

EXECUTIVE COUNCIL MEETING
August 26, 2020

The Executive Council met on Wednesday, August 26, 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 26, 2020 Executive Council meeting to order. Executive Council agreed to approve the agenda.

II. APPROVAL OF THE EXECUTIVE COUNCIL MINUTES:

Dr. Don Jones made a motion that the Executive Council approve the minutes of the Executive Council meeting dated August 5, 2020 as amended. The motion was seconded by Mrs. Phyllis Johnson 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 that is effective on August 17, 2020 and remains in full force and effect until August 31, 2020, No. 1518 and No. 1519 that pertains to the college/universities. Below is the information that would apply to Northwest from this Executive Order:

- College and University Outdoor Stadiums: Attendance at events held in college and university outdoor stadiums shall be permitted subject to the following limitations:
 - Bowl seating: bowl seating shall be limited to a maximum of 25% seating capacity depending on space available to ensure a minimum of six feet of social distancing between persons not in the same household.

Dr. Heindl reported that the football schedule was approved at the MACC’s Presidents meeting yesterday and will be as follows:

- October 1 Home Game Mississippi Delta Community College
- October 15 Home Game Itawamba Community College
- October 22 Away Game Northeast Mississippi Community College
- October 29 Home Game Coahoma Community College
- November 5 Away Game Mississippi Delta Community College
- November 12 Away Game Holmes Community College

Dr. Heindl shared that on October 29, 2020 this will be the game that Northwest will celebrate Homecoming. There will be a revised version of Homecoming activities that take place on campus.

Dr. Heindl shared that Northwest will be playing Mississippi Delta twice due to East Mississippi Community College withdrawing from the season due to the pandemic. Colleges were asked to draw names and Northwest selected Mississippi Delta Community College and we will have one away and one home game against them.

Dr. Heindl mentioned that there could be an interest in hosting a Sophomore night for cheerleading/football at one of the earlier games in the event the season was cut short due to the pandemic. This a conversation that we may have to explore in greater detail.

Dr. Heindl shared that during the Mississippi Association of Community College’s Presidents meeting there was a discussion regarding an online Workforce College. This is a project that Jones College has been working towards. This is a consortium, Mississippi Online Workforce College, that allows businesses, industries, and individuals to train fully online, skill-based training opportunities to workforce training students. It is designed for individuals, employers, workforce organizations to provide pathways to industry recognized credentials that are designed to assist community colleges across Mississippi to serve learners and employers in the region. A further discussion of possibly changing the name and not using Mississippi Online Workforce College and rather calling it something else to allow for a more nationally used option. This platform will feature over 700 skill training courses that align with state and national standards. The pathways are designed to meet the needs of learners of all levels. Each college would have its own branded storefront, branded canvas sub-account and customer resource management system sub account to reach the learners in each region. It’s scalable for any business or organization. It’s great for pre-hire and professional development. There are no class size restrictions. Workforce specialists are ready to build customizable pathways for training programs based on employers needs and goals: industrial training manufacturing logistics, employability soft skills, essential skills, workplace safety, basic technology, networking, IT security, coding, and adult education. This platform is set to have a soft launch in September 2020 and its official launch January 2021.

Dr. Heindl shared that there was a request for all the community colleges to join in a consortium with the Mississippi Online Workforce College, similar to Mississippi Virtual Community College. A decision was not made to join due to there being more work that needs to be done with workforce leaders. This conversation will continue as we work through the details.

Dr. Heindl shared that Dr. Andrew Mayfield's report was regarding the opportunity to pool Cares Act money together from all the community colleges to purchase technology for the Mississippi Virtual Community College.

V. AGENDA ITEMS – Mr. Smith

A. Updates

Mr. Smith reported that he emailed the council last night with a proposed procedure to be included into Northwest Policy and Procedures Manual. Last month the Board of Trustee's approved the procedures. The Executive Council is to approve the implementing procedures under the new structure. The proposed procedures are from the Governance section Policy Number 401.

After a brief discussion, Dr. Wiley made a motion to approved the Governance, Policy Number 401. This motion was seconded by Dr. Rush and carried unanimously.

VI. AGENDA ITEMS – Dr. Domas

A. Update

Dr. Domas reported on the United States Navy Community College. The Presidents of the community colleges have agreed to a cost of \$470 per credit hour which includes books and fees. Northwest is one of 119 schools or consortiums to be awarded, however, only 10 to 25 colleges will be awarded over the next five years. This process will be phased in 500 students from the Navy in 2020 up to 25,000 students by 2026.

Dr. Domas shared about the Concourse Phase II. This Phase will include Industrial Electrical, Automation, Welding Cutting Automated and Automated Welding. This project is roughly, \$4.3 million.

