



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

January 2, 2019

Attendees

Mr. Robert Exley, Mr. Jason Cannon, Ms. Shelley Smith, Mr. Joe Whitmore, Dr. Annette Cederholm, Ms. Teresa Walker

Absent

Mr. Randy Maltbie, Ms. Kelli Conley

Convened

1:30 p.m.

Old Business

1. Strategic Planning
 - Cabinet members need to continue to update their information on the SPOL.
2. Aviation Update
 - Dan Owen submitted his resignation, and his last day as the Director is January 31.
 - A job posting was set to expire January 3, but since there were no applicants, the posting was extended to January 10.
 - Mr. Michael Gibson is working on plans for a retirement celebration for Mr. Owen.
3. Enrollment Update
 - There has been a little activity for Spring enrollment. Credit hours are increasing, but headcount is not rising.
 - An Advising Blitz is scheduled for Jan. 8 in the Commons.
4. SACSCOC Update
 - Mr. Whitmore, Mr. Cannon and Mr. Gibson attended the SACSCOC meeting.
 - Sept. 13 is when the five-year report has to be submitted.

- Dr. Exley led discussion on the standards to be addressed and what has to be done to get organized.
- Dr. Cederholm and Mr. Gibson are to review what standards need to be included and will report on a plan for the Cabinet to address the standards.

5. McCain Building Update

- Mr. Whitmore reported that the RFQ was posted on Tuesday. The deadline to submit is Friday, January 11.

New Business

1. Open Discussion

- Dr. Exley asked for feedback on content for the upcoming Monday Memo. He mentioned adding a notice about no driving or parking in the lots by the SUB. Grass has been planted in that lot. The Monday edition will be a Welcome Back edition with several notices for employees' information, such as the county tournament coming up, a reminder to be aware of phishing attempts, and the Advising Blitz that is scheduled for next week.
- Mr. Whitmore will attend the next Board of Trustees meeting and work session on January 9.
- Patti Morgan and Kasey Saucer will represent the College at the Governors Summit on Work-Based Learning meeting January 10 in Montgomery.
- Dr. Cederholm reported on a new procedure being implemented in the Spring semester to better monitor the academic progress for athletics and other student groups, such as dual enrollment and TRiO students.
- The Cabinet discussed the possibility of implementing an orientation for new students that would be a first-semester requirement. Dr. Cederholm and Mr. Gibson will discuss and prepare a plan for this.
- Mr. Cannon and Dr. Exley will finalize the number of tuition waivers to set aside for Career and Technical programs.



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

January 16, 2019

Attendees

Mr. Robert Exley, Mr. Jason Cannon, Ms. Shelley Smith, Mr. Joe Whitmore, Dr. Annette Cederholm, Ms. Teresa Walker, Mr. Randy Maltbie, Ms. Kelli Conley

Convened

2 p.m.

Old Business

1. Strategic Planning
 - Dr. Exley and Ms. Smith led discussion on a new printed Strategic Planning document in terms of the information that should be included and next steps.
 - The Cabinet discussed those who would receive the document and what information would be pertinent to include in that document that would be beneficial to that audience.
 - The Cabinet agreed the format of the printed document was acceptable as it is.
 - Dr. Exley and Ms. Smith will begin working on a draft of the document for the Cabinet to review.
2. Enrollment Update
 - Dr. Exley reviewed the most recent enrollment data for Spring.
 - In reviewing the enrollment graphs, there wasn't as large a dip in enrollment following the drop.
 - Enrollment numbers are up as of today, but the data doesn't show how many of the students are those who were able to register now for the Mini II term. In 2018, students had to wait until the end of the Mini I term before they could register for the Mini II.

New Business

1. ACCSHRMA Diversity Conference (February 21, 2019 @ Jeff State Chilton-Clanton Campus)
 - The early bird deadline is Jan. 25, so attendees need to be submitted this week.
 - Cabinet members identify employees in their areas who can attend and send those names to Amanda Gunnels and copy Ms. Conley on the email.
2. AACC Annual Meeting (April 13-16, 2019 in Orlando, FL)
 - Dr. Cederholm will be attending.
3. SACSCOC Fifth Year Report – Dr. Annette Cederholm
 - Dr. Cederholm reviewed the standards that will need to be included in the 5th year interim report and who the primary and secondary writers are for each standard. She included deadlines for the completion of each section.
 - Dr. Cederholm also identified the proofreaders for each section of the report.
 - Mr. Maltbie will work on updating SPOL to the next version so the information can be accessed and included in the report.
 - Dr. Cederholm will send a link of the new standards and the resource manual to the Cabinet.
 - The deadline to have the report to SACSCOC is Sept. 13.
4. Open Discussion
 - Mr. Whitmore updated the Cabinet on plans to police parking during the Marshall County Basketball Tournament, which will be held on campus Jan. 21-26. Dynamic Security will also have extra security personnel available that week.
 - Mr. Whitmore updated the Cabinet on the budget. He accesses the budget based on the number of credit hours students have registered for. In terms of credit hours versus the budget, the College is down a bit but not as much as this time last year.
 - Mr. Maltbie shared that he has accepted a new position with the System Office effective the first of February. He's been with the College 20 years. Ms. Smith will work with Lindsey King to plan an appreciation reception to honor Mr. Maltbie.
 - The Cabinet discussed the process of working with the System Office on implementing a system-wide operation management system. The Cabinet identified challenges employees have had in working on the implementation and discussed options to help employees address those challenges.
 - Dr. Cederholm reported that an adjunct instructor was hired today for Aviation, so no classes need to be cancelled. The program was in need of instructors in light of the resignation of Program Chair Dan Owen.
 - Mr. Cannon reported that Misty Merilien has resigned from the Student Services Office. She submitted a 30 day notice on Tuesday.
 - Dr. Cederholm reported on the progress of the summer faculty work policy. The faculty has reviewed it and signed off on the policy. Mr. Maltbie made a motion

to approve the policy. Ms. Smith second the motion, and the motion passed unanimously.

- Dr. Cederholm reported that the Swift Apple App program now has six students enrolled this Spring.
- Dr. Exley asked the Cabinet for input on a place to display the Alabama Bicentennial flag that he was given. Mr. Whitmore said he would consult with Steve Williams on a place to display it.

Upcoming Events

January

- 17 Last Day to Register or Add a Class
Last Day to Drop a Class without Penalty
Women's Basketball @ Oakwood University, 5:30 pm
Men's Basketball vs Beville State, 7 pm, SSCC
- 19 Women's Basketball vs Carver College, 2 pm, SSCC
- 21 Martin Luther King, Jr. Holiday (College Closed)
- 22 Men's Basketball @ Marion Military, 7 pm
- 24 Women's Basketball @ Southern Union, 5:30 pm
Men's Basketball @ Southern Union, 7:30 pm
- 25-26 Softball @ Galveston College Invitational
- 25 Jeff Kensmore Recital, 7 pm Fielder Auditorium
- 26 Voice Masterclass, 10 am-12 noon, Fielder Auditorium
Tennis @ Birmingham Southern, 12 noon
- 28 Pell Grant Check Release
Women's Basketball vs Wallace-Hanceville, 5:30 pm, SSCC
Men's Basketball vs Wallace-Hanceville, 7:30 pm, SSCC
- 30 SSCC Alumni Association Chili Luncheon Fundraiser, 11 am-1 pm, Commons Area
Women's Basketball @ Chattanooga State, 4:30 pm
Men's Basketball @ Chattanooga State, 6:30 pm

February

- 1-2 Baseball vs Mineral Area College, 1 pm, SSCC
- 2 Tennis @ Shorter University, 12 noon
- 4 Women's Basketball vs Lawson State, 5:30 pm, SSCC
Men's Basketball vs Lawson State, 7:30 pm, SSCC



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

February 6, 2019

Attendees

Mr. Robert Exley, Mr. Jason Cannon, Ms. Shelley Smith, Mr. Joe Whitmore, Ms. Teresa Walker, Mr. Don Roden, Ms. Kelli Conley

Absent

Dr. Annette Cederholm,

Convened

1:30 p.m.

Old Business

1. Strategic Planning

- Dr. Exley only had one reply to the plan information he emailed campus wide. The deadline for replies is Friday, and after that, Ms. Smith will move forward with the document.
- Ms. Smith will send a copy of the document to Mr. Roden.
- SPOL is back up and up-to-date.

2. Enrollment Update

- Enrollment is about even with Mini II registration still on-going. Credit hour production is about three percent below last spring.
- Now's the time to focus on summer enrollment as well because of the record-breaking enrollment the College has had in recent years.
- Transient enrollment has grown while student retention has decreased.
- Thirty-eight percent of the credit hours this spring are traditional, face-to-face credit hours.

3. Update on the McCain Building renovation
 - Mr. Whitmore provided an update on the RFQ issued to hire an architect for the project. Ten proposals were submitted. Three of the 10 architects visited the campus and asked questions to gain more details about the projects. Those three were brought to campus for interviews Monday.
 - After consideration, Phil Black was chosen to act as the architect. Mr. Black has worked with the College in the past. He has done some preliminary work on the programming for the McCain, and he already has a substantial knowledge of the College's needs for the campus.
 - Mr. Whitmore said the next step is to meet with Mr. Black to move forward with the programming.

New Business

1. Open Discussion
 - Mr. Roden provided an update on his transition to Acting Chief Information Technology Officer. He asked for anyone with outstanding issues to get with him about resolving those. He's working with athletics to get a laptop for some of the coaches and to get wireless accessible at the ball fields. Brent Brackett has moved from the technology department and is working as a computer technician in the IT department. His office is now located in the basement of the Science Building.
 - Mr. Whitmore discussed a building fee increase approved by the Board of Trustees in January. The increase from \$12 to \$15 in building fees was approved for the spring term, but spring registration had begun before the official approval. Since the increase was not implemented in the spring, the Cabinet discussed the best time to implement the increase and determined that the best time to implement it would be this fall.
 - Mr. Whitmore discussed some restraints on the budget that may require a cut to the operations budget. He said he wanted the Cabinet to be aware of the issues.
 - Mr. Cannon reported that 21 applications were submitted for the vacancy in the Admissions office. He said he hoped interviews will be scheduled soon.

Upcoming Events

February

- | | |
|------|--|
| 8-10 | Softball @ Dothan Tournament |
| 9 | ACT Exam |
| | Women's Basketball @ Gadsden State, 2 pm |
| | Women's Tennis @ Huntingdon College, TBA |
| | Baseball @ Itawamba Community College, 1 pm & 3 pm |
| | Men's Basketball @ Gadsden State, 4 pm |
| 10 | Faculty and Friends Recital, 3 pm, Fielder |
| 11 | Women's Basketball vs Shelton State, 5:30 pm, SSCC |
| | Men's Basketball vs Shelton State, 7:30 pm, SSCC |

- 12 Baseball @ Columbia State Community College, 2pm
- 13 ACCS Board of Trustees Meetings, Montgomery
Women's Tennis @ Marion Military Institute, 1 pm
Women's Softball@ Itawamba Community College, 2 pm & 4 pm
- 14 60% Day of Term for Mini I
Pan Latino Valentine's Day Sweets Sale, 9-11 am, Commons Area
Men's Basketball @ Bevill State, 7 pm
- 15-17 Men's Golf @ Coastal Alabama
- 15-16 Women's Softball @ Gulf Shores Tournament
- 15 Women's Basketball vs Coastal AL-South, 5:30 pm, SSCC
- 18 Women's Tennis @ Coastal AL-South, 12 noon
Men's Basketball vs Marion Military Institute, 7 pm
- 19 Baseball vs Itawamba Community College, 12 noon & 2 pm, SSCC
- 20 President's Cabinet Meeting – Christopher VandenBosch ClassLink Overview



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

February 20, 2019

Attendees

Mr. Robert Exley, Mr. Jason Cannon, Ms. Shelley Smith, Dr. Annette Cederholm, Ms. Kelli Conley, Ms. Brittany Goble, Ms. Patti Morgan

Absent

Ms. Teresa Walker, Mr. Don Roden, Mr. Joe Whitmore,

Convened

2 p.m.

