

**Friday September 9, 2022, Starting at 9:00 a.m.**  
**Originating at: Neal Campus Kingman, Room #508**

**Also Available via Interactive Television at:** Lake Havasu Campus Room #508  
North Mohave Campus Room #403  
<https://mohave.zoom.us/j/760248438>

(Action Items are in **bold** print)

I. Call to Order and Pledge of Allegiance (Dr. Julie Bare, District 2)

II. Roll Call (Amy Curley, Executive Assistant)

|                |   |
|----------------|---|
| Julie Bare     | Present, NCK 508                          |
| Candida Hunter | Present via Interactive Videoconferencing |
| Susan McAlpine | Present, NCK 508                          |
| Ashley Pascual | Present via Interactive Videoconferencing |

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

Dr. Bare presented the draft minutes from the August 12, 2022, meeting appear in Appendix 1.

**Candida Hunter moved, Susan McAlpine seconded, to approve the draft minutes from the August 12, 2022, regular meeting as they appear in Appendix 1. The motion carried 4-0 (Bare, Hunter, McAlpine, Pascual)**

IV. Audience of Any Citizen (Bare)

[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 each campus 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.]

The chair queried each campus individually. There were no citizens wishing to address the Board from the Lake Havasu, North Mohave, or Neal Campus. The Bullhead City Campus was closed to the public due to power outage.

V. Mohave Community College Foundation Update (Shawn Bristle, Chief Advancement Officer, Teri Tomlinson, MCCF Board President)

Teri Tomlinson gave an overview of recent MCCF activities including the MCCF strategic plan, upcoming donor appreciation event and Voices of the River Gala and a group visit to the North Mohave service area to discuss MCCF activity. The MCC Foundation is the non-profit organization which provides financial support for Mohave Community College. The Foundation's Board of Directors are members of the community who believe in the mission of MCC and guide the Foundation's activities and investments. The Foundation is a tax-exempt 501(c)(3) charitable organization, and all donations are tax-deductible. Funds received by the Foundation are distributed to advance the mission and goals of Mohave Community College.

VI. Staff Council Report (Jennine Ramirez, President)

Jennine Ramirez reported to the Board that campus representatives have been elected and first Staff Council meeting will be next week.

VII. Faculty Council Report (Dr. Fay Cover, Council President)

Dr. Cover reported to the Board that Faculty Council will next meet again October 21<sup>st</sup>, having decided to only meet every other month for 2022-2023.

VIII. Board Report (Bare)

A. **District #1 2023 Vacancy** (Bare)

Dr. Bare stated that the Mohave County Elections Department has confirmed that no qualified elector submitted nomination papers for the District #1 seat and the current appointment expires on 12/31/2022.

**Susan McAlpine moved, Ashley Pascual seconded, to request that the Mohave County Superintendent of School's office prepare to interview applicants for the vacant position that begins in January of 2023. The motion carried 4-0. (Bare, Hunter, McAlpine, Pascual)**

B. AACCT and ACCT Update (Susan McAlpine, AACCT Representative)

Member McAlpine provided an update on recent activities of the Arizona Association of Community College Trustees (AACCT) and national Association of Community College Trustees.

i. AC4/AACCT Legislative Priorities Retreat, August 24-25, Flagstaff, AZ

Member McAlpine reported that the Legislative Priorities Retreat was very tightly scheduled and organized. AACCT and AC4 worked separately but their priorities seemed similar. Trustees had discussions on advocacy from trustees, training required, and voted to move ahead on training with one dissenting vote. Scott VanPelt gave a virtual presentation on his collaboration on "The Great Upheaval." Of note was a broadband access survey showing that 80% Caucasian, 70% Black, 65% Hispanic demographics had broadband access while rural communities were only at 40% and only 1% of Apache Nation. Member Hunter provided information about providers to local tribal communities. Guest Dr. Singer questioned whether to statistics represented access or affordability? President Klippenstein stated that both contribute but the "mid-mile/last mile pull" is particularly problematic in Mohave County. Chief Information Officer Mark VanPelt added that the College is continuously collaborating with providers to increase access as well as programs that address affordability by subsidizing student access.

Member McAlpine added that the all-trustee event cancelled for September has yet to be rescheduled. Also, the Southwest colleges meet and greet breakfast at the ACCT Annual Congress will be rescheduled so MCC trustees attending should check the latest version of the program.

