

EXECUTIVE COUNCIL MEETING  
July 22, 2020

The Executive Council met on Wednesday, July 22, 2020 at 8:30 a.m. via Zoom with the following members present:

Dr. Michael Heindl, President  
Mr. Jeff Horton, Vice President for Administration and Finance  
Mr. Dan Smith, Chief of Staff  
Dr. Matthew Domas, Vice President of Instruction  
Dr. Tonyalle Rush, Associate Vice-President for Student Services and Enrollment Management

Mr. Dwayne Casey, Associate Vice-President for Workforce Solutions and Career-Technical Education  
Dr. Carolyn Wiley, Associate Vice-President of Academic Instruction and Institutional Effectiveness  
Dr. Keith Reed, Dean of DeSoto Center  
Dr. Stephanie Mullins, Dean of Health Sciences  
Dr. Don Jones, Dean of Lafayette/Yalobusha Technical Center  
Mrs. Phyllis Johnson, Dean of eLearning  
Ms. Patti Gordon, Executive Director of Institutional Advancement

Staff: Recording Secretary, Leslie Legendre

Guest:

**I. CALL TO ORDER/REVIEW AGENDA:**

Dr. Heindl called the meeting of the July 22, 2020 Executive Council meeting to order. Executive Council agreed to approve the agenda as amended.

**II. APPROVAL OF THE EXECUTIVE COUNCIL MINUTES:**

Mrs. Johnson made a motion that the Executive Council approve the minutes of the Executive Council meeting dated June 3, 2020 as amended. The motion was seconded by Dr. Domas and carried unanimously.

**III. REVIEW OF ACTION TRACKER ITEMS**

**IV. AGENDA ITEMS- Dr. Heindl**

A. Updates

Dr. Heindl shared that due to the increase in the number of positive cases in our area the need to be proactive and use extra caution when meeting with groups of 10 or more. Dr. Heindl advised the Executive Council to hold Zoom conferencing as they meet with their teams not unless there are less than 10 meeting. When meeting in person with less than 10 make sure to follow the guidelines: social distancing, and wear mask. Dr. Heindl reminded everyone that per the Mississippi Department of Health liaison, it is safe to not

distance six feet apart from each other as long as both parties have a mask on but it is safer to be distanced further and to have a mask on.

New Workforce Development Division/Department

Dr. Heindl informed the group that there has been a new Workforce Development Division/ Department that has been created through legislation and Senate Bill 2564. It will create the Office of Workforce Development or Workforce Training a state agency. The Funds would flow to community colleges and other entities from this newly created agency and not the Mississippi Community College Board. There is concern with the ongoing projects and the new projects that we are wanting approved that there is not a mechanism in place for the approval of these new projects. We are confident that reimbursements for the current projects will continue as planned with the approval through the MCCB prior to the beginning of the new fiscal year but not in light of the new projects that we will need approval from the new office of Workforce Development, the new state agency. Dr. Heindl shared that there is a letter that is being sent to the governor, lieutenant governor, and speaker asking that the Workforce Development Training office to not be interrupted and asking to continue the flow of workforce training with the money committed to the workforce training.

#### Positive Test Protocols Regarding Classroom Instruction

Dr. Heindl shared that everyone needs to understand and deliver the same message with regards to students who test positive for the virus. Regarding guidelines from the Mississippi Department of Health if there is a student that tests positive in a Northwest class the Health Department assumes two things. 1. They assume that the students were not wearing a mask. 2. They assume that the students are not seated six feet apart from one another. If it is reported back to the MS. Department of Health that the students and teacher were following the guidelines then that class is able to continue to meet. The student is allowed to continue course work through distance learning during the 14 days of quarantine (the best they can) until they can rejoin the class. The class will be informed that someone within the class tested positive for COVID-19 and will be directed to be vigilant about watching for symptoms and signs. (fever/chills, shortness of breath, sore throat, cough, fatigue, loss of taste or smell, headache, nausea/vomiting, diarrhea, muscle or body aches.) The class could be canceled for a day to allow the instructor to get tested and the room to be thoroughly sanitized.

Communicating to the student, instructors, and class will be as follows:

- Missy Kelsay, Counselor on Senatobia Campus will be the point of contact for the Senatobia Campus students. Her phone number and email address will be posted online, and in canvas for students who have tested positive will reach out to her.
  - All Northwest Campuses will utilize the assigned counselor on their campus who will then contact, Missy Kelsay at the Senatobia Campus.
  - Missy Kelsay will communicate to the instructor/instructors the student's illness.
- Mr. Smith and Mrs. Mitchell are in the process of creating the verbiage that will be consistently sent in all situations regarding a positive result of the COVID-19. This message will be the communication of the College informing students of a potential exposure.