Old Business

1. Strategic Planning
 - Ms. Smith provided an update on the printed strategic planning document. She approved the printer's proof of the document today. There were no changes, so it should be delivered within a week to two weeks.
 - Cabinet members need to start inputting action plans into SPOL.
2. Enrollment Update
 - Dr. Exley reported on the difference in credit hour production with this spring semester in comparison to last spring.
 - Registration is still ongoing for the Mini II term.

New Business

1. ClassLink Overview – Christopher VandenBosch

- Mr. VandenBosch led a presentation on the ClassLink product and how it could benefit Snead State. The presentation included a demonstration of the product.
 - The product would provide a single sign-on for students for key programs, such as mySnead and blackboard. The product is also mobile friendly.
 - Analytics is also a function of the product. The product will compile information on who is using the tools, what tools they're using, how often they use the tools, etc.
 - The product also provides a consolidation of files on all of the drives.
 - The product will also allow for push notifications.
2. Approval of Grant – Existing Industry Training Program
- The grant is being funded by Alabama Community College System. There's no deadline for the application. The funds will be awarded on a first-come, first-serve basis until they are expended.
 - The grant request is for \$12,400. The grant requires matching funds, which the College will provide in salaries/benefits used during training.
 - The grant will pay tuition for the MSSC Certified Production Technician training for 10 people with four companies: Atrion, Syncro, HFI and Kappler.
 - The Cabinet unanimously approved submitting the request.
3. Open Discussion
- Dr. Cederholm updated the Cabinet on the procedures in place to put together the SACSCOC 5th year interim report.
 - Dr. Cederholm updated the Cabinet on the work done by the policy committee she's serving on to address faculty course load and hours system wide.
 - Dr. Exley said Mr. Whitmore reported that the packet was approved to present the McCain building renovation to the Alabama Board of Trustees.
 - The Cabinet agreed to devote a Monday Memo edition to providing information on analyzing the enrollment trend for the spring semester.

Upcoming Events

February

- 21 Women's Basketball vs Southern Union, 5:30 pm, SSCC
Men's Basketball vs Southern Union, 7:30 pm, SSCC
- 22 Baseball vs Wallace-Dothan, 1 pm, LBW
Baseball @ Lurleen B. Wallace, 3 pm
Tennis vs Mississippi Gulf Coast Community College, 1 pm, Gadsden Tennis Center
Softball vs Walters State Community College, 10 am, SSCC
Softball vs Itawamba Community College, 2 pm, SSCC
- 23-25 Women's Golf vs Bishop State, TBD, Mobile
- 23 Softball vs Lakeland College, 10 am, SSCC
Softball vs Walters State Community College, 2 pm, SSCC
Baseball vs Wallace-Dothan, 1 pm, LBW
Baseball @ Lurleen B. Wallace, 3 pm

- Tennis vs Jones College, 12 noon, Gadsden Tennis Center
- 24 Softball vs Cleveland State Community College, 1 & 3 pm, SSCC
- 25 Last Day to Withdraw from a Mini I Class
- Women's Basketball @ Wallace-Hanceville, 5:30 pm
- Men's Basketball @ Wallace-Hanceville, 7:30 pm
- 26 Autism Students Workshop, 10-11 am, Fielder
- Autism Faculty/Staff Workshop, 2-3 pm, Administration Building 108
- Autism Community Workshop, 6-7:30 pm, Fielder
- Softball vs Chattanooga State Community College, 1 & 3 pm, SSCC
- 27 Baseball vs Martin Methodist, 12 noon & 2 pm, SSCC
- 28 Tennis vs Coastal Alabama South, 1 pm, Gadsden Tennis Center

March

- 1-2 Piano Festival, 7 pm, Fielder
- 1 Baseball vs Lincoln Trail College, 1 pm, SSCC
- 2 Baseball vs Lincoln Trail College, 12 noon & 2 pm, SSCC
- Tennis @ Central Alabama Community College, 1 pm
- 3-5 Men's Golf vs Calhoun, TBD, Decatur
- 4-9 Music Department Scholarship Auditions, TBD, Maze Music Building
- 4 Last Class Day of Mini I
- Softball @ Cleveland State Community College, 12 noon & 2 pm
- 5 Mini I Final Exams
- Tennis vs Itawamba Community College, 2 pm, SSCC
- Softball @ Walters State Community College, 1 pm & 3 pm
- Dual Enrollment Night for Homeschooled Students, 4:30-6 pm, Commons Area
- 6 Grades Due for Mini I, 11 am



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

March 6, 2019

Attendees

Mr. Robert Exley, Ms. Shelley Smith, Ms. Kelli Conley, Ms. Teresa Walker, Mr. Don Roden, Mr. Joe Whitmore

Absent

Dr. Annette Cederholm, Mr. Jason Cannon

Convened

1:30 p.m.

Old Business

1. Strategic Planning
 - Cabinet members received a copy of the Strategic Planning booklet to review and determine how they can support the goals.
 - Mr. Roden reported on the progress of updating SPOL. The server has to be updated first to support the newest SPOL software.
2. Enrollment Update
 - Dr. Exley reported the latest numbers for the spring semester as 2,166 students enrolled, which is up by 42 students, and 22,204 credit hours, which was down by 335 credit hours from the previous spring term.
 - The Spring Mini II term begins Monday.

New Business

1. McCain Update

- The paperwork has been completed for the item to be placed on the agenda for the Board of Trustees work session, which is scheduled a week from today
- Dr. Exley mentioned sharing information about the McCain programming with the campus and, at the same time, ask for suggestions for use of the land where the SUB was located.

2. Open Discussion

- The Cabinet discussed ideas for an article submission for the Spring ACCA Journal. The Cabinet decided to feature the training offered through workforce development with the last year as the article submission.
- The Cabinet discussed suggestions for individuals who may be willing to serve on the Foundation Board.
- The Commencement speaker will be Alabama Secretary of State John Merrill.

Upcoming Events

March

- 4-9 Music Department Scholarship Auditions, by appointment, Maze Music Building
- 6 Grades Due for Mini I, 11 am
- 7 Dorm Opens for Mini II
Samford Representative, 10 am-12:30 pm, Commons Area
Baseball vs Itawamba Community College, 12:00 noon, SSCC
- 8 Tennis vs Marion Military, 1 pm, SSCC
- 9 Jazz Improvisation Clinic, 12-5 pm, Maze Music Building
Jazz Concert, 7 pm, Bevill Center
Tennis vs Central Alabama, 1 pm, SSCC
- 11 Classes Begin for Mini II
- 12 Mini II Classes: Last Day to Register, Add a Class, or Drop without Penalty
Tennis vs Wallace-Hanceville, 2 pm, SSCC
NSLS Speaker Broadcast (Diamond Dallas Phillips), 6-7:30 pm, Weathers Lecture Hall
- 14 Baseball vs Southern Union, 12 noon, SSCC
- 16 Baseball vs Southern Union, 2 pm, Southern Union
Tennis vs East Central Community College, 2 pm, Gadsden Tennis Center
- 18-22 Spring Break
- 18 Baseball vs Martin Methodist, 2 pm, Martin Methodist
- 20 NSLS Speaker Broadcast (Dr. Shefali), 4-5:30 pm, Weathers Lecture Hall



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

April 17, 2019

Attendees

Mr. Robert Exley, Ms. Shelley Smith, Ms. Kelli Conley, Ms. Teresa Walker, Mr. Don Roden, Mr. Joe Whitmore, Mr. Jason Cannon

Absent

Dr. Annette Cederholm

Convened

2 p.m.

Old Business

1. Strategic Planning
 - Cabinet members should be putting their data into SPOL.
 - The Cabinet will review the Strategic Planning objectives and determine the baseline data that should be collected.
2. Enrollment Update
 - Enrollment for Summer has almost reached 6000 credit hours, which will put enrollment slightly higher of where enrollment was on this day last summer.
 - So far, summer enrollment consists of 60% transient.
 - So far, head count has increased greatly.
 - The Cabinet discussed challenges with the system wide Banner implementation that will affect registration and enrollment for fall.
 - Mr. Whitmore reported that because of the Banner implementation, the Business Office is going to have to close purchasing for a few weeks. Managers who need anything from June to July, they need to submit requisitions before the first of June. This will be the first of two "year-end" processes for the year.

New Business

1. McCain Update
 - The Board of Trustees approved the renovation project for the McCain Building.
 - The architect has plans drawn for the exterior and interior and will meet with Mr. Whitmore and Mr. Roden to discuss the plans and identify any issues that need addressing.
 - The contract has been let for the environmental testing process of the project.
 - The estimated cost of the building is \$9-9.5 million, but the budget is \$10.5 million to include a 10 percent contingency. The College has been approved for a bond issue for up to \$13.5 million. The difference of \$3.5-4 million is to pay off a balloon note.
2. Open Discussion
 - There was no other business presented for discussion.

Upcoming Events

April

- 17 Softball @ Marion Military, 1 pm
- 18 Boaz Area Chamber of Commerce After Hours, 5-7 pm, Weathers Hardware
Music Department Rehearsal, 6-8 pm, Fielder
Baseball vs Wallace-Hanceville, 11 am, SSCC
Softball @ Marion Military, 3 pm
- 19 All-Alabama Academic Team Recognition Program, 12 noon, Marriott Prattville at Capitol Hill
Gospel Concert, 6 pm, Bevill Center
- 20-23 Men's Golf @ District 4 Tournament, TBA, Marion, IL
- 20 Baseball @ Wallace-Hanceville, 3 pm
60% Day of Term for Mini II
ACMC Chapter 50 Scholarship Ride, depart 11:30 am from Science Building Parking Lot
- 22 Wind Band Rehearsal, 5-9 pm, Bevill Center
- 23 Athens State Representative, Commons
Albertville Chamber Early Bird, 7:30 am, Chick-fil-A Guntersville
Softball vs Bevill State, 2 pm, SSCC
Baseball @ Columbia State, 3 pm
- 24 Pan Latino Snack Sale, 10-11 am, Gazebo (Commons, if rain)
Softball @ Chattanooga State, 1 pm
- 25 SSCC Award's Day, 10 am, Fielder
Baseball @ Shelton State, 3 pm
PTK Induction, 6 pm, Bevill Center
Last Day to Withdraw with "W" from Mini II Classes
Last Day to Withdraw from a Class

- 27 Baseball vs Shelton State, 12 noon, SSCC
- 28 Community Wind Band Concert, 3 pm, Bevill Center
- 30 Wellness Screening, 8am-12noon, Bevill Kitchen
NSLS Induction, 6 pm, Fielder
BHS Show Choir, 5 pm, Bevill Center
Boaz Area Chamber Taste of Sand Mountain, 5-7 pm, Downtown Main Street (The Event Center, if rain)



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

April 17, 2019

Attendees

Mr. Robert Exley, Ms. Shelley Smith, Ms. Kelli Conley, Ms. Teresa Walker, Mr. Don Roden, Mr. Joe Whitmore, Mr. Jason Cannon

Absent

Dr. Annette Cederholm

Convened

2:30 p.m.

