



Executive Cabinet Meeting

Minutes

January 17, 2024

Due to Snead State Community College closing the campus due to hazardous travel conditions, the Executive Cabinet did not hold its in-person meeting. The Executive Cabinet voted on one item of business via email correspondence:

Instructional Site at Albertville High School

- Dr. Greg Randall brought the item to the Executive Cabinet. The request is to convert Albertville High School from a 49 percent instructional site to a 100 percent instructional site, effective Fall 2024.
- The conversion will require a substantive change request prospectus to SACSCOC, the due date for which being March 1 for Board review with the item coming up for approval during the June meeting.
- Pending the Executive Cabinet's approval, Dr. Randall will prepare the prospectus with IE/IR being responsible for submission to SACSCOC.
- The Executive Cabinet discussed the motion, including what programs are planned to be offered at Albertville High School and the effect on the prospectus should Albertville vote to approve making the new career technical school a magnet school.
- Mr. Scott recommended presenting this proposal to the Academic Committee for approval.
- Dr. Whitmore recommended involving Director of IE/IR Janna Bonds in further discussions about the prospectus and submission to SACSCOC.
- Executive Cabinet members voted to proceed with preparing and submitting the substantive change prospectus. Voting Cabinet members included: Dr. Joe Whitmore, Mr. Vann Scott, Mr. Jason Cannon, Dr. Greg Randall, and Ms. Shelley Smith.
- The Cabinet agreed to further investigate the concerns raised and to consult relevant policies and procedures to make sure the College is in compliance.



Executive Cabinet Meeting

Minutes

January 19, 2024

Attendees: Dr. Joe Whitmore, Ms. Shelley Smith, Dr. Greg Randall, Mr. Vann Scott, Mr. Jason Cannon (via telephone), Ms. Janna Bonds

The Executive Cabinet held a special called meeting to handle one item of business.

Review of Mission Statement

- Ms. Bonds presented the current mission statement for the Executive Cabinet to review for approval: The Mission of Snead State Community College, a member of the Alabama Community College System, is to meet the needs of those we serve by providing community engagement and enrichment activities, workforce and economic development opportunities, and quality educational programs utilizing varied delivery modalities.
- Mr. Scott made a motion to maintain the current mission statement. Dr. Randall made the second.
- The Executive Cabinet approved the motion unanimously.



Executive Cabinet Meeting

Minutes

February 8, 2024

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

Absent: Ms. Shelley Smith

Old Business

1. Dual Enrollment funding
 - There is \$62,000 left for dual enrollment scholarships for summer.
 - The College still hasn't received notification for the new allotment for fall.
 - The Executive Cabinet approved to maintain the current level of allotment to students for Fall 2024, including two classes, Parson Books Plus, and materials and supplies, pending legislative approval.
2. Albertville Instructional Site
 - The next year will be used to prepare for Albertville High School to transition to a 100 percent off campus instructional site for approval through SACSCOC, ACCS, and ACHE.
3. Workforce and Career Institute
 - Dr. Whitmore gave an update on the progress of the site.

New Business

1. 2024-2025 Academic Calendar
 - The Executive Cabinet approved the 2024-2025 Academic Calendar with no major changes.
2. College Strategic Leadership Council
 - The Executive Cabinet approved the appointment of Alex Lee to be the student representative to the College Strategic Leadership Council.



Executive Cabinet Meeting

Minutes

February 21, 2024

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

Absent:

Convened: 8:30 a.m.

Old Business

New Business

1. Summer Bridge Plan for 2024

- Grant from ACHE conduct the program directed at students struggling in gateway English and math. Graduating high school seniors. Develop skills help with college success. Do close to the same thing but cutting the cost in half. Free to students, and we're reducing the cost
- Scholarship for one class and reducing to \$200 stipend if they complete
- Pay instructors less to help reduce cost
- Costing 91000 last year, this 40000, of that 20000 tuition waivers, actual cost is 20000
- Anecdotal measurements, students indicated that it helped
- Press release on success of program, vann has data that can be used to indicate the success
- Success coach will be available to help
- Check with Vann about materials to promote

2. CCC AP/DE MOU

- Mr. Cannon provided a summary of the MOU developed by Calhoun.
- Instructor credential by Snead and be an adjunct

- Snead approved curriculum to meet both AP on high school side and DE on our side
- ID'd AP courses, students can choose the ID'd courses to take as only AP or as both AP/DE, if pass AP exam, give waiver, students self-pay for classes
- Mr. Scott shared info on what another school has done with a similar AP/DE agreement
- Dr. Whitmore will set up a meeting with Arab Superintendent to see how a similar agreement could be applied to Arab
- Mr. Cannon and Dr. Whitmore suggested approaching Arab as a pilot partnership

