

**Date: November 10, 2020**

**Time: 9:00 a.m.**

**Place: Zoom**

**Attendees:** Rena Alspaw, Buddy Burrows-Taras, Janet Cruz, Lyn Demaret, Sandy Desmarteau, 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**

None.

**II. Important Dates**

- **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
- **Thursday, November 12** – MCCF LHC Chapter Meeting, 5:30 – 7 p.m., Via Zoom
- **Wednesday, November 25** – Last Day for Withdrawal for 15 - 12-, and 2<sup>nd</sup> 8-week classes)
- **Wednesday, November 25** – No Classes/College Closed
- **Thursday, November 26** – College Closed/Thanksgiving Holiday
- **Friday, November 27** – College Closed/Thanksgiving Holiday
- **December** – Virtual MCC Shines Event(s), Date(s) TBD
- **Tuesday, December 1** – Monthly Tea with Dean Ayon, 12 – 1 p.m., Via Zoom:  
<https://mohave.zoom.us/j/93008503471>
- **Tuesday, December 8** – Next LHC CCC Meeting, 9:00 – 10:00 a.m., Via Zoom:  
<https://mohave.zoom.us/j/93043917367>
- **Thursday, December 10** – MCC Community Advisory Council Meeting, 12 – 1 p.m., Via Zoom
- **Thursday, December 10** – MCCF LHC Chapter Meeting, 5:30 – 7 p.m., Via Zoom
- **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 reminded staff and faculty that the campus is closed on November 25, and she encouraged everyone to promote the upcoming activities on the calendar with their students. The Lake Havasu City Campus (LHC) will continue with the long-standing annual tradition of providing the MCC Shines event to the community, although this year plans are to make it virtual and no-contact. Kori Stocker, Administrative Assistant in Administration, sent out emails recently to key individuals to help in the planning process.

### **III. Campus Updates**

Dean Ayon reported that MCC is still in Phase II of Pandemic Plan, and the Pandemic Response Team will be exploring ideas for Phase III of the Plan.

College Administration is in the process of interviewing for the Executive Vice President position, and one candidate was scheduled to come to visit LHC yesterday, while another candidate will be touring the campus today. Dean Ayon shared her appreciation of those faculty and staff members who were very accommodating with the tour.

### **IV. New Business**

#### **A. COVID-19 Updates**

Dean Ayon reported that the County is currently experiencing a surge in Covid-19 cases, and the Pandemic Response Team continues to monitor those numbers.

### **V. Crisis Management/Safety**

Dean Ayon reported that campus administration will be reviewing the current security company to determine whether they will continue to be used or the campus will explore a different company. The current security company will meet with her and Facilities Manager Joe Ronningen on Thursday, November 12.

### **VI. One Minute Reports**

#### **A. Instruction**

Dr. Dieringer reported that she will be joining the tour for the second candidate for the Executive Vice President position, who will be giving a presentation to Instruction at 9:30 a.m. today. There was an announcement by the President recently that MCC will be pursuing a new Dean of Workforce and Regional Partnership Development, of whose duties will fit within the new strategic plan of the college. She added that the Associate Deans are continuing to monitor spring enrollment and are working with academic alerts and WRIs that faculty have put forward.

#### **B. Health Professions Programs**

Physical Therapist Assistant (PTA) Office Technician Jennine Ramirez reported that students have completed their PTA licensure exam as of October. The PTA program is officially at a 100% first-time pass rate and is among 26 out of 350 PTA programs who can claim this. The PTA program is also working to get PTA students involved with telemedicine for the fun fitness for Special Olympics Arizona over the Spring Semester. The program is preparing students ready for their clinicals, which will take place in the Spring Semester. The PTA club met yesterday and is willing to work with campus events this semester, while moving forward with planning their own events next semester.

#### Nursing

Beth Hooven reported that enrollment has been good for Spring Semester classes and most of those classes have filled up so far. As far as the platform for spring classes, the department will be keeping the didactic online and will be bringing to the campus the skills portion of the classes.

#### Surgical Technology

Taylor Shipman reported the department's Syndaver will be sent out on Monday for refurbishment. Ms. Shipman has been looking at first- and second-year student declarations and making sure they have a Surgical Technology (SGT) declaration on file and that their general education courses are completed. The SGT Club has received approval on their See's candy fundraiser. She will reach out to MPIO so they can do a FB post and consumers will then be able to order online through See's with the club's code and have their order shipped directly to them.

