

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

Date: October 13, 2020

Time: 9am

Location: Zoom (Link below)

Attendees: Carolyn Hamblin, Sharon Burns, Eric Osborn, Alana Johnson, Jonathan Gregory, Justin Smith, Byran McGill, Imelda Felix, Lauren Peterson, Fay Cover, Lyn Demaret, Jennifer Leach, Angel Soto, Vicky Jaramus, Nicole Castillo, Blaine Hamilton, Joanne Franz, Tracy Gift, Jennifer Woolston, Heather Pyeatt, Dan Worden, Jeanette Pigeon, Brenda Hucker (NAU), Beau Rogers, Joy Greco-Welch, Michelle Martin, Becky Serna, Renee Corey, Mike Rozinski

1. Announcements/Additions to the Agenda

- **Welcome!**
- **Announcements**
 - *Mark Your Calendars* ~~ Please remind students about tomorrow's listening session with Dr. Klippenstein (Weds. October 14 @ 1:30pm). Staff & faculty session is on the 28th at 1:30pm. See the Calendar section below for the Zoom link.
- **Meeting Zoom Link**—Use the Zoom link below or in the Outlook meeting request to attend the monthly CCC meeting.

Join Zoom Meeting

<https://mohave.zoom.us/j/5288293814>

Meeting ID: 528 829 3814

One tap mobile

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Find your local number: <https://mohave.zoom.us/j/5288293814>

- **CCC Proceedings** -- Posted online on the MCC website:
<https://www.mohave.edu/about/administration/communication-structure/committee-proceedings/>

2. Important Dates

OCTOBER

- **COVID-19 Testing** – Continues through the end of the month in the 200 parking lot, sponsored by Embry Women’s Health, open to the public.
- **Hispanic Heritage Month** – Continues through October 15, go to <https://www.mohave.edu/2020/09/21/hispanicheritage-month-events/#> for more information.
- October 13, 2020 (Tuesday) -- **CCC Meeting**, Zoom (Link in Outlook meeting request), 9-10am.
- October 14, 2020 (Weds.) – **Bighorn Listening Sessions (BHC Students)**, 1:30pm via Zoom (<https://mohave.zoom.us/j/94306271045>).
- October 14, 2020 (Weds.) -- **MCC Foundation BHC Chapter Meeting**, 5-6:30pm, contact Lyn Demaret at ldemaret@mohave.edu for the Zoom link.
- October 19, 2020 (Monday) – **Start of 8-Week Classes** (2nd session).
- October 19, 2020 (Monday) – **Student Services Returns to Campus**, limited hours.
- October 21, 2020 (Weds.) – **SAC Meeting**, 2pm via Zoom (<https://mohave.zoom.us/j/99658654641>).
- October 22, 2020 (Thursday) – **Wear Purple Day**, wear purple in support of Domestic Violence Awareness month. Post your photos on the virtual wall at (<https://padlet.com/mmartin316/4gc2x4r8qijrh1b>).
- October 26 – 30, 2020 (M – F) – **Pumpkin Decorating Contest**, virtual event, photos of decorated pumpkins will be posted on social media with prizes for the winning pumpkins. There is also a scary story telling contest planned for the 30th, details to follow both events.
- October 28, 2020 (Weds.) – **Bighorn Listening Sessions (BHC Employees)**, 1:30pm via Zoom (<https://mohave.zoom.us/j/97648795564>).
- October 28, 2020 (Weds.) – **Day of the Dead Event**, 6pm via Zoom, contact Dr. Woolston for more information on this virtual event.

NOVEMBER

- November 10, 2020 (Tues.) -- **CCC Meeting**, Zoom (Link in Outlook meeting request), 9-10am.
- November 11, 2020 (Weds.) – **Veteran’s Day Holiday**, college closed.
- November ??, 2020 (Weds.) – **MCC Foundation Meeting**, BHC Chapter meets on the second Wednesday of each month if not a holiday, November date TBD. Go to <https://foundation.mohave.edu/news/> for the Foundation calendar and Zoom link.
- November 13, 2020 (Friday) – **Governing Board Meeting**, via Zoom, link on MCC website.
- November 18, 2020 (Weds.) – **SAC Meeting**, 2pm via Zoom (<https://mohave.zoom.us/j/99658654641>).

- November 26 & 27, 2020 (Thurs. & Fri.) – **Thanksgiving Holiday**, college closed.

