

EXECUTIVE COUNCIL MEETING  
February 2, 2022

The Executive Council met on Wednesday, February 2, 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  
Mrs. Phyllis Johnson, Dean of eLearning  
Dr. Don Jones, Dean of Lafayette/Yalobusha Technical Center  
~~Ms. Patti Gordon, Executive Director of Institutional Advancement~~  
Dr. Stephanie Mullins, Dean of Health Sciences  
Dr. Keith Reed, Dean of DeSoto Center  
Dr. Carolyn Wiley, Associate Vice-President of Academic Instruction and Institutional Effectiveness

Mrs. Leslie Legendre, Executive Assistant to the President

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

Dr. Heindl called the meeting of the February 2, 2022 Executive Council meeting to order.

Dr. Domas made a motion that the Executive Council approve the agenda for the Executive Council meeting dated February 2, 2022. The motion was seconded by Dr. Wiley and carried unanimously.

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

Dr. Jones made a motion that the Executive Council approve the minutes of the Executive Council meeting dated January 12, 2022 as presented. 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 shared the following with the Executive Council:

- Last week while in Jackson, MS during the Legislative Session Dr. Heindl and other community college Presidents met with Mr. John Read, Chairman of the House Appropriation committee. One of the topics expressed to Mr. Read was the need to increase the originally discussed 3% increase in salary for employees

to a request of 6% increase in salary. Reasoning for this change is inflation and the need to be able to retain and attract employees for community colleges.

- On January 24, 2022, Dr. Heindl, Mr. Horton, Dr. Domas, and Dr. Dale met with Chancellor Boyce and Mr. Kneip from the University of Mississippi. There were several items discussed regarding Northwest's partnership with Ole Miss.
  - Facility Planning
  - Bachelor of Applied Science
  - Sharing of data to utilize Northwest in assisting Ole Miss students who may be on academic probation. Students would come to NW and be able to still enjoy the benefits of the University and housing across Oxford and then filter back into Ole Miss after their GPA had recovered.

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

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

A. Updates

Dr. Domas reported on the following:

- ESPN top ten video of Northwest Men's basketball vs Itawamba. ESPN named Northwest as the #1.
  - The buzzer-beater of the week went to Isaiah Gaines.
- The Accelerate Mississippi meeting in Jackson, MS held discussions about program changes and the possibility of a new program to serve the Electric Vehicle industry.
- SACSCOC report- Fifth Year is due in September 2022
  - Dr. Wiley will be reaching out to the committee with responsibilities at all campuses to set dates to meet.
- Athletic Director, Brian Oakes has resigned. His last day will be Friday, February 4, 2022.
- Aircraft Manufacture meeting will be held on Friday.
  - Mr. Buddy Harvey is wanting to meet soon to discuss curriculum.
- April 1, 2022 Outstanding Student nominations are due.
- Calendar meeting will be next week.

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

A. Updates

Mr. Horton reported on the following:

- Mississippi Archives and History grant
  - This grant would be for window restoration of the Northwest Library.
  - \$264,000.00 grant
- EDA grant is due on February 14, 2022.
  - Funding the DeSoto construction project.
  - \$7,000,000.00 grant
- Early Childhood grant appeal
  - Finding \$176,000

- Decreased to \$6,000 in the appeal.
- Base Camp Coding agreement is close to completion, allowing this to be for credit.
- HR has the W2's completed.
- HR worked hard with the implementation of the electronic time cards. This project went well.
- ARP student Disbursement to go out March 7<sup>th</sup> with \$5M to send out to students.
- Dual Enrollment increase of an additional 600 students more than last spring.
  - Some changes that DE will see in the fall is students are allowed 15 semester credits to count toward the allotted discount.
  - Any additional credits will be full price.
- IT items:
  - Payroll Time Cards
    - Implementation is ongoing for CX.
    - Training sessions are taking place.
    - Go live date is the February 25, 2022
  - Implementation for Eloqua is ongoing.
    - Go live date is set for the end of February.
  - Imaging
    - Implementation is ongoing.
  - Card Readers
    - This is for classroom attendance.
    - Looking at phasing this technology across all campuses.
- Physical Plant Project
  - Football Phase III completed May 13, 2022.
  - Softball field completed Facility to be completed May 5, 2022.
  - Performing Arts Center
    - Kerry Goff has been hired as the new PAC Director.
  - Concourse lab construction will be completed April 1, 2022.
    - Electronic billboard to be installed at the Concourse in Batesville March 3, 2022.
  - Old Baptist Hospital
    - Looking to move several components of the Health Sciences to the 3<sup>rd</sup> floor for classes beginning in Fall 2022.
      - Surg Tech
      - PN
      - HCA simulation
  - McLendon Gym renovation by end of March.
    - Cheer Team
    - Tennis Team
  - Library Project is going through the Bureau of Buildings.
    - Waiting to find out who the contractor will be for this project.
  - Chick-fil-A
    - Advertising for General Contractor early March.
    - Couple of parking lot plans
      - Bobo/Taylor Dorm parking will be impacted.
      - Spill over parking across the street at Tennis Court.

## VIII. AGENDA ITEMS- Dr. Keith Reed

### A. Updates

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

- PerkinElmer will be on Southaven Campus on February 16-18, 2022.
  - The Mobile Innovation Lab will be on site for training.
  - Seminar will begin on February 17, 2022.
  - Industry will be invited to attend.
- College Fair January 24, 2022
  - Over 33 colleges and universities attended the DeSoto County College Fair that was held on the DeSoto Campus.
- Spring Preview Day will be in March for Seniors and April will be for Juniors.

