

MCC serves our communities, empowering students to succeed through innovative pathways and quality education.

Date: Tuesday July 7, 2020

Time: 2:00 p.m.

Location: <https://mohave.zoom.us/j/8601927215>

1. Announcements

Dr. Klippenstein announced that the Cabinet meetings, originally scheduled for every other Tuesday, would be rescheduled for the first and third Tuesday of each month and members should anticipate the cancelling and reissuing of Outlook appointments. The President's Cabinet (PC) will serve as the leadership team that provides Dr. Klippenstein recommendations and guidance on college issues. PC provides the opportunity for proposals and activities related to the college's strategic plan and student focused initiatives to be shared and vetted in a cross-functional manner. Also, it allows for the development of operating principles and directives to ensure that the appropriate planning, implementing, and evaluation of the college mission, institutional effectiveness, teaching, and learning are accomplished.

2020-2021 membership will include: College President, Executive Vice President, Chief Advancement Officer, Chief Financial Officer, Chief Human Resources Officer, Chief Information Officer, Compliance Officer and AOL, Current Executive Advisory Council President, Current Faculty Council President, Current Staff Council President, Student Activities Council Representative, Dean for Student & Community Engagement (BHC, LHC, NCK, NMC), Dean of Enrollment & Student Services, Dean of Instruction, Director of Communications, Director of Facilities, Executive Assistant to the President (recorder), By Invitation (presenters, data analytics, committee chairs, etc.)-TBD by Agenda

Chief Advancement Officer Shawn Bristle announced two upcoming training sessions:

- Strategic Committees Co-Chair Orientation: Monday July 13, 2020 at 11:00 a.m. led by Mr. Bristle and Dean of Instruction Stephen Eaton.
- Committee Recorder Learning Session: Wednesday July 22, 2020 at 1:00 p.m. led by Executive Assistant to the President Amy Curley

2. President's Report

a. 2020-2025 Strategic Plan

Dr. Klippenstein thanked all those who were involved in the strategic planning process throughout this past year. The Governing Board approved the plan on June 11, 2020 and it is now available for public consumption in various formats at: <https://www.mohave.edu/about/strategic-plans/strategicplan2026/> Dr. Klippenstein stated he was extremely pleased with the outcome of the new MCC mission, vision, and values statements as well as the four key strategies designed to guide the College's work over the next five years. 2020 – 2021 will be "Year Zero" when the College will be able to develop necessary infrastructure: design and implement new processes, and establish data collection instruments and reporting procedures. The college will implement budget development processes that will fully align the next annual budget (FY22) with the strategic plan goals and objectives.

b. FY21 Organizational Structure

Dr. Klippenstein stated that the College's organizational and communication structures have been adapted to align with and accomplish the strategic plan goals. The FY21 Organizational Structure can be found on the College's website at: <https://www.mohave.edu/assets/Merged-Org-Chart.pdf>

c. FY21 Committee Structure – Membership

Dr. Klippenstein provided an overview of the noteworthy changes to the College's Communication (Committee) Structure. Councils (Executive Advisory, Faculty, Staff, Campus Communication, Campus Advisory, Student Activities) will be able to contribute to the cabinet via their representative(s). Four existing standing committees (Policy and Procedure, Curriculum, Academic Standards, Assessment and Articulation, Finance, Audit and Budget and HLC Steering) will be joined by a fifth new standing committee - Institutional Effectiveness and Alignment. The IEA committee will have oversight of the teams being created for each of the strategic plan's four key strategies. New teams for FY21 that will provide important support for college initiatives include: Data Analytics, Grants Management, Guided Pathways and Achieve60AZ. A committee flowchart can be found at: <https://www.mohave.edu/assets/CommStructure-Overview-06-29-2020.pdf>

d. Budget Update

Dr. Klippenstein provided a brief update on potential impacts to the college budget, which was also passed by the Board of Governors at their June meeting. A multitude of issues are being carefully tracked including but not limited to: enrollment, state appropriations and potential sweeping of accounts, federal pandemic funding and legislative initiatives (bills) with no resolution due to the emergency closing of the session.

e. Title IX Updates

Dr. Klippenstein thanked MCC's Title IX Officer Danette Bristle for her continued efforts to ensure the college is in compliance with the recent ruling(s) by August 14. The ten community college districts in Arizona are working together on procedures, training, etc., under the direction of the Maricopa district.

3. Institutional Effectiveness and Alignment Committee Report and Recommendation

IEA Co-chair Shawn Bristle reported that the final action plans from the strategic planning teams have been transmitted to the co-chairs of the IEA strategic committees. Those chairs are:

IEA: Shawn Bristle and Stephen Eaton (interim)
Enrollment for All: Michelle Brehmeyer and June Weiss
Workforce Development and Academic Partnerships: Jason Gee and Stephanie Dieringer
Holistic Student Support: KayLynn Trybus and Jennifer Woolston
Organizational Foundations: Jennie Dixon and Don Montgomery

Other co-chairs that have been accepted:

Data Analytics: Laurel Clifford and Matt Butcher
Finance, Audit and Budget: Sonni Marbury and Lucinda Leugers
Guided Pathways: Rose LeFebvre and Stephen Eaton
Strategic Enrollment Planning Steering: Ana Masterson and TBD-EVP

Dr. Klippenstein added that membership on the groups will be extended by their respective co-chairs with faculty having the opportunity to volunteer to participate after their return in August. Faculty membership will be coordinated through Faculty Council President Tonya Baxley. Dr. Klippenstein stressed that all committee work should be goal driven, cross-functional and most importantly, action orientated.

