



## MCC President's Staff Meeting

### Minutes

### Via WebEx

April 8, 2024

**President's Staff Present:** Dr. Curt Freed (President); Susan Clough (Director of Development); 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); Michele Hodge (Interim Director of Human Resources); Tracy Schneider (VP of Administration & Finance)

**Absent:** Dr. Deborah Coates (VP of Instruction)

**Expanded President's Staff Present:** Joe Bowman (Director of Concurrent Enrollment); Mindy Centa (Coordinator of Wray Center); Dr. Christiane Olivo (Dean of General Education & Health Sciences); Erik Richter (Dean of Workforce Development); Alison Stone (Coordinator of Burlington Center)

**Absent:** Michael Bidwell (Coordinator of Limon Center); Kathy Frisbie (Director of Special Projects/Interim Dean of Workforce Development); Holly Haman-Marcum (Regional Director of Community Outreach – Burlington & Wray); Robbin Schincke (Regional Director of Community Outreach – Bennett & Limon)

**Guest:** Nancy Ruhl (Human Resources Coordinator)

The meeting commenced at 10:33 a.m.

- 1) **Welcome:** Curt Freed introduced Michele Hodge, Interim HR Director. Michele has worked within the Colorado Community College System for fifteen years.
- 2) **End of Year Employee Event:** Nancy Ruhl shared the idea of implementing a "fiesta" theme for the End-of-Year Employee Event May 6 from 11:30 a.m. – 1:00 p.m. The event would include food trucks, desserts, etc. As in years past, Employees of the Year and those achieving landmark years of service will be honored. Ariella Gonzales-Vondy and Chloe Hirschfeld are helping Nancy coordinate the event. Nancy inquired about the budget and Susan Clough noted that in the past around \$12/person was spent. Susan recommended Rosita's Bakery and Mosqueda Delicacies. The event will be held in Founders Room. Nancy suggested having supervisors present the employee awards at the event, rather than HR.
- 3) **24-25 Concurrent Enrollment:** Curt Freed noted that the State Board will not approve tuition rates until May 8, so the college is unable to provide exact tuition information to concurrent enrollment providers until after then. Curt shared that he anticipates a 3% tuition increase will be approved by the State Board. MCC has not finalized its tuition reimbursement percentages for school districts yet, but Tracy Schneider anticipates that they will remain similar. Curt noted that once again no CCCS colleges can discount or provide reimbursements for online tuition. Curt stated that staff can share with concurrent enrollment providers that final numbers will not be available until May, but that a tuition increase is anticipated.

Curt inquired about whether MCC is meeting school districts' desire for hybrid/face-to-face course options, which cost less and are sometimes the preferred instructional mode. Christiane Olivo shared that MCC will be offering around the same number of face-to-face courses in the fall, but there will be more online options. Holly Haman-Marcum noted that it's important to find ways to offer more hybrid courses. Christiane shared that it's hard to find instructors who are willing to teach real-time or hybrid courses. Some schools prefer the online courses because they fit into schedules more easily. Curt noted that school districts receive Per Pupil Operating Revenue (PPOR), including for the concurrent enrollment courses. Christiane expressed that it's important to not lose a personal touch in supporting

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MCC students taking Colorado Online classes. Gary Dukes shared that he learned at a conference that student perception of opportunities for engagement (even if they are not engaged) improves their retention.

