



MCC President's Staff Meeting
Minutes
Via WebEx
June 10, 2024

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); Michele Hodge (Interim Director of Human Resources); Tracy Schneider (VP of Administration & Finance)

Absent: Susan Clough (Director of Development)

The meeting commenced at 10:32 a.m.

- 1) **Furniture:** Curt Freed shared that a company recently brought some furniture to campus for demonstration. This furniture is more expensive than average but comes with a 30-year warranty. Furniture will be needed for the Career/Transfer Center under development. Other areas of campus are being considered for furniture upgrades and include the Spruce lobby, Cedar Hall, the Student Center, and the President's Office. Funding sources (grants/general fund/auxiliary funds) would vary depending on its location and use.
- 2) **Accessibility of Digital Documents:** Ariella Gonzales-Vondy noted that the ideal is to have all MCC documents on the website accessible by July 1, 2024. Ariella noted that documents attached to emails should be accessible, as well. If documents are not accessible by July 1, Departments must have plans filed with the Marketing Department describing how they will make documents compliant by August 31. If a plan is in place, the related document(s) will remain on the website. Documents without a plan will be removed July 1. Faculty need to make sure documents on D2L are accessible, as well. Ariella noted that new employees will need accessibility training as part of their onboarding process.
- 3) **24-25 Budget Priorities:** Curt Freed referenced a document listing MCC's priorities that were submitted to the SBCCOE for the 2024-2025 budget. The items are categorized under the State Board's current strategic plan objectives. MCC's budget will be up for approval by the State Board on June 12. Curt noted that the State Board is expected to approve a new 5-year strategic plan in December for 2025-2030. He also shared a list of his personal performance plan goals for 24-25, which he listed under the anticipated objectives categories in the new SBCCOE strategic plan.
- 4) **Other:**
 - a) The Commission on Accreditation for Physical Therapy Education (CAPTE) conducted a site visit June 10-12 as part of the PTA program's ongoing accreditation process.
 - b) Amanda Dunn, new Director of Human Resources, will start June 17. The MOU with Michele Hodge (Interim HR Director) has been extended through the end of July to help with training. Michele shared that she is working with Nancy Ruhl on preparations for Amanda's onboarding.
 - c) Curt Freed noted that there are strong pools of candidates for several of the posted vacancies.
- 5) **President's Staff Updates:**
 - a) **Deborah Coates:**
 - i) The Higher Learning Commission will conduct a site visit July 22-23 regarding the BAS in Business Administration under development.
 - b) **Susan Clough:** Absent

c) **Gary Dukes:**

- i) Gary Dukes inquired whether the email verification feature is turned on in Recruit, as this would help reduce fraudulent applications. Ariella Gonzales-Vondy will confirm.
- ii) The "Colorado Promise" bill passed and advertises two years of "free college tuition." Gary noted that it is a tax credit, not up-front money. Additional information can be found at: <https://cdhe.colorado.gov/students/preparing-for-college/affordability-in-higher-education-and-promise-programs>

d) **Curt Freed:**

- i) The NJC summer camps originally scheduled in Fort Morgan and Limon have been canceled. MCC will be offering the camps on different dates.
- ii) Staff working alternative schedules for the summer (e.g., four, 10-hour days) must work regular 8-hour days during holiday weeks. Juneteenth (June 19) is the next holiday.
- iii) MCC has rejected the concrete slab poured by a subcontractor on the Center for Skilled Trades and Technology (CSTT) building due to quality issues. This will require that some work be undone.
- iv) Curt has asked Jane Fries to set up a demo of grant management software.
- v) An unauthorized vehicle/encampment is parked on MCC Foundation property across Barlow Road. The matter is being addressed. Curt suggested placing private property/no trespassing signs on the land.
- vi) Enrollment is currently strong for summer and fall.

e) **Jane Fries:**

- i) The 24-25 year-long APT performance plan cycle was launched via NEOED Perform June 1. Thus far it is running smoothly. Jane noted that some supervisors are still finishing APT appraisals from the 23-24 appraisal period that ended May 31. She gave a reminder that second-level supervisors must sign off on ratings completed by their direct reports. Second-level employees will not receive their appraisals until the Second-level Supervisors complete this step.
- ii) Jane reported that an internal group participated in three demos of on-demand language translation services and selected CyraCom over Language Line and DC Solutions. Jane will move forward with setting up arrangements with CyraCom.

