

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

Date: 8/27/20

Time: 9:00 – 10:30 a.m.

Location: <https://mohave.zoom.us/j/96384766596>

In attendance: Don Montgomery, Jason Gee, Jennifer Dixon, Jennifer Woolston, June Weiss, Kay Lynn Trybus, Mark Van Pelt, Melissa Wadley (recording), Michelle Brehmeyer, Rosemarie LeFebvre, Shawn Bristle (co-chair), Stephanie Dieringer, Stephen Eaton (co-chair)

Absent: Ana Masterson,

Matthew Butcher,

Laurel Clifford,

Fred Gilbert,

1. Announcements (S. Bristle)

- a. Preparing for Meetings – This group will receive large amounts of information, including shared responsibility for reading and knowing material.
- b. Managing Transition - tabled

2. Important Dates (S. Bristle)

Mon 31 Aug 2020	Add/Drop Period Ends (15 & 1st 8 week)
Tue 01 Sep 2020	Application Period for Fall Graduation Opens Tableau Demonstration, 1:00 p.m. (More info TBA) President's Cabinet Meeting, 2:00 p.m.
Wed 02 Aug 2020	Enterprise Risk & Safety Subcommittee Meeting, 10:00 a.m. Strategy 2 Committee Meeting, 1:00 p.m.
Thu 03 Aug 2020	Grants Team Meeting, 9:00 a.m. Data Team Meeting, TBA
Fri 04 Aug 2020	Strategy 3 Committee Meeting 9:00 a.m. CASA Meeting, TBA
Mon 07 Sep 2020	College Closed / Labor Day
Tue 08 Sep 2020	Executive Team Meeting, 2:00 p.m.
Wed 09 Sep 2020	SEM Meeting, 10:00 a.m.
Thu 10 Sep 2020	Crisis Mgmt Work Group Meeting, 10:00 a.m. Strategy 4 Committee Meeting, 1:00 p.m.
Fri 11 Sep 2020	MCC Board of Governors Meeting, 9:00 a.m.

Mon 14 Sep 2020	College Closed / All Staff Day, 12:45 – 5:00 p.m. Classes Begin (12 week) Add/Drop Period Begins (12 week)
Tue 15 Sep 2020	President’s Cabinet Meeting, 2:00 p.m.
Wed 16 Sep 2020	Employee Engagement Group Meeting, 9:00 a.m. Risk Mgmt Group Meeting, 10:00 a.m. Guided Pathways Committee Meeting, 11:00 a.m.
Thu 17 Sep 2020	P&P Meeting, 10 a.m. Data Team Meeting, TBA
Fri 18 Sep 2020	Safety Work Group Meeting, 10:00 a.m.
Tue 22 Sep 2020	Executive Team Meeting, 2:00 p.m.
Thu 24 Sep 2020	IEAC Meeting, 9:00 a.m.
Wed 07 Oct 2020	45th Day
Fri 09 Oct 2020	Last Day for Withdrawal (1st 8 week)
Fri 16 Oct 2020	Classes End (1st 8 week)
Mon 19 Oct 2020	Classes Begin (2nd 8 week)

3. Strategic Plan Updates (S. Bristle) –

- a. A 2020-21 Year Zero Planning Timeline Action Planning Timeline (spreadsheet) was created to list the major components of annual plan. **Committees will need to adjust the 2020-21 action plans, so that they reflect reality (due September).** Columns include progress notes and other relevant committee reports and information that will be shared with the Governing Board.

Additionally, **the 2021-22 Action Plan drafts for budget planning alignment are also due so that the Budget Committee may start work.** This process will present some unique challenges as groups plan a year out and estimate budget needs.

M. Van Pelt added that (new) software or online/digital service subscription considerations must run through IT review to meet security and/or network requirements for deployment and access. As an example, R. LeFebvre confirmed that changing online tutoring services from one vendor to another would fit the IT criteria for review.

