

Friday September 11, 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](mailto: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 participants in the pledge of allegiance. Dr. Bare informed meeting participants that the order of the agenda would be adjusted. Item XIII, A., i. (Downtown Kingman Project), would be taken under consideration after item VIII (Board Reports) and prior to IX (President's Report) to accommodate member Pascual's schedule.

II. Roll Call (Amy Curley, Executive Assistant)

Julie Bare	Present (remotely from BHC)
Susan McAlpine	Present (remotely from NCK)
Vance Miller	Present (remotely from BHC)
Ashley Pascual	Present (remotely from LHC)
Judy Selberg	Present (remotely from BHC)

III. Moment of Remembrance (Bare)

Dr. Bare asked for participants to remember the 2,977 lives lost and many more injured at the World Trade Center, Pentagon and Somerset Pennsylvania on the nineteenth anniversary of the terrorist attacks of September 11, 2001. After a moment of silence, Dr. Bare shared a quote from Sandy Dahl, wife of Flight 93 pilot Jason Dahl: "If we learn nothing else from this tragedy, we learn that life is short and there is no time for hate."

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

Dr. Bare opened the floor for a motion on the draft minutes from the August 14, 2020 regular meeting as they appeared in Appendix 1.

**Vance Miller moved, Judy Selberg seconded to approve the draft minutes from the August 14, 2020 regular meeting as they appear in Appendix 1. Without further discussion the motion carried 5-0. (Bare, McAlpine, Miller, Pascual, Selberg)**

V. Audience of Any Citizen (Bare or Secretary)

Dr. Selberg stated that this was 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. Dr. Bare 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.

VI. Staff Council Report (Amber Johnson, Council President)

New President of the MCC Staff Council Amber Johnson reported that the second annual staff association meeting will be held this afternoon at all-staff day where she will be announcing the Council's new representatives for the year. The Council will hold its first meeting on Thursday September 17, 2020 and she will hopefully have more to report after that meeting.

VII. Faculty Council Report (Tonya Jackson, Council President)

Current President of the MCC Faculty Council Tonya Jackson reported the Council will meet for the first time on September 25th at 10:30 in the morning. The Council will have a new representative for the executive advisory council as well as a new representative for industrial tech. Even though COVID obviously has changed the fall semester, Faculty continues to do what they can, are keeping up the positive attitude and looking forward to continuing to serve the students. Dr. Bare thanked Ms. Jackson for such a positive report stating that it is certainly no surprise as it was that type of attitude seen with everyone.

## VIII. Board Report (Bare)

### A. AACCT and ACCT Update (McAlpine)

Ms. McAlpine reported that the College has secured a group rate for the October 5-8 virtual 2020 ACCT Annual Congress and there are two “seats” still available. Ms. McAlpine had no other informational items of interest regarding either the Arizona Association of Community College Trustees or the national organization of the same name.

### D. Trustee Other Reports (Bare)

Dr. Bare stated that the Arizona School Board Association’s virtual Mohave County Meeting is scheduled for September 23 at 5:00 p.m. MCCCCDGB members are allowed to attend as affiliate members of the organization.

## XIII. Administrative Services Report

### a. Financial Services (Sonni Marbury, Chief Financial Officer)

#### i. **Downtown Kingman Project** (Marbury, Klippenstein, Don Montgomery, Director of Facilities Management) (Appendix 4)

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 that included key stakeholders from both internal (college) and external parties, the design concept contained in the meeting agenda materials was determined to be the optimum floorplan. The budget quote is \$ 872,093.87, which will be funded from accumulated investment gains.

President Klippenstein thanked the chair for moving this item and allowing the opportunity for all board members to be present for this discussion. In August, the Board approved awarding the bid to Precise Builders to begin the design phase of this project. Over the last four weeks 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 probably multiple times, and coming up with a final plan that was presented with the Board agenda.

Based on this final plan a cost estimate has been developed. Mr. Montgomery was available to cover any questions or give any additional details regarding the project. The College is requesting the Board’s approval for expending \$ 872,093.87 on this project. As previously reported, the College is still planning to use investment income from the Arizona State Treasury’s Local Government Investment Pool (LGIP) to cover the cost of this project.

