EXECUTIVE COUNCIL MEETING
January 22, 2025

The Executive Council met on Wednesday, January 22, 2025 at 8:30 a.m. in the Ranger Room of 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, 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
Ms. Patti Gordon, Executive Director of Institutional Advancement
Dr. Keith Reed, Dean of DeSoto Center
Mrs. Kristin Davis, Associate Vice-President of Academic Instruction
Dr. Craig Lafferty, 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 January 22, 2025 Executive Council meeting to order.

Ms. Gordon made a motion that the Executive Council approve the agenda for the Executive Council meeting dated January 22, 2025. The motion was seconded by Mrs. Nickens and carried unanimously.

II. APPROVAL OF THE EXECUTIVE COUNCIL MINUTES:

Ms. Gordon made a motion that the Executive Council approve the minutes of the Executive Council meeting dated October 2, 2024 as presented. The motion was seconded by Mrs. Nickens and carried unanimously.

III. REVIEW OF ACTION TRACKER ITEMS

IV. AGENDA ITEMS- Dr. Heindl

A. Updates

Dr. Heindl reminded everyone that in fall of 2024 Northwest began receiving international students. Dr. Heindl shared that with any new endeavor there can arise issues that should be worked through and in the case of international students there are a few procedures that need extra attention for the future. The first issue is payment; after a discussion it was determined that international students should pay prior to arrival to the United States and staying in a dorm on campus. Mr. Horton will work with the Business Office to make sure there are no issues in receiving payments from an international

banks. The second issue is regarding communication to the international students. It was determined that one individual from Northwest should be a point of contact in communicating with the international student. This communication should include: admission procedures, financial aid for Northwest to include payment and payment due dates, housing, flight plans, and organizing travel. Several departments were discussed and it will be determined who will be the liaison between the International Student, the Coaches, the Admissions Office, the Financial Aid Office, the Business Office, and Housing. These slight adjustments should aid in a smoother transition for the International Student and promote a successful transition from their origin of home to the Northwest community.

Dr. Heindl reviewed the Legislative Priorities for FY 2026.

- **Community College General Support Increase for FY 2026**
  - Salary Improvements 5% increase $23,000,000
  - Basic Operational Cost 3.4% increase $14,000,000
  - Career & Technical Advantage Program $ 5,000,000
    - Total $ 42,000,000
- **Capital Improvements & Repair & Renovations Request** $100,000,000
- **Total Legislative Priorities for FY 2026** $142,000,000

Dr. Heindl shared that on Wednesday, February 5, 2025 at 2:30 pm the Attorney General Lynn Fitch will be on campus to share, educate, and empower Northwest employees, students, and Police. This event will take place in the Haraway center and it will educate the public about the fentanyl crisis. Dr. Heindl has asked for the Executive Council to get their departments, students, and campus leaders involved in this training event.

Dr. Heindl shared that he would like to have a Parade of Champions for all of the teams, individuals and employees who have shown excellence this past year. The teams that he would like to honor is:

- Volleyball Conference
- Women's Soccer Conference National Championship
  - Coach of the Year
- Football Conference Regional
  - Coach of the Year
- Cheer All Girls National Champions
- Cheer CoEd National Champions
- Dance Hip Hop National Champions
- Coach Will Lummus
- Rodeo Team
- Men's Tennis Team
- Hall of Fame
- Mr. & Mrs. Northwest
- Humanities Teacher of the Year
- Employee of the Month for the last 12 months

Dr. Heindl shared a link with the Executive Council about CCSmart. www.ccsmart.org

V. AGENDA ITEMS- Dr. Andrew Dale

A. Updates

Dr. Dale shared the following updates regarding marketing:

- February 7-16, 2025 is the Dixie National Rodeo at the Mississippi Coliseum in Jackson, MS. Northwest will have a logo featured at this event.
- The billboards on Hwy 4 across from Wal-Mart has been updated.
- The billboards on the interstate in Southaven and Batesville, MS is advertising the application deadline of March 1, 2025 for the Nursing program.
- The Communication Department has purchased a 360* Photo Booth. You can reserve this equipment for your event through the Communication Department.
- Dr. Dale is working on the lineup for WMC & the Ranger Hour for this semester.
- Dr. Dale has prepared the concurrent resolutions for the Women's Soccer team to go to Jackson, MS and have lunch with Governor Reeves later this semester.
- February 9-12, 2025 is the AACC National Legislative Summit in Washington, DC.
- February 9-12, 2025 is the CASE conference in Orlando, FL and Dr. Dale will be presenting at this conference.

VI. AGENDA ITEMS- Dr. Matthew Domas

A. Updates

Dr. Domas shared an update about SACSCOC.

