



## MCC President's Staff Meeting

**Minutes** (revised 11-14-24)

**Spruce 310 and Webex**

September 23, 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 & Finance)

**Absent:** None

**Guest:** Arnold Akele, Housing Resource Manager with the Morgan County Family Center

The meeting commenced at 10:32 a.m.

**1) Housing Resources:** Arnold Akele, Housing Resource Manager with the Morgan County Family Center shared that the Housing Resource Center's mission is to support individuals and families in securing and maintaining housing. Some of the services they provide include:

- a) Home buyer education (workshops and one-on-one counseling)
- b) Housing search assistance (they maintain and share a list of local landlords and real estate)
- c) Tenant training
- d) Providing information on funding from the state
- e) Homelessness prevention (including stopping eviction due to falling behind on rent)
- f) Homeless services

Curt Freed expressed an interest in having the Housing Resource Center provide workshops on campus where participants (students and staff) could sign up for one-on-one counseling. Curt suggested having lunch and evening sessions and noted that someone from the college will get back to Arnold with suggested times. Gary Dukes inquired about whether the Housing Resource Center would share their list of landlords who have rentals, and Arnold affirmed that they would. Ariella Gonzales-Vondy will develop a marketing campaign regarding the sessions MCC will host.

**2) CSU Partnerships:** Curt Freed noted that the College Council discussed partnership ideas with CSU during their September 17 meeting. Curt noted that STEM partnerships were mentioned. Deborah Coates shared about the possibility of developing partnerships relating to bachelor's degrees in Social Work and Agriculture.

**3) Hiring Workflow:** Curt Freed noted that he sent out an updated APT/Faculty hiring workflow document in July to the Expanded President's Staff group, plus Nancy Ruhl.

- a) He shared that some of the steps in the workflow process are not being followed consistently and highlighted the following:
  - i) Curt would like to have reference checks initiated at the point when interviews are scheduled (not at the end of the interview process).
  - ii) When interviews are completed, the search committee chair should provide a document to the President listing the strengths and weaknesses of *all* candidates interviewed and include the names of committee members. The committee should *not* rank the candidates.
  - iii) The committee chair will meet with the President and appropriate leadership (VP, Dean, etc.) to discuss the strengths and weaknesses for each interviewed finalist. The President will make the hiring decision.

- iv) The President will inform HR when a candidate has been selected for hire and provide HR with a signed copy of the strengths and weaknesses for the search.
  - v) The President, Assistant to the President, Vice President, Dean where appropriate, and hiring supervisor should be notified when a candidate accepts an offer of employment.
  - b) Amanda Dunn noted that search committees need to keep Human Resources in the loop during the search process.
  - c) Ariella Gonzales-Vondy suggested sending out the hiring flow to supervisors when they start a search.
  - d) Gary Dukes inquired regarding whether a signed release is required when students request references for jobs, scholarships, etc. Currently MCC does not require a release.
- 4) Digital Accessibility Plan:** Ariella Gonzales-Vondy shared that the MCC Digital Accessibility Committee is working on identifying gaps where forms or documents still need to be made accessible. President's Staff will set aside a couple of hours to do a deep dive into the accessibility plan template provided by CCCS. Becky Geltz inquired about whether the System will help with the associated expenses for reaching and maintaining accessibility compliance (e.g., additional Formstack licensing). Ariella noted that she will be attending a CCCS Accessibility Steering Committee meeting and will address the topic. She also stated that Pueblo Community College has developed training materials and is willing to share them.
- 5) Founders Room Portraits:** Jane Fries shared that Founders Room does not have additional space to display photos of past Advisory Council members. President's Staff suggested removing the photos and digitizing them so they can be honored on the MCC website. This would also provide an opportunity to update the appearance of Founders Room.
- 6) President's Staff Updates:**
- a) **Deborah Coates:**
    - i) The HLC multi-location visits will occur the week of October 21. The HLC visitor will meet with MLT on October 21.
    - ii) Deb expressed concern that staff need additional training about what to do in emergency situations. Ariella Gonzalez-Vondy suggested that the Emergency Response Team (ERT) work on identifying gaps in training. President's Staff discussed having regularly scheduled training on emergency procedures (e.g., quarterly), which could be required as part of new employee onboarding but be open to any employee.
  - b) **Susan Clough:**
    - i) Susan has submitted requested donation information to the System Office, which is incorporated into their Strategic Plan results.
    - ii) Susan is working with Kelly Rasmussen to complete the COSI scholarship funding application.
    - iii) Susan is completing endowment reports for donors.
    - iv) Invitations have been sent out for the October 21 Donor/Scholar luncheon.
    - v) The Foundation Board has approved changing to a new donor database platform that will cost less.
    - vi) Susan is chairing the Controller Search Committee.
    - vii) A report needs to be submitted to continue MCC Foundation/CACE Enterprise Zone designations.
    - viii) CACE October activities include:
      - (1) An exhibit featuring art by Steve Caufield opens October 3.
      - (2) The High Plains Ensemble will perform at the Brush Oktoberfest on October 5.
      - (3) Author/Poet Henrietta Goodman will offer a writing workshop and reading on October 10.
      - (4) A Fort Morgan Art Walk will be held October 17.
    - ix) The Fort Morgan Chamber is currently without an Executive Director and is determining a course forward.

