

EXECUTIVE COUNCIL MEETING  
March 1, 2023

The Executive Council met on Wednesday, March 1, 2023 at 8:30 a.m. Ranger Room in the McCormick Administration Building:

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 March 1, 2023 Executive Council meeting to order.

Dr. Wiley made a motion that the Executive Council approve the agenda for the Executive Council meeting dated March 1, 2023. The motion was seconded by Dr. Domas and carried unanimously.

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

Dr. Dale made a motion that the Executive Council approve the minutes of the Executive Council meeting dated October 5, 2022 as presented. The motion was seconded by Dr. Reed and carried unanimously.

**III. REVIEW OF ACTION TRACKER ITEMS**

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

A. Updates

Dr. Heindl reported that he met with the PTK 5-Star Chapter Leadership Team: Mary Hellen Wilkerson, Emma Jackson, Seth Matlock and Lia Ramos, along with advisor Mrs. Kristin Davis on Monday, February 27, 2023. The Leadership Team proposed an idea that they would like to complete on the Senatobia Campus. This project will allow for reaching the 5-star status. Their project would allow for showcasing school spirit on the

Senatobia Campus. The idea is to paint stars on the pavement that would be seen as you drive down Alumni Drive heading North and South spaced to highlight a variety of student organizations at Northwest. The thought was this would illuminate a pathway for future Rangers as they enter campus. Dr. Heindl had multiple questions that he presented to the PTK Leadership team that involved: Cost, Upkeep, and possibility of it not continuing through future semesters. He presented this idea to the Executive Council to get their feedback, concerns, and possible ideas to take back to the students.

The Executive Council liked the idea but had reservations about the lasting upkeep. Many ideas were discussed with alternative ideas from surveying students about this idea to a more permanent structure/structures that could be placed across campus to also including the community into these large star structures.

Dr. Heindl will be reporting back to the PTK Leadership Team the alternative options.

Dr. Heindl reported that the MCCLA graduation will be in a month. Dr. Heindl asked for volunteers to attend the 2023-2024 MCCLA class. Ms. Gordon and Dr. Mullins both asked if they could attend next year.

Dr. Heindl asked for volunteers to also attend EPFP which is the Legislative Advocacy and Dr. Rush and Dr. Jones both want to attend next year.

Dr. Heindl reported that Dr. Ed Meek had reached out regarding the old Amory Building in Charleston, MS and asked if Northwest could utilize the space for training for the community. Dr. Heindl, Dr. Domas, and Dr. Mullins will travel to see if the space could be utilized for HCA, LPN, or LPN- RN programs in that area. Dr Mullis shared that it had been several years since she was at that location and remembers that sinks could be needed for that space. Ms. Gordon asked if she should reach out to him about Nursing Scholarships.

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

### **A. Updates**

Dr. Dale reported on the following:

- Communications has two new employees starting Monday March 6th , a Communications Specialist and a Video Coordinator. Interviews for a Graphic Artist will be next week.
- New Bi-Monthly meeting scheduled with Dr. Domas and his team to make sure no events are losing coverage.  
The Calendar software is being switched from Trumba to Finals site. Once that transition is complete, Dr. Jones and Dr. Reed should receive access to add DeSoto and Oxford campus events to the college calendar.
- Federal Legislative Policy Update:  
Short Term Pell appears to have traction in Washington. A Senate Democrat and a House Republican both have bills that would allow for the use of Pell Grant on short term course instruction like truck-driving, welding and electric linemen programs.

- Brand Camp is on the way. Northwest Mississippi Community College has nearly completed the Trademark process for the college logos: Ranger Head, Ranger Body, Senatobia Campus Logo, Northwest N, Star with N, Presidential Seal and the words “Northwest Mississippi Community College.”
- A new graphic standards manual is in the works for these new logos. New logo packages will be distributed to departments when Jennifer Corbin can complete the whole batch.

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

### A. Updates

Dr. Domas reported on the following:

- Athletic: Sports Hall of Fame is April 25, 2023.
- Softball and Baseball are doing very well this season.
- Summer camps:
  - Advertising dates needs to begin March 1, 2023.
  - Dr. Domas will be meeting with Mr. Horton to see about adding this information to the Northwest website.
    - Registration Fee: \$250
    - Grades: 3<sup>rd</sup>-5<sup>th</sup> and 6<sup>th</sup>-8<sup>th</sup>
    - Art, Technology, Recreation, and Science camps
- Projects:
  - CTE to expand programs

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

- 1) Motion was made by IAC for course addition and core requirement for SSP 1003 Smart Start Pathway. This will allow for a credit change from 1 hour to 3 credit hours. The motion was seconded by Dr. Reed and carried unanimously.
- 2) Motion was made by IAC for prerequisite change for COM 2173 Interpersonal Communications. The motion was seconded by Mr. Horton and carried unanimously.
- 3) Motion was made by IAC to add Industrial Automation and Engineering to the Concourse in Batesville, MS. The motion was seconded by Dr. Dale and carried unanimously.
- 4) Motion was made by IAC to add Business and Marketing Management to the Concourse in Batesville, MS. The motion was seconded by Dr. Jones and carried unanimously.
- 5) Motion was made by IAC to add a Technical Certificate (60 HR) exit point to Aviation Maintenance Technology to Olive Branch, MS. The motion was seconded by Ms. Gordon and carried unanimously.