3. Adoption of Avionics Memo for SACSCOC

- Dr. Whitmore shared about a meeting held Monday with Scott, Randall, and Janna
- An agenda item to eliminate certificate item for avionics
- Randall tried to introduce this in 2010 but it was nixed
- When Aviation Center, apply to offer powerplant and avionics, sent to ACCS and ACHE got approved to offer degrees to both. But somehow nothing has been done with avionics.
- In 2021, prep for SACS visit, list of changes to ACCS inventory, put them to inactive status, put one in but not the other
- Five years later, post implementation report needs to be done, nothing has been done so ruled by ACHE as nonviable, but we had asked to mark it inactive so this wouldn't be listed as nonviable.
- Dr. Randall and Mr. Scott updated the Cabinet on the situation.
- Since agenda item has since been taken off the agenda, there is now an avionics program on the books that needs to be addressed.
- Certificates on ACCS and ACHE inventory; degrees are not
- Janna drafted a memo to explain the situation and how current leadership is going to handle the situation to have on file for SACS purposes.
- Cabinet approved the memo with pending suggested edits to clarify portions of the memo.

4. WACI Schedule

- Dr. Whitmore opened discussion. Plan from cindy wigley, bring team up here for a meeting. Lunch meeting in rotary room
- One DE class per block (grade level) at MTS, but they've request 2, but grade levels are mixed up and the students aren't at MTS for enough contact hours to meet the requirement for offering an additional class.
- By offering for our students during the day, it won't fit within the schedule at MTS.

5. Open Discussion

- Vann scott said they are looking into the feasibility o fhavigna human cadaver lab.



Executive Cabinet Meeting

Minutes

March 20, 2024

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

Absent:

Convened: 8 a.m.

1. Dean for Career and Technical Education Dean
 - Dr. Whitmore checked with the Executive Cabinet about inputting their rankings of the final interviews for the position into NeoEd. Everyone has completed inputting their scores.
2. Liaison/Wiley
 - The Executive Cabinet will be via zoom at 9 a.m. on Thursday to discuss marketing/recruiting options through Wiley.
 - After this meeting, the Cabinet will further discuss pros and cons of using Liaison or Wiley or another method for direct mail marketing.
 - Ms. Smith will move forward with preparing the fall schedule direct mail piece.
 - Ms. Smith needs the finalized file of the fall classes to design the piece. Mr. Scott said the College needs to finalize some details with Marshall Technical School before the list of classes is ready for the direct mail piece.
 - Most classes are already available for students online, and fall registration has already begun.
3. Albertville Chamber of Commerce Growth Session
 - Dr. Whitmore and Dr. Randall presented at the Albertville Chamber's Growth Session during lunch on Tuesday.
 - They presented on the Innovation Center to the 12-15 people who attended.
4. Scholarship Committee appointment
 - Mr. Cannon recommended to additions to the Scholarship Committee.

- Barry Mayhall has asked to roll off the committee, and Mr. Cannon asked that Terri Narrell be officially named to the committee.
- The committee has had seven members, but Mr. Cannon asked that the committee be increase to eight members for an even number. He recommended the Success Coach be added as the eighth member.
- Mr. Scott made a motion to approve the recommendations for the Scholarship Committee. Dr. Randall provided the second. The Cabinet voted unanimously to approve the recommendations.

5. SACSCOC update

- A meeting is scheduled for Friday morning to finalize a substantive change report.
- The substantive change report to add the Southern Museum of Flight as an instructional site is due in June.
- The substantive change report to add the new Workforce and Career Institute facility as an instructional site is due in April.

6. President's Meeting with ACCS Chancellor

- Dr. Whitmore has a one-on-one meeting with ACCS Chancellor Jimmy Baker later today. He reviewed with the Cabinet the information he plans to share with Chancellor Baker and his staff. The information addresses notable successes for the College and students, opportunities for the College, challenges that specifically interfered with the College's progress, and key areas of focus for the College.
- Items Dr. Whitmore specifically plans to address include enrollment growth, student success, the College's economic impact, workforce development, dual enrollment, and career and technical education, program growth, and growth of the apprenticeship program.

7. Executive Cabinet updates

- Mrs. Smith shared about the ACCSPRA Spring Workshop she attended Tuesday addressing how Artificial Intelligence can assist marketing departments with their workload. She also reported that the ACCS public information officers were asked to attend a Zoom meeting providing updates on Canvas.
- Mr. Scott shared that work to promote and market the summer bridge program will be conducted over the next two weeks. He also suggested the Cabinet review the College's committee list and possibly update the committees and list of members at the next meeting.
- Mr. Cannon reported on the new Success Coach and how her role will fit within the College's relationship with the K12 system.