- Appointment Letters to the SACSCOC Leadership Team went out on 12/16/2024.
    - Jeff Horton
    - Dr. Matthew Domas
    - Dr. Tonyalle Rush
    - Mrs. Kristin Davis
    - Ms. Stacy Honeycutt
- Appointment Letters to the SACSCOC Compliance Committee went out on 12/16/2024.
    - Dr. Domas & Dr. Rush to Co-Chair
    - Dr. Dortch
    - Ms. Broadway
    - Dr. Strehle
    - Mrs. Nickens
    - Mrs. Reeves
    - Mrs. Hilson (Editor)
    - Mr. Shaw
    - Mrs. Sellers
- Save the Date for the Onsite meeting with Trish Parrish for October 26-29, 2026.
    - Deadline to finish March 1, 2026.

Dr. Domas shared that the iPeds report deadline is February 5, 2025.

Dr. Domas and Mr. Casey are in communication with Major Allen L. Williams, former chair of the Commercial Aviation Department at Delta State University to determine interest in joining the Northwest Mississippi Community College team.

Dr. Domas is working with Dr. Rush, Mr. Horton, and Dr. Dale on updating the colleges organizational charts.

VII. AGENDA ITEMS- Mr. Jeff Horton

A. Update

Mr. Horton reported on the following items:

- Last week an Oracle meeting was held regarding the implementation. Mr. Horton thanked, Dr. Lafferty, Mrs. Davis, and Mrs. Nickens for their participation. This is an ongoing project with and estimated completion of 1 year and a half.
- Mr. Horton shared that upon return from the Christmas Break he was met with 2 resignations.
    - Mr. Todd Latham, District Director of Auxiliary and Facility Services
    - Mrs. Lillian Hilson, Grant Writer/Coordinator
- January Payroll will be paid on January 24, 2025.
- Ground Breaking Ceremony for the Hernando Parks will take place this morning. Northwest Mississippi Community College & the Heindl Center for the Performing Arts is a sponsor for the large pavilion, 4 Baseball/ Softball parks. Dr. Bostick is attending on behalf of the college.
- Heindl Center for the Performing Arts has several events coming up for this season:
    - February 3, 2025 The Adams Family Broadway Show
    - February 15, 2025 Lee Brice
    - February 22, 2025 Beach Boys
    - March 17, 2025 Mean Girls Broadway Show
    - April 26, 2025 The Commodores
- Lt. Logan has offered an active shooter training session.
- The police department has issued 1900 student id's and parking permits to students.
- The Amazon partnership has 68 students that are participating and last fall there were 42 students who participated.
- The Oracle HCM product will help manage time cards. If you need help reach out to Mrs. Stanford in HR.
- The Northwest W2's will go out on January 31, 2025.
- The 1095c will be available in February 2025.
- Just a reminder to make nominations for Employee of the Month within your departments.
- The Athletic Performance Center is estimated to be completed in late December 2025.
- The Ranger Center is open and occupied. There are a few minor construction items that are still in process of being completed.
- The DeSoto Entrance Project is estimated to be completed in late March 2025. The repaving is out for bid at this time.

- The Library Renovation project is running behind and is estimated to be complete in late August 2025.
- The Fine Arts project design has been sent out for pricing.
- The Baseball project is estimated to be complete in March 2025.
- The Oxford Health Science project is estimated to begin in late 2025.

VIII. AGENDA ITEMS- Dr. Tonyalle Rush

A. Update

Dr. Rush welcomed Lucas Buckovich & Katie Perunovich with Ocelot for an overview and update of the AI platform that Northwest has been using since 2020.

- Katie and Lucas shared the following updates from Ocelot:
  - More usage from 2024 showing after hours support and conversation trends over the year.
  - Peer comparisons: Northwest's usage against other community colleges of similar size.
  - Additional information on Ocelot, including Integrations and Texting abilities.
  - A link to a short mini-demo.
- Comparison of Northwest's existing partnership scope with Ocelot and opportunities to grow, including estimated pricing.
- Partner success stories focused on reduction in staff time answering general student questions.

Dr. Rush shared the possible Orientation dates: (Do not publicize these dates)

- June 11, 2025 Senatobia (For CTE & Band, only.)
- June 12, 2025 DeSoto
- June 13, 2025 Oxford
- June 24, 2025 Senatobia
- June 25, 2025 Oxford
- June 26, 2025 DeSoto
- July 10, 2025 DeSoto
- July 11, 2025 Senatobia
- July 15, 2025 Senatobia
- July 16, 2025 Oxford
- July 17, 2025 Senatobia (Overflow Date to be used as needed.)

Financial Aid Office:

- Financial Aid Office has submitted the FVT/GE files to NSLDS by the January 15, 2025 deadline. Thankful for the IR & IT departments in helping to gather the needed data for this report.
- The Program Participation Agreement (PPA) has been submitted to the Department of Education, and a review is in process. This review has been confirmed that it is taking longer than normal to process.
- The Financial Aid Office currently has three open positions: Coordinator, Specialist, and Hybrid VA Specialist. The Coordinator position is pending approval.

