



PRESIDENT'S CABINET MEETING

January 18, 2023

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

Absent: Mr. Don Roden, Ms. Teresa Walker

Convened 9 a.m.

Old Business

1. Enrollment and Target X Update

- The full term ended Thursday. Enrollment showed a 22.4 percent increase in head count, with about 200 more than last year.
- Cohort 1 for Target X is expected to go live in February. Cohort 2 will kick off with the first meeting at the end of January. Snead State is in cohort 2.

New Business

1. Groundbreaking Ceremony for Workforce Skills Training Center (Thursday, Jan. 19 at 3 p.m.)

- The Cabinet discussed plans for the Workforce Skills Training Center groundbreaking. The tent is already up. The T-shirts and banners will be picked up today. Ms. Smith will print an agenda and email a copy of the agenda to Dr. Whitmore.

2. ACCS HRMA Diversity Conference (Thursday, Feb. 16, 8 a.m.-3 p.m.)

- The deadline to submit names of attendees to Amanda Gunnels is Jan. 27.

3. AACC Annual Meeting (April 1-4 in Denver, CO)

- Todd Freshwater is presenting;
- If anyone wishes to attend, notify Dr. Whitmore by Jan. 31.

4. Admission Policy Revision

- Mr. Cannon represented a suggested policy revision to remove a photo ID as an admission requirement. The revision was approved at the state level and needed to be adopted at the local level.
- Mr. Scott made a motion to adopt the revision. Dr. Randall second. The Cabinet voted unanimously to approve the revision, effective Spring 2023.

5. Firearms on Campus Policy Revision

- Mr. Scott made the motion to accept the policy revision. Mr. Cannon second.
- The cabinet voted unanimously to accept the policy revision.

6. Distance Learning Committee Reorganization

- Mr. Scott presented a recommendation to reorganize the Distance Learning Committee as proposed by Mr. Michael Gibson. The recommendation was to narrow down the number of members to those more directly related to the process and reduce the committee's size to make it more manageable.
- The Cabinet voted to approve the committee reorganization unanimously.

7. Rental Fees for On-Campus Facilities

- Dr. Whitmore presented a proposal to adjust the rental fees and led the Cabinet on discussion.
- The Cabinet agreed to table the discussion until information could be gathered on rates at other community facilities in the area.

8. Administrative Reorganization

- Dr. Whitmore led discussion of the College's committee structure and organizational chart.
- The Cabinet discussed simplifying the larger committees.
- The Cabinet will review the proposed changes and finalize the structure tentatively by the end of the month.

9. Open Discussion

- The 2022 financial audit is complete with no findings. There were no recommendations or restrictions for the federal financial aid audit.
- Ms. Walker is Snead's representative for a statewide steering committee for the 60th Diamond Jubilee for ACCS. Ms. Walker provided an update on events being planned for the Diamond Jubilee.
- The College is being urged to move away from using private security to employing a campus police force. The City of Gardendale decommissioned a police car and donated the vehicle to Snead State for this purpose.
- Dr. Randall led discussion about updating the College's bridge plan in regard to SACS reporting.

- The SACSCOC compliance report is due March 8. The SACSCOC accepted the substantive change report for Marshall Technical School as well as the Southern Museum of Fight in Birmingham.
- The College had two nursing students sign agreements to be apprentices with Marshall Medical Center South and Diversicare.



PRESIDENT'S EXECUTIVE CABINET MEETING

January 31, 2023

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

Convened 9 a.m.

1. Organizational Chart

- Dr. Whitmore presented the revised Organizational Chart for the Executive Cabinet's review.
- The Executive Cabinet discussed a couple of changes to the document to provide clarification.
- Mr. Scott made a motion, and Dr. Randall provided the second to approve the organizational chart pending the final changes.

2. Committee Assignments

- Dr. Whitmore presented an update list of committee assignments for the Executive Cabinet to review.
- The Executive Cabinet made appointments to any vacant positions on committees.
- Dr. Whitmore and Mr. Cannon will formalize a list of student leaders that will be submitted to the Executive Cabinet to choose via email to fill appointments for committees.
- The appointments are effective through the end of the 2022-2023 academic year.
- The Executive Cabinet agreed to reduce the number of members for the Benevolence Committee from six to three.
- Two committees were added as new committees: Budget Committee and Budget Policy Committee.
- Dr. Randall made a motion, and Mr. Cannon provided a second to approve the proposed committee structure with the discussed changes. The Executive Cabinet approved unanimously.



