

Friday October 9, 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 and Pledge of Allegiance (Dr. Julie Bare, President)

Dr. Bare called the meeting to order at 9:01 a.m. and led the meeting participants in the Pledge of Allegiance.

II. Roll Call (Amy Curley, Executive Assistant)

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

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

The draft minutes from the September 11, 2020 regular meeting appear in Appendix 1.

Ashley Pascual moved, Judy Selberg seconded, to approve the draft minutes from the September 11, 2020 regular meeting as they appear in Appendix 1. Without further discussion, the motion carried 3-0. (Bare, Pascual, Selberg)

IV. Audience of Any Citizen (Bare or Secretary)

Dr. Selberg stated that 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 stated that all attendees had been given the ability to turn their microphones on and speak as well as to utilize the “raise your hand” feature if they wished to address the Board. No attendees indicated they wished to address the Board. Ms. Curley and IT Technician Mr. Burrows-Taras were directed to monitor attendees.

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

Faculty Council President Tonya Jackson reported that faculty are doing their best to turn COVID challenges into learning opportunities, learning more about our students than they ever have. There is major support and excitement surrounding the search for a new LMS and the faculty are thankful for the leadership of Chief Information Officer Mark VanPelt. CAR (Curriculum and Assessment) reports are being drafted by lead faculty, examining the mastery of competencies in entire courses. The faculty are looking forward to Spring semester and starting off strong. A discussion is currently occurring of the add/drop period and Z-grades, with a focus on insuring that policies are clear and that MCC is giving students the best opportunities to succeed.

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

Ms. Johnson introduced new members to the Staff Council as follows: Chuck Dillree (BHC) and Erin Roper (NCK) were re-elected to a 2nd term, and the Council welcomed Kevin Smith (LHC), Aaron Adamian (District Office), Adrian Hammon (NMC) and Karen Harris (NMC - filling vacancy left by Jonathan Hammon) for 2020-21. The next meeting of the Staff Council will be Thursday November 5th.

VII. Board Report (Bare)

A. AACCT and ACCT Update (Bare and/or Klippenstein)

Dr. Bare and President Klippenstein reported on the various sessions they attended during the 2020 ACCT Annual Congress which was held virtually October 5-8. President Klippenstein reported that Coconino Community College’s Executive Assistant to the President and Board Liaison April Sandoval won the 2020 Association Professional Board Staff Member Award and he had sent congratulations to CCC President Colleen Smith. President Klippenstein looks forward to attending the 2021 ACCT Congress which is scheduled to be held in San Diego, CA.

B. **Agent of Record** (Bare)(Appendix 2)

Dr. Bare stated that as part of the College's eligibility to seek financial reimbursement from the Department of Emergency Management for purchases related to the COVID pandemic, the Board must designate a college staff member as the official agent. The recommendation is to appoint the current Chief Financial Officer, Sonni Marbury.

Judy Selberg moved, Ashley Pascual seconded, to authorize Chief Financial Officer Sonni Marbury as the Designated Agent for Mohave Community College in matters concerning the Arizona Department of Emergency and Military Affairs. Without further discussion, the motion carried 3-0. (Bare, Pascual, Selberg)

C. Trustee Other Reports (Bare)

The following individual trustees spoke regarding non-agenda informational items:

Ashley Pascual stated that just this morning while stopping at a local business, she had the opportunity to meet three MCC students employed there. Dr. Selberg concurred that she frequently would run into cohorts of students, particularly nursing, while in town.

Dr. Bare stated that she has been greatly enjoying the activities the College is providing for Hispanic Heritage Month, having attended the Tea with LHC Dean Ayon and the presentation by Dr. Michelle Tellez, moderated by Dr. Trever Holland and Dr. Cesar Fuentes. Dr. Bare complemented Dr. Holland on his enthusiasm and Spanish accent.

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

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

A newscast style presentation of the College's recent activities including: Coca Cola Leader of Promise, Student Engagement, Student Elections Winners, New student orientation, Mechanics of Voting, Hispanic Heritage Month, La Loteria Training, DVAM 2020, Employee Service Awards, Northwest AZ Attainment Kickoff, Foundation News, Employees Donate.

