



MCC President's Staff Meeting
Minutes
Spruce 310 and Webex
July 15, 2024

President's Staff Present: Dr. Curt Freed (President); 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); Becky Geltz (Director of Institutional Effectiveness & Planning); Michele Hodge (Interim Director of Human Resources); Tracy Schneider (VP of Administration & Finance)

Absent: Ariella Gonzales-Vondy (Director of Communications, Marketing, & Recruitment); Susan Clough (Director of Development)

Guest: Jessica Edington (Marketing Manager)

The meeting commenced at 10:33 a.m.

- 1) **Form Accessibility:** Jessica Edington shared that MCC continues to receive additional guidelines for making digital documents accessible. She noted that forms that include lines require alt-text describing what each line is for, which makes future editing difficult. Jessica shared that a better alternative is to use an online form builder, such as Formstack. MCC will pay for five additional Formstack accounts that are department-based (not individual employee accounts). Marketing, Purchasing, Accounting, HR, Instruction, and Student Services will have accounts. Jessica will be offering training at noon July 17 and 9:00 a.m. on July 19 on how to use Formstack. She noted that only one person can use a department account at a time. Jane Fries inquired about using Microsoft Forms. Jessica will check into the accessibility status of Microsoft Forms and Google Forms.
- 2) **Housing Resource Center:** Curt Freed shared that the Morgan County Family Center has opened a housing resource center to help people navigate buying a home. Curt would like to explore having MCC tap into this resource to help students and staff. He shared that the City of Fort Morgan estimates that around 540 housing units will be added to the city over the next few years.
- 3) **HSI Dissertation Research:** Curt Freed shared that Keri Lobdell has requested permission to interview people at MCC relating to her doctoral dissertation about Hispanic Serving Institutions. Keri helped MCC strategize about applying for the college's first Title V grant and is a former colleague of Curt's. MCC doesn't currently have its own Institutional Review Board (IRB) to review such requests; however, Keri was able to provide proof of IRB approval from her higher education institution. Curt will send out emails to people whom Keri might be interested in interviewing.
- 4) **HLC Site Visit:** Deborah Coates shared that the Higher Learning Commission (HLC) will be conducting a substantive change visit relating to MCC's desire to offer a Bachelor of Applied Science in Business Administration. Two Peer Reviewers will be on campus July 22-23, 2024, and will meet with a variety of people. Deb will set up a meeting for July 19 to answer questions staff may have about the process. Deb noted that the HLC will conduct a "Multi-location Visit" at several sites this fall where MCC courses are taught (the Limon Center plus selected high schools).
- 5) **In-service Week:** Deborah Coates reviewed a draft schedule of faculty training that will be happening during In-service Week August 12-16. Curt Freed inquired about having a session on early alerts. Deb said that early alerts will be included in the session on EAB. She will visit with Gary Dukes about where Student Services staff can be included to talk about a variety of topics, such as career services, disability services, and other student success services. Curt noted that serving students face-to-face vs. in-person is very different and suggested that training include how to direct distance students to support services. Gary noted that staff need training about the new Ellucian portal so that they are equipped to support students who have questions. Michele Hodge inquired about whether Title IX training will be included in the in-service week (it is not currently part of the planned training).

