

EXECUTIVE COUNCIL MEETING
August 4, 2021

The Executive Council met on Wednesday, August 4, 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
Dr. Andrew Dale, Associate Vice President for Community Outreach
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 4, 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 August 4, 2021. The motion was seconded by Dr. Tonyalle Rush.

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 May 26, 2021 as presented. The motion was seconded by Dr. Keith Reed and carried unanimously.

III. REVIEW OF ACTION TRACKER ITEMS

IV. AGENDA ITEMS- Dr. Heindl

A. COVID Protocols

Dr. Heindl shared information regarding the Delta variant and how it relates to COVID and the need for the COVID Protocols to be examined for the upcoming Fall semester. Dr. Heindl shared that some of the k12 schools within our district have already made decisions regarding masks and have set a date for this requirement to be revisited at a later date to

determine if the requirement could be lifted. Universities, colleges and other community colleges were discussed regarding their requirements for this fall semester. Some are requiring fully masking up for indoor and outdoor spaces while others have not published their protocols. The following were topics that were discussed regarding the protocols:

- Changing the protocols for fall:
 - Face coverings: outdoor events, indoor events, residence halls, common areas, cafeteria, and lab areas.
 - Absences, reporting, and contact tracing.
 - End date of the new protocols.
- Decisions regarding the protocols:
 - Dr. Dale and Dr. Rush will work on protocols & messaging that will go out campus wide.
 - COVID Taskforce will meet this week to discuss and make final decisions regarding the requirements for Fall 2021.
 - Signage will need to go back up in all buildings, classrooms and cafeteria.

V. AGENDA ITEMS- Mr. Jeff Horton

A. Updates

Business Office

- Issues with end users viewing budgets. In process of obtaining a second opinion.
- Working on RFP for pianos.
- Potential ARP recipients received and email on Tuesday. Correspondence regarding balance forgiveness funds to be sent soon.

Grants

- Northwest was awarded \$834,016 from the American Rescue Plan Act Strengthen Institutions Program (SIP) grant.
- Northwest was awarded \$2,282,400 from the competitive grant competition of the Coronavirus Response and Relief Supplemental Appropriations ACT, 2021 (CRRSAA). Only 110 institutions received over \$113M in grant funds.
 - The funds will be used to reengage students by paying off account balance from March 13, 2019 to present balances.

Human Resources

- Implementation for payroll is scheduled to go live January 2022.
 - To include: Time and Labor, Self-Service, Absence Management
- Onboarded New Hires through Oracle beginning June 2021
 - 35 New Full-time employees.
- New Health and Safety Reporting through Oracle
 - Beginning August 2021

Bursar

- Completed a successful summer second term.
 - Football Orientation
 - Assisting with orientation/registration.
 - Future Football orientation to include the Bursar in the planning of the event.
 - Collaborating with Matt & Lillian regarding ARP Funds.
 - Summer refunds sent out on July 30 in the amount of \$324,577.74 disbursed.

- Mailed 3428 pre-registration mailers.
- Collaborated with the OECP to revise and implement and improved DE MOU for 2021-2022

Physical Plant

- Concourse is moving forward.
- Calhoun Hall will allow for students to move in on the South wing while they are finishing up on the North wing.
 - Looking at additional Police surveillance during this time for safety.
- PAC is moving along on schedule.
- DeSoto Project
 - EDA to possibly offer additional funds \$5M to this \$13M project.
- Soccer/Softball Project is on schedule.

IT

- Oracle Customer Experience- CX
 - Design sessions are complete and Data integration sessions will begin this week for CX.
- Oracle Student Financial Planning
 - Design sessions are ongoing, project scheduled to go live in November 2021.
- Hyland OnBase Imaging System
 - Scheduled to be completed before January.
- Elliot Epic Track App
 - This will be used for tracking event participation on campus.
- RAVE Mobile Safety Alert
 - This implementation will replace Campus Cast that currently sends out mass messages/alerts.
- Card Reader Attendance- aPlus+ is a software plug-in to Canvas for taking attendance to be used with the card reader attendance project has been purchased. A plan to wire classrooms for this project is being developed and an RFP for readers will be done soon.
- Student Technology Grant has allowed for purchase of 200 Dell Precision laptops, 400 MicroSoft Surface Pro, and 200 MacBook Air devices. On order are 800 Hot Spots to provide for students awarded this grant.
- Laptops for staff, based on need as identified by supervisors, have been purchased and distributed to all campuses.
- SmartMedia ID Cards- New this fall student will have a new ID card. These cards will be used at the readers in Calhoun, Batesville Concourse and will be used in classrooms for the attendance project. Senatobia Campus will begin printing cards this week. Other campuses will remake their cards later within the semester.
- Calhoun Hall card readers have been installed. These are like hotel entry rooms. Also, security cameras have been installed.
- The Concourse Batesville equipment has been purchased for the labs.

