

EXECUTIVE COUNCIL MEETING  
July 13, 2022

The Executive Council met on Wednesday, July 13, 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. Angel Nickens, 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 July 13, 2022 Executive Council meeting to order.

Dr. Jones made a motion that the Executive Council approve the agenda for the Executive Council meeting dated July 13, 2022. The motion was seconded by Ms. Gordon and carried unanimously.

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

Dr. Wiley made a motion that the Executive Council approve the minutes of the Executive Council meeting dated May 4, 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:

- Welcomed Mrs. Angel Nickens to the Executive Council and congratulated her on her new role as eLearning Dean.
- On July 12, 2022 Dr. Heindl, Dr. Dale, and Dr. Jones presented an update regarding Northwest to the Oxford Rotary.

- Dr. Heindl reported that an early indication shows a decent enrollment for fall.
- Orientations are going well and Dr. Heindl visited the Oxford Campus during Orientation.
- Dr. Heindl shared the preliminary agenda and quickly reviewed the agenda for the Executive Council & Northwest Leadership retreat that is set for July 21<sup>st</sup> & 22<sup>nd</sup>.
  - Dr. Heindl asked the council to be ready to discuss the top successes from this past year.
  - Dr. Heindl also wants the council to be prepared to share some ideas for “who we want to be in this coming year”. This past year’s focus was on “Student Ready Starts with Me.”
  - Dr. Heindl asked Mrs. Legendre to share some logistics with the council.
    - Mrs. Legendre shared check in time, parking, reservations, and meeting space location.
- Dr. Heindl reported on the FY 2023 Legislative Priorities:
  - Priority 1      7% Salary Increase for full time employees      \$26M
    - Salary Enhancement for high demand careers      \$9M  
Nursing, Diesel Tech, and Aviation are an example.
  - Priority 2      Basic Operational Costs      \$8M
  - Priority 3      CTE Advantage Program Increase      \$5-10M
  - Priority 4      Capital Improvements
    - R&R from Capital Expense Fund      \$50M
    - Individual Request from Community Colleges      \$50M
  - Priority 5      Dual Credit      \$25M

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

A. Updates

Dr. Dale reported:

- Amazon update
  - Northwest has been selected in becoming an educational partner with Amazon.
  - Visits for recruitment to the Amazon facilities will begin later in July following Amazons Prime Day events.
- The Executive Council went through the Councils & Committees document and made the changes for FY2023. Mrs. Legendre will be sending out appointment letters to all faculty, staff & administration within the week. Dr. Dale will be updating the Councils & Committees document and have it ready to be handed out at Staff & Faculty Convocations. The following are the documents discussed:
  - Student Services Council
  - Instructional Affairs Council
  - Strategic Communications Council
  - 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
- New Committees:
  - Substantive Change Committee
  - Campus Safety Committee

## **VI. AGENDA ITEMS- Dr. Matthew Domas**

### A. Updates

Dr. Domas reported on the following:

- 5<sup>th</sup> Year update- Dr. Domas shared that the date for submitting is September 15, 2022. He thanked everyone for their help in this project. There is still work to be done for Dr. Wiley and himself.

Dr. Domas made a report from the IAC and requested the following to be approved:

- 1) Motion was made by IAC to create a Musical Theatre Pathway. The motion was seconded by Dr. Rush and carried unanimously.
- 2) Motion was made by IAC to add to the Standard Course syllabus to create uniformity. The motion was seconded by Dr. Jones and carried unanimously.
- 3) Motion was made by IAC update the Course Outline under the Modality & Terms and the COVID-19 Protocols to create uniformity. The motion was seconded by Dr. Reed and carried unanimously.
- 4) Motion was made by IAC to split the lecture and lab for Music Theory MUS1214, MUSIC Theory MUS 1224, Music Theory MUS2214, and Music Theory MUS2224. The motion was seconded by Dr. Dale and carried unanimously.
- 5) Motion was made by IAC to add MUS1211 Music Theory I, MUS1221 Music Theory II, MUS2211 Music Theory III, MUS2221 MUSIC Theory IV all with Labs. The motion was seconded by Dr. Reed and carried unanimously.
- 6) Motion was made by IAC to change the credit hour of the following: MUS1214, MUS1224, MUS2214, MUS2224. This failed by lack of a second. This will come back to Executive Council at a later date for approval.
- 7) Motion was made by IAC to add designated elective to ensure fuller classes in those offered by NWCC online courses: LET2523 Bankruptcy Law, LET 2373 Contracts and Business Law, and LET2383 Criminal Law and Procedures. The motion was seconded by Dr. Reed and carried unanimously.

