

Date: April 13, 2021

Time: 10:00 – 11:00 a.m. **Location:** Zoom

<https://mohave.zoom.us/j/91713745001>

Attendees: Diane Aquino, Maria Ayon, Tamra Coleman, Janet Cruz, Lyn Demaret, Sandy Desmarteau, Stephanie Dieringer, Pam Galovich, Diana Heer, Brenda Hucker, Gaby Keough, Jeannine Klein, Jaime Lyerly, Elizabeth Mahler, Jody McInerny, Jennine Ramirez, Joe Ronningen, Taylor Shipman, Kori Stocker, Paula Wade

I. Announcements/ Additions to the Agenda

Dean Ayon asked everyone to share their word of the day in the chat. No other announcements or additions were added to the agenda.

II. Important Dates

- **Tuesday, April 13** – SAC Elections Declaration for Candidacy due by 5:00 p.m.
- **Thursday, April 15** – SAC-Sponsored AZ Humanities Speaker “Pershing’s Chinese: Asylum Seekers and Chinese Exclusion” – Li Yang, 5:30 p.m., Via Zoom
<https://us02web.zoom.us/j/89421332488>
- **Friday, April 16** – Student Recognition Nominations due by 5 p.m.
- **Friday, April 16** – SAC Elections Faculty and Staff Endorsements for Candidacy due by 5 p.m.
- **Monday, April 19** - 2021/2022 Fall Semester Registration Opens
- **Monday, April 19, 8:00 a.m. – Tuesday, April 20, 5:00 p.m.** – SAC Elections
- **Wednesday, April 21** – SSS Workshops: “Advocate for Yourself” @ 10 a.m., “Stress and Anxiety Reduction” @ 10:45 a.m., “Studying Effectively” @ 11:30 a.m., “Promoting Better Sleep Habits” @ 12:15 p.m., Via Zoom: Register at
<https://www.mohave.edu/resources/student-success-center/workshop-registration/>
- **Thursday, April 22** – Next SAC Meeting, 12 p.m., Via Zoom:
<https://mohave.zoom.us/j/93143988993>
- **Friday, April 23** – New SAC Officers for 2021/2022 Academic Year Announced!
- **Saturday, April 24** – National DEA Drug Take Back Day, 10 a.m. – 2 p.m., Buildings 300 and 400 Parking Lot
- **Wednesday, April 28** – Denim Day “Sexual Assault Prevention and Awareness” – Crafting Party, 4 – 5 p.m., via Zoom. Voting open 8 a.m. – 3 p.m. Wear your jeans!
- **Wednesday, April 28** – SSS Workshops: “Advocate for Yourself” @ 4:30 p.m., “Stress and Anxiety Reduction” @ 5:15 p.m., “Studying Effectively” @ 6:00 p.m., “Promoting Better Sleep Habits” @ 6:45 p.m., Via Zoom: Register at
<https://www.mohave.edu/resources/student-success-center/workshop-registration/>
- **Thursday, May 6** – Tea with Dean Ayon “What’s Next”, 12 p.m., Via Zoom:
<https://mohave.zoom.us/j/96002208384>
- **Thursday, May 6** – SAC-Sponsored AZ Humanities Speaker “Fixing the US Constitution” – Thomas Davis, 5:30 p.m., Via Zoom <https://us02web.zoom.us/j/89518232050>

- **Monday May 10** – Last day of Spring Semester classes
- **Tuesday, May 11** – Next CCC Meeting, 10 – 11 a.m., Via Zoom:
<https://mohave.zoom.us/j/91713745001>
- **Tuesday, May 12** – Nursing Pinning Ceremonies, 1 – 2:30 p.m., 3 – 4:30 p.m., 5 – 6:30 p.m., Building 600
- **Thursday, May 13** – SGT Pinning Ceremony, 11 a.m. – 1 p.m., Building 600
- **Thursday, May 13** – PTA Pinning Ceremony, 4 – 6 p.m., Building 600
- **Friday, May 14** – Commencement, 11 a.m.- 1 p.m. and 5 – 7 p.m., Anderson Fieldhouse
- **Friday, May 14** – Governing Board Meeting, 2:00 p.m., Via Zoom
- **Tuesday, May 18, and Wednesday, May 19** – SAC Training and Leadership Retreat, 9 a.m. – 4 p.m., Neil Campus, Kingman (NCK)
- **Tuesday, June 1** – 2020/2021 Summer Term Begins

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>

Dean Ayon announced that there was only one declaration of candidacy submitted for the Student Activities Council (SAC). She asked everyone to encourage their students to apply for a SAC office. She highlighted the other dates on the calendar and encouraged everyone to attend the events and share them with their students. She also reminded faculty to submit their outstanding students for Student Recognition by end of day Friday, April 16.

