

EXECUTIVE COUNCIL MEETING  
April 6, 2022

The Executive Council met on Wednesday, April 6, 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 April 6, 2022 Executive Council meeting to order.

Dr. Rush made a motion that the Executive Council approve the agenda for the Executive Council meeting dated April 6, 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 March 2, 2022 as presented. The motion was seconded by Dr. Dale 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:

- Dr. Heindl requested Mrs. Legendre to send the current EC/EC minutes to the Executive Council within the document are multiple items that were approved from course changes to policy changes.
- The Mississippi Legislative session adjourned sine die on April 5, 2022 with a whole flurry of bills.

- SB3011; Defraying the Administrative expenses of the Mississippi Community College Board for Fiscal Year 2023.
  - Appropriations that would be level or slight increase for new Ed Technology, around \$2.8M
  - \$10M for education enhancement.
  - Capital Expense \$10M
  - Funds to provide 3% increase in pay for community college employees.
- SB3045; Defray the Expenses of the Department of Finance and Administration for Fiscal Year 2023.
  - Capital projects- \$3.5M
  - New Residence Hall- \$6M
- On Tuesday, April 5, 2022, Coffee with the President for the Senatobia Campus.
  - Discussions regarding wrap around services for students including bus services and child care.
  - Thursday, April 7, 2022 Coffee with the President will be held at the DeSoto Campus and Friday, April 8, 2022 will be held at the Oxford Campus.
- CARES Act Funds Disbursement totals to students \$11,084,216 to 13,165 students. Hundreds of thousand spent in technology devises including: Dell, Surface Pro, Apple, and Mobile Hotspots have been disbursed to students.

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

A. Updates

Dr. Dale reported that on Tuesday, March 29, 2022, WMC-TV5 was on campus and on Tuesday, April 5, 2022, Cox Media Group was on campus. They both provided a presentation regarding marketing for Northwest with focus on DeSoto and Oxford Campuses.

Dr. Dale shared a retention strategy that made a push towards registration for faculty and students this week by way of the text messaging services that Northwest currently uses. The plan is to send reminders by text over the next several weeks.

Dr. Dale reminded everyone that the Great College to Work for survey is nearing completion.

Dr. Dale shared that the ticketing system is open and Rodeo tickets are available. Theater tickets will be available soon.

Dr. Dale shared that the Army/National Guard was on the front of Northwest campus today.

Dr. Dale reported that at the Congressional level Mrs. Morris-Hilson is working on a Community Development project grant. The request is for welding equipment.

Dr. Dale shared that the Pell Grant has increased for this next year by \$400 per year.

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

## A. Updates

Dr. Domas reported on the following:

- ATD will be on campus beginning, Monday, April 11<sup>th</sup> through Tuesday, April 12, 2022 at noon.
  - Monday will begin with a meeting with Dr. Heindl and move to other areas.
  - Action plan: implementation team -new individuals invited to these discussions and implement the plan.
- SACSCOC 5<sup>th</sup> year is going well one area of concern 14.3.
- Athletic Director (AD) applications process has garnered 20 potential candidates. The interviewing committee will begin shortly reviewing, setting interviews, and begin the process of selection for the AD position.
- Northwest Rodeo is set for April 28, 29, and 30, 2022.
- Aviation meeting is set with David Lang and Mr. Ferguson for Friday afternoon to discuss the 141 application with FAA certification.
- Base Camp and Northwest signed the agreement last week.
  - Dr. Domas will be getting a copy of the MOU to Dr. Rush, Dr. Jones, and Mr. Casey
  - Dr. Domas mentioned to Mr. Horton the need to post for the additional instructor per MOU and onboard by May 2022. Classes will begin July 1, 2022.
- Dual Enrollment agreements are in the process of going out.
  - DE changes: Tuition 60% discounted for the first 15 hours. At a rate of \$57.20 per credit hour plus fees. Above the 15 hours students will pay at the full rate.

