

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

A. Action Items

1. Name Change for Marketing & Public Relations Department
Renaming to Outreach and Engagement to broaden the scope and to be more reflective of the purpose and roll. All agreed to this change.

B. Discussion Items

President (Dr. Moore)

1. World Safety Organization Tour (Oct. 4th)
Approximately 15/20 World Safety Organization Members will visit the NMJC campus for a tour. Draft agenda will be prepared and distributed.
2. NMICC Annual Conference Planning
Scheduled for spring or fall 2024, and will include ideas and Best Practices for Higher Education in New Mexico. Dr. Gallagher is NMJC's designee on the planning committee.
3. Campus Safety
4. Institutional Planning
 - Alliance for Innovation & Transformation (AFIT)
Within the next 1-3 years, NMJC will focus on goal to obtain either the Aspen Prize for Community College Excellence or the Bellwether Award (Community Colleges with outstanding and innovative programs or practices.)
5. Legislative & HED Updates
Legislators looking at access vs completion. What are colleges doing on the operational front? Retention and graduation rates.

President Emeritus (Dr. McCleery)

1. ColorCode Personality Inventory
Used in NMJC's new Leadership Institute
2. Leadership Institute (Mission/Vision)

VP for Instruction (Jeff McCool)

1. SB-77 Update
Templates solidified and are on Eastern's website.
2. Academic Master Plan Update
Meetings completed with faculty, coaches, and local school districts. Will meet with students and community.
3. Artificial Intelligence Working Groups
HED is looking at institutions to begin putting policies in place. NMJC will begin the process of creating policies. Taskforce, which will include working groups, will be created.
4. Standing Committees
Committees are off to a good start for the 23/24 year. Committee notes are being placed on the NMJC website. Next step, set length of term for committee members.

VP for Student Services (Cathy Mitchell)

1. Enrollment Update
Currently at 2,094, up from last year.

2. Reorganization of office spaces in Student Services
Updates provided
3. Career and Transfer Center and Testing Center Move
Moving to the second floor of Ben Alexander.
4. NMHED grant applications (Food Security & Mental & Behavioral Health) Hunger-Free Campus Designation
Grants in the amount of \$50,000 and \$250,000 have been submitted. Hopeful for a good outcome.
5. COVID-19 Update
Campus monitoring continuing.

VP for Finance (Josh Morgan)

1. Audit Update
No issues at this point. Auditors will be on campus September 26-28.
New SBITA's requirement (Subscription-Based Information Technology Arrangement).
Departments cautioned when entering into new agreements. Notify the business office for review. List of current SBITA's to be provided.
2. Chrome River Update
New Expense Module System (time and efficiency) to roll out slowly. Will begin rollout in the Physical Plant.
3. Heidel Hall Programming

VP for Workforce Development (Steve Saucedo)

1. General Automotive Update
New GM Instructor. Community Automotive Training to launch in January, 2024.
2. NMOGA Conference
Statewide annual conference. Panel of three speakers. Steve Saucedo has been invited to speak about Workforce Development.
3. Policies/Procedures/Protocols for personnel issues
Is there a process? Currently working on updating of the "Employee Manual".

VP for Operations and Special Projects (Dr. Carroll)

1. Update on the Thunderbird Clinic
Permit received. Remodeling will move forward. Completion in 30/40 days.
2. Discussion on the purchase of a new 51-passenger bus
Will begin search for a new bus.

VP for Advancement (Rachel Gallagher)

1. Additional Grant Funding for Tutors and Support Services
2016 Endowment Grant is being used for faculty development and curriculum support.
2. NMJC Faculty/Staff Newsletter & Foundation Newsletter Update
All asked to think of ideas in the different areas that need to be captured.
3. Discussion on Canva Licenses for NMJC Departments
Creation of department templates (NMJC branded items) through Canva to be funneled to appropriate departments. Who will take this on in the different departments? This will help maintain consistency.

Chief Information Officer (Bill Kunko)

Not in attendance

C. Upcoming Events /Announcements

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D. Future meeting follow-up items

- Website review and recommendations