Chief Financial Officer Sonni Marbury was available to answer questions regarding the funding mechanism.

Mr. Montgomery stated that if the expenditure is approved, the College will enter into a final design development phase with the architectural team and then be provided construction drawings. The projected start date would be late October, early November depending on several factors with a potential March 1st occupancy if everything proceeds as anticipated. The "build" would take approximately 90 days.

Prior to opening the floor for questions, Dr. Bare stated for the record that through previous discussion(s) with President Klippenstein during the agenda review process, many of her own questions had already been answered/addressed and proceeded to ask Mr. Montgomery to expand upon (1) the roofing and (2) the encapsulation of the asbestos.

Mr. Montgomery stated that in 2014, a full asbestos study was done by the previous owner who removed a majority of the asbestos in the building with the exception of ~7500 square feet of sound proofing on a hard ceiling due to the expense. It was encapsulated (sprayed with a plastic coating that covers it) and basically renders it harmless unless disturbed. The contractor, by code, is allowed to remove a certain amount to access duct work, etc. and should fall within that limit. The plan is to use a suspended ceiling so that the encapsulated asbestos will never be disturbed.

Regarding the condition of the roof and the decision to postpone that to a future date, the contractor proposed a silicone type UV sealant to protect it; however, there currently is at least four years "life" left on the roof without it and the sealant process is very expensive (~70K). The College could elect to put the coating on at some point in the future. The product carries a 15-year warranty.

Mr. Miller asked if the sealant was included in the \$ 872,093.87 requested today. It was clarified that the sealant was not included in the quote provided to the Board for approval. It was part of the original estimate. Mr. Miller also requested clarification on the contingency. A \$45,000 "Allowances- General Contractor Contingency" is included in the \$872,093.87.

Ms. McAlpine expressed a concern with the decision to not do the roofing and hoping nothing goes wrong in the next four years, accepting some risk of causing future damage. Ms. McAlpine suggested if all of the contingency funds weren't utilized, those funds could be transferred to the roofing item. Mr. Miller stated the contingency funds shouldn't be reallocated.

Ms. Pascual posed several questions. Firstly, will there be a need to do any parking area improvements or anything externally that would add to this project?

Mr. Montgomery stated that the building shares a parking area with the neighboring building and street parking, which is city property. Other than designating an ADA space in the lot, no other improvements are necessary at this time.

Secondly, is the 5% contingency a typical percentage on such a high amount overall? Mr. Montgomery responded that a 5% is a minimal amount of contingency considering the building undetermined utilities status.

Lastly, if the project is being funded via investment gains, what line item in the monthly financial reports provided to the Board, would reflect those gains? Ms. Marbury responded that the gains are not currently reflected on the report but her office is capable of showing that information in future reporting. Ms. Marbury felt confident that the college can predict those returns by looking at past returns because the corpus is invested in such a stable fund.

Dr. Bare requested clarification that only ~\$716,000 dollars of revenue gains are currently available for this expenditure? Ms. Marbury stated that Ms. Pascual was correct, ~716,000 has been drawn down from the LGIP and deposited into the college's account(s). The difference of ~150K, given the patterns of the past, should be available to draw down over the coming months.

Ms. Pascual stated the College has had this project for a while and would have liked to adopt a budget to support the plans. The world is not as predictable or consistent as it used to be and that extra ~150,000 is not something she feels completely comfortable counting on.

Dr. Bare stated that is always something the Board should be cognizant of - if revenue stopped immediately the money would have to be taken from somewhere else in the budget. The gains are anticipated to be \$50,000/month and the project is 6 months from anticipated completion.

Ms. Marbury provided clarification of the funding sources available to college. The district has a 15-million-dollar corpus in the LGIP that produced the investment gains the college is proposing to fund this particular building renovation. Annually, the college builds into its budget, five million dollars as "Reserve for Construction". This budgeted line item was approved by the Board in June.