- b. Strategic Plan Monitoring and Reporting - Ongoing Cycle of Learning and Improvement (goal: decrease effort and increase information flow). S. Bristle presented ideas for committee feedback (slide 7), that include the use of the existing formative Monthly Strategic Committee Reports and the summative Quarterly Strategic Committee Reports to provide regular updates to the Governing Board.

S. Bristle presented a first draft of the Strategic Committee Monthly Report chart for review (slide 8). In an effort to make an automated process, fields contain dropdown

menus that tie to committees, actions, objectives, and timelines. Bristle sent the reporting spreadsheet to the committee members for additional feedback on options, fields, approach, and needs. Weiss recommended removal of the word “feelings” from the Overall Progress field, since data is driving feedback. Dieringer suggested changing the heading to “feedback.” The narrative section may be used for clarification or assistance requests. Eaton suggested removal of “Accomplishments & Challenges” in favor of “Narrative Description” under the committee action. Weiss cautioned the use of too many narrative fields, as capturing data would be more difficult.

S. Bristle presented the next spreadsheet, which would be used to provide more data-driven information and reporting fields (slide 9). Dropdown fields tie directly to measurable outcomes tied to committee, objective, baseline data, progress, measures, outcomes, etc. for comprehensive, summative progress tracking. While the layout appears user-friendly, committee members requested a copy for hands-on review and feedback. Bristle hopes that the form may be streamlined (automated) to feed other reporting mechanisms within Tableau. Objectives are Governing Board approved, thus no changes can be easily made. However, objective measures may be modified, if needed, and action plans allow for flexibility and creativity. M. Brehmeyer expressed concern about the “resource needed” and “potential barrier” fields being too close to the initial strategic plan field. Bristle hopes that tech-savvy assistance may come up with a solution.

S. Bristle will send this spreadsheet to the group after the meeting for additional review and feedback. M. Van Pelt will task IT personnel with placing the form online for easy access.

4. Standing Reports *succinct* highlights of committee planning and activity, recommendations, identified challenges, and solutions, with focus on 30/60-day action plans

a. Strategy 1 Enrollment for All (M. Brehmeyer, J. Weiss)

i. The Enrollment for All Committee conducted a kick-off meeting to select and prioritize their top three objectives. Teams and team leads were identified and selected for each objective. Weiss and Brehmeyer met with each team lead to assist with 30/60-day action plan directions and support for teams assigned to the following objectives:

1. Objective 1.5: Develop a student aid disbursement structure to assist in growing enrollment.
2. Objective 1.2: Increase the enrollment of underserved student populations from the MCC service area.
3. Objective 1.4: Increase enrollment of high school learners via innovative dual, concurrent and early start offerings.

ii. Feedback is already rolling in:

1. Objective 1.5/Team 1 - has already met and is working on identified areas of need as first-generation students (70%), adult learners >24 yrs. (43%), and veterans (200 students). Work is being expedited as the financial aid department is working within multiple years, with the hopes of targeting students for the current year. Clarification and defined measure needed to correlate between enrollment and aid.
 2. Objective 1.2/Team 2 - regarding potential faculty and staff training feedback – this team has not yet met, but is informally looking at surveying faculty for training delivery modality and assessing needs/concerns (34:27)
 3. Objective 1.4/Team 3 – pondering whether high school dual/concurrent falls within the AGECE philosophy or something more as they consider how to increase enrollment of high school learners.
 4. Other IEAC feedback related to credentials (industry-related credit, non-credit, and CTE credentials) – for committee and team purposes, credentials are already included with objectives as a criterion of industry-recognized credentials. S. Bristle encouraged team and workgroup flexibility when working towards the bigger picture, rather than working down a checklist driven by MCC’s internal processes or committees. This objective is prioritized for a later date.
- iii. Executive committee feedback was provided to each strategic planning group for assigned objectives. Brehmeyer asked the IEAC members for additional feedback and ideas on weighted initiatives (first-gen, adult learners, and veterans). Bristle suggested disaggregation of minority populations, which will be captured in first-gen and adult learner groups in the data reporting.