Executive Cabinet Meeting

Minutes

April 17, 2024

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

Absent:

Convened: 8:30 a.m.

Old Business

New Business

1. Workforce Grant – Purchase Birthing Simulator for Nursing
 - This will replace the existing simulator that is worn out.
 - The amount requested is \$147,356.
 - There is no required matching grant, but the College's application included a budget for maintenance.
 - Mr. Scott made the motion, and Mr. Cannon provided the second. The Cabinet approved unanimously to apply for the grant.
2. ACHE Agenda – Status of Off-Site Request
 - Mr. Scott submitted a request but had not heard back. He will follow up on the request.
3. WACI Update
 - Ms. Smith said the outdoor banner for the WACI site has been delivered.
 - Dr. Whitmore said he and Dr. Randall were there Monday. Equipment has started moving in. They were notified on Monday that a necessary electrical panel was not there but was expected to be delivered in June or July.
 - Dr. Randall is getting a quote from a moving company to move from the Tech Building to the new site. He ordered more industrial equipment yesterday. Some of the equipment has a five-week turnaround time.
 - Interviews will be held Monday for new Machine Tool and HVAC instructors.

- Dr. Randall reviewed a preliminary schedule of classes to present to Marshall Technical School to accommodate the school's bus schedule as much as possible.
4. June 4 Legislative Breakfast
 - The event is hosted by all four chambers of commerce in Marshall County.
 - It will be held in the Plunkett Wallace Gym at 8:30 a.m.
 - About 300 people are expected to attend.
 5. Commencement
 - Two or three apprentices will be participating in the ceremony.
 - The Cabinet reviewed the program for Commencement.
 6. S-Day
 - The event begins at 10 a.m. The weather may impact the outdoor activities. Lunch has already been moved inside the cafeteria.
 7. Bevill Renovation
 - Dr. Whitmore provided an update on funding the project.
 - The College has contracted with an architect to do an engineering assessment.
 - The College may have to prioritize renovation tasks based on available funding.
 8. Committee Assignments
 - The Cabinet reviewed changes to the committee assignments.
 - Mr. Cannon suggested changes to the Scholarship Committee.
 - Mr. Scott suggested adding Jessica Harp in place of Terri Narrell on the Admissions Appeal Committee.
 - Mr. Cannon suggested new student appointments to replace ones who are graduating/transferring.
 - Janna Bonds was added to the Athletic Advisory Committee.
 - Mr. Scott made a motion to accept the Committee Assignments, and Ms. Smith seconded the motion. The Cabinet approved the motion unanimously.
 9. Open Discussion
 - Mr. Cannon made a motion to apply to review the Success Coach grant for the amount of \$90,000. Mr. Scott seconded, and the Cabinet approved the motion unanimously.
 - Mr. Scott made a motion to apply for a Dual Enrollment grant renewal for up to \$2 million. Mr. Cannon seconded the motion. The Cabinet voted to approve the motion unanimously.
 - Mr. Scott made a motion to apply for an equipment grant for new robotic welders and mobile trainers for the INT program at WACI. The estimated grant request is

\$300,000. Ms. Smith seconded the motion, and the Cabinet voted to approve the motion unanimously.

- Mr. Scott made a motion to apply for a grant to purchase equipment for the welding program. The grant amount is for up to \$35,000. Mr. Cannon seconded the motion, and the Cabinet approved the motion unanimously.
- Ms. Smith said interviews to fill a vacancy for a Marketing/Public Relations Clerk on Thursday with two candidates interviewing in the morning and one in the afternoon.



EXECUTIVE CABINET MEETING

Minutes

May 1, 2024

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

Absent:

Business:

1. WACI update
 - The electrical panel that is needed to receive the certificate of occupancy is delayed for delivery.
 - The College is moving forward with plans to open the facility at the start of the Fall semester but will have a Plan B just in case.
 - The Cabinet discussed alternatives if the facility cannot be open for classes in the Fall.
2. Spring Events
 - The Cabinet discussed end-of-the-spring semester events including the June 4 Legislative Breakfast, Commencement, and S-Day.
3. Update Faculty Office Hours
 - Changes were made to Policy 408.03 to reflect changes to virtual office hours for faculty teaching online courses.
 - Mr. Scott made the motion to approve the changes. Dr. Randall seconded the motion. The Cabinet unanimously approved the motion.



EXECUTIVE CABINET MEETING

May 15, 2024

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

Old Business

1. WACI Update

- The architects and contractors have found a work-around to the delay in receiving the electrical panel. They have been able to get power to the other half of the building, so classes can be held in the facility at the start of the fall semester.
- Dr. Whitmore and Dr. Randall have a meeting today and will know more about whether the facility will be ready for classes in the Fall.
- The final course schedule for the facility will be sent out by the end of the week.

