

To: <board member address>

Subject: Save the date – April 8, 2026

Dear <board member>,

The dean of the college of Career and Technical Education, invites you to join our advisory board and to attend our upcoming advisory board meeting. Please see the list below about what we have planned. We will welcome your feedback regarding our degree program (Associate of Applied Science in Energy Technology) and our one-year certificate programs (Petroleum Technician certificate and Nuclear Energy Technician certificate).

Who: Industry experts from leading organizations

What: Advisory board meeting of Energy Technology department at NMJC

When: Wednesday, April 8 from 8:30 am until 10:00 am

Where: NMJC, 1 Thunderbird Circle, Hobbs, NM 88240,

In the Ben Alexander Student Learning Center, room 153 (conference room)

Other: Small breakfast to be provided

Sincerely,

Michael Jordan