

Date: July 14, 2020

Time: 9:00 a.m.

Place: Zoom

Attendees: Lisa Adamson, Diane Aquino, Julie Clifford, Tami Coleman, Janet Cruz, Lyn Demaret, Stephanie Dieringer, Sandy Desmarteau, Jenna Felish, Diana Heer, Gaby Keough, Shannon Lay, Jaime Lyerly, Elizabeth Mahler, Jody McInerney, Jennine Ramirez, Jennifer Rodriguez, Wendy Stickney, Julietta Villa, Paula Wade, June Weiss, Jann Woods, Jennifer Wrigley

I. Announcements/Additions to the Agenda

None.

II. Important Dates

JULY

- **Monday, July 20** – 8-week summer classes end
- **Thursday, July 23** – PTA New Student Orientation
- **Friday, July 31** – 2019-2020 Academic Year ends

AUGUST

- **Saturday, August 1** – 2020-2021 Academic Year starts
- **Monday, August 3** – Return to 5-day work week
- **Friday, August 7** – MCC Foundation Annual Membership Meeting, 5:30pm, virtual or by phone, use link to RSVP (http://weblink.donorperfect.com/Member_Dinner_RSVP).
- **Monday, August 10** – Fulltime faculty return for Fall Semester
- **Tuesday, August 11** – Next CCC Meeting, 9-10 a.m., via Zoom
- **August 17** – Surgical Technologist (SGT) New Student Orientation, 9:00 a.m., Zoom
- **Monday, August 24** – Fall Semester starts

SEPTEMBER

- **Monday, September 7** – Labor Day Holiday (Campus closed)
- **Tuesday, September 8** – CCC Meeting, 9 – 10 a.m., Room 204 (if back on campus) or via Zoom
- **Friday, September 11** – All Staff Day (Tentative; Details TBD)

For further academic dates, click on or copy and paste the following link to view the 20/21 academic calendar:
<https://www.mohave.edu/assets/2020-21-22-23-Academic-Calendar-BOG-Approved-3.13.20.pdf>

III. Campus Updates

Jann Woods reported that the new Director of Facilities Management Don Montgomery will be touring the campus with President Klippenstein and Facilities Manager Ronningen on Thursday, July 16. The Dean of Student and Community Engagement will have oversight of the campus but the Director will be in charge of the facilities manager and staff.

The Campus Dean's position has changed a bit and is now titled Dean of Student and Community Engagement. Each of the four deans will still have charge of the facilities and the safety issues on their

campus, but they will also each have a separate focus. The Neil Campus Kingman (NCK) Dean will focus on behavior intervention and grievances, and a behavior intervention team will be established. The Bullhead City Campus (BHC) Dean will have a focus on diversity and inclusion focus. As part of the new strategic plan, the college is aspiring to increase diversity and inclusiveness as an organization. The Lake Havasu City Campus (LHC) Dean will focus on co-curricular and student life collegewide. There will be much collaboration on co-curricular activities with Instruction, as well as a focus on virtual student life.

Dean Woods reported that the search committee for the position of LHC Dean of Student and Community Engagement narrowed down the candidates to four people with one dropping out. Those three candidates came to campus last week for their final interviews and a tour of the campus. Dr. Klippenstein is expected to make an announcement of the selected candidate by the end of this week. All of the final candidates came with great experience that certainly can be transferred to LHC.

Dean Woods announced that her last day as Interim Campus Dean would be August 14.

IV. New Business

A. COVID-19 Updates

Dr. Klippenstein sent an email to staff and faculty on the status of the college during the pandemic. The college will continue with Phase I through the Fall Semester and the Pandemic Response Team will meet today to continue their ongoing discussions of the college status. Plexiglass barriers were added on the Student Services counter and freestanding plexiglass barriers were placed in the 200 Building Testing Center. Directional, six-foot distance, and arrow signs and decals are being planned that will direct students coming in to Student Services. Student Services is working on a plan of when and how to safely bring students back on campus. The Marketing and Public Information Office (MPIO) has developed signs about masks and social distance guidelines that will be placed inside and outside of each campus building.

As a member of the Pandemic Response Team, Nursing Director June Weiss asked the members how comfortable they were with enforcing compliance with the college's mask policy. She will bring up to the Team a suggestion to have a training session so people know what to say to encourage compliance.

V. Crisis Management/Safety

All campus crisis management teams have been consolidated into one campus-wide team, headed up by Jennie Dixon, Chief Human Resources Officer, and Mark VanPelt, Chief Information Officer, and they will be in charge of safety and crisis management on each campus.

Desert Mountain Security will no longer be providing security services on the LHC Campus, as they are unable to provide qualified employees. Campus Administration will discuss security on campus.

With the college going through many changes at this time, Dean Woods encouraged everyone to look at the new organizational chart. The link is provided below.

<https://www.mohave.edu/assets/Merged-Org-Chart.pdf>

VI. One Minute Reports

A. Instruction – Stephanie Dieringer

Dr. Dieringer highlighted a recent article in the News Herald about the college promoting remote learning. She and Lucinda Leugers, NCK Associate Dean of Instruction, worked with Ana Masterson, Dean of Enrollment and Student Services, to put together a video in response to a number of students not understanding the idea of remote classes. Three general education faculty were featured in the video, which is available for students on the website under the Corona Virus (Covid-19) Updates tab, as well as the scheduling page of the website.

The general education associate deans will meet this afternoon with the Dean of Instruction to discuss whether the science labs, studio labs, and language labs can meet on ground. Clarification is expected at this meeting.

There hasn't been any discussion about virtual student orientations.

