

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Vision One								
Objective 1: To ensure quality, develop and annually revise a comprehensive plan to evaluate all instructional programs. This plan will enhance the decisions of the college to revise or delete instructional programs		2/21/2002	12/31/2005	100%	complete & ongoing	Rich Fleming	Mary Jane Ward Mickey Best	
Will be conducting program evaluations on Office Technology and CIS in fall and spring.	1	8/1/2002	5/1/2005	50		Mary Jane Ward	Advisory committees, faculty	On April 22, 2004 the advisory committee met to discuss the Office Tech program and to look at enrollment trends and the currency of the curriculum. The committee decided upon an advertising plan and recommended further revisions after the fall semester was underway. This would allow for a more complete history of enrollment under the current faculty and course offerings. In November, the Department Chair and faculty member for the Office Technology program met with the Dean to review course content, advisory committee recommendations, enrollment history, staff qualifications, and degree plans from 8 other colleges. The new plan will be taken to the curriculum committee in the spring for approval. The two instructors for computer design and computer animation met with the department chair to begin the review of those programs as well. Additional meetings will occur in December. Comprehensive reviews of the other CIS courses will continue in the Spring of 2005.
Competency definition will be part of the assessment committee work plan	2	8/20/2003	5/15/2004	100		Mary Jane Ward	Assessment Committee	The Assessment Committee completed the competency definitions as completely as possible in the spring of 2004. The committee understands that as the assessment of courses and the college's general competencies are ongoing, that the definition of the competencies themselves are dynamic and fluid. The Assessment Committee began to collect evidence for the writing competency from a wide spectrum of course offerings, on a volunteer basis, in the fall of 2004. The evidence will be analyzed in the Spring of 2005 to become the baseline data for building a portfolio of competencies for NMJC.
Objective 2: Update the Campus Assessment Plan in keeping with NCA requirements.		2/21/2002	5/15/2005	5%	in progress	Rich Fleming	Assessment Committee/Marilyn Dill	
Assessment Committee will be convened in fall 2002 and begin its work	1	1/15/2003	5/15/2005	0		Marilyn Dill		Department Assessment Plan was piloted in spring 04 and continue in fall. Institutional outcomes were revised. An institutional portfolio process will begin in fall 04. Committee continues to meet twice a month.
Objective 3: Develop and implement an honor's curriculum that is integrated into college's assessment plan.		9/28/2004	5/15/2005	0%	not addressed	Rich Fleming		
A committee of faculty will be convened in fall 2002 to set criteria and to develop an honors program.	1			0		6		
Objective 4: Develop objectives to promote excellent classroom instruction in support of the campus-wide assessment program.			5/15/2003	5%	in progress	Rich Fleming		

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Faculty development programs will be developed in fall	1	8/1/2003	8/1/2005	25	2	Marilyn Dill		Assessment meetings were held in the fall. A nationally recognized assessment expert presented a faculty in-service. Faculty received classroom assessment techniques bulletins and assessment newsletters on a regular basis. A faculty workshop on effective grading was given.
Objective 5: Develop a plan to celebrate diversity and educate students and staff on diversity issues.		2/18/2002	2/15/2004	50%	in progress	Rich Fleming	Multi-Cultural Committee	
Develop a plan to celebrate diversity and educate students and staff on diversity issues.	1	#####	5/15/2004	0	6	VP I		
Objective 15: Ensure vocational degrees/certificates are in alignment with industry requirements		2/18/2002	12/31/2005		ongoing	Rich Fleming	Program Advisory Committees	
Program reviews in Office Tech and CIS will include the review and integration of competencies. However the overall role of competency based	1	8/18/2003	5/15/2004	0	6	Marilyn Dill		

Vision Two

Objective 1: Develop methods to measure our reputation as a community college.		1/1/2002	12/31/2005	45%	in progress	Renee Wharton	Steve McCleery Sam Oswald Tim Perry Lisa Hardison	
Develop and send Community Survey to Lea County Residents.	1	4/15/2004	10/15/2004	0	6	Renee Wharton		
Analyze Employer Survey results of graduates and determine needed areas of improvement.	2	#####	12/31/2003	0	6	Renee Wharton	Administrative Cabinet	
Develop a method to determine how our graduates/transfer students are doing at the top 6 transfer colleges	3	10/1/2003	1/4/2004	0	6	Renee Wharton	Robert Bensing Eva Sanchez CHE NMSU ENMU TTU	

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Utilize the Strategic Planning objectives and activities to gain information about our reputation	4	9/15/2002	12/31/2005	0		Renee 6Wharton	Steve McCleery	
Utilize written and verbal communications from NMJC constituents to triangulate information in regard our reputation as a community college	5	1/1/2003	12/31/2005	0		Steve 6McCleery		
Utilize CHE recommendation for funding recommendations for capital projects, IT, etc. to triangulate information in regard to our reputation as a community college.	6	#####	12/31/2003	0		Steve 6McCleery		
Develop methods to measure our reputation as a community college.	7	2/1/2002	2/15/2003	0		Renee 6Wharton	Steve McCleery Administrative Cabinet	
Objective 2: Continue to develop and implement strategies to become a premier community college.		1/1/2000	12/31/2005	40%	ongoing	Steve McCleery	Administrative Cabinet	
Utilize the Strategic Plan objectives and activities to continue working on being a premiere community college	1	1/1/2003	12/31/2005	0		Steve 6McCleery	Administrative Cabinet	
New Mexico Junior College will utilize the State Performance Indicators to compare ourselves to other high performing state community colleges.	2	#####	4/15/2005	0		Steve 6McCleery	Admin Cabinet	

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NMJC will utilize the Strategic Plan Implementation and Successes as an internal performance measure.	3	9/15/2004	3/1/2004	0		Renee 6 Wharton	Admin Cabinet	
Objective 3: Actively support articulation agreements as appropriate.					ongoing	Steve McCleery	Robert Bensing Mickey Best Steve Davis Pat Gorman	
Work with the Permian Basin Consortium of Universities to enhance economic development in the region	1	5/1/2002	5/1/2004	0		Steve 6 McCleery		
Work with the Permian Basin consortium to increase offerings from 4-year Universities.	2	5/1/2002	5/1/2004	0		Steve 6 McCleery		
Foster planning meetings between the Lea County Superintendents and College Presidents.	3	4/1/2002	4/15/2005	0		Steve 6 McCleery		Superintendents and Principals met with the Dean of B&T twice in the fall of 2004 to collaborate and provide input for a request for CHE Funding on the part of NMJC. A discussion of future courses that the schools would like to see implemented at the college and of potential job markets took place.
Work with ENMU to bring additional offerings to Lea County. The offerings will not compete with CSW.	4	11/1/2002	6/1/2004	0		Steve 6 McCleery		
Continue to work with NMSU to bring additional offerings to Lea County.	5	10/1/2000	10/1/2005	0		Steve 6 McCleery		
Coordinate activities with Santa Fe Community College and Northern New Mexico Community College in regard to the JASI Project.	6	2/1/2002	6/30/2005	0		Steve 6 McCleery	Bill Kunko Dan Hardin	
Work with other two-year and four-year programs to enhance offerings in Lea County.	7	1/1/2000	6/1/2005	0		Steve 6 McCleery	VP I, Mickey Best	Lubbock Christian University met with NMJC administration to implement a degree program which would be offered by LCU on the campus of NMJC beginning in the fall of 2004. Rooms were dedicated to LCU and classes began in August of 2004 for the Bachelor's degree of Organizational Management offered by LCU on the campus of NMJC. This program will graduate students within two years.
Work with Texas Tech to ensure success of the Community "Wireless Connection" Project.	8	11/1/2002	6/1/2004	0		Steve 6 McCleery	Bill Kunko, Oscar Vigil, Charley Carroll	
Work with ENMU to ensure the success of the Public Television "Wireless Project".	9	4/1/2003	6/1/2004	0		Steve 6 McCleery	Bill Kunko, Oscar Vigil, Charley Carroll	
Work with the State GSA office to ensure success of the State Wireless project.	10	11/1/2003	11/1/2005	0		Steve 6 McCleery	Bill Kunko, Oscar Vigil, Charley Carroll	

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Work with Wachenhut to add additional education programs and classes.	11	6/1/2003	6/1/2005	0	6	VP I	Mary Jane Ward, Mickey Best	The instructor was hired in March of 2004 and worked in the cosmetology lab for indoctrination and mentoring. During that time he also received in-service training from the prison. One section of barbering class began in May, 2004 at the prison. The name of the prison is now GEO rather than LCCF or Wackenhut, which it was formerly named. In March, 2004, discussions began regarding the possibility of offering an AAS degree in Alcohol and Substance Abuse Counseling to the inmate population of the prison. Discussions with GEO included the possibility of establishing an electronic link between the prison and NMJC (i.e. a dead end type internet connection or one way audio/video conferencing capability). A second cohort of inmate students enrolled in the barbering class offered at GEO in August of 2004. Both cohorts are continuing with their courses at this time. The first course in the Alcohol and Substance Abuse Counseling program began in June of 2004 and concluded in October, 2004. The second departmental course will begin in January of 2005. Various business classes are offered at the prison each regular semester. Discussions were held with GEO concerning the possibility of offering inmates
Objective 4: Actively support collaborative/cooperative agreements with private sector and public sector as appropriate.		1/1/2002	12/31/2005		ongoing	Steve McCleery	Administrative Cabinet	
Attend Lea County Economic Development Corporation meeting	1	1/1/2003	12/31/2005	0	6	Steve McCleery	Gloria Munoz	
Make monthly contact with Spartan Technology	2	6/1/2002	6/1/2004	0	6	Steve McCleery		
Meet with public schools superintendents and Jim Berry Director of EDC to discuss possible collaborative agreements with business and industry	3	6/1/2002	6/1/2005	0	6	Steve McCleery	Quarterly Meetings	
Meet with Lea Regional Hospital Executive Directors to discuss relationship with our nursing program and Lea Regional.	4	1/10/2002	1/3/2003	0	6	Steve McCleery	MJ Ward	The President and Dean of B&T met with Larry Bozeman, CEO of Lea Regional Hospital met in June to discuss future partnerships between the Allied Health program at NMJC and the hospital. The President and Dean of B&T met with Wade Tyrell, Chief Nursing Officer of Lea Regional Hospital in August and in October to discuss partnering efforts between both entities with the goal being to strengthen the nursing program at NMJC.
Meet with CEO's and CFO's from all independent community colleges to discuss areas in which we can collaborate on purchases (i.e. insurance technology)	5	11/1/2002	6/1/2005	0	6	Steve McCleery	Dan Hardin	
Work with CHE, Santa Fe Community College, Northern New Mexico Community College, San Juan College, and State purchasing to finalize the Joint Administrative Software Initiative (JASI).	6	6/1/2000	5/1/2003	0	6	Bill Kunko	Steve McCleery	

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Meet with Jay Patton from Jay's Appliance to discuss a national whirlpool training program for appliance vendors.	7	10/1/2002	5/1/2005	25	1	Lisa Hardison	Mary Jane Ward VP I Steve McCleery	Continued to work on logistics with Jay Patton and Whirlpool.
Host a planning session of interested stakeholders to develop a business plan for the Workforce Instructional Center.	8	1/1/2003	10/1/2004	0		Steve 6/McCleery	Renee Wharton	
Host various meetings to discuss New Jobs Training 260 E - Legislation.	9	6/1/2002	6/1/2005	0		Steve 6/McCleery		
Make presentations to various groups in the community in regard to needed topics.	10	6/1/2002	6/1/2005	0		Steve 6/McCleery	Admin Cabinet	
Objective 5: Become an active partner in economic development and work-force development within Lea County.					ongoing	Steve McCleery	Administrative Cabinet; SBDC	
Develop a business plan for the workforce instructional facility	1	9/1/2002	12/31/2005	0		6 VP I	Steve McCleery	
Attend Lea County EDC monthly meetings.	2	1/1/2003	12/31/2005	0		Steve 6/McCleery	Gloria Munoz	
Host a planning session of interested stakeholders to develop a business plan for the workforce instructional center.	3	1/1/2003	10/1/2004	0		Steve 6/McCleery	Renee Wharton	
Host various meetings to discuss New Jobs Training 260 E - Legislation.	4	6/1/2002	12/1/2004	0		Steve 6/McCleery		
Vision Three								
Objective 1: Develop strategies to become more involved in Lea County community events meetings and organizations.		1/1/2002	6/1/2005	50%	in progress	Steve McCleery	Administrative Cabinet	

