



SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
January 15, 2014

Attendees

Dr. Robert Exley, Mr. Jason Cannon, Dr. Annette Cederholm, Dr. Jason Watts, Mr. John Haney, Mr. Randy Maltbie, Mr. Mark Richard, Ms. Teresa Walker, Dr. Dustin Smith, Dr. Amy Langley

Absent

Ms. Shelley Smith

Convened

2 p.m.

Old Business

1. Job Descriptions and Performance Evaluations
 - Staff gave their progress on job descriptions and performance evaluations.
2. Library services update
 - Dr. Cederholm said a library committee has been established. A library webpage has been created for the new website. During convocation faculty reviewed the books that will need to be moved from Bevill to the current library location.
3. QEP update
 - Dr. Smith gave the QEP update. Budget and resources allocation were being discussed.
 - Location options
 - o Old Cosmetology building
 - o Basement of Science
 - o McCain

New Business

1. PARCA Annual Meeting, January 31, 2014 in Birmingham
 - Dr. Exley and Watts will attend the PARCA meeting for Snead. Staff is to let Dr. Exley know if they would like to attend.
2. AACC Annual Convention, April 5-8, 2014 in Washington, DC
 - Staff should send Dr Exley an email if they want to attend the AACC Convention
3. Open Discussion
 - Dr. Smith and Mr. Haney gave information on Starfish, including alerts, attendance, appointments for faculty and swipecards. Cost \$30,000 for 1 year, \$40,000 for 2 years and after would trend upward based on headcount of 2500.
 - Mr. Richard gave update on jobs that were posted.

- SACS report was received and response is now due to April 25, 2014.
- Dr. Exley discussed the Postsecondary budget hearing and Dr. Bice and Dr. Heinrich's presentations.
- Dr. Watts was selected to serve on the Policy Review Committee for the 300 series, which is finance.
- Dr. Exley led discussion on "How good do we want to be?" and what does that mean.
- Dr. Exley discussed information on the Developing Emotional Intelligence Seminar on March 6 or 7. Staff is to let Dr. Exley know which date they are available.

Upcoming Events

- Jan.16 – Last Day to Register or Add a Spring Semester Class
 Marshall County Leadership Education Day, 2:55 pm, SSCC Commons Area
 Basketball vs Southern Union, 5:30(W)/7:30(M), SSCC
 17 – ASCA High School Scholars Bowl, Bevill Center/Weathers Building
 20-25 – Marshall County Basketball Tournament, SSCC
 20 – Martin Luther King/Robert E Lee Holiday (College Closed)
 Basketball vs Chattanooga State, 5 pm(W)/7 pm(M), Chattanooga
 22 – ALACRAO College Transfer Fair, 9:30-11:30 am, SUB
 23 – Basketball vs Shelton State, 5:30(W)/7:30(M), Tuscaloosa
 27 – Pell Grant Check Release
 Men's Basketball vs Marion Military, 7:30 pm, SSCC
 28-30 – ACEN Site Visit
 30 – Basketball vs Gadsden State, 5:30(W)/7:30(M), Gadsden
 31 – Marshall County Youth Tour Competition
- Feb. 1 – IMPACTSEED Workshop, Elrod Science Building
 2 – Baseball vs Enterprise State, 1 pm, SSCC
 3 – Basketball vs Wallace-Hanceville, 5:30(W)/7:30(M), Hanceville
 4 – SGA Womanless Beauty Pageant, 6 pm, Fielder (TENTATIVE)
 6 – Basketball vs Lawson State, 5:30(W)/7:30(M), SSCC (HOMECOMING)
 7 – Counselors Day, 8:30 am, Administration Building
 8 – Baseball vs West Georgia Tech, 1 pm, Douglasville, GA
 ACT Exam, Administration Building



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
February 5, 2014**

Attendees

Dr. Robert Exley, Ms. Shelley Smith, Mr. Jason Cannon, Dr. Annette Cederholm, Dr. Jason Watts, Mr. Randy Maltbie, Ms. Teresa Walker, Dr. Amy Langley, Dr. Dustin Smith, Tina Simons, Melissa Rice, Brittany Goble

Absent

Mr. Mark Richard, Mr. John Haney

Convened

1:30 p.m.

Old Business

1. New CIS Degree Options (deferred)
 - The necessary forms are ready to go, and Dr. Watts said they would be presented to the Cabinet in March for approval. Implementation is expected the Fall 2014.
2. Enrollment Management Plan Update (deferred)
 - Mr. Cannon reported on the progress. The plan should be completed ASAP.

New Business

1. Library Update
 - Dr. Cederholm reported that the Division Directors reviewed the materials stored in the Bevill Center and identified those that are no longer being used.
 - She reported on the Library Committee's work, including a survey of five schools to gather research for SACs compliance, faculty involvement, and student feedback.
 - Ms. Smith will put together an Exchange newsletter that will provide information on SACs and the College's progress on addressing the points identified by the SACs onsite committee.
2. QEP Update
 - Dr. Smith provided a report on each recommendation.
 - A temporary QEP director position has been established, and a position of Coordinator of Tutoring and Career Services will be filled.
 - The former Cosmetology Building will serve as the Academic Success Center. The committee is working a draft of a budget.
 - Meetings have been held with faculty and staff about the QEP and division directors on course and instructor selection. Surveys were also sent to faculty with an 88 percent response rate. A student focus group was also held.
 - The committee gathered information to set criteria and interventions. They also met with Starfish and Blackboard and decided to use Starfish for alerts, attendance and assessment.

3. Legislative Update

- Cabinet members reviewed specific bills and assigned them to specific members to monitor their progress.

4. Open Discussion

- The Cabinet discussed enrollment trends and ideas to boost enrollment for Spring Mini II and the Summer semesters.
- Ms. Walker reported on the meeting with Newman Technologies, a Honda supplier.
- Dr. Langley reported on the possibility of the College partnering with UAB School of Nursing in regard to the mobility program for military training.
- Dr. Watts presented a revised and simplified make-up work policy. The Cabinet approved the policy pending one revision. Once the revision has been made, Dr. Watts will send it electronically to the Cabinet.
- Dr. Exley reported a recent assessment by Krebs regarding the Arab Site. The building as a whole scored better than expected, but there are structural issues that must be addressed. This is an opportunity to discuss reprogramming/rebranding the site. A community advisory group will be established. The target date to implement is the summer of 2015.

Upcoming Events

- Feb. 6 – Basketball vs Lawson State, 5:30(W)/7:30(M), SSCC (HOMECOMING)
7 – Counselors Day, 8:30 am, Administration Building
8 – Baseball vs West Georgia Tech, 1 pm, Douglasville, GA
ACT Exam, Administration Building
Tennis vs Dalton State, 1 pm, Dalton State
Men's Basketball vs Missouri West Plains, 5:00 pm, SSCC
10 – Basketball vs Southern Union, 5:30(W)/7:30(M), Wadley
Baseball vs Martin Methodist, 12:00 noon, SSCC
11 – Softball vs Motlow State, 1 pm, SSCC
12 – Baseball vs Bryan College, 12:00 noon, SSCC
13 – Softball vs Central Alabama, 1 pm, SSCC
15 – Basketball vs Gadsden State, 1(W)/3(M), Gadsden
College Goal Saturday, 9-11 am, McCain Center
Music Lovers' Weekend Master Class (with Kristoffer Lowe), 10am-5pm, Fielder Auditorium
Baseball vs West Georgia Tech, 12:00 noon, SSCC
Softball vs Cleveland State, 1 pm, Cleveland, TN
Tennis vs Marion Military, 1 pm, SSCC
16 – Kevin Chance (Guest Artist) Piano Recital, 3 pm, Fielder Auditorium
17 – Basketball vs Shelton State, 5:30(W)/7:30(M), SSCC
Snead States Got Talent Auditions, 4-6pm, Bevill Center
18 – Baseball vs Shorter College JV, 12:00 noon, SSCC
Softball vs West Georgia Tech, 1 pm, SSCC
20 – Baseball vs Enterprise, 1 pm, SSCC
Men's Basketball vs Marion Military, 7:30 pm, Marion
21 – Tennis vs Meridian, 1 pm, SSCC
22 – Tennis vs Marion Military, 10:00 am, Marion
Tennis vs Judson, 2 pm, Marion
23 – Baseball vs Walbash College, 12:00 noon, SSCC
24 – Last Day to Withdraw from a Mini I Class
Basketball vs Gadsden State, 5:30(W)/7:30(M), SSCC
Alumni Night Out Chili Supper, 5 pm, SSCC Gymnasium Lobby
25 – Softball vs Central Alabama, 2 pm, Alexander City
27 – Basketball vs Wallace Hanceville, 5:30(W)/7:30(M), SSCC



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
March 12, 2014**

Attendees

Dr. Robert Exley, Ms. Shelley Smith, Mr. Jason Cannon, Ms. Teresa Walker, Dr. Dustin Smith, Mr. Mark Richard, Mr. John Haney, Dr. Annette Cederholm, Dr. Jason Watts, Mr. Randy Maltbie

Absent

Dr. Amy Langley

Convened

8:30 a.m.

Old Business

1. Job Descriptions and Performance Evaluations
 - Some are still needed. Mr. Richard will follow up to make sure these are submitted.
2. Library Services Update
 - The webpage went live Monday. There are still some issues with uploading videos that have to be worked out.
3. QEP Update
 - Dr. Smith reported that the narrative was 90 percent complete.
 - Mr. Richard is running final scenarios for the finance portion of the SACS report response. Once it's finalized, he will review it with Ms. Donna Barrett, Director of Institutional Finance at SACSCOC.
4. New CIS Degree Options
 - The Academic Committee recommended two new options for the Computer Science degree: Database Administration Option and Network Security and Virtualization Option.
 - The Cabinet approved the two options. The next step is approval by the State Board of Education and then submission to ACHE for informational purposes.
5. Enrollment Management Plan Update
 - Mr. Cannon and Lesley Kubik will present it to Dr. Exley on Friday. The three areas of focus for the EMP are intake, retention and exit.

