scaffold" that existing and future MCC initiatives could fall under. A few other System colleges are "ATD colleges." Curt suggested having a phone call with ATD representatives to do further exploration, as well as contacting System ATD colleges to see whether they feel their ATD experiences have been worthwhile.
- 2) **Concurrent Enrollment/Adult Student Meetings:** Curt Freed will be facilitating two meetings with staff, one focusing on concurrent enrollment, and the other on adult students. He plans to conduct a SWOT analysis (identifying strengths, weaknesses, opportunities, and threats) during each meeting and identify a path forward to maximize MCC's ability to serve these populations. Jane Fries will schedule the meetings.
- 3) **Enrollment:** Curt Freed reported that Fall Semester enrollment continues to decline, which has decreased the margin of gain over last year's Fall FTE. As of November 13, 2023, the FTE count is 385.7. The drop in FTE is due to a variety of reasons, such as fraudulent enrollments, students who were dropped for non-attendance, and challenges with Colorado Online classes. Curt noted that he is concerned and doesn't want the college to continue to lose enrollment traction going into Spring Semester. Ariella Gonzales-Vondy shared about a variety of marketing strategies in motion. Curt noted that some school districts and other businesses/organizations still appear to be uninformed about what programs MCC offers. Ariella suggested having the Strategic Enrollment Management Team discuss how to address the challenge, noting that promoting enrollment must be an integrated and college-wide effort.
- 4) **Limon Stakeholder Meeting Follow-up:** Curt Freed noted that the meeting in Limon on November 9 with community stakeholders went well. Unfortunately, there were no K-12 representatives in attendance due to school activity conflicts. Deb Coates shared that a group of employees will be returning to Limon in early December to talk with Jack Daley from ECBOCES. She noted that MCC provided written support for a grant awarded to ECBOCES to purchase "zSpace," an augmented reality trainer for professional trades like welding. Becky Geltz inquired whether MCC has a way for employers to post job opportunities for students. Gary Dukes noted that MCC is in the process of implementing Handshake software, which will provide a way for employers to upload jobs, schedule career fairs, and interviews. The goal is to launch the platform to students in January.
- 5) **Bennett Center:** On November 6, MCC leadership visited property owned by the Town of Bennett to consider for a new Bennett Center location. The Town of Bennett has provided lease/purchase options. Curt Freed noted that purchasing the building and land is the most desirable option. The building would require considerable upgrades. Curt will discuss the opportunity with Chancellor Garcia. He noted that if the price is over \$500K, the purchase would require SBCCOE approval.
- 6) **NeoEd Perform Launch:** President's Staff will be the first group to test the NeoEd Perform online performance management system (i.e., Curt Freed will use it to evaluate his direct reports). NeoEd account activation emails have

been sent to President's Staff. Jane Fries will activate the appraisal form, which will be sent out to Curt Freed's direct reports so they can add their job duties and goals. This trial run will occur over a shortened appraisal timeframe, starting in November and ending April 30. Other Administrator-Professional/Technical (APT) employees who started the traditional paper-based appraisal system process in May should finish the cycle via the paper process (mid-year check-ins are due in November, with end-of-year evaluations due April 30.) APT employees who have not started the paper process for the current evaluation cycle will be the second group to use the NeoEd Perform online process. Curt asked President's Staff members to provide Jane with the names of APT employees in their areas who haven't started a paper appraisal process so she can enter them into the NeoEd system. When this has been completed, she will send these employees NeoEd account activation emails. All faculty and classified staff should continue their paper appraisal process during the current review cycle. The hope is to roll out online appraisal forms for a full year cycle for APT, Faculty, and Classified employees in the spring. Curt noted that the goal of transitioning to an online appraisal platform is to provide a simpler, effective, and more streamlined appraisal process for employees and supervisors.

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

a) **Deborah Coates:**

- i) Deb expressed gratitude to Ariella Gonzales-Vondy, Robbin Schinke, and Becky Geltz for their help setting up for the November 9 Limon Stakeholder meeting. She also thanked all who helped put together the Veterans Plaza dedication ceremony on November 10.
- ii) Creating the Spring Semester schedule has been a challenge. Processes are being documented so that creating the summer schedule goes more smoothly.
- iii) Staff is working on cleaning up the student catalog.
- iv) Work is being done to implement EvaluationKIT (course evaluation software).
- v) The approval process for a BAS degree in Business Administration and a BAS in Education is continuing. The process will require visits by the Higher Learning Commission (HLC) and the submission of HLC "substantive change requests." Deb noted that once these two BAS programs are approved, MCC will have three BAS programs (including nursing), so applying for approval of a fourth BAS program will not require an HLC site visit or substantive change request.
- vi) Deb noted that work is underway to fill some new faculty positions and determine office space for them.

b) **Susan Clough:**

- i) Human Resources:
  - (1) Susan provided an update on job searches in progress.
  - (2) Nominations for Faculty of the Year and Instructor of the Year will be open after Thanksgiving.
  - (3) Julie Beydler is helping train ShiLyn Provencio.
  - (4) HR will work with Jessica Trusty and Marsha Jesse on monthly payroll.
- ii) MCC Foundation:
  - (1) Curt Freed and Susan met with a donor on November 9. MCC will receive funds from a family trust. Proceeds from the related estate auction will be put towards scholarships.
  - (2) Another estate settlement is in process and funds will be dedicated for scholarships.
  - (3) A new MCC Foundation Board President will be selected since John Harris's term is up.
  - (4) Susan will work with Curt Freed on a year-end giving letter.
  - (5) Susan provided Jane Fries with updates to the MCC Foundation and donor portion of the MCC holiday card mailing list.
  - (6) The MCC Foundation is participating in Colorado Gives Day on December 5. A portion of donations will be matched.
  - (7) Susan and Suzanna Spears will be out of the office the week of November 20.
  - (8) GALA:
    1. Sponsorship letters have been sent and responses have been strong.
    2. There will be a chance to win diamond jewelry as a "Gala memento."
    3. Work is being done on the raffle and liquor licenses.
    4. Work is underway to determine food vendors.
    5. Items are being secured for the live and silent auctions.

