

Friday January 8, 2021, Starting at 9:00 a.m.

Originating via Remote Conferencing at: <https://mohave.zoom.us/j/760248438>

<https://mohave.zoom.us/j/760248438> (viewing and public comment)

1-669-900-6833 (listening and public comment), Meeting Number: 760-248-438

To submit a public comment up until 7:00 a.m. on the day of the meeting, citizens can email comments to jbare@mohave.edu or leave a voicemail message at 928-757-0801

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

I. Call to Order and Pledge of Allegiance (Dr. Julie Bare, 2020 Board President)

Dr. Bare called the meeting to order and led the Pledge of Allegiance.

II. Oath of Office (Dr. Stacy Klippenstein, College President)

Julie Bare and Judy Selberg recited the following oath of office:

State of Arizona, County of Mohave, I, (state name) do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona, that I will bear true faith and allegiance to the same and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of district representative to the Mohave County Community College District Governing Board according to the best of my ability, so help me God (or so I do affirm).

III. Roll Call (Amy Curley, Executive Assistant)

Julie Bare (#2)	Present (remote video)
Susan McAlpine (#4)	Present (remote video)
Vance Miller (#1)	Present (remote telephone)
Ashley Pascual (#3)	Present (remote video)
Judy Selberg (#5)	Present (remote video)

IV. **Election of Officers** (Julie Bare, 2020 Board President)

Dr. Bare stated that in January, the MCCCCDGB elects members of the Board to the offices of president and secretary for the calendar year. It is customary to nominate one or more candidates; nominations need not be seconded. A vote will be taken on each nominee in the order in which he or she was nominated, until one is elected. The officer-elect assumes the responsibilities of his or her office immediately.

Nominations for 2021 President of the Board:

Judy Selberg nominated Julie Bare to serve as President of the Board for the calendar year 2021. There were no other nominations for the position. Without further discussion, the Board approved the appointment 4-0-1 (McAlpine, Miller, Pascual, Selberg – 0 - Bare abstained).

Nominations for 2021 Secretary of the Board:

Vance Miller nominated Judy Selberg to serve as Secretary of the Board for the calendar year 2021. There were no other nominations for the position. Without further discussion, the Board approved the appointment 4-0-1 (Bare, McAlpine, Miller, Pascual – 0 - Selberg abstained).

V. **Approval of Meeting Minutes** (Julie Bare, 2021 Board President) (Appendix 1)

Dr. Bare called for a motion on the draft minutes from the November 13, 2020 regular meeting available in Appendix 1.

Vance Miller moved, Susan McAlpine seconded, to approve the draft minutes from the November 13, 2020 regular meeting as they appear in Appendix 1. Without further discussion, the motion carried 5-0. (Bare, McAlpine, Miller, Pascual, Selberg)

VI. Audience of Any Citizen (2021 Board President or Secretary)

Dr. Selberg stated that 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 Remote Video Conferencing meetings, the chair will query attendees present by computer or telephone for those who wish to speak. The chair will also read into the record any public comments submitted via email or voicemail message by the deadline stated in the public notice.

Dr. Bare queried each campus individually. Dr. Bare stated for the record that no emails were submitted for public comment to the address provided for that purpose. Ms. Curley stated for the record that no voicemails were submitted for public comment to the telephone number provide for that purpose. Ms. Curley instructed remote attendees to utilize the raise your hand feature if they wished to address the Board. No attendees indicated they wished to address the Board.

VII. Faculty Council Report (Tonya Jackson, Council President)

President of the MCC Faculty Council Tonya Jackson reported to the Board that the next Faculty Council meeting would be held February 26 via remote videoconferencing. Feedback from the MCC Data Day was very positive and faculty will participate in the MCC Magnifying Excellence in Teaching (META) event on January 12, 2021. The event, entitled “Remotely Yours: Past, Present and Future” will feature presentations and roundtable discussions focused on sharing informal assessments of past COVID-19 teaching methods with an eye towards discussing what is and is not presently working, collecting tips and practical strategies that faculty can use to continue to build confidence and increase competency in teaching future classes remotely. Revisions to 4.065-E (Non-participation Drop/“Z-Grade”) developed jointly by Instruction, Student Services and Faculty Council, have been approved by Cabinet and the College President. The language attempts to make clearer the process, especially regarding registrations that occur during add/drop week. In February, Faculty Council will continue to discuss faculty load hours.

