

# Executive Cabinet Meeting

## December 3, 2024

### Meeting Notes

#### A. Action Items

##### **President** (Dr. Moore)

Employee Awards (Additional Category)

All agreed 2 professional staff will receive awards, with exception of the Executive Cabinet team. Dr. Brown will spearhead the criteria for this award, with input from the Executive Cabinet.

#### B. Discussion Items

##### **President** (Dr. Moore)

1. LFC/HED Hearings  
Hearings scheduled for December 11, 2024 in Santa Fe, NM
2. Vehicle Policy  
Disciplinary process will be put in place for speeding violations.
3. VP Update/Next Steps (Student Services & Instruction)  
Process will be through ACCT. Dr. Eannace and Mr. Buckingham will take the lead.  
Target date for new VP's will be July 1, 2025.
4. Spring In-Service  
All asked to share updates with Connie Hanson by December 16, 2024.

##### **VP for Advancement** (Dr. Gallagher)

1. Annual Report  
Completed. Report is online. Printed copies will go to stakeholders in region, legislators, CEO's and commissioners. Approximately 70,000 will go out by email.
2. NMJC Foundation Scholarship Reception/Chevron \$10,000 Sponsorship  
Scheduled for the spring semester, March 4, 2025 from 6pm - 8pm at the LCEC event floor. Will be live/online for possible donations.
3. Mini-Grants Awarded  
Grants have been awarded. Request was made for newsletter to include areas awarded. Mr. Morgan noted there is possible funding to departments with these grants. It was noted there will be training sessions for grant completion.

##### **VP for Instruction** (Dr. Eannace)

1. NMJC Deans' Update  
Effective January 2025, two NMJC deans will be taking on special projects. Their direct reports will report to the Vice President for Instruction.
2. Provost/VPAA Search  
ACCT will support the advertisement activities.

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

1. Spring 2025 Enrollment  
1,140 students enrolled to date. On pace to increase.
2. HLC Update  
Policy update provided.
3. Committee Update  
All to provide agendas to the office of Institutional Research, Planning, and Effectiveness
4. New Student Profile Dashboard  
Dashboard briefly reviewed. Will include student outcomes, DWF grading demographics, and completions.
5. New Online Data Dictionary  
Live this week.
6. Nuventive Update  
Weekly updates continuing.

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

1. Clinic closures for the holidays will be provided. Clinic seeing approximately 12 people daily, mostly students.
2. Student Worker Appreciation Luncheon scheduled for Thursday, December 5, 2024 in the Daniels Room. All asked to encourage student workers to attend. Additional criteria discussed include the following: Are student worker evaluations done? Is there an orientation? Evaluations could include 2/3 learning outcomes - Timeliness, attention to detail, and communication skills.
3. Spring Enrollment '25  
1,140 students have registered. All were directed to the Fact Book located on the NMJC website. Twelve Days of Christmas for students begins December 4 through December 16.
4. Budget Process for FY '26  
Meeting to be held on December 9 to look at budget drafts for each department.
5. Student Success Committee, Spring Initiatives '25  
HACU - 12 people attended. Zoom meeting to further discuss career launching.

**VP for Finance** (Josh Morgan)

1. FY 26 Budget Requests  
Budget distributed to departments approximately 2 weeks ago. All budgets are due by January 31. Review process will begin with meetings to follow with the VP for Finance. Budgets should tie back to the vision and mission of the College. Budgets will be reviewed by the Executive Cabinet Committee, reviewed by the Board Finance Committee on March 10, reviewed at Board Budget Work Session on April 3, and NMJC Board approval on April 17.
2. Contract Management Software  
All contracts to be centralized. Monitored for various critical dates. All asked to think about existing contracts in their areas and provide to the Business Office.
3. Amazon Locker

Possible installation of locker for staff and possibly community amazon packages.  
Discussions to continue.

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

1. HB2 Scholarship Update  
State funding received. Approximately 76 scholarships in the amount of \$128,650 awarded.
2. Driver's Ed  
Back in the spring. January 16 - March 13.
3. Carlsbad High Tour/Visit  
20 freshman/senior students visited the campus. This was a request made by Carlsbad High. Additional visit is expected in Spring 2025.
4. EOG Donation  
Donation received. Donation opens up the possibility of a Facility Emission Control at Workforce Development.

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

1. Campus/Construction Updates  
Update provided.

**Chief Information Officer** (Bill Kunko)

1. AI Ad-Hoc Committee  
Provided members serving on this committee. Student to be added. Scope of Work to be sent to the Executive Committee team.
2. Software Implementations  
Update of ongoing work on campus provided.

**C. Upcoming Events /Announcements**

- Begin working on Open House for the ITC Building.

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

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