

EXECUTIVE COUNCIL MEETING  
August 2, 2023

The Executive Council met on Wednesday, August 2, 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. Keith Reed, Dean of DeSoto Center  
Mrs. Kristin Davis, Associate Vice-President of Academic Instruction  
TBD, Dean of Health Sciences

Mrs. Leslie Legendre, Executive Assistant to the President

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

Dr. Heindl called the meeting of the August 2, 2023 Executive Council meeting to order.

Ms. Gordon made a motion that the Executive Council approve the agenda for the Executive Council meeting dated August 2, 2023. The motion was seconded by Dr. Jones 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 April 5, 2023 as presented. The motion was seconded by Dr. Rush and carried unanimously.

**III. REVIEW OF ACTION TRACKER ITEMS**

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

A. Updates

Dr. Heindl welcomed Ms. Kristin Davis, AVP of Instruction to the Executive Council.

Dr. Heindl shared that on Monday, August 7, 2023, Northwest will hold its first ever Convocation with both Faculty and Staff. This event will kick-off the fall semester and will be held in the Heindl Center for the Performing Arts. The doors will open at 8:00 am with start time at promptly 8:30 am with the Pep Band and both cheer and dance

teams. Dr. Heindl passed out the agenda for the day for review. Dr. Heindl reported that all campus offices will be closed during this time and added that a sign will be placed on all office doors with the same message.

Dr. Heindl shared that on Wednesday, August 9, 2023 there will be a New Employee Orientation session. This will be from 8:00 to 1:00 pm. Dr. Heindl passed out the agenda for the day and asked that everyone attend.

Dr. Heindl invited everyone to Thursday, August 3, 2023, Welcome Back Dinner for the athletic coaches and band directors. The dinner will be from 6:00 pm – 8:00 pm and will be held in the Multi-Purpose Building.

Dr. Heindl shared the Northwest Home Game 2023 schedule with everyone. He asked that everyone be mindful of this time with vendors, partners, community and state leaders.

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

### **A. Updates**

Dr. Dale reported on the following:

- The new Marketing Campaign is live.
  - Find your Path.
- Messaging with Monday.com
  - This messaging should allow the ones who have put in workorders to know where their work is in process.
- Fine Arts Group
  - Jeff Triplett has sent in their events and needs for the year.
- WTVB, Tupelo
  - Northwest has held a meeting with WTVB and are in the process of partnering with them. This will allow for broadcasting in Benton, Desoto, Panola, Calhoun and Tate counties. This covers half of our district.

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

### **A. Updates**

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

Dr. Domas welcomed Mrs. Kristin Davis, the new AVP for Academic Instruction to the team.

Dr. Domas shared that he is in process of interviewing a new Dean for School of Health Sciences.

Dr. Domas shared the program data from the School of Health Sciences:

- CVT 5
- EMT 68

- Paramedic 21
- Funeral Services 39
- HCA 58
- RN 270
- PN 199
- RT 28
- Surg Tech 59

Dr. Domas shared the CTE data:

- Concourse
  - Diesel Tech 42 with 20 for second year.
  - Industrial Auto. 11 taking 14 students.
  - BMT is lagging in enrollment with 3 enrolled and can take up to 20 students. Needing 17 more students in this program.
- Senatobia
  - Civil Technology has 4 students over in enrollment.
  - Animal Sciences is a full class this semester.

Dr. Domas shared an Athletic update:

- Women's Soccer is in line for a Championship. Looks like a strong team for this coming season.
  - Assistant Coach- Michael Boren
- Men's Soccer has an interesting team for this coming season.
- New Tennis Coach; Andy Wolfe.
- Both soccer coaches will be learning turf management this season.
- Opendorse platform is rolling out for the Northwest athletes to build their name, image, and likeness value.

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

### **A. Updates**

Mr. Horton reported on the following:

- Russell Shaw is the new Assistant Controller in the Business Office.
- Heindl Center for the Performing Arts has received exterior lighting, acoustic support soft panels.
  - They have an email blast for about 1600 emails, mailing list for about 400 addresses, over 2400 Facebook followers.
- Campus Police has purchased some ER kits. These will be available at the Senatobia, Oxford, DeSoto and Batesville campuses.
- Mr. Horton passed out the purchasing guidelines. P-Cards are to be used as a convenience only.
- Northwest has held over 800 meetings and events campus wide this past year.
- The Yalobusha remodeling project was an internal construction project. The construction cost was around \$50 per square foot. The Library project, which will be outsourced, is expected to cost around \$178 per square foot.
- HR wanted you to be reminded of the Employee of the Month.

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

A. Updates

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

- On June 16-17, 2023 Northwest was a sponsor of the Light the Way Music Festival that was held in Olive Branch City Park.
- Back 2 School Bash was held at the Tanger Outlet Mall on July 23, 2023.
- This past weekend was Tax Free weekend and DeSoto Campus administration along with recruiting was at the Tanger Outlet Mall.
- Science Students have been selected to name the Agri-Center in DeSoto County. This is a \$18M 200-acre project. This is a contest in finding a Cherokee Indian name and have it translated.
- The Orientation Leaders did a great job this year with orientation at the DeSoto Campus.
- DeSoto Campus will hold a faculty meeting on Tuesday, August 8, 2023.
- August 16, 2023 Dr. Heindl will be on campus to host a Coffee with the President.

