



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

February 5, 2020

Attendees

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

Absent

Convened

2 p.m.

Old Business

1. Strategic Planning
 - Dr. Exley reviewed a list of Key Performance Indicators and goals from the Strategic Plan that will determine what data will need to be collected.
 - The Cabinet reviewed the Planning Assumptions, and Dr. Exley led discussion on whether the assumptions are still applicable to the Strategic Plan.
2. Enrollment Update
 - Dr. Exley sent out an update this morning, reporting 2,116 headcount and 21,772 credit hours.
 - Dr. Exley shared his review of the total number of credit hours from fall 2018 and spring 2019 with the previous year. Credit hours for 2018-2019 showed almost 2,000 credit hours behind as compared to last year.
 - Enrollment for Snead State is down 3 percent, and the College System is down 2 percent in headcount.
 - In regard to student outcomes, completions and the number of certificates awarded are up.
3. McCain Update

- Mr. Whitmore reported that the College is still waiting on the Alabama Building Commission to send the contract. Approval from the ABC usually takes five to six weeks, and this week is the six-week mark.

New Business

1. SACSCOC Update (Aviation Monitoring Report and Fifth Year Report)
 - Dr. Cederholm provided an update on the two reports submitted to SACSCOC.
 - The College received a request for a referral report on the Fifth Year Report, needing additional details that weren't supplied in the Fifth Year Report.
 - SACSCOC also requested a second monitoring report on student learning outcomes on student learning outcomes on aviation. Dr. Cederholm said information needed to be provided explaining how the College will "close the loop" on student outcomes. Dr. Cederholm and Mr. Gibson are working on the second report.
 - Both reports are due Sept. 8 and will be reviewed at the SACSCOC Annual Conference.
 - The QEP report was good and received no recommendations.
2. Open Discussion
 - Congressman Bradley Byrne will visit the campus on Tuesday, Feb. 11, at 10 a.m. In addition to giving a campus tour, Dr. Exley will review with Congressman Byrne updates on the three initial priorities set when Dr. Exley first arrived at Snead: campus curb appeal, complete college experience, and more face to face people on campus.
 - On Friday, Mr. Roden and Dr. Exley will travel to Huntsville to hear Mr. Bill Evanina, Director of the National Counterintelligence and Security Center, give a presentation on cyber security.
 - Mr. Randall reported on an invitation from Boeing to establish a pipeline for intern and direct hire opportunities for students.

Upcoming Events

February

- Feb. 5-8 Women's Golf @ Bishop State
- Feb. 6 Healthy Relationships, 6 pm, Fielder
- Feb. 7 Baseball vs Mineral Area College, 12 & 3 pm, SSCC
- Feb. 7-8 Softball @ Chipola College Tournament, Dothan
- Feb. 8 ACT Exam, Fielder/Administration Building/English Building
 Women's Tennis @ Itawamba, 1 pm
 Baseball vs Mineral Area College, 1 pm, SSCC
 Basketball vs Gadsden State, 1 & 3 pm, SSCC
 Coach Kitchens Court Dedication, 2:30 pm, SSCC Gymnasium
- Feb. 9 Faculty & Friends Recital, 3 pm, Fielder

- Feb. 10 NSLS Orientation, 6 pm, Fielder
Basketball @ Southern Union, 5:30 & 7:30 pm
- Feb. 11 Baseball vs Columbia State, 12 & 3 pm, SSCC
- Feb. 12 ACCS Board of Trustees Meetings
Softball @ Itawamba, 2 & 4 pm
- Feb. 13 Boaz Area Chamber Early Bird Breakfast, 7:30 am, Boaz Public Library
Senior Night, 5 pm, Commons Area
Basketball vs Shelton State, 5:30 & 7:30 pm, SSCC
- Feb. 14-15 Softball @ Sun Chief Classic, Gulf Shores
- Feb. 15 Women's Tennis @ East Central CC, 1 pm
- Feb. 16-18 Men's Golf @ Coastal Alabama, Fairhope
- Feb. 17 Talent Search Campus Tour, 10-11:30 am, Fielder/Campus
NSLS Make-up Orientation, 3 pm, Weathers
Men's Basketball vs Beville State, 7 pm, SSCC
- Feb. 18 JSU Transfer Advisor, 9:30 am, Commons Area
Softball vs Cleveland State, 1 & 3 pm, SSCC
- Feb. 19 Baseball vs Itawamba, 12:00 & 3 pm, SSCC



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

March 4, 2020

Attendees

Mr. Robert Exley, Ms. Shelley Smith, Dr. Annette Cederholm, Mr. Joe Whitmore, Ms. Kelli Conley, Mr. Don Roden, Ms. Teresa Walker, Dr. Greg Randall, Mr. Michael Gibson

Absent

Mr. Jason Cannon

Convened

2 p.m.