VIII. Staff Council Report (Amber Johnson, Council President)

President of the MCC Staff Council Amber Johnson reported to the Board that Staff Council had met on Thursday January 7, 2021. Discussion included staff’s experience with the remote work environment including: increased productivity due to less distractions, better connections with team members on other campuses, technological struggles (internet availability/stability). Ms. Johnson conveyed the impact of campus closure specifically to the North Mohave service area, where the College and MCC staff are relied on heavily as a technological resource for the students, especially for navigating financial aid. Dr. Bare asked how NMC was overcoming the challenges? Ms. Johnson stated currently there is a high level of exchanges via mobile phone technology which is very time consuming. Dr. Klippenstein added that some concern has been expressed by constituents regarding extended campus closures.

IX. Board Report (Bare)

A. AACCT and ACCT Update (Susan McAlpine, 2020 AACCT Representative)

Susan McAlpine stated that she is in receipt of several communications from AACCT, specifically a request to designate a representative. At the fall 2019 Arizona Trustee Summit in Prescott, attendees unanimously agreed on the need to professionalize AACCT, invest resources into the organization, and hire a Director to help support the collective effectiveness. After a brief discussion, McAlpine stated she would be willing to continue on as the AACCT representative given its strengthened purpose and if Ashley Pascual was willing to continue as the alternate represented. Pascual confirmed she was willing to act as alternate.

McAlpine also requested that any travel funds designated for the AACCT representative be transferred to the general Board travel budget, given the current remote only attendance situation. Without further discussion, the Board approved the appointment 4-0-1 (Bare, Miller, Pascual, Selberg – 0 - McAlpine abstained).

B. Annual Board Self-Evaluation (Julie Bare, 2021 Board President)(Appendix 2)

Dr. Bare stated that the Mohave County Community College District Governing Board completes an evaluation of its performance annually. The compiled results are presented for discussion.

The compiled evaluation showed the perceived strengths of the Board to be:

- The Board accommodates the differences of opinion that arise during debates of issues and once a decision is made, Trustees cease debate and uphold the decision of the Board
- Trustees understand that they have no legal authority outside board meetings.
- The time I dedicate to my responsibilities as a Trustee is worthwhile.

The perceived areas of improvement included:

- The Board holds annual workshop(s) for professional development and to explore contemporary issues in community college governance.
- The Board is knowledgeable about major social and economic trends and issues that affect the community college institution.
- The Board openly discusses issues and maintains appropriate relations with constituent groups.

Ashley Pascual engaged a discussion on evaluation item 1.6 “The Board openly discusses issues and maintains appropriate relations with constituent groups.”

Susan McAlpine engaged a discussion on evaluation item 6.0 “Trustees actively support the MCC foundation and its efforts.”

Dr. Bare asked Board members to provide her feedback by the February meeting on how to proceed reexamining both the Board Self Evaluation Instrument and the President Evaluation Instrument.

C. **Policy 6.017, Alcohol on College Property, Second Reading** (Julie Bare, 2021 Board President)(Appendix 3)

Dr. Bare asked President Klippenstein to present the policy statement being recommended to the Board for second reading as follows:

“Possession and or consumption of alcohol on College property is prohibited with the exception of special events that have been granted direct authorization of the College President in compliance with all College procedures, local and state regulations.”

The affiliated operational procedures to ensure compliance have been reviewed by the Deans of Student and Community Engagement, the Policy and Procedure Committee and the President's Cabinet. These procedures include: funding restrictions, the approval authority, approval process, limits to the type, amount and storage of alcohol, limits to the number of attendees and scheduling of events and requirements for insurance, permits and licensing.

Susan McAlpine moved, Ashley Pascual seconded, to approve a policy governing alcohol on college property as it appears above. Without further discussion the motion carried 5-0. (Bare, McAlpine, Miller, Pascual, Selberg)

D. Trustee Other Reports (2021 Board President)

Dr. Bare stated her appreciation for the continued efforts of the Marketing and Public Information Office through the holiday season with several complimentary articles about MCC programs (Culinary and Substance Abuse Counseling) appearing in the local newspapers. Susan McAlpine concurred, having seen an article regarding the Physical Therapist Assistant 100% pass rate on licensing exam.

