

Date: December 8, 2020

Time: 9:00 a.m.

Place: Zoom

Attendees: Lisa Adamson, Maria Ayon, Diane Aquino, Janet Cruz, Michelle Diaz, Sandy Desmarreau, Stephanie Dieringer, Diana Heer, Jeannine Klein, Jaime Lyerly, Elizabeth Mahler, Cheryl Pike, Jennine Ramirez, Joe Ronningen, Bhaskar Singh, Wendy Stickney, Kori Stocker, Paula Wade

I. Announcements/Additions to the Agenda

None.

II. Important Dates

- **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
- **Monday, December 21, Tuesday, December 22, Wednesday, December 23** – Virtual MCC Shines Events
- **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
- **Tuesday, January 12** – Next LHC CCC Meeting, 10:00 a.m., Via Zoom:
<https://mohave.zoom.us/j/91713745001> ***Please note: LHC CCC will begin meeting at the new time of 10 a.m. beginning in January 2020.**
- **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>

Maria Ayon, Dean of Student and Community Engagement, highlighted several dates, including the MCC Shines Virtual events taking place for 30 minutes each night December 21 – 23, 6:00 – 6:30 p.m. The multi-day events will feature virtual scavenger hunts, and Dean Ayon encouraged faculty and staff to attend and let their students know. She also made mention that the Fall Semester ends this Friday, and she congratulated everyone for getting through the semester safe and sound.

Additional dates to add:

- **Friday, December 11** – IT Lunch and Learns Kick Off, 12 – 1 p.m., This training session will focus on using teams in Zoom. More training sessions will be scheduled in the future.
- **Wednesday, December 16** – Data Day Event for All Employees, 12:30 – 4:30 p.m., via Zoom:
<https://mohave.zoom.us/j/93217819792>. Agenda to follow.

Monday, January 11 – Faculty returns after Fall Break

- **Tuesday, January 12** – Virtual Nursing Orientation, (RN/PN), NCK/BHC, 8 a.m. – 4 p.m.
- **Tuesday, January 12** – Faculty Development META, 1 p.m. This training is in the process of being scheduled in the afternoon to allow faculty to attend their respective CCC meetings. More details to follow.
- **Wednesday, January 13** – Virtual Nursing Orientation (LPN to RN), LHC/NCK/BHC, 8 a.m. – 4 p.m.
- **Thursday, January 14** – Virtual Nursing Orientation, (RN/PN), LHC/NMC, 8 a.m. – 4 p.m.

III. Campus Updates

Dean Ayon thanked Stephanie Dieringer, Associate Dean of Instruction, for filling in on campus last week in her absence. She also shared her appreciation for the staff members from other campuses who came in to help, as several Lake Havasu City Campus (LHC) staff members needed to be in quarantine.

Student Services will be only available virtually beginning next week.

Security is still on campus in the evenings and will be increasing their available hours.

The Covid Testing site, available in the 600 Parking Lot, is no longer able to take walk-ins due to the overwhelming number of tests they have had to administer. They don't have set hours but they are accepting appointments as late as 9 p.m. They are asking people to go to testnow.com rather than embrywomenshealth.com to schedule a test, as it is a more direct way to schedule appointments.

IV. New Business

A. COVID-19 Updates

Dean Ayon announced that the Pandemic Response Team will continue to monitor Covid-19 cases through the end of December and into January 2021 and will recommend adjustments to keep everyone safe and healthy.

V. Crisis Management/Safety

Dean Ayon stated that she does not have an update on Crisis Management/Safety, but she does want everyone to think about being involved in an upcoming fire drill with the staff and faculty who are on campus during this closure. She is hoping to schedule this sometime during the Spring Semester and wants to make sure the key players are involved, including Facilities staff, Student Services, and Instruction.

Joe Ronningen, Facilities Manager, stressed vigilance in spaces that everyone is going in to and coming out of when they come and go as approved on campus. The key is to assume the area is not clean and to clean it.

