

Date: May 11, 2021

Time: 10:00 – 11:00 a.m. Location: Zoom

<https://mohave.zoom.us/j/91713745001>

Attendees: Diane Aquino, Maria Ayon, Tamra Coleman, Janet Cruz, Lyn Demaret, Sandy Desmarteau, Stephanie Dieringer, Pam Galovich, Diana Heer, Brenda Hucker, Gaby Keough, Jeannine Klein, Jaime Lyerly, Elizabeth Mahler, Jody McInerney, Jennine Ramirez, Joe Ronningen, Taylor Shipman, Kori Stocker, Paula Wade

I. Announcements/ Additions to the Agenda

Maria Ayon, Dean of Student and Community Engagement, announced that the monthly Lake Havasu City Campus Communications Council (LHC CCC) meetings will continue to be held at 10 a.m. throughout the summer and into the fall semester.

II. Important Dates

- **Tuesday, May 12** – Nursing Pinning Ceremonies, 1 – 2:30 p.m., 3 – 4:30 p.m., 5 – 6:30 p.m., Building 600
- **Thursday, May 13** – SGT Pinning Ceremony, 11 a.m. – 1 p.m., Building 600
- **Thursday, May 13** – PTA Pinning Ceremony, 4 – 6 p.m., Building 600
- **Friday, May 14** – Commencement, 11 a.m.- 1 p.m. and 5 – 7 p.m., Anderson Fieldhouse
- **Friday, May 14** – Governing Board Meeting, 9:00 a.m., Via Zoom
- **Tuesday, May 18, and Wednesday, May 19** – SAC Training and Leadership Retreat, 9 a.m. – 4 p.m., Neil Campus, Kingman (NCK)
- **Tuesday, June 1** – 2020/2021 Summer Term Begins
- **Wednesday, June 7** – New Student Orientation, 1 – 5 p.m., Building 600 (General Education)
- **Tuesday, June 8** – Next CCC Meeting, 10 – 11 a.m., Via Zoom: <https://mohave.zoom.us/j/91713745001>
- **Thursday, June 10** – New Student Orientation, 1 – 5 p.m., Building 600 (Health Professions)
- **Wednesday, June 15** – New Student Orientation, 8 a.m. – 12 p.m., Building 600 (CTE)
- **Monday, June 21** – New Student Orientation, 9 a.m. – 1 p.m., Building 600 (Health Professions)
- **Tuesday, June 22** – New Student Orientation, 9 a.m. – 1 p.m., Building 600 (General Education)
- **Tuesday, July 6** – New Student Orientation, 5:30 – 9:30 p.m., Building 600 (General Education)
- **Thursday, July 8** – New Student Orientation, 5:30 – 9:30 p.m., Building 600 (Health Professions)
- **Tuesday, July 13** – New Student Orientation, 9 a.m. – 1 p.m., Building 600 (Healthy Professions)
- **Tuesday, July 13** – Next CCC Meeting, 10 – 11 a.m., Via Zoom: *Zoom link TBD*
- **Wednesday, July 14** – New Student Orientation, 4 – 8 p.m., Building 600 (CTE)
- **Monday, August 2** – New Student Orientation, 1 – 5 p.m., Building 600 (General Education)
- **Tuesday, August 3** – New Student Orientation, 1 – 5 p.m., Building 600 (CTE)
- **Wednesday, August 4** – New Student Orientation, 1 – 5 p.m., Building 600 (Health Professions)
- **Tuesday, August 9** - Full-time Faculty Return
- **Tuesday, August 10** – New Student Orientation, 5:30 – 9:30 p.m., Building 600 (Health Professions)
- **Tuesday, August 10** – Next CCC Meeting, 10 – 11 a.m., Via Zoom: *Zoom link TBD*
- **Monday, August 23** – Fall Classes Begin (15 and 1st 8 week)
- **Tuesday, August 24** – New Student Orientation, 9 a.m. – 1 p.m., Building 600 (General Education)
- **Friday, August 27** – New Student Orientation, 9 a.m. – 1 p.m., Building 600 (Health Professions)

