Minutes
MCCCDGB

Friday February 12, 2016 – 9:00 a.m.

Originating at: Bullhead City Campus Room #508
   Also Available via Interactive Television at:
      North Mohave Campus Room #301
      Neal Campus Kingman Room #508
      Lake Havasu Campus Room #508

(Action Items are in **bold** print)

I. Call to Order (Phyllis Smith, President)

Ms. Smith called the meeting to order at 9:00 a.m.

II. Pledge of Allegiance

III. Roll Call (Amy Curley, Executive Assistant)

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
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<tbody>
<tr>
<td>Julie Bare</td>
<td>Present</td>
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<tr>
<td>Jon Longoria</td>
<td>Absent</td>
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<tr>
<td>Vance Miller</td>
<td>Present</td>
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<tr>
<td>Judy Selberg</td>
<td>Present</td>
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<tr>
<td>Phyllis Smith</td>
<td>Present</td>
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IV. **Approval of Meeting Minutes** (Smith)(Appendix 1)

The draft minutes from the January 8, 2016 regular meeting appear in Appendix 1.

Julie Bare moved, Vance Miller seconded, to approve the draft minutes from the January 8, 2016 regular meeting as they appeared in Appendix 1. Without further discussion, the motion carried 4-0.

V. Audience of Any Citizen (Smith)

[NOTE: This is an opportunity for any citizen to address the Board on any matter of concern to the citizen. The Board will listen to the remarks, but may not respond or answer questions. Unless the matter is already on the agenda for action, no action can be taken other than to instruct staff to include the matter on a future agenda. The president of the Board may limit the time for individual presentation and may limit the total time for all presentations. Citizens wishing to comment will be limited to one opportunity to speak. If a citizens group wishes to speak on the same subject, the group should choose a representative to deliver the message.]
The Chairperson may set a limit for organized group presentations and may set limits for each side when many persons request to speak on an agenda item. During Interactive Television (ITV) meetings, the chair will query each campus for those who wish to speak.]

Ms. Smith queried each campus individually. There were no citizens wishing to address the Board.

VI.  All-Arizona Academic Team (Bree Karlin, Director of Advising & Testing Services)

Ms. Karlin reported that MCC is proud to introduce its All-Arizona Academic Team honorees. The honorees from MCC are Abigail Hunt from the Lake Havasu City Campus and Dale Cummings from the Bullhead City Campus. Ms. Hunt will be graduating from MCC in May with an Associate of Science degree in Geology. She plans to transfer to the University of Arizona and double major in Mathematics and Geosciences. Ms. Hunt’s ultimate goal is to be a Petroleum Geologist. Mr. Cummings will be graduating from MCC in May with an Associate of Arts degree in Liberal Arts. He plans to transfer to Northern Arizona University and earn his Bachelors degree in Biochemistry. Mr. Cummings plans to continue his education through the Doctoral level and hopes to eventually work as a Cancer Researcher. All students chosen to the All-Arizona Academic Team receive a full-tuition scholarship to Arizona State University, the University of Arizona or Northern Arizona University. Awardees also receive a small stipend to help offset the cost of books and supplies.

VII.  Phi Theta Kappa Advisor Recognition (Karlin)

Ms. Karlin announced that Dan Pund, MCC resident English faculty, was recently recognized by PTK Honor Society for five years of service as an advisor to its’ chapter Alpha Chi Chi at Mohave Community College. Mr. Pund has spent countless hours in MCC’s student life working to engage students and aspire them to their potential as community leaders. PTK, the largest honor society among two-year colleges, would not be possible at MCC without Mr. Pund and others like him. PTK strives to provide opportunity for leadership and service, an intellectual climate of ideas and ideals, for lively scholarship and for stimulation of interest in continuing academic excellence.

