



MCC President's Staff Meeting
Minutes
Spruce 310 and Webex
September 9, 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); 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 & Finance)

Absent: Amanda Dunn (Director of Human Resources)

The meeting commenced at 10:31 a.m.

- 1) **Lamar Trip Debrief:** Curt Freed shared that a team from MCC visited Lamar Community College on September 6 to learn more about their Construction Trades program. Students in the program build new homes and renovate existing homes. The college also has trailers that can be taken to high schools to provide training. MCC staff toured a home currently under construction, as well as a house that was renovated through the program. Deborah Coates feels that there is great potential for offering a similar program at MCC. Curt noted that the Lamar Community College Foundation is not involved in providing funding for the program. It was started through grant funding and now profits from home sales go back into the program.
- 2) **Barlow Property Tour:** Curt Freed suggested touring the property across Barlow Road that is owned by the MCC Foundation. He noted that the building is a former butane business and is in rough shape. Tracy Schneider will work with Jane Fries to schedule a tour.
- 3) **Other:**
 - a) **Fall enrollment:** Curt Freed noted that MCC's Fall Semester enrollment looks good (ahead of the past few years). He inquired whether MCC's daily FTE report could mirror the same data that is reflected on the weekly CCCS FTE report (e.g., concurrent enrollment vs. non-concurrent enrollment students). Becky Geltz will meet with Curt on September 12 to discuss the topic further. Curt noted that the number of Hispanic students attending MCC continues to increase.
- 4) **President's Staff Updates:**
 - a) **Deborah Coates:**
 - i) A draft 25-26 academic calendar is ready for review by President's Staff.
 - ii) Deb will be joining the Fort Morgan Rotary Club.
 - b) **Susan Clough:**
 - i) Susan attended a Foundation Directors' meeting where she learned more about the COSI redesign project. The current COSI scholarship grant and CPP support services grant will be rolled into one combined grant.
 - ii) Susan is working on the current COSI grant application for 25-26 scholarships, which is due at end of September.
 - iii) Data requested by CCCS for their Strategic Plan is almost compiled.
 - iv) The Donor-Scholar luncheon is scheduled for October 21. Invitations are being printed.
 - v) Susan is chairing the Controller search.
 - vi) Susan is working on Enterprise Zone designation for donations.
 - vii) Annual letters to endowment donors are in progress.

- viii) The Foundation is seeking a new CRM donor database, as the previous one became too expensive.
 - ix) Planning is underway for the February 21, 2025, MCC Foundation Gala, which will be held at the Mark Arndt Event Center in Brush. The theme will be "Roadrunner Roundup," and the Gala will have a more casual atmosphere this year. Susan is seeking committee members and volunteers to help with the event.
- c) **Gary Dukes:**
- i) MCC will be administering a CCSSE race and ethnicity survey this semester.
 - ii) An offer of employment has been made to a candidate for the Student Life Coordinator position. A background check is in progress.
- d) **Amanda Dunn:** Absent
- e) **Curt Freed:**
- i) Two new MCC programs will be up for approval by the State Board of Community Colleges and Occupational Education at their Board meeting September 10: a BAS in Technical Education, and a BAS in Early Childhood Education. Once the programs are approved by the State Board, the college will pursue the required accreditation steps.
 - ii) MCC is still waiting on a contract for an Opportunity NOW grant which relates to the development of the BAS Technical Education program.
 - iii) Curt would like to see a greater number of faculty utilizing the early alert process and encouraged Gary Dukes to meet with Deborah Coates and the Deans to explore the topic. Gary noted that the new linkage between D2L and Banner should help Advisors be able to students' progress in courses, including those taught via Colorado Online.
 - iv) The Clery Report is due October 1.
- f) **Jane Fries:**
- i) Jane is working on letters to send to students potentially eligible to apply for the PTK All-USA Team. Students do not have to be PTK members and can apply at ptk.org. MCC can nominate up to two transfer pathway students and two workforce pathway students to be considered for the All-USA Team. The nominees will receive \$500 scholarships from MCC to use during spring semester.
 - ii) President's Staff will be having lunch with full-time employees who have started since mid-June on Monday, September 16 from 12:30 – 1:30 p.m. in Founders Room.
 - iii) Jane's new committee involvement includes:
 - (1) Assistant Director of Facilities Search Committee
 - (2) The Digital Accessibility Team.
- g) **Becky Geltz:**
- i) Becky is collaborating with Cole Brooks and Kenne Bauer to verify fall semester data.
 - ii) Becky is working on updates to the schedule, in conjunction with Clean Catalog representatives, Jessica Edington, and Vanessa Pursley. The updated version should be available September 10.
 - iii) Becky is continuing work with a CCCS group to review and clean up SURDS coding that pulls data from Banner for IPEDS reporting.
 - iv) Becky has reported annual FTE to SURDS but is seeking to make a correction to the data.
 - v) Other staff is working on elements of SURDS reporting.
 - vi) Becky is working on a report due to CCCS related to performance funding information they must submit to CDHE.

- vii) IPEDS is open for reporting, and Becky is preparing data.
- viii) Becky is adjusting a report that generates a list of students potentially eligible to apply for the PTK All-USA scholarships.
- ix) Becky participated with other MCC staff in a demonstration of assessment software.

h) Ariella Gonzales-Vondy:

- i) Ken Barr Jr. plus an additional facilitator will be in Fort Morgan to work with staff at Professional Development Day on September 24. The morning activities will be held at the Fort Morgan Fieldhouse and the afternoon activities will be on campus.
- ii) Ariella is working with Joe Bowman, Holly Haman-Marcum, and Robbin Schincke to order stoles that will distinguish concurrent enrollment students at MCC's commencement ceremony. The stoles would be presented to the students at their high school awards events and could also be worn at their high school graduation ceremonies, if permitted by their schools.
- iii) An MCC Digital Accessibility Committee has been established. The committee will work on a digital accessibility plan to post on the website.
- iv) Instructional staff will be trained on how to utilize the planner feature of Navigate so students can register for classes through the app.
- v) Cara Draeger is representing MCC at "Day and Night Fairs."
- vi) Marketing staff is finishing the schedule, working on the Spring marketing campaign, and fulfilling marketing requests.

i) Tracy Schneider:

- i) Tracy noted that there were several "no-show" students identified late during summer semester. Deborah Coates shared that MCC faculty and instructors have been reminded to address no shows earlier. However, there's no way to control what non-MCC Colorado Online instructors do.
- ii) The FTE budgeted for Fall Semester has been exceeded by 12 (after drops for non-payment).
- iii) The Accounting Department is working on a financial audit.
- iv) Projects:
 - (1) The Dahms-Talton Center for Skilled Trades and Technology is on track to be turned over to MCC on November 18. Tracy will work with Ariella Gonzales-Vondy on a grand opening in December.
 - (2) The Eighth Avenue road rebuild will likely occur by the end of September. Tracy has asked the construction crew to give her a week's notice.
 - (3) New cost estimates have been received for the Wray building renovation.
 - (4) The Safety and Security Project is going through code review.
 - (5) Curt Freed inquired about adding curb and gutter to the other side of the Eighth Avenue entrance. Tracy will check to see if this is possible but stated that it is likely too late to incorporate it into the current project and would need to be done separately.

5) Meeting Adjournment/Next Meeting: The meeting adjourned at 11:19 a.m. The next President's Staff meeting is scheduled for September 23, 2024.

Minutes by Jane Fries, Assistant to the President