



## MCC President's Staff Meeting

### Minutes

### Via WebEx

April 22, 2024

**President's Staff Present:** Dr. Curt Freed (President); Dr. Deborah Coates (VP of Instruction); 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:** None

The meeting commenced at 10:33 a.m.

- 1) **President's Staff Strengths Finder Assessments:** Employee feedback has been positive regarding the Strengths Finder assessments presentation at Professional Development Day. Deb Coates shared that it was helpful to receive reports on the strengths represented on her team, and she plans to further discuss the topic at an instructional team retreat. Ariella Gonzales-Vondy stated that she also plans to discuss the topic more at her team's retreat. Curt Freed noted that President's Staff has only one member with strengths in the "influencing" category, with the other members having their greatest strengths in strategic thinking, relationship building, and executing. Ariella shared that MCC purchased some additional assessments for new employees. Curt Freed thought it would be interesting to provide tests for employees' significant others.
- 2) **EAB Navigate 360:** Curt Freed stated that MCC needs to increase its utilization of EAB Navigate. He shared that CCCS monitors System colleges' utilization of Navigate, and MCC is one of the lowest users. Navigate can help students meet degree pathway targets and can also help with advising of concurrent enrollment students. Currently MCC is utilizing Navigate in a limited capacity (e.g., scheduling advising appointments). Gary Dukes noted that Navigate is a quick way to look up student schedules or email addresses instead of using Banner. Some sections of MCC's Navigate information is outdated. Curt noted that this is due to turnover in staff who were put in charge of implementing Navigate. He shared that the current approach is to develop a broader team with Navigate expertise. The existing Navigate team is watching a series of EAB training videos.
- 3) **Other:**
  - a) Ali Stone (Coordinator of the Burlington Center) has given her two-week notice. Her last day will be April 26, 2024.
  - b) Curt Freed noted that MCC hasn't received an unemployment bill for a while. Staff is working to determine why.
  - c) The State legislature Long Bill has been approved by the Joint Budget Committee and is awaiting the Governor's approval. The bill looks positive for higher education funding. If passed, MCC will receive approximately \$667K in new revenue due to strong enrollment and changes in the System's funding formula. MCC leadership is continuing work to finalize the college's budget.
  - d) Curt Freed suggested conducting a survey with students to inquire about their need for transportation to and from MCC. If it is determined there is a need within the community, the college could explore contracting with NECALG/County Express to do drop offs at MCC. Ariella Gonzales-Vondy will develop a survey.
- 4) **President's Staff Updates:**
  - a) **Deborah Coates:**
    - i) Deb shared that she, Gary Dukes, and Becky Geltz attended the Higher Learning Commission conference. She said that she would like to debrief with Gary and Becky and work on a presentation to share highlights about the conference with other staff.
    - ii) The MCC Vice Presidents will hold a "town hall" meeting for faculty and staff on April 26.
    - iii) EvaluationKit course evaluation software was used for Spring Semester. Faculty will be able to view the results after May 8 when grades are due.

- iv) MCC has submitted a request for a specific person to serve as the college's Fulbright scholar in residence from El Salvador. The scholar has expertise in archeology and history. Deb noted that if he is confirmed, the plan is to have him teach one of the courses in both English and Spanish.
- v) The Instruction team will hold a retreat May 23. Deb is finalizing the location.
- b) **Susan Clough:**
  - i) Susan is working on lease renewals between the MCC Foundation and the college for the Barlow Road property and Cedar Hall. She is also working on building insurance renewals.
  - ii) Susan is working with Kelly Rasmussen on scholarships. The scholarship application deadline is May 7. The MCC Foundation Scholarship Committee will meet on May 28 to confirm scholarship recipients.
  - iii) The MCC Foundation has received a two-year extension for its Community Partner Program (CPP) COSI precollegiate and postsecondary grants. Susan is working on the COSI scholarship grant agreement to resolve a numbers discrepancy. Susan and Kelly will attend a quarterly COSI meeting.
  - iv) Susan inquired about when 300 Main will be closed for the RTU replacement. She noted that the week of May 20 looks good from a building-use standpoint. Tracy Schneider will let her know.
  - v) The MCC Foundation will hold a board meeting May 13.
  - vi) Scholarship funding continues to come in.
  - vii) The MCC Foundation is expecting another disbursement from an anonymous trust donor.
  - viii) A car has been donated for the Collision Repair program.
  - ix) CACE:
    - (1) The CACE Gallery is hosting a "Month of the Young Child" art exhibit. The next exhibit (starting May 16) will feature astrophotography.
    - (2) There was a good turnout for the USAFA/FMHS concert on April 19.
    - (3) A sponsorship drive for CACE event funding is underway.
    - (4) CACE Committees are working on budgets for the next season.
  - x) Susan will work on posting the Coordinator of the Burlington Center and the ESL Specialist position.
  - xi) Candidates for the Registrar position have been interviewed. The committee is awaiting the completion of references.
  - xii) Curt noted that an program manager for the "Finish What You Started" grant will be on campus April 24.
- c) **Gary Dukes:**
  - i) Gary shared that an advising model pilot for fall semester is being finalized. The plan includes assigning an academic advisor, success coach, and mentor to 120 students. This would include 30 students each in AA, AS, AAS, and concurrent enrollment categories.
  - ii) Staff is working on conferring degrees for students who have applied to graduate.
  - iii) Staff continues to work on issues relating to FAFSA delays.
- d) **Curt Freed:**
  - i) Curt noted that the MCC Telecommute Agreement has been edited. He will send President's Staff two copies for review, one with track changes and the other with the changes accepted.
  - ii) Curt wondered if the recently donated car might be useable for the Fulbright scholar.
  - iii) MCC held a speech/essay contest for students. Curt enjoyed handing out the awards. The winner of the speech award (and a \$500 scholarship) went to a high school student from Burlington.
- e) **Jane Fries:**
  - i) Jane gave a reminder about the on-demand language translation service demos that are scheduled:
    - (1) DC Language Solutions, 4/22, 2 p.m.
    - (2) CyraCom, 4/24, 2 p.m.
    - (3) Language Line Solutions, 4/30, 3 p.m.
  - ii) Jane reported that she is in the testing phase of the APT appraisal process setup in NEOED Perform. She was able to resolve a roadblock after learning that MCC did not have a goal management feature enabled. Jane

