

Friday April 9, 2021, Starting at 8:00 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 6:00 a.m. on the day of the meeting, citizens can email comments to [jbare@mohave.edu](mailto: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 (Bare)

Dr. Bare called the meeting to order at 8:00 a.m. Dr. Bare stated that the meeting was starting at 8:00 a.m. to accommodate the participation of a quorum. Dr. Bare stated that district four trustee Susan McAlpine was experiencing some technical difficulties but was on the call, could hear the meeting participants and would be submitting her comments and votes via text messaging with Ms. Curley.

II. Roll Call (Amy Curley, Executive Assistant)

Julie Bare	Present via videoconferencing
Susan McAlpine	Present via telephone
Vance Miller	Present via telephone & videoconferencing
Ashley Pascual	Previously excused
Judy Selberg	Previously excused

III. Audience of Any Citizen (Bare)

Mr. Miller 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 did not indicate for the record that any emails were submitted for public comment to the address provided for that purpose. Ms. Curley had no voicemails submitted for public comment to the telephone number provide for that purpose. No attendees indicated they wished to address the Board.

IV. **Approval of Meeting Minutes** (Bare) (Appendix 1)

Dr. Bare presented the draft minutes from the March 12, 2021 regular meeting appear in Appendix 1.

**Vance Miller moved, Julie Bare seconded, to approve the draft minutes from the March 12, 2021 regular meeting as they appear in Appendix 1. Without further discussion, the motion carried 3-0 (Bare, McAlpine, Miller)**

V. Administrative Services Report (Jennifer Dixon, Vice President for Administrative Services)

A. Employee Satisfaction Survey (Dixon)(Appendix 2)

Ms. Dixon stated that MCC utilized The Survey of Employee Engagement (SEE) provided by The Institute for Organizational Excellence at The University of Texas at Austin. The SEE assists organizational leadership by providing information about work force issues that impact the quality of service ultimately delivered to all customers. Understanding issues such as the perceived comparability of the pay and employment benefit package is vital to attracting and retaining a competitive workforce. Of the 421 MCC employees invited to take the survey, 274 responded for a response rate of 65.1%. At 65.1%, the response rate is considered high. High rates mean that employees have an investment in the organization and are willing to contribute towards making improvements. MCC's Overall Score was 396. The overall score is a broad indicator for comparison purposes with other entities. Scores above 350 are desirable, and when scores dip below 300, there should be cause for concern. Scores above 400 are the product of a highly engaged workforce.

B. **Employee Compensation Plan** (Dixon & Klippenstein)(Appendix 3)

Per college policy 5.090, Mohave Community College will update the salary and pay schedules each year by reviewing the available and most recent local, regional, and national salary and pay studies for each employee classification and report the updated salary and pay schedules by employee classification for the next fiscal year to the Board to assure that the proposed budget includes salary or pay adjustments for all employees since the Board's adoption of the budget also ratifies pay adjustments.

Ms. Dixon outlined MCC's current compensation issues as follows: In the past, MCC's entry level jobs were paid substantially more than minimum wage. Arizona minimum wage has increased dramatically over the last five years, outpacing MCC's ability to maintain the same pay level as before. The cost-of-living in Mohave County is currently increasing dramatically. Analysis of employee engagement survey and exit interview data revealed general dissatisfaction with employee pay. MCC's strategic focus and budgeting philosophy supports recruiting and retaining an exemplary workforce. Health insurance premiums have doubled

in the last ten years, from \$430/month/employee in FY13 to \$895 for FY22. Mandatory contributions to the Arizona State Retirement System for all full-time employees has increased from 11.48% in FY17 to 12.22% for FY22.

For Fiscal Year 2022, the College is proposing a \$6,000 flat increase for Faculty and exempt employees, a \$3.00 per hour increase for non-exempt employees and a \$10 per load hour increase for part-time (adjunct) faculty. The College would also recommend covering the 9.5% medical increase.

Chief Financial Officer Sonni Marbury stated that funding to support this compensation package was identified within the existing budget structure after realignment with strategic priorities and assessing budget efficiencies. No new revenue will be required to fund the 2021-2022 compensation package.

**Vance Miller moved, Julie Bare seconded, to approve the compensation package including the salary schedules as they appear in the appendix for fiscal year 2021-2022.**

Vance Miller asked CFO Marbury if the College was in a financial position to sustain these salary increases in future budget years, not just FY22. Ms. Marbury replied in the affirmative stating that Mohave County property values have made a recovery, along with increased tuition revenue and Federal support.

Julie Bare stated that she supports fair, just, equitable and appropriate compensation for employees.