Auxiliary and Facility Services

- Todd Latham has been hired to manage this area of the college.
 - Various areas of responsibility: Bookstore, Food Services, Grounds, Landscaping, Custodial, Facility Rentals, Health & Wellness Center.
 - Currently he is reviewing various contract: Food Services, Coffee Shop, and the Health and Wellness Center.

- Met with the CFO of the Health and Wellness Center.
- Meeting with potential new coffee shop vendor for DeSoto Center.
- Planning stages for an online presence for the Bookstore.
- Updating the cost analysis for eBooks vs. traditional textbooks.

Ranger Bookstore

- Ranger Bookstore in process of receiving shipments of textbooks and merchandise for fall 2021.
- The items for the Fall 2021 technology grant are coming in and being counted and stored away for later in September.
- Ranger Bookstore FB page is a big hit and sales are going strong.
- Delivery of Pepsi products to the different offices have been completed.

Campus Police

- Two new hires:
 - Kenny Free and TJ Logan
 - Officer Free will be on the Oxford Campus.
 - Officer Logan will be on the Senatobia Campus.

VI. AGENDA ITEMS- Dr. Andrew Dale

A. Council and Committee Book

Dr. Dale brought the new document, Council and Committee 2021-2022, to the Council for discussion. The topics that were discussed were: new calendar year- new members and the need for current members to roll-off for this FY22. Each committee was discussed and a determination for new members were made as well as the current members that would roll-off for this next year. The decision to have Leslie Legendre and Dr. Dale work together to complete the appointment letters for all committees and councils and email each member prior to Monday, August 9, 2021. Below is a listing of the committees discussed.

- Finance Council
- Student Services Council
- Instructional Affairs Council
- Strategic Communications Council
- Northwest Leadership Forum
- Athletic Committee
- COVID Taskforce
- Disability Services Committee
- Dual Enrollment Committee
- eLearning Committee
- Enrollment Management Committee
- External Research Committee
- Grade Appeal Committee
- Graduation Committee
- Learning Resources Committee
- Military Affairs Committee
- Student Learning Outcomes Committee
- Scholarship Committee
- Satisfactory Academic Progress Appeal Committee
- Student Engagement Committee

VII. AGENAD ITEMS- Dr. Matthew Domas

A. Updates

Dr. Domas reported on the Summer Activities:

- Diesel Tech will begin this fall.
- Hiring
 - Continuing to hire for School of Health Sciences and CTE.
 - Moving some employees around in WIOA.
- Education Department
 - This department has been folded into Humanities, Sciences, and Student Services.
 - Julie Correro moved to the Student Services Department.
 - Mr. Weldy & Mr. Foster have moved to the Science Department.
 - Ms. Stennet has moved to the Humanities Teaching Developmental English.
- Health Science
 - Mary Ayers, Dr. Reed, Dr. Mullins, and Dr. Domas met to discuss the possibility of Health Science expansion at the DeSoto Center.
 - Looking at RN program to find a way to adjust the grade appeal process. RN is the only program that front loads classes before clinicals.
- Adult Education
 - There are plans to move Adult Education to the once named Calhoun Building by the end of this fall semester.
- Aviation
 - In process of writing a sub-change.
 - On Friday, August 6, 2021, Dr. Heindl, Mr. Horton, Mr. Casey and Dr. Domas will be traveling to DSU to tour their Aviation program.
- ATD
 - The Achieving the Dream Coaches will be on campus in October.
- Concourse
 - The WIOA and Adult Ed will be moving to the Concourse.

VIII. AGENDA ITEMS- Dr. Keith Reed

A. Updates

Dr. Reed shared the following information from the DeSoto Campus:

- July 20, 2021 the DeSoto Center received \$40,000.00 in donated equipment.
- Two new hires:
 - Ms. Samantha Howington
 - Ms. Brittney Smith
- In need of a third enrollment specialist.
- MCLLA participation from Ms. Dukes and Ms. Lennox. They have attended their first meeting that was held on July 23, 2021.
 - Ms. Dukes will be attending the National in Charleston, NC as an Up and Coming Leader.
- Blood Drive was held on July 13th & 14th.
- Student Preview Day Expo will be August 16, 2021.

- Recruitment opportunity this weekend at the Tanger Outlet Mall.
- Job Fair with Engle Ship Yard.
- Retirement for Dr. Rick Gregory, Ole Miss Desoto.
- Food Truck Days to be forth coming.

IX. AGENDA ITEMS- Dr. Don Jones

A. Updates

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

- Tonight, there will be an orientation for the Scholastic Institute.
- HCA cohort of 15 in Oxford/Water Valley.
 - This cohort will be for college credit.
- 1 position open for a custodial position that will cover the Water Valley, Oxford, and Batesville locations.
- Two staff are out with COVID.
- Surg Tech will admit 28 students in the Fall 2021 cohort. There will not be a spring 2022 cohort.
- Marshall County Correctional Center is being taken over by the Mississippi Bureau of Prisons.
 - This will open up opportunities for Workforce and Instructional opportunities for veterans that are incarcerated.
 - Looking into the opportunity for the usage of the Second Chance Pell to be used in this facility.
- Dr. Dale and the communication department sent out a nudge to students in their latest campaign. Emails and text were sent to applicants that were on file to remind them to apply and register for classes.