VIII.  Faculty Council Report (Dr. Andra Goldberg, president, MCC Faculty Council)

Dr. Goldberg reported that the faculty have requested the ability to access student contact information in MCC’s Learning Management System, Schoology and should have this access soon pending tests to make sure students cannot see other student’s information. Faculty presented several ideas to help increase participation in the electronic course evaluations. Also, Jill Loveless is working with the provider to explore ways to increase participation. Catalog review is in process with lead faculty reviewing program updates. Also, graduation and other student related requirements are also under review to insure the catalog matches the Policy and Procedures manual. The faculty appreciate the opportunities for input and recommendations regarding the summer and fall schedules. Calendar questions will be on Faculty Council’s February agenda. Maximizing enrollment is the main concern of the faculty regarding spring
start times. Course maps have been added to the catalog for the 2016-17 edition – this addition will be a great resource for student advising.

IX. Board Reports (Smith)

A. Policy: Records Retention, 2nd Reading (Smith)(Appendix 2)

Ms. Smith stated that at present, MCC lacks an overarching policy regarding the management, retention and final disposition of its records. Current references to records in the Policy and Procedure manual refer only to specific records handled by different departments. To aid in risk management and as a best practice, a general records policy for the college is recommended.

Vance Miller moved, Judy Selberg seconded, to approve the Records Retention policy as presented in the appendix. Without further discussion, the motion carried 4-0.

B. AZ Dept. of Economic Security Data Exchange Agreement (Smith)(Appendix 3)

Ms. Smith stated that the Arizona Department of Economic Security (AZDES) Unemployment Insurance Administration (UIA) requires that the Mohave County Community College District Governing Board (District) designate an agent if MCCCDGB wishes data to be released to an employee of the College as opposed to the District Governing Board President. The College is requesting that the Board designate its Director of Institutional Effectiveness, Robert Faubert as its agent for the purposes of data exchange.

Julie Bare moved, Vance Miller seconded, to approve MCC Director of Institutional Effectiveness Robert Faubert as the agent for AZDES/UIA data exchange. Without further discussion the motion carried.

C. Arizona Association of District Governing Board (Bare)

Dr. Bare reported that she will be attending the upcoming AADGB meeting in March and that the upcoming Governing Institute on Student Services will be held in Tempe on September 8 and 9, 2016.

D. Periodic Policy Review – Section 2, Instruction and Academic Support (Smith)

Ms. Smith explained that the Policies and Procedures Manual of the Mohave County Community College District contains policies approved by the Governing Board for the governance of the institution. The policies are the basis for rules, regulations, and procedures developed by the administration and used to manage the institution. Section two of the manual covers policies and procedures for Instruction and Academic Support. The current version of the manual can be reviewed at: http://www.mohave.edu/Assets/documents/Admin/P&P_Manual.pdf
Dr. Selberg requested an additional month to review the section due to its size. Ms. Smith agreed and directed staff to return the item to the March agenda.

E. Online Trustee Education (Smith)

Ms. Smith reported that the College has renewed its annual subscription to the Association of Community College Trustee’s “Trustee Webinars”. Current offerings include such topics as Financial Aid 101, Ethical Governance, Safeguarding your Institution, Effective Meetings, Effective Advocacy, Fundraising, Financial Oversight and Accreditation. Details on how to access the webinars was sent to Trustee’s MCC email addresses on Wednesday February 3. Additional assistance can be provided by the Office of the President.

Dr. Bare stated that she had already utilized the subscription and sent a written webinar synopsis to the Office of the President.

F. MCCCDGB Self-Evaluation (Smith)(Appendix 4)

Ms. Smith stated that as recommended by the Association of Community College Trustees, the Mohave County Community College District Governing Board performs a Board evaluation annually. The process involves the use of a self-assessment instrument, the results of which become the basis for a broader discussion, identifying the strengths of the Board and areas for improvement.

The Board went through the individual questions on the self-evaluation instrument. Personal responses were tallied and averaged to generate a Board response. The completed Board Self Evaluation is to be posted on the MCC website.

X. President’s Report (Dr. Michael Kearns, President)

A. Crisis Management (Shawn Bristle, Campus Dean)(Appendix 5)

Dean Bristle reported that recent national events have propelled campus safety as an issue at the forefront of peoples’ minds. MCC students, guests, and employees want to know if they are safe. In order to substantively answer the question, a brief review will be made of the following: the regulatory context of crisis management; MCC’s significant past activities in emergency preparedness; exciting developments on the immediate horizon.