New Business

1. Legacy, Inc. Grant
 - The grant is for water quality testing within the community. The amount is \$10,000 with in-kind matching. Taylor Robertson with the Science Department will assume the responsibility for implementing the grant.

- Dr. Watts said the project was conducted 10 years ago by the College and was well received by the community.
- The Cabinet approved pursuing the grant.

2. Open Discussion

- Mr. Richard discussed a calculation issue that was discovered through the year-end review with the state auditors. The error and source of the error were identified and addressed. Procedures are being developed to rectify the issue and prevent it from occurring again. Employees are expected to be notified of the error by the end of the week.
- The credit hour production for the Spring Semester has reached the second highest in the College's history with 25,092 credit hours as of this morning.
- The Seminar Room will be out of use for two weeks beginning March 23 due to renovation work. Renovations at the former Cosmetology building will begin in May following commencement. The building will be utilized as the new Academic Support Center.
- The QEP committee will be making a presentation to the Cabinet at the next meeting regarding the Academic Support Center.
- Mr. Maltbie reported on a recent meeting he attended as part of a committee that's laying the groundwork to identify Banner support resources that could be made available to Colleges through Postsecondary.
- Ms. Smith will draft a campuswide communication announcing new employees who have started with the College.

Upcoming Events

Mar. 14 – Snead State's Got Talent hosted by SSCC Media Club, 6 pm, Bevill Center
 15 – Baseball vs Shelton State, 12 noon, SSCC
 16-18 – Community College Forum, Washington, DC
 18 – SGA Womanless Beauty Pageant, 6 pm, Fielder Auditorium
 19 – Marshall County Legislative Reception, 5 pm, Renaissance Montgomery
 21 – Marshall County Middle School Math Tournament, Administration Building & SUB
 22 – Baseball vs Lawson State, 12 noon, SSCC
 24-28 – Spring Break
 28 – Baseball vs Calhoun, 1 pm, SSCC
 Softball vs Southern Union, 1 pm, SSCC
 Apr. 1 – Softball vs Marion Military, 1 pm, SSCC



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
April 3, 2014**

Attendees

Dr. Robert Exley, Ms. Shelley Smith, Mr. Jason Cannon, Dr. Dustin Smith, Mr. Mark Richard, Mr. John Haney, Dr. Annette Cederholm, Dr. Jason Watts, Mr. Randy Maltbie, Ms. Tonya Haygood, Ms. Brittany Goble, Ms. Rachel Green, Ms. Tina Simons, Dr. Amy Langley, Ms. Lesley Kubik

Absent

Ms. Teresa Walker

Convened

8:30 a.m.

Old Business

1. QEP Presentation/Update
 - Dr. Smith and the QEP Committee reported on the progress, including the development of a budget, tutoring services, timelines and the alert system process.
 - Dr. Smith said that the ASC program will serve about 200 students initially but has the potential to serve 800-1,000 students.
2. Job Descriptions and Performance Evaluations
 - Human Resources will notify any Cabinet member if something is still needed.
3. Library Services Update
 - The report has been prepared and is being edited. The deadline to submit is April 25.
 - Room 103 in the Administration Building will be used for library services now.
4. Enrollment Management Plan Update
 - Mr. Cannon said the plan was presented to Dr. Exley, and now he and Lesley Kubik will review and make changes before presenting it to the Cabinet.

New Business

1. All-Alabama Recognition Luncheon
 - April 11 at the Renaissance in Montgomery
 - Employees identified to attend include Dr. Exley, Dr. Watts, Mr. Cannon, Brittany Goble, Terri Narrell and Ms. Smith.
2. 4-H Regional Congress
 - Saturday, June 21, SSCC Campus
 - Dr. Exley said 220 students plus their families are expected to attend.

- Dr. Exley reminded the Cabinet members to make sure custodial is aware of additional needs and that recruitment materials are displayed in the areas where the visitors will be, such as the Bevill Center.
3. Cleary Act
 - The Cabinet discussed the possibility of changing the location of the security office and staffing needs of the security office.
 - The Cabinet discussed ideas on making the Clery Act log more accessible. Mr. Maltbie is to talk to Paul Gore about options.
 4. Open Discussion
 - Dr. Exley and Ms. Smith provided an update on the spring Alabama Community College System Public Relations Association meeting.
 - The Cabinet discussed the College's submission to the 50th anniversary coffee table book being published by Postsecondary.

Upcoming Events

- Apr. 3-4 Alumni of the Year Nominations
- 3 Softball vs Shelton State, 1 pm, Tuscaloosa
Tennis vs Itawamba, 2 pm, SSCC
Baseball vs Wallace-Hanceville, 4 pm, Hanceville
Presidential Honors Scholarship Interviews
Nick Saban, 7 pm, Bevill Center
 - 4 High School Scholars Bowl, 8 am, Fielder Auditorium
 - 5-8 AACC Annual Convention, Washington, DC
 - 5 Softball vs Wallace, 1 pm, SSCC
Tennis vs Alabama A&M, 1 pm, Huntsville
 - 7 AMTA District V Piano Auditions, Maze Music Building
Lea Hitchcock Sophomore Recital, 6 pm, Fielder Auditorium
 - 8 UNA Representative on campus, 9 am, McCain SSCC
Baseball vs Shorter JV, 12 noon, SSCC
Marshall County Career Expo, 12-4 pm, SSCC Gym
 - 9 Athens State Transfer Day, 4-6 pm, Arab Instructional Site
 - 10 Softball vs Calhoun, 2 pm, SSCC
Boaz Chamber Banquet
 - 11-12 ACCC Tennis Tournament
Alabama Poultry & Farm Expo, VFW Fairgrounds
 - 11 Softball vs Marion Military, 2 pm, Marion
Music Department Spring Concert, 7 pm, Bevill Center
 - 12 ACT Exam
Volleyball vs UAH, Huntsville
Men's Basketball Try-outs, 1-4 pm, SSCC Gym
 - 13 Sigma Kappa Delta Induction, 2 pm, Fielder Auditorium
 - 14 Athens State Transfer Day, 10 am-1 pm, McCain SSCC
Summer Advisement and Registration Opens
 - 15 Softball vs Gadsden State, 2 pm, Gadsden
Baseball vs Bryan College, 5 pm, Dayton, TN
 - 16 S-Day, 10 am-5 pm
Baseball vs Martin-Methodist, Pulaski, TN



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
May 1, 2014**

Attendees

Dr. Robert Exley, Ms. Shelley Smith, Mr. Jason Cannon, Dr. Dustin Smith, Mr. Mark Richard, Mr. John Haney, Dr. Annette Cederholm, Dr. Jason Watts, Mr. Randy Maltbie, Dr. Amy Langley, Ms. Teresa Walker

Convened

3 p.m.

Old Business

1. QEP Presentation/Update
 - Dr. Smith provided an update including the progress on renovating the former cosmetology building to become the new Academic Support Center.
 - The furniture for the ASC is to be delivered next week.
 - The committee also had a meeting to discuss the use of Starfish for the ASC.
2. Job Descriptions and Performance Evaluations
 - Human Resources sent a list of what was needed to the respective Cabinet members. Mr. Richard reported that progress in submitting the evaluations and job descriptions was made today.
3. Library Services Update
 - Dr. Cederholm provided an update and reported that students are using the library and computers often.
4. Enrollment Management Plan Update
 - Mr. Cannon reported that some tweaks are being made and will be finalized after Commencement.
5. Clery Act
 - Ms. Smith reported that she and Paul Gore have discussed ways to make the Clery Act log more accessible upon request.
 - The Cabinet suggested posting emergency numbers on how to contact Security when needed and who to contact in emergencies.

New Business

1. Commencement Discussion
 - Commencement is next Thursday at 5 p.m. at the gym.
 - Rehearsal is Tuesday at 2 p.m. with the ice cream social to follow.
 - Cindy Sparkman with the Cancer Care Center is the Commencement speaker.

- The Cabinet is welcome to meet in the President's Office with the Commencement speaker at 4 p.m. or meet at the gym.
2. Student Profiles Discussion
 - Dr. Exley led discussion about compiling data to give the Cabinet insight into student demographics. It was suggested once the information was compiled, placing it on the web for easy access.
 3. Grant Approval
 - SSCC Media Club applied for \$650 through the Alabama Press Foundation to purchase camera equipment. The Cabinet approved the application for the grant.
 4. EAB Industry Futures Presentation
 - The Cabinet retreat is scheduled for June 10 with the focus on career technical and how to meet the needs of the T-shaped professional, as outlined in the EAB Industry Futures Presentation.
 - The Cabinet retreat starts at 9 a.m. and will be held on campus.
 5. Open Discussion
 - Dr. Watts mentioned an invitation for the College to enter into a consortium regarding a cyber security program. The Cabinet gave approval for him to pursue the partnership.
 - Mr. Cannon mentioned a student who lost his home from the recent tornados. He will keep everyone posted of any needs the student may have.
 - Dr. Langley discussed the nursing pinning ceremony, which had 40 nursing students participating.
 - The Cabinet congratulated Dr. Cederholm and Dr. Smith on completing the SARS report.
 - Mr. Haney is checking into piloting anti-cheating software to use with online courses.

