



NORTHWEST[®]
MISSISSIPPI COMMUNITY COLLEGE

COUNCILS AND COMMITTEES 2024-2025



our mission

Northwest Mississippi Community College is an open-access, public, two-year institution primarily serving Benton, Calhoun, DeSoto, Lafayette, Marshall, Panola, Quitman, Tallahatchie, Tate, Tunica, and Yalobusha counties.

Northwest is a learning-centered community providing educational opportunities with quality instruction for students from all walks of life.

Our college fosters a culture of innovation, collaboration, and student success. We strive for continuous improvement, with a standard of excellence in every area of the institution.

Our college partners with businesses and industries that seek to grow the economy and the workforce, as well as partners with alumni, friends, and others. Engagement takes place in all communities that the college serves.

our vision

Northwest Mississippi Community College transforms our students' lives, enriches our communities, and strives for excellence in our educational programs and services.

our values

Accountability • Integrity • Excellence • Respect • Service
Sustainability • Accessibility • Positivity • Creativity • Leadership



NORTHWEST MISSISSIPPI COMMUNITY COLLEGE

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Office of the President

President's Bulletin- 1R

Northwest Mississippi Community College
August 1, 2024 (D-ALL)

August 1, 2024

MEMORANDUM

TO: Administrators, Faculty, Staff, and Students

FROM: Michael J. Heindl, PhD, JD, President

SUBJECT: Appointment of District Councils and Committees

This booklet outlines the basic functions and general operational guidelines for our councils and committees. Our basic goal has been to provide a simple, yet viable and broad-based, council and committee structure which will enhance our administrative decision-making process. Thus, these councils and committees are intended to serve as a forum for two- way communication and input into our governance system. The names, and titles of committee and council members are listed in this booklet. As the specified councils and committees begin to function, there will undoubtedly be a need in some areas for further ad hoc committee appointments. As this occurs, they will likewise be communicated to you.

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GENERAL GUIDELINES FOR COUNCIL AND COMMITTEE OPERATION

Operational Philosophy

The basic goal of the college's council and committee structure is to enhance the college-wide decision-making process of the college by providing a forum for two-way communication and input into our governance system. Thus, all councils and committees are intended to be supportive to the administrative organizational structure of the College by assisting the designated, appropriate people to make and implement decisions consistent with their responsibilities.

District Committee Appointments

The creation and composition of college-wide standing committees are based upon the recommendations of the executive council and respective council chairpersons. Ad hoc committees from within the membership of the respective councils are appointed by the chairperson.

Local Committee Appointments

The creation and composition of local campus, branch, or center standing committees are the responsibilities of the respective operating deans. Such local committees will deal only with matters that fall under the responsibility of the appointing dean.

Regularity of Meetings

The executive council will meet monthly at the request of the President. All councils are expected to meet regularly during the academic year. All committees will meet at the call of the chairperson. When the agenda does not justify a meeting or when conflicts necessitate the cancellation of a regularly scheduled meeting, the chairperson will so notify the members.

Chairperson Responsibilities

1. To conduct all meetings of the council or committee and ensure that they begin and end on time.
2. To ensure that there is a published agenda for each meeting.
3. To help the members reach consensus or closure on important issues in a timely fashion.
4. To ensure that all legitimate points of view on an issue are heard.
5. To ensure that specific recommendations for future action are identified as such in the minutes and receive proper consideration through appropriate administrative channels.

Agenda

A published agenda will be provided to each committee member. Agenda items should be submitted to the chairperson 48 hours in advance of the meeting. See general format in appendix 1.

Quorum

A majority (51%) of the membership of the committee present will constitute a quorum. The committee may take no official action without the presence of a quorum.

Minutes

Minutes of committee meetings shall be published and distributed. The format of minutes should be generally consistent with that of the agenda, but should also include the following additional items: Name of members present, names of members not present, others present, recommendations for future action and date of next meeting. Minutes should be concise and written in a professional and objective manner. The chairperson should sign off on all minutes before they are distributed to the council or committee members plus the members of the Executive Council. Distribution of local committee minutes should go to the members plus the respective operative vice president and president.

Voting

When voting is necessary to determine positions on issues, all members of the committee are entitled to one vote each. Such votes will be recorded as either (1) for, (2) against, or (3) abstention. Proxy votes are not acceptable. A majority (51%) vote of the membership of the committee is necessary to approve an issue. Final approval of all council and committee matters reside with the Executive Council.

Parliamentary Procedures

Robert's Rules of Order will govern the operating procedures for committees.

Subcommittees

Ad hoc subcommittees, consisting usually of 3-5 members, may be appointed by the Chairperson to study specific issues.

Duties and Responsibilities

Routine functions of the college-wide standing committees are identified throughout various publications of the college. In addition, each committee should annually develop 3-6 specific objectives of a problem-solving or innovative nature

consistent with its stated purpose. The routine activities and specific objectives should then serve as the committee's work focus throughout the year.

Open Meetings

In conformance with the State's Open Meetings (Sunshine) Law, all deliberations by committees upon official business will be conducted in open meetings, unless the subject matter is specifically exempted by law.