MCC’s emergency preparedness efforts involve a broad range of activities—not just shooter scenarios. According to BHC Police Chief Brian Williamson, MCC is ahead of the curve within the region, and is as safe or safer than other locations.

MCC has engaged in continuous training, including: Conferences for select individuals; Webinars and online training; Demonstrations like the one pictured; Tabletop exercises; Drills; Real-life crises; Preparation for events, using ICS structures and paradigms; Ongoing risk management and safety activities via regular committee meetings.
Each of the campuses has utilized the expertise of local emergency responders. Activities designed to better prepare MCC and also to give police officers training opportunities was developed with the direct assistance of Mohave County Emergency Services Manager Byron Steward and Bullhead City Police Chief Williamson. In December, employees from all campuses enjoyed a presentation by Chief Williamson and his SWAT team followed by a live demonstration in the Hargrove library so that employees could witness what a police response to a shooter scenario might look like. Mr. Steward arranged a special 2 ½ day NIMS training, Intermediate Incident Command System, during mid-February and a full functional exercise surrounding a shooter scenario to be held at the Bullhead City Campus in April. The cost of the training will be covered through a federal grant received by the county.

B. Guns on Campus Resolution (Kearns)(Appendix 6)

Dr. Kearns reported that Arizona’s HB 2072 and HB 2338 bill are expected to have increased momentum this legislative season due to Texas successfully passing a campus carry bill in 2015.

Judy Selberg moved, Julie Bare seconded, to resolve to oppose Arizona HB 2072 and HB 2338

After a brief discussion, the motion carried 3-1.

C. Fair Labor Standards Act Changes (Kearns)(Appendix 7)

Human Resources Director Jennie Dixon explained that on March 13, 2014, President Obama signed a Presidential Memorandum directing the Department of Labor (DOL) to update the regulations defining which white collar workers are protected by the Fair Labor Standards Act’s (FLSA) minimum wage and overtime standards. Failure to update the overtime regulations has left an exception to overtime eligibility originally meant for executive, administrative and professional employees, now applying to workers earning as little as $23,660 a year. If the final rule is set at the 40th percentile of weekly earnings of full-time salaried workers, the DOL estimates that a 2016 level may be about $50,440 a year.

D. HLC Multi-Site Visit Report (Kearns)(Appendix 8)

Dr. Kearns reviewed the letter and report from the Higher Learning Commission as they were presented in the appendix.

E. Legislative Update (Kearns)(Appendix 9)

Executive Vice President Diana Stithem attended the legislative update via teleconference and gave a brief overview of the following bills:

H2548: POSTSECONDARY CAMPUSES; PUBLIC FORUMS; ACTIVITIES: The outdoor areas of campuses of universities and community colleges are traditional public forums. Universities and community colleges are authorized to maintain and enforce reasonable
time, place and manner restrictions to further a significant institutional interest only if those restrictions employ clear, published, content and viewpoint-neutral criteria and provide for alternative means of expression. Any person who wishes to engage in noncommercial expressive activity on campus must be allowed to do so freely if the person’s conduct is not unlawful and does not materially and substantially disrupt the functioning of the institution. The Attorney General or a person whose expressive rights were violated may bring an action in a court of competent jurisdiction to enjoin any violation or recover compensatory damages, reasonable court costs and attorney fees. Establishes penalties for violations and statute of limitations. AC4 will oppose.

H2535: COMMUNITY COLLEGE BOARDS; TERMS; DURATION: The term of office for members of a community college district governing board is reduced to four. AC4 will oppose.

S1115: CHARTER SCHOOL SPONSORS; COMMUNITY COLLEGES: All community college districts or groups of districts are permitted to sponsor charter schools, instead of only districts with enrollment of more than 15,000 full-time equivalent students or a group of districts with combined enrollment of more than 15,000 full-time equivalent students. AC4 will support.

