

EXECUTIVE COUNCIL MEETING  
May 26, 2021

The Executive Council met on Wednesday, May 26, 2021 at 11:00 a.m. Ranger Room in the James P. McCormick Administration Building 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 May 26, 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 May 26, 2021. The motion was seconded by Dr. Tonyalle Rush.

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

Mr. Dan Smith made a motion that the Executive Council approve the minutes of the Executive Council meeting dated March 3, 2021 as presented. The motion was seconded by Dr. Tonyalle Rush and carried unanimously.

**III. REVIEW OF ACTION TRACKER ITEMS**

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

A. Updates

Dr. Heindl reported that on May 13, 2021 the Northwest Board of Trustees approved a 4% increase for all full-time Northwest employees. The state of Mississippi approved a 1% for community colleges to offer raises and Northwest Administration was able to add

an additional 3% of local funds to offer this type of increase to the Northwest full-time employees.

Dr. Heindl shared the plan for Northwest getting back to normal. Northwest will allow no masks at most locations and venues but may for classroom and lab usage. In these smaller more confined spaces a mask will be required. This will begin in the summer session and by fall this mandate could be lifted. This appears to be the norm of some community colleges and universities.

Dr. Heindl reported that the Budget requests are almost completed and soon meeting with each department will take place. He shared that most if not all top requests were honored. The total is around \$1 million dollars in requests that were approved.

**V. AGENDA ITEMS- Mr. Smith**

A. Updates

Mr. Smith shared that the COVID-19 student guide is online. The protocols and guidelines should be posted soon. The content has been shortened and the information is more targeted.

**VI. AGENDA ITEMS- Mr. Horton**

**VII. AGENDA ITEMS- Dr. Domas**

A. Updates

Dr. Domas shared the following information:

- WIOA received 2 grants one for \$1.3 million and \$925,000.00.
- South Delta Planning Development has earmarked funds in the amount of \$50,000.00 for furniture for the Concourse.
- The Coliseum floors are having to be resealed. This work began on Monday, May 24, 2021. After the sealing the floor will sit for 30 days with no traffic on them.
- AD Oakes, Dr. Heindl and myself are in process of post season debriefing with the coaches: Coach Carson, Coach Bramlett, Coach Hogan, Coach Beattie.
- Customer Service Award nominations will be going out campus wide for the FY 2021-2022 year. Both 2020 and 2021 will be announced at the fall convocations.
- Achieving the Dream's summer convening will be July 14-15, 2021.

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

A. Updates

Dr. Jones reported on the following for the Oxford Campus:

- May 3, 2021 at 5:00 pm the Oxford High School Northwest held the first graduating class of the Scholastic Institute Graduating Ceremony.

- Summer Registration will be held on May 27<sup>th</sup> & 28<sup>th</sup>.
- HCA will hold it's first HCA cohort this summer.
- Earlier in the month Dr. Jones attended the Water Valley Lions Club meeting to talk about all the happenings at Northwest.
- Oxford has three retirees: Jay Lowrey, Suzette Logan, Vanessa Betts. Their last day will be June 15, 2021.

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

### A. Updates

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

- April 17<sup>th</sup> Northwest hosted FAFSA Days
- April 27<sup>th</sup> PTK Induction
- April 30<sup>th</sup> PTK All Mississippi Luncheon
- For teacher appreciation Northwest provided a lunch to teachers. Ms. Nici Hill passed out free carwash vouchers to all faculty.
- May 4<sup>th</sup> a graduation celebration was held at Northwest for the Ole Miss graduates.
- Student appreciation week Northwest honored students with corn dogs, water, and t-shirts.
- Northwest held a corn hole tournament and the Olive Branch location won & went on to compete with the Lion's Club tournament.
- Perkins-Elmer Global Company will donate a "High Performance Liquid Chromatographic Instrument." This equipment is valued at \$40,000 and this HPLC is unique and extremely useful for Organic Chemistry, Biochemistry, and Forensic Science students.

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

### A. Updates

Ms. Gordon reported on the following:

- Scholarship Selection Committee met last week
  - New scholarship awarding program is being utilized.
    - This year Northwest Foundation had 725 applications compared to 474 last year.
  - Awarding 354 scholarships to new students and 248 returning students.
  - Totaling 602 scholarships awarded valued at \$540,350.00.
- New Endowments
  - Regina Clark Endowment
  - Wesley Williamson Theater Endowment
  - Don Clanton Endowment
- Campaign Update
  - \$2.0 million in commitments of the \$4.56 million goal.
  - 90 proposals have been presented via zoom calls, and face to face meetings.

- Jerry Smith will be on campus next month. Plans on meeting with Jim Flanagan, President/CEO of the Desoto Council Economic Development Council.
- Plans to hold a faculty and staff campaign in August around the convocations.
- Dr. Mullins attended and spoke at the Foundation Board meeting last month regarding the School of Health Sciences.
- Spring Issue of Northwest Now
  - Estimated to go out in mid to late June.
- Spring Soiree' 2022 will have new awards to be presented.
  - Alumni Professional Achievement Award
  - Young Alumni Professional Achievement Award
  - Award for Outstanding Organization
  - Spirit of Northwest Award
- New Alumni Association Board Member
  - Stephen Box, a representative for Calhoun County and the son of Steve Box who passed away earlier this year.
  - Looking for a representative from Quitman County.
- Homecoming
  - Thursday, October 21, 2021
  - Golden Circle medallion- 50-year anniversary
    - Classes 1970 & 1971 will be recognized this coming year.
  - Alumnus of the Year: Barry Bouchillon
  - Sports Hall of Fame:
    - Men's Basketball (1961-63)- Jimmy Steward
    - Softball (2012-13)- Casey Baddley
    - Baseball (2012-13)- Cody Reed
    - Men's Basketball (1985-87)- Harold Lewis

