

Executive Cabinet Meeting

April 4, 2023

Meeting Notes

A. Action Items

- None

B. Discussion Items

President (Dr. Moore)

1. Board Training
Postponed to late May or early June. Dr. Moore reminded vice presidents to provide their bullet points for training.
2. Institutional Research, Planning, and Effectiveness
Position announcement to be completed this week. Searching is underway for location for this office to be housed.
3. Professional Development process and documentation
Identify and provide list for types of professional trainings attended this year for both vice presidents and their staff and the length of time applied to the training by June 1. Purpose: Are trainings aligned with the strategic pillars.
4. Divisional planning process (2023-24 academic year)
Department/Divisions to identify 2/3 department goals, 2/3 personal accomplishments this year, and 2/3 personal goals for the upcoming year.
5. Individual goals and accomplishments process
Target date is July 1, 2024. Committee will be selected to look at reviews.

President Emeritus (Dr. McCleery)

- 1.

VP for Instruction (Jeff McCool)

1. Higher Learning Commission (HLC) Annual Conference Takeaways
Update of recent HLC Conference attended was provided.

VP for Student Services (Cathy Mitchell)

Not in attendance

VP for Finance (Josh Morgan)

1. Budget Update
NMJC Board Budget Session scheduled to meet on Thursday, April 13, 2023.
2. ER&R
Process of ER&R was provided and discussed. Is the process working for everyone? Does anyone see a need for any changes? There were none.
3. Hourly Pay Schedules
Research completed for possible change to the hourly pay schedule. To stay in compliance in reporting, NMJC will stay with the current pay schedule.

VP for Training & Outreach (Steve Saucedo)

1. Cosmetology Pinning Ceremony - Thursday, April 27 @ 6pm
2. Workforce Development Contract packet + process

Contract process provided.

3. Personnel Update

VP for Operations and Special Projects (Dr. Carroll)

1. Washer & Dryer Housing Project

Discussion to break a current 30-year contract for washers and dryers located at student housing and purchase new washers and dryers with a 5-year replacement plan. All agreed to move forward.

VP for Advancement (Rachel Gallagher)

Not in attendance

C. Upcoming Events /Announcements

- **NMJC will move forward with the creation of an “NMJC Alma Mater Song” and an “NMJC Fight Song”. Two committees for each will be formed and possibly consist of students, alumni, current employees, and previous employees.**

D. Future meeting follow-up items

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