

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

Date: Tuesday September 1, 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 (Klippenstein)
 - A. Kingman Airport Industrial Park Lease (Klippenstein, Eaton, Montgomery)

Working with the City of Kingman (Vice Mayor Travis Lingenfelter), the Kingman and Mohave Area Manufacturing Association (KAMMA) and our state legislators (Cobb), the College is considering purposing entering a lease agreement to the District Governing Board on a vacancy in the Kingman Airport Industrial Park. The goal of a Manufacturing Training Center would be to provide introductory and advanced manufacturing training in the areas identified by industry partners, to provide job readiness training in the form of Arizona Career Readiness Credential and other content in management, leadership, and organizational dynamics and to prepare workforce for industries that are seeking to locate in Mohave County. A draft design based on the 10,000 square foot vacant property would be sufficient to train on topics such as: Electrical, Mechanical, Hydraulics, Pneumatics, Robotics, Machining, Milling, 3-D printing, Computer-Aided Design (CAD), Workforce Readiness, possibly HVAC, and many more. For MCC, the Electrical program could move there, freeing up 600 building for other programs, such as EMT or Construction Management. The parking lot is sufficient for the CDL range. The funding source could be The Strengthening Community Colleges Training Grant, a highly competitive (\$40 million available, 16 total awards) nationally offered grant that a consortium of rural CCs being led by Pima Community College will be applying for.

- B. Downtown Kingman Facility (Montgomery)

In August, the Board approved awarding Precise Builders Inc. of Fort Mohave General Contractor Services for the conceptual design, cost estimates and preliminary drawings of the MCC building located at 309 East Beale Street, Kingman AZ.

The project description was to design/build tenant improvements of the 10,800 square foot building for the use of 4-5 tenants including MCC Community and Corporate Education classrooms and activities, MCC's Small Business Development Center, the Kingman Chamber of Commerce and a business incubation center. After extensive, collaborative design meetings led by Don Montgomery, representatives from the College, Kingman Chamber of Commerce, MCC Small Business Development Center, MCC Community and Corporate Education provided feedback on the design a final plan design concept has been determined to be the optimum floorplan. The final budget quote is still to be determined. The project is being funded from accumulated gains the College from its corpus in the State Treasury Investment Fund.

C. Pandemic Response Team

i. Start of the Academic Year

The plan is to proceed to phase 2 on September 21 only if the benchmarks identified in the college's pandemic plan are met. Currently the county has yet to meet the third benchmark, percent of positivity less than 7% (for 14 days). The pandemic response team is continuing to monitor on a three-week rolling window to ensure the college is prepared to respond accordingly.

The Student Services teams have been meeting with the campus deans and the facilities managers to finalize layout of the areas to be open. Shawn Bristle expressed a concern from the pandemic team meeting that the with the return of some administration staff (deans & secretaries), some areas now appear to be pushing the 10 persons per "space" rule, limiting the number of students that could potentially be assisted. The recommendation was to see how the first week went and to make any necessary adjustments.

President Klippenstein reminded cabinet members that campuses not been deserted at any point since the pandemic response protocol was implemented. CTE instructors and students have continued to be in their labs, facilities personnel have been on campus since day one, district staff in the business office, HR and IT have been coming to campus to fulfill essential functions. Personnel that work with the communities (recruiters, SBDC, Community Education) have been attending public events. Facilities has worked hard to ensure all the safety protocols recommended by the CDC have been arranged and no student has refused to sign the waiver required to be on campus for classes.

ii. Events/Activities Updates (Deans of Student & Community Engagement)

Deans of Student and Community Engagement reported on their respective events.

3. SP: Institutional Effectiveness and Alignment Report and Recommendations (S. Bristle/S. Eaton)

Shawn Bristle reported 30/60 day action plans had been reviewed and during the IEAC meeting some key concepts were reinforced during discussion: (1) maintain connection to big picture directions codified in strategies/objectives/metrics (2) ensure continuing alignment of actions to directions/strategies/objectives, avoiding "checklist" mentality (3) focus on Year Zero infrastructure projects: defining metrics and objective outcomes and redesigning processes impacted by objectives and (4) emphasize collaborative cross functional engagement as a goal unto itself.

