

MCC serves our communities, empowering students to succeed through innovative pathways and quality education.

Date: 7/30/20

Time: 9:00 – 10:30 a.m.

Location: <https://mohave.zoom.us/j/96384766596>

In attendance: Ana Masterson, Don Montgomery, Jennifer Dixon, Jennifer Woolston, June Weiss, Mark Van Pelt, Melissa Wadley (recorder), Michelle Brehmeyer, Rosemarie LeFebvre, Shawn Bristle (chair), Stephanie Dieringer, Stephen Eaton (co-chair), Tonya Baxley

Absent: Fred Gilbert, Laurel Clifford, Matthew Butcher

1. Call to Order and Announcements (Shawn Bristle, chair)

The meeting convened at 9:02 a.m., and was followed by the introduction of the committee's charge and member introductions.

In an effort to maintain focus on agenda items, members were encouraged to utilize the Zoom chat feature to nudge the group forward. S. Bristle shared his desire to use consensus decision-making and a consent agenda approach for future meetings, as attachments and reports will be available ahead of time for committee review and feedback in the IEAC SharePoint and OneNote.

The IEAC Committee is available to provide guidance, if needed. S. Bristle polled the committee on whether everyone felt equipped to move forward, and determine if there were any needs. LeFebvre and Gee requested revision of the agenda template to highlight specific items intended for consent approval. VanPelt and Montgomery volunteered to coordinate a starting point for committees (currently, the agenda template is located within the JICS repository).

S. Bristle emailed discussion of initial action items and guide to committee chairs on 7/30/2020, which reinforced two key messages coming from the Strategic Planning group: 1) Committees are empowered to act. 2) Strategic work isn't "extra" work – it is THE work of the college.

2. Important Dates

- Fri 31 Jul 2020 Academic Year 2019-20 Ends

- Sat 01 Aug 2020 Academic Year Begins
- Mon 03 Aug 2020 Resume 5-Day Work Schedule
- Mon 10 Aug 2020 Full-time Faculty Return
- Mon 24 Aug 2020 Classes Begin (15 & 1st 8 week)
- Mon 31 Aug 2020 Add/Drop Period Ends (15 & 1st 8 week)
- Tue 01 Sep 2020 Application Period for Fall Graduation Opens
- Mon 07 Sep 2020 College Closed / Labor Day
- Fri 11 Sep 2020 College Closed / All Staff Day

3. Strategic Plan Updates

- a. July 2020 - Presidential announcement of the completed strategic plan sent to stakeholder groups along with thanks and invitation to stay engaged. Strategic planning website updated and includes links to the electronic SP booklet, of which hardcopies will also be published. <https://www.mohave.edu/about/strategicplan2026/>
- b. July 2020 - Committee co-chair orientation provided copies of essential documents: updated action plans, committee charge documents, strategic plan with parking lot items. Discussed roles, philosophical and conceptual frameworks, tools and common practices, and initial tasks.
- c. July 2020 - Recorder training facilitated by Amy Curley.
- d. July 2020 - Purchased server-based Tableau to enable better sharing and visualization of strategic data. Expect invitation to demonstration by Tableau reps and conversations with executives about assignment of limited licenses.
- e. Ongoing - Collaboratively building schedule of coordinated committee meetings and establishing membership rosters.
- f. August (TBA) - Social celebration via Zoom for members of the original, now-retired SP Team.
- g. July – August - Strategic committees initiate Year Zero activity: establishing meeting schedules, finalize rosters, identifying objective leads, reviewing strategy with accompanying objectives and objective measures (KPIs), reviewing scope/sequence of action plans and making revisions as necessary, requesting data, developing objective measures, developing monitoring and reporting processes, begin reporting to IEAC.
- h. Early Fall (Mid-Sep – October) – Data Day Event

4. Standing Reports

- a. Strategy 1 Enrollment for All (Michelle Brehmeyer, June Weiss)

Weiss and Brehmeyer emailed the draft committee purpose (uploaded to the IEAC OneNote). Team members are identified and the first meeting is pending.

- b. Strategy 2 Academic Programs & Workforce Development Partnerships (Stephanie Dieringer, Jason Gee)

Dieringer and Gee extended invitations to potential members and are working on growing the group for the many important tasks ahead.

- c. Strategy 3 Holistic Approach to Student Success Committee (Kay Lynn Trybus, Jennifer Woolston)

Woolston shared that committee members have been identified and invited with supervisor approval. Invitations were framed as an honor and privilege to serve with college leadership. Trybus noted that members are excited and energetic for the first meeting, which is scheduled for August 7, 2020.

- d. Strategy 4 Foundations of Organizational Success: Technology, Facilities, Personnel Resources (Jennie Dixon, Don Montgomery)

Dixon highlighted that Strategy 4 combines several pre-existing committees into one. So far, meetings between Dixon and Montgomery have focused on organizing numerous tasks, subcommittees and membership. Membership shuffling and committee charge rewrites complete for subcommittees, with full launch of meetings pending.