Additional Dates to Add:

Thursday, May 13 – Grades are due.

III. College Updates

- **Commencement**

Dean Ayon reminded all about the two commencement ceremonies on May 14 taking place at 11 a.m. and 5 p.m. at the Anderson Fieldhouse in Bullhead City. Faculty who are interested in attending can reach out to their associate deans. Supervisors will inform their staff members if they are being asked to work at the commencement ceremonies. More information can be found at:

<https://www.mohave.edu/life-at-mcc/graduation-and-commencement-information/commencement-information/>

- **Phase III COVID–19**

Dean Ayon shared that the college is moving into Phase III on May 3. On May 3, many student services staff will be coming back to campus and some buildings and classrooms will be open. She will relay further details as they continue to unfold.

IV. Campus One Minute Reports

- **Instruction**

Stephanie Dieringer, Associate Dean of Instruction, reported that grades are due May 13. Registration is now open now for summer and Instruction is monitoring enrollment in those classes. Since the college will be open after May 14, she verified with Dean Ayon that she still needs to submit her on-ground class/lab schedule to her office and seek on-campus approval. She is also working with faculty on attending commencement since there are now two ceremonies. The Dean of Instruction has retired and the position has been changed to the Dean of General Education and Transfer. Dr. Lucinda Leugers has assumed the interim role of that position. Dr. Ayon asked Dr. Dieringer if she wanted to have future CCC agendas reflect the department change. As a search is currently in place for a Dean of Health Professions, Dr. Dieringer suggested waiting until that happens.

- **Health Professions Programs**

Nursing – No report given.

Surgical Technology (SGT) – Taylor Shipman, Administrative Assistant, reported that staff and faculty are working hard to get students through their certification exams, as well as planning their pinning ceremonies.

Physical Therapist Assistant (PTA) – Tamra Coleman, Faculty, reported that first-year students are working hard to finish the semester, and graduating students are finishing up their final clinical rotations. Applications are being accepted for the new cohort beginning in the fall.

- **Substance Abuse Counseling**

No report given.

- **Recruitment**

In the absence of Shannon Lay, Recruiter, Sandy Desmarteau, Student Services Office Manager, reported that Ms. Lay is currently at Lake Havasu High School working with distance education, Wave, and Summer Bridge students. She is collecting documents and applications, and trying to get as much done as she can before having hip surgery on April 28. She is guesstimating that she will be out for three weeks.

- **Student Services**

Ms. Desmarteau reported that SGT testing is scheduled for May 10 in the Testing Center. The catalogue for the 2021/2022 Fall Semester should be available on April 15. There are many department changes. Natalie Gebicke, Director of Advising and Testing, is stepping into the role of Office Manager Supervisor. All advisors on every team will now report to their campus office managers. Tiffany Gaffney, Customer Service Manager, will be moving to the Recruitment Manager position under Eleanore Blair, Director of Recruitment. Erica Dysart is moving into the position of Student Services Office Manager at Neil Campus Kingman (NCK). The Call Center is going down to three stacks with different phone trees. The Call Center Manager position will be assumed by Kay Lynn Trybus, who was Student Success Center Director. Bullhead City Campus (BHC) and NCK are receiving on-ground Financial Aid staff. LHC is receiving a virtual and phone Financial Aid staff, who will be working out of NCK. Renee Corey, Student Services Office Manager at BHC, is moving to the HR Generalist position and will spend three days at BHC, one day at NCK, and one day at LHC. There is a search for a BHC Office Manager, as well as Recruiters for BHC and NCK. Beginning May 5, Ms. Desmarteau will be the acting Student Services Office Manager at BHC on Wednesdays and Thursdays until further notice. On May 3, Student Services will be returning to regular hours, with an 8 a.m. – 5 p.m. and a 9 a.m. – 6 p.m. shift for technicians and advisors. No temperature checks will be administered and the doors will be open to the public. Masks will be required and no door monitor will be needed. The use of the kiosks will be in effect. It is unsure when Accuplacer testing will return because the multiple measures are working very well.

