

Executive Cabinet Meeting

November 5, 2024

Meeting Notes

A. Action Items

1. Welcome Weekend name change to Homecoming
All agreed with name change from “Welcome Weekend” to “Homecoming”. Will be presented to the President’s Council group for approval as well.

B. Discussion Items

President (Dr. Moore)

1. Governor’s upcoming visit (Cabinet in Your Community)
Site Visit - Wednesday, November 13, 2024
Cabinet in Your Community Event - Thursday, December 19, 2024
2. Lea County Education Consortium update
Discussions on the possibility of having a C-Tech Program at other high schools. Focus on how they are able to partner with NMJC. They would like to see advanced levels at NMJC to encourage students to attend NMJC. What are the transferrable pathways? Pathways must be clearly identified and validated.
3. Leadership Institute Status
Five of the groups showed good progress. Next steps will be to meet before spring break, present projects to the Executive Cabinet team, and decide which project will be implemented.
4. Technology Audit
Processes being reviewed. How vetting? Functionality? Technology? Hopeful for a vendor by early January, 2025.
5. AI (ad hoc committee)
AI Tools purchase request by faculty. Vetting how students will use effectively and responsibly. Students should be added to appropriate standing committees. AI Policy for faculty.
6. HED / NMICC updates
Data is being requested daily. All were asked to provide the departmental staff training to Dr. Moore.
7. ACCT Conference Recap
90% of focus was on the Strategic Plan. Board responsibility and awareness of the Strategic Plan. Additional focus was on AI.
8. BEST Robotics Challenge Recap/Next Steps
National competition to be held in Dallas, TX on December 5, 2024. Focus on getting 4-year schools to attend as well.

VP for Operations and Special Projects (Dr. Carroll)

1. Campus Construction Update

Heidel Hall construction to begin soon, installation of new gazebos, continuing to work on the Watson Hall parking lot, GPS systems will be installed on college vehicles, and the recent LFC visit to the campus went well.

Chief Information Officer (Bill Kunko)

1. IT Committee Meeting

Discussion included software additions and upgrades that are useful in all areas, the use of Google Workspace to help in classrooms, and AI/AI Handbook. Dr. Moore recommended an AI statement from the NMJC Board to show support to students and faculty.

VP for Advancement (Dr. Gallagher)

2. Welcome Weekend name change to Homecoming

Successful turnout. Date set for the last weekend in October/first week in November each year. All agreed with name change to “Homecoming”.

3. Foundation Staff Update

Retirement of Mrs. Tina Kunko

4. Recruitment lessons learned from recruitment circuit

Recommended - Capture what students want and what they are looking for (journal).

VP for Instruction (Dr. Eannace)

1. HACU National Conference Update

Good NMJC representation to include a Phi Beta Kappa student and NMJC student ambassadors. There will be a follow-up session to discuss sessions attended, next tasks, ideas learned, prioritize what was learned and decide how to put into action. How do we help Hispanic students at much higher rate?

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

1. IR Data Request Form

Link to be provided.

2. Data Dictionary

Information to be provided.

3. CCSSE

Spring (March survey) in paper form.

4. Nuventive Update

Think about departments/areas that could use data.

5. IRIS/Doris Update

Automated IPEDS Report.

6. Enrollment Update

6% fall enrollment increase as compared to last year.

7. HLC General Education web-based workshop. 4 sessions

8. Accreditation Training - Sessions to be held each month. Understand what accreditation is about. Make it part of the HLC & Me Campaign.

9. Standing Committees Agendas - Provide to Aileen

VP for Student Services (David Buckingham)

1. The 38th Annual HACU Conference highlights.
13 NMJC representatives attended. Programs of interest were Launch Your Career and Bilingual Readiness. Next steps to better service and retain Hispanic students.
2. November and Nuventive; progress and plan of the Student Services Division.

VP for Finance (Josh Morgan)

1. NMHED Capital Outlay Funding Recommendation for NMJC

VP for Workforce Development (Steve Saucedo)

1. PSP/CDL Update
2 Tier partnership w/PSP. Students living in the Permian Basin will receive 100% scholarships.
2. HB2 Funding
3. Non-credit Workforce Training Ranking
Top 2 Program in the State of New Mexico, No. 1 in Clients Served, and #4 in Headcount.
4. Devon/PLC Training
Program Logic - 1st Cohort on campus.
Pre-apprentice Electrician programs to begin January 3, 2025 and February 7, 2025 at no cost to students.
NC3 - Leadership School - April 10th - 25th. Will have a Student Signing Day.
5. AACC Update
Elected to participate in the Commission on Economic & Workforce Development - best practices and policies. Attending conference on November 12, 2024 in Washington, DC.

C. Upcoming Events /Announcements

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D. Future meeting follow-up items

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