Dr. Bare stated that in regard to "reserves", the Board is like Ways and Means Committee, it has to appropriately manage those funds, which are above even HLC recommended amounts (ratios). Dr. Selberg added that it is her opinion, in regards to reserves, that the Board is obligated to decide what the needs are, according to the strategic plan, and what it should be spent on. The district is not a steward of excess reserves.

Dr. Bare stated that the College will go over these concepts again at the planned workshop as all members have those same questions and she appreciates the public discussion and the opportunity to clarify those issues. Dr. Bare directed staff to ensure the robust discussion and clarification of member's questions is part of the record that's accessible to the public.

President Klippenstein stated that he and Mr. Montgomery would conduct additional review of the roof sealant issue to determine when it would be in the best interest to complete that portion of the project, if that be sooner rather than later. President Klippenstein also wanted to provide further confirmation that the adopted budget, passed in June, does not include the investment gains.

**Vance Miller moved, Judy Selberg seconded, to award the final plan of the design/build RFP 11-1920 to Precise Builders of Fort Mohave for Beale Street Renovation at a cost not to exceed \$ 872,093.87 including amounts for contingency**

Ms. Pascual requested confirmation if the motion, as stated needs to include the amount allotted for the contingency? Dr. Bare stated the 5% contingency is included \$872,093.87.

**Without further discussion, the motion carried 5-0. (Bare, McAlpine, Miller, Pascual, Selberg)**

President Klippenstein thanked the Board for their vote supporting the project and will make sure to provide updates, information about the opening and the continued work with the Chamber on a lease agreement.

IX. 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: Fall Semester Starts, Magic Show, Around the World, Origami, President's Welcome, Tuesday Tea, Truck Driving Ribbon Cutting, Firefighter Academy, MEA & Phlebotomists Needed.

B. 50<sup>th</sup> Anniversary Celebration Preview (Curley)

Ms. Curley stated that college administration created a 50<sup>th</sup> Anniversary steering committee over a year ago to begin work on shaping activities and events for the 2021 calendar year that celebrate MCC's history and impact throughout the last five decades. Work on a retrospective volume to be produced both physically and digitally is nearing completion through collaborative efforts with the Marketing and Public Information team. A year long calendar of monthly signature events, lecture series, social media campaigns and participatory anniversary awareness activities has been developed. The steering committee is currently in the process of engaging interested parties in the execution of the plan including faculty, community members and the MCC Foundation chapters.

C. Pandemic Response Update (Dr. Fred Gilbert and/or Danette Bristle, Pandemic Response Team Co-Chairs)

Dr. Gilbert reported that 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 Mohave County has been able to meet two of the three benchmarks: decline in cases/less than 100/100,000 and hospital visits due to COVID symptoms below 10%.

The county has yet to meet the third benchmark, percent of positivity less than 7% (for 14 days). Today the percent of positivity is 8.1% and the team is continuing to monitor on a three-week rolling window to ensure the college is prepared to respond accordingly.

Ms. McAlpine questioned if the drive-thru testing currently being offered on campuses would contribute to increasing the percent positive, making it more difficult to reach the benchmark. Dr. Gilbert stated that the opposite could actually occur, as non-systematic people can now easily be tested, it should increase the number of negative results, lowering the percent positive.

President Klippenstein added that the deans of student and community engagement and campus facility staff have been preparing for the return of limited personnel to campus, setting up precautions, mapping foot traffic etc. Also, regarding the waiver acknowledgment form that is required for the college's insurance provider, there have been zero individuals who refused to sign. The college really does hope that things continue in a promising direction so that starting this January (2021) for the spring term, it is able offer more on ground courses.