PRESIDENT'S EXECUTIVE CABINET MEETING

March 1, 2023

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

Convened 11:30 a.m.

Old Business

1. Enrollment and TargetX Update
 - Spring Mini I just wrapped up, and the second mini term starts next week.
 - As of yesterday, Snead State has increased in headcount by 29.68 percent and in credit hours by 12.74 percent.
 - Mr. Cannon said they are already receiving several inquiries about summer registration from transient students. Registration will open for transient students next week.
2. Rental Fees for On-Campus Facilities
 - Ms. Smith will ask Ms. Lindsey Hubbard to compile a list of rental fees for the Cabinet to compare with the suggested changes for the College's rental fees.

New Business

1. Debrief February 11 College Strategic Leadership Council Meeting
 - Dr. Whitmore led the debrief and reviewed some of the information and updates shared during the meeting.
 - Dr. Whitmore asked the Cabinet members to share ideas for improving and streamlining the meetings in the future.
2. QEP Discussion
 - Dr. Whitmore led the discussion about the progress and direction of the Quality Enhancement Plan.

3. SACSCOC Update

- The Compliance Report was submitted last Friday.
- The site visit will be the focus of planning for the next couple of months.
- The report from the off-site should be received in May, and then the College will need to write a focus report.

4. Open Discussion

- Dr. Whitmore shared that the new salary schedules are on target and is expected to be put in effect as of September 1, 2023. Every new hire will automatically be placed on the new salary schedules, but existing employees will have a window of time to choose whether to remain on the current salary schedule or move to the new one.
- The baseball field lights went up yesterday, but haven't been switched on yet.



EXECUTIVE CABINET MEETING

March 15, 2023

MINUTES

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

Absent:

Convened: 9:00 a.m.

Old Business

1. Enrollment & TargetX Update
 - Mr. Cannon presented an enrollment update.
 - Drop for No Show and Non-Payment for Spring Mini II occurs Friday, but the College's enrollment is still in a good position for Spring. The current credit hour production for spring is 22,309, and the head count is 2,710.
 - Enrollment so far for the Summer term is 354 in head count and 2,329 in credit hours.
2. Rental Fees for On-Campus Facilities
 - Ms. Smith shared a list of pricing for facilities within the College's area.
 - The Cabinet agreed to the pricing as recommended with the addition of pricing for renting the entire space of McCain 104 as well as each side, listing each area as 104A and 104B.

New Business

1. College Strategic Leadership Council Agenda Items
 - Dr. Whitmore asked for the Cabinet to share any agenda items they have for the meeting on Thursday.
 - Mr. Cannon and Dr. Randall added agenda items.
2. QEP Discussion – Timeline
 - Dr. Whitmore shared the recommended timeline for the QEP Development.
 - The Cabinet agreed for Dr. Whitmore to share the timeline with the QEP committee.
3. Dual Enrollment
 - The Cabinet reviewed plans for fall recruitment and enrollment for Dual Enrollment.
4. Basketball Events
 - Dr. Whitmore shared upcoming events for the Cabinet to support the basketball team.
 - A net cutting ceremony will be held on Thursday night.

- A sendoff breakfast will be held Friday morning.
5. Advisement Director Job Description
 - Dr. Whitmore asked the Cabinet to review the sample job descriptions that he has shared and bring ideas and recommendations to finalize the Advisement Director job description at the next meeting.
 6. Open Discussion
 - Ms. Smith led discussion to brainstorm ideas for an article for the 2023 Spring Journal. The theme is Polishing Our Diamonds: Leading from Every Level.



PRESIDENT'S EXECUTIVE CABINET MEETING

April 5, 2023

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

Convened 12:10 p.m.

Old Business

1. Rental Fees for On-Campus Facilities Update
 - Dr. Whitmore led discussion about renting academic space to outside organizations or groups during non-business hours when College personnel are not present.
2. Evaluation tool and compensation study
 - Dr. Whitmore updated the Executive Cabinet on the status of the compensation study.
 - Training on the evaluation tool is coming up April 20 at Jefferson State Community College.