X. President's Report (Dr. Stacy Klippenstein, President)

A. Mohave Minute Video Recap (James Jarman, Director of Communications)

A newscast style presentation of the College's recent activities was presented including: Substance Abuse Counseling, PTA Perfection, Culinary Dinners, Student Success Story, Budget Office Awards, PTK Induction Ceremony, Pandemic Message, Winter Wonder Zoom, Holiday Trivia, International Games Week, National Novel Writing Month, 3 Days of Holiday Events, Fred the Elf, Campus Holiday Virtual Parties, 50th book and web.

B. Pandemic Response Update (Dr. Fred Gilbert and/or Danette Bristle, Pandemic Response Team Co-Chairs) (Appendix 4)

Dr. Fred Gilbert reviewed the benchmarks. The two key components to opening college buildings for in-person instruction include: Strategies to mitigate risk and reduce the spread of COVID-19 and the level of spread occurring within the community.

MCC's current status is that Spring semester course will be offered remotely via synchronous online courses and asynchronous formats supported with Zoom sessions. Hands-on Career and Technical Education, health professions, and select science labs will be held on campus with safety protocols in place. Student services are currently remote.

Most employees are working remotely. All meetings are being held using video conferencing. Safety protocols are in place to ensure that individuals working on campus remain safe. Employees working remotely may come to campus when necessary upon request.

On January 7, 2021 the county health department has confirmed that MCC employees are included in phase 1B of the Arizona Department of Health Services COVID-19 Vaccination Plan. The county plan includes the following number of vaccination sites: Colorado City (1), Fort Mohave (2), Kingman (4), LHC (5), Beaver Dam (1) and BHC (4).

C. AZ Community College State-Level Council Reports (Klippenstein)(Appendix 5)

President Klippenstein provided a brief update from the meetings of the Arizona Community Colleges Coordinating Council (AC4), including state and federal legislative issues effecting Mohave Community College, state revenue collections and other fiscal issues.

D. Update of Current Events (Klippenstein)

President Klippenstein informed the Board that he discussed the following topics with Arizona State Representative Regina Cobb at a meeting in early December: the Advanced Manufacturing Center proposed for the Kingman Airport Industrial Park, the Expenditure Limitation Report – holding harmless for COVID-19 and Proposition 207 funding.

XI. Institutional Effectiveness and Alignment (Shawn Bristle and/or Dr. Tim Culver, IEAC Co-Chairs) (Appendix 6)

Shawn Bristle reported that approximately 200 college employees participated in the four-hour virtual Data Day event on Dec. 16. President Klippenstein welcomed the group and also reviewed some key data points and the guiding role of data. Keynote speaker James McCoy, Interim Vice President of Academic Affairs/Chief Academic Officer of the Nevada System of Higher Education provided an engaging presentation, “Data-Informed Transformation: Moving the Student Success Needle in the Community College,” inspiring the college community to create and sustain a culture of continuous improvement.

Matt Butcher co-chair of the strategic Data Subcommittee briefly reviewed the Data Team’s makeup and evolving role in the Strategic Plan infrastructure, described goals as ongoing and recognize that work in data analysis and data communicating is never complete and Emphasized that the institution now appears have more mature appetite for micro and macro level data discussions.

Butcher reported that MCC now has multiple dashboards (6 on Tableau Server) that are viewed frequently by a range of personnel and Tableau usage appears be on the uptick. Many folks within the Data Team, in committees, and around MCC are working hard on adopting a culture of data exploration and are thinking analytically regarding strategic plan initiatives and inviting more mature data consumption.

Important data regarding Strategy 1 (Enrollment for All) has been studied and the College is positioned to turn analysis into meaningful actions. Live interactive dashboards have been developed to track current enrollment across student meaningful student attributes. A 10-year Enrollment trend and Student Success dashboard is also available for key employees to explore, interact with, and begin forming new questions. The strategy 1 committee is now working cross departmentally with Financial Aid, IR, and others to formulate a metric for “enrollment as a result of aid” that will best describe what type of aid provides students with the greatest opportunity.

