

EXECUTIVE COUNCIL MEETING  
September 30, 2020

The Executive Council met on Wednesday, September 30, 2020 at 8:30 a.m. Board Room in the Haraway Center 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 September 30, 2020 Executive Council meeting to order. Executive Council agreed to approve the agenda.

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

Ms. Patti Gordon made a motion that the Executive Council approve the minutes of the Executive Council meeting dated August 26, 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 reported on the CARES Act funding that Northwest has received.

- Through the United State Department of Education, the college received \$5.8 million back in mid-spring. These funds were split between the students and the college. The college used those funds for PPE and Technology.
- House Bill 1793- This is a Workforce Bill and the State of Mississippi has received \$1.25 Billion dollars that will be divided between the State Community Colleges. Of the \$3.66 million that Northwest is receiving the funds will be used

for tuition assistance, Career Technical Programs, Health Care Programs, Workforce training and expansion. These funds have to be spent by this fall semesters end. The following areas will be utilizing these funds: Utility Line Worker Program, EMS, HCA, and Truck Driver. Another portion of these funds allow the college to expand equipment within the medical and health care programs. The college has multiple RFP's (Requests for proposal) which allows the college to announce and provide details about projects and then allows contractors to place bids for these projects in a legally and competitive bid process. Below are a few of the items being purchased:

- 3- 18-Wheelers
  - Bucket Truck
  - Pole Trailer
  - Residential Electrical Trainers
  - Commercial Electrical Trainers
  - 12- High Fidelity Simulators
  - Simulation Manikin
  - Table- Funeral Services- 3D imaging
  - Ventilators
  - Simulation Access Machine
  - Birthing Manikins
- House Bill 1793 funds are administered by the Department of Finance and Administration which allow for similar purchases. These funds are being utilized for more technology, PPE and some additional equipment. The college is seeking assistance from a third party, audit firm, BKD, as well as, additional Legal Counsel with regards to interpreting the law on the allowed purchases. The funds that are coming to the college through this Bill is \$4.77 million. A few of the items that the college is considering purchasing:
    - 3D Printer
    - Lathes
    - Fully Equipping Water Valley – HCA Program
    - Surgical Lights

Dr. Heindl reported that on Monday, September 28, 2020 the college received the keys to Everest in Water Valley, MS. This will allow the college to meet more Workforce Training, Health Care, and Career Technical Training needs in the county. This is a phenomenal facility in downtown Water Valley. This fall the college will be working on moving into Everest with training to begin in January.

Dr. Heindl shared that tomorrow night is the first football game of the season.

Dr. Heindl shared that he has been meeting with different departments across campus in what is called, "Breakfast with the President". These are smaller groups narrowed down by departments. Within this smaller setting he is able to share the latest numbers of the students that are in quarantine as they are happening. This Friday will start the "Coffee with the President" at the Desoto campus.

A discussion regarding the new executive orders pertaining to face coverings. The college will still be requiring the face coverings. The protocols regarding social distancing are still in place.

Dr. Heindl shared about the 10-day enrollment report for the Community Colleges. Northwest is in the middle of those numbers. There are 3 colleges that had enrollment increases: Itawamba, Pearl River, and Jones College. The other community colleges had enrollment decreases. Some are 10 of these had double digit decreases. The following are some of the community colleges enrollment decreased percentages that were found within this report: Mississippi Delta 20%, Hinds 17%, Northeast 13%, Coahoma 11%. Northwest is setting around 7.5% decrease. The national average is around 7.5% in decreased enrollment.

**V. AGENDA ITEMS – Mr. Smith**

A. Updates

Mr. Smith reported that Northwest has 128 students in quarantine with 35 students that are positive and in isolation. Northwest has reviewed plans with the Department of Health this morning and they were very appreciative and supportive. There is a form that Northwest can fill out and it will help the Department of Health with contact tracing.

**VI. AGENDA ITEMS – Dr. Domas**

A. Update

Dr. Domas reported that Stacy Reeves is assisting with the contact tracing with the students and it is going great.

Dr. Domas reported on Athletics tickets for the Thursday night game. There are approximately 40 tickets left for faculty and staff. Pick up time is today from 9 - 10 am and then 2 – 4 pm. Ticket distribution will be the Business Office at the ticket booth for the “Will Call” for Band, Cheer and Football. Mrs. Jere Herrington will take care of the visitors’ tickets. The tickets have the area in which you will sit either on the East (Home Side) or the West (Visitor Side).

Dr. Domas shared that the Baseball and Softball are undefeated for fall ball. There is no regional or district standing with the fall ball.

Dr. Domas reported that the Academic Winter schedule has been submitted to Dr. Heindl and awaiting his review. There will be some on campus live during winter session and those will be held at the Oxford and Desoto Center.

Dr. Domas shared that the IAC, Instructional Affairs Council, met last week and worked on the policy manual items. There were 3 items that were completed and ready to be submitted to Executive Council to approve. There are a few courses that will be going before IAC for course approval and that is for CTE & Health Sciences.