Resource Persons

In certain cases, resource persons are identified for the various councils and committees. These people serve as consultants to the particular council or committee and, in particular, to the chairperson. As such, they are supplied with the agenda and minutes of meetings in order that they may participate in those meetings in which they desire to make a contribution.

NORTHWEST LEADERSHIP

Executive Council Executive Committee

Function: Serves in a steering and approval capacity to the Northwest Mississippi Community College Executive Council.

Meeting Time: As called by Chairperson

Membership:

Dr. Michael Heindl, Chair, President
Dr. Andrew Dale, AVP of Community Relations
Dr. Matthew Domas, VP of Instruction
Jeff Horton, VP of Administration and Finance
Dr. Tonyalle Rush, VP of Student Services and Enrollment Management

COUNCILS

Executive Council

Function: To provide suggestions, information, and options to assist the College in achieving the stated goals and objectives of the College and serves a final approval function for college-wide councils and committees.

Meeting Time: Monthly as called by President.

Membership:

President (Chairperson) - Dr. Michael Heindl
Dwayne Casey, AVP for Workforce Solutions and Career-Technical Education
Dr. Andrew Dale, AVP of Community Relations
Dr. Matthew Domas, VP of Instruction
Patti Gordon, Executive Director of Institutional Advancement
Jeff Horton, VP of Administration and Finance
Dr. Don Jones, Dean of Oxford Center
Angel Nickens, Dean of eLearning
Dr. Keith Reed, Dean of DeSoto Center
Dr. Tonyalle Rush, VP of Student Services and Enrollment Management
Kristin Davis, AVP for Academic Instruction
Dr. Craig Lafferty, Dean of Health Sciences

Finance Council (Institutional Success)

Function: Reviews and proposes procedures regarding administrative operations of the college. Proposals are sent to Executive Council for final consideration and approval.

Meeting Time: Meets two times a semester, as called by Chairperson

Membership:

Jeff Horton, Chair, VP of Administration and Finance
Dr. Bart Allen, Director of Physical Therapy Assistant Program
Mary Ayers, Director of Physical Plant
Karen Bell, Staff Accountant
Steven Bennett, Student Services Manager, Oxford Center
Dr. Blake Bostick, Director of the Heindl Center for Performing Arts
Joel Boyles, Director of Union Services
Dwayne Casey, AVP of Workforce Solutions and Career-Technical Education
Brie Corlew, Bursar
Kristin Davis, AVP for Academic Instruction
Kenny Free, Chief of Police
Patti Gordon, Executive Director of Institutional Advancement
Connie Joseph, Controller
Todd Latham, Director of Facilities and Auxiliary Services
Bryan McCachren, District Dean of Student Services
Lillian Morris-Hilson, Grant Writer
Russell Shaw, Interim Director of information Systems
Erika Stanford, Director of Human Resources
Melissa Tatum, Business Office Manager, DeSoto Center
Candace Umberger, Director of Financial Aid
Denise Willis, District Director of Business Instruction
+ two student representatives

Instructional Affairs Council (Instructional Success)

Function: The Instructional Affairs Council (IAC) is the highest-level instructional council and consists of faculty and administrators from all campuses. It meets at the direction of the chair to consider all instructional matters to include:

1. Curricular changes
2. New program additions or deletions
3. Course additions or deletions
4. Course credit hour or contact hour changes

5. Course description changes
6. Instructional policy procedures
7. Course title or number changes
8. Instructional recommendations to be considered can be brought by any IAC council member. All IAC approvals move to the Executive Council for final approval.

Proposals are sent to Executive Council for final consideration and approval.

Meeting Time: As called by Chairperson

Membership:

Dr. Matthew Domas, Chair, VP of Instruction
Brady Alder, Chemistry Instructor
Rebecca Allen, Psychology Instructor
Jessica Barham, PN Instructor
Katie Broadway, Director of Career-Technical Education and Program Advancement
Kathy Buchanan, CTE Instructor – Business Office Technology
Dwayne Casey, AVP of Workforce Solutions and Career-Technical Education
Paul Connell, Utility Line Worker Instructor
Dr. Emily Davis, Director of Advising and Retention Center
Kristin Davis, AVP of Academic Instruction
Dr. Angela Dortch, District Director of Admissions and Records/Registrar
Brian Hale, Service Delivery Coordinator
Harvey Hill, Student Services Manager DeSoto
Stacy Honeycutt, Director of Institutional Research
Perk Johnston, John Deere Tech Instructor
Dr. Don Jones, Dean Oxford Center
Dr. Craig Lafferty, Dean of Health Sciences
Angel Nickens, Dean of eLearning
Dr. Keith Reed, Dean of DeSoto Campus
Russell Shaw, Interim Director of Information Systems
Dr. Suzanne Strehle, District Director of Early College Programs
Stacy Taylor, Nursing Instructor
Candace Umberger, Director of Financial Aid
Denise Willis, Director of Business Instruction
Dr. Melissa Wright, District Director of Learning Resource Center
+ two student representatives

Strategic Communications Council (Community Success)

Function: Sets strategic communications direction for the college by: examining best practices for recruitment and retainment of students; and working with community stakeholders to develop college-community partnerships. Proposals are sent to Executive Council for final consideration and approval.

