

EXECUTIVE COUNCIL MEETING
March 3, 2021

The Executive Council met on Wednesday, March 3, 2021 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 March 3, 2021 Executive Council meeting to order.

Dr. Carolyn Wiley made a motion that the Executive Council approve the agenda for the Executive Council meeting dated March 3, 2021. The motion was seconded by Dr. Tonyalle Rush.

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 January 20, 2021 as presented. 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 he had lunch with Britt Herrin, Executive Director of the Tate County Economic Development Foundation for Senatobia, MS and with a Hotel owner. The Hotel owner is looking at Senatobia, MS for a possible location. This development

could potentially have 68-69 rooms, conference space, and offer recreational opportunities for Tate County.

Dr. Heindl reported on a few of the House Bills. House Bill 82, House Bill 1197 and Senate Bill 2765. There is 2-3 weeks left in session.

- House Bill 82- Community Colleges; authorize to administer construction contracts of \$1,000,000.00 or less, and exempt certain oversight.
- House Bill 1197- Dual-phase design-build method of construction contracting; revise certain provision of.
- Senate Bill 2765- An Act to enact the Mississippi Medical Cannabis Act.

V. AGENDA ITEMS- Mr. Smith

A. Updates

Mr. Smith reviewed the Executive Order 1549. Governor Reeves released the Executive Order 1549 on March 2, 2021. This executive order repeals Executive Order 1535 & Executive Order 1536. It goes into effect at 5:00 pm on Wednesday, March 3, 2021 and will remain in effect until 5:00 pm on March 31, 2021, unless rescinded, modified or extended. The executive order and how it relates to Northwest are as follows:

- Each person within the State of Mississippi are encouraged to follow the CDC's and the Mississippi State Department of Health's Guidelines to prevent the spread of COVID-19.
 - Mask wearing is encouraged.
 - Indoor- seating capacity- maximum of 50%.
 - Mask should be worn while in the classroom or when social distancing isn't possible.
- CDC guidance is fully vaccinated can gather in small groups without wearing a mask.

The Executive Council made the decision to release a video announcement of the College's next steps for the FY 2021-2022 school year. It was also decided to continue on with the protocols that are in place for the remainder of this school year.

VI. AGENDA ITEMS- Mr. Horton

A. Updates

Mr. Horton reported on the following:

- Budget Appropriation will be sent out on March 12, 2021. This will be due back on April 9, 2021.
- In process of reaching out to Ole Miss regarding the old hospital. Northwest will be working towards an agreement with them and being the renovations to the building that will house the PN, PN-RN, and other potential health science courses.
- Student relief funds will be going out soon. There is a tier of funds that will be disbursed. \$900, \$600, or \$300. These funds will be disbursed into the students BankMoible accounts.
- Oracle training is going on for the purchase orders. There will be additional training coming soon.
 - Performance Reviews will be in Oracle.

- Paying vendors will begin to be electronically. Vendors will also be able to check the status of payment.
- Projects:
 - Football Phase III
 - Dorm project is on schedule and should be ready for fall 2021.
 - PAC project is on schedule with completion projected for October 2022.
 - DeSoto project is in the design phase.

VII. AGENDA ITEMS- Dr. Domas

A. Updates

Dr. Domas reported that it was time for the faculty to nominate the outstanding students for 2020-2021. Now that the college is divided into three separate areas. Each area will have a selection process.

- Career Technical Programs will select one student for each of the programs offered.
- School of Health Sciences will select one student for each Health Science program.
- School of Arts and Sciences will select one student for each academic pathway.

The nomination forms are due on March 26, 2021.

Dr. Domas reported on the Achieving the Dream conference that was held on February 16-19, 2021. This was a virtual conference. We are in the process of waiting on the next steps.

Dr. Domas reported on the OCR report. This report has been submitted and we have a follow-up that will be due in the coming days.

Dr. Domas shared that the Calendar for FY 2021-2022 is in process. The next steps will be to take to the IAC. The IAC will meet on March 5, 2021. Some of the highlights of the calendar:

- Keeping the 4 instructional days.
- Faculty return to campus on August 9
- Classes begin August 16
- Fall Break October 8-11
- Thanksgiving Holiday November 22-26
- Winter Session Classes begin December 13
- Presidents Day February 21
- Easter Holiday April 15-18 (Friday & Monday)

Dr. Domas shared that the Sandy Grisham recipients have not been acknowledged and awarded. The Executive Council discussed when an appropriate time would be to award the faculty member. The decision was made to award the winner of 2020 at the 1:00 pm program of the 2021 Retirees & Staff Awards on April 21, 2021.