Dr. Domas reported that HCA, Water Valley, will be going to the Board for approval on October 8, 2020. After Board approval it will go to MCCB for approval.

Dr. Domas reported that in connection to the Smithsonian exhibit was the Mississippi Foodways Program. Malcolm White was the guest speaker discussing the origination of the “Come Back” sauce on Tuesday, September 29, 2020.

Dr. Domas shared that on Tuesday, September 29, 2020, John Ungurait shared his talents during his faculty recital.

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

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

A. Updates

Dr. Jones reported that Sherry Warren and Vanessa Betts have both returned to work after being out on medical leave.

Dr. Jones shared that the Physical Plant will be installing speed bumps in the parking lot of the Oxford Center.

Dr. Jones shared that the Physical Plant will be installing a gate to campus soon.

Dr. Jones reported that the Lafayette High School will be touring the Oxford Center soon.

Dr. Jones shared that next week the Oxford Center will host a mobile Blood Drive.

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

A. Updates

Dr. Reed reported on the following happenings at the Desoto Center:

- Held Voter Registration Drive
- Amazon held a Job Fair
- Dr. Thimmaiah to hold a seminar facilitated by Perkin Elmer Company on October 9, 2020 at 10 am Room 253.
- October 31<sup>st</sup> hosting the ASVAB
- Tuesday, October 27, 2020 from 4:30-6:30 hosting the Spooktacular drive thru event.
- Yesterday, participated in the Governor Job Fair at the Lander's Center.

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

A. Updates

Ms. Gordon had the following updates from the Foundation Office:

- We have met with four potential partners for Diesel Technology.
- Tuesday, September 22, 2020 was the Opening Reception for the Smithsonian Exhibit.
- Thursday, September 24, 2020 was the 2+2 Golf Tournament there was approximately \$26,000 raised for Northwest and Ole Miss during this event.
- November 2 & 3, 2020- Scholarship Ceremonies for new endowments only.

- Recognizing 12 new Endowments at this ceremony. Six Endowments will be highlighted at each event. Below are a few of the 12 that will be recognized at the event.
  - Susie Van Dyke
  - Coach David Fly
  - Mike Boren
  - Amy Dempsey Tidwell
  - Jeffery & Jonathan Nichols
- October 26<sup>th</sup> – 30<sup>th</sup> is Homecoming week. Below are some events that the Foundation office will be coordinating:
  - Day of Giving
  - Virtual 5K
  - Video Release
  - Mailing of post cards
  - NWCC Socks
  - Alumni Watch Party in the Haraway Center.
- October 1, 2020 the scholarship award system will go live.
- Scholarship fund started in the memory of Robert Carter, “Mr. C” by his family.
- Feasibility Study results are in and estimated that Northwest could raise \$4.2 million over the next 3 years.

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

### **A. Updates**

Dr. Rush shared an article from *The Chronicle of Higher Education* “A First Look at Fall Enrollment Shows a 2.5% Dip Among Undergraduates”. This article discusses the enrollment dilemma that all higher educational institutions are facing in the midst of this pandemic.

Dr. Rush presented the new procedures for students seeking to withdraw from Northwest. This procedure was approved by the Executive Council Executive Committee on September 16, 2020. The following is the new procedures:

A student who finds it necessary to withdraw from school for any reason should do so properly. The proper withdrawal procedure is as follows:

1. Students will begin the process in the Business Office, where the student will be informed of financial obligations to the College should the student complete the withdrawal process.
2. Students will proceed to Financial Aid (if applicable) to discuss implications a complete withdrawal might have on future eligibility.
3. Should the student still desire to completely withdraw from the College after speaking with the Business Office and Financial Aid (if applicable), the student will submit the complete withdrawal form to the Admissions and Records office for processing.
4. Refunds of any payment due will be made by the Business Office after the withdrawal is processed.

A student who properly and officially withdraws will receive a grade of “W” (official withdrawal) in all classes. Withdrawal must be made prior to exam week. An unofficial withdrawal is attributed to a student who leaves Northwest without going through the published withdrawal procedures.

Dr. Rush reported on Fall 2020 Enrollment:

- Enrollment as of Today is 5,347 for the standard students.
- Enrollment of Dual students is 1,623.
- Currently, 129 students are registered for the 2<sup>nd</sup> mini-term.
  - Announcements in Canvas for all students regarding the 2<sup>nd</sup> mini-term.
- Winter Term will be posted online soon.
  - Plans to advertise this new session.
  - Financial Aid refunds are set to go out on October 8<sup>th</sup>.
- Preparations for Spring 2021
  - Online classes will begin one week before campus classes.
  - Trend with Spring session tends to be a smaller cohort.
- Things to watch for:
  - Facebook Live with Faculty- What to expect and how to navigate
  - Etiquette: Communications with Instructors
  - Time Management Sessions