New Business

1. Dual Enrollment Update (article)
 - Dr. Whitmore opened discussion based on an article developed by the Marketing Office on whether the College needs to promote the dual enrollment prep course at this time.
 - The Executive Cabinet agreed to hold the release of the article. The program is a pilot project, and the project's success has not yet been accessed.
2. Commencement
 - Dr. Whitmore and Mr. Cannon shared plans for Commencement. There will be no formal speaker. Dr. Whitmore will briefly speak. Dr. Randall will recognize the

apprenticeship graduates. Those on the stage will be Mr. Cannon, Mr. Scott, Dr. Randall, and Dr. Whitmore. Mr. Cannon will be the Master of Ceremonies. Mr. Kyle Steffen will announce the names of the graduates.

- The College Street Singers will perform a selection song and the alma mater. The Jazz Band will perform the National Anthem.
- The softball and baseball teams will have separate graduate recognitions because they will have games on the evening of graduation.

3. Job Description for Director of Advising

- Dr. Whitmore has sent in the request to Chancellor Baker to post the job.
- The Executive Cabinet reviewed the job description for final changes.

4. Library Renovation Update

- Mr. Scott updated the Executive Cabinet on the renovation to transform the space to be more comfortable and inviting as a gathering space. A company called Interior Elements was consulted.
- Divisions are currently removing books they want to keep. They will finish this within two weeks, and then plans will be made to dispose of the remaining books.

5. Diamond Jubilee Kickoff

- Dr. Whitmore shared information about the ACCS Diamond Jubilee Kickoff.
- Dr. Whitmore, Ms. Teresa Walker, and Ms. Shelley Smith will attend. If any other Cabinet members wish to attend, they need to let Dr. Whitmore know as soon as possible.

6. Scholarship Fundraiser

- Dr. Whitmore and Ms. Smith shared information about preliminary plans for a scholarship fundraiser that could become an annual event.

7. Personnel

- Dr. Whitmore reviewed current job postings for women's basketball coach and a chief of police.
- Dr. Whitmore shared about potential retirements.

8. Open Discussion

- Dr. Randall talked about marketing funding for Motosports.
- Mr. Scott shared a proposed budget for the Summer Academic Bridge Program. The federal funding the College will receive will not completely cover the budget, and Mr. Scott recommended keeping the budget as is with the College absorbing any costs above the budget allotments. The Executive Cabinet agreed.

- Mr. Cannon updated the Executive Cabinet on the success of the Parson Pantry. The Pantry recently received a \$700 donation.
- Mr. Cannon updated the Executive Cabinet regarding the RFP for mental health services. Twelve proposals were submitted, and the committee narrowed those down to three finalists, who will each do a presentation for the committee on Monday. The committee plans to make a recommendation next week.
- Mr. Cannon reminded the Cabinet about the end of the Career Coach grant as well as the application for the Success Coach grant due date.
- Mr. Cannon had a request to submit a grant proposal for the Liaison Impact grant. The deadline is Friday. The grant funds projects that increase student engagement. Mr. Cannon said the College will request up to \$20,000 for wellness and fitness. Mr. Cannon made the motion to proceed with the grant proposal, and Dr. Randall second the motion. The Cabinet approved.
- Dr. Whitmore requested approval to submit a federal grant application for the funding of equipment for the Workforce Development Training Facility. Mr. Scott made a motion to proceed with the grant application, and Mr. Cannon second the motion. The Executive Cabinet approved.
- Dr. Whitmore and Ms. Smith asked the Cabinet to consider how the College should proceed with the Gerhart Chamber Music Festival. The topic will be addressed at the next Executive Cabinet meeting.



PRESIDENT'S EXECUTIVE CABINET MEETING

May 3, 2023

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

Convened 12:10 p.m.

Old Business

1. Rental Fees for On-Campus Facilities Update (Security Deposit)
 - Dr. Whitmore led discussion on setting the security deposit for a sufficient amount to address any damage that may result from an event and on setting procedures for when or if the deposit is waived.
 - Ms. Smith will email the Executive Cabinet a copy of the rental agreement for the members to review.
 - The Executive Cabinet will review at a future meeting.
2. Gerhart Concert
 - The Executive Cabinet voted not to continue with the Gerhart Chamber Music Festival due to funding concerns and lack of participation.
 - Ms. Smith and Dr. Whitmore will identify the best way to notify the Festival Director of the decision. Ms. Smith and Mr. Taylor Beck will craft an article to spotlight Gerhart and announce the decision.

