

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

**Date: June 8, 2021**

**Time: 9am**

**Location: Zoom (Link below)**

**Attendees:** Brenda Hucker (NAU), Susanlee Martino, Fay Cover, Imelda Felix, Joy Greco-Welch, Michelle Martin, Vicky Jaramus, Blaine Hamilton, Nicole Castillo, Lauren Peterson, Tenny McWilliams, Alana Johnson, Amber Johnson, Rebecca Serna, Denielle Percifull, Renee Corey, Jonathan Gregory, Patrick Erdner, Jennifer Woolston, Jennifer Leach, Dan Worden, Heather Pyeatt, Sharon Burns, Carolyn Hamblin

**CCC Proceedings** -- Posted online at:

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

**1. Announcements/Additions to the Agenda**

- Crisis Mgmt. Meeting postponed until next week, see notes below under Safety Training.
- **Welcome!** New BHC employees ... Haley Edens, new Recruiter and Denielle Percifull, Student Services Office Manager.

**2. Important Dates**

**JUNE 2021**

- **June 1 (Tuesday) – Summer Session started.**
- **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 meeting location.
- **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 (Thursday) – Governing Board Meeting**, 9am. Go to <https://www.mohave.edu/about/board/meeting-schedule-agenda-minutes/> for meeting schedule, agenda and Zoom link. Room 508 will be open on our campus for employees and the public to attend in person. Meeting will be hosted at the Lake Havasu Campus.

- **June 10 (Thursday) – SBDC June Training**, Noon to 1pm, COVID Restriction Phase Shift - Is Your Small Business Prepared?
- **June 15 (Tuesday) – Crisis Management Meeting**, 10am, meeting is in 201 followed by a campus tour.
- **June 16 (Weds.) – SBDC June Training**, Noon to 1pm, AZ Business Startup Clinic.

### 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](mailto: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 meeting location.
- **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).

### August 2021

- **August 1 (Sunday) – Start of 2021-2022 Academic Year.**
- **August 2 (Monday) – Back to 5-day Work Week**, regular hours start for staff (M-F).
- **August 9 (Monday) – Faculty Returns.**
- **August 10 (Tuesday) -- CCC Meeting**, Zoom (Link in Outlook meeting request), 9-10am.
- **August 10 (Tuesday) – Crisis Management Meeting**, Zoom (Link in Outlook meeting request), 10-11am.
- **August 11 (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 meeting location.
- **August 13 (Friday) – Governing Board Meeting**, 9am. Go to <https://www.mohave.edu/about/board/meeting-schedule-agenda-minutes/> for meeting schedule, agenda and Zoom link.
- **August 23 (Monday) – Fall Semester Starts**, first day of classes.

### 3. Campus Updates

- COVID-19 Update – Phase 4 starts on August 2<sup>nd</sup>, we are “back to normal” with most fall classes going back to on-ground. No mask needed on campus if you have been

vaccinated. Extra chairs can come back out of storage to be put back into classrooms and the Library.

- New Student Orientation Sessions -- Started June 1 and go through August on all campuses. Lots of people involved, thanks to the Library for all their hard work (student tours, etc.).

**4. New Business** – Nothing to report.

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

**6. One Minute Reports**

- *Recruitment/Student Services*
  - Haley's office is 200J (Eliseo's old office). The office tech. for recruiting will be in 200H. Zach Drew is moving to 602C. The "Fishbowl" (200C) will be assigned to the Financial Aid new hire.
- *Advising*
  - Slowing down a bit, but steady, not as many students as we would like.
- *Enrollment Management*
  - Add/drop deadline is today for summer.
  - Withdrawal window opens tomorrow.
  - New member of the Enrollment Management team is Logan Schwanbeck.
  - VA Services Coordinator, Hakon Swenhaugen, has moved to 300 in Kingman. VA certifications will be starting in the next few days.
  - Majority of grad apps have been conferred for spring, diplomas will be processed in the next few weeks.
  - Reminder: Z-grade certification window for 06/01 summer classes opened today.
  - Fall degree declaration processing (for students not in summer classes) will begin tomorrow.
- *NAU Advising*
  - Will be back on campus to meet with students in the fall.
- *Library*
  - No report.
- *Student Success Center*
  - The center is open, a tutor is now available for students.
  - Work study interviews today.
  - Workshops for students are listed online.
- *Disability Services*
  - Contact Michelle Martin for training if you need it. Remember new students need to meet with advising first for accommodations.
- *Faculty Council*
  - Lots of changes, Fay Cover replaces retiring Andra Goldberg as the CIS representative. Paul Haberstroh replaces Tonya Jackson as the Science representative.