Upcoming Events

May 1	Last Class Day for Spring Semester LifeSouth Community Blood Drive, 9 am-4 pm, bus in front of SSCC Gym MCYL Graduation, 6:30 pm, Gunter's Landing SSCC Community Choir Concert, 7 pm, Bevill Center
1-3	College Street Singers Auditions, Music Building
2	Dual Enrollment Press Conference, 10:30 am, McCain SSCC Dedication of Alumni Walk, 5 pm, Gazebo Area Alumni Homecoming, 5:45 pm, SUB College Street Singers Performance, 6 pm, Manor House
2-4	ACCC State & Region 22 Softball Tournament, Alabaster
2-8	Final Exams
3	Baseball vs Calhoun, 12 noon, Decatur
3-9	NJCAA Women's Tennis National Championship, Tyler, TX
4	SSCC Community Wind Band Concert, 3 pm, Bevill Center College Street Singers Performance, 5 pm, First Baptist Church of Center Point
5	Baseball Try-outs, 1 pm, SSCC Baseball Field
5-6	Raise Some Dough for PBL, 3-9 pm, Dominos in Boaz & Albertville
6	RN Pinning Ceremony, 6 pm, Bevill Center
8	SSCC Commencement, 5 pm, Plunkett/Wallace Gymnasium Summer Schedule Drop for Non-payment
9, 12-13	Faculty Duty Days
9	Dorm Closes
21	Faculty Duty Day

22	Dorm Opens for Summer Semester
26	Memorial Day Holiday (College Closed)
	Summer Schedule Drop for Non-payment
27	Summer & Mini I Classes Begin
28	Late Registration Fee Begins
	Last Day to Register or Add a Class for Summer & Mini I



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
May 21, 2014**

Attendees

Dr. Robert Exley, Ms. Shelley Smith, Mr. Jason Cannon, Dr. Dustin Smith, Mr. Mark Richard, Mr. Randy Maltbie, Dr. Amy Langley, Ms. Teresa Walker

Absent

Mr. John Haney, Dr. Annette Cederholm, Dr. Jason Watts

Convened

2 p.m.

Old Business

1. Enrollment Management Plan Update
 - The plan was finalized on Friday. Mr. Cannon will meet with Ms. Smith to format the plan into a document and post it on the website.
 - The Cabinet also discussed wants to begin collecting relevant data and the best way to track retention.
2. Clery Act
 - Security Director Paul Gore is working on the report that is due this summer. He will come to the Cabinet meeting in July to discuss with Cabinet members how the changes in the Clery Act affect their areas.

New Business

1. Grant approvals
 - The Cabinet agreed to pursue grant applications for a Career Coach grant and a Ready to Work grant.
 - Both will go through the Region II Council for Workforce Development for approval.
2. Rural Community College Alliance Membership
 - The Cabinet discussed the pros and cons of continuing membership with the alliance.
3. Electronic Time and Leave Entry
 - The Cabinet discussed the new electronic time and leave entry process.
 - The Cabinet agreed that all departments should follow the same procedure for pre-approving leave requests.
 - The Cabinet agreed the HR office should set consistent deadlines for approval of time and leave at the end of each month.
4. Open Discussion

- The Cabinet discussed summer enrollment numbers and how to plan for future scheduling during the summer semester.

Upcoming Events

May

- 21 Faculty Duty Day
- 22 Dorm Opens for Summer Semester
- 26 Memorial Day Holiday (College Closed)
- Summer Schedule Drop for Non-payment
- 27 Summer & Mini I Classes Begin
- 28 Late Registration Fee Begins
- Last Day to Register or Add a Class for Summer & Mini I
- 29 Career Tech/Dual Enrollment Press Conference, 10:00 am, McCain
- Mary Cook's Retirement Party, 1:00-3:00 pm, Library

June

- 2-13 Alabama School of Gospel Music
- 4 Lady Parsons Softball Camp, 9 am-4 pm, SSCC Softball Field
- 10 Cabinet Retreat, 9 am- 4 pm, Seminar Room
- 15 TRiO Upward Bound Summer Academy Begins
- 16-July 2 Dr. Exley's Vacation
- 18 Last Day to Withdraw from a Mini I Class
- 25 Last Class Day for Summer Mini I Classes
- 26 Summer Mini I Final Exams
- 30-July 1 Individual Volleyball Camp, 9 am-4 pm, SSCC Gymnasium



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING**

June 4, 2014

Attendees

Dr. Robert Exley, Ms. Shelley Smith, Mr. Jason Cannon, Dr. Dustin Smith, Mr. Mark Richard, Dr. Amy Langley, Mr. John Haney, Dr. Annette Cederholm, Ms. Teresa Walker, Ms. Tina Simons

Absent

Mr. Randy Maltbie, Ms. Brittany Goble, Ms. Melissa Rice, Dr. Jason Watts

Convened

1:30 p.m.

Old Business

1. QEP Update

- The Academic Support Center is progressing nicely. Dr. Smith is expected to move his office in the ASC next week.
- Dr. Smith said they running a test on the first workflow in Starfish to see how the alerts are working.
- Mr. Richard said there are some directional signs that will need to be replced.

2. Job Descriptions and Performance Evaluations

- All of the job descriptions and performance evaluations have been submitted.
- The evaluation process will begin again soon with the job descriptions and evaluations due in December.

3. Enrollment Management Plan Update

- Ms. Smith received the Enrollment Management Plan Tuesday, June 3, and is working on formatting the document.
- A proof should be ready before Tuesday, June 10, for the Cabinet retreat.

New Business

1. Proposed fees for proctoring exams

- Dr. Cederholm said more and more requests have been coming into the Academic Office for test proctoring. She recommended a policy for Cabinet approval charging a proctoring fee.
- The Cabinet agree to set a fee at \$30 and to require some sort of ID to be presented to the proctor to verify the identity of the student taking the exam.

2. Policy Concerning Students on Hiring Search Committees

- Mr. Cannon presented the policy for Cabinet approval.
- The Cabinet adopted the policy which will take effect July 1.

3. Electronic Transcript Services Through Clearinghouse

- Mr. Cannon presented a proposal for this service.
- The service the College currently uses doesn't integrate with Banner.
- The Cabinet agreed with moving forward with utilizing a new project, but it was suggested that more review of the Clearinghouse be conducted before choosing to go with it.

4. Open Discussion

- The Alabama School of Gospel Music is on campus this week and next.
- Mr. Haney led discussion on ways to prepare students for taking online classes. Some of the suggestions discussed were offering an orientation or assessment class or implementing a competency test to measure a student's readiness to take an online class.

Upcoming Events

June

2-13	Alabama School of Gospel Music
4	Lady Parsons Softball Camp, 9 am-4 pm, SSCC Softball Field
10	Cabinet Retreat, 9 am- 4 pm, Seminar Room
15	TRiO Upward Bound Summer Academy Begins
16-July 1	Dr. Exley's Vacation
18	Last Day to Withdraw from a Mini I Class
25	Last Class Day for Summer Mini I Classes
26	Summer Mini I Final Exams
30-July 1	Individual Volleyball Camp, 9 am-4 pm, SSCC Gymnasium



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET RETREAT
June 10, 2014**

Attendees

Dr. Robert Exley, Ms. Shelley Smith, Mr. Jason Cannon, Dr. Dustin Smith, Mr. Mark Richard, Dr. Amy Langley, Mr. John Haney, Dr. Annette Cederholm, Ms. Teresa Walker, Mr. Randy Maltbie, Dr. Jason Watts

Convened

9 a.m.

Business

1. Welcome and Review of Success Stories
 - The Cabinet began the Retreat by discussing responses to the pre-retreat assignment.
 - The pre-retreat assignment called for each Cabinet member to submit responses to two questions: 1. What one College accomplishment makes you the most proud? 2. What has the College accomplished regarding Career and Technical Education?
2. Dialogue Regarding Identified Areas/Programs for Growth
 - The dialogue included discussion of the direction, marketing, and interest in/knowledge of specific areas of growth, including health careers, athletic training, hospitality management/culinary/tourism, cyber security, entertainment technologies and technical theater (musical theater), generic EET/Industrial Maintenance, and Unmanned Aerial Vehicles.
 - The Cabinet agreed that the top two areas to be looked into for specific growth were cyber security and health careers.
3. A Vision for the Alabama Community College System
 - Chancellor Mark Heinrich provided an overview about the vision and what Snead State's role would be in achieving that vision.
4. Industry Futures: What the Data Say
 - Matthew Pellish with the Education Advisory Board facilitated the presentation and discussion, which included ideas of developing tracks off existing programs to fill the needs of the "T-shaped" professional.
5. Reflection and Next Steps
 - Dr. Exley led a review of the information provided during the retreat.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING**

June 4, 2014

Attendees

Dr. Robert Exley, Ms. Shelley Smith, Mr. Jason Cannon, Mr. Mark Richard, Dr. Amy Langley, Mr. John Haney, Dr. Annette Cederholm, Ms. Brittany Goble, Ms. Melissa Rice, Dr. Jason Watts, Mr. Paul Gore

Absent

Ms. Teresa Walker, Ms. Tina Simons, Dr. Dustin Smith, Mr. Randy Maltbie

Convened

1:30 p.m.

Old Business

1. QEP Update

- The computers are ready for the Academic Support Center, and there are some cosmetic tweaks still left to complete for the décor.
- The committee is meeting weekly with Starfish, and everything is on track for implementation and training.
- The QEP was approved by SACS.

