



MCC President's Staff Meeting Minutes

October 23, 2023, via Web Ex

President's Staff Present: Dr. Curt Freed (President); 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: Susan Clough (Director of Development); Kathy Frisbie (Director of Special Projects/Interim Dean of Workforce Development)

Guest: Joe Bowman (Director of Concurrent Enrollment); Robbin Schincke (Director of Regional and Community Outreach – Bennett & Limon)

The meeting commenced at 10:32 a.m.

- 1) **Limon Regional Community Meeting:** Curt noted the Genoa-Hugo Superintendent has requested a meeting with MCC leadership, Chancellor Garcia, and representatives from The Colorado Forum on November 16. The purpose of the meeting is not clear. Curt would like to have a “meet and greet” meeting prior to then with stakeholders in the Limon region. Suggested stakeholders include representatives from the school district, BOCES, the hospital, medical clinics, and economic development. Curt will send potential dates of November 1 or 2 at 7:00 a.m. to Troy McCue, Lincoln County Economic Development Executive Director. Robbin Schincke will work on securing a meeting location and food for the event. Ariella Gonzales-Vondy suggested setting up for the meeting the night before. Curt Freed also noted that he would like to revitalize regional advisory committees for each Center region.
- 2) **Enrollment:** Curt Freed noted that the Fall Semester FTE continues to decline, and asked for feedback on why this is occurring. Becky Geltz shared that she can analyze the data. Joe Bowman noted some concurrent enrollment students have withdrawn because they are not succeeding. He noted that some Colorado Online instructors have not been responsive. Jane Fries shared that Holly Haman-Marcum wrote in her monthly Center report that there have been a higher number of students that have changed or dropped courses. Robbin Schincke said she has had adult students express frustrations over disorganization with Colorado Online courses (e.g., disorganized or out-of-date syllabi and changes in assignment due dates).
- 3) **EAB Navigate Reboot:** A meeting will be held October 23 to discuss how to better utilize EAB Navigate. Curt Freed would like to establish an internal team to keep the momentum going and take advantage of Navigate's full functionality.
- 4) **Recruitment/Hiring Update:** Curt Freed inquired about the progress on filling current position vacancies. Becky Geltz noted that the Registrar Search Committee is meeting October 23 to review resumes. ShiLyn Provencio will start November 1 as the Director of Human Resources. The pool for the HR Generalist position is currently not strong. The Director for the Title V Mi CASA position closes November 3. In the Instructional area, Deborah Coates shared that Vanessa Pursley has been hired to fill the second Instructional Coordinator position and will start November 1. The STEM Coordinator position was posted October 23. Interviews will be held for the Dean of Workforce Development and GED Faculty. Other positions in progress include the Librarian, Radiologic Technology Medical Imaging Faculty, and a Health Sciences Clinical & Compliance Coordinator. President's Staff discussed some of the challenges in evaluating candidate pools.
- 5) **CCCS Civility Campaign:** Curt Freed asked for feedback on the Civility training campaign sent out from the System. Curt noted that some of the other System colleges held group conversations based on the topics. Members of President's staff shared that they appreciated how the videos were brief and provided helpful reminders. Curt noted

that CCCS provided participation statistics and employee feedback about the campaign to the college presidents. He shared a few highlights from the feedback with President's Staff and will send out the report to the group.

- 6) **Middle East Conflict:** Curt Freed noted that some college leaders have made public statements about the Middle East conflict, and this has resulted in negative reactions. Ariella Gonzales-Vondy shared that Communications staff from across the System are split 50-50 about the issue and noted that any kind of message could evoke responses. Curt referenced MCC's "community values," which are listed at <https://www.morganc.cc.edu/about-mcc/community-values/>. This list was created to communicate MCC's values that apply in a variety of issues/world events. The page includes an "MCC Cares" link that leads to a form where individuals can express concerns. Curt will consider drafting separate messages to students and staff that reference MCC's community values. Becky Geltz suggested including references to staff and students' mental health resources in the communication.

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

a) **Deborah Coates:**

- i) Staff continues to work on the spring schedule.
- ii) MCC received a \$25K grant from the Lumina Foundation. The funds will be used to send out a postcard mailing that helps promote Weekend College. Part of the money will also be used to provide stipends to Weekend College students, with leftover funds used to help stock the student food pantry.
- iii) Christiane Olivo will give a presentation on High Impact Practices at the CCCS Educational Excellence Conference in Broomfield on October 27. Others attending from MCC include Deb, Becky Geltz, and Sally Shawcroft.
- iv) Staff is working on the MCC Catalog.
- v) EvaluationKIT software has been purchased to use for course evaluations. A committee has created a list of fifteen questions to include in the evaluations. Instructional Staff will be participating in training to utilize the software.
- vi) Deb inquired about the status of updating the MCC Strategic Plan. Curt Freed noted that this is on the radar and some background work needs to be done first.