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Assume leadership roles on the United Way Board.	1	1/1/1999	6/1/2004	100	4	Lisa Hardison	Steve McCleery	Many NMJC employees volunteered to assist with the United Way Campaign and actively served as part of the United Way Board.
Coordinate activities for education division of United Way Campaign Cabinet.	2	4/1/2002	6/1/2005	0	6	Steve McCleery	Regina Organ Mickey Best Steve Davis Lisa Hardison Robert Bensing VP I Dan Hardin Renee Wharton Stan Rounds Willie Miller	
Attend Chamber meetings in Lovington Eunice Jal.	3	4/1/2002	6/1/2005	0	6	Steve McCleery		
Participate in Main Street Hobbs activities and planning group	5	4/1/2002	6/1/2005	0	6	VP I	Steve McCleery	
Participate in Leadership Hobbs	6	1/1/2000	6/1/2005	0	6	Steve McCleery		
Participate in planning and development production of the college rodeo championship series.	7	12/1/2000	6/15/2003	0	6	Dan Hardin	Phillip Berry Steve McCleery Richard Morris Cc Nelson Wade Cavitt	
Host various meetings to discuss New Jobs Training 260 E - Legislation.	8	6/1/2002	12/31/2005	0	6	Steve McCleery		
Objective 2: Develop and maintain a speakers bureau to facilitate presentations throughout our service area.						Sam Oswald	Cc Nelson Gloria Munoz Robert Guthrie Kelly Holladay	
Review former process and procedures of NMJC Speakers Bureau evaluate make recommendations.	1	2/1/2002	5/1/2006	25	1	Lisa Hardison	Lisa Hardison Randy Cook Cc Nelson	Continued the development of a database of presenters.
Objective 3: Develop strategies to promote a friendlier atmosphere.		1/1/2002	12/31/2005		ongoing	Steve McCleery	Charley Carroll Sam Oswald Jerri Shields Willie Miller Donna Springer	

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Supervisor Training- All supervisors are attending Covey Training: "The Seven Habit of Highly Effective People, "What matters most," Project management," "Writing for success," and the "Four Roles of Leadership"	1	9/1/2002	5/1/2005	75	1	Lisa Hardison	Steve McCleery	"Writing Advantage" and "Seven Habits of Highly Effective People" rescheduled for Spring 2005.
Surveys/Cards- Utilize campus surveys and suggestion cards to address concerns on campus	2	6/1/2000	6/1/2005	0	6	Steve McCleery	Renee Wharton Jerri Shields	
Importance of: Developing "Raving Fans" and understanding "Systems Thinking"	3	2/7/2002	6/1/2005	0	6	Steve McCleery	Lisa Hardison	
Introduce the concept of "Raving Fans" to the staff	4	2/1/2002	12/31/2004	0	6	Steve McCleery		
Objective 4: Develop and host cultural events that will attract community members to campus.		1/2/2006	7/1/2006	10%	in progress	Sam Oswald	Sharon Jenkins Steve Barslou Charley Carroll	
regional cultural events that have importance to residents of Lea County and the surrounding communities. Research national state and regional cultural events that have importance to residents	1	1/2/2006	12/16/2006	25	1	Lisa Hardison	Sharon Jenkins Steve Barslou Charley Carroll	Placed posters around campus and provided pencils and bookmarks to students to celebrate "Black History Month" and the achievements of women.
Research traveling exhibits for display on campus. Costs availability participation.	2	1/2/2006	2/2/2007	25	1	Lisa Hardison	Sharon Jenkins Shannon Pipkins	Placed posters around campus and provided pencils and bookmarks to students to celebrate "Black History Month" and the achievements of women.
Objective 5: Develop and implement a plan to increase utilization of local vendors.		1/1/2002	12/31/2005		ongoing	Dan Hardin	Frank Collins	Purchasing coordinator has made efforts to send RFP's and ITB to local vendors. Last five vehicles were purchased in Hobbs, 2 in 2003, 2 in 2002, and 1 in 2001.
Institutionalize the use of purchase cards	1	2/1/2002	12/31/2003	0	6	Dan Hardin	Beth Hancock	
Objective 6: Host town meetings open houses and special events.		1/8/2002	12/31/2005	100%	ongoing	Sam Oswald	Jason Anderson	

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Improve communication and respect between NMJC staff coordinating events. (Security, Maintenance, Grounds, Custodial, PR/Mkt, Events/AV Services)	1	1/3/2004	7/1/2005	100	4	Lisa Hardison	Randy Cook, Keith Hurley, Tom Rice	Weekly events meetings continue to be successfully attended. Events staff working to implement an on-line reservation request system and ongoing evaluation process.
Objective 7: Develop and implement strategies to improve the image of NMJC. Gather baseline data and track improvement.		1/1/2002	1/15/2005		not addressed	Steve McCleery	Sam Oswald Renee Wharton Tim Perry	
Utilize activities and strategies of the Strategic Plan to improve the image of the College.	1	3/1/2004	6/1/2004	0		Administrative Cabinet		
Develop and implement a community survey that provides a baseline for our reputation/image in the community	2	7/1/2003	10/1/2004	0		Renee Wharton	Lisa Hardison Renee Wharton Tim Perry	
Objective 8: Continue to develop and expand the campus web site.		1/1/2002	12/1/2003	100%	complete & ongoing	Bill Kunko, Sam Oswald	Sam Oswald, Tim Perry, Kiril Farkov	
Continue to develop and expand the campus web site.	1	1/1/2002	12/1/2003	0		Bill Kunko, Lisa Hardison	Lisa Hardison, Tim Perry, Kiril Farkov, VP	
Objective 9: Provide and coordinate campus space/equipment for internal and external events. Refine update and implement policies and procedures.		1/2/2006	3/1/2006	50%	in progress	Sam Oswald	Jason Anderson	
Complete reassignment of department inventory out of AV to appropriate dean or building supervisor.	1	1/2/2002	5/1/2004	100		Jason Anderson	Lisa Hardison Joy Ainsworth	Activity complete.

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Revise Events/Audiovisual Services equipment inventory and repair policy and procedures.	2	1/2/2006	5/1/2004	50	1	Lisa Hardison	Randy Cook, Tom Rice	Process reviewed and policy manual being developed.
Vision Four								
Objective 1: Continue to evaluate and utilize the campus-wide recruitment plan		1/1/2002	12/31/2005		ongoing	Regina Organ	Lisa Hardison Mary Jane Ward Mickey Best	
Continually review the institutional recruiting plan to promote involvement from all campus entities in the recruitment of students.	1	1/1/2003	12/31/2003	50	2	Dean of Enrollment Management	Recruitment Committee	A new committee, the Institutional Enrollment and Growth Committee was formed this year with a broad representation from all divisions of the college. Meetings are held bi-weekly. Lisa Hardison was employed as the Dean of Continuing Education on July 1, 2004. Subsequently, Sylvia Turrubiates was hired as the replacement for Ms. Hardison. An additional recruiter was also hired. Leslie Trillo was hired. The new position will have emphasis this year for automotive programs and international students. The Recruiting MAP has not been updated. The Institutional Enrollment and Growth Committee has not met this semester.
Visit with faculty to evaluate current recruitment efforts and new ideas they would like to implement.	2	1/1/2003	12/31/2003	100	4	Recruiter	Robert Bensing Mary Jane Ward Mickey Best	Faculty have input through Institutional Enrollment and Growth Committee. Recruiter visited with faculty on individual basis. Contact was made with a company regarding the production of a video that could be accessed via the internet to be used for recruitment purposes. The cost was a factor in it being postponed. The committee also participated in a "Webinar" to learn more about brand names and branding for the college. The Dean and faculty members attend recruitment activities at local high schools and make presentations and dispense brochures and enrollment information to students. Faculty members attend School Days in the area, such as Denver City to make presentations specific to a program but also distribute brochures for the entire spectrum of NMJC course offerings. There are now two recruiters who will visit every high school in the state during their recruiting visits in an effort to contact potential high school graduates before they make a decision about which post secondary institution they will choose to attend. A CD presentation was created and is free to all interested students for consideration
Update current perspective student database to provide more detailed information about recruits including a detailed contact log and reporting system..	3	1/1/2003	12/31/2003	50	4	Dean of Enrollment Management		Database updated. Reports generated indicating number of recruits that actually enroll. The Banner system is being implemented in April 2005. This will provide expanded capabilities to track students.
Focus recruitment efforts on the target group of Lea County, Denver City, Seminole, Seagraves, and Plains for the 2003 year.	4	1/1/2003	12/31/2003	100	3	Recruiter	All recruiters	Fall and Spring visits continued. Recruiter works with high school counselors. 101 Workshops presented in Lea County High Schools. Institutional Enrollment and Growth Committee is formulating plans for administrators to visit with superintendents and principals. 2003 plan is completed.
Design a newsletter for distribution to high school juniors and seniors in target group on a semi-annual basis.	5	1/1/2003	12/31/2003	0	1	Recruiter	Tim Perry	Newsletter has not been printed or distributed. No action taken on this item since last report.
Visit all target schools with financial aid officer and/or counselor annually.	6	1/1/2003	12/31/2003	50	2	Recruiter	Linda Neel Wende Nolen Pat Gorman LaRae Phillips	101 Workshops presented in Lea County. 101 Workshops are being scheduled for Spring with area high schools.

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Annually host phone-a-thon where faculty and staff personally call potential students.	7	1/1/2003	12/31/2003	10	1	Recruiter	Campus ambassadors	Campus Ambassadors did Phone-a-thon. Not as many students were contacted. Readdress who can help with the calling. New recruiters and Campus Ambassadors will plan phone-a-thon for Spring 2005.
Each area target student should have at least 8-10 contacts during an academic year.	8	1/1/2003	5/3/2003	100	4	Recruiter	Lance Caviness Robert Bensing	Contacts continue as in previous year. Contacts continue as in past. New Banner system will provide additional tools to send and track information sent to students.
Annually share college day visit schedule and spring follow-up visit schedule campus wide through e-mail and campus intranet, encouraging faculty and staff to attend with the recruiter.	9	1/1/2003	12/31/2003	100	4	Recruiter	Robert Bensing	Campus-wide distribution made. Few faculty participated. No Changes.
Place newspaper and radio ads prior to college day visits, spring follow-up visits, and other recruiting events.	10	1/1/2003	12/31/2003	0	4	Recruiter, Tim Perry, Lisa Hardison		Newspaper ads placed in newspapers. Ads not utilized this fall due to personnel changes and staffing in College Communications.
Make presentations to home school students and parents.	11	1/1/2003	12/31/2005	50	1	Robert Bensing		Inquiries by individual families addressed. Home school students and parents assisted on individual basis.
Review and revise letters to students who apply for admission.	12	1/1/2003	12/31/2003	150	4	Ophelia Huerta	Recruiter Robert Bensing	Letters reviewed each semester. Changes made to international packet. All literature and correspondence will be evaluated prior to implementation of Banner program in April.
Evaluate adding brochure to acceptance for admission correspondence.	13	1/1/2003	12/31/2003	50	4	Recruiter	Robert Bensing Pat Knapp Jackie Perry Ophelia Huerta Mechile Mershon student workers	Brochure is updated for each semester. It is being distributed throughout the year. Needed changes for Banner program will be addressed prior to April 2005 implementation.
Prepare information, if needed, from Activity 13.	14	1/1/2003	12/31/2003	150	4	Robert Bensing	Recruiter Marketing Department and Graphics Department	Updates completed. Updates will be completed for April Banner implementation.
Meet with retention specialist to determine needs for demographic studies.	15	1/1/2003	12/31/2003	100	4	Robert Bensing	Retention specialist Pat Knapp Renee Wharton	Reports completed for Renee Wharton and April Burt as requested. Retention is one of three subcommittees of Institutional Enrollment and Growth Committee. April Burt is chairperson. Information has been provided as needed to Dr. Wharton and Ms. Burt.
Objective 2: Develop and promote activities that will attract potential students and help retain current students.		1/1/2002	12/31/2005		ongoing	Regina Organ	Lance Caviness, Lisa Hardison, Robert Bensing, Pat Gorman, Kevia Clarke	
Form a Campus Ambassadors Club to assist with campus tours, community presentations, and student contacts.	1	1/1/2004	12/31/2004	100	4	Recruiter	Lance Caviness Linda Neel	Ambassadors continue to function. Four members this past year. Six members will be selected for coming year. Ambassadors played key roles in Orientation and Graduation activities. Ambassador program continues to be involved in activities and tour. Only two members have functioned this semester. New members will be added in spring semester.

