

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

Date: May 11, 2021

Time: 9am

Location: Zoom (Link below)

Attendees: Amber Johnson, Jeanette Pigeon, Patrick Erdner, Fay Cover, Lauren Peterson, Jennifer Leach, Angel Soto, Jennifer Woolston, Vicky Jaramus, Tenny McWilliams, Jonathan Gregory, Joy Greco-Welch, Imelda Felix, Blaine Hamilton, Stacey Gilbert, JoAnne Franz, Katie Pennington, Michelle Martin, Danette Bristle, Nicole Castillo, Tracy Gift, Heather Pyeatt, Dan Worden, Carolyn Hamblin, Sharon Burns

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>

CCC Proceedings -- Posted online at:

<https://www.mohave.edu/about/administration/communication-structure/committee-proceedings/>

1. Announcements/Additions to the Agenda

- **Welcome!** New BHC employees, Shelly Rodriguez (Student Services SST).

2. Important Dates

MAY 2021

- **May 3 (Mon.) – Advising Returns to Campus**, see notes below with Direct Support Staff.
- **May 5 (Weds.) – Culinary Club Meeting**, Club meets every Wednesday afternoon at 2:30pm via Zoom (<https://mohave.zoom.us/j/92931683736>), all students are welcome. This is the last meeting for the spring semester.
- **May 10 (Monday) – Direct Support Staff Returns to Campus**, MCC anticipates moving to Phase Three of the Return to Campus Plan the week of May 10th. Employees that provide direct services to students will return to campus-based work including the Library and Student Success Center staff.

- **May 10 (Monday) – Nursing Program Pinning Ceremonies**, room 600, 4-7:30pm. There are two separate ceremonies to make up for graduates in prior semesters that did not get to participate due to COVID-19. Contact Cheri Smith (csmith2@mohave.edu) for more information.
- **May 10 (Monday) – Last Day of Classes** for the spring semester.
- **May 11 (Tuesday) -- CCC Meeting**, Zoom (Link in Outlook meeting request), 9-10am.
- **May 12 (Weds.) – SBDC COVID-19 Economic Injury Disaster Funding Updates**, Noon to 1pm. Join us for Disaster Relief financing updates. Did you know that EIDL loan limits are increased, PPP has been extended and the Shutter Venue Operator Grant application will be available this month? Go to <https://clients.azsbdc.net/Events.aspx?mode=0&area=Arizona&miles=25&zip=00000%20%2%A2er=93001&topicnum=0&days=30&sort=M&layout=0> to register for this free workshop.
- **May 12 (Weds.) -- MCC Foundation Meeting**, BHC Chapter meets on the second Wednesday of each month at 5pm. Go to <https://foundation.mohave.edu/news/> for the Foundation calendar and Zoom link.
- **May 13 (Thursday) – Rich Crabb’s Retirement Party**, Noon to 2pm in 600, cake and light refreshments will be served.
- **May 14 (Friday) – Governing Board Meeting**, 2pm. Go to <https://www.mohave.edu/about/board/meeting-schedule-agenda-minutes/> for meeting schedule, agenda and Zoom link. *The May meeting will be held in person on the Bullhead City Campus in rooms 508 & 509 for social distancing.*
- **May 14 (Friday) – Commencement**, there will be two ceremonies at the Anderson Fieldhouse to have enough space to accommodate students who did not participate last year due to COVID-19 (11am-1pm and 5pm-7pm). See the 2021 Commencement Information home page at (<https://www.mohave.edu/life-at-mcc/graduation-and-commencement-information/#>).
- **May 17 (Monday) – Start of 4-day Work Week** (Friday, May 21 is the 1st Friday off for staff).
- **May 18 & 19 (Tues. & Weds.) – Student Leadership Retreat**, 9am to 4pm both days, open to all MCC students. SAC and Club Officers highly encouraged to attend. Students who wish to learn more about SAC and student clubs are invited to take part in a two-day leadership retreat. Breakfast and lunch will be provided. Program includes SAC Boot Camp, Student Clubs 101, Student Activities Planning, Preparing Effective Meetings, along with teambuilding exercises. Students will engage in leadership activities to help build their leadership skills. Event will be held in Kingman, to register go to https://forms.office.com/Pages/ResponsePage.aspx?id=M5HOQOOmnkKmy21T3HQ_kjR0dAkAK2tLq4kCswwr djhUMElWMk04M1RMQkpVVEdGWEgxSEg5NkREVC4u.
- **May 26 (Weds.) – SBDC AZ Business Startup Clinic**, Noon to 1pm, Learn AZ business compliance for any industry on the licenses you will need to operate. Great for new business startups or for expanding your business. Receive a link to create a custom

