

Date: October 13, 2020

Time: 9:00 a.m.

Place: Zoom

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

I. Announcements/Additions to the Agenda

No additions.

II. Important Dates

- **Thursday, October 15** – Student Listening Session with the President, 1:30 – 2:30, Via Zoom: <https://mohave.zoom.us/j/94306271045>
- **Wednesday, October 21** – Pumpkin Giveaway for LHC Participants in the Virtual Pumpkin Carving Contest – Submissions are due by October 30.
- **Tuesday, October 27** – Virtual Dia de Los Muertos Art Show, 6 – 8 p.m., Via Zoom: <https://mohave.zoom.us/j/3065324072>
- **Wednesday, October 28** – History of Dia de los Muertos Presentation by Consuelo G. Flores, 6 – 7 p.m., Via Zoom: <https://mohave.zoom.us/j/92989865658>
- **Thursday, October 29** – A Virtual Autopsy/Dia de Los Muertos Open Mic Night (poetry, short stories, music, etc.); 6 p.m., Via Zoom: <https://mohave.zoom.us/j/92075070430>
- **Thursday, October 29** – Employee Listening Session with the President, 1:30 – 2:30 p.m., Via Zoom: : <https://mohave.zoom.us/j/97648795564>
- **Tuesday, November 3** – Monthly Tea with Dean Ayon, 12 – 1 p.m., Via Zoom: <https://mohave.zoom.us/j/93008503471>
- **Tuesday, November 10** – Next LHC CCC Meeting, 9:00 – 10:00 a.m., Via Zoom: <https://mohave.zoom.us/j/93043917367>
- **Wednesday, November 11** – College Closed for Veterans Day
- **Thursday, November 12** – Lecture by Ty Smith for Veteran’s Day, 12 – 1 p.m., Via Zoom
- **Wednesday, November 25** – Last Day for Withdrawal for 15 - 12-, and 2nd 8-week classes)
- **Wednesday, November 25** – No Classes/College Open
- **Thursday, November 26** – College Closed/Thanksgiving Holiday
- **Friday, November 27** – College Closed/Thanksgiving Holiday
- **Tuesday, December 1** – Monthly Tea with Dean Ayon, 12 – 1 p.m., Via Zoom: <https://mohave.zoom.us/j/93008503471>
- **Friday, December 11** – Fall Semester Ends
- **Thursday, December 24** – College Closed/Christmas Holiday
- **Friday, December 25** – College Closed/Christmas Holiday
- **Thursday, December 31** – College Closed/New Year’s Eve

- **Friday, January 1** – College Closed/New Year’s Day
- **Monday, January 18** – College Closed/Martin Luther King Day
- **Tuesday, January 19** – Spring Semester Begins
- **March 2021** – SAC Elections

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 highlighted the upcoming Student Listening Sessions, as well as the Pumpkin Carving Contest and the Pumpkin Giveaway, and asked staff and faculty to share with students.

Additional Dates to Add:

- October 21 - Virtual Walk Away from Drugs, 6 p.m.
- October 19 – Registration for Spring Semester opens
- October 21 – Student Success Center Workshop: Time Management, 10 a.m.
- October 21 – Student Success Center Workshop: Promoting Better Sleeping Habits, 10:45 a.m.
- October 21 – Student Success Center Workshop: Studying Effectively, 11:30 a.m.
- October 28 – Student Success Center Workshop: Time Management, 5:30 p.m.
- October 28 – Student Success Center Workshop: Promoting Better Sleeping Habits, 6:15 p.m.
- October 28 – Studying Effectively Workshop, 7 p.m.
- October 30 – Something Wicked This Way Zooms Virtual Reading, 6 – 8 p.m.

III. Campus Updates

Dean Ayon covered this topic in the Covid-19 Updates below.

IV. New Business

A. COVID-19 Updates

The college will move into Phase II beginning Monday, October 19, and Student Services will be open 10 a.m. – 4 p.m. Monday – Friday. The public will be able to enter the Student Services building from the south double doors only where they will need to have their temperature taken and sign a waiver. They will exit the building by the northwest door. Dean Ayon will be providing training to volunteers who will serve as ambassadors at the door.

The Pandemic Response Team will begin addressing procedures and protocols for Phase III.

V. Crisis Management/Safety

Dean Ayon stated that a new security company was hired and is currently on a trial period. She asked for faculty and staff to provide any feedback during this period.

Joe Ronningen, Facilities Manager, added that cameras on campus are nearly installed and should be functioning within the next few weeks. He also emphasized faculty and staff sticking to their approved times on campus so Maintenance is able to continue the safety and cleaning protocols required. Facilities is also working on getting Student Services up and running for the reopening in Phase II.

VI. One Minute Reports

A. Instruction

Stephanie Dieringer, Associate Dean of Instruction, reported that the department is preparing for the Spring Semester registration, and the schedule of classes has been built. Spring Semester registration will open on October 19.

B. Health Professions Programs

Physical Therapist Assistant (PTA) Office Technician Jennine Ramirez reported that students are preparing for their midterms, oral practicals, and skill checks. The PTA club canceled their scheduled meeting to focus on their upcoming tests.

Nursing

No report given.

Surgical Technology

No report given.

C. Substance Abuse Counseling

Jennifer Rodriguez, Academic Success Coach, reported that the program is in the middle of the Fall Semester and preparing for the Spring Semester. Staff is working on their mall window decoration project as well as the virtual Walk Away from Drugs event happening soon.