Dr. Klippenstein followed up on several of the stories: thanking Dean Ayon for her work on the Hispanic Heritage Month activities, of which he also attended several, announcing that each campus has now elected officers for their Student Activities Councils with the SAC presidents being invited seat a representative on the President's Executive Advisory Council and the President's Cabinet, expressing gratitude for the great response by MCC employees to become members of the MCC Foundation, raising employee participation from 22% to 92% and thanking Danette Bristle for her work on Domestic Violence Awareness Month.

B. Pandemic Response Update (Dr. Fred Gilbert and/or Danette Bristle, Pandemic Response Team Co-Chairs)(Appendix 3)

President Klippenstein stated that last week the College met the benchmarks for returning to campus. The decision is to move to Phase Two of the Return to Campus Plan on Monday October 19. If conditions remain stable the goal is to move to Phase Three in the near future.

PRT co-chair Dr. Fred Gilbert stated that the Pandemic Response Team (PRT) will continue to monitor local data and the virus trends. Currently, Mohave County numbers are low, and the College is in the minimal to moderate risk category.

PRT co-chair Danette Bristle stated that in Phase Two of the return to campus plan, students and those wishing to enroll will be allowed on campus to meet with student services staff, but will still be encouraged to contact the college via phone, email and web chat. Student Services on each campus will be open from 10:00 a.m. – 4:00 p.m. with limited staff. Students and visitors will be required to sign the Acknowledgment of Risk/Liability Waiver before they are admitted into any building.

Remote student services will continue including advising, library, and student success services. Courses will remain in their current format for the remainder of the Fall semester. Employees who are not assigned on-campus responsibilities during this phase must continue to request permission to be on campus. Masks, physical distancing and all CDC health and safety guidelines are still in effect.

C. AZ Community College State-Level Council Reports (Klippenstein)(Appendix 4)

President Klippenstein provided a brief update 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.

D. Update of Current Events (Klippenstein)

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

IX. Institutional Effectiveness and Alignment (Shawn Bristle, Chief Advancement Officer)(Appendix 5)

Mr. Bristle state that the Institutional Effectiveness and Alignment Committee continues to manage transitions during Year Zero with strategic leaders engaging in a short workshop facilitated by Justin Norris of CampusWorks on Oct. 2 for an opportunity to evaluate progress as a group and consider adjustments to approach, process, and expectations. Draft action plans will be reviewed in a coordinated effort by both IEAC and the Finance, Audit and Budget Committee to align resource allocations with strategic goals.

Associate Dean of Enrollment Management & Registrar Michelle Brehmeyer and Director of Nursing Programs June Weiss, co-chairs of the Strategy One Committee, "Enrollment for All", reviewed the highly structured activities undertaken by that team to impact its critical area of responsibility.

The co-chairs reviewed the committee charge (Create and ensure implementation of initiatives related to creating and sustaining enrollment opportunities for anyone interested in learning and personal growth) and the strategic objectives (Increase the community college-going rate for students in the MCC service area, Increase the enrollment of underserved student populations from the MCC service area, Increase enrollment of occupational learners in programs with industry-recognized credentials, Increase enrollment of high school learners via innovative dual, concurrent, and early start offerings, and Develop a student aid disbursement structure to assist in growing enrollment.

The committee has had two scheduled meetings where consensus was achieved on committee charge, a survey was developed for committee members to choose their top three action items and leads and participants were determined for each action item work group. The co-chairs met with each Lead in order to develop 30/60-Day Plans and three 30/60 Day Plans were generated and provided to IEAC.

Work group #1, led by Financial Aid Director Heather Patenaude, is focusing on objective 1.5 and identifying areas of interest under percentage of need model for "weighted initiatives" with the target outcome of establishing a student population in alignment with the strategic plan that may get additional funding to further ensure/help with completion. Steps currently being taken include: sharing compiled research (e.g., reviewing enrollment and withdrawal data, unconverted FAFSA, and county demographics and statistics), identifying potential weighted initiatives, (e.g., Adult Learners (age 24 and older), First Generation, "Golden Years", and/or Veterans) aligned with Strategic Plan, establishing and building a test environment (with the assistance of IT) in PowerFAIDS to be completed by December 2020.