2. Bevill Renovation

- Dr. Whitmore opened discussion on funding for the project. The scope of the project depends on the funding that will be available.
- A meeting was held to discuss programming for the building.
- Dr. Whitmore is having a list of events compiled showing which events have been held in the Bevill Center during the last two or three months. He wants to reach out to the group using the facility about their experiences.

New Business

1. Commencement Recap

- Dr. Whitmore opened discussion on Commencement and how it went overall.
- Dr. Whitmore opened discussion on possibly having two ceremonies in the future: one in the fall and one in the spring, two in the spring, or one for AS degrees and one for AAS/certificates.
- This year, the College had 260 graduates.

2. TRIO Student Support Services Grant Application

- Mr. Cannon said it's time to reapply for the grant.
- The program currently serves 150 college students.

- The current grant expires in August 2025.
- The deadline to apply is July 15.
- The College is applying for \$1,375,525 in grant funding.
- Mr. Cannon made the motion to apply for the grant renewal. Mr. Scott seconded the motion. The Cabinet approved the motion unanimously.

3. Open Discussion

- Dr. Whitmore reported on attending the awards ceremony at Crossville High School. He said there was an interest expressed for Snead State to offer dual enrollment classes at Crossville High School.



EXECUTIVE CABINET MEETING

Minutes

June 5, 2024

ATTENDEES: Dr. Joe Whitmore, Mr. Vann Scott, Dr. Greg Randall, Ms. Shelley Smith

ABSENT: Mr. Jason Cannon

Old Business

1. WACI Update

- Dr. Randall provided an update on the progress. Most of the items have been packed up from the Technology Building to be moved to WACI tomorrow.
- The CNC machine for the Machine Tool Technology program will be delivered next week.
- A proposal has been sent in to ACCS to have testing services moved to WACI.

2. Bevill Update

- The project is still in the planning phases. The architect is preparing a report to determine a priority list for repair/renovation.

New Business

1. ACE Grant

- Dr. Randall made a motion to apply for a \$50,000 ACE grant to fund WorkKeys testing through Workforce Development. Mr. Scott seconded the motion. The Cabinet voted unanimously to approve the motion.

2. Open Discussion

- Mr. Scott announced that Mike McGee is retiring as Jazz Band director.



EXECUTIVE CABINET MEETING

Minutes

June 20, 2024

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

Old Business

1. WACI Update
 - Dr. Randall said the new sign was going up at the facility.
 - Dr. Whitmore reported on the timeline. The contractors are expected to be finished within two weeks except for the punch list.
2. Bevill Renovation
 - Mark Salmon is coming next week along with the architect to discuss prioritizing renovations to the building.

New Business

1. Title IX Discussion
 - Mr. Cannon led discussion on assigning roles for the Title IX team. He shared the list of previous roles and who filled those and the list of new roles that ACCS has recommended.
 - The team will be expected to complete Title IX training coming up as early as July.
 - The Cabinet provided recommendations to fill the roles.
2. SACS Celebration
 - Dr. Whitmore led discussion of ideas to celebrate the SACSCOC reaccreditation. The celebration will span Tuesday, Wednesday and Thursday and will include tacos, pizza, and ice cream.
 - The Cabinet agreed to wait until the second week in July to hold the celebration.
3. Convocation Week

- Dr. Whitmore asked the Cabinet about hosting a State of the College address for the community. He recommended providing an informal State of the College for employees and then have a more formal one that evening for the community.

4. Story Dedication

- The event is scheduled for Aug. 8 at 2 p.m.
- The dedication and ribbon cutting will be held at the front of the building. A reception will follow in the Commons.

5. Open Discussion

- Dr. Whitmore announced that the ACCS new IT person is coming to visit on Tuesday, June 25. He'll arrive at 9 a.m. and reserve the entire day for the visit. Dr. Whitmore shared an example of what the agenda may be. Dr. Whitmore will take him to WACI and the Aviation College.
- A ribbon cutting will be in September or October for WACI. The College is waiting to confirm the date with Gov. Ivey's office before promoting the event.
- Mr. Scott announced a realignment of academic divisions that will be effective beginning in the fall.



EXECUTIVE CABINET MEETING

Minutes

July 17, 2024

ATTENDEES: Dr. Joe Whitmore, Mr. Vann Scott, Dr. Greg Randall, Ms. Shelley Smith

Absent: Mr. Jason Cannon

Old Business

1. WACI Update
 - The final walk-through for the building is next Wednesday.
 - The Welding equipment is being delivered to the site tomorrow.
 - Days and times for the faculty and staff to tour the facility are being set.
2. Bevill Renovation
 - There was nothing new to report.