Meeting Time: As called by Chairperson

Membership:

Dr. Andrew Dale, Chair, AVP of Community Relations
Dr. Blake Bostick, Director of the Heindl Center for Performing Arts
Betty Ginn, Director of Practical Nursing
Patti Gordon, Executive Director of Institutional Advancement
Jake Gordon, Director of Athletics
Dr. John Hagan, District Director of Fine Arts
Jere Herrington, Director of Recruiting
Dr. Don Jones, Dean of Oxford Center
Connie Joseph, Controller
Brian Lentz, Sports Information Director
Anna Lynch, Web Content Developer
Michaela Myhre, Director of Campus Recreation and Intramural Sports
Elizabeth Morgan, Director of Workforce Solutions and Community Services
Lillian Morris-Hillson, Grant Writer
Angel Nickens, Dean of eLearning
Gracie Slocum Perry, Advancement Services Coordinator
Lori Philley, Graphic Design Technology Lead Instructor
Dr. Keith Reed, Dean of DeSoto Center
Russell Shaw, Interim Director of Information Systems
Sarah Smith, Communications Specialist
Stephanie Shirley, Employer Partnership and Assessment Coordinator
+ two student representatives

Student Services Council (Personal Success)

Function: Serves a procedure-making function to further the goals and objectives related to student services and student success initiatives at Northwest Mississippi Community College. Proposals are sent to Executive Council for final consideration and approval.

Meeting Time: As called by Chairperson

Membership:

Dr. Tonyalle Rush, Chair, VP of Student Services and Enrollment Management
Steven Bennett, Student Services Manager, Oxford Center
Dr. Blake Bostick, Director of the Heindl Center for Performing Arts
Brie Corlew, Bursar
Allie Crick, Scholarship Coordinator
Dr. Emily Davis, Director of Advising and Retention Center
Dr. Angela Dortch, District Director of Admissions and Records/Registrar
Sheena Etherton, Business and Office Technology Instructor
Kenny Free, Director of Campus Police
Josh Guest, District Director of Math Instruction
Brian Hale, Operational Support Specialist
Jere Herrington, Director of Recruiting
Harvey Hill, Student Services Manager DeSoto
Jenny Hurt, Assistant Director of Recruiting
Issac Lias, Director of Housing and Residence Life
Dr. Parker Jones, Assistant Dean DeSoto Campus
Missy Kelsay, Disability Coordinator
Todd Latham, Director of Facilities and Auxiliary Services
Debra Lenox, Director of Respiratory Therapy
Bryan McCachren, District Dean of Student Services
Michaela Myhre, Director of Campus Recreation and Intramural Sports
Aaron Payne, eLearning Proctor and Retention Specialist
Dr. LaQuita Smith-Parker, Director of Student Support Services
Angelica Woods-Smith, Director Counseling, Disability and Testing Services
Candace Umberger, Director of Financial Aid
+ two student representatives

Northwest Leadership Forum

Function: The Northwest Leadership forum serves in a report and communication function so that important information is disseminated to the college community. Leadership skills are shared and honed in this monthly meeting.

Meeting Time: As called by Chairperson

Membership:

Dr. Michael Heindl, Chair, President
Mary Ayers, Director of College Construction and Maintenance
Steven Bennett, Student Services Manager, Oxford Center
Dr. Blake Bostick, Director of the Heindl Center for Performing Arts

Joel Boyles, Director of Union Services
Katie Broadway, Director of Career-Technical Education and Program Advancement
Terry Buckler, Systems Administrator
Melissa Cannon, Math Instructor
Lauren Carlini, Adult Education Lead Teacher
Michael Carson, Assistant Director of Construction and Maintenance
Dwayne Casey, AVP for Workforce Solutions and Career-Technical Education
Jennifer Casey, Director of WIOA
Jennifer Corbin, Graphic Designer
Brie Corlew, Bursar
Dr. Andrew Dale, AVP of Community Relations
Dr. Emily Davis, Director of Advising and Retention Center
Kristin Davis, AVP of Academic Instruction
Dr. Matthew Domas, VP of Instruction
Dr. Angela Dortch, District Director of Admissions and Records/Registrar
Kenny Free, Director of Campus Police
Betty Ginn, Director of Practical Nursing
Jake Gordon, Director of Athletics
Patti Gordon, Executive Director of Institutional Advancement
Betsy Grubbs, Support Services Coordinator
Josh Guest, District Director of Mathematics Instruction
Dr. John Hagan, District Director of Fine Arts
Leelee Haraway, District Director of Humanities Instruction
Jere Herrington, Director of Recruiting
Harvey Hill, Student Services Manager DeSoto
Jeff Horton, VP of Administration and Finance
Dr. Don Jones, Dean of Oxford Center
Dr. Parker Jones, Assistant Dean DeSoto Campus
Connie Joseph, Controller
Dr. Craig Lafferty, Dean of Health Sciences
Todd Latham, District Director of Auxiliary and Facility Services
Leslie Legendre, Executive Assistant
Issac Lias, Director of Housing and Residence Life
Jeremy Massey, John Deere Technology Instructor
Bryan McCachren, District Dean of Student Services
Michaela Myhre, Director of Campus Recreation and Intramural Sports
Elizabeth Morgan, Director of Workforce Solutions and Community Services
Lillian Morris-Hilson, Grant Writer
Lt. Tony Logan, Campus Police
Angel Nickens, Dean of eLearning