Given committee consensus, reports would be automated and accessible through MCC IT systems (tools.mohave.edu. Monthly reports will allow narrative and anecdotal evidence. IEAC will use to: (1) Facilitate broad awareness of strategic activities and understanding of their respective purposes (2) Ensure that activities are kept within the parameters of the agreed strategic aims and objectives. (3) Confirm that activities are consistent with organization's vision, mission and values.

The quarterly reports will help determine if MCC is showing progress toward accomplishing strategic objectives. IEAC will use to: (1) Document and demonstrate MCC's impact (2) Review internal/external changes that may require strategic or tactical adjustments (3) Celebrate achievement, and encourage ongoing improvement.

Modified Data Day event proposal:

Strategic Committee Data Session – Mon. Oct. 26 or Mon., Nov. 2 9-11:30?

All employees – End of semester date was requested, as opposed to suggested January date.

By IEAC consensus, employees seeking to submit ideas or agenda items to a committee, shall seek supervisor support and preparation before item submission to their respective staff or faculty council representatives, ensuring appropriate flow through the committee and communication structure and alignment to the Strategic Plan; budgeting considerations made at the administrative level after vetting and committee approvals.

4. Other Standing Committee Reports and Recommendations (if applicable)

A. CASAA (Curriculum, Academic Standards, Articulation and Assessment)

No report.

B. Policy & Procedures

President Klippenstein is preparing to present 6.017: Alcohol on College Property to the District Governing Board. The Policy and Procedure Committee will see a draft version of the policy statement and draft procedural language based off of the Maricopa District. The draft language includes provisions for (1) internal (MCC) events, (2) third-party events and (3) academic/instructional programs (culinary). The draft policy language clearly states that “direct authorization of the College President in compliance with all College procedures, local and state regulations.” is required for alcohol to be permitted on district property. The Deans of Student and Community Engagement will also be asked to vet the language.

C. Finance/Audit/Budget

Sonni Marbury reported that the committee is working on finalizing its charge, a budget submission template and learning the budget module in Jenzabar. The next meeting is on September 21, 2020

5. Dean of Enrollment (Masterson)

A. Update of action(s)/strategies for Spring

Registration for spring begins Mon. October 19, 2020. Cabinet discussed the following initiatives that were submitted via the OneNote:

- Bring back admission parties - Plan days/times for HS who waited too long to have other college options to fill out admissions applications, FAFAS, etc.
- Create and implement a strong staff triage outreach/process.
- Promote College services, classes, programs to HS-level homeschool students
- Labs for K12 learning with assistance (day & night) for MCC students with kids - Provide learning labs with supervision and academic help for K12
- Technology access - Provide Wi-Fi access (hot spots) and/or laptops to students in need.
- Credit hours "free" passed 12.
- Food/toiletry pantry (recently saw an endowed food panty at another institution)

B. Project FTSE for AY21 and budget discussion

The fiscal year 2020-2021 budget has tuition revenue calculated for 70,000 credit hours. The college is currently ~6,500 credits (~550 FTSE) down from where it stood on September 1, 2019 totaling a ~\$525,000 revenue shortfall for Fall. MCC's state appropriations are also calculated on FTSE impacting future years appropriation (although hold harmless bills are being formulated for the legislature). CTE classes, which have been limited to ensure social distancing, are weighted at 1.3/credit for the FTSE calculation. The College will have to begin budgetary mitigation discussions if enrollments do not return to historic averages.

6. Council Updates and Recommendations (Roper, Jackson, Johnson)

- A. Executive Advisory – tabled until new chair is appointed
- B. Faculty – Tonya Jackson reported that the Council has secured its Faculty At-Large, EAC delegate and Industrial Technology representatives.
- C. Staff – Amber Johnson reported that Council elections were scheduled to be held September 8.
- D. Student – tabled until Student Activity Council elections are completed.

7. Items for Dialogue

Jennie Dixon reported on the status of the "Payroll Tax Holiday".

8. Adjournment

The meeting adjourned at 3:45 p.m.