

Friday August 14, 2020 – 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 & Pledge of Allegiance (Dr. Julie Bare, President)

Dr. Bare called the meeting to order at 9:00 a.m. and led the Pledge of Allegiance.

II. Roll Call (Amy Curley, Executive Assistant)

Julie Bare	Present
Susan McAlpine	Present
Vance Miller	Present
Ashley Pascual	Present
Judy Selberg	Absent (excused)

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

Dr. Bare stated that the draft minutes from the June 11, 2020 Budget Hearing, Budget Adoption and Regular meetings appear in Appendix 1 and called for a motion.

Vance Miller moved, Susan McAlpine seconded, to approve the draft minutes from the June 11, 2020 Budget Hearing, Budget Adoption and Regular meetings as they appear in Appendix 1. Without further discussion, the motion carried 4-0. (Bare, McAlpine, Miller, Pascual)

IV. Audience of Any Citizen (Bare or Secretary)

In the absence of the secretary, Ms. Pascual read the following statement: 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 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.

V. Faculty Council Report (Tonya Baxley, Council President)

The Faculty Council President introduced the following new faculty for 2020-2021: Zachary Drew (Welding), Jeannine Klein (Psychology/Sociology), Eva Nyutu (Biology), Katie Pennington (Biology), Denise Price (Dental), Michael Rozinski (Math), Katrina Scaife (EMS).

Dr. Bare welcomed the new faculty on behalf of the Board.

VI. Staff Council Report (Meghan Knox, Council President)

The Staff Council President will be introducing the following new staff for 2020-2021: Rena Alspaw (Advisor), Johnny Butler (Maintenance), Michele Duval-Martin (Advisor), Vicky Jaramus (Admin. Assistant – Instruction), Lauren Peterson (Director - CCO), Jeanette Pigeon (Analyst – SBDC), Heather Pyeatt (Admin. Assistant – CTE), Mark Retersdorf (Analyst – SBDC), Trishtian Stanley (Technician – Student Services), Richard Holborow (Admin. Assistant – Facilities).

Dr. Bare welcomed the new staff on behalf of the Board.

President Klippenstein introduced the following administrators: Dr. Maria Ayon, Dean of Student and Community Engagement for the Lake Havasu Campus and Don Montgomery, Director of Facilities Management.

VII. Board Report (Bare)

A. AACCT and ACCT Update (McAlpine)(Appendix 2)

An opportunity for designated representative to speak regarding any informational items of interest regarding either the Arizona Association of Community College Trustees or the national organization of the same name.

i. June 25, 2020 Arizona Association of Community College Trustees Meeting

Ms. Pascual provided a brief overview of the occurrences at the June 25 meeting of the AACCT, which she attended remotely.

ii. ACCT August 3-6, 2020 On Demand Governance Leadership Institute

Board members were instructed on where the materials from the GLI were located for their access.

iii. 2020 ACCT Annual Congress confirmed as 100% Virtual Event, Oct. 5-8, 2020

After a brief discussion, Dr. Bare agreed to register for the Congress in order to cast MCC's designated vote on September 30.

D. Trustee Other Reports (Bare)

An opportunity for individual trustees who wish to speak regarding non-agenda informational items.

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

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

Mr. Jarman presented a newscast style presentation of the College's recent activities including: COVID-19 Response, Remote Classes, Graduate Success Story, Award for Strategic Planning Co-Chairs, Bighorn Café Winners, Synthetic Human, Social Media Marketing Class, MCC Teams with Google, Truck Driving Partnership, Rotary Scholarship Donation, Hamp Law Scholarship, New Scholarship Endowment, Flinn-Brown Fellowship, Welcome Dr. Ayon.

B. Pandemic Response Update (Dr. Fred Gilbert, Pandemic Response Team Co-Chair)(Appendix 3)

Dr. Gilbert reported on the most recent information and guidance on operations for academic year 2020-2021 and on returning to the workplace.