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Host an event to attract potential students and parents to the campus on an annual basis.	2	1/1/2003	2/15/2004	50	1	Recruiter	Recruitment Committee	Funding still not available for Spring Fling. Tail gate parties held at basketball and baseball games. Funding was not obtained for Spring Fling for 04-05. Tail gate parties at athletic events will continue to be utilized.
Continue to host a college preparatory workshop for parents and students in target areas.	3	1/1/2003	12/31/2003	100	4	Recruiter	Lance Caviness Linda Neel Recruitment Committee	Workshops held in Eunice and Jal. 101 Workshops are being scheduled for the Spring. High Schools are calling NMJC and requesting the workshops now rather than NMJC having to schedule the workshops. Lovington has requested an additional workshop just for parents.
Design and distribute a marketing CD for potential students.	4	1/1/2003	6/30/2004	50	1	Recruiter	Lance Caviness Lisa Hardison Tim Perry Cc Nelson	Funding still lacking. Institutional Enrollment and Growth Committee will submit proposal to President for funding in FY 04-05. Project is on hold until 2005-06.
Continue to utilize a student driven program planning board for assistance in determining which activities to have on campus.	5	1/1/2004	12/31/2004	100	2	Lance Caviness	All student groups	Kevia Clarke is leaving in late July. New coordinator will be on board to continue this initiative. New Coordinator hired in September. Intramural program and activity program revitalized and in full swing.
Develop a proposal to earmark a percentage of activity funds for non-traditional student/family programming.	6	1/1/2004	12/31/2004	100	4	Lance Caviness	Student Government	Spent \$2250 on programming for families. Had reasonable participation. Will evaluate with new coordinator and program planning board. An activity survey was administered by the new coordinator. Results support using activity funds to provide family oriented programming for students.
Promote established student clubs/groups to new and current students.	7	1/1/2004	12/31/2004	100	2	Lance Caviness	Recruiter	Continue with planner distribution. During 2003-04, there were three inquiries for new student clubs. 4 new student clubs have been established during the Fall 04 semester. (College Democrats, College Republicans, NMJC Chorale Club and NMJC Band Club.) There is interest in an international student club.
Allow student clubs/groups the opportunity to take leadership/planning responsibility of a general campus activity.	8	1/1/2004	12/31/2004	100	4	Lance Caviness	All student groups	These will be evaluated by new activities coordinator. All student clubs are given the opportunity to take leadership roles for any program or activity.
Continually seek information on latest activity trends and be flexible with programming pattern.	9	1/1/2004	12/31/2004	100	2	Lance Caviness		Continue to get input from current and former students to determine what activities appeal to them. DeMond Thomas was brought on board 9/13/04. He has surveyed students and has collected student input in formulating activity schedules. He attended the NACA Conference in October where he met with activity coordinators throughout the region.
Plan construction for new student center which will provide student friendly location for various activities.	10	1/1/2004	12/31/2004	75	1	Lance Caviness	All Student Service Staff	Break ground July 26th. One year construction period. Construction is in progress. Remodeled area to be completed by January 7, 2005.
Plan construction for new recreation/activity area for student use (tennis court and adjacent area renovation).	11	1/1/2004	12/31/2004	95	1	Lance Caviness	Charley Carroll	Sand volleyball court is completed. Grass and trees are planted. Paving, curb and gutter in progress at this time for roadway bordering the recreation area. Area is utilized by students and community members. We will enhance this area as the need arises.
The Athletic Department will provide student athlete mentors for new student athletes as well as academic mentoring for current athletes.	12	1/1/2004	12/31/2004	100	4	Richard Morris	All coaches	In the Spring of 2004, Golf and Rodeo provided mentors. Baseball and Men's & Women's Basketball provided team study hall. Mentors are student athletes of that particular sport who excel academically. In the Fall of 2004, Men's & Women's Basketball and Women's Cross Country provided team study hall. All sport team members were encouraged to use the free tutoring available on campus by contacting their professor for further assistance if tutoring was needed.

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Objective 3: Develop a systematic plan that addresses the recruitment of nontraditional students.		1/1/2002	12/31/2005		ongoing	Regina Organ	Lisa Hardison	
Student Recruiting and Admissions work together to determine which recruits have enrolled at NMJC and other critical data to determine which recruitment methods are successful.	1	1/1/2003	12/31/2003	75		Recruiter, 2 Robert Bensing		Data has been compiled. New strategies will be determined by Institutional Enrollment and Growth Committee. New strategies have not been developed due to changes in personnel.
Develop view book mini view book and non-traditional students view book.	2	1/1/2003	12/31/2003	66		Recruiter, Tim 2 Perry		Non-traditional search piece has not been printed. Non-traditional search piece was printed July 2004 and is currently in use.
Create unified departmental and student services brochures.	3	1/1/2003	12/31/2003	50		Recruiter, Tim 2 Perry		Not all brochures have been completed. Several departments have not submitted updated information. Deans have been contacted to assist in this project.
Create a guide about NMJC for high school counselors.	4	1/1/2003	12/31/2003	100	4	Recruiter	Robert Bensing	Guidebook is updated annually as NMJC Catalog is updated and distributed to counselors. A link on the NMJC web-page will be provided for high school counselors in 2004-05. Link for counselors on webpage has not been developed. Updated guide was distributed during high school visits in September and October.
Plan three high school visits a year to promote NMJC to in-district Juniors and Seniors.	5	1/1/2003	12/31/2003	100	4	Recruiter		Visits completed for 2004. Visits have been initiated for 2004-05. First round of visits completed during College Day Tour September - November.
Place literature in areas within our district where non-traditional students tend to frequent.	6	1/1/2003	6/4/2004	50	1	Recruiter	Lisa Hardison	Some brochures placed in offices. Formal plan not developed or completed. Formal plan still needs to be developed and literature printed.
Determine the demographics and trends of our current non-traditional students. Use this information to determine our target market.	7	1/1/2003	6/4/2004	100	4	Recruiter	Renee Wharton Robert Bensing	Institutional Enrollment and Growth Committee will utilize information to formulate recruiting, retention, and marketing strategies. Information from Fall 2004 will be incorporated into strategies.
Conduct a focus group of non-traditional students to determine what characteristics they desire in a higher learning institution.	8	1/1/2003	12/31/2005	100	4	Recruiter		Students surveyed at jobfair at Teen Center. Results will be reviewed by Institutional Enrollment and Growth Committee. Information has not been reviewed by committee.
Objective 4: Recruit, track, and retain Adult Basic Education and GED students and move into college classes.						Rich Fleming	Marilyn Jackson, Diane Marquez	

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Gather data on students	1	8/15/2003	8/15/2004	100		Renee Wharton	Institutional Enrollment and Growth Committee	Recruiting and retention data was collected by Lisa Hardison, Renee Wharton and April Burt. Information is being utilized by the Institutional Enrollment and Growth Committee to implement recruiting, retention, marketing, and academic program strategies.
Objective 5: Develop strategies to recruit students into under-enrolled instructional programs and courses that are deemed viable.					in progress	Rich Fleming	Mickey Best Mary Jane Ward Faculty Representative	
Implement learning communities	1	1/1/2003	1/1/2004	0	6	VP I	April Burt, Faculty	The first learning communities offered at New Mexico Junior College were informally conducted in the Fall of 1993. With the employment of April Burt in 2002, the formal adoption of regular learning communities was begun in Fall 2002. Three communities were offered in Spring 2004 and one community will be offered in spring 2005. April Burt resigned her position with the college in September 2004. The position is being readvertised and it is hoped the institution will be able to fill the position for spring 2005. The open position of Director of Learning Communities/Retention position has been advertised, with an application deadline of December
Create two year rolling schedule format	2	1/1/2003	5/15/2005	0	2	VP I	Deans	Fall 2004 is the first long semester of the 2nd year. The rolling plan remains in place, with adjustments in the teaching schedule based upon faculty and administrative input. Summer 2005 will complete the second year of the rolling plan cycle. Course offerings are regularly evaluated and adjusted according to demand and degree plan accountability.
Revise Agriculture program to a two year, transfer program	3	8/12/2003	5/15/2005	100	3	VP I	Mary Jane Ward, Wayne Cox	The program has been moved from Business and Technology to the Arts and Sciences division, effective the fall semester of 2004.
Change sequencing of EMT courses to fit state certification testing schedule	4	8/12/2003	8/12/2003	0	6	VP I	Mary Jane Ward	
Objective 6: Continue to develop strategies for financial aid outreach to increase the number of Financial Aid Awards.		1/1/2002	12/31/2005		ongoing	Regina Organ		
Enhance the Financial Aid Internet web page and accessibility for students.	1	1/1/2004	12/31/2004	25	2	Linda Neel	Webmaster All Financial Aid staff	F.A. Awards are on-line; Christie Gressett and Linda Neel will work with Webmaster to update student loan process. No further improvements have been made since June 2004. It is unclear whether or not FA Awards are being updated at this time, due to vacancies in computer center. Plans are to further enhance the FA web pages to provide direct links to loan sites for easy online access for students.
Set up information sites on campus.	2	1/1/2004	12/31/2004	0	6	Linda Neel	All Financial Aid staff	No activity toward this objective. Staff will reevaluate the need for this service for feasibility of objective, based on the planned move into the new student center area, which should make financial aid information more accessible for students.
Provide financial aid information at Orientation	3	1/1/2004	12/31/2004	100	5	Linda Neel	All Financial Aid staff Recruiter	Completed for Spring 2004. This objective is no longer valid, based on changes to orientation structure, which eliminated direct involvement from financial aid staff or area.

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Increase Financial Aid publicity.	4	1/1/2004	12/31/2004	25	1	Linda Neel	All Financial Aid staff PR/Marketing Recruiter	Discussed possibility of registration advertising including a statement that financial aid may be available with Tim Perry - will continue to work with Tim. Have not had an opportunity to work with College Communications in the fall semester. Will reorganize efforts for the 2005-2006 year.
NMJC will meet/exceed the State of NM requirements that 25% or more of allocated funds will provide the New Mexico student athlete's tuition, fees, and tuition waivers annually for educational studies.	5	1/1/2004	12/31/2004	100		Richard Morris, Linda Neel		45% in Fall/Spring 2003-04. 39% in Fall 2004
Objective 7: Continue to develop strategies to improve financial aid services to students.		1/1/2002	12/31/2005		ongoing	Regina Organ	Linda Neel Wende Nolen	
Develop a Financial Aid Mission Statement.	1	1/1/2004	12/31/2004	100	3	Linda Neel	Financial Aid Staff	Reviewed in Spring 2004. Activity is complete.
Develop strategic plan for office.	2	1/1/2004	12/31/2004	25	1	Linda Neel	Financial Aid Staff	In discussion stage with Financial Aid Office staff. In developmental stages
Evaluate Financial Aid services to students.	3	1/1/2004	12/31/2004	25	2	Linda Neel	Financial Aid Staff	In discussion stage to develop a student services assessment plan with other student services offices. No further discussion regarding overall assessment of student services, including financial aid services since last update. Have had discussions with Marilyn Dill regarding an assessment plan for work study students.
Evaluate and modify, if needed, the Financial Aid award letter and brochure.	4	1/1/2004	12/31/2004	15	1	Linda Neel	Financial Aid Staff	Will update financial aid brochure and award letter during conversion to Sungard SCT Banner system; Have reviewed sample award letters that will be generated through the Banner system. Those will be developed in the coming months, prior to conversion.
Investigate the possibility of an information phone line for Financial Aid.	5	1/1/2004	12/31/2004	100	5	Linda Neel	Financial Aid Staff Business Office Staff	Not an option with current phone system
Utilize the web site for information regarding individual student information.	6	1/1/2003	12/31/2003	50	4	Linda Neel	Financial Aid Staff Business Office Staff	Financial aid awards are now accessible to student on-line. Banner web system will facilitate greater access for financial aid students to information on-line. Continuing to move toward financial aid information on the web through the Banner system.
Objective 8: Continue to enhance and expand enrollment/registration procedures to increase accessibility and user friendliness.		1/1/2002	12/31/2005		ongoing	Regina Organ	Robert Bensing Linda Neel	

