

# Executive Cabinet Meeting

## March 7, 2023

### Notes

#### A. Action Items

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#### B. Discussion Items

##### President (Dr. Moore)

1. Legislative Updates  
**Approximately one week left for legislative sessions.**
2. Upcoming Board Training  
**All were reminded to provide 5 bullets for the March 23 NMJC Board Training to Norma by Tuesday, March 21.**
3. ACE Fellow (Host institution update)  
**ACE Fellows cohort has been identified. Placement process will begin in April.**
4. Thunderbirds Health Center (status)  
**The SOAR move from Caster Annex has been completed. Architects and engineers to be on campus in preparation of remodel for the infirmary.**
5. National Conferences (follow up)  
**Possible attendance of an AACC and HACU Conference were noted.**

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

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

1. HLC Institutional Update  
The submission window is now open through Friday, April 7  
**Announcement only**
2. ENMU/NMJC/Hobbs Municipal Schools Meeting  
Teacher Education Pipeline  
**Discussions of a possible pipeline pathway. Also working on marketing piece.**
3. Tour of Lea County  
Dual Credit Discussions  
**Opportunities for a dual credit partnership across the county.**

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

1. Student Success Committee Meeting  
**Enrollment Management Plan reviewed. Probation Suspension Process is being reviewed and rewritten.**
2. Graduation  
**May 5, 2023 at 7pm. All were in favor of going back to a full reception for students in the banquet room. Photo opportunities for graduates will remain. Flow of traffic to alleviate a bottleneck at the main entrance discussed.**
3. Achieving the Dream  
**On campus April 5 & 6. Requested data is being provided.**

**VP for Finance** (Josh Morgan)

1. Cyber Security Insurance  
**Cyber Security Prevention Application is being submitted. Cost will be \$25,000. Is this service offered to other colleges in NM? What preventive controls will NMJC receive from the insurance? What precautions will be given and what does it entail?**
2. Document Center Paper Supplies  
**An abundance of blue/pink copier paper has been collected in the Document Center and is available to departments that might have a need.**
3. Onboarding Training  
**A process for training sessions for new hires has begun. This will be an ongoing conversation.**
4. Scantron Machines  
**Machines on campus not being used need to be returned to the bookstore. Contacts are Josh Morgan or Julie Buchanan.**
5. Emburse Purchase Cards  
**Great possibility NMJC will go back to the old card system.**

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

1. Flipped Internship Opportunity  
**Permian Strategic Partnership (PSP) 2-week internship scheduled June 12 - June 23 for 12/16 students. Industry Reps, C-Tech will be involved. 2 students (Juniors & Seniors) will be selected from Hobbs, Eunice, Jal, Tatum, Loving, & Carlsbad. Training will include Intro to O&G Training, Drone Training, and Automation & Industrial Systems Training.**
2. PSP Opportunity - CDL  
**PSP has offered the possibility of growth for the NMJC CDL Program. NMJC's proposal will include additional vehicles, funding for personnel, and a new training pad. NMJC, Midland College, and one additional college will be bundled together and presented to the PSP Board in June for approval.**
3. Ford ASSET Graduation  
**Friday, May 5, 2023 at 11:30 am in the NMJC cafeteria.**
4. Personnel Update  
**5 positions open in T&O with possibly 4 to be filled in the near future.**

**Additional future possibility: Vacated welding area to be included as an area for automotive.**

**Update for renaming of Larry Hanna Workforce Training & Outreach Center to Larry Hanna Workforce Development Facility. Mrs. Judy Hanna is in full support of the name change. Official request to the NMJC Board will be in April. Proposed name for the new building is Industrial Training Center.**

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

1. Hourly Pay Schedules  
**Hourly pay schedules will be revisited. NMJC must and will remain compliant with the labor laws.**

**VP for Advancement** (Rachel Gallagher)

1. Employee Newsletter

**Monthly Employee Newsletter (Digital Newsfeed) will be revived and targeted to NMJC employees.**

2. Alumni Spotlights  
**Wrapping up staff/faculty spotlights. March/April - focus will be on NMJC Alumni. All were asked to share ideas on Alumni in our community.**
3. Golf Tournament Preparation/Planning  
**Process and planning underway.**
4. NMJC STEAM Enrichment Program (NSEP) - Gaming Theme  
**Planning underway for mid-May.**
5. Website/Digital Communications Advisory Panel  
**First meeting held consisted of 7 people. Digital Media Managers from different departments will be selected to assure all different areas of communication are being captured.**

**Reminder: Invitation Funding Requests are open.**

**C. Upcoming Events /Announcements**

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

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