

Executive Cabinet Meeting
December 5, 2023
8:30 am
Notes

A. Action Items

1.

B. Discussion Items

President (Dr. Moore)

Quote from *Ralph Waldo Emerson* - "Nothing great was ever achieved without enthusiasm."
We must continue focusing on moving from good to great, while recognizing and minimizing potential barriers that hinder institutional success.

1. Legislative Affairs

LFC/HED Meeting scheduled for Wednesday, December 13, 2023 in Santa Fe, NM. Items for discussion include graduation rates, retention, student support, return on investment, and types of jobs students are obtaining. In addition, HED will discuss workforce funding, economic impact study, operation, construction, and student funding.

2. Student Success

Steve Saucedo, Dr. William Brown, Dr. Rachel Gallagher, Jeff McCool, and David Buckingham will join the Student Success Committee. The group will meet prior to the next Student Success Committee Meeting to begin preparing a game plan and discuss the challenges and recommendations identified in the Achieving the Dream Report, which includes: organizing a student success framework, advising redesign, strategies to utilize data & technology, and continued professional learning.

3. Campus Access

Efforts to safely secure the campus continue. The NMJC Board supports this project 100%. Security fencing will go up in various areas surrounding the campus. NMJC has met with Mr. Mike Gallagher, Lea County Manager. Mr. Gallagher plans to make a presentation to the City of Hobbs and to the NMJC Board in the near future.

4. CORE

VP for Student Services, David Buckingham, has been added to the collaborative discussion group. The next meeting is scheduled for later this month.

5. Lea County Event Center

County Manager, Mike Gallagher, plans to make a presentation to NMJC Board regarding the status of the Event Center renovations.

President Emeritus (Dr. McCleery)

Reminded everyone of the importance of developing "Raving Fans" to be able to move the needle from "Good to Great".

Chief Information Officer (Bill Kunko)

1. Cyber Security

- Holidays

Remind all staff to be cautious and aware of spam/phishing emails.

VP for Advancement (Dr. Gallagher)

1. Recruitment Update
 - 2nd recruiter has been hired.
 - Ellucian Training is forthcoming, which will aid in better communications with students.
 - Workforce Development is working on offering a Quick Spanish training class that will be significantly shorter in relation to time frame.
2. Annual Report
Report to be completed in July.
3. Golf Tournament Planning
4. End of Year Plea Campaign

VP for Institutional Research, Planning & Effectiveness (Dr. Brown)

1. Noel Levitz Report Findings Overview (face to face classes)
PowerPoint overview of the Noel Levitz finding were reviewed. Norma Faught will distribute the report to all attendees.

VP for Operations and Special Projects (Dr. Carroll)

1. Update on the Thunderbird Clinic
Completing state inspections. Hopeful to be completed soon.
2. Request for a storage building for Allied Health
Discussions regarding building an 800 sq. ft. structure to be used for storage. Structure would match the Allied Health Building. Cost of the permanent structure would be less than \$300,000. Another option for Allied Health would be to rent a storage facility off campus.

VP for Workforce Development (Steve Saucedo)

1. Law Enforcement Graduation Update
SNMLEA Graduation is scheduled for December 8 @ 9am - Lea County Event Center Main Floor. Program began in 1998. This was the largest class with 31 cadets graduating.
2. CTECH & Automotive Dept. Visit
On November 9, 2023, 115 students visited the NMJC campus. Students also plan to be in attendance of the Automotive Competitions in February, 2024.
3. CNA Update
CNA has launched / additional information can be accessed on the Workforce Development website. Registration is now open for training beginning March 5 through May 2.
4. Concurrent Student Handbook(s)
Process for a handbook will soon begin. Input from various K-12 partners will be obtained.

VP for Finance (Josh Morgan)

1. Faculty and Professional Payroll Schedule
Discussed a probable move to lag pay in 2024.
 - Communicate early
 - One-time compensation pays during transition.
 - Present to the Finance Board Committee
 - Present to the NMJC Board Committee
2. HED Space Policy
HED requires reporting on square footage of facilities and how space is used for both instructional/non-instructional classes. Up to date computer-aided designs (CAD) of the campus will be required. It was reported training has begun for this process.

VP for Student Services (David Buckingham)

1. Student Retention (fall to spring)

- Recruitment and Retention updates provided.
2. 2023-2024 Strategic Enrollment Plan Update
 - How can NMJC contribute to retaining students?
 - NMJC's purge date was requested. Data will show what the enrollment looks like before and after the purge dates.
 - Set benchmarks in reference to target dates.
 3. Thunderbird Café (Visit of Sodexo Area Manager, Reggie Speer)
NMJC Action Items provided to Sodexo.
 4. Thunderbird Health Center (soft opening plans)
 5. Residence Life Staff
Two staff positions to be filled by January 16, 2024. Recommendation was made to consider possible NMJC alumni graduates.

VP for Instruction (Jeff McCool)

1. In-Service Agenda
Agenda will be released tomorrow. Discussion and direction were given for the one-hour Active Threat Training.
2. Coursedog (course scheduling platform)
Data/dashboards to aid with course schedules.

C. Upcoming Events /Announcements

-

D. Future meeting follow-up items

- Website review and recommendations