DECEMBER

- December 7, 2020 (Monday) – **MCC/Kiwanis Blood Drive**, 10am to 2pm (Tentative).
- December 8, 2020 (Tues.) -- **CCC Meeting**, Zoom (Link in Outlook meeting request), 9-10am.
- December 9, 2020 (Weds.) – **MCC Foundation Meeting**, BHC Chapter meets on the second Wednesday of each month. Go to <https://foundation.mohave.edu/news/> for the Foundation calendar and Zoom link.
- December 11, 2020 (Friday) – **Fall Semester Ends**.
- December 16, 2020 (Weds.) – **SAC Meeting**, 2pm via Zoom (<https://mohave.zoom.us/j/99658654641>).
- December 17, 2020 (Thursday) – **Last Day for Resident Faculty**.
- December 24 & 25, 2020 (Thurs. & Friday) – **Christmas Holiday**, college closed.
- December 31, 2020 & January 1, 2021 (Thurs. & Fri.) – **New Year's Holiday**, college closed.

3. Campus Updates

- ***BHC Student Activities Council (SAC)***
 - Elections took place the week of 9/21, the officers for the 2020-2021 academic year are:
 - Jessica Perez, President
 - Misty Knight, Vice President
 - Ashley Thimm, Secretary
 - Charles McCune, Treasurer
 - Meetings have been scheduled in Outlook and will be held via Zoom for this semester (3rd Weds. of every month at 2pm):
 - Oct 21, 2020
 - Nov 18, 2020
 - Dec 16, 2020
 - Jan 20, 2021
 - Feb 17, 2021
 - Mar 17, 2021 (Will be rescheduled, this is spring break week)
 - Apr 21, 2021 (Last meeting for the semester)
- ***COVID-19 Update – Phase 2***
 - Transition to Phase 2 is Monday, October 19. Dean's office staff returning to campus along with limited Student Services staff. In 200, only the front door will be open for access to the building.
 - Other buildings will remain locked, same as Phase 1. Faculty/staff will still need to get approval to be on campus, no change to the Phase 1 process (need to know before Thursday, must have supervisor's approval, Campus Dean approves, then the day/time is added to the campus calendar).

- For Facilities, Phase 2 means increased cleaning with more people in the 200 building. There is a training session planned for Thursday morning with Student Services.

- ***Upcoming Events***

- ***Pumpkin Decorating Contest (October 26th – 30th)*** ~~ No Pumpkinfest this year, instead a virtual, college-wide Pumpkin Decorating Contest. Offering a \$500 scholarship and gift cards to the winners. Pictures of the pumpkins will be posted on social media. The week-long event also include an Art Show on the 27th and virtual Spooky Story Telling on the 30th.
- ***Day of the Dead on the 28th*** ~~ See below under the Instruction One Minute Report.

4. New Business

- ***Foundation Update (Lyn Demaret)***

- Employees supporting the Foundation was 22% before all staff day, now at 92.7%. Thank you to everyone for your support.
- T-shirt delivery date TBD.
- Need staff/faculty to volunteer for the BHC chapter. Meets from 5-6:30pm, on the 2nd Weds. of each month. Please drop Lyn an email if you are interested in participating.

5. Crisis Management/Safety

- ***CPR/First Aid Classes for BHC Employees (Dan Worden)***

- There is a Safety Committee meeting this Friday, agenda item is training on all campuses. Need list of employees who need certification renewal or employees who would like to get it.
- Tracy Gift and Stacey Gilbert will be the instructors. There can be up to 16 students in one class, will be a full day. There are 8 mannequins at BHC and borrowing 8 from another campus. Class will be in 600 for social distancing.
- Sharon sent out email to employees, when the list of participants is firmed up, the class will be scheduled.

6. One Minute Reports

- ***Recruitment & Student Services (Renee Corey)***

- Spring registration opens Monday (October 19), working on initiatives to increase enrollment.
- Front desk staff returns on the 19th. Advising will be remote only, no advisors on campus. SST's, Renee & Nicole on campus to help walk-in's. Kim and Sharon helping with walk-in's for social distancing, waivers, etc.
- Two new people at the front desk, Trishtian Stanley (started in Aug.) and Emily Greenberg (starts on the 20th). Ashly Schmidt returning part time.

- ***Enrollment Services (Nicole Castillo)***

- Thanks to everyone for your help with FTSE reporting.
- Taking graduation applications until 11/13.

