

EXECUTIVE COUNCIL MEETING  
August 5, 2020

The Executive Council met on Wednesday, August 5, 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 August 5, 2020 Executive Council meeting to order. Executive Council agreed to approve the agenda as amended.

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

Mr. Horton made a motion that the Executive Council approve the minutes of the Executive Council meeting dated July 22, 2020 as amended. The motion was seconded by Dr. Rush and carried unanimously.

**III. REVIEW OF ACTION TRACKER ITEMS**

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

A. Updates

Dr. Heindl shared that Governor Reeves issued new Executive Order on August 4, 2020, No. 1516 & 1517, stating that:

- Every person in Mississippi shall wear a face covering while inside a business, school or other business or space open to public or in an outdoor public space whenever it is not possible to maintain a minimum of six feet of social distancing from another person.

- Every person in Mississippi shall wear a face covering while inside a school building or classroom or when outdoors on a school campus whenever it is not possible to maintain a minimum of six feet of social distancing from another person.
- The start of the 2020-2021 academic year for public schools in Bolivar, Coahoma, Forrest, George, Hinds, Panola, Sunflower and Washington Counties for grades seven through twelve shall be delayed until Monday, August 17, 2020.

Dr. Heindl offered some retrospective encouragement during this extraordinary time of the COVID-19 pandemic. He requested everyone to be vigilant during these next few weeks as the preparations of a new semester are underway. The responsibility being faced and energy needed as leaders is understanding, flexibility and caring as opportunities arise with speaking to faculty, and staff. Leading in this manner is critical during this time.

Dr. Heindl was mindful in mentioning the protocols and laws that are in place for employees who need to take leave and they are:

- The Family First Coronavirus Response Act
- Family Medical Leave Act (FMLA)
- American Disabilities Act (ADA)
- Personal Leave
- Medical Leave

Dr. Heindl wanted to follow up with the standard language/message of the college that will be sent to the employees/students in such a case that there is a potential exposure. Mr. Smith shared that he and Erika Stanford have been working on that language and should be completed this week. Mr. Smith also mentioned that the student development centers have designated counselors that are in effect, the COVID-19 response center.

Dr. Heindl reminded the ones who have leadership responsibilities over councils and committees to submit to him the scheduled meeting dates and the membership for the year.

## V. AGENDA ITEMS – Mr. Smith

### A. Updates

Mr. Smith shared that the Coronavirus webpage has been updated with new information and there you can find a link to Northwest Ranger Protocols and Guidelines.

Regarding the Ranger Protocols & Guidelines:

- An email will be sent to employee's informing them of this information will be sent today.
- This guidance is very fluid so updates will occur as new guidance is available.
  - The Health Department put out new guidance late yesterday afternoon and we will make changes to reflect that information within the Ranger Protocols and Guidelines.

Mr. Smith reported that signage has arrived and is currently being installed across campus. The goal is to have this completed next week as the students come back. There

has been some request made for additional signage and we will be working to get those requests filled.

Mr. Smith reported that the faculty and staff convocations for August have been postponed to Friday, October 2, 2020.

Mr. Smith defined the difference between self-isolation and self-quarantine.

- Self-isolation is the most extreme version where you stay away from people period. At home you are interacting as little as possible with your family members. You are not going to work or the store, basically, you are as isolated as you can get with the exception of going into a hospital. Self-isolation would be for 14 days.
  - During the recovery phase, if the employee request to work virtually during self-isolation it is permissible and the request to work virtually should be documented.
  - Time sheets for working virtually remain on the website and employees should utilize those forms to record their time.
- Self-quarantine is where you would wear a mask at all times and remain in your office as much as possible. You would be allowed to come to work but with limited access to individuals as much as possible. You would not be able to go into the classroom but you could conduct your virtual class from your office. Self-quarantine would be for 14 days.

Mr. Smith reminded the council that the Policy and Procedure manual information was due on July 30 and there are a few areas that are in process to be completed.

## **VI. AGENDA ITEMS – Dr. Domas**

### **A. Update**

Dr. Domas reminded the group that there are 9 days before the beginning of school. Many decisions are still in process of being worked through, one being registration, many faculty members have concerns regarding registration. Dr. Domas gave a brief recap of Dr. Wiley's directors meeting that was held yesterday and the concerns that were expressed regarding registration. Further meetings will be held on Thursday with Dr. Rush and Dr. Robbins regarding registration.

Dr. Domas reported on ACUE, Association for College and University Educators, has a training program for instructors. This training has been budgeted for this year. Ms. Patrick, Northwest contact with ACUE, will be sending two approaches to this training.

1. Complete Program
  - a. This approach allows for 30 faculty members through a 27-module course for the year.
2. 90-Faculty Member Program
  - a. This approach allows for the 90 faculty members to go through 7-modules.
  - b. This program is slightly higher than what was originally budgeted.

Dr. Domas reported that the United States Navy College has asked 119 institutions to provide a Data Call Submission. This Data Call Submission is the next process in the acceptance process. This will be turned in by this Friday.