Gracie Slocum Perry, Advancement Services Coordinator
Kevin Pitts, Graphic Designer and Communications Specialist
Dr. Keith Reed, Dean of DeSoto Center
Robin Robison, District Director of Natural Science Instruction
Anne Marie Ross, Early Childhood Instructor
Dr. Tonyalle Rush, VP of Student Services and Enrollment Management
Lt. Mark Sansom, Police Officer
Russell Shaw, Interim Director of Information Systems
Sarah Smith, Communications Specialist
Dr. LaQuita Smith-Parker, Director of Student Support Services and TRIO
Erika Stanford, Director of Human Resources
Dr. Suzanne Strehle, District Director of Early College Programs
Lesley Thweatt, Director of ADN
Candace Umberger, Director of Financial Aid
Jennifer Williams, Director of Adult Education
Denise Willis, District Director of Business Instruction
Amanda Wilson, District Director of Social Sciences
Angelica Woods-Smith, Director Counseling, Disability and Testing Services
Dr. Melissa Wright, District Director of Learning Resource Center

COMMITTEES

Athletic Committee

Function: To review campus policy and provide guidance when needed on scholarship, program and facilities. The Committee shall advise the Athletic Director generally on policies for student athletes including standards of academic eligibility, student support and health, academic integrity and progress, and regulations including Title IX, NJCAA, and MACCC issues.

Meeting Time: As called by Chairperson

Membership:

Jake Gordon, Chair, Athletic Director
James, Beattie, Head Women's Soccer Coach
Allison Burchyett, Head Volleyball Coach
Ryan Brickley, Head Golf Coach
Mark Carson, Head Baseball Coach
Brie Corlew, Bursar
James Duke, Paramedic Instructor
Tori Fugatt, Football Academic Advisor

Josh Guest, District Director of Mathematics Instruction
Charlesly Kennedy, Athletic Academic Advisor
Will Lummus, Rodeo Coach
Brian Lentz, Sports Information Director
Scott Oakley, Assistant Football Coach
Shane Oakley, Head Men's Basketball Coach
Dr. Tonyalle Rush, Vice President for Student Services and Enrollment Management
Candace Umberger, Director of Financial Aid

Campus Safety Committee

Function: To provide training to key members of the college in campus safety response to various types of emergencies, and identifying and reporting of building safety concerns.

Meeting Time: As called by Chairperson

Membership:

Kenny Free, Co-Chair, Director of Campus Police
Mary Ayers, Co-Chair, Director of Physical Plant
Todd Latham, Co-Chair, District Director of Auxiliary and Facility Services
Mary Aldridge, Recruiting Office Coordinator
Alyssa Algee, Theatre Instructor
Steven Bennett, Student Services Manager, Oxford Center
Dr. Blake Bostick, Director of the Heindl Center for Performing Arts
Joel Boyles, Director of Union Services
Domenick Carlini, Assistant Baseball Coach
Dwayne Casey, AVP for CTE and Workforce Solutions
D'shaunta Catchings, Residence Hall Director
Matt Demuth, Farm Manager
LeeAnn Elrod, Administrative Assistant School of Health Sciences
Leticia Flowers, Residence Hall Director
Dale Gayden, HVAC Technician
Suzanne Geeslin, Housing Operations Coordinator
Jake Gordon, Athletic Director
Lakesha Grant, Administrative Assistant
Melissa Greene, Biology Instructor
Brian Hale, Operational Support Specialist
Dr. John Hagan, District Director of Fine Arts
Leelee Haraway, District Director of Humanities Instruction
Lisa Hardison, Residence Hall Director

