



MCC Expanded President's Staff Meeting

Minutes

Spruce 310 & Webex

October 28, 2024

President's Staff Present: Dr. Curt Freed (President); Susan Clough (Director of Development); Dr. Deborah Coates (VP of Instruction); Jane Fries (Assistant to the President); Becky Geltz (Director of Institutional Effectiveness & Planning); Ariella Gonzales-Vondy (Director of Communications, Marketing, & Recruitment)

Absent: Amanda Dunn (Director of Human Resources); Dr. Gary Dukes (Vice President of Student Services); Tracy Schneider (VP of Administration & Finance)

Expanded President's Staff Present: Michael Bidwell (Coordinator of Limon Center); Joe Bowman (Director of Concurrent Enrollment); Mindy Centa (Coordinator of Wray Center); Holly Haman-Marcum (Regional Director of Community Outreach – Burlington & Wray); Dr. Christiane Olivo (Dean of General Education); Erik Richter (Dean of Workforce Development); Sally Shawcroft (Dean of Students); Dana Unruh (Coordinator of Burlington Center)

Absent: Maria Cardenas (Director of Admissions & Advising); Kathy Frisbie (Director of Special Projects); Robbin Schincke (Regional Director of Community Outreach – Bennett & Limon)

The meeting commenced at 10:32 a.m.

- 1) FMHS Dual Degree Pathway:** Joe Bowman shared about a plan with Fort Morgan Middle School and High School to provide a formalized associate's degree pathway for students. The plan will be presented to the school board on November 4. Joe noted that the school district would refer to the program as a "College Now" pathway. The pathway involves eight semesters starting in ninth grade. MCC faculty will teach courses for semesters 1-4 of the program on site at the schools. The content of the first four semesters will be very prescribed, but there are more elective choices in the remaining portions of the program. Becky Geltz requested that a specific code be assigned in Banner to be able to track students in the pathway. Becky, Joe, and Deb Coates will discuss it further. Ariella Gonzales-Vondy inquired whether MCC could partner with the school district to help recruit students into the program as well as have ongoing communication with the students who enroll. Joe noted that Superintendent Rob Sanders is very supportive of the program. Curt Freed shared that Mr. Sanders is the newest member of the MCC Advisory Council.
- 2) Enrollment Report Locations:** Curt Freed discussed the current format of the daily enrollment report, which includes a section where enrollment is categorized by the zip codes where the students live (Morgan County, Northeast, I-70 West, I-70 Central, I-70 East). Curt would like this section to be renamed to indicate enrollment by Center regions.
- 3) Logo Discussion:** Ariella Gonzales-Vondy noted that several MCC programs have program-specific logos, and the Marketing Department continues to receive requests to develop specialized logos for various purposes. After reviewing the current specialized logos, President's Staff agreed that they deviate too much from the college's main logo and dilute the college's brand. The Marketing Department will re-design some of the specialized logos to maintain better integrity with the primary logo while still including a unique program identifier.
- 4) Employee Appreciation:** Curt Freed suggested launching ongoing employee appreciation efforts for MCC employees, especially given the societal tension during the election season. Ariella Gonzales-Vondy, Christiane Olivo, Deborah Coates, Sally Shawcroft, and Holly Haman-Marcum volunteered to help organize the campaign.

Curt will schedule a follow up meeting. He noted that he may send out an email reminding staff of mental health resources and suggested that similar messaging be sent to students, as well.