- The Instructors will have access to this standard language/message and they will be allowed to inform student through canvas of the potential exposure.

Protocol to follow after an instructor has been notified of a positive COVID-19 test result: (regarding students)

- Instructor will:
  - Use the standard language/message of the college informing students of the potential exposure.
  - Notify their immediate supervisor.
- Deans/Directors will:
  - Notify their VP/AVP of the potential exposure.
- VP/AVP will:
  - Notify the Chief of Staff of the potential exposure.
  - Notify the President's office of the potential exposure.

Protocol to follow for a positive COVID-19 test result: (regarding all employees)

- Immediate Supervisor will:
  - Use the standard language/message of the college informing coworkers of the potential exposure.
  - Notify Human Resources. (Erika Stanford)
- Human Resources will:
  - Notify the Vice President for Administration and Finance of the potential exposure.
- VP for Admin. & Finance will:
  - Notify the Chief of Staff of the potential exposure.
  - Notify the President of the potential exposure.

### System Updates

Dr. Heindl reported on the System updates regarding the community colleges enrollment for fall 2020. Dr. Heindl shared that during the President's call yesterday, 5-6 the community colleges are seeing a decline for fall enrollment as compared to this time last year in upwards of 10-15%. One community college is reporting a 15-20% decrease for the fall. Dr. Heindl shared that a few of the community colleges are beginning to dip into their Fund Balances.

### Athletics

Dr. Heindl reported that the NJCAA voted a few weeks ago to delay the fall sports and possibly postpone the spring athletics. There are pros/cons with playing in either the fall or spring semesters.

Pros for playing in the fall/spring:

- Completing football season
- Playing the students that were recruited for the fall semester.
- Playing the sophomore students that are on track to graduate in the fall or on track to transfer for the spring semester.

Cons for playing in the fall/spring:

- Wouldn't be bowl eligible.
- Wouldn't be ranked nationally or eligible to play for a national championship.
- If athletes played in the spring it would be a new team.
- If you play in the spring and the season ends in May students will not have a significant amount of time to recover from injuries before playing again in July.
- Recruiting season would be shortened.

Dr. Heindl reported that there has not been a definite decision made regarding fall 2020 athletic season.

Graphic Design "Designs"

Dr. Heindl shared that he met with Graphic Design instructors, Lori Phillely and Karla Merritt regarding some concepts for a campaign with Northwest protocols for reopening the campus. This concept is called "Ranger up- Mask Up". It is the Northwest mascot, Danger Ranger in a bandana mask. This would be using our mascot as the lead for getting the guideline messaging out, i.e. Ranger Up Wash up, Be Wise Sanitize, You Don't Have to Ask Put on Your Mask, No Mask No Class, and Stay on Task Wear Your Mask.

## V. AGENDA ITEMS – Mr. Smith

COVID-19 Daily Health Certification Form

Mr. Smith shared that every employee that is currently on campus and through August 3, 2020, not unless the Governors Executive Order 1507 & 1509 is extended, is to fill out the questionnaire daily. The form asks the following questions:

- Have you been in close contact with a confirmed case of COVID-19 in the past 14 days?
- Are you experiencing a cough (sudden onset of a persistent, dry cough), shortness of breath, or sore throat (unrelated to seasonal allergies or sinus issues)?
- Have you had a fever (fever of 100.4 degrees or higher) in the last 48 hours?
- Have you had a new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?

Mr. Smith shared that each employee will have to report if they have experienced any of these symptoms/or didn't experience any symptoms and share that information with their direct supervisor. If the employee has experienced any of the mentioned symptoms, they will be directed by their direct supervisor to seek out their medical provider for guidance.

Mr. Smith shared that this information can be completed electronically or by hard copy and the Supervisors will keep this documentation for 48 hours.

Mr. Smith reported that he is working on the protocols that will go to all of Northwest Administrators and that he is close to having a public book. They are in the process of the editing and some more questions have arisen that will need to be answered, i.e.

Temperature screening. What technology will be used? Mr. Smith shared that he is working with Communications to get this information completed.