Kenneth Hodnette, General Maintenance Worker
Daniel Hollowell, Workforce Solutions Coordinator
Lurlene Hoskins, Residence Hall Director
Lucia Nelson, Art Instructor
Perk Johnston, Agricultural Technology Instructor
Rob Johnston, Automotive Technology Lead Instructor
Dr. Don Jones, Dean of Oxford Center
Dr. Parker Jones, Assistant Dean of DeSoto Center
Teresa King, Assistant Director of Food Services
Issac Lias, Director of Housing and Residence Life
Lori Lawson, Cosmetology Lead Instructor
TJ Logan, Campus Safety Coordinator
Mary Beth McGehee, WIOA Fiscal Accounts Manager
Michaela Myhre, Director of Campus Recreation and Intramural Sports
Gloria Morrow, Office Manager
Brian Oakley, Assistant Sports Information Director
Scott Oakley, Assistant Football Coach
John Perkins, Assistant Director of Food Services
Marcus Perkins, Math Instructor
Dr. Keith Reed, Dean of DeSoto Center
Mack Rimmer, Residence Hall Director
Anne Marie Ross, Early Childhood Education Lead Instructor
Walter Ruby, Industrial Electronics Engineering Technology Instructor
Trent Sinuefield, Precision Manufacturing and Machining Lead Instructor
Stacy Scott, Advanced Technology Coordinator
Jazlyn Scurlock, Residence Life Coordinator
Tony Smith, Collision Repair Technology Lead Instructor
Shonnie Sullivan, Residence Hall Director
Dr. Amy Stewart, Computer Science Instructor
Brandy Taylor, Administrative Assistant for Administration and Finance
Timothy Terry, Supervisor of Transportation
Jasmine Watson, Residence Hall Director
Sarah Williams, Office Manager
Jennifer Williams, Director of Adult Education
Barbara Williams, Residence Hall Director
Amanda Wilson, District Dean of Social Science Instruction
Pam Wooten, Facility Use Coordinator
Dr. Melissa Wright, District Director of Learning Resources
Dustin Young, Assistant Softball Coach

Disability Services Committee

Function: The Disability Coordinator, with the help of the Disability Services Committee, will make a good faith effort to proactively provide reasonable accommodations designed to ensure that no qualified student with a disability is denied equal access to, participation in, or benefit of the programs and activities of Northwest Mississippi Community College. It is also our goal to maximize student success, self-advocacy, and independence in an accessible academic environment. Once a student self-identifies, completes all necessary forms/documentation, the Disability Coordinator contacts each committee member via email presenting the student's documentation and list of requested accommodations. At least four committee members must approve before student's accommodations take effect.

Meeting Time: As needed and at the direction of the Chairperson

Membership:

Missy Kelsay, Chair, Disability Coordinator
Maya Berry, Digital Librarian
Betsy Grubbs, CTE Support Services Coordinator
Leelee Haraway, District Director of Humanities Instruction
Bryan McCachren, District Dean of Student Services
Gracie Perry, Advancement Services Coordinator
Terri Reeves, CTE Support Services Coordinator
James Russell, EMS Instructor
Dr. LaQuita Smith-Parker, Director of Student Support Services
Kim Steinman, Instructional Technology Specialist
Amanda West, CTE Support Services Coordinator

Early College Programs Committee (ECP)

Function: The purpose of the Early College Programs (ECP) committee is to assure that the ECP is an effective early admission program for qualified high school students. The functions of the committee are to ensure the continual recruitment of students and high schools for the program, provide specialized enrollment services to ECP applicants and students, maintain data about high schools in the program and ECP student success, and recommend policies and procedures as necessary and proper to accomplish its purpose.

Meeting Time: As called by Chairperson

Membership:

Dr. Suzanne Strehle, Chair, District Director of Early College Programs
Katie Broadway, Director of Career-Technical Education and Program Advancement
Amelia Byers, Early College Enrollment Specialist
Terry Buckler, Director of Networking Systems
Melissa Cannon, Mathematics Instructor, Early College Coordinator
Brie Corlew, Bursar
Dr. Angela Dortch, District Director of Admissions and Records/Registrar
Sarah Holt, Biology Instructor, Early College Coordinator
Jenny Hurt, Assistant Director of Recruiting
Dr. Harold Johnson, English Instructor, Early College Coordinator
Dr. Don Jones, Dean of Oxford Campus
Meredithe Knight, Early College Enrollment Specialist
Madison Rakestraw, Early College Enrollment Specialist
Dr. Keith Reed, Dean of DeSoto Center
Dr. Tonyalle Rush, Vice President for Student Services and Enrollment Management
Russell Shaw, Interim Director of Information Systems
Kim Steinman, eLearning Technology Specialist
Stacy Stewart, Early College Enrollment Specialist
Candace Umberger, Director of Financial Aid
TBA, Director of Information Technology

eLearning Committee

Function: The mission of the eLearning Committee is to promote student success by providing high-quality, flexible, accessible educational online courses by attaining the following goals:

1. Recommend policies and guidelines for online learning courses and courses with online components.
2. Coordinate with the District Directors on online learning and hybrid course development for rigor and quality.
3. Recommend training and support for faculty teaching online courses as well as those with online components.
4. Evaluate online learning courses and provide training and support for all online and hybrid courses.
5. Encourage and promote innovation and best practices for emerging technologies.