New Business

1. President's Conference
 - Dr. Whitmore shared an update from the President's Conference.
 - The ACCS is developing its own strategic plan with a focus to build a better Alabama.
 - The general fund budget is up, and the ETF is up 2 percent over last year. The advancement technology fund is increasing.
2. Job Search
 - Final interviews for the Coordinator of Dual Enrollment have been completed.
 - The offer was extended, and Jamie Rowland accepted. Her start date is July 22.
3. Dual Enrollment Conference

- Dr. Randall said the Innovation Center is planning to develop an orientation course that will be 8-12 hours to complete.
- A presentation regarding an accrediting agency for dual enrollment programs was presented by Southern Union.

4. Convocation Week

- Mr. Scott reported the schedule was be the same as last year. Service pins and retirees would be recognized on Monday with breakfast to follow. The State of the College address will be given Tuesday. No meetings are planned for Wednesday and Thursday. Thursday night is the Snead Family Picnic.

5. Open Discussion

- There are several vacancies open in facilities due to retirements. The search for a Vice President for Facilities and Administration is ongoing. Twenty-six applications were received. Five or six will be interviewed.
- Dr. Whitmore said the President's were asked to send a letter to legislators of the College's Top 10 accomplishments last year that specifically reflected community engagement, college successes, and student success. The purpose is to demonstrate that community colleges are the best vehicle to bring change.
- Other job vacancies are in the process of being filled. Two math instructors are being hired. One has already accepted the position, and another was notified today. There were 22 applicants for business instructor, and the committee will interview 8-12. There have been four applicants for band director. All four will be interviewed next week. The job posting for academic advisor closed yesterday. Sixty-one applications were received for that position.



EXECUTIVE CABINET MEETING

Minutes

August 7, 2024

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

Absent:

Old Business

1. WACI Update
 - The ribbon cutting will be held Sept. 24 at 10 a.m. The program will be held in the atrium or Flex Lab.
 - Ambassadors will be available to give tours.
 - The students in the Machine Tool Technology program will make a keepsake to give to the VIPs.
 - The wall graphics will be added at the facilities on Aug. 26.
 - The faculty and staff are invited to visit WACI on Aug. 20-22.
2. Bevill Renovation
 - There was nothing new to report.
3. VP Search
 - The committee met today to interview six candidates for the Vice President for Finance and Administration position.
 - Dr. Whitmore shared some reorganization changes that were made in Facilities to account for retirements and job vacancies.

New Business

1. Story Administration Dedication and Ribbon Cutting
 - The event will begin at 2 p.m. tomorrow.

- The Story family is bringing about ten people with them. They are flying in around 9:30 a.m. They will meet at WACI at 11 a.m. for a tour with lunch to follow.
- Boaz Mayor David Dyar will present a key to the city. Representative Brock Colvin will speak along with ACCS Board Member Tim McCartney and Foundation Board Member Jack Hancock.
- A framed resolution will be given to the family. A reception will follow.

2. Open Discussion

- Convocation will be next week. Service pins will be given and retirees will be recognized on Monday in Fielder with breakfast to follow. The State of the College address will be given Tuesday to employees at 9 and to the community at 5. Cheri Colvin's retirement reception and the luncheon for new employees will also be held Tuesday. No meetings are planned for Wednesday and Thursday. Thursday night is the Snead Family Picnic.
- Student Services staff will go into the local schools next week to help with dual enrollment registration.
- An Ad Astra strategic alignment meeting will be held Tuesday, Aug. 27, at noon.



EXECUTIVE CABINET MEETING

Minutes

September 4, 2024

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

Absent:

Old Business

1. WACI Update
 - Dr. Randall discussed plans to ensure students at the new facility are made to feel part of the overall college experience.
 - The plans include making the facility feel more collegiate, periodically having student services staff present at the facility, and possibly offering academic classes at the facility.
2. Bevill Renovation
 - There was no new update for this meeting.

New Business

1. Chancellor's Awards
 - The Cabinet discussed nominations for the Chancellor's Awards and agreed that the Snead State recipients are Amanda Gentry in the Administrator category, Karter Krueger and Dr. Laura Liebner for the Faculty category, and Steven Smith in the Staff category.
2. WACI Ribbon Cutting – September 24, 2024, at 10 a.m.
 - Governor Kay Ivey, Chancellor Jimmy Baker, Clay Scofield, and the Marshall County Legislative Delegation have confirmed to be in attendance.
 - The event will be held in the flex lab instead of the lobby. The ribbon cutting will be in the lobby or in front of the building, depending on the weather. The Ambassadors will be available to conduct tours.
 - Mr. Scott will check with Keith Phillips and Gina Garmon about including performances from the Jazz Band and College Street Singers.