For further academic dates, click on or copy/ 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>

- In response to Michelle Diaz's, Surgical Technology (SGT) Director, question about the Leadership Retreat, Dean Ayon responded that the event will be held on ground at NCK. She announced that 33 people have already RSVP'd for the event. She encouraged club advisors to attend and to encourage their club members to attend.
- In response to Director Diaz's question about the upcoming New Student Orientations, Stephanie Dieringer, Associate Dean of Instruction, responded that the orientations are divided up between the health professions, general education, and CTE. There is a forty minute spot during each orientation for the associate deans to cover various academic items. Then the program directors will have a chance to cover program-specific information. She offered to send the presentation to program directors if they would like to do presentations.
- Cheryl Pike, Nursing Office Technician, added that the Nursing New Student Orientation will be held on August 18.
- Liz Briere, Physical Therapist Assistant (PTA) Director, stated that the PTA New Student Orientation will be held on June 9.
- Director Diaz added that the SGT New Student Orientation will be held on August 11 via Zoom.

III. College Updates

- **Commencement**

Dean Ayon announced that the Commencement 2021 booklet is now available online to download.

- **Phase III COVID-19**

Dean Ayon announced that the college is now in Phase III of the Pandemic Response. Masks are still required and she asked everyone to help enforce the mask policy. She offered assistance with any problem areas in enforcing the policy.

IV. Active Shooter Procedures

Kori Stocker, Administrative Assistant, reviewed the active shooter procedures found in the Lake Havasu City Campus Crisis Management Plan/Emergency Response Training and Resource Manual, available online at <https://jics.mohave.edu> under the Resources link. She emphasized the following Run-Hide-Fight procedure steps:

1. Run to safety, helping others if possible.
2. Call 911 when you are safe. Call the LHC Campus Emergency Line at 3999 or 928-453-6176 to activate an emergency alert if possible.
3. Find a place to hide if evacuation is not possible. Lock/block the door, close shades, and turn off lights. Silence phone and remain silent. Hide behind large objects.
4. Fight as a last resort and only if your life is in danger, attempting to incapacitate the shooter. Improvise weapons and commit to your actions.
5. Stay in place until you are given an all-clear by a voice you recognize and/or the incident commander.
6. When law enforcement arrives remain calm and follow instructions. Keep your hands visible at all times. Avoid pointing or yelling.

V. ALICE Training/Workplace Violence/Terrorism

Director Diaz and Joe Ronningen, Facilities Manager, attended a Train-the-Trainer ALICE Training early last year and were asked to give an ALICE Training this summer on campus. Table top exercise are scheduled for June 29 and anyone on campus is welcome to attend. ALICE stands for Alert, Lock Down,

Inform, Counter, and Evacuate. This training goes beyond the basic active shooter procedures and gives more information about how to counter an active shooter. More details to follow.

Dean Ayon added that, because employees are coming back to work and because of the increase of shooting reports in the media, the deans were asked to provide crisis management training for their campus employees. She wants to make sure everyone feels safe and comfortable in their work environments.

VI. Campus One Minute Reports

- **Instruction – Stephanie Dieringer**

Dr. Dieringer announced that grades are due May 13. Staff in General Education is monitoring Summer Bridge enrollment. If spaces are left in those classes, they will be opened up for non-high-school students. Staff is also monitoring fall enrollment. The General Education Associate Deans have been working with Lucinda Leugers, the new Interim Dean of General and Transfer Education, to interview for the interim associate dean to take over the duties at NCK that Ms. Leugers has vacated. In Dr. Dieringer's role as Chair of Guided Pathways, she will attend a summer institute with faculty and program directors to further the work that MCC is doing on the guided pathways. The areas of interest have been established for programs that will move the college forward in this direction. Staff is also preparing for the upcoming New Student Orientations.

- **Health Professions Programs**

In light of it being Teacher's Week last week, Dean Ayon thanked all faculty for the great work they have done for the students.