Old Business

1. Strategic Planning
 - Mr. Gibson reviewed with the Cabinet ideas for the Strategic Planning process.
 - Mr. Gibson will work with Dr. Cederholm on completing a draft of an updated plan and then share the draft for feedback.
2. Enrollment Update
 - Dr. Exley led discussion on the DAX enrollment trend data he distributed to the Cabinet on Tuesday.
 - As of today, the College still needs over 300 credit hours for enrollment to be the same as last spring.
3. McCain Update
 - The College received notice last Friday that the Chancellor signed off on the construction plan, which went back to the Alabama Division of Construction Management (formerly the Alabama Building Commission). The DCM sent a letter for the College to proceed with the project.
 - Fencing will start to go up around the McCain Building next week. Then the demolition of the interior will be begin after that.

New Business

1. WOW Debriefing
 - Dr. Exley led discussion on the College's involvement with the event.
 - Cabinet members participating said the event was successful with good attendance. The College was well represented.
 - A couple of suggestions for next year's event were to have more time for students to spend with each world and to extend the event to a day and a half, and not just a day and evening, to give high school students an opportunity to visit the worlds.
2. Open Discussion
 - Ms. Conley shared information on the Alabama Works Conference on April 20-23 in Mobile. The Cabinet discussed who within the College needs to attend.
 - The Cabinet discussed who needed to attend the OneACCS Argos Reporting Training. Mr. Roden and Mr. Gibson were selected to attend.
 - Dr. Exley, Ms. Smith, Mr. Randall and Ms. Walker reported on the Business and Industry Advisory Committee meeting Wednesday morning.

Upcoming Events

March

- 5-14 Music Department Scholarship Auditions, Appointment Only
- 5 Dorm Opens for Spring Mini II Term
 - Baseball @ Marion Military, Noon and 3 pm
 - Industrial Technology Open House, 5-6:30 pm, Technology Building
 - Mardi Gras Spring Dance, 8-11 pm, Gym
- 6 Piano Festival Student Recital, 7 pm, Fielder Auditorium
- 7 Women's Tennis vs Marion Military, 11 am, SSCC
 - Baseball vs Marion Military, Noon and 3 pm, SSCC
 - Piano Festival Guest Recital, 7 pm, Fielder Auditorium
- 8-10 Women's Golf @ Calhoun, TBA
- 9 Spring Mini II Classes Begin
 - Softball @ Walters State, 12 noon and 2 pm
 - NSLS Broadcast, 4-6 pm, Weathers Lecture Hall
- 10 Last Day to Register or Add a Spring Mini II Class
 - Last Day to Drop a Spring Mini II Class without Penalty
 - Softball @ Chattanooga State, 1 pm and 3 pm
 - Baseball @ Itawamba, 3 pm and 6 pm
 - NSLS, 6-7:30 pm, Weathers
 - JSU Choir Concert, 6 pm, Fielder
- 11 Wellness Screening, Bevill Kitchen
 - UA & UAH Transfer Advisor, 9-11 am, Commons
- 12 Dual Enrollment Night, 5-6 pm, Commons
 - AL Youth Theater Experience, 3-9 pm, Bevill

- 13 AL Youth Theater Experience, 8 am-10 pm, Bevill
AL Youth Theater Experience, 8 am-8 pm, Bevill
- 14 Women's Tennis, 11 am and 2 pm, SSCC
- 15-17 Men's Golf @ Central Alabama, TBA, Foley
- 16 Baseball @ Birmingham-Southern, 4 pm
Author & Speaker Chris Talley "Achieving Fulfillment & Prosperity", 6 pm, Fielder
- 17 Athens State Transfer Advisor, 9-11 am, Commons
JSU Transfer Advisor, 9-11 am, Commons
Try Hispanic Foods!, 10 am-12 noon, Commons
Softball @ Central Alabama, 2 pm and 4 pm
NSLS Broadcast, 6-8 pm, Weathers Lecture Hall
BES Program, 6-8 pm, Bevill
- 18 Faulkner University Transfer Rep, 9-11 am, Commons
Wellness Coaching, Bevill Kitchen
NSLS, 1-4:30 pm, Weathers Lecture Hall



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

Via Conference Call

April 1, 2020

Attendees

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

Absent

Mr. Michael Gibson, Ms. Teresa Walker

Convened

2 p.m.