New Business

1. Dual Enrollment at Albertville High School
 - Dr. Randall led discussion with the Executive Cabinet about the high school's request for Snead State to offer dual enrollment instruction in the school's new career technical facility.
 - Dr. Randall will contact the Albertville representative to clear up some misinformation regarding dual enrollment offerings at the high school campus.

2. Dual Enrollment Organization

- Dr. Whitmore led discussion on developing a plan for organizing and coordinating dual enrollment efforts.
- The Executive Cabinet will continue discussion at a later meeting.

3. Commencement

- About 201 students have picked up caps and gowns. Of that number, 22 included baseball and softball players who participated in their own commencement ceremony. The remaining 179 students are expected to participate in the ceremony.
- The Executive Cabinet agreed to discuss including a special celebration for Commencement next year, similar to the ice cream social or reception that has been held in the past.

4. Personnel

- The final interviews for women's basketball coach are today.
- The interviews for the chief of police were held yesterday. The College received three applications.
- The posting for an English instructor is open. The plan is to hire two to fill positions left vacant by retirements.
- The Director of Advising posting is expected to go up soon.
- Jennifer Marsh was hired as the part-time Child Development Director. Her first day was Monday.

5. Open Discussion

- The cafeteria will be closed in July, so the Executive Cabinet will meet at a different location.



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 Chamber Music 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 have to have 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

- Dr. Whitmore reported that 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 EXECUTIVE CABINET MEETING

June 7, 2023

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

Convened 9 a.m.

Old Business

1. Rental Fees for On-Campus Facilities Update (Security Deposit)
 - Deferred.
2. Gerhart Concert
 - Deferred.

New Business

1. SACSCOC
 - Dr. Whitmore provided an update on the SACSCOC off site report review.
 - He also reported on plans for the site visit coming up in October.
2. June 27 Press Conference
 - Dr. Whitmore reported on the upcoming press conference. It will begin at 10 a.m. and will be held in Fielder Auditorium.
 - Confirmed speakers include Jacksonville State University President Dr. Killingsworth and State Representative Brock Colvin.
 - Ms. Smith asked for transfer rate data that could be used to develop the messaging, and Mr. Cannon and Mr. Scott will coordinate with Janna Bonds to obtain that data.
 - Ms. Smith will develop a tentative agenda for the event. She will also send a notification campus wide and through the community email distribution list. An announcement will also be included in the next edition of the Parson Press.

3. Ad Astra Report

- Dr. Whitmore shared information about the report to the Executive Cabinet.

4. Approval of Grant Applications

- The Cabinet voted unanimously to apply for the following grants:
 1. ACE grant
 2. Dual Enrollment
 3. Success Coach Grant

5. Open Discussion

- Dr. Whitmore discussed the upcoming Founders Day Festival that was listed as a Showcase Event to celebrate the ACCS Diamond Jubilee. The Festival will be on Aug. 19, the Saturday following the College's convocation week for employees. The Festival will also conclude the College's 125th anniversary celebration.
- Dr. Randall reported on a delay with the program submission for HVAC and Machine Tool programs. The proposal was submitted to the ACCS office, but the System office did not submit the proposal to ACHE by the deadline.
- Dr. Randall shared that Success Coaches from Cherokee County, Etowah High, and Guntersville High toured the Aviation Center.
- Mrs. Smith shared with the Executive Cabinet details on Alumni Homecoming on June 16. Mr. Scott and Mrs. Smith shared information on the Kelly Sings Dolly event on July 7, 8, and 9. Dr. Whitmore shared about an event with Sean of the South featuring Becca Butler on Aug. 24 to benefit the Neighborhood Bridges program. The College is the presenting sponsor of the event.
- The Summer Fun Camps begin next week. The deadline to register is Friday.
- Mr. Scott said that work has started on the Summer Bridge Camp, which is being led again by Taylor Hollingsworth Hayes. The program prepares students to be successful in gateway courses.
- Three English instructors have been hired, to fill vacancies left by Cynthia Denham and Rhea Krueger. They are all certified in multiple disciplines. A math instructor and music instructor position has also been posted. The new Women's Basketball Coach was made official this morning and will be Craig Roden. A job positing is also open for an Advising Director.
- The Cabinet need to make completing employees evaluations a priority.



