



**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
January 6, 2010**

**Attendees**

Dr. Robert Exley, Ms. Teresa Walker, Dr. Larry Miller, Ms. Shelley Smith, Dr. Allen Champion, Mr. Mark Richard, Mr. Randy Maltbie

**Convened**

2:05 p.m.

**Old Business**

1. Update Regarding Campus Facilities Projects
  - Mr. Richard reported that many of the problems with the heating systems have been fixed. Most are up and running.
  - Heating systems in the main area of the SUB and the Bevill Center auditorium were not working. Mr. Richard said he would look into purchasing new systems to replace the current 40-year-old systems.
  - The Foundation purchased property by the Science Building, and the College is awaiting Board approval to purchase the property from the Foundation.
  - The LRC received new paint and carpeting. Some areas were not complete, but the crew was expected to return to finish by Thursday or Friday.
  - The agreement for leasing additional space for the bookstore should be finalized this week.
  
2. Update on Norton Renovation Project
  - The project ran into a problem when it was discovered that what was thought to be a non-load bearing wall was actually a load-bearing wall. A structural change has to be made to the plans. The College is waiting for a cost estimate.
  - The project is still on schedule.
  
3. Annual report update
  - Dr. Exley will forward the copies of the annual reports that he has.
  - Dr. Miller is working to complete the report from his area.
  
4. Discussion – “The One Thing”
  - Tabled
  
5. Excellence Statement
  - Tabled

6. Strategic Planning Assumptions – Environmental Scan Update
  - Dr. Miller shared the results he has received so far.
  - The deadline to complete the scan will be Friday.
  - Dr. Miller led the discussion on how to apply the Environmental Scan results to the strategic planning process.
7. Evening Hours at Arab Site
  - The site will be manned in the evening as needed.
8. Website Update
  - Ms. Smith reported on the meetings she has had so far with the website representatives.
  - Ms. Smith recommended pushing back the “go live” date to give reps more time for content uploading and to have TSI tweak some things with the website design.

### **New Business**

1. Inclement weather plan
  - Any decision to close will be made collectively by Dr. Exley and Mr. Richard.
  - Mr. Richard will make notification to the media. Mr. Maltbie will use the mass notification system to notify employees. Ms. Smith will post notifications on the website.
2. Open discussion
  - Dr. Exley said the buildings will be checked on Sunday to make sure water and heat were working since classes were starting on Monday.
  - District Judge Liles Burke will be the Commencement speaker.
  - Ms. Walker said she planned to ask Judge Tim Riley to be the speaker for the next Ready to Work graduation.
  - The State Board will have a work session next week. The demolition of Pfeiffer is on the agenda for discussion.
  - Mr. Maltbie is looking into obtaining more servers and server space.

### **Adjourned**

3:15 p.m.



**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
January 20, 2010**

**Attendees**

Dr. Robert Exley, Ms. Teresa Walker, Dr. Larry Miller, Ms. Shelley Smith, Dr. Allen Champion, Mr. Mark Richard, Mr. Randy Maltbie

**Convened**

2:05 p.m.

**Old Business**

1. Update Regarding Campus Facilities Projects
  - Bids for the new softball facility will be opened in February.
  - New carpet was put in the basement of the library. Some tile needs to be replaced, but this project won't start for another month. Mr. Richard is getting prices on laminate flooring instead of tile flooring for the library.
  - Bids were let for new hardware at the gym, Bevill Center, and the Weathers Building.
  - New scoreboards were installed in the gym.
  - A scoreboard for the baseball field has been ordered.
2. Update on Norton Renovation Project
  - Krebs is working on cost projections for recent modifications to the project.
3. Annual report update
  - Dr. Exley led discussion on core demographics.
  - Dr. Exley asked the Executive Team to complete a summary form based on the annual reports. He will send the form to each person electronically.
4. Discussion – “The One Thing”
  - Tabled
5. Excellence Statement
  - Tabled
6. Strategic Planning Assumptions – Environmental Scan Update
  - Dr. Miller led discussion on the results of the Environmental Scan.
  - Ms. Walker talked about the external Environmental Scan.
7. Website Update

- Navigation and construction issues have revealed themselves during the content upload process. No bids were needed for the work, so the College was able to extend its contract with TSI to correct the issues.
- When the website is complete, target groups will be identified to review the site prior to going live.
- The intranet needs to be updated at the same time the new site is being finished.

## **New Business**

1. Strategic Planning Calendar Review
  - The Strategic Planning retreat will be Feb. 18 and 19 at the State Park.
2. Open discussion
  - Dr. Exley gave an update on the Board of Education worksession. No questions were asked about the purchase of property on Walnut Street and Thompson Street. The Chancellor gave permission to demolition Pfeiffer Hall.
  - Dr. Exley asked the Executive Team to think of ways Snead State could have a presence in the downtown Boaz area once the renovation is complete.
  - Two new job positions have been posted for a director for the Arab Instructional Site and an assistant director of Admissions/Financial Aid.
  - Dr. Exley asked the Executive Team to be thinking about current positions that could be realigned to better serve the College's needs.
  - A recruiting table needs to be set up at the County Basketball Tournament.
  - Snead State will partner with Miami Dade College for a fundraising campaign to aid MDC students who have lost their families and their resources to continue their college education.
  - About 40-50 students tailgated at Wallace Hanceville to support the men's and women's basketball teams.
  - Dr. Exley and Dr. Miller are preparing presentations for the NISOD conference.
  - A committee is meeting Friday to plan a Career Expo to be held April 6 from 3-6 p.m. in the gym.
  - A meeting with area superintendents will be held next Friday to discuss changes to the ECEP program. The program will only be open to high school seniors to attend class on campus in the areas of CISCO and graphic design.

## **Adjourned**

3:30 p.m.



**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
February 2, 2010**

**Attendees**

Dr. Robert Exley, Ms. Teresa Walker, Dr. Larry Miller, Ms. Shelley Smith, Dr. Allen Champion, Mr. Mark Richard, Mr. Randy Maltbie

**Convened**

2:05 p.m.

**Old Business**

1. Update Regarding Campus Facilities Projects
  - A reasonable bid was received on repairing the roof of the Music Building. Mr. Richard hopes to get a couple more.
  - The city is investigating a plumbing problem at the back of the Administration Building.
  - The prebid conference for the softball field will be held on Feb. 17 in the Science Building. The bid will be opened the following week.
  - Bids for the sidewalk project will be opened on Feb. 16 in Fielder Auditorium.
2. Update on Norton Renovation Project
  - Modifications to the original plans will add \$40,000 to the project cost. There will also be a 42-day delay.
3. Annual report update
  - The summary forms need to be submitted to Dr. Exley by Friday.
4. Discussion – “The One Thing”
  - Tabled
5. Excellence Statement
  - Tabled
6. Strategic Planning Assumptions – Environmental Scan Update
  - Ms. Walker presented information on the external Environmental Scan.
7. Website Update
  - There was nothing new to report.

## **New Business**

1. Alabama Community College Leadership Academy
  - Dr. Exley asked the Executive Team to submit names of individuals who might want to participate in the academy.
  
2. Open discussion
  - Ms. Smith reminded the Executive Team to coordinate with their staff on updating the catalog and get those changes to Ms. Smith by March 1.
  - The Executive Team discussed an email received from Dr. Jonathan Watts in regard to the violation of the campus tobacco policy. He has posted the policy in the English Building to hopefully deter violations. The Safety and Property Committee are to meet this week. A petition signed by students and presented by the SGA was given to the S&P Committee for consideration.

## **Adjourned**

4:15 p.m.



**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
February 10, 2010**

**Attendees**

Dr. Robert Exley, Ms. Teresa Walker, Dr. Larry Miller, Ms. Shelley Smith, Dr. Allen Champion, Mr. Randy Maltbie

**Absent**

Mr. Mark Richard

**Convened**

2:05 p.m.

**Old Business**

1. Update Regarding Campus Facilities Projects
  - Mr. Richard was absent, so there was no report.
2. Update on Norton Renovation Project
  - Mr. Richard was absent, so there was no report.
3. Annual report update
  - Dr. Exley said all the summary reports had been sent in.
4. Discussion – “The One Thing”
  - Tabled
5. Excellence Statement
  - Tabled
6. Strategic Planning Assumptions – Environmental Scan Update
  - Dr. Exley led discussion on drafting the assumptions, on the agenda for the Strategic Planning Retreat, and on the College Leadership Team meeting on Friday, Feb. 12.
7. Website Update
  - TSI is scheduled to complete the latest round of changes by Feb. 22..

**New Business**

1. Alabama Community College Leadership Academy
  - Discussion was held on who could represent the College at the Academy. Dr. Exley asked for suggestions to be given to him.
  
2. Open discussion
  - Ms. Walker and Dr. Miller will represent the College at the Albertville Chamber luncheon on Feb. 25.

**Adjourned**

3:45 p.m.





**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
March 3, 2010**

**Attendees**

Dr. Robert Exley, Ms. Teresa Walker, Dr. Larry Miller, Ms. Shelley Smith, Dr. Allen Champion, Mr. Mark Richard

**Absent**

Mr. Randy Maltbie

**Convened**

11 a.m.

**Old Business**

1. Update Regarding Campus Facilities Projects
  - The Board approved the softball field project. Bids are to be opened Thursday.
  - The Safety & Property Committee will meet next Thursday to prioritize a list of projects. One is the replacement of the gym bleachers. There are a total of 31 projects on the list.
  - The reroofing and gutters for the Music Building will take about two weeks to complete. They will start the first of May.
  - The tile floor in the LRC has been postponed to March 13 and 14.
2. Update on Norton Renovation Project
  - Mr. Richard has a meeting with Krebs at 1:30 p.m. to receive an update on the progress of the project.
3. Annual report update
  - All of the reports have been submitted.
  - Dr. Exley recommended updating the reports at the end of the Spring Semester.
  - Discussion was held regarding the spring enrollment and enrollment at the Arab Instructional Site.
4. Discussion – “The One Thing”
  - Dr. Exley said a campaign needed to be developed to focus on “The One Thing” which is “Finish What You Start.”
  - Ms. Smith will put together a small group of College employees to develop a promotion plan for the campaign. They will focus on launching the campaign

and the data needed to support the campaign. The group will develop a report to be given to the Executive Team within two to three weeks.