Old Business

1. Strategic Planning
 - Deferred
2. Enrollment Update
 - One Physics class has closed already, and another Physics class had to be open.
 - Summer Registration opened a week earlier this year as opposed to last year.
 - As of 2 p.m., 267 students registered for 1,818 credit hours.
3. McCain Update
 - Mr. Whitmore said the walk through was done last Friday.
 - He added that the second floor has almost been completely demoed, and the crew is working on the first floor now.
 - The crew has taken some of the bricks off to see what the construction is like underneath and to determine the best way to remove the rest.

- Mr. Whitmore reported the project seems to be ahead of where he thought it would be at this time.

New Business

1. Survey of Students and Employees
 - Dr. Exley discussed an email he sent to the Cabinet earlier today to get student and employee feedback, and he opened for discussion the best way to develop the surveys.
 - Dr. Exley will make assignments for people to take the lead on developing the items for the survey.
2. Utilization of Blackboard Collaborative
 - Dr. Cederholm reported that Collaborative is working well. The faculty are using it to meet with students during the regular class time as well as to advise students. Dr. Cederholm has used it to host faculty meetings.
 - Ms. Walker said she plans to use it with Ready to Work.
 - Dr. Exley is going to ask Mr. Gibson to do a demo of Collaborative for the Cabinet to use for a future meeting.
3. Status Reports from Each Cabinet Member
 - Each Cabinet member reviewed status reports on employees as well as work within each department.
 - Dr. Cederholm is working with Mr. Gibson to finalize plans for proctoring online exams for classes that were moved from on-campus to online. She is also finalizing a letter to the FAA regarding plans for the aviation program that will be approved by Dr. Exley and Director Joe Dailey before it is sent to the FAA.
 - Ms. Conley is working with a couple of alumni with planned giving plans for scholarships.
 - Ms. Walker reported they are working out details regarding WorkKeys testing for Ready to Work students.
 - Mr. Whitmore reported on the progress of the refund plan for dorm students. He recommended waiting before allowing students to return to pick up their items, even a few at a time, while the College is closed due to the pandemic. Dr. Exley shared the System's order to not allow students on campus until the restriction is lifted.
 - Mr. Whitmore spoke about the CARES act information that was distributed by the Chancellor to the College Presidents. He mentioned sharing the information with Mr. Cannon and Amanda Childress due to references to financial aid in the information.
 - Mr. Whitmore reported on plans to take care of the plants in the greenhouse.
 - Mr. Cannon reported on the calls and emails received for registration. The Scholarship Committee is meeting tomorrow morning. The Commencement Committee is also continuing to make plans for Commencement.
 - Dr. Exley led discussion on a communication prepared at the request of the Chancellor on how employees have gone above and beyond to help students during this time of transition.

- Dr. Exley led discussion about the continuity plan developed in response to the COVID-19 pandemic.

4. Open Discussion

- If anyone has employees in their areas who plan on retirement before year end, information to Amanda Gunnels by the end of April.



PRESIDENT'S CABINET MEETING

April 15, 2020

Via Conference Call

Attending: Dr. Robert Exley, Dr. Annette Cederholm, Ms. Shelley Smith, Ms. Teresa Walker, Ms. Kelli Conley, Mr. Joe Whitmore, Dr. Greg Randall, Mr. Jason Cannon, Mr. Don Roden, Mr. Michael Gibson

Convened: 2 p.m.

Old Business

1. Strategic Planning
 - Mr. Whitmore reported that the crew is making progress on the exterior and interior work.
2. Enrollment Update
 - This item was deferred.
3. McCain Update
 - This item was deferred.

New Business

1. CARES Funds
 - Mr. Whitmore reported on the status on the distribution of the CARES Act funds. Based on information received yesterday on how to distribute, approximately 1,182 students will receive \$475.
2. Summer Enrollment
 - A promotion is in the works to promote short-term programs that students can begin while they are at home during the COVID-19 pandemic.
3. Business Partners Update (Teresa Walker)
 - Ms. Walker reported on conversations she had with representatives from Pinnacle and Newman Technologies about how their operations are being affected by the pandemic.

4. Open Discussion
 - No new items were discussed.



PRESIDENT'S CABINET MEETING

April 29, 2020

Blackboard Collaborate Ultra Meeting

Robert Exley, Don Roden, Michael Gibson, Shelley Smith, Kelli Conley, Jason Cannon, Teresa Walker, Annette Cederholm, Greg Randall, Joe Whitmore

Convened: 11 a.m.

Old Business

1. Strategic Planning
 - This item was deferred.
2. Enrollment Update
 - Dr. Exley shared data with the Cabinet via email earlier today.
 - More definite numbers will be available after finals are completed next week.
3. McCain Update
 - Construction continues. Mr. Whitmore reported on a few internal problems that weren't unexpected, but the problem will not push the project off schedule.
 - The crew started putting up interior walls and are preparing the exterior to put windows in.