PRESIDENT'S EXECUTIVE CABINET MEETING

June 21, 2023

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

Convened 9 a.m.

Old Business

1. Rental Fees for On-Campus Facilities Update (Security Deposit)
 - Dr. Whitmore shared an issue with rental of the Bevill Center and how the issue has been resolved.
2. Gerhart Concert
 - Nothing new to discuss.

New Business

1. SACSCOC
 - Dr. Whitmore provided an update on the substantive change to be submitted to addresses new programs and a teach-out plan for existing programs that will be moving to the new career and technical training facility.
 - Dr. Randall said the substantive change proposal is about 75 percent complete, and he plans to share it with the consultant for review prior to submission.
2. June 27 Press Conference
 - Dr. Whitmore led review of plans for the news conference.
 - Ms. Smith said the speakers have been lined up. The System office will forward talking points today, and she will follow up with the speakers to organize what talking points need to be covered.
 - The media advisory was emailed to media outlets and community leaders last week and will be emailed again this week.

- Ms. Smith will send the news advisory to Dr. Whitmore.
3. Ad Astra Report
 - Vann Scott, Tonya Clowdus and Lindsey Hubbard will attend the meeting tomorrow.
 4. Approval of Revisions to Benevolence Fund Committee
 - The revisions included increasing the amount of the donation as well as the makeup of the committee.
 - Jason Cannon made the motion to approve the revisions, and Vann Scott seconded. The Executive Cabinet approved the motion unanimously.
 5. Approval of 2023-2024 SSCC Committee Assignments
 - The changes reflected retirements of members and changes in positions for others.
 - Vann Scott made the motion to approve the changes, and Dr. Greg Randall seconded. The Executive Cabinet approved the motion unanimously.
 6. Approval of Updated Organizational Chart
 - The changes reflected the addition of the regional positions and listed positions left vacant by retirements.
 - Mr. Scott made the motion. Dr. Randall provided the second. The Cabinet approved the motion unanimously.
 7. Open Discussion
 - Dr. Whitmore said the construction on the new career and technical training facility is moving forward. The cosmetology and CDL buildings at the site are expected to come down today if the weather is cooperative.
 - The Chief of Police for the College's new Campus Police Department begins July 1.
 - Interviews being Monday for a vacant math position. Music applications are being reviewed Friday and Tuesday with interviews next week. The College received 10 applicants for the math position and 27 applicants for the music position.
 - The vacancy for Athletic Director will be posted soon, and the College will also post for the Director of Information Technology position. The posting for the Director of Advising position has closed. The committee is meeting today to review applicants.
 - An Open House at Southern Museum of Flight instructional site will be held tomorrow.
 - The application for the Dual Enrollment grant has been submitted.
 - The College had 13 students enrolled in the dual enrollment welding program at Albertville High School.

- The summer camps went well. The babysisters club had 13 to sign up, the science had 17, and history, which is next week, has 21. Registration is still ongoing for the music camp to be held in July.
- Preparations have begun for the summer bridge camp provided through the ACHE grant. As of right now, 24 students have signed. It will be held July 10-14 and the following Monday-Thursday.
- Enrollment for the summer semester is good. Registration for Summer Mini II is still going strong. Enrollment numbers put Snead State as the third largest community college in the state.
- Fall enrollment has opened. About 296 Dual Enrollment students have registered for fall.



PRESIDENT'S EXECUTIVE CABINET MEETING

July 5, 2023

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

Absent: Shelley Smith

Convened 11:30 a.m.

Old Business

1. Rental Fees for On-Campus Facilities Update (Security Deposit)
 - Deferred.
2. Gerhart Concert
 - Deferred.

New Business

1. SACSCOC Preliminary Report
 - IE/IR Director Janna Bonds sent a draft of the narrative for standard 7.1 to be reviewed.
2. Dual Enrollment meeting
 - Mr. Cannon and Mr. Scott provided a report on their recent meeting with other colleges within the system.
3. Director of Academic Advising
 - As part of the College's Quality Enhancement Plan, a job description for the position has been developed and posted.
4. Founder's Day
 - Deferred.



PRESIDENT'S EXECUTIVE CABINET MEETING

July 19, 2023

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

Absent: Ms. Shelley Smith

Convened 9 a.m.

