

Date: September 8, 2020

Time: 9:00 a.m.

Place: Zoom

Attendees: Rena Alspaw, Diane Aquino, Maria Ayon, Janet Cruz, Lyn Demaret, Sandy Desmarreau, Stephanie Dieringer, Pam Galovich, Diana Heer, Gaby Keough, Jeannine Klein, Shannon Lay, Jaime Lyerly, Marilyn Lusk, Elizabeth Mahler, Jody McInerney, Cheryl Pike, Jennine Ramirez, Mark Retersdorf, Joe Ronningen, Taylor Shipman, Bhaskar Singh, Paula Wade, June Weiss

I. Announcements/Additions to the Agenda

None.

II. Important Dates

SEPTEMBER

- **Thursday, September 10** – MCC Foundation Lake Havasu City (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:

- **Sunday, September 6 – Saturday, September 12** - 4th Annual Suicide Awareness and Prevention Walk for Life, sponsored by the Havasu Community Health Foundation.
Sign up at havasucommunityhealth.org, \$25 fee to sign up.
- **Thursday, September 17, and Friday, September 18** – Student Activities Council (SAC) Elections

III. Campus Updates

A. SAC Officer Elections and Endorsements

Maria Ayon announced that the SAC elections have begun and current students can submit their Declaration of Candidacy by Friday, September 11. Instead of the student signature requirement in previous years, the students are being asked to obtain three endorsements from MCC faculty or staff. Currently one candidate is interested.

Joe Ronningen, Facilities Manager, encouraged faculty and program directors to encourage those students they see who have leadership abilities to submit their declaration of candidacy. He also pointed out that

there is a substantial budget for SAC to encourage student engagement and to make improvements to the campus.

Dean Ayon stated that currently Diane Aquino, Administration Department Office Technician, is coming to the office each week on Tuesdays, Wednesdays, and Thursdays, 8 a.m. – 5 p.m. The administrative assistant position is vacant and is anticipated to be filled soon. She asked for staff's and faculty's consideration when making requests of the Administration Department.

IV. New Business

A. COVID-19 Updates

The College is looking at moving to Phase II, with a possible target date of September 21, and opening up Student Services, the Student Center, and the Student Lounge.

Sandy Desmarteau, Student Services Office Manager, discussed the Student Services plan for Phase II. She, as well as Student Services Technicians Gaby Keough and Beth Kirvan, will meet with Dean Ayon on September 16 and 17 to perform dry runs of the plan. The plan includes a checkpoint as students are entering the building through the south double doors on Acoma Ave., where staff will have them sign waivers and ensure they are wearing masks. Masks will be provided for those persons who did not bring one. A second checkpoint will be set up to triage the student's request or issue. If a student does not need to go into Student Services and can be helped by making an appointment for them with an advisor or collecting documents from them, they will then exit the building through the west door by the restrooms and vending machines. Students who need to go into Student Services will then be allowed to see a student services technician, and only two people will be allowed entry at a time. A separate room will be set up for virtual advising. Ms. Desmarteau is working on getting the office technician and recruiter back on campus to work in their offices behind closed doors without seeing students.

If the plan is successful, Student Services will be open to the public Monday – Friday, 10:00 a.m. – 4:00 p.m., and staff office hours will be Monday – Friday, 8:30 a.m. – 5:00 p.m.

Dean Ayon announced that an outside organization, Embry Women's Clinic, is offering free Covid-19 testing on campus in the 600 Building parking lot, every day through October 31, 6:00 a.m. – 2:00 p.m. She encouraged staff and faculty to avoid parking in the 600 Building parking lot but rather park in the 800 Building parking during this time. The organization is self-contained with a port-a-potty and handwashing stations. Signage will be put up on campus directing people to the site.

V. Crisis Management/Safety

Joe Ronningen, Facilities Manager, discussed emergency protocols, especially with regard to fire alarm procedures. He emphasized that if the fire alarms sounds, everyone needs to exit the building and not reenter until the all clear message is announced and the alarm is turned off. He encouraged everyone to review the Crisis Management Manual online.