5. Excellence Statement
  - The Executive Team will need to review this within the next couple of weeks.
6. Strategic Planning Assumptions
  - Dr. Exley led a brief debriefing discussion, asking for input on areas that were not addressed during the Strategic Planning Retreat.
  - Four groups were established as a result of the Strategic Planning Retreat – Arab Instructional Site, Student Success and Career Center, Housing and Snead Junior College 75<sup>th</sup> Anniversary.
  - The next step will be to finalize the updated strategic plan.
7. Website Update
  - Dr. Exley asked that a link for Institutional Effectiveness be added under the President's Office for the new site.
  - Ms. Smith will send a link to the new site to the Executive Team.
8. Alabama Community College Leadership Academy
  - Send names of employees to participate to Dr. Exley. Kelli Conley will handle the registration.

## **New Business**

1. Class Attendance Policy
  - Dr. Miller led discussion about a draft of the policy revision. He reported that Pell requirements were considered when drafting the revisions. Separate procedural guidelines will be developed in addition to the policy.
  - The Executive Team tentatively approved the policy contingent on the development of the additional guidelines, which will be approved by the President and the Chief Academic Officer.
2. Tobacco Free Campus
  - Dr. Exley led discussion. He plans to discuss the issue with the Chancellor.
  - The Executive Team will check with their colleagues to see if other schools' have similar policies.
3. Miami Dade College Trip
  - Dr. Miller reported on the recent trip to present the money raised through the Your Students=Our Students Campaign.
  - Ms. Smith is developing a series of informational articles.
  - Dr. Miller is developing a documentary about the experience.
  - A special event will be planned two weeks after Spring Break to inform the community of the success of the trip.
4. Open Discussion
  - Dr. Exley has interviewed three finalists for the Arab Instructional Site Director.

- The Executive Team will have a retreat on March 23 to discuss the reallocation of internal resources with emphasis on two main projects – Arab and the student success center.
- Dr. Exley provided a SACS update. He said the College needed to select its SACS review team soon.
- Ms. Walker reported on the upcoming Career Expo.
- Dr. Champion announced that Snead would host the Student Leadership Institute on July 15-16.

**Adjourned**

4 p.m.



**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
March 10, 2010**

**Attendees**

Dr. Robert Exley, Ms. Teresa Walker, Dr. Larry Miller, Ms. Shelley Smith, Mr. Randy Maltbie, Mr. Mark Richard

**Absent**

Dr. Allen Champion

**Convened**

2 p.m.

**Old Business**

1. Update Regarding Campus Facilities Projects
  - The Safety & Property Committee will meet Thursday to prioritize a list of projects.
  - A meeting is scheduled for Friday to kick off the sidewalk project.
  - A new scoreboard was installed at the baseball field.
  - Bids for the softball field were opened last week. The bids were very close. The College is looking at considering alternates to the project that will include parking and renovations to the baseball field. The State Board has a work session Thursday, but Dr. Exley said he didn't know if they would be able to add the project changes to the upcoming board meeting agenda. If it is not approved at the next board meet, the College will move forward with the project without the alternates.
  - The tile has been placed in the data center at the LRC. Some electrical work had been done.
2. Update on Norton Renovation Project
  - Mr. Richard said he received a detailed schedule of the work.
  - The project is about a week behind schedule. According to the progress report, the project is about 17 percent complete.
3. Excellence Statement
  - Tabled.
4. Website Update

- Ms. Smith reported on her meeting with the website representatives. A “go live” date will be chosen for this summer once the academic calendar has been consulted.
  - The Executive Team decided to have Kelli Conley update the Executive Team profiles on the new site.
5. Alabama Community College Leadership Academy
    - Rhea Armstrong and Teresa Walker will represent the College.
  6. Tobacco Free Campus
    - Dr. Champion is compiling policies from other colleges, so this item was tabled until he collected the necessary information.

## **New Business**

1. Open Discussion
  - Dr. Exley gave a SACS update. The College received its substantive change letter and has until April 15 to respond.
  - The reaffirmation process actually begins in 2012.
  - An important aspect of the reaffirmation process is to develop college-wide learning outcomes. Dr. Miller presented a list of examples for the Executive Team to review.
  - Dr. Exley reported on a recent meeting to plan this year’s Parson Preview Experience.
  - Students with Miami Dade College will visit Snead State on March 25-29 as part of the cultural exchange. Dr. Exley, Dr. Miller and Rian Edwards will develop an agenda for their visit.
  - Dr. Exley gave a report on Commencement.

**Adjourned**  
3:30 p.m.



**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
March 10, 2010**

**Attendees**

Dr. Robert Exley, Ms. Teresa Walker, Dr. Larry Miller, Ms. Shelley Smith, Mr. Randy Maltbie, Mr. Mark Richard

**Absent**

Dr. Allen Champion

**Convened**

8:35 a.m.

**Old Business**

1. Update Regarding Campus Facilities Projects
  - Mr. Richard reported on the three speed humps that will be added to College Street to slow traffic. If all goes as expected with this, two speed humps will be added to West Mann Avenue for the same purpose. These are just temporary solutions. A permanent solution will be incorporated as the Master Plan continues to develop.
  - Repairs on the Music Building roof will begin after graduation.
  - A fire pit is being build behind the SUB and should be completed by S Day on April 22.
2. Update on Norton Renovation Project
  - Taking off the roof is the next major step for the project. There will be a lot more activity, but it will stay within the perimeters of the construction site.
3. Excellence Statement
  - Tabled.
4. Website Update
  - The Executive Team decided to set June 28 as the date to have all of the content uploaded.
  - The new site will go live by July 1 and will run along with the old site to work out any issues. Both will run for most of July.
  - The old site will stop running with just the new site up about two weeks before the Fall Semester begins.
  - The Executive Team is to share this with their employees for feedback on this schedule.

## 5. Tobacco Free Campus

- Research has been done to investigate what other campuses are doing.
- The Executive Team recommends that the campus be tobacco-free effective this fall.
- The recommendation will be presented at the next Exchange on April 29 for employees to give their feedback. Employees will be notified ahead of time that this will be discussed.

## New Business

### 1. Open Discussion

- The State Board of Education has a work session on April 8. The College's request to include drainage and parking projects in with the softball project is on the agenda.
- Dr. Exley presented a status report on the budget.
- The Executive Team is scheduled to have a group photo made during the photo shoot on April 9.
- Dr. Exley has developed a form for Executive Team members to complete evaluating the strengths of their employees. He also asked the team to review the forms he completed on each team member for additions. The form will provide direction in reassigning employees as well as provide a resource for the College to better utilize its employees' skills and talents.
- The Campus Clean-up Day will be held Friday, April 16. In case of rain, it will be moved to Friday, April 23. Anyone wanting to volunteer should e-mail Vicki Carr. The Safety and Property Committee will meet April 8 to develop a list of jobs that need to be done. Student organizations are also going to be included.
- Dr. Exley led discussion about commencement. District Court Judge Liles Burke will be the speaker. Joining the Executive Team on the stage will be Judge Burke, Frank McDaniel, Hinton Mitchem, and Alumni President Jon Harbison.
- The Arab Site task force met April 2. The student success center task force met this week. The housing task force will also meet soon.
- Mr. Maltbie gave an update on the server room project.
- Mr. Maltbie is developing an online admission application. He will coordinate the effort with Tonya Haygood and Lesley Kubik.
- Dr. Exley has selected nine recipients for the Presidential Scholarship. He discussed allowing the students an opportunity to preregister for classes before opening registration for other students.
- Dr. Exley and Dr. Miller led discussion about the course schedules for the upcoming academic year. It has been decided not to print and mail a full-color, glossy schedule as in the past. The schedule will be online, and a postcard will be sent notifying people that the schedule is available on the website. There was also discussion about whether the College needed to print a few hard copies of the schedule to have available upon request and about an interactive schedule.
- Dr. Exley informed the Executive Team that Mark has taken on the athletic director duties with Rodney Hampton returning to his Assistant AD/Head Men's Basketball Coach position.

- Lynn Patterson has been hired as the new bookstore manager and begins April 19.
- The substantive change policy has been adopted and sent to the SACS committee.

**Adjourned**  
10 a.m.





**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
April 21, 2010**

**Attendees**

Dr. Robert Exley, Ms. Teresa Walker, Dr. Larry Miller, Ms. Shelley Smith, Mr. Randy Maltbie, Dr. Allen Champion

**Absent**

Mr. Mark Richard

**Convened**

2 p.m.

**Old Business**

1. Update Regarding Campus Facilities Projects
  - The construction of a student gathering area including a fire pit behind the SUB is complete.
  - Mr. Richard gave an update on the Campus Workday.
2. Update on Norton Renovation Project
  - No update.
3. Excellence Statement
  - Tabled.
4. Website Update
  - Ms. Smith is waiting for feedback on the proposed “go live” schedule the Executive Team set.
  - Dr. Exley led discussion on updating the policies and procedures manuals on the intranet.
5. Tobacco Free Campus
  - Discussion on this proposed policy will be held at the next Exchange.
  - Dr. Exley reported on a meeting he attended about this topic. The information he received advised the Executive Team to present a good rationale for going tobacco-free, to give plenty of time to implement, and to provide education. Penalties must also be set for repeat offenders of the policy.
6. Employee Strengths Evaluation
  - Dr. Exley asked that the Executive Team complete the forms.

