

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

Date: Tuesday August 18, 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, Maria Ayon, Fred Gilbert, Carolyn Hamblin, John Cawley, John Cawley, Danette Bristle, Don Montgomery, Tonya Baxley, Meghan Knox, Erin Roper, Amy Curley (Recorder)

Members Absent: Guests: N/A

- 1. Announcements**
- 2. President's Report**

A. Pandemic Plan Update (Danette Bristle, Fred Gilbert)

At this time September 21st is a potential start date for Phase II. The County must have containment per AZ Dept. of Health Services. If containment is achieved, the College will institute: reduced hours open to the public, Limited on-campus operations while maintaining remote operations with the goal of very limited face-to-face contact, Student Services personnel on Campus at front desk. Other student services will remain remote while staff telecommute. Questions remain regarding the use of the testing centers.

Special considerations for employees with School-Age Children utilizing: 1. Flex time, 2. FFCRA-provided leave, 3. Employee's leave balances. Employees at Higher Risk for Serious Illness should Contact HR.

Classes will remain online and via remote learning through the entire Fall semester. CTE and Health Professions Students on campus will be required to have an acknowledgment/waiver signed and on file. Student Acknowledgment & Disclosure and Waiver of Liability can be accessed at: waiver.mohave.edu. The form works on computers or mobile devices. MCC's insurance provider requires that we request students acknowledge the COVID risk on campus and complete a waiver of liability to attend on campus classes. Associate Deans for Instruction will be responsible for the refusal to sign procedure. Students will not be dropped during the first week but cannot attend on campus class sessions. At the end of week one if no signature Z grade/drop. AD's can either reinstate if the signature is gained or find an alternative remote learning activity. AD's cannot waive the requirement of the signature. Students dissatisfied with the AD review may then file a formal grievance.

A lengthy discussion occurred regarding the tracking of visitor waivers and providing copies to the signers. I.T. will research solutions for visitors. Students will receive a copy via PandaDocs.

Dr. Gilbert requested that the Pandemic Team begin to consider the return of the ADOC inmates to campus and procedures for their return. Don Montgomery has already been in contact with the Lieutenant at ASPC-Kingman regarding the new requirements and training. Dr. Gilbert will arrange for a meeting between Mr. Montgomery and the warden.

President Klippenstein asked for information to be communicated via multiple measures.

B. Enrollment Updates (Masterson)

Ms. Masterson stated that enrollment as of this a.m. was 23,008 credit hours. The college is now in the 48 hours drop window. Student services is utilizing the case management model. Dual Enrollment will be entered by the end of the month. Dean's of Student and Community Engagement now have real-time access to their campus's enrollment via Tableau. Enrollment is meeting every week to identify the gaps henceforth. Anecdotally, uncertainty is the number one concern of students, not the financial piece. Dr. Ayon asked how the gap data was being tracked and recorded. Ms. Masterson replied that it was gathered through personal outreach and recorded in a spreadsheet. President Klippenstein stressed the importance of Fall to Spring retention. Ms. Masterson stated that with the recruiters focused on the high schools, she was open to any suggestion's cabinet members had.

C. Camera System and Update (VanPelt)

Mr. VanPelt reported that installation on the Bullhead City Campus was almost complete with the other campuses (LHC (next week installation), NCK (currently pulling fiber), NMC) in various stages of the process. Training will be the next step. Mr. VanPelt stated that the IT Techs on each campus would be able to access the system. There was an extensive discussion about which personnel would have access to the system in real time. It was determined that the current procedures by which only the Chief Information Officer and his designees have access would be sufficient unless determined otherwise at a future point in time.

D. All Staff Day (Dixon)

Ms. Dixon stated that All-Staff Day will be entirely by Zoom this year. In the past, the Campus Deans had been responsible for organizing sessions for their campuses. This year, HR is asking each member of the cabinet to develop one 30-40 minute breakout session for the event, which would be presented twice. The deadline to provide the session information is Wednesday September 2 for the Friday September 11 virtual event. Dean of Instruction Stephen Eaton asked if there was a theme for the sessions. Ms. Dixon responded that topic choices were at the discretion of the presenter.