Two key components to opening college buildings for in-person instruction include:

1. Strategies to mitigate risk and reduce the spread of COVID-19
2. The level of spread occurring within the community.

The ADHS further defines community spread levels with the thresholds outlined below. These thresholds are consistent with the national standards set by the Coronavirus Task Force.

Benchmarks	Minimal	Moderate	Substantial
Cases/100,000	<10 cases	10-100 cases	>100
Percent Positivity	<5%	5-10%	>10%
COVID-like Illness ³	<5%	5-10%	>10%

Cases: Two weeks below 100 cases per 100,000 (not including the current week) OR A decline in weekly average cases for two consecutive weeks (not including the current week)

Percent Positivity: Two weeks with percent positivity below 7% (not including the current week)

COVID-like Illness: Two weeks with hospital visits due to COVID like illness below 10%

C. Title IX Update (Danette Bristle, Compliance Officer & Title IX Coordinator)(Appendix 4)

Ms. Bristle reported that colleges and universities that receive federal funding must be compliant with new Title IX rules. Title IX is a federal law that prohibits discrimination on the basis of sex in any federally funded educational program or activity. While our focus remains on providing student support, the College has modified our Title IX processes to align with the new regulations. Primary changes include new parameters for case dismissal, a change in the definition of sexual harassment, the allowance of informal resolutions, and live cross-examination during the hearing process.

Revised Title IX regulations include: Schools must dismiss any complaints of sexual misconduct that occur outside of campus-controlled buildings and/or educational activities. Colleges must allow live cross-examination by the 'representative' of each party's choosing. The new rule allows schools lengthen the investigation and hearing processes. The definition of sexual harassment is narrowed to include only instances that are severe, pervasive, and objectively offensive. Informal resolutions are allowed in cases of sexual assault, rape, dating violence. Case jurisdiction is reduced.

Changes to the definition of sexual harassment satisfies one or more of the following:

1. An employee of the college conditioning the provision of aid, benefit, or services of the college on an individual's participation in unwelcome sexual conduct (quid pro quo)
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's educational programming or activities; or
3. Sexual assault, dating violence, domestic violence, or stalking.

Complaint autonomy is when a school learns of sexual harassment, the school must:

- Promptly contact the person and inform them of their right to request supportive measures, whether they decided to file a formal complaint, or not.
- Consider the alleged victim's wishes, offer appropriate supportive measures under the circumstances.
- Explain to complainants that they have an option and a process for filing a formal complaint.
- Never pressure an individual into filing a formal complaint, or into participating in a grievance process.
- Investigate every formal complaint.

Supportive Measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive measures may include the following: Counseling, Extensions of deadlines or other course-related adjustments, Modifications of work or class schedules, Campus escort services, Mutual restrictions on contact between the parties, Changes in work locations, Leaves of absence, Increased security, Monitoring of certain areas of the campus, Other similar measures.

MCC has secured training through ATIXA at the following expenses: Hearing Officer & Decision Maker Certification course \$1699, Hearing Chairs Certification \$899 and Investigator Certification 1 & 2- \$1599 each. MCC will also participate in an Arizona Consortium, at an annual fee, with training provided by the Maricopa County Community College District. Third Party training will be provided for students and employees. The College is required to make all materials used to train coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process publicly available on its website or in some circumstance available upon request for inspection by the public.

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

President Klippenstein provided brief updates 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.

E. Update of Current Events (Klippenstein)

President Klippenstein did not have any additional updates on current events impacting the College.

IX. Strategic Plan 2020-2025 Report (Shawn Bristle, Chief Advancement Officer)(Appendix 6)

Mr. Bristle reported that Year Zero of the 2020-2026 MCC strategic plan commences with great collective enthusiasm and recognition of the sustained effort required for success. A new committee structure presents a significant departure from previous models. The recently approved plan drives different paradigms, behaviors and expectations—a welcome challenge to committee co-chairs as they go about establishing membership rosters, meeting schedules, and the structures needed to implement action plans. The cultural benefits of the inclusive and collaborative strategic planning process experienced during 2019-20 are evident to many, motivating positive and increasingly unified effort.

