

**Executive Cabinet Meeting**  
**October 3, 2023**  
**8:30 am**  
**Notes**

**A. Action Items**

None Presented

**B. Discussion Items**

**President** (Dr. Moore)

1. Campus Access  
Accessibility to campus while keeping students safe is the number one priority. Discussions included temporary fencing at the rodeo arena area, a push button access gate at the Millen entrance, and “No Pass Through” signage in different areas. To reconvene and continue discussion in approximately 2 weeks.
2. Interim VPSS Process  
Two candidates scheduled to interview October 3 and 5.
3. World Safety Organization Tour  
WSO group scheduled to tour the NMJC campus on Wednesday, October 4 at approximately 12:30 pm.
4. HED & NMICC Updates  
Access/Completion/Student Engagement/Retention are the main focus of discussion. NMICC reaching out to the “Achieving the Dream” group to provide presentation to member institutions; discussion of unified joint priorities of community colleges and 4-year colleges. Proposal being developed for consideration for permanent funding in “Workforce Development”.
5. Upcoming Conferences  
CATYC attended last week involved 19 colleges with powerful sessions. CATYC is need of colleges faculty/staff to serve on their committees. Upcoming conferences update provided.
6. Maintenance & Support Staff Awards - (Criteria & Process)  
Clear criteria and process will be reviewed. A taskforce will be created to look at criteria presented. Professional staff to be added to this process for 2024.

**President Emeritus** (Dr. McCleery)

1. None

**Chief Information Officer** (Bill Kunko)

Not in attendance

**VP for Advancement** (Rachel Gallagher)

1. Canva Reminder  
Process will provide more freedom to staff/faculty while also being consistent and will minimize waiting period.
2. Scholarship & Alumni Reception  
Honoring distinguished alumni and donors. ENMT will partner with the foundation for this event. RSVP’s are requested by or before October 30 and reception is November 7. Donation of \$30.00 per person is for additional future scholarships.
3. Social Media Pages Plan  
PowerPoint to be presented at the next President’s Council Meeting. Consistent process to be put in place to allow administrators to control/close/clean up the NMJC site.

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

Not in attendance

**VP for Operations and Special Projects** (Dr. Carroll)

1. Thunderbird Clinic Update  
State inspector will be contacted to schedule an inspection. Completion is expected by the end of October, 2023.
2. Generator Discussion  
Potential purchase of 2 large generators to assist during possible electrical downtime in the winter. Will support the campus, students, and cafeteria areas.
3. Shade structure over the track bleachers  
Shade structures to be placed over the seating of approximately 1,600 people on the track field.

**VP for Workforce Development** (Steve Saucedo)

1. Non-Credit Workforce Training Report Update  
Report has been submitted to the state. Increases were reported in all three measures.
2. October 2023 Conferences and Shows  
Updates of upcoming October conferences provided.
3. Community Education Update  
Update of the growth of the program with various added classes to include a potential partnership with the Lovington Wellness Center to add a rock-climbing class with the possibility of future aqua fitness programs. In addition, self-defense, acrylic painting, automation basic how to, computer skills how to, and drivers' education to be reinstated in the summer of 2024. Future area expansion to include Eunice, Jal, and Tatum.
4. Internship/Externship  
Meeting with the new Career Services Coordinator to discuss the potential of job shadowing.

**VP for Finance** (Josh Morgan)

1. Phase 1 Site Project  
Signage on circle drive. Lighting in parking lots. Irrigation around the circle. Campus Access.
2. Heidel Hall Update  
Design meeting to discuss, goals, what is and is not working, and the vision.
3. Air Handler & Roof Replacement Projects  
Working to develop a schedule. Projects will create some disruption on campus. Deans', VP for Instruction, and VP for Finance will meet to discuss the possible impacts.
4. Audit Update  
No issues have been identified for the College or the Foundation.

**VP for Student Services** (Cathy Mitchell)

1. None

**VP for Instruction** (Jeff McCool)

1. Academic Master Plan Update  
Focus groups met last week and all is on schedule.
2. New Library Website Update  
This project has been currently paused.

**6 Upcoming Events /Announcements**

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**7 Future meeting follow-up items**

- Website review and recommendations