

**Executive Cabinet Meeting**  
**March 5, 2024**  
**8:30 am**  
**Notes**

**A. Action Items**

1. Fall In-service Speaker  
Agreement was made to select Mr. Scott Van Pelt, author of The Great Upheaval to be the keynote speaker at the Fall 2024 In-Service.

**B. Discussion Items**

**President** (Dr. Moore)

1. HED Capital Outlay Summer Hearings  
NMJC will host the hearings on August 7, 2024 and a tour on August 8, 2024. VP's were asked to speak about their respective areas. County City Manager and superintendents will be invited to attend.
2. AFIT (Alliance for Innovation & Transformation) Summer Institute  
Theme - Looking ahead to empower the future. Conference is scheduled July 31 - August 3 in Phoenix, AZ. Approximately 15 NMJC representatives will be asked to attend. This event will show how community colleges foster innovation and transformation. Businesses will share how they infused into innovation and transformation and how it can potentially fit for community colleges. Attendees will meet after spring break to discuss participation.
3. Leadership Institute Projects (Year 2)  
All were encouraged to send their institutional projects to Dr. Moore, Dr. McCleery, and Norma Faught.
4. HLC Conference Prep.  
Approximately 9 NMJC representatives to attend. Mr. McCool will schedule a meeting for all attendees to map out a conference strategy.
5. Next Steps (Instruction/Academics)  
Interim VPI interview of two candidates is scheduled for March 13<sup>th</sup> and March 14<sup>th</sup>. 1-2 questions should be submitted to Dr. Moore by Thursday, May 7<sup>th</sup>, 4pm. Final decision to be made by end of March. Interim VPI expected to be on campus by July 1 under a one-year contract.

**President Emeritus** (Dr. McCleery)

1. Concert scheduled on April 19<sup>th</sup> in the Caster Gym. All were asked to reach out and invite people to attend. In addition, assistance was requesting in getting the word out of a May 12<sup>th</sup> concert following the National Golf Championships.

**VP for Instruction** (Jeff McCool)

1. Process of adding additional users of the "all" NMJC email list. Dr. Moore responded an email should be sent to the president's office, Dr. Moore and Norma Faught, for approval. Updated lists are provided to human resources and Bill Kunko.
2. Academic Master Plan Update  
Updates are running on track. Hopeful to present to the Board in May.
3. Faculty Handbook Update

- Deans' are currently reviewing. Goal for completion is fall of 2024.
4. Mr. Jeff McCool's 30-year anniversary is August 15, 2024. Expected retirement date is August 30, 2024.

**VP for Institutional Research, Planning & Effectiveness** (Dr. Brown)

1. Program Review is 90% complete. Expected completion is Fall 2024.
2. Enrollment is currently at 1,971. Recent research disclosed 118 stop out students. Some expected to be in the 8-week session. Look at students needs for completion of courses. NMJC must be responsive.
3. NM Assessment Conference attended confirmed AI was and is the main focus. Approximately 400 were in attendance.
4. Discuss Keynote Speaker - Scott Van Pelt - co-author of the book "The Great Upheaval" Keynote speaker for Fall 2024 In-Service is available. Cost @ 60/90 minutes is \$4,000 plus travel or 60/90 minutes with breakout sessions is \$5,500 plus travel. All were in favor to invite this speaker.

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

1. New West-side Campus Security Fencing Update  
Updates provided
2. Clean out of chemicals in Heidel Hall during spring break  
Dr. Carroll requested additional chemicals on campus be identified and a list of those chemicals be provided to him.

**VP for Workforce Development** (Steve Saucedo)

1. Continuing Education Update  
Drivers Education classes will be reinstated in the summer of 2024. The cost will be \$250 with a limit of 25 students per session. Sessions will be June 3-28, morning class, and July 8-August 2, afternoon classes. This will be a classroom piece only for a total of 56 seat hours. In addition, 12 different dance classes will be offered for various age groups in the summer of 2024 through On Point Dance Academy located in Hobbs.
2. Energy Tech Update/Lackawanna College/Coterra Energy Transportation Training Update  
30 Lovington students will be on campus to participate in the Energy Program on March 14<sup>th</sup>. Jal students will participate in April. NMJC will potentially partner with Coterra Energy Transportation to offer a bi-lingual class in truck driving. Transitional Spanish Course for Truck Driving.

**VP for Finance** (Josh Morgan)

1. NMJC FY 25 Legislative Funding  
Funding updates provided
2. Heidel Hall Renovation Design Update  
DPS met with lab instructors to go over designing of labs to better meet their needs. It was noted it was a productive session.

**VP for Student Services** (David Buckingham)

1. Mapping Project by the Student Services Staff Update  
Mapping Data provided will help identify how to assess and meet goals.

**Chief Information Officer** (Bill Kunko)

1. Computer Services Update.

**VP for Advancement** (Rachel Gallagher)

1. Recruitment - Discover Day, School Visits  
March 8 - 45 volunteers. 221 pre-registered students. This number will continue to grow.  
Encourage pre-registration with the drawing of a grand prize - PS5.
2. Foundation - Scholarship Deadline/Reception moved to Spring  
Deadline is March 15. All encouraged to help get the word out. The 2025 Scholarship Reception will take place in the spring.

**C. Upcoming Events /Announcements**

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

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