3. Vice President Search

- Dr. Whitmore updated the Cabinet about the progress of the search committee. Twenty-six applications were received. About ten didn't meet the qualifications. The committee selected two finalists to go through a final interview process.

4. Enrollment

- The drop for non-payment didn't hit the enrollment numbers as hard as expected.
- A lot of students are registered for the Mini II term only, but an emphasis will be placed on encouraging them to pay before the drop for non-payment in October.

5. IT Challenges/Issues

- Due to the extraordinary work employees have done in overcoming IT challenges and issues to kick off a successful fall semester, Dr. Whitmore asked the Cabinet to consider ways to recognize employees for their efforts.
- Discuss options for recognizing employees for extraordinary work in kicking off the semester

6. Open Discussion

- A list of employees who need to participate in the Ad Astra has to be submitted by Friday at 1 p.m.
- Mr. Cannon requested Cabinet approval to take advantage of a Student Financial Wellness survey. There's no cost to participate, and the documentation would be made available for SACSCOC reports. Mr. Scott made the motion and Dr. Randall seconded the motion to take advantage of the survey. The Cabinet voted unanimously to approve the motion.
- Dr. Randall shared that he is on the search committee to find a regional career services officer for the region including Snead State, Northeast Alabama, and Gadsden State. The position is grant funded. The initial meeting is tomorrow.



EXECUTIVE CABINET MEETING

Minutes

October 2, 2024

ATTENDEES: Dr. Joe Whitmore, Mr. Vann Scott, Ms. Shelley Smith, Mr. Jason Cannon

Absent: Dr. Greg Randall

Old Business

1. Bevill Renovation

- Dr. Whitmore updated the Cabinet on the project. A meeting was held last week with the Facilities Coordinator at ACCS and the architect. They reviewed the preliminary schematic and budget and discussed options. The project could cost up to \$15 million.
- Mark Salmon presented the project to the Chancellor and shared with Dr. Whitmore about the Chancellor's agreement for the project to proceed to be bid.
- The design process will be the next step and will likely not be completed until mid or late spring.

2. Vice President Search

- An offer has been made, and Dr. Whitmore said he was waiting for word from the candidate about whether or not he will accept the offer.

New Business

1. Rep. Frank McDaniel School of Aviation Maintenance Training Center

- There was some confusion of how to reference the name of the new Aviation facility in Albertville in relation to the Aviation College name. The issue has been resolved.

2. Approval of Open Record Requests Procedures

- Dr. Whitmore shared changes in the procedures. Individual colleges will handle respective requests, effective Oct. 1. A public officer for open records must be appointed at each college to track the requests. Janna Bonds was appointed as Snead State's public officer.
- Once the changes are officially adopted by the Cabinet, Ms. Smith will update the website with the information.

- Mr. Scott made a motion, and Mr. Cannon seconded the motion to adopt procedures policy 222.01 and appoint Janna Bonds as the public records officer.
- The Cabinet voted to unanimously approve the motion.

3. Committee Assignments

- The Cabinet reviewed the committee list and updated the assignments.
- Mr. Scott made a motion to establish a QEP Oversight Committee consisting of the Director of IE/IR, the Director of Academic Advising, two faculty positions, and two staff positions. Mr. Cannon seconded the motion, and the Cabinet voted unanimously to approve the motion.
- Revisions will be made to the list, and the Cabinet will vote to approve the list at a later meeting.

4. Open Discussion

- Mr. Cannon reported that official documentation was received that the Workforce and Career Institute has been approved for Title IV including four programs.
- Dr. Whitmore shared a memo from Chancellor Baker detailing the reorganization at the System office.
- Opening ceremonies for the Boaz Harvest Festival are tomorrow at 6:30 p.m. at the Emmett Plunkett baseball field.



EXECUTIVE CABINET MEETING

Minutes

October 16, 2024

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

Absent:

Old Business

1. Bevill Renovation

- A kick-off meeting will be held tomorrow with facility representatives from ACCS, Dr. Whitmore and Architect Phil Black to begin the design phase.
- Chancellor Baker has approved moving forward with the project. Determining the funding will be a challenge until it's decided if the project will be completed all at once or in phases.
- The design phase will take about three to four months. After that, the bid process will begin. Once the Chancellor reviews the bids, the project will likely move forward in June or July.

2. Vice President Search

- David Thompson has accepted the position and should start beginning December.

