

Friday November 13, 2020 – 9:00 a.m.

Originating from the Neal Campus Kingman, Room 240

Also available at Bullhead City Campus (508), Lake Havasu Campus (508), North Mohave Campus (403)

And 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 9:02 a.m. and led the Pledge of Allegiance.

II. Roll Call (Amy Curley, Executive Assistant)

Julie Bare	Present
Susan McAlpine	Present
Vance Miller	Present
Ashley Pascual	Present (via remote conferencing)
Judy Selberg	Present

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

Dr. Bare called for a motion on the draft minutes from the October 9, 2020 regular meeting.

Susan McAlpine moved, Judy Selberg seconded, to approve the draft minutes from the October 9, 2020 regular meeting as they appear in Appendix 1. Without further discussion, the motion carried 5-0. (Bare, McAlpine, Miller, Pascual, Selberg)

IV. Audience of Any Citizen (Bare or Secretary)

[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 queried each campus individually. There were no citizens wishing to address the Board. 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 remote conferencing attendees indicated they wished to address the Board.

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

Amber Johnson, President of the MCC Staff Council reported to the Board via remote conferencing. Ms. Johnson reported that the staff council had met the week prior stating it was a great meeting with a lot of staff participation remotely. The council elected to create a new staff council officer position, a parliamentarian. The council is excited that NMC’s Adrian Hammon has agreed to take that position. One of staff council’s main issues from the 2018-2019 academic year was addressing whether all MCC campuses should be tobacco free. It was determined that as a college-wide issue, the topic would be better served by Executive Advisory Council, which includes faculty and students, for a more holistic approach. Chief Human Resources Officer Jennie Dixon also gave a presentation on the new telecommuting procedures that are currently under review through the college’s communication/committee structure. Council meeting participants were able to review how the procedures would be implemented post COVID when employees return to campus fully. Meeting participants expressed appreciation for the flexibility the procedures would provide as the college enters a “new normal” post pandemic and felt the ability to telecommute would be generally beneficial for staff.

Dr. Bare asked Ms. Johnson to provide an overview of the current status of tobacco free campuses. Ms. Johnson stated that currently, only the Bullhead City Campus was completely tobacco free, a pilot program initiated by the student activities council on that specific campus. Research was being conducted by staff council on expanding the program college-wide but was set aside when the campuses were closed in March 2020.

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

Tonya Jackson, President of the MCC Faculty Council reported to the Board via remote conferencing. Ms. Jackson stated that the council had not met since the last time the Board met (October 9, 2020) but would be meeting on Friday November 20. Ms. Jackson did wish to convey some recent conversations amongst faculty that reflect positively on the student experience this semester. Due to the transition to remote learning and hybrid class modality, many faculty are recording their classes, creating a repository of recorded materials in the course shells. The increased flexibility of being able to access the recorded materials allows the students to still participate even if there was a scheduling conflict with attending class. This flexibility has appeared to increase student success rates.

Ms. Jackson also reported that the upcoming Faculty Council agenda will include discussions of the pandemic response, preparation for Spring 2021 and how to continue to assist students, and a final review of the recommended changes to the College's non-participation procedures (Z-grade). Working closely with Dean of Enrollment and Student Services Ana Masterson and her team, Faculty Council hopes to make this often-unclear process more student centered and easier to administer.

VII. Board Report (Bare)

A. AACCT and ACCT Update (McAlpine)

Susan McAlpine, the designated representative to speak regarding any informational items of interest regarding either the Arizona Association of Community College Trustees or the national organization of the same name, indicated there had been no communication from the Arizona group. Ashley Pascual, substitute representative, also had no information to share.

Dr. Klippenstein stated he would request a status update from J.D. Rottweiler (Cochise), the AC4 liaison to AACCT and Lee Lambert, Chancellor of Pima Community College whose board member is the designated president of AACCT at the next meeting of the Arizona Community College Coordinating Council (AC4).

