

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

Date: Wednesday July 29, 2020

Time: 10:00 a.m.

Location: <https://mohave.zoom.us/j/94389803433>

Members: Stacy Klippenstein (Chair), Connie Shelley, Loan Hornick, John Cawley, Don Weide, Mitzi Esgro, Heather Patenaude, Lauren Petersen, (Full-Time Faculty TBD), Amy Curley (Recorder)

1. Announcements

- Welcome (Klippenstein)
President Klippenstein welcomed and facilitated introductions of the committee members.
- Review of Committee Charge (Klippenstein)
President Klippenstein reviewed the committee's purposes and goals as documented in the committee's charge outline.

2. Strategic Plan Updates

President Klippenstein reviewed the FY21 communication structure which was redesigned to facilitate the action items of the strategic plan.

3. Systematic PPM Review Updates (if applicable)

- a. Section 4: Student Services and Financial Aid (Amy Curley)
Ms. Curley stated that through systematic review that took place in FY20 the following procedures have been submitted and are being processed: 4.040 Residency Requirements, 4.045 Tuition and Fees, 4.050 Incoming Transfer Students, 4.065 Enrollment Services, 4.120 Financial Aid, 4.125 Tuition Waivers – College Preparatory, 4.130 Tuition Waivers – Statutory.

4. Items for Attention, Policy (if applicable)

Ms. Curley stated that this item is a placeholder for any future policy discussion the committee may engage in.

5. Items for Attention, Procedures

- a. NEW: 5.060-A FTSE Audit (Michelle Brehmeyer)
 - i. Discussion: Ms. Brehmeyer presented the rationale for adding procedural language referencing ARS to the PPM to satisfy auditor general.
 - ii. Action: Add language**
 - iii. Personnel Responsible: Amy Curley

- b. REVISION & NEW: 5.140: Employee Work Assignment (Jennie Dixon)
 - i. Discussion: Ms. Dixon spoke separately on 5.140-A which recommends removing existing language that excludes “home” as a location to work. 5.140-B was a completely new procedure outlining a potential telecommuting procedure.
 - ii. Action: 5.140-A will be forwarded to President’s Cabinet for discussion.
Action: 5.140-B should first be reviewed by the Employee Engagement team.**
 - iii. Personnel Responsible: Jennie Dixon

6. Adjournment