Dr. Domas shared that the Athletic Directors are meeting tomorrow to discuss the master schedule for the spring. Football is the only sport playing this fall. Men and Women's Soccer, Basketball, and Volleyball have all moved to the spring semester.

Dr. Domas shared that he, Dr. Heindl and Mr. Oakes have been meeting individually with all the athletic teams. Yesterday they met with men and women's soccer and previously met with men and women's basketball. These have been a great group of students who are energized and slightly, disappointed that they are not playing in the fall.

Dr. Domas reported that the Instructional Affairs Council will be meeting this Friday, August 28, 2020. IAC has a full Agenda of Course Approvals, Policy Manual Review, CTE program approvals, as well as, and Academic Policy Revisions.

VII. AGENDA ITEMS- Mr. Horton

A. Update

Mr. Horton reported that two new Police Officers have been hired. Dexter Smith, and Tiffany Byrd. Ms. Byrd is the first full-time female officer that Campus Police has hired in over 2 years. Both will begin on September 7, 2020. There is one more position to fill in the Police Department.

Mr. Horton reported on the following:

- 17 Request for Proposal (RFP) advertised.
- Faculty laptops will be ready for delivery August 31, 2020.
- 15 Kiosk for temperature checks were delivered with the wrong card readers. Currently, working with the vendor on the replacement. Could be mid-September before they are being utilized across campus.
- Campus Pass is live and 377 employees checked in and 1809 students checked in yesterday. Still work to be done to ensure that students are showing their passes to be allowed into class.
- The Bookstore is working to purchase the technology for the students who will be awarded the Technology Grant. This grant will allow students to apply and if awarded purchase technology in the Bookstore. There will be an assortment of technology from computers to hotspots.
- Oracle products that Northwest has will help with mitigation, education, and training related to COVID-19. Northwest implementation partner is Drive Stream. These pieces should be available by early October.
- The recruiting module from Oracle is in the process of design. The Communication Department is helping to design the front facing portion that will be on the website.
- Working through the details of the Transact software that will assist with the contact tracing.

VIII. AGENDA ITEMS- Dr. Jones

A. Updates

Dr. Jones report that the Oxford Center has the new banners up. The new welcome back Rangers banner has been installed.

Dr. Jones shared that they have two staff members out on extended leave, Sherry Warren, Bookstore Manager, and Vanessa, Custodian.

Dr. Jones reported that the first Mi-Best class has started on the Oxford Campus.

Dr. Jones shared that due to COVID they are screening students as they come through the doors. A Police Officer assist with the temperature checks for the LPN students that are required to log their temperature.

Dr. Jones shared that Dr. Wiley and Mrs. Johnson helped in moving some students to online classes as other courses were closed.

Dr. Jones reported that Oxford campus has nine positive cases of COVID and 14 students are in self-quarantine due to exposure.

IX. AGENDA ITEMS- Dr. Reed

A. Updates

Dr. Reed shared that the Southaven Campus had a Professional Development Session that Carla Townsend conducted. This was a recorded session and will be added to the HUB. The next Professional Development will be held Friday, August 28, 2020 at 9:00 am and 11:00 am, John Randall will be conducting a hands-on meeting regarding the Clear Touch Monitors in room 310.

Dr. Reed shared that the Southaven Campus hosted an Amazon job fair. Amazon hired over 400 employees at their Horn Lake location.

Dr. Reed reported that Southaven Campus is participating in the Mi-Best program and there are 10 students will begin this fall and there is hopes that these students will matriculate into further studies with Northwest.

X. AGENDA ITEMS- Ms. Gordon

A. Updates

Ms. Gordon reported on the following:

- Diesel Technology Program and possible partnership with Crow's Trucking.
 - Ms. Gordon and Mr. Casey has met with Dobbs Peterbilt Trucking via zoom yesterday. They seem very interested in a partnership but they did inform us that as the process progress it does slow down with a confirmed decision.
 - Ms. Gordon has been in contact with Jim Maddox of Tri-state Trucking Dealership in Memphis. There will be a zoom call with them.
- Feasibility Study has concluded but an additional part was an online component that was included in the study. The email has been sent out to alumni and donors this was an abbreviated portion of the study.
 - The results call is September 21, 2020.
- The Foundation Office is moving to an awards management program for scholarships. This will assist students in applying for Foundation Scholarships and the Foundation Office offering this program to recruiting to use for the Presidential and the Leadership applications. This program aids in tracking fund that the student is receiving. This will go live in October 2020.
- Tenure Awards are available in the Foundation Office for employees to pick up. Dr. Reed and Dr. Jones will pick these items up and take to the Oxford and Southaven Campuses for their employees.
- 2+2 Golf Tournament is scheduled for September 24, 2020 at Cherokee Valley. The evening meal has been canceled due to the pandemic. Looking at options for the awards portion of the tournament.
- Alumni Reception which is normally held during Homecoming will be held in the spring semester to honor the Sports hall of Fame and the Alumnus of the Year.