Old Business

New Business

1. Update on Renovations

- Mr. Scott presented the proposed new layout of the Library and Advising Center renovations.
- The furniture arrangement designs were reviewed by the Cabinet for final selection. Adjustments were suggested to the first office in the Advising Center.
- The physical layout for the library and furniture were reviewed. Swatches are expected to be delivered today. The completion is expected to be Oct. 1, 2023.

2. Convocation

- The schedule for convocation week will remain the same as the last two years.
- On Monday, August 14 at 8:30 a.m., Dr. Whitmore will welcome employees and present service pins. He will honor retirees. Waffle House will cater the breakfast in the Commons.
- On Tuesday, August 15, Dr. Whitmore will present the State of the College. United Way will present, and it was suggested to provide a QEP update.
- On Wednesday, August 16, training sessions will be held for new class technology.
- Faculty meetings will be held on Wednesday and/or Thursday.
- The College Cookout will be Thursday, August 17.
- On Saturday, Aug. 19, Founders Day begins at 1 p.m. with the pageant. The opening ceremony will be at 4 p.m.

- The City of Boaz has signed off on the College having a fireworks show.
- Mr. Scott shared the Art Department's requests to set up a vendor table for students to sell their art. The Cabinet approved.

3. Farm Bill event

- A public forum for the Farm Bill organized by Senator Tommy Tuberville has been rescheduled to Aug. 1.

4. Board of Trustees meeting

- Dr. Whitmore shared that the College will present a student or college spotlight during the Aug. 9 meeting. Edwin Jarquin is suggested as the student representative for this spotlight.

5. Open Discussion

- Mr. Cannon said a kiosk for the McCain Center was delivered.
- Dr. Randall said a substantive change was submitted regarding the new workforce facility, two new CTE programs (HVAC and Machine Tool Technology), and a teach-out plan for moving Industrial Systems Technology and Welding to the new facility.
- Mr. Scott reported that a new music teacher and a new math teacher have been hired. The Physics instructor position closes today. Three English instructors have been hired.



PRESIDENT'S EXECUTIVE CABINET MEETING

August 2, 2023

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

Convened 12 p.m.

Old Business

1. Rental Fees for On-Campus Facilities Update (Security Deposit)
 - Nothing new to report.
2. Gerhart Concert
 - Nothing new to report.
3. Update on Campus Projects/Events
 - Dr. Whitmore reported on the progress of the construction of the Workforce Development Training Center.
 - Senator Tommy Tuberville held a community forum on campus regarding the farm bill. Dr. Whitmore reported that the event went well.
 - Dr. Whitmore shared with the Cabinet that the College is looking to revamp the student Ambassador program to bring more prestige to the scholarship program. He is working with Ms. Smith, Mr. Cannon, and the sponsors Lindsey Hubbard and Chandler Tarvin.
 - Howard Bentley Buick GMC donated \$10,000 to the athletic program, making it possible for the College to offer free admission to all athletic events. Dr. Whitmore mentioned that the College is considering options to enhance concessions.
 - Summer enrollment has been incredible. The College is lagging behind in fall enrollment. There has historically been a huge push in enrollment within the last two weeks before classes begin. Parsons Days was successful. Enrollment of first-

time freshmen and transfer is down. Enrollment for dual enrollment and transient students is up. Rapid Enrollment Day is scheduled for Aug.18.

New Business

1. Convocation

- Ms. Smith will develop a graphic detailing the schedule.
- On Aug. 14 at 8:30 a.m. in Fielder Auditorium, retirees and 14 new hires will be recognized, and years of service awards will be given. Breakfast will be served in the Commons for employees to eat in or take out.
- On Aug. 15 at 9 a.m., Dr. Whitmore will present the State of the College, and the QEP committee will program an update on the QEP. United Way will also present. The new employee luncheon will be held at 11:30 a.m.
- On Aug. 16, professional development meetings will be held for faculty, new headshots will be taken of employees.
- On Aug. 17, Marketing will finish taking headshots of employees. The College Family Picnic will begin at 5 p.m. at the gazebo. Volleyball will also compete against Gadsden State.
- Rapid Enrollment Day is Friday morning, and the Founders Day Pageant and Festival is Saturday.

2. Board meeting

- The Board of Trustees will meet Wednesday, Snead State student Edwin Jarquin-Perez will be the student feature spotlight.