- The first loan disbursement for spring 2025 is due to be disbursed on February 11, 2025 with refunds estimated to be sent by February 25, 2025.

ARC:

- Graduation signing date is scheduled for February 10, 2025 from 12:30-2:00 pm.
- Transfer Fair is scheduled for Wednesday, March 5, 2025 from 9:00 am – 1:30 pm.
- The ARC team has met with EdSights for a demo. This could be presented to the Presidents from the Advising Council. Dr. Nikkita Ashworth of EMCC is leading this effort to create an advising consortium to receive a discount for the platform if multiple colleges want to purchase. EMCC, MGCCC, and Co-Lin currently uses the platform. Dr. Davis and Dr. Rush like the platform but we have not agreed to anything as we would like to see what all Oracle Student Management offers to avoid overage.

Admissions:

- Graduation applications are due Friday, February 14, 2025. The Admissions team is processing applications for Fall 2025 and going through student files to ensure all the correct documents for both Summer 24 and Fall 24 are correct.
- The Summer 2024 remote audit is scheduled for Thursday, February 20, 2025. The department is prepared to provide information through Spring 2025 no-shows.

Housing:

- Spring 2025 Housing Assignments are reporting 1,032 students have checked in.
    - On February 1, 2024 Northwest reported 1,026 student who checked in.
- Spring 2025 Residential Programs has many opportunities coming for spring 2025. The HRL Programming Calendar is currently being updated to reflect these programs.
- The Housing Department has completed initial conversations with eRezlife, StarRez, and Revela during the fall 2024 semester.
    - A full demonstration with StarRez has been completed to gauge their products and the Housing Department is planning to schedule additional meetings in preparation for the RFP process.
    - The Director of Housing & Residence Life, Mr. Lias, has contacted other institutions: Mississippi State, Rhodes, and Hinds to gather information related to expenses affiliated with eRezlife and StarRez in hopes this will assist in the upcoming budget proposal when deciding on software to purchase.
- Training & Events for Housing:
    - January 27, 2025 Spring Fire Drills 6:00 pm – 8:30 pm
    - February 6, 2025 Narcan Training 10:00 am – 12:00 pm

Student Services:

- The Beauty Review is scheduled for February 25, 2025 at 6:30 pm in the Heindl Center for the Performing Arts.
- Spring Welcome Week offered many student activities: Student Tailgating for home basketball games, cheer & dance showcase, info session for clubs and organizations. More events, activities, and intramurals will be available this semester.

TRiO:

- The Annual Performance Report (APR) was submitted on December 2, 2024 and earned all 15 Prior Experience (PE) points for meeting all objectives.
- January 30, 2025 will be the SAEOPP Regional Conference.

- February 5, 2025 Mississippi State Campus tour.
- Awaiting results from the SSS grant writing competition. COE expects notifications between April-June 2025.

Student Counseling, Disabilities, and Testing:

• Residual ACT	1/24/25
• IA Mental Wellness Training	1/31/25
• RA Mental Wellness Training	2/7/25
• Myth & Realities of Black Mental Health	2/12/25
• Random Acts of Kindness Week	2/10/25 – 2/14/25

Dr. Rush reminded everyone that WHEMN is February 27-28, 2025 at the University of Mississippi.

IX. AGENDA ITEMS- Dr. Keith Reed

A. Updates

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

- The DeSoto Center appeared in 6 Christmas Parades and placed in Southaven and Horn Lake.
- February 14, 2025 will be Java Junction at 11:00 am at the DeSoto Campus.
- March 18, 2025 will be the DeSoto County School Fair for Juniors in High Schools at the Landers Center.
- January 29 – 30, 2025 will be Study Skills event in the Writing Center.

X. AGENDA ITEMS- Ms. Patti Gordon

A. Updates

Ms. Gordon reported on the following:

- February 15-18, 2025 Northwest Foundation Office will be attending the CASE Conference in Orlando, FL.
- February 27-28, 2025 Ole Miss will be hosting the WHEMN Conference in Oxford, MS.
- March 29, 2025 Northwest will be hosting for the third year the Northwest Soiree at the Heindl Center for the Performing Arts.
- April 30, 2025 Northwest Foundation will be honoring faculty and the upcoming retirees at the Annual Faculty and Retirement Ceremony.
- May 21, 2025 Northwest Foundation will be hosting a Scholarship Endowment.
- June 5, 2025 Northwest Foundation will be hosting a Capital Campaign event at the Haraway Center.
- November 5, 2025 Northwest Foundation will be hosting the annual Scholarship Social at the Heindl Center for the Performing Arts.
- The Foundation Office will have the snack carts out on February 3-5, 2025 and again on April 21-23, 2025.
- Signing the Steinway opportunity has ended. The Steinway piano top has been sent to the Physical Plant to prepare it for hanging in the Heindl Center Lobby.
- The Foundation has recorded $1.653M in giving for FY2024 in all cash donations.