VIII. AGENDA ITEMS- Dr. Jones

A. Updates

Dr. Jones reported on the following:

- Expansion of the School of Health Sciences at the Ole Miss campus that is located at the old Oxford hospital.
- 10 of the Oxford students were thankful to check out the newest computers during the snow week.
- Amanda Arman has a new position in Student Services.
- February 14, 2021 the library held its Blind Date with a book.
- Working with Dwayne Casey regarding BOT classes that may not make due to low numbers to have the opportunity to continue the classes but remotely.
- Military Friendly Status- Silver Status
- Jay Lowrey is retiring.

IX. AGENDA ITEMS- Dr. Reed

A. Updates

Dr. Reed reported on the following for the DeSoto Campus:

- Saturday, March 6, 2021 will be a FAFSA day from 9:00 am – 1:00 pm.
 - Monday, March 8, 2021 from 12:00 pm -2:00 pm
 - Friday, March 12, 2021 from 12:00 pm – 2:00 pm
 - March 22, 2021 from 12:00 pm – 2:00 pm
- April 15, 2021 will be a Job Fair hosted by Amazon.
- Tomorrow is Oracle training at 10:00 am.
- Physical Plant is wrapping up the repairs from the flood.

X. AGENDA ITEMS- Ms. Patti Gordon

A. Updates

Ms. Gordon reported on the following:

- 2020 Fundraising goal was \$950,000. That goal has been surpassed at \$972,769.00.
- 2021 Dates:
 - March 27 Spring Soiree'
 - April 21 Faculty/Staff Retirement and Awards Ceremony
 - September 16 2+2 Gold Tournament
 - September 29 Scholarship Social for existing scholarship sponsors and students
 - November 8/9 Scholarship Ceremonies for new endowments
- New Endowments:
 - Delta Trauma Regional Care Endowment for EMT, Paramedic, & Nursing Programs
 - Jerry and Carol Stigler started by Delta Regional Foundation
 - Vicki Earl Phillips
 - Eva Covington From Charleston started by Tommy and Liz Reynolds
 - Sterling and Lilibeth Withers
 - Tim and Dr. Stephanie Mullins endowed scholarship for Health Sciences
- Annual Report Published- estimated first of March
- Capital Campaign has reached \$1.7 million.
 - Investing Today, Impacting Tomorrow
 - Proposal completed

- Jerry Smith will be on campus today and tomorrow.
 - Executive Planning Committee Meeting is this afternoon.
 - Faculty/ staff campaign will be in August during convocations.
- Diesel Tech Program has 6 companies that want to participate; 2 have committed
- Saturday, March 27 will be the Spring Soiree'.
 - Invitations have been emailed to the EC to bring one guest.
 - Dinner will be provided & Art will be on display.
 - Entertainment will be the Jazz Band, Entertainers, & Steel Drum.
 - SHOF & Alumnus of the year will be honored
- May 1, 2021 is the extended date for Scholarships.
- Foundation Office position open- Advancement Office for Accounting Coordinator
- New Foundation Board member representing Benton County is Steve Farese.
- Alumni news:
 - Steve Box a 1969 graduate and Calhoun County Representative to the Alumni Board passed away.
 - Paul Henry McCullar a 1958 graduate and on the Alumni Board passed away.
 - On April 1, 2021 nominations for the Alumnus of the Year and Sports Hall of Fame are due.
 - April 13th is the next Alumni Board meeting and a selection for the Alumnus of the Year will take place at that meeting.
 - April 13th the Sports Hall of Fame Selection Committee will meet to select the Sports Hall of Fame 2021.
 - SHOF and Alumnus of the Year will be recognized at Homecoming this fall. Date to be determined.