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

Ms. Gordon reported on the following:

- Soirée:
  - Presenting Sponsor: Mini Systems
  - Young Alumni Professional Achievement Award: Jamison Rodgers
  - Alumni Professional Achievement Award: Michael Joe Cannon
  - Spirit of Northwest Award: Jim Flanagan
  - Outstanding Corp. Award: Reedy Acres Foundation
- Scholarship Social will be on September 20, 2023 at 2:30 pm in the Heindl Center for the Performing Arts.
- Homecoming will be on October 19, 2023.
- 2+2 Golf Tournament will be on September 28, 2023.
- Donations:
  - Robert Salmon \$50,000 for Capital Campaign
  - Matt & Sandy Lipscomb \$20,000 for the Northwest Farm Project
  - Parker Pickle \$10,000 for Capital Campaign
  - Justice Robert Chamberlin \$10,000 for Capital Campaign
  - Renewals of the Football Scoreboard
- Scholarships: There were 606 scholarships that were awarded for the fall semester with 205 renewal scholarships total of \$569,050.00
- Snacks for instructors will be quarterly for Senatobia, DeSoto, and Oxford.

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

A. Updates

Dr. Rush reported on the following:

- Dr. Rush asked everyone to assist students. She reminded everyone that all campuses support all campuses.

- Challenges that students are facing:
  - Scholarships do not cover fees that are on a students account. Which includes but not limited to: Registration, Parking, eBooks, Technology, and Ranger Bucks.
  - Scholarships not posted to student's accounts.
  - FASFA not being filed.
  - Students who have changed their major.
    - There is a date that students can no longer change their date within the semester. (after drop/add)
- New Team members:
  - Candace Umberger, Director for Financial Aid
  - Rotisha Pinson, Assistant Director for Financial Aid
- Housing:
  - There are 198 males on a waiting list for housing.
  - There are 194 females on a waiting list for housing.
- Advising:
  - It was discussed and decided that faculty members would assist as needed during registration with advising students.
- Dual Enrollment:
  - Next week these students will be registering for fall classes.
- Dr. Rush provided everyone a copy of the registration plan for offices.
  - Admissions/Registrar's Office will be available in the Breezeway to Tate Hall.
  - Business Office will be in their normal location for students to make payments.
  - Late Registration will be August 14-18, 2023.
  - Online Registration will be on August 22, 2023.
- Dr. Rush provided a snapshot of where the college was with registration as of August 1, 2023:
  - Headcount
    - Priority 3,925
    - Completed 1,133
    - Total 5,058
  - Credit Hours
    - Priority 59,339
    - Completed 16,543
    - Total 75,882

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

### **A. Updates**

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

- On August 1, 2023 the phone and internet was not working. It is up and running today.
- This coming weekend recruiting will be in Water Valley at the Watermelon Festival. Amanda Arman is leading this recruiting effort.
- In two weeks, we will begin school visits.
- Meeting for Dual Enrollment will be next week.

- The Surg Tech program is full. This program has a new lab, desk and office area.
- Water Valley's Adult Ed program has closed and moved to Oxford campus.
- Ole Miss Parking Contract has been submitted and we are awaiting signatures.
- The grounds team has created a pollinator garden.

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

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

A. Updates

Mrs. Nickens reported on the following for eLearning Department:

1. Back-to-school-training
  - On August 9, 2023 there will be a Canvas/Design Plus Training for the Nursing Department.
  - On August 10, 2023 there will be LLS1311, First Year Experience Instructor Orientation with 40+ sections and mainly staff instructors training.
  - On August 11, 2023 there will be Canvas/Design Plus Training for the LPN Instructors.
  - On August 18, 2023 there will be Canvas/Design Plus Training for DeSoto Instructors 10:30 am and 1:00 pm DeSoto Campus; Room 214.
  - Oxford Campus has yet to be determined. Their training will be for 2 days between August 14-17, 2023.
2. Revamping of LLS 1311, First Year Experience, is almost complete. It will have some new videos produced by the Communications Department that includes a "Welcome" video from Dr. Heindl, a "What is the ARC?" video, an "Overview of CTE Programs" video, and an "Overview of SHS Programs". These videos will be completed within the month and included in this course. Ms. Nickens has talked to Dr. Rush about a "Student Services" video.
3. Getting Ranger Ready: Technology, Tools and Resources for students has been revamped and aims to equip students with the essential knowledge and digital skills needed to navigate and utilize standard technologies at Northwest effectively. This resource covers passwords, email, Microsoft 365, U-Drive, Ranger Alerts, MyNWCC, Canvas, and Bank Mobile. Additional information includes resources and policies for quick reference for students.
4. RST 1313, Freshman Orientation for Dual Enrolled students is a 3-hour class and is almost complete and will be more cohesive and student friendly. Some of the videos mentioned above will be incorporated in to this course.

**XIV. AGENDA ITEMS- Kristin Davis**

A. Updates

Mrs. Davis reported on the following:

Events coming up:

- Academic Courses at the Concourse.
  - This would allow for increased space for students.
  - New Adjuncts will be moving into Oracle.
- Cidi Labs program, working to make this more consistent.

Mrs. Davis asked for everyone to be patient with her as she will continue to lead her department as she hires a new Director, while learning this new role.

Ms. Davis will have a meeting with the Directors tomorrow.

**XV. ADJOURNMENT:**

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