

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

**Date: Tuesday July 21, 2020**

**Time: 2:00 p.m.**

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

**Members: Stacy Klippenstein (Chair), Stephen Eaton, Ana Masterson, Shawn Bristle, Sonni Marbury, Jennie Dixon, Jann Woods, Fred Gilbert, Carolyn Hamblin, John Cawley, Danette Bristle, Don Montgomery, Tonya Baxley, Meghan Knox, Erin Roper, Amy Curley (Recorder)**

**Members Absent: John Cawley**

**Guests: N/A**

### **1. Announcements**

Dr. Klippenstein announced that Dr. Maria Ayon was hired as the Dean of Student and Community Engagement for the Lake Havasu Campus and would start August 3.

### **2. President's Report**

#### **a. Pandemic Plan Update (Danette Bristle, Fred Gilbert)**

Ms. Bristle announced preparation for transitioning from Phase 1 to Phase 2 continue, taking into account a downward trend of number of cases now projected for late October, early November. Fred Gilbert, Don Montgomery and Stephen Eaton are working jointly on purchasing of supplies and personal protective equipment including Plexiglas. Human Resources has requested that the annual flu shot clinics be moved up on the calendar by the provider.

Employee morale continues to be a concern as Phase 1 extends due to the continue rise in case numbers. Faculty Council President Tonya Baxley stated that some faculty are participating in remote events such as "Coffee with Colleagues", virtual art classes or mindful meditation groups. Staff Council President Meghan Knox reported that there was still quite a bit of confusion and uncertainty at the virtual staff "luncheon" about when the college would return to campus based on some materials previously distributed with projected dates. Director of Communications James Jarman stated that the college's website is where the most up-to-date information can be acquired. There was a brief discussion regarding the conveying discussions as decisions. It was suggested that some of the misunderstandings could stem from other governmental institutions (County/Cities) and/or K12 plans. It was determined that additional communications would be beneficial. CFO Sonni Marbury recommended that messaging be short and simple.

Chief Human Resources Officer Jennie Dixon requested feedback on sending a survey out to determine how many employees will be impacted by K12 plans. Employee Services/HR would like to be able to provide additional support mechanisms for employees if they will have to manage the remote education their children in 2020-2021. Ms. Dixon will send a draft to cabinet members for review.

LHC Dean Jann Woods reported that the Western Arizona Law Enforcement Training Academy (WALETA) would be bringing 20 cadets on campus for placement testing, 11 more than current guidelines. Dr. Klippenstein stated there was precedent for the exclusion of first responders from this regulation. Dean Woods wanted to ensure that proctors, PPE, IT were prepared to execute the testing. Nursing is also in need of testing services.

There was a brief discussion about the college's preparedness to move to Phase 3 directly from Phase 1 should circumstances warrant it. Pandemic Plan co-chairs Bristle and Gilbert are to pose question to Pandemic Plan Team.

b. Title IX Updates (Danette Bristle)

Title IX Officer Danette Bristle reported that the ten community college districts in Arizona continue working together on procedures, training, etc., under the direction of the Maricopa district. Mohave's Ms. Bristle and Ms. Dixon are currently the only two people in the state to have completed training to be investigators under the new rules. Numerous lawsuits have been filed over the limited timeline to comply. Ms. Bristle will be updating the Board at the August meeting.

**3. Institutional Effectiveness and Alignment Committee Report and Recommendation**

IEA Co-chair Shawn Bristle reported that IEA will hold its first meeting Thursday (7/23) at 9:00 and the IEA strategic committees are taking shape. The Data Analytics team has begun work on a data clean-up project under the direction of Shelly Castaneda and launching the Tableau interface. The college has 100 Tableau viewers and five (5) administrator licenses. Tableau is a data visualization tool that converts raw data into an easily understandable format.

**4. Standing Committee Reports (if applicable)**

Curriculum, Academic Standards, Assessment and Articulation: Nothing to report.

Policy and Procedure: Nothing to report.

Finance, Audit and Budget: Nothing to report.

**5. Instruction Update (Stephen Eaton)**

Dean of Instruction Stephen Eaton reported that Associate Deans (AD's) continue to build and refine the Fall schedule focusing on remote instruction both asynchronous, synchronous and online. Faculty are pursuing different methodologies. Faculty onboarding (orientation) is being developed. Dean Jann Woods stated that some other institutions have developed very good "FAQ" resources outlining the different methodologies for students and well as providing contact information. HLC Accreditation Liaison Danette Bristle requested that AD's document what process was used to make the scheduling changes (in narrative).

## 6. Council Updates

Executive Advisory Council: EAC President Erin Roper reported, on behalf of Meghan Knox, that the nominating ballot for at large staff member is now circulating digitally.

Faculty Council: FC President Tonya Baxley reported that a meeting the Associate Deans has been scheduled to discuss remote education and facilitating students who can't do synchronous learning.

Staff Council: SC President Meghan Knox concurred with Ms. Roper's report.

## 7. Items for Attention

Student Support, Services, and Activities for Fall 2020 (plans for fall – orientations, virtual events, virtual engagement, marketing/outreach plan)

Dean of Student and Community Engagement Carolyn Hamblin reported that students are reconciling the fact that we won't be back on campus for the start of Fall. Bullhead Campus (BHC) is planning to hold a virtual election for Student Activities Council officers via survey. The elections were to be held this past Spring. CIO Mark VanPelt offered to assist with the survey. Some discussion has been held regarding how to transition popular such as PumpkinFest to comply, either virtually or with distancing. AZ Humanities events are ongoing. PTK advisors report that students are overwhelmed with coordinating their coursework and not thinking about extracurricular activities. Sponsorship opportunities for local events (Golf, 5K, etc.) are being investigated.

Dean Woods stated that she had been researching other institutions and would share that research in a meeting Monday (7/27). Many are using outside paid services to coordinate activities. It would be up to the SAC's to determine if they wanted to use their budget for something similar. A lot of institutions still have a "Stay Tuned" message in regards to orientation. Dean Woods also requested IT's assistance in setting up Zoom accounts for the SAC's.

Dr. Gilbert reported that Associate Dean Lucinda Leugers and club advisors are scheduled to meet upon the advisors return to duty.

Dean of Enrollment and Student Services Ana Masterson reported that the recruiters are now having successful informational sessions virtually. Ms. Masterson requested assistance with recording and posting videos in Schoology. Mr. VanPelt stated that those requests would go through CELT's (Center for Learning and Teaching) staff.

Dr. Klippenstein asked if Marketing and Public Information (MPIO) could develop a branding strategy specifically for "Welcome Back" virtual engagement activities prior to classes starting August 24!

## 8. Adjournment

Prior to adjournment CIO VanPelt announced the following:

IT is now amenable to providing employees' monitors or other equipment, within reason, for use at home. This does not extend to office furniture. Employees would not receive any in person technical assistance with installing or using the equipment. Arrangements for pick up only can be made via help desk ticket. Approval to come to campus is provided by the campus deans of student and community engagement.

Also, the college came under significant cyber-attack recently. No data was breached thanks to the efforts of IT Security Officer Rob Bonar. Employees should be on the lookout for extra SPAM and PHISHING attempts in the coming days/weeks.