

EXECUTIVE COUNCIL MEETING
April 5, 2023

The Executive Council met on Wednesday, April 5, 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 April 5, 2023 Executive Council meeting to order.

Dr. Jones made a motion that the Executive Council approve the agenda for the Executive Council meeting dated April 5, 2023. The motion was seconded by Dr. Dale 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 1, 2023 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 that Russell McCastle with Timely Care will be joining the meeting via zoom at 10:15 am to present a medical/mental health care platform for students.

Dr. Heindl reported on the 2023 Legislative Session:

- SB 3009 This \$4 M for the Ag Tech Programs.

- SB 3010 Community College Appropriation Bill
 - \$10 M CTE Advantage Program
 - \$6.8 M for a 2% salary increase
- HB 603 \$40 M Capital Improvements
- SB 2487 \$9.8 M for the 15 community colleges for DE/DC
- SB 2371 \$22 M for ARPA Healthcare
- SB 2595 Extended funding expenditures until December 2026.

Dr. Heindl shared some upcoming dates with the Executive Council:

- April 13, 2023 Following the Board Meeting there will be a Ground Breaking for the new Male Residence Hall.
- May 5, 2023 Employee Appreciation Day
- May 22, 2023 Ground Breaking for the new Health Science and CTE facility at the DeSoto Center.

V. AGENDA ITEMS- Dr. Andrew Dale

A. Updates

Dr. Dale reported on the following:

- April Community College month. All departments and programs that have access to social media should have an email from Dr. Dale last week about making daily posts to celebrate community college month.
- Dr. Dale has made templates in Canva for the specific purpose of using during #ccmonth. Should you need Canva access, please contact Dr. Dale
- Friday meetings with Dr. Domas team has helped in reaching departments and programs regarding events and with updating the college calendar. Dr. Dale will have ticketing up soon for the Rodeo that will be held at the end of the month.
- Dr. Dale asked Mr. Horton to be added to the new calendar.
- The deadline for this week's Ranger Report is today due to the holiday weekend. Dr. Dale will be sending the Ranger Report out in the morning.
- Ranger Radar has been helpful on social media.
- Organic Traffic continues to outpace our paid ads on social.
- Tic – Tok Bill SB 2140 - National Security on State Devices and Networks.
- New Graphic Designer starts on April 17, 2023.

VI. AGENDA ITEMS- Dr. Matthew Domas

A. Updates

Dr. Domas shared the following report from the Instructional departments:

- March 23 – 24, 2023 Dr. Domas hosted ATD on campus.
- June 12-14, 2023 will be the start back of Summer Camps.
 - The website will be ready for release.
 - Publicizing these activities will begin soon too.

- April 21, 2023 Dr. Heindl will be the speaker for the Outstanding Student Ceremony at 1:30 pm in the Haraway room 102.
- April 14, 2023 the college will be hosting the Instructional Program Review in Tate Building room 209 from 8:30 am – Noon.
- April 6, 2023 Tour at Insituform Technologies in Batesville, MS.

Dr. Domas shared that Softball is ranked 2nd nationally. Northwest celebrated Coach Carson and his 500th win. This is career victory for Coach Carson. Men's Tennis will be playing in the playoffs. Tennis has shown a very successful first season. Dr. Domas reported that the college is looking to install a flag pole at the baseball field and possibly at the softball field too.

VII. AGENDA ITEMS- Mr. Jeff Horton

A. Updates

Mr. Horton reported on the following:

- Mr. Horton will be bringing tuition increase suggestions to the Board of Trustees on April 13, 2023. The suggested increase is from \$1600 to \$1700 for full time students. The increase for part time tuition will be suggested to go from \$145 per credit hour to \$160 per credit hour. Mr. Horton reported that it has been 3 years since the college has increased tuition at Northwest.
- Mr. Horton reported that Yalobusha will be complete in early June. The ARC would be moving to the new space in mid-June.
- Mr. Horton reported that after the ARC move the Library will move to the Tunica Building. There are HVAC issues in the current building.
- Mr. Horton shared that CX will go live at the end of May 2023.
- Mr. Horton shared that Amy Latham, Miriam Rowan, and Candace presented this year at the Creating Futures through Technology Conference in Biloxi, MS, on the advancements Northwest has made with the ERP and HCM, as well as, the recent SFP implementation.
- Mr. Horton reported that the classroom attendance reader project: The Total Card has been configured to accept data from the readers and this data has been tested and put into the correct format to send to the aPlus+ software. The integration with Canvas will be the next step in making the software available to the instructors inside Canvas. The integration from aPlus+ to Alliant has not begun.
- Mr. Horton reported that Northwest's cyber security has allowed for monthly reports from the platform Huntress. This report provided behind the scenes high level overview of the steps taken to process all the changes on systems in the network to filter out the legitimate software and scrutinize the unknown and suspicious applications. A part of this report also provides a dark web report daily to Northwest email addresses that have been discovered on the dark web. There will be changes made to Northwest student email addresses before summer registration as a result.
- Mr. Horton shared about the new website calendar that is being implemented. This calendar went live on Monday on Final Site. The IT Department is requesting one person to be designated from Southaven and Oxford Campuses

that will be responsible for filling out the appropriate form concerning upcoming events on those campuses.