Dr. Domas shared that the new faculty orientation will be on August 21, 2020 in the Board dining room in the Haraway Center. Dr. Wiley, Mr. Casey, Dr. Mullins and Dr. Domas will be working on agenda items for the orientation.

Dr. Domas shared that the (IAC) Instructional Affairs Council committee has been appointed and moving towards a busy first meeting.

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

### **A. Update**

Mr. Horton reported that there is a new Associate Bursar in the Business Office, Ms. Brie Corlew began on Monday. Ms. Corlew transferred from the Financial Aid Office.

Mr. Horton reported that the Business Office submitted the MBR report. This is the colleges major annual report and is normally completed in late July.

Mr. Horton shared that the campus Police Department sent a new recruit to the Police Academy and he resigned after the first day. Northwest Campus Police Department is looking for a new officer.

Mr. Horton shared that the HR Dept is getting closer to having electronic applications for applicants.

Mr. Horton reported on the following external funds relating to COVID-19:

Mr. Horton reported on PPE items:

- Mask
  - Distributed 1,500 (washable)
  - 3,000 still in the warehouse
  - 5,000 pending on order.
  - 11,000 disposable masks sent out across campus
  - 19,000 disposable masks still in the warehouse
  - 25,000 washable masks for students
- Cleaning Supplies & Sanitizers
  - Large containers are hard to find
- Face Shields
  - These will be available in the bookstore for purchase.
- Gloves
  - These will be available in the bookstore for purchase.

Mr. Horton reported that the Physical Plant is in the process of getting the COVID-19 signage out across campus. They will be making deliveries to Southaven and Oxford.

Mr. Horton shared that 15 kiosks have been ordered for facial recognition, ID scanning capabilities these will be for temperature checks these can be found in the residential areas and a few other places across campus.

Mr. Horton shared that Northwest has signed a contract with Campus Pass Solutions. This will be a way for the college to ask questions from the employees and students regarding their current health condition. This will be an app that is downloadable to the employees or students' devices.

Mr. Horton shared that the college is looking at Transact Software and Readers for attendance and for contact tracing. Oracle has a lot of solutions that we are looking to help with employee monitoring.

Mr. Horton shared that the IT team is working with Finance and the HR Department on the Oracle implementation regarding budgets. There is an effort with regards to training on the budget for the faculty.

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

##### **A. Updates**

Dr. Jones reported that on the Oxford Campus they have converted the student lounge into a classroom due to the social distancing. The vending machines will be spaced throughout the campus. The faculty/staff lounge will be used for two hours of instruction three days a week for handwashing for the Surg Tech classes. One challenge that the Oxford Center is facing this the adjuncts that have been lost over the summer.

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

##### **A. Updates**

Dr. Reed reported that Dr. Jones, Mr. Bostic and himself met with the departmental leaders yesterday to discuss COVID-19 protocol and other items to help with planning the start of the fall semester.

Dr. Reed shared that the Job Fair scheduled for Northwest to host has been postponed due to construction delays. Dr. Reed is hopeful that this event will be rescheduled.

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

##### **A. Updates**

Ms. Gordon reported on the following:

- Mailed out 300 President Circle brochures.
- Diesel Technology potential partner meeting this afternoon.
- 2 new completed endowments by Jennifer Williams.
  - In honor of her and her husband's parents.

- Additional scholar funds
  - Memory of Jane Hancock, former NW PN faculty.
  - Memory of Vicki Earl Phillips, Art Teacher from Lake Cormorant High School.
- Donor stewardships
  - 2 mail outs with approximately 1,000 letters.
  - These are letters telling donors about the recipient of their funds for the year.
  - The Financial brochure was also mailed out.
- Employee Donor campaign has been postponed to October.

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

### A. Updates

Dr. Rush reported on the following:

- Spring & Summer Commencement
  - July 30<sup>th</sup> & 31<sup>st</sup>
- Orientation Sessions
  - August 4<sup>th</sup> & 6<sup>th</sup>
  - 300 students have registered for each day.
  - All students have been web authorized. If students have a 17 on the ACT or above they can register online.
  - Those students with less than a 17 ACT will be sent to an advisor for registration.
- Get2College
  - Admissions counselor webinar for recruiting.
- Scholarships
  - Students with scholarship who have not filed FAFSA are being checked.
- Financial Aid
  - Processing ISIR's daily.
  - Reviewing student's verification documents
  - Awarding Students (Pell, Loans, State Aid, SEOG, Tap, WIA funds, etc.)
  - Reviewing work study applications and placing students in jobs across campus.
  - Preparing for Winter Session.
  - Reviewing SAP
  - Verifying VA Students
  - Preparing for the transition of the 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 Fall.
  - Preparing for registration.
  - Reviewing and Awarding Athletes
- Campus Life and Housing
  - Signage campaign for Student Services
  - Ranger Move in Days- August 12-14<sup>th</sup>
  - Census 2020 info has been completed and will be collected on 8/5/20
  - COVID Related