- Virtual 5k- Ranger Run is continuing to be planned and will allow for a run, bike or hike virtually. This will be during Homecoming, October 29, 2020.
- In the student relief initiative is about \$8,000. The Foundation has distributed \$3,200 to students.
- The Library has iPads that can be checked out by students.
- The Foundation had a Lifetime Membership push and there have been 20 Lifetime members added. The Lifetime Membership is \$200.
 - In 2019 there were 8 Lifetime Memberships sold.
 - The membership was split between the Regular Alumna Fund and the Student Relief Fund.

XI. AGENDA ITEMS- Dr. Tonyalle Rush

A. Updates

Dr. Rush reported on the Enrollment as of 9:24 am, Northwest has 5298 students who have completed registration for fall 2020. The credit hours are 72,379 as of this morning. Estimated FTE is 4,800. Dual Enrollment student is a total of 1,450 with the credit hour of 7,122 with an estimated FTE of 475. According to Dr. Isom there is an estimated 100 students left to register that have paper work left to be completed. Combining both groups together Northwest has 6,748 students that have finished registering with a completed credit hour of 79,501 for an estimated FTE of 5,274. Below is a comparison from 2019 to 2020.

	FY 2019-2020	FY 2020-2021	Percentage Decrease
Total Headcount	5,832	5,298	9.2%
Credit Hour	79,867	72,379	9.4%
Dual Headcount	1,596	1,450	9.1%
Dual Credit Hour	7,760	7,122	8.2%
Both Added Together Head Count	7,428	6,748	9.2%
Both Added Together Credit Hour	87,627	79,501	9.3%

Dr. Rush mentioned that earlier this month it was predicted globally to be a 20% decrease in college and universities enrollment. Dr. Rush predicted that Northwest would see a 10-15% decrease in enrollment. Dr. Rush reported that she is pleased to currently show a 9% decrease enrollment knowing that that number could potentially be lower due to the enrollment of second mini-term and the new winter session. Both of these enrollment numbers will go into the fall enrollment numbers. Dr. Rush reported that information regarding the second mini-term and the winter session is being advertised, as well as, mentioned to students.

Dr. Rush provided updates in the following areas:

- Dr. Robbins, District Dean of Enrollment Services:
 - Project Lead on the Chat-Bot implementation with live chat option.

- Second mini-term & Winter Session
 - Target Marketing
- Financial Aid
 - Working to transform communications with Northwest Students.
 - 1500-1700 videos that students can watch as well as can be embedded into Northwest website or library to aid in student's knowledge of financial aid.
- Recruiting & Admissions
 - Recruiting has begun the recruiting cycle for fall 2020.
 - Virtual Application Days are being scheduled
 - Working on the View Books
 - Fall Visit Days are being scheduled
 - Mid-South Job Fair in Southaven on September 29th.
 - Ag Expo will be at the State Fair in Jackson, MS.
 - Students who have less than the 15 hours but have M-Tag and scholarship with that requirement are being called to get an additional course on their schedule.
 - Liesl Mote is having surgery and will be out for 6-8 weeks for recovery.
- Complete 2 Compete
 - There are 2,030 students enrolled.
 - Nine new degrees to be issued
 - 5 students will be coming in on the second mini-term.
- Admission & Records
 - Preparing for the Spring 20 Audit.
 - Receiving, reviewing, procession and scanning new applications.
 - New hire, Monica Jackson.
 - Fall Graduation Deadline is September 25, 2020.
- Student Services
 - Students enjoyed there welcome PPE kits.
 - Hosted 5 virtual student convocations.
 - Dr. Ross is overseeing the student COVID reporting center that is going through the student development centers.
 - Counselors are working with the students.
 - Working on protocols for the student organizations, homecoming, and campus life.
 - There are still spaces available for housing.
 - Working through the waiting list.
- Student Development Center
 - Mr. Rudy Armstrong is a new hire that replaced Missy Kelsay.
 - Asking Barry Briscoe to run a list to seek qualified students for this grant program.
 - Grant notification from DOE. This is a grant that is for a 5-year cycle.
 - Corn Hole design was presented for the purchase of 4 sets.
- Welcome Week
 - August 24- Motivation Monday
 - August 25- Tik Tok Tuesday
 - August 26- Chill out Wednesday
 - August 27- Throwback Thursday

XII. AGENDA ITEMS- Mr. Casey

A. Updates

Mr. Casey reported that Ms. Elizabeth Morgan will be the Career Counselor in CTE and she will begin in September. The Utility Line Worker Program has an instructor, Mr. Beard that will begin September 21, 2020.