New Business

1. Clery Act

- Mr. Gore provided a synopsis (see attached) of the Campus Save Act (Clery Act).
- Mr. Gore said he's still waiting for further clarification/interpretation for the policy, which may come by November.
- All the College is required to do at this point is show a "good faith" effort to comply with the act. Many aspects of the act are already being done. But because of the changes, all employees will need to be made aware of the impact and be trained on procedures.
- Current policies will need to be reviewed in light of the changes outlined in the act, including student policies and the social media policy.
- Information will be provided to students in their Parson Days packets, and Mr. Gore will also address students during the general session.
- An ongoing awareness campaign needs to be developed and implemented. Mr. Gore said he also plans to develop a mechanism for confidential reporting.
- Mr. Gore will attend the extended Cabinet meetings once a month to lead discussion on compliance and training.

2. Open Discussion

- Summer enrollment is down by 400 credit hours. Dr. Cederholm will review the DAX data to see where the other schools stand with their respective summer enrollment.
- Dr. Exley led discussion about asking an employee to attend the Alabama Community College Leadership Academy. Because of the timing, there wasn't anyone available to attend this year.
- Dr. Watts reported that the Business AAS program was approved by Title IV.
- The grant for the cyber security program is wrapping up.
- The church music short certificate proposal is ready. Dr. Watts said he's waiting on clarification as to what umbrella to classify the program under before he moves forward.
- Dr. Watts and Dr. Langley reviewed what the research they'd conducted regarding an EMT/EMS program. It was agreed the program is worth pursuing, and the next step may be surveying area fire departments to see what interest is out there for the program.
- Mr. Haney provided an update on the progress with streamlining and improving the quality of online education. The student handbook is now on the website for easy access.
- The Cabinet members provided updates on any job postings in their areas.
- Mr. Cannon reported that so far there are 200 more applications for admission for Fall this year than last year.
- About 173 students have already enrolled for Parson Days. Registration for Parson Days opened Monday, but there were some problems that had to be worked out Monday.
- Orientation for Presidential Scholars is Tuesday. The Cabinet members are encouraged to come to the Seminar Room at 9 a.m. to greet the students.
- The Enrollment Management Plan is completed and is posted on the website.
- The Cabinet members and supervisors need to complete the Actual Results and Use of Results sections in SPOL by the deadline.

Upcoming Events

July

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| 2 | Summer Mini II Classes Begin |
| 3 | Late Registration Fee/Last Day to Register for Mini II Classes |
| 4 | Independence Day Holiday |
| 7-8 | Middle School Volleyball Team Camp, 9 am – 4 pm, SSCC Gym |
| 9 | Fall Registration Opens for Returning Students |
| | Middle School Volleyball Playdate, 8 am – 5 pm, SSCC Gym |
| 14-24 | Parson Days |
| 21 | Fee Assessment Begins for Fall Classes |
| 25 | Last Day to Withdraw from a Summer or Mini II Class |
| 31 | Last Day for Mini II Classes |
| | Schedule Drop for Non-Payment |

August

- | | |
|-----|------------------------------------|
| 1 | Last Class Day for Summer Semester |
| 4-5 | Final Exams |

The Campus SaVE Act:

Adopting new requirements into the culture of our campus

Paul Gore, M.S.
Director of Security
Snead State Community College

Discussion Goals

- Understand the requirements of the Campus
Save Act
 - Identify changes to the Annual Security Report
and Policy Statements
 - Additional crimes covered/reportable
 - Training requirements
 - Prevention requirements

Federal Guidelines for the campus Response to Sexual Assault

- The Clery Act (basically "Index" crimes, with some exceptions)
- The Sexual Assault Victim's Bill of Rights
- Title IX and the Dear Colleague Letter
- The recently-passed Campus SAVE Act, 2014 (much more direction and insight on how campuses should implement new requirements are promised "later in 2014" according to DOE and OCR)

Clery Act

- Must publish annual report (previous 3 years) which discloses crime statistics
- Make timely warnings to the campus community about crimes that pose an “ongoing threat” (discretion allowed on case by case basis according to specifics of situation)
- Must make available a public crime log (hard copy available)
- Failure to report/document Clery Act “reportable” crimes can result in significant monetary fines. Such fines are normally levied due to “non-reporting” or “covering up” of Clery Act reportable violations.

Sexual Assault Victims' Bill of Rights

- Accuser and accused must have the same opportunity to have others present. This requirement extends throughout Title IX processes, regardless of, or whether a criminal investigation is also in progress. Same rights must be extended throughout, while also extending confidentiality to the greatest degree possible.
- Both parties shall be informed of the outcome of any disciplinary proceeding..... AT THE SAME TIME.
- Survivors shall be informed of their options to notify law enforcement.
- Survivors shall be notified of counseling services available.
- Survivors shall be notified of options for changing academic and living situations.
- **"Preponderance of the evidence" is the level of "standard of proof" which is strongly suggested by DOE/OCR at this time.

Title IX/ Sexual Harassment/Violence

- Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Employees also fall under this. Don't just "think" students.
- Schools must:
 - Disseminate a notice of non-discrimination (catalog/web)
 - Designate at least one employee to be Title IX coordinator
 - Publish grievance procedures that provide prompt and equitable resolution (procedures must now define stalking, sexual assault, acquaintance rape, etc). These offenses must also now be defined in the Annual Security Report in October, 2014.
 - It is suggested a second Title IX assistant coordinator be named in order to assist/support ongoing investigations.

Title IX Requirements

If a school becomes aware of sexual harassment or violence, they must take:

- ▶ immediate and appropriate action to investigate what occurred!! (again, confidentiality concerns are also primary) IT does not matter if it is student/student, student/staff, staff/staff, or staff/student. (It does not matter if the incident has been reported to law enforcement).
- ▶ prompt and effective steps to end the sexual violence, prevent its recurrence, and address its effects;
- ▶ steps to protect the complainant

Title IX – Grievance Procedure

- ❑ Location of complaint does not matter! (off campus, downtown, residence) The policy looks at what creates a “hostile environment” on campus.
- ❑ Complaint can be filed by anyone
- ❑ Mediation is NOT appropriate as a “primary” way to address incident.
- ❑ “Schools should not wait for completion of criminal proceeding . . . and, if needed, must take immediate steps to protect the student” (regardless of level of law enforcement engagement in a case). It may be allowable in specific circumstances where a Title IX investigation is delayed due to activity of LE, but in such cases this should be defined, requested by LE. You should not wait for the adjudication of the offense prior to continuing Title IX activity, and in many cases, disciplinary proceedings.
- ❑ Must use preponderance of evidence standard (OCR, DOE)

Victim Agency

- OCR (Office of Civil Rights/DOE) has given guidance that we should make every effort to honor victim's wishes to the extent possible
- Establish guidelines regarding confidentiality that allow for a balance of privacy and ability to get support (victims rights statement documented)
- Balance honoring victim's wishes and mandatory investigation along with safety of the campus community. All steps and efforts should be balanced with the need to maintain campus safety.

Campus SaVE – (basics)

- Campus SaVE
 - Re-iterates much of Clery /Victims Bill of Rights
 - Expands **types** of crimes Annual Security Report must include such as domestic violence and stalking.
 - Requires several additions to the ASR statement of policy
 - Written notice to survivors who make a report
 - Procedure
 - Rights
 - Possible sanctions
 - Requires **annual** training for “anyone” involved in the response procedure. This could literally involve everyone from Title IX Coordinator’s to Executive Cabinet, as well as Department Heads, Human Resources, and student group representatives, Resident Assistant’s.
 - Requires prevention education for all incoming students and new employees (bystander and risk reduction)

SAVE: Annual Security Report: Hate Crime Categories

- Categories of Prejudice - actual or perceived:
 - Race
 - Gender
 - Religion
 - Sexual orientation
 - *National origin**
 - *Gender identity**
 - Ethnicity
 - Disability

Annual Security Report:

"Reportable" Crimes/Clery Act

- Hate Crimes
 - Murder/Non-Neg Mansalughter
 - Forcible Sex Offenses
 - *Non-forcible sex offenses*
 - Robbery
 - Aggravated assault
 - Burglary
 - Motor vehicle theft
- Arson
 - Simple assault
 - Intimidation
 - Domestic violence*
 - Dating violence*
 - Stalking*

Campus SAVE: POLICY Procedures

- Annual Security Report Policy statements shall include:
 - "Procedures victims should follow if domestic violence, dating violence, sexual assault or stalking occur, including information in writing about—"
 - The importance of preserving evidence to prove a crime or obtain a protective order (already doing this)
 - To whom such incidents should be reported (already doing this)
 - That, if the victim wishes, campus authorities may assist the victim in notifying police (already doing this)
 - Victim's options to notify (may also decline to notify) (already doing this)
 - Law enforcement (campus and local)
 - Campus authorities

Campus SAVE: POLICY

Support Resources

- Annual Security Report policy statements to include:
 - Written notification to students and employees about existing
 - Counseling
 - Health
 - Mental health
 - Victim advocacy
 - Legal assistance (clarify)
 - Other services available for victims (should we name contact persons to assist with community resources?)
 - Both on campus and in the community
- Clarify on campus services, if any, and if anything exists at this time (typically we have simply referred) Is there someone specific on campus to be responsible for this?

