

**Executive Cabinet Meeting
December 6, 2022
Meeting Notes**

A. Action Items

- **Achieving the Dream (Opportunity Assessment) (Dr. Moore) NMJC will move forward with the “Achieving the Dream” organization’s Opportunity Assessment.**

B. Discussion Items

President (Dr. Moore)

1. Board Committees (tentative calendar) **The committees, if approved, will provide good accountability for all and equip everyone with knowledge of campus processes.**
2. EDC of Lea County (strategic plan) **NMJC will continue to assess internship functions for potential involvement in the EDC Strategic Plan.**
3. American Council on Education (host an ACE Fellow) **ACE will begin identifying new ACE Fellows in January. NMJC will present a proposal to host an ACE Fellow who will report to the NMJC president.**
4. **Meeting on Friday, December 9 with the Vice President of Advancement finalist.**

President Emeritus (Dr. McCleery)

Not in attendance

VP for Instruction (Jeff McCool)

1. CCSSE Update **Positive Survey. Scores based on 5 benchmarks. NMJC marked better than peers on 4 out of 5 benchmarks. Weaker areas were already on NMJC’s radar, with identified strategies.**
2. Lightcast/EMSI and Career Coach **NMJC is working closely with a Lightcast representative. Representative to provide training in both Lightcast and Career Coach.**

VP for Student Services (Cathy Mitchell)

1. Training & Policy for Title IX Mandated Reporters & Clery Act Campus Security Authorities (CSAs) - **Policy to change stating all NMJC staff/faculty are “Mandated Reporters”. Basic/simple training, via ATIXA, will be provided to employees at no cost in both English and Spanish. The following questions were asked: How are policies presented and approved? The need to create an Administrative Procedures Manual? Is Title IX in the NMJC Board Manual?**

VP for Finance (Josh Morgan)

1. Document Center - **New copiers (7) have been distributed throughout the campus. Training for features will be provided. Currently, Document Center is being utilized by NMJC employees, retirees and the Lea County Public Schools only.**
2. Special Comp Form - **Has moved to a Dynamic Forms.**

VP for Training & Outreach (Steve Saucedo)

1. Additional storage facility for T&O Facility - **No discussion**

2. Potential rename for the Instrumentation & Controls Dept. **Official request to be presented as an “Action Item” in the next Executive Cabinet Meeting, January 4, 2023.**
3. Cosmetology Update - **Brief staffing update provided.**

VP for Operations and Special Projects (Dr. Carroll)

1. Charley will not be attending but would like to report on the Ben Alexander - Testing Center. **Walls will be painted and current flooring will be removed and replaced with laminate flooring.**

C. Upcoming Events /Announcements

D. Future meeting follow-up items

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