## VII. AGENDA ITEMS- Mr. Jeff Horton

### A. Updates

Mr. Horton reported on the following:

- Health Sciences discovery project for the possibility of space at the old Oxford Hospital for lab space has concluded. It was determined to not move forward with this project at this time.
- Budget requests were due April 4, 2022. Mr. Sellers and Mr. Horton are working through these requests and sitting a Budget for 2023.
- Mr. Kerry Goff, Performing Arts Center Director is working through the first season of the PAC. He has been visiting other venues and making connections with other directors visiting Auburn, Northwest Florida, the Ford Center, Cannon Center, and the Bologna Performing Arts Center.
  - In the future Northwest will hire an Assistant Director, and two Technical Directors for the PAC.
  - Mr. Goff is working through Rental Rates, Marketing, and Website Development.
- Mrs. Hilson shared that NLN has opportunities for the Nursing Instructors to be highlighted.
  - National League of Nursing has awards in the following categories:

- Outstanding Teaching Leader showing diversity.
- Clinical Practice- Evidence Based Practice
- Humanitarian Award for compassionate acts

#### Physical Plant projects

- Football Phase II completion May 13, 2022
- MDOT project completed late July
- Paving Project for CFA set for April 12, 2022 to begin
- Soccer/softball is 90% complete and move in is set for May 5, 2022.
- Panola Partnership electronic billboard to be installed April 27, 2022.
- Campus entrances fencing is in place.
- Aviation facilities meeting will take place next week.
- Library Renovation- waiting on scheduled review meeting that will be held in Jackson, MS.
- Science Lab upgrade- Mrs. Ayers is waiting to hear back from Dr. Wiley and Mr. Robinson.
- Fine Arts Auditorium curtain has been ordered.
- McLendon renovation of Cheer Gym, office space and Tennis area will be completed in May 2022.
- Tennis court resurfacing and purchase of wind screen.
- LED- lighting for the farm, CFA, and PAC fixtures.
- ADA door openers have been placed around campus.
- HVAC to be installed in locker room of Football complex.
- Golf carts for Recruiting have arrived on campus and the parking structure will be installed this summer.
- Working with Tate Nutrition to be open for fall 2022.
- DeSoto Project- Waiting on EDA for grant announcements.

#### IT

- Digital sign project will be at each campus. Admin Bldg. will have a maps/location finder. 14 still info/video devices across campus.
- Classroom reader project- 300 readers has been purchased and are ready for install this summer.
- Payroll time/labor recording- still needs to add the work study students to this project before completed.
- Financial planning- student portal where students can upload documents. Working towards automotive awarding for students.

Mr. Horton reported that the Finance Council made recommendations for fee adjustments and these items were taken to the EC EC for approval last week and now these recommendations will be going to the Board of Trustees next week for approval:

- Ranger Bucks - This fee will allow students with 6-11 hours to have \$175 in Ranger Bucks that can be used at the CFA and students with 12+ hours will have \$225 in Ranger Bucks that can be used at the CFA.
- Change the name Parking Decal Fee to Parking Fee. This will be \$20 per semester.
- Increase the eLearning fee from \$15 to \$20 beginning in the fall 2022 semester.
- Increase the Technology fee from \$45 per semester to \$60 per semester.
- Increase the Utility Line Worker fee from \$250 per semester to \$500 per semester.

- Creation of a Software Procurement Policy that streamlines purchases.
- Increase the student id cards for replacement from \$10 to \$25.

Mr. Horton shared that Anna Nolley, Web Developer, has been working on the following items related to the Northwest website:

- Foundation page/ Capital Campaign
- Student Success
  - Social Work page
- Academic Pathways
- Social Media HUB
- Software approved page
- Northwest ticketing
- 22-News Desk
- Health Pages
- Club and Organizations
- Net Price Calculator
- Student Financial Calculator
- Staff Directory
- Home Page
- Performing Arts Center page
- Ranger Athletic webpage
- Orientation

## **VIII. AGENDA ITEMS- Dr. Keith Reed**

### **A. Updates**

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

- April 1, 2022 College High School Day
- Coffee with the President April 7, 2022
- April 11, 2022 College High School Day
- Easter Fest April 12, 2022
- April 15, 2022 Dr. Reed and Mrs. Dukes to Host a Cremation Certification program from 8:00 am – 4:00 pm.
- 2+2 Food Truck Day April 19, 2022
- PTK Induction ceremony April 21, 2022 6:00 pm
- College and High School parent night at DeSoto Central April 21, 2022 at 6:00 pm.
- April 5, 2022 Hosted Small Business presentation sponsored by Citizen Bank