Dean Ayon stated that she met with Police Chief Doyle this morning and asked him about the safety of MCC students accessing the campus' Wi-Fi between the hours of 10 p.m. and 6 a.m. when there is no security on campus. Chief Doyle said that these students can call the Police Department's non-emergency number at (928) 855-4111 to inform dispatch that they are on the campus after hours, and the police will know to patrol the area.

VI. One Minute Reports

A. Instruction

Stephanie Dieringer, Associate Dean of Instruction, reported that Instruction is in the transitional time from the 15-week term to the 12-week term. The associate deans are currently monitoring enrollment in 12-week classes, and have significant ability to add classes, particularly online classes, across campuses if there is a need. They are also finishing up this week any reinstatements for students who possibly got dropped for non-participation the first week of classes, and working closely with Student Services.

Currently, the spring schedule of classes is being built and is due by September 15. The schedule is being built for on-ground classes that are appropriate for social distancing guidelines.

B. Health Professions Programs

Physical Therapist Assistant (PTA) Office Technician Jennine Ramirez reported that a number of PTA students are working on their CPR classes. Staff is working on inputting the program's Spring Semester on-ground classes, obtaining those textbooks, and scheduling clinical placements for students. The PTA Club met last week and election ballots will be mailed out to students to vote on PTA Club officers. The Club will meet again on Monday, September 14, to vote in new officers.

Nursing Office Technician Cheryl Pike reported that the Nursing Program has submitted their classes for the Spring Semester, which are mostly on-ground with a few via Zoom. Students will be on campus for Fall Semester labs in October in groups of four. She will submit the schedule to the Dean's Office. Staff will also be scheduling times where students can come to campus to pick up their supplies and uniforms from the campus parking lot.

Surgical Technology Administrative Assistant Taylor Shipmen reported that the program's Fall Semester classes are going well. Classes are smaller than usual but instructors are able to spend more time with each student. Second-year students are in clinicals. The Spring Semester schedule has been developed and books have been ordered. Lab kits for students have been order to allow students to work from home on their lab skills. The Surgical Technology Club is forming with one student interested in running for office. Ms. Shipman is working with the students to develop a club meeting schedule via Zoom.

Dean Ayon thanked the Surgical Technology Program for the recent article in Today's News Herald Highlighting the program's new SynDaver Synthetic Human.

C. Substance Abuse Counseling

Jennifer Rodriguez, Academic Success Coach, reported that the Department's Fall Semester classes are going well and a number of students have already expressed interest in taking classes in the Spring Semester.

D. Recruitment

Sandy Desmarteau, Student Services Office Manager, reported for Recruiter Shannon Lay that she is working on touching base with her community partners, as well as generating interest for the Retail Management Course offered. This course could benefit employees already in the workplace who are looking to improve their skills.

E. Student Services

Ms. Desmarteau reported above about how Student Services will be handling Phase II.

F. Library

Librarian Pam Galovich reported that virtual workshops for students are continuing. On September 9, the workshop will focus on how to find a research article, and MLA papers will be discussed on September 17. Christy Blair from the County Recorder's Office is scheduled on September 29 at 6 p.m. to speak about the Mechanics of Voting. She will cover topics, including the history of voting, voter registration process and requirements, and election department responsibilities. Dr. Mathew Whittaker has agreed to facilitate a virtual Frank Talks session entitled "Our Right to Assemble: The History of Protests and Civil Disobedience in the U.S." on October 1, at 6 p.m. If successful, other available topics will continue.

Dean Ayon asked about the idea of the Library streaming movies to the community. Ms. Galovich responded that unfortunately, it is not a viable option currently with unreliable internet connections while staff is telecommuting and difficulty in getting public performance rights; however, it may be a possibility when the Library reopens to the public.

G. Student Success Center

Elizabeth Mahler, Student Success Center Coordinator, reported that the Center is continuing to host virtual mini workshops that have been very successful. There were eleven students in the first session and eleven students in the last session. Because faculty are providing extra credit to their students for attending these mini workshops, another workshop is scheduled for September 16 in the evening.

Staff is starting their Big Nine Outreach where they reach out to students in nine of MCC's introductory classes.

