



College Council

Minutes

May 21, 2024, 3:30 p.m. via Webex

Voting Members

Present: Dr. Deborah Coates (VP of Instruction); Lynne Collins (Faculty Senate); Dr. Gary Dukes (VP of Student Services); Holly Haman-Marcum (Centers); Troy McKie (APT Instructional Staff); Tracy Schneider (VP of Administration and Finance); Sally Shawcroft (APT Student Services Staff); Dr. Jennifer Thistle (Faculty Division Chair – Health Occupations); Su Wright (Gen Ed Instructor)

Voting Members Absent: Marsha Jesse (Classified Staff); Ewan Magie (SFAC Representative); Bill Miller (Faculty Division Chair – CTE); Connie Mitchell (Faculty Division Chair – Gen Ed); Michelle Uhrick (APT Admin & Finance Staff)

Non-Voting Members

Present: Dr. Curt Freed (President); Jane Fries (Assistant to the President); Becky Geltz (Director of Institutional Effectiveness & Planning); Michele Hodge (Interim Director of Human Resources)

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

- 1) **Call to Order/Welcome:** Curt Freed called the meeting to order at 3:32 p.m.

- 2) **Budget Update:**
 - a) Tracy Schneider provided an overview of the MCC budget. The projected income for FY 24 ending June 30, is \$24,163,720, with projected expenses of \$21,280,064. (These figures include general fund, auxiliary, and grant funds/expenses.) This results in excess revenue of \$2,583,656. MCC spent \$411,655 out its reserves for the new Wray facility during FY 24. The net reserves for the year are \$10,147,954.
 - b) MCC's FY 25 budget is based on 809 FTE (a conservative estimate). Total revenue is budgeted at \$26,876,099, and total expenses at \$26,327,981, resulting in \$548,118 net revenue over expenses. The expected change to reserve funds is -\$1,617,882. This is due to budgeted expenditures for several facility projects, including the Wray Center renovation and MCC's contribution to the Dahms-Talton Skilled Center for Trades and Technology. The projected ending reserves balance is \$8,530,072.
 - c) Curt Freed noted that State Board policy requires System colleges to have 8% of their general funds in reserves. MCC's FY 24 general fund revenue is projected to be \$15,990,300. MCC's projected \$10,147,954 in reserves is 63% of general funds. For FY 25, the college's reserves are expected to drop to \$8,530,072 due to budgeted expenses related to the Dahms-Talton Center for Skilled Trades and Technology, but this still leaves MCC with 50% in reserves. Curt noted that the college continues to budget adding funds to reserves, which could partially help fund future capital construction needed for programs and services.
 - d) MCC's FY 25 budget will go before the State Board for approval in June. Curt shared the list of budget priorities that have been submitted to the Board.

- 3) **Standing Reports:**
 - a) **Faculty Senate:** Lynne Collins shared that Faculty Senate subcommittees have been formed to address a variety of topics.

- b) **State Faculty Advisory Council (SFAC):** Curt Freed shared a written report submitted by Ewan Magie, who could not attend the College Council meeting. Ewan's report includes highlights from SFAC's May 3, 2024, meeting.
 - i) The Colorado Legislature Long Bill passed and includes an 8.8% budget increase overall to higher education (MCC's portion is 10.2%).
 - ii) BP/SP 3-20 (Due Process for Faculty) has gone through significant review and revision. Due Process procedures have been clarified through work involving SFAC, CCCS HR and Chancellor Garcia.
 - iii) BP/SP 3-50 (Employee Grievances) were also worked on in late spring and should go to the Board for approval in May or June 2024.
 - iv) An Academic Freedom Subcommittee met prior to the end of Spring Semester and will draft a new detailed BP/SP in Fall 2024, with plans to finalize it in Spring 2025.
 - v) With support from SFAC, the Online Faculty Instructor Advisory Committee (OFIAC) is working to resolve communication gaps relating to Colorado Online.
 - vi) A Faculty Climate Survey will be distributed in Fall 2024, likely with additional faculty morale and retention questions included.
 - vii) Investments from the State Board to support Rural College Consortium may be forthcoming soon.
 - viii) SFAC will likely convene a one-day retreat in mid-August 2024 to prepare and plan for the 24-25 academic year activities.

- c) **Student Government Association (SGA):** No representative present.

- d) **State Student Advisory Council (SSAC):** No representative present.

- e) **Colorado Online:**
 - i) Deborah Coates shared that Colorado Online appears to be running more smoothly. She shared that the AI has been turned off in D2L for now, as it was tagging papers edited with Grammarly as academically dishonest.
 - ii) Holly Haman-Marcum shared that spring went better than fall. She noted that internal communication is essential for registration, as sometimes students discover discrepancies with information in MCC's schedule. Holly noted that two schools do not want their students to enroll in Colorado Online classes where inverted grading scales are used (they are typically taught by previous CCCS instructors). Also, grades are not showing in Banner for some Rural Consortium classes, which makes it difficult for high schools trying to determine things like valedictorians, etc. Deb Coates shared that she has brought the inverted grading issue to the Colorado Online implementation group. Holly inquired whether Colorado Online Liaisons have been established, and how to access them. Deb shared that currently students are to submit a help ticket, which is handled by the System. She expressed concern that home colleges are not being notified about student issues through early alerts.
 - iii) Jennifer Thistle shared that some students did not get timely responses from instructors and reached out to her for help. She was then able to connect with Christiane Olivo, who reached out to Colorado Online to resolve the issues in a timely fashion.
 - iv) Sally Shawcroft noted that missing grades have created complications for Financial Aid. Gary Dukes shared that there are 28 classes with some unreported grades, totaling 81 students. Troy McKie noted that there could be some technical issues. Gary said that a few students were "no-shows" but were not dropped.