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Continue to enhance electronic processes to improve all student services.	1	1/1/2004	12/31/2004	75		Robert Bensing, Linda Neel	Pat Knapp & All offices on system	Banner process is being implemented to update electronic processes. Student Module will "go live" April 2005. Financial aid module will go live April 2005. Progress continues with the Banner implementation. Go-live date for Banner is still April 2005.
Pre and post registration meetings to plan for and evaluate registration and enrollment for each semester.	2	1/1/2003	12/31/2003	100	4	Robert Bensing	Pat Knapp Jackie Perry Ophelia Huerta Linda Neel Bill Kunko Pat Gorman Cashiers Bookstore	Meetings are held before and after each enrollment session with personnel from the Business Office, Financial Aid Office, Counseling Office, Bookstore, Student Life, and Enrollment Management Office. Meetings continue to be held for evaluation. Process is working well. Changes will be implemented when Banner system is utilized.
Implement on-line registration	3	1/1/2003	12/31/2003	25	1	Bill Kunko	Robert Bensing , Pat Knapp	Banner System is being implemented. On-line registration will be available April 2005. Banner System is being implemented. Staff in Records Office are attending training.
Expand office hours in both morning and evenings during peak periods.	4	1/1/2003	12/31/2003	100	4	Robert Bensing	Pat Knapp Jackie Perry Ophelia Huerta	Office is open until 5:30 p.m. during the week prior to class beginning and during first week of class.
Investigate changing the drop and withdrawal policy that requires student signatures from instructors to enhance retention.	5	1/1/2003	6/15/2004	100	5	Robert Bensing	Regina Organ VP I Mickey Best Mary Jane Ward Jackie Perry Linda Neel	Institutional Enrollment and Growth Committee is looking at other retention alternatives that are less cumbersome for students. Students may drop or withdraw themselves from a course without an instructor's involvement by the established drop date each semester. An instructor may drop a student for excessive absenteeism without the student's signature.
Objective 9: Continue to involve the NMJC Foundation in recruitment activities as needed.		1/1/2002	12/31/2005		ongoing	Regina Organ	Cc Nelson Linda Neel Lisa Hardison Wende Nolen	
Continue to request Foundation funding for scholarships and Recruitment and Retention activities.	1	1/1/2004	12/31/2004	100	4	Linda Neel	Foundation Board	Have not received information from the NMJC Foundation as of 8/1/04 in order to request scholarships for 2004-2005 award year. Scholarship funding requests were approved for the 2004-2005 award year, with reduced awards in critical areas, such as work study.
Solicit additional gifts to increase the Intercollegiate Athletics Endowment.	2	1/1/2002	12/31/2004	0	6	Jennifer Jourdan	Foundation Board	Not addressed to date.
Endow the Kornegay Funds when the trust is released to NMJC in September of 2003.	3	1/1/2004	12/31/2004	100	3	Jennifer Jourdan	Foundation Board	NMJC Foundation now holds all Kornegay funds in an endowment.
Match the Kornegay Funds with Title V funds to the extent possible.	4	1/1/2003	12/31/2003	100	3	Jennifer Jourdan	Foundation Board	A portion of Kornegay funds was matched by the remainder of Title V matching funds in the Fall of 2003.
Establish scholarship guidelines for Kornegay Endowment.	5	1/1/2004	12/31/2004	75	1	Jennifer Jourdan	Foundation Board	Scholarship guidelines were developed, but need to be reviewed.

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Objective 10: Implement institutional student retention plan.						Rich Fleming		
Implement learning communities	1	1/1/2003	1/1/2003	100	4	VP I	April Burt, Faculty	in the Fall of 1993. With the employment of April Burt in 2002, the formal adoption of regular learning communities was begun in Fall 2002. Three communities were offered in Spring 2004 and one community will be offered in spring 2005. April Burt resigned her position with the college in September 2004. The position is being readvertised and it is hoped the institution will be able to fill the position for spring 2005. The open position of Director of Learning Communities/Retention position has been advertised, with an application deadline of December 3, 2004. The college hopes to employ a person for the spring 2005 term. 1 community offering
Implement Student Space tracking software	2	1/1/2003	1/1/2003	0	6	VP I	April Burt, Faculty	
Objective 11: Develop techniques that address the retention of nontraditional students.						Rich Fleming		
Implement learning communities	1	1/1/2003	1/1/2003	100	4	VP I	April Burt, Faculty	The first learning communities offered at New Mexico Junior College were informally conducted in the Fall of 1993. With the employment of April Burt in 2002, the formal adoption of regular learning communities was begun in Fall 2002. Three communities were offered in Spring 2004 and one community will be offered in spring 2005. April Burt resigned her position with the college in September 2004. The position is being readvertised and it is hoped the institution will be able to fill the position for spring 2005. The open position of Director of Learning Communities/Retention position has been advertised, with an application deadline of December
Implement two year rolling schedule	2	1/1/2004	5/15/2004	80	1	VP I	Deans	Fall 2004 is the first long semester of the 2nd year. The rolling plan remains in place, with adjustments in the teaching schedule based upon faculty and administrative input. Summer 2005 will complete the second year of the rolling plan cycle. Course offerings are regularly evaluated and adjusted according to demand and degree plan accountability.
Objective 12: Continue outreach with students as early as 8th grade. Provide supplemental services for recruitment and retention of first generation students through the federal TRIO programs		1/1/2002	12/31/2005	ongoing		Regina Organ	Pat Gorman Vera Gilleland Gayle Abbott Michael Chavez	
Through Student Support Services, we will recruit and serve 150 NMJC students with workshops, tutoring, and advising. At least 65% of the students will obtain a 2.3 GPA or above.	1	1/1/2002	12/31/2003	0	5	Pat Gorman	Gayle Abbott	Activity has changed. These figures no longer valid. Will add new activity. This has now become Activity 7. These figures are no longer valid.
Of the students who participate in Student Support Services, at least 75% will be eligible for graduation.	2	1/1/2004	12/31/2004	87	4	Pat Gorman	Gayle Abbott	37 out of 46 sophomores graduated for an 80% graduation rate. Six more of these students should graduate in the fall of 2004. Of these 37 graduates, 28 transferred to 4-year schools. 15 non-graduates transferred to Bachelor's programs. 40 out of 46 sophomores graduated for an 87% graduation rate. 51 out of 56 students eligible for transfer did transfer to a 4-yr University for a 91% transfer rate.
Talent Search will recruit and serve at least 600 low income and/or first generation 6th through 12th graders in Lea County.	3	1/1/2002	12/31/2003	0	5	Pat Gorman	Vera Gilleland	The activity has changed. It will become Activity 8 now. This is now Activity 8. Numbers have changed and this activity is no longer valid.

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Talent Search will provide workshops, tutoring sessions, field trips, college visits, and individual sessions at county schools to retain at least 75% of the participants and graduate at least 85% of the seniors.	4	1/1/2003	12/31/2004	100	4	Pat Gorman	Vera Gilleland	We are gathering the information on graduation and retention, and will not know whether they enrolled in post-secondary education until September. We retained 520 out of 562 6-12 graders for a retention of 93%. We graduated 117 out of 132 possible seniors, for a graduation rate of 89%, and 111 out of 132 college ready seniors entered college. This was 84% of the eligible seniors.
Upward Bound will serve 70 Lea County students in grades 9 through 12 who are first generation and/or low income.	5	1/1/2002	12/31/2003	0	5	Pat Gorman	Michael Chavez	This activity has changed. Activity 9 now addresses this item. This activity is no longer valid, and has been replaced with Activity 9.
Through Upward Bound, we will provide tutoring, classes, trips, educational/cultural activities, advising sessions, and workshops to increase the student's GPA, to retain at least 70% of the participants and to graduate at least 75% of the seniors.	6	1/1/2004	12/31/2004	100	4	Pat Gorman	Michael Chavez	In 2003-04, we logged 849 tutoring hours, made two educational trips, visited six 4-year schools, and had six cultural activities. We retained 89% of students, with 100% of eligible seniors graduating. 95% of those graduates enrolled in post-secondary schools after graduation. Fall 2003 GPA averaged 2.95, and Spring 2004 GPA averaged 2.98. Upward Bound provided 850 tutoring hours in the 2003-04 fiscal year. Ten academic Saturday classes were provided to students. The classes were ACT prep and study skills. Two trips were provided to the students that consisted of educational and cultural activities. Students toured six college and universities and attended six cultural activities. As a result, 94% of the participants were retained and 86% of the 21 seniors graduated from high school.
Through SSS, we will serve 160 NMJC students through academic advising, transfer planning, ESL instruction, tutoring, basic skills, mentoring, disability accommodations, career counseling and exploration, personal counseling, financial aid assistance, cultural events, university visits, computer lab, workshops, supplemental aid, and book loans. At least 65% of the students will obtain a 2.3 GPA or above.	7	8/1/2003	12/31/2004	100	4	Gayle Abbott	SSS staff	We served 180 students from September 1, 2003 through August 31, 2004. GPA average is 2.9, with 90% of students at 2.3 or above (162 out of 180). Served 177 through Dec. 2004. GPA average 2.9 with 90% in academic good standing and 50% at 3.0 or better.
Talent Search will recruit and serve at least 700 low-income and/or first generation 6th through 12th graders in Lea County.	8	1/1/2004	12/31/2004	100	4	Pat Gorman	Vera Gilleland and Talent Search staff	Recruited and served 707 last year. We had 709 participants enrolled through August 31, 2004, when we gave our Federal report.
Upward Bound will serve 50 Lea County students in grades 9 through 12 who are first generation and/or low income.	9	9/1/2003	12/31/2004	100	4	Pat Gorman	Michael Chavez & Upward Bound staff	65 Lea County students were served during the 2003-04 academic year. Upward Bound is serving 59 students for the 2004-05 fiscal year, of which 76% are both low-income and potential first generation and 24% are potential first-generation students only.

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Student Support Services will identify, select, and serve 160 eligible participants. At least 2/3 will be classified as first-generation, low-income or disabled. The remaining 1/3 will be classified as either first-generation, or low-income. A minimum of 1/3 of disabled participants will also be low-income.	10	9/1/2003	8/31/2004	100		Dr. Gayle 2 Abbott	Cyndi Stephenson, Adam Guillen, Ashleigh Lathan	Dec. 2004. Objective met and exceeded. Service to 177 eligible participants. First-generation, low-income and disabled = 130 or 73. Remaining FG only (46), low-income only (1). 16 out of 25 (64) of disabled student are also low-income.
At least 50 of eligible SSS participants will persist toward completion of the academic programs in which they are enrolled.	11	9/1/2003	12/31/2004	96		Dr. Gayle 4 Abbott	SSS Staff	119 out of 124 for 96% persistence rate
At least 45% of SSS participants will transfer to Bachelor Degree programs each year.	12	9/1/2003	12/31/2004	93		Dr. Gayle 4 Abbott	SSS Staff	Of 56 students eligible for transfer, 51 did transfer to 4-yr. institutions. 52 out of 56 or 94% were transferred by Dec. 2004.
Objective 13: Develop and implement a plan to enhance campus life for residential and commuter students. The department of Student Life will strive to create a positive safe campus living environment.		1/1/2002	12/31/2005		ongoing	Regina Organ	Lance Caviness	
Work with NMJC maintenance department to ensure all repair requests are completed in timely fashion.	1	1/1/2004	12/31/2004	90		Lance 1 Caviness	Charley Carroll	Improvements have been made. We had fewer complaints from residents this year. Replaced windows and vent systems in both residence halls. Heating and cooling in the dorms continues to be an issue that is worked on continuously.
Provide local phone access to residential students.	2	1/1/2002	8/1/2002	100		Lance 3 Caviness	Business Office	Complete
Provide Internet access via lab in Zia Hall.	3	1/1/2004	12/31/2004	100		Lance 3 Caviness	Computer Center	This was completed last year. We will continue to monitor lab needs for residential students.
Provide cable television service with largest channel selection.	4	1/1/2003	8/1/2003	100		Lance 3 Caviness	Business Office	Complete
Provide ping pong and various other games to residents.	5	1/1/2004	12/31/2004	100		Lance 4 Caviness		New coordinator will re-evaluate. Students have and will continue to provide input regarding games for the dorms as well as the recreation area and the new game room in the Student Learning Center.
Completely paint each residence hall on 3 year rotating basis.	6	6/1/2002	8/30/2002	100		Lance 3 Caviness	Charley Carroll	Complete
Provide training to resident hall staff. (NMJC employees and student workers).	7	1/1/2004	12/31/2004	100		Lance 3 Caviness		Trained hall staff (supervisors and students) Fall 04