- 5) **Childcare Taskforce Recommendations:** Curt Freed referenced nine recommendations generated by the MCC Childcare Taskforce chaired by Jamie Hohanadel. He noted that the strategies were vetted by community entities (the Early Childhood Education Advisory Committee). Curt shared the top three recommendations:
 - a) Provide study areas for students who have children.
 - b) Work with currently licensed centers to expand their centers and/or staff certifications.
 - c) Work with community partners that are using childcare as a recruiting tool to staff their center with possible scholarships and/or hold spots for MCC students/staff.Curt noted that St. Elizabeth Hospital is converting its former behavioral health unit into a childcare facility in partnership with Evans Early Childcare Center. He shared that the MCC Vice Presidents will need to determine funding sources for these initiatives.
- 6) **Care Forward Colorado:** Curt Freed shared that MCC will be granted an additional \$80,000 in Care Forward Colorado funding due to unspent funds by Pickens. Sally Shawcroft noted that MCC has already been awarding funding based on the anticipated additional amount and will have no problem spending it due to CNA and phlebotomy courses.
- 7) **CCCS Strategic Plan:** Curt Freed noted that he sent a draft copy of the new CCCS Strategic Plan to President's Staff. He requested feedback on the plan prior to November 8.
- 8) **MCC Strategic Plan:** Curt Freed noted MCC's Strategic Plan needs to be updated this fall.
- 9) **Economic Development Council of Colorado (EDCC) Conference:** Curt Freed, Deborah Coates, Ariella Gonzales-Vondy, and Erik Richter attended an EDCC conference in October. Deb shared her surprise that workforce and economic development efforts don't always work hand in hand and expressed that this gap needs to be bridged. Erik noted that housing availability is closely related to the capacity for economic development. Ariella stated that MCC can strategically be a part of closing the gaps between workforce and economic development. She noted that she enjoyed the networking opportunities at the conference. Curt stated that as new workforce programs are considered at MCC, it is important to not just think about current local workforce needs, but how training a workforce in a particular area might draw new employers to the region. Curt noted that he would like MCC to continue a connection with the EDCC, including having some staff become members.
- 10) **Other:**
 - a) **Controller Search Update:** Susan Clough is the Search Committee Chair. The position will be re-posted with some modifications.
 - b) **New Vice President:** The new Vice President of Administration, Michael Swank, will start November 11.
 - c) **Strategic Enrollment Management Team:** The committee met October 22. Curt noted that staff should contact Gary Dukes if they did not attend the first meeting and wish to be added to the group for future meetings.
- 11) **President's Staff Updates:**
 - a) **Deborah Coates:**
 - i) Deb and several MCC employees attended an "AI Summit" put on through the System Office. Each System college has been tasked with creating an AI taskforce.
 - ii) A Higher Learning Commission Reviewer began conducting "multi-location site visits" the week of October 21 and will continue visits the week of October 28. Deb noted that multi-location visits are

required in years three and eight of MCC's ten-year accreditation cycle. MCC will go through a full accreditation assurance review and site visit in Fall 2026 or Spring 2027.

- iii) MCC programs are being added to EAB Navigate, which will be helpful for Advisors.
- iv) Suzanna Spears, Janeth Arredondo-Perez, and Deb handed out candy in front of 300 Main Street during the Trick or Treat Trail. There was a huge turnout.

b) **Susan Clough:**

- i) Susan is still waiting on a response regarding Enterprise Zone designations.
- ii) The MCC Foundation is expecting the final donation from Alan and Polli Dahms relating to the Dahms-Talton Center for Skilled Trades and Technology.
- iii) The Donor-Scholar luncheon on October 21 was a success. Around fifty attended.
- iv) Colorado Gives Day will be held December 10. This is a statewide giving day for non-profits, including the MCC Foundation.
- v) Holiday cards from the MCC Foundation have been ordered. The cards will include a Gala save-the date.
- vi) There are two MCC Foundation board vacancies. The goal is to fill the vacancies in December.
- vii) Glenn Crossley will be working part-time to provide administrative support for the MCC Foundation.
- viii) The MCC Foundation is transitioning to a new donor database product to save money.
- ix) Susan worked with Ariella Gonzales-Vondy on an MCC Foundation marketing plan for the year.
- x) Gala planning is underway. Most live auction items have already been donated. Silent auction items are being sought, including from college departments that would like to participate. This year's Gala theme is "Roadrunner Roundup." It will be a more casual environment with western décor and a barbecue menu. Volunteers are needed.

