



MCC President's Staff Meeting

Minutes

Via WebEx

February 12, 2024, WebEx

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); ShiLyn Provencio (Director of Human Resources); Tracy Schneider (VP of Administration & Finance)

President's Staff Absent: Susan Clough (Director of Development)

The meeting commenced at 10:32 a.m.

- 1) **Professional Development Day:** Ariella Gonzales-Vondy reported that Ken Barr, Jr. has been secured as the April 12 Professional Development (PD) Day presenter. He will facilitate discussion relating to the "StrengthsFinder" program. Ken will send out assessments ahead of time to staff via email, with a completion deadline of March 8 so he can compile results prior to PD Day. People will be able to access the StrengthsFinder portal for additional resources after PD Day.
- 2) **Accessibility Training:** Ariella Gonzales-Vondy shared that documents that are available to the public online (e.g., on the MCC portal or website) will need to be fully accessible by June 1, 2024. She recommended that someone in each department take training in how to make documents accessible. Ariella would like to hold training workshop on the topic at MCC this spring.
- 3) **Commencement (non-faculty participation/regalia):** Tracy Schneider shared that two years ago MCC started inviting additional staff to walk in commencement with faculty and students. She asked members of President's Staff to provide her with names of staff whom they would like to have invited to walk in commencement by February 15. Tracy needs this information to help determine regalia orders.
- 4) **Founders Room Setups:** Tracy Schneider noted there has been an increase in setup requests for Founders Room that has required a significant amount of staff time. Tracy shared proposals to decrease the impact on the Maintenance and Operations Department. These included not tearing down all the tables in the room when a small group (18 or fewer) desires tables arranged in a U or square set up. Curt noted that groups (particularly staff groups) could also be asked to arrange tables themselves and reset them to the standard classroom setup after the meeting. Exceptions would be made for certain higher profile events, especially when they are paying a fee to use the room. Tracy noted when the room is booked, there needs to be adequate time allowed between events to accommodate changes in set up. Tracy shared that they are also considering a different fee structure for Saturday use.
- 5) **Language Line Update:** Jane Fries shared that Gary Dukes learned about two additional language translation services, DC Language Solutions, used by the Community College of Aurora, and Cyracom (formerly Voiance) used by Arapahoe Community College. Jane will set up sales demos with Language Line, DC Language Solutions, and Cyracom.
- 6) **Hiring Flow:** Curt Freed noted that a text version of the HR hiring process flow charts has been created. Curt plans to review the hiring flow with ShiLyn Provencio to edit and simplify the steps. He noted that reference checks need to be activated in Applicant Pro when someone is invited for an interview. Interview committees should review references before making hiring recommendations.
- 7) **New Employee Lunches with President's Staff:** Curt Freed noted that President's Staff had lunch with the latest group of new hires on February 6. He would like to continue this practice monthly (if there are new hires within

the month). He noted that it would be convenient to tack on these lunches to a date when a President's Staff meeting is being held. ShiLyn Provencio and Jane Fries will work together to coordinate the lunches.

- 8) **Employee Mentor Program:** Curt Freed would like to see a more formalized mentor program for new employees. Members of President's Staff noted the value of having mentors assigned from outside the employee's own department. Discussion will continue on the topic.
- 9) **Tutoring for Students:** Curt Freed noted that he would like there to be exploration into why students do or don't utilize tutoring and see if there's a way to increase tutoring engagement. Gary Dukes noted that having faculty utilize academic early alerts more is an important step in making the connection to tutoring. Deb Coates shared that she will remind faculty about the importance of early alerts. Tracy Schneider wondered if tutoring groups for specific classes could be held. Deb noted that skills workshops are valuable, as well.
- 10) **Food Pantry and Food Insecurity:** Curt Freed shared an anecdote about an interaction he had with students who are food insecure. He would like to see best practices developed for keeping the MCC Pantry stocked with items students need. He would also like there to be a better understanding of how students utilize the food pantry. The college currently has funding through a Lumina grant to help stock the pantry. Gary Dukes shared the concept of creating bags of items with ingredients for a meal (along with a recipe). Gary noted that the pantry is not mentioned on the MCC website. Ariella Gonzales-Vondy suggested adding it to the staff/student portal when the portal upgrade is completed. Deb Coates shared the idea of having people sign up for food boxes with fresh items. Curt stated that fresh produce will eventually be available from the MCC FarmBox. He noted that toiletries are needed in the pantry, as well. Ariella suggested engaging with community partners to obtain sponsorships to sustain pantry funding.
- 11) **Instructional Updates:**
 - a) Deb Coates noted that the BAS programs under development (Business Administration and Education) cannot be listed in the MCC catalog or otherwise advertised since they haven't gone through all the necessary approval channels yet.
 - b) The EvaluationKit software that facilitates course evaluations is close to being operational.
- 12) **Expanded President's Staff Composition:** Curt Freed noted that he feels a broader representation is needed in the quarterly "expanded" President's Staff meetings. The expanded group currently includes Deans, Center Staff, and the Dean of Concurrent Enrollment. He suggested adding additional people from Student Services and the Administration and Finance Divisions. Curt asked Gary Dukes and Tracy Schneider to suggest people from their departments whom they would recommend to join the expanded President's Staff meetings.
- 13) **President's Staff Updates:**
 - a) **Deborah Coates:** No additional updates.
 - b) **Susan Clough:** Not present.
 - c) **Gary Dukes:**
 - i) Gary shared that processing FAFSA is delayed this year due to federal factors affecting the process nationwide. The earliest that student financial aid information may be available for upload is March 26. Discussion was held about advertising "last dollar in" funding to students who are concerned about financial aid uncertainty. Gary will work with Sally Shawcroft and Ariella Gonzales-Vondy to develop a funding and advertising proposal.
 - ii) The Community College Survey on Student Engagement (CCSSE) will be available to students soon.
 - d) **Curt Freed:** Curt noted that CCCS Presidents will be having 360-degree evaluations done with input from select campus and community stakeholders.

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e) **Jane Fries:**

- i) Jane reported that she worked on resolving some issues that occurred in the roll out of NEOED Perform to a segment of APT staff. The next step in the college's transition to Perform will be to create year-round online versions of faculty, APT, and Classified evaluations. She noted that Deb Coates, Christiane Olivo, Kathy Frisbie, and ShiLyn Provencio joined her in a meeting with a NEOED consultant to discuss the faculty appraisal process.
- i) As of February 12, three nominations have been submitted for student Rising Star awards (MCC may select two). There are no nominations for the Inclusive Excellence Champion thus far. The deadline for nominations is March 4.

f) **Becky Geltz:** No updates.

g) **ShiLyn Provencio:** No updates.

h) **Ariella Gonzales-Vondy:** No additional updates.

i) **Tracy Schneider:**

- i) Tracy gave an update on College Store sales, noting that November, December, and January sales increased by 14%, 19%, and 17% respectively over the previous year. Food items (café and off the shelf) have boosted sales. However, when comparing July 2022 – January 2023 with July 2023 – January 2024, sales are down by 9%. Final annual numbers will be available at the end of the fiscal year in June.
- ii) Budget training meetings have been scheduled. Tracy noted that targeted group training sessions within departments can be provided, if desired. The Management Leadership Team will hold several meetings in March to consider budget requests.

5) Meeting Adjournment/Next Meeting: The meeting adjourned at 11:57 a.m. The next President's Staff meeting is scheduled for February 26, 2024.

Minutes by Jane Fries, Assistant to the President