

IMPROVING LIVES. IMPROVING COMMUNITIES.

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

Date: Tuesday November 17, 2020

Time: 2:00 p.m.

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

1. Announcements

- Chief Human Resources Officer Jennie Dixon announced that the Employee Engagement Survey had been launched. Response rate is currently 29%.

2. President's Report (Klippenstein)

A. Pandemic Response Team Report (D. Bristle, F. Gilbert)

The Pandemic Response Team held a meeting on Monday November 16, 2020. Agenda items included: 1. Overview of news and trends 2. Fall 2020-Phase Two 3. Concerns 4. Non-compliance (e.g. training course that exceeded the capacity limit) 5. Initiatives at other schools/colleges 6. Phase Three Planning

After reviewing the data, the PRT is recommending the following in anticipation of the COVID-19 spike that is predicted:

Virtual days after Thanksgiving

- Virtual Lab days for CTE and other courses on Monday (11/30) and Tuesday (12/1) *Stephen will give waivers the health prof. labs that cannot be virtual.
- Virtual Student Services on Mon. -Wed. (11/30-12/2) *The group preferred the three-day window but didn't want to create too much inconvenience for instruction.
- Note: These virtual days would not impact the calendar already establish by HR or the academic calendar.

Discussion: Faculty Council President Tonya Jackson stated she felt the Faculty would support the temporary return to all virtual as it would be preferential to a 14-day shutdown. President Klippenstein also voiced support for the recommendation and will present the data to the Board. Without further discussion, the communication plan was approved to be initiated.

Random COVID-19 Test Procedures for On-Campus Employees

As a measure to help protect students, faculty, and staff and slow the spread of COVID-19, the proposal is to institute random testing of employees who regularly work on campus for COVID-19. The Random Testing Program would seek to understand how SARS-CoV-2 is affecting the campuses and help to identify transmission hotspots and clusters of infections, helping to protect employees, and students. The College would utilize the Embry Women's Health test sites, conveniently located in the parking lot of each of the southern campuses. As allowed by the EEOC, ADA and CDC, employee testing is mandatory. Each round of testing throughout the semester will randomly pull 10% of the employees who regularly work on campus. Tests are provided at no cost. Test results will be communicated directly to employees from Embry Women's Health. MCC will not automatically receive test results. If an employee receives a positive test result, they would self-report to MCC through the COVID-19 Reporting tool and immediately begin isolation as recommended by the CDC guidelines. Supervisors will note the negative findings for HR. Test results will be used to learn where the virus is located on campus and facilitate contact tracing and cleaning protocols.

Discussion: A brief discussion did not garner significant support for the proposal. President Klippenstein and Ms. Dixon will continue to evaluate options.

B. Beale Street Project Update (D. Montgomery)

Director of Facilities Management Don Montgomery provided the following update:

- Planning sessions with all permanent and potential users (stakeholders) continue regarding functionality of space, features, amenities and capacities as well as efficiencies so that tenants have an informed understanding of the project's scope, use and potential opportunities.
- Budget for the scope of the project and final design are complete and approved by planning and zoning department.
- Demolition will commence next week including: (3) rooftop evaporative cooler units and associated ducting and registers, non-functional gas pack unit, entire front canopy, lighting, walls, flooring, restrooms, wiring, plumbing, etc.
- Finalizing materials selection for: Classroom space for community education classes, conference space(s), office spaces for SBDC (2), Chamber (2), art lab space, business incubation space, retail space, shared spaces (entrances, reception, waiting rooms), staff and public washrooms, etc.
- Occupancy of 309 E. Beale Street with completed renovations is anticipated by early March 2021.

C. Tuition and Fees (Klippenstein)

Each end of Fall semester, the Chief Financial Officer, in conjunction with the Chief Academic Officer, initiates the Course Fee Review Process. Tuition rates are recommended by the President to the Board of Governors.

Course fees review request will be sent the week of December 9th to must be returned to Instruction and Student Services Office Manager Melissa Wadley by Tuesday, December 29th.

President's Cabinet will review and approve the final proposal, and the list of new and revised Course Fees will be sent to the Governing Board for approval at their February meeting.

Revenues from assessed Course Fees are intended to defray real costs for materials, special activities, and equipment consumed in the course of instruction, or for items that become the student's property. Course Fee revenues should be applied primarily to the purposes for which they were originally assessed.

Course fees shall:

Not be used to supplant regular College budget support for academic programs.

Not be used to pay regular College faculty or staff positions.

Be used to replace consumable supplies that may have a lifespan longer than one semester, such as glassware and models that need to be replaced when damaged or broken.

Be used to replace certain equipment items which may have a shorter than expected lifespan due to high student usage.

Damaged or obsolete equipment may be replaced using Course Fees.

D. Tobacco Free Campuses (A. Johnson)

Staff Council President Amber Johnson noted the Tobacco Free Campus agenda is now in the Executive Advisory Council; however, there will be no movement on the issue until all campuses are open.

3. Council Updates and Recommendations

A. Executive Advisory (Kay Lynn Trybus): Next meeting December 11, 2020.

B. Faculty (Tonya Jackson): The following items are on the November 20 agenda: Schoology issues with Grade Books (letter grades are not useful for data collection. Disabling the letter grade option?) Participation and Add/Drop requirements, Advising and Student Communication, Increase in lab load hours from 0.7 to 1.0, COVID protocols

C. Staff (Amber Johnson): The council elected to create a new staff council officer position, a parliamentarian, Adrian Hammon. 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.

D. Student (Jessica Perez): SAC's are working on virtual holiday ideas

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

Strategic committees worked to identify action plans and accompanying budget requests. Committee members are engaged in a second round of review and discussion focused exclusively on budget requests. The prioritized list will be forwarded to the Finance, Audit and Budget Committee along with supporting documents for inclusion in their decision-making processes. Both old and new processes are running simultaneously. Data Day Event, Wednesday, Dec. 16, 12:30 – 4:30

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

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

CASAA met on October 2nd. Academic Standards on the agenda included: Policy for 10-year credit expiration (Mitzi Esgro will form a small taskforce), Continuous Enrollment (tabled), Multiple uses at an IP address: (Honor Code review)

Curriculum requiring Cabinet review included: (1) Program Modification for Culinary

- Program Modification: Associate of Applied Science (AAS) Culinary Arts Management (63 credits) Previously: Associate of Applied Science (AAS) Culinary Arts & Hospitality Management (61 credits)
- Reason for Modification: Design a program that is geared towards kitchen readiness and career employment. Develop a program that meets the needs of potential students and employers through a creation of stackable certificates and certifications that can lead to a degree.
- Certificates: Baking (32 credits), Culinary Arts (43 credits), Food Management (27 credits), Food Preparation (16 credits)
- Courses: 111,121,131,141,220,230,240,248,250,251,255,280

There were no objections stated to the presented materials.

B. Policy & Procedures (Klippenstein)

President Klippenstein announced the next P&P meeting will be Thursday November 19.

C. Finance/Audit/Budget (Marbury)

Chief Financial Officer Sonni Marbury announced the next FAB meeting will be in December.

6. Dean of Instruction Monthly Update (Eaton)

Stephen Eaton updated Cabinet members on the following topics:

- Guided Pathways
- Dual Enrollment
- META
- Remote Learning

7. Items for Dialogue

HLC Accreditation Liaison Danette Bristle announced that MCC's scheduled HLC multi-campus visit was proceeding as planned.