## **New Business**

1. Athletic Banquet
  - Scheduled for April 28 at 5:30 p.m. under the Pines
2. Boaz Chamber Banquet
  - Scheduled for April 29 at 6:30 p.m. at Boaz Middle School Cafeteria
  - Discussion was held on who could attend.
3. Open Discussion
  - Dr. Exley led discussion about the “one thing” – which is graduating with an Associate’s degree. Emphasis needs to be placed on the value of a degree. Amanda Harbison and Tonya Haygood have been identifying people who are eligible to graduate and encouraging them to do so. Suggestions included displaying posters on campus that detail the importance of an Associate’s degree and to send an e-mail to students about the value increase of the Pell grant. Dr. Champion will draft the e-mail.
  - A dorm meeting was scheduled for that evening at 6 p.m. Students have asked for access to the second floor terrace. The Executive Team decided to allow them the privilege of using it until someone abuses the privilege.
  - The Student Leadership Institute will be July 15-16. Dr. Champion advised he may need some Snead personnel to assist with this. It will be at the State Park Lodge in Guntersville. Rian Edwards and Ms. Smith are lining up students to attend. Chancellor Freida Hill will be speaking.
  - Dr. Champion has developed a proposed budget that details costs that could be incurred if the College assumes direction of the Adult Education program.

## **Adjourned**

3:30 p.m.



**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
April 28, 2010**

**Attendees**

Dr. Robert Exley, Ms. Teresa Walker, Dr. Larry Miller, Ms. Shelley Smith, Mr. Randy Maltbie, Mr. Mark Richard, Dr. Allen Champion

**Convened**

2:05 p.m.

**Old Business**

1. Update Regarding Campus Facilities Projects
  - A preconstruction meeting for the softball field project will be Friday. The fiber optics relocation should be complete by early next week.
  - Mr. Richard will check the progress of the sidewalk project and the installation of the speed bumps along College Street.
2. Update on Norton Renovation Project
  - Mr. Richard is expected to meet with Krebs to find out how far behind schedule the project is at this time.
3. Excellence Statement
  - Tabled.
4. Website Update
  - Ms. Smith had no update.
5. Tobacco Free Campus
  - The proposed policy will be discussed at the Exchange on Thursday.
6. Employee Strengths Evaluation
  - The Executive Team should be completing the forms.

**New Business**

1. Athletic Banquet
  - Set for today at 5:30 p.m. under the Pines
2. Boaz Chamber Banquet
  - Set for tomorrow April 29 at 6:30 p.m. at Boaz Middle School Cafeteria

- Dr. Miller, Ms. Smith, Dr. Exley and Anita Exley, Dr. Champion and possibly Betty Champion, and Randy Maltbie will attend.
3. Alumni Homecoming
    - Scheduled for May 1<sup>st</sup> at 11:30 a.m. at the cafeteria.
    - The reception scheduled for that night has been cancelled.
    - A food drive will be held in conjunction with the luncheon, and donations will be given to Marshall County Christian Services for distribution.
  4. Reception for Cast and Crew of “You’re A Good Man, Charlie Brown”
    - Scheduled for May 2<sup>nd</sup> at 4:30 p.m. at the Elrod Hospitality Center – all executive team members are invited.
  5. Open Discussion
    - The Executive Team agreed to establish a fund to aid Snead State students affected by the tornados in Albertville and Geraldine who need assistance with school expenses. A committee will be established to oversee requests for assistance. Dr. Exley and Ms. Smith will draft an announcement to e-mail to employees.
    - Dr. Exley led a discussion of College Street Singers’ invited performances at local churches. Included in the discussion was the established practice by these churches of providing a non-solicited, voluntary financial donation to the College Street Singers. These funds are always deposited in an agency account for said purpose. Mr. Richard agreed to review the practice to assure appropriate internal controls are in place.
    - Enrollment is up for the summer semester. Information on the increase in available Pell grant funding was sent via e-mail to students by Dr. Champion. Dr. Champion reported he had students stopping by to find out more information.
    - Dr. Exley met with Albertville City Schools Superintendent Ric Ayer about the ACS using Snead as a location for classes in lieu of tornado damage at the schools. Dr. Ayer said at the moment, the College would not be needed for this. Albertville High School’s graduation will still be held at the football field.
    - A reception will be held for the Executive Team and special guests prior to the graduation ceremony on May 4<sup>th</sup> at 6:25 p.m. at the Alumni House.
    - Dr. Jason Watts, Dr. Champion, Dr. Miller, and Dr. Exley are working on the response for the Five-Year SACS report.
    - Executive team discussed status of SSCC housing its own Adult Education Program or not. At the current time, Dr. Susan Price is scheduling a conversation with Dr. Exley and Northeast Alabama Community College President, Dr. David Campbell on this issue. NEACC has secured a new director for the Adult Ed. Program as it is current configured.

**Adjourned**

3:05 p.m.



**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
May 5, 2010**

**Attendees**

Dr. Robert Exley, Ms. Teresa Walker, Dr. Larry Miller, Ms. Shelley Smith, Mr. Randy Maltbie, Dr. Allen Champion

**Absent**

Mr. Mark Richard

**Convened**

2:05 p.m.

**Old Business**

1. Update Regarding Campus Facilities Projects
  - Mr. Maltbie reported on the preconstruction meeting for the softball field project. The field should be playable by Sept. 1 with the project being completed by Nov. 15.
  - The equipment has been ordered for the Network Operation Center. The electrical work still needs to be completed.
2. Update on Norton Renovation Project
  - The construction crew started installing sheetrock and ceilings.
  - A meeting will be held Friday, May 7, to get a progress report on the project.
3. Excellence Statement
  - Tabled.
4. Website Update
  - Ms. Smith will evaluate the content upload for the new site and give a report on what needs to be completed within two weeks.
  - Mr. Maltbie, Amanda Harbison and Lesley Kubik are working on an online admission application for the site.
5. Tobacco Free Campus
  - Executive team discussed next steps regarding becoming a tobacco free campus and agreed to bring consultant to campus to address this process with all constituents.
6. Employee Strengths Evaluation

- The Executive Team should be completing the forms.

## **New Business**

1. Commencement
  - May 6. Meet at the Alumni House at 6:15 p.m.
2. SACS/COC Annual Meeting
  - December 4-7 in Louisville, KY.
  - Those attending will be Dr. Miller, Mr. Richard, Dr. Jason Watts, Ms. Walker, and a representative from Student Services.
3. 2010-2011 Budget Priority
  - Due Friday, May 7.
  - Each Executive Team member discussed priorities in each of their areas.
4. Open Discussion
  - Dr. Exley led discussion on transitioning to Microsoft Office 2010. The discussion included setting a timeline for implementation, training and getting feedback from employees on the transition.

## **Adjourned**

2:50 p.m.



**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
May 19, 2010**

**Attendees**

Dr. Robert Exley, Dr. Larry Miller, Ms. Shelley Smith, Mr. Randy Maltbie, Mr. Mark Richard

**Absent**

Ms. Teresa Walker, Dr. Allen Champion

**Convened**

2:00 p.m.

**Old Business**

1. Update Regarding Campus Facilities Projects
  - The sidewalk project by the Bevill Center is on schedule.
  - The softball field project is progressing.
  - Other projects include renovations at the Bevill Center stage and kitchen, the Arab site, and the Learning Resource Center to include a new classroom and renovated entrance.
  - Bleachers in the gym have been installed.
  - The speed bumps for College Avenue had not been ordered because of questions about the road curvature. Those will be ordered soon.
  - Bids on the Pfeiffer demolition should be ready within three weeks.
  - The roof on the Music Building is set to be repaired following the Alabama School of Gospel Music.
  
2. Update on Norton Renovation Project
  - There will be a meeting on Friday to discuss the progress on the Norton Building. The target deadline is tentatively Aug. 12. There will be lots of activity on the building in the next month.
  - Windows need to be installed before the electrical work can begin.
  - The conduits for the fiber are in.
  
3. Excellence Statement
  - Tabled.
  
4. Website Update

- Ms. Smith will put together notification for the employees to know the timeline for the new site.
5. Tobacco Free Campus
    - Ty Patterson will come to the campus on June 21-22 to answer questions and address issues regarding a tobacco free campus.
    - Groups need to be identified for him to meet with.
  6. Employee Strengths Evaluation
    - The Executive Team should be completing the forms.
  7. 2010-2011 Budget Priority
    - Anyone who hasn't submitted their budget priority needs to do so.
    - Dr. Exley led discussion on the priorities within each area of the Executive Team.
  8. SACS/COC Annual Meeting
    - December 4-7 in Louisville, KY
    - Reservations need to be made quickly. Mr. Richard will have Vicki Carr check into the payment procedure.

## **New Business**

1. ACCA Proposals
  - Suggestions for proposals are due July 2.
2. Gerhart Homecoming Concert
  - Saturday, Jun 5, 7 p.m., Bevill Center
  - A reception will be held after the concert at the Elrod Hospitality Center. The Executive Team is invited.
  - Ms. Smith will handle notifying colleges, universities, and the media about the Gerhart events. Dr. Miller will work with the Career Coaches on notifying the local high schools.
3. Alabama School of Gospel Music
  - June 7-18
4. Blackboard 9 Discussion
  - Dr. Miller has a meeting with a representative on Friday to discuss.
5. Open Discussion
  - The College will host a Media Day to provide information on construction projects and updates from the College. Date is tentatively set for June 24. Softball players will be invited to talk about having a new field.
  - The College is applying for an energy grant that hopefully can be used to correct issues within the Science Building. The grant requires a 50-50 match.
  - The Executive Team agreed to give students an opportunity to get their student IDs and parking passes during Parson Days.
  - Budgets for the 2010-2011 fiscal year need to be submitted through SPOL by July 15. Executive Team members need to hold budget hearings within their



area, and each Executive Team member will have a budget hearing with Mr. Richard and Dr. Exley.