- 8) Motion was made by IAC to change the description and to have an hour change to the following: CVT2716 Cardiovascular Clinical I, CVT2726 Cardiovascular Clinical II, and CVT2736 Cardiovascular Clinical III. The motion was seconded by Ms. Gordon and carried unanimously.
- 9) Motion was made by IAC to change the degree map for Surgical Technology by offering the AAS as well as a certificate option. The motion was seconded by Dr. Rush and carried unanimously.
- 10) Motion was made by IAC to approve number change to NUR 2433 Transition to Professional Nursing Practice and title change to NUR 2022 Nursing III Bridge. The motion was seconded by Mr. Horton and carried unanimously.

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

### **A. Updates**

Mr. Horton reported on the following:

- CFA new agreement is ready to take to the Board of Trustees in August 2022. After Board approval the renovations for the CFA can begin.
- Aviation meeting is set for today at 3:00 pm. The discussion will be about Site plan, estimated budget, and funding. There is still lots of work that needs to be done with the startup of this program.
- PAC is on schedule to be completed in early November 2022.
- Football project, Soccer/Softball project to be completed in early August.
- Next week there will be a kick off meeting to discuss the DeSoto project.
- The Library project will begin soon.
- Two buildings have been wired for the attendance system that will be piloted in the fall semester.
- Working through contracts there has been a slight glitch in the CX system that has caused a few contracts to not be signed.
- In the process of hiring a replacement for Matt Sellers.

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

### **A. Updates**

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

- New Hires for DeSoto Campus
  - Terri Reeves will replace retiree Patsy Gardner as the CTE Support Services Coordinator
  - Kayden Kelly; Math Instructor
  - Elizabeth Hobbs, Enrollment Specialist
  - Celia Barham, Surgical Technology Instructor
  - Melody Williams, Natural Science Instructor
  - Kristin Murphy, Cardiovascular Technology Instructor
  - Melody Williams, Chemistry Instructor
- Juneteenth Festival was held.
- July 23<sup>rd</sup> at Tanger Outlet Mall Northwest DeSoto will hold a Back to School Bash.

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

Ms. Gordon reported on the following:

- Soiree Planning is in full swing. The committee is awaiting confirmation of the act.
- Capital Campaign has raised \$4,110,000.00 to date.
- Alumni gathering from the class of 1955 era was held and 55 individuals came to that event that was held at the Batesville Cracker Barrell.
- Horn Lake High School has added to their endowment \$10,000.
- September 15, 2022 will be the 2+2 Golf Tournament.
- Beginning to work with AD Jake Gordon and fundraising events for Athletics.
- WHEMN has begun planning the Feb. 2023 event.
- July 28, 2022 the Foundation will be off-site for an event.

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

### **A. Updates**

Dr. Rush reported on the following for Student Services:

- Summer enrollment shows a 6% increase from last summer. Northwest hasn't seen an increase in summer school since 2016.
- The numbers for summer 2022 in headcount are 1,796
  - Summer 2021 headcount was 1,687
- Credit hours for summer 2022 is 11,701
  - Credit hours for summer 21 was 10,776
- EST. FTE for Summer 2022 is 760
  - EST. FTE for Summer 2021 is 695
- Dr. Rush discussed the possibility of the purge date to be changed to the week prior to the day of classes beginning. It was discussed that Northwest may not need to tie purge to a date if a student is shown the ability to pay for courses.
- Dr. Rush shared that orientation looks to be showing an important piece in registering students.
- Dr. Rush shared her desire to allow students to begin completing following July 13, 2022.
- The IT and Financial Aid Departments are working together to get scholarships in the system for students to be able to complete. Soon a text will go out to all students to complete their registration by paying.
- The last Orientation date will be July 14, 2022.
  - Dr. Rush would like to preplan and begin setting dates for summer 2023.
- Recruiting will be hosting a Pathfinders Retreat on July 19<sup>th</sup> & 20<sup>th</sup>. The new Pathfinders for 2022-2023 are:
  - Dixee Drewery
  - Ezlisia Davis
  - Megan Landmesser
  - Catherine Simpson
  - Jacob Stroud
  - Gracie Mettetal
  - Keldra Murel
  - Amelia Pugh