B. Annual Board Self-Evaluation (Bare)(Appendix 2)

Dr. Bare stated that the Mohave County Community College District Governing Board completes an evaluation of its performance annually. Trustees are requested to complete the evaluation instrument with their individual responses for the 2020 calendar year and submit to Amy Curley by December 11, 2020. The compiled results for the group will be presented for discussion at the January 8, 2021 regular meeting.

C. Policy 6.017, Alcohol on College Property, First Reading (Bare)(Appendix 3)

President Klippenstein stated that currently, the College prohibits the presence of alcoholic beverages on premises owned by the District, or those leased or rented by the institution. It could permit a few, narrow exceptions to this prohibition. The exceptions would not be available to the general population of employees as they are established to ensure that the College's actions stay within the boundaries of state law and the College's insurance coverage. Therefore, strict compliance with this policy would be essential.

The policy statement being recommended to the Board for consideration is as follows: "Possession and or consumption of alcohol on College property is prohibited with the exception of special events that have been granted direct authorization of the College President in compliance with all College procedures, local and state regulations."

The affiliated operational procedures to ensure compliance have been reviewed by the Deans of Student and Community Engagement, the Policy and Procedure Committee and the President's Cabinet. These procedures include: funding restrictions, the approval authority, approval process, limits to the type, amount and storage of alcohol, limits to the number of attendees and scheduling of events and requirements for insurance, permits and licensing.

The number one reason for the recommendation is to support MCC's culinary arts program and its students by affording the educational opportunity to learn about wine and/or beer pairing with various menus. Secondary reasons would include college special events, specifically MCC's 50th Anniversary occurring in 2021 and lastly, 3rd party events that support community partnerships.

President Klippenstein reported that the procedural language will continue to be adapted and vetted based on feedback received prior to second reading, including recent suggestions from Board members to divide the procedures into stand-alone educational, internal and external sections for clarity.

Dr. Bare opened the floor for questions.

Ms. Pascual asked what type feedback, either positive or negative, had been gathered from the local communities and if any thought had been given to the potential unintentional consequences of such a policy? President Klippenstein responded that feedback had not been gathered from a significant number of constituents outside of the local foundation chapters but would ensure to have that information available for the second reading on January 8, 2021. Dr. Bare followed up with asking what the external communication plan was, as the college is not required to hold public hearings on such matters. Dr. Selberg stated that its inclusion on the Board's regular public meeting agenda for first and second reading is the existing transparency process for members of the public to express their opinion on the matter.

Dr. Selberg requested information on the demographics of the culinary students, specifically age. President Klippenstein will acquire and provide the requested information directly, although it is addressed and aligned with state regulations currently.

Ms. McAlpine inquired as to whether there were any additional processes in the event a person already under the influence of alcohol, or other substances, arrives at an event. President Klippenstein responded that would be covered by requiring TIPS/Title IV training of the servers. Discussions about requiring security at 3rd party events in ongoing.

Returning to the question of community feedback, President Klippenstein indicated that each southern campus would be hosting their Community Advisory Councils over the coming weeks (North Mohave's CAC has already occurred) and those could be the vehicle by which to gather additional feedback from external parties.

Hearing no further discussion, Dr. Bare moved to the next agenda item.

D. Trustee Other Reports (Bare)

There were no individual trustees who wish to speak regarding non-agenda informational items.

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: Pandemic Phase 2, City Proclamation for Radiologic Technology, Bighorn Listening Sessions, PTK Inductees, Motorcycle Training, CRUSHD Cable TV, Student Orientation Update, Pumpkin Giveaway, Pumpkin Contest Winners, Halloween & Day of the Dead, DVAM Winners, Charros of Rock, Foundation Newsletter -2nd Quarter. President Klippenstein thanked the faculty and staff that have stepped up to provide so many virtual events, many of which are experiencing increased attendance over previous on-ground events. This edition of the Mohave Minute can be located at: <https://www.youtube.com/watch?v=03n2N9LhJk4>.

