



MCC President's Staff Meeting
Minutes
Spruce 310 and Webex
August 26, 2024

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); Amanda Dunn (Director of Human Resources); Jane Fries (Assistant to the President); Ariella Gonzales-Vondy (Director of Communications, Marketing, & Recruitment); Tracy Schneider (VP of Administration & Finance)

Absent: Becky Geltz (Director of Institutional Effectiveness & Planning)

Guest: Inger Johnson, CSU

The meeting commenced at 10:31 a.m.

- 1) **Inger Johnson (CSU):** Inger Johnson shared about her work with the CSU Office of Engagement and Extension. She noted that the focus of her work is to increase opportunities for rural students to have access to higher education. Inger shared an example of a 2+2+1 accelerated program in Addictions Counseling that CSU built with NJC. The program is a directed pathway where the first two years of instruction to achieve an associate's degree in psychology are provided through NJC, years three and four for the bachelor's degree are taught primarily through CSU, and year five is offered through CSU to complete a master's degree. The bachelor and master level classes are accessible to students without leaving Sterling. Curt Freed noted that a Social Work degree could perhaps be offered through a similar arrangement at MCC. Deborah Coates shared about examples of similar models she is familiar with from her former institution, noting that students received a tuition price break for their upper-level courses. Inger noted that Brenda Valdez serves as a CSU Accessible Education Specialist for the Eastern Colorado Region. Her role is to build access and partnerships with high school and community colleges. Curt shared that he is not aware of any work Brenda is doing with MCC. Inger noted that CSU is available to help co-host events (e.g., FAFSA nights, scholarship events, transfer events). Deborah Coates will set up a follow up meeting with Inger to continue the conversation. Curt noted that CSU is also partnering with NJC for an Agriculture Teacher Preparation program, all of which is available in Sterling.
- 2) **CCSSE Results:** Gary Dukes provided an overview of the Community College Survey of Student Engagement (CCSSE) results. Around 70 students participated. MCC's results were benchmarked against 86 small colleges across the country. The overall categories included "Active and Collaborative Learning," "Student Effort," "Academic Challenge," "Student-Faculty Interaction," and "Support for Learners." MCC ranked higher than the benchmark colleges in each of these categories. Gary broke down the data further to highlight specific strengths and opportunities for improvement. Curt Freed noted that he would like to have a campus-wide presentation on the CCSSE results.
- 3) **Advising Consultant Debrief and Next Steps:** Gary Dukes shared some initial feedback from the consultant, including:
 - a) Staff appear to be very accommodating and willing to help students; however, sometimes they should refer students seeking academic advising to others.
 - b) A cohesive advising model is needed (i.e., relational vs. transactional).
 - c) MCC needs to define and measure advising outcomes better.
 - d) Advising roles need to be further defined.
 - e) Students need improved understanding of who their advisor is.MCC is awaiting a full report from the consultant.

- 4) **Employee Surveys:** Curt Freed noted that the CCCS "Belongingness Survey" will be conducted the last part of September. The survey has been done every other year and previously was referred to as a "Climate Survey." The survey is sent from CCCS to all employees of the system and respective colleges. Curt also noted MCC's faculty conducted a morale survey in the spring for their use. Curt suggested creating an employee coalition to promote "belongingness" at MCC, and to use the survey results to be responsive to the employee experience.
- 5) **Supervisors Group:** Curt Freed noted that a Supervisor's email distribution list has been created to enable communication to this group. He would like to have a meeting to define an MCC philosophy of supervision (i.e., the kind of experience MCC wants employees to have).
- 6) **Rural College Consortium Convening September 25.** The Convening is scheduled at Otero College in La Junta. MCC needs to decide which employees will attend.
- 7) **Strategic Plan:** Curt Freed noted that he will be reviewing suggested strategic plan revisions submitted by members of the Expanded President's Staff group.
- 8) **Concurrent Enrollment and Adult Learners SWOT Analysis:** Curt Freed shared that he would like to review the SWOT analysis done on concurrent enrollment and adult learners in November and December 2023.
- 9) **E-mail Retention Policy:** Curt Freed noted that he, the Vice Presidents, and the Director of Human Resources can be exempted from the two-year archived email retention policy. Instead, their email can be retained for seven years. Curt shared that Presidents can request that a few additional staff receive the same exemption.
- 10) **Other:**
 - a) Curt Freed shared that it has been difficult to attract candidates to apply for the Controller position. To assist with recruiting, MCC has worked with the System Office to develop a protocol to offer a \$10,000 "hire-on incentive" for the position. This incentive would be paid within the first 60 days of employment but is repayable to the college if the employee is separated from employment within 12 months of hiring. A hire-on incentive could be used for selected future positions, as needed. The guidelines state that the incentives can be 10-12% of the salary.
 - b) Curt Freed noted that staff discussed having a farmer's market on campus where FarmBox produce could be distributed. Curt talked with Kyle Kembel from Kembel Acres, who is interested in participating in a farmer's market on campus, as well. Kyle indicated that he knows of other vendors who participate in regional farmer's markets.
- 11) **President's Staff Updates:**
 - a) **Deborah Coates:** No update - left meeting to attend the Brush Stakeholders meeting.
 - b) **Susan Clough:**
 - i) Susan is working with the Marketing Department to update the MCC Foundation website and information sheet.
 - ii) The MCC Foundation Donor-Scholar luncheon is scheduled for October 21, 2024.
 - iii) Susan is working on several COSI scholarship funding applications and requirements. She noted that the COSI program will be changing to a competitive process for the 2027-2028 year.
 - iv) The Enterprise Zone application is due in September.
 - v) The MCC Foundation Gala will be held one week earlier this year (February 21, 2025) due to venue availability. The event will be held at the Brush fairgrounds. The first Gala Planning Committee meeting will be held September 3 at 3:30 p.m. by Webex. Staff are invited to participate on the committee as well as help at the event.