Employees who are out due to COVID-19:

- Should the employee use medical leave, personal time, or Family First CARES ACT?
  - The Family First Coronavirus Response Act requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.
  - Employers must provide employees up to 2-week s (80 hours, or a part-time employee’s two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal Minimum wage, paid at:
    - 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
    - 2/3 for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
    - Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to \$200 daily and \$12,000 total.
  - A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.
- Employees that have been employed for at least 30 days prior to their lead request maybe eligible.
- Guidance regarding the protocols of this will be forth coming.

## **VI. AGENDA ITEMS – Dr. Domas**

### A. Update

Convocations

Dr. Domas reported that his team is working on PPE kits that will be handed out to instructors during the convocations.

United States Navy College

Dr. Domas shared that Northwest is participating in an effort to bid for the US Navy Community College and offering course work in the Mississippi system. This is a competitive process that is a month out from a decision being made.

## **VII. AGENDA ITEMS- Mr. Horton**

### A. Update

Mr. Horton shared that they are exploring the possibility of transact software and readers. This technology would be used in the classroom for attendance but has the capability of assisting with contact tracing.

CARES Act Funds

Mr. Horton reported that the Business Office drew down \$912,000 of the CARES Act Funds and SIP funds.

The breakdown of some of those funds:

- \$282,000 For Faculty Laptop (top priority)
- \$100,000 For Training & Professional Development for Faculty & Staff
  - Decreasing the spread of COVID-19 there is the option through Oracle to use a Digital Assistant.
  - The Digital Assistant can handle questionnaires that could be sent to employees and manage, track and store the return answers from faculty and staff.
  - The Digital Assistant can respond to questions from employees, similar to a ChatBot.
  - Another feature that can be utilized is called Learning. Through the Learning feature it will provide courses to employees related to anything, however, in this pandemic we can specifically offer courses related to COVID-19.
  - Another feature that can be utilized is called Help Desk. Through this feature employees can ask HR questions. Questions that would pull information from the Policy Manual. This is where some FAQ information could be stored.
- \$50,000 For Sanitation Supplies.
- \$350,000 For the Medical Clinic.
  - Purchase supplies for the Medical Clinic.
  - Purchase COVID-19 testing.

Mr. Horton reported that they are in the process of working towards a comprehensive plan on how to support the move towards utilizing all the laptops, distance learning, and remote work and how to improve the infrastructure at the college to support these things.

Mr. Horton ranked the following items of importance:

1. Faculty Laptops
  - a. Temperature Kiosk
2. Digital Assistant
  - a. Help Desk
  - b. Student Self Reporting
3. Attendance- Transact Software
  - a. Contact Tracing

#### Oracle Implementation

Mr. Horton reported on the following regarding the Oracle implementation.

- The HR Department sent out the eContract signing.
  - 36 unsigned contracts
- Working on the Recruiting Module
  - This will be for employment at Northwest.
- In process of posting available job openings.
- Held training
  - Online Requisition
- Budgeting

## PPE

Mr. Horton requested that departments that need PPE to send those requests directly to Pam Wooten and to copy Mary Ayers on the email.

Mr. Horton updated on the items available:

- Washable mask
- Disposable mask
- Hand Sanitizer
- Hand Wipe
  - Large containers of Clorox wipes are hard to find.
- Sterile Gloves
- Thermometers
- Face shields are on order.
- Isolation gowns

## Physical Plant

Mr. Horton shared an update regarding Capital Project updates.

- Football Phase II is on time
  - Bleacher Components have shipped and will be installed soon.
  - Tailgating area: Grated, drainage and irrigation
  - Restrooms are being renovated now
- Football Phase III
  - Main entrance plaza, new ticket booth, home side walkway redesign, and home press box renovation.
- Student Housing Project
  - Construction is on schedule.
- PAC Project
  - Early design & development phase.
  - Working on estimates today and tomorrow
  - Alternate design to add 200 seats with a balcony

## IT

Mr. Horton reported that Northwest's new website will be going live on August 3, 2020.

## **VIII. AGENDA ITEMS- Dr. Jones**

### A. Updates

Dr. Jones reported that the Oxford Center had its first confirmed case of COVID-19. He also shared that students for the most part is following the recommended guidelines and protocols.

Dr. Jones shared that he, Dr. Mullins, Mrs. Ayers, and Mr. Horton will be meeting with Ole Miss today regarding the South Campus and the space that is available on the 4<sup>th</sup> floor of the old Baptist Hospital. This space would be leased from Ole Miss to be able to offer additional courses in the area. Architects are in process of checking the structure to

see what could be moved around to house the HCA Program, Surg. Tech Program, and LPN Program.