Dean Ayon asked if the Student Services staff will need an orientation to return to campus. Ms. Desmarteau will discuss it at the department's upcoming meeting and let Dean Ayon know.

- **Library**

Pam Galovich, Librarian, reported that the Library has filled the Office Technician position, and Nadia Suarez, an MCC student and former work study in the Student Success Center, will start employment on May 3. As soon as she verifies the Library hours, she will update Dean Ayon.

- **Student Success Center**

Elizabeth Mahler, Student Success Center Coordinator, reported that the Big 9 Outreach program language is changing to STAR Outreach (Skills, Tutoring, Academics, and Retention) to relay a more positive image of the program. Currently the STAR Outreach program has 70 students total whose current grades fall below 80%, with only about 22 whose grades fall below 50%. The numbers have been marginally better since last month. All fulltime student success center coordinators are transferring to success coach positions in which they will be able to give one-on-one mentoring sessions to students that cover academic skills like studying and time management, as well as soft skills like motivation, persistence, and resilience. There is discussion to transition the part-time success center coordinators into fulltime positions to assume the duties that will remain from the current fulltime coordinators as they transition into their new positions. The Student Success Center will be open at the end of May to prepare for training tutors for the summer term. She asked Dr. Dieringer to remind faculty to keep an eye out for any student who may be interested in tutoring. Student tutors typically need a referral from their instructor and then go through a temp agency for hiring. Any student interested can contact Ms. Mahler for more information.

- **Enrollment Management**

Jaime Lyerly, Office Technician, reported that staff is communicating via email/text with graduates from the 2019-2020 and the 2020-2021 academic years to inform those students that they have been assigned to one of the two commencement ceremonies on May 14 and will also be sent direct links to a required waiver that all graduates and guests will need to sign. The commencement website will have the latest news and staff assignments have been shared. Late graduation applications are open and there continues to be no fee. The withdrawal window for spring semester classes closes on April 26. Enrollment numbers are up by 16% from last year for the summer term. Last year there were 559 students enrolled and this year there are 650 students enrolled so far. Although there have been a lot of application days available for students, application processing is currently at 2 – 3 business days.

- **Faculty Council - Bhaskar Singh**

No report given.

- **Staff Council – Cheryl Pike**

No report given.

- **Student Life**

Dean Ayon reported that SAC elections are scheduled to take place next Monday and Tuesday; however, with only one submission received, there may need to be a change in the procedure. She reminded and encouraged everyone to attend the last two AZ Humanities events taking place this Thursday, April 15, and Thursday, May 6. She also announced that the LHC SAC is sponsoring a virtual tie dye event on April 28 and asked everyone to encourage their students to attend this event. She mentioned that Denim Day is also happening on April 28. The SAC Leadership and Training Retreat, which is taking place on May 18 and 19, from 9 a.m. – 4 p.m., at NCK, is open to all students collegewide and is free of charge. The LHC SAC approved a proposal to help LHC students to be able to attend. There will be team-building and self-exploration activities, a review of what SAC is all about, and presentations about the importance of student clubs and how to get involved. Lunch and breakfast will be provided, as well as giveaways to students. This is a great opportunity for students to take part in, and she highly recommended club advisors to attend as well. She also shared that there will be a Leadership Series implemented in the fall semester, beginning in August, and more information will follow. The series will be open for students and club advisors.

- **IT**

Diana Heer, Campus Technology Specialist, reported that Buddy Burrows-Taras, Campus Technology Specialist, is currently working at NCK this week and next week on the new Beal Street location. She is on campus a few days this week working on some disposals. The NCK computer club is holding a tech recycle drive on April 24, so they will take a lot of their outdated equipment

over there to be disposed of or to be recycled. She is also working on updating computers in anticipation of employees coming back to campus, along with working on some side projects.

Dean Ayon asked if they both would be returning to campus on May 3 and she said she will confirm when she knows for sure.

