

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

Date: October 20, 2020

Time: 9:00 a.m.

Location: <https://mohave.zoom.us/j/94389803433>

Members: Stacy Klippenstein (Chair), Connie Shelley, Loan Hornick, John Cawley, Don Weide, Mitzi Esgro, Heather Patenaude, Lauren Petersen, Dr. Andra Goldberg, Amy Curley (Recorder)
Guests: Jennifer Picard

1. Announcements

There were no specific announcements from the members.

2. Strategic Plan Updates

President Klippenstein reported the Institutional Effectiveness and Alignment Committee (IEAC) was working on the prioritization of 2021 work plans/budget items. IEAC will take requests and prioritize them, identifying the most impactful actions for the first year of the strategic plan IEAC & Finance, Audit and Budget (FAB) co-chairs to work closely together and articulate detailed process. IEAC strategy committees are building important personal and organizational capacities to engage in collaborative, data-informed decision making. A Data Day Event will be held Wednesday, Dec. 16, 12:30 – 4:30 via Zoom.

3. Systematic PPM Review Updates (if applicable)

Ms. Curley provided a brief overview of Systematic PPM Review as it pertains to the committee charge. 5.010-E requires MCC to review administrative procedures at least once every five years or as warranted by legislation, regulations or mission.

4. Items for Attention, Policy (if applicable)

A. 6.017: Alcohol on College Property

Proposed revisions were submitted and are attached for review in the OneNote. President Klippenstein stated that a chief purpose of the policy was to allow the Culinary program and non-credit community education courses to explore avenues such as wine pairing and beer brewing.

Chef Alana, full-time faculty for Culinary, proposed such fundraising events to support scholarships for the program, in collaboration with the Mohave Community College Foundation (MCCF). The policy would also support special events for the MCC 50th Anniversary celebrations throughout calendar year 2021.

Dr. Goldberg was the only committee member to submit comments via email. Dr. Goldberg's comments regarding the length of time alcohol was permitted to be stored on campus were discussed.

Hearing no objections, the procedures will be forwarded to the 11/3 President's Cabinet for discussion and if recommended, presented the Board of Governors for first reading in January 2021/second reading in February 2021 BOG meetings.

5. Items for Attention, Procedures

A. 5.140-E: Telecommuting

Human Resources Manager Jennifer Picard stated that the Telecommuting Procedure was reviewed and approved by Employee Engagement and then by the Strategy 4 committees. The only discussion at those meeting revolved around the "time-in-position" requirement. The first group was in favor of 12 months, the latter was in favor of 90 days. A compromise of 6 months was reached.

Ms. Picard stated the new procedure would allow workplace flexibility not currently provided by a mandate to be at one's assigned work station ("Assigned Work Place or Work Station: A physical place on college property where the work of the employee's position is normally performed; does not include any place away from college property, unless assigned through an official process"). Ms. Picard stated that no "official process" could be determined currently. Ms. Picard stated that the remote working required by the COVID-19 pandemic has provided a greater understanding as to the viability of telecommuting practices.

Discussion amongst P&P members included: time-in-position (no changes were recommended), percentage of work allowed (clarified this was not for 100%), new positions*, transfers (case by case) and potential inequity of supervisor approvals. The potential inequity of supervisor approval was discussed further. Ms. Picard stated that supervisors are responsible for determining the best modality necessary to achieve a department's desired result.

President Klippenstein requested that stronger language as follows be included in the opening paragraph: "Telecommuting arrangements incorporating more than a portion of a workweek, up to and including full-time telecommuting, are prohibited unless specifically approved by the President."

Mr. Weide requested clarification on how often, if at all, the original agreement would be reviewed/renewed/reevaluated? Ms. Picard indicated that agreements “may be discontinued at will and at any time at the request of either the telecommuter or the college.”

Hearing no discussion or clarifications, the procedures will be forwarded to the 11/3 President’s Cabinet for discussion.

6. Adjournment