President Klippenstein reported that the legislative priority commonalities included addressing the FTSE (Full Time Student Equivalency) formula currently set at a 50/50 split, a different model for funding non-credit courses/credentials and thirdly, the expenditure limitation calculations. AC4 is looking at late January for holding its Community College Day at the Capital.

President Klippenstein also commented on "The Great Upheaval" presentation stating that of note, colleges will need to be expecting a time of profound experimentation in programming, with current students looking for "On Demand" or "Just In Time Education" 24 hours a day, seven days a week, 365 days a year.

ii. ACCT National Congress, October 26-29, New York, NY

President Klippenstein, Ashley Pascual, and Dr. Diane Singer will be attending. The College is also arranging travel with MCC's All-Arizona Academic Team Workforce student Brooke Prochaska, who will be honored as the Arizona winner at the closing breakfast on Saturday October 29.

- iii. ACCT Spring Trustee Quarterly Article – “Model Standards of Good Practice for Trustee Boards”: <https://www.mohave.edu/assets/2022/09/Models-of-Good-Practice.pdf>

Dr. Bare asked the Board members to review the article for discussion at a later date.

C. Trustee Other Reports (Bare)

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

IX. President’s Report (Dr. Stacy Klippenstein, President)

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

Mr. Jarman provided a newscast style presentation of the College’s recent activities including Fall Semester Starts, Welcome Back Events, Alumni Profile - Stephanie Powell, Alumni Profile - Rebecca Claas, Radiologic Technology Pinning, Student Leadership Retreat, Truck Driving Fair, Bighorn Trek Donations, Soccer Presentations.

B. **Northern Arizona Community College Partnership Intergovernmental Agreement (IGA) (Klippenstein) (Appendix 2)**

President Klippenstein stated that on Tuesday August 23<sup>rd</sup>, the Presidents and Chief Academic Officers of Mohave Community College, Yavapai College, Coconino Community College, and Northland Pioneer College met in Flagstaff initiate a partnership agreement between the Colleges to provide academic pathways for the students in their combined service areas.

**Ashley Pascual moved, Susan McAlpine seconded, to approve entering an Intergovernmental Agreement to initiate a partnership agreement between the above listed Colleges to provide academic pathways for the students in their combined service areas. The motion carried 4-0. (Bare, Hunter, McAlpine, Pascual)**

C. AZ Community College State-Level Reports (Klippenstein) (Appendix 3)

President Klippenstein provided limited 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, having discussed earlier in the agenda.

D. Update of Current Events (Klippenstein)

President Klippenstein provided an update on current events impacting the College including upcoming Community Advisory Councils which will be the next phase of gathering community feedback regarding the Facilities Master Plan. CAC’s will be the week of October 10 and the College will provide the Board with the exact dates.

President Klippenstein that the staff at the Bullhead City Campus for their hard work on the recent campus closures.

The All-Arizona Academic Team Luncheon has been scheduled for February 22<sup>nd</sup>, 2023. This will be the first on-ground event since 2019.

- X. Strategic Plan Alignment Committee (Shawn Bristle, SPAC Co-Chair, Matt Butcher, Data Analysis Committee Co-Chair, Laurel Clifford, Data Analysis Committee Co-Chair)

Mr. Butcher stated that the MCC Strategic Plan 2020 – 2026 was built upon exploration of data, and the journey to create the plan reinforced internal appreciation of the importance of quality data. The Data Analytics Committee was subsequently formed considering a developing organizational culture of data-informed decision making. Director of Institutional Research Matthew Butcher and Resident Math Faculty Laurel Clifford will provide an update on progress on activity addressing Objective 4.5: “Enhance data-driven decision making by developing and implementing a college-wide data governance plan addressing data standards, integrity, and access.”

The Data Analytics Committee has worked extensively toward laying the groundwork for the creation of a Data Governance Plan over the past year. This research and related discussion helped the committee identify the importance of conducting an assessment regarding what data is required by position at MCC as a vital first step.

In March of 2022, the Data Analytics Committee piloted a Data Usage survey with the Enrollment Management department. The pilot survey had over a 75% response rate, and we were able to start analyzing how effective our survey questions were, how effectively respondents understood what was being asked and the importance of their feedback, as well as a first look at how respondents feel about their current data accessibility. The Data Analytics Committee is planning a broader implementation of this survey to a substantial portion of MCC employees during the spring semester of 2023. The spring semester of 2023 has been targeted to provide time for the current conversion of multiple systems at MCC, and to give respondents a chance to become familiar in using the new systems prior to the survey.