Surgical Technology

Director Diaz stated that the graduating students sat for their boards on May 10. The SGT Lab will be open over the summer so students can continue to practice their skills. It is recommended that students take advantage of this, but it is not required. She will be working with June Weiss, Director of Nursing, to look at new program ideas. The program's pinning ceremony will take place on May 13. Taylor Shipman, Administrative Assistant, will send information on the upcoming New Student Orientation to Dean Ayon.

Nursing

Ms. Pike stated that the Nursing Pinning Ceremony for the North Mohave Campus (NMC) took place on May 8, and the ceremony for the Bullhead City Campus (BHC) students took place on May 10. Upcoming pinning ceremonies are scheduled for today, May 11, at NCK, and May 12 at the Lake Havasu City Campus (LHC). A Nursing Assistant class is planned for the summer if enough students qualify, and a new group of students are starting the program in the fall.

Dean Ayon wished the department a happy Nurse's Week.

Physical Therapist Assistant

Liz Briere, Physical Therapist Assistant (PTA) Director, stated that students are back on campus and the pinning ceremony for graduates is planned for this week. The first year students will be transitioning to their clinical assignments. The summer clinical neurology course is scheduled, and information sessions on the PTA program are still proceeding, with the next one scheduled for tomorrow, May 12. The program's new student orientation is scheduled for June 9 and is a time for new students to meet and possibly find roommates or commute partners for the course of the program.

Director Briere asked whether MCC will be continuing with Respondus so that she knows whether testing needs to be continued remotely. Dr. Dieringer suggested reaching out to Natalie Gebicke, Director of Advising & Testing Services, and Don Weide, Associate Dean of CELT and Distance Education.

- Substance Abuse Counseling**

Jennifer Rodriguez, Academic Success Coach, reported that the program recently obtained their accreditation status. To make it easier for their students, she is now handling all the advising needs they may have. Most of the students finished the spring semester strong, and enrollment for the summer and fall terms is looking good.
- Recruitment**

In Shannon Lay's, Recruiter, absence, Sandy Desmarteau, Student Services Office Manager, reported that the Evening of Excellence was held on May 10 and scholarship awards were given out to the Lake Havasu High School students. Ms. Lay hopefully will be working from home next week and returning to the office the following week. A high school recruiter is being hired and Ms. Lay will then be able to be out in the field soliciting employers to encourage their staff to take additional classes to get ahead in their business. The Summer Bridge enrollment is going good.
- Student Services**

Ms. Desmarteau reported that staff is back in the office and students are beginning to come into the department. They are still conducting social distancing and mask protocols, but are not doing temperature checks and having people sign waivers. A Financial Aide representative will be on ground and a space has been designated. The new High School Recruiter will be occupying Office 220 E in Student Services. Ms. Desmarteau is working at BHC Wednesdays and Thursdays to cover until the new BHC Office Manager position has been filled. The BHC Office Manager has been hired and will be on board on May 24, and Ms. Desmarteau has been asked to train them. She expects to be back on campus full time by the end of the month. All Pearson VUE and specialized testing goes through Ms. Gebicke. The college is considering doing away with Accuplacer because the multiple measures have been working very well.
- Library**

Pam Galovich, Librarian, reported that Nadia Suarez began employment with the Library as an Office Technician on May 10, and she is in the process of training her. Ms. Galovich is also in the process of training via Zoom the new library staff on NMC. The Library summer hours will be 8 a.m. – 6 p.m. Monday – Thursday. An online presence through chat will continue during the hours of 8 a.m. – 7 p.m. Monday – Thursday.
- Student Success Center**

Elizabeth Mahler, Student Success Center Coordinator, reported that the department is in the process of hiring two tutors. One of them is a recent ASU graduate who is very knowledgeable in math, science, and computer information systems. The other is a returning English tutor who will be in the Center through the summer. Staff is preparing the Center to be open starting May 17. The hours will be 8 a.m. – 6 p.m. Monday through Thursday.
- Enrollment Management**

Jaime Lyerly, Office Technician, reported that the Enrollment Management Team's focus has been on getting grades in and preparing for commencement. Two new team members, transferring from the Call Center, will be joining the team. Logan Schwanbeck will be in the Registrar's Office, and Dana Cawthorne will be in Financial Aide. The enrollment numbers for the summer are about the same as before. The overall enrollment is 1,067 students, which is down 12.5% from last year. Credits are at 5,187, which are down by 24%.
- Faculty Council - Bhaskar Singh**

No report given. Dr. Dieringer stated that, effective May 1, Peter Burgess, CIS Faculty, became the new Faculty Council representative. Faculty Council will go dark for the summer.