- 4) **Web Accessibility Requirements:** Ariella Gonzales-Vondy shared that MCC is offering training for employees on how to make documents accessible for the MCC website or otherwise. Training will be offered April 19, 8 a.m. – 12 p.m. and April 25, 12-4 p.m. Participants will be trained and then have the opportunity to practice making some of their own documents accessible. Ariella noted that there are around 540 documents on MCC's website. The Marketing Department is working on identifying who is responsible for the documents. Curt Freed suggested creating a shared document listing the items that need their owners identified. The state requires that documents on the MCC website be made accessible by July 1.
- 5) **Other:**
  - a) Curt Freed would like to add additional members from the Student Services and Administrative/Finance departments to the "Expanded President's Staff" group. He asked Gary Dukes and Tracy Schneider to provide him with some names.
  - b) Curt Freed expressed thanks to Susan Clough for getting the Director of Human Resources position posted. Curt noted that the position has been listed as a "Director III" pay level to be more competitive.
- 6) **President's Staff Updates:**
  - a) **Deborah Coates:** Absent
  - b) **Susan Clough:**
    - i) Susan will check with Jennifer Thistle regarding the status of some of the health-related faculty postings.
    - ii) Susan is working with Nancy Ruhl to post an ESL Specialist position (this is a new position related to the Title V MI CASA grant).
    - iii) MCC Foundation:
      - (1) Gala financial numbers are being finalized.
      - (2) Susan is working on first quarter donation letters.
      - (3) Susan is working with Kelly Rasmussen on scholarship details for 2025. Due to the FAFSA delay, the MCC Foundation won't select scholarship recipients until late May.
      - (4) A \$320K endowment has been established in honor of Linda Camp-Johnson.
    - iv) The COSI scholarship grant has been approved. The grant formula resulted in fewer dollars being allocated to Morgan County this year. MCC will receive around \$92-93K in matching funds for scholarship donations.
    - v) Susan is working on MCC property leases and insurance renewals.
    - vi) The 24-25 CACE budget is being developed.
    - vii) Susan is working on Enterprise Zone project renewals, which provide donors with tax benefits for donations to designated projects (e.g., CACE, capital projects, etc.)
  - c) **Gary Dukes:**
    - i) Financial Aid challenges are continuing relating to the FAFSA delay. MCC hopes to send out financial award letters to students by June.
    - ii) A pilot advising program will be launched in the fall with 100 students. Each student will be assigned an academic advisor, success coach, and mentor.
    - iii) The Community College Survey of Student Engagement (CCSSE) will close April 12. As of April 8, the response rate is around 15% (67 students).
    - iv) Gary inquired about how Centers input has been included in student body elections in the past. Mindy Centa and Ali Stone were not familiar with the process.
  - d) **Curt Freed:** No additional report.

e) **Jane Fries:**

- i) Demos have been scheduled in April to learn about three on-demand language translation services.
- ii) Jane is finalizing the year-round APT form in NEOED Perform and will develop a training guide to accompany it. The year-round version will launch around May 1. Employees who supervise APT staff should be completing ratings on their direct reports by April 30 for the 23-24 appraisal period (some will be online via NEOED and some via paper).
- iii) Jane has been coordinating registration, hotel, and travel arrangements for the group going to the NISOD Conference in May (Deb Coates, Connie Mitchell, and Maria Cardenas).
- iv) Jane processed the annual CACE fundraising letters.

f) **Becky Geltz:**

- i) All IPEDS reporting for the year has been completed.
- ii) Becky has finished her portion of the Higher Learning Commission update.
- iii) Becky was out the week of April 1 due to moving. She is getting caught up and doing final office set up in her new home.

g) **Michele Hodge:**

- i) Benefits Open Enrollment for Classified staff starts April 9.
- ii) APT/Faculty Open Enrollment starts April 22. Some new benefits will be offered this year (air ambulance, pet insurance, legal services).
- iii) A free financial wellness tool will be available to APT and Faculty for a year.
- iv) Michele will be working on the annual measurement for the Affordable Care Act (ACA) to determine which instructors are eligible for benefits.
- v) A new MYMCC portal will be launched which will require training on time and leave processing.
- vi) CCCS is considering creating a shared position that would manage certain types of employee leave. Curt Freed noted that MCC is very interested in participating.
- vii) Michele inquired whether MCC is using any ARPA funding. Tracy Schneider noted that all the funds have been spent.
- viii) Compliance training for employees was offered through CCCS. Some employees who work with credit card transactions may also be notified to complete PCI training.
- ix) Michele requested to be added to the MCC All Staff email distribution list. Jane Fries will be sure she is added.

h) **Ariella Gonzales-Vondy:**

- i) Community Listening Meetings:
  - (1) Wray: April 23
  - (2) Burlington: May 2
  - (3) Bennett: Tentative May 9
- ii) Professional Development Day is scheduled for April 12. The Strength Finder facilitator will arrive April 11. Ariella expressed thanks to the College Store staff for printing resources. The day will start at 8 a.m. at the Fort Morgan Fieldhouse.
- iii) Commencement will be held May 4. Ariella is working with Gary Dukes, Deb Coates, and Jane Fries to select student speakers and a vocalist to perform the National Anthem. The Grad Newsletter has been updated.
- iv) A summer postcard mailing and digital ad campaign will launch in late April/early May. A fall postcard will hit mailboxes in early June. A third postcard highlighting concurrent enrollment will also be sent.
- v) Ariella noted that she was asked about implementing a two-way text option for individuals who are not students. She will conduct further research. Curt Freed noted that a Customer Relationship Management (CRM) system would be helpful for various types of communications.