**Adjourned**  
3:30 p.m.



**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
May 26, 2010**

**Attendees**

Dr. Robert Exley, Ms. Shelley Smith, Mr. Randy Maltbie, Mr. Mark Richard, Ms. Teresa Walker, Dr. Allen Champion

**Absent**

Dr. Larry Miller,

**Convened**

2:05 p.m.

**Old Business**

1. Update Regarding Campus Facilities Projects
  - The sidewalk project is progressing. The construction crew was able to replace a portion of existing sidewalk by the Maintenance Building. The lighting portion of the project is in the works.
  - One of the projects to start this summer is the addition of new classrooms and renovations to the entrance of the Arab Site.
  - Bids for the demolition of Pfeiffer Hall should be received by mid-June. The tentative goal is to have the building completely down by the start of the fall term.
  - The repairs to the Music Building roof are set to begin June 21.
  - A new classroom is being added to the basement of the Learning Resource Center, and the back wall of the upstairs is to be repainted. The entrance will also be renovated this summer.
  - The subgrading for the softball field was pushed back a few days because of weather delays. The road around the Maintenance Building is to be closed for some time in June for storm drainage work. Work will also begin on the new parking lot by the gym around this same time.
  - The speed bumps for College Street have been ordered.
  
2. Update on Norton Renovation Project
  - Sheetrock has gone up. The roof and cupola had to be refabricated.
  - Mr. Richard and Mr. Maltbie are working on having additional conduits installed for future expansions.
  - Mr. Richard is meeting with the architects every two weeks for progress reports.

3. Excellence Statement
  - Tabled.
4. Website Update
  - Ms. Smith presented a draft of an e-mail to send to employees notifying them of the implementation timeline.
  - The Executive Team agreed to make one change to the timeline. The content will be completely uploaded by June 28. Both the new site and the current site will run concurrently beginning July 1. As of Aug. 16, only the new site will be accessible. This is exactly one week before fall classes begin. This is also the week after summer final exams are given.
  - Ms. Smith will send out to employees weekly reminders between now and June 28 and bi-weekly reminders between June 28 and Aug. 16 of the timeline.
  - Dr. Exley asked that job vacancies be posted on the website individually so people do not have to scroll through one pdf file to view all of the postings. They can only select the posting they are interested in.
5. Tobacco Free Campus
  - Ms. Walker reported on her conversation with Ty Patterson, who will come to the campus on June 21-22 to answer questions and address issues regarding a tobacco free campus.
  - The Executive Team discussed the agenda and potential groups that will need to meet with Mr. Patterson. An open forum will also be held for students and community members. Mr. Patterson will close his time on campus by meeting with the Executive Team.
  - Ms. Walker will develop the agenda and bring it to the Executive Team for approval. She will work with Dr. Champion on notifying students of the meeting. Ms. Smith will handle the communication to employees and the community of the meetings and open forum.
6. Employee Strengths Evaluation
  - The Executive Team need to submit their forms if they haven't already.
7. 2010-2011 Budget Priority
  - All budget priority forms have been submitted.
  - The deadline to submit budget requests for the 2010-2011 fiscal year need to be inputted in SPOL by July 15.
8. SACS/COC Annual Meeting
  - December 4-7 in Louisville, KY
  - Vicki Carr made reservations for those attending.
9. Gerhart Homecoming Concert
  - Saturday, June 5, 7 p.m., Bevill Center
10. Alabama School of Gospel Music
  - June 7-18

## **New Business**

1. Online Customer Service Application Demonstration
  - Mr. Maltbie demonstrated the software.
  - The Executive Team was in agreement to move forward with the purchase and implementation of the software.
  - The Executive Team needs to speak with their employees about identifying “operators” in each area to monitor the software once it’s implemented.
  - Mr. Maltbie will coordinate the training of the operators.
  
2. Dance Team Steakout
  - Monday, June 7, 5:30 p.m., Elrod Hospitality Center
  - This is to honor the team as the athletic team with the highest GPA for the 2009-2010 year.
  
3. Open Discussion
  - Dr. Exley, Mr. Richard, and Mr. Maltbie discussed issues that have come up with the payment system. Mr. Richard, Mr. Maltbie, and Dr. Champion will continue to monitor the situation.
  - The Upward Bound Summer Academy had 120 people to attend the orientation. Students will move into the dorm in June.
  - The Student Housing Task Force has submitted changes to the student handbook and guidelines. Dr. Champion is working on the applications for the resident assistants. Six will be employed for the 2010-2011 year.
  - Each Executive Team members discussed job vacancies in their areas, including an IT technician, Director of Testing, Student Services Clerk, and a TRiO Advisor. Job postings are being developed for a part-time Athletic Director and a part-time secretary for Athletics.

**Adjourned**

3:30 p.m.



**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
June 9, 2010**

**Attendees**

Dr. Robert Exley, Ms. Shelley Smith, Mr. Mark Richard, Dr. Larry Miller, Dr. Allen Champion

**Absent**

Mr. Randy Maltbie, Ms. Teresa Walker

**Convened**

2:05 p.m.

**Old Business**

1. Update Regarding Campus Facilities Projects
  - The softball field project has been held up a bit due to inclement weather. A meeting will be held Tuesday, June 15, to provide an update. The drainage portion of the project should start soon.
  - There hasn't been a date set yet on the Pfeiffer demolition.
  - The sidewalk project around the Bevill Center is on schedule.
  - The roof project for the Music Building is set to start June 18.
  - The addition of a classroom in the Learning Resource Center is almost complete.
  - The speed bumps for College Street have been ordered and should be here next week.
  - Mr. Richard reported on renovations at the Bevill Center.
2. Update on Norton Renovation Project
  - A recent report indicated the project is 50 percent complete.
3. Excellence Statement
  - Tabled.
4. Website Update
  - Ms. Smith presented a draft of the standards for the new website for the Executive Team to offer input and approve.
  - The standards were approved by the Executive Team with the addition of a profile template for athlete spotlights that will mirror the faculty and staff profile template.

5. Tobacco Free Campus
  - Ms. Walker presented a revised schedule for Ty Patterson's visit on June 20-22..
  - The Executive Team discussed suggestions of people to serve on a task force to enforce the new policy.
  - Dr. Miller will video a couple of sessions so they are available to interested parties who could not attend a session.
  - Kelli Conley will send out invitations to people who need to be notified of the community forum. These people include the Arab and Boaz city officials, local church representatives, school superintendents, officials with the Boaz Housing Authority, and regular users of the Bevill Center.
6. Employee Strengths Evaluation
  - The Executive Team need to submit their forms if they haven't already.
7. 2010-2011 Budget Priority
  - All budget priority forms have been submitted.
8. Alabama School of Gospel Music
  - The ASGM will be held June 7-18.
  - The College should prepare for heavy traffic flow next week with the ASGM, Parson Days, summer classes and a Sports Camp program that will be held Wednesday, June 16, in the gym.
9. Media Day
  - Media Day will be held July 8 at the SUB.
  - Ms. Smith will e-mail an invitation to media representatives as well as others who should be in attendance, such as representatives with Krebs and the Chancellor's office.
10. 2010-2011 Budget
  - Budget requests need to be submitted through SPOL by July 15

## **New Business**

1. Open Discussion
  - Dr. Jason Watts has accepted the position of Associate Dean. He will begin his new role on Aug. 16.
  - Dr. Exley and Mr. Richard reported on the budget reallocation committee meeting they attended.
  - Mr. Richard discussed the NISOD conference he attended.
  - The Executive Team discussed the dates for upcoming conferences and meetings each member plans to attend.
  - Mr. Richard is compiling a list of associations college employees are affiliated with to determine which the College should have a strong involvement with and which associations are not necessary.
  - Dr. Exley led discussion on the impact of the new summer Pell grant option.
  - Dr. Exley proposed changing the regular Executive Team agenda to include rotating monthly reports from College committees and task forces with

emphasis on the groups responsible for Strategic Planning items. The Executive Team agreed to include these regular reports as part of the meetings.

- Dr. Miller mentioned his plans to discuss the feasibility of the Maymester with the Division Directors.
- Dr. Miller discussed his plans to offer training for the upgraded version of Blackboard.
- Dr. Exley presented an update on the administrative software issue.
- Ms. Walker reported on the possibility of offering loans to cover student's costs for non-credit courses.

**Adjourned**

4:30 p.m.



**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
July 7, 2010**

**Attendees**

Dr. Robert Exley, Ms. Shelley Smith, Mr. Mark Richard, Dr. Larry Miller, Dr. Allen Champion

**Absent**

Mr. Randy Maltbie, Ms. Teresa Walker

**Convened**

2:08 p.m.

**Old Business**

1. Update Regarding Campus Facilities Projects
  - The drainage project around the softball field is scheduled to begin Thursday. A portion of Usry Avenue around the Maintenance Building will be closed on Thursday and Friday for the project.
  - The sidewalk project is moving along.
  - The roof project for the Music Building is finished with the exception of gutters.
  - Mr. Richard reported that 10 companies attended the pre-bid conference for Pfeiffer. Bids for the building demolition will be opened next week. Utilities have already been disconnected from the building.
  - Ms. Smith said she received an e-mail from Rick Cartagena that he will be meeting with contractors on Thursday to go over the punch list for the construction at the Arab Instructional Site.
  
