

Date: August 13, 2020

Time: 9:00 a.m.

Place: Zoom

Attendees: Diane Aquino, Maria Ayon, Buddy Burrows-Taras, Julie Clifford, Laurel Clifford, Janet Cruz, Lyn Demaret, Sandy Desmarteau, Stephanie Dieringer, Jenna Felish, Cynthia Francisco, Pam Galovich, Ed Grzywinski, Paul Haberstroh, Beth Hooven, Diana Heer, Lori Howell, Abigail Jaimes-Gomez, Connie Katz, Gabby Keough, Jeannine Klein, Shannon Lay, Marilyn Lusk, Elizabeth Mahler, Jody McInerney, Cheryl Pike, Jennine Ramirez, Mark Retersdorf, Joe Ronningen, Taylor Shipman, Wendy Stickney, Julietta Villa, Paula Wade, Katie White, Jann Woods

I. Announcements/Additions to the Agenda

None.

II. Important Dates

AUGUST

- **Thursday, August 13** – MCC Foundation Lake Havasu City Campus (LHC) Chapter Meeting, 5:30 – 7:00 p.m., Zoom
Contact Lyn Demaret at ldemaret@mohave.edu for Zoom link.
- **Monday, August 24** – Fall Semester starts

SEPTEMBER

- **Monday, September 7** – Labor Day Holiday (Campus closed)
- **Tuesday, September 8** – CCC Meeting, 9 – 10 a.m., Zoom
- **Thursday, September 10** – MCC Foundation LHC Chapter Meeting, 5:30 – 7:00 p.m., Zoom
Contact Lyn Demaret at ldemaret@mohave.edu for Zoom link.
- **Friday, September 11** – Virtual All Staff Day (Details TBD)
- **Monday, September 14** – Start of 12-Week Classes

OCTOBER

- **Thursday, October 8** – MCC Foundation LHC Chapter Meeting, 5:30 – 7:00 p.m., Zoom
Contact Lyn Demaret at ldemaret@mohave.edu for the Zoom link.
- **Tuesday, October 13** – CCC Meeting, 9 – 10 a.m., Zoom

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>

Additional Dates to add:

- **Monday, August 17** – Surgical Technology New Student Orientation, 9:00 a.m., Zoom
- **Tuesday, August 18** – Nursing New Student Orientation, 9:00 a.m. – 4:00 p.m., Zoom
- **Tuesday, August 18** – WAVE Orientation, 5:00 – 8:00 p.m., Zoom

III. Campus Updates

Maria Ayon stated that the college is still in Phase I and there are discussions about a possible Phase II happening soon.

Dean Ayon asked staff and faculty to submit any upcoming virtual events to her that they may be planning for their program or club. President Klippenstein will be putting out a video the first day of Welcome Week, August 24 – 28, for students highlighting events happening that week and also any events planned for the Fall Semester. Dean Ayon will be offering a morning and evening “Meet the Campus Dean” virtual space that week as well.

Dean Ayon reminded staff and faculty about the recent email she sent out on the procedure for on-campus presence while the campus is still closed. Any staff or faculty will need approval from their supervisor first before submitting their request to Dean Ayon, copying Joe Ronningen and Diane Aquino, for her approval.

IV. New Business

A. COVID-19 Updates

Mask and signs are being ordered as the campus prepares to move into a possible Phase II.

V. Crisis Management/Safety

Jann Woods reported that crisis management is now being handled collegewide and plans will be discussed today. The team will be looking at the campus emergency plans and then looking at the overall plan for the college.

Desert Mountain Security’s contract has ended and the company will no longer be providing security service for LHC. The college has sent out a request for bids for security service college wide. For faculty with evening classes, the Facilities staff will still be on campus along with the Evening Campus Manager. MCC Connect is still available in the evenings and Evening Campus Manager Phil Colbert, who came back to campus August 12, will be conducting foot patrol.

VI. One Minute Reports

A. Instruction – Stephanie Dieringer

Full-time faculty has returned for the Fall Semester and met yesterday to discuss teaching remotely. Science faculty have been working over the summer with Jody McInerney, Lab Technician, to make sure lab kits are available to students. Chemistry labs will be on ground, while instruction will be online. Associate deans will meet with Dean of Instruction Stephen Eaton tomorrow to look at low-enrollment classes that could possibly be moved to a 12-week format. A video, which is available on the COVID page on the college website, was created to explain the difference between online and remote classes. A change in the course schedule was enacted that shows the rooms being changed to Zoom.