ACA checklist to get you started. Go to <https://clients.azsbdc.net/Events.aspx?mode=0&area=Arizona&miles=25&zip=00000%2%A2er=93001&topicnum=0&days=30&sort=M&layout=0> to register for this free workshop.

- **May 31 (Monday) – Memorial Day Holiday, college closed.**

JUNE 2021

- **June 1 (Tuesday) – Summer Session starts.**
- **June 8 (Tuesday) -- CCC Meeting**, Zoom (Link in Outlook meeting request), 9-10am.
- **June 8 (Tuesday) – Crisis Management Meeting**, Zoom (Link in Outlook meeting request), 10-11am.
- **June 9 (Weds.) -- MCC Foundation Meeting**, BHC Chapter meets on the second Wednesday of each month at 5pm. Go to <https://foundation.mohave.edu/news/> for the Foundation calendar and Zoom link.
- **June 9 & 10 (Weds. & Thursday) -- MCC/Kiwanis Blood Drive**, 10am to 3pm (600). Schedule your appointment to give blood at <https://www.bloodhero.com> and enter code BHCKIWANIS or call 877-25-VITAL (877-258-4825). Everyone is welcome!
- **June 10 (Friday) – Governing Board Meeting**, Noon. Go to <https://www.mohave.edu/about/board/meeting-schedule-agenda-minutes/> for meeting schedule, agenda and Zoom link. *Tentatively scheduled at the Lake Havasu Campus.*

JULY 2021

- **July 1 (Thursday) – Start of 2021-2022 Budget Year.**
- **July 5 (Monday) – Independence Day Holiday, college closed.**
- **July 8 (Thursday) – Staff Council Meeting**, 508 and Zoom, 10:30am. Contact Amber Johnson for more information (ajohnson2@mohave.edu).
- **July 13 (Tuesday) -- CCC Meeting**, Zoom (Link in Outlook meeting request), 9-10am.
- **July 13 (Tuesday) – Crisis Management Meeting**, Zoom (Link in Outlook meeting request), 10-11am.
- **July 14 (Weds.) -- MCC Foundation Meeting**, BHC Chapter meets on the second Wednesday of each month at 5pm. Go to <https://foundation.mohave.edu/news/> for the Foundation calendar and Zoom link.
- **July 26 (Monday) – Last Day of Classes**, summer session.
- **July 26 (Monday) – Last 4-Day Work Week**, regular hours for staff (M-F) starts Monday August 2.
- **July 31 (Saturday) -- End of 2020-2021 Academic Year**, 2021-2022 academic year starts Sunday, August 1.
- **July 31 (Saturday) – COVID-19 Testing/Vaccinations End** (200 Parking Lot).

3. Campus Updates

- Update on Commencement -- See the 2021 Commencement Information home page (<https://www.mohave.edu/life-at-mcc/graduation-and-commencement-information/#>).
 - Board meeting is on campus at 2pm via Zoom and in rooms 508 & 509. Box lunches will be served in the 500 Commons area.

