

EXECUTIVE COUNCIL MEETING  
January 12, 2022

The Executive Council met on Wednesday, January 12, 2022 at 8:30 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

Mrs. Leslie Legendre, Executive Assistant to the President

**I. CALL TO ORDER/REVIEW AGENDA:**

Dr. Heindl called the meeting of the January 12, 2022 Executive Council meeting to order.

Dr. Andrew Dale made a motion that the Executive Council approve the agenda for the Executive Council meeting dated January 12, 2022. The motion was seconded by Dr. Don Jones and carried unanimously.

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

Dr. Carolyn Wiley made a motion that the Executive Council approve the minutes of the Executive Council meeting dated November 10, 2021 as presented. The motion was seconded by Ms. Patti Gordon and carried unanimously.

**III. REVIEW OF ACTION TRACKER ITEMS**

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

A. Updates

Dr. Heindl shared the following with the Executive Council:

- On Wednesday, January 5, 2022, Dr. Heindl hosted the Career Technical Education Faculty for at Coffee & Conversations. This day involved 4 small session for a total of over 50 faculty members over the course of the day.

- Dr. Heindl will be bringing at a later date information that was shared to him regarding small changes that could have a large impact to the faculty members, as well as, students.
- These items range from Technical Support, Communication, and student Business Office services to name a few.
- The Board of Trustees will be meeting on Thursday, January 13, 2022. One of the items on the agenda is the approval of and renovation for the Chick-fil-A project.
  - The Northwest Leadership Forum will be meeting at 2:30 for the official release of information with a photo opportunity.

**V. AGENDA ITEMS- Dr. Andrew Dale**

A. Updates

Dr. Dale shared the following information:

- Moday.com software is being utilized to streamline the workflow in the Communications Office. If your department is needing the help of the Communications, utilize the online form.
  - Currently in Que: Foundation Report & Rocketeer
- Concierge document; “Around Town” is in the works to be completed for the Football Coaches to use as recruiting material.
  - This document was emailed to each member. Let Dr. Dale know if there are any edits or additions that need to be made to the document.
- Head Shots for the Executive Council are today in the Board of Trustees Parlor beginning at 11:30 am.
- January 30- February 2, 2022 is the CASE Conference in Atlanta, GA. Kayleigh Mitchell, Patti Gordon, Leeann Elrod and Dr. Dale will be attending the conference.
- February 6 – 9, 2022 is the ACCT National Legislative Summit in Washington, DC. Dr. Heindl and Dr. Dale will be attending this Summit.
- Strategic Council Committee met in December. The first video has been submitted to Horn Lake High School. This will be played on the school’s channel and will continue on a monthly basis.
- Dr. Dale has been updating Google & Apple maps. Let him know if there

**VI. AGENAD ITEMS- Dr. Matthew Domas**

A. Updates

Dr. Domas reported on the following:

- ATD Plan of Action is due on February 7, 2022.
  - ATD meeting on Friday, January 14, 2022
  - ATD meeting on Tuesday, January 18, 2022
- Administration is still working on agreement with Everest. Currently, working on data that they will provide to their Board members.

- Athletics
  - Men's Basketball is 10-2.
  - January 13, 2022 is the next home game for the Men as they play Northeast Mississippi Community College
  - Women's Basketball is 8-5.
  - January 13, 2022 is the next away game for the Women as they play Northeast Mississippi Community College

**VII. AGENDA ITEMS- Dr. Keith Reed**

A. Updates

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

- College Fair January 24, 2022
  - Over 30 colleges and universities are scheduled to attend the DeSoto County College Fair that will be held on the DeSoto Campus.
- February 16-18, 2022 Perkins Elmer is the Equipment Company that donated Science equipment. The Technology Bus will be available on the 16<sup>th</sup>, Training on the donated lab equipment on the 17<sup>th</sup>, and continued hands on training on the 18<sup>th</sup>.
- Yesterday Amazon held a job fair for the Memphis area at the DeSoto Campus.
- Today Amazon held a job fair for the Horn Lake location at the DeSoto Campus.
- First time ever the PTK has held the 5-star status.
- Monday, January 17, 2022- Enrollment Specialist to attend the MLK event in Holly Springs, MS.
- February 1, 2022 will be Ranger Friday from 9 am – 1 pm for individual tours.
- Spring Preview Day will be in March for Seniors and April will be for Juniors.
- Surg Tech has 9 students enrolled at this time.