New Business

1. Review of Chancellor's 4/28/2020 Conference Call with Presidents
 - Dr. Exley reviewed his notes from his conference call with the Chancellor.
 - Mr. Whitmore provided an update on the CARES Act funding.
 - Mr. Roden touched base with system office about working within the system to bypass restrictions on accounts with outstanding balances.
2. Review of Governor's 'Safer at Home' Order and Implications for the College
 - The Cabinet reported very few inquiries coming in after the Safer at Home order.
 - The order doesn't change what the College is already doing.
3. Review of the Student and Faculty/Staff Satisfaction Survey Results
4. Status Reports from Cabinet Members

- Instruction – Dr. Cederholm: Tomorrow is the last day of the spring semester, and finals begin Friday. A physics instructor has been hired to handle the demand during the summer semester.
- Student Services – Mr. Cannon: He is working with Ms. Smith on recognition for Awards Day recipients as well as recognitions for students who received transfer scholarships to universities.
- Career & Technical Education, STEP & Workforce – Dr. Randall & Ms. Walker: Dr. Randall shared he was working with students who were having to request incompletes due to not being able to complete face-to-face lab requirements. Ms. Walker shared that Ready to Work started Monday with nine students committing to the online program. She and Dr. Randall are working to finalize details with offering online classes with employees at Amatrol.
- Information Technology – Mr. Roden: He reported that his staff is working through IT Help tickets and is trying to work through the issues with DegreeWorks.
- Finance & Administration – Mr. Whitmore: He reported on the status of the CARES Act funding as well as the cleaning and sanitizing work done by the maintenance and custodial crew. He also said the College is waiting on word from the state building commission to proceed with the replacement of the gym floor.
- Marketing & Public Relations – Ms. Smith: She is coordinating efforts to set up a digital employee get-together called Coffee Chat so employees can connect with one another and catch up.
- President's Office & Foundation – Ms. Conley: She had nothing new to report.

5. Discussion of Critical Decisions to be Made

- a. Summer Classes – Blended & Face-to-Face
- b. Housing Operations & Availability – summer?, fall & spring ?
- c. On Campus Events – resumption?
- The Cabinet discussed options and possible challenges for the upcoming summer and fall semesters, such as a surge of students who originally planned to attend four-year schools but have decided to take online classes at Snead, protocols that would need to be implemented for face-to-face classes such as social distancing and temperature checks, and changes that may have to be implemented for on-campus events when they resume.

6. Open Discussion

- Today is the last day for Cabinet members to submit their Statement of Economic Interests report.



PRESIDENT'S CABINET MEETING

May 6, 2020

Blackboard Collaborate Ultra Meeting

Attending: Kelli Conley, Greg Randall, Robert Exley, Jason Cannon, Joe Whitmore, Michael Gibson, Teresa Walker, Don Roden, Shelley Smith

Absent: Annette Cederholm

Convened: 2 p.m.

Old Business

1. Strategic Planning
 - Cabinet members need to update their strategic planning information.
 - Dr. Cederholm will focus on collecting data after the social distancing is lifted.
2. Enrollment Update
 - Dr. Exley shared summer enrollment data with the Cabinet. Credit hours are at 9,795, and the headcount is 1,444.
 - Dr. Exley reviewed the data. The College was up 56 credit hours for the fall and spring combined, and summer enrollment is looking strong.
3. McCain Update
 - The renovation is a little ahead of schedule. There are a few instances where original plans didn't match what was actually built. There wasn't anything out of the ordinary, and the project is on target for completion in 2021.

New Business

1. Discussion of Return to Work Plans
 - The Cabinet reported no negative feedback in response to the return to work plans.
 - Dr. Exley shared that the number of positive COVID-19 cases rose to 84 within two days in Marshall County.
 - Students will still be able to submit documentation to Student Services electronically instead of in-person.

- Offices with a lot of employees will work split shifts so that the offices are manned while practicing social distancing.

2. Status Reports from Cabinet Members

- Mr. Whitmore provided an update on the CARES Act status. The College is still waiting for guidance from the System office regarding disbursement of funds.

3. Open Discussion

- Mr. Whitmore reported on the Senate's version of the budget for the next fiscal year.
- Registration for fall begins May 13, and the College will set up the schedule offering face-to-face classes for now.
- Decisions regarding student housing and athletics will need to be made by June 1, no later than June 15.



PRESIDENT'S EXECUTIVE CABINET MEETING

May 17, 2023

Attending: Dr. Joe Whitmore, Mr. Vann Scott, Ms. Shelley Smith, Mr. Jason Cannon, Dr. Greg Randall

Convened 8:30 a.m.

