

Date: January 12 2021

Time: 10:00 a.m.

Place: Zoom

Attendees: Diane Aquino, Maria Ayon, David Brickey, Elizabeth Briere, Julie Clifford, Tamra Coleman, Janet Cruz, Lyn Demaret, Sandy Desmarteau, Stephanie Dieringer, Pam Galovich, Diana Heer, Lori Howell, Jeannine Klein, Shannon Lay, Elizabeth Mahler, Jody McInerney, Jeannine Ramirez, Joe Ronningen, Taylor Shipman, Bhaskar Singh, Wendy Stickney, Kori Stocker, Paula Wade

I. Announcements/ Additions to the Agenda

Maria Ayon, Dean of Student and Community Engagement, wished everyone a happy new year and welcomed them to the Spring Semester.

II. Important Dates

- **Tuesday, January 12** – META Faculty Training “Remotely Yours: Past, Present and Future,” 1 – 5 p.m., Via Zoom: <https://mohave.zoom.us/j/96971602191>
- **Tuesday, January 12** – Virtual Nursing Orientation, (RN/PN), NCK/BHC, 8 a.m. – 4 p.m.
- **Tuesday, January 12** - Club Advisor Co-Curricular Assessment Training, 3 – 4:30 p.m., Via Zoom: <https://mohave.zoom.us/j/4072694777>
- **Wednesday, January 13** – Virtual Nursing Orientation (LPN to RN), LHC/NCK/BHC, 8 a.m. – 4 p.m.
- **Thursday, January 14** – Virtual Nursing Orientation, (RN/PN), LHC/NMC, 8 a.m. – 4 p.m.
- **Thursday, January 14** – Next Monthly MCCF LHC Chapter Meeting, 5:30 – 7 p.m., Via Zoom (See Lyn Demaret for link)
- **Friday, January 15** - Club Advisor Co-Curricular Assessment Training, 3 – 4:30 p.m., Via Zoom: <https://mohave.zoom.us/j/4072694777>
- **Monday, January 18** – College Closed/Civil Rights Day
- **Tuesday, January 19** – Spring Semester Begins
- **Wednesday, January 27** – Next Bi-Weekly LHC SAC Meeting, 12 – 1 p.m., Via Zoom: <https://mohave.zoom.us/j/93143988993>
- **Tuesday, February 9** – Next Monthly LHC CCC Meeting, 10:00 a.m., Via Zoom: <https://mohave.zoom.us/j/91713745001>
- **Friday, February 12** – Next Monthly Governing Board Meeting, 9 a.m. – 12 p.m., Via Zoom
- **Monday, February 15** – College Closed for President’s Day
- **March 2021** – SAC Elections, Date(s) TBD
- **Monday, March 15, - Friday, March 19** – College Closed for Spring Break
- **Monday, May 10** – Last day of Spring Semester Classes
- **Friday, May 14** - Commencement

For further academic dates, click on or copy and paste the following link to view the academic calendar:
<https://www.mohave.edu/assets/2020-21-22-23-Academic-Calendar-BOG-Approved-3.13.20.pdf>

Additional dates to add:

- **Thursday, January 14** - WAVE Virtual Orientation, 5:30 p.m. – 7:30 p.m., Check in at 5:00 p.m.
- **Monday, February 8** – Start of 12-week classes

III. **Campus Updates**

Dean Ayon sent out a Lake Havasu City Campus (LHC) fall newsletter and will work to make the newsletter monthly. Her goal is to highlight a faculty or staff member each month, as well as the different programs offered. For the January newsletter, the Substance Abuse Program's accreditation will be highlighted, as well as MCC's 50th Anniversary and several interesting Student Success Center workshops. A 50th Anniversary photo montage is being put together and she reminded everyone to get their selfies wearing the MCC hoodie to Kori Stocker, Administrative Assistant, as soon as possible.

Dean Ayon announced that Robert Faubert, Director of Institutional Research, has retired and Matt Butcher is currently in the role of Interim Director. She also welcomed Dr. Tim Culver to MCC as the new Executive Vice President.

IV. **New Business**

• **COVID19 Updates**

Dean Ayon announced that currently vaccinations are available for the 1B group, which MCC is in, for those faculty and staff members who are interested in getting the vaccine. Currently, there are no requirements from the college to get the vaccine; however, the Pandemic Response Team (PRT) continues to meet weekly on Mondays to monitor the COVID19 data. At the PRT meeting this week, the team reviewed the health professions safety guidelines.

V. **Crisis Management/Safety**

Dean Ayon announced that LHC will be conducting a fire drill this semester and is working with the Facilities Manager, Associate Dean of Instruction, and Student Services Manager to secure an optimal date and time. Though the college is still closed, it is still good to know what to expect in an emergency and how to handle it.