b. Strategy 2 Academic Programs & Workforce Development Partnerships (S. Dieringer, J. Gee)

- i. This first meeting for this group is scheduled for 9/2/2020, with the goal of walking the newest members through the context and intention of the five assigned objectives. Gee hopes to prioritize objectives and break them down into manageable measures for team members to work on. Dieringer hopes that organization, and clear understanding of the objectives (as a pillar) will help move the team forward in a measured, reasonable, and achievable way.
- ii. This strategic group has a lean membership base. Gee and Dieringer hope to bring in other participants when expertise become relevant to groups’ current work, as most objectives are relational (one before another). Rather than assigning folks to separate tasks, this group will need to work sequentially. Eaton recommended inserting a comment on the timing within the reporting narrative.

c. Strategy 3 Holistic Approach to Student Success Committee (K. Trybus, J. Woolston)

- i. Woolston indicated that this strategic group met on 8/7/20 to organize and breakout into focused work groups. Three main target areas emerged from the organization, most of which link back to Objective 3.5. Rather than starting at baseline tasks, this group hoped to get members excited about digging in (from a broader perspective) – building momentum to look at the big picture.
- ii. Bristle inquired about the Executive Team’s feedback on Objective 3.2 and whether the described action is considered preplanning towards alignment, or it should be aligned elsewhere. Woolston felt that many items have the potential for overlap, and described how faculty could participate in student retention in the future.

d. Strategy 4 Foundations of Organizational Success: Technology, Facilities, Personnel Resources (J. Dixon, D. Montgomery)

- i. This group inherited most of the prior committee structures and associated workgroups (facilities, technology, risk management, employee engagement, etc.). Therefore, all objectives were distributed and work assigned. Many objectives require that solid plans are in place so that sufficient resources and processes are available and working for forward movement.
- ii. All objective liaisons met with workgroups to determine and prioritize forward steps. Some items (i.e., IT security) were already in the works before the finalization of the Strategic Plan, so they are further ahead of other workgroups.
- iii. This team has already started to pull together budget information for the professional development objectives, with the knowledge that other strategies contain imbedded professional development. The team hopes to push this strategy forward quickly so that other teams will not be delayed on their strategies.
- iv. Bristle noted that as items move through strategies, budgetary data and prioritization is needed in order to assist the Finance Committee with decisions.

e. Guided Pathways (S. Eaton, R. LeFebvre)

- i. Eaton brought additional awareness that the Guided Pathway committee will work to reduce duplication of efforts with submitted reports. As an example, connecting efforts of Group 3 with Group 1 work. Eaton encouraged use the other groups to help with coordination efforts. Eaton and LeFebvre (Guided

Pathway co-chairs) will reach out to strategic teams to assist with overlapping or competing priorities, as needed.

- ii. LeFebvre indicated that the first meeting is scheduled. The group will review the three assigned pillars for support to reduce duplication of efforts, or shifting of action items and goals (as needed). The team will work to provide a solid foundation for other teams, and on the actual Guided Pathways (theoretical approach) becoming actionable.
- iii. Dr. Klippenstein is allowing this committee to work with Justin (strategic planning consultant), as well as Andrew Clegg of the Arizona Student Success Center to ensure that MCC's efforts are aligned with statewide efforts.

f. Data Team (M. Butcher, L. Clifford)

- i. 30- and 60-day action plans submitted with the hope that strategic chairs and data team will make proactive contact for year-zero development items (identified and defined measures with progress accountability).

g. Grants (S. Eaton, F. Gilbert)