c) **Gary Dukes:** Absent

d) **Amanda Dunn:** Absent

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

f) **Jane Fries:**

- i) Jane is working on revisions to the severe weather closure procedures.
- ii) Jane edited each APT employee's NEOED profile to add a supervisor signature step. The signature step comes after the second-level supervisor has approved an employee's evaluation. This will enable the supervisor to be aware of the timing of the evaluation's release to the employee, which comes directly following the signature. She is updating the APT NEOED user guide to reflect the change.
- iii) Jane is coordinating a visit from CCCS Vice Chancellor for Academic and Student Affairs, Dr. Sarah Heath on December 3. Dr. Heath has requested to meet with six distinct groups of staff and students. She will also hold an open forum for any MCC staff and students. Jane has sent out related meeting invitations.
- iv) Only four MCC students have started applications for the PTK All-USA Academic Team and related scholarships. Jane asked those present to encourage students to complete applications by December 3 at ptk.org.
- v) Bring Your Dog to Work Day at the Fort Morgan campus is October 30.

g) **Becky Geltz:**

- i) Fall submissions for the federal IPEDS reporting are completed.
- ii) Becky is working with Cole Brooks to clean up data for the Colorado Department of Higher Education SURDS submission.

- iii) Becky is conducting an analysis of data relating to the Summer Bridge program, online orientation, and in-person orientation.
- iv) Becky is working with Cole to resolve an ongoing issue with student populations changing in the data.
- v) Ramifications relating to the required reporting for SB 24-164 are being discussed.
- vi) Becky, Sally Shawcroft, and Cole will meet to discuss the required financial value transparency and gainful employment reporting.
- vii) Becky has made a few edits to the Professional Development form.
- viii) The Spring Semester schedule was supposed to go live October 28 but did not. Becky is helping troubleshoot the issue.

h) Ariella Gonzales-Vondy:

- i) Ariella encouraged staff to use the new MyMCC portal to grow comfortable with it. She noted there is a form on the portal to provide feedback.
- ii) The MCC Digital Accessibility Committee is meeting monthly to identify gaps in accessibility. A repository of accessible documents is being created on Microsoft Teams. The committee is also addressing the need for training. Ariella noted that Pueblo Community College is willing to share training resources.
- iii) EAB Navigate has shared a "maturity curve" that assesses how well MCC is using the features of the platform. MCC has a new EAB representative. A new meeting schedule will be developed that targets which staff need to be involved in the meetings to help increase EAB utilization.
- iv) Paid marketing promoting spring enrollment will be launched the week after the election.

i) Tracy Schneider: Absent

12) Expanded President's Staff Member Updates:

a) Michael Bidwell:

- i) Staff is working on spring registration packets. Their goal is to send the packets out the first week in November.
- ii) Michael shared that he has been exploring the new MCC portal and likes it.
- iii) Michael attended the CCCS Education Excellence Conference October 18. He noted that he was glad to see several seminars relating to AI.

b) Joe Bowman:

- i) Joe is preparing for spring registration. He is sending out lists of CTE programs to high school Counselors.
- ii) Joe noted that the high school Counselors are doing great job, and he is working on a Counselor appreciation event.

c) Maria Cardenas: Absent

d) Mindy Centa:

- i) Wray High School students will be participating in a wind farm field trip in Burlington with Eric Walek. Mindy will be helping provide transportation.
- ii) The MCC Wray Center will participate in the Trick or Treat event on Main Street in Wray.
- iii) Preparations are underway for spring registration.
- iv) The Girls Only event will occur in Burlington on November 5. Fifteen slots are reserved for Wray High School students.

