

Executive Cabinet Meeting
May 2, 2023
Notes

A. Action Items

- Re-organization of Student Services – **Approved (effective May 3rd)**

B. Discussion Items

President (Dr. Moore)

1. Board Training
Board training dates are being reviewed.
2. 2023-24 Budget
Budget approved in the April 20, 2023 NMJC Board Meeting
3. Achieving the Dream
Next steps will include: what, when, and where to implement the provided information from AtD.
4. ACE Fellows Program
Possible 3 to 4 are exploring conducting their Fellowship at NMJC.
5. Advisory Councils
Advisory Councils are to be placed on the NMJC website with the meeting dates.
6. Available office space
Potential areas are currently being identified for new departments/positions.
7. Reminders:
 - Divisional & personal goals - **Due June 1**
 - Professional Development updates - **Due June 1**

President Emeritus (Dr. McCleery)

1. NMJC Fall Concert Series
3 concerts will occur in the fall 2023.
2. NMJC Leadership Institute
 - Facilitation
 - Participant Selection Process (TBD)
Feedback for selection of up to 5 participants due by end of May to Dr. Moore, Dr. McCleery, and Norma Faught. Selection should be broad.
 - Reasonable Incentives (TBD)

VP for Instruction (Jeff McCool)

1. CONNECT New Mexico - Southeast (Region 6) Regional Broadband Meeting
Update for a Connect New Mexico (state broadband project effort across NM) meeting attended on April 17 was provided.

VP for Student Services (Cathy Mitchell)

1. Achieving the Dream Report
Strengths, challenges, recommendations, and strategies to utilize NMJC data were provided by the AtD team. Reports provided will serve as a resource for the Strategic Planning process.

2. Re-organization in Student Services
Proposed updated organizational chart was provided.
3. Vehicle Policy
Draft of a new NMJC Employee Handbook Policy No. 220.1 was presented for review. Policy to be provided for Board approval on May 25, 2023. Further discussion - GPS on vehicles transporting students.
4. NM Basic Needs Survey Results
Results from an April 2023 survey were provided for review.
5. Graduation
Schedule updates provided.

VP for Finance (Josh Morgan)

1. Budget Follow-up
Budget has been submitted to the Higher Education Department. Budget binders have been prepared for Vice President's and Deans and will be provided by the end of the week. Budget process training forthcoming.
2. 5-Year Capital Plan
Request for projects for the next five years to be identified and provided to Josh Morgan by the end of the week. Projects to be added to the NMJC Master Plan and presented for Board approval on May 25, 2023.

VP for Workforce Development (Steve Saucedo)

1. Continuing Education Discount Policy for Employees
Discount policy for employees' - update provided.
2. Meetings w/oil & gas partners
Update of successful conversations/meetings with Conoco, Chevron, and Devon provided.

VP for Operations and Special Projects (Dr. Carroll)

1. Not in attendance

VP for Advancement (Rachel Gallagher)

1. Athletics/Alumni Dinner - May 17 @ 6pm - LCEC
2. Foundation Golf Tournament
3. Chevron Meeting & Funding

C. Upcoming Events /Announcements

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D. Future meeting follow-up items

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