X. Instruction Report (Stephen Eaton, Dean of Instruction)

A. Fall 2020 Scheduling (Eaton)(Appendix 7)

Mr. Eaton, Associate Dean of Instruction, General Education Dr. Stephanie Dieringer and Associate Dean of Instruction, Career and Technical Education Jason Gee reported that the Academic Affairs team has been working diligently to provide the most viable learning opportunities for MCC students. All lecture and didactic lessons will now be remote which includes traditional online delivery enhanced by synchronous Zoom meetings. This includes all CTE, Health Profession and General Education courses. Some clinical experiences will be replaced by simulation, while others will be held at health care facilities. CTE labs are restricted to ten persons as are chemistry labs.

B. **Dual Enrollment Intergovernmental Agreements & Waiver** (Eaton)(Appendix 8a & 8b)

President Klippenstein stated that the Mohave Community College has requested that the Mohave County Attorney's Office ("MCAO") provide legal services in connection with the Intergovernmental Agreement for Dual Enrollment Courses. MCAO maintains an attorney-client relationship with all the parties and may only proceed with representation if all affected parties provide a written waiver of the conflict of interest after being informed of the consequences of such a waiver. The schools scheduled for 2020-2021 dual enrollment participation are:

1. Colorado City Unified School District (Public)
2. Colorado River Unified High School District (Public)
3. Kingman Academy of Learning (Charter)
4. Kingman Unified School District (Public)
5. Lake Havasu Unified School District (Public)
6. Mohave Accelerated Learning Center (Charter)
7. Montessori Preparatory Academy (Private)

8. Telesis Center for Learning (Charter)

Susan McAlpine moved, Vance Miller seconded, to approve the waiver of the conflict of interest and authorizes the Mohave County Attorney's Office to proceed with review of the above referenced issue(s) on behalf of the Mohave County Community College and Participating School Districts.

Ms. Pascual asked if the school districts also signed the waiver. Dr. Bare responded that she had seen it on several school district Boards agendas.

Without further discussion, the motion carried 4-0. (Bare, McAlpine, Miller, Pascual)

XI. Enrollment and Student Services Report (Ana Masterson, Dean of Enrollment & Student Services)

Current Fall 2020 Enrollment (Masterson)(Appendix 9)

Ms. Masterson provided an update on the current semester's enrollment in credit hours as follows.

Year	NCK	LHC	BHC	NMC	Online	Credit Hours
2020FA (as of 8/12)	3,460	2,834	4,282	872	10,642	22,090
2019FA (as of 8/12)	3,950	4,626	5,202	691	11,623	26,092
2019FA Final Total hours	6,827	6,371	8,104	1,008	12,688	34,998

Ms. Masterson reported that the total credit hours (22,090) represents approximately 2,400 registered students (unduplicated headcount) with an unweighted FTSE (Full Time Student Equivalency) of ~1,500. Fall 2020 credit hours are approximately 17% down college-wide from Fall 2019, 2020/21 applications down approximately 24% from 2019/20, 2020/21 FAFSAs approximately 15% down from 2019/20. Student feedback regarding Fall 2020 enrollment includes that students: prefer on-ground offerings, waiting for K12 schedule/modality, are uncertain of the near future, may desire break/time to think, etc.