XIII. AGENDA ITEMS- Ms. Johnson

A. Updates

Mrs. Johnson reported that:

- eLearning has a new Assistant Dean for eLearning, Mrs. Jennifer Hale. She will assume her duties in November 2020.
- eLearning has implemented Red Shelf for the eBook component.
- Mrs. Johnson was happy to be apart of the Ranger hour last week.
- The first mini-term has closed for the fall semester.
- Training for instructors will take place on Friday's through zoom. Some of the Coordinators, as well as, the online Instructors will be facilitating the training sessions.

XIV. AGENDA ITEMS- Dr. Wiley

A. Updates

Dr. Wiley reported that Ms. Honeycutt created the Instructor Dashboard for the instructional team. The Executive Council has access to this report and it will be demonstrated this afternoon. This report will help monitor and make sure that we are within policy guidelines regarding the number of contact hours for the sections that instructors and adjunct are teaching. This report will also reflect the changes that have been made the day previous.

Dr. Wiley reported that the Audit Update was completed the spring audit. The Forensic Science classes did not get approved at the State level. These classes were not entered as being approved classes at the state level. Dr. Domas and Dr. Heindl contacted Dr. Mayfield and it was agreed to retroactively approve those courses. Ms. Dortch had to re-upload the audit for Northwest to receive the funding for those additional students. Now the spring audit is complete and there will be a Virtual Site Visit. Ms. Dortch will have the required records uploaded this coming Friday. Dr. Wiley shared that she will be assisting her with the upload to Campus Key.

Dr. Wiley reported on the Pulse Survey sharing that there were 4,493 students who received this short survey. This survey will be emailed out weekly on Thursday's and if the response rate decreases it will be moved to a bi-weekly or possible monthly send out. This survey is only available for 48 hours. There were 237 students that responded during week one. Of that number 59% were Academic Students, 27% were Health Science students, and 11% were CTE students. Some of the questions asked are below:

- How satisfied are you with your class choices?
- What are your main concerns for this fall?

- How concerned are you about the following statements?
 - Attending class
 - Caring for family members
 - Class load
 - Health and well-being of friends and family
 - Personal health and well-being
 - Paying for tech/internet

Dr. Wiley shared that 5 Early College Program Mentors that will be located at Senatobia, Oxford and Southaven Campuses. These mentors will work with Dr. Isome and Dr. Strehle to ensure the instructional quality of these programs.

- Humanities Department- Mr. Doug Johnson, Oxford Center
- Fine Arts- Lucia Nelson, DeSoto Campus
- Natural Sciences- Melissa Green, Senatobia Campus
- Mathematics- Melissa Cannon, Senatobia Campus
- Social Sciences- Amanda Wilson, Senatobia Campus
- CTE Representative- Katie Broadway

Dr. Wiley shared that an online exam schedule needs to be created. Last spring it was arranged by department. Need to be cautious not to create a schedule where the online students are completing their online class finals all on the same day.

XV. AGENDA ITEMS- Dr. Mullins

A. Updates

Dr. Mullens reported on the following for the Health Science areas

- Five new RN Faculty. One faculty member is out on FMLA and the others are working together to take care of her responsibilities.
- PTA has submitted a new hire that is awaiting approval. Both the new hire and Dr. Allen will be teaching this fall in Health Science areas and Academic. This is an accreditation standard that is required.
- LPN's RN's re-evaluating the ATI contracts. They will be researching alternative software options that will work best with both programs.
- Tele-conference this Friday with Dr. Dobbs, State Health Officer for Mississippi. This will be a Q and A type of format. This will be at 10:30 in the Health and Science Building.
- Perkins- this is a lot of data collection. There has been an error found and it should generate more funds. EMS has not been tracked only Paramedic has been tracked.
- Program priority opportunities- Ole Miss project is crucial to the Oxford Campus. This will have an effect on the Surg Tech, and LPN Program. It is currently at the stage of bidding out construction and demolition for the renovation phase. This will also allow for the HCA program to expand. Using CARE's Act funds for the Health Science Laboratory. This would be on the lower floor of the Health Science Building and adding computer desk to a classroom and assist in hiring an additional faculty member.

- HCA in Water Valley move in September 2020. Wanting to add a potential LPN and RN option.

XVI. ADJOURNMENT:

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