6. Originate budget requests related to online learning.

Meeting Time: As called by Chairperson

Membership:

Angel Nickens, Chair, Dean of eLearning
Steven Bennett, Student Services Manager, Oxford Center
Terry Buckler, Director of Networking Systems
Lauren Carlini, Adult Education Lead Instructor
Dr. Emily Davis, Director of Advising and Retention Center
Beth Dickerson, Business and Office Technology Lead Instructor
Betsy Grubbs, CTE Support Services Coordinator
Brian Hale, Operational Support Specialist
Jennifer Hale, Mathematics Instructor
Eli Inman, IT System Administrator
Dr. Parker Jones, Assistant Dean of DeSoto Campus
Thomas Koslowski, Mathematics Instructor
Marla Kennedy, Career Technical Counselor
Issac Lias, Director of Housing and Residence Life
Samantha Latham, eLearning Support Specialist
Steven McDavid, Paralegal Instructor
Dr. Courtney McMullen, Nursing Instructor
Aaron Payne, eLearning Proctor
Dr. Jay Sarver, English Instructor
Russell Shaw, Interim Director of Information Systems
Lisa Strong, Natural Science Instructor
Sandra Smith, Computer Science Instructor
Kim Steinman, eLearning Technology Specialist
Carla Townsend, History Instructor
+ two students

Enrollment Management Committee

Function: To discuss enrollment strategies and to make recommendations that contribute to student access, recruitment, persistence, and completion, though diverse program offerings. Also, goals include developing a holistic and integrated approach to enrollment management that supports college-wide collaboration, engagement, creative-thinking and consensus building.

Meeting Time: As called by Chairperson

Membership:

Dr. Tonyalle Rush, Chair, VP for Student Services and Enrollment Management
Amanda Arman, Enrollment Specialist
Steven Bennett, Student Services Manager, Oxford Center
Jennifer Casey, Director of WIOA
Brie Corlew, Bursar
Dr. Emily Davis, Director of Advising and Retention Center
Kristin Davis, AVP for Academic Instruction
Dr. Angela Dortch, District Director of Admissions and Records/Registrar
Josh Guest, District Director of Math Instruction
Jere Herrington, Director of Recruiting
Stacy Honeycutt, Director of Institutional Research
Jenny Hurt, Assistant Director of Recruiting
Connie Joseph, Controller
Dr. Don Jones, Dean of Lafayette Yalobusha Technical Center
Marla Kennedy, Career Technical Counselor
Issac Lias, Director of Housing and Residence Life
Bryan McCachren, District Dean of Student Services
Angel Nickens, Dean of eLearning
Dr. Keith Reed, Dean of DeSoto Center
Stacy Reeves, Institutional Effectiveness Coordinator
Russell Shaw, Interim Director of Information Systems
Dr. Suzanne Strehle, District Director of Early College Programs
Lesley Thweatt, Director of ADN
Candace Umberger, Director of Financial Aid
Jennifer Williams, Director of Adult Education
TBA, Career Technical Counselor

External Research Committee

Function: The External Research Committee will provide approval for all external research (data analysis, surveys, questionnaires, focus groups, etc.) that is conducted at Northwest Mississippi Community College. External research is defined as research that is conducted for purposes external to Northwest Mississippi Community College, including for the completion of degree requirements, regardless if the Principal Investigator is employed by NWCC.

The purpose of this Committee is to ensure that all research being conducted involving employees or students of NWCC for external purposes is in the best

interest of the college, its students, and its employees.

The External Research Committee is not an Institutional Review Board; therefore, all research submitted to this Committee must have IRB approval by a cooperating agency.

Meeting Time: As called by Chairperson

Membership:

Dr. Matthew Domas, Chair, VP of Instruction
Dr. Angela Dortch, District Director of Admissions and Records/ Registrar
Dr. Andrew Dale, AVP of Community Relations
Lillian Morris-Hilson, Grant Writer
Stacy Honeycutt, Director of Institutional Research
Stacy Reeves, Institutional Effectiveness Coordinator
Dr. Tonyalle Rush, VP of Student Services and Enrollment Management
Dr. Melissa Wright, District Director of Learning Resources

Facilities Use Committee

Function: This committee provides service for all events. The goal of the Facility Use Committee will be to meet on a regular basis to review all Facility Use forms. During the review process, the Committee will be able to check availability of the facility, services needed, identify any conflicts with Northwest events or other events hosted on campus. The Committee will also assist in ensuring the accuracy of the Northwest Calendar. The Committee will not be the final say on whether an event is held or not, but instead make recommendations on alternate dates or provide sound reasoning as to why it cannot be held.

Meeting Time: As called by Chairperson

Membership:

Dr. Tonyalle Rush, Chair, VP of Student Services and Enrollment Management
Mary Ayers, Director of Physical Plant
Dr. Blake Bostick, Director of the Heindl Center for Performing Arts
Terry Buckler, Director of Networking Systems
Dr. Andrew Dale, AVP of Community Relations
Kristin Davis, AVP for Academic Instruction
Kenny Free, Director of Campus Police
Jake Gordon, Director of Athletics
Dr. John Hagan, District Director of Fine Arts
Todd Latham, District Director of Auxiliary and Facility Services

Bryan McCachren, District Dean of Student Services
Michaela Myhre, Director of Campus Recreation and Intramural Sports
Cynthia Reed, Athletic Administrative Assistant
Georganna Shirley, Administrative Assistant Oxford
Sarah Smith, Communications Specialist
Pam Wooten, Facility Use Coordinator

Graduation Committee

Function: Plan the College's graduation ceremonies and associated activities.