VI. One Minute Reports

A. Instruction

Dr. Dieringer reported that faculty are busy working on getting their grades in for the Fall Semester, which are due next week. The associate deans, as well as the program directors, have changed their class schedules to reflect that the college will continue in the remote platform for the Spring Semester. Biology labs will not be on ground; however, some labs such as Chemistry will remain on ground as they were in the Fall Semester. There are now course authorizations that require students to get in touch with a representative from Student Services so that they can be told that if they are signing up for a biology class, there will be a lab kit that they will need to pick up. If a student calls in because they cannot self-register for a biology class, the reason is due to the lab kit requirement. Dr. Dieringer also reported that because the college is still in remote mode, the META faculty development she mentioned previously, scheduled for January 12, is being called "Remotely Yours: Past, Present, and Future." This will be an opportunity for faculty to get together to share and celebrate successes, lament losses, and collaborate with their colleagues in terms of tips and strategies for working in the remote space. The hope is that there will be a number of things faculty can gain from this professional development day. Stephen Eaton, Dean of Instruction, will be sending an announcement out soon.

B. Health Professions Programs

Physical Therapist Assistant (PTA) Office Technician Jennine Ramirez reported that finals are in progress. On December 15 the department will be doing a clinical send-off. The second-year students will be going into their last set of clinicals. A Therapy Ed Preparatory Course is scheduled for January 8 to prepare the students for licensure.

Dean Ayon congratulated the PTA program for their 100% passing rate.

Nursing

Cheryl Pike, Office Technician, reported that all nursing classes will be remote for the Spring Semester, as that platform was successful for the Fall Semester. With regards to labs, students now will be signing up for remote labs, and those labs will be set up in their schedule. The first ten weeks of the semester will be remote labs for first- and second- semester students, and students will be coming to campus in groups of five, or at the most six, the last five weeks of the semester.

Surgical Technology

Taylor Shipman, Administrative Assistant, reported that final competencies were moved to next week. The department's advisory meeting, which was previously scheduled for December 9, was also rescheduled to sometime in March. The Surgical Technology Club finished up their successful See's Candy fundraiser on December 4 and had a total of 18 orders with \$245 raised for the club.

C. Substance Abuse Counseling

No report given.

D. Recruitment

In Recruiter Shannon Lay's absence, Student Services Office Manager Sandy Desmarteau reported that Ms. Lay has been reporting to campus to meet with students. She has been taking care of getting her Spring Semester students ready with their documents. She currently has an enrollment of 39 students for the Spring Semester in the 17 and under age group. The Chamber Exchange for January has been postponed to the following year.

E. Student Services

Ms. Desmarteau reported that Student Services will be going back to the virtual platform for an undetermined amount of time. Beginning December 14, she and Student Services Technician Beth Kirvan will be on campus due to internet issues. Testing will take place tomorrow with Academic Advisor Lisa Adamson. She also reported that there have been a lot of walk-ins for people wanting Covid testing and staff has been directing them to the site, which is now unable to accommodate walk-ins but is requiring people to make appointments.

In response to an inquiry, Ms. Desmarteau, reported that all Pearson testing is going through Director of Advising and Testing Services Natalie Gebicke. Ms. Adamson added that on the Student Services Testing page, there is a button that says "click here" where the student can submit an interest form for testing and select the testing they are interested in, and that gets routed to Ms. Gebicke.

Ms. Pike added that she is scheduling TEAS testing for potential Nursing students.

Ms. Desmarteau addressed the traffic issue for Student Services and reported that 6 – 8 people came in on their top day last week. There were a few people who came in this week but the mass amounts of people that were originally expected are not coming in. Mainly people are coming in because they don't have access to the internet or prefer to submit their paperwork in person.

Dean Ayon also clarified that, although Ms. Desmarteau and Ms. Kirvan will be on campus beginning next week, they will not be seeing students or potential students in person.

F. Library

No report given.

G. Student Success Center

Elizabeth Mahler, Student Success Center Coordinator, reported that staff is wrapping up the Fall Semester and their Big 9 goals and tutor work. Over the winter break, staff will be learning more about orientation.