Dr. Kearns reported that the Expenditure Limitation Report bill was presented in the committee of the whole on February 11, 2015 and will update Board members on its progress. The final weighted score for CTE students was 1.3.

F. Update of Current Events (Kearns)

Dr. Kearns introduced Mark VanPelt, MCC’s new IT Director.

Dr. Kearns reported that he had a productive meeting with new representative Sue Donohue at the State Capital yesterday.

Dr. Kearns reported that he was in Washington for the ACCT National Legislative Summit this past week. Topics of discussion include Pell Grant regulations, inmate eligibility for Pell, changes to maximum timeframe and risk sharing with loan servicers.

Dr. Kearns has continued to meet with the Colorado River Union High School District regarding a potential shared facility on the Bullhead City Campus. Bullhead City Campus Dean Shawn Bristle is in discussion with the principal from Fox Creek Middle School about offering a modified program to middle school students.
XI. Instruction (Jill Loveless, Dean of Instruction)

A. Fall Open Educational Resources Report (Loveless)

Dean Loveless reported that MCC is in the second year of offering courses that use Open Education Resources instead of higher priced textbooks. The goal is to offer a 100% Arizona General Education Curriculum Certificate that has zero textbook fees. The faculty are identifying the next set of courses that will be OER in fall 2016 and will expand the current savings to students. This past fall students saved approximately $155,227.26 in textbook costs. This spring it is estimated that students may save $180,602.37 in textbook costs based on the price of new textbooks.

B. Telesis Center for Learning Spring Dual Enrollment IGA (Loveless)(Appendix 11)

Dean Loveless stated that each fall, the Board is requested to approve a number of Intergovernmental Agreements for the purpose of providing Dual Enrollment opportunities to the high school students of Mohave County. Telesis did not offer any dual enrollment courses in Fall 2015 but will this spring. Enrollment in these courses provides qualified high school students with the opportunity to attend college-level courses while still in the high school environment.

Julie Bare moved, Vance Miller seconded, to approve the Intergovernmental Agreement between Mohave Community College and Telesis Center for Learning, Inc. Without further discussion, the motion carried 4-0.

C. Three-Year Academic Calendar (Loveless)(Appendix 12)

Dean Loveless reported that the Office of Instruction and Students Services collaborated in the drafting of the 2016-19 Academic Calendar. Staff in all areas of the college have reviewed the draft.

Judy Selberg, Vance Miller seconded, to approve the 2016-19 academic calendar as presented in the appendix.

Dr. Bare asked if the calendar could be amended, Dr. Goldberg stated Faculty Council hadn’t reviewed it yet. Dr. Kearns explained that the three-year calendar needed to be put into place to meet financial aid requirements. The recommendation from faculty council that the Spring semester start and finish one-week later than traditionally scheduled, has significant implications on summer facilities projects and the administration does not support that recommendation.

Without further discussion, motion carried 4-0.
D. Competency-Based Education Program Approval (Eric Eikenberry, Associate Dean, CBE)(Appendix 13)

Mr. Eikenberry explained that Competency-Based Education (CBE) is a model of education that uses learning, not time, as the metric of student success. The CBE model allows students to progress at their own pace, possibly reducing the amount of time needed to earn a degree, and provides documentation about what the graduate is able to do. This approach to learning is particularly well-suited for those students for whom work and family commitments make educational flexibility a priority. Collaboration with local employers and/or accrediting agencies ensure that appropriate, industry competencies are central to the program. Mohave Community College has applied to the Higher Learning Commission to offer the following degree programs in a CBE format:

- Automotive Collision Repair, AAS
- Substance Abuse Counseling, AA

Julie Bare moved, Vance Miller seconded, to approve the CBE models of the Automotive Collision Repair Technology AAS and the Substance Abuse Counseling AA as presented in the appendix. After a brief discussion, the motion carried 4-0.

XII. Financial Services (Sonni Marbury, Dean of Business Services)

A. Quarterly Investment Performance (Marbury)(Appendix 14)

Dean Marbury reviewed the quarterly investment performance report as it was presented in the appendix.

