

# Executive Cabinet Meeting

## February 7, 2023

### Notes

#### A. Action Items

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#### B. Discussion Items

##### President (Dr. Moore)

1. Board Training Prep Scheduled for March 23 & 24, 2023. Vice Presidents' will attend the March 23 training and were asked to provide a 15 minute - 5 bullet presentation.
2. Government Accountability Office (GAO) Site Visit - Study on Hispanic-Serving Institutions' Facilities Scheduled for March 2, 2023. Agenda will be prepared and distributed.
  - Designate tour guides
  - Identify buildings for tour
  - Data - HI Related
3. Website Review Vice Presidents were asked to continue reviewing web pages in their departments for accuracy and updates. Recommendation was made to have an outside source review web pages once completed. A Website Task Force group will be established, which will be led by Cathy Mitchell and Rachel Gallagher.
4. HACU Involvement NMJC is in the process of getting engaged with HACU. All were encouraged to follow up on information recently provided.
5. Legislative Update - Updates were provided from recently attended sessions.
6. National Conferences NMJC needs to be represented at the following National Conferences:
  - League for Innovations Conference (March 11-14)
  - HLC Annual Conference (March 25-28)
  - AACC Annual Meeting (March 31-April 4)
  - ACE Annual Meeting (April 13-15)
  - HACU 28<sup>th</sup> Annual National Capitol Forum on Hispanic Higher Education (April 18-19)

##### President Emeritus (Dr. McCleery)

1. Way-Finding System All were asked to review signage information that will be provided by the construction company and provide comments/concerns.

##### VP for Instruction (Jeff McCool)

1. HLC Institutional Update Scheduled activities beginning February 27 through April 17.
2. ChatGPT - Artificial Intelligence app that prepares documents that students could possibly turn in as assignments. Some instances of NMJC students utilizing the app. This app could be used as a good resource by students. NMJC will work with faculty and students on how to best utilize the app.

##### VP for Student Services (Cathy Mitchell)

1. Laundry Machine Contract in the Dorms Request to cancel an auto renewal contract and purchase machines to be used by students at no charge. This

- would prevent overloading of machines which overtime, damages the machines. A fee analysis was requested for the budget package.
2. Achieving the Dream Opportunity Assessment **The ATD group will be on campus March 20<sup>th</sup> and 21<sup>st</sup>. Dates will be shared in the President's Council Meeting. The group will be conducting Student Workshops and Strategic Work Sessions.**

**VP for Finance** (Josh Morgan)

1. Budget Preparation **Mr. Morgan will begin meeting with departments next week.**

**VP for Training & Outreach** (Steve Saucedo)

1. Workforce Institute - Value Added **An update on attendance of the conference was provided.**
2. Update on renaming the division and building **Administration will meet with Mrs. Judy Hanna, spouse of the late Larry Hanna, to discuss the possibility of renaming the Larry Hanna Training & Outreach Center to Larry Hanna Workforce Development Facility.**
3. Automotive High School Competition **Following a three-year dormant phase, the competition had 37 competitors from 8 high schools. Due to the weather, 20 students from Lubbock, TX were unable to attend. Hobbs High School C-Tech placed 2<sup>nd</sup>.**
4. Public Safety. Basic Academy update **The current academy started in late January with the largest class in academy history with a total of 32 students.**

**VP for Operations and Special Projects** (Dr. Carroll)

1. Track Discussion **Concerns are the track upgrade project will not be completed in time for the NJCAA Outdoor Nationals in May. Dr. Carroll will visit with Mr. Deron Clark (AD) to consider a "Plan B".**
2. Infirmary Discussion - **SOAR offices discussions are ongoing to relocate from the Caster Activity Center to begin construction on the infirmary.**

**VP for Advancement** (Rachel Gallagher)

1. Grants Coordinator & Recruiter Hire Updates **Search for new space is underway in preparation of new hires.**
2. Scholarship Deadline and Marketing Support **Scholarship deadline is March 15. VP of Advancement office will begin working to streamline support from marketing in the scholarship efforts.**
3. Golf Tournament - Planning & Marketing **Golf tournament is scheduled for June 10<sup>th</sup>. NMJC will reach out to the business community for more business community involvement and donations.**

**C. Upcoming Events /Announcements**

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**D. Future meeting follow-up items**

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