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

Ms. Gordon reported on the following:

- Ms. Gordon highlighted the following in the Annual Report:
  - Page 12- Total amount raised in 2021 \$1,652,851.00
  - Page 13-17- Capital Campaign newsletter
  - Page 22-23- Brant and Elizabeth Kairit

- page 29 Legacy Society- recognizing individuals who have made commitments to Northwest through planned gifts. This area of giving has grown and continuing to grow.
- Back cover- Northwest Car Tag need 300 commitments for the first order.
- New Scholarships:
  - Richard Howard Darby Endowed Scholarship
  - The Goodwin Family Endowed Scholarship
  - The Tim Charlton Industrial Maintenance Technology Annual Scholarship for IEET students
  - The Bon Hughes and Lillian McElreath Annual scholarship for students attending Oxford campus and associated with MS Veterans system.
  - Ed and Becky Meeks Foundation giving 13 students from Tallahatchie County annual scholarships.
  - Be the Light Foundation Annual Scholarship for students from Senatobia High School pursuing a pathway in Health Sciences.
- Capital Campaign held a public announcement in February 2022.
  - \$4,040,000.00 donated to date
  - Campaign information can be found on the website.
- Working with Brian Lentz on a fundraiser for the softball scoreboard.
- Returning students are currently signing scholarships
- 10 Retirees for 2022.
- Faculty and Staff awards are April 27, 2022.
- Spring Soiree Steering Committee met March 25, 2022
  - Has mailed out the Save the Date.
- Alumni Reunion for 1964-1967 will be this Saturday, May 7, 2022 at Sardis Dam
- SHOF/ Alumnus of Year selection committee meet will be held next week.
  - Coach Bobby Franklin has resigned from this committee and recommended Coach George Smith or Coach Jeff Horn to replace him on this committee.
- Grad Pack are available for \$20.22. This is the reach out for new graduates becoming a part of our Alumni.
- May 16, 2022, Hannah Lopez will begin in the Foundation Office.

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

### **A. Updates**

Dr. Rush reported on the following for Student Services:

Dr. Rush presented on a new platform that will be used for orientation beginning this summer. It can be found at [www.orientation/northwest.edu](http://www.orientation/northwest.edu) and she is looking for the go live date to be mid-April.

- Dual Enrollment Orientation Dates: April 26<sup>th</sup> & 28<sup>th</sup>
- Summer Orientation Dates: June 8, 14, 16, 21, 22, July 12, 14, 2022

Dr. Rush reported on the Admission and Recruiting Offices mailed out to all admitted students a letter from Dr. Heindl and a welcoming certificate to the students.

Dr. Rush shared information regarding Eloqua and CX and the capability of the systems working together to create personalized information that can easily be sent to students to meet the needs individually.

Dr. Rush reported on the retention efforts that all campuses are making to have all eligible student pre-register by May.

Dr. Rush shared graduation schedule for May 6, 2022:

- 8:00 am School of Health Sciences Ceremony & Pinning
  - 140 students
- 11:00 am Workforce Career Technical Education Ceremony
  - 154 students
- 2:00 pm Academic Ceremony
  - 311 students

Dr. Rush reported on the international application and some of the requirements around programs that Northwest offers and eligibility of student participating in those programs. Dr. Rush will be setting up a program review with Dr. Domas, Mr. Casey, and Dr. Mullins to discuss. A site visit will follow.

Dr. Rush reported on the following:

- Pell Grant increasing \$400 per year for FY 2023
- FAFSA Saturday at the Senatobia and DeSoto Campuses
- Housing reclaim is going on.
- BCBS Tobacco Grant- working on applying for the next \$10,000
- 3 Golf Carts for Recruiting are on campus.
- Northwest Beauty Review- Most Beautiful Jayden Phillips of Calhoun City.