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Upgrade security cameras and recording equipment.	8	1/1/2003	12/31/2003	100		Lance Caviness	Lance Caviness Bill Morrill	Completed - All cameras functioning
Continue to review and update disciplinary/judicial process for all students.	9	1/1/2004	12/31/2004	100		Lance Caviness	Bill Morrill	Will continue to review annually and make adjustments as necessary.
Continue to review room and board agreement.	10	1/1/2004	12/31/2004	100		Lance Caviness		No changes at this time, we will continue to review.
Continue to review and update housing handbook annually.	11	1/1/2004	12/31/2004	100		Lance Caviness		Revised for Fall 2004. Will revise as needed in the future.
Continually monitor food service program for quality assurance.	12	1/1/2004	12/31/2004	100		Lance Caviness	Great Western Dining staff Food Service Committee	Purchased food service equipment which should assist in food preparation and presentation. Working with Great Western Dining staff to develop a plan to enhance snack bar area after remodel is complete.
Improve landscaping in areas adjacent to housing buildings.	13	1/1/2004	12/31/2004	25		Lance Caviness	Charley Carroll	Continue to explore financing options for new housing.
Enable each room to be Internet accessible.	14	1/1/2004	12/31/2004	0		Lance Caviness	Computer Center Charley Carroll	No action taken. Project dropped
Plan construction of additional residence hall (s) as needed.	16	1/1/2003	8/1/2005	33		Lance Caviness	Charley Carroll	Ready to break ground. Geo-tech work and Phase I Environmental report completed. Still seeking investors and other financing options.
Develop educational and social programming specifically designed for campus residents.	17	1/1/2004	12/31/2004	75		Lance Caviness	Resident hall supervisors	Providing information to students via flyers and appropriate publications.
Objective 14: Continue dissemination of information to students in compliance with federal guidelines.		1/1/2002	12/31/2005		ongoing	Regina Organ	Lance Caviness Lisa Hardison Kevia Clarke Student Government	
Review the Student Financial Aid Handbook on an annual basis.	1	1/1/2004	12/31/2004	50		Linda Neel	Financial Aid Staff	Chapter 1 complete; ongoing update as policy is received from U.S. Department of Education. Ongoing activity; procedures will be re-evaluated in the 2005-2006 award year, based on changes to regulations, and also as the Banner system is implemented.
Review all Financial Aid documents annually to determine compliance.	2	1/1/2003	12/31/2003	100		Linda Neel	Financial Aid Staff	Will begin to review documents for 2005-2006 award year after spring registration.
Provide current information to all departments affected by federal guidelines.	3	1/1/2003	12/31/2003	100		Linda Neel	Security Business Office Registrar	New computer specifications forwarded to Computer Center for purchase of new computers to meet federal requirements. No new information to pass a long at this time.
Review Financial Aid policies and procedures annually.	4	1/1/2004	12/31/2004	100		Linda Neel	Financial Aid Office	Reviewed guidelines for 2004-2005 award year. Will begin to review policies & procedures for 2005-2006 award year after Spring registration, and as changes are prescribed by regulations
Continue to maintain Cleary information.	5	1/1/2004	12/31/2004	100		Bill Morrill	Lance Caviness	Continually updated as required by law. The 2003 Cleary has been submitted as required by law.
Continue FERPA training for faculty and staff.	6	1/1/2003	12/31/2003	100		Robert Bensing		FERPA training is offered at in-service training at fall and spring semesters and as part of the Community College Academy program. The Community College Program is being revamped by the Department of Continuing Education.

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Objective 15: Develop strategies to monitor and improve female and minority enrollment and ensure graduation rates are within 5% of the ethnic and gender makeup of the community based on the most recent census profile of the adult population in the area served.		1/1/2002	12/31/2005		ongoing	Regina Organ	Lisa Hardison Renee Wharton Robert Bensing Pat Gorman Lance Caviness	
Monitor enrollment trends and report.	1	1/1/2004	12/31/2004	100	4	Robert Bensing	Administrative Cabinet	Enrollment reports are monitored and distributed weekly during registration periods. Recruiting maintains data on number of inquiries and enrollees from various geographic areas, etc.
Collaborate with Texas Tech Pathway Coordinator	2	1/1/2004	12/31/2004	100	4	Robert Bensing	Student Services Staff	Pathway Coordinator meets with the Institutional Enrollment and Growth Committee.
Work closely with TRIO and other grants.	3	1/1/2004	12/31/2004	100	4	Robert Bensing, Regina Organ	Recruiter	Same activities as previous year.
Objective 16: Research and develop new educational course programs as appropriate.						Rich Fleming		
Respond to new businesses as they locate in Lea County	1			0	6	VP I	Dean	
Objective 17: Increase the persistence rates for students enrolled in developmental studies. Gather baseline data and track progress.						Rich Fleming		
Create Division of Transitional Studies	1	5/12/2002	5/12/2002	100	3	M. Best	D. Marquez and ABE staff	The Dean of Transitional Studies retired in August of 2004. At the same time, the instructional sector of the college was going through restructuring efforts to better equalize the number of faculty reporting to each academic dean. Consequently, based upon faculty reporting, a new division was created -- Division of Mathematics, English, Education and Transitional Studies.

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Create learning communities	2	8/1/2002	1/1/2003	80	2	M. Best	S. McGill, D. Marquez	The first learning communities offered at New Mexico Junior College were informally conducted in the Fall of 1993. With the employment of April Burt in 2002, the formal adoption of regular learning communities was begun in Fall 2002. Three communities were offered in Spring 2004 and one community will be offered in spring 2005. April Burt resigned her position with the college in September 2004. The position is being readvertised and it is hoped the institution will be able to fill the position for spring 2005. The open position of Director of Learning Communities/Retention position has been advertised, with an application deadline of December 3, 2004. The college hopes to employ a person for the spring 2005 term. 1 community offering is in place for spring 2005 and the new Director will be charged with reestablishing the format of 3 community offerings for the long semesters [fall and spring terms].
Implement Student Space tracking software	3		1/1/2003	0	6			
Objective 18: Increase the total annual college graduates from degree and certificate programs. Gather baseline data and track progress.						Rich Fleming		
Gather data	1		12/31/2004	0	6	VP I, Renee Wharton		
Objective 19: Evaluate current faculty advisement system and modify to address needs. Provide counseling/advising services, as well as special needs services and placement activities to facilitate student retention and recruitment.		1/1/2003	12/31/2005		ongoing	Regina Organ	Pat Gorman	Pat Gorman does training every semester.
Host an annual Counselor's Dinner	1	1/1/2004	12/31/2004	100	4	Pat Gorman	Counseling Staff	23 attended Counselor's Dinner held 5/13/04. Next dinner will be held during May, 2005.
Contact every county high school once a semester.	2	1/1/2004	12/31/2004	100	4	Pat Gorman	Counseling Staff	All high school counselors were contacted by phone. Visits are planned for spring 2005.
Train all new faculty advisors during their first semester.	3	1/1/2004	12/31/2004	100	4	Pat Gorman	Counseling Staff	We trained five during the Fall of 2003; one faculty and one professional staff member were trained in the Spring of 2004. Will train again in the Fall of 2004. Five more advisors were trained in the Fall of 2004.
Contact all undecided students to offer career services.	4	1/1/2004	12/31/2004	100	4	Pat Gorman	Counseling Staff	All undecided students are encouraged to take the computerized career decision making system or to take a take home career interest test.

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Prepare degree plans for all students on financial aid taking a transitional studies class.	5	1/1/2004	12/31/2004	100	4	Pat Gorman	Counseling Staff	A degree plan was prepared within 1-3 days for every student who took a transitional studies class during the Fall 2004 semester.
Advise all undecided students.	6	1/1/2004	12/31/2004	100	4	Pat Gorman	Counseling Staff	All undecided students were assigned to the Counseling Office as their advisor during the Fall of 2004 so that they could have easy access to career counseling.
Coordinate the faculty advising system.	7	1/1/2004	12/31/2004	100	4	Pat Gorman	Counseling Staff	Three faculty advisors were trained during the Fall 2004 semester. Degree plans were entered into the degree audit system and faculty advisors were sent newsletters regarding advising issues.
Organize at least two orientations sessions per year.	8	1/1/2004	12/31/2004	100	4	Pat Gorman	Counseling Staff	118 students attended Spring 2004 orientation. Fall 2004 Orientation is in the planning stages. We had 474 students attending the Fall 2004 General session, and 78 in the evening session, for a total of 552 in fall orientation.
Assist new, prospective, and returning students in exploring career choices and selecting classes.	9	8/1/2003	12/31/2004	100	4	Pat Gorman	Counseling Staff	We saw 23,717 prospective or returning students in 2003-04 and took 19,047 phone calls. From July 1, 2004 to December 21, 2004, we saw 13,369 prospective or returning students and took 11,728 phone calls.
Visit and explore options with all students considering dropping a class or withdrawing from all classes.	10	8/1/2003	12/31/2004	100	4	Pat Gorman	Gayle Abbott	The Counseling Office met with 689 students who dropped and 144 students who totally withdrew in the Fall of 2004.
Provide needed accommodations to all students with documented physical learning or emotional disabilities.	11	8/1/2003	12/31/2004	100	4	Pat Gorman	Cynthia Zambrelli/Jamaal Brown	The Special Needs Coordinator met with 12 new students with disabilities during the Fall 2004 semester to provide counseling and special accommodations.
Visit area schools to facilitate transfer of special needs students and to participate in the senior IEP meeting.	12	1/1/2004	12/31/2004	100	4	Pat Gorman	Cynthia Zambrelli/Jamaal Brown	The Special Needs Counselor contacted area high school counselors to facilitate transition of graduating students. Seminole, Tatum, Hobbs, Lovington, Denver City, Eunice, and Jal were contacted. The Special Needs Counselor participated in Lovington High School's first career fair, targeting the Special Needs students. A new counselor started in September 2004. He will visit the high schools in the Spring of 2005.
Contact DVR to develop referral mechanism for DVR clients and to prepare plans of action for prospective students.	13	1/1/2004	12/31/2004	100	4	Pat Gorman	Cynthia Zambrelli/Jamaal Brown	Ongoing contacts with DVR counselors in Hobbs maintain established relationships and referral process. Communication between DVR counselors and Special Needs counselor to resolve questions and/or student concerns occurred as appropriate with DVR in Hobbs and other state locations. The new counselor started in September. Will visit with DVR counselors during the Spring 2005 semester.
Contact faculty to prepare special needs plan for students in their classes.	14	1/1/2004	12/31/2004	100	4	Pat Gorman	Cynthia Zambrelli/Jamaal Brown	We continue to contact all faculty who have students needing special services regarding discussions for accommodating the student's needs.
Contact every major employer in Lea County to post job openings and attend the Spring Job Fair	15	1/1/2004	12/31/2004	100	4	Pat Gorman	Robert Turner	The NMJC Annual Job Fair will be held in the Spring of 2005.
Assist students with developing resumes, job finding, and interviewing skills.	16	1/1/2004	12/31/2004	100	4	Pat Gorman	Robert Turner Gayle Abbott	218 off-campus jobs were made available for students and community patrons. 52 on-campus jobs were available for students only. Mock interviews were held for 12 students majoring in Office Technology and scheduled to graduate in 2004. The students were required to submit resumes and were given appointment times. In the Fall of 2004, we had 97 job listings off campus, and we had 54 students seeking employment.
Assist students in locating career information and exploring career options.	17	1/1/2004	12/31/2004	100	4	Pat Gorman	Michael Chavez Robert Turner Gayle Abbott	We had 113 students using the Career Center in the Fall of 2004.
Objective 20: Continue to evaluate all Student Services programs on an annual basis to improve services to students.		1/1/2002	8/4/2003	100%	complete & ongoing	Regina Organ		