#### **C. Substance Abuse Counseling**

No report given.

#### **D. Recruitment**

Recruiter Shannon Lay reported that she has been focusing on getting WAVE students registered, since the process changed this semester to allow students to register themselves. She has been making a presence at the high schools to help students with registering for their classes. Currently she has registered 27 students, and 11 students are in the process of registering. Ms. Lay is working with local businesses on the Prior Learning Assessment project.

**E. Student Services**

Gaby Keough, Student Services Technician, reported enrollment for LHC students is currently at 365 students with 3003 credits, compared to 2019 figures of 369 students with 3278 credits, which is a 1.084 % decrease. Staff will be conducting its annual customer service survey which will run November 12 – 25. As far as walk-in students, last week Student Services saw a total of 24 students and yesterday they saw 6 students.

**F. Library**

No report given.

**G. Student Success Center**

Elizabeth Mahler, Student Success Center Coordinator, reported that the center is working on their Big 9 Outreach to students and is hosting successful workshops. Students with whom staff has been reaching out to have shown an increase in their grades. Another workshop is scheduled for November 18 with 3 or 4 topics for students. The Student Success Center has a new landing page on their website that provides information on all of the workshops. She also added that attendance for most of the workshops has been good. Dr. Dieringer requested a list of workshops to be sent to her for distribution to faculty.

**H. Enrollment Management**

Office Technician Jaime Lyerly reported that the admissions process had changed and that students are declaring their degree declarations at the time they enroll. The late grad application fee has been waived for this semester. The deadline date for withdrawals is November 25. She also added that the new Veterans Coordinator has started.

**I. Faculty Council**

No report given.

**J. Staff Council**

No report given.

**K. Student Life**

Dean Ayon thanked everyone for their participation in the pumpkin carving contest. She reported that the first-place winner was an eleven-year old young lady who was not sure where she would be going to college. So minor adjustments were made and she received the prize of a \$100 gift card. The second-place winner received the \$500 scholarship since she is a student and pursuing her degree. The Student Activities Council (SAC) continues to meet biweekly and has a number of events planned. SAC elections will be held in the Spring Semester and Dean Ayon will be meeting with all club advisors in December. The plan is to put together a leadership workshop in the summer so the student leaders are prepared coming into the Fall Semester. There is also a proposal being worked on for a mural in the community, as well as proposals for a virtual MCC Shines, a Scholarship event, and virtual AZ Humanities speakers.

**L. IT – Diana Heer**

Diana Heer, Campus Technology Specialist, reported that Buddy Burrows, Campus Technology Specialist, has been working on campus and Ms. Heer has been working remotely. Staff has received mics and a sound system for the Governing Board meetings and will have those set up by Friday. She also added that she will be participating in the e-games events this week.

**M. Community Outreach –**

Janet Cruz, Corporate/Community Education Coordinator, reported that the Community Education Spring Semester schedule is completed and currently online. A paper catalogue will also be produced, with a mix of in-person and online classes. The department has a plan if the college does not reach Phase IV of the pandemic. Additional options include exercise classes at Rotary Park to allow for social distancing and a Zoom basics class for seniors. The CPR class this past weekend went well and a small group of students attended. She thanked Kori Stocker, Administrative Assistant, for assisting in getting the CPR books out of her office for that class.

**N. Facilities**

Dean Ayon reported that Joe Ronningen, Facilities Manager, and Phil Colbert, Evening Campus Manager, will be meeting with her on Thursday to discuss the campus security company. Alarm Tech was on campus recently to install cameras. She added that the department has been very diligent in their cleaning protocols every two hours to ensure the safety and health of employees and students.

**O. MCC Foundation**

In College Advancement Director Lyn Demaret's absence, Dean Ayon reported that there is a scheduled Foundation meeting on Thursday evening. She stated that the T-shirt fundraiser went well and advised those who haven't received their T-shirts to get in touch with Ms. Demaret. The Foundation is also preparing for the 50<sup>th</sup> Anniversary of MCC starting in January.

**P. SBDC**

No report given.

**Q. Evening Campus Manager**

No report given.

**VII. Other**

Dean Ayon mention the formation of a retention team for the LHC Campus. This is a cross-functional team who will be working with enrollment numbers and initiatives to ensure retention of student from the Fall Semester to the Spring Semester.

**VIII. Adjournment**

The meeting was adjourned at 9:40 a.m.