



MCC President's Staff Meeting
Minutes
Via WebEx
May 13, 2024

President's Staff Present: Dr. Curt Freed (President); Dr. Deborah Coates (VP of Instruction); Susan Clough (Director of Development); 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)

Absent: Tracy Schneider (VP of Administration & Finance)

The meeting commenced at 10:32 a.m.

- 1) **In-service Week:** Curt Freed shared that he would like to create a more structured "in-service" schedule the week before Fall Semester classes start. He asked President's Staff to think about what to include during the in-service week and noted that activities would be scheduled to avoid any student orientations.
- 2) **Accessible Documents:** Curt Freed reported that the Colorado legislature has given a year's grace period to entities making a good faith effort to make their web documents accessible (the previous deadline was July 1, 2024). Ariella Gonzales-Vondy shared that MCC staff and faculty are making substantial progress in making documents on the college's website accessible and should continue doing so. She noted that website documents that aren't made accessible by July 1, 2024, will not be deleted. However, the documents will have broken links until they are made accessible or identified as no longer being needed and can be deleted. Ariella will communicate this change to staff.
- 3) **Summer Alternative Schedules & Holidays:** Some MCC staff have been approved to work alternative schedules during the summer (e.g., four 10-hour days). These alternate schedules are being coordinated to ensure that offices have adequate coverage. Curt Freed noted that during weeks that include holidays (e.g., Memorial Day, Juneteenth, Independence Day, etc.) employees operating on alternate summer schedules must work standard 8-hour days.
- 4) **Changing APT Appraisal Cycle Dates:** President's Staff discussed and approved changing the APT Performance Appraisal Cycle currently operating from May 1 – April 30. The new cycle will run June 1 – May 30. Susan Clough noted that if pay-for-performance is given, having the appraisals completed later creates a time crunch for budgeting. Curt Freed noted his preference for across-the-board raises, (except for employees who receive "Needs Improvement" ratings, which by Board Policy/System Procedure do not receive raises). Members of President's Staff requested that overdue task reminder frequencies in NEOED Perform be changed from every two days to once per week. Jane Fries will change the reminder notice frequency for the 2024-2025 APT appraisal year. She will also make the adjustments in the NEOED Perform program and User Guides to reflect the change to a June 1 – May 30 appraisal cycle for APT employees.
- 5) **Facilitating Democracy Conversations:** Curt Freed shared about three organizations that help promote democratic engagement and civil conversations between people with different political perspectives: "Unify America," "Braver Angels," and "ALL IN Campus Democracy Challenge." Curt noted that Braver Angels facilitates civil debates in a group setting, while Unify America facilitates one-one dialogue. Ariella Gonzales-Vondy noted that MCC is already registered with the ALL IN organization, which focuses on promoting student voter engagement. Curt would like to continue dialogue on this topic.
- 6) **Academic Management Institute (AMI):** Curt Freed noted he has received some recommendations from President's Staff members about whom to send to the next AMI women's leadership development program. He noted that additional recommendations are welcome from President's Staff prior to the September 1 submission deadline.