Old Business

1. Rental Fees for On-Campus Facilities Update (Security Deposit)
 - Deferred
2. Gerhart Concert
 - Dr. Whitmore will contact the Festival Director to notify him of the College's decision regarding the Gerhart Festival.

New Business

1. Dual Enrollment Funding
 - Dr. Whitmore updated the Executive Cabinet regarding expectations of additional Dual Enrollment funding.
 - The Executive Cabinet discussed how the ACCCP grant funding could be used for Dual Enrollment to fund classes for high-demand, high-wage Career Technical pathways. Dr. Randall will compile a list of what courses can be applied to the ACCCP grant. Any classes applied to the ACCCP grant would request a separate application process.
 - The College will award one free class to Dual Enrollment students for the fall, but the funding is limited.
 - The Executive Cabinet will need to collect definite funding numbers for summer to know what's available for fall and how that will determine where to apply the funding for classes.
 - The Executive Cabinet will reconvene on Friday morning at 9 a.m. to finalize the plan.

2. SACSCOC Preliminary Report

- The College was cited for non-compliance in 15 areas, but none of them are areas that can't be corrected.

3. Open Discussion

- Over 3200 students have registered for summer as of last night. That puts enrollment at 14 percent above last year and 60 percent above two years ago.
- Dr. Whitmore shared an email received from the System Office regarding a request for a press conference to be held on campus in June. Ms. Smith will contact Ebony Horton in the System Office to schedule a meeting to get additional information.



PRESIDENT'S EXECUTIVE CABINET MEETING

May 19, 2023

Attending: Dr. Joe Whitmore, Mr. Vann Scott, Ms. Shelley Smith, Mr. Jason Cannon, Dr. Greg Randall

Convened 9 a.m.

Old Business

1. Dual Enrollment Funding

- Mr. Cannon began discussion with a review of Dual Enrollment registration numbers including conversion rates.
- The Executive Cabinet agreed to offer one free class (tuition and fees only) for Dual Enrollment students for the fall.
- The Executive Cabinet discussed funding sources to cover the cost of the classes.



PRESIDENT'S CABINET MEETING

May 20, 2020

Blackboard Collaborate Meeting

Attending: Robert Exley, Don Roden, Michael Gibson, Shelley Smith, Kelli Conley, Jason Cannon, Teresa Walker, Annette Cederholm, Greg Randall, Joe Whitmore

Convene: 2 p.m.

Old Business

1. Strategic Planning
 - Dr. Cederholm said she and Mr. Gibson are reviewing the process and are meeting to talk about what information to gather for the current plan for the annual assessment.
2. Enrollment Update
 - Dr. Exley reported that enrollment is doing pretty well.
 - A drop for non-payment is scheduled for Thursday at 9 a.m. About 330-340 students are in danger of being dropped, and phone calls have been made to inform those students.
3. McCain Update
 - Mr. Whitmore reported that few more change orders have to be done because the original plans were not updated as the building was constructed. The project is progressing well.

New Business

1. Update on Return to Work Plans
 - The faculty returned to campus today. Other employees have already started back on staggered schedule.
 - Beginning next Tuesday, the campus will reopen for students. The College is closed Monday for Memorial Day.
 - Mr. Whitmore and Ms. Smith sent an email communication out to employees and students regarding the reopening.

- Buildings that are open will only have one entrance unlocked so a log may be kept with names and contact information of all who enter.

2. Status Reports from Cabinet Members

- Instruction – Dr. Cederholm: Advising is being done virtually through Microsoft teams.
- Student Services – Mr. Cannon: A decision has not yet been made about whether to off on-campus testing when the College reopens on Tuesday. An athletic advisory meeting was held this morning. The TRiO Upward Bound is moving forward to offer a virtual summer academy for students. The summer semester begins Tuesday.
- Career & Technical Education, STEP & Workforce – Dr. Randall & Ms. Walker: Dr. Randall reported on progress with establishing apprenticeships. He has a meeting on Friday at Marshall Technical School to discuss a machine tooling program for Dual Enrollment students. Ms. Walker reported that the current Ready to Work session is progressing online with seven students, who have all indicated they will use the free three to four credit hour course they receive as part of the program.
- Information Technology – Mr. Roden: He reported that the reporting software had been loaded so reports can be sent quickly to the System office.
- Finance & Administration – Mr. Whitmore: He reported that the Business Office mailed checks today for CARES Act funding. Forty-four percent of the headcount is getting a check of \$470 per student. Ms. Smith helped with necessary communication to help the College remain in compliance. Close to 1,000 students are included in that 44 percent.
- Marketing & Public Relations – Ms. Smith: She reported on progress with the redesign of the website as well as the student scholarship recognitions on social media.
- President's Office & Foundation – Ms. Conley: She is working with scholarship donors on the last of awards for the fall. All but six Foundation scholarships have been awarded.

