



MCC President's Staff Meeting

Minutes

Spruce 310 and Webex

November 11, 2024

President's Staff Present: Dr. Curt Freed (President); Susan Clough (Director of Development); 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); Ariella Gonzales-Vondy (Director of Communications, Marketing, & Recruitment); Tracy Schneider (VP of Administration & Interim Controller); Michael Swank, (VP of Administration)

Absent: None

The meeting commenced at 2:01 p.m.

- 1) **Welcome:** Curt Freed welcomed Michael Swank, new Vice President of Administration. Michael and other members of President's Staff introduced themselves.
- 2) **BAS/EDU Planning:** Curt Freed congratulated Deborah Coates on the Higher Learning Commission's (HLC's) approval of MCC's BAS in Education with an endorsement in Technology Education. Deb gave credit to Kathy Frisbie and Taylor Schneider for their work developing the program. The program's approval came earlier than expected due to the HLC not requiring a "substantive change" site visit. President's Staff discussed possibly doing a "soft launch" of the program in January (Spring Semester). Ariella Gonzales-Vondy will work with Kathy and Taylor on a marketing campaign plan. Curt Freed noted that a portion of the \$740K Opportunity NOW grant funding is available for scholarships. The BAS in Education with an emphasis in Early Childhood Education is still in the pipeline for approval.
- 3) **Revised Logos for Programs/Initiatives:** Ariella Gonzales-Vondy shared that the Marketing Department will be redesigning a couple of program-specific logos to align them better with the standard MCC logo.
- 4) **HLC Comprehensive Visit:** The Higher Learning Commission has scheduled MCC's comprehensive evaluation visit (as part of the college's ten-year accreditation cycle) on March 22-23, 2027. Deb Coates noted that MCC will need to form writing teams to address four accreditation criteria for the review: mission, integrity, teaching/learning, and institutional effectiveness.
- 5) **Career Connected Campus Designation:** Deborah Coates shared that MCC applied for "Career Connected Campus Designation" through the Colorado Department of Higher Education but was not selected this year. She noted that MCC staff will meet with CDHE representatives to review MCC's submission and get tips for strengthening the college's next application. Deb noted that having MCC's Career Center more established will be helpful in achieving the designation.
- 6) **FAFSA Numbers (2021 to present):** Gary Dukes shared the number of students who completed the Free Application for Federal Student Aid (FAFSA) over the past four years.
 - a) 2021-2022:1459
 - b) 2022-2023:1221
 - c) 2023-2024:1350
 - d) 2024-2025: 970

The 2024-2025 numbers appear low but are only through October 2024. Tracy Schneider noted that she was surprised at the low number, given that the first quarter of Pell funding (July – September) is significantly ahead of last year. Susan Clough noted that it's likely that more applications will be submitted during this academic year.

7) Other:

- a) Curt Freed stated that he would like to move forward with scheduling housing resource workshops at MCC. The workshops would be provided through the "Housing Resource Center" that is affiliated with the Morgan County Family Center.
- b) Curt noted that Spring Semester enrollment at some of the other community colleges in the System seems unusually high for this time in the year. Gary Dukes noted that NJC recently held a significant event to enroll concurrent enrollment students.
- c) MCC will be closed over Thanksgiving weekend.

8) President's Staff Updates:

a) Deborah Coates:

- i) Deb will schedule a meeting with faculty and administration representatives to discuss in-service training for Spring Semester.
- ii) Dr. Brenda Allen is not available to provide training planned for this November due to health restrictions. Deb will explore other ways to use the behavioral health grant funding.

b) Susan Clough:

- i) Glenn Crossley is working for the MCC Foundation on a part-time basis. He will be working Monday - Thursday.
- ii) December 10 is Colorado Gives Day and donations can be made to the MCC Foundation. A portion of donations will be matched. Susan has been working with Jessica Edington on promotional materials.
- iii) Susan and Curt will work on a year-end fundraising appeal letter.
- iv) The MCC Foundation is working to fill two vacancies on the Board.
- v) Holiday cards from the MCC Foundation will include "save-the-date" information about the Gala.
- vi) Sponsorships for the Gala are coming in. The deadline to sponsor the event is December 9.
- vii) The MCC Foundation is transitioning to a new donor database platform.

c) Gary Dukes:

- i) MCC is wrapping up a Community College Survey on Student Engagement (CCSSE) race and ethnicity survey at the end of November. Thus far, there have been ninety-six student responses, about a 13% return rate.

d) Amanda Dunn: No updates

e) Curt Freed:

- i) Curt noted that MCC's press release on the BAS in Business Administration and Management has gotten a lot of traction.