- Our campus has designated breakout rooms for the event staff (600, 201, 210 & the 200 Lobby). Box lunches will be served at 1pm in the 200 Lobby along with beverages and snacks.
- Student Leadership Retreat on May 18 & 19, please encourage students to attend. Advisors are also encouraged to attend (refer to the calendar for details).
- COVID-19 Updates
 - COVID testing/vaccinations in the 200 parking lot by Embry Women's Health end July 31.
 - Phase 3 & 4 – Update
 - Campus requires masks until CDC says it is “OK” not to wear one. For Phase 3, masks still required on campus. No masks needed outside if you are along or 6 ft apart from others. No mask required if you are alone in your office.
 - Do not need permission to be on campus starting with Phase 3.
 - For summer, buildings will be unlocked for students and instructors. This also includes the 200 building and the Library.

4. New Business

- New Student Orientation Sessions, start June 1 on campus in 600. There are different sessions scheduled for Gen. Ed., CTE and Allied Health.

5. Monthly Crisis Management Meetings ~~ Meetings will continue via Zoom immediately following CCC. A separate Outlook meeting request will be sent out for these meetings.

- Crisis Management with Zoom ~~ Dr. Woolston had a training session for faculty. Student info is now available for faculty (address, phone). There was an incident on our campus during a class where the student had a seizure and the instructor accessed the student's information and called 911.

6. One Minute Reports

- *Recruitment/Student Services*
 - Lots of changes in Student Services (organizational restructure). Office manager will now supervise SST's & Advising.
 - Renee is moving to HR; a new office manager has been hired and starts May 24.
 - Eliseo has resigned and will be hiring for his position. Recruiter will work directly with students and adults. May hire a recruiter “tech” to work at the high schools with students to do follow up, paperwork, etc.
- *Advising*
 - Two advisors are on campus (Becky Serna & Michele Duval-Martin). One is still working from home.
 - Gearing up for fall enrollment.
- *Enrollment Management*

- Grades are due Thursday.
- New team member, Logan Schwanbeck from the call center moving to registrar's office.
- *NAU Advising*
 - No report
- *Library*
 - Library home page was updated this morning to make it more organized and easier to read. Keeping the Library chat. Updates will be complete by the end of the day.
 - Finding Info. like a Pro session will be June 3 & 4. The schedule is posted on the website now <https://mohave.libguides.com/Home>.
 - MLA citation updated to 9th ed., just got new book, guessing nothing substantial will be updated, but college will move to this edition. Details to follow regarding any changes.
 - Imelda is back!
- *Student Success Center*
 - Been working on calls, helping recruiters.
 - Working at the high schools next week and will be at the awards presentation at River Valley High School. Attended the Mohave High School ceremony last night.
- *Disability Services*
 - Students need to renew their accommodations every semester & need to see advisor to request accommodations for the first time.
 - For questions regarding accommodations for Commencement, contact Michelle (x4013).
- *Faculty Council*
 - New officers were elected for departments that weren't represented.
 - Next meeting is May 13 at 10:30 am via Zoom.
 - Faculty Council meets every other month starting in September each academic year (meeting is on Sep. 24). We always meet the last Friday of the month at 10:30 unless it's a holiday week (usually Thanksgiving). In those instances, we meet the week prior.
- *Staff Council*
 - Meeting last week, announced new officers for next year: President Aaron Adamian, VP Kevin Smith, Secretary Karen Harris, and Parliamentarian Chuck Dillree.
 - Meetings start again in September after All-Staff Day.
- *Student Life*
 - Final SAC meeting was last week to approve three legacy projects
 1. **Water Bottle Fillers** ~~ Water bottle fillers will be installed in 200 near the student lounge area & in the Library. Already installed in the 200 building, Library will be finished this week.
 2. **Maker Space** ~~ A Maker Space is a place to create, a place to innovate and a place to collaborate. SAC is purchasing equipment in conjunction with art programs, this project will take some time to implement. The equipment will be used by the Art and Gen. Ed. departments along with Student Clubs and

Community Outreach. Equipment includes 3D printers, CNC machine, computers, laser cutter, sewing machine, screen printer, air brush kit, Cricut maker/press and supplies. It will tentatively be set up in room 16 the South Quad and should be available to students and instructors in the fall.