- 7) **Staff Raises:** Curt Freed noted that the State Board/CCCS authorized a 3% raise for college employees. Curt requested and was granted permission by the Chancellor to give 5% raises for APT staff, faculty, and instructors (employees with a "Needs Improvement" appraisal rating excluded). Classified employee pay is regulated by their state union, which has negotiated a 3% raise, or in many cases, a significantly higher percentage salary adjustment based on years of service. Most of MCC's Classified employees will receive salary adjustments of 5% or more. For the few that are not, MCC is seeking to find a way for them to receive a 5% raise.
- 8) **MCC Budget:** Curt Freed noted MCC's FY 25 budget includes setting aside \$500K in reserves. He shared that adding to reserves is part of a strategy to have enough funds to help build and/or expand facilities in the next several years. This year the college will receive a 10.1% increase in State funding, equating to just over \$1M.
- 9) **Economic Impact Study:** Curt Freed noted that some of the CCCS presidents have expressed interest in having economic impact studies conducted for their colleges. CCCS paid for economic studies for the colleges in 2017 through EMSI, but the System will not likely fund new studies this year. Curt noted that MCC may pursue paying for its own economic study. Susan Clough shared that the information from the study would be helpful for grant writing. Curt noted that over 500 new housing units are under development in Fort Morgan, which will change the economic and educational dynamics in the area.
- 10) **Equity Audit:** Curt Freed shared that MCC has withdrawn from the recent equity audit conducted on campus and will not receive a summary of data. The audit was funded through a grant headed up by NJC, with MCC listed as a sub-recipient. NJC contracted with Neovate to perform the equity audit. Curt referenced concerns about the lack of Institutional Review Board (IRB) protocols during the interview process as well as an appearance of some conflicts of interest by the people conducting the research. He shared that in the fall, MCC will be working with Dr. Brenda Allen to conduct equity work. Dr. Allen is well-reputed within the System.
- 11) **Institutional Review Board:** Curt Freed noted MCC had an Institutional Review Board (IRB) approved in 2019 through the U.S. Department of Health and Human Services. An IRB helps protect humans who are subjects of research studies. Curt stated that MCC's IRB needs to be updated, as the original IRB team includes staff who are no longer with MCC (Misty Stroud, former Dean, and Derek Grubb, former Director of Institutional Effectiveness).
- 12) **Childcare Taskforce:** Curt Freed shared that MCC's Childcare Taskforce has created a strategy list of priorities, which incorporate survey results from MCC staff/students and community members. The top strategies will involve the MCC Instructional Division and institutional scholarship support to create more childcare workers and capacity in the region. Curt would like to vet the proposed strategies with the community next, then develop a work plan. Curt envisions doing a press release about the vetted strategies, which could lead to funding to support the initiatives. He will follow up with Jamie Hochanadel, the Childcare Taskforce Chair.
- 13) **President's (Expanded) Staff Retreat/Strategic Planning:** A retreat will be held with the "Expanded" President's Staff group (includes Deans, Director of Concurrent Enrollment, and Center Staff) to create an annual work plan and lay the foundation for an updated MCC Strategic Plan. Curt Freed noted that MCC's 2018 - 2023 Strategic Plan will be extended through 2024. The college's website information about the Strategic Plan needs to be updated to reflect the extension. The State Board will finalize its new Strategic Plan in December 2024.
- 14) **Other:**
 - a) Members of President's Staff expressed that they felt the APT open enrollment online process was not user friendly. Some of the terminology was inconsistent (e.g., air ambulance was referenced in printed materials, but not in the online process). Michele Hodge wondered if making more tutorials available to employees would be helpful. Becky Geltz shared that it would be nice to be able to schedule appointments with someone to work through the open enrollment process with an employee.

15) **President's Staff Updates:**

a) **Deborah Coates:**

- i) Staff is working to make sure all grades are posted for Spring Semester.
- ii) The Instructional Office will hold a retreat May 22.
- iii) Deb noted that she heard that the state legislature approved funding two years of free college. Curt Freed clarified that it is a tax-rebate program that requires paying for college up front. Curt noted that some students don't file taxes, which would prevent them from receiving a rebate. Jane Fries shared it is for families making less than \$90K/year.

b) **Susan Clough:**

- i) The MCC Foundation Board will meet May 13.
- ii) Scholarship applications are being scored. The Scholarship Committee will meet May 28 to review final selections. There are 188 applicants.
- iii) Susan is working with Suzanna Spears on the CACE FY 25 budget and sponsorships.
- iv) Susan is working with Nancy Ruhl on HR searches. Two new employees will start June 3, Lindsey Michaelis, Integrative Health Faculty, and Sharon Daxton Vorce, Director of Trades Pathways.
- v) Susan asked for and received clarification on new positions being funded in the FY 25 budget.