Old Business

1. Strategic Planning
 - The Cabinet had no items to discuss.
2. Enrollment Update
 - Enrollment for the summer semester reached 9,000 credit hours today. Last summer, credit hours didn't hit this benchmark until five days later in the registration period.

New Business

1. McCain Update
 - Mr. Whitmore shared preliminary renderings of the external elevations for the renovated McCain building.
2. ACCS Board Policies

- Ms. Conley took the 600 policies and determined which ones affected which Cabinet member's area of supervision. She also printed the relevant college policies, and she will give both to the Cabinet members to begin revision.
- Mr. Whitmore shared some information about the approved policies that the Cabinet needed to be aware of, including the policy regarding hours of part-time employees and the policy regarding catastrophic leave.

3. Open Discussion

- Individuals with writing assignments for the Fifth Year Report need to have first drafts to Dr. Annette Cederholm by midnight. (See attached email)
- Mr. Whitmore and Mr. Cannon suggested to host a meeting every other week between now and July 1 to provide updates on the Banner migration. The Cabinet agreed this was a good idea.
- Mr. Whitmore and Mr. Mark Richard are working on bid specifications on redoing the gym floor. The flooring is over 25 years old. Mr. Whitmore said another floor covering is also being purchased. Other projects to begin during the summer include the greenhouse and ADA doors. Mr. Whitmore is going to put together a list of summer projects, and Ms. Smith will include the information in an upcoming Monday Memo for employees' information.
- Dr. Exley reviewed information he received regarding budget earmarks from the State. The allocation for the aviation program is not as high as we expected.
- Dr. Exley reviewed House Bill 498 regarding enforcement for anyone protesting a speaker exercising his right to free speech.
- Dr. Exley reviewed the proposal Ms. Smith received for the redesign of the website. Ms. Smith talked about the highlights of the proposal.
- Ms. Smith will get copies of the annual report to the Cabinet members.
- Mr. Cannon reported the NSLS induction last night went well. They had 89 of the 99 inductees to participate.
- The deadline to submit requisitions before the first year-end is June 7.
- Dr. Exley informed the Cabinet about his conversation with the presidents at Gadsden State and Northeast Alabama regarding service areas for each college.
- Secretary of State John Merrill will arrive at 4 p.m. for Commencement next Thursday. Refreshment for the Cabinet and guests will be available in the President's Office at 4 p.m. More will be included during Commencement for our Hispanic students. About 238 students are expected to participate.
- About 134 people have RSVP'ed for Alumni Homecoming on Friday.

Upcoming Events

May

- | | |
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| 2 | Marshall County Schools MOU Signing & Lunch, 10 am, Marshall Technical School
Baseball vs Central Alabama, 12 noon, SSCC
Last Class Day
Community Choir Concert, 7 pm, Bevill |
| 3-9 | Final Exams |
| 3 | Alumni Homecoming, 6 pm, SSCC Gym (5 pm Social Hour) |

- 4 Baseball @ Central Alabama, 2 pm
- 5-10 NJCAA Women's Tennis Championship, Tyler, TX
- 5 Voice Studio Recital, 6 pm, Fielder
- 6 Music Department Juries, 2-5 pm, Fielder
- 7 Nursing Program Pinning Ceremony, 6 pm, Bevill
Commencement Rehearsal/Ice Cream Social, 2-4 pm, Gym/Commons
Schedule Drop for Non-Payment for Summer Term
- 9 Commencement, 5 pm, SSCC Gymnasium
- 10 MDEC Scheduled Power Outage, 8 am-12 noon
Grades Due, 11 am
Dormitory Closes, 12 noon
Faculty Duty Day
- 11 SSCC Men's and Women's Golf Fundraiser Tournament, 9 am, Guntersville State Park
- 13 Faculty Duty Day

From: Cederholm, Annette <Annette.Cederholm@snead.edu>

Sent: Monday, April 29, 2019 12:50 PM

To: Exley, Robert <Robert.Exley@snead.edu>; Whitmore, Joe <Joe.Whitmore@snead.edu>; Cannon, Jason <Jason.Cannon@snead.edu>; Smith, Shelley <Shelley.Smith@snead.edu>; Gibson, Michael <Michael.Gibson@snead.edu>

Cc: Conley, Kelli <Kelli.Conley@snead.edu>; Krueger, Rhea <Rhea.Krueger@snead.edu>; Denham, Cynthia <CDenham@snead.edu>

Subject: Fifth Year Report

Last week I served on an off-site committee for SACSCOC; I have previously served on an on-site committee and a substantive change site visit.

One thing I have taken away from these meetings is that we don't need to start from scratch when completing our fifth year report. We can look at what we submitted for our reaffirmation 5 years ago and tweak and update the language and update the documentation to current information for our fifth year report.

I have attached some guidelines for how to access our reaffirmation document in compliance assist. I have also attached the crosswalk document that shows the old standard numbers and the new standard numbers.

The report assignments are also attached; the first round is due May 1.

Serving on these committees has really given me insight into the SACSCOC accreditation process; please let me know if you have any questions or need any other assistance.

Have a great day!

Annette Cederholm, Ed.D.

Vice President for Academic Affairs

Snead State Community College

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Snead State Community College
5th Year Interim Report
Review Assignments

		STANDARDS REVIEWED	PRIMARY WRITER/SECONDARY
1.	5.4	Qualified administrative/academic officers	Exley/Whitmore
2.	CR 6.1	Full-time faculty	Cederholm
3.	6.2.b.	Program faculty	Cederholm
4.	6.2.c	Program coordination	Cederholm
5.	CR 8.1	Student Achievement	Cederholm
6.	8.2.a.	Student outcomes: educational programs	Cederholm
7.	CR 9.1	Program Content	Cederholm
8.	CR 9.2	Program length	Cederholm
9.	10.2	Public information	Cannon/Smith
10.	10.3	Archived information	Cannon
11.	10.5	Admissions policies and practices	Cannon
12.	10.6	Distance and correspondence education	Cannon/Gibson
13.	10.7	Policies for awarding credit	Cannon
14.	10.9	Cooperative academic arrangements	Cannon/Cederholm
15.	CR 12.1	Student support services	Cannon
16.	12.4	Student complaints	Cannon/Cederholm/Exley
17.	13.6	Federal and state responsibilities	Whitmore/Cannon
18.	13.7	Physical resources	Whitmore/Gibson
19.	13.8	Institutional environment	Whitmore
20.	14.1	Publication of accreditation status	Cannon/Smith
21.	14.3	Comprehensive institutional reviews	Exley
22.	14.4	Representation to other agencies	Exley/Whitmore
23.	QEP	Quality Enhancement Plan	Gibson/Morgan/Cannon/Cederholm

DEADLINES (all narratives and supporting documents must be in Compliance Assist):

1 May 2019 - 5.4, 13.6, 13.7, 13.8, 14.1, 14.3, 14.4

1 June 2019 - CR 6.1, 6.2.b, 6.2.c, CR 8.1, 8.2.a, CR 9.1 and CR 9.2 and **QEP**

1 July 2019 – 10.2, 10.3, 10.5, 10.6, 10.7, 10.9, CR 12.1, and 12.4

Dr. Denham and Rhea Krueger will proofread the QEP

Kelli Conley and Shelley Smith will proofread the 5th year report in Compliance Assist



Click on the link below to get to the Compliance Assist page:

<https://snead.compliance-assist.com/accreditation/login.aspx?ReturnUrl=%2faccreditation%2findex.aspx>

Your user name is the initial of your first name and last name (ex: acederholm)

Your password should be the same as your user name unless you changed it after you logged in for the first time. If you have forgotten your password, let me know and I will reset it for you.

This is what you should see after you log in:




SNEAD STATE Community College

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[SACSCOC >](#)
[Reaffirmation of Accreditation](#)
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- [College Overview](#)
- [Leadership Team](#)

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- [Navigating This Site](#)
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Welcome to Snead State Community College

Snead State Community College has a rich heritage of educational excellence that is unique among two-year colleges. Since 1898, Snead has been committed to meeting the needs of students through a high quality, challenging curriculum that prepares them for their next step in life, whether it be entering the workforce or pursuing a four-year degree.

The peer-review process provided by the Commission on Colleges is invaluable because it provides a template for excellence in all aspects of our operations. This reaffirmation process has helped Snead State maintain the high level of quality our students, our alumni, our college system and our community have come to expect.



Robert J. Exley, Ph.D.
President

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If you click on the Reaffirmation of Accreditation link, you will be taken our 10 year reaffirmation report from 2014. You can click on the standard number and see what was submitted back then. Since the standards and numbers have changed, I have provided a crosswalk for the new standards. There is no need to reinvent and start new narratives; I would encourage you to use what was submitted for our reaffirmation and update the language and documentation so that it is current. You can copy and paste the narratives into a word document and make changes.

Accreditation
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SNEAD STATE Community College

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Options

Compliance Report
Substantive Change Monitoring Report
Focused Report
Response to Visiting Committee Report
Monitoring Report

Report Overview

Part I: Signatures Attesting to Integrity

Part II: List of Substantive Changes Approved Since the Last Reaffirmation

Part III: Requirements

Core Requirements

- 2.1 - Degree-granting Authority
- 2.2 - Governing Board
- 2.3 - Chief Executive Officer
- 2.4 - Institutional Mission
- 2.5 - Institutional Effectiveness
- 2.6 - Continuous Operation
- 2.7.1 - Program Length
- 2.7.2 - Program Content
- 2.7.3 - General Education
- 2.7.4 - Coursework for Degrees
- 2.8 - Faculty
- 2.9 - Learning Resources and Services
- 2.10 - Student Support Services
- 2.11.1 - Financial Resources
- 2.11.2 - Physical Resources
- 2.12 - Quality Enhancement Plan

Comprehensive Standards

- 3.1.1 - Institutional Mission
- 3.2.1 - Governance and Administration: CEO evaluation/selection
- 3.2.2 - Governance and Administration: Governing Board Control
- 3.2.2.1 - Governance and Administration: Governing Board Control: Mission
- 3.2.2.2 - Governance and Administration: Governing Board Control: Fiscal Stability
- 3.2.2.3 - Governance and Administration: Governing Board Control: Institutional Policy

Judgments

- Compliance
- Partial Compliance
- Non-Compliance
- Not Applicable

Once you have made the changes to the narrative, you will then want to copy them into the 5th year report link. Click on the home link that will take you back to the page you saw when you original logged in.

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Robert J. Exley, Ph.D.
President

Click on the drop down arrow by Reaffirmation of Accreditation and you will see a link to the Fifth Year Interim Report; click on that link and you will be taken to the current fifth year report.

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Substantive Change - Program Expansion at a New Site
Fifth Year Interim Report

Snead State Community College has a rich heritage of educational excellence that is unique among two-year colleges. Since 1898, Snead has been committed to meeting the needs of students through a high quality, challenging curriculum that prepares them for their next step in life, whether it be entering the workforce or pursuing a four-year degree.

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Robert J. Exley, Ph.D.
President

Click on the standard; in the upper right corner, click on the options drop down and click on Edit Item.