b) **Susan Clough:** Absent

c) **Gary Dukes:**

- i) Gary is working on securing coverage for the Registrar position until the vacancy is filled.
- ii) Staff is working to resolve an issue with some MCC students who were trying to take Colorado Online courses through CCD. Their registrations were being put on hold due to CCD's immunization requirements.
- iii) A pumpkin carving event was held October 20.
- iv) A Trick or Treat Trail and costume contest will be held on campus October 31.

d) **Curt Freed:**

- i) Curt noted that Chancellor Garcia has asked the State Board to use reserve funding to hire additional temporary staffing to help process program approvals and other key high priority projects.
- ii) Curt shared that there are several potential large donations to the MCC Foundation in motion.

e) **Jane Fries:**

- i) MCC Closure procedures have been updated and distributed.
- ii) The CACE-sponsored Greeley Chorale Concert October 21 went well.
- iii) Colorado Combined Campaign:
 - (1) The goal is \$2200 by December 29 (a 10% increase over last year).
 - (2) As of October 23, three employees have pledged for a total of \$445 (20% of the goal).

- iv) PTK All-USA Academic Team:
 - (1) Students must fill out a scholarship application at ptk.org by December 1 to be considered. They do not have to be members of PTK.
 - (2) MCC may nominate up to two transfer and two workforce pathway students to the national team. There are no workforce pathway applicants thus far.
 - v) The MCC Employee Health Fair will occur Friday, November 3 from 7-10 a.m. in Founders Room. The sign-up deadline for blood draws and flu shots is October 26.
 - vi) NeoEd Perform Implementation:
 - (1) Curt Freed and Jane are attending regular implementation meetings as part of the transition from paper appraisal forms to an online performance management system through NeoEd Perform.
 - (2) The first trial run of the system will be for Curt's direct reports with a cycle starting in November and ending April. Depending on how the launch goes, there may be a second launch for other APT employees who haven't started the paper process for this year's evaluation cycle.
 - vii) NISOD Regional Workshop Update: MCC met the enrollment threshold (35 registrations) needed to host the NISOD regional workshop November 17. Jane is tracking how many beyond 35 would like to attend and will then determine if additional funding is available. The cost has now increased from \$200 to \$250/person.
 - viii) An employee Thanksgiving meal is scheduled for November 21 from 11:30 a.m. – 1:00 p.m. in Founders Room. This year's meal will be a hybrid of catered food and potluck items. Jane will send out a signup sheet for people to volunteer to bring food and help set up, monitor food, and clean up.
- f) **Kathy Frisbie:** Absent
- g) **Becky Geltz:**
- i) Fall class assessment rubrics are scheduled to go out November 1.
 - ii) The System Institutional Research Advisory Group (IRAG) met. CCCS is considering purchasing a product that will create dashboards.
 - iii) Becky noted her concern about a lack of Banner training among her institutional effectiveness colleagues System-wide.
 - iv) The Data Advisory Group (DAG) for the state met on October 10. The group discussed how institutions must enter all IPEDS data themselves this year. Previously, colleges would submit data to the CDHE through SURDS and CDHE would complete portions of the IPEDS for the institutions. SURDS reporting is not available due to a data hack at the state level. This is providing an opportunity for colleges to discover data errors.
 - v) Gainful employment reporting will resume in 2024.
 - vi) CCCS is in the process of updating some of their routine reports.
- h) **Ariella Gonzales-Vondy:**
- i) Kathy Witwer and Ariella made trips to Limon, Burlington, and Wray. It was a valuable time of making community connections. Christiane Olivo joined the discussions in Burlington and Wray. Ariella noted that Amy Stang, Business Services Manager with the State of Colorado was very helpful.
 - ii) Spring departmental efforts include the MCC New Year's card to community stakeholders, the MCC schedule and catalog, and postcard mailings highlighting spring registration and Weekend College.
 - iii) MCC Welding students will be working on the exterior Welcome Center sign frame.
 - iv) Cara Draeger has been updating templates to send communications through Recruit.
- i) **Tracy Schneider:**
- i) The VFW Plaza dedication is scheduled for November 10 at 10:00 a.m. with a reception following in Founders Room.

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- ii) Ariella Gonzales-Vondy is looking into highway signs to promote MCC. Ariella noted that signs can only be placed within five miles of an interchange.
- iii) Chloe Hirschfeld has been helping coordinate search committees and interviews.
- iv) The Dahms-Talton building project is progressing. Ads requesting bids will go out October 27.
- v) A firm has been selected to design the Safety and Security project. Installation is expected in the spring and summer.
- vi) Staff is working to find a vendor and materials needed to repair the sewer line affecting the bathrooms and kitchen near Founders Room.
- vii) The City of Fort Morgan will be installing a master meter for MCC. This will require the college to be without power for three hours (date to be determined). Going forward, the college will assume responsibility for electrical repairs on the campus.

5) Meeting Adjournment/Next Meeting: The meeting adjourned at 12:50 p.m. The next President's Staff meeting is scheduled for November 13, 2023

Minutes by Jane Fries, Assistant to the President