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

### A. Updates

Mr. Horton reported on the following:

- Opening bids for the DeSoto project in April and seeking approval of the bids at the April board meeting. A ground-breaking ceremony for the new DeSoto Construction will be on April 24, 2023.
- Northwest received approval from the Board of Trustees to purchase property on Church Road that will serve as a new entry to the DeSoto campus. This is dependent upon approval from the city of Southaven regarding Northwest plans.
- Department budget spreadsheets will be going out soon but Mr. Horton encouraged the committee to begin working on their budgets before receiving the spreadsheets.
- Heindl Center for the Performing Arts line up for the next month: Leno, Carson and Elvis events.
  - Mr. Horton commended the work of the PAC team, construction, IT, Facilities and Police teams.

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

### **A. Updates**

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

- Dual Enrollment Days
  - February 21, 2023
  - February 28, 2023
  - March 2, 2023
  - March 9, 2023
- Spring Preview Day is March 23, 2023
- Leadership DeSoto will be on the DeSoto Campus tomorrow.
- April 18, 2023 will be Food Truck Day
- April 20, 2023 is Student Appreciation Day
  - Student Dance to be held
- February 13, 2023 Northwest Recruiting was at Tanger Mall
- Northwest DeSoto to Sponsor Light the Way on June 16 -17, 2023. This is a music festival in DeSoto County.
- Black History month was celebrated with 2 films: Women King and the Untold Story of Emmitt Teal.
- Northwest DeSoto has joined with Ole Miss DeSoto in sponsoring the HR meetings on campus.
- Northwest DeSoto is penciled in to sponsor the Tanger Christmas Tree lighting ceremony for this year.
- Food Pantry is expanding
- PTK project: Assisting the library in re-shelving books after the water damage.
- April 21, 2023 Cremation Certification
- March 29, 2023 from 11:00 am -1:00 pm Career Expo
- PTK Induction Ceremony will be April 13, 2023 at 6:00 pm.

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

Ms. Gordon reported on the following:

- Update from WHEMN conference. There were 300 leaders from across the State of Mississippi in attendance. Ms. Gordon thanked Dr. Heindl for the speakers for the Legislative Session.
  - This year's winner was Dr. Heather Annulis from Southern MS.
  - The WHEMN will be rotating to Ole Miss for the next two years.
- Soiree update:
  - Tracy Crutcher with Mini Systems is the Title Sponsor.
  - To date there is \$115,000 in sponsorships for this event.
  - Event looks to net \$105,000 if ticket sales increase.
  - Executive Council will be meeting to discuss the 2024 awards for the Soiree.
- Fundraising for 2022
  - \$1.558M for the year of 2022 was raised.
- Foundation is working on the next Northwest Now that will combine the Annual Report in the edition.
- Foundation Updates:
  - Scholarships:
    - Mini Systems donated \$75,000.
    - Marty Stuart \$15,000. for a Fine Arts Scholarship
    - Annual Cannon Motor Scholarship
- Foundation Board Chairman is Fred Carlisle.
- The Foundation Board is reviewing and updating the By-Laws.
- Scholarship season is here with a deadline to apply for April 1, 2023.
- Panola Partnership Annual Banquet is March 23, 2023 in Como, MS.
- Alumni Reunion for 1965-1969 classes will be in Sardis, MS.

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

### **A. Updates**

Dr. Rush reported on the following for Student Services:

- Enrollment is 6,433 students for this semester. This is up from last year's 6,403.
  - All 3 campuses have an increase this spring. This is the 4<sup>th</sup> consecutive semester to be up. Academic students also saw an increase.
- Registration continues for 2<sup>nd</sup> mini-term. Classes will begin on March 13, 2023 for online students and March 20, 2023 for in person classes.
- Orientation Dates:
  - Special Admission
    - June 13
  - School of Health Science
    - July
  - Senatobia
    - June 14
    - June 27
    - July 13
    - July 18
  - DeSoto
    - June 15
    - June 28
    - July 12
  - Oxford