Actions that have been taken to mitigate include: Delayed drop 1 week (15% credits unpaid) - August 9 v. 16, additional contact/work with students, Increased Marketing & Promotion (50%), Mailers, Zoom sessions, emails, social media, Increased Outreach (30%), Welcome calls, case management, leads, FAFSA, unpaid credits, Scheduling – added remote learning, 42% remote, 30% online, 8% dual, 20% on-ground, Small essential classes allowed on-ground under safety requirements/guidelines, “Repurposed” staff (4 plus-ones) + staff additional hours, Outbound calling – recruitment/retention, Potential initiatives – encourage 12+ credit enrollment, expand early start, additional programming

XII. Administrative Services Report

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

i. **Downtown Kingman RFP** (Marbury)(Appendix 10)

Ms. Marbury stated that the Request for Proposal (RFP) 11-1920 Beale Street Renovation (Design/Build project) proposals for the College were due on Thursday, June 11, 2020. Precise Builders of Fort Mohave submitted a proposal and is well qualified for this size of project. They are a local business established in Mohave County. The evaluation committee recommends Precise Builders be awarded the project with budget and design to be presented at the September Board Meeting for approval.

Susan McAlpine moved, Ashley Pascual seconded, to award RFP 11-1920 to Precise Builders of Fort Mohave for Beale Street Renovation Design Build Project. Without further discussion, the motion carried 4-0. (Bare, McAlpine, Miller, Pascual)

ii. **Online Orientation RFP** (Marbury)(Appendix 11)

Ms. Marbury stated that the Request for Proposal (RFP) 10-1920 Online Orientation proposals were due on Thursday, May 21, 2020. The College received three (3) proposals. Of all vendors reviewed for this RFP, Advantage Design Group met the established criteria for the RFP but exceeded expectations by demonstrating a highly engaging student experience. The student experience is non-linear, providing opportunities to review topical areas in a more inquisitive manner than a structured, linear manner. Video content is designed to bring the student into the virtual college experience in compelling ways that seem to strike a deep connection with the college experience. Advantage Design Group costs 1st year with original production = \$79,425.00 – renewal costs \$5,500 year 2 and \$5,692 year 3. The team discussed at length the higher cost of ADG’s production costs and came to the consensus that the higher quality of production; higher level of student engagement, and connections with the student experience justified the higher cost, especially considering the COVID-19 impact on the students’ experience.. After extensive review and evaluation, the evaluation committee is recommending Advantage Design Group for the Student Online Orientation.

Vance Miller moved, Ashley Pascual seconded, to contract with Advantage Design Group to provide online student orientation as outlined above. Without further discussion, the motion carried 4-0. (Bare, McAlpine, Miller, Pascual)

iii. **Dental Program OTO Purchases** (Marbury)(Appendix 12)

Ms. Marbury stated that as part of the One Time Funding proposals, the Dental Hygiene program submitted a request for replacement lab equipment. The program has solid student numbers, excellent board results and projected growth between 2018-2028 of 11%. The Bureau of Labor Statistics lists the job outlook for both dental assistants and dental hygienists as much faster than average. The items listed are to continue to maintain the dental assisting and dental hygiene programs and the MCC Dental Clinic.

The dental clinic has over 7000 patients of record. The stools, sterilizer and sensors do not require facilities adjustment. Dental offices were surveyed to ensure that the proposed equipment will prepare the students to set into the practices of our community by providing state-of-the-art facilities. Benco Dental was the lowest of three quotes acquired for the purchase at \$136,434.21.

Vance Miller moved, Susan McAlpine seconded, to purchase equipment for the MCC Dental Clinic from Benco Dental in the amount of \$136,434.21 and as outlined in the appendix. Without further discussion, the motion carried 4-0. (Bare, McAlpine, Miller, Pascual)

iv. Monthly Financial Reports (Appendix 13a and 13b)

- 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. **Human Resources Reports** (Dixon)(Appendix 14a and 14b)

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

Susan McAlpine moved, Vance Miller seconded, to approve the Human Resources report for the months ending June 30, 2020 and July 31, 2020 as presented in the appendix. Without further discussion, the motion carried 4-0. (Bare, McAlpine, Miller, Pascual)

XIII. **Next Meeting** (Bare)

The next regular meeting of the Mohave County Community College District will be:

Date: Friday September 11, 2020, 9:00 a.m.
Location: Campus location(s) as yet to be determined

XIV. **Adjournment** (Bare)