“The mission of Mohave Community College is to be a learning-centered college, serving all constituencies, inspiring excellence through innovative learning methodologies and empowering students to succeed.”

Present: Ana Masterson, Diana Stithem, Jennie Dixon, Sonni Marbury, Shawn Bristle, Fred Gilbert, Danette Bristle, Carolyn Hamblin, Paula Norby, Lynne Petersen, Michael Kearns, Stephanie Dieringer, Jason Gee, Jill Loveless

I. Important Dates (9:00 a.m.)

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<td>August 11</td>
<td>Resident Faculty Report</td>
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<td>August 11</td>
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<td>Faculty Orientation</td>
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<td>August 25</td>
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<td>September 1</td>
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<td>September 10</td>
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<td>Governing Board Meeting - NMC</td>
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II. Announcements & Follow-Ups: (Kearns) (9:00 a.m.)

Dr. Kearns announced a report highlighting the increase in student academic success at Mohave Community College will be shared with the Board of Governors during its next meeting at 9 a.m. on Friday, Aug. 8. MCC has incorporated specific goals into its Strategic Plan to increase academic achievement in defined measurement areas. The goals are in alignment with measurements adopted and used by all other community college districts in Arizona. The college districts annually present their achievements in the Arizona Vision Metrics report. Dr. Kearns stated that the MCC Strategic Plan should be used by Council members to lead and manage personnel as well as with community members as an example of how the college initiatives are starting to have a positive impact on the metrics.

Dr. Kearns reminded Council members that the Mohave County Community College District Governing Board has three seats on the ballot this November, Districts 2 (Bullhead City), District 4 (Kingman) and District 5 (Fort Mohave/N. Lake Havasu). Incumbents Julie Bare (#2) and Judy Selberg (#5) are running unopposed, while the District 4 seat has three candidates: Charles Hupp, Jon Longoria and Susan McAlpine.
Dr. Kearns directed NCK Campus Dean Fred Gilbert to organize an event for the three candidates (after the August 26th primary election) that would allow for in-depth questioning about their qualifications and positions on issues in higher education.

Dr. Kearns welcomed Danette Bristle to the Council in her new position as Compliance Officer and Accreditation Liaison. Council members were highly encourage to read Ms. Bristle’s detailed report under the Compliance tab in the President’s Council One Note.

III. Standing Reports (9:30 a.m.)

A. Faculty Council (Goldberg) (9:30 a.m.) – No report
   Dr. Goldberg was not in attendance.

B. Curriculum Committee (Loveless) TABLED UNTIL September
   Standing reporting on curriculum committee will resume after the faculty return for the Fall 2014 semester.

C. Recruitment and Retention (Petersen) (9:40 a.m.)
   Associate Dean and Registrar Lynn Petersen reported that 136 students (~1000 credit hours) were dropped for non-payment. Registration has commenced from the dual enrollment rosters and should be completed by the middle of next week. Calling campaign in progress to students (~400) whose financial aid is ready to disperse but have yet to enroll. Will follow-up with a campaign to students that have applied, taken the compass and/or taken ORT but not enrolled.

IV. Recommendations (9:45 a.m.)

There were not recommendations for the Council to consider.

V. Items for Special Attention (Kearns) (9:50 a.m.)

A. Cell Phone Allowance (Marbury)
   Controller Sonni Marbury presented a list of employees who currently are provided a cell phone allowance along with a “decision matrix” document. Council members should provide any feedback to Ms. Marbury by Friday August 15.
B. Grievance Process (Masterson)

Dean of Student Services Ana Masterson reported that upon consultation with the Accreditation Liaison Danette Bristle, the process needed to be reworked to ensure that grade grievances are reviewed by faculty, not staff, per the Higher Learning Commission. The process, as written now, allows seven weeks after the first day of the following semester, excluding summer. An extensive discussion occurred about how to facilitate faculty involvement during the summer, for students who need the grade grievance resolved for entrance into a program, to take a licensure examination or process financial aid. Dr. Kearns recommended the adding a disclaimer about how long the process could take. Suggestions about how to be more proactive identifying students were made. Ms. Masterson and Ms. Bristle were tasked with revising the procedure for inclusion at faculty orientation (Wednesday August 13). A Grade Grievance committee outline needs to be developed.

C. Behavior Alert Report (Masterson)

During its last visit, the Higher Learning Commission noted that MCC’s behavior alert reporting was deficient. Ms. Masterson presented a report that is being implemented to comply with HLC standards. Dr. Kearns requested that the field labeled “Board Finding” be clarified as “Hearing Board” so as not to be confused with the Governing Board of the College. As of the date Dean Masterson pulled this report (8/10/14), only the Bullhead City Campus had added data. The other campuses need to input their data a.s.a.p.

D. Testing Center Staffing (Masterson)

Dean Masterson stated that currently, the testing center closes when the testing coordinator take their lunch. In order to facilitate students who would like to test during this time, Dean Masterson proposed that the testing coordinator’s lunch break be covered by other MCC staff. Dr. Kearns responded that this simply expounds the problem of another office not being staffed for two hours and suggested the use of test proctors. Dean Masterson indicated that proctors would probably be cost-prohibitive and would investigate other possible solutions.

E. Pre-requisite Waiver (Loveless)

Dean Loveless stated that after research, it was discovered that there is no written support for waiving pre-requisites in any of MCC’s official documentation.
Dean Loveless was directed to develop the verbiage and sent it through the committee structure.

VI. Review of Monthly reports (10:30 a.m.)

North Mohave Campus: Campus Dean Carolyn Hamblin reported that both the CAVIAT board and the CCUSD board have approved placing the J-TED on the ballot November 4th. Dr. Kearns added that the CAVIAT J-TED has a very different structure than the WAVED J-TED, so expectations should not be the same. Dr. Kearns reported that MCC, along with the other educational institutions that service the Arizona Strip, are working together on a model that will hopefully be able to serve those populations.

Neal Campus Kingman: Campus Dean Fred Gilbert reported that relocating faculty members from building 203-210-relocation plans are currently underway, faculty moves have started, and a schedule has been provided and distributed.

Lake Havasu City Campus: Campus Dean Paula Norby reported that the nursing building sustained a large amount of water damage due to an exploding water heater and water through the roof from the weekend storm. The water heater has been replaced, the carpet has dried and is now being shampooed. Further damage is continuing to be assessed. Dr. Norby was instructed to work with Executive Vice President Diana Stithem and Human Resources Director Jennie Dixon on filing the insurance claim.

Bullhead City Campus: Campus Dean Shawn Bristle requested clarification from Dean Masterson on whether student grievances that have been withdrawn should still be entered into NOLIJ. Dean Masterson confirmed that they should. Also, the BHC Chamber has requested to partner with MCC on a program for youth entrepreneurship.

Compliance Officer: Ms. Bristle requested confirmation that MCC laptops are still being encrypted. No one was able to verify the practice or not. Dr. Kearns requested that staff be conscientious of possible confidential information being distributed by email. Ms. Bristle will be focused on Title IX training for all staff and students.

Human Resources: Ms. Dixon still needs 10 to 12 additional breakout sessions to offer a full cadre at the All-Staff Day. Suggestions should be sent directly to Ms. Dixon.

Executive Vice President: EVP is reviewing the program integrity in non-credit programs since they don’t go through curriculum committee.

VII. Roundtable (11:00 a.m.)

VIII. Adjourn (11:00 a.m.)