D. Recruitment

Recruiter Shannon Lay reported that she is promoting the early start scholarship for high school students and the eight-week STU 103 class being offered to them beginning starting October 19. As of yesterday, 22 students have signed up. Ms. Lay is back at the high schools in person and plans to be there a couple of days a week. She will be starting on processing WAVE students for the Spring Semester. She has reached out to the Goodwill and other community partners to begin offering in-person visits to their employees. Dean Ayon asked Ms. Lay to bring the new strategic plan pamphlets and annual reports to her sites once she begins visiting them again.

E. Student Services

Sandy Desmarteau, Student Services Office Manager, reported that she is meeting with Dean Ayon and Mr. Ronningen today to go over the set up and process of opening Student Services on October 19. The goal is to keep track of everyone coming in to be able to do contact tracing. Testing of the virtual advising system in one of the Student Services room will take place tomorrow. Spring Registration will begin on October 19. At that time, Student Services Technicians will be in the office covering an 8:30 a.m. – 5 p.m. shift. WAVE students can now enroll themselves. Advisors Lisa Adamson and Rena Alspaw will be in the Testing Center on October 30 to administer Pearson View tests.

F. Library

No report given.

G. Student Success Center

Elizabeth Mahler, Student Success Center Coordinator, reported that student attendance with remote tutoring sessions, which are supplemental instruction since they are not able to bring the tutors back on campus yet, is low. Although students and instructors are both receiving confirmation notices of their appointments through Zoom, a number of students are missing their appointments and many instructors are not showing up for those tutoring sessions. Student Success Center staff is working to address these issues by administering reminder calls. Ms. Mahler also reported that student grades have been rising significantly throughout the semester.

A number of virtual workshops are scheduled for students including:

October 21:

- Time Management, 10 a.m.
- Promoting Better Sleeping Habits, 10:45 a.m.
- Studying Effectively, 11:30 a.m.

October 28:

- Time Management, 5:30 p.m.

- .Promoting Better Sleeping Habits, 6:15 p.m.
- Studying Effectively Workshop, 7 p.m.

H. Enrollment Management

Office Technician Jaime Lyerly reminded everyone that Spring Semester registration opens at 8 a.m. on October 19. This coincides with the start of the second 8-week add/drop period. She thanked all those who were involved for the quick and successful FTSE reporting, and said that it was one of the best. Graduation applications are being accepted until November 13. Applications submitted after that deadline will have an associated cost. The new Veterans Services Coordinator, Hakon Swenhaugen, will join the team on October 26, 2020. Any veterans questions or issues can be submitted to Tricia Hanks, Enrollment Services Director, before that date.

I. Faculty Council

No report given.

J. Staff Council

No report given.

K. Student Life

Dean Ayon stated that the SAC elections have been successfully completed and both candidates for President and Vice President ran unopposed. Elizabeth Mahler is the new SAC President and Michael Adams is the new SAC Vice President. President Mahler reported that the SAC approved funding for the prizes and participation gifts for the upcoming Pumpkin Carving Contest. The Student Art League is pursuing a club Instagram account. The SAC is meeting biweekly on Zoom and is looking to fill the open positions of Secretary and Treasurer.

Dean Ayon encouraged ideas for virtual events either for the campus or for SAC.

L. IT – Diana Heer

Campus Technology Specialist Diana Heer reported that staff has been working with Alarm Tech, who will be finishing up the last of the installs today. Testing of the alarms will occur later this week. Staff is also preparing for Phase II next week. The IT Department is working on various virtual sessions, such as instruction on Zoom sessions. Beginning next week, one IT staff member will be on campus for Phase II.

M. Community Outreach –

Janet Cruz, Corporate/Community Education Coordinator, reported that she is working on Spring Semester courses. On November 1 all the January non-credit classes will be posted on the website. If the college is still in Phase II, these classes will be converted to Zoom sessions. Upcoming Zoom classes include Yoga, beginning in November, and the possibility of adding a free Zoom basics course for senior citizens. A Spring Semester catalogue is being developed and will be in a PDF format posted on the website.

N. Facilities

Joe Ronningen, Facilities Manager, reported that the campus has moved to a higher filtration system for the air conditioning/air filtration system. Staff has been working on the campus landscape and it is looking beautiful. An additional evening custodian will be starting soon. Staff is working to set up the Student Services entry area for Phase II, and has completed the renovation of the 500 Building faculty/IT offices, including moving the furniture back into the offices.

O. MCC Foundation – Lyn Demaret

Lyn Demaret, College Advancement Director, reported increased enrollment in the Foundation from 22% to 92.7% since All Staff Day. The Foundation t-shirts are on order and once she has a shipment date confirmed, she will schedule a time to be on campus to hand those t-shirts out. Lastly, four new volunteers have been added to the Foundation Chapter team.

P. SBDC

Mark Retersdorf, SBDC Business Analyst, reported that Bookkeeping 101, a Zoom training session is scheduled on October 15. The training is also being offered statewide through Arizona Commerce Authority, so he is anticipating approximately 50 attendees. On October 19, he is offering the AZ Business Compliance Clinic at 12 p.m., and six people are signed up. On October 26, an Intro to Government Contracting session is being offered. He encouraged everyone to like the Mohave SBDC Facebook page and share it with friends. On October 24, a new business, the Bunker Bar, will have an opening at noon. The business is in the outskirts of town and is a great way to get together with people while maintaining social distance.

Q. Evening Campus Manager

Dean Ayon reported that Evening Campus Manager Phil Colbert met with the new security company last night.

VII. Other

None.

VIII. Adjournment

The meeting was adjourned at 9:46 a.m.