3. Personnel Handbook changes

- Dr. Whitmore reviewed the changes with the Executive Cabinet.
- The Cabinet pointed out the mission statement was incorrect.
- Mr. Cannon made the motion to approve the handbook with the change to the mission statement, and Dr. Randal provided the second. The motion passed unanimously.



PRESIDENT'S EXECUTIVE CABINET MEETING

September 6, 2023

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

Absent: Ms. Shelley Smith

Convened 12 p.m.

Old Business

New Business

1. Academic Advising Council
 - Mr. Scott read the proposal from the members of the QEP committee to establish a new Academic Advising Council.
 - The Cabinet voted unanimously to establish the Academic Advising Council.
2. Success Coach Grant
 - The College received the grant for approximately \$80,000. The funding will begin by Oct. 1.
 - The grant funds a success coach to work with high school students.
 - Mr. Scott made the motion to accept the grant. Dr. Randall provided the second. The Cabinet approved the motion unanimously.
3. CCRI
 - The Guntersville High School principal contacted Snead State about providing CCRI for high school students. Students would be brought to campus for a one-day class that would earn them on CCRI credit upon completion. The principal would like to include all ninth graders, which would be approximately 200 students.
 - Mr. Scott suggested having a meeting with Guntersville High School to talk more about the proposal.

- Mr. Cannon noted a one-day class may raise concerns about integrity of course by being just one day.
- Dr. Whitmore asked if there was a way to get a copy of the curriculum for the one-day class.
- The Cabinet agreed to research the proposal and assemble a group to discuss the opportunity prior to meeting with Guntersville High School.

4. Chancellor Awards nominees

- A list of eligible employees will be reviewed and submitted by Oct. 4, 2023.

5. Open Discussion

- Registration is open for the SACSCOC Annual meeting. Members of the QEP committee and SACSCOC Steering committee will attend.



PRESIDENT'S EXECUTIVE CABINET MEETING

October 3, 2023

The Executive Cabinet meeting scheduled for October 4, 2023, was cancelled. The Cabinet handled three items of business on October 3 via email.

1. The Cabinet unanimously approved to accept a \$10,000 grant for the Parson Pantry.
2. The Cabinet discussed recommendations for Chancellor's Awards Recipients and agreed on the following: Tristin Callahan in the Administrator Category; Kelly Snyder in the Academic Faculty Category; Dr. Todd Freshwater in the Career and Technical Faculty Category; and Susan West in the Support Staff Category.
3. Dr. Whitmore reminded the Cabinet to submit names of anyone in their departments who would attend the ACCA conference this year in Mobile in November.



PRESIDENT'S EXECUTIVE CABINET MEETING

October 19, 2023

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

Convened 9 a.m.

Old Business

New Business

1. Legislative Delegation discussion
 - Senator Clay Scofield is resigning his Senate seat for a position with the Business Council of Alabama.
2. SACSCOC update
 - Information about the on-site visit will be shared at the Strategic Leadership Council meeting today.
 - Ms. Bonds is preparing some talking points to prepare the two Board of Trustees members who will be meeting with the on-site committee members.
 - A final logistics meeting will be held today to finalize last-minute details.
3. Oct. 18 Board of Trustees Meeting Update
 - Dr. Whitmore provide an overview of the meeting.
 - The Chancellor has asked for a committee to be formed to provide suggestions for increasing the enrollment of adult learners.
 - Dr. Whitmore reviewed the schedule for Board meetings that will be held on the different college campuses.
4. New Security Initiatives
 - Dr. Whitmore shared the details of a memo from Chancellor Jimmy Baker regarding the staffing and equipment requirements for the campus police department.

5. May 2024 Commencement

- Mr. Cannon led discussion about plans for Commencement, which is scheduled for Thursday, May 2, at 6 p.m. in the Plunkett Wallace Gym.
- Mr. Scott made the motion, and Dr. Randall provided the second to move forward with the same plans as last year with the live stream company, no speaker, etc.

6. Study Abroad Pre-Travel Forms

- Dr. Whitmore and Mr. Cannon led discussion on pre-travel forms in regard to the Study Abroad trip this summer.
- The Cabinet agreed to have chaperones sign an agreement to outline their responsibilities prior to submitting pre-travel forms. Mr. Scott will ask Dr. Grover Kitchens to prepare an agreement.