Supplemental instruction schedules and tutoring schedules should be up on the website by the end of the day.

H. Enrollment Management

Office Technician Jaime Lyerly reported that current enrollment figures include 961 students for LHC with 7,411 credits, and 3567 students collegewide with 28,473 credits. The 12-week Fall Semester courses begin next week. Dual Enrollment students still need to be completely entered into the system so, with those enrollment numbers, staff is hoping to hit the 30,000 threshold for credits.

This Friday Veteran's Coordinator Jimi Hammond will be leaving employment with MCC; however, all the 16-week certifications should be completed for tuition and fees by then. Starting next week all Veteran-related questions can be submitted to Tricia Hanks and Aaron Adamian in Enrollment Management at the Neil Kingman Campus (NCK).

The withdrawal window is currently open, as well as the window for students to enroll in 12-week courses. Department processing time is currently only one to two business days.

I. Faculty Council

Bhaskar Singh, Faculty, reported that the next meeting of the Faculty Council will be September 25. Currently the Council is accepting nominations for two open positions. The first is a new representative for Industrial Tech. This new position needs to be a faculty member who's teaching in the Industrial Trades area as 51% of their duties. This position will be appointed, as it is mid-term. The second position is a new member at large for Executive Advisory Council (EAC), which consists of the president/secretary from both the Faculty and Staff Councils plus one member at large from each group. The EAC member at large should be a faculty member who is not already a Faculty Council member. This individual will be selected by vote, and nominations will be accepted until Friday, September 11, at 5 p.m.

J. Staff Council

Office Technician Cheryl Pike reported that voting was conducted recently for vacant and expiring positions. Announcement of winners will be conducted during the Staff Council Meeting at All Staff Day on September 11.

K. Student Life

Dean Ayon stated that all LHC clubs need to have an updated constitution and contact sheet on file with Campus Administration. She encouraged club advisors to promote student life and the SAC upcoming elections. A video promoting student life and SAC elections collegewide will be coming out this week.

L. IT – Diana Heer

Campus Technology Specialist Diana Heer reported that fiber installation is near completion, and staff is waiting on the vendor to do some labeling and Alarm Tech to finish up at the Bullhead City Campus (BHC).

M. Community Outreach – Janet Cruz

Community Education

Janet Cruz, Corporate/Community Education Coordinator, reported that a lot of Community Education virtual courses are posted online through December. The on-campus motorcycle class will be starting in

late September. A lot of courses, including metalsmithing and ceramics, will hopefully be returning to campus in January.

Corporate Education

Ms. Cruz has been keeping in contact with community organizations through Zoom conferencing. She recently touched base with her Better Business Bureau contact, who has also been working from home. A new Corporate/Community Education Coordinator was recently hired for NCK.

N. Facilities – Joe Ronningen

Joe Ronningen, Facilities Manager, reported that the exterior restrooms of the 200 Building have been refreshed and the refresh of the 500 Building faculty offices is near completion. Further projects are on hold until financials and details are worked out with the Facilities Management Director and the Dean of Student and Community Engagement. The department is currently working on a plan to implement COVID procedures for Phase II.

O. MCC Foundation – Lyn Demaret

Lyn Demaret, College Advancement Director, reported the Foundation is running the “T-Shirts for Scholarships” fundraiser again. The design has been approved and pre-orders will be taken with a two-week window. Ms. Demaret will be putting together a presentation for All Staff Day. She reminded everyone of the next LHC Chapter meeting taking place virtually on Thursday, September 10, at 5:30 p.m. All are welcome and the Zoom link can be obtained from her.

P. Other Reports

Mark Retersdorf, SBDC Business Analyst, reported that a virtual training entitled “The Idle Loan Update” is scheduled at 12:00 noon today. The SBDC meets each Wednesday with the SBA via Zoom to obtain any updates on this loan program. Upcoming webinars include “Business Compliance” on Thursday, September 10, which is offered monthly, and “Creating a Strong Online Presence” on Wednesday, September 16.

VII. Other Items

None.

VIII. Adjournment

The meeting was adjourned at 9:59 p.m.