3.eSports Game Room ~~ The game room will be set up in 502 where SAC meetings were held. SAC is purchasing furniture, computers, a Nintendo switch, etc. Want to expand the eSports club to all campuses.

- PTK had their stole & tassel ceremony virtually.
- Leadership training is next week on the Kingman campus (refer to the calendar for details).
- *MCC Foundation*
 - Meeting is Weds. night at Laughlin Ranch.
 - Choir is coming back with a spring event, there will also be a Christmas fundraiser.
 - The Foundation may partner w/Culinary.
- *Community Outreach*
 - Wellness classes coming back to campus in June (Tai Chi & Belly Dancing).
 - Youth groups are opening up, reach out to Lauren if you have ideas for classes.
 - Cooking with “spirits” on Zoom tomorrow.
- *SBDC*
 - Two webinars this month, see calendar above for dates.
- *CTE*
 - CTE staff is returning to campus, will be in LHC next week then NCK then BHC.
- *Instruction*
 - Fall enrollment is open.
 - AD recruit back is going well, outreach to students complete. Five students confirmed to talk to an advisor to return to MCC.
 - Faculty work agreements went out a week ago.
 - Grades due on the 13th.
 - Seeking applicants for biology instructor in BHC. Trying to spread the word, reached out to graduate schools in Arizona.
 - Still working on the book store list & issues for summer. Book store duties moving to Julie Curwick.
- *Dental Hygiene*
 - Currently seeking a dental hygienist instructor.
- *Radiologic Technology*
 - Rich Crabb’s Retirement Party will be this Thursday from Noon to 2pm in 600. He will be on campus through the summer.
 - Also looking for an instructor for Stacey’s job (Clinical Coordinator). She will be replacing Rich as Program Director on Aug. 23.
 - Rad Tech Program ~~ Accepting apps until June 30, have reasonable number of students so far. Students are testing and being sent to advisors.
- *Nursing*

- Jeanine Olson, Nursing Programs Manager is on campus with Amber (Nursing Program Evaluation Specialist).
- Holding a hiring event on June 3, 11am-2pm on each of the southern campuses. An invitation went out to the other program directors if they wish to partner with Nursing and advertise for their positions as well. Have part time and full time positions open.
- New program rolling out in the fall.
- *IT*
 - *Remember ... Do a Ticket!!!*
 - Busy working on replacing computers in 200 and in the labs. Have new laptops for the carts.
 - Have a hard drive project for laptops (list of 30 people). Will be done in two phases, email should have gone out with more details. If you are on the list, please back up your data on a shared drive before scheduling an appointment to reimage and install the hard drive.
 - Equipment needs to be returned as staff/faculty returns.
 - Jonathan is helping with Commencement, Patrick will be on campus for the Board Meeting.
 - New form for office moves is coming, for now submit a ticket.
- *Facilities*
 - Welding bldg. completion tentative for mid-July. Facilities will be scrambling the first part of August to get it ready for students.
 - Tomorrow is set up for commencement at the Fieldhouse. Michelle Brehmeyer will be here at 9am to load up the supplies, hoping to be done by 2. Everything is being stored in Quad room 2.
 - Culinary Arts project (kitchen/classroom remodel) starts next week, back of building will be construction zone for 3 – 4 weeks. Please be careful if you are in this area.
 - Water filling station for the Library will be installed this week.
- *Safety Training*
 - Rattlesnakes – Be aware that snakes are on campus, found 2 last night. Dial zero to have front desk call Facilities, do not catch a snake yourself. After they are caught on campus, they are relocated out to the desert.

7. **Adjournment:** 10am

Next Meeting: Tuesday, June 8, 2021 via Zoom, 9-10am