B. Health Professions Programs

Physical Therapist Assistant (PTA) Program Director Liz Briere reported that she and Faculty Julie Clifford are getting organized for the Fall Semester when they will be having classes online and limited labs on campus. One of the PTA classes was moved to an asynchronous format. Tools have been ordered, including small skeletons, for new students to learn at home while the college is closed. Thirteen new students will be starting the program in the fall with ten returning students. The program had another 100% first-time pass rate for the National Board Exam.

Nursing Office Technician Cheryl Pike reported that the Nursing Program’s first and second semester students would not be going out on clinicals this semester. Fourth semester students will be going for a senior practicum for five-week rotations. The program will be enacting a drive-up event whereby new students would be able to pick up their uniforms, books, and lab kits that were ordered for them. No specific date for that is set yet. Students will be coming to campus for first and second semester for one day in the lab in October on a Monday.

Surgical Technology Faculty Julie Clifford reported that there are 13 first-year students starting in the fall, which is the most the program has had in its history. Labs have been arranged so that they are broken up into three different labs being taught by Ms. Clifford or Program Director Michelle Diaz. Second-year students will begin their clinical rotations on August 25.

C. Substance Abuse Counseling – Lori Howell

Program Coordinator Lori Howell reported that Jennifer Rodriguez, Academic Success Coach, was at a Walk Away from Drugs event planning meeting. Ms. Howell and Ms. Rodriguez both chair a drug prevention coalition in Lake Havasu City, and that coalition sponsors an annual Walk Away from Drugs event and an annual Hobbies Not Habits event. The team is planning a virtual Walk Away from Drugs event this year and they will provide information when they receive it. During the Fall Semester, Ms. Howell will be interviewing a couple of directors from local agencies to speak about what they are doing with substance abuse treatment for their clients. They are also following up with accreditation for their program.

D. Recruitment – Shannon Lay

Recruiter Shannon Lay reported that she is finishing up with obtaining documentation for dual enrollment students at Lake Havasu High School and Telesis Preparatory Academy. She has handled the requests for classes and have had them built for WAVE and Dual Enrollment students. She is continuing to reach out to community partners, as well as conducting the admissions question and answer sessions twice a week. She reported that during a recent session, there were a few Zoom bombers that hacked in. Dean Ayon agreed to bring this issue to the Crisis Management Team to see if an incident report needs to be done if and when this happens in the future.

E. Student Services – Sandy Desmarteau

Student Services Office Manager Sandy Desmarteau reported that the Student Services technicians and advisors are extremely busy with MCC Connect calls from students with classes beginning August 24. The mass drop date has been extended to August 15. Ms. Desmarteau is still working on the Admissions Project in reaching out to students who have submitted an admissions application in the last year and have not yet enrolled. Current processing times for advising is about 7-8 working days, for document processing is 7-8 working days, for phone advising is 3-4 working days, and for email advising is 1-2 working days. Add/Drop week is the week of August 31.

F. Library – Pam Galovich

Librarian Pam Galovich reported that the Library is planning a number of virtual events for the Fall Semester. Once- or twice-weekly virtual research workshops, including such topics as navigating the library website, how to find articles, how to use the various databases, fighting fake news, APA and MLA writing styles, and the anatomy of a research article, will be offered. She will be advertising those workshops through the Marketing and Public Information Office (MPIO) and will send a list of these workshops to Dr. Dieringer to disseminate to students through faculty.

On August 25, 5:30 p.m., arrangements were made with the American Library Association to screen a documentary entitled “Rigged: The Voter’s Suppression Playbook.” Producers have put together a panel for the screening.

Ms. Galovich is also working with Mohave County Voter Registration to have Kristy Blair provide a class or event for MCC on the mechanics of voting. Ms. Galovich reminded faculty about the embedded librarian modules that they can embed in their course content in Schoology. Faculty can contact any Library staff to get the codes for that.

The Library has updated their website to APA 7th edition.

G. Student Success Center – Elizabeth Mahler

Elizabeth Mahler reported that staff is updating the Student Success Center page on the MCC website. Workshop Wednesdays, which are mini workshops based on topics previously covered in Navigating MCC workshops that are more condensed and interactive, are being offered. Ms. Mahler agreed to send the dates to Diane Aquino in Administration for those workshops. Classroom visits by the Student Success Center are changing to a newsletter format, which will be sent to students in classes that would normally be visited. Staff is preparing to make welcome calls to students when the Fall Semester begins.

H. Enrollment Management – Wendy Stickney

Wendy Stickney, Administrative Assistant, reported that, since August 15 is the mass drop date, staff has been busy making sure that all information is complete. Summer diplomas are anticipated to be out next week.

I. Faculty Council – Bhaskar Singh

Since Faculty Council's last meeting was May 15, President Tonya Baxley sent out an email welcoming faculty to the Fall Semester. She included the names (below) of all representatives so that faculty could reach out to them if needed.

