



MCC President's Staff Meeting

Minutes

Via WebEx

November 27, 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) **Human Resources Recruitment and Interview Process:** President's Staff discussed possible ways to streamline the recruitment and interview process for prospective employees. Susan Clough shared a recruitment workflow document and will send it to President's Staff. Discussion followed about whether campus tours and/or benefits review could be offered at a different point in the hiring process. Susan noted that providing benefits information is an important part of the interview process, and it doesn't take much time to provide candidates with handouts. Susan stated that depending on the position, some interview schedules could be tightened up. Curt Freed noted that as the Hiring Authority for the college he wants to continue meeting with candidates. Ariella Gonzales-Vondy suggested that the hiring supervisor give tours to the candidates. Curt noted that it is important to ask the right questions of candidates during the interview process, including appropriate follow up questions, if needed. Curt shared that the Workforce Center of Colorado has created materials and training relating to skills-based hiring, which is different than work history-based hiring. Curt will reach out to Dawn Robards regarding obtaining these resources. Susan expressed appreciation for all the employees who serve on search committees. Tracy Schneider noted that supervisors should be an active part of the hiring process and reviewing interview questions. ShiLyn Provencio stated that the person who supervises the position should be on the search committee. She noted that during pre-interview search committee meetings, the skills and qualities desired for each position should be confirmed, and the interview questions should reflect these. She also shared about the value of asking situation-based questions.
- 2) **Concurrent Enrollment and Adult Student Planning Meetings:** Curt Freed shared that a team of employees will be meeting November 30 to discuss concurrent enrollment. Curt plans to conduct a SWOT analysis during the meeting, where a list of strengths, weaknesses, opportunities, and threats relating to concurrent enrollment at MCC are generated. A SWOT analysis of MCC's service to adult students is scheduled for December 14. He hopes that these meetings will help identify where changes are needed, as well as spotlight what the college is doing well. Curt noted that these topics should be integrated with the Strategic Enrollment Management Team's work.
- 3) **NeoEd Perform Update:** Curt Freed noted that members of President's Staff should have received emails from NeoEd to complete their goals and job duties as the first stage of their online performance evaluation process. So far, three members of President's Staff have done so, and it became apparent that more prompts and instructions are needed in how to use the program. This will be addressed with the NeoEd implementation person before rolling the online appraisal system out further.
- 4) **Other:**
 - a) Curt Freed shared that Ryan Ross will be leaving his position as Associate Vice Chancellor for Equity and Inclusion and Student Affairs with CCCS.

- b) Curt noted that Landon Pirius, Vice Chancellor for Academic and Student Affairs, is a finalist for the presidency at Red Rocks Community College.
- c) Curt shared that MCC received a "swag box" from Coppin State University College in Baltimore, Maryland. They are a historically black college and have recently signed an articulation agreement with CCCS to promote transfers to their institution. <https://www.coppin.edu/news/coppin-state-university-signs-transfer-agreement-colorado-community-college-system>
- d) Curt shared that faculty from Pikes Peak State College sent a letter to CCCS demanding that the System abandon the Colorado Online project. The letter expresses a "vote of no confidence" in the project.

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

a) **Deborah Coates:**

- i) Work is continuing on updating the MCC catalog. The question has arisen whether all the information in the catalog is necessary.
- ii) The Instruction Office is working on the summer/fall schedules. One of the goals is to offer all program courses in the right sequences.
- iii) Evaluation Kit (software for course evaluations) is in the process of being implemented.
- iv) Deb is working with Gary Dukes on the Quality Initiative Project required by the HLC.

b) **Susan Clough:**

- i) Gala Update:
 - (1) Sponsorships are coming in, but more are needed. St. Elizabeth Hospital is a new "Premier" sponsor.
 - (2) Food vendor selection is in progress.
- ii) Susan is working with Brad Parker and Chloe Hirschfeld on purchasing a lift for the auto shop. The funding comes from an anonymous trust.
- iii) COSI will continue using the same application/award process for the next two years. MCC will need to submit another COSI grant application in January for funding the following year. Susan will work with Kelly Rasmussen on the grant application.
- ii) Aleah Crandall will be working as an hourly employee to help with the Gala.
- iii) Colorado Gives Day is December 5. A portion of donations are matched. The MCC Marketing Department is helping promote giving to the MCC Foundation through Colorado Gives Day.
- iv) Susan will provide the database of names to the President's Office for the year-end giving appeal. Curt will write the letter.
- v) The next MCC Foundation Board meeting is December 11. New officers will be elected, including the Board President.
- vi) Susan has been sending out holiday cards from the MCC Foundation to donors.

c) **Gary Dukes:**

- i) The new Registrar, Jesse Gonzalez, started November 27.
- ii) Gary expressed thanks to Becky Geltz for her help with several Student Services projects.
- iii) The Community College Survey on Student Engagement will be implemented the fourth week of Spring Semester. A related Race and Ethnicity Survey will also be sent to students.
- iv) Staff who attended the HACU conference will be giving a presentation on December 4. They will be sharing what they learned and discussing how the information can be applied to MCC.
- v) Searches will be conducted to fill the Student Life Coordinator and Testing Coordinator openings.
- vi) The MI CASA Director position is being finalized.
- vii) Gary is working on condensing information in the college catalog.
- viii) Turkey baskets were handed out to 7-8 students.

d) **Curt Freed:**

- i) Curt plans to provide biscuits and gravy for staff on November 30.

