

EXECUTIVE COUNCIL EXECUTIVE COMMITTEE MEETING  
June 21, 2023

The Executive Council Executive Committee met on Wednesday, June 21, 2023 at 8:30 a.m. in Presidents Conference Room 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 Relations~~  
Dr. Matthew Domas, Vice President of Instruction  
Dr. Tonyalle Rush, Associate Vice-President for Student Services and Enrollment Management

Staff: Leslie Legendre, Executive Assistant to the President

Guest:

**I. CALL TO ORDER/REVIEW AGENDA:**

Dr. Heindl called the meeting of the June 21, 2023 Executive Council Executive Committee meeting to order.

Dr. Rush made a motion that the Executive Council Executive Committee approve the agenda. The motion was seconded by Dr. Domas and carried unanimously.

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

Dr. Rush made a motion that the Executive Council Executive Committee approve the minutes of the Executive Council Executive Committee Meeting dated February 15, 2023. The motion was seconded by Dr. Domas and carried unanimously.

**III. REVIEW OF ACTION TRACKER ITEMS**

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

A. Northwest Leadership Forum

Dr. Heindl shared the date for the Northwest Leadership Forum retreat will be on July 21, 2023 at the Graduate Hotel in Oxford, MS. This event will begin with breakfast at 8:00 am. Dr. Heindl reminded the Executive Council Executive Committee that each year we review the Forum and make recommendations for members to roll off to allow new members to be added. During this time recommendations were made from the Vice Presidents and Associate Vice Presidents and the new members are:

- Terry Buckler
- Jeff Covington
- Betty Ginn
- Betsy Grubbs

- Harvey Hill
- Austin Mabry
- Cooper McCachren
- Gracie Perry
- Charlie Powell
- Brad Roe
- Jay Sarver
- Candace Umberger

Mrs. Legendre will send out letters to both the new members and the ones selected to roll off of this committee. She will follow up with Northwest Leadership Forum, sharing the date of the retreat.

~~V. AGENDA ITEMS – Dr. Dale~~

**VI. AGENDA ITEMS – Dr. Domas**

A. IAC

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

- 1) Motion was made by IAC to allow instructor authority to adjust a student’s pathway during registration, but will be closing this ability to instructors immediately following late registration. Any student pathway change requests after late registration will be managed by the ARC or the appropriate Associate Vice-President or Dean. The motion was seconded by Mr. Horton and carried unanimously.
- 2) Motion was made by IAC to approve the title and description change to ART1513 Computer Art will change to Introduction to Digital Art with an emphasis on the design and development of imagery utilizing computer technology. The motion seconded by Dr. Rush and carried unanimously.
- 3) Motion was made by IAC to approve the description change of First Year Experience to LLS1311. The motion was seconded by Mr. Horton and carried unanimously.
- 4) Motion was made by IAC to approve the number change and description change from MFL2513 to MFL1203. The course number and course description were changed by MCCB at the 2022 curriculum alignment meeting for the 23-24 academic year. The motion was seconded by Dr. Rush and carried unanimously.
- 5) Motion was made by IAC to approve the title change and description change of MFL1113, MFL1123, MFL1213, MFL2213, and MFL2223. The course descriptions were updated at the most recent Curriculum Alignment meeting for the current Fall 2023 uniform course numbering system. The motion was seconded by Mr. Horton and carried unanimously.
- 6) Motion was made by IAC to approve the description change for the English course descriptions for ENG1123, ENG2133, ENG2143, ENG2223, ENG2233, ENG2423, ENG2433, ENG2513, and ENG2613. The motion was seconded by Dr. Rush and carried unanimously.
- 7) Motion was made by IAC to approve the course additions of AMR1111, AMR1121, AMR2113, AMR2123. The motion was seconded by Dr. Rush and carried unanimously.

- 8) Motion was made by IAC to approve title change for AMT1162. The title changed in the state curriculum from Intro to Spacial Systems to Integrated Technology. The motion was seconded by Mr. Horton and carried unanimously.
- 9) Motion was made by IAC to add to the bulletin for CTE program, “Students must progress through CTE coursework in sequence due to the nature of the material covered. A grade of “C” or higher is required in all CTE courses for the student to advance to the next semester. Failure to achieve this minimum standard will require the students to repeat the course.” The motion was seconded by Mr. Horton and carried unanimously.