Campus SAVE: POLICY

Response to Receipt of Orders

- ASR Policy statements to include:
 - Rights of victims and institutional responsibilities regarding
 - Orders of protection (we deal with these now)
 - No contact orders (we deal with these now)
 - Restraining orders (we deal with these now)
 - Or similar lawful orders (ours typically are issued through Marshall County)
- Issued by criminal, civil or tribal court

Campus SAVE POLICY: Accommodations

- ASR Policy statements to include
 - Written notification to victims about options for, and available assistance in changing (at victim's request).
 - (We do this in the ASR now):
 - Academic
 - Living
 - Transportation
 - Working situations
 - Regardless of whether victim chooses to report to campus officials or local law enforcement. Aside from the duty to protect campus persons and property, it should be remembered this is the victims decision in whether to respond in an administrative, criminal, both, or not at all.

Campus SaVE : POLICY

Protection of Identity

- ASR Policy statements to include:
 - Information about how confidentiality of victims will be protected, including how publicly available recordkeeping will be accomplished without including identifying information about the victim, to the extent permissible by law.
 - Timely warnings must withhold the names of victims as confidential. Specific circumstances would dictate if this “timely warning” would be sent.

Campus SaVE: POLICY

Standard of Evidence

- ASR must include “a statement of the standard of evidence that will be used during any institutional conduct proceeding arising from “a report of domestic violence, dating violence, sexual assault and stalking.”
- Campus SaVE does not require a particular standard, but the OCR/DOE advises **preponderance of the evidence** (this standard states “more likely than not” the offense was committed) Yes. This CAN and WILL come down to a “judgement call” in some cases.

Campus SAVE: POLICY

Sanctions/Protective Measures

- ASR Policy statements must include:
 - Possible sanctions or protective measures that an institution may impose following a final determination of an institutional disciplinary procedure regarding
 - Rape
 - Acquaintance rape
 - Domestic violence
 - Dating violence
 - Sexual assault
 - Stalking
 - ***Again, all potentially involved in a Title IX and/or administrative or disciplinary process must receive training in dating/domestic violence, sexual assault, stalking, and other “interpersonal” relationship violence. ***This is a HUGE component of the new directives***

Campus SaVE: POLICY

Adjudication

- Prompt, fair, impartial investigation
- Both parties have the right to have others present during disciplinary process
 - If one has an attorney present, they both must. If one attorney speaks, they both get the opportunity, etc.
- Both parties receive written outcomes of disciplinary proceedings AT THE SAME TIME.
- CLOSED CIRCUIT television, for example, would be an option for someone uncomfortable or unwilling to sit in the same hearing with the accused.

Campus Save

Written notification/Victims

- A student or employee who reports to an institution of higher education that she/he has been a victim of
 - Domestic violence
 - Dating violence
 - Sexual assault
 - Stalking
- whether it has occurred on or off-campus, shall be provided with a written explanation of his or her rights and options, as described. This should also be spelled out in the disciplinary procedures. (catalog)

Campus Save

Annual Training of Officials

- Institutional disciplinary procedures for such cases must clearly state that all portions of the proceedings will:
 - "be conducted by employees/officials who receive annual training on the issues related to":
 - **The four types of cases:** Domestic violence, Dating violence, Sexual assault, Stalking
 - **How to conduct an investigation** "that protects the safety of victims and promotes accountability and confidentiality"
 - **How to conduct a hearing process** "that protects the safety of victims and promotes accountability and confidentiality"
 - **Remember, this must also be weighed against the safety of the campus community**

Campus SaVE: Prevention Programs

- ASR must include a statement of policy regarding –
 - **Prevention Programs:** “to prevent domestic violence, dating violence, sexual assault, and stalking” (RA Training, Club Training, Staff Training) (Examples) Club sponsored events, Club participation in community events which support prevention, Fund raisers.
 - **Ongoing Education Programs** “to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking...” (Staff Training, Online Training, Seminars, Classes/lectures)

Campus SAVE: Prevention Programs

- Primary prevention and awareness programs for all incoming students and new employees which shall include—
- A **statement** that the institution...prohibits
 - Domestic violence (interpersonal relationship violence)
 - Dating violence
 - Sexual assault
 - Stalking
- **Definitions** of each of the above "in the applicable jurisdiction" (This will be done at Orientations/Parson Days, and definitions will be based on our jurisdictions definitions: Marshall County) Would also be good to include in the catalog near discipline procedures.

Campus SAVE: Prevention Program Components

- **Primary prevention and awareness programs for all incoming students and new employees which shall also include—"**
- **the applicable jurisdiction's "definition of consent in reference to sexual activity" ***

Campus SaVE:

Prevention Program Components

- Primary prevention and awareness programs for all incoming students and new employees which shall include—
 - “safe and positive options for **bystander intervention**” targeted to “prevent harm or intervene” in cases of domestic violence, dating violence, sexual assault or stalking (this will be done through presentations during Fall and Spring semesters, with both staff and students. We could also have something beneficial online on our web page to bullet point specific strategies for “bystander intervention.” (Campus SaVE link?)
 - “information on **risk reduction** to recognize warning signs of abusive behavior and how to avoid potential attacks” (web page and presentations)

Campus SAVE:

Prevention Program - Ongoing

- Institutions must engage in “ongoing prevention and awareness campaigns for students and ALL staff” pertaining to
 - “Education programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking...” (sexual harassment)
 - THIS is the overwhelming effect of the new guidelines. Institutions must embrace these topics and the discussion of these topics into their campus culture. EVERY staff member is responsible, and is potentially a “REPORTING” person in such cases. Consider who a student might approach about such an incident. No one gets a pass on this, due to the requirement that campuses can be held liable if they reasonably “should have known” such an offense took place (even if it is not reported on campus, or reported by the student to Security or to Law Enforcement!) Training must be applied to all departments, positions, groups equally.

Summary

- SAVE codifies much of DCL, but nowhere near all of it
- SAVE expands hate crimes categories and types of offenses
- SAVE requires prevention programming (students and ALL staff!!)
- SAVE requires annual training for those involved in campus response/adjudication/administrative knowledge and proceedings (this should be documented)
- SAVE has detailed requirements regarding campus policy and response to sexual violence
- SAVE leaves many questions unanswered.
- EVEN NOW, we continue to wait for guidance on how these policy changes will be interpreted and enforced. This guidance is not likely to be available until much later in 2014. A "good faith" effort is being asked of all campuses to comply with what has been suggested through US DOE, OCR, and Campus Save.
- The bottom line is we must document, train, publish, raise awareness, and engage every department on campus from administration to student groups, ensuring that our Title IX and disciplinary protocols and policy/procedures are tight. We must document our efforts. We must also organize and host specific programs/talks/activities throughout the year which raise awareness of the aforementioned offenses.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING**

August 6, 2014

Attendees

Dr. Robert Exley, Ms. Shelley Smith, Mr. Jason Cannon, Mr. John Haney, Dr. Annette Cederholm, Ms. Brittany Goble, Ms. Melissa Rice, Dr. Jason Watts, Ms. Teresa Walker, Ms. Tina Simons, Dr. Dustin Smith, Mr. Randy Maltbie, Mr. Dillon Dyer

Absent

Dr. Amy Langley, Mr. Mark Richard

Convened

10 a.m.

Old Business

1. QEP Update

- Starfish goes live next week.
- Interviews for tutors are tomorrow.
- Dr. Smith needs to set up a meeting with the management team and Dr. Exley soon.

New Business

1. SACSCOC Information/Updates

- Dr. Cederholm and Dr. Exley talked about the reaccreditation letter. There was no follow-up request for the library. The College has been reaccredited for 10 years.
- All of the books and resources have been moved out of the Beville Center to the Administration Building for library use.
- The QEP was accepted. It will be implemented next week with training. About 150 students are expected to be enrolled in the gateway courses.

2. Convocation

- Dr. Exley reviewed his State of the College presentation.
- The schedule has been sent out, and invitations to the Family Picnic has been sent.

3. Open Discussion

- The ACCA Conference is in November in Birmingham. Dr. Smith and Dr. Cederholm are preparing proposals. The deadline for proposals is Aug. 15. Employees are encouraged to attend the conference.
- Ms. Simons announced the Business Office will now follow the same office hours as Student Services.

Upcoming Events

August

- 7-9 Presidential Scholars Retreat, Berry College
- 8 Dormitory Closes for Summer Semester
- 11 College Family Picnic Hosted by the SSCC Foundation, 6-8 pm, SUB
- 11-13 Convocation
- 11-20 Carpeting of Bevill Center Auditorium
- 14 Dormitory Opens for Fall Semester
- 16 SSCC Softball Hitting Camp, 9-12 noon, Lady Parsons Softball Field
- 17 Schedule Drop for Non-payment
- 18 Fall Classes Begin
- 18-21 Welcome Week Activities, Break, SUB
- 19 Late Registration Fee Begins
Last Day to Register or Add a Mini I Class
- 20 Academic Success Center (ASC) Open House, 10:30 am, ASC
- 21 Biscuit Day Hosted by ASC, 10:30 am, SUB
Last Day to Register or Add a Class for Fall Semester
- 22 Schedule Drop for Non-payment



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
August 20, 2014**

Attendees

Dr. Robert Exley, Dr. Amy Langley, Ms. Shelley Smith, Mr. Jason Cannon, Mr. John Haney, Dr. Annette Cederholm, Dr. Jason Watts, Ms. Teresa Walker, Dr. Dustin Smith, Mr. Randy Maltbie, Mr. Mark Richard

Convened

2 p.m.

Old Business

1. QEP Update
 - The Academic Success Center has had a good start to the fall semester. Today's Open House was a success.
 - Already, 36 students have been flagged and contacted according to the criteria established in the QEP. Tutor training is today for six tutors. As of Wednesday, 38 students have used the computer lab.
2. Clery Act
 - Dr. Exley reminded the Cabinet members of the critical nature regarding sexual harassment training and Clery Act training for employees.