- e. Guided Pathways (Stephen Eaton, Rosemarie LeFebvre) –

Both committee members excused at 9:30 to attend a state-wide guided pathway meeting. More information pending.

- f. Data Team (Matt Butcher, Laurel Clifford)

S. Bristle informed the committee of the critical role of data as MCC moves forward. Butcher and Clifford will serve as “data consultants” and may be invited to committee meetings when data is needed.

- g. Grants (Stephen Eaton, Fred Gilbert)

S. Bristle is serving as recorder for the Grants Committee. The committee’s main project is to develop a proposal for a grant writer as an employee. In the meantime, focus will be on larger opportunities that help the whole college.

J. Gee updated the committee on his most recent grant application (\$900,000) for small business incubators on each of the four campus locations. MCC personnel spent over a year investigating business incubators, which reported out in February before the hit of COVID. This grant was finally revisited this week, as part of Arizona State’s Workforce Development funding (smaller part of federal funding), which will cover a three-year span.

MCC's request, submitted to the state, will be compiled (by the state) for federal consideration.

h. Additional Committee Reports

As requested, S. Bristle will seek continued endorsement of strategic activity by President Klippenstein for the support of active involvement by employees, further reinforcing the importance of strategic work. Committee members are charged with the responsibility of maintaining a culture of engagement through consistent messaging and leading by example.

5. Items for Attention

- a. Committee Charge/Purpose & Membership Rosters - from Co-Chair Orientation Agenda, 7/13/2020

Discussion: Co-chairs shared membership knowledge to date, with the understanding that faculty members may remain unconfirmed until their return.

Action: Complete committee charges and rosters; email to Shawn Bristle, Stephen Eaton, Amy Curley and Melissa Wadley.

Personnel Responsible & Due Date: **committee co-chairs, 5:00 p.m. 7/30/20. S. Bristle will resend current lists, so that staff are not tapped for committee service multiple times.**

- b. Committee Meeting Schedule - from Co-Chair Orientation Agenda, 7/13/2020

Discussion: Strategic committees report to IEAC, for efficient information flow, working backward from the Governing Board and President's meetings (second Friday of each month). IEAC occurs the last Friday of each month, allowing time for important and/or dense information to be forwarded and reviewed.

Action: Report meeting schedule to Melissa Wadley, Stephen Eaton, Shawn Bristle, and Amy Curley. Communicate to initial committee members. S. Bristle will send an updated committee meeting calendar to co-chairs.

Personnel Responsible & Due Date: **committee co-chairs, 5:00 p.m. 8/3/20**

- c. Data Day Event (Shawn Bristle) – See attached *DRAFT-DataDay_07212020*

Discussion: The committee reviewed the draft event proposal (8/6/2020), target dates, event structure, and pondered which data to request for processing. Committee members

agreed that more time is needed to compile Strategic Plan group information for the college community. Alternative plans were suggested, involving two activities:

1. A Fall 2020 activity for committee members and guests providing explanations of data and information about existing data resources, allowing the committees to work in breakout rooms to have discussions focused on the data and further data needs. Presentations and active participation of the Data Team (Butcher and L. Clifford) would be necessary. This event would serve to prepare the groups for the broader Data Day event, to be held at the beginning of the Spring 2020-21 Term.
2. An early Spring 2021 event for employees much like the original Data Day proposal.

Action: Develop an outlined proposal for the first option, above. Revise event outline to reflect committee feedback and send to IEAC committee via email.

Personnel Responsible & Due Date: **S. Bristle, August 6, 2020.**

- d. Strategic Monitoring & Reporting (Shawn Bristle) – See attached: *Action Planning Template for MCC*; CampusWorks Action Planning Template

Discussion: Brainstorming - In the context of strategic planning, what critical information must be captured? What would the perfect process look like? How do most efficiently and effectively share information necessary for us to accomplish strategic goals. Can we achieve transparency by somehow enabling seamless flow from workgroups and committees through the entire chain of communication? Could we evolve a dashboard system that “automatically” conveys progress on action plans and objective measures? Do we need to separate committee reporting and KPIs? What information do we need to collect?

General consensus was achieved on several items:

- There is value in systems with prompts allowing narrative responses to capture work that may not yet be quantifiable.
- There is value in a dashboard or a high-level report format that gives observers a sense of overall progress, while allowing the ability to drill down to more granular information.
- An internally produced system using currently owned technology is preferred to consideration of purchasing a separate system.
- Microsoft Project may serve as a useful tool, possibly linked to OneNote, SharePoint, and Tableau.
- Allow time for committees and workgroups to meet and discuss the types of information that should be included in standardized reports

Action: Investigate and identify options for monitoring and recording.

Personnel Responsible & Due Date: **committee co-chairs, on/before next meeting**

Action: Investigate possibilities for Microsoft Project use and training.

Personnel Responsible & Due Date: **M. VanPelt, on/before next meeting**

6. The meeting adjourned at 10:30 a.m.