

Executive Cabinet Meeting
September 20, 2022
Meeting Notes

A. Discussion Items

Director of HR (Amy Coombes)

1. Review draft of NMJC COVID Policy
Confidential - New established guidelines reviewed with knowledge they will change from time to time. Handout provided to be reviewed and provided for action on October 4.
2. Discussion of change of insurance contribution amounts for employer/employee
Confidential - Various options provided will be reviewed and provided for action on October 4. Suggestion - Setup of a donation pool controlled by HR for time donated from staff/faculty. Suggested donation amount - 100 hours per year.

Director of Marketing & Public Relations (Valerie Gauna)

1. Employee Spotlight & Monthly Videos Update
Continued efforts to reach out to willing staff/faculty to spotlight in 3-minute videos, photos on highway sign, and quarterly ads in the HNS.

Account/Control Foundation (Tina Kunko)

1. GO Bond C - Change in ballot language
GO Bond C will be identified on the ballot as Bond Question 3. Artwork for new brochures will be requested. Question - Can the artwork be edited? Tina will follow-up and send everyone the response.
2. NMJC Faculty of the Year Awards, Support Staff of the Year Award, and Maintenance Staff of the Year Award
Funding is in place for the awards. Suggestion - Look into publishing the winners in the HNS.

Director of Campus Security & Safety (Dennis Kelley)

1. Public Safety Updates
For campus safety, evening shift workload assistance is needed.
2. Zero Eyes Update
Installation of a program that recognizes firearms on campus to include location and tracking. Expected target date for completion is October.

B. Action Items:

1. Student Survey Implementation - To obtain the best representative sample size and increase the chances for survey participation, what is the best method to ensure student participation? (Dr. McCleery)
Survey Monkey, link and spreadsheet with names and student A #'s to be coordinated by Kelly Rueda. Text will be sent to students through E2E. All approved.

C. Additional Discussion Items:

President (Dr. Moore)

1. Executive Director Foundation Update
Position to be renamed to the Vice President of Advancement. Job description to be completed within a week.
2. Marketing Structure
Marketing will move under the Vice President of Advancement department.
3. Posting of Minutes of NMJC Website
Meeting notes will be posted on the appropriate NMJC webpages. Goal is to have up and running in October.
4. Social Committee Update - What is their charge?
Guidelines for campus events are a must. Current pending requests were discussed. Currently two events are charged to the Social Committee. Christmas Party/Awards Banquet and Back to School. Expansion of events will go through the Social Committee. Contact will be made with the president of the Social Committee and an email notification to the campus of this process change. Dr. Moore suggested a WHM staff member be a part of the committee.
5. President's Council
Beginning in November, the 3rd Tuesday meeting will be called the President's Council Meeting. Deans, Athletic Director, IT Director and Campus Safety Director, Human Resources Director, Marketing Director, and Foundation rep will be asked to attend. Dr. Moore will reach out to the new members.
6. Campus Ad Banners - Light poles
Research will be done for wind resistant banners on the NMJC light poles.
7. Campus Tours
Tours for various groups and community are encouraged. Communicate tours with the marketing team/Valerie.
8. ACCT Update - (Apollo attendance, 2 meal options)
Group meal options for two separate nights will be provided to the group traveling to the ACCT conference. All were asked to consider attending one night.

Follow-up items from September 6th Meeting:

1. CORE Memberships
For full-time staff/faculty only.
2. Employee Insurance Premiums
Will be provided for **action on October 4.**
3. Student Infirmary
Scotty communicating with David Shaw/Nor Lea Hospital. Updates will be provided as discussions continue.

President Emeritus (Dr. McCleery)

1. EMSI/Light Cast Software
"Gap Analysis" - wages, employment, training, perspective workers in the pipeline. Dr. McCleery will send a link for all to review. This will be presented for **action on October 4.**

VP for Instruction (Jeff McCool)

1. Dual Credit Update

- Various high school campuses visited. Registration numbers for C-Tech received. Enrollment is as follows: High School - over 700; NMJC over 2,200.**
2. **Lea County Education Consortium Update**
USW has joined LCEC

VP for Student Services (Cathy Mitchell)

Not Attending

VP for Finance (Josh Morgan)

1. Discussion of Reclassification Process
Previous process, policies, and scheduling of future Reclassification Meetings were discussed. A process that adheres to the policy will be provided by Mr. Morgan to be presented for action on October 4.
2. Leave Policy
Discussion was as follows:
 - **Earned leave is not addressed in the Leave Policy.**
 - **Dr. Moore stressed all leave should have prior approval of supervisors.**
 - **Leave Policy should include instances of “Board Approved” leave.**
 - **Leave Policy should include volunteer section.**
 - **Proposal for options on the policy are to be provided for review.**

General Counsel/Chief Community Liaison (Scotty Holloman)

1. Radio Station
Upgrades to the radio/equipment are needed. Eastern to provide proposals from NPR. NMJC Broadcasting time is being discussed. Eastern would like NMJC to transfer the radio station to them with spots set aside for NMJC.
2. NMJC Board Policy Manual
Policies continue to be reviewed by the Board.
3. Redistricting
Maps are in place - Admin Building lobby and the NMJC website.
4. Student Handbook
Currently being reviewed.
5. Athletic Handbook
Currently being reviewed.
6. **All legal notices should be communicated through NMJC’s counsel. All documents requested must be reviewed by counsel before releasing.**

VP for Training & Outreach (Steve Saucedo)

1. Barbering Program at GEO update
Full cosmetology process is being reviewed. Tour of the GEO was recently done. Proper MOU’s must be signed by both NMJC and GEO. Frequent visits and meetings with the warden at GEO is a must.

VP for Operations and Special Projects (Dr. Carroll)

1. Plumbing Discussion
Paper towels being flushed have caused issues. Possibility NMJC will move to air dryers.

D. Upcoming Events /Announcements

- HED Meeting in Taos, NM
- Ford ASSET Kickoff Luncheon - 9/22/22 @ 10 am ATC Bldg.

E. Future meeting follow-up items

Proposal for options on the Leave Policy

F. Additional Discussion:

Non-receipt of emails for events, such as Chamber events, are not being received. Dr. Moore asked Mr. Holloman to lead the charge for these events and to communicate to groups he is now the point of contact.