## **IX. AGENDA ITEMS- Dr. Reed**

### A. Updates

Dr. Reed reported the following:

- Win Job Center is administering the work keys testing on campus.
- Adult Basic Ed is back on campus.
- Next Tuesday placement testing for Dual Enrollment.
- Planning an Amazon Virtual Job Fair
  - 3 new Amazon locations within our district
- Planning a Face to Face job fair by appointment only
  - No more than 10 applicants per hour on campus
  - CDC guidelines will be adhered to
- Mr. Harold Terrell, English Instructor has retired.

## **X. AGENDA ITEMS- Ms. Gordon**

### A. Updates

Ms. Gordon shared the following updates for the Foundation office:

- Retirement ceremony
  - Pushed to the Spring semester
- Distribution of Faculty & Staff Awards
  - August 20
  - Haraway Center
- Sports Hall of Fame and Alumnus of the year Recognition
  - Depending on the decision regarding athletics
  - Alternate plan- Will speak to Dr. Heindl before announcing
- Giving Day & Virtual 5K
  - This will continue regardless of the athletic plan
- Scholarship Ceremony
  - November 2<sup>nd</sup> & 3<sup>rd</sup>
  - This will not be the traditional ceremony
  - Plan to recognize only new endowments since 2019
- Fundraising
  - Diesel Tech Fundraising
    - Mailed out brochure to 25 companies
    - This will be re-mailed to them in mid-August
  - Feasibility Study
    - Two weeks into the six-week study
  - Golf Tournament
    - Set for September 24
    - Working on sponsors
  - Annual Fund
    - Marketing the President Circle

## **XI. AGENDA ITEMS- Dr. Tonyalle Rush**



## A. Updates

Dr. Rush shared that the new District Dean of Enrollment Services is Dr. Ginger Robbins. She will be serving in the capacity of all campuses within the district. Her areas of responsibility will be admissions and records, financial aid and recruiting.

Dr. Rush reported that Dr. Tara Dunn Ross will be the District Dean of Student Services. Her area of responsibility will be the Student Development Center and Student Support Services. The Trio Program will be led by Mr. Ed Carroll.

Dr. Rush shared the following information regarding recruiting:

- Top Priority – Orientation sessions
  - Monday – Thursday (9 sessions)
  - Correspondence after session
  - Mail t-shirt to each student with thank you postcard.
  - Total number of orientation attendees after today 7/22 is 971
  - Two more days of orientation left
- Numbers and how we plan to target specific messages to students:
  - New graduates (2020) who are missing documents in their admission file = 1835
  - New Non-trad students who are missing documents in their admission file = 993
- We are not able to pull out dual students because they have now been changed to high school graduate but are included in the groups we are contacting.
- A text has gone out to new graduates (2020) accepted and not registered = 1221
- A text has gone out to new non-trad accepted, not registered = 542
- A text will go out in the morning to new graduate (2020) missing documents
- A text will go out in the morning to new non-trad missing documents

Dr. Rush shared that they are texting different groups of students using Mongoose. It takes several hours for delivery.

- After delivery recruiting receives responses.
- Some require additional messaging.
- Good feedback from students.

Dr. Rush shared that the office is receiving a high-volume of phone calls.

- Students needing information about orientation and how to access the sessions
- Resending the link to students.
- Scholarships
- Information regarding when and how to pay for classes
- How to access MyNWCC

Dr. Rush shared that the new marketing campaign has gone out and we are seeing a good response. We are contacting new C2C applicants in hopes of getting them enrolled for fall semester.

Dr. Rush reported that the residence hall tours are available this week and there are a few scheduled.

Dr. Rush reported on the following:

Admissions & Records/Registrar:

- Preparing for the Drive-Thru Commencement for Spring 20 and Summer 20 graduates.
- Processing applications for the Fall 20 semesters
- Processing high school transcripts, residency documents, and ACT scores for dual students.
- Articulating transcripts to ensure students are eligible to sign up for the correct classes.
- Mailing and Electronically processing 50 to 60 transcripts.
- Answering multiple phone lines to assist students inquires.
- Responding to approximately 100 to 150 emails from the admissions email account.
- Processing grade changes from Spring 20 semester.
- Working with different departments to ensure that students are admitted and ready to enroll in courses.