VI. **One Minute Reports**

• **Instruction**

Stephanie Dieringer, Associate Dean of Instruction, announced that full time faculty have returned from their break. The professional development event, META, is taking place today at 1 – 5 p.m., and it will focus on remote learning. Faculty will share information on what worked and what did not work with remote learning last semester. The only general education classes that will be on campus for the Spring Semester will be chemistry labs. The safety protocols for the chemistry lab are complete and will be forwarded to Dean Ayon. Plans are in place for lab kits to be picked up for students in biology classes. The associate deans have submitted their requests for low-enrollment decisions and have recommended that some classes get canceled, while some others get pushed to 12-week classes. LHC students in those classes were contacted and offered options for taking 12-week classes, which begin on February 8. Students will have access to Schoology shells 24 – 48 hours before classes begin.

• **Health Professions Programs**

Physical Therapist Assistant (PTA)

Elizabeth Briere, PTA Director, reported that all PTA courses have been built in Schoology. A group of PTA students will be attending their clinics this semester. Since the clinics were canceled during the summer, those students will be in clinics for 16 weeks as opposed to the normal 12 weeks. She updated the department's safety protocols to make them more conclusive. The department had plans to work with other Doctor of Physical Therapy (DPT) students on a healthy athlete clearance program. DPT students would be paired with PTA students to strengthen their communications skills, learn

more about interprofessional relationships, and learn some telemedicine skills in their field. Unfortunately, the program was canceled but is anticipated to happen in March or April.

Nursing

No report given. Orientation being held during this meeting.

Surgical Technology

Taylor Shipman, Administrative Assistant, reported that Program Director Michelle Diaz is working on courses and labs for the Spring Semester. The clinical sites, other than Havasu Regional Medical Center (HRMC) have given their ok for the students to return on January 19. HRMC has agreed to have students back on January 25. Ms. Diaz is also working on Zoom sessions to explain the program to interested students.

- **Substance Abuse Counseling**

Lori Howell, Director, thanked all the staff and faculty who helped with their recent National Accreditation. The program's next goal is to apply with the Arizona Board of Behavioral Health to get the new curriculum pre-approved. This will allow for a quicker process without audits of the curriculum. The electric lunch series is being planned and Ms. Howell is interviewing community members who would be able to speak on substance abuse to the students. Ms. Howell emphasized that counterfeit opiates are rampant in the community and very dangerous. She reminded everyone about the Good Samaritan Clause that allows an observer to call 911 if they see an individual who may have overdosed without the individual being arrested. She will get flyers out on this urgent matter.

- **Recruitment**

Recruiter Shannon Lay reported that there are four WAVE students left who have not been registered. Three are MEA 102 students and the other is an HVAC student. She will follow up to make sure their documents have been submitted. She will be picking up the current dual enrollment rosters from Lake Havasu High School (LHHS) this week. She reported that LHHS students are no longer doing distance learning and must either participate in the academy or take their classes on ground. An initiative to open the Early Start Scholarship program to 2020 graduates for the Spring Semester was put into place recently, and Ms. Lay reached out to 266 students by phone or email offering them this opportunity. Approximately 20 students submitted their scholarship applications and registered for STU 103 and other classes. She is currently making a presence at LHUSD on Mondays and Thursdays, as students are back on campus in rotating shifts according to their last name. Students with a last name beginning with A – L are scheduled 7:30 a.m. – 12:00 p.m., while students with a last name beginning with K – Z are scheduled 12:30-2:30 p.m.

- **Student Services**

Sandy Desmarteau, Student Services Office Manager, reported that Recruiter Shannon Lay has 47 students enrolled with 243 credits without counting the dual enrollment students. Current LHC overall enrollment for Spring Semester is 664 students with 5392 credits, compared to last year's figures of 837 students with 7118 credits. Student Services staff is currently on mandatory overtime through January 21. Application processing and document processing times are running approximately 2 – 3 days out, while processing of degree declarations and phone and email advising is running about 1 – 2 days out. The department is preparing to work with the Higher Learning Commission.

- **Library**

Pam Galovich, Librarian, reported that services are continuing in virtual format, and staff is working limited hours on campus. Research workshops will continue in the virtual format for the Spring Semester beginning January 20, and will include such topics as MLA and APA formats, using various databases, finding information on the internet, etc. A two-day forum of special workshops is scheduled for Thursday, January 14, and Friday, January 15. These workshops are open to the

community and will cover similar topics as the other workshops such as citing sources, plagiarism, finding credible resources, and using government websites. Erin Roper, Neil Kingman Campus (NCK) Librarian is continuing to offer virtual gaming sessions.