The Data Analytics Committee has also begun to discuss the scope and format of a draft version of a Data Governance Plan. Currently, the vision targets the goal of a more centralized data location, a systematic process by which employees are assigned data access pertaining to what data is required to perform effectively, the security and integrity of the data, and a framework by which to share and discuss data as effectively and efficiently as possible. As the committee moves forward to develop a draft of this plan, multiple departments will need to be involved and utilized.

The current goal is to have a draft of the Data Governance Plan for initial internal review by July 2023, with the understanding that the timeline may need to change due to the first year of new systems at MCC, as well as the broad scope of influence the plan will entail.

**Dr. Bare called a 5-minute recess from 9:50 to 9:55 a.m.**

XI. Instruction and Enrollment Report (Dr. Tim Culver, Executive Vice President of Instruction and Enrollment Management)

A. **2022-2023, 2023-2024 High School Dual Enrollment Intergovernmental Agreements**  
(Culver) (Appendix 4)

Dr. Culver stated that pursuant to ARS 15-1821.01, a district governing board may authorize the college to offer college courses that may be counted toward both high school and college graduation requirements at the high school during the school day. The intergovernmental agreements used are based on a uniform format (Appendix 4) that has been cooperatively developed by the community college districts in this state. Exhibit A (Appendix 4a) outlines the titles of the courses to be offered and Exhibit B (Appendix 4b), also currently standardized for all MCC agreements, outlines the financial provisions. MCC is providing dual enrollment courses with the following schools:

- Centennial Academy, Colorado City
- Colorado City Unified School District #14: El Capitan High School
- Colorado River Unified High School District #2: Mohave High School, River Valley High School, CRUHSD Academy
- Fredonia-Moccasin Unified School District: Fredonia High School
- Kingman Academy of Learning: Kingman Academy High School
- Kingman Unified School District #20: Kingman High School, Lee Williams High School, Positive Alternatives to Student Success (PASS), Kingman Online Learning Academy (KOLA)
- Lake Havasu Unified School District #1: Lake Havasu High School
- Mohave Accelerated Learning Center High School
- Telesis Center for Learning, Inc., Lake Havasu City

**Susan McAlpine moved, Candida Hunter seconded, to enter Dual Enrollment Intergovernmental Agreements with the schools listed above. The motion carried 3-0. (Bare, Hunter, McAlpine)**

B. Grants Management Update (Mary Mendola, Corporate Training and Business Development Director) (Appendix 5)

Mary Mendola stated that the Grants Management Office was started on February 1, 2022, to pursue grant funding at the State and Federal levels. A Protocol and Procedure manual was written. Once grant opportunities are identified, projects that align with MCC's mission and vision are developed within the specifications of the grant regulations with participation by key MCC faculty/staff. To date nine proposals packages have been submitted, two are in progress and several grants are targeted for future submission. The college was just awarded Title II Adult Education funding on August 31 of \$407,505 for use between October 1, 2022, and June 30, 2024. MCC was notified that it is a finalist for an award from the U.S. Department of the Interior for a Business Incubator in partnership with the Hualapai Tribal Nation and negotiated a budget of \$711,167.76 over three years.

C. Community College Survey of Student Engagement (CCSSE) Results Overview (Culver) (Appendix 6)

Dr. Culver stated that during April of 2022, 462 students completed the Community College Survey of Student Engagement (CCSSE). The survey asks students to complete 130 items which produce scale scores in five major benchmarks: Active and Collaborative Learning, Student Effort, Academic Challenge, Student-Faculty Interaction, and Support for Learners. The data allow MCC faculty and staff to celebrate our strengths and address our opportunities. During the next few months teams will begin to formulate a response plan. The College will have a follow up report, to provide an overview of the response plan, for the Board of Governors in October.

D. Enrollment (Ana Masterson, Dean of Enrollment and Student Services) (Appendix 7)

Ana Masterson provided an update on current registration and enrollment for Fall 2022 which started on August 22<sup>nd</sup>. Currently total headcount is up 8.5%, with 12 week and second 8-week classes yet to start.

XII. Student and Community Engagement (Dr. Tramaine Rausaw, Vice President of Student and Community Engagement)

A. Introductions (Rausaw)

Dr. Rausaw introduced Gary Cooper who will be the new Dean of Community and Student Engagement, Bullhead City Campus, and Camilo Valencia, the first Director of Soccer Programs and Soccer Head Coach.