3. Committee list

- A couple of committee assignments were tabled until vacant positions could be filled.
- Mr. Scott recommended and the Cabinet agreed to change one position on the Library Committee from librarian to library assistant, a position that is currently vacant.
- The Cabinet agreed to remove the librarian position from the Distance Learning Committee. The Cabinet also agreed to change the committee makeup to five appointed faculty members and one appointed IT staff members. One slot for an appointed faculty member will be left vacant for now.
- Mr. Scott made a motion to approve the committee appointments with the recommended changes, and Mr. Cannon seconded. The Cabinet approved the motion unanimously.

New Business

1. Spring Marketing
 - Ms. Smith provided an update on marketing efforts for Spring registration.
2. Approval of Revisions to Policy 404.01, 410.01, and 423.01
 - The revisions came from the Alabama Community College System, and the Cabinet approved the changes to the College's policies to match the relevant System policy for the following:
 - 404.01: Appointment of Local Administrative Staff, new policy
 - 410.01: Leaves with pay, Change regarding sick leave for Schedule D employees
 - 423.01: Criminal Background Checks
 - Mr. Scott made a motion, and Dr. Randall seconded the motion to approve the revisions to all of the policies. The Cabinet voted unanimously to approve the motion. The updated policies will be published in the College Handbook.
3. Approval of Organizational Chart
 - The Cabinet reviewed the organizational chart for changes.
 - Mr. Cannon made a motion and Dr. Randall seconded the motion to approve the organizational chart with a few minor edits.
 - The Cabinet voted to unanimously approve the motion.
4. Dual Enrollment Funds
 - Dr. Whitmore opened discussion about dual enrollment scholarship funding for the Spring semester.
 - The Cabinet agreed to offer scholarships to cover the tuition, fees, and Parson BooksPlus costs for one class with a waiver for a seconded class if the seconded class is a career and technical class.
5. Preview Day
 - Preview Day is scheduled for Thursday, Nov. 14.
 - The gym will be booked for this event on Nov. 13 and 14.
 - The event will include booths spotlighting the College's programs and student activities and performances by the Jazz Band, College Street Singers, Theatre, and Cheer.
 - Dr. Whitmore is coordinating with maintenance/custodial on the set up.
6. Open Discussion
 - Dr. Randall asked the Cabinet to approve the submission of a Substantive Change to SACSCOC to move the Albertville City site from a 25-49% OCIS to a 50% or more OCIS, offering the Child Development program. Additionally, four new Short-Term Certificates in Child Development will be introduced.

- Infant/Toddler
- Preschool/Pre-K
- Management
- Early Childhood Education (Transfer/DE)

Mr. Scott made a motion and Mr. Cannon seconded the motion to approve the submission of the Substantive Change for the Albertville City site as presented by Dr. Randall. The Cabinet unanimously approved the motion.

- Dr. Randall requested to begin the process for approving and adding a new program at the Workforce and Career Institute - Additive Manufacturing and Drafting Design Program. The program will offer an AAS degree, a long certificate, and a short-term certificate in Additive Manufacturing. Dr. Randall said the program will include training in 3D modeling, basic drafting, and design, and a company has already expressed interest in offering an apprenticeship program. Dr. Randall said the proposal will need to be submitted to the Alabama Community College System and the Alabama Commission on Higher Education. The long certificate option also needs to be voted on by the Academic Committee. Mr. Scott made a motion, and Mr. Cannon seconded the motion to begin the process for adding a new Additive Manufacturing Program at WACI. The Cabinet voted unanimously to approve the motion.
- Timeline for both Fall 2025
- The Cabinet discussed closing several Short-Term Certificates within the Applied Business/CIS program due to low enrollment. The certificates include Childcare Management track, Landscape and Grounds Maintenance track, Logistics, Distribution, and Purchasing track, Non-Profit Administration track, and Apple App Development track. The proposal has been approved by the Advisory Committee. The programs will be phased out starting Fall 2025. Dr. Randall made the motion, and Mr. Cannon seconded the motion to approve the program closures and phase-out plan. The Cabinet voted unanimously to approve the motion.



EXECUTIVE CABINET MEETING

Minutes

November 6, 2024

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

Absent:

Old Business

1. Bevill Renovation

- Dr. Whitmore said the planning for the project was moving forward, but he had no new information to report.

2. Preview Day

- Mr. Cannon reported that students from 14 schools are expected to attend Preview Day next Thursday, Nov. 14.
- The event will be held from 8:30 a.m.-12:30 p.m.
- Mr. Cannon said the Admissions/Recruiting staff were finalizing the order of events for Preview Day.

New Business

1. Dual Enrollment Orientation

- Mr. Cannon updated the Cabinet about a Dual Enrollment Orientation developed through the ACCS Innovation Center.
- He and Mr. Scott said a link to the orientation course was to be sent to the colleges soon. The colleges have been asked to review the orientation and provide feedback by January.
- The orientation is tentatively scheduled to be offered by the Fall 2025.