 Accreditation

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Home | SACSCOC > Fifth Year Interim Report | Options

Fifth-Year Interim Report | Document Directory

 **Report Overview**

Part I: Signatures Attesting to Integrity

Part II: Institutional Summary Form Prepared for Commission Review

Part III: Fifth-Year Compliance Certification

Section 5. Administrative Organization
R - 5.4 - Qualified Administrative/Academic Officers

Section 6. Faculty
CR - 6.1 - Full-Time Faculty
R - 6.2.b - Program Faculty
R - 6.2.c - Program Coordination

Section 8. Student Achievement
CR - 8.1 - Student Achievement
R - 8.2.a - Student Outcomes: Educational Programs

Section 9. Educational Program Structure and Content
CR - 9.1 - Program Content
CR - 9.2 - Program Length

Section 10. Educational Policies, Procedures, and Practices
R - 10.2 - Public Information
R - 10.3 - Archived Information
R - 10.5 - Admissions Policies and Practices
R - 10.6.a - Distance and Correspondence Education
R - 10.6.b - Distance and Correspondence Education
R - 10.6.c - Distance and Correspondence Education
R - 10.7 - Policies for Awarding Credit
R - 10.9 - Cooperative Academic Arrangements

Section 12. Academic and Student Support Services
CR - 12.1 - Student Support Services

Judgments
✓ Compliance
✗ Non-Compliance
— Not Applicable

Narrative

B I U abc [list icons] [link icon] A [font size dropdown] [text color dropdown] [background color dropdown] Normal [edit icon]

[undo] [redo] [insert link] [insert image] [insert video] [insert audio] [insert calendar] [insert location] [insert document] Custom Links [help icon]

Design < HTML Words: 0 Characters: 0

Requirement Sources

Add Folder Upload File
Select a folder below for more options.

Getting Started

Use the "Add Folder" & "Upload File" buttons above to start adding sources to this item.

Select an existing folder to create subdirectories within or to upload files into the folder.

Right-click on any item to rename or delete it.

Right-click on an existing document and choose "Replace" to upload another document in its place.

Document Directory Sources

New Document Source

Name	View	Edit	Delete
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You can go back into the standard anytime and make changes; you will just click on the standard and click edit item under options.

Staff Crosswalk from 2012 *Principles of Accreditation* to 2018 *Principles of Accreditation*

(Note: CR=Core Requirement)

<i>Principles (2012 Edition)</i>	<i>Principles (2018 Edition)</i>
PR 1.1 (Integrity)	1.1 (Integrity) [CR]
CR 2.1 (Degree-granting authority)	3.1.a (Degree-granting authority) [CR]
CR 2.2 Governing board	4.1[a-d] (Governing board characteristics) [CR]
CR 2.3 (Chief executive officer)	4.1 [e] (Governing board characteristics) [CR] 5.1 (Chief executive officer) [CR]
CR 2.4 (Institutional mission)	2.1 (Institutional mission) [CR]
CR 2.5 (Institutional effectiveness)	7.1 (Institutional planning) [CR]
CR 2.6 (Continuous operation)	3.1.c (Continuous operation) [CR]
CR 2.7.1 (Program length)	9.2 (Program length) [CR]
CR 2.7.2 (Program content)	9.1 (Program content) [CR]
CR 2.7.3 (General education)	9.3 (General education requirements)
CR 2.7.4 (Course work for degrees)	3.1.b (Course work for degrees) [CR]
CR 2.8 (Faculty)	6.1 (Full-time faculty) [CR] 6.2.b (Program faculty)
CR 2.9 (Learning resources and services)	11.1 (Library and learning/information resources) [CR]
CR 2.10 (Student support services)	12.1 (Student support services) [CR]
CR 2.11.1 (Financial resources)	13.1 (Financial resources) [CR] 13.2 (Financial documents) [CR]
CR 2.11.2 (Physical resources)	13.7 (Physical resources) [in part]
CR 2.12 (Quality Enhancement Plan)	7.2 (Quality Enhancement Plan) [in part]
CS 3.1.1 (Mission)	4.2.a (Mission review)
CS 3.2.1 (CEO evaluation/selection)	4.2.c (CEO evaluation/selection)
CS 3.2.2.1 (Governing board control-mission)	4.2.a (Governing board characteristics)
CS 3.2.2.2 (Governing board control-finances)	4.1.b (Governing board characteristics)
CS 3.2.2.3 (Governing board control-policies)	4.2.b (Board/administrative distinction)
CS 3.2.2.1 (Governing board control-mission)	4.3 (Multi-level governance)
CS 3.2.2.2 (Governing board control-finances)	4.3 (Multi-level governance)
CS 3.2.2.3 (Governing board control-policies)	4.3 (Multi-level governance)
CS 3.2.3 (Board conflict of interest)	4.2.d (Conflict of interest)
CS 3.2.4 (External influence)	4.2.f (External influence)
CS 3.2.5 (Board dismissal)	4.2.e (Board dismissal)
CS 3.2.6 (Board/administration distinction)	4.2.b (Board/administration distinction)
CS 3.2.7 (Organizational structure)	<i>No corresponding requirement</i>
CS 3.2.8 (Qualified administrative/academic officers)	5.4 (Qualified administrative/academic officers) [in part]

<i>Principles (2012 Edition)</i>	<i>Principles (2018 Edition)</i>
CS 3.2.9 (Personnel appointments)	5.5 (Personnel appointment and evaluation)
CS 3.2.10 (Administrative staff evaluations)	5.4 (Qualified administrative/academic officers) [in part]
CS 3.2.11 (Control of intercollegiate athletics)	5.2.a (CEO control) in part 5.2.b (Control of intercollegiate athletics)
CS 3.2.12 (Fund-raising activities)	5.2.c (Control of fund-raising activities)
CS 3.2.13 (Institution-related entities)	5.3 (Institution-related entities)
CS 3.2.14 (Intellectual property rights)	<i>No corresponding requirement</i>
CS 3.3.1.1 (IE-educational programs)	8.1 (Student achievement) 8.2.a (Student outcomes: educational programs)
CS 3.3.1.2 (IE-administrative support services)	7.3 (Administrative effectiveness)
CS 3.3.1.3 (IE-academic & student support services)	8.2.c (Student outcomes: academic and student support services)
CS 3.3.1.4 (IE-research)	<i>No corresponding requirement</i>
CS 3.3.1.5 (IE-community/public service)	<i>No corresponding requirement</i>
CS 3.3.2 (Quality Enhancement Plan)	7.2 (Quality Enhancement Plan)
CS 3.4.1 (Academic program approval)	10.4 (Academic governance) [in part]
CS 3.4.2 (Continuing education/service programs)	<i>No corresponding requirement</i>
CS 3.4.3 (Admissions policies)	10.2 (Public information) 10.5 (Admissions policies and practices) [in part]
CS 3.4.4 (Acceptance of academic credit)	10.8 (Evaluating and awarding academic credit)
CS 3.4.5 (Academic policies)	10.1 (Academic policies)
CS 3.4.6 (Practices for awarding credit)	10.7 (Policies for awarding credit) [in part]
CS 3.4.7 (Consortial relationships/contracts)	10.9 (Cooperative academic arrangements)
CS 3.4.8 (Noncredit to credit)	10.7 (Policies for awarding credit) [in part]
CS3.4.9 (Academic support services)	12.1 (Student support services) [CR]
CS 3.4.10 (Responsibility for curriculum)	10.4 (Academic governance) [in part]
CS 3.4.11 (Academic program coordination)	9.1 (Program content) 6.2.c (Program coordination)
CS 3.4.12 (Technology use)	11.3 (Library and learning/information access) [in part]
CS 3.5.1 (General education competencies)	8.2.b (Student outcomes: general education)
CS 3.5.2 (Institutional credits for a degree)	9.4 (Institutional credits for an undergraduate degree)
CS 3.5.3 (Undergraduate program requirements)	9.7 (Program requirements) [in part]
CS 3.5.4 (Terminal degrees of faculty)	<i>No corresponding requirement</i>
CS 3.6.1 (Post-baccalaureate program rigor)	9.6 (Post-baccalaureate program rigor) [in part]

<i>Principles (2012 Edition)</i>	<i>Principles (2018 Edition)</i>
CS 3.6.2 (Graduate curriculum)	9.6 (Post-baccalaureate program rigor) [in part]
CS 3.6.3 (Institutional credits for graduate degree)	9.5 (Institutional credits for a graduate/professional degree)
CS 3.6.4 (Post-baccalaureate program requirements)	9.7 (Program requirements) [in part]
CS 3.7.1 (Faculty competence)	6.2.a (Faculty qualifications)
CS 3.7.2 (Faculty evaluation)	6.3 (Faculty appointment and evaluation) [in part]
CS 3.7.3 (Faculty development)	6.5 (Faculty development)
CS 3.7.4 (Academic freedom)	6.4 (Academic freedom)
CS 3.7.5 (Faculty role in governance)	10.4 (Academic governance) [in part]
CS 3.8.1 Learning/information resources	11.1 (Library and learning/information resources) [in part] [CR]
CS 3.8.2 Instruction of library use	11.3 (Library and learning/information resources access)
CS 3.8.3 Qualified staff	11.2 (Library and learning/information resources staff)
CS 3.9.1 Student rights	12.3 (Student rights)
CS 3.9.2 Student records	12.5 (Student records)
CS 3.9.3 Qualified staff	12.2 Student support services staff)
CS 3.10.1 Financial stability	13.3 (Financial responsibility) [eliminates requirement for recent history]
CS 3.10.2 Financial aid audits	13.6 (Federal and state responsibilities) [in part]
CS 3.10.3 Control of finances	13.4 (Control of finances)
CS 3.10.4 Control of sponsored research/ext. funds	13.5 (Control of sponsored research/external funds)
CS 3.11.1 Control of physical resources	13.7 (Physical resources) [in part]
CS 3.11.2 Institutional environment	13.8 (Institutional environment)
CS 3.11.3 Physical facilities	13.7 (Physical resources)
CS 3.12.1 Substantive change	14.2 (Substantive change)
CS 3.13.1 Commission policies	14.5 (Policy compliance)
CS 3.13.1 (“Accrediting Decisions of Other Agencies”)	14.4 (Representation to other agencies)
CS 3.13.2 (“Agreements Involving Joint and Dual Academic Awards: Policy and Procedures”)	10.9 (Cooperative academic arrangements)
CS 3.13.3 (“Complaint Procedures Against the Commission or Its Accredited Institutions”)	12.4 (Student complaints) [in part]
CS 3.13.4.a (“Reaffirmation of Accreditation and Subsequent Reports”)	14.3 (Comprehensive institutional reviews)
CS 3.13.4.b (part of system or corporate structure)	4.3 (Multi-level Governance) or 14.5 a (if applicable) See Compliance Certification Report Template
CS 3.13.5.a (“Separate Accreditation for Units of a Member Institution”)	14.1 (Publication of accreditation status)
CS 3.13.5.b-No response required by institution	14.5 b (if applicable) See Compliance Certification Report Template

<i>Principles (2012 Edition)</i>	<i>Principles (2018 Edition)</i>
CS 3.13.6 (“Institutional Obligations for Public Disclosure”)	10.9 (Coop. academic agreements) 10.3 (Archived information)
CS 3.13.7 (“Advertising, Student Recruitment, and Representation of Accredited Status”)	10.5 (Admissions policies and practices)
CS 3.14.1 Publication of accreditation status	14.1.a (Publication of accreditation status) [in part]
FR 4.1 Student achievement	8.1 (Student achievement) [modified] [CR]
FR 4.2 Program curriculum	9.1 (Program content) [CR]
FR 4.3 Publication of policies	10.2 (Public information)
FR 4.4 Program length	9.2 (Program length) [CR]
FR 4.5 Student complaints	12.4 (Student complaints)
FR 4.6 Recruitment materials	10.5 (Admissions policies and practices) [in part]
FR 4.7 Title IV program responsibilities	13.6 (Federal and state responsibilities)
FR 4.8 Distance and correspondence education	10.6 [a-c] (Distance and correspondence education)
FR 4.9 Definition of credit hours	10.7 (Policies for awarding credit) [in part]

New Standards (2018)

<i>Principles (2012 Edition)</i>	<i>Principles (2018 Edition)</i>
<i>No corresponding requirement</i>	4.2.g (Board self-evaluation)
<i>No corresponding requirement</i>	12.6 (Student debt)



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

May 15, 2019

Attendees

Mr. Robert Exley, Ms. Shelley Smith, Ms. Kelli Conley, Ms. Teresa Walker, Mr. Don Roden, Dr. Annette Cederholm, Mr. Jason Cannon

Absent

Mr. Joe Whitmore

Convened

2 p.m.