- New VA Coordinator starts on the 26th.
- **NAU Advising (Brenda Hucker)**
 - Working remotely, please refer students if they are interested in continuing their education at NAU. Reaching out to faculty if they would like to have a Zoom session in one of their classes.
 - Transfer week is next week, let Brenda know if you would like more information.
- **Library (Blaine Hamilton)**
 - Doing APA 7th ed. virtual sessions, let Blaine know if you would like more information. Check out the Library home page for a complete list of workshops.
 - Library home page has voter information, please let students know about this resource.
 - Visit Online Game Connection on the Library home page (<https://mohave.libguides.com/home/ogc>). So far 15 students have signed up, good way to connect to others, groups can play together.
 - Int'l Games Week is Nov. 8 – 14 with week of events planned, trying to get more people to join. Information will be sent out in an email from Advising or contact Blaine.
- **Student Success Center (Becky Serna)**
 - Continuing to reach out to students, making 80+ calls a week.
 - Thank you to instructors for sending referrals for tutoring.
 - Offering Mid-term Mini-workshop Series in October on Wednesdays:
 - **October 21st** (Time Management - 10:00 a.m., Promoting Better Sleeping Habits - 10:45 a.m., Studying Effectively - 11:30 a.m.)
 - **October 28th** (Time Management - 5:30 p.m., Promoting Better Sleeping Habits - 6:15 p.m., Studying Effectively - 7:00 p.m.)
 - See the Student Success Center home page (<https://www.mohave.edu/resources/student-success-center/>) for more information on workshops for students.
- **Disability Services (Michelle Martin)**
 - Remember to wear purple on the 22nd and take a photo for the virtual wall to support Domestic Violence Awareness week.
 - Having virtual office hours for students on Fridays from Noon to 4pm.
 - With spring enrollment, students need to renew their accommodations or request new accommodations if needed.
- **Faculty Council (Joy Greco-Welch)**
 - Had a good session with Dr. Klippenstein. The President mentioned that all software systems - CRM (Customer Relations Management), LMS (Learning

- Management System), and ERP (Enterprise Resource Planning) - are currently being reviewed for possible replacement.
- Next meeting is Nov. 20th via Zoom. Please send agenda items to any faculty council member. Election will also be held in November for new council members.
 - ***Staff Council***
 - No report.
 - ***Student Life (Carolyn Hamblin)***
 - See Campus Updates above.
 - ***MCC Foundation (Lyn Demaret)***
 - See New Business above.
 - ***Community Outreach (Lauren Peterson)***
 - Training instructors on how to use Zoom for upcoming classes. Bringing in more hybrid classes for spring.
 - Working with BlackRocket, uses game design to promote programming.
 - ***SBDC (Jeannette Pigeon)***
 - Continuing with training sessions, this week is Bookkeeping 101 for small business owners, the 19th is a AZ Business Compliance Clinic and Introduction to Government Contracting class (webinar) will be offered later.
 - ***CTE (Heather Pyeatt)***
 - Advisory Committee meetings have been scheduled: Culinary is October 13 and Automotive Service Technology is November 17.
 - Classes have been going well this semester.
 - ***Instruction (Dr. Woolston)***
 - Spring enrollment opens Monday, gearing up for that as well as working on academic alerts and student outreach.
 - **Day of the Dead** event is October 28 at 6pm, flyers are coming. There will be a guest speaker and students from Spanish 101. See documentary from Beau Rogers on the Library home page under Hispanic Heritage Month (<https://mohave.libguides.com/c.php?g=1080363&p=7872602>).
 - ***Dental Hygiene (Tracy Gift)***
 - Continuing to see patients in the clinic, have only had only one issue with a patient not wanting to wear a mask.
 - If you sign up for the upcoming CPR class, please do not miss the class, there is limited space. If you do need to reschedule, please do it enough ahead of time so we can get someone to take your place.
 - ***Rad Tech (Jennifer Leach)***
 - Classes and labs going as well as can be expected.

- Had 13 students graduate in August, 8 passed their National Registry Exam, 5 out of the 8 are current working.
- *Nursing*
 - No report.
- *Facilities (Dan Worden)*
 - Let Dan know if you need hand sanitizer or wipes for classrooms, offices or other areas.
 - Just another reminder ... You still need permission to be on campus, exception is Student Services staff.
 - No change for Facilities for Phase 2, there has been full crew maintaining the campus during the pandemic. Please do a ticket if you need a repair or send an email.
 - Short staffed, down 3 employees, working on posting the jobs.
- *IT (Byran, Jonathan & Justin)*
 - Jonathan Gregory started October 12 and is Justin's replacement. Justin will be located on the Kingman campus and his new job is the Network Administrator for the college.
 - Remember to do a ticket!!!

7. Adjournment

Next Meeting: Tuesday, November 10, 2020, via Zoom, 9-10am