- v) Mindy serves on the Board for the Wray Learning Center (childcare facility). The organization raised \$60K at a recent fundraising event. The Learning Center is partnering with the City of Wray in a grant application for \$20M to expand the Learning Center and City facilities.
- vi) Nine students completed clinicals for the Nurse Aide class on October 27.
- vii) Curt Freed shared that on October 9, the State Board for Community Colleges and Occupational Education gave MCC authority to spend \$875K from reserves to renovate the new Wray Center property.
- viii) Mindy shared that the Wray Chamber is moving in a new direction due to low membership. Their focus will primarily be event-based. MCC will assist with the Greater Prairie Chicken Tours fundraising events in March and April. In addition, MCC will provide some administrative support for the Wray "Quilts of the Plains."

e) **Kathy Frisbie:** Absent

f) **Holly Haman-Marcum:**

- i) The Burlington Girls Only event will be held November 5. Registration is strong.
- ii) Staff is preparing to roll out spring registration and will be visiting high schools.
- iii) Holly met with the HLC Reviewer as part of the multi-location visit.
- iv) Holly is working with the Marketing Department on updating marketing banners and posters that feature students from the Burlington and Wray regions.
- v) The MCC Burlington Nurse Aide class will participate in the Burlington Chamber of Commerce's trunk or treat event.
- vi) Lynne Collins will teach CPR for the Burlington Nurse Aide class.
- vii) Dana Unruh has been providing advising and support to students.
- viii) There are two new work study students in Burlington.
- ix) GED students have started a second seven-week session.
- x) The carpets were cleaned at the Burlington Center.
- xi) The old Polycom equipment is being removed from a Burlington Center classroom.
- xii) The Centers are helping with MCC Gala preparations.
- xiii) Holly visited with April Amack about preserving Center-specific history.

g) **Christiane Olivo:**

- i) Instructional staff collaborated with Advising staff to optimize the Spring Semester schedule. Several new classes will be offered.
- ii) Christiane and Connie Mitchell are working on online course observations.
- iii) Dr. Marlon Escamilla, Fulbright Scholar, has been active with a variety of presentations at MCC and in the community. He is working with the Fort Morgan Museum Curator on an exhibition.
- iv) Christiane is serving on a General Education Council, which includes representatives from two-and-four-year public higher education institutions in Colorado. She shared about a presentation given to the Council about a general education foundational skills credential.
- v) Online safe-zone training will be held November 7 from 9 a.m. – noon.

h) **Erik Richter:**

- i) Erik will be traveling to Burlington for a Mechatronics field trip and the Girls Only event.
- ii) A new Welding faculty will be needed to fill the vacancy created by Aaron Garcilazo's departure the end of December). Additional faculty in Business, Automotive Service Technology, and Construction Trades are also being sought.
- iii) Computer Science courses are going well. More Computer Science courses and Behavioral Health classes are planned for the fall.

Expanded President's Staff Minutes 10-28-2024

iv) Curt Freed suggested holding a session for staff and faculty so they could learn more about the new Computer Science program. He noted that it would be interesting to hold "Program Showcases" to help others learn more about MCC's offerings.

i) **Robbin Schincke:** Absent

j) **Sally Shawcroft:**

i) Sally attended a FAFSA conference. The 2025-2026 FAFSA process should be on schedule and will open December 1.

ii) The MCC Foundation scholarship application will also open December 1

iii) Instruction staff are adding programs to CTE Gateway, and programs are progressing through the process to become eligible for financial aid.

iv) Campus activities the week of October 28 include:

(1) Pumpkin carving contest for employees

(2) Halloween party and costume contest for students

(3) Trick or Treat Trail for the community.

v) The MCC food bank drive ends November 1. Cash donations can be given to Sally, Jess Diehl, or Gary Dukes.

vi) The job descriptions for the Financial Aid & Enrollment Specialist and the Financial Aid Director have been updated.

vii) Registration opens for Spring Semester October 28.

viii) A Veterans' Day event will be held November 11, beginning at 11 a.m. at the Veterans' Plaza at MCC.

k) **Dana Unruh:**

i) Dana is preparing materials for the Girls Only event.

ii) Registration and orientation packets are being prepared. Staff have updated instructions to include how to use the new portal.

iii) Dana has been assisting students and monitoring classes.

13) **Meeting Adjournment/Next Meeting:** The meeting adjourned at 12:44 p.m. The next President's Staff meeting is scheduled for November 11, 2024.

Minutes by Jane Fries, Assistant to the President