Dr. Rush reported on recruiting and Fall 2021:

- Recruiting is increasing communication to High School Juniors as well as Seniors.
- Working on a dashboard with IR
- ACT
  - Many students may not have an ACT score due to some school districts not offering the ACT due to COVID.
  - Getting the word out that Northwest is offering the ACT on the Senatobia Campus.
- The NW Student Recruiters name has changed to the Northwest Pathfinders. The history of the name is in connection to Rangers in the Military. Students will be helping to guide others to find their new pathways at Northwest.
- New recruiting tool that is being mailed out. The “N” that has information on the back that instructs students on how to applying online, applying for financial aid, and applying for scholarships. There is also a QR code that will take the students to a tour of Northwest Campus.

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

### **B. Updates**

Mr. Casey reported on the following within the Career Technical Education:

- CARES Act
  - Thanks to Doug Freeze, Lillian Hilson, Ruth Dunlap, Business Office, Jennifer Casey and the WIOA Team.
  - Funds will be utilized to purchase 13 Commercial Truck Driving, 14 Utility Line Worker participants paid using CARES Act funds.
  - Programs receiving equipment from CARES Act Funds – Workforce and CTE - Precision Manufacturing and Machining, Aviation Maintenance, Industrial Electronics, Welding, Line Worker, Commercial Truck Driving

- Locations receiving equipment through CARES Act funds are Senatobia, Olive Branch, Marshall Co Workforce Training Center, Everest, Marks Project, and Concourse in Panola County
- Adult Education
  - Jennifer Williams and the AE team are doing a great job.
  - Everest will begin full day classes by the end of the fall semester.
  - Hickory Flat Ms. Melinda Joyner will be teaching evening class starting mid-October.
  - Ashland Center is currently looking for an instructor to teach evening classes.
  - Seeking new College and Career Navigator – will cover Desoto, Marshall, and Benton counties
- Utility Line Worker
  - Thanks to Doug Freeze and Workforce team, Jennifer Casey and WIOA team, and Katie Broadway.
  - There are 14 students in first class.
  - Equipment is in place
  - Credit for apprenticeship this is the first in state for credit
  - We already have an employer who plans to interview two or three students after graduation.
- Diesel Technology
  - Thanks to Patti Gordon, Jeremy Massey, Perk Johnston we have met with four potential partners.

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

### **A. Updates**

Ms. Johnson reported that eLearning on the following:

- Testing for mid-term online
- Angel Nickens has a successful event, “Conquering Canvas” with 75 in attendance.
  - This recording will be placed in the Ranger Academy HUB with the other recorded sessions.
- eLearning has hired Carla Townsend from Social Sciences for Part-Time. She is coming on Fridays.

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

### **A. Updates**

Dr. Wiley reported on the following:

- Course Evaluations are going on.
- November 17<sup>th</sup> will be the Instructional Program Review.
- Winter Schedule this will be a large offering of General Education Classes.
  - This has been sent to Dr. Heindl for review and after his approval it will “go live”.
  - Literature will not be on the schedule due to the short time in class.
  - A&P I and A&P II will be offered.
    - It can not be taken at the same time.

- Partnership with Chick-fil-a internship within the Academic Business-internship track.
  - CEO Leadership Track
  - HR Track
  - Financial Track
- Dr. Robbins, Dr. Domas, and Angela Dortch is working on a new No-Show process. For the second mini-term the instructors will make sure the attendance is more accurate and then Ms. Dortch will remove the students from the spreadsheet.
  - Campus Key is not designed well for this process.
- Per Dr. Domas request the Fall semester is being evaluated to make sure that enough sections have been reduced.
- Fall exam schedules will be going out to students this next week.
- Dual Enrollment and automated invoicing are still in process.
- IR office is working on the enrollment audit.
  - After the Oracle system is live with this information this report will be moved to Ms. Dortch's office.

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

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

Dr. Mullins reported on the following pertaining to the Health Sciences:

- HCA Water Valley begin as workforce spring 2021. Equipment purchases through Cares Act. Before the NWCC board for approval to be submitted as credit offering fall 2021.
- NWCC approved NAEMT (National Association of Emergency Medical Technicians) training site. Provides training for all first responders, firemen, nursing, police officers, EMT, and Paramedic as a workforce offering/required CEUS.
  - Prehospital Life support
  - Advanced Medical life support
  - Emergency Vehicle operation safety
  - Geriatric emergency medical
  - EMS safety
  - Tactical emergency causality care
- October 9, 2020 in Fine Arts Auditorium from 9-11 am Jody Dyess will be discussing Human Trafficking.
- Desoto plans for a Workforce Training Center/ Health Science Lab
  - Dr. Mullins has plans to visit Holmes Community College, Southern Miss, & Mississippi Gulf Coast Community College.
  - Dr. Mullins also plans to meet with the architect and discuss plans.

#### **XV. ADJOURNMENT:**

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