3. Open Discussion

- Mr. Whitmore and Mark Richard are co-chairing a group about reinstituting athletics for the Fall. The opening of the dorm and cafeteria will be taken into consideration as well.



PRESIDENT'S CABINET MEETING

June 22, 2020

Via Email

Attending: Kelli Conley, Greg Randall, Robert Exley, Jason Cannon, Joe Whitmore, Teresa Walker, Don Roden, Shelley Smith, Annette Cederholm

Convened: 8:54 a.m.

New Business

1. Grant Approval

- Since the Cabinet did not have a meeting scheduled, they voted via email to approve applications a grant request from Librarian John Miller.
- The Cabinet approved the application for an Institute of Museum and Library Services (IMLS) CARES Act Grant. The grant would be used to purchase new equipment for the library and does not have a matching requirement. The grant request is for \$41,926.79.



PRESIDENT'S CABINET MEETING

June 22, 2020

Via Email

Attending: Kelli Conley, Greg Randall, Robert Exley, Jason Cannon, Joe Whitmore, Teresa Walker, Don Roden, Shelley Smith, Annette Cederholm

Convened: 3:30 p.m.

New Business

1. Grant Approvals

- Since the Cabinet did not have a meeting scheduled, they voted via email to approve applications for three different grant requests.
- **Region 1 North Alabama Works Grant for Workforce Development and Career Technical Education – Greg Randall:** The purpose is to enhance the lab capacity for the Industrial Systems Technology program on Snead's main campus and to install training equipment at Marshall County Technical School in order to create a dual enrollment Industrial Systems Technology degree and certificate program. The grant name is the Industrial Systems Expansion and Enhancement Project, and the requested amount is \$490,311
- **Workforce Development Dual Enrollment Grant – Annette Cederholm:** The purpose is to expand the number of dual enrollment scholarships due to the expansion of the Industrial Systems Technology program at the Marshall County Technical School, and the grant request amount is \$250,000.
- **Ready to Work Grant – Teresa Walker:** The purpose is to provide soft-skill and workplace training, and the grant request amount is \$75,000.



PRESIDENT'S CABINET MEETING

June 25, 2020

Teleconference Meeting

Attending: Kelli Conley, Greg Randall, Robert Exley, Jason Cannon, Joe Whitmore, Teresa Walker, Don Roden, Shelley Smith, Annette Cederholm

Convened: 9 a.m.

Old Business

1. Return to Work Plans/Reopening the College
 - Mr. Whitmore, Dr. Cederholm, and Mr. Cannon met on Monday to discuss plans involving Instruction and Student Services.
 - The plan is based on a color coding system with the College's current status identified as yellow.
 - All events have been cancelled until Aug. 1, but it's anticipated that this restriction may be extended.
 - Students coming to campus will be required to wear face coverings and observe social distancing.
 - Most on campus classes will revert to virtual where students will log into Blackboard Collaborate at the same days and times they would have attended their face-to-face class. A few career tech classes that require hands-on labs will be hybrid classes.
 - No face-to-face classes will be held after the Thanksgiving break. After Thanksgiving, all course work will be completed online.
 - Only essential travel will be approved. Out-of-state and international travel are prohibited.
 - All meetings will be held remotely.
 - The dorm will not open for fall, and there is a possibility the cafeteria will not need to open.

New Business

1. ASPIRE 2030 Strategic Plan

- ASPIRE 2030 is a strategic planning project through the Alabama Community College System in response to a \$1.2 billion bond issue in an effort to maximize the resources.
- The College will form a committee of internal and external stakeholders to complete the first phase of self-analysis.
- Sub-committees will be appointed from the committee recommendations to address each part of the self-analysis: Community Development, Community Engagement, Economic Development, Workforce Development and Adult Education, Finance, Management, Technology and Facilities, Learning and Student Success.
- Cabinet members are to submit two to three names in each category of stakeholders to the President's Office by noon on Monday.



PRESIDENT'S CABINET MEETING

September 14, 2020

Attending: Dr. Annette Cederholm, Ms. Shelley Smith, Ms. Teresa Walker, Ms. Kelli Conley, Mr. Joe Whitmore, Dr. Greg Randall, Mr. Jason Cannon, Mr. Don Roden

Convened: 2 p.m.

Old Business

1. Enrollment Update

- The push right now is for the Fall Mini II term. The updated course schedule is expected to be inserted into the newspaper on Sept. 26. The insert has brought a lot of good PR for the college. The recruiters have planned some Q&A sessions and other virtual events that will be advertised in the insert as well.