2. Update on Norton Renovation Project
  - The project is about seven weeks from its projected completion date. The crew has about 65 percent of the project completed
  - Mr. Richard said the critical aspect of the project at the moment is the air conditioning units. A meeting next week will provide more information on how far along the project is.
  - A final decision has been made on the furniture.
  - A special grand-opening celebration will be planned for the first of November.
  - Mr. Maltbie is checking with the state bid list for projectors and podiums.
  - Mr. Richard is to check to see if projection screens are going to be part of the building or if they will need to be ordered separately.



3. Excellence Statement
  - Tabled.
4. Website Update
  - Ms. Smith has been working with Mr. Maltbie and with TeamTSI to get files in order for the new website to go live.
  - The go live date was pushed back since employees were tied up with the relocation of the offices in the Administration Building.
  - Ms. Smith will evaluate what is left to be uploaded on the site and report to the Executive Team.
5. Tobacco Free Campus
  - Tabled.
6. Employee Strengths Evaluation
  - Most of the forms have been submitted.
7. 2010-2011 Budget Priority
  - Mr. Richard agreed that budget discussions could wait until Aug. 1 since everyone was tied up with the Administration Building evacuation.
8. Media Day
  - It is scheduled for Thursday, July 8, at 11:30 a.m. in the SUB.
  - The Executive Team reviewed the agenda and made a couple of changes.
9. 2010-2011 Budget
  - Budget requests need to be submitted through SPOL by July 15.
  - Mr. Maltbie is still waiting for the SPOL update, but this does not prevent supervisors from entering their budget requests for the upcoming fiscal year.
10. Administrative Software RFP
  - Dr. Exley submitted the responses he compiled from the Executive Team and had no news to report from that.
11. Women's Leadership Seminar
  - The Executive Team is to let Dr. Exley know of any female employees who need to attend the seminar.

## **New Business**

1. Relocation of Offices to Learning Resource Center
  - Class relocation for the summer and fall semesters has been taken care of, and the course schedules are available online and reflect the changes.
  - Faculty offices have been settled. Dr. Miller will compile a list of office numbers to distribute to employees.
  - Students should be instructed to contact those faculty members via e-mail until issues with the phone system are worked out. They may also contact Tonya Haygood to have messages relayed to those faculty members.
  - Mr. Maltbie reported on the status of the new server room. He said wiring in the LRC should be complete by Friday with the exception of the open area.

The placement of wiring for this area still needs to be identified. He is also coordinating the relocation of fiber from the Administration Building to the LRC.

- Mr. Richard is monitoring the relocation work to make sure the College is in compliance with the bid law.
- The Student Services area has been cleared out in the LRC, and the move for these offices has already started. This is expected to be complete by Monday, July 12.
- Mr. Richard reported on obtaining a portable building to house library services. The building will be located in the parking lot adjacent to the tennis courts. Bids had to be let for the building and will be opened Friday at 4 p.m.
- Business offices are expected to move the middle of next week.
- The administrative offices will be among the last to move.

## 2. Open Discussion

- Mr. Richard reported that 11 schools in the Alabama Community College System were subject to receive a budget increase. Snead State will receive an additional \$31,000 in state appropriations if the reallocation is passed at the State Board of Education meeting on Tuesday, July 13.
- Dr. Champion reported on the Student Leadership Institute next week. Snead State is the host. The SLI will be held at the State Park. About 365 students are expected to attend. Dr. Champion gave the Executive Team a copy of the agenda.
- Ms. Walker reported that she submitted grant applications for dual enrollment, Ready to Work and Career Coaches projects.
- Each Executive Team member reported on job vacancies in each area, which include Student Services Clerk, Nursing Instructor, Director of Testing, IT technician, and part-time Athletic Director.

**Adjourned**

3:30 p.m.



**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
August 4, 2010**

**Attendees**

Dr. Robert Exley, Ms. Shelley Smith, Mr. Mark Richard, Dr. Allen Champion, Mr. Randy Maltbie, Ms. Teresa Walker, Dr. Larry Miller

**Convened**

2:00 p.m.

**Old Business**

1. Update Regarding Campus Facilities Projects
  - Trees are being taking down in the lot beside the gym.
  - The drainage project is coming along.
  - Mr. Richard reviewed issues with the heating and cooling in some of the campus buildings.
  - The overall sidewalk project was satisfactory. The Public Relations office is developing designs for banners for the new light poles.
  - As-built drawings for the Administration Building are complete. The data is being processed so preliminary drawings can be developed.
  - Mr. Maltbie gave an update on the new server room.
2. Update on Norton Renovation Project
  - A good report for the above ceiling inspection was received by the Alabama Building Commission.
  - The Executive Team reviewed the color selection for the building.
  - Furnishings have been ordered.
  - The dedication ceremony/ribbon cutting has been set for Nov. 5.
3. Excellence Statement
  - Tabled.
4. Website Update
  - Each member of the Executive Team presented an action plan for the completion of their areas on the new website.
  - Ms. Smith is awaiting word on the transfer of the interactive campus map files from Krebs to Team TSI, so a date to go live with the website can be set.
5. Tobacco Free Campus
  - Tabled.

6. Employee Strengths Evaluation
  - All have been compiled except for a few Dr. Miller is working to complete.
7. 2010-2011 Budget Priority
  - The budget is due to Postsecondary next week.
  - The Executive Team review preliminary budget numbers. As of right now, budget numbers will be brought forward to the upcoming year. Each Executive Team member should review their budget items and send any adjustments to Mr. Richard.
8. 2010-2011 Budget
  - Budget requests need to be submitted through SPOL by July 15.
9. Administrative Software RFP
  - The intent to bid has gone out.
  - State Board of Education members have requested a special-called session to discuss.
10. Women's Leadership Seminar
  - About 32 employees have responded that they will attend.

### **New Business**

1. Humanities Activities Request
  - The Executive Team approved a request to apply for a grant through the Alabama Council on the Arts to fund a presentation of "At Home Between Earth and Sky: Voices from Chandler Mountain" by Dolores Hydock.
2. Staffing Positions
  - The Executive Team discussed current job vacancies and the best way to fill those positions to meet current needs of the College.
3. Open Discussion
  - The Executive Team reviewed enrollment numbers and decided to hold a second Parson Days to boost enrollment. Dr. Champion and Dr. Miller will work out the details.
  - Ms. Smith will develop additional advertising encouraging students to register now instead of waiting until the last minute.
  - Mr. Maltbie was to compile the data of the number of students registering on Saturdays and Sundays to provide a picture of the "weekend traffic."

### **Adjourned**

3:30 p.m.



**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
August 11, 2010**

**Attendees**

Dr. Robert Exley, Ms. Shelley Smith, Mr. Mark Richard, Dr. Allen Champion, Mr. Randy Maltbie, Ms. Teresa Walker, Dr. Larry Miller

**Convened**

2:00 p.m.

**Old Business**

1. Update Regarding Campus Facilities Projects
  - The softball field project is coming along.
  - The Executive Team discussed projects that needed to be completed prior to the start of the fall term.
  - The Executive Team discussed the set-up of the Bevill Center for Convocation on Aug. 17.
  - Ms. Smith will develop a map to give out to students on campus for the first week of classes and also display the map in campus buildings.
  - Mr. Richard will look into indoor signage for the McCain Building.
  - Schematics for the additional cubicles for the McCain Building are expected this week.
2. Update on Norton Renovation Project
  - Mr. Richard reported on some concerns with the flooring that could cause a delay in the completion.
3. Excellence Statement
  - Tabled.
4. Website Update
  - Ms. Smith will recommend dates to go live with the new site and present those to the Executive Team.
5. Tobacco Free Campus
  - Tabled.
6. Employee Strengths Evaluation
  - Dr. Exley will compile all the reports and send them out.

7. 2010-2011 Budget Priority
  - Nothing new to report.
8. 2010-2011 Budget
  - The Executive Team discussed the reorganization of some of the line items.
9. Administrative Software RFP
  - Nothing new to report.
10. Women's Leadership Seminar
  - About 41 employees have responded that they will attend.
  - The seminar will be 8:30-10 a.m. in the Science Building auditorium on Aug. 18.
11. Staffing Positions
  - Dr. Exley reported that Jessamine Huffman was hired as the new Director of Testing/Advising and Sean Abernathy is the new Athletic Director.
  - The Executive Team discussed staffing for the proposed Student Success Center.

## **New Business**

1. Computer Software Upgrades
  - The Executive Team discussed upgrading to Windows and Microsoft Office and what issues would arise. Compatibility and training issues were discussed.
2. Open Discussion
  - Ms. Smith updated the Executive Team on the advertising campaign for the fall semester.
  - Mr. Richard reviewed the drop notification process.
  - Dr. Exley reported on the visit of Congressmen Robert Aderholt to campus.
  - Dr. Exley and Ms. Smith reported on the political forum on Sept. 16.

## **Adjourned**

3:40 p.m.



**SNEAD STATE COMMUNITY COLLEGE**  
**EXECUTIVE TEAM MEETING**  
**August 19, 2010**

**Attendees**

Dr. Robert Exley, Ms. Shelley Smith, Mr. Mark Richard, Mr. Randy Maltbie, Ms. Teresa Walker, Dr. Larry Miller

**Absent**

Dr. Allen Champion

**Convened**

2:05 p.m.