Financial Aid:

- Processing ISIR's that come in on a daily basis.
- Reviewing student verification documents
- Awarding students (Pell, Loans, State Aid, SEOG, Tap, WIA funds, and etc.)
- Reviewing work study applications and placing students in jobs.
- Preparing for the winter session
- Helping students complete FAFSA and Verification over the phone, in person, and with Zoom
- Reviewing SAP
- Verifying VA students
- Preparing for the transition of a new Loan Officer
- Reviewing Orientation list for recruiting to see if students have completed a FAFSA
- Reaching out to students that have not completed FA for the summer.

Campus Life and Housing:

- Preparing packets for the express move in for August
- Contacting residence hall applicants who have not registered to encourage registration or cancel room assignments

Student Development Center

- National ACT testing, Residual ACT testing, and Placement testing
- Work with Admissions to help fold letters for dispersal on tomorrow

Student Support Services

- Planning the fall semester virtually
- Researching virtual application options
- Reviewing applications for position opening due to reallocation of M. Kelsey
- Still filtering phone calls from the Student Services hotline

Dean of Students Office

- Beginning planning for Student Convocation
- Manual/protocol for student organizations in the fall (safety precautions, approvals, etc.)
- Transitioning Housing amidst COVID (providing guidance as needed)
- Student application has been reviewed and about to be sent out for printing
- Census reporting

Dr. Rush gave an update regarding Summer & Fall Enrollment Report.

- Summer 2020- Northwest Summer session didn't reach the projected goal of enrollment.
  - 1922 Students
  - 12,585 unduplicated credit hours.
  - Down 16.7% in Head Count
  - Anticipated a decrease of 10%
  - FTE Decrease of \$170,000.00
  - Retention is around 58%
- Athletes off campus
- Fall 2020- Enrollment
  - To date 2697 students are enrolled.
  - DE has not registered. They will be added during registration.
    - Projected decrease in enrollment do to the changes in the requirements of DE. i.e. 3.0 GPA.
  - Prospective students that Recruiting is reaching out to- 4100
  - 900 of those students have completed the FAFSA

**XII. AGENDA ITEMS- Mr. Casey**

A. Updates

Mr. Casey reported that Three Rivers requested justification on how the equipment requested is related to COVID-19. Mr. Casey reported back to them and they were satisfied with the response. A decision will be made by August 1, 2020.

Mr. Casey reported that the Utility Line Worker Program needs an instructor.

**XIII. AGENDA ITEMS- Ms. Johnson**

A. Updates

Mrs. Johnson reported that the eLearning Department taught 195 courses this summer with over 1700 students. Several students did withdraw due to an overloaded school schedule. Currently, the eLearning Department is conducting the 8-week classes testing. Most are using the online component with 55 students testing in the labs.

Mrs. Johnson shared that 27 new instructors are going through online training and 17 have completed. There is a new QM course that will begin on Thursday and there are 8 instructors signed up. This fall there will be available for an additional 10 to go through that course.

**XIV. AGENDA ITEMS- Dr. Wiley**

A. Updates

Dr. Wiley shared that her team will be working on tools to train instructors on how to implement these procedures they will face with the possibility of exposure through step by videos.

Dr. Wiley reported that she has hired an Administrative Assistant, Stacy Reeves and she will begin on August 4, 2020.

Dr. Wiley reported that the faculty seem to like the virtual advising. There have been a few issues with contact information on some students and Dr. Rush is working on this information. 34 faculty members have been working this summer advising students.

Dr. Wiley shared that they have decided to continue with the Smithsonian Exhibit that will be on campus mid-September to October.

**XV. AGENDA ITEMS- Dr. Mullins**

A. Updates

Dr. Mullins reported that since June there have been 18 faculty changes across Health Science. Twelve of those are no longer with Northwest. Clinical Sites are opening and are requiring Northwest students to be COVID tested. We do not have any long-term care facilities for clinical sites this year. Due to the required contact hours some students will be going to November 20<sup>th</sup> and some faculty will be teaching through December 11<sup>th</sup> online. We have 721 students registered for their courses for fall 2020. Dr. Mullins reported that there are some expansion opportunities in Water Valley for the HCA program. Dr. Mullins shared that they had their first Directors meetings yesterday. Dr. Mullins shared that they are working on a plan with the computer testing and social distancing.

**XVI. ADJOURNMENT:**

There being no further business to consider, the meeting was adjourned by Dr. Heindl.