(9) A holiday art sale is happening in the CACE Gallery.

(10) The new Fort Morgan Chamber Director is working on a variety of activities.

c) **Gary Dukes:**

- i) Anthony Chavez Alvidrez (Student Life Coordinator) has resigned effective December 10.
- ii) An offer has been made to a Registrar candidate.
- iii) Deena Peck is retiring from her role as Testing Coordinator at the end of December. Gary is preparing information to post the position.
- iv) Interviews for the Director of the Title V Mi CASA project are scheduled.
- v) The "Handshake" platform will roll out in January. This platform will provide a mechanism for students to learn about employment opportunities.
- vi) Student Life is coordinating Thanksgiving baskets for students in need. The goal is to prepare 15 baskets. Donations will be accepted (each basket costs \$50).

d) **Curt Freed:** Curt noted that there will not be a PTK induction ceremony this fall due to lack of participation of new inductees.

e) **Jane Fries:**

- i) The MCC Employee Health Fair was held November 3 and went well overall. Twenty-six appointments were made for blood draws and flu shots.
- ii) The MCC Colorado Combined Campaign goal is to raise \$2200 by December 29. There are currently five pledges totaling \$1045, or 48% of the goal.
- iii) There are currently seven transfer pathway students who have started applications for the PTK All-USA Academic Team (two have finished). No workforce pathway students have applied yet. Jane has reached out to CTE faculty asking them to talk to their students about the opportunity.
- iv) Jane, Curt Freed, and ShiLyn Provencio will continue meeting with a NeoEd representative for a few more weeks. Since the implementation was fast-tracked, some training modules on building evaluation forms were skipped initially. These will now be reviewed, which is good timing with ShiLyn on board.
- v) Forty MCC employees are registered for the NISOD Regional Workshop being held at MCC on November 17.
- vi) Jane sent out a reminder about potluck and volunteer slots available for the employee Thanksgiving Meal on November 21.
- vii) Training on Cross Cultural Communications will be offered Tuesday, December 5 from noon – 1:30 p.m. in Bloedorn Hall. The facilitator will be Shanna Doughty from the International Association for Refugees (IFAR). A remote option will be offered, as well.

f) **Kathy Frisbie:** Absent

g) **Becky Geltz:**

- i) Becky is working through data anomalies relating to Colorado Online.
- ii) There have been issues with the automated schedule for running COGNOS reports.
- iii) Becky attended an IRAG meeting on November 10. She noted that CCCS is creating a Banner field that will generate the student-to-faculty ratio needed by the Higher Learning Commission (HLC), but the formula appears to be different than the one used by HLC. The System is also working to clean up Colorado Online issues.
- iv) Becky is exploring some new reports that she became aware of through COGNOS 11.
- v) Becky noted that legislation goes into effect in August 2024 requiring that web content must be ADA compliant. Ariella Gonzales-Vondy stated that it would be helpful for all college employees to receive training on making documents ADA compliant. Curt Freed will send an email from the CCCS Legal Department relating to this issue to President's Staff.

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- vi) Becky shared that she runs a group of reports relating to enrolled students, the courses associated with the students, and the faculty teaching the courses. She is continuing her efforts to clean up all reports and make them as accurate as possible.
  - vii) Becky noted that Sally Shawcroft and Michael Bidwell are interested in learning more about using COGNOS. Becky plans to meet with them and stated that others are welcome to join the meeting.
- h) **ShiLyn Provencio:** ShiLyn deferred to Susan Clough to provide an update on the HR department.
- i) **Ariella Gonzales-Vondy:** Ariella reported that a Communications Committee has been created to help compile a list of college events throughout the year. This will help facilitate a marketing/communication plan to help promote the events. The committee will meet for the first time on November 28. Ariella noted that additional committee members are welcome.
- j) **Tracy Schneider:**
- i) Progress continues toward purchasing property for a Wray Center, including inspections and an appraisal. The hope is to close December 19.
  - ii) Construction bids are being accepted for the Dahms-Talton building and are due November 20. The goal is to hold a groundbreaking ceremony the week of December 11 and start construction in January.
  - iii) The Veterans Plaza dedication November 10 was successful.
  - iv) M & O and technology staff are lining up projects to take place in-between semesters.
  - v) Repairs are planned for the sewer issue near Founders Room. It appears that the repairs will not be as invasive as initially thought.
- 8) **Meeting Adjournment/Next Meeting:** The meeting adjourned at 12:18 p.m. The next President's Staff meeting is scheduled for November 27, 2023.

Minutes by Jane Fries, Assistant to the President