7. Open Discussion

- Wireless microphones that are used in Bevill and Fielder are not FCC compliant, and Dr. Whitmore, Mr. Scott and Mr. Steffen are working to upgrade the sound system in Fielder and possibly provide adequate equipment for Bevill. Dr. Whitmore is going to discuss the options with Regional CFO Tina Simons.
- Dr. Randall updated the Cabinet about the College receiving a mobile welding unit.
- No word has been received about the Dual Enrollment grant, which was written to provide students with two classes and necessary PPE and funding for fees.



PRESIDENT'S EXECUTIVE CABINET MEETING

October 31, 2023

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

Convened 9 a.m.

Old Business

1. Study Abroad Chaperone Agreement
 - The Cabinet reviewed the discussion held during the last meeting.
 - Mr. Scott will talk with Dr. Grover Kitchens about preparing the agreement.
2. Wireless microphones for Bevill and Fielder
 - Microphones were rented for this weekend's theatre production.
 - Mr. Steffen will move forward once the Cabinet determines whether to bid the purchase or gather quotes for the purchase.
 - Mr. Scott suggested to wait until after this weekend's theatre production to request bids for purchase of the new equipment.
3. Dual Enrollment Grant
 - No information has been received on the grant award.
 - The Cabinet agreed on a plan to continue what was done last year pending on receiving news of the allocation.

New Business

1. SACSCOC recap
 - Dr. Whitmore led discussion on the recent onsite visit. During the exit meeting, the SACSCOC committee cited as areas for improvement the following: adequate documentation of qualifications for Aviation instructors, program coordination, and the QEP.
 - Dr. Whitmore received a note from Dr. Lynne Crosby saying the visit went well.

2. Aspen Award

- Snead State has been nominated for the award.
- Jarrod Shields has taken on the application process with Janna Bonds assisting. The criteria are changing, and Dr. Whitmore will have a zoom call to discuss this later today.

3. Security Enhancements

- Dr. Whitmore shared information about this initiative, including its impact on the budget, but details continue to change. Information is coming to Dr. Whitmore through Chief Doug Pollard.

4. Director of IT interviews

- The search committee has narrowed down the applicants to three.
- The second round of interviews will include the Executive Cabinet and the regional IT director.

5. Open Discussion

- Dr. Whitmore updated the Cabinet on Legislature changes. Sen. Livingston was named Senate Majority Leader. Rep. Wes Kitchens has announced his intent to run for the Senate seat vacant after the resignation of Sen. Clay Scofield. Dr. Whitmore shared rumors of additional candidates that he's heard, but no one else has officially announced.
- Dr. Randall said he has received requests for tours of the new career and technical training facility from stakeholders in the community. Dr. Whitmore said once the holidays are over, the College needs a marketing plan to promote the new facility and the classes to be held there. The College also needs a plan B should the new facility opening is delayed.
- Dr. Randall provided information about a program to add workforce training for Electric Vehicle Infrastructure near interstates. He asked for the Cabinet to read over the information and provide feedback on the College participating in this grant initiative. Without any interstates located within the county, the Cabinet opted not to participate.
- Mr. Scott reported that yesterday an office wall was installed in the library, and some of the paint was touched up.



PRESIDENT'S EXECUTIVE CABINET MEETING

November 16, 2023

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

Convened 9 a.m.

Old Business

1. Study Abroad Chaperone Agreement
 - xxxxxx
2. Wireless microphones for Bevill and Fielder
 - xxxxxx
3. Dual Enrollment Grant
 - xxxxx

New Business

1. xxxx
 - xxxxx
2. xxxx
 - xxxx
3. xxxx
 - xxxx
4. xxxx
 - xxxx
5. Open Discussion

- Enrollment: Jason – reviewed numbers based on other colleges' progress for Spring registration. CH53% Hc 47% comparing current HC vs final HC last spring, last spring included all 10th graders in MC 113 DE registered but 500 more need to get register then 10th graders need to register decision regadin DE after Thanksgiving
- Dr. Whitmore reviewed the part of the SACSCOC report regarding aviation instructors verification. Had a discussion with the system office. Believe it will be a simple fix.
- Last board meeting, reprieve from the Jan. 1 deadline pushed to Oct. 1 in regard to the police department hires.
- Meeting with AHS Greg and Joe lunch with super and asst super regarding magnet school proposal with career tech building. Could open some opportunities for Snead.
- Strategic Leadership Council meeting this afternoon, discuss agenda