2. McCain Update

- Most of the work on the renovation has been moved inside. Mr. Whitmore is reviewing some change orders for structural issues that couldn't be foreseen until construction progressed.
- Furniture for the building is expected to be delivered the first week in April. The project is still on track for completion in the spring with the move-in date during the summer 2021.

New Business

1. ASPIRE Update

- Mr. Whitmore reviewed the feedback he'd received from the College's response to the first portion of the ASPIRE document. Chancellor Baker has been complimentary of what the College has submitted thus far.
- The deadline for the complete document was extended until Dec. 11, but Mr. Whitmore cautioned the Cabinet not to let up on the momentum.
- The completed document has to be within the 150-page limit, though this doesn't include appendices. The College will print the document to provide a spiral bound copy as well as an electronic copy.
- The goal is to have the document to Dr. Cederholm for editing by Oct. 26 and have it ready to submit to the printer by Nov. 18.

- The Cabinet is to present a draft of each of their sections to the Cabinet for initial review by Oct. 2. Cabinet members are also to begin preparing responses to questions 2, 3, 4 and 5 in the ASPIRE document.
- The Cabinet reviewed the cover design for the College's ASPIRE document and offered feedback on edits to the cover.

2. GuideSafe Testing

- Mr. Whitmore reported that Snead State will be a part of Phase 2 of GuideSafe COVID testing process. Before the College did not open the dorm to residents, Snead was except from Phase 1 of the testing.
- As part of Phase 2, the system will work with the UAB platform to randomly select 3% of students and 3% of faculty and staff who meet on campus at any point in the semester and chose them for the GuideSafe testing.
- Mr. Cannon is the designated college liaison for this testing.
- Those selected can opt out of the testing. They will administer the tests themselves during a scheduled appointment at the Academic Success Center, and College representatives will oversee the testing and store the tests for pick-up. The results of the tests are expected within 24-48 hours from when the tests are picked up from each location within the system.
- Snead State will schedule GuideSafe testing on Thursdays between 10 a.m. and noon.

3. Open Discussion

- Mr. Whitmore reported that the gym floor is still curring, so work on the floor will not resume until October. The project is on schedule to be completed in time for the basketball team to begin conference play in January. The volleyball team will not play on its season until basketball season concludes. The basketball schedule includes only conference play and does not include overnight trips for games or out-of-state games.
- Mr. Cannon reported on upcoming Banner changes and updates. He also said there is a request for proposals for a system-wide proctoring system, tutoring system and learning management system, and for a CRM used for recruiting, retention, advising and marketing.
- Mr. Roden reported that the college system will be providing 279 laptops to colleges for student use. Mr. Roden recommended developing a loan program for the laptops, where students who need one can check it out from the library and return it after use. The Cabinet agreed for Mr. Roden to check with other colleges with similar programs, such as Calhoun, and begin developing a policy for a loan program.



PRESIDENT'S CABINET

October 7, 2020

Via Email

Contacted: 2:39 p.m.

New Business

1. Grant Application
 - Mr. Jason Cannon presented a grant application for approval by the Cabinet. The grant is from Ellucian, provider of the College's Banner ERP system, for \$20,000 in scholarship funding for students.
 - Ms. Kelli Conley contacted the Cabinet members via email regarding the proposal, and Cabinet members submitted their vote via email.
 - Those voting to approve Mr. Cannon applying for the grant were Ms. Shelley Smith, Ms. Kelli Conley, Dr. Annette Cederholm, Interim President Joe Whitmore, Dr. Greg Randall, Ms. Teresa Walker, and Mr. Don Roden. The request was unanimously approved.



PRESIDENT'S CABINET MEETING

October 14, 2020

Attending: Interim President Joe Whitmore, Dr. Annette Cederholm, Ms. Shelley Smith, Ms. Teresa Walker, Ms. Kelli Conley, Dr. Greg Randall, Mr. Jason Cannon, Mr. Don Roden

Convened: 2 p.m.

Old Business

1. Enrollment Update
 - Mr. Cannon shared the latest enrollment numbers via email earlier today. Registration for the Fall Mini II term ended Oct. 13. Credit hours are 21,095 and headcount is 2,028. The registration numbers for Fall 2019 were 24,132 credit hours and 2,238 headcount.
 - The Drop for No-Show is scheduled for Tuesday, Oct. 20.
2. McCain Update
 - Inspection was last week, and the project is coming along. Completion is still on schedule to move in during the summer 2021.
3. Sentinel/GuideSafe Testing
 - The kickoff was held the last couple of weeks, and the first group to test happened this week.
 - The selections for testing were made from the profiles created through Verily. Those selected for testing will receive an email to schedule a testing time.
 - Mr. Cannon and Ms. Smith participated in a webinar discussing marketing materials to use to encourage people to sign up for GuideSafe Testing.
 - Ms. Smith and Mr. Cannon will take care of notifying and encouraging people through email with provided drafts and graphics from UAB.