- 6) **Expanded President's Staff Retreat:** The Expanded President's Staff group will meet for a retreat on July 31 from 9 a.m. – 3 p.m. in Founders room. Lunch will be provided. During the retreat, the participants will generate a work plan for the coming year and lay the foundation for a revised strategic plan. Curt Freed will start framing ideas for the retreat. The Expanded President's Staff group includes President's Staff plus Deans, Center Staff, and the Director of Concurrent Enrollment. Curt asked Gary Dukes and Tracy Schneider to suggest a couple of people from their areas to add to the group.
- 7) **President's Staff Updates:**
- a) **Deborah Coates:**
 - i) Deb is preparing for the HLC visit.
 - ii) Deb is working with Tracy Schneider to determine how to submit the Perkins voucher.
 - iii) Deb is developing a program review model. She will collaborate with Becky Geltz on the topic.
 - b) **Susan Clough:** Absent
 - c) **Gary Dukes:**
 - i) Gary asked President's Staff to provide him with names of employees who would like CyraCom access (MCC's account includes an unlimited number of users). He will set up training.
 - ii) Several Student Services-related searches are in progress, including Dean of Students, Coordinator of Student Life, Financial Aid Advisor, etc.
 - iii) There continues to be slow downs with awarding financial aid due to a variety of external factors. The verification process is taking longer than anticipated.
 - iv) An Alcohol and Drug report is due relating to the Drug Free Schools and Communities Act.
 - d) **Amanda Dunn:** No update.
 - e) **Curt Freed:**
 - i) Curt noted that he has currently opted out of interviewing candidates for positions at the college to expedite the interview process.
 - f) **Jane Fries:**
 - i) NEOED:
 - (1) The Classified Appraisal in NEOED is set up and User Guides have been created. The appraisal will launch August 1.
 - (2) Jane is setting up NEOED profiles for faculty and will send account activation emails to them on August 12. She met with Deborah Coates, Christiane Olivo, and Erik Richter to review a draft set up of the faculty AWP/evaluation process in NEOED. With their input she finalized setting up the evaluation and is working on creating User Guides for Faculty and Deans.
 - (3) Jane plans to make the NEOED User Guides for the APT, Classified, and Faculty evaluations accessible so they can eventually be added to the MCC portal.
 - ii) The CyraCom account to provide on-demand language translation services is set up. MCC now has a designated CyraCom account representative. Gary Dukes will be the MCC lead on the project going forward and will take the next steps to facilitate setting up MCC users.
 - iii) Jane is working on plans for the All-staff Kickoff BBQ on August 14. She will be sending out a signup sheet for helpers.
 - g) **Becky Geltz:**
 - i) Becky is working with CCCS IT Business Intelligence staff and a subgroup of the Institutional Research Advisory Group (IRAG) to review coding for pulling Student Unit Record Data System (SURDS) data. The group is meeting every two weeks. They are currently reviewing the student enrollment piece.

- ii) Becky is cleaning up student data in preparation to submit information to SURDS. She noted that some corrections have generated new problems, which she is addressing.
- iii) Becky is writing a COGNOS report to generate data for Handshake (a career platform to connect students with employers).

h) **Ariella Gonzales-Vondy:** Absent

i) **Michele Hodge:**

- i) Staff has been working on monthly payroll. HR will send an email reminder to "check your check" to make sure any open enrollment and pay changes look correct.
- ii) Michele noted that a handful of FY 24 APT evaluations still need to be completed in NEOED.
- iii) Michele asked Gary Dukes if HR can help provide information needed for the drug report.

j) **Tracy Schneider:**

i) Projects Update:

- (1) The concrete slab on the Center for Skilled Trades and Technology has been replaced. The construction crew is working on the roof and will start roughing in plumbing and electrical elements. The project is still on schedule for mid-November completion.
 - (2) Paperwork has been completed for the Eighth Avenue road rebuild. Tracy projects that the work will be done by September.
 - (3) The campus irrigation/landscaping project is in the closeout phase. There were \$272K in unused funds from the irrigation/landscaping project that were transferred to the controlled maintenance Campus Safety and Security project. The Campus Safety and Security project design phase is almost finished, after which the project will go out to bid.
 - (4) The RTU controlled maintenance project (Aspen, Cottonwood, 300 Main) is close to finished. The rooftop units at 300 Main and on the ambulance garage roof were the last to be installed. New safety ladders will be added to the buildings.
 - (5) An architect has been hired for the Wray Center remodel. The project is in the early design phase.
- ii) Accounting/year-end work will continue through mid-August.

5) Meeting Adjournment/Next Meeting: The meeting adjourned at 11:43 p.m. The next President's Staff meeting is scheduled for August 12, 2024.

Minutes by Jane Fries, Assistant to the President