f) **Rural College Consortium:** MCC does not have any shared courses in the Rural College Consortium for summer semester. Deb Coates noted that the newly created Rural College Consortium Director position at the System will help further the Consortium efforts. The Consortium is working on sharing several programs this fall, including Agriculture, Criminal Justice, Early Childhood Education, and Cybersecurity.

g) **ACCESS:** ACCESS will hold a planning retreat on June 26, 2024.

4) **Updates:**

a) **Health Sciences Division and Dean:** Curt Freed shared that a new Health Sciences Dean position has been approved in the FY 25 budget. This Dean will oversee the Health Sciences programs currently under the Dean of General Education & Health Sciences and the Dean of Workforce Development. The addition of another Dean will help provide staffing bandwidth for program support, expansion, and development. Curt welcomes feedback from College Council members on the topic. In addition, he and Deborah Coates will meet with Health Sciences faculty and staff to gain input on developing the new Dean position description. Curt hopes to have the position posted soon.

b) **Staff Raises:** Curt Freed reported that CCCS approved 3% raises for college non-Classified staff/faculty. Colleges were given the option to ask permission from the Chancellor to give larger raises if budgets allow, and Curt Freed received approval to give 5% raises to MCC faculty, instructors, and APT staff. Classified employees are under a union contract managed by the Governor's office. The union negotiated a 3% raise across the board for Classified staff. However, step/market adjustments are also taking effect based on years of service, which means most MCC Classified staff will receive a 5% or greater increase. MCC is working to provide its Classified staff who are not eligible for step increases with a 5% raise. Raises will take effective July 1, 2024. Curt noted that Board policy dictates that employees who receive "Needs Improvement" appraisal ratings are not eligible for raises.

c) **Equity Audit:** Curt Freed noted that Neovate, LLC contracted with Northeastern Junior College to conduct equity audits at NJC and MCC. The audits were funded through a System Teaching Excellence grant that NJC received, with MCC as a subrecipient. While interviews were being conducted at MCC, concerns arose about possible conflicts of interest by the researcher and the absence of proper Institutional Review Board (IRB) procedures. MCC has elected to withdraw from the audit. Curt noted that Dr. Brenda Allen, who is well-respected in the System, will be on campus in the fall to conduct a series of four equity workshops as an alternative to the previous equity audit.

d) **Childcare Taskforce:** Curt Freed reported that MCC's Childcare Taskforce created and prioritized nine strategies to improve access to childcare for students and employees. The taskforce incorporated community input in developing the strategies. Curt would like the Taskforce to get feedback from external stakeholders on the prioritized strategies and then develop a plan to move forward.

e) **Administration/Finance Division:** Curt shared a plan to address the Controller vacancy created by Michelle Uhrick's departure.

i) Guiding Conditions:

(1) MCC must have a Controller to comply with State and System regulations.

(2) A new Controller would require significant training.

- (3) The current VP of Administration and Finance workload is enormous and requires difficult to find expertise in both finance and facilities. Splitting Administration and Finance duties is in the best interest of the college and the division.
 - (4) The previous VP of Administration and Finance had full-time support by Kellie Overturf. Tracy Schneider has not had a dedicated full-time support person.
 - (5) The transition is an investment in a better organizational structure that promotes more manageable workloads and better support for staff, business needs, and students.
- ii) Plan:
- (1) The VP of Administration & Finance position will be split, and Tracy Schneider will become the VP of Finance and Interim Controller.
 - (2) The Controller position will be posted immediately.
 - (3) A search will be conducted for a new VP of Administration (Chief Business Officer).
 - (4) Tracy will train, mentor, and coach the new Controller until her anticipated retirement around December 31, 2024.
 - (5) By October 1, 2024, a staffing pattern will be finalized for handling the finance duties. This could involve creating an Associate or Assistant VP of Finance, serving under the VP of Administration.
 - (6) An informal search will be conducted for an Interim VP of Administration/Chief Business Officer. Curt noted that MCC can use an interim person up to nine months without conducting a full search. This person would cover administration duties so Tracy can focus on finance and training a new Controller.
 - (7) Other coverage for administrative duties may be provided by existing employees and/or short-term temporary hires.
 - (8) The transition completion goal is January 1, 2025.
- iii) Curt will send out an all-staff email. He welcomes additional input and questions.

5) **College Council Member Comments:** None

6) **Audience Comments (non-College Council member participants):** None

7) **Adjournment/Next Meeting:** The meeting adjourned at 4:45 p.m. The next meeting is scheduled for June 18, 2024. [Post-meeting note: The June 18 meeting has been cancelled; the next meeting is scheduled for July 16.]

Minutes by Jane Fries, College Council Recorder/Assistant to the President