**Old Business**

1. Update Regarding Campus Facilities Projects
  - More asbestos was discovered in the basement of Pfeiffer. The EPA will need to recertify the removal, which could delay the demolition process.
  - Some lines were dug up during work on the softball field.
  - There are some lighting issues at the Weathers building, and Mr. Richard will look into temporary lighting to alleviate those issues.
  - Lights have been ordered for the Weathers Auditorium to improve the lighting and make the auditorium better suited for classes and events.
  - Dr. Miller will coordinate with David Welch about the rental/reservation process for the Weathers Auditorium.
  - The construction crew working on the Norton Building will need to part farther away from the building in order to free up spaces for students starting fall classes.
  - Staff and faculty need to be visible the first couple of mornings that classes start to help direct students to their classes. Ms. Smith will take care of having campus maps posted in buildings and available for distribution.
  - Ms. Smith will check into updating the big campus map sign on the SUB.
2. Update on Norton Renovation Project
  - The final inspection is set for Aug. 30.
3. Excellence Statement
  - Tabled.
4. Website Update

- Ms. Smith and Dr. Miller will review the menus for library services and update those.
  - The Executive Team discussed the “go live” plan for the new site. Both sites will run concurrently Sept. 6-12, and the new site will run on its own Sept. 13.
  - The Executive Team reviewed items on the website that still needed to be updated.
5. Tobacco Free Campus
    - Tabled.
  6. Employee Strengths Evaluation
    - All have been submitted.
  7. 2010-2011 Budget
    - No update.
  8. Staffing Positions
    - The Executive Team discussed changes with some of the staffing positions.
  9. Computer Software Upgrades
    - The upgrade to the latest version of Microsoft Office is planned for January.

### **New Business**

1. Chancellor’s Visit
  - Monday, Sept. 13 from 10:30 a.m. until 3:30 p.m.
  - The Executive Team discussed an agenda for the Chancellor’s visit including having an Exchange from 2-3 p.m. so employees can meet the Chancellor.
2. Open Discussion
  - Mr. Maltbie said equipment will start to be moved tonight into the new network operations center.
  - Additional classes have been added for the Mini II term to accommodate students who couldn’t register for classes during the regular or Mini I terms.
  - Ms. Walker discussed issues with enrolling and assisting WIA students.

### **Adjourned**

4 p.m.





**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
September 1, 2010**

**Attendees**

Dr. Robert Exley, Ms. Shelley Smith, Mr. Mark Richard, Mr. Randy Maltbie, Ms. Teresa Walker, Dr. Larry Miller, Dr. Allen Champion, Dr. Jason Watts

**Convened**

2 p.m.

**Old Business**

1. Update Regarding Campus Facilities Projects
  - The crew dug up another line while working on the softball project, but it was not a utility line. There was some clay that was not expected, and some will have to be removed. The field should be ready for practice and games by the end of September.
  - The demolition of Pfeiffer is progressing. The whole building should be down soon then work will be done on the basement.
  - Maintenance is working on replacing the lights in the Weathers Auditorium.
  
2. Update on Norton Renovation Project
  - The final inspection with the Alabama Building Commission will be Tuesday.
  - The first shipment of furniture was delivered today with the rest coming next week. Projectors will be installed the following week.
  - The dedication/ribbon cutting is set for November 5.
  - Faculty will be able to move in and have classes by the end of September.
  - Dr. Miller and Dr. Jason Watts will coordinate the moving schedule for classes.
  - Mr. Richard will look into signage for the faculty offices.
  
3. Excellence Statement
  - Tabled.
  
4. Website Update
  - The Executive Team reviewed the new site. Dr. Exley asked each member to assign someone in their area to review the site and notify Ms. Smith by the end of the day on Thursday of any issues with the new site.

5. Tobacco Free Campus
  - Tabled.
  
6. 2010-2011 Budget
  - Dr. Exley reported on the recent meeting of the state Funding Formula Committee.
  
7. Chancellor's Visit
  - Monday, Sept. 13, 10:30 a.m. until 3:30 p.m.
  - The Executive Team reviewed the agenda for Dr. Hill's visit.
  - Mr. Richard will make sure the Administration Building is open and a golf cart is available for Dr. Hill's tour of campus. Dr. Exley said he would ask Phil Black with Krebs to join them for the tour. The tour will include stops at the Administration, Norton, Nursing, Bevill and McCain Buildings.
  - The Executive Team needs to prepare information from each of their areas, including an executive summary, and send it to Ms. Smith by next Wednesday, Sept. 8, to compile in a presentation for the Chancellor.

## **New Business**

1. Governance Structure
  - Jason Watts reviewed the College's committee structure and made recommendations for streamlining the structure.
  - Dr. Watts will schedule a meeting of the College Leadership Team.
  - The Executive Team should review the committee appointments and provide recommendations to Dr. Watts in regard to any changes.
  
2. College Day Update and Plans
  - Sept. 14, Program at the Bevill Center, Vendors at the Gym
  - Dr. Champion will coordinate reserving the Bevill Center and Gym and contacting the sponsors for the cheerleaders, dance team and Jazz Band for the program.
  - Dr. Champion will have a work order submitted to make sure the gym is properly cleaned before College Day.
  - Ms. Smith is lining up Ambassadors to conduct the campus tours. She just needs an agenda to know when the schools will be arriving, the schedule of where the high school students need to be, and the number of students coming from each school.
  
3. Open Discussion
  - Dr. Exley and Ms. Smith update the Executive Team on the Political Forum on Sept. 16 at 10 a.m. at the Bevill Center.
  - Dr. Exley discussed the state's policy regarding campaigning on state property.
  - The job posting for the Director of Campus Engagement has been posted. Job notices for recruiter and a recruiting/retention specialist positions will be posted soon.
  - Dr. Exley provided an update on personnel.
  - Mr. Maltbie reported on the progress of the server room and the issues with Blackboard.

- Dr. Exley reported on his meeting with the dorm students today.
- Mr. Maltbie will send a draft of an IT request form to the Executive Team for reserve.
- The Executive Team needs to complete their employees' annual performance evaluations soon and review job descriptions for employees to make sure they are up-to-date with their current responsibilities.

**Adjourned**

3:40 p.m.



**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
September 10, 2010**

**Attendees**

Dr. Robert Exley, Ms. Shelley Smith, Mr. Mark Richard, Mr. Randy Maltbie, Ms. Teresa Walker, Dr. Larry Miller, Dr. Allen Champion, Mr. Rick Cartegen

**Convened**

2 p.m.

**Old Business**

1. Update Regarding Campus Facilities Projects
  - Mr. Richard reported on progress.
2. Update on Norton Renovation Project
  - Mr. Richard reported on the project.
3. Excellence Statement
  - Tabled.
4. Website Update
  - The website will go live on Monday.
5. Tobacco Free Campus
  - Tabled.
6. 2010-2011 Budget
7. Chancellor's Visit
  - Monday, Sept. 13, 10:30 a.m. until 3:30 p.m.
  - Mr. Cartegen provided an update on progress at the Arab Site.
  - The Status of the College report was reviewed.
8. College Day Update
  - Tuesday, Sept. 14
  - Dr. Champion gave a report on the planning.
  - Dr. Champion led discussion on a request for a campus visit by Arab High School.

9. PTK Political Forum

- Thursday, Sept. 16, 10 a.m., Bevill Center
- Dr. Exley and Ms. Smith gave an update.

10. Governance Structure

- Follow up with Dr. Jason Watts no later than Sept. 24.

**New Business**

1. Alliant Fall Regional Workshop

- Sept. 22-23 at Faulkner State.
- Discussion was held on who should attend.

2. Open Discussion

**Adjourned**

3:15 p.m.



**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
September 15, 2010**

**Attendees**

Dr. Robert Exley, Ms. Shelley Smith, Mr. Mark Richard, Mr. Randy Maltbie, Ms. Teresa Walker, Dr. Larry Miller, Dr. Allen Champion, Dr. Jason Watts

**Convened**

2 p.m.

**Old Business**

1. Update Regarding Campus Facilities Projects
  - Mr. Richard reported on progress of the softball/baseball fields.
2. Update on Norton Renovation Project
  - Mr. Richard reported the desks have been delivered. Dr. Watts and Dr. Miller will determine placement.
3. Excellence Statement
  - Tabled.
4. Website Update
  - The transition from the old to new site will be made on Monday.
  - If anyone has notes on changes to be made to the site, get those to Ms. Smith by Monday.
5. Tobacco Free Campus
  - Tabled.
6. Chancellor's visit debriefing
  - Dr. Exley led discussion on the Chancellor's recent visit.
  - The Chancellor was presented with a Status of the College report from each area.
7. PTK Political Forum
  - Thursday, Sept. 16, at 10 a.m. in the Bevill Center.
  - Ms. Smith provided an update on the planning.
8. Governance Structure

- Follow-up with Dr. Watts no later than Sept. 24.
- Discussion was held on making the Arab Site and Student Success Center task forces part of the governance structure.

### **New Business**

1. White House Community College Summit
  - Dr. Exley and Dr. Miller led discussion.
2. 2010 Chancellor's Awards
  - The Executive Team discussed nominations.
  - The nominees will coordinate their nomination packets with Ms. Smith.
3. Open Discussion
  - Discussion was held on updating the Intranet and the phone directory.
  - Dr. Exley reviewed a proposal for the Executive Team dress code.

### **Adjourned**

3:15 p.m.



**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
September 22, 2010**

**Attendees**

Dr. Robert Exley, Ms. Shelley Smith, Mr. Mark Richard, Mr. Randy Maltbie, Ms. Teresa Walker, Dr. Larry Miller, Dr. Allen Champion, Dr. Jason Watts

**Convened**

2 p.m.

**Old Business**

1. Update Regarding Campus Facilities Projects
  - The demolition of Pfeiffer is complete.
  - Repairs still need to be done to the side entrance of the cafeteria.
2. Update on Norton Renovation Project
  - The fixed seating should be in place by Thursday or Friday.
  - The office furniture has been installed.
  - Classes will begin meeting in the building at the beginning of the fall Mini II term.
  - Signage is still needed.
3. Excellence Statement
  - Tabled.
4. Website Update
  - Ms. Smith provided an update on the website.
  - One complaint received by Ms. Smith was about Blackboard, and Dr. Miller and Mr. Maltbie are working to address the problem.
  - Dr. Exley led discussion on updating information on the Intranet.
5. Tobacco Free Campus
  - Tabled.
6. Governance Structure
  - Follow-up with Dr. Jason Watts no later than Sept. 24.
  - Dr. Watts has finalized the summary.
7. Chancellor's Visit



- Nominees are Marie Smith, Administrator; Meredith Jackson and Jarrod Shields, Faculty; and Roberta Lemons, staff.
- Kelli Conley will handle reserving the rooms needed.

