

Executive Cabinet Meeting

June 4, 2024

Notes

A. Action Items

-

B. Discussion Items

President (Dr. Moore)

1. Arrival of Interim VP
Working remotely beginning July 1. Arrives on campus July 6 or 7. Officially working on campus July 8.
2. HSI's & CHIPS/Science Act
Feasibility for NMJC? How can we diversify? Is there a possibility of manufacturing in SE New Mexico? STEM improvements needed. Highlight STEM work at NMJC.
3. Capital Outlay Hearing Prep
Scheduled for August 7 with a tour on August 8. Logistics for setup to be received by the end of June. Determine if Bob Moran building is a good backup location.
4. Legislative/NMICC Update
Looking at program evaluation, enrollment, cyber security, and faculty salary minimums.
5. 2023/24 Division & Personal Goals Update/2024-25 Plans
August one on one meetings with Dr. Moore will include everyone's personal goals, divisional goals, and goals for FY 2024/2025.
6. GO Bond Prep.
Currently working on talking points. For additions, participants were asked to let Dr. Moore and Dr. Gallagher know.

President Emeritus (Dr. McCleery)

Not in attendance

VP for Workforce Development (Steve Saucedo)

1. Meetings w/Urenco & Devon Energy
Potential partnership with Urenco in the Energy Tech Program and potential partnership with Devon in Automation, Industrial Systems, and the Energy Tech Program.
2. Summer Intern Programs (PSP & UNM)
PSP in the 3rd year has 20 students from 9 different school districts. Students are staying on the NMJC campus. On June 10th, UNM Healthcare will be hosted at the Allied Health Building but will not be staying on the NMJC campus.
3. CTECH & EnergyPlex Conference

Event scheduled for June 17th for NMJC and CTECH. NMJC will work on being a better partner and having a better narrative and pathway. EnergyPlex Conference is scheduled for June 25th. NMJC will have representation at the event.

VP for Operations and Special Projects (Dr. Carroll)

1. Construction/Projects Update

Chief Information Officer (Bill Kunko)

1. Update provided on recent phishing test done in May.
2. Update on the Gramm-Leach-Bliley Act Questionnaires.
3. Update on ELIN Administrator Interviews.

VP for Advancement (Rachel Gallagher)

1. Alumni Efforts - graduation card, plus pin & license plate frame
Alumni weekend scheduled in October. Efforts to get in touch with alumni has been an issue. Efforts to reach graduates will continue.
2. Golf Tournament - Exceeded last year's sponsorships
Sponsorships exceeded expectations. Last year's teams were at 40. Current teams are at 46 with teams continuing to sign up.
3. Urenco Visit & ongoing meetings
NMJC will host STEM event with emphasis on engineering on November 1 & 2.
4. Xcel Grants Community Liaison Visit - May 30
Anticipated additional funding. STEM will be the focus this year.
5. NMJC Foundation Website revamping is hopeful to be completed by the fall 2024.
Currently identifying contractors' costs to assist with the revamp for a more modern/contemporary website. Revamp expected to take place every 2/3 years.

VP for Instruction (Jeff McCool)

1. HLC Student Success Outcomes Survey
Requested survey from HLC to track performance, completion, and transfer rate was submitted on May 23rd.
2. Academic Master Plan Update
Final review for a metric/measurable plan for tracking 5 goals. The Academic Master Plan is anticipated to be approved in the July 2024 NMJC Board Meeting.
3. Faculty Handbook Update
Updated handbook to integrate distance learning, face to face classes, and online classes with anticipation to completed by the start of the 2024 fall semester.

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

1. Nuventive Update
Integrates well with Canvas. Nuventive team to potentially present at the next HLC Conference. Program to begin being used at return of faculty in the 2024 fall semester.
2. Summer and Fall 2024 Enrollment Update
2024 fall enrollment up by 13% and summer enrollment up by 1%.
3. Program Review

Integrating into Nuventive Program. Will be reviewed annually.

VP for Student Services (David Buckingham)

1. Foundational Steps to Building Assessment and Capacity in Student Affairs
Program is going well. Will partner with Nuventive. Identified needs are need training, data literacy, gathering of data, and how best to utilize the information.

VP for Finance (Josh Morgan)

Not in attendance

C. Upcoming Events /Announcements

-

D. Future meeting follow-up items

-