**~~IX. AGENDA ITEMS- Ms. Patti Gordon~~**

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

A. Updates

Dr. Rush reported on the following for Student Services:

Dr. Domas made a motion to approve the following dates to be listed as Orientation dates for the fall semester: Dual Enrollment dates: March 26<sup>th</sup> & 28<sup>th</sup>, All Students: May 17<sup>th</sup>, 19<sup>th</sup>, 25<sup>th</sup>, June 14<sup>th</sup>, 16<sup>th</sup>, 21<sup>st</sup>, 22<sup>nd</sup> and a tentative date of July 12<sup>th</sup>. This motion was seconded by Dr. Wiley and carried unanimously.

- Hall of Fame Students will be recognized at the February 10, 2022 Board of Trustees meeting.
- SEM update
  - A meeting with Subcommittees and Data teams will be held this month.
- Admissions/Registrar
  - Priority Deadline for Spring Graduation February 25, 2022
  - Final Deadline for Spring Graduation March 25, 2022
  - Commencement May 6, 2022
- Recruiting
  - Counselor Appreciation Week all counselors will receive a gift on February 4<sup>th</sup> or 6<sup>th</sup>
  - Spring Preview Dates
    - Wednesday, March 30 Baseball games at 2 pm & 5 pm
    - Wednesday, April 13 Baseball games at 3 pm & 6 pm
    - Wednesday, April 20 Softball games at 1 pm & 3 pm
  - Dual Enrollment Packets
    - Mailed to all parents of DE students.
      - Including information about cost difference, PTK, Financial Aid, Admissions, and housing
- Financial Aid
  - FAFSA Fridays started this month
  - FAFSA Saturdays
    - February 25 Senatobia Campus & Oxford Campus
    - March 5 DeSoto & Oxford Campuses
    - April 23 Senatobia & DeSoto Campuses
- Student Success Center

- ACT
  - February 9, 2022 for Health Science majors
  - National ACT Test February 12, 2022
- New Counselor
  - Rachel Allen started January 2022
- COVID reporting
  - Desoto 6 positive students 1 exposed
  - Senatobia 7 positive students 5 exposed
  - Oxford 3 positive students 5 exposed
- International Student Ad Hoc Committee
  - Currently working through the policy for undocumented US Students & for students who live outside of the US.
- TRiO Student Support Services
  - SAEOPP Conference in Memphis, TN
  - Southeastern Association of Educational Opportunity Program Personnel
- Student activities:
  - February 8, 2022 Sweatbox Valentine's Day Ball
  - Congratulations to Northwest Cheerleaders for their Back to Back Championship in Traditional Open Coed

**XI. AGENDA ITEMS- Dr. Don Jones**

A. Updates

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

- Position open for Bookstore Manager at the Oxford campus.
- Synchronous learning is allowing Oxford campus to offer classes needed for students and even expanding offerings available.

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

A. Updates

Mr. Casey reported on the following:

- Diesel Tech has applied for \$1M grant to help offset cost of learning parts: engines, sensors, etc.
- At the Accelerate MS meeting in Jackson, MS
  - Northwest was informed that the funds can cross year with regards to spending.
  - Workforce Policy will see some changes.
- Adult Education has moved into their permanent home in the Educational Building at the North entrance.
- CTE Advisory Breakfast is set for February 17, 2022 with Ryan Miller as the speaker. He will be joining via zoom.

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

A. Updates

Ms. Johnson reported on the following for eLearning Department:

- Changing the role of eLearning
  - More supportive of faculty & staff
  - Improving communication
  - Enhancing the idea of “getting student ready”
- Focusing
  - More instructional & technological training and support for all instructors and staff.
- Project
  - Re-Design of the Canvas shell making it more consistent
  - Formation of a committee to design
    - Institutional features: syllabus location, college policies and procedures, etc.
    - Departmental features: Departments to add their content.
- Training:
  - First & Third weeks will be Canvas Training focused.
    - 1<sup>st</sup> will be “Getting Student Ready”
      - Carla Townsend beginning the training session with Alignment
    - 3<sup>rd</sup> will be “Happy Hour”- a round table discussion inviting instructors to share best practices.
      - Rachael Allen will discuss Battling Burnout
- Evaluations
  - Currently taking place.
- Mid-Term proctored exams are coming up.
  - Virtual exams will be using the Honorlock platform for testing.
  - Face2face will use lockdown browser

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

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

Dr. Wiley reported on the following:

- Meeting May 22<sup>nd</sup> to discuss students with intellectual disabilities with alternate diploma and their attendance at a community college
  - Grants for this project- Mrs. Hilson
  - Dr. Domas leading this project
- Advisor Training February 11, 2022
- Humanities Teacher of the Year; Chris Tingle
  - February 22, 2022 presenting in Rotary Room at the Haraway Center
  - “Unvexed to the Sea: The Impact of the Siege of Vicksburg on the Civil War and Mississippi”
- School of Health Science will have their program review on April 8, 2022

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

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

Dr. Mullins reported on the following:

- Physical Therapy Assistant program- Virtual Site Visit was January 26, 2022.
- Retention/Recruitment is the focus for the RN program.
  - Looking at Mississippi Gulf Coast and modeling a transition for student who have successfully completed the first two semesters and then failed out of the nursing program. This would allow students take the LPN boards NCLEX.
  - Summer Day camp for Sr., Jr., Sophomores
    - This would allow students to explore Health Science careers.
  - RN applications are steady but lower than normal. (111 applications to date)

**XVI. ADJOURNMENT:**

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