Work group #2, led by full time faculty Abigail James-Gomez and Enrollment Services Manager Meghan Knox, is working on objective 1.2 (Increase the enrollment of underserved student populations from the MCC service area). An action item for 1.2 is providing staff and faculty training regarding different cultures in target areas to better understand the cultural diversity of the service area.

The group will: Begin to identify and review collected sources of data about underserved populations (e.g., compare demographics of MCC with Mohave County, why certain applicants do not enroll), Consider the training's focus (e.g., specific demographic, need, focusing on recruitment and/or retention in order to better serve our students), Leads will be reaching out to the Strategy 3 Leads in order to better coordinate the efforts, consider developing and sending a survey in order to assess staff and faculty needs regarding training considerations.

Work group #3, led by June Weiss, is tasked with objective 1.4 and will begin to analyze previous straight from high-school to MCC student groups to determine characteristics of students likely to enroll and be successful, tailoring MCC's efforts to improve conversion rates. As with the other work groups, #3 will: Begin to identify and analyze sources of data (e.g., dual/concurrent students, current GPA, time of registration, placement test scores, enrollment in developmental courses versus college-level courses, and intention of enrollment such as transfer or seeking a credential), Explore the development of a survey to include such items as: What student clubs did a student participate in while in high school? Did the student have leadership opportunities? What other college options was the student considering? What inspired the student to apply to Mohave Community College? How does the student define success?

Work group #4, led by Ms. Brehmeyer, is focused on objective 1.3 (Increase enrollment of occupational learners in programs with industry-recognized credentials) and has been working extensively with the Associate Dean for Career and Technical Education Jason Gee to identify viable CTE program offerings through established college-wide and community collaborative teams. The target outcomes for the group include an audit of CTE programs (e.g., research local/statewide market demands, and conduct focus groups), targeted marketing from information provided by research and focus groups and enhanced connection and efforts with JTED/ WAVE, advisory boards. Along with identify and analyzing sources of data (e.g., market demands via EMSI reports and information provided by Career and Technical Education staff and led by Jason Gee, Associate Dean of Instruction), the group will look to incorporate noncredit programs leading to a credential (e.g., Arizona Career Readiness Credential) and establish baseline data and a formulated measure in Year Zero for CTE programs.

As the Enrollment for All Committee and various Work Groups continue to meet, the goal is to: meet the 30/60 Day expectations; engage with other strategic committees and external stakeholders, earlier rather than later, in order to coordinate and collaborate with the intention of building support and acquiring additional support and guidance; incorporate and consider other action items and target outcomes as data is analyzed and the discussions continue to evolve within and outside of the committee (thinking compass, not map); and present initiatives that create synergies in order to move MCC forward in serving the needs and aspirations of our students and constituents.

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

A. **Western Arizona Vocational Education District #50 (CTED) Intergovernmental Agreement (IGA) for Concurrent Enrollment (Eaton)(Appendix 6)**

On behalf of Mr. Eaton, who was experiencing technical difficulties, President Klippenstein stated the College utilizes a renewable five-year Intergovernmental Agreement between MCC and the Western Area Vocational Education/JTTE. The agreement allows WAVE/JTTE to partner with MCC to provide vocational courses to high school students who enroll in college classes (concurrent). This partnership has given high school students the opportunity to enroll in several MCC Career and Technical Education programs, including CNA, HVAC, Welding, Fire Science, Culinary and Law Enforcement.

Judy Selberg moved, Ashley Pascual seconded, to approve a five-year IGA with WAVED #50 for the purposes of concurrent enrollment.

Ms. Pascual inquired as to how the programs to be offered were determined. President Klippenstein responded that the Superintendent of WAVED, Amy West, worked with the Dean of Instruction Stephen Eaton and/or the Associate Dean of Career and Technical Education Jason Gee each semester to determine if any MCC courses/programs fulfill the needs of WAVED students.

Without further discussion, the motion carried 3-0. (Bare, Pascual, Selberg)

B. AZTransfer & Mohave Community College Partnership Report (Mitzi Esgro, Director of Curriculum and Assessment) (Appendix 7)

Ms. Esgro reported that AZTransfer is a statewide collaboration to help students navigate their higher education options in the State of Arizona. Information provided in the report includes: Six-year university graduation rate of new transfer students who entered with an associate's degree, university new freshmen who entered with community college credits, new transfer students who entered the university with 60 or more credits and five-year increase in minority baccalaureate degree recipients who were new transfers.