New Business

1. ASPIRE Update
 - Mr. Whitmore shared the status of the draft reports that were submitted.
 - The Cabinet agreed to wait for a final report until after the Chancellor's visit on Nov. 12.

- Dr. Cederholm reviewed the format that she is using to edit and format the report as she combines the drafts.
 - Each Cabinet member needs to respond to the questions that address strategic planning. The responses should be crafted based on the information college from the respective sections. The responses can just be a list of ideas that Mr. Whitmore may use to craft the final responses.
2. Update from Presidents' and ACCS Board of Trustees Meetings
- Enrollment was a big topic of conversation during the Presidents' meeting.
 - An area of concern is the colleges' connection to community stakeholders, particularly K-12 representatives, to reach potential students and boost enrollment. Mr. Whitmore reviewed a PowerPoint regarding enrollment that was shared during the Presidents' meeting. The Cabinet discussed how the information could affect the College.
 - Mr. Whitmore shared about a Community Scholarship program to use in the spring to target areas for enrollment growth. Mr. Cannon will be the College's facilitator in implementing this.
 - Mr. Whitmore reviewed information presented about what the Spring semester will look like in regard to bringing students back to campus. The goal is to plan for students to be back on campus as much as possible in the spring.
 - The ACCS Office has hired a new Director of Cyber Security who is planning to upgrade security within the system within the next two years.
 - Through the CARES funding, the College will receive 279 laptops, 10 Surface hubs and a classroom upgrade, which will be the lecture hall in the Weathers Building.
 - TargetX is being recommended by a committee for the new CRM, and a committee is recommending their top choice for the new LMS to the Chancellor.
3. Approval of Snead Policy 608.03: Instructor Overload and Instructor Overload Procedure
- Dr. Cederholm presented the policy that was completed in April. Division directors have reviewed.
 - One correction needs to be made for consistency in terms of who approves overload requests – the President or Vice President for Academic Affairs. Dr. Cederholm will make the necessary correction that includes a signature of approval from both the President and the Vice President for Academic Affairs.
 - The Cabinet unanimously approved the policy as amended.
4. SACSCOC Annual Meeting (Virtual-December 4 and 7-9)
- Cabinet members need to notify Kelli by Oct. 31 of anyone within their respective areas who need to attend.
 - Anyone wanting to attend the CCA Fall 2020 Conference should register on their own. The dates are Nov. 4-5.
5. Open Discussion

- Dr. Cederholm received notification from a C&R representative with SACS after submitting the two reports that were due. The representative shared that the reports regarding aviation or the referral seemed inadequate, but the College is still waiting for official word from SACS regarding the report, which will likely come in January. If it becomes necessary, the College will have six months to resubmit the report, and any initial finding can be appealed.



PRESIDENT'S CABINET MEETING

December 10, 2020

Via Zoom Meeting

Attending: Dr. Joe Whitmore, Dr. Annette Cederholm, Ms. Shelley Smith, Ms. Teresa Walker, Ms. Kelli Conley, Dr. Greg Randall, Mr. Jason Cannon, Mr. Don Roden

Convened: 3 p.m.

Old Business

1. Strategic Planning
 - Deferred
2. Enrollment Update
 - Deferred
3. McCain Update
 - Deferred

New Business

1. Open Discussion
 - A printed copy of the College's ASPIRE plan will be delivered to the System office tomorrow. A digital copy is still waiting to be sent. The Chancellor and Board of Trustees will read the submitted plans and provide feedback.
 - Dr. Cederholm shared that the College was notified by SACSCOC that it is on probation for a year for not meeting item 8.2.A Student Outcomes. There were two items pertaining to the College on the Board's agenda last Friday, and the decisions were announced Tuesday. One item was a monitoring report for aviation, and the other was a referral report from the Fifth Year Report, which identified and corrected four items. The College was cleared on the aviation report. The College was cleared on three of the four items on the referral report, with a monitoring report being required for item 8.2.A. Dr. Cederholm explained that the College was only placed on probation because Snead already had a monitoring report with aviation, and SACS regulations indicate that if an institution is required to submit a monitoring report for more than a year, the institution

is put on probation. The College will have a meeting with SACS on Dec. 17 to discuss where to go from here.

- The conversion to a new LMS system has been postponed for possibly up to a year.
- The College's phone system is still down, but Mr. Roden said once a new part arrives, it will be back up and running.
- The Cabinet discussed plans for the Spring semester as it relates to COVID-19 protocols.