f) Jane Fries:

- i) Jennifer Beck has been reappointed to the MCC Advisory Council for a four-year term. Jennifer is the Talent Development Manager for the Colorado Workforce Consortium and is based in Burlington.
- ii) Supervisors of APT employees should complete Mid-Year Progress Review Check-ins on their reports by the end of November. They should see tasks due in NEOED to complete this step. Jane referenced a reminder email she sent on November 5 to APT employees that included updated APT NEOED User Guides for employees and supervisors. She encouraged staff to reference the Guides when completing the Mid-Year Check-in steps.
- iii) Jane sent out updated college closure procedures and calling lists to MCC leadership.

iv) Colorado Combined Campaign Update:

- (1) MCC has raised over \$1900 for the Colorado Combined Campaign thus far.
- (2) MCC donors to this year's campaign will be entered into a drawing for a \$100 gift card where they will only be competing with other MCC donors. New donors will have their names entered twice. The drawing will be held December 10.
- (3) Colorado Gives Day on December 10 is a separate campaign. Employees can give to the MCC Foundation through the Colorado Combined Campaign, through Colorado Gives Day, or both!

g) **Becky Geltz:**

- i) Becky is working with Cole Brooks to re-submit 2022-2023 SURDS data to the Colorado Department of Higher Education due to a CDHE data breach about two years ago. After submitting this information, they will begin working on submitting more recent data.
- ii) There was an issue at the System level that made MCC's Spring schedule malfunction. Becky worked to help resolve the matter.
- iii) Becky is developing a report to generate credit hours related to courses that MCC Faculty/Instructors are teaching through Colorado Online or the Rural College Consortium.
- iv) Becky is compiling data updates for the Title V SUCCESS and MI CASA grants. She will also work on data for the Title III grant.

h) **Ariella Gonzales-Vondy:**

- i) The AppArmor emergency alert system malfunctioned briefly on November 8. Ariella sent notifications by email and text messaging to students, instead. After the fact, she discovered that emails to Center students failed to go through. Ariella is working with the IT Department to install a desktop application of AppArmor that will provide visual notification on computer screens and in classrooms. In addition, AppArmor applications will be activated for more efficient communication on social media feeds, the website and some of the TV monitors on campus.
- ii) The Marketing Department is working on advertising for Spring enrollment. Ariella visited with the new owner of the Burlington newspaper to expand advertising.
- iii) Digital accessibility training will be offered November 15, 9 a.m. – noon. The training will focus on the basics of building Microsoft Word documents to be accessible. The same training will be offered December 6, 12-3 p.m. Ariella and Jessica Edington will offer "open lab hours" beginning December 13 and continuing the second and fourth Fridays in January, February, and March to provide support to employees working on making documents accessible. The second Friday lab hours will be from 9 a.m. – noon and the fourth Friday hours will be 12-3 p.m. Work is also being done to establish an interactive training platform.
- iv) Ariella noted that the Girls Only event November 5 in Burlington was a great success, with registrations exceeding expectations. She gave credit to Holly Haman-Marcum, Mindy Centa, and Dana Unruh for their work coordinating the event.

i) **Tracy Schneider:**

- i) Tracy reported that there is a delay in gaining occupancy of the Dahms-Talton Center for Trades and Technology building because some materials have not arrived yet. The plan is to start holding classes in the building Spring Semester. A ribbon cutting event will be held in January.
- ii) The controlled maintenance Safety and Security Project bids are due November 20. Work is expected to start on the project during Spring Semester.

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- iii) Most of the new Rooftop Units (RTUs) are in place. Staff are exploring options to create easier access to roofs (e.g., scissor lifts).
 - iv) The State Board approved MCC spending an increased amount to upgrade the new Wray Center building. Staff is working with architects to expand the scope of work. Architectural plans are expected in the next few weeks. The hope is to have offices in the new location by summer, and classes offered there by Fall 2025.
 - v) The Fort Morgan campus room renumbering project is in progress. Staff should begin using the new room numbers for schedules, business cards, etc.
 - vi) Tracy is organizing information to hand off to Michael Swank.
 - vii) Cheryle Ruland is serving on a committee to select a textbook company to use for Colorado Online courses.
 - viii) Eloisa Bustos is transitioning into her new role as Assistant Director of Facilities and is also covering her old position (Grounds & Nursery I) until it's filled.
- j) **Michael Swank:** No update.

6) Adjournment/ Next Meeting: The meeting adjourned at 3:31 p.m. The next President's Staff meeting is scheduled for November 25, 2024.

Minutes by Jane Fries, Assistant to the President