- **Staff Council**

Ms. Pike reported that she was unable to attend the last Staff Council meeting; however, the Council had planned to vote on new officers then. There is no upcoming Staff Council meeting scheduled.

- **Student Life – Maria Ayon**

Dean Ayon reported that the last LHC Student Activities Council (SAC) meeting was held on May 6 and the last speaker in the AZ Humanities AZ Speaks series was also last week. The SAC Training and Leadership Retreat is scheduled for May 18 and May 19. One student has submitted his declaration of candidacy for the SAC Vice President position. Another student is in the process of declaring their candidacy for the SAC Treasurer position. She asked staff and faculty to refer any student who has leadership interests or questions to her so she can talk with them about SAC and club leadership opportunities. As a part of the New Student Orientations, Dean Ayon will speak about student involvement.

- **IT**

Diana Heer, Campus Technology Specialist, reported that the SSD upgrades to faculty laptops is near completion, with only a couple of outliers that have been scheduled for a later time. Wave 2 of the laptop upgrades will begin shortly with a focus on switching employees from desktops to laptops and docking stations. No set date has been established yet, as the shipping for equipment has been delayed. As soon as the equipment arrives, staff will begin scheduling upgrades. As employees began returning to campus, staff has been working on updating laptops. Buddy Burrows-Taras, Campus Technology Specialist, has been working to prepare a new student image to deploy this summer for the classrooms.

- **Community Outreach – Janet Cruz**

Janet Cruz, Corporate/Community Education Coordinator, reported that the next student CPR class is scheduled for May 22, and five students have enrolled so far. This class is not opened to the community yet but only to students in the Health Professions programs. The previous class was held on April 24 and five students enrolled. A paint night was held via Zoom last week and was very successful. The Corporate and Community Education department will be going through some positive changes and a three-day training is scheduled for the week of May 17. The fitness classes are doing well in the park and should be back on campus soon.

- **Facilities – Joe Ronningen**

Mr. Ronningen reported that the department is getting ready for the upcoming pinning ceremonies. The grass planted in the back of the 200 Building is starting to grow. The Building 300 termite mitigation project will be completed on May 16, and new blinds will be going into the Library over the next few weeks. Staff has been prepping the campus for employees coming back to campus. The flooring in Classroom 814 is being replaced. Mr. Ronningen added that if employees are planning on being on campus during the summer, Administration needs to know so Facilities can open, unarm, cool, and clean the buildings. It needs to either be listed as a class or lab in Jenzabar or on the General Events calendar.

Dean Ayon added that Embry's contract ends on July 31 and signs will be up to indicate that. They will not be conducting their services during the time of the pinning ceremonies. She also reminded everyone to disinfect their area at the end of the day.

- **MCC Foundation – Lyn Demaret**

No report given.

- **SBDC**

No report given.

- **Evening Campus Manager**

No report given.

- **NAU – Brenda Hucker**

No report given.

- **MPIO- Vanessa Espinoza**

Vanessa Espinoza, Multimedia Journalist, reported that she will be attending the upcoming pinning ceremonies, as well as commencement. She invited everyone to send any great story ideas to her.

VII. Other

VIII. Adjournment

The meeting was adjourned at 10:54 a.m.

Dean Ayon’s Reflection for the Month:

“You cannot un-educate the person who has learned to read. You cannot humiliate the person who feels pride. You cannot oppress the people who are not afraid anymore.” Cesar Chavez