Dr. Domas shared that the 2022-2023 Program Review is complete and the report is all good. He shared that he would be emailing a copy of the report to each member of the Executive Council Executive Committee.

Dr. Domas reported that all interviews for the Director of Nursing has been completed and that a decision from the committee will be made by Friday, June 23, 2023 and then a formal offer will be made to the prospect.

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

### **A. Update**

Mr. Horton reported on the following areas:

- Dual Credit; Ms. Corlew is working through a \$69,000 reconciliation for DeSoto County School students who are Dual Enrolled. Mr. Horton shared that he would like Dr. Domas and Rush to be available to assist as needed during this process.
- August 25<sup>th</sup> & 26<sup>th</sup> Northwest will be hosting a football event for high schoolers. Dr. Domas shared that Northwest will be waiving the facility fee but has charged the schools for the cost of security and custodial for this event.
- Charlie Powell is the new IT Director and yesterday was his first full day without Mrs. Latham.
- Chick-fil-A is waiting on two pieces of equipment that has been on back order. The rooftop unit has an estimated delivery of 6/25/2023 and the electrical panel has an estimated delivery of 7/5/2023 the projected install time is 2 weeks. After the install the team will begin the training phase which is 4 weeks. The estimated date for opening is August 17, 2023 or August 24, 2023 depending on any further delays.
- The Heindl Center has begun selling fall ticket packages and are going well. There will be marketing that will go through summer for these events.
- HR will send out staff and faculty contracts this week. They are due back on July 10, 2023.

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

### **A. Update**

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

- 1) Motion was made by Student Services Council that the Service Animal policy and procedure be approved as presented. The motion was seconded by Dr. Domas and carried unanimously.
- 2) Motion was made by Student Services Council that the Disability Committee to meet once a year instead of twice a year. The motion was seconded by Mr. Horton and carried unanimously.
- 3) Motion was made by Student Services Council that the Emotional Support Animal (ESA) policy and procedure be approved as presented with the recommended changes made to the policy and procedure. The motion was seconded by Dr. Domas and carried unanimously.
- 4) Motion was made by Student Services Council to approve the Emotional Support Animal verification form with the recommended changes to the form. The motion was seconded by Dr. Domas and carried unanimously.
- 5) Motion was made by Student Services Council to approve the SAP requirements and policy changes for the transfer students as presented. The motion was seconded by Mr. Horton and carried unanimously.

Dr. Rush gave a report from the Graduation Committee and requested the following be approved:

- 1) Motion was made from the Graduation Committee to allow the TRiO Honor Cord to be worn during commencement ceremonies. These cords are a single red cord and there will be 20 or less students wearing them during commencement ceremonies. The motion was seconded by Mr. Horton and carried unanimously.
- 2) Motion was made from the Graduation Committee to change the regalia that is currently worn during commencement ceremonies to a navy robe with the sleeves trimmed in red with the school patch on the left chest and to change the cap to a navy cap with a navy and red tassel. The motion was seconded by Dr. Domas and carried unanimously.
- 3) Motion was made from the Graduation Committee to eliminate the summer commencement ceremonies and to allow the CTE students who are in programs that finish in the summer to graduate with the spring ceremony. The motion was seconded by Mr. Horton and carried unanimously.
- 4) Motion was made from the Graduation Committee to allow School of Health Sciences programs to hold their own Pinning Ceremony for all Health Science programs on the night prior to commencement with the stipulation that all students will be participating in the commencement ceremonies the following day. The motion was seconded by Dr. Domas and carried unanimously.

Dr. Rush gave a report from the Scholarship Committee and requested the following be approved:

- 1) Motion was made from the Scholarship Committee to approve students to use Total Transcript as another way of qualifying for a Howard Carpenter scholarship. The motion was seconded by Dr. Domas and carried unanimously.
- 2) Motion was made from the Scholarship Committee to approved the increase in some scholarship amounts to reflect the new tuition for FY23-24. The motion was seconded by Mr. Horton and carried unanimously.

## **IX. ADJOURNMENT:**

There being no further business to consider, the meeting was adjourned by Mr. Horton.