



MCC President's Staff Meeting

Minutes

Spruce 310 and Webex

December 9, 2024

President's Staff Present: Dr. Curt Freed (President); Susan Clough (Director of Development); Dr. Deborah Coates (VP of Instruction); Dr. Gary Dukes (VP of Student Services); Amanda Dunn (Director of Human Resources); 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 & Interim Controller); Michael Swank, (VP of Administration)

Absent: None

The meeting commenced at 10:34 a.m.

- 1) **Additional Email Filtering:** Curt Freed noted that new email filtering to help decrease junk/phishing messages will be activated on January 14, 2025, the day faculty return from winter break.
- 2) **Available Art:** Curt Freed shared that Mary Zorn met with him about a potential art collection donation to the college. The art originally belonged to a Fort Morgan resident. After her passing, it was donated to the Fort Morgan Museum. The Museum is now interested in donating the art to the college. President's Staff reviewed photos of the artwork and decided to accept the donation.
- 3) **EAB Navigate Functionality (Early Alerts, Schedule Planning, Advising):** Curt Freed initiated a discussion about MCC's utilization of EAB Navigate's capabilities. Deb Coates shared that Instructional staff are working on entering program plans into the platform and are about ten percent complete. Gary Dukes shared that Advisors use Navigate but don't use some features since only a few programs are entered. He noted that the early alert feature is not being utilized broadly by faculty. Curt stated that he would like the college to set the expectation that 100% of faculty utilize early alerts through Navigate. He noted that the System implemented an EAB module add-on to D2L that can help flag students who may be struggling. Deb stated that information about EAB early alerts will be provided during the January faculty meetings. She will work with staff to have selected programs set up in Navigate by March 10, when the catalog for the next academic year is launched. The goal will be to have all programs entered by Fall 2025. Curt will schedule a follow up meeting with Deb to do further planning on the topic.
- 4) **Potential Changes in Federal Regulations:** Curt Freed noted that changes in the federal administration will likely impact policies that affect higher education. One proposed change that has been mentioned by the incoming administration is to dismantle the US Department of Education. Curt noted that workforce training/apprenticeships may be promoted under the new administration. Other education, such as four-year liberal arts programs could be at risk. Curt also mentioned there are unknowns regarding federal funding, such as Title V, and Title III.
- 5) **Donations:** Curt Freed shared that a donor contacted him about giving a \$5K donation. Curt will provide a couple of options, including donating to the food pantry or giving to scholarships (which would be matched by COSI). Tracy Schneider noted that if the funds come directly to college, they can be used to purchase items for the pantry. If the funds are given through the MCC Foundation, only the Foundation can buy the items.

6) Holiday Schedule: Curt Freed will be on leave from December 17 – January 1. He will periodically check emails and will have limited access to cell phone service.

7) Other:

- a) The all-staff Spring Kickoff meeting is scheduled for Wednesday, January 15 from 9 a.m. – noon. MLT will provide a breakfast prior to the meeting's start. In the afternoon, faculty and staff will participate in Mental Health First Aid and Safety training sessions. Deb Coates noted that the afternoon training will end at 5:20 p.m. due to the availability of the presenters. A lunch break will be given from noon – 2:00 p.m. Deb will send President's Staff a draft agenda of in-service activities January 14-17.
- b) Ariella Gonzales-Vondy shared that MCC is considering using Yuja Panorama as its accessibility checker tool. She noted that faculty and staff would still need to know how to build their documents initially to be accessible. Training for faculty and staff on how to make Word and PDF documents accessible, as well as how to use Yuja Panorama will be held during in-service week.
- c) Curt Freed shared that Laura Speaker, retired CCCS Deputy Controller, will serve as Interim Controller after Tracy Schneider retires. Ms. Speaker will work part-time and remotely. The search continues for a full-time Controller.
- d) The Dahms-Talton Center for Skilled Trades and Technology completion has been delayed further due to supply issues (front/back doors and siding around the top of the building). An open house and reception will hopefully be held in February in lieu of a ribbon cutting ceremony.

8) President's Staff Updates:

a) Deborah Coates:

- i) Searches are in progress for Business, Welding, and Construction Trades faculty.
- ii) The ESL Specialist position has been re-posted with a new title, ESL College Navigator.
- iii) The HLC Assurance Argument (part of the college's 10-year accreditation cycle) will be due in February 2027. Deb and Christiane will need help with evidence gathering for the written submission.
- iv) Deb noted that MCC's participation in the Fort Morgan holiday parade went very well.

b) Susan Clough:

- i) Susan discussed possible uses for the \$20K donation from Balanced Rock.
- ii) Colorado Gives Day will occur December 10. The MCC Foundation can receive donations through the campaign, as well as through the Colorado Combined Campaign.
- iii) Donations are coming in from the MCC Foundation and Curt Freed's year-end appeal letter.
- iv) Staff is working on Enterprise Zone project applications now that the database is open for submissions (after a four-month wait to receive access).
- v) MCC Foundation Gala:
 - (1) The Gala sponsorship deadline is December 9. There are three premier sponsors, FMS Bank, Evans Early Childhood Center, and St. Elizabeth Hospital.
 - (2) Susan is working with Jessica Edington to prepare Gala items to go to the printer before the holidays.
 - (3) Online ticketing is being tested.
- vi) The MCC Foundation will meet December 9. Kassie Godo, Associate Vice President at FMS Bank, will be approved to join the Foundation Board.
- vii) On-campus interviews will be held in early January for the Controller position.
- viii) The Foundation office will be open regular hours through December 20 and will close early on December 23.

c) **Gary Dukes:**

- i) A technology fee will be proposed to students. The fee would be \$6 per credit up to twelve credits (this would not include Colorado Online courses). A notice will be sent out to students, and they will vote on whether to assess the fee on themselves. About 45% of the fee would provide ongoing funding for the student equipment checkout program after grant funds expire. The remaining portion of the fee would fund computer labs and other technology services.
- ii) The college conducted a Race and Ethnicity Survey this fall. One-hundred sixteen students participated (16%). Results are expected during Spring Semester.
- iii) The Strategic Enrollment Management group is planning to implement required advising for all new students starting in Fall 2025, including those concurrently enrolled.

d) **Amanda Dunn:**

- i) Amanda will send out notifications to employees who require fingerprint updating to comply with new guidelines.

e) **Curt Freed:**

- i) Curt attended an ACUE President's Central Region Roundtable. He shared that a presentation was given about creating a community college alternative to the current IPEDS metrics. He noted that the data collection process would remain the same, but the interpretation of the data would be better suited for community colleges. Curt will share slides from the presentation.
- ii) Curt shared that Troy McCue, Executive Director of Lincoln County Economic Development Corporation, notified him that the three Balanced Rock projects in their area have been approved by the county.
- iii) The total enrollment from Summer and Fall Semesters is 29 FTE over the budget (around \$400K).
- iv) Results from student evaluations of faculty through EvaluationKit will be available to faculty after grades are submitted.

f) **Jane Fries:**

- i) MCC has raised over \$2300 for the Colorado Combined Campaign thus far. Donors who make a pledge by the end of December 9 will be entered into a drawing for a \$100 gift card.
- ii) Seven students started PTK All-USA Team scholarship applications, and three completed by the December 3 deadline. The PTK Advisors recommended all three for nomination to PTK for national scholarship consideration. These nominees will automatically be named to the All-CO Academic Team and will be honored in April at the CCCS Student Excellence Awards event. They will also receive \$500 scholarships from MCC to use Spring Semester.
- iii) Jane is continuing to perform administrative functions in NEOED, such as adding new employees and adjusting reporting hierarchies when there are changes in supervision. She gave a reminder that APT mid-year progress review check-ins are past due if not completed yet. The Faculty and Classified Staff mid-year progress update process will start in January.

g) **Becky Geltz:**

- i) The IPEDS winter data collection is open. The spring collection is also open.
- ii) Becky participated in a CCCS discussion about how high school diploma information will be built into Banner. MCC is not currently offering high school diplomas.
- iii) Becky will send out assessment worksheets to faculty.
- iv) Becky is working on compiling Title V MI CASA grant data.
- v) Becky compiled a report for Gary Dukes on what educational/career path concurrent enrollment students take after graduating from high school.

- vi) SURDS enrollment reporting has been completed for 2022-2023. Becky is now working on submitting data for 2023-2024. She is continuing to verify accuracy of data.
- vii) Reminder: ACCESS is hosting a Brownbag lunch and cookie exchange on December 18.

h) **Ariella Gonzales-Vondy:**

- i) Ariella shared her team's leave schedule prior to and after the holiday break.
- ii) Ariella is working on a purchase order with CyraCom to utilize print translation services.

i) **Tracy Schneider:**

- i) Tracy has five working days until she retires. She is wrapping up details.

j) **Michael Swank:**

- i) The doors for the CSTT building will be shipped in late December and be onsite after the holidays. The hope is to install them in January, after which the building can be occupied. The siding will be shipped in January and installed in February. Curt Freed noted that the pavers won't be installed until the siding is in place due to the equipment required to put up the siding.
- ii) A new phone system will be implemented February 24. Curt noted that it will require entering more digits to reach internal extensions.

6) Adjournment/ Next Meeting: The meeting adjourned at 12:11 p.m. The next President's Staff meeting is scheduled for January 13, 2025.

Minutes by Jane Fries, Assistant to the President