- Tonya Baxley (President, Science)
- Candace Hofstadter (Vice President, NCK)
- Andra Goldberg (Secretary, CIS)
- Jo Anne Franz (BHC)
- Ann King (Social Sciences/Art)
- Dani Keza (Allied Health)
- Bhaskar Singh (LHC)
- Ariel Hammon (NMC)
- Lori Howell (DE)
- Joy Greco (Associate Faculty)
- Buddy May (Ind Tech)
- Mariam Yesayan (Pre- College/Developmental)
- John Hansen (English/Communications)
- Matt Wienke (Math)

Bhaskar Singh is also Chair of the Professional Development Committee. With travel restrictions in place, there has not been many requests for professional development.

J. Staff Council – Cheryl Pike

Cheryl Pike reported that the next meeting of the Staff Council will be in September, and at that meeting, election results will be announced. Staff Council offered two Zoom sessions over the summer so that staff could connect with each other.

K. Student Life – Jann Woods

Dean Woods announced that student life will be going virtual and campus deans will be meeting today about processes and procedures for Student Activity Councils. They are also in the process of creating a list of current and future virtual events for Welcome Week. She is predicting more participation with virtual events than in the past with on-campus events. The deans will also be looking at how to handle the traditional events, such as Spooktacular and MCC Shines.

L. IT – Buddy Burrows-Taras/Diana Heer

Buddy Burrows-Taras reported that the vendor Alpine has been on campus pulling fiber connections between every building to eventually get all computers on fiber optic. A lot of the buildings have been run on standard operating internet cable, which is slow and unreliable when it is underground at excessive heat levels. While the company will be here for a couple more days, IT staff should be able to start moving things over in the next day. Diana Heer reported that staff has been working in the computer labs getting the computers ready in anticipation of the students coming back to campus. They are also working with faculty to ensure their computer needs are met so they are successful in teaching their classes online.

In response to a question about students who don't have reliable Wi-Fi access from home, Mr. Burrows-Taras stated that those students can access Wi-Fi from the campus parking lots. The 600 Building, 100 Building, and 200 Building parking lots could be used to access Wi-Fi from at least the first row; however, it is more difficult to gain access from the 800 Building, as the access point is on the opposite end of the

building from the parking lot. Students need to sign on with their student credentials. For those students unable to log in to Schoology with their credentials, they may access the guest Wi-Fi, which was opened up more recently for better access.

Dean Woods advised that students be allowed to only use the Wi-Fi from the 600 parking lot due to safety issues for those students. Dean Ayon will guide faculty and staff as to communicating this information to students needing Wi-Fi access.

M. Community Outreach – Janet Cruz

Community Education

Janet Cruz reported that all fitness classes are still going on via Zoom, with Tai Chi getting a lot of enrollment. She is working on moving the other Community Education classes to an online format.

Corporate Education

A number of Corporate Education classes are starting to get interest, as a lot of employees are working from home. A successful customer service training via Zoom took place with a group, and another customer service course has been added. There is also a one-day two-hour time management course on the schedule.

Ms. Cruz reminded staff and faculty that MCC employees can enroll in any Community Education class and receive 20% off.

The CPR classes for health care providers will most likely not be provided until later in the year, due to coordination between the CTE and Health Profession programs.

N. Facilities – Joe Ronningen.

Facilities has been on campus and is, not only doing regular campus cleaning and maintenance, but is providing further cleaning and sanitation after staff and faculty leave the offices or classrooms. They are also working on several projects, including the 200 Building outside restrooms, which should be completed today, and the 500 Building faculty and IT offices renovation. Currently that project is in the painting stage. Staff is also going through yearly inspections, including the Fire inspection, which took place last week and was positive.

O. MCC Foundation – Lyn Demaret

Lyn Demaret stated that staff and faculty who are Foundation members are welcome to join the Foundation's planning committee, where she encouraged them to bring new ideas. She invited those employees who are not currently members and wish to join, to go to Foundation.mohave.edu and click on giving. To make it easier, there is a payroll deduction option. Ms. Demaret invited members to attend the MCC Foundation LHC Chapter Meeting tonight at 5:30 p.m. via Zoom. They can contact her at ldemaret@mohave.edu for the Zoom link.

P. Other Reports

Mark Retersdorf, Business Analyst for the Small Business Development Center (SBDC), reported that the SBDC is working with the CARES Act to help small businesses with loans or to close their business. On Monday, August 17, the SBDC will be offering a business compliance webinar via Zoom designed for new start-ups or existing businesses that want to make sure they are in compliance. The department continues to service the business community and is fully staffed at the southern campuses.

VII. Other Items

None.

VIII. Adjournment

The meeting was adjourned at 10:08 a.m.