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

A. Updates

Dr. Rush reported on the following:

- Summer 2021 Registration
  - Head Count:
    - Priority Registered      581
    - Completed                1,043
    - Total                        1,624
  - Credit Hour
    - Priority Registered      3,568
    - Completed                6,918
    - Total                        10,486
  - Estimated FTE
    - Priority Registered      233
    - Completed                450
    - Total                        683
- Transcripts
  - 250 transcripts have been requested to go to the following institutions:

- Northeast 129
  - Hinds 45
  - Coahoma 36
  - East MS 28
  - MS Delta 11
- Dr. Rush estimates a 10-15% decline in enrollment for Summer session 2021.
- May 3, 2021 the Executive Council Executive Committee approved to immediately change the policy to the application process removing the May 31<sup>st</sup> deadline date on the housing applications to allow Out of District students to make room reservations. Priority will continue to be granted to In District students.
- There is a new Scholarship Committee to oversee the scholarships awarded to athletes, band members and cheerleaders. This committee includes coaches, band directors, business office, and instructional representation.
- ACCRAO
  - April 30<sup>th</sup> met with faculty
  - May 14<sup>th</sup> held a Townhall meeting
  - Data teams met last week.
  - Virtual Visit is scheduled for June 14-17. Invitations will be sent for a 45-minute time frame.
- ACALOG
  - Online Bulletin will be sent out for proofing.
  - Go Live Date set for June 18, 2021
- August 16, 2021 will be Student Convocations, “Ranger Round-up”
- COVID Reporting Center
  - Students will now use the COVID-19 Reporting Form for a positive test result.
- June 3, 2021- COVID-19 Response Team Luncheon
- June 14, 2021 Touring the Calhoun Hall
- New Name for the “South Gym”
  - Ranger Cheer Gym
  - The sweat box will only be used for recreation
- Mail outs are going to Dual Enrollment students with #stayranger
- Summer Commencements will be in the Coliseum on July 30, 2021 at 1:00 pm.

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

### **A. Updates**

Mr. Casey reported on the following:

- Utility Line Worker Program has 16 slots and currently there are 26 applicants. Mr. Casey shared that if funds and space allows there is potential for doubling this program.
- Mississippi State Grant that allows for C-Spire Institute to teach coding.
- Adult Education Graduation was held on May 10, 2021.
- Everest now has the phone and internet up and working. Adult Ed will open at this location soon.
- June 21, 2021 Grand opening of Marshall County Training Center.
- Commercial Truck Driving

- The 3 Truck & 2 Trailer wraps have been completed and one truck and trailer will be used by the Northwest Band. These will be seen on the highway soon.

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

#### A. Updates

Dr. Wiley reported on the following for Ms. Johnson:

- Registration:
  - There are 515 students complete and 487 to be completed.
  - Making decisions today on courses to close (possibly 5) that have students from other colleges that will not make with 10 students. Those colleges will be informed so arrangements are made for their students.
- Software:
  - Testing in the classroom for Fall 2021- using LockDown Browser
  - HonorLock will be used for testing at home.
  - Leaving the choice to the instructor.
- Revamping the fall Canvas templates both for online and for the classroom. The Online Orientation for new instructors online is being revised to reflect new software usage and update for procedures.
- Dropout Detective will be used in all classes this fall to help with retention.
- The MSVCC Retreat will be at CoLin on their Natchez campus, June 9-11. Jennifer Hale, Kim Steinman and Phyllis Johnson will be in attendance. This is where we discuss best practices, review vendors, build comradery and talk about retention and quality in our online classes throughout the state.

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

#### A. Updates

Dr. Wiley reported on the following:

- ACUE
  - The first cohort had 31 participants that began and finished with 27 that passed.
  - June 2<sup>nd</sup> will begin the next cohort and 10-15 of the original cohort was offered to begin this session. An additional 17 have signed up to participate.
  - Dr. Wiley would like to honor these individuals at the Convocations with certificates.
  - Currently, there are not funds for the 4<sup>th</sup> course. Dr. Wiley would like to offer this continuation to allow for the National Certification.
- IOTA360
  - This platform will be implemented in mid-June. This platform will allow for summer course evaluations. It is easy to work with and student will find their course evaluation in Canvas. Instructors will be able to pull reporting as soon as classes and grades are completed.
- Hiring

- Dr. Wiley will be in the process of hiring faculty and District Directors this summer.

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

A. Updates

Dr. Mullins reported on the following:

- School of Health Sciences has 2 new summer options:
  - HCA in Oxford
    - 20 students in that program.
  - EMT at Oxford Campus.
    - 11 students in that program.
- Fall Enrollment
  - Cardio Vascular Technology- 8 students
  - Funeral Service Technology- 19 students
  - Respiratory Therapy- 12 students
  - PN- Ashland requirements. 15 seats with 22 students meeting
  - PN- DeSoto requirements. 30 seats with 41 students meeting
  - PN Oxford requirements. 40 seats with 46 students meeting
  - EMT 10 Students at each campus
  - Surg Tech requirements. 30 seats with 36 students meeting
  - PTA 15 students- First Cohort
  - RN 96 students (4 possibly more)
  - HCA- Desoto 3 pre-registered with 10 seats
  - HCA- Senatobia 9 pre-registered with 25 seats
  - HCA- Oxford 16 pre-registered with 25 seats
  - HCA- Water Valley 15 seats available
- School of Health Science Student Alliance Task Force held its first meeting with keynote speaker Dr. Bledsoe.

**XVI. ADJOURNMENT:**

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