Susan McAlpine wrote: "Thank you to everyone involved and for fully informing me about this issue during our one on one. Although I am known for being conservative about spending money, I believe that all of our staff and faculty should be fairly compensated, reflecting their efforts to make Mohave Community College an excellent resource. Since this proposal requires no new revenue sources, I vote yes"

**Without further discussion, the motion carried 3-0 (Bare, McAlpine, Miller)**

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

i. **HEERFII/Pandemic Federal Funding Plans** (Marbury)(Appendix 4)

Ms. Marbury stated that in late December of 2020, Congress passed a second round of federal funding to assist in recovery from the pandemic declaration impact with the goal of strengthening the role of community colleges in the workforce development system. The student portion of the award is \$966,968, and the institutional portion is \$3,638,898. In March of 2021, the funds became available to the college. The student portion has been distributed to students enrolled in the spring semester. The institutional portion may be used to defray expenses associated with Coronavirus.

This may include lost revenue, technology costs incurred or proposed to assist in recovery, and costs associated to carry out expansion of remote learning programs and significant changes to the delivery of instruction including innovative learning methods. As part of the requirements of use, there is also a binding, rapid pace of deployment.

Due to the stringent federal deadlines of spending, the college is presenting 3 proposals for the board's consideration today. The proposals all focus on remote delivery and mobile services for the Fire Science Academy, the Emergency Medical Services Program and the Dental Program. These proposals have itemized purchases, but due to timing there may be a need for slight flexibility in the actual purchase. Therefore, the recommendation is to approve the items below with a maximum approved cost to allow for forward movement in the project without delay. There is a third round of federal funding on the horizon, but details on spending criteria have not yet been released.

**Vance Miller moved, Julie Bare seconded, to approve the use of HEERFII Funds in the purchase of items for the Fire Science Academy Trailer not to exceed \$45,000, Mobile Dental Clinic not to exceed \$750,000, and EMS Mobile Sim Lab not to exceed \$400,000.**

Julie Bare asked Fire Science Program Director Kamrin Dooley about equipment usage. Mr. Dooley responded that that the intergovernmental agreement would allow for reciprocal usage.

Susan McAlpine wrote "Thank you to Sonni (Marbury), the team and our directors who developed such a valuable proposal. Also...for the transparency. I vote yes"

**Without further discussion, the motion carried 3-0 (Bare, McAlpine, Miller)**

**ii. Beale Street Center Project (Marbury, Don Montgomery, Director of Facilities Management)(Appendix 5)**

Ms. Marbury stated that In August 2020, the Board was presented with College plans for RFP 11-1920 Beale Street Renovation (Design/Build Project) and approved the award to Precise Builders, Inc. of Fort Mohave. In September 2020, after extensive, collaborative design meetings that included key stakeholders from both internal (College) and external parties, the Board was presented with a renovation budget \$872,093.87, to be funded from Investment Earnings.

The College moved forward with the renovation of the Beale Street Building to become the new home to the Kingman Chamber of Commerce, the SBDC (Small Business Development Center), MCC Community and Corporate Education as well as the retail space. To date, \$327,645.43 has been paid to vendors, which leaves an available balance of \$578,628.97.

As the renovation on the Beale Street Building nears completion, the college has solicited quotes for furniture to furnish the new building. Attached are the Quotes received to show the various vendors and pricing. The college recommends the purchase using Home Style Furniture, a Kingman based vendor.

**Vance Miller moved, Julie Bare seconded, to approve the purchase of furniture for the NCK Downtown building at a cost not to exceed \$60,952 which is the quote of \$58,049.42 plus 5% contingency for any unseen circumstances.**

Vance Miller stated he was grateful for the use of a local merchant.

Susan McAlpine wrote “Thank you Don (Montgomery) for consulting all the stakeholders. I vote yes on the MCC downtown building proposal”

**Without further discussion, the motion carried 3-0 (Bare, McAlpine, Miller)**

iii. Monthly Financial Reports (Marbury)(Appendix 6)

- a. Monthly Cash Flow Report – Ms. Marbury presented 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 presented a report that visually represents the College’s expenditures by function and object and its primary revenue sources with Year to Date Actuals.

D. Employee Services (Jennifer Picard, Director of Employee Services)

i. **Human Resources Reports** (Picard)(Appendix 7)

Jennifer Picard presented the College’s human resources reports for the month ending March 31, 2021 reflecting new hires, transfers, reclassifications, title changes, separations and vacancies.

**Vance Miller moved, Julie Bare seconded, to approve the Human Resources report for the month ending March 31, 2021 as presented in the appendix. Without further discussion, the motion carried 3-0 (Bare, McAlpine, Miller)**

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

The current President of the MCC Staff Council reported to the Board, including upcoming officer elections on May 6. Ms. Johnson also expressed the gratitude from the staff for Board’s approval of the compensation plan earlier in the agenda.