Old Business

1. Strategic Planning
 - Dr. Exley led discussion of what needs to be inputted in SPOL for the Fifth-Year Report. Most of this falls within academics.
2. Enrollment Update
 - Dr. Exley reported that enrollment is currently 1,000 credit hours ahead of this point last year.
 - Dr. Cederholm reported that there shouldn't have any difficulty for students registering through Summer Mini II term, despite the launch of the new administrative software.
 - Mr. Cannon said there could be some confusion about which system to use to register for Mini II because two portals (one under the old Banner system and one under the new system-wide Banner system) will be going at the same time. Ms. Smith will need to develop continuous communication to try and offset the confusion.
 - The last day to register for the Summer Mini II term is July 9.

- Financial Aid will be the first to go live with the new Banner system next week, so Mr. Cannon suggested starting to develop the communication now.

New Business

1. McCain Update

- The project drawings are being reviewed by the Alabama Building Commission. Once the commission approves it, the College can begin developing bid packages.
- Dr. Exley shared the bond issue will probably be issued now while the rates are low.
- Once the College receives renderings on the renovation, more details will be shared with the College regarding the project.

2. Acceptance of \$5,000 Donation for CPT Training

- The \$5,000 donation will be move quarterly for certified production technician training. The donation is provided by the Marshall County Legislative Delegation.
- The Cabinet unanimously approved the total amount of the donation at \$20,000 to be distributed quarterly in \$5,000 increments.

3. Open Discussion

- Mr. Roden updated the Cabinet about the new log in information decided on for the new Banner system, which will include an “A” number that will be assigned to employees and students.
- Ms. Walker reported 44 people registered for a root cause analysis/problem solving class, provided through Workforce Development’s partnership with the University of Alabama.
- Dr. Exley mentioned two potential grant opportunities, and the Cabinet unanimously approved applying for those grants if feasible. One is available through JobCorps and is one the College will definitely pursue. The other is a very competitive grant for approximately \$50,000 for three years, but only six grants of this type are awarded nationally.
- The Cabinet members shared the dates for upcoming state-wide meetings. The presidents meeting is June 2-4, and the meeting for student services deans is the second week in June. The meeting for academic deans is May 29-31, and the information technology meeting is the third week in June. State-wide meetings for marketing and workforce development will be held in September.
- Dr. Exley asked Cabinet members to consult with their employees regarding upcoming travel. With the new Banner system implementation, the Business Office is having to do two year-ends, and because of the first, reimbursement to employees for travel could be delayed. The delay could be up to six weeks from the time the reimbursement forms are submitted. Mr. Whitmore will notify employees of this potential delay as well.
- A power outage for repairs has been scheduled by Marshall DeKalb Electric Cooperative for Friday from 8 a.m. until noon. The power outage will affect the Science Building, Administration Building and the dorm. Dr. Exley suggested keeping the buildings locked during this period and posting a sign notifying people that the

buildings are closed due to the power outage. Employees in those buildings will relocate to other parts of campus to work.

- Mrs. Smith shared information about the new One ACCS app being implement system-wide. The app is expected to go live by mid-July and can be customized for each college. Only the initial cohort of colleges implementing the new Banner system will be included in the app, but the other colleges will be added as they implement the system.
- Enrollment for the aviation is up. Both A&P classes for the summer have made. The program had its first student to pass the A&P program, beginning at Enterprise and completing at Snead State.
- The baseball team did very well in the ACCC Tournament.
- Two women's golf team members are competing individually in the ACCC Tournament and are still advancing.
- The Alabama School of Gospel Music begins June 3.
- Mr. Cannon reported that Paul Gore will handle the hiring of RAs for the dorm, and Amy Stone is currently accepting applications for the positions.
- Mrs. Smith reported that the use of the Full Measure notification/texting program is going well and is up for renewal. Before the college renews the agreement with Full Measure, key users of the program will participate in a demonstration of news products added to the platform to see if these could be added to the college's agreement.
- Mrs. Smith updated the Cabinet on the progress of the redesign of the website. The project will not begin until the new fiscal year, so Mrs. Smith is contacting the companies who have submitted proposals to notify them of the change in the timeline and asked for revised proposals. Then a small committee will evaluate the proposals according to an evaluation system to determine the company to handle the project.
- Dr. Exley reported that the replacement of the gym floor is being postponed until after basketball season. One reason for this is that the project could take a month to complete, and the other is that with the potential ADA issues, the College is going to involve architects to make sure the project is in compliance.

Upcoming Events

May

22	Summer Faculty Duty Day
23-27	Community Choir New York City Trip
23	Dorm Opens Sardis Graduation, 6 pm, Gym West End Graduation, 7 pm, Bevill Center
27	Memorial Day Holiday (College Closed) Schedule Drop for Non-Payment
28	Classes Begin for Summer and Mini I
29	Last Day to Register or Add a Class Last Day to Drop without Penalty
29-31	IOA Summer Meeting, Perdido Beach

June

- 2-4 Presidents Association Summer Meeting, Mobile
- 3-14 Alabama School of Gospel Music
- 4 Deadline to submit ACHE Facilities Inventory Report to ACCS



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

June 5, 2019

Attendees

Mr. Robert Exley, Ms. Shelley Smith, Ms. Teresa Walker, Mr. Don Roden, Dr. Annette Cederholm, Mr. Jason Cannon, Mr. Joe Whitmore

Absent

Ms. Kelli Conley

Convened

2 p.m.

Old Business

1. Strategic Planning
 - There was no discussion or new updates.
2. Enrollment Update
 - Dr. Exley stated that we expect to see a steady increase in headcount and credit hours between now and the start of the Mini II term. He stated the data shows an increase in transient students.

New Business

1. McCain Update
 - Mr. Whitmore shared about his meeting with the architects last week and showed a preliminary rendering of the renovated exterior of the McCain building.
 - Mr. Whitmore shared that a third party estimator will be brought in to provide a cost analysis of the project. Once that is complete, he anticipates the project to go out to bid in the next few months.

2. Approval to Submit Industry Certification Initiative Grant for Welding (\$97,931)
 - The Cabinet voted to submit an application for an ICI grant to the North AlabamaWorks Regional Workforce Council. The total grant request is \$97,931.
 - The grant is for \$68,582 for robotic welding education, 2-Ready-Pak welders for \$15,905, and two software upgrades for the VR Welder for \$9,744.
3. Approval to Submit Alabama Council on the Arts Grant for Gerhart Festival (\$7,000)
 - The Cabinet voted to submit an application for an Alabama Council on the Arts grant for \$7,000 to use for the Gerhart Chamber Music Festival on Oct. 24-27.
 - The grant requires a dollar-for-dollar match of both in-kind services and cash. The dollar-for-dollar match will be provided through promotional efforts, volunteers and other in-kind costs associated with the Gerhart Festival.
 - Ms. Smith explained that originally the College was applying for \$2,000, but after consulting with a representative with the Council on the Arts, the College applied for \$7,000 because typically the award is less than what is requested.
4. Open Discussion
 - Dr. Exley shared Governor Kay Ivey's Action Plan on developing in-demand career pathways and encouraged the Cabinet to read it.
 - Ms. Smith shared information about a potential partnership between the College and the Boaz Public Library to co-host an event involving storyteller Dolores Hydock. Details on this event are still being finalized. The library is working to gain sponsors to cover Ms. Hydock's costs.
 - Ms. Smith shared with the Cabinet some of her recent research regarding marketing of Career Tech programs.
 - Each Cabinet member shared updates on their employees from their areas.
 - Mr. Whitmore provided a budget update for the 2019-2020 fiscal year.
 - Dr. Cederholm shared about the upcoming changes to the requirements for using Perkins grant money.
 - Friday is the deadline to submit requisitions for processing before submissions will be closed until the middle of July.
 - Mr. Cannon shared that mySnead will be down from June 27-July 1, which will affect some of the course addition/drop deadlines for the summer semester. Mr. Cannon will work with Ms. Smith on developing a communication for this.
 - Foundation for the greenhouse is in, so the College is waiting for the company to bring in the structure.
 - Dr. Exley shared information from the President's meeting concerning college foundations. He asked each cabinet member to think of an event that Snead could host annually that would contribute funds to the foundation.
 - Mr. Whitmore reported on the College's most recent audit, which had no findings. Financial statements are due to be completed June 13 or 14.

Upcoming Events

June

- 3-14 Alabama School of Gospel Music
- 7 Last Day to Submit a Purchase Requisition in Old System until July 15
- 8 ACT Exam
- 11 Pell Grant Check Release
- 12 ACCS Board of Trustees Meetings, Montgomery
- 16 60% Day of the Term (Mini I)
- 19 Marshall County HR Management Association Meeting, 12 noon, Commons Area
Last Day to Withdraw from a Mini I Class without Penalty "W"



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
June 19, 2019**

Attendees

Dr. Robert Exley, Ms. Miranda Collier (for Ms. Shelley Smith), Ms. Teresa Walker, Mr. Don Roden, Dr. Annette Cederholm, Mr. Jason Cannon, Ms. Kelli Conley, Mr. Joe Whitmore

Absent

Ms. Shelley Smith

Old Business

1. Strategic Planning
 - There was no discussion or new updates.
2. Enrollment Update
 - Dr. Exley stated that the numbers today were about the same as yesterday. If we could pick up an additional 200 credit hours prior to the start of Mini II, the College would have an increase over last year.
3. McCain Update
 - Mr. Whitmore stated that the second set of drawings would be sent to the Alabama Building Commission next week.

New Business

1. OneACCS Registration Communication
 - Miranda Collier distributed an email that was received by the Marketing/PR department concerning a conference call about the OneACCS registration process.
 - The system office is controlling the message that the College can send to students.
 - The communications will reflect ACCS branding rather than individual college branding.
 - The Self Service Banner System for registration will be live the week of July 8. Snead State goes live on July 15. The system office has decided to stagger the go live dates.
 - Ms. Collier stated that our marketing/public relations department will try to find out when the mobile app will be ready.
 - Mr. Roden shared that the requested Argo reports should be available when the Banner system goes live on July 15.

- Mr. Cannon shared that it was his understanding that spreadsheets would be sent to the College IT departments showing the conversion of S#'s to A#'s. Mr. Roden stated that he had not seen the spreadsheets but would inquire.
- Mr. Cannon shared that the new system goes live on July 1st for our employees and July 15th for our students.
- Dr. Exley stated that the College needed to plan for some confusion and suggested a FAQ piece be prepared and distributed to the campus.
- During various Banner work groups, it was stated that a letter would be sent to students notifying them of their new student ID "A" number; however, no one knows who is sending the letter.
- It was discussed that employees will need their new ID number "A" number beginning on July 1. A communication should be sent to employees notifying them of their new number. It was suggested that employees pick-up their communication from HR rather than it being mailed.
- Mr. Whitmore shared that a Banner update meeting is held each Monday at 8:15 in the president's conference room. The group would like for a representative from marketing/public relations to start attending the meeting.