- June 16
  - July 20
- Mr. & Mrs. NWCC for each center is:
  - Senatobia
    - Connor Moore
    - Gracie Mettetal
  - DeSoto
    - Jacob Stroud
    - Kaitlyn Hadley
  - Oxford
    - Andrew Harmon
    - Dixee Drewery
- 16 Hall of Fame Students will be recognized the Board of Trustees meeting on March 9, 2023.
  - Dixee Drewery
  - Savannah Flores
  - Jamessia Hankins
  - Sara Ann Hill
  - Patrick Jones
  - Dakoyta Lesure
  - Gracie Mettetal
  - Seth Matlock
  - Victor Ordonez
  - Casiah Pegues
  - Madison Sadler
  - Konnie Suggs
  - Brianna Thomas
  - C.W. Weaver
  - McKenzie Wells
  - Mary Hellen Wilkerson
- Admission and Records
  - Spring Commencement Ceremonies May 12, 2023
  - 8:00 am, 11:30 am, and 2:00 pm
- ABE Graduation
  - May 15, 2023 at 6:00 pm

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

### A. Updates

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

- Officer Drewery will be out for 6 weeks.
- Librarian Lauren McCain will be out due to surgery.
- New employees in Oxford:
  - Emily Wilson; Officer
  - Klaire Jackson; Horticulturalist
- WHEMN Conference
  - Oxford Center sent 4 team members to this event.
- Pollinator Field is in the works for the Oxford Center and the City of Oxford.

- Ole Miss is wanting to use the parking lot for concerts this summer.

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

### **A. Updates**

Mr. Casey reported on the following for the CTE:

- Beth Morgan is the new Director of Workforce Solutions and Community Services.
- Hiring for the replacement of CTE Counselor.
- CTE is spending for the new programs: EV, Diesel Technology, and UTL at the Concourse Centers.
- New Programs:
  - Industrial Automation and Engineering Technology
  - Business and Marketing Management

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

### **A. Updates**

Mrs. Nickens reported on the following for eLearning Department:

- New instructional Design Coordinator; Carla Malone.
- Online Course Evaluations are taking place this week. There is an emphasis on regular and substantive interactions this year.
- Proctoring Improvements to aid faculty and students with more testing options:
  - Adding proctoring options at DeSoto and Oxford during peak testing times.
  - Purchased web-based scheduling software, Signup Genius.
  - Working with IT to re-establish LanSchool in computer labs.
  - Zoom proctoring has been added for students in the military, medical or physically incapacitated or students out of the country.
  - Regan Sellers and Mrs. Nickens will be a part of a panel discussion for an AspireEDU/Dropout Detective presentation at the Creating Futures Conference in Biloxi, MS on March 7-8, 2023.

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

### **A. Updates**

Dr. Wiley reported on the following:

- Events coming up:
  - Merchant of Venice (Rescheduled)
  - Dessert Cabaret
  - Jazz Festival Featuring Todd Hill
  - State Art Competition in the Art Gallery this month
- IPEDS Due April 5 for Human Resources, Libraries, Finance, and Fall Enrollment
- ACUE Update

- Recognition Ceremony on April 26 at 2:00 pm for those that received their full credential last year. There are 13 instructors.
- Next cohort begins March 20. We have 13 instructors on the waiting list for this class. This is how popular this training has become.
- Conference in June on Teaching in Higher Education to feature the work of NWCC with ACUE
- Program Review on April 14 in Tate 209. CTE programs are the ones being reviewed this cycle.
- Strategic Plan Wrap-up
  - Emails going out to the VPs today with instructions on how to report out on the progress that was made on the strategic plan over the last four years.
  - IR is happy to meet with each team to help them write out their results
  - Final Reports due back to IR by April 28 to begin the cycle for the next Strategic Plan.
- Annual Goals Workshop
  - To extend the plan to the department level, IRE department will begin holding Annual Goals Workshops for each VPs area. This workshop will give the departments in that area time to formulate their goals for the next year, work as a team to brainstorm strategies and obstacles, and report out on their goals before leaving the session. The first one is April 27th from 1:30-3:30 for the Instructional areas. Finance and Student Services will be held in May after graduation.

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

A. Updates

Dr. Mullins reported on the following:

- Fall 22 enrollment is up 8.9 % but the total credit hours have increased as well by 14.8%
  - Applications are doing well for LPN-RN currently at 63 for 30 seats. RN apps at 156 with 136 registered for the teas test, PN at 347 with 145 spots. We are focusing more on CVT, FST and EMS applications with those numbers not quite being what we want. Using ARPA funds for mailouts and advertisements.
- PTA submitted self-study report on 7.27 with a tentative on-site visit for April 24-26, 2023.
- SNA is collecting items for all SHS students who need non-perishable items food, personal items, cleaning supplies, baby items, etc.
- March 24, 2023 PN career expo
- March 22, 2023 NTHS induction at 2:00
- Curriculum re-writes across the state for Surgical Tech, Practical Nursing, Cardiovascular, HCA and PTA.

**XVI. ADJOURNMENT:**

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