B. Pandemic Response Update (Dr. Fred Gilbert and/or Danette Bristle, Pandemic Response Team Co-Chairs)(Appendix 4)

Dr. Gilbert briefly reviewed that most recent information and guidance on MCC's return to work plan as well as instructional operations for academic year 2020-2021. Although the College is currently still within the parameters of its plan in regards to meeting the benchmarks, it is unlikely with the current increases in cases/deaths and decreases in hospital capacity that it will continue to be so. Lifting of mask restrictions around the county as well as holiday travel and gatherings are contributing factors of projections showing a second surge. K-12 institutions are beginning to discuss closures, which will impact staffing at MCC. With nothing further to report, Dr. Gilbert stood for questions.

Dr. Bare requested clarification of the County's stance. Dr. Gilbert responded that individual municipalities are capable of lifting requirements but continue to encourage wearing masks. These positions do not affect the rights of private businesses or other political subdivisions. The K-12 schools have been mandated (masks) by the state.

President Klippenstein added that the Pandemic Response Team (PRT) continues to monitor the data daily and that the goal is to remain in Phase 2. Staff are tracking the number of students and visitors to the campuses which has been approximately 150 individuals on all four campuses over the last 3 weeks. With the two-week lag in the positivity rate reporting, any decisions regarding phase 3 and Spring 2021 will need to be made in early December after review of the impact of Thanksgiving weekend. This would allow faculty and students six weeks prior to the start of Spring semester (January 19) to accommodate any changes.

C. ERP/LMS/CRM Request for Proposal (VanPelt)(Appendix 5)

President Klippenstein briefly discussed the importance of the ERP/LMS/CRM systems in relation to accomplishing the strategic plan goals and student success initiatives prior to introducing Chief Information Officer Mark VanPelt

Mr. VanPelt briefly defined the acronyms being used in the presentation as follows: Enterprise Resource Planning (ERP), Learning Management System (LMS) and Customer Relationship Management System (CRM).

A new ERP system is being proposed to: support strategic plan initiatives surrounding data management and data driven decisions; provide reliable, accurate, affordable access to information for any user, at any time, from any place; provide integration of critical college functions; and modernize our offerings to students via the web and mobile applications. Mr. VanPelt stated that currently the College and IT works around much of the existing system with IT developing more than forty applications to make disparate systems work together. The Scope and Requirements of the RFP were: Flexible and robust web and mobile device agnostic access; Support for credit, non-credit, continuing education, and workforce development; Support for flexible terms and competency-based education; Flexible reporting, analysis, and decision support capabilities; Native support for financial aid processing; Guided pathways support and Support for best practices and self-service features for college constituents and community members. The RFP was reissued and extended to January 2021. The following activities will be scheduled dependent on current pandemic conditions: Review of Respondents, Campus Discovery Visits (3 Respondents), ERP Demonstration Presentations (3 Respondents), Decision of 2 Finalists, Reference Checks (2 Finalists), Selected committee members attend annual vendor conferences for both Finalists, Selected committee members travel to see product live, Final Selection/Decision. The Evaluation Criteria for the ERP will consist of: Functionality, Interoperability, Quality and quantity of support services, Total Cost of Ownership over 5 years, including internal costs, Vendor viability and stability, Vendor's growth roadmap, mission, and vision.

MCC's current LMS (Schoology) contract expires in 2021. On November 3, 2020, the College issued RFP 06-2021 with proposals due December 11, 2020 to explore products. Schoology is a K-12 product that does not facilitate a number of college level functions such as non-credit classes and open educational resources. In general, Mohave Community College is seeking a Learning Management System LMS that includes learner tools (communication, productivity, and student engagement) and support tools (administrative, course delivery, and curriculum design) that enable the delivery of online learning.

More and more higher education institutions are now adopting Customer Relationship Management (CRM) systems to attract, engage and communicate better with their students at the different points of the student lifecycle. MCC plans to issue an RFP in December 2020 to learn more about the potential of these products to support its mission, vision, values and student experience. Many Enterprise Resource Planning systems have CRM modules, so this Request for Proposal may not be required depending on the responses received.

Ashley Pascual prefaced her comments by thanking the RFP team for looking to address any technological issues from a user perspective, stating that she has seen consistent improvements with the College's IT infrastructure and especially IT's rapid response to the pandemic. A recurrent issue Ms. Pascual hears from students is that they can't finish their program because a course they need is not offered in a given semester, is not offered when they need it, such as in the evening or in the modality they prefer. Ms. Pascual inquired as to whether any of these proposed systems would rectify this issue?

