



NEW MEXICO Junior College

NMJC Board Planning Workshop September 30, 2011

Presidential Priorities

- Have Business Cards printed for each NMJC Board Member (Deadline Date: Friday, October 7, 2011 – Responsible Person: President)
- Update and print Presidential Search Brochures for the Board to hand out at the ACCT meeting (Deadline Date: Friday, October 7, 2011 – Responsible Person: President)
- Update and print the NMJC “Fact Card” (Deadline Date: Friday, October 7, 2011 – Responsible Person: President)
- Review Yavapai Community College’s “E-mail Policy” (Deadline Date: 1/15/11 - Responsible Person: President)
- Review ACCT Governance Leadership Institute “*99 Very Smart Things for Boards to Do*”. Wayne provided a document for the Board (Deadline Date: 1/15/11 - Responsible Person: Board / President)
- Develop a “Best Practices Manual”. The manual should be indicative of the areas that the NMJC Board considers to be important to maintain and pass along to future NMJC administrators and NMJC Boards. (Deadline Date: draft copy by June, 2012 – Responsible Person: President / Board)
- Plan for smooth Presidential Succession (Deadline Date: 3/12 – Responsible Person: Board Chair and President)
- Refresh Board Calendar (Deadline Date: 1/1/12 – Responsible Person: President, Administration, Board)
- Update the Presidential Job Description: (Deadline Date: Completed – Responsible Person: President / Board)

- Revisit the New Board Member Orientation Process (Deadline Date: 11/11/11 - Responsible Person: President)