2. Approval to Submit Grant Applications

- Ready to Work Grant (\$75,000) – The Cabinet voted to submit an application for a Ready to Work grant for \$75,000. No matching funds are required for the grant.
- MSSC Instructor Training Grant (\$16,050) – The Cabinet voted to submit an application for an MSSC Instructor training grant for \$16,050. No matching funds are required for the grant. The grant will provide for four new CPT training modules (2 in career/tech for certified logistics technology and 2 in workforce development for OSHA outreach).
- Dual Enrollment Grant (\$200,000) – The Cabinet voted to submit an application for a Dual Enrollment Grant for \$204,700. The grant will be used to expand the CNA program to include 10 students in Blount County Schools, 20 more students at Marshall Tech, 5 students at Crossville High School, and 5 students at Geraldine High School. Also included are students in OAD and Industrial Technology.

3. Deadline to Submit Leave Reports

- Mr. Whitmore shared that June 26th at noon is the deadline to submit approved employee leave reports to HR.
- Dr. Exley informed the Cabinet that their leave reports should be submitted to him for approval no later 8:00 a.m. on June 26th.
- Mr. Whitmore shared that these strict due dates with no exceptions are being mandated from the System office.

4. President Meetings with Employee Groups to Provide Support and Encouragement

- Dr. Exley shared that he would like to meet with groups of employees to provide some encouragement and to try to boost morale. He wants the employees to know that he is aware of what they are going through and it is okay if a mistake is made.
- Cabinet members should coordinate the meetings with Ms. Conley. Cabinet members can attend but their attendance is not required.

5. Open Discussion

- Dr. Cederholm is inquiring about separate Perkins funding for a Career/Tech Dean.
- Dr. Exley plans to meet individually with cabinet members to discuss key organizational/leadership challenges.
- Mr. Cannon shared that he is working with HR on the job posting for part-time help with student engagement.
- Dr. Exley would like for Dr. Cederholm to work with public relations/marketing staff next week to develop a promotional piece for career/tech programs.
- Dr. Exley shared that the College is looking for a part-time aviation director as required by the FAA.
- Dr. Exley shared that it was important for the College to increase our visibility at community and Chamber events.

Upcoming Events

June

- 19 Last Day to Withdraw from a Summer Mini I Class without penalty "W"
- 20 Boaz Area Chamber Business after Hours, 5-7 pm, Old Mill Trading Company
- 21-23 Baseball Bash, 9 am until dark, SSCC Baseball Field
- 22 SSCC Golf Tournament, Lake Guntersville State Park
- 24 Deadline for Cabinet to Submit June Leave Report to Dr. Exley
- 26 Last Class Day for Summer Mini I
Deadline to Approve June Employee Leave Reports
- 27 Marshall County Manufacturer's Association Event, 5-7 pm, Main Channel Brewery
- 28-30 Baseball Bash, 9 am until dark, SSCC Baseball Field

July

Grades due for Mini I

- 3 Dorm Opens for Summer Mini II
- 4-5 Independence Day Holidays (College Closed)



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

July 31, 2019

Attendees

Mr. Robert Exley, Ms. Shelley Smith, Mr. Don Roden, Dr. Annette Cederholm, Mr. Jason Cannon, Mr. Joe Whitmore, Ms. Kelli Conley

Absent

Ms. Teresa Walker

Convened

1:30 p.m.

Old Business

1. Strategic Planning
 - Cabinet members need to update their information in SPOL.
2. Enrollment Update
 - Dr. Exley reviewed the daily update from the System office.
 - There was a lot of activity during Parson Days, which boosted enrollment for fall. Dr. Cederholm offered appreciation to Mr. Roden, Mr. Cannon and Student Services for their hard work for Parson Days. It was one of the more smoothly run Parson Days.
 - Dr. Cederholm reported that enrolling in the class sections are looking good.
 - Mr. Whitmore reported that the Business Office is trying to work out an option for a payment plan for students for the fall.
3. McCain Update
 - Dr. Exley and Mr. Whitmore meet with the architect regarding an update to the McCain Building on Friday.

- Mr. Whitmore reported that the College closed the bond issue for the project on Tuesday. He said the bond was 101 basis points less than what the ACCS Board of Trustees approved. The end result of this lower rate is that the College will have more funds available for the project than originally thought. The closing of this Bond Issue has resulted in the retiring of the balloon note.

New Business

1. Reorganization Discussion
 - Dr. Exley led the discussion of a proposed reorganization.
 - The Cabinet agreed to the proposal. Dr. Exley will present the proposal to the Chancellor for his approval before we move forward.
2. Open Discussion
 - Dr. Cederholm said the narratives for the SACS Fifth-Year Report need to be submitted in Compliant Assist as soon as possible.
 - Dr. Exley discussed the ideas for fall Convocation, which will only include the opening breakfast hosted by the Foundation.
 - Mr. Cannon announced that students will not have access to their classes in Blackboard until the first day of classes on Aug. 19. Dr. Cederholm said they can contact their instructors before that date if they need any information about their classes.

Upcoming Events

August

- | | |
|-----|--|
| 5-9 | College Street Singers Rehearsal Camp, Maze Music Building |
| 5 | Last Class Day for Full Summer & Mini II |
| 6-7 | Final Exams for Mini II Classes |
| 7-8 | Final Exams for Full Summer Classes |
| 7 | Fall Schedule Drop for Non-Payment |
| 8 | Dorm Closes at 11:00 a.m. |
| | Grades Due for Full Summer and Mini II at 11:00 a.m. |
| 12 | Welcome Back Breakfast, 8:00 a.m., SSCC Cafeteria |
| 13 | Jazz Band Rehearsal Camp, Maze Music Building |



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

August 7, 2019

Attendees

Mr. Robert Exley, Ms. Shelley Smith, Mr. Don Roden, Dr. Annette Cederholm, Mr. Jason Cannon, Mr. Joe Whitmore, Ms. Kelli Conley, Ms. Teresa Walker

Absent

Convened

1:30 p.m.

Old Business

1. Strategic Planning
 - There wasn't any discussion for this item.
2. Enrollment Update
 - The last two days have been busy. We can't truly compare numbers from last fall to this one because we weren't able to do a drop during this registration period as we did during last fall.
 - This week and next, the recruiters are going to the schools to make sure dual enrollment students are registered for fall.
3. McCain Update
 - Mr. Whitmore met with Phil Black last week and received plans for the interior detail. He's meeting with the department heads for those departments that will be housed in the McCain to review those plans.

New Business

1. Payment Plan Update
 - Mr. Whitmore said he received an email from NelNet responding to some questions, and the response was satisfactory. The link can be made active within 24 hours once the paperwork is completed.
 - The Cabinet agreed to move forward with submitting the paperwork with NelNet and get the payment plan activated.
2. ACCA Webinar – *Strong Start, Strong Finish: An Education-to-Workforce Vision for Alabama* (Aug. 28 at 10 a.m.)
 - Dr. Exley led discussion on who should participate in the webinar.
3. CAEL Membership
 - Dr. Exley led discussion on whether to renew the membership or not.
 - The Cabinet agreed to not renew the membership at this time.
4. Open Discussion
 - Mr. Cannon led discussion on two topics – drop for non-payment and drop for “no shows” – that have been discussed by ACCS in regard to the System administrative program. Mr. Cannon recommended changing the procedure to “backing out students for no shows”, and the Cabinet voted to approve the recommendation.
 - Mr. Roden led discussion on the necessity of the intranet for employees. The most commonly used resources on the intranet are the employee handbook, leave forms and travel forms, and those could be moved to the Human Resources webpage on the website. The Cabinet agreed to remove the intranet from the website and list the resources needed on the website.
 - Dr. Cederholm said the SACS narratives for the 5th Year Report must be added to Compliance Assist by Aug. 15.
 - Mr. Roden said he’s working with the System office about getting new students access to student webmail.
 - If anyone has an IT or maintenance request, they need to follow the process instead of approaching those employees directly. The Cabinet needs to emphasize this with their employees.
 - The Welcome Breakfast hosted by the Foundation will be Monday. The College has a couple of new Foundation Board members who may be in attendance.

Upcoming Events

August

- | | |
|-----|---|
| 5-9 | College Street Singers Rehearsal Camp, 8:30 a.m.-12 noon, Maze Music Building |
| 6-7 | Final Exams for Mini II Classes |
| 7-8 | Final Exams for Full Summer Classes |
| 7 | Fall Schedule Drop for Non-Payment |
| 8 | Dorm Closes at 11:00 a.m. |

- Grades Due for Full Summer and Mini II at 11:00 a.m.
- 12 Welcome Back Breakfast, 8:00 a.m., SSCC Cafeteria
- 13 Jazz Band Rehearsal Camp, Maze Music Building
- 15 Jazz Band Rehearsal Camp, Maze Music Building
- Dorms Opens for Fall
- 16 College Street Singers Touch-Up Day, 8:30-10:00 a.m., Maze Music Building
- 18 Schedule Drop for Non-Payment for Fall
- 19 Fall Classes Begin
- 20 Last Day to Register or Add a Fall Mini I Class
- Last Day to Drop a Fall Mini I Class Without Penalty



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

August 21, 2019

Attendees

Mr. Robert Exley, Ms. Shelley Smith, Mr. Don Roden, Dr. Annette Cederholm, Mr. Jason Cannon, Mr. Joe Whitmore, Ms. Kelli Conley, Ms. Teresa Walker

Absent

Convened

2 p.m.

Old Business

1. Strategic Planning
 - There wasn't any discussion for this item.
2. Enrollment Update
 - Dr. Exley led discussion on enrollment. The percentage difference of enrollment from last fall and from our enrollment goal this fall is difficult to ascertain because there hasn't been a drop for non-payment.
 - About 3-4 class sections have been cancelled for lack of enrollment, but another 4 were added.
3. McCain Update
 - The project is scheduled to go out for bid couple of weeks. Sept. 28 is the bid opening, which can be held on campus.

New Business

1. College Organizational Charts

- Dr. Exley led discussion on streamlining the organization chart listed on the website and included in the SACS Fifth Year Report.
- Dr. Cederholm is getting an updated chart to Ms. Smith to post to the website.

2. Employee Handbook

- Ms. Conley reported on her work in updating the employee handbook. She compared the current handbook with the new ACCS approved policies and updated those that needed updating and deleted those that were no longer valid.
- She hopes to have it completed and posted to the website prior to the submission of the SACSCOC Fifth Year Report.
- The Cabinet will include an Executive Summary explaining the changes and inform employees of the changes and where to access the handbook for their information.

3. Chancellor's Awards

- The Cabinet began discussion on nominees for the Chancellor's Awards and the process to accept nominations. The Cabinet agreed to continue with the process we've used in the past, and Ms. Conley will send the nomination forms to the campus next week.
- The Chancellor's Awards ceremony will be held Nov. 24 in Montgomery.

4. Clean Up Alabama Campaign

- The clean-up is scheduled for Nov. 1-11. A proclamation is expected to be issued and a press conference is expected to be held in September.
- Boone Kinard and David Walker will facilitate the project at the System level.
- Ms. Miranda Collier will serve as the college contact for this initiative.