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

### **A. Updates**

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

- HCA moving to the Water Valley campus.
- Red-shirt program an agreement between Ole Miss and Northwest and the engineering program.
- Double Decker Festival April 22<sup>nd</sup> & 23<sup>rd</sup> Northwest will have a tent at the event.
- Livability Oxford magazine- Northwest will have an ad that will spotlight a student in each publication.
- Job Openings:
  - Custodial- interviewed and offered the position
  - New Bookstore manager- posting this position soon
- May 3, 2022 at 5:00 pm Scholastic Institute Graduation
  - 12 graduates this year

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

### **A. Updates**

Mr. Casey reported on the following:

- April 21, 2022 Utility Line Worker Showcase
- May 3, 2022 Diesel Tech internship with dealerships.

- Received a \$1M diesel grant
  - \$700,000 for equipment
- Cyber security will begin in fall 2022 at DeSoto
- DeSoto new Career Tech Counselor Teandrea Jones will go to DeSoto, Ashland, and Olive Branch
- New Early Childhood program to begin in fall 2022. This will be for individuals who are currently working in the industry and the online program will provide them with a certificate.

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

#### A. Updates

Ms. Johnson reported on the following for eLearning Department:

- Northwest has been NCSARA approved. This professional licensure is a yearly approval process certification for out of state students.
- New trainings dates:
  - April 14 – Burn Out by Rachel Allen
  - April 21 – Jump Start
- Ms. Johnson presented a video on Design Plus. Streamlining how Canvas looks for all online classes.

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

#### A. Updates

Dr. Wiley reported on the following:

- Dual Enrollment is changing language that is used with the high school students, College in High School vs the Dual Enrollment terminology.
- Dr. Isom and Dr. Strehle offices have moved to the Concourse.
- Hiring in process:
  - Technology Specialist eLearning
  - 2-Chemistry Instructors
  - New Dean for eLearning
- Library will be moving to the second floor of the Tunica Bldg. beginning in January 2023.
- Advising Professional Training update
  - Dr. Wiley challenged faculty to onboard 400 brand new full-time academic students for the new school year.
  - Retention is a top priority for faculty
  - Covert Cohorting of students by creating organic communities through schedules.
- Program Review is Friday, April 8, 2022.

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

#### A. Updates



Dr. Mullins reported on the following:

- HCA moved to Water Valley campus.
  - Fall enrollment will see growth from 10 to 20 students.
  - This facility will be fully furnished.
- School of Health Science application/ recruiting videos have been successful.
  - Funeral Service Technology is completed and has been posted
  - Beginning on Surg. Tech and Cardiovascular programs
- Communications helped with a mail out of post card sent to all Dual Enrolled students to share health science opportunities at Northwest.
- Summer Phlebotomy course will be held on the Senatobia campus offering 2 mini sessions.
- The current numbers for the SHS applications per program are listed below. The numbers in parenthesis are the max number the program can take based on current faculty)
  - LPN-RN: 84 (30 students accepted and begins in the summer)
- Fall semester
  - Respiratory: 28 (30 max students)
  - PN: 560 (190- 25 Ashland, 30-day Desoto, 15-night Desoto, 45 Day Senatobia, 45 Day Oxford, 30 Evening Weekend Oxford)
  - EMS: 34 (15 max EMT x 3 campuses, 20 Paramedic Senatobia campus)
  - PTA: 22 (15 per accreditation)
  - HCA:70 (Carly Weeks, HCA Director resigned – the program normally takes 10 Desoto related to space, increasing Oxford to 20 if adjunct approved in budget request, 25 at Senatobia but need full-time replacement for Carly’s director position
  - NUR: 143 (normally 100 but we are down a faculty member so will be 85 at this time related to accreditation requirements 1:15 ratio, position open since last year)
  - SUR: 34 (30 at oxford, 15 at Desoto if new faculty position approved- in budget)
  - FST: 15 (25)
  - CVT: 10 (10 max, only one teacher having to teach two cohorts at this time freshman group and senior group)
- The highlighted numbers indicate programs in which the admission criteria has been met. For example, the PN applications generally have 60% who meet the criteria (ACT)

## **XVI. ADJOURNMENT:**

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