IEA is also in initial development of a reporting mechanism as well as a cohesive committee calendar. The calendar will facilitate the timely flow of information and recommendations through the process. IEA will be a standing agenda item on the President's Cabinet agenda and will facilitate the presentation of monthly strategic plan updates to the Board of Governors.

4. Standing Committee Reports (if applicable)

Curriculum, Academic Standards, Assessment and Articulation: Stephen Eaton reported that while CASAA was technically on hiatus over the summer, there is still curriculum work occurring.

Policy and Procedure: Jennie Dixon presented one recommendation to strengthen the P-Card reconciliation process and language per the College's auditor. There were no objections stated for the record. The revised language was approved by the President to be updated in the P-Card manual and the process to implemented effective immediately. Ms. Dixon also brought one informational item that was not a change of current procedure or process which entailed adding language under Veterans Educational Benefits at the directive of the United States Veterans Administration.

Finance, Audit and Budget: Sonni Marbury did not have anything to report on behalf of the committee.

5. Enrollment Update

Ana Masterson presented enrollment data as of July 6, 2020 compared to July 6, 2019 which included total enrollment by headcount and credit hours, full-time vs. part-time, new vs. returning, breakdown by age, number of first generation students as well as individual course number registrations. Application data was also provided but not conversion of yield, which was estimated to be historically between 25 and 30 percent. Ms. Masterson stated it is still difficult to get an accurate representation of trend by comparing to previous year(s) solely on a date because processes such as non-payment drops were not standardized by date. Enrollment personnel continue to work diligently with data personnel to pull accurate data. There was a discussion regarding the impact of losing dual enrollment credits due to K12 pandemic responses.

Increasing Enrollment Ideas

- × Offer 3 – 6 credit hours free in spring to students who take 12 or more credit hours in fall
- × Covering tuition costs above 12 credit load for fall students (flat rate tuition)
- × Supplement greater balances to lessen drop
- × Expand Early Start to include first year out of high school
- × Organize and promote a “fall bridge” for high school seniors
- × Incentivize payment plan participation (possibly reimburse sign-up fee)
- × Promote prior learning assessment

Dr. Klippenstein stated that prior learning assessment could a valuable avenue to pursue with unemployment reaching close to 11% as well as increased retention efforts. Submitted enrollment report can be obtained by members in the Cabinet OneNote. Non-members can contact the recorder for the Cabinet at: acurley@mohave.edu

6. Council Updates

Executive Advisory Council: EAC President Erin Roper reported that with several Staff Council members term’s expiring, including hers, the composition of the EAC will be changing in September.

Faculty Council: FC President Tonya Baxley reported that Faculty Council is on summer hiatus and will meet next in August.

Staff Council: SC President Meghan Knox confirmed Ms. Roper assessment of the membership changes anticipated in September.

7. Items for Attention

COVID Tracking and Response Protocol (Requested by CIO Mark VanPelt)

Based on current projections and trends related to COVID confirmed cases in Mohave County, the College will be unable to move to phase 2 on Aug. 3 as previously anticipated. Thus:

- All courses will remain in a remote/distance ed format through the end of the Fall semester (December 11, 2020).
- Labs for CTE, Health Professions, and Sciences can continue in the Phase 1 format - 10 or less in a room with proper distancing. Masks/nose and mouth coverings will remain a requirement.
- NO ON-CAMPUS community or corporate ed courses will be offered until we see a decline.

Stephen Eaton to continue to work with all faculty and the instruction team.

James Jarman/Danette Bristle/Fred Gilbert to get the message out – website, Schoology, email, possible video, etc.

Ana Masterson/Stephen Eaton to work with their teams on how to best inform MCC students about Fall plans.

Enforcement of Masks/nose and mouth coverings requirement - Very few incidences of “relaxed” enforcement have been identified however; new messages are needed to emphasis this and training to ensure its enforcement via faculty and facilities staff.

Jennifer Dixon and Jennifer Picard will assist with de-escalation training for faculty teaching now and facilities staff,

James Jarman/Danette Bristle/Fred Gilbert to get the message out to help reinforce this requirement

Don Montgomery/James Jarman/Deans of Student and Community Engagement to make sure signs are up and maybe include more as needed.

A question regarding on-campus screening was asked. After some discussion, the consensus was to remain consistent with current protocol and ask people to be diligent with self-screening before coming to campus.

Stacy Klippenstein to look over the dental program's questionnaire (delivered prior to entering classroom/lab) to decide if this approach is appropriate for all courses, everyone coming on campus, or not.

If a student is showing symptoms or confirmed to have COVID-19 and was in a classroom, the room will be closed for 72 hours and then cleaned. Timely communication is key. If a faculty knows of a student with symptoms and that student was in the classroom, that faculty member will need to cease classroom activities, inform facilities immediately, and submit an incident report.

Stephen Eaton to inform Faculty they would need to prepare alternative learning options during that time.

Don Montgomery to work with the facilities team on monitoring this and cleaning standards. The student would be asked to remain in isolation for 14 days prior to coming back to campus, unless they have been tested and confirmed NOT to have COVID-19.

Effective immediately there must be one hour scheduled between labs/classes to allow the facilities team an adequate amount of time to clean/disinfect.

Stephen Eaton to notify schedulers.

A discussion occurred to regarding halting the use of the existing incident reporting system and developing a stand-alone COVID-19 specific tracking tool.

Mark Van Pelt and Danette Bristle will work with Michael Gaffney on developing a form to track reported COVID-19 symptomatic students and employees on the tools.mohave.edu platform.

8. Adjournment