New Business

1. Chancellor's Awards
 - Mr. Haney will draft a recommendation for the College's process of nominating employees based on the system's new format.
2. Alabama Workforce Council
 - The Cabinet reviewed the minutes of this committee and discussed the implications.
3. Refinancing of Bonds
 - Mr. Richard reviewed the terms of the refinancing, which will be over an 8-year period at 2.82 percent interest and amortized over a 20 year period. This reduces payoff date by two years.
 - The College will save \$15,000-\$20,000 in debt service annually once the refinancing is complete.
4. Open Discussion
 - Dr. Langley discussed a clinical affiliation agreement to set up clinicals so the mobility program will be available to potential students through Fort Benning. The College is partnering with UAB on this project.

Upcoming Events

August

- 21 Biscuit Day Hosted by ASC, 10:30 am, SUB
Last Day to Register or Add a Class for Fall Semester
- 22 Schedule Drop for Non-payment
- 26-27 Club Rush, 10:30 am, Gazebo
- 28 History of Snead Presentation, 10:30 am, Fielder Auditorium
Snead Volleyball vs Lawson State, 6:00 pm, Plunkett-Wallace Gymnasium

September

- 1 Labor Day Holiday (College Closed)
Pell Grant Check Release



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING**

Sept. 4, 2014

Attendees

Dr. Robert Exley, , Mr. Jason Cannon, Mr. John Haney, Dr. Annette Cederholm, Ms. Brittany Goble, Dr. Jason Watts, Ms. Teresa Walker, Ms. Tina Simons, Dr. Dustin Smith, Mr. Randy Maltbie, Dr. Amy Langley

Absent

Mr. Mark Richard, Ms. Shelley Smith, Ms. Melissa Rice

Convened

1:30 p.m.

Old Business

1. QEP Update
 - First two weeks of class data was presented by Dustin Smith concerning the alerts that went out and the student response to alerts.
2. Clery Act
 - Paul stated a policy revision is being completed.
 - Dr. Exley wants the policy completed by the next cabinet meeting for review. He also wants the monthly report available to all employees immediately so that if anyone gets asked, they will know how to access and produce the report.

New Business

1. Alabama State Council on the Arts Grant
 - Dr. Watts asked for approval from the cabinet for the music department to pursue the grant. They are asking for \$3,000 to be used to off-set the cost of visiting musicians for events. The cabinet approved the request
2. Dialogue Groups
 - Dr. Exley shared that he has received responses from Kerisha Wilson, Lesley Kubik and Rachel Green about serving on one of the three groups.
 - Dr. Exley sent around a sign-up sheet for the different groups asking cabinet members to sign up and also identify individuals they think would valuable to have in that group.
3. Chancellor's Awards Recognition
 - John Haney presented a Criteria and Process handout for the selection of Chancellors Award.
 - Discussion was concerning whether to distinguish Technical Faculty and Academic Faculty. The cabinet decided to not distinguish between the two areas and just have Faculty.
 - There was discussion on the awards committee and everyone was in agreement that the committee should be a peer review process.

- Complete nominations will be sent to Kelli Conley.
 - John Haney will make the corrections to the form and bring to the next meeting in two weeks.
4. Open Discussion
- Dr. Exley mentioned the Student Success Collaborative program through EAB. He and other cabinet members sat through a demo last week and were very impressed with what the program will be able to do. There were still some questions to be answered from EAB, and Dr. Exley encouraged those who participated in the demo to contact EAB with their question. The cost is a factor in whether we will pursue this, but Dr. Exley expressed he had some ideas of areas where there could be cuts to be able to afford this program. A decision needs to be made by the end of September in order to get the discounted rate (\$10,000 implementation fee instead of \$40,000 and \$80,000 annual membership fee instead of \$135,000).
 - Dr. Watts talked mentioned that that EET program will be going before ACHE next week for review. The program did not meet the post-implementation criteria established two years ago, so the plan is to close the program and over-haul the current EET program and introduce it as a new program.
 - Dr. Watts requested approval to start the process to pursue a NFS grant that will be able to help fund the restructure of the EET program. The cabinet approved his request.
 - Jason Cannon presented the cabinet with the number of graduates for the last few years, showing an increase in the overall number of students who are graduating. Dr. Exley stated this should be a press release.

Upcoming Events

September

- 4 Volleyball vs Andrew College, 7 pm EST, Cuthburt, GA
- 5-6 Volleyball vs Pensacola State, TBA Pensacola
- 6 SSCC Baseball Team Golf Tournament, 9 am, Boaz Golf Club
- 9 College Day, 9 am-12 noon, Plunkett-Wallace Gym/Bevill Center
- 10 Information Session (Study Skills), 10:30 am, Seminar Room
Volleyball vs Wallace-Hanceville, 6 pm, Plunkett-Wallace Gym
- 11 Auburn University Department of Agriculture, 8 am-2 pm, SUB
- 12 Baseball vs West Georgia Tech, 12 noon & 5 pm, Douglasville, GA
Softball Fall Scrimmage, 2 pm, SSCC
- 12-13 Volleyball vs Gulf Coast, TBA, Panama City, FL
- 14 Baseball vs DD Baseball, 1 pm, SSCC
- 15 UAH Representative, 9 am-12 noon, SUB
- 17 Information Session (Study Skills), 10:30 am, Seminar Room
Red, White & Blue Breakfast & Constitution Day Presentation, 10:30 am, behind Norton
Volleyball vs Wallace-Selma, 7 pm, Selma



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
September 17, 2014**

Attendees

Dr. Robert Exley, Mr. Jason Cannon, Mr. John Haney, Dr. Annette Cederholm, Dr. Jason Watts, Ms. Teresa Walker, Dr. Dustin Smith, Mr. Randy Maltbie, Dr. Amy Langley, Mr. Mark Richard, Ms. Shelley Smith

Convened

2 p.m.

Old Business

1. QEP Update
 - Xxxxx
2. Clery Act
 - Xxxxx
3. Chancellor's Awards

New Business

1. Chancellor's Strategic Planning Session with MDC
 - Xxxxx
2. Governance Structure
 - Xxxxx
3. Open Discussion
 - XXXXXXX

Upcoming Events

September

- | | |
|----|--|
| 17 | Volleyball vs Wallace-Selma, 7 pm, Selma
60% Day of Fall Mini I |
| 18 | Montevallo Representative on Campus, 9 am-12 noon, SUB
Student Success Workshop (Reading Comprehension), 12:20-12:50 pm, ASC |
| 19 | Softball vs Birmingham-Southern, 3 pm, Birmingham
Volleyball vs Faulkner, 7 pm, SSCC Gym |
| 20 | Volleyball in Lawson Tournament, TBA, Birmingham |
| 23 | Baseball vs Faulkner State, 1:30 pm, Montgomery
Volleyball vs Gadsden State, 6 pm, Gadsden
Baseball vs Enterprise, 6:30 pm, Montgomery |
| 24 | Information Session (Study Skills), 10:30-11:00 am, Seminar Room
Student Success Workshop (Test Taking), 12:20-12:50 pm, ASC |

- 25 UAB Representative on Campus, 9 am-12 noon, SUB
Softball vs UNA, 4 pm & 6 pm, Florence
- 26-27 Softball in Columbia State Tournament, TBA, Columbia, TN
- 26 Volleyball vs Jefferson Davis, 7 pm, SSCC Gym
- 27 Jennifer's Race (Jennifer Hallmark 5K), 8 am, SSCC Gym
Baseball vs Indiana Team, 12 noon, SSCC Baseball Field
Volleyball vs Andrew College, 3 pm, SSCC Gym
- 29 Last Day to Withdraw from a Mini I Class
- 30 Parson Tailgate, 10-11 am, Gazebo
Snead Reads @ Lunch Book Club, 12-1 pm, Library
Volleyball vs Southern Union, 7 pm, Wadley



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
October 1, 2014**

Attendees

Dr. Robert Exley, Mr. Jason Cannon, Dr. Annette Cederholm, Dr. Jason Watts, Ms. Teresa Walker, Dr. Dustin Smith, Mr. Randy Maltbie, Dr. Amy Langley, Mr. Mark Richard, Ms. Shelley Smith, Ms. Brittany Goble, Ms. Melissa Rice, Ms. Tina Simons

Absent

Mr. John Haney,

Convened

1:30 p.m.

Old Business

1. QEP Update

- As of Monday, there had been 78 tutoring appointments scheduled; 141 alerts were sent, and of those, calls were made to 94 to offer assistance.
- The Academic Success Center is staying open until 9 p.m. for Mini I final review.

New Business

1. Student Support Services Grant

- The Cabinet agreed to submit the grant. It's due in December.

2. Yik Yak Application

- The Cabinet discussed the implications of students posting anonymously through the application Yik Yak.
- Mr. Maltbie checked traffic on the student wireless network, and while posts were being made to Yik Yak, it was not as popular as sites like Instagram, Netflix and Twitter.
- After reviewing posts on Yik Yak, the Cabinet discussed that they were crude in nature but not threatening.
- It was agreed to monitor the application for any posts that could be deemed threatening.

3. Refund Checks (timing/frequency/pick-up rather than mail)

- The Cabinet discussed the process for getting students their refund checks after being made aware of a problem with one student who had not received his.
- The Cabinet discussed surveying students to see what option would be feasible for them – direct deposit, debit/credit card system, etc.
- Auditors have recommended the College not hand out the checks due to internal controls, such as fake IDs. Direct deposit is safer.

4. Open Discussion

- The volleyball team won their match 3-0.