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Complete evaluations in the following areas: Financial Aid, Student Life etc.	1	1/1/2004	12/31/2004	100		All Student Services Directors		Evaluations were completed using the annual reports.
Annually review data collected from the new student general survey.	2	1/1/2004	12/31/2004	100	4	Regina Organ	Renee Wharton	Reviews completed as received.
Ascertain evaluation from each student activity.	3	1/1/2004	12/31/2004	100	4	Lance Caviness		A summary is provided for each student activity after it is held.
Maintain food service committee minutes.	4	1/1/2004	12/31/2004	100	4	Lance Caviness		Minutes are taken each meeting and maintained in Student Life Office.
Annually evaluate all Student Services programs.	5	1/1/2004	12/31/2004	100	4	Regina Organ	All Student Services directors	All reports have been submitted.
Objective 21: Develop strategies to enhance student life on campus.		1/1/2002	12/31/2005		ongoing	Regina Organ		
Continue to monitor and develop the Intramural Program to determine not only use but effectiveness.	1	1/1/2004	12/31/2004	50		Lance Caviness	DeMond Thomas	New Coordinator hired September of 2004. Information was collected from students and fall programs included flag football, billiards, table tennis, racquetball. Spring 05 program in place.
Work with physical education staff to share facilities for student usage.	2	1/1/2004	12/31/2004	100	2	Lance Caviness	DeMond Thomas/Richard Morris	Coordination continues with new coordinator.
Collaborate with CSW to provide friendly competition between institutions.	3	1/1/2004	12/31/2004	100	2	Lance Caviness	DeMond Thomas	DeMond has met with CSW staff to discuss intramural and activity collaboration.
Continue to provide basic health care services to students.	4	1/1/2004	12/31/2004	85	2	Lance Caviness	Advisory Committee, Allied Health Dept.	A clinic for students and faculty and staff of NMJC was opened in October of 2004. It is staffed by a resident Nurse Practitioner and manned by part time student help for the reception area. Student nurses use the site as an enrichment to their clinical experiences. Work is being done to expand the office hours and dates.
Continue to develop and nurture relationships with local healthcare providers.	5	1/1/2004	12/31/2004	100	5	Lance Caviness	Advisory Committee	A clinic for students and faculty and staff of NMJC was opened in October of 2004. It is staffed by a resident Nurse Practitioner and manned by part time student help for the reception area. Student nurses use the site as an enrichment to their clinical experiences. Work is being done to expand the office hours and dates.
Monitor hours of operation and student usage of the Student Health Clinic.	6	1/1/2004	12/31/2004	85	2	Lance Caviness	Health Clinic Staff	A clinic for students and faculty and staff of NMJC was opened in October of 2004. It is staffed by a resident Nurse Practitioner and manned by part time student help for the reception area. Student nurses use the site as an enrichment to their clinical experiences. Work is being done to expand the office hours and dates.
Review healthcare facility and make adjustments as needed.	7	1/1/2004	12/31/2004	100	3	Lance Caviness	Health Clinic Staff	Student referrals are made. Student Health Clinic has been moved from Student Services to Instruction.
Provide healthcare provider with required supplies and student staff.	8	1/1/2004	12/31/2004	0	6	Lance Caviness	Health Clinic Staff	Currently, the Allied Health program is paying for the staffing and supplies for the student health center. After studying student use for the fall semester, we will collaborate with the directory of student activities regarding supplies and staff.

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Develop a plan that will enhance student life on campus. Include students in the plan.	9	1/1/2004	12/31/2004	100	3	Regina Organ	Lance Caviness	New student center game/lounge area in progress. Outdoor rec area being utilized. Full activity calendars in place for Fall '04 and Spring '05 semester.
Objective 22: Provide a comprehensive athletic program which allows academic achievement and competition with the two year NJCAA and two and four year NIRA.		1/1/2002	12/31/2005		ongoing	Regina Organ	Richard Morris	
Review budgeting strategies to remain competitive with other regional schools.	1	1/1/2004	6/1/2005	50	4	Steve McCleery	Dan Hardin	Scholarship guidelines were developed, but need to be reviewed.
Annually evaluate all athletic programs to determine performance data.	2	1/1/2004	12/31/2004	100	4	Richard Morris	Coaching Staff	Evaluate annually through Year End Reports.
Determine strategies to improve attendance at athletic events.	3	1/1/2004	12/31/2004	100	4	Richard Morris	Coaching Staff	Friends of Rodeo continued fundraising this year and will continue. Individuals and/or businesses that sponsor an athletic event or season receive a thank you letter, athletic schedules and athletic passes for the year. We will continue our letter campaign to all boosters and sponsors. This fall 2004 the head coaches have given sports presentations to Lovington, Hobbs, and Eunice Rotary Clubs and Hobbs Noon Kawanis. Presentations have been booked by NMJC Foundation. Presentations have been very well received. We will continue sport presentations.
Work with all athletes toward academic achievement.	4	1/1/2004	12/31/2004	100	4	Regina Organ	Richard Morris	Completed for 2003-04. We had 2 Academic All-Americans and 2 Distinguished Academic All Americans. We also had one sport (baseball) All American. We had many WJCAC and Region V All-Conference/Region V selections. See June 2004 update. Fall 2004-Spring 2005 in progress.

Vision Five

Objective 1: Develop initiatives that enhance the working environment.		1/1/2002	12/31/2005		ongoing	Dan Hardin	Lisa Brown Rich Fleming Regina Organ Social and Welfare Committees	
Social Committee will continue to look at and promote staff activities.	1	1/2/2004	12/31/2004	75	2	Kelly Holladay	Social Committee	We are having a hamburger cook-off, along with a Red/Gold softball game the week of Fall in-service. Committee has also begun working on Christmas party scheduled for December 10, 2004.
Develop a system that measures employee satisfaction.	2	10/1/2003	12/31/2004	0	6	Lisa Brown	Dr. McCleery Vice Presidents	
Encourage and promote professionalism among staff members.	3	1/1/2003	12/31/2003	0	4	Lisa Hardison	Bill Morrill	The Steven Covey training has been completed with all supervisors required to attend. Crucial Conversations Tools class has been completed by all supervisors of the college. This was a two day class and was held during the month of October 2004

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Develop and implement an instrument that determines the effectiveness of supervisors in fostering a positive work environment.	4	1/1/2003	12/31/2004	0	1	Lisa Brown	Bill Morrill	A Crucial Conversations Tools class was attended by all supervisors in October. We continue to look for additional areas.
Establish and develop programs that foster employee satisfaction.	5	1/1/2003	12/31/2003	0	6	Lisa Brown	Dr. McCleery Vice Presidents	
Utilize the Welfare committee to promote the interest of staff.	6	1/2/2003	12/31/2003	0	6	Dan Hardin	Welfare Committee	
Objective 2: Develop and implement a plan to enhance communication on the campus.		1/2/2006	6/1/2006	50%	in progress	Sam Oswald	Jason Anderson Tim Perry Randy Cook	Informal plan includes communication through written media, signage, employee training, new employee training
Develop an internal chat room to discuss internal college issues.	1	1/1/2004	8/2/2006	20	1	Lisa Hardison	Tim Perry, Kiril Farkov	Tim Perry and Karil Farkov are developing a chat room to be utilized via college web site
Objective 3: Promote a culture of teamwork and trust.					ongoing	Steve McCleery	Administrative Cabinet	
Continue to use the administrative cabinet as the basis for promoting teamwork and trust among faculty and staff.	1	1/1/2002	1/1/2005	0		Steve McCleery	Administrative Cabinet	
Supervisor Training Initiations	2	9/1/2002	5/1/2004	25	1	Lisa Hardison	Steve McCleery	Writing Advantage and Seven Habits of Highly Effective People scheduled for Spring 2005
Surveys/Cards- Utilize campus surveys and suggestion cards to address concerns on campus	3	6/1/2000	6/1/2005	0	6	Steve McCleery	Renee Wharton Jerri Shields	
Objective 4: Develop a systematic plan for faculty development and training.		1/1/2002	12/31/2002			Rich Fleming	Marilyn Jackson	
Develop a series of programs for faculty development and training.	1	1/15/2003	12/31/2005	0	6	VP I	Marilyn Jackson	

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Objective 5: Develop and implement a systematic plan for staff and professional development and training.					ongoing	Dan Hardin	Lisa Brown Rich Fleming Regina Organ Sam Oswald Staff Development Committee	
Develop and implement a systematic plan for staff and professional development and training.	1	1/1/2003	12/31/2004	0	6	Dan Hardin		
Objective 6: Provide competitive/comprehensive human resources package that is in compliance with local state and Federal laws.		1/1/2002	12/31/2005		ongoing	Dan Hardin	Kathy Miller Lisa Brown	
Develop an employment strategic plan to recruit and maintain quality faculty and staff	1	10/1/2002	8/15/2004	0	6	Dr. Fleming	Dr. McCleery Kelly Holladay Lisa Brown	
Develop strategies to ensure the ethnic makeup of NMJC employees mirrors that of the community.	2	1/1/2003	12/31/2005	0	6	Lisa Brown	Kathy Miller	
Strive to keep employee salaries and benefits competitive with other higher education institutions in our region.	3	1/1/2003	6/1/2005	0	6	Dr. McCleery	Lisa Brown	
Explore the use of foundation funds to compensate for interviews travel and moving expenses.	4	1/1/2003	1/31/2003	0	6	Lisa Brown	Cc Nelson Dr. McCleery	
Develop a part-time faculty manual.	5	1/1/2003	1/31/2003	0	6	Lisa Brown	Kelly Holladay	
Promote and encourage the use of the resource center for faculty and staff development.	6	10/1/2002	8/15/2005	80	1	Dr. Fleming	Mickey Best Mary Jane Ward	In August of 2004, a computer science teacher was dedicated to both instruction and to assisting faculty with issues regarding Web-CT and other questions regarding online instruction and curriculum development. In October, the Dean of Continuing Ed., Workforce Development, and Distance Education hired a help desk coordinator to assist students and teachers with technological questions regarding internet type courses or related issues.
Evaluate and continue to improve the Community College Academy for new NMJC faculty and staff.	7	1/1/2002	5/1/2004	25	1	Lisa Hardison	VP I Dan Hardin Regina Organ Renee Wharton	Planning an on-line new employee training course.

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Make use of the faculty senate task force's study to consider overload compensation teaching loads and summer pay.	8	10/1/2002	5/1/2005	50		2 Dr. Fleming	Steve Townsend Mickey Best MJ Ward	The Instructional Cabinet and Administrative Assistants met in October to examine course by course the cost of the Overload and Stipend pay for the current semester and to project the costs for the spring semester. Issues discussed were instructor qualifications, definitions of overloads, number of overload allowances per semester, and the cost of the compensations for NMJC. A follow up meeting will take place in December, 2004.
Objective 7: Develop and implement a Board Policy Manual as well as provide for periodic Board training.		6/1/2002	1/1/2003	100%	complete	Dan Hardin	Kathy Miller Lisa Brown	
Develop and implement a Board Policy Manual.	1	6/1/2002	1/1/2003	0		6 Steve McCleery	Jerry Shields Richard Lloyd	
Develop and Implement a new board orientation process	2	1/1/2003	3/1/2003	0		6 Recruiter	Steve McCleery Jerri Shields	
Objective 8: Develop and implement an electronic archival/backup system for the entire campus.		1/1/2002	6/30/2003			Bill Kunko	Renee Wharton Steve McCleery Sam Oswald	
Develop and implement an electronic archival/backup system for the entire campus.	1	1/1/2003	12/31/2004	0		6 Bill Kunko	Renee Wharton, Steve McCleery, Lisa Hardison	
Objective 9: Design a platform for policies and procedures ensuring legal compliance.		1/1/2002	4/30/2005	100%	complete & ongoing	Bill Morrill/Lisa Brown	Charley Carroll	
Design a platform for policies and procedures ensuring legal compliance.	1	1/1/2003	4/30/2003	0		6 Bill Morrill	Lisa Brown	
Vision Six								
Objective 1: Identify and prioritize needed research and data requirements as an institution.		1/1/2003	12/31/2005	100%	complete & ongoing	Renee Wharton	Administrative Cabinet	
Identify and prioritize needed research and data requirements as an institution	1	1/1/2004	6/30/2004	100		4 Renee Wharton	Administrative Cabinet	Research and data requirements were prioritized and approved by the administrative cabinet. Priority list will be amended as needed to include new projects and data requirements.
testing	2	4/14/2004	4/15/2004	0		6 Renee Wharton		date 04 and 100 with no percent sign

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Objective 2: Gather input and provide structure and impetus to the strategic planning process.		1/1/2003	12/31/2005	50%	in progress	Renee Wharton	Administrative Cabinet	
Strategic plan progress reports.	1	4/1/2004	12/31/2004	100		Renee Wharton		Mid and final updates completed. Will provide board and public with a completed final update at the February board meeting.
Final update of strategic plan presented to board.	2	11/1/2004	3/1/2005	75		Renee Wharton	Administrative Cabinet	Final update of the strategic plan will be presented to the board at the February board meeting.
Analyze strategic planning process to improve accountability and ease of reporting.	3	1/1/2004	3/15/2005	50		Renee Wharton	Administrative Cabinet	Made significant changes to planning process in an effort to gain more internal participation. Two-day strategic planning session was held December 8 and 9th. Newly formed planning facilitator team will guide the administrative cabinet through the process of developing the 2005-2010 plan.
Maintain consistency of mission overarching principles and vision statements for all NMJC publications. Update as appropriate.	4	1/1/2004	12/1/2004	100		Renee Wharton	Tim Perry	In upcoming planning session, suggest task leader be changed to Vice President of Student Services. VPSS supervises college communications and is in a better position to know what new documents are being printed with the mission statement. Standard documents have been screen for consistency.
Objective 3: Develop a college lobbying effort that is efficient beneficial and cost effective.		6/1/2002	6/5/2005	30%	ongoing	Steve McCleery		
Lobby Legislators for non-credit funding.	1	1/1/2003	12/31/2004	100		Steve McCleery		\$300,000 was appropriated for the 2004 fiscal year. We are asking for \$600,000 for the 2005-2006 fiscal year.
Maintain NMJC presence during the 2004 Legislative Session.	2	1/1/2004	12/31/2004	100		Steve McCleery		The president has sent letters to our area delegates for NMJC priorities and visited with our delegates with regard to the priorities. The president will be in Santa Fe for most of the 2005 legislative session.
Objective 4: Develop a plan to collect and promptly report data to the CHE.		1/1/2003	6/15/2003	100%	complete	Dan Hardin	Bill Kunko Jose Flores Robert Bensing Linda Neel	
Develop a plan to collect and promptly report data to the CHE.	1	1/1/2003	6/15/2003	100		Dan Hardin	Bill Kunko Jose Flores Robert Bensing Renee Wharton	Institutional Review Board to facilitate prompt and accurate data reporting. The committee addresses issues and makes adjustments to current procedures to correct.