H. Enrollment Management

Office Technician Jaime Lyerly reported that current enrollment for Spring Semester is 459 students at LHC, as compared to 577 students from last year. She reiterated that grades are due on December 16 and late grade apps are accepted until December 11. Credentials Evaluator Morgan Wilson, who handles transfer evaluations, is out of the office this week, so questions and concerns can be submitted to Enrollment Services Director Tricia Hanks. The department is again waiving the academic probation and ongoing enrollment for Covid exceptions.

I. Faculty Council

Bhaskar Singh, Business Faculty, reported that Faculty Council's last meeting was held on November 20 and at that meeting there was discussion of labs and classes for Spring Semester. As of now, there are no new faculty members for the Spring Semester and the next meeting will be held on February 26.

J. Staff Council

Ms. Pike reported that the next Staff Council meeting will be held on January 7, so she requested that any topics of discussion for that meeting be submitted to her before then. At the last meeting, the Council voted to move the Tobacco Free on Campus issue to the Executive Council so that students and faculty could be part of the discussion. The next meeting to discuss this issue will be held on Friday, December 11. She also added that there is a virtual holiday event being planned for staff.

K. Student Life

Dean Ayon reported that the last LHC Student Activities Council (SAC) meeting of the year was held last week. Students came forward with a Club Tree Decorating proposal. The SAC approved a \$300 prize for the club that takes first place; a \$200 prize for the club that takes second place; and a \$100 prize for the club that takes third place. The winning clubs will have the funds transferred directly into their accounts for club use. SAC elections are planned for March 2021. A club advisor meeting with Dean Ayon, is scheduled for Thursday, December 17, at 10 a.m.

L. IT

Campus Technology Specialist Diana Heer reported that she is working on scheduling and developing Lunch and Learn Sessions to help faculty and staff learn more about various technology platforms. Campus Technology Specialist Buddy Burrows is working on other IT projects.

M. Community Outreach

Janet Cruz, Corporate/Community Education Coordinator, reported that the January Community Education classes will be remote. Because metalsmithing and ceramics are hard classes to attempt online because they are hands-on courses, they will be pushed to March or even to the summer. The Community Education workshop courses are continuing and more fitness classes are being added virtually. For the holidays, a candy bar decorating class and a holiday kids cookie decorating class are scheduled via Zoom. The department continues to brainstorm creative ideas for virtual classes.

N. Facilities

Joe Ronningen, Facilities Manager, reported that the department has been trying to get back and healthy, as quite a few staff members are on quarantine. He shared his appreciation of everyone's help during this trying time. Several projects are on hold at the present time, including the Air Conditioning in Building 100 and the MCC Shines Event. Staff will continue with putting the Christmas lights up on campus. Mr. Ronningen thanked Dean Ayon, Dr. Dieringer, Diane Aquino, and Kori Stocker for all their help in setting up the on-campus schedule. He emphasized that the department's number one priority is safety for everyone and minimizing the spread of the virus.

O. MCC Foundation

In College Advancement Director Lyn Demaret's absence, Dean Ayon reported that the Foundation is still promoting the 50th Anniversary hoodies and a picture will be scheduled soon. A fundraising event is being planned for the Saturday of Superbowl weekend and Dean Ayon will bring back more information to the Council.

P. SBDC

No report given.

Q. Evening Campus Manager

No report given.

VII. Other

Dr. Dieringer complimented Mr. Ronningen and his Facilities staff for taking such good care of the cleaning protocols and schedules for the campus.

Regarding a question about signs for the 600 Building Parking lot that say "no walk-ins" for the Covid Testing site, Dean Ayon said she will revisit better signage. Additional signage needs to be addressed to prevent people from walking up to the Student Services entrance.

In response to having a holiday staff party, Ms. Ramirez agreed to take the lead in planning the event. Ms. Cruz will assist in planning the event.

Dean Ayon's Reflection for the Month:

"Not all storms come to disrupt your life. Some come to clear your path."

VIII. Adjournment

The meeting was adjourned at 9:52 a.m.