- Dr. Watts discussed a meeting with Hanover and Associates in Virginia about providing assistance with obtaining federal grants.
- The Cabinet discussed the two-day event with the Education Advisory Board to help map key processes in student enrollment/retention. Topics addressed will be student orientation, advising, curriculum, admissions, marketing, etc.

Upcoming Events

October

- | | |
|-------|---|
| 2 | Student Success Workshop (Financial Management), 12:20-12:50 pm, ASC
Softball vs Auburn, 3:30 pm, Auburn |
| 3-4 | Softball – Calhoun Tournament, TBA, Decatur |
| 3 | College Street Singers Perform at Boaz Harvest Festival, 12:00 noon
Volleyball vs Pensacola State, TBA, Pensacola, FL |
| 4 | Jazz Band Performs at Boaz Harvest Festival, 10:00 am |
| 5 | Baseball vs UNA, TBA, Florence |
| 6 | Last Class Day for Fall Mini I
Baseball – Sophomore Showcase, 9:00 pm, Montgomery |
| 7 | Mini I Final Exams
Dorm Opens for Mini II Students |
| 8 | Information Session (Research), 10:30-11:00 am, Seminar Room
UAH Representative on Campus, 9:00 am-12:00 noon, SUB
Student Success Workshop (Social Media), 12:20-12:50 pm, ASC |
| 9 | Fall Mini II Classes Begin |
| 10 | Late Registration Fee Begins for Mini II
Last Day to Register or Add a Mini II Class
Volleyball vs Lawson, 6 pm, Birmingham
Baseball – AUM Tournament, TBA, Montgomery |
| 11 | Softball – JSU Tournament, TBA, Oxford |
| 14 | Volleyball vs Gadsden State, 6 pm, SSCC Gymnasium |
| 15 | Information Session (Research), 10:30-11:00 am, Seminar Room |
| 16 | Student Success Workshop (Time Management), 12:20-12:50 pm, ASC
Softball vs UAB, 4:00 & 6:00 pm, Birmingham
Volleyball vs Wallace-Selma, 7 pm, Selma |
| 17-18 | Volleyball – Wallace-Hanceville Tournament, TBA, Hanceville |
| 18 | Baseball vs Montevallo, 10:00 am, Montevallo |



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
October 15, 2014**

Attendees

Dr. Robert Exley, Dr. Annette Cederholm, Dr. Jason Watts, Dr. Dustin Smith, Mr. Randy Maltbie, Mr. Mark Richard, Ms. Shelley Smith, Mr. John Haney

Absent

Mr. Jason Cannon, Ms. Teresa Walker, Dr. Amy Langley,

Convened

2 p.m.

Old Business

1. QEP Update
 - One hundred fifty-one tutoring appointments have been made, and 102 contacts have been made in regard to poor attendance or grades.
 - Tutoring has been primarily online physics and math. The athletes have been using the Academic Success Center.
2. Clery Act
 - No update.
3. Governance Structure
 - Dr. Exley will follow-up with Kelli Conley to see if there have been any changes submitted.

New Business

1. Chancellor's Awards Luncheon
 - The Cabinet discussed who will be in attendance. Mr. Richard will check on payment options.
 - The nominees are Casey Underwood, John Haney, Vann Scott and Jason Cannon.
 - Mr. Richard and Kelli Conley will work out the details on ordering tickets for the luncheon.
2. ACCA
 - Each Cabinet member is to get Kelli Conley a list of who in their area will be attending.
3. Strategic Planning
 - The Cabinet reviewed the list of College Leadership Team members to see if any changes needed to be made.
 - The Cabinet discussed the SPOL structure including hierarchy, definition of each step, and the inclusion of student outcomes.

- The Cabinet will revisit the college wide goals and objectives.
4. Open Discussion
- The Cabinet discussed the Chancellor's memo regarding ebola screening. The memo calls for students to notify Student Services. Ms. Smith will talk with Lesley Kubik about the best way to communicate the directive to students.

Upcoming Events

October

- 16 Student Success Workshop (Time Management), 10:30-10:50 am, ASC
Softball vs UAB, 4:00 & 6:00 pm, Birmingham
Volleyball vs Wallace-Selma, 7 pm, Boaz
- 17-18 Volleyball – Wallace-Hanceville Tournament, TBA, Hanceville
- 18 Baseball vs Montevallo, 10:00 am, Montevallo
- 20-26 Gerhart Music Festival
- 20 Library Film Series, 12:30-1:30 pm, Seminar Room
- 21 UAB Representative on Campus, 9 am-12 noon, SUB
60% Day of the Term
Volleyball vs Jefferson Davis, 2 pm, Brewton
Volleyball vs Faulkner, 6 pm, Bay Minette
Basketball Halloween Hoopla, 6 pm, SSCC Gym
- 22 Library Information Session (Research), 10:30-11:00 am, Seminar Room
Student Success Workshop (Degree Works), 10:30-10:50 am, ASC
Parson Powder Puff Football Game, 2 pm, English Building Lawn
- 23 Pell Grant Check Release for Fall Mini II
Gerhart Concert, 7 pm, Fielder Auditorium
- 24 Last Day for Financial Aid Bookstore Charges
- 25 Softball – Shorter Tournament, TBA, Rome, GA
- 26 Gerhart Children's Concert, 2 pm, Fielder Auditorium
Men's Basketball – UAH (Closed Scrimmage), Huntsville
- 28 Snead Reads @ Lunch Book Club, 12-1 pm, Library
- 29 History@Snead Halloween Bake Sale, 10:30 am, SUB
Library Information Session (Research), 10:30-11:00 am, Seminar Room
- 30 History@Snead Halloween Bake Sale, 10:30 am, SUB
Student Success Workshop (STARS Guide/Transfer), 10:30-10:50 am, ASC
Halloween Dance, 8-11 pm, SUB
- 31 Men's Basketball vs Motlow, 7:30 pm, Tullahoma, TN

Nov

- 1-2 Volleyball – District Tournament, TBA, Wallace-Hanceville
- 3 Spring Advisement Begins
Community Wind Band Rehearsal, Bevill Center
- 4 Women's Basketball vs Cleveland State, 6 pm, Cleveland, TN
Men's Basketball vs Cleveland State, 8 pm, Cleveland, TN
- 5 Library Information Session (Technology), 10:30-11:00 am, Seminar Room
Student Success Workshop (Stress Management), 10:30-10:50 am, ASC
- 6 Montevallo Representative on Campus, 9 am-12 noon, SUB
- 6-7 EAB Kick-off Leadership Retreat
- 9 Community Wind Band Concert, 2 pm, Bevill Center



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
November 19, 2014**

Attendees

Dr. Robert Exley, Dr. Annette Cederholm, Dr. Jason Watts, Dr. Dustin Smith, Mr. Randy Maltbie, Ms. Shelley Smith, Mr. John Haney, Mr. Jason Cannon, Ms. Teresa Walker, Dr. Amy Langley, Ms. Kelli Conley

Absent

Mr. Mark Richard

Convened

2 p.m.

Old Business

1. QEP Update
 - Dr. Smith reported that 209 out of 350 flags were unduplicated students. About 177 flags were for academics.
 - In the first round, 87 flags were made for attendance, and in the second round 39 flags were issued for attendance.
 - Four hundred forty-nine tutoring appointments have been made at the Academic Success Center.
2. Clery Act
 - Ms. Smith will follow-up on policy revisions.
3. Governance Structure
 - Ms. Conley reviewed, and the Cabinet discussed changes to the committees.
 - The Cabinet approved the governance structure once the discussed changes were made.
4. ACCA
 - The College has 22 attending. There was one opening that no one expressed an interest in taking, so the College will request a refund.
5. Strategic Planning
 - Dr. Exley reviewed information he received from a strategic planning workshop.
 - The Cabinet will serve as the steering committee for strategic planning.
 - The CLT will then vet the strategic plan.
 - A visioning exercise for the Cabinet will be held Dec. 19 from 8 a.m. until noon.

New Business

1. Addition of Cabinet Member

- Dr. Exley appointed Kelli Conley as an additional member of the President's Cabinet due to her role as Director of Development.
2. NSF Grant Approval (cybersecurity)
 - The Cabinet approved applying for the grant in the amount of \$80,000.
 - The grant will be used to fund cybersecurity materials for placement at the Marshall Technical School.
 3. SACSCOC Information/Updates
 - The Cabinet discussed items sent from SACSCOC, including posting specific information on the website regarding student achievement goals and items to be included in the Fifth Year Report.
 4. 4 ½ Day Work Week
 - Dr. Exley led discussion on this topic, but the Cabinet deferred making any decisions on this.
 5. Open Discussion
 - None.