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Objective 5: Develop strategies to ensure we are aware of the latest North Central requirements and are planning for the next NCA visit.				100%	complete	Rich Fleming		
Develop strategies to ensure we are aware of the latest North Central requirements and are planning for the next NCA visit.	1	8/3/2004	11/5/2004	40%	1	VP I	NCA Steering Committee Members	In the summer of 2003, Criterion Committees were established to begin the self-study process. In the spring of 2004, faculty and staff members and Criterion Committee Chairpersons traveled to Chicago to attend the annual NCA conference. They received information pertaining to NMJC self-study in preparation for the on-site visit in the fall of 2005. In the spring of 2004 a writer for the self-study was selected, the NCA Steering Committee was established and further study by the committees was continued. Dr. Mary Breslin, the representative from NCA, visited the campus of NMJC to provide guidance and answer questions for the faculty and staff.
Objective 6: Establish a focus group composed of community representatives NMJC staff and students to review and make recommendation regarding the name of the college.		2/4/2002	12/31/2005	0%	not addressed	Renee Wharton	Steve McCleery	
Establish a focus group composed of community representatives NMJC staff and students to review and make recommendation regarding the name of the college.	1	2/4/2002	12/31/2005	0%		Renee Wharton	Steve McCleery	
Objective 7: Sustain open communication with constituents. Remain connected at the local county and state levels.		6/1/2000	6/1/2005	40%	ongoing	Steve McCleery	Administrative Cabinet	
Send delegation to every CHE meeting.	1	6/1/2000	12/31/2005	100%		Steve McCleery	Dan Hardin VP I Regina Organ Renee Wharton Robert Bensing	President and/or delegates continue to attend scheduled CHE meetings regularly.
Meet with Lea County Superintendents and CSW President- monthly.	2	6/1/2002	6/1/2005	100%		Steve McCleery		President continues to meet monthly with the public school superintendents and we are planning a planning meeting for the summer of 2005.
Analyze the strategic planning process to determine NMJC's reputation and role as a premier community college.	3	1/1/2003	3/15/2004	100%		Steve McCleery	Renee Wharton	The December strategic planning session is complete and evaluation of our reputation and role as a premier community college will be determined via the strategic planning committee and administrative cabinet.
Objective 8: Demonstrate flexibility and willingness to change through responses to community needs.		6/1/2000	6/1/2005	40%	ongoing	Steve McCleery	Administrative Cabinet	

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Develop a Waste Handler Certificate and degree for (WIPP) personnel.	1	10/1/2001	1/31/2003	100		Steve 3 McCleery	Olav Amundsen Mickey Best Richard Fleming	Done
Objective 9: Develop an assessment approach to evaluate and provide information on all non instructional college programs.		1/1/2003	10/31/2003		complete	Renee Wharton	Regina Organ Sam Oswald Pat Gorman	
Develop an assessment approach to evaluate and provide information on all non instructional college programs	1	1/1/2003	12/31/2004	0		Renee 5 Wharton	Regina Organ Lisa Hardison Pat Gorman	Programs are currently being evaluated by service area with overlap of campus environment and new student surveys. No institutional change to this process at this time.
Demonstrate flexibility and willingness to change through responses to community needs.	2	1/1/2004	12/31/2004	100		Steve 4 McCleery		We continue to demonstrate willingness to respond to community needs. The following represents examples: 1) We participated in attracting Race Track and Casino to New Mexico; 2) We participated with screening of the casino applicants; 3) We provided the training for the casino; 4) We provided office space for casino personnel; 5) We met with the department of transportation and developed a program to address their need; 6) We continue to meet with the lead team from LES to develop the training program; 7) We provided opportunity for a great deal of input from the community in our 2004 strategic planning meeting; 8) We provided opportunity for a great deal of input from the 2004 workforce training facility planning meeting.
Objective 10: Continue to utilize current measurement tools to determine effectiveness and quality of services provided by offices on campus. Explore new methods of evaluating services provided by campus offices.		1/1/2003	12/31/2003		ongoing	Renee Wharton	Administrative Cabinet	
Continue to use effectiveness rating cards outside each office to address issues and plan for improvement of services to students.	1	1/1/2002	6/1/2005	50		Steve 1 McCleery	Administrative Cabinet	Cards continue to be collected but we have not worked on this objective for improvement during the 2004-2005 academic year.
Continue to collect survey data to evaluate services to students for the purpose of improvement.	2	1/1/2002	12/31/2004	100		Renee 4 Wharton	Administrative Cabinet	Completed the scheduled graduate survey, entering student survey, stop out survey, and course withdraw survey. Continue to collect and respond to campus suggestion cards through the presidents office. Preparing for the scheduled campus environment survey in Spring 2005. Administrative cabinet has reviewed graduate survey in an effort to improve services to students.

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Objective 11: Develop a plan to evaluate the first year experience of NMJC students.		5/1/2003	12/31/2005	0%	not addressed	Renee Wharton	Administrative Cabinet Pat Gorman Linda Neel Lance Caviness Lisa Hardison	
Develop a plan to evaluate the first year experience of NMJC students.	1	5/1/2003	12/31/2005	0		Renee 6Wharton	Administrative Cabinet Pat Gorman Linda Neel Lance Caviness Recruiter	
Objective 12: Review the effectiveness of the administrative structure annually at budget time.		1/1/2002	2/28/2004		ongoing	Steve McCleery	Administrative Cabinet	
Seek approval to split the NMJC foundation director and grant writing position into (2) positions	1	1/1/2003	4/1/2003	100		Steve 3McCleery		Done
Review Administrative structure.	2	1/1/2004	12/31/2004	100		Steve 4McCleery		The administrative structure has been changed to reflect the following: 1) Dean of Math, Education, English & Transitional Studies; 2) Dean of Arts and Sciences; 3) Dean of Business and Technology; 4) Dean of Continuing Education, Workforce Development, and Distance Education; 5) Dean of Public and Community Services.
Objective 13: Prioritize computer center requests to meet institutional needs.		1/1/2002	12/31/2005		ongoing	Steve McCleery	Bill Kunko	
Prioritize the work of the computer center staff.	1	1/1/2003	1/31/2003	0		Steve 6McCleery	Bill Kunko	not addressed
Objective 14: Purchase new administrative software package.	1	1/1/2002	11/1/2004	100%	complete	Bill Kunko	Angila Shook Jose Flores Renee Wharton Pat Gorman Robert Bensing Linda Neel Dan Hardin	
Purchase new administrative software package.	1	1/1/2002	11/1/2004	100		3Bill Kunko	Angila Shook, Jose Flores, Renee Wharton, Pat Gorman, Robert Bensing, Linda Neel, Dan Hardin	Purchased. Implementation in progress.
Objective 15: Provide competitive athletic programs with consideration toward Title IX compliance.		1/1/2002	12/31/2005		ongoing	Regina Organ		

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Women's Cross Country/Track	1	1/1/2004	12/31/2004	100	4	Regina Organ	Richard Morris	Continue to monitor Title IX and work with other colleges in our district to formulate a plan for the addition of other sports.
Develop three cost models and six equity models	2	1/1/2004	12/31/2004	50	1	Regina Organ	Richard Morris	Modules are in the process of being updated.
Objective 16: Continuously evaluate student needs and issues.		1/1/2002	12/31/2005		ongoing	Regina Organ		
Continuously evaluate student needs and issues	1	1/1/2004	12/31/2004	100	4	Regina Organ		Met with students through Strategic Planning Process.

Vision Seven

Objective 1: Identify, evaluate, and prioritize the maintenance needs of the campus.		1/1/2002	12/31/2005		ongoing	Charley Carroll	Ismael Zuniga, Philip Ingram, Glen Owens	
Use BR&R and ER&R requests to prioritize use of funds	1	1/1/2003	12/31/2003	0	6	Charley Carroll	Dan Hardin, Steve McCleery	
Objective 2: Refine and update the Master Facility Plan.		10/1/2002	12/31/2004			Charley Carroll	Dan Hardin	
Refine and update the Master Facility Plan.	1	1/2/2002	12/31/2004	0	6	Charley Carroll	Steve McCleery	
Objective 3: Develop a system that will provide long-term planning for all infrastructure programs of the campus.					ongoing	Steve McCleery	Administrative Cabinet	
Develop a system that will provide long-term planning for all infrastructure programs of the campus.	1	1/2/2003	7/1/2004	0	6	Charley Carroll	Steve McCleery	

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Vision Eight								
Objective 1: Maintain and update a Critical Incident Plan for the Campus		1/1/2002	12/31/2005	100%	complete & ongoing	Bill Morrill	Safety Committee	
Continue to update the critical incident plan for the campus and making sure it follows all federal and state guidelines.	1	1/1/2003	8/31/2004	95	1	Bill Morrill		The update did not make it to the copy center during August 2004. It is now completed and being reviewed and will be sent to the center during the first part of December 2004.
Objective 2: Develop strategies to provide ongoing security/safety training.		1/1/2002	12/31/2005	100%	complete & ongoing	Bill Morrill	Safety Committee	
Develop strategies to provide ongoing training for security personnel.	1	1/1/2003	12/31/2004	0	4	Bill Morrill		I continue to search for additional training and at the present time none has been found.
Develop strategies to provide ongoing training for staff.	2	1/1/2003	12/31/2004	0	4	Bill Morrill		The security employee who is enrolled in the fire safety class has not yet completed the class. We will have additional information sometime during the first quarter of 2005.
Complete a bi-semester news letter that provides safety information to all students and visitors on the campus.	3	1/1/2003	12/31/2004	100	4	Bill Morrill		I continue to send out safety information to all employees as the need dictates. I speak to all campus employees at least two times each year on safety topics and concerns.
Objective 3: Conduct a campus-wide safety/security audit and address needs.		1/1/2002	12/31/2005		ongoing	Bill Morrill	Safety Committee	
NMJC will continue to assess and respond to ADA compliance issues as well as individual student accommodations.	1	1/1/2003	12/31/2004	0	2	Bill Morrill		This process continues. All restrooms have been examined and money put in the budget to address some of the ADA concerns. This is still an ongoing process. The college places an emphasis on ADA issues.
Develop a plan to check compliance with ADA doors on campus to verify they are opening in a manner that will suit disabled students and visitors.	2	1/1/2003	12/31/2004	100	4	Bill Morrill		Doors continue to be checked monthly and problems corrected.
Develop a potential budget for Emergency Management	3	1/1/2003	12/1/2004	100	4	Bill Morrill		Money was received this budget year for a partial emergency management budget. The money was placed into the security budget. Additional funds were received in the security budget to be used in this area. I will continue to attempt to gain additional funds in the upcoming budget year.

