

Executive Cabinet

October 4, 2022
Meeting Notes

A. Action Items

- NMJC COVID Policy - Guidelines changes
Approved
- Change of Employer/Employee Insurance Premium Contributions
All were in favor of Option C. Discussion was to make this a long-term plan and include in the budget for next year. Tabled for further discussion.
- EMSI/Light Cast Software
Valuable source for data and reports. Approved.
- Reclassification Process
Reclassifications will meet prior to the budget session with the understanding that in emergency situations, requests may be taken to the president to deem if meetings are needed.
- Carryover Vacation
Leave Policy Proposal approved. Situations for days off that are not part of the policy will require approval from the NMJC Welfare Committee and the NMJC Board. Other: Wellness days will be added to Policy 305.

B. Discussion Items

President (Dr. Moore)

1. Campus Safety
HED #1 priority is campus safety. An additional Campus Security & Safety officer is being added to assist with the nighttime shift and training will be done with student housing staff. All must be vigilant and make this a top priority.
2. Interview Committees
Committees must be diverse and have good representation. All selected committees must go through HR. HR will not be a voting member in selection. HR will provide committee members a benefits video for training. All questions for candidates must be vetted through HR.

President Emeritus (Dr. McCleery)

1. **Legislators will be on campus Friday, October 7 for a lunch meeting/tour.**

VP for Instruction (Jeff McCool)

1. New Library Director
Mr. Kevin Henard has been selected as the new Library Director.
2. Apprenticeships Conversation
Meeting on October 21 with Dawn Moore at T&O to begin conversations to forge partnerships in Southeastern New Mexico.

VP for Student Services (Cathy Mitchell)

1. Athletics Update
Golf won NJCAA D1 National Preview, cross country sweeping at meets, volleyball, baseball, and rodeo continuing to compete, and the men's and

- women's basketball begin on November 1. Athletics doing phenomenal and hitting their stride.
2. SOAR Update
Contact has been made with students who had withdrawn. Tutoring is going strong. Continuing to work on staffing. Approved \$50,000 grant that will assist in the food pantry.
 3. SSS Update
Applications received for a new director. Other: Cathy will follow up on status of the Veterans Lounge.

VP for Finance (Josh Morgan)

1. Leave Policy Proposal - Follow-up from 9/20/22
Discussed in Action Items
2. Travel Discussion
Beginning January 1, \$59.00 meal reimbursement - actual meals w/receipts (tips covered). IRS rate will be followed. Reimbursement for personal vehicles will now be \$.53 per mile.

VP for Training & Outreach (Steve Saucedo)

1. DEI Wrap-up
DEI training for staff/faculty who missed the onsite training have been completed. A small amount remaining who have not had training will coordinate with their supervisors in their respective areas.
2. Security cameras & lighting for T&O and training grounds
Zero eyes cameras and lighting to be installed in all T&O areas on campus.

VP for Operations and Special Projects (Dr. Carroll)

1. Campus Safety – Annex to Hobbs city limits for greater police presence
Charley, Dr. McCleery, and Josh to research the possibility of NMJC annex to the Hobbs city limits.

C. Upcoming Events /Announcements

- ACCT - Online Full Program Available
Download App - Available on the app approximately 1 week before event

D. Future meeting follow-up items

- **Travel provided to competitors from Midland for December 8.**
- **Infirmiry update**
- **Insurance Premium Contributions**