requested that NEOED activate this feature that will allow an employee to edit their goals (upon request by their supervisor) after they have been submitted for approval.

iii) A "Bring Your Dog to Work Day" is scheduled for April 23.

f) **Becky Geltz:**

i) Becky is working on a Spring Semester assessment template for faculty.

ii) Becky is working on gathering Key Performance Measures data for MCC's Strategic Plan.

iii) Becky is conducting research to develop a list of peer institutions.

iv) Becky plans to be on campus every other Thursday. She will use the shared office space in the Instructional Office.

g) **Michele Hodge:**

i) The MCC Health Fair has been scheduled for October 17, 2024. Jane Fries noted that she coordinated last year's health fair and is happy to visit with Michele and Nancy Ruhl about what it involved.

ii) Classified Employee Information:

(1) Colorado WINS (the Classified Employee Union) has negotiated implementing step pay increases based on Classified Employees years of service in their current job series.

(2) The increases would be effective July 1. Classified employees can submit documentation to the Department of Personnel and Administration (DPA) through April 30 if they believe their data is not accurate. Classified employees will receive a final notice May 15 notifying them what their step will be.

iii) A FMLI medical leave insurance portal will go live in May. This will provide Human Resources with access to view employee data for those using FMLI.

iii) Open enrollment for APT employees and faculty starts April 22. Several new benefits are being offered. A webinar providing an overview of benefits will be offered live April 24 and will be recorded for access later the CCCS website. Open enrollment ends May 13.

iv) Anthem Blue Cross/Blue Shield is still in negotiations regarding keeping CommonSpirit (the parent company of Fort Morgan's St. Elizabeth Hospital) as an in-network provider. The current contract ends May 1 for most providers, but negotiations will likely continue after that date. Michele shared that some in-network benefits may be extended upon request past May 1 due to current treatments people are undergoing. Tracy Schneider noted that employees may wish to consider this issue when selecting their health insurance plan. Curt Freed stated that if CommonSpirit does not remain an in-network provider, he might reach out to the CEO at East Morgan County Hospital to see what information they could provide to assist employees who wish to transfer their care to Banner Health.

v) Michele noted that she sent out an email with professional development opportunities CCCS is offering. She received an inquiry from an instructor who wondered about professional development targeted to teaching. Curt suggested that Michele reach out to Deb Coates (who had left the meeting by this point).

vi) Ariella Gonzales-Vondy noted that the Survey Monkey used by employees to document their professional development activities needs an updated supervisor list. Becky Geltz shared that she can access data from the survey and will check to see whether she can make changes to the survey itself.

h) **Ariella Gonzales-Vondy:**

i) Ariella noted that there is now an MCC EAB Navigate 360 email distribution list.

ii) The Commencement Planning Team will conduct a walk-through at Glenn Miller Park on April 22.

iii) An MCC community listening session will be held in Wray on April 23.

iv) An in-house web accessibility training session will be held April 25 from 12-4 in Cottonwood 104. A training session was also held on April 19. Curt Freed noted that CCCS is creating a template for a web accessibility plan. Ariella will be involved on behalf of MCC. She noted that Colorado Office of Information Technology

guidelines state that websites should be written at an eighth-grade level. MCC's website is currently written at a tenth-grade level.

i) **Tracy Schneider:**

- i) The state budget for higher education is looking healthy. If approved, MCC would receive 10.1% more state funding than last year. Tracy noted that due to unused funds in this year's budget, employees have been encouraged to purchase equipment/supplies they included in their FY 25 budget out of this year's budget.
- ii) Roadwork on Eighth Avenue is taking longer than anticipated. The road will likely need rebuilding, but this work will be held off until most of the heavy construction equipment on site for the Dahms-Talton building is gone. The goal is to have the road finished prior to the start of Fall Semester.
- iii) Work on replacing the HVAC Rooftop Units (RTUs) on Aspen and Cottonwood will start the week after commencement. Employees in these areas will need to temporarily relocate their workstations while the cranes are setting the RTUs on the roofs.
- iv) Interviews have been set up with potential architects for the Wray Center renovations.
- v) Tracy has been setting up ORGS and accounts to be able to better analyze finances relating to Colorado Online activity.
- vi) An RFP is being created to establish a common bookstore for Colorado Online instructional materials. Colleges could opt in to use the common bookstore.

**5) Meeting Adjournment/Next Meeting:** The meeting adjourned at 12:06 p.m. The next President's Staff meeting is scheduled for May 13, 2024.

Minutes by Jane Fries, Assistant to the President