C. Curriculum and Assessment Report (Esgro)

Ms. Esgro reported that Mohave Community College is committed to empowering students to succeed with the best possible learning experiences to support their educational and career goals. In support of this commitment, the Office of Instruction regularly gathers and evaluates evidence of student learning. This evidence also demonstrates the quality of MCC's programs and courses to future students, accrediting bodies, and others.

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

A. Enrollment (Masterson)(Appendix 8)

Ms. Masterson and President Klippenstein reviewed noteworthy data points from the MCC 2019-2020 Final MCC Enrollment Report and the Arizona Community Colleges Strategic Vision Outcome Report as follows:

MCC 2019/20 Highlights: Enrollment grew in both headcount and credit count, 5,740 students took class(es), 35.2 % belonged to a minority population, 15.5 % dual enrollment students, 71.1 % first generation, 45.87 % retention rate from fall 2018/2019 to fall 2019/2020, 559 students completed a degree and/or certificate in 2019/2020, 644 degrees and certificates, MCC accumulated 77,612 credits for 2019/2020

MCC 2019/2020 Grad Survey Results (Inquires about satisfaction, learning, Self-reported responses): 39% students applying for graduation in 2019/2020 participated in the virtual ceremony, 97% accomplished their educational goals while at MCC, 77% worked full- or part-time, 34% entered directly after graduating high school, 25% entered after graduating high school, sitting out a year or more, 25% entered after being out of another college or university a year or more, 8% transferred directly from another college, 7% entered after earning a GED.

MCC 2019/2020 Transfer Results

56% planned to transfer to another college FT or PT, 89% transfer major related directly or somewhat to MCC major, University of Phoenix, GCU, Rio Salado were noted in Student Clearinghouse as transfer institutions.

NAU – 34%	ASU – 17%	UA – 4%;	SUU(Dixie) – 1%
UNLV – 1%	WGU – 12%	Chamberlain – 3%	
Other In-State – 14%		Other Out-of-State Institution – 14%	

Dr. Klippenstein reviewed the 2020 AZCC Strategic Vision Outcomes Report as follows: FTSE and annualized headcount was down 43.6% between 2009-10 and 2018-19, a trend that needs to change utilizing MCC's BIG and Strategy #1. There was an 11% increase in % of enrollment since 2010-11; however, it is not an increase in the number of minority students but rather a represents a larger portion of a smaller total enrollment. Adult (25+) were a 7% decrease in % of enrollment since 2010 potentially stemming from coming out the great recession and more job opportunities.

Pell Eligible students reflected a 10% decrease in % of enrollment since 2010 and the College is investigating the shift when looking at Mohave Co. median income data and will likely increase FAFSA promotion. The Community College Going Rates equaled a 10% drop since 2010 with only a 26% capture rate of recent HS graduates in the service region. This is definitely a market to focus on. The 2017 cohort IPEDs cohort had a 91% fall to spring (same as AZCC); 69% fall to fall (76% for AZCC but higher than national average at 54%) retention rate. Graduation rates for the 2013 cohort were 30% while AZCC is at 35%.

MCC's FTSE in occupational courses has gone up from 779 – 853 in the last three years good for high demand occupations. 87% of CTE/health students passed an occupational assessment to receive industry recognized credential, above national average by 4%. MCC offers degrees in 18 of the top 25 high demand occupations for Mohave County landing us in the top four of all AZ Community Colleges.

Overall, biggest concerns are overall enrollment, retention, grad rates, dev ed to college course success rates, AGECE completion and transfer success, and 18% of median household income. Items we are doing well include CTE/Health offerings, success and enrollment; and college course level success rates.

Ms. Masterson also reviewed the current academic year's enrollment. Spring Initiatives are to expand Early Start to include summer after senior year, increased outreach to homeschool student, a technology loaner program (will most likely be through the libraries), Prior Learning Assessment outreach/promotion, Continued FAFSA outreach.

