



President's Executive Cabinet
Meeting Minutes
April 1, 2026

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

Absent:

Old Business

1. Bevill Renovation

- There was nothing new to report.

2. Enrollment Update

- Mr. Cannon shared an enrollment report for the Summer semester. As of March 31, credit hours were 12,394, and headcount is 1,933. There are 340 more students registered on March 31, 2026, compared to the same day in 2025.

3. Facilities Update

- Mr. Thompson reported on various facilities projects.
- For WACI, an air handler coil froze and burst for a second time, and the company ordered a replacement at no charge to the College.
- Reroofing bids for the Music Building were opened Thursday. Once the room is complete, ceiling tile replacement, interior painting, and flooring will be next.
- The Chapel has been cleared down to the concrete floor and exterior wall where the pipe organ is. Maintenance has completed the lighting and framing around the removed pipe organ. The painter has started sanding the woodwork today.

- More signage is being ordered for the McCain exterior rear, gym exterior, WACI (digital board for Hwy 431), and SSCC gateway.
- Cabinets in the Art Department have been installed.
- Hallway graphics in the McCain Student Center were installed. Adjustments are being made to any imperfections.
- Work on the gym to remove four goals and two HVAC units is scheduled for the week of April 13.
- Concrete has been poured in the grassy seating areas behind home place. Two sets of new bleachers are being erected.
- Two HVAC units are being replaced at the Alumni House, and pricing is being procured to replace four HVAC units for Nursing.
- Now that the copiers/scanners/printers are being replaced, a surplus sale will be held to sell the toner and equipment that is no longer needed.

New Business

1. Fleet Insurance

- Mr. Thompson reviewed an issue with fleet vehicle insurance. The policy was set to cancel on March 31, so a new policy with Progressive was accepted.
- He also reviewed policies and changes that will need to be considered moving forward:
 - New hires will be required to have MVR run on their driver's license. Snead State will be responsible for establishing driver eligibility by the above-mentioned policy. Given the results, this report may require additional policies & restrictions for driving SSCC-owned vehicles.
 - Employees will be required to notify SSCC if they have been convicted of traffic violations and/or accidents. Failure to do so could result in issues.
 - SSCC will need to run MVRs, at least annually, on all drivers.
 - The driver list must be kept current with new hires being added and employee separations being removed. We need a process in place to ensure this is accomplished between HR & Fleet.
 - The vehicle list must be kept current including mileage and maintenance records.

- In regard to drivers under the age of twenty-four, these are considered high risk in eyes of the carriers. Many recruiters and assistant coaches fall into this age group along with the student workers within maintenance. According to carriers, this is subject to change to age 26.
- This policy excludes CDL training with school bus, grounds equipment, and golf carts.
- If possible, an age/maturity system is needed to determine whether an individual would be suitable for driving multi-passenger vehicles.

2. Recognition of Dual Enrollment Students

- Mr. Cannon led discussion about recognizing Dual Enrollment students.
- The College has had 837 high school seniors who have attempted at least one Dual Enrollment class at Snead State.
- Among the suggestions discussed included awarding a blue/gold honor cord to wear at Commencement to Dual Enrollment students who completed 12 or more credit with 3.0 cumulative GPA, a stole to those earning a certificate, and a medallion to those completing 30 or more credit hours with a 3.5 GPA. Those who earn an Associate in Science or Associate in Applied Science degree would receive a framed diploma.
- Another suggestion is to have a special celebration for Dual Enrollment students on campus to present their recognition.
- Mr. Cannon made a motion to proceed with the suggestions. Dr. Randall seconded. The Cabinet voted unanimously to approve the motion.

3. Open Discussion

- State auditors are on campus. An orientation meeting was held on Tuesday, and they hope to complete their work by June 18.
- Mr. Cannon gave a Commencement update. Rehearsal will be Monday, May 4, for students with the ice cream social to follow. The ceremony for graduating athletes will be Monday at 6:30 p.m. The nursing pinning ceremony will be Tuesday at 5 p.m. Then

commencement will be Thursday, May 7, at 6 p.m. The ceremony will be live streamed with captions in both English and Spanish.

- Dr. Whitmore told the Cabinet about a guest speaker giving a presentation on campus next Thursday, April 9, at 9 a.m. in Fielder Auditorium. The speaker is Tom Maganello, Senior Counsel with the Security Exchange Commission. The presentation is open to the community as well.
- Mr. Cannon opened discussion about establishing a Snead State license plate. Dr. Matthew Burttram and Ms. Brittany Goble agreed to head up the effort. The Cabinet agreed to allow Dr. Burttram and Ms. Goble to proceed.
- Mr. Scott presented a form for people to complete a submitted proposal for academic committee. The form would make for better organization for reporting and review, and the completed form would be submitted to Janna Bonds to check for SACS requirements and then to Academic Committee. The Cabinet agreed to move forward with using the form.
- Dr. Randall shared that he has developed and will send a new newsletter called Workforce Connection to the College and community each quarter to provide updates about all Career and Technical Education programs. The first one was sent in March.