Upcoming Events

November

- 20-22 SSCC Volleyball – NJCAA National Tournament, Casper, WY
- Fall Theater Production “Bus Stop”, 7 pm, Bevill Center
- 20 Mandatory Supervisor Training, 1:30-3:30 pm, Norton Building 109
- Alumni Night at the Theater, 6 pm, Bevill Center Kitchen
- 21 Last Day to Withdraw from a Fall Term/Fall Mini II Class
- 22 Women's Basketball vs Itawamba, 2 pm, Fulton, MS
- Men's Basketball vs Itawamba, 4 pm, Fulton, MS
- 23-25 ACCA Conference, Birmingham
- 23 Fall Theater Production “Bus Stop”, 2:30 pm, Bevill Center
- Volleyball Try-outs, 3-5 pm, SSCC Gym
- 24-25 Professional Development (No Classes)
- 24 Spring Semester Fee Assessment Begins
- Men's Development Basketball Team vs Birmingham Southern, 6 pm, Birmingham
- 25 Women's Basketball vs Chattanooga State, 6 pm EST, Chattanooga, TN
- 26-28 Thanksgiving Holidays (College Closed)
- 28 Men's Basketball vs West Plains – Grizzly Thanksgiving Tournament, 7 pm, West Plains, MO
- 29 Men's Basketball vs Quakerdale Prep – Grizzly Thanksgiving Tournament, 5 pm, West Plains, MO

December

- 1 Men's Developmental Basketball Team vs Shorter, 7 pm, Rome, GA
- 2 Snead Reads @ Lunch Book Club, 12-1 pm, Library
- Women's Basketball vs Motlow, 5:30 pm, SSCC Gym
- Men's Basketball vs Motlow, 7:30 pm, SSCC Gym
- Fine Arts Christmas Open House, 7 pm, Fielder/Commons
- 3 Student Success Workshop (Etiquette), 10:30-10:50 am, Academic Success Center



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
December 3, 2014**

Attendees

Dr. Robert Exley, Mr. Mark Richard, Dr. Annette Cederholm, Dr. Jason Watts, Dr. Dustin Smith, Ms. Shelley Smith, Mr. Jason Cannon, Ms. Teresa Walker, Dr. Amy Langley, Ms. Kelli Conley, Ms. Tina Simons, Ms. Melissa Rice, Ms. Brittany Goble

Absent

Mr. Randy Maltbie, Mr. John Haney,

Convened

1:30 p.m.

Old Business

1. QEP Update

- Dr. Smith reported on the end-of-the-term meeting with Starfish.
- There have been 209 unduplicated tutoring sessions, which represents 9 percent of the student body.
- The ASC will be serving doughnuts and hot cocoa for tutoring sessions for finals.
- Traffic at the ASC has been steadily increasing. The busiest times are 7:30-9 a.m. The ASC is not busy after 4 p.m., and no one is using the facility in the evening.
- Mr. Richard was going to ask the cafeteria to stay open a little later in the evenings for students who may want a snack while studying.
- Dr. Cederholm added that a month ago when the library stayed open later, students used it for their research papers. The first time they opened later, only 2-3 students utilized it. This last time, about 10 students used it.
- Discussion was made about communicating with evening students about the hours and services of the library and the ASC.
- The ASC will increase the number of students monitored from 350 to 500 starting in the Spring at the request of the English Department.

New Business

1. Strategic Planning

- The Cabinet will participate in a visioning exercise on Dec. 19 at Progress Rail.
- The Cabinet reviewed the survey results for the planning assumptions, and two common ideas were T-shaped professionals and the addition of more Career Tech programs. Goals will be reviewed with the Planning Leadership Team.

2. ACCA Conference Debriefing

- The Cabinet agreed that the approach of not hosting professional development on campus while encouraging as many employees as possible to attend the conference should be used again next year. The approach was much appreciated by faculty and staff.
3. Holiday Coverage
- Dr. Exley asked that Cabinet members make sure their areas were covered during the holidays and keep his office apprised on which employees were taking time off during the holiday season.
4. Open Discussion
- Mr. Richard reviewed the year's financial statement including the statement of net position and the statement of revenues, expenses and changes in net position. He also reviewed the ratio scores.
 - Ms. Conley reported that letters were sent from the Foundation to possible donors encouraging year-end contributions. Dr. Exley reported the Foundation decided to support participation in Phi Theta Kappa by offering scholarships to students who cannot afford the membership fee. Dr. Exley and Ms. Goble will work together to notify faculty and staff of opportunities to commit to offer scholarships, and Dr. Exley has already committed to provide two.
 - Dr. Exley asked about any upcoming fundraisers. PTK and Phi Beta Lambda are hoping to host a Color Run in the spring. Dr. Langley said the Nursing Department was considering a different fundraiser other than a run because of the lack of participation from this year's Race for Jennifer.
 - The Fine Arts Department is hosting an Open House this Thursday. The basketball teams are also playing this Thursday.
 - Employee evaluations are due in December.
 - Ms. Simons reported that the Business Office will make tax return forms available to employees through mySnead rather than distribution a hard copy.
 - As of the meeting, spring enrollment reached 17,000 credit hours, which does not reflect any drops for non-payment.

Upcoming Events

December

3	Student Success Workshop (Etiquette), 10:30-10:50 am, Academic Success Center
4	Women's Basketball vs West Georgia Tech, 5:30 pm, SSCC Gym Men's Basketball vs West Georgia Tech, 7:30 pm, SSCC Gym
5	Last Class Day
6	Women's Basketball vs Faulkner State JV, 12:00 noon, Montgomery Men's Developmental Basketball vs Talladega, 2 pm, Talladega
8-12	Final Exams
11	Community Choir Concert, 7 pm, Bevill Center Spring Schedule Drop for Non-Payment
12	Women's Basketball vs NE Mississippi, 5:30 pm, Booneville, MS Men's Basketball vs NE Mississippi, 7:30 pm, Booneville, MS
15	Dormitory Closes
15-16	Faculty Duty Days
17	Women's Basketball vs NW Florida State, 3:30 pm, Niceville, FL
18	Women's Basketball vs Tallahassee Community College, 1:30 pm, Niceville, FL
24-Jan.	1 Christmas & New Year's Holiday Break



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
December 17, 2014**

Attendees

Dr. Robert Exley, Dr. Annette Cederholm, Dr. Jason Watts, Mr. Randy Maltbie, Ms. Shelley Smith, Mr. John Haney, Mr. Jason Cannon, Ms. Teresa Walker, Dr. Amy Langley, Ms. Kelli Conley

Absent

Dr. Dustin Smith, Mr. Mark Richard

Convened

2 p.m.

Old Business

1. QEP Update

- In Dr. Smith's absence, Dr. Exley reported the Academic Success Center had been busy for the fall semester.
- In the spring, the early alert system would include more classes.

2. Clery Act

- The crime log is located in several places on the website. The easiest way to access it is through Current Students/Security. The link is at the top of the page.
- Ms. Smith reported that policies were updated when Paul Gore completed the annual security report. She and Mr. Cannon will work on updating the student handbook with those changes.
- A presentation on domestic violence was held for students in November with 95 students in attendance. Additional presentations are being planned for the spring.
- Items for follow-up include filling in gaps with security camera coverage and providing remote access with live-time viewing for key personnel, developing a written policy for reporting and investigating procedures in compliance with the Clery Act, presentations for residential students, and additional patrolling at the Arab Site.

3. Governance Structure

- Dr. Watts still needs to submit his faculty recommendations to Kelli Conley. Then the changes/additions to the Governance Structure will be complete.

4. Strategic Planning

- The Cabinet discussed planning assumptions for the Strategic Plan.
- The Cabinet Retreat is Friday at Progress Rail to conduct a visioning exercise as part of strategic planning.

5. 4 ½ Day Work Week

- Deferred.

New Business

1. Executive Leadership Active Involvement with Community Organizations
 - Dr. Exley challenged the Cabinet members to consider which community organizations they could be a more active part of to represent the College.
2. AACC Annual Convention
 - April 18-21 in San Antonio, Texas
 - Early bird registration is Jan. 23.
 - Dr. Exley, Mr. Cannon and Dr. Cederholm plan to attend. Anyone planning to attend with coordinate with Ms. Conley for registration.
3. Faculty Virtual Office Hours Policy
 - Dr. Watts presented a policy for Cabinet approval (see attached).
 - The Cabinet approved the policy, effective Jan. 2. The policy is to be placed in the policy manual.
4. Open Discussion
 - As of the meeting, students had registered for more than 20,000 credit hours for spring. The enrollment number was after the drop for non-payment.
 - Mr. Maltbie mentioned to the Cabinet his plan to meet with each Cabinet member to discuss what can be done in Banner in regard to pulling useful data for research and planning purposes.

Upcoming Events

December

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|-----------|---|
| 17 | Women's Basketball vs NW Florida State, 3:30 pm, Niceville, FL |
| 18 | Men's Basketball vs Tallahassee Community College, 1:30 pm, Niceville, FL |
| 19 | Cabinet Visioning Exercise, 8 am-12 noon, Progress Rail Training Room |
| 24-Jan. 1 | Christmas and New Year's Holiday Break |

January

- | | |
|-----|--|
| 2 | Local Professional Development |
| | Men's Basketball vs Richard Bland, 6 pm, WSCC Hanceville |
| 3 | Men's Basketball vs Wabash, 2 pm, WSCC Hanceville |
| 3-4 | Women's Basketball Tournament, TBA, WSCC Hanceville |
| 5-7 | Faculty Duty Days |
| 6 | Women's Basketball vs NE Mississippi, 5:30 pm, SSCC Gym |
| 8 | Dormitory Opens for Spring Semester |
| 9 | Women's Basketball vs Cleveland State, 5:30 pm, SSCC Gym |
| | Men's Basketball vs Cleveland State, 7:30 pm, SSCC Gym |
| 10 | Men's Developmental Basketball vs Wallace-Hanceville, 4 pm, Hanceville |

Proposed Policy (408.05): Faculty Office Hours for Online Courses

Effective: January 2, 2015

Source: Local Policy

Cross Reference: Local Policy 408.02, State Board Policy 608.02

1. Full-time instructors who teach online courses as part of their normal course load may request up to three (3) hours per week off-campus for the purpose of holding “virtual office hours” to monitor those courses.
2. The purpose of virtual office hours is to conduct activities that cannot reasonably be done during the standard work day.
3. Requests for virtual office hours must be made in writing to the instructor’s supervisor. Requests must be approved by the supervisor and the Chief Academic Officer.