- i. Eaton informed this committee about a couple of available grants. The Trade Adjustment Act for Community Colleges is setting up workforce programs; the application is due early October. The team is searching for a successful sample application from former and current colleagues as reference. Eaton inquired with Northland Pioneer and Coconino Community Colleges about possible creation of an I-40 corridor manufacturing coalition, since the application calls for collaboration between other institutions, businesses, and industries.
- ii. The Grants Committee is open to suggestions in the search for opportunities.
- iii. Gee updated the group on an earlier AC4 Executive meeting attended, where the Arizona Advanced Technology Network (formerly known as the Arizona Advanced Technology Corridor) expressed interested in bringing advanced manufacturing statewide through that coalition. There may be grant funding potential and deserves some further consideration or investigation.
- iv. Email potential grants to Stephen Eaton, Fred Gilbert, Shawn Bristle, and Jason Gee for consideration for any next steps.

h. Additional Committee Reports – no reports at this time

5. Items for Attention

a. Old Business – Scheduled to be Completed

- i. Committee Charge/Purpose & Membership Rosters - from Co-Chair Orientation Agenda, 7/13/2020

Discussion: Faculty members may remain unconfirmed.

Action: Complete committee charge and rosters; email to Shawn, Stephen, Amy Curley & Melissa Wadley.

Personnel Responsible & Due Date: **committee co-chairs, 5:00 p.m. 7/30/20**

- ii. Committee Meeting Schedule - from Co-Chair Orientation Agenda, 7/13/2020

Discussion: Strategic committees report to IEAC. Allow for efficient information flow, working backward from BOG & President's meetings (2nd Friday of month). IEAC – 1st Fri. of month. Allow time for important and/or dense information to be forwarded and reviewed.

Action: Report meeting schedule to Melissa, Stephen, Shawn, Amy Curley & Melissa Wadley. Communicate to initial committee members.

Personnel Responsible & Due Date: **committee co-chairs, 5:00 p.m. 8/3/20**

b. Old Business – For Follow Up

- i. **Data Day Event (Shawn Bristle) – See attached *DRAFT-Str CommitteeDataSession&DataDay_08192020***

Discussion: Review draft event proposal, revised with IEAC suggestions.

Action(s): Identify target date range and preferred dates/times. Establish consensus on event outline, and structure options. (See proposal document.)

- **Strategic Committee Data Session: Group consensus for mid-semester session (Mon., Oct. 26 or Mon., Nov. 2, 9-11:30 a.m.)**
- **Data Day (all employees): Group suggestion and consensus expressed for December, 2020 (after classes, and before faculty break for the holiday)**

Personnel Responsible & Due Date: **Shawn Bristle, Matt Butcher, Laurel Clifford**

ii. Strategic Monitoring & Reporting (S. Bristle) – Feedback from M. Van Pelt; Committees/Updates from the IEAC Members

Discussion: How to most efficiently and effectively share information necessary for us to accomplish strategic goals. This information was covered with the reporting forms in item 3.b. above.

c. New Business

i. Navigating the New Committee Structure (M. Van Pelt)

Discussion: Review survey results about strategic processes, how new initiatives may be presented and considered, and funding processes.

Van Pelt sent inquiries to various internal MCC groups to gather information on how people (non-committee member, staff, faculty) add their ideas or initiate action through a committee. Many responses indicated the appropriateness of vetting ideas through a supervisor for addition to a committee. Suggestions included form submissions, emails to committees, connecting with a committee recorder, and more. Existing Staff and Faculty Councils provide a natural place for vetting. Additionally, funding and budgeting concerns were expressed, noting that lack of funds should not impede a valid and worthy idea. Administration routinely finds alternative funding sources for fully vetted and good ideas.

Action: By IEAC consensus, employees seeking to submit ideas or agenda items to a committee, shall seek supervisor support and preparation before item submission to their respective staff or faculty council representatives, ensuring appropriate flow through the committee and communication structure and alignment to the Strategic Plan; budgeting considerations made at the administrative level after vetting and committee approvals.

Personnel Responsible & Due Date: Any personnel, as needed.

6. Adjournment