- Northwest has received $100,000 from GE Aerospace in an endowment for the Panola Concourse.
- Ms. Gordon is participating in the Mississippi Fellows Program and will be join them for a Washington, DC trip at the end of April 2025.
- The opening of Virginia Trails off of Wilson Dr. will take place in March or April and the family is wanting to sponsor a 5K on campus as part of the Grand Opening events.
- The Foundation Office is offering Northwest Employees a 20% discount on tickets to the Northwest Soiree.

XI. AGENDA ITEMS- Mr. Dwayne Casey

A. Updates

Mr. Casey reported on the following:

- February 20, 2025 CTE will host the annual Advisory Breakfast in the Haraway Center.
- February 26, 2025 CTE will host the high school Skills USA competition.
- March 4, 2025 Made in Panola event will be at the Concourse in Batesville, MS.
- Enrollment in CTE is up with over 900 students for the first time.
- The Mississippi State Board of Cosmetology has merged with the State Board of Barbering. Due to the merger Cosmetology is seeing some changes that could effect the program slightly.

XII. AGENDA ITEMS- Mrs. Angel Nickens

A. Updates

Mrs. Nickens reported on the following for eLearning Department:

- Present ADA Focused Spring Training Schedule
- Important updates from Dr. LeBrun of MCCB regarding accessibility compliance. On January 8, the Department of Justice published the latest resource on accessibility guidance. As we approach the April 2026 compliance deadline, it's essential that we all stay informed, engaged, and proactive to meet these requirements.
    - Encourages everyone to review the DOJ resource at www.ada.gov/resources/web-rule-first-steps/ and consider how it applies to your areas of responsibility.
    - MCCB has also highlighted valuable training resources to support our efforts.
        - W3C Introduction to Web Accessibility- a free self-paced course providing a comprehensive overview of web accessibility. It is available at www.edx.org and has been recommended by the DOJ.
        - WebAIM Accessible Documents: A self-paced document remediation course for Word, PowerPoint, & Acrobat available for $125 per person. For more information visit: https://webaim.org/training/docs/

XIII. AGENDA ITEMS- Dr. Craig Lafferty

A. Updates

- Ranger Center – IT working to get everything ready and deliveries are on schedule.
- Nursing Program:
  - 59 Level 1 Senatobia
  - 43 Desoto
    - Nursing combined student count: 273
    - GPA change on admission from 2.5 to 2.0
- Surgical Tech
  - Senatobia Hospital has a donation of OR equipment.
  - There is 100% pass rate and job placement rate for Oxford campus: 1 in Georgia, 1 in Alaska, two at BMH in Oxford.
  - There is a 88% pass rate with job placement rate at Desoto.
  - The State of TN had a change in Senate Bill by Health Facility Commission that will allow students from a college accredited SACSCOC and Surgical Tech students under NCCT accreditation to be hired in hospitals and surgery centers.
- EMS
  - EMT enrollment:
    - Oxford 20
    - Senatobia 12
    - Desoto 20
      - Total for all campuses: 52
      - There were 37 students total a year ago, Spring 2024.
  - Paramedic enrolment is 24 students.
  - James Duke was appointed to serve on the EMS Advisory Education Board by Theresa Windham, the State EMS Director.
  - MCCB is moving to drop the Anatomy & Physiology required class requirement for Paramedic.
    - Although, the class will be dropped, the SLOs and content will be rolled into other Paramedic courses. This is in response to the Statewide shortage crisis of Paramedics.

XIV. AGENDA ITEMS- Mrs. Kristin Davis

A. Updates

Mrs. Davis highlighted the following:

- Mississippi Highway Patrol CORE Program has been put on pause by the Commissioner.
- Mississippi Humanities Teacher of the Year
  - Ramona Brawner, Desoto Humanities Instructor
    - Presentation: February 21, 2025 at 11:00 am at Desoto Center in room 323. *"An Act of Hope: Teaching Research-Based Academic Writing Through the Literature of Octavia E. Butler"*
- William Winter Scholar
  - Carla Townsend, Instructor
  - Sarah Alderman, Desoto student

        - They will be recognized at Natchez Literary Cinema Celebration March 27-29, 2025.
- ACUE
    - Two cohorts scheduled for the end of January 2025 and March 2025. Recognition ceremony TBD.
- <u>Upcoming Fine Arts Events</u>
    - February:
        - 2/6/25: Sycamore Arts Council Reception, Art Building Gallery 5:00 pm
        - 2/7/25: I55 Band Clinic- Jazz Band & Wind Ensemble, Heindl Center 3:00 pm

XV. ADJOURNMENT:

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