- Dakoyta Lesure
- Jamessia Hankins
- Marlee Dodson
- Alton Lee
- Kaylin Hutchins
- Layla Hill
- Keiona Bowles
- Amarion Hooks
- Kamarion Hooks
- Brandon Taylor
- Dorian Pomerlee
- Tierree Walker
- Jordan Calloway
- Elizabeth Swindell
- Zakeriyah Townes
- Conner Moore
- MaGheyla Patton
- SEVIS was on campus earlier this week. The meeting went very well and Northwest should hear back soon on the approval of international students.
- Back to School Bash will be on July 23<sup>rd</sup> & 26<sup>th</sup>.
- There will be an Audit next week.
- Summer commencement is scheduled for August 1, 2022 at 10:00 am with Representative Latasha Jackson as speaker.
  - There will be a separate pinning ceremony at 1:00 pm for School of Health Sciences in the Coliseum.
- Housing and Residence Life has a waitlist for the fall 2022 semester.
  - Female has 150 students on the waitlist.
  - Male has 139 students on the waitlist.
  - Move in date is August 10<sup>th</sup> – 12<sup>th</sup>.
  - Welcome Week is the following week with lots of events planned.
- Dance Team is now under Student Services.
- AACRAO Consultants will be on campus in August.
- Yalobusha is receiving a facelift for the new ARC- One Stop Shop.

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

### A. Updates

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

- Retirees at the Lafayette/Yalobusha Campus:
  - Darlene Greenlee
  - Dr. Larry Shaffer
  - Michael Butts
- New Hires:
  - Carley Laney, Bookstore/Business Office
  - Betsy Grubbs, Student Services Coordinator
- Mid-Night Madness at the Oxford High School Library on July 1, 2022. Ms. Arman worked the event.

- Airforce ROTC was at the Orientation yesterday. Dr. Jones would like to continue this tradition during the orientation season.
- August 5<sup>th</sup> & 6<sup>th</sup> will be the Watermelon Festival in Water Valley, MS and Northwest will host a booth.
- In June Northwest signed a partnership with Ole Miss and the Engineering Department.

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

A. Updates

Mr. Casey reported on the following:

- Katie Broadway will be the Director of CTE & Advancement
- Stephanie Shirley will be the Employer Partnership Coordinator
- Adult Education at Northwest is leading in the State.

**XIII. AGENDA ITEMS- Mrs. Angel Nickens**

A. Updates

Mrs. Nickens reported on the following for eLearning Department:

- Cidi Labs- The Ready Go portion of Cidi Labs is now being fully utilized. Training will begin with the District Directors and the Course Coordinators on the capabilities prior to the beginning of the semester.
- eLearning Technology Specialist interviews will begin this next week.
- New canvas Student Orientation to roll out in the fall 2022. This will be a new design and focuses on the Canvas Student Orientation. This will only be required to complete once and then for each additional course the student will have a code to input. This will simplify orientation for the students and instructors.

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

A. Updates

Dr. Wiley reported on the following:

- ACUE is going very well and Northwest will soon have 13 full time instructors full trained.
- First Year Experience Class is going well and we need instructors.
- CircleIn is a new platform that Northwest has purchased for 1 year. This will be led by Dr. Bostick and Dr. Tucker. Dr. Bostick was at a kick-off meeting yesterday and was very impressed. This platform allows for peer to peer tutoring and it teaches good study habits.

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

**XVI. ADJOURNMENT:**

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