Mr. Van Pelt deferred the scheduling question to Ana Masterson, Dean of Enrollment and Student Services and Stephen Eaton, Dean of Instruction. Ms. Masterson stated that while course scheduling is complicated by a multitude of factors, the current system is severely limited in addressing even the most basic of scheduling functions. For example, a Spring semester cannot be built until certain dates in the Fall semester have passed, making it impossible to build an entire academic year. The hope is a newer system would, by virtue of advancements in programming alone, have much greater capabilities. At a minimum, better data collection regarding enrollment trends. Mr. Eaton stated that there are software add-ons, such as Ad Astra, that are widely used for higher education. In the meantime, students experiencing difficulty with completion should contact the Associate Dean on their campus or the Director of their program, who can work with them directly to find solutions.

Ms. Pascual inquired if technical support for the transition was part of the response to the RFP – if vendors were asked to include how they would assist with implementation to avoid overburdening MCC staff? Mr. VanPelt responded that it was required as part of the proposal, especially given the fact that many of the issues with the current system to this day were caused by a poor transition/implementation strategy. The goal is to build it right the first time.

Ms. Marbury added that the entire team is aware of the gravity of the investment and the importance of building a solid foundation. The ERP is utilized college-wide and employees are enthusiastic to move forward with a more functional product that helps support the college mission.

In conclusion, Dr. Bare stated that people should look at where we are today as a society, compared with 10-15 years ago, driven by the evolution of technology.

D. AZ Community College State-Level Council Reports (Klippenstein)(Appendix 6)

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.

E. Update of Current Events (Klippenstein)

President Klippenstein did not have any updates on current events impacting the College.

IX. Institutional Effectiveness and Alignment (Shawn Bristle, Chief Advancement Officer, Stephen Eaton, Dean of Instruction, Rosemarie LeFebvre, Associate Dean of Student Success & Retention)(Appendix 7)

Associate Dean for Retention and Student Success Rose LeFebvre stated that the guided pathways model involves redesigning each part of the student experience, from the stage where students choose programs and start taking classes to the time of graduation, and when they move on to further education or careers.

In the guided pathways model, 4 main areas of the student experience or pillars are:

- Pillar 1: mapping the pathways to student end goals requires MCC to create clear maps for every program it offers. These maps are to be easily accessible on the website so student will understand what courses are necessary to complete a program or qualify for transfer, how long completion will take, and what opportunities for employment or further education students will have at the end of the program.
- Pillar 2: helping students choose and enter a program pathway by helping students explore programs, consider possible careers, and develop complete academic plans.
- Pillar 3: keeping students on the path involves being able to see the students' plans mapped out through graduation, keeping track of students' progress. If students get off track or have trouble in a course, alert systems bring these issues to advisors' attention so they can steer student toward academic or other supports. The college also works to remove institutional barriers such as inconvenient schedules or cancelled classes.
- Pillar 4: ensuring that students are learning begins with programs that are designed around a coherent set of learning outcomes, rather than a collection of courses. Program learning outcomes align with requirements for success in further education and employment in a related field. The college will track student learning outcomes and work to improve teaching and support services.

Guided pathways involve every part of the college, requiring the redesign of major departments such as developmental education and advising. It requires coordination among administrators, faculty, advisors, financial aid personnel, information technology staff, and many others within the college. Because guided pathways reforms involve every part of the college, it will take several years to implement it in full. The good news is that many of the changes MCC has already made such as mapping program pathways, and intake and advising redesign, building momentum towards a fully scaled guided pathways model at MCC.

Here are some of the initiatives and strategies designed not to limit student choice, but rather provide a systematic process through which students can make more informed choices.