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Conduct a campus wide OSHA audit and report deficiencies.	4	1/1/2003	12/31/2004	45	1	Bill Morrill		This process was started in this reporting period.
Continue to keep the safety committee involved in finding and reporting deficiencies throughout the campus as found.	5	1/1/2003	12/31/2004	0	2	Bill Morrill		New safety committee members have been selected. The first meeting will be scheduled during the month of December.
Provide a resource for Security personnel to report and document deficiencies throughout the campus as found.	6	7/17/2003	12/31/2004	100	4	Bill Morrill		Security continues to put down safety concerns they find on their logs which are reviewed by me daily. On critical issues they call me at home or my office phone after hours and leave a message explaining what the problem is and what the possible solution might be. This area continues as listed above. Concerns have been listed on the security logs and steps taken to correct the problem areas.
Complete a campus wide inventory of chemicals including instructional chemicals.	7	1/1/2003	12/31/2004	15	2	Bill Morrill		We continue to work on this area. We have disposed of several containers of old chemicals through a outside company. This is a slow process with steps taken to complete this task. Additional time will be needed to complete this.
Objective 4: Continue to evaluate compliance of institutional policies with state federal and local laws as they relate to safety/security concerns.		1/1/2002	12/31/2005		ongoing	Bill Morrill	Safety Committee	
Continue to aggressively evaluate changes in state federal and local laws as they pertain to safety/security concerns.	1	1/1/2003	12/31/2004	100	4	Bill Morrill		We continue to seek any additional information in this area. We currently subscribe to certain printed media that assists us in keeping within compliance.
Continue to seek and attend training that pertains to safety/security issues.	2	1/1/2003	12/31/2004	0	2	Bill Morrill		This is a troublesome area and difficult to find quality training that can be afforded. We continue to search for affordable and quality training. We continue to follow up in this area. No additional training was offered in the reporting period.
Objective 5: Establish a baseline for potential exposure and liability concerns and develop strategies to address concerns.		1/1/2002	12/31/2005		ongoing	Bill Morrill	Safety Committee	
Develop a recap of yearly stats as it pertains to personal injury/general liability claims in relationship to location, type of claim, time of day, day of week, month occurred and OSHA classification.	1	1/1/2003	12/31/2004	100	4	Bill Morrill		This has been completed again for this year. The information was shared with those who had a need to know. This is an ongoing process. The fiscal year report was completed and a new yearly report will be completed in January 2005.
Vision Nine								
Objective 1: Develop a plan to establish a substantial endowment.						Cc Nelson	Administrative Cabinet Directors/Chairs, Jennifer Jordan	

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Work with the foundation to build on the foundation for greater support of the college	1	1/15/2003	5/1/2003	0	6	Steve McCleery	Cc Nelson	
Establish a foundation for the Western Heritage Center to be used for ongoing operation costs.	2	1/1/1998		0	6	La Jean Burnett		
Solicit gifts to match the Title V set aside.	3		9/30/2004	0	6	Cc Nelson	Foundation Board Dr. McCleery	
Establish an annual giving program.	4	7/1/2003	6/30/2004	0	6	Cc Nelson	Foundation Board Dr. McCleery	
Implement an employee giving plan.	5	3/1/2003	7/1/2004	0	6	Cc Nelson	Dr. McCleery Faculty Senate President Staff President	
Develop a planned giving strategy.	6	7/1/2004	12/1/2004	0	6	Cc Nelson		
Objective 2: Continue to gather data to evaluate the effectiveness of the institution's financial position and resource base.						Cc Nelson	Dan Hardin Donna Richards	
Continue to gather data to evaluate the effectiveness of the institution's financial position and resource base.	1			0	6	Cc Nelson		
Continue to work with the CHE to understand the standards to which we are compared.	2	1/1/1998	6/1/2005	0	6	Dr. McCleery	Dan Hardin	
Establish a peer group list that will give insight as to how we compare with other institutions.	3	1/15/2002	10/31/2002	0	6	Dr. McCleery	Dan Hardin	
Objective 3: Develop a systematic approach to developing and writing grants.		12/31/2003	6/15/2004		in progress	Cc Nelson	Administrative Cabinet Chairs/Directors	
Write grants internally rather than hire grant writers.	1	1/1/2002	12/31/2003	0	6	Cc Nelson	Grant Directors	

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Objective 4: Through an open and amiable dialogue expand the NMJC taxing district.		7/1/1999	2/17/2004	90%	complete	Steve McCleery	Dan Hardin, NMJC Board	
Through an open and amiable dialogue expand the NMJC taxing district.	1	7/1/1999	2/17/2004	0	6	Steve McCleery	Dan Hardin, NMJC Board	
Objective 5: Annually review tuition and fee policies.						Dan Hardin	Rich Fleming Regina Organ Mickey Best Steve Davis Student Rep.	
Review tuition and fees during budget process in 2003.	1	#####	6/1/2003	0	6	Dan Hardin	Administrative Cabinet	
Objective 6: Search for start-up funding for new programs.					ongoing	Dan Hardin	Cc Nelson Steve McCleery Rich Fleming	
Search for grants to be used for start-up funds.	1	1/1/2003	12/31/2003	0	6	Cc Nelson		
During the budget process 2003 request from Board to allocate reserves for start-up funds for new programs.	2	3/1/2003	4/1/2003	0	6	Dr. McCleery	Dan Hardin Dr. Fleming	
Objective 7: Continue to report on performance based indicators as requested.				100%	complete & ongoing	Robert Bensing	Renee Wharton	
Prepare report for PBI - Fall 2002	1	6/2/2003	11/1/2003	0	6	Robert Bensing	Renee Wharton	
Attend Performance Indicator Person's Meetings	2	1/2/2003	12/31/2003	0	6	Robert Bensing	Renee Wharton	

Vision Ten

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Objective 1: Prioritize equipment replacement and purchase campus-wide		1/1/2003	7/1/2003	100%	complete & ongoing	Steve McCleery Dan Hardin	Administrative Cabinet	
Meet with Dan Hardin to prioritize ER&R replacement	1	1/1/2003	7/1/2003	0		Steve 6 McCleery	Dan Hardin	
Schedule a meeting with administrative cabinet to submit spending options for ERR	2	1/1/2003	7/1/2003	0		Steve 6 McCleery	Administrative Cabinet	
Objective 2: Maintain and update the campus technology plan.					ongoing	Bill Kunko	Technology Committee Mike Williams Steve McCleery	
Maintain and update the campus technology plan.	1	1/1/2003	12/31/2004	0		6 Bill Kunko	Technology Committee Mike Williams Steve McCleery	The technology committee met during the summer of 2004, during the annual review of the replacement schedule, to determine the number of labs and computers that were scheduled to be upgraded. During the course of this evaluation, funding was sought and granted to obtain Tablet PCs from a Title V grant for teachers who teach English and/or teach an ITV course. Money saved by obtaining this PCs was used to upgrade an additional lab. New computers were ordered for the Computer Graphics and Computer Animation labs as well as for the English/ITV instructors.
Vision Eleven								
Objective 1: Utilizing the image committee refine update and implement a comprehensive Public Relations/Marketing Plan.		2/4/2002	12/16/2002	75%	in progress	Sam Oswald	Tim Perry	
Plan & coordinate Image Committee bi-annual meeting with external/internal committees	1	1/1/2004	12/31/2004	100		4 Regina Organ	Tim Perry	Meetings for Fall 2004 and Spring 2005 have been scheduled
Gather data on effectiveness of plan (informal & formal surveys)	2	1/1/2004	12/31/2004	50		2 Regina Organ	Tim Perry	Student survey results for Fall 2004 Orientation Evaluation collected.
Objective 2: Develop and maintain a master calendar of publications media deadlines and special events for internal planning.		2/4/2002	2/1/2004	75%	in progress	Sam Oswald	Tim Perry Dana Martin Kathy Mahan Rudy Rascon Mickey Best	

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Collect requested data (event publication dates deadline dates etc.) from supervisors/staff concerning events & publications in their respective areas.	1	1/1/2004	12/31/2004	100	4	Regina Organ	Tim Perry Dana Martin Kathy Mahan Rudy Rascon	Continual revision of data necessary. Publication schedule for 2004-05 is complete.
Consolidate data into electronic format (EXCEL-List format) for improved search & planning capabilities by event/requestor/deadline request date etc.	2	1/1/2004	12/31/2004	50	1	Regina Organ	Tim Perry Dana Martin Kathy Mahan Rudy Rascon	Have requested that Computer Center develop an on-line work order system.
Disseminate data information to Admin. Cabinet for internal planning	3	1/1/2004	12/31/2004	100	4	Regina Organ	Tim Perry Dana Martin Kathy Mahan Rudy Rascon	Proposed budget approved. Marketing plan revised for 2004-05 fiscal year.
Present data to Admin. Cabinet in EXCEL format.	4	1/1/2004	12/31/2004	90	1	Regina Organ	Tim Perry Dana Martin Kathy Mahan Rudy Rascon	Data complete and ready for presentation
Objective 3: Develop a master calendar of campus events activities and deadlines for external dissemination.		2/4/2002	12/31/2005	50%	ongoing	Sam Oswald	Tim Perry Robert Bensing	
Request updated information from contributors.	1	1/1/2004	12/31/2004	100	4	Lisa Hardison	Tim Perry, Robert Bensing, Keith Hurley	Events staff submits a weekly events schedule to college communication and in the emails schedule additions/changes as needed. Policy manual and style handbook has been developed and distributed.
Enter data in to database as events & event planning develops.	2	1/1/2004	12/31/2004	50	1	Regina Organ	Tim Perry Robert Bensing	Work order has been submitted to Computer Center.
Disseminate EVENT DATA LIST to community & other requestors.	3	1/1/2004	12/31/2004	100	4	Regina Organ	Tim Perry, Robert Bensing, Keith Hurley	Tim Perry and Keith Hurley have developed an e-mail data list with follow-up telephone calls. New process has proven to be very successful
Objective 4: Periodically inform the public of NMJC's accomplishments.		2/4/2002	9/13/2002	80%	ongoing	Sam Oswald	Tim Perry	
Publication of President's Letter to the Community (published in area newspapers).	1	1/1/2004	12/31/2004	90	1	Regina Organ	Tim Perry	Thank you to Community page will be published this Spring in Hobbs News Sun, Lovington Leader, Jal Record, and Eunice News.
Promote and advise media of NMJC activities	2	1/1/2004	12/31/2004	100	4	Regina Organ	Tim Perry	Successful process continues to be utilized.

Objectives/Activities	Activity ID	Start Date	Completion Date	% Complete	Status ID	Task Leader	Others	Final Update
Inform students of transferability of course/credits	3	1/1/2004	12/31/2004	100	4	Regina Organ	Tim Perry	Information provided in college publications, advertising, and press releases.
On a regular basis provide news media with information that promotes/celebrates student/faculty/staff achievements.	4	1/1/2004	12/31/2004	100	4	Regina Organ	Tim Perry	Director of College Communications and Public Relations Writer/Editor continually communicate with local media.
Objective 5: Develop and implement strategies relative to under represented populations		2/4/2002	12/31/2005	60%	ongoing	Sam Oswald	Sharon Jenkins Michael Chavez Tim Perry Lisa Hardison Outside Support	
Participate in special events parades & cultural celebrations	1	1/1/2004	12/31/2004	100	4	Regina Organ	Sharon Jenkins Michael Chavez Tim Perry Recruit	Participated in Cinco de Mayo celebration in Hobbs; translated search piece into Spanish; developed non-traditional search piece. Will translate program brochures to Spanish. Continue to use Spanish Search Piece. have increased Spanish radio advertising and sponsorships.
Develop NMJC jingle in Spanish	2	1/1/2004	12/31/2004	100	4	Regina Organ	Sharon Jenkins Michael Chavez Tim Perry Recruit	Completed until next marketing campaign jingle is chosen in 2006. Spanish Jingle is still being utilized.
NMJC sponsorship of cultural activities & celebrations	3	1/1/2004	12/31/2004	50	1	Regina Organ	Sharon Jenkins Michael Chavez Tim Perry Recruit	Participated in Cinco de Mayo celebration in Hobbs and sponsored Cinco de Mayo celebration in Denver City, Texas. Committee that was chaired by Sam Oswald has not met since his retirement. The College Communications Department is always on the look out for an opportunity.
Objective 6: Develop strategies to enhance visibility and potential in Denver City Seminole Plains and Seagraves.		2/4/2002	1/27/2003	75%		Sam Oswald	Tim Perry Steve Davis Mickey Best Randy Cook Lisa Hardison	
Present revised budget of projected costs and impact to PR/Mkt. Budget.	1	1/1/2004	12/31/2004	100	4	Regina Organ	Tim Perry Steve Davis Mickey Best Randy Cook R	We continue to advertise on the radio and in west Texas news papers regularly.
Contact local media in targeted areas.	2	1/1/2004	12/31/2004	100	4	Regina Organ	Tim Perry Deans Randy Cook Recruiter	Communication is continual.
Implement billboard rental	3	1/1/2004	12/31/2004	50	1	Regina Organ	Tim Perry Deans Randy Cook Recruiter	Plans are to market new dorms when closer to completion.