3. Institutional Effectiveness and Alignment Committee Report and Recommendation

Mr. Bristle stated that a Tableau demonstration was pending. A Tableau demo was requested for today's cabinet meeting; however, the rep became ill and did not respond to emails. A subsequent email to rep's manager has gone unanswered. Mobile Access – IT personnel are working with Matt Butcher to explore solutions that do not compromise information security. Costs may be involved, as a mobile VPN is one potential solution. Mr. VanPelt is investigating the Tableau licenses as far as internal (MCC) or external (Tableau) VPN options. The Palo Alto Global (Tableau) is \$6,700/year.

Strategic Action Plans: 30/60-day action plans are due from strategic committee co-chairs this week (Friday, 8/21), for executive review and feedback. Most recent message to co-chairs follows answer the three questions: What are the areas (no more than three) that your team believes need to be addressed immediately? For each area, what actions do you plan in the first thirty days? For each area, what actions do you plan in second 30-day period?

Mark Van Pelt working on document, Navigating the New Committee Structure, articulating consensus opinions about broad strategic processes, how new initiatives may be considered, funding processes, etc. Managing transition is an ongoing leadership topic. With strategic planning implementation, MCC is in an exciting but uncertain transition point that will last some time. Although we focus on outcomes, people require time to process emotional transitions, requiring managerial awareness, attention, patience, flexibility and compassion. New processes will not spring forth perfect and whole; they will develop and evolve as we collaborate and re-envision the future in light of strategic goals.

4. Standing Committee Reports (if applicable)

Curriculum, Academic Standards, Assessment and Articulation:

Mr. Eaton reported that the first CASAA meeting was scheduled for Friday September 4.

Policy and Procedure:

President Klippenstein reported that the changes to the Title IX procedures will be presented at the Thursday August 20th meeting.

Finance, Audit and Budget:

Finance, Audit and Budget co-chair Sonni Marbury reported that the committee had it's first meeting where its purpose and processes were discussed.

The committee also discussed strategic plan objectives 4.1. Recommendations included: a library of topics useful for all and to promote inhouse micro-credentials, videos and/or recordings of training courses/modules available (free material online). Committee members were asked to submit topics for the library.

Objective 4.4 is to develop and implement an annual budget process that provides resources aligned with the strategic plan. A priority is a Learning Management System (LMS)/professional library and a learning and development employee position to implement it. Dixon estimated that cost of personnel with an education background could exceed \$50,000 per year. The cost of preset libraries varies widely.

Co-chair Lucinda Leugers suggested applying to the Grants Committee for funds. Because MCC has not focused on grants in the past, MCC does not have an Indirect Cost Rate (ICR) which is needed to apply for grants. Federal rules dictate that to get an ICR an application for a federal grant is required.

5. Instruction Update (Stephen Eaton)

6. Council Updates

Executive Advisory Council: EAC President Erin Roper reported that the election for the EAC Staff At-Large position would close at end of business today (8/18/2020)

Faculty Council: FC President Tonya Jackson reported that the first meeting of Faculty Council for 2020-2021 would be the last Friday of September (9/25/2020)

Staff Council: SC President Meghan Knox reported that this would be her last Cabinet meeting. Amber Johnson will take office as SC President September 1.

7. Items for Attention

Fall 2020 Semester Start Up: Mr. VanPelt requested that the Deans of Student and Community Engagement notify Loan Hornick, IT Coordinator, of their preference for IT Tech Support during start-up (remote? on-call?, on-ground?). Dean Hamblin stated BHC's start-up would likely be more intensive than the other campuses due to the large number of health professions being on-ground. Mr. VanPelt noted that only one-third of the submitted helpdesk tickets were from Instruction and requested Mr. Eaton communicate with faculty regarding their options.

8. Adjournment

Prior to adjournment, President Klippenstein stated that the search for an Executive Vice President was posted the previous day (8/17/20). The application submission period end September 4. The search committee anticipates bringing the position finalists to campuses in October. The position start date is January 1.