XI. AGENDA ITEMS- Dr. Tonyalle Rush

A. Updates

Dr. Rush reported on the following:

- Spring 2021 Registration
 - Online: March 11-12 and classes begins on March 15, 2021
 - Campus: March 25-26 and classes begin on March 29, 2021
- Bulletin revisions
 - Acalog- Dr. Rush asked that everyone review their areas.
- Spring Preview Days
 - March 31 from 10:00 am -12:00 pm
 - April 6 from 1:00 pm – 3:00 pm
 - April 20 from 1:00 pm – 3:00 pm
- Orientation:
 - Dr. Rush made a motion to accept the dates of July 13, 22, and August 3, 2021 for Campus Orientation dates. The motion was seconded by Dr. Reed and carried unanimously.
- Graduation:
 - May 7, 2021

- Dr. Rush says the conversation is continuing regarding the format of the Graduation Ceremony. More to come.
- Financial Aid:
 - Pell increases for Fall 2021 \$150. It will rise from \$6,345 to \$6,495.
 - FAFSA Fridays and Saturdays are going well.
 - Drive Thru FAFSA will be March 23, 2021 from 9:00 am – 3:00 pm.
- Student Development Center:
 - Stress and Anxiety Session are virtual at this time.
 - National ACT is April 12, 2021
- TRiO:
 - Celebrated national TriO Day on Thursday, February 25, 2021.
 - Career Interest Session will be March 4, 2021.
- Student Housing:
 - Residence Halls will close on March 12, 2021 at 4:00 pm and will reopen on Sunday, March 21, 2021 at 4:00 pm.
 - New Residence Hall will be a women's dorm with 2 students per room with a private bath.
 - Room reclaim will begin on March 22-31, 2021.
- April is Community College Month. End the Community College Stigma.
 - Administration, Faculty, Staff highlights of Community College.
 - Throwback Thursdays
- Hall of Fame:
 - 15 students will be presented to the Board of Trustees on Thursday, March 11, 2021.
- Enrollment Update: Early Predictions for Fall 2021:
 - 10-15% Decrease for Fall 2021
 - Students choosing a Gap Year.
 - Financial difficulty
 - Virtual Learning.

XII. AGENDA ITEMS- Mr. Casey

A. Updates

Mr. Casey reported on the following:

- Workforce funding will have a change. Northwest should have those funding changes by June or July.
- Truck Driving courses are in the process of being able to offer that course for a full semester. IAC will be looking at the course changes to move forward and then it will go to MCCB for approval.
- Diesel Tech is in process of looking for an instructor. Northwest will begin to offer this course in fall 2021.

XIII. AGENDA ITEMS- Ms. Johnson

A. Updates

Mrs. Johnson reported on the following:

- Intelligent.com has ranked Northwest Mississippi Community College within the top 10 as best online college and universities across the nation and Northwest is the number 1 best online college within the state of Mississippi for College and Universities.
- Spring 2nd mini has 66 classes being offered of that 56 courses have enough students.
- Northwest is in process of testing other colleges students as well as Northwest students are being tested for mid-term. Some courses will have finals next week.
- Looking for software that is synchronous and designed with online learning tool options.
- In the process of adding course schedules for fall 2021.

XIV. AGENDA ITEMS- Dr. Wiley

A. Updates

Dr. Wiley reported that course evaluations have just been added. She also shared that Dual enrollment have seen a low response rate. She has reached out to Dr. Isom to make his team aware of the low response.

Dr. Wiley shared that the Services Survey will going out this week. This summer would be a great time for the different departments to review and make changes to that survey.

Dr. Wiley shared that ACUE has weekly assignments that are graded by national instructors and the faculty members who are taking part in this will receive 4 credential and a national certification. Mrs. Hale reported that the current cohort is 30 instructors.

XV. AGENDA ITEMS- Dr. Mullins

A. Updates

Dr. Mullins shared that depending on the COVID regulations that there could be an increase in the following programs:

- PN- Southaven could increase from 25 students to 30 students.
- PN- Senatobia could increase from 35 students to 45 or upwards of 50 students.
- PN- Oxford could increase from 37 students to 45 students.

Dr. Mullins shared the summer class opportunities.

- HCA- phlebotomy-
 - Cohort of 30 – Oxford
 - Cohort of 20 – Senatobia
 - EMT- for Ole Miss
 - Pre-Med students

Dr. Mullins shared that the accreditation process for the Paramedic program will not see a site visit due to COVID restrictions. They have requested some documentation that will be sent to them: Clinical agreements, and the Advisory Minutes.

Dr. Mullins is waiting on final approval for the PN faculty and the Funeral Director position.

Dr. Mullins shared that the RN graduate breakfast and lunch will be Monday, March 8, 2021 in the Haraway Center.

Dr. Mullins reported on the accreditation steps for the PTA program. This fall will be the first semester for students in that program with full accreditation following that first cohort's graduation.

XVI. ADJOURNMENT:

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