**VIII. AGENDA ITEMS- Ms. Patti Gordon**

A. Updates

Ms. Gordon reported on the following for the Foundation/Alumni Office:

- March 26, 2022 will be the Spring Soirée' in the Haraway Building.
  - This will be a ticketed event.
  - Fine Arts Department will be handling the entertainment.
- January 30- February 2, 2022 CASE Conference in Atlanta, GA.
- February 17 – 18, 2022 WHEMN Conference in Oxford, MS.
- April 19, 2022 Scholarship Selection Committee
- April 27, 2022 Faculty Staff Retirement Awards
- November 8-9, 2022 Scholarship Awards
- Capital Campaign has reached \$3.8M in giving.
  - A Public Announcement will be going out mid-February to announce that Northwest has reached 70% of the goal.
- ACI in Batesville has made a \$100,000 commitment to the Foundation.

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

## A. Updates

Dr. Rush reported on the following for Student Services:

- Enrollment is slightly down from last year at 6.8% in credit hours.
- Online classes will begin Tuesday morning.
- Second mini-term is still available for registration.
- Implementation is ongoing for CX.
  - Training sessions are taking place.
  - Go live date is the January 28, 2022
- Implementation for Eloqua is ongoing.
  - Go live date is set for the end of January.
- Partnership with Clark Higher Ed
  - Working with Clark Higher Ed to assist in writing Northwest Enrollment Campaign
- Go Live date for the student financial planning piece is January 22-23, 2022
  - Will begin auto packaging for students this spring.
- AACRAO- December Northwest submitted the goals and we are in the beginning stages of the next steps.
- Advantage Design Group will be on campus beginning next week.
  - Visiting all campuses to video content for the online orientation.
  - There will still be face to face orientation but adding the option of online orientation.
- Cheer Team will be heading to Orlando, FL for the UCA College Nationals that will be held on Friday, Saturday, and Sunday of this week.
  - More competition this year than they had last year.
  - Gulf Coast, Holmes, Pearl River and Jones College will be attending this year.
- Silent Party was held in the sweatbox last night and there was a great turn out.
- Hall of Fame students have been selected and the 16 selected will be attending the February Board of Trustee meeting.

## X. AGENDA ITEMS- Dr. Don Jones

### A. Updates

Dr. Jones share the following from the Lafayette/ Yalobusha Campus:

- During the Christmas Break Ms. Arman processed over 200 applications for spring and fall 2022.
- Oxford Campus has a team reaching out to students by text, email, and phone to recruit for the spring and fall semesters.
- Synchronous Learning is taking place to accommodate need classes on all campuses.
  - CT has 5-6 students
- Participation in Parades during the holiday season at:
  - Water Valley
    - Surgical Technology & Cosmetology created a float for these parades
    - Won \$100 and featured on the front page of the paper.
  - Oxford

- Physical Plant was called to assist with some water leaks.
- New Cosmetology Instructor on the Oxford Campus: April Shappley.
- Water Valley was without power yesterday.

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

##### A. Updates

Mr. Casey reported on the following:

- Adult Ed will be moving from the Tunica Building to the Education Building soon.
- Cyber Security will begin in the fall 2022 at the DeSoto Center.
- HRM is in the process of “Teaching Out” this program.
- February 17, 2022 will be the Advisory Breakfast. Estimated 200-300 industry will be present with Ryan Miller as the guest speaker.

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

##### A. Updates

Ms. Johnson reported on the following for eLearning Department:

- City Labs is an instruction design tool for Canvas that helps to improve course design. In process of implementing.
- Training session to continue on Fridays. The 1<sup>st</sup> and 3<sup>rd</sup> of each month.
  - 1<sup>st</sup> Friday-Happy Hour- focused on Instructor Sharing that assist with online teaching.
  - 3<sup>rd</sup> Friday- Getting Student Ready
- Training Session for new hires will focus on: Growing with Canvas, and Course Basics.

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

##### A. Updates

Dr. Wiley reported on the following:

- Winter Term
  - 279 students enrolled during 2020 term
  - 253 students enrolled during 20221 term
    - 9.3% decline
    - Reason for the decline was funding for this term.
  - No major issues during the term. Ideas to consider is availability of student services: Library, Math Lab, Writing Center, Help Desk.
- Program Review Committee dates is April 8, 2022.
  - Committee members will receive documents a week prior to the meeting.
- ACUE Impact Report
  - Dr. Wiley went through the report and emailed the committee the results.

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

A. Updates

Dr. Mullins reported on the following:

- New Hires:
  - Leslie Duke- EMS/Paramedic Program as the new Director
  - Tim Day- Cardiovascular at DeSoto begins January 18, 2022
  - Caroline Coleman- Surg Tech Faculty
    - Surg Tech has had the new sinks installed.
    - Students begin on Tuesday.
- PTA Onsite Accreditation
  - Virtual Visit is Jan 26-28, 2022
- Phlebotomy Pass Rate is 100% for fall 2021.
- PN Spring start
  - Senatobia 15
  - Oxford 45
- HCA is full for spring:
  - Senatobia 17
  - Desoto 10
  - Oxford 7

**XV. ADJOURNMENT:**

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