X. AGENDA ITEMS- Ms. Patti Gordon

A. Updates

Ms. Gordon reported on the following:

- Sports Hall of Fame
 - Jeff Miller
- A new scholarship in memory of Richard Honeycutt.
- New Awards for the Spring Soree'
 - Outstanding Corporation
 - Spirit of Northwest
- February 2022 WHEM planning meetings have been set.
- Capital Campaign is at \$2,030,000.00.
 - Foundation Board is 100% committed to give to the capital campaign.
 - Ms. Gordon presented that the Foundation would like to have the Executive Council 100% committed to give to the Capital Campaign.
 - Ms. Gordon shared that Ms. Sandra Moore, Dr. Nici Hill, and Liesl Mote are serving on the Foundation Board as staff/instructors' representation.
 - Niles Norris will be speaking at the Faculty Convocation on Monday, August 9, 2021.

- Ms. Gordon shared that Mr. Phillip Cowart will be speaking at the next Foundation Board meeting regarding Estate Planning on August 17, 2021.

XI. AGENDA ITEMS- Dr. Tonyalle Rush

A. Updates

Dr. Rush reported on the fall enrollment, sharing that the total head count is 4,996 for standard students. Below show the areas of students:

- Senatobia Campus 2,117
- DeSoto Campus 681
- Oxford Campus 273
- eLearning 1,013
- Ashland Campus 21
- Olive Branch Campus 49
- High School 12
- Dual Enrollment 830
 - Total 4,996

Dr. Rush shared the numbers for last year this time Priority Registration was 4,583. This shows that currently there are more enrolled than last year. Registration is continuing through August 13, 2021. Online registration will begin on Monday, August 18, 2021 for full term. Students will begin paying for their courses on August 6, 2021. Other registration periods for the semester is Second Mini-Term and Winter Term.

Dr. Rush shared that she would like Dr. Robbins and the consultants to share the AACRAO Strategic Enrollment Management Reports Executive Summary at a later date.

XII. AGENDA ITEMS- Mr. Dwayne Casey

A. Updates

Mr. Casey reported on the following:

- New Programs:
 - Coding- has a few seats left for the fall semester.
 - Utility Line-Worker Program
 - Diesel- the limit for this class is 20. This will be a for credit course.
- Meeting with Tri-State Trucking is set for August 10, 2021.
- All programs are full some are over full with a waiting list for some.
- Welding at the Concourse was a good call.
- Adult Ed in Water Valley has hired an Instructor that is local.
- Truck Driving has been MCCB approved. Financial Aid is in process of being approved.

XIII. AGENDA ITEMS- Ms. Phyllis Johnson

A. Updates

Ms. Johnson reported on the following for eLearning Department:

- Testing for the fall will be left up to the instructors on whether they will test online or in the classroom.
- Dropout Detective – we will offer a refresher and training on this product.
- MSVCC Retreat- Ms. Johnson was asked to present at the retreat this summer regarding quality in online classes.
- Creating 4 classes on “How to be a Better Instructor”.

XIV. AGENDA ITEMS- Dr. Carolyn Wiley

A. Updates

Dr. Wiley reported on the following:

- Stacy Honeycutt will be back September 13, 2021.
- Strategic Planning is in process:
 - Economic Impacting the Community
 - Departmental Plans & Goals
 - Strategic Enrollment Outcomes
 - Working on Instructional Plan.
 - Deadline is January
 - Dr. Wiley deadline is Sept./Oct.
- 5th year will begin in October. Ms. Haraway is writing the QEP.
 - This plan will be due 6 months after institution is notified.
- Course Evaluation can now be found in Canvas on the Dash Board.
 - Summer courses had a 30% response rate.

XV. AGENDA ITEMS- Dr. Stephanie Mullins

A. Updates

Dr. Mullins reported on the following:

- Special Recognition for Mrs. Lacey Gentry. She will be serving a 4-year term on the Mississippi State Nursing Board.
- Surg Tech had 21 students to graduate and 20 passed their boards. This is a 95% pass rate.
 - 31 students have registered for fall 2021.
 - Looking to DeSoto to offer this course in the Spring 2022 semester.
- Dr. Mullins has reached out to ATI to negotiate the price for a student that has failed her Board a few times. ATI offered the student Zoom Live ATI Program and after completion of this the student successfully passed Boards.
- New Roles: Summer McBride, Director of PN program, Amy Ramos, new RN faculty, Brad Slone, new RN faculty.

XVI. ADJOURNMENT:

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