f) **Becky Geltz:**

- i) Becky is compiling statistics for the Trio Grant application.
- ii) The state Data Advisory Group met. Starting September 15, CDHE will begin receiving SURDS transmissions again, which includes resubmission of data affected by their data breach. Becky has been reviewing MCC's student data points and identifying needed revisions to increase accuracy. These changes could help prevent warnings and errors once submissions start.
- iii) Becky is participating in a group that is working with CCCS to review where they pull data for SURDS reporting. The state is discussing revising what information is required for SURDS, but specifics haven't been announced.
- iv) The Colorado Legislature recently passed SB 24-164, which will require tracking and submitting more information on transfer students.

g) **Ariella Gonzales-Vondy:**

- i) The top priority for marketing and recruitment right now is promoting fall enrollment.
- ii) Work continues on meeting digital accessibility requirements.
- iii) Two events will be held to introduce MCC's new FarmBox container. An invitation-only demonstration will be held June 25 and an Open House on July 11.
- iv) Marketing efforts are underway to promote MCC youth summer camps.
- v) The new CACE season brochure is being prepared.

- vi) The GED graduation ceremony on June 27 at 6 p.m. will be announced through electronic invitations and social media.
- vii) Standing meetings have been scheduled with Frank Arbogast from EAB Navigate. The goal is to continue moving Navigate forward.
- viii) Ariella will be participating in a demo of CollegeAPP (a web-based app that helps with recruitment). A special rate has been offered to colleges who are part of the Rural College Consortium. The cost would be split between the colleges. Pueblo Community College and Arapahoe Community College currently use the app.

h) Michele Hodge:

- i) APT employees have until June 30, 2024, to use their "use or lose" annual leave, if they have any. APT employees can accrue a maximum of 360 hours of annual leave. There is no cap on APT sick leave. Classified maximum annual leave hours vary based on their accrual rates. Sick leave for Classified employees is capped at 360 hours, with any accrued sick leave over that amount converted to annual leave at a 5 to 1 rate.
- ii) CCCS is finalizing open enrollment data. Official reports will be available July 1. Human Resources must input new salaries by July 12, 2024.
- iii) Michele Hodge and Nancy Ruhl are entering evaluation ratings into Banner. Michele will follow up with supervisors who have not completed appraisals for their direct reports.
- iv) New operational guidelines have been set regarding fingerprinting certain employees (e.g., financial aid, accounting). Employees will need to be fingerprinted in five-year intervals (e.g., 2025, 2030, etc.). Michele will send the guidelines to Tracy Schneider and Gary Dukes.
- v) Michele will help coordinate Amanda Dunn's onboarding with the President's Office.

i) Tracy Schneider:

- i) Tracy is completing staffing patterns.
- ii) System Business Officers will be creating an RFP for budget software to automate the budgeting process.
- iii) Tracy is working with Chloe Hirschfeld to send out a list of items approved in the FY 25 budget.
- iv) Projects:
 - (1) An issue with the CSTT flooring is being addressed.
 - (2) The Irrigation/Sprinkler project is wrapping up.
 - (3) An architect has been secured for the Wray Center renovation.
- v) Information Technology:
 - (1) IT staff are replacing Mac computers in the computer lab.
 - (2) Staff will pull wires for the CSTT building.
- ii) College Store:
 - (1) The College Store is offering some new salad selections.
 - (2) The store will be closed for inventory a couple of days at the end of the month.
- iii) Accounting:
 - (1) Michelle Uhrick is working part-time for the college on weekends and evenings. Any correspondence relating to tasks Michelle used to do should be sent to Tracy.
 - (2) Tracy requested that employees in charge of spending grant funding by June 30 should be available July 1-10 to answer year-end questions from Accounting.

5) Meeting Adjournment/Next Meeting: The meeting adjourned at 12:01 p.m. The next President's Staff meeting is scheduled for June 24.

Minutes by Jane Fries, Assistant to the President