B. Bighorn Trek (Rausaw)

Dr. Rausaw stated that the Mohave Community College, the MCC Foundation, the Kingman Chamber and ARIZONA@WORK are launching the first annual Bighorn Trek event to bring community members, students, and business leaders together. The free community event will be held at Mohave Community College's Neal Campus-Kingman on October 20 from 10:00 a.m. to 3:00 p.m. and will show how the college and local businesses can help residents to get on the path to good careers with family-sustaining salaries. There will be an opportunity to meet with college instructors as well as a job fair highlighting current openings throughout the area.

XIII. Administrative Services Report (Jennie Dixon, Vice President for Administrative Services)

A. **Request to Adjust Procurement Thresholds** (Dixon)

Jennie Dixon stated that established procurement thresholds govern the process used to purchase goods and services based on the aggregate price. Mohave Community College's procurement thresholds have not been adjusted since prior to the 2009-2010 fiscal year. Years of inflation and increased costs of goods and services reduce the buying power under each of MCC's thresholds and limit the college's ability to efficiently make purchases necessary for operation. The requested adjustments below fall within the thresholds established by the Arizona State Procurement Manual and will provide the college with the capacity to conduct

business more effectively. Formal Competitive Solicitation (Request for Proposal/Request for Quotes) require Board approval.

|                   | Informal Purchase | Informal Competitive Solicitation (Quotes) | Formal Competitive Solicitation (RFP/RFQ) and Projects |
|-------------------|-------------------|--|--|
| Mohave (current)  | Up to \$3,000     | \$3,000 - \$50,000                         | \$50,000 +   |
| Mohave (proposed) | Up to \$10,000    | \$10,000 - \$75,000                        | \$75,000 +   |

**Susan McAlpine moved, Candida Hunter seconded, to adjust the informal purchase threshold from \$3,000 to \$10,000, the informal competitive solicitation from \$10,000 to \$75,000 and the formal competitive solicitation (RFP/RFQs) threshold from \$50,000 to \$75,000 outlined in the chart above. Without further discussion, the motion carried 3-0. (Bare, Hunter, McAlpine)**

**B. Bullhead City Campus Storage Project (Dixon) (Appendix 8)**

One of the capital improvement projects scheduled for FY2023 is the expansion of storage space on the Bullhead City Campus. By creating new storage areas, instructional space currently used for storage can be returned to instructional purposes and the expanding needs for storage for CTE programs can be addressed. A budget of \$90,000 was established for this project in the 2022-23 budget.

**Candida Hunter, Susan McAlpine, to approve a project budget more than the procurement thresholds for the purpose of the expansion of storage space on the Bullhead City Campus. Without further discussion, the motion carried 3-0. (Bare, Hunter, McAlpine)**

**C. Financial Services (Linda Green, Chief Financial Officer)**

**Monthly Financial Reports (Green) (Appendix 9)**

Linda Green presented two reports that visually represent the College’s revenues, expenditures, cash and investments and bank balances, one draft of immediate past month-ending and one a final of previous past month ending.

Member McAlpine stated her preference that revenues and expenses for the soccer program be noted on future reports separately. Vice President for Administrative Services Jennifer Dixon stated that monthly reporting would not be an accurate reflection of those funds due to their fluctuating nature. A quarterly report may be more indicative of the actual fund balance. Dr. Bare thanked the Legacy Foundation for their generosity donating the start-up funds for the soccer program as well as the fundraising by the booster club.

**D. Human Resources (Jennifer Picard, Director of Employee Services)**

**Human Resources Reports (Picard) (Appendix 10)**

Jennifer Picard presented the College's human resources report for the month ending August 31, 2022, reflecting new hires, transfers, reclassifications, title changes, separations, and vacancies.

**Susan McAlpine moved, Candida Hunter seconded, to approve the Human Resources report for the month ending August 31, 2022, as presented in the appendix. Without further discussion, the motion carried 3-0. (Bare, Hunter, McAlpine)**

XIV. Next Meeting (Bare)

Dr. Bare announced that the next regular meeting of the Mohave County Community College District Governing will be Friday October 14, 2022, originating from the Lake Havasu Campus.

XV. **Adjournment** (Bare)

Dr. Bare adjourned the meeting at 11:21 a.m.