



OTERO COLLEGE PROCESS or PROCEDURE

OCP 0-5: President's Cabinet

OCP REFERENCE NUMBER:

OCP 0 - 5

REVISED/REVIEWED ON:

March 3, 2025, August 1, 2025

EFFECTIVE:

July 2015

APPROVED BY:

Otero College Cabinet

APPLICATION:

The President's Cabinet at Otero College serves as the primary strategic leadership team for the college, providing the president with the necessary intellectual and systems support to effectively lead the college. Guided by the Otero College and CCCS strategic plans, Cabinet members work to implement strategic plan objectives.

BASIS:

The Otero Cabinet includes the president as well as all college team members with the title of Director of Human Resources, Vice President, and Executive Assistant to the President. Other personnel may be included at the discretion of the President.

PROCEDURE:

The president's cabinet serves three primary functions:

- Implement and support the college's strategic plan
- Develop an annual budget to support the strategic plan
- Advise the president on day to day operational and personnel matters

Members serve as a communication link between Cabinet and college constituents. This communication, which must be reciprocal, involves anticipating issues, seeking perspective and advice, and sharing information both before and after decisions are made.

The Otero Cabinet schedule is set by the President, but will meet, at minimum, every month



REVISING THIS PROCEDURE:

Otero College reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.