- Mr. Horton shared that the new IT Director has been hired and has a start date of May 1, 2023, Mr. Charles Powell. The new Network Analyst position has been filled and he comes to Northwest by way of Delta State University.
- Mr. Horton reported that performance reviews are due on April 30, 2023. He also encouraged the Executive Council to nominate for the Employee of the month. He also shared that Open Enrollment for Supplemental Insurances will be on Campus April 11-13, 2023 Senatobia Campus, April 17, 2023 Oxford Campus, April 19, 2023 DeSoto Campus.
- Mr. Horton reported that refunds will go out on April 13, 2023. The Business Office is wrapping up FA22 Dual Enrollment balances and getting SP23 invoices out.
- Mr. Horton handed out 2023-2024 Disbursements and Refund Dates, Frequently Asked Questions, and Helpful Hints from the Business Office sheets.

VIII. AGENDA ITEMS- Dr. Keith Reed

A. Updates

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

- Yesterday 2+2 Easter Fest with a magic show was on campus.
- Last Wednesday DeSoto Center held a Career Fair.
- Looking for dates to host Amazon Fulfillment Center Recruiting
- April 18, 2023 will be Food Truck Day
- April 20, 2023 is Student Appreciation Day
 - Student Dance to be held
- Northwest DeSoto to Sponsor Light the Way on June 16 -17, 2023. This is a music festival in DeSoto County.
- PTK project: Assisting the library in re-shelving books after the water damage.
- April 21, 2023 Cremation Certification
- PTK Induction Ceremony will be April 13, 2023 at 6:00 pm.

IX. AGENDA ITEMS- Ms. Patti Gordon

Ms. Gordon reported on the following:

- Soiree update:
 - Ms. Gordon shared the Impact Video that was shown at the Soiree.
 - The Soiree raised \$110,000 for Northwest.
 - Ms. Gordon shared the poster that the Graphic Design students created for the Soiree and shared that the poster was signed by Marty Stuart.
 - Ms. Gordon shared that in the coming months there will need to be a conversation to decide on the 2024 award recipients.
- Capital Campaign
 - \$65,000 was pledged by Ms. Helen Overstreet
 - \$20,000 was pledged by Ms. Jeanette Martin
- Faculty/Staff Retirement & Awards ceremony will be held on April 24, 2023. Dr. Heindl will host a luncheon for the retirees beginning at noon with the ceremony to begin at 1:00 pm.

- The Foundation Office has received 979 applications for scholarships.
- The selection of the Alumnus of the Year and the Sports Hall of Fame for 2023-2024 will be made after the Easter break.

X. AGENDA ITEMS- Dr. Tonyalle Rush

A. Updates

Dr. Rush reported from the Facility Use Committee:

- The Committee would like everyone communicating openly to the Facility Use Committee about their events.
 - This will aid in multiple events overlapping and departments not knowing they are happening.
 - Student Services is pre-planning all events for fall.
 - It was suggested that the calendar committee make sure all events are up to date and all events are in the calendar.
- Dr. Rush asked about the meeting space that will be available in the Chick-fil-A on campus. Who will manage that space and can it be used externally as well as internally?
 - Dr. Heindl shared that Aladdin will be responsible for managing the meeting space.
- Dr. Rush shared that Student Services will be conducting a deeper dive into clubs and organizations.

Dr. Rush made a report from the Student Services Council and requested the following to be approved:

- 1) Motion was made by Student Service Council for students to meet with their advisory and complete an academic plan and submit the appeal. The motion was seconded by Dr. Wiley and carried unanimously.
- 2) Dr. Rush reported on the Service Animal Policy and Procedures. The motion was has held for this item to go to the Instructional Affairs Council for review before a motion was made from EC.

Dr. Rush reported on enrollment:

Enrollment Goals:	
Minimum Goals for Registration	
Spring 2023	6,404
Summer 2023	1,794 - 1800
Fall 2023	7,380 - 7400

Dr. Rush shared the following dates:

- Priority Registration for Summer and Fall 2023 starts on April 3rd.
- Beauty Review was held on March 28th in the Fine Arts Auditorium.
- Certificates are going out to 2023 seniors who have applied at Northwest.
- The ARC had a College Transfer Workshop on March 29th.
- Financial Aid had a FAFSA Workshop on March 30th.
- Spring Fling will be on April 19th at the Ag Field.
- Orientation updates:

- Senatobia
 - June. 13- CTE (unannounced)
 - June. 14, 27 & July. 13, 18
 - Desoto
 - June. 15, 28 & July. 12
 - Oxford
 - June. 16 & July. 20
- Commencement is May 12th
 - 8:00 AM Academic (300)
 - 11:30 AM Career Tech (207)
 - 2:00 PM School of Health Science (155)
- Priority Registration begins April 3rd for Currently enrolled degree-seeking students. Open registration will follow after priority registration.
 - Room Reclaim & Housing Apps for Fall 2023
 - Spring 2023 Commencement: May 12, 2023
- TriO Student Support Services
 - Spring 2023 Workshop Dates
 - March 8th: Trio College fair with five colleges
 - March 21st: Miss State Tour and students visited with Dr. Walker
 - March 18th - 23rd: Dr. Parker attended COE Policy Seminar in D.C., where she met with Mississippi congressmen to advocate for Trio
 - March 21st: Money Management workshop with 1st Security Bank
- Director of Financial Aid
 - Financial Aid updates for Summer and Fall 2023
 - Total count of ISIRs – 6,051
 - Total unduplicated applicants – 4,966
 - Unduplicated Pell Eligible – 3,174
 - Unduplicated Selected for Verification - 507
 - Pell will be increased in Fall 2023 to \$7,395 (\$500 increase)
 - Refund goes out April 9th
 - Dr. Hibbler is working with Dr. Davis and her team regarding SAP. If a student is on SAP, the student must complete the Academic Plan with the ARC before submitting an SAP Appeal to Financial Aid.
- Advising & Retention Center
 - Priority Registration for Summer and Fall 2023 starts April 3rd for currently enrolled degree-seeking students.
 - Dr. Davis and her team have appointments with students to come in and speak with an advisor to make their schedule.
 - Dual students can register for Summer starting May 15th. Financial Aid will apply once the Financial Aid office can see their transcript.
- AVP Student Services & Enrollment Mgmt.
 - Enrollment Goals for Summer and Fall 2023
 - Summer 2023: 1,800+ but a minimum of 1,794 registered students
 - Fall 2023: 7400+ but a minimum of 7,380 registered students

XI. AGENDA ITEMS- Dr. Don Jones

A. Updates

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

- There were 45 new laptops purchased that will aid in the LPN program.
- Batesville Campus is in process of cleaning up from flooding of the building.
- WaterValley has lost an Adult Ed. Faculty member.

XII. AGENDA ITEMS- Mr. Dwayne Casey

A. Updates

Mr. Casey reported on the following for the CTE:

- April 26, 2023 at 7:30 am Dr. Heindl will be the keynote speaker for the CTE Advisory Breakfast in the Haraway Center.
- All program meeting has been finished.
- Career Coaches for High Schools have been invited to attending a free coaching seminar where Jeff Covington will teach them how to make pens. The date for this event will be sent out by email.

XIII. AGENDA ITEMS- Mrs. Angel Nickens

A. Updates

Mrs. Nickens reported on the following for eLearning Department:

- eLearning will now offer limited proctoring times at DeSoto and Oxford through Smarter Proctoring (MSVCC). IT has help establish Lanschool back at the centers, and there is hopes of it becoming functional in all computer labs to aid in proctoring for the instructors.
- eLearning has worked hard with Dr. Davis and her ARC team to complete the “Advising” shells. It was a collaboration between all departments.
- CidiLabs Design Plus is taking the courses to the next level. All online academic instructors are using it for their “Homepage,” but the majority are utilizing it for other components of online course without it being required. To aid instructors with course redesign, eLearning is creating templates for instructors to use and transform their classes.
- eLearning is working on professional development opportunities to be available this month. Design Plus Roundtable will be live next Friday at 1:15 pm to showcase unique Design Plus features that instructors are using in their course. A showcase will generate interest and desire for more training on these features. RSI will be available in Ranger Academy next week.

XIV. AGENDA ITEMS- Dr. Carolyn Wiley

A. Updates

Dr. Wiley reported on the following:

Events coming up:

- 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.
 - Dates and agendas will be sent out soon.

XV. AGENDA ITEMS- Dr. Stephanie Mullins

A. Updates

Dr. Mullins reported on the following:

- ARPA Funds
 - Cardiovascular will be receiving some equipment thanks to the ARPA funding.
- Cardiovascular
 - The first cohort has taken their licensure and passed.
 - Dr. Mullins thanked Dr. Jones for his support of the CVT program.
- ARPA Funds will be used in part to assist with outreach for students that are currently DE with Northwest.
- MOADN Convention:
 - Mrs. Gentry was the keynote speaker.
 - MODEN Scholarship recipients:
 - Mrs. Mabry
 - Mrs. Evans
 - Mrs. McMullins was awarded the Most Innovative Teacher.
- PTA
 - April 24, 2023 is the final accreditation for the PTA program.

XVI. ADJOURNMENT:

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