Meeting Time: As called by Chairperson

Membership:

Dr. Angela Dortch, District Director of Admissions and Records/Registrar
Mary Ayers, Director of College Construction and Maintenance
Dr. Blake Bostick, Director of the Heindl Center for Performing Arts
Dwayne Casey, AVP of Workforce Solutions and CTE
Kristin Davis, District Director of Social Science Instruction
Kenny Free, Director of Campus Police
Jake Gordon, Director of Athletics
Patti Gordon, Executive Director of Institutional Advancement
Dr. John Hagan, District Director of Fine Arts
Dr. Don Jones, Dean of Oxford Center
Missy Kelsay, Disability Services Coordinator
Dr. Craig Lafferty, Dean of School of Health Sciences
Todd Latham, District Director of Auxiliary and Facility Services
Brian Oakley, Assistant Director Sports Information
Dr. Keith Reed, Dean of DeSoto Center
Carlous Robinson, Supervisor of Custodial Services
Pam Wooten, Facility Use Coordinator
Jennifer Williams, Director Adult Education

Institutional Effectiveness

Function: Provide guidance, support, and evaluation of the Student Learning Outcomes for all areas of the institution.

Meeting Time: As called by Chairperson

Membership:

Dr. Matthew Domas, Chair, VP of Instruction

Katie Broadway, Director of Career-Technical Education and Program Advancement
Audry Camp, Practical Nursing Instructor
Dr. Emily Davis, Director of the Advising and Retention Center
Kristin Davis, AVP of Academic Instruction
Dr. Angela Dortch, District Director of Admissions and Records/Registrar
Brian Hale, Operational Support Specialist
Stacy Honeycutt, Director of Institutional Research
Audrie McCann, Business and Marketing Management Technology Instructor
Angel Nickens, Deal of eLearning
Lillian Morris-Hilson, Grant Writer
Stacy Reeves, Institutional Effectiveness Coordinator
Dr. Suzanne Strehle, District Director of Early College Programs
Amanda West, Career Technical Education Support Services Coordinator
Ex-Officio – Executive Council Members

Learning Resources Committee (LR)

Function: The purpose of the committee is to assess how library resources are being utilized and obtain feedback from the faculty to determine if Learning Resource Center resources, programs, and instructional sessions meet current faculty needs. The committee meets once a semester.

Meeting Time: As called by Chairperson

Membership:

Dr. Melissa Wright, Chair, District Director of Learning Resources
Maya Berry, Digital Librarian
Kelly Coleman, ARC Coach
Ashley Drumheller, Early Childhood Education Technology Instructor
Crystal Giles, Librarian
Courtney Hicks, Librarian
Laura McCain, Instructional Librarian
Tessa McMinn, Respiratory Therapy Instructor
Dr. Courtney McMullen, Nursing Instructor
Victoria Penny, Librarian
James Sims, Business Instructor

Military Affairs Committee

Function: is to promote and maintain a military friendly atmosphere for all military personnel at NWCC. Its functions are to create and implement targeted strategies for registration, advisement, and academic support of military students, to maintain data on military students, to provide on campus events for military students, to foster relationships with military organizations in support of military students, to maintain the college's military friendly status and to recommend and update policies and procedures as necessary and proper to accomplish its purpose.

Meeting Time: As called by Chairperson

Membership:

Dr. Don Jones, Chair, Dean of Lafayette Yalobusha Center (Col. – MS)
Frank Cleveland, Coding Technology Lead Instructor
Ben Hawks, Networking Technology Lead Instructor
Michelle Katerjohn, Sociology Instructor
Bryan McCachren, District Dean of Students
Brian Oakley, Assistant Sports Information Director
Jessi Poole, Financial Aid Counselor
James Russell, EMT Instructor

Pinning Committee

Function: The pinning committee will coordinate and plan the School of Health Science pinning ceremony to be held at the conclusion of each graduating class. The pinning ceremony will encompass all graduates in one ceremony to capture the significance of their sacred professional oaths, commitment to the profession, and symbolism of their continued connection and representation of Northwest Mississippi Community College.

Meeting Time: As called by Chairperson

Membership:

Dr. Craig Lafferty, Dean of Health Sciences, Chair
Leeann Elrod, Administrative Assistant, School of Health Sciences
Betty Ginn, Director of Practical Nursing
Stacy Taylor, Nursing Instructor
Lesley Thweatt, Director of ADN
Dr. Tonyalle Rush, VP of Student Services and Enrollment Management
Dr. Matthew Domas, VP of Instruction

Scholarship Committee

Function: The mission of the scholarship committee is to review and update scholarship policies to best meet the needs of our students. To explore new possibilities and to effectively utilize scholarship funds.