D. COVID Testing Site with Embry Health (Carolyn Hamblin, Dean of Community and Student Engagement, Bullhead City Campus)

Dr. Hamblin reported that Mohave Community College has partnered with the County Health Department and Embry Women's Health/Apollo Healthcare & Diagnostics to provide free, drive-through testing sites on each of the college's southern campuses. These sites follow the model that Embry has used at 17 other sites in Maricopa and Pinal Counties. The Arizona Department of Health says this about Embry: "Embry Women's Health has been working since May to expand their community-based testing footprint in Maricopa and are now looking outside of Maricopa. They have a great system in place that includes registration and results notification. They've been a great testing partner to the department and have a very nice scalable model. They currently are set up at multiple community colleges in Maricopa." The drive-through sites opened Monday, September 7, and they will stay until there is no longer a demand for testing. They open at 8:00am and close at 10:00pm seven days per week. No one is turned away and the testing is free for everyone, even if they do not have insurance.

E. AZ Community College State-Level Council Reports (Klippenstein)(Appendix 2)

President Klippenstein provided 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.

Working with the ACA (Arizona Commerce Authority) and other statewide organizations, Arizona is 1 of 20 states that is developing an upskilling or reskilling network with community colleges participating in dialogue with workforce industry partners regarding current COVID or post-COVID era needs required to get the economy up and going with a skilled work force. Four of the community college presidents are part of a larger group that is being led by AC4's executive director Chris Bustamante. As one of only 20 states, AZ will see some federal funds to work on this project. MCC will continue to partner with this group as they get up and running.

AC4's lobbyist has been working on the upcoming 2021 budget and legislative priorities. As Proposition 207, Marijuana Legalization Initiative would potentially provide funding to community colleges, AC4's stated position will remain neutral. AC4' is still providing input on the language of the funding mechanisms for community colleges to ensure it is correct, coherent and appropriate.

With all of the community colleges seeing a downward trend in enrollment due to the pandemic, AC4 members will be working with their legislators to hold harmless to the pre-COVID levels and will continue to address the expenditure limitation issues as they come up both from a short-term, which is again tied into the COVID-19 enrollment data as well as longer term or structural changes to the ELR. Per formula, Career and technical training programs are currently weighted at 1.3 and colleges are hoping to increase that to 1.6 or even more. The group is also researching mechanisms by which noncredit courses or programs specific to work force needs such as CDL training could be funded.

AC4 has created a new committee for grants and research, chaired by President Rhine from Yavapai to work on more broad-based consortium grant proposals, submitting as one entity for the large federal grants that support workforce development.

President Klippenstein also updated the Board on the college's contributions to the Achieve60 Arizona initiatives. Dr. Hamblin and Dr. Klippenstein are representatives on the Mohave-LaPaz steering committee which has identified leaders in each of the communities as well as the individual themes assigned to community hub.

#### F. Update of Current Events (Klippenstein)

President Klippenstein had no other updates on current events impacting the College.

#### X. Institutional Effectiveness and Alignment (Shawn Bristle, Chief Advancement Officer)(Also presenting: Dr. Jennifer Woolston, Kay Lynn Trybus, Jennifer Dixon, Don Montgomery, Matt Butcher and Laurel Clifford)

Mr. Bristle reported that September marks the beginning of Year Zero for many of the newly created strategic committees and workgroups. All strategic groups have held one or two meetings and are establishing initial operational processes and their respective subordinate workgroups. In late August, strategic committees presented 60-day action plans to the college executive team for review and feedback as a way for new co-chairs and their teams to address a manageable chunk of a large and complex assignment. The process of acclimatizing individuals to new expectations and new ways of doing things is part of the transition. The Institutional Effectiveness & Alignment Committee has drafted a Year Zero master timeline and is working to finalize an automated reporting system intended to ensure continuous information flow. Strategic monitoring is seen as a program of activities and reporting that encompasses an ongoing cycle of learning, improvement and development. Monthly formative committee reports will allow narrative and anecdotal evidence to paint a picture of recent and upcoming committee activity. Quarterly summative committee reports will be used by IEAC to determine if MCC is achieving its strategic objectives and showing progress towards its mission.

Dr. Jennifer Woolston reported on behalf of MCC Strategic Committee #3, Holistic Student Support. Co-chair Kay Lynn Trybus was also present. The purpose of the committee is to offer an engaging student experience that provides holistic support, ensuring students can achieve educational, career, and personal success. Members met as a committee on 8/7/20 as well as on 9/4/20 and identified three action areas to target within objective 3.5 (Implement support services and activities aimed to increase the educational and personal success of underserved student populations): (1) Early Alerts, (2) J1/Academic Planning and (3) Degree Declarations. Smaller work groups were designated for each action areas.