## **New Business**

1. ACCS Diversity Conference
  - Scheduled for Oct. 21-22 at the Shelby campus of Jefferson State.
  - The Executive Team discussed employees who might attend.
  - Executive Team members committed to go are Dr. Exley and Ms. Walker. Dr. Miller possibly may attend.
2. 2010 ACCA Conference
  - Scheduled for Nov. 21-23 at the Renaissance Montgomery Hotel.
  - Ms. Smith will attend on Sunday. Dr. Miller, Dr. Exley and Dr. Champion will be attending.
  - Mr. Richard will check on room reservations.
  - Mr. Maltbie will coordinate with Ms. Walker and Dr. Miller about professional development offered during this time. Ideas include transitioning from Microsoft 2003 to 2010, Parson Days orientation, Advising updates, FERPA updates, and a security review.
3. NISOD Excellence Awards
  - Discussion was held on nominating the Chancellor's Awards nominees as NISOD winners.
4. Faculty/Staff Survey Data
  - Dr. Watts received the results of the survey. Each Executive Team member received data from their respective area.
5. Open Discussion
  - Discussion was held about the Student Complaint log. Dr. Champion will keep those records.
  - The College Leadership Team will meet next Thursday. Dr. Watts will get the SACS manual to the Executive Team.

## **Adjourned**

3:15 p.m.



**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
September 29, 2010**

**Attendees**

Dr. Robert Exley, Dr. Allen Champion, Mr. Mark Richard, Ms. Teresa Walker, Dr. Larry Miller, Dr. Jason Watts

**Absent**

Ms. Shelley Smith, Mr. Randy Maltbie

**Convened**

2:00 p.m.

**Old Business**

1. Update Regarding Campus Facilities Projects
  - Tree removal on campus
2. Update on Norton Renovation Project
  - Punch list is approximately 70% complete
  - Mr. Richard and Dr. Exley to meet regarding key control
  - Projectors and computers on schedule to install but monitors are still back ordered
  - Dr. Miller to schedule faculty move-offices to be cleaned by Thursday
  - Mr. Richard still looking for blinds that meet the architects approval
  - Mr. Richard to present patio furniture to Dr. Exley
  - Mr. Richard to get with Shelley about greenery for lobby
  - Grand opening scheduled for Nov. 5 at 2:00p
  - Dr. Miller to move Mini II classes to Norton
3. Excellence Statement
  - Tabled.
4. Website Update
  - No comments yet from students
  - Everything seems to be working
5. Tobacco Free Campus
  - Tabled.
6. Governance Structure
  - Dr. Jason Watts has it ready
  - Dr. Exley, Dr. Miller and Dr. Watts to discuss

7. Chancellor awards
  - To be mailed tomorrow
8. ACCS Diversity Conference
  - Attendee list needs to be finalized
9. 2010 ACCA Conference
  - Travel, accommodations and registration discussed.
10. NISOD Excellence Awards
  - Submit Chancellor Awards nominees
  - Jonathan and Karen Watts wants to present
  - Faculty that wants to present should submit proposal to Dr. Miller
  - Concerns: budget and board response
11. Faculty/Staff Survey Data
  - Dr. Exley reminded each member of Executive Team to meet with Dr. Watts

## **New Business**

1. Yield Report
  - Not ready
2. Athens State President & Vice President meeting on Oct. 6 at 2:00p
  - Meeting to be held in Norton-tables and chairs to be moved in
  - This meeting will be in place of Executive Team meeting
  - Discussion points
    - Joint marketing efforts
    - Logistics degrees
    - Blended courses
    - Faculty to faculty
    - Non-credit partnership opportunities
3. Executive Team Meeting Schedule
  - Meetings will now be 1<sup>st</sup> and 3<sup>rd</sup> Wednesday instead of weekly beginning next week
  - Executive Team will meet on Oct. 26 at 2:00pm to develop a new performance evaluation instrument. This meeting will take the place of individual meetings.
    - Dr. Miller will develop an instrument for faculty
    - Mr. Richard and Dr. Champion will develop an instrument for managers
    - Ms. Walker will develop an instrument for clerical, maintenance and non-supervisory personnel
    - Dr. Exley will develop an instrument for the Executive Team
4. Open Discussion
  - College Leadership Team meeting September 30 at 1:30 at the Science building room 208
    - Dr. Watts gave Dr. Exley the presentation and agenda

- During the server move the electronic planning data was lost and this is a good time to update because of SACS
  - Dr. Watts has prepared a checklist
  - Will meet 6 times per year
  - Strategic Priorities
    1. Arab
    2. Finish What You Start
    3. Student Success Center
5. Events on Campus
- Cystic Fibrosis Run Sat.
  - Nov. 5, 6 & 7 Guitar Congress
  - Rick Bragg Oct. 6
  - St. Francis Hispanic dance in gym
6. Dr. Exley to interview final candidates for Director of Campus Engagement on Friday
7. Performance evaluations should be complete by Oct. 15 and Executive Team members should review their manager's evaluations with them prior to conducting the evaluation with the employee

**Adjourned**

3:30 p.m.



**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
October 6, 2010**

**Attendees**

Dr. Robert Exley, Ms. Shelley Smith, Mr. Mark Richard, Mr. Randy Maltbie, Ms. Teresa Walker, Dr. Larry Miller, Dr. Allen Champion, Dr. Jason Watts, and Athens State representatives Rick Mould, Jim H, Mike McCoy, Lee C, Denver, and Bob Glenn

**Convened**

2 p.m.

1. Introductions
  - The group met in the lobby of the Norton Building.
2. Collaborations
  - Dr. Glenn provided an overview of services offered by Athens and his vision for the partnership between Snead and Athens.
  - Discussion was held on the potential of sharing people and resources.
  - Dr. Watts provided an update on Snead's SACS process.
  - Recruiting options were discussed.
3. Arab Center
  - Discussion was held on how Athens could utilize the Arab Center.
  - Discussion was held on the possibility of developing an acquisitions/logistics program.
4. Open Discussion

**Adjourned**

3:30 p.m.



**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
October 26, 2010**

**Attendees**

Dr. Robert Exley, Mr. Mark Richard, Dr. Jason Watts, Ms. Shelley Smith, Mr. Randy Maltbie, Dr. Allen Champion, Dr. Larry Miller, Ms. Teresa Walker

**Convened**

2:10 p.m.

The Executive Team met to discuss changes to the employee evaluation system.

- Ms. Walker led discussion on the research she did on evaluating non-supervisory employees.
- Dr. Miller and Dr. Watts led discussion on faculty evaluations.
- Mr. Richard and Dr. Champion reviewed the research they did on supervisor evaluation.

After discussion, each Executive Team member went back to review comments and draft a recommendation for each area. The modifications will be reviewed within two weeks.

**Adjourned**

3:30 p.m.



**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
October 29, 2010**

**Attendees**

Dr. Robert Exley, Mr. Mark Richard, Ms. Teresa Walker, Dr. Jason Watts, Ms. Shelley Smith, Mr. Randy Maltbie, Dr. Larry Miller

**Convened**

9 a.m.

The Executive Team held a special-called meeting to discuss a personnel issue and how to address the issue on campus. Any media calls are to be directed to Ms. Smith.

Duties have been reassigned as follows:

- Dr. Miller will take on the additional responsibilities of Student Services, TRiO, Housing and Athletics.
- Mr. Richard will provide support in the areas of Housing and Athletics.

**Adjourned**

9:30 a.m.



**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
November 3, 2010**

**Attendees**

Dr. Robert Exley, Mr. Mark Richard, Dr. Jason Watts, Ms. Shelley Smith, Mr. Randy Maltbie, Dr. Larry Miller

**Absent**

Ms. Teresa Walker

**Convened**

2:06 p.m.

**Old Business**

1. Update Regarding Campus Facilities Projects
  - The softball project is moving along. Mr. Richard is working with the architects on the final punch list.
  - Mr. Richard is still waiting on a price for repairs to the cafeteria roof.
  - Bids have been let on new hardware on exterior doors on various campus buildings, such as the English Building and the gym.
  - Mr. Richard discussed ideas for addressing parking issues at the Arab Center. The back parking lot will likely be opened for employees.
  - The lights are set to be installed soon, and the gym parking lot project will be complete.
2. Update on Norton Renovation Project
3. Excellence Statement
  - Tabled.
  - This topic will be open for discussion at an upcoming meeting.
4. Tobacco Free Campus
  - Tabled.
  - This topic will be open for discussion at an upcoming meeting.
5. Governance Structure
  - Dr. Watts reviewed the Governance Structure and suggested a policy on shared governance be included in the handbook.
6. 2010 ACCA Conference
  - Nov. 21-23, Renaissance Montgomery Hotel
  - Thirteen employees are planning to attend.



7. NISOD Excellence Awards
  - Two proposals are to be submitted for the NISOD conference – Student Engagement and the Summer Fellowship given to Mr. Grover Kitchens.
8. Faculty/Staff Survey Data
  - Dr. Watts reported on his initial meetings with different areas.
9. Performance Evaluations
  - The evaluations are almost complete and will be finalized at the next meeting.
10. Democracy's Colleges Updates
  - The final Call to Action document will be framed and placed in every building.
11. Intranet Updates
  - Mr. Maltbie updated the Executive Team on the progress.
  - Mr. Maltbie and Dr. Watts will identify the information that should be accessible to the public and the information that is only important for employees to access.