Dean Woods inquired about how the art classes are being handled at transfer universities. There is a mixture of platforms across the country, some meeting on ground while social distancing, while others doing a hybrid platform. The caps on these classes have been reduced to allow for social distancing, but may increase if the classes need to be online. Some of these classes, such as drawing and painting, can be done online or remotely; however, some of them like ceramics will need to be on ground so students can access the proper equipment.

B. Health Professions Programs – Tami Coleman/Julie Clifford/June Weiss

Physical Therapist Assistant (PTA) Faculty Tami Coleman reported that the results from the recent licensure exams are expected this week. All but one student sat for the exam. She and Director Liz Briere are working on structuring courses for the Fall Semester, modeling the format they used for the recent Spring Semester, including as much virtual learning as they can with a few on-ground skills and practical exams. They did a lot of research on virtual programs geared toward physical therapy. They are planning on using those more for the virtual learning participation of the program. She pointed out that students are very willing to meet up in a Zoom session and find it very useful in keeping the lines of communication open. The new cohort is being finalized and the department is looking forward to a successful Fall Semester.

Nursing Director June Weiss reported that summer classes were available for the first time this year. The students are handling the pandemic situation very well. The department has had strong plans in place for a while on conducting remote classes. Nursing Assistant and Assisted Living Caregivers classes will not run next semester and some of the other classes may need to be canceled as well for the fall. Because these classes will be canceled, the department will not have a need to conduct any evening classes during the Fall Semester. Remote labs will be conducted and student fees will be used to purchase revised lab kits and uniforms. A drive through pick up is being planned for students to receive their lab kits and uniforms. A skills day is being planned for October or November, where students can come to campus to demonstrate the skills they learned.

Surgical Technology Faculty Julie Clifford reported that the program just finished up its spring semester first-year students in seven weeks doing labs. There were no issues on the part of the students in observing the proper protocols of social distancing and wearing masks. An orientation is being hosted through Zoom on August 17.

C. Substance Abuse Counseling – Jennifer Rodriguez

The program is working on finalizing their Summer Semester. They are in the planning stages of their "Walk Away from Drugs" event for Yadah. They are also working on alternate options, such as a walking challenge, if the walk is unable to happen. The next Yadah meeting is this Wednesday, July 15, 12 noon, via Zoom. She encouraged anyone to attend and she will send a link if requested.

D. Recruitment – Shannon Lay

Document submissions and evaluations for the Fall Semester have been completed for Lake Havasu High School (LHHS) and Telesis Preparatory Academy. Recruitment has been hosting admissions question and answer sessions for students and have been advertising on social media to get attendance. Dean Masterson asked Recruitment for any ideas, including new programs, for increasing enrollment, and discussions have included possible initiatives such as free credits, extending early start scholarships, a fall bridge program for high school seniors with more of a flexible schedule, targeting more businesses, and an auto/motorcycle repair program or a marine mechanics program. Although the high schools will more easily welcome these initiatives, the local businesses may have a harder time due to the fact that, since

they are essential businesses, their employees are more apt to have a lot of time-constraints during this pandemic.

Dr. Dieringer added that she reached out to LHHS Principal Scott Becker about dual enrollment and was told that the high school is awaiting the district's plans on reopening.

E. Student Services – Sandy Desmarreau

Current enrollment is at 458 students with 3785 credits. Tiffany Gaffney is the new Customer Service Manager for the college and will have oversight of the student services office managers at each campus. Letters went out to those students who are on the forbearance program to let them know that eight weeks away their loans will resume again. Nursing students are looking for CPR classes.

F. Library – Pam Galovich

No report given.

G. Student Success Center – Elizabeth Mahler

The Center's Big 9 Outreach program has been very successful. The number of students whose grades were falling below 80% has been greatly reduced. Across all campuses, there are now only 14 students whose grades fall below 80%, with only three of those students from LHC.

H. Enrollment Management – Jaime Lyerly/Wendy Stickney

July 13 was the last day for the Summer Term Withdrawal period and July 20 is both the last day of classes and the last day to submit a summer graduation application. Grades for the term are due by July 23. The Nursing program received approval for a withdrawal ending date for ten-week classes of July 27. A special withdrawal form is being created and will have to manually be sent to the student link due to the inability to limit the withdrawal form specifically to Nursing classes.

The Veterans Assistant program sent in their 2020-2021 catalog submissions for approval and is currently working on their state approving agency audit. The program has received quite a few new student inquiries and Jimi Hammond, Veterans Services Coordinator, is available for any further questions.

All COVID policy exceptions are listed in the current and future catalogs. Spring diplomas were sent out and should be arriving to students soon. An annual FTSE audit is in progress.

I. Faculty Council – Bhaskar Singh

No report given.

J. Staff Council – Cheryl Pike

No report given.

K. Student Life – Jann Woods

Staff will be working on virtual student life options.

L. IT – Diana Heer

Fiber lines are currently being installed at LHC today. IT staff are on campus today to put up a wireless bridge. The earlier problems with Internet access have been solved.

M. Community Outreach – Janet Cruz

Lauren Peterson is the new Director of Community and Corporate Education and will be based out of BHC. She will also assume the role of Corporate/Community Education Coordinator for BHC, and will have oversight of the other campus coordinators. Corporate Education recently offered a successful customer service training class for a tribal group via Zoom. All Community Education courses will continue to be held via Zoom. A CPR class for students is expected to be held sometime in August. There will be priority given to MCC students.

N. Facilities – Joe Ronningen.

No report given.

VII. Adjournment

The meeting was adjourned at 10:10 a.m.