

Executive Cabinet Meeting Notes
September 6, 2022

Present: Dr. Moore, Dr. McCleery (virtual), Josh Morgan, Cathy Mitchell, Dr. Charley Carroll, Jeff McCool, and Steve Saucedo.

Action Items:

1. Student Survey (Dr. McCleery): **Approved to distribute**
2. CORE Memberships - Full-time only or extended to part-time (Josh Morgan): **tabled until additional research is conducted**

A. Discussion Items

President (Dr. Moore)

1. Admin. Cabinet Meeting schedule / One-on-One meetings: **Admin Cabinet will meet every other month; One-on-One meetings with Executive Cabinet members will be scheduled**
2. Foundations Executive Director search update: **There are currently 5 applications; options for this position are being explored**
3. Insurance Premiums: **HR is researching costs of lower premiums for discussion and consideration**
4. Employee Spotlights: **Marketing will lead this activity (September – July); participating in employee spotlights are not mandatory**

President Emeritus (Dr. McCleery)

1. Body of Work Process: **Nursing is complete; additional areas are being prioritized**
2. Free Speech Space on Campus:

VP for Instruction (Jeff McCool)

1. Nursing Expansion: **RPSP document is being discussed and completed**
2. SB77 (2+2 project): **a progress update meeting is scheduled for Sept 16 in Roswell**
3. CCSSE: **webinar presentations to review/discuss results are scheduled for Oct. 7 & 19**
4. Dual Credit: **Hobbs High School registrations are complete; CTECH registrations are beginning**

VP for Student Services (Cathy Mitchell)

1. SOAR and wrap-around services identified priorities and needs: **student meetings are occurring to discuss needs; tutors are being added**
2. Use of athletic facilities by outside groups: **external groups are welcomed, but must complete liability documents; NMJC activities will take priority**
3. Enrollment Update: **current enrollment is 1,984 students (105% of last year at this time)**

VP for Finance (Josh Morgan)

1. Budget Calendar Discussion: **Budget process will start Oct. 1; reclassification meeting scheduled for Oct. 16**

General Counsel/Chief Community Liaison (Scotty Holloman)

None

VP for Training & Outreach (Steve Saucedo)

1. DEI Update: **make up dates for viewing Convocation presentation are September 14, 16, 27, 30 from 8am-noon or noon-4pm**
2. Cosmetology Update: **Dates for public use are forthcoming; scheduling visit with correctional facility to assess next start date for classes**

VP for Operations and Special Projects (Dr. Carroll)

1. ACCT Discussion: **discussed the need for continued collaboration in scheduling transportation**
2. McLean Hall Temperature Issues Update: **plans to reduce humidity levels are being researched**
3. Grounds/Lawn planning: **additional staff will be requested in next budget cycle**

B. Upcoming Events /Announcements

- Community Solution Action Plan - Early Literacy in Hobbs (Sept. 7)
- Staked Plains (Sept. 8-9)
- Covenant Hospital Grand Opening (Sept. 8)
- Meetings / tours (Broadband, CTE, Hobbs City Commission) Sept. 13-14
- Board meeting (Sept. 14)

C. Future meeting follow-up items

- CORE Memberships
- Employee insurance premiums
- Student Infirmary