5. Open Discussion

- Ms. Walker reported on changes with the WIOA program eligibility. She said the program increased eligibility wages for participants (amount of money they can make to qualify for the program). The College has to report its performance data each year, and it's currently time to prepare and submit the report. Factors the College has to track include if the students are working, what field in which they're working, etc. WIOA funds is restricted to career and technical programs, and Ms. Walker said she expects WIOA to require a 70 percent success rate for each career and technical program for the program to remain eligible for WIOA funding.
- Mr. Whitmore led discussion on the approved legislative bill that allows community college to participate in the vanity plate statewide. It is the responsibility of the school to make sure that happens Ms. Conley said she's looked into it, and the program requires each institution to pre-sale 1000 vanity plates before the plate will be made.
- Dr. Cederholm shared United Way pledge forms with the Cabinet.
- Mr. Roden said he's been receiving tickets from students questioning their student webmail login. The students have consulted the student handbook on the website, which is outdated. Mr. Cannon said he is currently working on updating the handbook.
- Ms. Conley mentioned conversations with 2-3 students that they've accessed their schedule via the app, but it's not giving students information on class locations. Ms.

Smith and Ms. Collier will have some Ambassadors to log into the app and report on problems they see, so Ms. Smith can work those out with the System office.

- Mr. Cannon said that attendance verification is due from instructors is Monday at 10 p.m. Then a timeline will be established with the System office on when drops for non-payment and other critical steps will occur.

Upcoming Events

August

- 19-22 Welcome Week, 10:30-11:00 am, Gazebo
22 Last Day to Register or Add a Class for Full Term
Last Day to Drop a Class without Penalty for Full Term
23-24 Volleyball Season Opener Tournament, SSCC
23 Volleyball vs Marshalltown Community College, 12 noon
Volleyball vs Pensacola State, 4 pm
24 Volleyball vs Andrew College, 9 am
Volleyball vs Bevill State, 11 am
Baseball Showcase, SSCC
27 Volleyball vs Cleveland State, 6 pm, SSCC
28-29 Club Rush, 10-11 am, Gazebo
28 Athletic Wide Meeting, 2-5 pm, Nursing Auditorium
29 Volleyball @ Coastal Alabama-East, 5 pm, Brewton
30-31 Volleyball @ Pensacola State Tournament
30 Volleyball vs Hillsborough Community College, 3 pm
31 Volleyball vs Florida Gateway, 5 pm
Miss/Mr. Sand Mountain Pageant, Bevill Center

September

- 2 Labor Day Holiday (College Closed)
Pell Grant Check Release for Fall Full & Mini I
4 Volleyball @ Bevill State, 6 pm



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

September 18, 2019

Attendees

Mr. Robert Exley, Ms. Shelley Smith, Dr. Annette Cederholm, Mr. Jason Cannon, Mr. Joe Whitmore, Ms. Kelli Conley, Ms. Teresa Walker, Miss Olivia McCreless, Miss Catherine Beasley, Ms. Lindsey King, Miss Miranda Collier, Miss Teryn Hill

Absent

Mr. Don Roden

Convened

2 p.m.

Old Business

1. Strategic Planning
 - Deferred. No discussion.
2. Enrollment Update
 - Dr. Exley discussed the enrollment numbers, which are increasing slowly.
 - Ms. Smith reviewed the marketing that's done this time of year to encourage registration for Fall Mini II.
 - The system will be down for a few days during registration for year-end.
 - Notices need to be posted notices in Blackboard, on social media and the monitors about OneACCS being down during registration as well as reminders to pay outstanding balances on accounts.
3. McCain Update
 - Prequalification of bidders continues.

New Business

1. Ambassador Project Presentation for Clean Home Alabama Campaign

- Student Ambassadors Miss McCreless, Miss Hill, and Miss Beasley presented their proposal to design pop-up parks on campus as part of the Clean Home Alabama Campaign.
 - The dates for the initiative are Nov. 1-11. Nov. 4-8 will be the dates to assemble the parks with a ribbon cutting on Nov. 8.
 - Two proposed locations spots on campus for the parks are around the fire pit and near the Weathers Building.
 - Dr. Exley asked the students to develop a schematic for the first park, so the list of items that need to be donated can be narrowed down. He also encouraged the students to develop a budget for the project.
 - Dr. Exley directed the project leaders to carefully coordinate with Mr. Joe Whitmore throughout this project to assure that all volunteers sign a SSCC approved liability waiver when working on the project.
2. Acceptance of WIOA Grant – CAN Training (\$41,851)
- The Cabinet unanimously approved the acceptance of the grant funds.
3. Open Discussion
- The Cabinet unanimously approved to accept the Alabama Arts Council grant in the amount of \$2,100 to support the Gerhart Music Festival.
 - Ms. Conley reminded the Cabinet to let her know the employees planning to attend the ACCA Conference Nov. 24-26 in Montgomery. The registration needs to be submitted by Nov. 1 to get the discounted rate.
 - Dr. Exley asked for attendees to the SACSCOC meeting in December in Houston, Texas. Dr. Cederholm, Mr. Cannon, Dr. Exley and Mr. Whitmore will attend.
 - Ms. Conley reviewed the Chancellor’s Awards nominations. She will have a committee meet to select the employees to represent the College at the awards.
 - A Cabinet retreat will be held Oct. 11 from 8 a.m. until 3 p.m. Ms. Conley will check into reserving the board room at Peoples Independent Bank for the retreat. Dr. Exley said the focus on the retreat will be on identifying each Cabinet member’s strengths and on how to utilize those strengths to work together as a team to achieve College objectives. The meeting will follow the model of the Leadership Wheel.
 - Dr. Cederholm and Mr. Cannon reported on their meeting with the counselors, assistant principal and new principal at Boaz High School. The College will be given dedicated space in the library, which will free up the previous room the College was using so the high school may use it for classroom space. Dr. Exley asked Dr. Cederholm and Mr. Cannon to develop an inventory of the equipment and furniture that is in the old space. Dr. Exley also requested Dr. Cederholm to compile a list of career and technical programs offered at each high school in the College’s service area.

Upcoming Events

September

- 18 Volleyball vs Reinhardt University JV, 6 pm, SSCC
- 19 60% Day of Mini I

- 20 Volleyball vs Coastal-South, 3 pm, SSCC
- 21-24 Women's Golf @ William Carey, TBA, Hattiesburg, MS
- 21 Women's Tennis vs Shorter University, 1 pm, Gadsden Tennis Courts
- 22-24 Men's Golf @ Georgia Military, TBA, Greensboro, GA
- 23-26 SACSCOC On-Site Reaffirmation Committee Visit – North Carolina (Dr. Exley)
- 23 Volleyball vs Southern Union, 5 pm, SSCC
- 25 Volleyball @ Wallace-Hanceville, 6 pm
- Baseball vs Shelton State, 3 & 6 pm, University of Alabama
- 27 Volleyball vs Coastal East, 5 pm, SSCC
- Softball @ University of Montevallo, 5 pm
- 28 Softball @ Jacksonville State Tournament, 10:45, 2:15, and 4:00 pm
- 29-Oct 1 Snead State Women's Golf Invitational, TBA, Lake Guntersville State Park
- 29 Baseball vs Lurleen B Wallace, TBA, @ AUM
- Baseball vs Enterprise State, 6:30 pm, @ AUM
- 30 Last Day to Withdraw from Fall Mini I Class

October

- 1 Volleyball vs Gadsden State, 6 pm, SSCC
- 2 Volleyball @ Southern Union, 6 pm



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
September 4, 2019**

Attendees

Dr. Robert Exley, Mr. Jason Cannon, Ms. Kelli Conley, Mr. Don Roden, and Mr. Joe Whitmore

Absent

Dr. Annette Cederholm, Ms. Shelley Smith, Ms. Teresa Walker

Old Business

1. Strategic Planning

- There was no discussion on this item.

2. Enrollment Update

- Dr. Exley stated that the latest report shows headcount is down 6% and credit hours are down 5% from last fall; however, a drop for non-payment still has not occurred.
- Jason Cannon informed the Cabinet that 51 registrations were reinstated this morning that were dropped earlier as no shows.
- Argos reports are starting to gradually materialize.

3. McCain Update

- Joe Whitmore reported that the landscape design is finished and work is continuing on the interior design.
- Contractors must be pre-qualified in order to bid on the project. The pre-qualification will be completed prior to Phil Black leaving on his trip.
- Bids will be due the end of September and the bid will be awarded in early October.
- Construction should begin in January.

New Business

1. Personnel Handbook Approval

- Ms. Conley has completed work on updating the personnel handbook. The Cabinet approved the personnel handbook pending the addition of the Recruiting Practices Policy as required by the DOD.
- Mr. Cannon will send Ms. Conley the required wording for the new Recruiting Practices Policy to be added to the personnel handbook.

2. Clean Up Alabama Campaign

- Ms. Conley will submit the information to David Walters naming Miranda Collier as the contact for our college.

3. Reception for Skip Thompson, TVA Board Chairman, Sept. 24, 5-7 pm, The Reserve Clubhouse

- Dr. Exley forwarded the email invitation to the Cabinet members earlier today. He cannot attend due to chairing a SACSCOC visit in North Carolina.
- Any Cabinet member that wishes to attend should RSVP directly and copy Ms. Conley on the RSVP. Joe Whitmore has sent his RSVP for the event.

4. Open Discussion

- Dr. Exley informed the Cabinet that Bryan Helms has been named the Acting President at LBW.
- The next CLNA Perkins V meeting is scheduled for September 12. Presidents have been told that they must attend; however, no further information has been received on who should attend.
- Joe Whitmore stated that the process for the 2019-2020 budget will be as simple as possible. He does not expect any major cuts. Dr. Exley said that a separate budget for the JV basketball team will be added and possibly a separate budget for Ms. King to use for events.
- Mr. Whitmore added that the college is inquiring about the brick home with the circular drive on Highway 168 that adjoins college property. If cost efficient, the College may ask the Foundation to purchase and hold the property.
- Mr. Whitmore informed the Cabinet that a new roof has been installed on the English Building and new furniture for the lobby and for one classroom in the Norton Building should be delivered soon.
- Mr. Whitmore shared that the greenhouse is complete except for the gas. Dr. Warren was ordering the plants today for the landscaping. The students will complete the landscaping as a class project. Shelley and Lindsey are planning the ribbon cutting. Plans are to wait until after the ribbon cutting to install the storage shed.