Work Group #1 - Early Alerts: By utilizing proactive interventions to increase retention, this overarches into all other objectives associated with Strategy 3. The work group is considering Early Alert form workflow (i.e. Academic Alerts, Financial Aid Alerts, Student Life Issue Alerts) and revising the forms to better help receivers/submitters serve students. Also, the group is planning to collaborate with MPIO on a future re-launch campaign and materials for positive re-branding Early Alert system within the college and endeavoring to create staff/faculty training on system as part of re-launch.

Work Group #2 - J1/Academic Planning: By working to further engage students and faculty in collaborative educational planning to increase student retention and increase program completion/transfer rates, this reaches over to objectives 3.2, 3.3, and 3.4. The group identified a sample student account, and is currently developing a script for video/upload to walk a sample student through the steps in creating/modifying an academic plan. A faculty survey faculty is in development concerning LMS/J1 System needs, to ensure that tools in place will meet needs of those using them. Plans to develop a training video/Faculty Guide for how system functions in order to aid faculty in working more closely with students in their degree programs.

Work Group #3 - Degree Declarations: By focusing on degree declarations, increasing visibility of transfer options, and shepherding students towards completion, this reaches over to objectives 3.2 (retention) and 3.3 (completion). The work group is currently involved in ensuring real-time academic reporting for scheduling needs based on declared program majors are active in JICS under Faculty/Advising. Also, the group is brainstorming ways to enhance the celebration of credit threshold attainment for current students (i.e. certificate or event once a student completes Sophomore standing, etc.) and endeavors to find ways to measure student view of "personal success," perhaps as a component of exit survey sent to graduating/completing students.

In conclusion, the Holistic Student Support Committee meets monthly, with the work groups meeting more frequently. Many ideas are currently under consideration, and will be further addressed in subsequent meetings as current action items move forward. The Committee plans to collaborate with other strategic planning groups, to find overlapping initiatives and share design and implementation of future improvements and innovations for the benefit of all MCC students.

Jennifer Dixon reported on behalf of the Strategy 4 Committee whose purpose it is to maximize institutional effectiveness by maintaining modern technologies and facilities and by enhancing faculty and staff capacity through growth and development opportunities to support a nimble, high-performing institution. The strength of a building lies in its foundation and the main purpose of the foundation is to support the load of the entire building. A good, strong foundation keeps the building standing when the forces of nature threaten to wreak havoc and weaken the structure.

Much like a building's cement foundation, Strategy 4 of the Strategic Plan provides strong institutional foundations to support the load of the work engaged in by the other strategies and the college as a whole. The objectives are designed to keep MCC's standing strong, even in the face of outside forces (like COVID-19). To simplify, Strategy 4: Foundation of Organizational Success objectives aim to ensure that MCC has a skilled and developed workforce safely using quality tools and technology in a world-class environment. Because the foundation is the first part of any construction, Year Zero work has begun with a sense of urgency. Each objective has been assigned 2 objective liaisons from the committee and those liaisons are working with a small work groups to tackle the action plans. Every single objective is being addressed in order to provide the foundation necessary for success as soon as possible, with 30- and 90-day goals showing plans for significant movement.

Laurel Clifford presented on behalf of the the MCC Data Analytics Subcommittee, co-chaired with Matt Butcher, stating Year Zero will be used to establish new data collection and analysis systems, reviewing strategic plan metrics—especially those for which baseline data and even basic processes have yet to be developed. The subcommittee will work with strategic co-chairs and their teams to ensure development and maturation of data measures, analysis and reporting. Toward that end, Matt and Shelly Castaneda of the IR team have made great strides toward development of critical Tableau interactive dashboards. The initial areas of focus during Year Zero have been enrollment and retention dashboards. Other activities include: Reviewing the 5 year retention dashboard currently in development, Identifying specific key performance indicators for data analysis, in support of the strategic plan initiatives, Reviewing provisional data used in development of the strategic plan, along with data from the AZ Vision report for integration in the data analysis process and Prioritizing this analysis with focus on enrollment, retention as well as support for year zero data needs.