- For Faculty Council meeting proceedings, go to <https://www.mohave.edu/about/administration/communication-structure/committee-proceedings/#>.
- *Staff Council*
  - Next meeting is scheduled for July, nothing new to report for this month.
  - Looking for members to be on the employee compensation team, need volunteers from any campus.
  - For Staff Council meeting proceedings, go to <https://www.mohave.edu/about/administration/communication-structure/committee-proceedings/#>.
- *Student Life*
  - Student Leadership Retreat was held at NCK the week after commencement. BHC was well represented, had students that graduated plus new students. Training on forms, planning, etc. The retreat will be an annual event.
  - Most campus clubs are dormant now, will be back in the fall.
- *MCC Foundation*
  - New BHC chapter president is Heather Brennan, she has lots of community contacts and anxious to reach out for fundraising. She will be an asset to our chapter.
  - Shawn Bristle will chair the Voices of the River choir. A spring event is planned with all money raised going back to the BHC campus. There will also be a Christmas fundraiser with that money going to the overall foundation.
- *Community Outreach*
  - Working on setting up an event in Laughlin for truck driving, date TBD.
- *SBDC*
  - No report, see calendar above for June training schedule.
- *CTE*
  - New culinary program approved for fall. Classes are now five weeks, there will be a new syllabus.
  - Kitchen is being remodeled. Almost complete, waiting for equipment to come in. Remodel includes an outdoor cooking area. Room 210 will be used on Mondays in the fall for culinary classes.
- *Instruction*
  - Monitoring fall enrollment.
  - Biology interviews coming up in 2 weeks for 2 open positions.
- *Dental Hygiene*
  - No report.
- *Radiologic Technology*
  - Applications due June 30.
  - We do not require a break between TEAS testing. Students can take the test the next day if the testing center has availability.
- *Nursing*
  - Summer classes started, preparing for fall (new systems & programs).
- *IT*

- Working on rolling out new laptops & upgrades. All employees with desktops are transitioning to laptops. Waiting for docking stations to come in (needed for two monitors), should be here by end of month. If you are transitioning, hold off to end of month to do the swap. Refer to the email sent out May 20 for those employees who were on the “upgrade list”:
  - IT is working on upgrading the hard drives in employee laptops this summer and appointments can be scheduled by going to <https://sso.mohave.edu/IT/scheduling/>.
  - This option will also be extended to full time employees who are transitioning from a desktop to a laptop as well.
  - You have been identified as someone who needs this upgrade. Please **back up your computer** and then follow the link to make an appointment. *You must coordinate with your supervisor* on the time so as not to disrupt your department's work schedule.
- 24 new machines installed in Dental, working on Nursing (will need software installed). EMT is next after Nursing.
- If you are returning a loaner PC to campus, you will need to do a ticket.
- Student loaners are now handled by the Library.
- **Remember** ... Do a Ticket!!!
- *Facilities*
  - 20 monitors (TV's) have been ordered for the campus to replace smartboards. Will start with 800, 500 then 1100 for installation. Installation will be complete by the fall semester.
  - Construction meeting tomorrow for new welding building.
- *Safety Training*
  - Our monthly crisis management training is scheduled for next Tuesday, June 15, at 10am in 201. Please arrange your schedule to be there in person if possible. Among other things, we will tour the campus with Dan Worden to learn where all of the emergency shut-offs are located. Supervisors, please contact either the Dean or Dan so we can schedule alternate training dates for those who must cover operations during that time.
  - Chemical hygiene plan has been revised for the entire college, currently pending approval. Needed if you handle chemicals on campus for both staff and students. Not just for chemistry classes, includes cleaning products. Do not bring your own to campus, contact facilities if you need cleaning supplies.

## 7. Roundtable

- Renee's schedule: Monday NCK, Tuesday LCK, rest of the week on our campus in her new office (404).

## 8. Adjournment (9:52am)

**Next Meeting:** Tuesday, July 13, 2021 via Zoom, 9-10am