- Students will monitor their temperature daily & record it through self-reporting.
  - Students are expected to use proper hygiene in public and private spaces.
  - Students should not hold the college liable for any damage to personal items in the event that additional sanitizing methods are needed as a result to a positive COVID case.
  - Roommates/Suitemates are expected to adhere to all recommendations/requirements should someone in their dwelling test positive.
  - Students should have a departure plan that can be enacted in the event he/she tests positive.
  - Students are encouraged to have a COVID overnight bag that has items and toiletries should they test positive and must be relocated to an isolated room.
- Residual ACT
    - Thursday, August 12, 2020
  - Student Support Services
    - Handling Student Services Help Line
      - Open Position- Academic Coach
      - Preparing for Fall
      - Waiting for notification from grant
  - Fall Enrollment
    - Meeting today at 3 pm.
    - 4,163 students enrolled today compared to 4,474 last year this time.
    - 7% decrease to date

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

### A. Updates

Mr. Casey reported that the Diesel Task Force has been reconvened. Ms. Broadway is working on submitting the application to the MCCB. Ms. Gordon is working with Mr. Jeremy Massey and Perk Johnson to set up a meeting with potential partners this afternoon.

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

### A. Updates

Mrs. Johnson reported on the following:

- Summer session grades are completed.
- eLearning is preparing for the online fall session.
- QM Rubric class with 8 in attendance to begin and 5 successfully finished the course.
  - Total of 13 that have been trained on the QM Rubric.
- eLearning made a change regarding eBook vendors from Vital Source to Redshelf.

- eLearning has been using Respondus Lockdown Browser for online proctoring and they are researching other possibilities to be used.

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

##### **A. Updates**

Dr. Wiley reported that a new position has been approved Early College Program Mentor, this position will help Dr. Isom with the academic oversight. This job has been posted on the Northwest website. Dr. Wiley has asked that Dr. Isom to reach out to the 5 General Ed Departments that have classes in Early College program and would be interested in this position, it will be a course release for each semester for them. The instructor would be responsible for the academic component, just like we have the eLearning Coordinators. This position would be similar to that offering.

Dr. Wiley reported on the 7 Academic Department Directors and the meeting that was held this week with those Directors. Dr. Bateman came to the meeting as a guest speaker, “Dialogue with a Dinosaur”, was the title of her session. Dr. Wiley shared that it was exactly what was needed to be heard. Dr. Wiley shared the 2 problems facing the academic departments is a slight identity crisis and the understanding that the academic department isn’t the only university transfer anymore. It’s a realization that this credentialing in Career Technical Programs should transfer to the next level. The Directors decided that they are the “service group” for Northwest students and to serve students as they move through whatever program. Discussions regarding retention and a goal for this next year was set.

Dr. Wiley reported on the Pulse Point Survey that Ms. Honeycutt has outlined. This survey can be sent out this afternoon to gauge the students concerns with coming back to campus. Ms. Honeycutt would like to send this survey to applicants that have not registered for fall 2020. Dr. Heindl requested this survey be brought to the Enrollment Meeting later this afternoon.

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

##### **A. Updates**

Dr. Mullins reported on the following:

Clinical Sites:

- Most of the students will be able to attend the hospital but it will be difficult for all student to go to Baptist East and Baptist Oxford and DeSoto.
  - PN students are going to have a lot of difficulty because most of their clinical sites are long-term care facilities and those sites are not open due to COVID.
- Priority of Clinical sites will be given to the graduating students.
- Students will be required to have a COVID test completed.
  - Wanting to use CARES Act funding to offset the cost for students.
  - Benton County are willing to pay for the COVID testing for students to use their facilities.
    - CNA’s, RT



- Needing Administrations approval.

Program updates:

HCA

- Tallahatchie Armory Building. Met with Mr. Alan Yeager, CEO & Mayor Cedric Smith.
  - This would be a large shared space with Coahoma. Mayor Smith is sending what Coahoma has requested.
  - HCA Workforce program with plans to move to CTE.
  - The building needs instillation of plumbing for lab sinks, paint, cleaning, plus office and lab equipment, and computers.

HCA

- Water Valley Everest plan is ready for equipment and is pending funding.
- Wanting to use CARE's Act for funding.

EMS

- HottyToddy.com advertisement has generated a lot of interest in Oxford.
- Water Valley's Everest is a potential location for expansion.

RN

- Largest Nursing for third level class this fall. This increases the retention numbers.
- Oxford's need for RN's continues.
- LPN-RN immediate need in DeSoto and Lafayette County.

Surgical Tech/HCA Oxford

- Discussions with Ole Miss are continuing.
- Renovation cost
- Considering a smaller class for social distancing.

PTA

- Conducting interviews next week. Faculty has to have teaching experience prior to next fall. Faculty will be helping with PTA development as well as teaching science labs on academic side.

MOT

- Medical Terminology courses are completely full except for a few seats on hold for those declaring MOT as their degree option.

**XVI. ADJOURNMENT:**

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