c) **Gary Dukes:**

- i) The Colorado Department of Higher Education is showcasing MCC's "Promise Award" program.
- ii) Staff is working on conferring degrees. Many of the missing grades are from Colorado Online courses.
- iii) Gary shared about challenges trying to log in to complete MCC's Eligible Training Provider List (ETPL) information. Curt noted that it relates to Workforce Innovation and Opportunity Act (WIOA) funding for people displaced from work. He will reach out to his contacts with the Workforce Centers.

d) **Curt Freed:** No additional updates.

e) **Jane Fries:**

- i) Per the President's Staff decision to adjust the APT appraisal cycle dates, Jane will be working on revisions to the NEOED APT Performance program and user guides to reflect the change. Once it is launched, she will turn attention to competing Classified and Faculty online programs to roll out in August.
- ii) Jane completed the travel arrangements for the team going to NISOD in Austin Texas May 25-28 (Deb Coates, Maria Cardenas, and Connie Mitchell).
- iii) Three on-demand language translation demos were held. A meeting is scheduled for May 21 to determine which company MCC prefers.
- iv) Jane submitted a nomination for Rob Sanders (Morgan County RE-3 School District Superintendent) to fill the MCC Advisory Council slot vacated by Dr. Bill Wilson. Mr. Sanders' nomination will be up for approval at the June 12 State Board meeting.
- v) Jane will be working on making Presidents Office documents on the website accessible.

f) **Becky Geltz:**

- i) Becky is working on data for the U.S. Department of Education TRIO grant application.
- ii) Becky is collecting assessment worksheets from faculty. Thirty-eight of ninety-six eligible faculty (40%) have responded as of May 10. Becky expressed some concerns from a research perspective about the quality/quantity of the assessment data submitted.
- iii) The CCCS Institutional Research Advisory Group (IRAG) met and discussed two different versions of COGNOS reports. One version will be going away. There are some challenges relating to identifying what reports will be deleted.

- iv) The Data Advisory Group for the Colorado Department of Higher Education met May 13. Presentations were given on a "minimum value threshold" (relating to affordability of programs) and institutional promise programs.
- v) The CDHE will be starting to backfill some of the data lost in their data breach. Becky will need to provide data from MCC.
- vi) Becky asked to be informed when all grades have been entered so she can run reports (e.g., students who qualified for the President's List, grade distribution reports, etc.)

g) Michele Hodge:

- i) A glitch occurred in Banner, resulting in 1200 employees in the CCCS receiving emails that their direct deposit was changed. Michele emphasized that this was due to Banner pulling old data. It is not a spam email and no one's direct deposits were changed. If any employees received the email and have questions, they can contact Michele. She noted that employees have access to check their direct deposit information on the MCC portal.
- ii) CCCS will be creating a shared leave administrator position that will serve colleges across the System.
- iii) Classified open enrollment has ended. However, staff have a final opportunity to make corrections the week of May 13. Classified supplement program enrollment has been extended to May 17.
- iv) Faculty and APT enrollment ends May 13. Michele will contact employees who have incomplete enrollments.
- v) Instructors eligible for medical benefits under the Affordable Care Act have been notified.
- vi) MCC is caught up on paying unemployment bills (bills were not being received for an extended time).
- vii) Michele submitted information requested by Colorado WINS (the Classified employees union).

h) Ariella Gonzales-Vondy:

- i) The new student/staff portal being created by the System will go live at MCC in October.
- ii) Staff are continuing to work on making sure documents on the MCC website are accessible, including the MCC catalog.
- iii) Website hosting services are being moved from Archetype 5 to 25th Hour Communications.
- iv) Summer marketing postcards have been delivered. A postcard promoting concurrent enrollment was delayed due to an error by the printing company.
- v) Recruitment support is being provided to the Center regions.
- vi) The Professional Development Committee will hold a retreat May 14 to plan next fall and spring's professional development days.

i) Tracy Schneider: Absent

5) Meeting Adjournment/Next Meeting: The meeting adjourned at 12:25 p.m. The next President's Staff meeting is scheduled for June 10.

Minutes by Jane Fries, Assistant to the President