c) **Gary Dukes:**

- i) Gary noted that he is conducting research on the process for possibly adding a technology fee for students. The majority of CCCS colleges have technology fees.

d) **Amanda Dunn:**

- i) The Employee Health Fair will be held in the Poplar Hall on October 17.
- ii) CCCS has launched a "Belonging" survey for employees to complete.

e) **Curt Freed:**

- i) Curt noted that discussion is needed regarding if/when classes should be cancelled for low enrollment.
- ii) The Data Analyst position has over seventy applicants. However, there is concern that some of the applicants are BOT generated.
- iii) Curt received an inquiry about whether student employees can participate in MCC professional development days.
- iv) Balanced Rock Power is working on two solar projects in the region, one in Morgan/Weld counties and one in Lincoln County. They will be donating \$75K per project to MCC to be used for scholarship endowments for programs like Electrical Mechanical Technology. In addition, they are donating \$20K that can be used immediately.
- v) Curt shared that Kari Lobdell, who conducted doctoral research with some MCC staff, texted him and said, "You've got some really amazing folks working for you. They are excited and passionate about HSI servingness work, and it shows, even on Zoom." Curt noted that he does not know who Kari interviewed, but responded to Kari that he is very proud of MCC's staff.

f) **Jane Fries:**

- i) Jane is serving as the liaison with Pro-15 for their Fall Conference at MCC October 17-18 in Founders Room.
- ii) MCC's Colorado Combined Campaign will launch October 1 and run until the end of Fall Semester. The campaign is only for State employees and provides the opportunity for staff to donate to their choice of over 400 charities. Thanks to Susan Clough's work, staff can donate to the MCC Foundation through the campaign this year.
- iii) The September Bring Your Dog to Work Day has been moved from September 24 to September 26 due to Professional Development Day.

g) **Becky Geltz:**

- i) Becky is serving on an ACCESS subcommittee that is planning employee luncheons for the third Wednesdays of the month. The first one will be held October 16 in Cottonwood 100. The purpose of the lunches is to promote employee engagement with one another and the college.
- ii) The IPEDs federal reporting surveys have started. Becky has one completed and others are in progress.
- iii) SURDS enrollment reporting is open. MCC must submit two years of data. Becky has been working with Kenne Bauer to clean up the data.
- iv) Becky continues to meet with a group that is reviewing and correcting CCCS Cognos reports that pull data from Banner to use for SURDS submissions.
- v) Each college in the System has submitted information regarding performance funding to CCCS, who in turn will send the collective information to CDHE.
- vi) Becky provided student data to Cathy Pacheco-Ogle so she could upload it to the new Handshake platform.

vii) Becky will be participating in the Rock Art class being taught by Marlon Escamilla and encouraged others to enroll.

h) **Ariella Gonzales-Vondy:**

- i) The Fall Professional Development Day will be held September 24.
- ii) Cara Draegert will work remotely for a couple of weeks.
- iii) Students will have access to the new portal on October 1. The new view of the portal will be available on MyMCC on October 15, but the old portal won't completely go away until December 31.
- iv) A student inquired with Ariella about participating in a mental health walk to raise funds to support MCC mental health resources. Ariella will gather more information. Tracy Schneider noted that MCC can accept a donation from an organization, but students/clubs cannot raise funds and donate them to another organization.

i) **Tracy Schneider:**

- i) The campus renumbering project is moving forward.
- ii) The Accounting Department is working on the fiscal audit.
- iii) Email archiving changes take effect September 25. Curt Freed noted that he submitted the names of several employees to be granted an exemption from the two-year limit on archived emails. The exemption will extend the retention to seven years.

**5) Barlow Property Tour:** The meeting adjourned at 12:32 p.m. so that President's Staff could tour the property owned by the MCC Foundation across Barlow Road

**6) Next Meeting:** The next President's Staff meeting is scheduled for October 28, 2024.

Minutes by Jane Fries, Assistant to the President