- **Community Outreach**

Janet Cruz, Corporate/Community Education Coordinator, reported that staff is working on the Community Education summer schedule. Another session of the fitness classes at the park started today and the next session of yoga classes begin next week on April 20. A CPR class, limited to students currently enrolled, will be offered on April 24. The class is full with five students so social distancing protocols can be observed; however, there are openings available for the May 22 class for any student enrolled in the healthcare professions programs so they can obtain their certification. She is partnering with Michelle Martin, Compliance Specialist, on Denim Month events, with pop-up classes at the various campuses and a crafting party on April 28.

- **Facilities**

Joe Ronningen, Facilities Manager, reported that the department is nearing completion on the fire/smoke detectors install in the 500, 600 and 700 Buildings to bring the buildings up to code. Future projects include updating the blinds in the Library and light efficiency upgrades in the Library, as well as in the 800 and 400 Buildings. The department is currently working on termite control in Building 300, as well as making sure the grounds are kept up. A special project involves adding grass in by the gazebos in the back of the 200 Building.

- **MCC Foundation – Lyn Demaret**

Lyn Demaret, College Advancement Director, reported that the Foundation sponsored an Arizona Goods Day last week and was just about \$200 shy of the goal that they were trying to reach. She encouraged those who have not donated or joined the Foundation to do so on their website. She is also working on getting the Spirit Store back up and running. Since the libraries are currently closed, there is a shipping option on the site. For staff, she may be able to make some accommodations to get the products delivered.

- **SBDC**

No report given.

- **Evening Campus Manager**

Dean Ayon announced that a position is open for the evening campus manager.

- **NAU**

Brenda Hucker, NAU Representative, reported that MCC is having their virtual transfer fair today and she is a part of that. She announced that NAU, ASU, and UArizona have collaborated and they are offering Tri-University Week virtual events that can be found at <https://visit.asu.edu/tri-university>. She invited everyone to attend and to encourage students to attend. There will be different sessions offered for students to know the information available to them, including transcripts, how to transfer, scholarship opportunities, and much more. She also announced that NAU is offering 90/30 industrial leadership type of degrees and she will be holding information sessions on those degrees. She asked everyone who is interested, or who have students in HVAC, Electrical, Welding, etc. who are interested, to send her their contact information so she can provide them with the zoom link. She can be reached by email at Mohave@nau.edu or by phone at (928) 523-2998. Currently, she is offering her services virtually. Before the pandemic, she typically had her full-time office at NCK and made trips to LHC and BHC once or twice a month to offer in person services. She is looking forward to being back on the campuses when allowed.

- **MPIO- Vanessa Espinoza**
No report given.

V. Other

Dean Ayon shared that the campus will be enacting an Adopt A Week for the fall semester. She invited those departments/programs who have yet to claim a week to do so by contacting her. She will forward the spreadsheet she has so far on the weeks claimed.

Mr. Ronningen asked if any CPR classes will be offered before August for employees whose certifications have expired. Diane Aquino, Office Technician, will reach out to Kris Long, Director, EMS & Health Services Programs, to schedule a class.

VI. Adjournment

The meeting was adjourned at 10:47 a.m. The next meeting is scheduled for Tuesday, May 11, 10:00 a.m., via Zoom: <https://mohave.zoom.us/j/91713745001>.

Dean Ayon's Reflection for the Month:

Life isn't about finding yourself. Life is about creating yourself. – George Bernard Shaw

Dean Ayon's Word of the Month:

Phenomenal

Attachment: Adopt-A-Week Schedule

ADOPT-A-WEEK SCHEDULE

WEEK 1	FALL SEMESTER BEGINS (open)
WEEK 2	WELCOME BACK WEEK (open)
WEEK 3	LABOR DAY/ SHORT WEEK (open, Friday is All Staff Day)
WEEK 4	LIBRARY WEEK
WEEK 5	SURGICAL TECHNOLOGY WEEK
WEEK 6	PHYSICAL THERAPY ASSISTANCE WEEK
WEEK 7	SUBSTANCE ABUSE COUNSELING WEEK
WEEK 8	COLUMBUS DAY/ SHORT WEEK (open)
WEEK 9	GENERAL EDUCATION WEEK
WEEK 10	HVAC/WELDING WEEK
WEEK 11	NURSING WEEK
WEEK 12	VETERAN'S DAY/ SHORT WEEK (open)
WEEK 13	INTERNATIONAL EDUCATION WEEK (open)
WEEK 14	Thanksgiving Week (NOT IDEAL)
WEEK 15	NOT IDEAL