### **New Business**

1. Norton Rededication Ceremony
  - Friday, Nov. 5, 2 p.m.
  - Plans for the Rededication are on schedule.
2. Dr. Jonathan Watts Book Signing
  - Sunday, Nov. 7, 2 p.m., Norton Social Sciences Building
3. Early Bird Breakfast for Area Chambers
  - Tuesday, Nov. 9, 7:30 a.m., Hospice of Marshall County (Shepherd's Cove)
4. Open Discussion
  - Dr. Miller discussed plans for professional development opportunities before the Thanksgiving holiday.
  - Dr. Watts is researching the possibility of offering a Snead State Associate degree. It was discussed about including Amanda Harbison and Brittany Wilborn at the next meeting to discuss the role the STARS Guide would play in this.
  - Dr. Miller and Mr. Richard are moving forward to offer student loans by the fall.
  - The Executive Team discussed the enrollment management plan.

**Adjourned**  
3:30 p.m.



**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
November 17, 2010**

**Attendees**

Dr. Robert Exley, Mr. Mark Richard, Ms. Teresa Walker, Dr. Jason Watts, Ms. Shelley Smith, Mr. Randy Maltbie, Dr. Larry Miller, Ms. Amanda Harbison

**Convened**

2:05 p.m.

**Old Business**

1. Update Regarding Campus Facilities Projects
  - The drainage upgrades were tested from the recent rain. Mr. Richard is working with the architects on a long punch list.
  - Another drainage project will include the area between the baseball field and Cosmetology.
  - Mr. Richard also reported on a sidewalk project and the Music Building parking lot, which should begin within two-three weeks.
  - There are still HVAC issues with Norton.
  - The final ABC inspection on the softball project is scheduled for Tuesday.
  - The outdoor furniture for the Norton Building should be in next week.
  - The office build-outs for the McCain Building are to be put up on Monday.
  - The S&P Committee is set to meet Dec. 1 to review projects for the next year. Let Mr. Richard know of any projects that need to be addressed.
  
2. Excellence Statement
  - Tabled.
  
3. Tobacco Free Campus
  - Tabled.
  
4. Governance Structure
  - Dr. Watts made changes to the Governance Structure based on conversation from the last meeting.
  - Two committees that need to be addressed in the Governance Structure are the Student Success Team and the Student Committee.
  - Dr. Exley led discussion on the Governance Structure with emphasis on identifying what is a governance committee and what is an ad hoc committee.
  
5. 2010 ACCA Conference
  - Nov. 21-23, Renaissance Montgomery Hotel
  - Thirteen employees are planning to attend.

6. NISOD Excellence Awards
  - All four Chancellor's Awards nominees will also be nominated to receive NISOD Excellence Awards.
  - Nomination packets on the employees are due in March.
7. Democracy's Colleges Updates/College Completion Agenda
  - Marketing materials for college completion are available on the Phi Theta Kappa website.
  - The Executive Team discussed sending Gary Bodine, Brittany Wilborn, and a recruiter to the Phi Theta Kappa headquarters in December.
  - Some discussion was held on setting a kick-off for the Student Success Center and Student Completion Campaign.

## **New Business**

1. Retiree Breakfast
  - Friday, Nov. 19, at 8:30 a.m. in the Cafeteria
2. Enrollment Management Plan Status Report
  - Dr. Watts presented a draft of the plan.
  - Dr. Exley led discussion on the plan.
  - The Executive Team determined the plan needs to be separate from the Student Success Center operation plan.
3. Transfer Advising/STARS Guides Report
  - This item was tabled.
4. Open Discussion
  - Mr. Richard led discussion on updating directional signage on campus and have the signage match the new standard set in the Campus Master Plan.
  - Mr. Richard, Mr. Maltbie, and Ms. Smith will work on a recommendation for the signage and present it to the Executive Team.

## **Adjourned**

4 p.m.



**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
December 1, 2010**

**Attendees**

Dr. Robert Exley, Mr. Mark Richard, Ms. Teresa Walker, Dr. Jason Watts, Ms. Shelley Smith, Mr. Randy Maltbie, Dr. Larry Miller, Ms. Brittany Wilborn

**Convened**

2:05 p.m.

**Old Business**

1. Update Regarding Campus Facilities Projects
  - The Pfeiffer demolition/parking lot project should be complete by next week.
  - The new offices upstairs of the McCain Building should be installed Dec. 22-23.
  - The Safety and Property Committee are to meet Monday to discuss projects for the next year. If anyone knows of a project that needs to be addressed, let Mr. Richard know.
  - Repairs to different parking lots on campus, including Bevill, SUB and the gym, will be addressed. Mr. Richard is going to check on getting assistance from the city on repairing some of the potholes.
  - Mr. Richard is going to check on painting the walls on the top floor of the McCain Building.
2. Excellence Statement
  - Tabled.
3. Tobacco Free Campus
  - Tabled.
4. Governance Structure
  - The Executive Team is to look over the proposed Governance Structure. More discussion will be held during the next meeting.
  - Some suggested changes included changing the name of the Business Committee to the Business Policy Committee; changing the membership to the Technology Committee to include a Business Office Representative instead of the Business Office Manager; adding the Enrollment Management Committee to the Governance Structure; and changing the name of the Discipline Committee to the Student Discipline Committee.
5. NISOD Excellence Awards
  - All four Chancellor's Awards nominees will also be nominated to receive NISOD Excellence Awards. The names have already been submitted to NISOD.

- Nomination packets on the employees are due in March.
  - More presentation proposals have been submitted.
6. Democracy's Colleges Updates/College Completion Agenda
    - The key components will be rolled into the Enrollment Management plan.
  7. Enrollment Management Plan Status Report
    - The committee met today and rolled out a concept for the plan.
    - Dr. Watts and Dr. Miller will discuss the concept with Division Directors on Thursday.
    - Dr. Exley suggested strategically considering dual enrollment when drafting the plan.
    - Dr. Watts suggested presenting the concept to employees during an Exchange meeting.
  8. Transfer Advising/STARS Guides Report
    - Ms. Wilborn provided an overview of the STARS Guide use in transfer advising. The challenge is making sure the information on the STARS Guide is the current information required by colleges and universities.
    - Dr. Exley suggested pursuing articulation agreements with the different universities to ensure current transfer information and to guarantee acceptance of credits if an Associate's degree is earned.
  9. Update Regarding Directional Signage on Campus
    - Mr. Richard led discussion on the directional signage.
    - Dr. Exley opened discussion on securing additional signage to delineate boundaries on campus.

## **New Business**

1. Review of Drug-Free Workplace Policy
  - Dr. Exley led discussion on updating the policy so that it is in compliance with state and federal guidelines.
    - The Executive Team discussed ways to inform employees of the policy, including sending a memo to employees each year outlining the policy or making reviews of the policy part of the yearly evaluations.
    - Mr. Richard will work with Human Resources to make sure the College is in compliance with guidelines.
2. Orientation for Dr. Charles Elliott
  - Wednesday, Dec. 8, 10:30 a.m.
  - Dr. Exley presented an overview of the orientation and asked each Executive Team member to develop a PowerPoint providing relevant information on his or her area.
  - Dr. Exley will present the framework for the College Completion Agenda and Snead's response.
  - Ms. Smith will update the State of the College report and have it available to present to Dr. Elliott.
3. SSCC Christmas Gathering

- Mark will coordinate with the Hospitality Committee to plan this event.
4. Open Discussion
- Ms. Wilborn is working on the application for the Presidential Honor Roll, awarded based on community service and civic engagement.
  - Ms. Smith opened discussion on advertising efforts for the Spring Semester. Suggestions were made on external and internal advertising.

**Adjourned**

4 p.m.



**SNEAD STATE COMMUNITY COLLEGE  
EXECUTIVE TEAM MEETING  
December 15, 2010**

**Attendees**

Dr. Robert Exley, Mr. Mark Richard, Ms. Teresa Walker, Dr. Jason Watts, Ms. Shelley Smith, Mr. Randy Maltbie, Dr. Larry Miller, Ms. Brittany Wilborn, University of Alabama Representatives Dr. David Hardy and Jessica Griffin

**Convened**

2:005 p.m.

**Old Business**

1. Transfer Advising/STARS Guides Report
  - Dr. Hardy presented an overview of the Transfer Advising Corps and offered advice on how the College can better advise Snead State students on advising options in regard to the STARS Guide.
  - Ideas that developed from the conversation included developing articulation agreements with universities, offering an Associate in Art degree, and re-evaluating the degree audit process.
  - Dr. Hardy suggested the College view the STARS Guide more as a guide than a contract in regard to transfer credits.
2. Update Regarding Campus Facilities Projects
  - Tabled until the next meeting.
3. Excellence Statement
  - Tabled.
4. Tobacco Free Campus
  - Tabled.
5. Governance Structure
  - Tabled until the next meeting.
6. Enrollment Management Plan Status Report
  - Tabled until the next meeting.
7. Update Regarding Directional Signage on Campus
  - Tabled until the next meeting.
8. Update Regarding Drug-Free Workplace Policy
  - Tabled until the next meeting.

## **New Business**

1. Website discussion
  - The Executive Team needs to review the website and be prepared to discuss this further at the next meeting.
  
2. Visit to PTK Headquarters in Jackson, MS
  - Thursday and Friday, Dec. 16-17
  - Dr. Exley, Ms. Smith, Ms. Wilborn, Sean Abernathy, and Gary Bodine will be attending.
  
3. SSCC Christmas Gathering
  - Thursday, Dec. 23, at noon in the Bevill Center.
  - Please encourage employees to RSVP to Dianne Alldredge if they plan to attend or donate money.
  
4. Open Discussion
  - Nothing was mentioned.

## **Adjourned**

3 p.m.