2. ACCA Conference

- Dr. Whitmore asked the Cabinet about employees who planned to attend the Conference.
- Dr. Whitmore said Kelli Conley would touch base with the Chancellor Award's winner about details for the recognition ceremony.

3. Open Discussion

- Mr. Scott provided a brief update on training for Ad Astra.
- Dr. Randall provided an update on the substantive change requests being submitted for the instructional site at Albertville Innovation Academy and for the addition of the Additive Manufacturing program. Dr. Whitmore, Dr. Randall, and Janna Bonds have met with Dr. Crosby with SACSCOC to get the submission dates in line, so the College is no longer under a sanction when the request is submitted.
- The ACCS Board of Trustees will hold a meeting on Snead State's campus on June 11, 2025. In anticipation of the board's visit, plans will be made for the board members for June 10-11.
- The next Parson Scholarship Gala is scheduled for Saturday, May 17, 2025.



Executive Cabinet Meeting

Minutes

November 20, 2024

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

Absent: Mr. Jason Cannon

Old Business

1. Vice President for Facilities and Administration
 - David Thompson's first day on the job is Dec. 2.
2. Bevill Center Renovation
 - The project is moving along. Dr. Whitmore reported that a meeting is scheduled for Dec. 3 to finalize the plans for the renovations in preparation of letting it for bid.

New Business

1. ACCA Conference
 - Dr. Whitmore is the only one from Snead scheduled to attend the conference. Three of the four Chancellor's Awards winners will attend the recognition ceremony on Sunday, but they aren't registered for the Conference.
2. SACSCOC Conference
 - Dr. Whitmore, Mr. Scott and Janna Bonds will be attending. The conference is scheduled for the week of Dec. 7.
3. Flag Football
 - The College will be adding women's flag football to the Athletic program beginning the Fall 2025.
 - Grant funding will be available to cover the initial costs of equipment.
 - Fifteen scholarships will be available for the program.
 - The College will need to hire a part-time head coach.

4. Open Discussion

- Dr. Randall reported that the hiring committee for a new Computer Science Technology instructor met this morning. Two applicants will be interviewed tentatively during the week of Dec. 4.
- Ms. Smith reported that the Spring 2025 is in proof. She's collecting quotes for the printing and direct mail.
- The Cabinet discussed promotion of the dual enrollment scholarship for the Spring 2025. The Cabinet agreed to set a maximum credit hour amount at seven credit hours. The scholarship provides for one free course with a second free course if the second course is a career and technical education course.



EXECUTIVE CABINET MEETING

Minutes

December 18, 2024

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

Absent:

Old Business

1. Bevill Renovation

- The project is moving forward quickly. The funding is still undetermined, so the project may need to be done in phases instead of all at once.
- Architect Phil Black has started the design phase. The project is expected to be bid in March or April.
- The Bevill Center will not schedule any bookings past April or May.

2. Spring Enrollment

- Enrollment is lagging, as it tends to do this time of year, but should rally in January. Always tend to be lagging behind this time of year, but rally in January.
- The headcount is 2,380 students registered, which is about 75 percent of last year's final spring enrollment.

New Business

1. Open Discussion

- Mr. Cannon and Mr. Scott shared information on a Zoom meeting from last Friday regarding compensation for K12 instructors who also teach dual enrollment classes. The meeting reviewed pending changes to dual enrollment agreements, but no immediate implementation was required.
- Dr. Whitmore shared an update on dual enrollment funding and a possibility of supplemental funding. The Cabinet discussed using the supplemental funding to fund sequences courses for the spring for schools that are teaching the sequence courses on their campuses. Dr. Randall made the motion to approve this. Mr. Scott seconded. The Cabinet approved unanimously.

- Dr. Whitmore said the Marshall County Legislative Delegation is introducing legislation to include Snead State in the distribution of currently unused TVA funding.
- Dr. Whitmore and Mr. Thompson updated the Cabinet on the deferred maintenance projects and updating the priorities.
- The paperwork is being completed for a new HVAC system for the Norton Social Sciences Building. The project had to be rebid, and the new bid came in \$5,000 less than the original. The installation is expected to start mid to late January.
- Mr. Thompson updated the Cabinet on access control system concerns. He said it's going to require a set management and oversight procedure.
- Dr. Whitmore informed the Cabinet of upcoming events, including a luncheon for the Legislative Delegation at WACI in January, the ACCS Board of Trustees meeting on Snead's campus June 10-11, the Parson Scholarship Gala on May 17, and Commencement on May 8.