- Clarifying the Path: Detailed information on target career and transfer opportunities, Math and other core coursework aligned with each program of study, Program mapping of coursework sequencing.
- Entering the Path: use of multiple measures to assess students' needs, First-year experience to help students explore the field and choose a major, Contextualized, integrated academic support to help students pass program gateway courses, K-12 partnerships focused on career/college program exploration.
- Staying on the Path: Ongoing, intrusive advising, Systems for students to easily track their progress, A structure to redirect students who are not progressing in a program to a more viable path.
- Ensuring Learning: Program-specific learning outcomes, Faculty-led improvement of teaching practices and strategies, Inescapable student engagement, Systems to track students' mastery of learning outcomes that lead to credentials, transfer, and/or employment.

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

A. Enrollment (Masterson)(Appendix 8)

Ms. Masterson reported that Institutional Research has launched the Spring Enrollment Dashboard via Tableau and the Deans of Student and Community Engagement (DSCE) as well as additional staff participated in a tutorial on November 2, 2020. Student Services continues to host weekly Enrollment & Initiatives meetings with DSCE's, Instruction, Business Office and Student Services staff. Initiatives currently under review include: a technology (laptop/hotspot) loaner program, Early Start extending through summer, Spanish-speaking Zoom sessions, campus-based Fall to Spring retention efforts and additional outreach. Enrollment Management is currently utilizing multiple methods of data review including Tableau, Jenzabar reports via scripting and the <https://tools.mohave.edu/> platform. Several Student Services staff members attended the American Association of Collegiate Registrars and Admissions Officer's (AACRAO) 2020 SEM (Strategic Enrollment Management) Conference "Crises as Catalysts for Transformation: 2020's Impact on Higher Education and Enrollment", virtually October 28-30, 2020.

XI. Administrative Services Report

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

i. **Transwestern Pipeline Ruling** (Marbury)(Appendix 9)

Ms. Marbury reported that in continuation of the Transwestern Pipeline lawsuit settlement, the Mohave County Board of Supervisors voted to allow a repayment option for districts affected by the settlement. The terms are to apply an interest rate of 1% for a period not to exceed 5 years. The final judgment includes years 2016, 2017, 2018 and 2019. While there was speculation on including the 2020 tax year in the settlement, Transwestern has chosen to reduce their future tax payments instead of combining those amounts in the court determined repayment. While the initial expected repayment amount is \$529,596.48, the outstanding court determination on interest accrual for the judgment results in the college recommending approval of the payment to be authorized for an amount not to exceed \$550,000. As stated in the appendix, the college recommends using the contingency budget line to fund this repayment and pay outright to avoid unnecessary additional interest amounts.

Vance Miller moved, Judy Selberg seconded, to approve payment of the Transwestern Pipeline settlement to Mohave County in an amount not to exceed \$550,000. Without further discussion, the motion carried 5-0. (Bare, McAlpine, Miller, Pascual, Selberg)

ii. Monthly Financial Reports (Marbury)(Appendix 10)

a. Ms. Marbury reviewed the Monthly Cash Flow Report, a report that visually represents the College's fund balance, expenses, deposits and amount invested with the state treasurer.

- b. Ms. Marbury reviewed the FY 20 Budget to Actual Report, a report that visually represents the College's expenditures by function and object and its primary revenue sources with Year to Date Actuals.
- c. GFOA Certificate of Achievement for Excellence in Financial Reporting (Appendix 11)

Ms. Marbury stated that for the eighth year in a row, the Certificate of Achievement for Excellence in Financial Reporting has been awarded to Mohave Community College by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

B. Human Resources (Jennie Dixon, Chief Human Resources Officer)

i. **Human Resources Reports** (Dixon)(Appendix 12)

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

Ashley Pascual moved, Vance Miller seconded, to approve the Human Resources report for the month ending October 31, 2020 as presented in the appendix. Without further discussion, the motion carried 5-0. (Bare, McAlpine, Miller, Pascual, Selberg)

XII. **Next Meeting** (Bare)

Dr. Bare stated that the next regular meeting of the Mohave County Community College District will be Friday January 8, 2021, 9:00 a.m. It is tentatively scheduled to meet on the Bullhead City Campus.

XIII. **Adjournment** (Bare)

Dr. Bare adjourned the regular meeting at 10:56 a.m.