**At approximately 10:20 a.m., member Pascual had to excuse herself from the remainder of the meeting.**

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

Grant Participation (Eaton, Jason Gee, Associate Dean for Career and Technical Education and June Weiss, Director of Nursing Programs)

Mr. Eaton reported that the Instruction Office will review ongoing attempts to apply for and utilize grants including the Carl D. Perkins Career and Technical Education Act of 2006, the Strengthening Community Colleges Training Grant, and the Education Stabilization Fund – Reimagine Workforce Preparation grant, to enhance college efforts to fulfill strategic plan priorities. Embedded in these efforts are data usage as shown by recent nursing department research and application.

Mr. Gee presented information on the Perkins Grant, SCCTG Grant, ESF-RWP Grants and a purposed Manufacturing Training Center in the Kingman service area. The Carl D. Perkins Career and Technical Education Act of 2006 is an annual renewable grant dispensed through the State of Arizona. In 2020-21, the College will have access to \$322,036.53 of Perkins funding. The focus of the grant is skill building, non-traditional student access, awareness, and completion.

Planned MCC program purchases for 2020-21 include: Welding (Bend Tester/Oxy Fuel Lance), Nursing (Pediatric Stretcher Crib/Hospital Beds), EMS (Realiti 360 software /autoclaves), Surgical Tech. (Surgical Table), Auto Service (Suspension-Steering Trainer), Dental (Dental Chairs), Electrical (i-Pads), Visual Comm. (Mac Computers) and MPIO for Awareness and Outreach

The Strengthening Community Colleges Training Grant is 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. The purpose of this grant is (1) to increase the capacity and responsiveness of community colleges to address the skill development needs of employers and dislocated and unemployed workers, incumbent workers, and new entrants to the workforce; (2) to offer this spectrum of workers and other individuals accelerated career pathways that enable them to gain skills and transition from unemployment to (re)employment quickly; and (3) to address the new challenges associated with the COVID-19 health crisis that necessitate social distancing practices and expanding online and technology-enabled learning and migrating services to a virtual environment. If awarded, MCC could focus on a Manufacturing Training Center.

The Education Stabilization Fund-Reimagining Workforce Preparation Grants (ESF-RWP Grants) program provides support to help States leverage the power of entrepreneurship to create new educational opportunities and pathways that help citizens return to work, small businesses recover, and new entrepreneurs thrive. These programs also build new capacity within the state to offer short-term postsecondary programs that are responsive to the needs of individuals to more rapidly adapt and evolve to ever-changing workplace and community needs. This funding opportunity is offered under section 18001(a)(3) of Division B of the CARES Act. This initiative is being led by Arizona Commerce Authority/Office of Economic Opportunity and the Workforce Arizona Council. It is a competitive (\$127 Million, 8-9 awards) nationally offered opportunity. If awarded, MCC would focus on jumpstarting the Small Business Incubators at all four campus locations.

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 or that are being developed through the Small Business Incubators. A proposed design based on a 10,000 square foot vacant property in the industrial park 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.

June Weiss presented "Department of Nursing: A Data Informed Organization" focusing on the role of Nursing Programs Evaluation Specialist Amber Johnson. Ms. Johnson runs reports based on point biserial calculations (reliability and validity) on each summative assessment. She meets with faculty each Monday to discuss the quality of exams, provides a summary of exam scores to the Leadership team monthly, reports on overall student success and is developing a database for ease of tracking and reporting. Ms. Weiss then provided three visual examples of the reporting stating no changes to curriculum are approved without this type of supporting data.