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### i) **Tracy Schneider:**

- i) Tracy noted that she will provide an update on construction projects during Professional Development Day.
- ii) MCC now has office space in Bennett one day per week.
- iii) Due to FAFSA issues, MCC will not be doing drops for non-payment for summer semester. Staff will still conduct weekly calls to students who have balances due.
- iv) Tracy reinforced that state funding cannot be used for donations. She noted that student clubs are also not allowed to make donations to non-profit organizations. If a club wishes to raise funds for an organization, individuals donating would need to give directly to the non-profit, not to the club.
- v) Auditors will be on campus later in April, since MCC has been selected as a control school for the System-wide financial audit.
- vi) MCC's FY25 budget preparation is in process.

## 7) **Expanded President's Staff Member Updates:**

### a) **Michael Bidwell:** Absent

### b) **Joe Bowman:**

- i) Fall registration for concurrent enrollment is starting. Joe noted that most of the enrollment he has worked with so far has been CTE-related.
- ii) MCC is developing a pathway with Fort Morgan High School that will help students complete their associate's degree by the time they graduate from high school. He hopes to pilot the pathway this fall, if possible.

### c) **Mindy Centa:**

- i) Holly Haman-Marcum and Mindy met with a potential phlebotomy instructor for Wray.
- ii) Lynne Collins has been instrumental in bringing a Nurse Aide course to Wray this summer. The course will start May 30 and run for four weeks. It will be offered primarily for employees at Hillcrest in the Towers.
- iii) Deb Coates attended the Wray 20/20 meeting. The Wray Center will host a future Wray 20/20 quarterly meeting.
- iv) MCC will be hosting a community forum on April 23 in Wray.
- v) Tracy Schneider shared that architects interested in the Wray Center renovation project will be interviewed soon.

### d) **Kathy Frisbie:** Absent

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

### f) **Christiane Olivo:**

- i) MCC has been matched with two potential Fulbright scholars from El Salvador. Christiane and Deb Coates have interviewed both and will decide who is the best fit for MCC. The selected scholar will teach a "History of Latin America" course for MCC and be involved in a variety of activities.
- ii) Christiane has hired fifteen new instructors in recent weeks.
- iii) Two "High Impact Practices" (HIP) experts were on campus April 8. This was funded through MCC's Teaching Excellence Grant. Thirteen faculty and instructors are going through HIP training. Christiane noted that High Impact Practices improve equity outcomes for all. The "First Year Experience" being offered for Fall 2024 is an example of a High Impact Practice. Curt Freed suggested incorporating the learning community concept into the concurrent enrollment pathway being established with Fort Morgan High School.

### g) **Erik Richter:**

- i) An electromechanical student was accepted into the NASA community college aerospace scholars program.
- ii) Auto Collision and Technology program students will be competing at the SkillsUSA competition in Pueblo.
- iii) Two new welding machines will be added to the Welding Program, thanks to the MCC Foundation.
- iv) Sharon Daxter Vorce has been hired as the Director of Trades Pathways and will start June 1.

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- v) Interviews are scheduled for the Integrative Health Coach position. Curt Freed noted that this position is funded with state legislative money earmarked for behavioral health programming. MCC is using the funding to approach behavioral health from a wellness perspective.
  - vi) Erik expressed thanks to Nancy Ruhl for her help with the personnel searches.
- h) **Robbin Schincke:** Absent
- i) **Alison Stone:**
- i) A Nurse Aide class is in progress in Burlington. A search is underway for a summer instructor for the Nurse Aide Program.
  - ii) The Girls Only event is tentatively scheduled for September 12.
  - iii) Holly Hamman-Marcum and Ariella Gonzales-Vondy met with a representative from the Burlington Record about doing a student spotlight.
  - iv) Ali noted that she will be moving out of state.
- 8) **Other:**
- a) Christiane Olivo noted that consultants will be on campus April 17-19 to conduct an Equity Audit. This is funded through a Teaching Excellence grant. She encouraged faculty and staff to sign up for interviews. All data will be aggregated and will not be personally identifiable.
  - b) Christiane Olivo noted that \$100 stipends will be awarded to the first cohort of Weekend College students (funded by a Lumina grant). Tracy Schneider shared that \$1400 in stipends have been given. A second seven-week cohort is in progress and is also eligible for the stipend.
- 9) **Meeting Adjournment/Next Meeting:** The meeting adjourned at 12:10 p.m. The next President's Staff meeting is scheduled for April 22, 2024.

Minutes by Jane Fries, Assistant to the President