

Executive Cabinet Meeting
November 7, 2023
8:30 am
Notes

A. Action Items

1.

B. Discussion Items

President (Dr. Moore)

1. Legislative Update
HED will recommend \$9.1 million, an increase from \$8.5 million.
Permanent Funding for Workforce - Ongoing discussions on who will carry this legislation.
Discussion on collaboration with NMICC institutions.
2. Campus-wide emails
Identify staff who need access to the “NMJC All” email by Wednesday, November 8th.
Going forward, the process to identify those who need access will involve HR and IT
3. Recent visits with area superintendents
Important for NMJC to continue good relations. Program directors/faculty need to develop connections/relationships. Recommendation was for directors/faculty to visit the schools.
4. Fall enrollment
PowerPoint presentation with fall enrollment data presented. Will be presented to the Finance Board Committee next week.
5. Spring recruitment/enrollment strategies
C-Tech enrollment process was provided regarding number of students counted each fall/spring semester.
6. Strategic Planning update
Follow up meeting with team leaders to discuss how NMJC will move forward. Teams will add 15 additional members, campus and community, to each of the teams. Next meeting is February 2024 to begin work on NMJC’s Strategic Plan.
7. Divisional & individual goals update
Mid-year assessment conversations at the next scheduled one on one meetings.

President Emeritus (Dr. McCleery)

1.

Chief Information Officer (Bill Kunko)

1. New Network Administrator – David Wallender
 - Trying to get him up to speed as quickly as possible
2. Security
 - Graham Leach Bliley Act (GLBA) Audit
 - Security Policies
 - Remove admin privileges from faculty and staff computers
3. Software Implementations
 - Chrome River – Travel and expense module
 - CRM Recruit and Advise
 - Financial Aid Upgrade
 - eRezLife – Resident Hall software

VP for Advancement (Rachel Gallagher)

1. Scholarships reception
2. UTPB visit
Three areas of collaboration noted.
3. Grants update
Working on a Department of Labor Grant - Workforce related. Access completion and placement.

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

1. Quality of data and data entry processes
2. Fall 22/23 enrollment data shared with leadership
Student enrollment data trends shared for 2023 with comparison to 2022 data.
3. Retention & Persistence Rates 2011-2023
Why or why aren't NMJC retaining students?
Why or why aren't NMJC students not persisting?

VP for Operations and Special Projects (Dr. Carroll)

1. New Thunderbird Clinic
Move in date is scheduled for November 28th. Currently waiting on required inspections.
2. Remodel part of the Museum's south gallery
Extension to be completed by end of next week.
3. Create a testing center at our NMJC Literacy Building
Upon completion of the museum remodel, the work will begin at the literacy building.

VP for Workforce Development (Steve Saucedo)

1. PBIOS & HACU Update
PBIOS held in Odessa, Texas was from October 17-19. 720 vendors with 1,100 booths.
HACU - Next national conferences for 2024 & 2025 is scheduled to be held in Aurora, CO.
Recommendation was made that NMJC Student Services, recruiters, deans, and NMJC Student Government students, become more involved in attending HACU meetings in the future.
2. Automotive Dept & CTECH
Approximately 160 Hobbs C-Tech students will be on campus for a tour on Thursday, November 9th.
3. Urenco to potentially sponsor entry level NMJC student internships to include payment at \$18 per hour.
4. CAN program was approved and is scheduled to launch in March, 2024.

VP for Finance (Josh Morgan)

1. HED GOB recommendation for Mansur Hall
HED made a recommendation for \$8 million for the GO Bond.
2. Copier Replacement
Replacement of 5 copiers in transportation, the University Center, nursing, library, and a learning lab.
3. FY 25 Budget Requests
Budget Request forms will be sent out to budget managers prior to Thanksgiving. Request forms to be completed and returned by mid to late January for review by president and vice president for finance, then presentation to the Finance Board Committee in March, 2024.
4. Audit Update
5. HED RPSP Recommendation

VP for Student Services (David Buckingham)

1. First week observations
Divisional meetings will be held monthly.
2. Student Services divisional plans (status)
Needed improvement with Ellucian. Need to be more intentional. CRN will assist in gathering information. Hopeful to launch in January.
3. Enrollment Management strategies & relevant data updates
Continued meetings. Looking at NMJC and Workforce Development. HACU representation needed.

VP for Instruction (Jeff McCool)

1. Noel Levitz Survey Update
First surveys since COVID in process. Forms are now electronic. Student Satisfactory Inventory survey - 57% responses. Online Learners Survey - 5% responses.
2. Accreditation site visit is scheduled for February 9 & 10, 2026.

C. Upcoming Events /Announcements

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D. Future meeting follow-up items

- Website review and recommendations