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

### Current Enrollment (Masterson)(Appendix 3)

Ms. Masterson provided an update on enrollment for Fall 2020. Provided in the Board packet is the credit hours from September 2, which shows the College, across the board, is down with 28,372 vs ~34,800 credit hours in Fall 2019. Ms. Masterson typically provides more up-to-date numbers from the day prior at Board meetings. However, with the launch of the Tableau product, she will now be able to share a real-time dashboard enrollment. Ms. Masterson shared the dashboard which reflected the College, at that moment, had enrolled a total of 28,559 credit hours vs. Fall 2019, which was 34,972 on September 11, 2019. The approximately 6,000 fewer credit hours equals an 18% deficiency. The dashboard also allows the viewer to see demographics including: campus designation, age ranges, 1<sup>st</sup> generation status, full-time vs. part-time and veterans status. The College is only 16% down in headcount (individual students) which indicates we retained students but they are taking less credit hours

President Klippenstein stated that the Tableau dashboard allows staff, including himself, to easily access data and determine courses of action. As more and more dashboards are developed, the College will be able to acquire a more granular view of the student population. For example, one could conclude that our student's time to completion is going to increase due to fewer credits being taken. The data needs to be used to implement new initiatives.

Ms. Masterson returned to her PowerPoint presentation to review Dual Enrollment (the dashboard doesn't capture dual enrollment as of yet) stating that there was only a slight decrease Fall 2019 which was 4,700 credit hours (800 students) to Fall 2020 which now sits at 4,300 (700 students). It was projected that Dual Enrollment may be the hardest hit with challenges faced by the K12 systems due to COVID-19. However, with a lot of hard work on the part of the high school staff, students and the MCC recruiters many students are getting a jump start on their college careers.

The enrollment management team also analyzed online enrollment and behaviors impacted by instruction moving to primarily online and remote instruction. As the Board saw in the Mohave Minute, full-time English faculty Dr. Trevor Holland stating the success of the remote modality. Ms. Masterson reviewed data outlining the statistics for 100% online students and students who take at least one distance education class.

Ms. Masterson stated that the 12-week class session begins September 14 with the second 8-week class session starting October 19. The College doesn't typically see major enrollment gains from these sessions as most students have already enrolled and those credits are included in the real-time count. Spring Registration opens on Monday October 19 with classes starting January 19, 2021. The student success leadership team is investigating numerous different initiatives based on student feedback gathered thus far for Spring 2021 and will determine which to pursue at the beginning of October. Marketing has already prepared a recruitment campaign.

Susan McAlpine asked for an overview of the student feedback. Ms. Masterson replied that students are remaining cautious in this rapidly changing environment, including many who are waiting for the return of on ground instruction. Other considerations include the uncertainty of students with children in K-12 and employment concerns. Ms. McAlpine, who lives in a remote area with limited internet service, stated that it would be difficult for students with similar circumstance (limited access to the internet) to be able to take online classes. Ms. Masterson stated that increased access to technology was one of the initiatives student services was teaming with the college's Information Technology department to address.

### XIII. Administrative Services Report

#### i. Monthly Financial Reports (Appendix 5a and 5b)

- 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. Items of note – financial aid “expenses” are up from this time last year due to the student aid increases and CARES Act distribution. Instructional expenses are up as well as the College seeks to get greater instruction IT access in to the hands of students. Travel expenses are in the negative as the business office secures refunds from cancelled conferences and training from the pandemic travel ban.

#### b. Human Resources (Jennie Dixon, Chief Human Resources Officer)

##### i. **Human Resources Reports** (Dixon)(Appendix 6a and 6b)

Ms. Dixon presented the College's human resources reports for the month ending August 31, 2020 reflecting new hires, transfers, reclassifications, title changes, separations and vacancies.

**Vance Miller moved, Judy Selberg seconded, to approve the Human Resources report for the month ending August 31, 2020 as presented in the appendix. Without further discussion, the motion carried 4-0. (Bare, McAlpine, Miller, Selberg)**

### XIV. Next Meeting (Bare)

Dr. Bare stated that the next regular meeting of the Mohave County Community College District will be: Friday October 9, 2020, 9:00 a.m.

### XV. Adjournment (Bare)

**Dr. Bare adjourned the meeting at 11:18 a.m.**