Meeting Time: As called by Chairperson

Membership:

Jere Herrington, Chair, Director of Recruiting
Allie Crick, Scholarship Coordinator
Kristin Davis, AVP for Academic Instruction
Jake Gordon, Director of Athletics
Patti Gordon, Executive Director of Institutional Advancement
Dr. John Hagan, District Director of Fine Arts
Stacy Honeycutt, Director of Institutional Research
Jenny Hurt, Assistant Director of Recruiting
Connie Joseph, Controller
Marla Kennedy, Career Technical Counselor
Bryan McCachren, District Dean of Student Services
Melissa Tatum, Business Office Manager, DeSoto Center
Noele Thornton, Oxford Financial Aid Counselor
Lesley Thweatt, Director of ADN
Candace Umberger, Director of Financial Aid

Student Engagement Committee

Function: to educate the college community on student engagement best practices, create and offer initiatives that support student engagement and success, and to provide resources and support for academic success to students, faculty, and staff.

Meeting Time: As called by Chairperson

Membership:

Bryan McCachren, Chair, District Dean of Students
Reginald Davis, Academic Coach
Brandon Casey, Student Activities Coordinator & Cheer Coach
Patrice Christian, Dance Team Coach
Hannah Dickerson, Enrollment Specialist
Chris Dlugach,
LeeAnn Elrod, Administrative Assistant School of Health Sciences

Carly Fox, Assistant Director of Social Media and Strategic Communications
Tori Fugatt, Football Academic Coordinator
Betsy Grubbs, CTE Support Services Coordinator
Janalisha Heard, Administrative Assistant to VP of Student Services
Jenny Hurt, Assistant Director of Recruiting
Marla Kennedy, Career Tech. Counselor
Anna Lynch, Website Developer
Matthew Mixson, Video Coordinator and Media Specialist
Michaela Myhre, Director of Campus Recreation and Intramural Sports
Brad Newsom, Campus Police
Aaron Payne, eLearning Proctor and Retention Specialist
Jaszlynn Scurlock, Residence Life Coordinator
Dr. LaQuita Smith-Parker, Director of Student Support Services
Dr. Melissa Wright, District Director of Learning Resources
+2 student representatives

Substantive Change Committee

Function: To review all new programs and instructional locations at the college within the context of SACSCOC Substantive Change Policy and make recommendations with regards to compliance. The committee meets regularly and on an as needed basis.

Meeting Time: As called by Chairperson

Membership:

Dr. Matthew Domas, Chair, VP of Instruction
Dr. Bart Allen, Director of Physical Therapy Assistant Program
Katie Broadway, Director of Career-Technical Education and Program Advancement
Dwayne Casey, AVP for Workforce Solutions and Career-Technical Education
Kristin Davis, AVP of Academic Instruction
Josh Guest, District Director of Mathematics
Stacy Honeycutt, Director of Institutional Research
Jeff Horton, VP of Administration and Finance
Dr. Craig Lafferty, Dean of Health Sciences
Rachel McGonagill, Career Technical Education Welding and Cutting Instructor
Angel Nickens, Dean of eLearning

APPENDIX

SAMPLE AGENDA

COMMITTEE NAME
MEETING DATE
LOCATION
AGENDA

1. CALL TO ORDER
2. ADJUSTMENTS TO AGENDA
3. PROGRESS AND ACTIVITY REPORTS
 - a. ADMINISTRATIVE AND INDIVIDUAL REPORTS
 - b. SUBCOMMITTEE REPORT
4. OLD BUSINESS
 - a.
 - b.
5. NEW BUSINESS
 - a.
 - b.
6. OTHER ITEMS AND ANNOUNCEMENTS
 - a.
 - b.
7. ADJOURNMENT

Accreditation

Northwest Mississippi Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate of Arts and Associate of Applied Science Degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Northwest Mississippi Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500,

Affirmative Action

Northwest Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, gender identity, age, or status as a veteran or disabled veteran in all its programs and activities. Northwest Mississippi Community College prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity or sexual orientation. The following have been designated to handle inquiries regarding non-discrimination policies: Americans with Disabilities Act of 1990/Section 504 of the Rehabilitation Act of 1973: Disability Support Services Coordinator, Tate Hall, P.O. Box 5555, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3309, e-mail address mkelsay@northwestms.edu; Title II of the Age Discrimination Act: Vice President for Finance and Administration, James P. McCormick Administration Building, P.O. Box 7017, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3207, e-mail address jhorton@northwestms.edu; Title IX of the Educational Amendments of 1972/Title VII of the Civil Rights Act of 1964: Associate Vice President for Student Services and Enrollment Management, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3409, e-mail address trush@northwestms.edu. 12

Safety Statement

The safety and security of students, faculty, and staff is very important to Northwest Mississippi Community College. A copy of the Annual Security Report, published annually by the Campus Police Department, details Northwest policies and procedures regarding campus safety. A copy of the report, which contains the annual crime statistics report, is available online in the current Northwest Bulletin (www.northwestms.edu/bulletin) or on the Northwest website here: <https://northwestmsedu.finalsite.com/police-and-public-safety> and in printed form upon request from the Campus Police Office (662-562-3314). The Annual Security Report is published in compliance with all applicable federal laws regarding campus safety and security.



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