A. Cohort Default Rate (CDR)(Patenaude)(Appendix 9)

Ms. Patenaude reported that CDRs nationwide continue their downward trend. Mohave Community College's official 2017 CDR is 12.3%. The rate is the result of the work of the Financial Aid team and the College's partnership with ECMC. It is not affected by the nationwide forbearance enacted by the CARES Act. This is second benchmark toward achieving the department's goal of a rate under 15% for three consecutive years. The 2018 rate is expected to be low because of the nationwide forbearance. The timing of the end of the forbearance could cause our 2019 rate to increase beyond a "normal" rate for MCC. Financial Aid continues to monitor MCC cohorts and communicate with borrowers to help them know when to anticipate returning to repayment.

XII. Administrative Services Report

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

i. Transwestern Pipeline Ruling (Marbury)(Appendix 10)

Ms. Marbury stated that pipeline property value lawsuits are common across the country and have been a trend in the industry for a decade. One of the companies appealing since early 2000's has been Transwestern. Transwestern was successful in the appeal on the 2016 property taxes it paid. The company made the assertion the Arizona Department of Revenue (DOR) over-valued their property on the I-40 corridor and the courts finally agreed.

Since the issue decided was for 2016, the courts are including all years since then. Total principal and interest due from the college back to Mohave County is estimated to be \$644,795.59. Because of interest rates, even if a payment plan is offered, it will be prudent to pay outright to the County and can be funded from contingency lines in the 2020/2021 budget.

ii. **One-Time-Only State Funding Allocation** (Marbury) (Appendix 11)

Ms. Marbury reviewed that the college was awarded \$1,152,000 from the State of Arizona as a one-time-only allocation for Career and Technical programs at the college. The college formed a committee which reviewed and prioritized proposals from staff and faculty submissions. The programs to receive funding for proposals were Dental, Radiological Technology, Welding, and equipment for all Career and Technical programs.

As part of the One Time Funding proposals, the Welding Program submitted a request for training booths and equipment for use on the Bullhead City Campus in the new building. As a part of the move, the program will double in capacity. This equipment request is part of the larger, strategic vision that was presented with the building plan. The College received the quote contained in the appendix from Clean Air America, Inc. for Six (6) W-6 Single Welding Units (12 welding booths) and WeldBooth curtain kits for a total of \$100,661.00 including freight for the welding program. The total amount requested for approval is \$110,727 which includes the base quote plus 10% contingency. This Quote falls under the "Single Source" rules as the equipment is being requested to match the current welding equipment at other MCC campuses.

Judy Selberg moved, Ashley Pascual seconded, to purchase equipment for the MCC Welding program from Clean Air America in the amount of \$110,727 to include taxes and contingency, as outlined in the appendix. Without further discussion, the motion carried 3-0. (Bare, Pascual, Selberg)

As part of the One Time Funding proposals, the Radiological Technology Program submitted a request for instruction equipment. The program continues to be at maximum capacity for enrollment. This equipment will allow the program to instruct students on the latest technology used in the field. Quotes were received from three vendors with the comparison placed in the appendix. The low bid from ProXimus Medical is presented for your review and approval. The quote with taxes and 10% contingency is \$127,080.

Ashley Pascual moved, Judy Selberg seconded, to purchase equipment for the MCC Radiological Technology program from ProXimus Medical in the amount of \$127,080, to include taxes and contingency, as outlined in the appendix. Without further discussion, the motion carried 3-0. (Bare, Pascual, Selberg)

iii. Monthly Financial Reports (Appendix 12a and 12b)

- a. Ms. Marbury presented the Monthly Cash Flow Report which visually represents the College's fund balance, expenses, deposits and amount invested with the state treasurer.
- b. Ms. Marbury presented the FY 20 Budget to Actual Report which 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)

Human Resources Reports (Dixon)(Appendix 13a and 13b)

Ms. Dixon presented the College's human resources reports for the month ending September 30, 2020 reflecting new hires, transfers, reclassifications, title changes, separations and vacancies.

Ashley Pascual moved, Judy Selberg seconded, to approve the Human Resources report for the month ending September 30, 2020 as presented in the appendix. Without further discussion, the motion carried 3-0. (Bare, Pascual, Selberg)

XIII. **Next Meeting (Bare)**

Dr. Bare announced that the next regular meeting of the Mohave County Community College District will be Friday November 13, 2020, 9:00 a.m., tentatively originating from the Neal Campus Kingman.

XIV. **Adjournment (Bare)**

Dr. Bare adjourned the meeting at 11:48 a.m.