- ii) A group of college leadership will be reading "The 6 Types of Working Genius" by Patrick Lencioni and then discuss it in January. New members of President's Staff were asked to notify Jane Fries if a copy of the book was not left by their predecessors.
- iii) Curt Freed will be on vacation December 15 until the end of the holiday break.

e) **Jane Fries:**

- i) Jessica Edington has designed a New Year's card to be sent to key MCC stakeholders. Jane has been working with Center staff and others to update the New Year's card mailing list, which numbers around 500.
- i) Colorado Combined Campaign Update: There are currently eight pledges totaling \$1410, or 64% of the goal. The goal is to raise \$2200 by December 29. To be entered in the \$50 gift card drawing, pledges must be completed by December 11.
- ii) PTK All-USA Academic Team Update: There are seven Transfer Student applicants, two of whom have completed their applications. No Workforce Pathway (CTE) students have applied. The application deadline is December 1.
- ii) The Colorado Department of Education will be holding professional development training for school counselors in Founders Room November 28-29. Jane has been serving as the MCC liaison for the group's logistic needs. Curt and several other staff will give a brief presentation at the event, and Cara Draeger will provide a tour for those who are interested.
- iii) Jane is also coordinating MCC logistics for the Colorado Rural Workforce Development Board meetings in Founders Room December 4-5.
- iv) The training by Shanna Doughty from the International Association for Refugees on "Cross-cultural Communication" will occur December 5 in Bloedorn from noon – 1:30. The training is open to all staff.

f) **Kathy Frisbie:** Absent

g) **Becky Geltz:**

- i) Becky is working on updating a Format 40 report for Tracy.
- ii) Becky submitted a file to the National Student Clearing House and has been working with Kenne Bauer to resolve related issues.
- iii) There were some issues with the Express course schedule that have been cleaned up.
- iv) Becky has started running daily spring enrollment reports. This helped identify some minor glitches in the schedule.
- v) Becky is receiving Fall Semester assessment surveys from faculty.
- vi) Becky has expanded some Concurrent Enrollment reports.
- vii) Becky finished a student orientation study for Gary.
- viii) Becky is working on studies relating to COSI and Title V.
- ix) Becky expressed thanks to the President's Office for coordinating and funding the Thanksgiving potluck. Curt noted his appreciation for all who helped with the event.

h) **ShiLyn Provencio:**

- i) A candidate has accepted the Librarian position.
- ii) Work continues to fill the Title V MI CASA Director role.
- iii) An interview is scheduled with a candidate for the HR Coordinator.
- iv) ShiLyn is working on filling a variety of other positions.

i) **Ariella Gonzales-Vondy:**

- i) The Marketing Team is preparing for CCCS Day at the Capitol.

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- ii) Work is in progress on the Dahms Talton building groundbreaking program and press release.
 - iii) Spring registration postcards will be mailed the last week in November.
 - iv) Digital advertising is going strong.
 - v) The graduation application has been revised to consolidate communication to students. It now includes information about regalia orders and asks students if they would be interested in being a speaker at commencement or sing the National Anthem. Ariella noted that the commencement committee will have the opportunity to review student speeches in advance and make selections.
 - vi) The newly wrapped MCC ambulance will be showcased in the Fort Morgan holiday parade December 7. MCC staff will hand out candy and stickers.
 - vii) The ambulance will also be part of the Yuma parade December 16. Cara Draegert will represent MCC.
 - viii) The new Communications Committee will have their kickoff meeting November 28.
 - ix) The Marketing Department will host a gingerbread house decorating contest (date to be determined).
 - x) Jessica Edington will be on leave January 10-24.
- j) **Tracy Schneider:**
- i) Projects Update:
 - (1) A bid opening occurred for the contractor for the Dahms-Talton building. Groundbreaking is scheduled for the week of December 11 (date to be finalized).
 - (2) Inspections have been completed for the Wray project. Appraisal results are pending.
 - (3) Work continues to secure a building for a Bennett Center.
 - ii) Michelle Uhrick and Accounting staff have been assisting Debbie Fowler with components of the spring schedule.
 - iii) Interviews were held relating to the Custodial vacancy.
 - iv) Maintenance and technology staff are planning projects to conduct over the holiday break.
 - v) Tracy is working on scheduling the electrical master meeting installation.
 - vi) Sewer repairs near Founders Room have started. The repairs will not be as invasive as expected.

5) Meeting Adjournment/Next Meeting: The meeting adjourned at 12:10 p.m. The next President's Staff meeting is scheduled for December 11, 2023.

Minutes by Jane Fries, Assistant to the President