B. Monthly Financial Report (Marbury)(Appendix 15)

Dean Marbury reviewed the College’s monthly financial report for the month ending January 31, 2016 as they were presented in the Appendix.

XIII. Administrative Services (Diana Stithem, Executive Vice President)

A. Online Bookstore (Stithem)(Appendix 16)

Vice President Stithem stated that the College currently contracts with Barnes and Noble College (B&N) for its bookstore services. Prior to 2015, each of the southern campuses housed its own B&N store; the North Campus has used a virtual bookstore for several years. Beginning with the 2015 summer session MCC moved closer to a college-wide virtual bookstore program. The Bullhead City Campus kept its store for campus sales and warehousing. During 2015 the Lake Havasu improved and expanded its allied health program areas by using the former bookstore space and the removal of bookstore space at the Neal Campus in Kingman allowed for additional student and instruction space in the
new construction without adding additional square footage. Moving to a totally online bookstore will provide similar program real estate for the Bullhead City Campus.

December, 2015, the College offered a Request for Proposal (RFP) for a fully online bookstore. Five vendors responded to the RFP; three were selected to make presentations in Kingman. Selection of a new bookstore service must occur this month to allow for complete transition prior to the B&N renewal date and to give provide B&N with proper notice.

Of the three presentations, the RFP Team and the faculty members who were present for the presentations unanimously preferred eCampus.com, a virtual bookstore with headquarters in Lexington, Kentucky. eCampus.com presented the most robust virtual textbook program with a technology interface that can provide students with single sign-on textbook ordering using their financial aid when available. Textbook buy-backs and eCampus.com awards program dollars can be applied to a student’s bookstore account for future purchases.

eCampus.com will also participate in college promotions, support MCC’s scholarship program, pay a commission on sales, share in technology costs setting up the single sign on interface, and come to each of the three southern campuses for end-of-semester buy-backs.

Vance Miller moved, Julie Bare seconded, to approve contracting with eCampus.com (A Book Company, LLC d/b/a eCampus.com) of Lexington, KY, for three years plus two optional annual renewals as Mohave Community College’s virtual textbook provider. Without further discussion, the motion carried 4-0.

B. Insurance Broker Services (Stithem)(Appendix 17)

Vice President Stithem reported that the College has for many years carried its property and liability insurance coverage through the Arizona School Risk Retention, Inc. (the Trust). The Trust is a non-profit corporation that serves a number of public school districts and community colleges throughout the state. Although A.R.S. Title 41, Chapter 23 (Arizona Procurement Code) does not apply to the procurement of insurance or reinsurance, the College believes it is prudent to periodically re-examine insurance costs. Due to the variety and complexity of coverages the college requires, this is best done through the services of a broker. The selection of a broker does not mean the College will necessarily leave the Trust.

In January the College issued an RFP for broker services. Broker services proposals were received February 10, 2015 and have been reviewed. The College recommends a broker agreement with The Mahoney Group.

Julie Bare moved, Vance Miller seconded, to approve an agreement with The Mahoney Group of Kingman Arizona as the College’s insurance broker for a period of three years with the option of two one-year extensions. Without further discussion, the motion carried 4-0.

C. Human Resources Report (Stithem)(Appendix 18)

Vice President Stithem reviewed the College’s human resources report for the month ending January 31, 2016 as it was presented in the Appendix.
Vance Miller moved, Judy Selberg seconded, to approve the Human Resources report for the month ending January 31, 2016 as presented in the appendix. Without further discussion, the motion carried 4-0.

XIV. **Next Meeting** (Smith)

The next regular meeting of the Mohave County Community College District will be Friday, March 11, 2016 starting at 9:00 a.m., originating from Lake Havasu Campus. Trustees Miller and Bare have notified the Office of the President that they will be absent.

Associate Dean of College Advancement announced that the Bullhead City Chapter of the Mohave Community College Foundation has appropriated up to $3,500 for a scholarship in memory of recently deceased former Mohave County Recorder and MCC supporter, Carol Meier.

XV. **Adjournment** (Smith)

Ms. Smith adjourned the meeting at 11:30 a.m.