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

The current President of the MCC Faculty Council reported to the Board including recently concluded member elections. Pete Burgess will be the new representative from the Lake Havasu Campus. Ms. Jackson stated that many additional faculty were able to attend the HLC conference sessions due to the virtual format. Ms. Jackson also expressed gratitude on behalf of the Faculty for Board’s approval of the compensation plan earlier in the agenda.

VIII. Board Report (Bare)

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

Dr. Bare reported that a meeting of the full Board of AACCT will be held via Zoom on April 29 from 8:30 to 10:30 a.m. The agenda and accompanying materials to review for the meeting will be distributed shortly.

B. Board Regular Meeting Calendar (Bare)

Dr. Bare reported that the College is recommending that the start time of the May 14, 2021 meeting be changed to 2:00 p.m. to accommodate two commencement ceremonies, scheduled for 11:00 a.m. to 1:00 p.m. and 5:00 p.m. to 7:00 p.m.

C. Trustee Other Reports (Bare)

No individual trustees indicated they wished to speak regarding non-agenda informational items.

IX. 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 as follows: Flash Film Festival, MCC2ASU Grad Update, Student Success Story –Giovanni Hartford, Sign up for Summer Semester, Dr. Goldberg at AHEA, Kingman PTK Induction, President's Legislative Meeting, Bighorn Listening Sessions, Virtual Meet & Greet with Culinary Club, Bullhead Employees Spirit Week, No More Week Trivia, Havasu AZ Speaks Series, New VP Admin. Services

B. Pandemic Response Update (Danette Bristle and/or Dr. Carolyn Hamblin, Pandemic Response Team Co-Chairs) (Appendix 8)

Ms. Bristle reported the most recent information and guidance on instructional operations for academic year 2020-2021 and the Return to Campus Plan, first reviewing the benchmarks, the two key components to opening college buildings for in-person instruction, strategies to mitigate risk and reduce the spread of COVID-19, and the level of spread occurring within the community. MCC is planning for the phased return of on-campus services, year-end events, and summer semester with tracking and contact tracing ongoing by HR and Compliance.

The college re-opened limited campus operations with limited numbers of employees and limited hours of operations (10 am-4 pm) on March 22. Employees that provide direct services to students will return to campus May 3, include advising, library, and students success staff. During these first two weeks of May, student recognitions, pinning, and commencement ceremonies are planned as in-person events with limited attendance, physical distancing, and other precautions. The remaining staff will return May 14.

Non-CTE on-ground classes will resume with social distancing through hybridization, staggered attendance, etc. Classroom capacity is 50% of standard capacity starting with the summer session.

C. AZ Community College State-Level Reports (Klippenstein)(Appendix 9)

President Klippenstein provided an updated 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 had no updates on current events impacting the College.

X. Institutional Effectiveness and Alignment (Shawn Bristle and/or Dr. Tim Culver, IEAC Co-Chairs)(Appendix 10)

Jason Gee, Lucinda Leugers, Danette Bristle & Kirk Lacy provided an overview of their planning progress to date and proposed action plans for the objectives established under Strategy 2. The committee and work groups supporting implementation of Strategic Initiative 2: Academic Programs & Workforce Development Partnerships are focused on objectives & action plans related to developing a strong talent pipeline and ensuring regional prosperity by strengthening external partnerships and providing flexible academic programs and interactive learning experiences.

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

A. Instruction (Culver)

Tim Culver reported that the Guided Pathways Committee, led by Stephanie Dieringer and Rosemarie LeFebvre and in collaboration with Faculty Council, Associate Deans, Program Directors, Enrollment and Student Services staff, and many others, has produced nine (9) Areas of Interest (academic and career communities) from which MCC students will be able to choose as they make decisions about educational advancement and future careers. The nine Areas of Interest which have been developed include the following and were established with program expansion in future years in mind.

- Health & Human Service Professions
- STEM (Science, Technology, Engineering and Math)
- Art and Design, Education, Humanities and Languages
- Social & Behavioral Sciences
- Business, Computer Science & Information Technology
- Construction
- Transportation
- Hospitality & Tourism
- Manufacturing

Identifying the Areas of Interest is the first step of Guided Pathways Pillar One – Clarify the Pathway. The College will continue to develop the structures and strategies necessary to help students Enter the Path, Stay on the Path and Ensure Learning, the remaining three Pillars.

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

Enrollment Update (Appendix 11)

Ms. Masterson provided an update on current enrollment for Summer 2021 and Fall 2021.

XII. **Next Meeting** (Bare)

Dr. Bare stated that the next regular meeting of the Mohave County Community College District will be Friday May 14, 2021, starting at 2:00 p.m. on the Bullhead City Campus in Room 508.

XIII. **Adjournment** (Bare)

**The meeting adjourned at 10:31 a.m.**