- vi) Annual letters to endowment donors will be sent in September.

- c) **Gary Dukes:**
 - i) Multifactor authentication for students accessing the portal will take effect September 4.
 - ii) The Student Life Coordinator search is wrapping up.
 - iii) The Dean of Students search is entering the interview stage.
 - iv) Roadrunner Rush occurred on August 26.

- d) **Amanda Dunn:**
 - i) The Dean of Health Sciences, Dean of Students, and Vice President of Administration searches are in progress.
 - ii) Employees have until August 30 to change payroll deductions from pre-tax to post-tax, if desired. Pre-tax deductions decrease the amount counted toward PERA-eligible salary.

- e) **Curt Freed:**
 - i) The college is continuing conversation with the Town of Bennett regarding a potential property to use for a Bennett Center. Curt Freed will be discussing the matter with Chancellor Garcia and Mark Superka from the System.
 - ii) Fall enrollment looks good thus far.
 - iii) MCC has been approved for an approximately \$750K Opportunity NOW grant. The grant will provide funding to fast-track a BAS in technical education. The college is also creating amore generic education degree with an emphasis in Early Childhood Education. The two programs will be presented to the State Board for Community Colleges and Occupational Education on September 11 for approval. The college is waiting for the Opportunity NOW contract to sign. Once signatures are in place, MCC can publicize the grant award.

- f) **Jane Fries:**
 - i) NEOED:
 - (1) The Classified evaluation program was launched in NEOED August 1 and the faculty evaluation program started August 15. Things are going smoothly thus far. Three CTE faculty still need to activate their accounts. Jane Fries sent another reminder and activation link to them.
 - (2) User Guides for the Classified and Faculty NEOED process were sent to employees by email and are now also available on the MCC employee portal in the "Forms" section under "Evaluation Resources."
 - (3) Jane will be revising the APT NEOD setup to add a supervisor signature step after the second-level supervisor approves an employee's evaluation. The current setup releases the evaluation to the employee after the second-level supervisor approves it, which means the direct supervisor is not aware when this happens. With the change, the supervisor will know when the evaluation is released to the employee for viewing. Jane will update the APT User Guide to reflect the change, make the guide accessible, and add it to the employee portal.
 - ii) The All-Staff BBQ was a success due to the help of many volunteers. With four food lines, the bulk of the participants had their meals within ten minutes.
 - iii) Jane will work on scheduling a new employee lunch with President's Staff in the coming weeks.

- g) **Becky Geltz:** absent

h) **Ariella Gonzales-Vondy:**

- i) Ken Barr Jr. and a colleague will be facilitators for the morning session of Fall Professional Development Day September 24 at the Fort Morgan Fieldhouse. Afternoon activities will be held on campus.
- ii) An opportunity to preview the new MCC portal is available September 4 at noon. Employees can participate in person in Cottonwood 104 or remotely via Zoom.
- iii) Cara Draeger is finishing up summer recruitment events.
- iv) Staff is working with 25th Hour Communications to strategize about digital marketing in light of fewer marketing opportunities through local newspapers.
- v) The department is helping communicate information to students to promote their success and engagement.

i) **Tracy Schneider:**

- i) The Fall Semester drop for nonpayment will occur September 4.
- ii) There have been several late drops from summer semester due to no-shows. Many are from CO Online classes. Tracy noted the importance of identifying these students earlier in the semester.
- iii) Staff are working on making forms accessible for the MCC portal.
- iv) The Center for Skilled Trades and Technology building is scheduled to be turned over to MCC's control on November 18.
- v) Accounting staff are wrapping up year-end activities with the State.
- vi) The System financial audit will occur in September and October.
- vii) Tracy is focusing on completing the budget data book.
- viii) MCC is working with a company to acquire furniture that will better utilize space in certain locations.

5) Meeting Adjournment/Next Meeting: The meeting adjourned at 12:19 p.m. The next President's Staff meeting is scheduled for September 9, 2024.

Minutes by Jane Fries, Assistant to the President