- **Student Success Center**

Elizabeth Mahler, Student Success Center Coordinator, reported that orientation is going through a soft launch this week for a small group of students to give their feedback before actually launching the program. Staff is working on welcome calls to new students inviting them to participate in the many workshops offered. The first workshops are scheduled for January 13 and January 20 and will cover notetaking, procrastination, learning styles, accessibility tools, and time management. The workshops are virtual and 30 minutes long. Another set of workshops is planned for January 14 and January 19 and will cover the basics of Zoom and Schoology. Future workshops will continue the weeks leading up to midterms and finals and include such topics as stress reduction, reviewing for tests, and better sleep habits.

- **Enrollment Management**

Wendy Stickney, Administrative Assistant, reported that the majority of Fall Semester graduates have been conferred. Diplomas will be posted digitally by next week and mailed out to students 10 – 14 days after that. Classes start next week; however, low enrollment classes have been rolled back to 12-week courses. The drop for nonpayment moved to January 23 at midnight to allow more time for securing payments. She encouraged everyone to continue submitting tickets for any services needed.

- **Faculty Council**

Bhaskar Singh reported that the next Faculty Council meeting is scheduled for February 26 and he encouraged faculty to send him any items to bring up with the Council.

- **Staff Council**

No report given.

- **Student Life**

Dean Ayon reported that co-curricular assessment trainings for club advisors are scheduled for today and Friday, January 15. The trainings will go over how to assess co-curricular activities and events that students put together to help with the Higher Learning Commission accreditation process. A leadership retreat is being planned for the summer for SAC and club officers so students can be onboarded with different information on their roles and responsibilities in their leadership positions. The three-day retreat will focus on leadership and team-building, as well as building out activities for the 2021-2022 Academic Year. The LHC SAC took a break for the holidays and will be meeting again on January 27. The winners of the tree decorating contest will be announced and will also be featured in the campus newsletter.

- **IT**

Diana Heer, Campus Technology Specialist, reported Buddy Burrows-Taras, Campus Technology Specialist, will be assisting at NCK with the Beal Street process. She is working remotely and is handling all the LHC tickets for IT assistance.

- **Community Outreach**

Janet Cruz, Community/Corporate Education Coordinator, reported that community education courses are fully online through the Spring Semester A basic drawing follow-along course has been added, as well as a gardening and home plant care course. There has been a large interest in in the community for teaching community education classes at LHC. Fitness classes are continuing to be pushed as people remain at home. There was a slow start in January but February courses should pick up.

- **Facilities**

Joe Ronningen, Facilities Manager, reported that staff is working on normal maintenance tasks. There was an ADA walk thru inspection last week and a few minimal issues are being addressed. Staff is working on the landscape as well as upgrading all air filtration systems to a higher MIR rating. Staff is also finishing getting all thermostats and irrigation timers back on line after being offline for over a year. He also was pleased to report that his team is healthy and getting ready for the Spring Semester.

- **MCC Foundation**

Lyn Demaret, College Advancement Director, reported that the 50th Anniversary hoodies came in and those that have not been collected yet are with Kori Stocker, Administrative Assistant. She ordered extra hoodies for those who need them. She also stated that there will be another opportunity for the public and those employees who did not order one yet to order through a link that will be provided in the next Foundation newsletter. The 50th Anniversary books are available and she will get them to those who ordered one. She offered to anyone still interested in purchasing a book to get their order in and she will pick them up at NCK. The Havasu Chapter of the MCC Foundation has a fundraising event on Saturday, February 6, 11:30 a.m. – 1:00 p.m., featuring a free live cooking demonstration by Chef Trula Hepner who is in charge of food services at Havasu Regional Medical Center. There will be an auction of five items at the event, including a Pampered Chef basket, a barbeque from Ace Hardware, some wine, and Chef Trula Hepner's dinner services, and the auction will be open for two weeks after the event. She encouraged those wishing to attend to RSVP for the event.

- **SBDC**

No report given.

- **Evening Campus Manager**

No report given.

VII. Other

Kori Stocker, Administrative Assistant, reminded everyone to submit their MCC hoodie photos to her by January 25, and to let her know if they still need to pick up their hoodie from the Administration Office. She keeps office hours on Mondays and Thursdays, from 11:00 a.m. – 1:00 p.m.

Dean Ayon's Reflection for the Month:

"We don't grow when things are easy. We grow when we face challenges."

VIII. Adjournment

The meeting was adjourned at 10:51 a.m. The next meeting is scheduled for Tuesday, February 9, 10:00 a.m., Via Zoom: <https://mohave.zoom.us/j/91713745001>