Data regarding Strategy 3 (Holistic Approach to Student Success) has been made available and analysis is ongoing within the Strategy 3 committee. A dashboard has been developed for each of the 4 initiatives and usage of those dashboards appears to be increasing and spawning new

questions. Anecdotally the requests in IR have risen regarding fairly nuanced data related to these topics.

Strategies 2 and 4 contain measures related to year 0 where work continues to completely develop and understand the context of the objective, as well as to put processes in place that will assure the accurate and meaningful collecting of data. Rest assured that work continues and as data begins be collected, employees will have the ability to share, interact with, request more of, and ultimately think more critically about what will help move the needle.

XII. Instruction and Enrollment Report (Dr. Tim Culver, Executive Vice President)

A. Instruction (Stephen Eaton, Dean of Instruction)

Substance Abuse Counseling Program NASAC Approval (Lori Howell)

SAC lead faculty Lori Howell reported that Mohave Community College's Substance Abuse Counseling program recently received accreditation by the National Addiction Studies Accreditation Commission (NASAC). MCC is one of only 29 colleges in the country to have earned this specialized accreditation. The college Substance Abuse Counseling program is competency-based, which means students can work at their own pace, and quickly advance forward from one class to the next by proving they know the material. The National Addiction Accreditation Studies Commission (NASAC) is the only accrediting body that represents addiction-focused educators and practitioners. It is also the only discipline-specific accrediting body that accredits all levels of higher education addiction studies programs, from Associate Degree program to Doctoral Degree programs.

B. Enrollment (Ana Masterson, Dean of Enrollment and Student Services)

Spring 2021 Enrollment Update (Appendix 7)

Ana Masterson reported the Spring enrollment as follows: 21,899 credits (-21.37% under Spring 19) and 2,645 headcount (-20.38% under Spring 19)

32% - 33% of Spring credits remain unpaid. The goal is to lower that percentage to between 5 and 8%. The "mass drop" date has been moved to Sunday, January 24th (previously January 10). Students who have paid for their credits are held harmless at that late date since they will have already been attending for a week (course drops, etc.).

Student Services continues to research additional funding to support enrollment including: Stimulus, unused work-study funds, etc. The Early Start program has been expanded as follows:

- 2020/2021 high school graduates to use the early start funds for this summer AND fall 2021
- 2019/2020 high school last academic year to utilize Early Start funds for Spring 2021

XIII. Administrative Services Report

A. Financial Services (Sonni Marbury, Chief Financial Officer)

i. Monthly Financial Reports (Marbury)(Appendix 8)

- a. Monthly Cash Flow Report – Ms. Marbury reviewed a report that visually represents the College’s fund balance, expenses, deposits and amount invested with the state treasurer.
- b. FY 20 Budget to Actual Report – Ms. Marbury reviewed a report that visually represents the College’s expenditures by function and object and its primary revenue sources with Year to Date Actuals.

B. Human Resources (Jennie Dixon, Chief Human Resources Officer)

i. **Minimum wage adjustment effective January 1, 2021** (Dixon)(Appendix 9)

Ms. Dixon reported that attached to the agenda was the hourly wage scale with the minimum wage adjustment effective January 1, 2021. MCC has two employees who will be adjusted by about \$0.03 per hours starting January 1.

Vance Miller moved, Susan McAlpine seconded, to approve the minimum wage adjustment effective January 1, 2021 as presented in the appendix. Without further discussion, the motion carried 5-0. (Bare, McAlpine, Miller, Pascual, Selberg)

ii. **Human Resources Reports** (Dixon)(Appendix 10)

Ms. Dixon presented the College’s human resources reports for the months ending November 30 and December 31, 2020 reflecting new hires, transfers, reclassifications, title changes, separations and vacancies.

Judy Selberg moved, Ashley Pascual seconded, to approve the Human Resources report for the months ending November 30 and December 31, 2020 as presented in the appendix. Without further discussion, the motion carried 5-0. (Bare, McAlpine, Miller, Pascual, Selberg)

XIV. Next Meeting (Bare)

Dr. Bare announced the next regular meeting of the Mohave County Community College District will be Friday February 12, 2021, 9:00 a.m. The meeting will be 100% remote video conferencing.

XV. Adjournment (2021 Board President)

Dr. Bare adjourned the meeting at 10:59 a.m.