Upcoming Events

September

- | | |
|-------|---|
| 4 | Volleyball @ Bevill State, 6 pm |
| 6 | Women's Tennis vs Wallace-Hanceville, 4 pm, SSCC |
| 8-10 | Men's Golf vs Wallace State, TBA, Jasper |
| 8 | Baseball vs Coastal-East, 3 pm, Troy University |
| | Baseball vs Enterprise State CC, 5:30 pm, Troy University |
| 9 | Volleyball @ Gadsden State, 6 pm |
| | JSU Advisor, 9:00-11:30 am, Commons Area |
| 10 | College Day, 9 am-12 noon, Gym/Bevill |
| 11 | Volleyball vs Lawson State, 6 pm, SSCC |
| | UAH Transfer Fair, Commons Area |
| 12 | Volleyball @ Cleveland State, 6 pm |
| 13 | Baseball vs TBD, TBA, University of Tennessee |
| 14 | ACT Exam, 7:30 am-12:30 pm, Administration Building |
| | Women's Tennis vs Piedmont Community College, 1 pm, Gadsden Tennis Courts |
| | Softball @ Columbia State Tournament, TBA |
| 15-17 | Women's Golf vs Wallace State, TBA, Cullman |
| 15 | Baseball vs Indiana Team, 12 noon & 3 pm, SSCC |
| 16 | First Baptist Boaz in Bevill, 6 pm |
| | Marshall-DeKalb in Fielder, 7 pm |
| 17 | Constitution Day, 10:30 am, Norton Lawn |
| | Huntingdon College Transfer Advisor, 9 am-12 noon, Commons Area |
| | Volleyball @ Wallace-Selma, 6 pm |
| | Lebaron Trio Recital, 7 pm, Fielder Auditorium |
| 18 | Volleyball vs Reinhardt University JV, 6 pm, SSCC |
| 20 | Volleyball vs Coastal-South, 3 pm, SSCC |
| 21-24 | Women's Golf @ William Carey, TBA, Hattiesburg, MS |
| 21 | Women's Tennis vs Shorter University, 1 pm, Gadsden Tennis Courts |
| 22-24 | Men's Golf @ Georgia Military, TBA, Greensboro, GA |



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

November 5, 2019

Attendees

Mr. Robert Exley, Ms. Shelley Smith, Dr. Annette Cederholm, Mr. Jason Cannon, Mr. Joe Whitmore, Ms. Kelli Conley, Ms. Teresa Walker, Mr. Don Roden

Convened

2 p.m.

Old Business

1. Strategic Planning
 - Deferred. No discussion.
2. Enrollment Update
 - Dr. Exley reported when he and Mr. Roden checked Spring enrollment this morning, enrollment was at 4,788 credit hours. The final paid credit hours enrollment for the first day of last Spring registration was 3,532.
3. McCain Update
 - Bids for the project will be opened Nov. 7 at 2 p.m. Mr. Whitmore said he is anticipating five companies to bid.

New Business

1. Policy 608.01 – Instructor Load and Hours (Dr. Cederholm)
 - Dr. Cederholm reviewed the policy with the Cabinet.
 - The policy and procedures were developed for increasing slightly the faculty pay for independent studies for more incentive for faculty to oversee an independent study.
 - The Cabinet voted and unanimously approved the proposed policy and procedures.
2. The Leadership Wheel Dialogue

- Ms. Smith and Dr. Cederholm led discussion on the topics of Openness between team members and Decision Making as a team.
- Dr. Exley asked the Cabinet members to add to their calendars, on Nov. 21 from 3-5 p.m., a meeting with Barry May with the Alabama Community College System, the Marshall County Manufacturers Association and the Marshall County Economic Development Council to discuss Workforce Development and Career and Technical, the College's efforts in these areas and collaboration opportunities for the College and Business and Industry.

3. Open Discussion

- Dr. Exley reviewed the list of eligible schools for the 2020 Aspen Prize, which lists Snead State at the top as the only college in Alabama. The application deadline for the prize is Dec. 5.
- The ribbon cutting for the Pop Up Park is Friday at 4 p.m.

Upcoming Events

November

- 3-6 Men's Golf at Central Alabama (VanCleave, MS)
- 7 Home School Night, 5-6 pm, Commons Area
Basketball vs Southern Crescent Technical College, 5:30/7:30 pm, SSCC
- 11 Veterans Day Holiday (College Closed)
- 12 High School Senior Night, 5-6 pm, Commons Area
Basketball vs Cleveland State Community College, 5:30/7:30 pm, SSCC
- 13 Men's Basketball vs Martin-Methodist JV, 6 pm, SSCC
- 14 NSLS Broadcast, 6 pm, Weathers Lecture Hall
Women's Basketball at Coastal Alabama-South, 5:30 pm
- 15 Men's Basketball at Coastal Alabama-South, 4 pm
- 19 Opera Scenes, 3 pm, Fielder Auditorium
- 19 Basketball at Southern Crescent Technical College, 5:30/7:30 pm (EST)
- 20 UAH Transfer Advisor, 9:30-11:30 am, Commons Area



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

November 5, 2019

Attendees

Mr. Robert Exley, Ms. Shelley Smith, Dr. Annette Cederholm, Mr. Jason Cannon, Mr. Joe Whitmore, Ms. Kelli Conley, Ms. Teresa Walker, Mr. Phil Black, Ms. Susan Barone

Absent

Mr. Don Roden

Convened

2 p.m.

Old Business

1. Strategic Planning
 - Deferred. No discussion.
2. Enrollment Update
 - Deferred. No discussion.
3. McCain Update
 - Mr. Whitmore said the construction company is in the process of completing its required paperwork.
 - The first step of the project will be asbestos removal.

New Business

1. Phil Black Discussion Concerning McCain
 - Mr. Black and Ms. Barone with B Group Architecture reviewed the proposal for the interior plans, including flooring and fabric options.

- Mr. Black also discussed the scope of the project involving the gymnasium floor, which will be replaced in the Spring.
- 2. Acceptance of Grant – Special Population Training Grant for Robotic Education Welding Cell Training (\$97,931)
 - The Cabinet unanimously approved to accept the grant funding.
- 3. Workforce Development Next Steps Discussion
 - Dr. Exley led discussion on a PowerPoint that he shared via email with the Cabinet last week.
 - Each categorical work group will answer the questions according to each step of the Leadership Wheel, beginning with the Teacher group, to address the issue of enhancing and growing Career and Technical Education.
- 4. Open Discussion
 - Dr. Exley reminded the Cabinet of the Business and Industry Engagement Meeting tomorrow from 8-10 a.m. He encouraged the Cabinet to arrive early. Ms. Walker sent out invitations and has received 46 responses of people attending. Ms. Conley and Lindsey King have worked to set up for the meeting and make sure refreshments are available. Ms. Walker, Ms. King and Cherri Barnard will be scribes for the meeting and the breakout sessions. Mr. Whitmore already has alerted security about the traffic and maintenance about making sure the Nursing Facility is clean and ready to accommodate the group participating in the meeting.
 - Ms. Smith shared with the Cabinet the idea of establishing a Twitter account for Dr. Exley to share about his work with the System Office, Career and Technical Education partners, etc. Ms. Smith will coordinate with Ms. Conley on setting up a time to train Dr. Exley is using the account prior to setting it up.
 - The Cabinet discussed the dates for Drop for Non Payment for the Spring semester. Mr. Whitmore reminded everyone that a payment plan is in place. Dr. Exley encouraged everyone to do what they could to promote Spring registration. Dr. Cederholm reported on the progress of getting DegreeWorks up and running. The target date for that is Summer.
 - Ms. Conley reported on her and Dr. Exley's recent meetings with the new members of the Foundation Board of Directors meeting.
 - Ms. Conley reported that \$7,900 has already been received for the Parson Day Giving Challenge hosted annually by the Foundation. This year's Giving Day is Dec. 3.

Upcoming Events

November

- | | |
|----|--|
| 21 | Industry Engagement Meeting, 8-10 am, Robert Aderholt Health Science Building Auditorium |
| | MCMA Board Meeting, 10 am, President's Conference Room |
| | Women's Basketball vs Northeast MS Community College, 1 pm, Senatobia, MS |
| 22 | Women's Basketball vs Northwest MS Community College, 12 noon, Senatobia, MS |
| 24 | Chancellor's Awards Recognition Program, 2:3-3:30 pm, Renaissance Montgomery |

- 24-26 ACCA Conference, Renaissance Montgomery
25 Men's Basketball vs Gordon State College, 7:30 pm, SSCC
26 Basketball @ Chattanooga State Community College, 4:30 (W)/6:30 pm (M)
27-29 Thanksgiving Holidays (College Closed)

December

- 2 Last Day to Withdraw from a Class for Full Fall & Mini II
NSLS Induction Ceremony, 6 pm, Fielder Auditorium
Women's Basketball @ East MS Community College, 5:30 pm
3 Parson Pride Giving Day
Schedule Drop for Non-Payment for Spring
4 Paws before Finals, 10:00 am-12:30 pm, Gazebo
Men's Basketball @ Gordon State College, 6:30 pm
5-6 HERDI South Board Meeting, Houston, TX
7-10 SACSCOC Annual Meeting, Houston, TX



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

December 17, 2019

Attendees

Mr. Robert Exley, Ms. Shelley Smith, Dr. Annette Cederholm, Mr. Jason Cannon, Mr. Joe Whitmore, Ms. Kelli Conley, Mr. Don Roden

Absent

Ms. Teresa Walker

Convened

2 p.m.

Old Business

1. Strategic Planning
 - Deferred. No discussion.
2. Enrollment Update
 - Dr. Exley led discussion regarding the latest enrollment numbers for Spring.
 - The Cabinet discussed the likelihood and the possibility for a drop for nonpayment before the semester begins.
 - The Cabinet discussed student progress in Fall classes affecting Spring enrollment.
3. McCain Update
 - The College is waiting for approval from the Alabama Building Commission to have the preconstruction meeting, and this won't likely come until after the holidays.

New Business

1. Acceptance of Grant – FY20 Dual Enrollment (\$150,000)
 - The Cabinet voted unanimously to accept the grant which is a renewal of the fiscal year awarding.

2. Open Discussion
 - Mr. Whitmore reported that when the project begins on replacing the gym floor, the gym will not be available for graduation and Alumni Homecoming in May. The project will have to delay starting until after the Technology Competition being hosted on March 13. The College will also have to find an alternate practice/game location for the volleyball team. The project will have to go through the bid process. Ms. Smith will have Ms. King check with local high schools about the gym not being in use for graduations.
 - Dr. Exley reported on the Industry Engagement and Advisory Committee meeting. He shared the results of a survey completed by 27 respondents. Eighteen agreed to serve on the committee representing human resources and management employees. Representatives from the System office also attended. The attendees also requested the inclusion of K-12 representatives. Dr. Cederholm reported the conversation centered around getting the word out on the jobs available and draw up interest in the jobs among students and parents. Dr. Exley mentioned ways to connect our students with the local industries to create awareness of the jobs available. Dr. Cederholm discussed ideas with Kasey Romine, who will take the lead as the career coach. Dr. Exley said a lot of discussion was held on the development of apprenticeships as well as a PR/marketing campaign in regard to Marshall County industry. The Advisory Committee will meet monthly.
 - The Giving Tuesday total as of today is at \$16430 from a total of 21 donors.
 - Ms. Conley mentioned that the Cabinet needs to determine who will AACC in March.
 - Dr. Cederholm reported the College received a second monitoring report for aviation from SACSCOC for the standard involving student learning outcomes. The College has a year to provide documentation of progress in meeting this standard.

Upcoming Events

December

- 19 Last Day to Submit Orders for ACCS T-shirts (noon)
 Dr. Exley – Industry Follow-up Meeting (Montgomery)
 Basketball vs Chattanooga State, 5:30/7:30 pm, SSCC
- 24-Jan. 1 Christmas & New Year's Holidays (College Closed)

January

- 2-9 Dr. Exley – Out of Office (Disney Cruise)
- 6-7 Local Professional Development for Faculty/Staff
- 7 Men's Basketball @ Marion Military, 7 pm
- 9 Dorm Opens for Spring Semester
- 11 Reception Honoring Coach John Kitchens, 11:30 am-12:30 pm, Commons Area
 Basketball vs Gadsden State, 1:00/3:00 pm, SSCC

- Dedication of Basketball Court, 2:30 pm
- 12 Schedule Drop for Non-Payment
- 13 Classes Begin for Full & Mini I Terms
- 14 Last Day to Register or Add a Mini I Class
- Last Day to Drop a Mini I Class without Penalty